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USPS CELEBRATES



2008

Hispanic Heritage Month

September 15 - October 15



■ For customers at www.usps.com/cpim/ftp/bulletin/pb.htm

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Bette Davis stamp

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September 2008

DISTRICT MANAGERS, CUSTOMER SERVICE AND SALES POSTMASTERS

SUBJECT: Alzheimer's Awareness Stamp

The Alzheimer's Awareness stamp will be issued nationwide on Oct. 17, 2008 — in time for National Alzheimer's Disease Awareness Month and National Family Caregivers Month in November. The official first-day-of-issue ceremony will be held at the Blanchette Rockefeller Neurosciences Institute in conjunction with their grand opening. The Institute is dedicated to the research of both memory and memory disorders for purposes of prevention, diagnosis and treatment.

Today there are an estimated five million Americans living with this disease. Persons suffering from Alzheimer's-related dementia have trouble carrying out daily activities. As the disease progresses, perceptual, language, functional and motor skills deteriorate. It takes a tremendous toll on individuals, caregivers and society. There currently is no cure for this disease. Some common warning signs include memory loss, difficulty performing familiar tasks, problems with abstract thinking and disorientation to time and place.

As an organization that touches every community, every day, the Postal Service plays a role in helping educate the public regarding important issues and significant historical events through commemorative stamps and community outreach programs. The issuance of our social awareness stamps over the years has helped stimulate conversation in our communities nationwide about serious topics such as AIDS awareness, breast cancer research and hospice care.

As we make plans to promote the *Alzheimer's Awareness* stamp and spread the word about the importance of knowing the symptoms and warning signs, we want to take this opportunity to thank you for your support. Promotion of this cause provides us with a unique opportunity to gain community support and to benefit millions of people across the nation.

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Stamp Overview

The Alzheimer's Awareness stamp will be issued on October 17, 2008, in Morgantown, WV, during the grand opening of the Blanchette Rockefeller Neurosciences Institute (BRNI). The facility is dedicated to the study of both memory and memory disorders for the purposes of prevention, diagnosis, and treatment. The stamp will go on sale nationwide the same day.

According to an Alzheimer's Association report — 2008 Alzheimer's Disease Facts and Figures — an estimated 5 million Americans live with this disease. Persons suffering from Alzheimer's-related dementia have trouble carrying out daily activities. As the disease progresses, perceptual, language, functional, and motor skills deteriorate. It takes a tremendous toll on individuals, caregivers, and society.

November is National Alzheimer's Disease Awareness Month and National Family Caregivers Month. Local and national publicity will help raise awareness of the seriousness of memory disorders. The *Alzheimer's Awareness*

stamp serves as a reminder to everyone to know the warning signs of this disease and to encourage early detection. This stamp will help raise awareness about how devastating this disease is, and underscore that there still is no cure. Just as important is the need for increased research and resources to care for Alzheimer's patients and those suffering from dementia-related illnesses. There are many ways to interest local media in your *Alzheimer's Awareness* stamp events.

Design Brief

The single design appears on a pane of 20 stamps and features a silhouette of an older woman with a hand resting on her shoulder.

Art director Ethel Kessler worked with illustrator Matt Mahurin to draw attention to the importance of the caregiver for those who have Alzheimer's disease. "For the person with Alzheimer's," Kessler says, "that interaction with the caregiver means everything." Three words — care, support, research — appear in the selvage in the upper right corner of the stamp sheet.

The social awareness stamps are part of a series that has highlighted important issues such as literacy, hospice care, breast cancer awareness, AIDS awareness, organ and tissue donation, and philanthropy. The *Breast Cancer Research* semipostal stamp also helped raise funds for research.

First-Day-of-Issue and First-Day-of-Sale Postmarks

The Postal Service™ has not authorized a first-day-of-issue postmark design for the first-day-of-issue ceremony in Morgantown, WV. The stamp will be dedicated October 17. All requests must be postmarked by December 18, 2008. Postmasters wanting to produce a first-day-of-sale postmark must follow the instructions from *Postal Bulletin* 22237 (7-17-08, page 53) (see Exhibit A on page 6).

Exhibit A

New First Day of Sale Postmarking Service

Effective July 17, 2008, a new first day of sale postmarking service is available to collectors upon request. At the request of stamp and commemorative cover collectors nationwide, this postmarking service was created and will now be implemented as an official postmark. Participation by postmasters/Post Offices™ in this postmarking service is voluntary; however, postmasters/Post Offices are encouraged to participate.

Since January 2007, all new stamps and stationery items go on sale nationwide on the official first day of issue date. Typically, with each new stamp and stationery item, one official first day of issue city provides collectors with an official first day of issue postmark. For all other Post Offices (other than the official first day of issue city), this new first day of sale postmark will now be available for use.

The first day of sale postmark will not only support the hobby of stamp collecting but will assist postmasters in promoting the sale of new stamps and stationery items. Stamp collectors will now be able to collect official first day of sale postmarks on commemorative envelopes.

Postmasters are encouraged to participate in the new first day of sale postmark program.

How to Order First Day of Sale Postmarks

Postmasters participating in first day of sale postmarking should order their postmarking devices using PS Form 1567, Requisition for Rubber and Steel Hand Canceling Stamps, (see pages 54 and 55) and by calling the rubber stamp hotline at 800-332-0317 (press option 4); or postmasters may directly contact the awarded supplier, The Baumgarten Company of Washington, DC, at 888-852-3852. Postmasters should allow 30 days for the vendor to provide the postmarking device.

First Day of Sale Postmarking Devices

The first day of sale postmark is available in two formats:

Size A. Self-inking hand-changeable date stamp for Post Offices with 13 or fewer characters in their Post Office name (characters include the comma and space between the Post Office name and its state abbreviation).

Self-Inking Hand Stamp PSIN 711D 7520-10-000-6365

(13 characters maximum in city and state including spaces and commas)



Size B. Rubber composition hand-changeable date stamp for Post Offices with more than 13 characters in their Post Office name (characters include the comma and space between the Post Office name and its state abbreviation).

Rubber Hand Stamp PSIN 711E 7520-10-000-6488

(More than 13 characters in city and state including spaces and commas)



See *Postal Operations Manual* (POM) Chapter 2, Philately, for more information about philatelic postmarks.

Postmark Servicing and Support to Collectors

First day of sale postmarking service may be provided when such service does not interfere with other retail sales or mail processing operations, and/or does not inconvenience other customers. Postmasters may, at their discretion, offer collectors either hand-back or mail-back service and/or arrange for a date/time with the collector for drop-off and pick-up service.

Customers will have 90 days for the official first day of issuance date to obtain first day of sale postmarks on new stamps and stationery items. Collectors should contact the Post Office from which they are requesting a first day of sale postmark to verify that a specific Post Office participates in the first day of sale postmarking program. Collectors may request a first day of sale postmark in person or by mail to the postmaster. There is no charge for servicing of first day of sale postmarks up to 50 covers. Mail-in customers must supply a self-addressed envelope with sufficient return postage applied to return the serviced covers.

All new stamps and stationery items are announced in the *Postal Bulletin* and through news releases distributed to the press and to philatelic periodicals. No national listing of Post Offices participating in first day of sale postmarking will be maintained. Customers/collectors will have to contact individual postmasters/ Post Offices individually to find out if they are participating in the postmarking service. Postmasters wishing to promote this program locally will need to contact their local Corporate Communications office for assistance.

Stamp Services,
 Government Relations, 7-17-08

Pictorial Postmarks

Stamp dedication events held on days following the first-day-of-issue or first-day-of-sale events are known as special dedication ceremonies. Postmasters must submit designed pictorial postmarks to the program manager at USPS, 1735 N. Lynn Street, Arlington, VA 22209-6432. The postmaster's city, state, and ZIP™ Code must also appear in the postmark along with the word "STATION". Post Offices™ can offer these postmarks through mail-back service for 30 days. The Postal Service must make all postmarking services known to collectors through advance publicity in the Postal Bulletin, therefore all special dedication pictorial postmarks must be reported to Stamp Services 2 weeks prior to the events on PS Form 413, Pictorial Postmark Announcement/Report. PS Form 413 may be found at http://blue.usps.gov/formmgmt/pt.htm. Postmasters can also refer to Handbook PO-230, Pictorial Postmarks.

Stamp/Philatelic Products

The following stamp/philatelic products will be available for this stamp issuance:

463461	First Day Cover	\$0.80
463491	Ceremony Program	\$6.95
463493	First Day Cover Keepsake	\$9.20

First-Day-of-Sale and Special Dedication Event Planning Checklist

When planning Alzheimer's Awareness first-day-of-sale and special dedication events, keep the following suggestions in mind:

- a. Begin planning immediately. Remember, November is National Alzheimer's Disease Awareness Month and National Family Caregivers Month.
- b. Coordinate with your Government Relations representative as you reach out to the state governors or other state officials to determine the location of your event. You should secure Postal Service participants and other non-Postal Service participants including the head of the local Chamber of Commerce and local politicians.
- Launch a local publicity campaign using the materials in this kit.

- d. Draft a timeline and remarks for speakers.
- e. Furnish a final briefing sheet to all ceremony participants.
- f. Plan retail opportunities encouraging sales of the stamps.
- g. Prepare local invitations to the event.
- Send news clippings to the local contacts of your area Corporate Communications representative.

Suggested Planning Timeline for First-Day-of-Sale and Special Dedication Events

Action	Suggested Timing				
 Send invitations to local and area dignitaries. 	A few weeks before event				
Send announcements and invitations to employees.	A few weeks before event				
Distribute public service announcement to radio/TV.	A few weeks before event				
4. Distribute news release.	A few weeks before event				
Distribute media advisory to all news media.	1 week before event				
6. Remind invited dignitaries about event via telephone.	5 days before event				
Redistribute media advisory to all news media.	1 to 2 days before event				
Make follow-up calls to local news media.	1 day before event				
9. Distribute day-of-issuance news release.	Day of event				
10. Send letter to newspaper editor thanking community.	1 day after event				
11. Send newspaper clips to area Corporate Communications manager.	Within 1 week after event				

Note: If you have any questions or need assistance with any of these items, please notify your Corporate Communications local contact.



Pictorial Postmark Announcement/Report

Complete this announcement and send it to:

PICTORIAL POSTMARK PROGRAM MANAGER STAMP SERVICES US POSTAL SERVICE 1735 N LYNN ST RM 5016 ARLINGTON VA 22209-6432

Fax: 703-292-4183

Temporary Station Information

PictorialPostmarks@usps.gov

Insert pictorial postmark copy HERE (camera ready or reproducible.)

It must not be larger than 4" horizontal x 2" vertical (the dimensions of this box)

Postal Service™ Contact (Name, address, telephone)		
Station Date(s)		
Sponsor		
Station Name		
Complete Street Address (No., street, ste./apt.) or P. O. Box Number		
City, State, ZIP+4®		
Mail Postmark Requests to:	(Address for Customer Mailback Service)	
Station Name		
Addressee Name (Usually "Postmaster")		
Complete Street Address (No., street, ste./apt.) or P. O. Box 9998		
City, State, ZIP+4		
Postmark Report: Following	event, resubmit this form as a postma	rk report to Pictorial Postmark program manager.
		TO:
Total number of pieces serviced	d during the authorized postmark period	PICTORIAL POSTMARK PROGRAM MANAGER STAMP SERVICES
		US POSTAL SERVICE 1735 N LYNN ST RM 5016
		ARLINGTON VA 22209-6432
Resubmit repo	ort following event.	Fax: 703-292-4183
		PictorialPostmarks@usps.gov
PS Form 413 . April 2006		

First-Day-of-Sale and Special Dedication Event Tips

Before the event

Send a written invitation 2 weeks before the event to the mayor of your community and any other local elected officials you feel would be appropriate, as well as leaders of local community organizations related to Alzheimer's disease and aging or Alzheimer's research organizations. The local postmaster or district manager should sign the invitations.

Follow up on the written invitation with a telephone call to the elected official's scheduler within a week if you have not received a reply. You may need to call more than once.

Keep in touch with all elected officials who respond. If asked, provide updated information to the elected official's staff as it becomes available (such as who else is participating, where and when to meet, what his or her role will be, etc.). Stress that remarks should be brief and limited to the unveiling of the *Alzheimer's Awareness* stamp and recognition of the role the U.S. Postal Service[®] plays in raising public awareness of health and social issues through its stamp program.

If you create a program, include names of all participating elected officials on the program as honored guests, and mention them in all media advisories.

After the event

Send a written thank you letter to all elected officials who participated in the ceremony, expressing your appreciation.

Provide copies of any newspaper articles about the event to their offices. Even though they might see those articles on their own, you can take the opportunity to remind them of the press coverage the event received.

Provide a small supply of extra cachets or covers with the special cancellation, if applicable, to elected officials, even to those who could not attend. These make great give-aways and serve as a positive reminder of the event.

Obtain and frame a photo of the elected official posing beside the stamp image and make an appointment to present it in person, if possible. A matted, well-framed photograph stands a good chance of being hung on the wall of the official's office, again serving as a positive reminder of the event.

Keep in touch with your elected officials. Good relationships are built over time.

Publicity Ideas

Copy the First-Day Event Theme

On Thursday, October 16, the Blanchette Rockefeller Neurosciences Institute will host the first-ever "International Forum on Memory and Memory Disorders" at the West Virginia University Alumni Center. Hundreds of researchers, leading pharmaceutical and healthcare companies, distinguished public servants, members of the medical community, and students from surrounding universities will be on hand for the forum. The first-day-of-issue event will take place October 17, and it will highlight the grand opening of the Institute (BRNI) in Morgantown, WV, dedicated to the study of both memory and memory disorders for purposes of prevention, diagnosis, and treatment.

Because the stamp has significant national importance, it is a good idea to contact your Postal Service Government Relations representative for guidance in involving elected officials when planning your event. (See page 11 for the list of Government Relations contacts.)

Your area Corporate Communications representatives are available and ready to assist you in generating publicity for your events. (See page 10 for the list of area Corporate Communications contacts.)

Other Event Ideas

The release of these stamps offers an ideal opportunity for postal communities in each state to draw attention to dementia-related illnesses and connect with residents and community leaders. There are many ways to generate local media interest in the *Alzheimer's Awareness* stamp.

- Host an Alzheimer's Awareness day to provide information and training for your local community. Invite local Alzheimer's chapters to display pamphlets and visuals describing the early warning signs. Invite caregivers to receive tips on how to care for and safeguard family members or patients suffering with memory illnesses. Contact local chapters of the various Alzheimer's organizations in your area for resources.
- Participate in clinical studies or in an Alzheimer's Association Memory Walk event in your neighborhood or community to bring awareness to Alzheimer's. Visit www.alz.org for more information.
- Sponsor the Alzheimer's Foundation of America National Commemorative Candle Lighting on November 13 or an event to promote early detection on National Memory Screening Day, November 18. Visit www.alzfdn.org for more details. Host a press conference announcing the issuance of the Alzheimer's Awareness stamp. Participants might include the postmaster and the head of the local chapters of

the Alzheimer's Association, Alzheimer's Foundation of America, or the National Institute on Aging (NIA) through the Alzheimer's Disease Centers. The NIA Alzheimer's Disease Education and Referral Center also offers free information and publications you can request and provide at the event. Visit www.nia.nih.gov/alzheimers for these resources.

- Develop an Alzheimer's Awareness display at your Post Office and invite local dementia-related organizations to contribute images for a colorful and engaging display.
- Plan an event at the local library or other public location and include a display of an enlargement of the new stamp. Invite appropriate speakers including congressional, civic, and community leaders.
- Invite groups of children to write letters on how Alzheimer's affects their families to be displayed in the local library or community center, written to a real or imaginary friend about "How Alzheimer's disease makes my family feel."

Contact Information

Corporate Communications Contacts

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For the most current ADC contact information, visit the ADEAR website at www.nia.nih.gov/Alzheimers/ ResearchInformation/ResearchCenters.

The National Institute on Aging funds Alzheimer's Disease Centers (ADCs) at major medical institutions across the nation. Researchers at these centers are working to translate research advances into improved diagnosis and care for Alzheimer's disease (AD) patients while, at the same time, focusing on the program's long-term goal finding a way to cure and possibly prevent AD.

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wv

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Jane Marks 1111 Lee St. E. Charleston, WV 25301

Alzheimer's Foundation of America

The Alzheimer's Foundation of America provides optimal care and services to individuals confronting dementia and to their caregivers and families through member organizations dedicated to improving quality of life.

To contact local chapters nationwide call, toll free, 866-AFA-8484 or see the website directory of organizations at http://www.alzfdn.org/Members/members.html.





POSTAL NEWS

FOR IMMEDIATE RELEASE Date

Media Contact: Name
(O) xxx-xxx-xxxx
(C) xxx-xxx-xxxx
xxxxx@usps.gov
usps.com/news
Release No. xx-xxx

[Insert City] Post Office Invites Community to New Postage Stamp Unveiling to Highlight Alzheimer's Awareness Public Service Announcement for Radio

[Insert city] — Postmaster [insert name] invites everyone to [insert location] to participate in a celebration recognizing the importance of "knowing more about Alzheimer's disease" on [insert day and date] from [insert time] to [insert time].

The program includes participation by **[insert name of organization or celebrity]** in the Postal Service's[™] unveiling ceremony for the new *Alzheimer's Awareness* stamp. Other activities include **[describe activities].**

November is National Alzheimer's Disease Awareness Month and National Family Caregivers Month. According to the Alzheimer's Association's 2008 Alzheimer's Disease Facts and Figures, today an estimated five million Americans live with this disease. Persons suffering from Alzheimer's related-dementia have trouble carrying out daily activities. As the disease progresses, perceptual, language, functional and motor skills deteriorate. It makes a tremendous impact on individuals, caregivers and society. Take a moment to join members of your community in focusing attention on this important social issue.

To help recognize the warning signs, the Alzheimer's Association has developed a list of the ten common symptoms of Alzheimer's Disease:

- 1. Memory loss.
- 2. Difficulty performing familiar tasks.
- 3. Problems with language.
- 4. Disorientation to time and place.
- 5. Poor or decreased judgment.
- 6. Problems with abstract thinking.
- Misplacing things.
- 8. Changes in mood or behavior.
- 9. Changes in personality.
- 10. Loss of initiative.

For more information about Alzheimer's disease, contact the Alzheimer's Disease Education and Referral (ADEAR) Center (www.nia.nih.gov/alzheimers), the Alzheimer's Association (www.alz.org) or the Alzheimer's Foundation of America (www.alzfdn.org).

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Note: For broadcast quality video and audio, photo stills and other media resources, visit the USPS[®] Newsroom at *www.usps.com/news*.

An independent federal agency, the U.S. Postal Service $^{(8)}$ is the only delivery service that visits every address in the nation - 146 million homes and businesses. It has 37,000 retail locations and relies on the sale of postage, products and services, not tax dollars, to pay for operating expenses. The Postal Service has annual revenues of \$75 billion and delivers nearly half the world's mail.



POSTAL NEWS

FOR IMMEDIATE RELEASE Date

Media Contact: Name
(O) xxx-xxx-xxxx
(C) xxx-xxx-xxxx
xxxxx@usps.gov
usps.com/news
Release No. 07-xxx

Alzheimer's Awareness Postage Stamp Issued by the U.S. Postal Service

[Insert city] — Alzheimer's awareness will be the focus of attention on [insert date] when the U.S. Postal Service[®] and [insert organization/celebrity] [unveil (dedicate)] the Alzheimer's Awareness commemorative postage stamp during a ceremony at [insert location]. The 42-cent stamp is now available at Post Offices™ nationwide.

[Insert city] Postmaster [insert postmaster's name] will unveil the stamp to recognize the importance of knowing more about Alzheimer's disease in an effort to help raise awareness. Joining [insert postmaster's name] at the ceremony will be insert organization/celebrity or local/area dignitaries].

[Insert other notable happenings at the event].

"We believe this stamp will go a long way in helping spread the word about how important it is for everyone to know about this devastating disease," said **[insert postmaster's last name].** "The Postal Service is proud to continue its tradition as a community leader in highlighting health and social issues." November is National Alzheimer's Disease Awareness Month and National Family Caregivers Month.

With the issuance of the *Alzheimer's Awareness* stamp, the Postal Service™ continues its long-standing tradition of raising awareness of social issues. Stamps such as *Breast Cancer Research*, *Adoption* and *Children's Health* have helped stimulate conversation about these serious topics in communities from coast to coast. These activities go hand in hand with the Postal Service's historic role as a community leader.

Experts estimate that more than five million Americans are living with Alzheimer's disease. People suffering with Alzheimer's have trouble carrying out daily activities. The disease initially affects the parts of the brain that control language, thought and memory. It is the most common form of dementia among older people.

Art director Ethel Kessler worked with illustrator Matt Mahurin to draw attention to the importance of the caregiver for those who have Alzheimer's disease. "For the person with Alzheimer's," Kessler says, "that interaction with the caregiver means everything." Three words — care, support, research — appear in the selvage in the upper right corner of the stamp sheet.

To see the *Alzheimer's Awareness* stamp, go to the Postal Store[®] at *http://shop.usps.com*, click *Stamps* and then *42-Cent First-Class*. To see other 2008 stamps click *Stamps*. All current stamps, philatelic products and gift items are available by calling, toll free, 800-STAMP-24 or 800-782-6724.

For more information about Alzheimer's disease, contact the Alzheimer's Disease Education and Referral (ADEAR) Center (www.nia.nih.gov/alzheimers), the Alzheimer's Association (www.alz.org) or the Alzheimer's Foundation of America (www.alzfdn.org).

Note: For broadcast quality video and audio, photo stills and other media resources, visit the USPS $^{\textcircled{\tiny{0}}}$ Newsroom at *www.usps.com/news*.

An independent federal agency, the U.S. Postal Service $^{\circledR}$ is the only delivery service that visits every address in the nation - 146 million homes and businesses. It has 37,000 retail locations and relies on the sale of postage, products and services, not tax dollars, to pay for operating expenses. The Postal Service has annual revenues of \$75 billion and delivers nearly half the world's mail.



POSTAL NEWS

Date

Media Contact: Name
(O) xxx-xxx-xxxx
(C) xxx-xxx-xxxx
xxxxx@usps.gov

Contact: Name
(O) xxx-xxx-xxxx
(C) xxx-xxx-xxxx
xxxxx@usps.gov
usps.com/news

[Insert City] Post Office Invites Community to Recognize Alzheimer's Awareness to be Highlighted on New Stamp

WHAT: In honor of the issuance of the Alzheimer's Awareness postage stamp, the [insert city] Post

Office™ is hosting a community celebration. The event is free and open to everyone.

WHO: [Insert names and titles of event participants]

WHEN: [Insert date and time]

WHERE: [Insert name of location and complete address]

BACKGROUND:

November is National Alzheimer's Disease Awareness Month and National Family Caregivers Month. With the *Alzheimer's Awareness* stamp, the U.S. Postal Service[®] continues its long-standing tradition of raising awareness of social issues. The stamp serves to signal to the impact this disease has made and will continue to make on our society. It also serves as a reminder to everyone to know the warning signs of this disease and to encourage early detection. It is our hope that this stamp will help raise awareness about how devastating this disease is, as well as reminding the public that there still is no cure.

A pane of 20 stamps will be issued nationwide on October 17. Information on the back of the stamp pane informs customers that "Alzheimer's disease (AD) is the most common form of dementia among older people. The disease affects millions of men and women over 60 years of age; each case poses a special challenge to caregivers. No cure exists at present, but scientists around the world are conducting research in hopes of preventing or halting the progression of the disease. The relationship of people with AD and their caregivers remains of vital importance to the well-being and long-term prospects of the patient. For more information on AD and groups that provide education and support for caregivers and family members, go to www.nia.nih.gov/Alzheimers/."

To see the *Alzheimer's Awareness* stamp, go to the Postal Store® at *http://shop.usps.com*, click *Stamps* and *42-Cents First-Class*. To see other 2008 stamps click *Stamps*.

All current stamps, philatelic products and gift items are available by calling, toll free, 800-STAMP-24 or 800-782-6724.

For more information about Alzheimer's disease, contact the Alzheimer's Disease Education and Referral (ADEAR) Center (www.nia.nih.gov/alzheimers), the Alzheimer's Association (www.alz.org) or the Alzheimer's Foundation of America (www.alzfdn.org).

Speech Segments

The following suggested speech segments are for use at local ceremonies and events. Feel free to customize them to fit your local event and community.

Opening

Good [insert "morning" / "afternoon"].

It's a great honor for me to represent the United States Postal Service today as we **[dedicate/unveil]** the *Alzheimer's Awareness* stamp.

November is National Alzheimer's Disease Awareness Month and National Family Caregivers Month.

For more than half a century, the Postal Service has issued special stamps to help raise public awareness about important health and social issues. Today, we are proud to use the *Alzheimer's Awareness* stamp to call attention to Alzheimer's disease.

Alzheimer's Disease Facts

According to the Alzheimer's Association's 2008 Alzheimer's Disease Facts and Figures, today an estimated five million people in the United States live with Alzheimer's disease or dementia-related illnesses. That equates to one new diagnosis every 71 seconds. Those are staggering numbers.

Especially when you consider that people with Alzheimer's disease die an average of 4 to 6 years after diagnosis, though some may live as many as 20 years.

There is no cure, but research has shown that effective care and support can improve quality of life for individuals and their caregivers over the course of the disease.

That is why it is so important to understand the disease and its symptoms, so that appropriate care can be given as soon as possible.

Alzheimer's disease is a progressive brain disorder that gradually destroys a person's memory and ability to learn, reason, make judgments, communicate, and carry out daily activities.

As it progresses, changes in personality and behavior might include anxiety, suspiciousness or agitation, as well as delusions or hallucinations.

In the late stages of the disease, individuals need help with dressing, personal hygiene, eating, and other basic functions.

Although there is no single cause or test, a skilled physician can diagnose Alzheimer's disease with 90 percent accuracy. The goal of the diagnostic workshop is to determine whether symptoms may be due to a condition other than dementia.

Closing

We at the Postal Service understand the power our stamps have in increasing awareness of important social and health issues. It is our goal — and our expectation — that the *Alzheimer's Awareness* stamp will encourage the public to learn to recognize the symptoms of the disease, understand what to do for those who have the disease, and lend their support to find a cure. The stamp is also a reminder to each and every one of us to get regular medical checkups.

As you will soon see, the stamp depicts a silhouette of an older woman sitting with another's hand rested on her shoulder. It is the helping hand of care and concern that is so important to those who suffer from this terrible disease.

And now, if **[insert names of ceremony participants]** would join me in dedicating/unveiling the *Alzheimer's Awareness* stamp...

(Photo Opportunity)

I appreciate this opportunity to introduce this stamp to all of you and to our customers and friends in this community. Thank you again for taking the time to join us here today.

#

Sample Invitation

[Insert date]
[Insert name]
[Insert title]
[Insert name of organization]
[Insert street address]
[Insert city, state, ZIP+4]

Attention: Scheduler

Dear [insert title and name]:

On behalf of the **[insert name of district or Post Office]** and the United States Postal Service[®], I am pleased to invite you to participate in the **[dedication/unveiling]** of the *Alzheimer's Awareness* stamp at **[insert exact location]** on **[insert date]** at **[insert time]**.

November is National Alzheimer's Disease Awareness Month and National Family Caregivers Month. The *Alzheimer's Awareness* stamp serves as a reminder to everyone to know the warning signs of this disease. It is our hope that this stamp will promote and generate interest about the need for early detection, caregiver support and continued research to help find a cure for this devastating disease.

With the issuance of the *Alzheimer's Awareness* stamp, the Postal ServiceTM continues its long-standing tradition of raising awareness of social issues. Stamps such as *Breast Cancer Research* and *Hospice Care* have helped

stimulate conversation about these serious topics in communities from coast to coast. We expect significant press coverage of the ceremony and a good size crowd, including families, healthcare providers, and medical professionals.

Please confirm your participation by calling [name of contact] at [telephone number] by [cut-off date]. We look forward to having you join us at the event.

Sincerely,

[Sign]

[Insert district manager or postmaster's name] ["District manager" or "postmaster"] U.S. Postal Service

[Insert city, state, ZIP+4]

Sample Thank You Letter

[Insert date] [Insert name] [Insert name title] [Insert name of organization] [Insert street address] [Insert city, state, ZIP+4]

Dear [insert title and name]:

On behalf of the United States Postal Service[®], I want to thank you for joining us during our special ceremony dedicating our Alzheimer's Awareness stamp as part of our social awareness series. It was a wonderful event for [insert name of community], and your participation helped make it a great success.

With the issuance of the Alzheimer's Awareness stamp, the Postal Service™ continues its long-standing tradition of raising awareness of social issues through the commemorative stamp program. The stamp should encourage everyone to "Know More About Alzheimer's Disease." It is the Postal Service's hope that this stamp will help promote and generate awareness about the need for early detection, caregiver support, and continued research to help find a cure for this devastating disease.

I am enclosing copies of our special pictorial cancellation [if applicable] for you to share with your constituents. as well as copies of press clippings and photographs that recorded the event [if applicable].

The Postal Service will continue to provide reliable, cost-effective service through the ongoing development of our world-class communications network. I look forward to working with you on future community events. If I can be of assistance with any postal matter, please contact me at [telephone number].

Sincerely,

[Sign]

[Insert district manager or postmaster's name] ["District manager" or "postmaster"] U.S. Postal Service

[Insert city, state, ZIP+4]

Sample Letter to the Editor

[Insert date] [Insert name] [Insert title] [Insert name of publication] [Insert street address] [Insert city, state, ZIP+4]

Dear [insert title and name]:

On October 17, 2008, the U.S. Postal Service® [will issue/issued] a new commemorative postage stamp to help raise awareness about Alzheimer's disease. An estimated 5 million Americans have Alzheimer's disease or dementia-related illnesses.

November is National Alzheimer's Disease Awareness Month and National Family Caregivers Month. With the issuance of the Alzheimer's Awareness stamp, the Postal Service™ continues its long-standing tradition of raising awareness of social issues through the commemorative stamp program. The stamp should encourage everyone to "Know More About Alzheimer's Disease." It is the Postal Service's hope that this stamp will help promote and generate awareness about the need for early detection, caregiver support, and continued research to help find a cure for this devastating disease.

The employees of the [insert city name] Post Office™ wish to thank the citizens of [insert city name] for their enthusiasm and support in making the Alzheimer's Awareness stamp a successful event for our community and for the U.S. Postal Service.

Whether by providing universal mail service to everyone, everywhere, every day, or through our responsibilities as a community leader, the Postal Service will continue to work hard to deliver quality communications services across the country and right here in [insert city name].

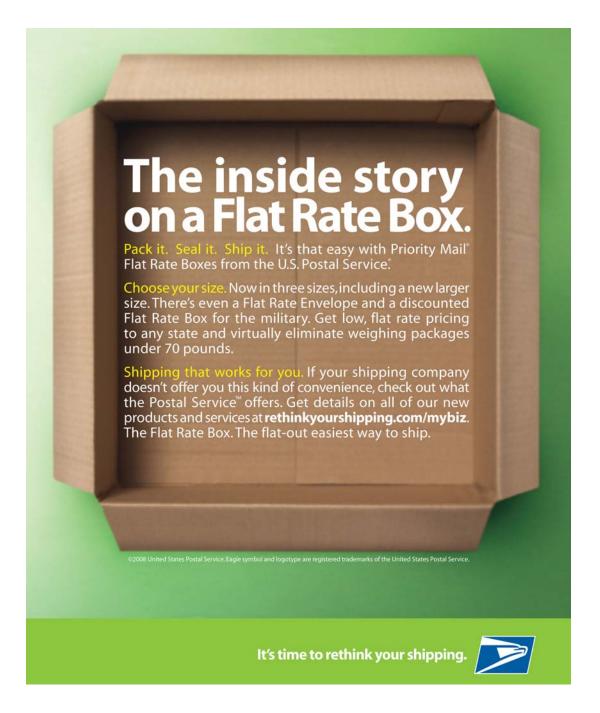
Sincerely,

[Sign]

[Insert postmaster's name] **Postmaster U.S. Postal Service** [Insert city, state, ZIP+4]

#

- Strategic Communications and Outreach, Corporate Communications, 9-11-08



Policies, Procedures, and Forms Updates

Manuals

DMM Revision: Postage Payment for Bound Printed Matter Limited to Permit Imprint

In March, we filed a notice with the Postal Regulatory Commission for a classification change requiring all mailings of Bound Printed Matter be paid by permit only. The Commission agreed, and we are moving forward with the change.

Effective September 11, 2008, the Postal Service™ is revising the *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 363, 364, 365, 366, 463, 464, 465, 466, and 604 for all Bound Printed Matter (BPM). Postage payment for all BPM mailings: carrier route, presorted, and nonpresorted (single-piece) flats and parcels, regardless of volume, are limited to permit imprint. Mailers can no longer affix postage by adhesive stamps, postage meter, or PC Postage®. BPM will not be accepted at retail counters, in collection boxes, or by carriers and must be deposited and accepted at the Post Office™ facility that issued the permit. Merchandise Return Service (MRS) permit holders may continue to pay nonpresorted BPM prices on eligible items returned with an MRS label.

Mailers presently authorized to pay postage via permit imprint may use their existing permit to mail BPM at the office where the permit is held. Mailers who wish to obtain a new authorization to pay postage via permit imprint must complete an application and pay a one-time application fee at each office of mailing. Authorization is obtained by submitting PS Form 3615, *Mailing Permit Application and Customer Profile*, and the applicable fee to the Post Office where mailings are to be deposited. As long as a permit remains active, there is no additional fee for use of a permit imprint indicia, but other fees (e.g., an annual destination entry mailing fee) may be due depending on where the mail is deposited.

Payment for postage must be made for each mailing through an advance deposit account before the mailing can be released for processing. Funds to pay postage must be deposited as directed by the USPS[®].

Nonpresorted BPM mailings, except discount mailings (e.g., barcode discounts), will be exempt from the general minimum volume requirement for a permit imprint mailing of at least 200 pieces or 50 pounds of mail and will not have a minimum volume requirement. However, the current requirements for all other commercial nonpresorted and presorted minimum volumes will remain (e.g., nonpresorted barcoded, 50 pieces and presorted, 300 pieces).

As a reminder, prices for BPM pieces vary by weight and zone of destination. Supporting documentation of postage

is required for all nonidentical-weight pieces and for identical-weight pieces that are not separated by price and zone.

Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM)

363 Prices and Eligibility

1.0 Prices and Fees for Bound Printed Matter

1.1 Nonpresorted Bound Printed Matter

* * * * *

[Delete 1.1.7 in its entirety.]

[Revise the title of 363.1.2, as follows:]

1.2 Commercial Bound Printed Matter * * * * * *

[Delete 1.2.8 in its entirety and renumber current 1.2.9 as new 1.2.8.]

4.0 Price Eligibility for Bound Printed Matter Flats

4.2 Nonidentical Weight Pieces

[Revise the text of 4.2 to eliminate affixed postage payment, as follows:]

Mailings may contain nonidentical-weight pieces only if Business Mailer Support (BMS) has authorized payment of postage by permit imprint under 705.2.0, *Manifest Mailing System*, 705.3.0, *Optional Procedure*, or 705.4.0, *Alternate Mailing System*.

* * * * *

Pull-Out Information

Fraud

Withholding of Mail Orders

Withholding of Mail Orders are enforced by postmasters at the cities listed below.

State, City ZIP Code	Names and Addresses Covered
CA, San Francisco 94111-1962	Eric K. Bruntlett and all other names except Michael Sherman Dailey, 110 Pacific Avenue, PMB 165
MI, Ann Arbor 48104-4811	Various names, not to include mail with the surname of Han, 2370 E. Stadium Boulevard, #210
MI, Ann Arbor 48113-0081	Various names, not to include mail with the surname of Han, P.O. Box 130081

- Judicial Officer, 9-11-08

Invalid Express Mail Corporate Account Numbers

These numbers are to be posted and used by retail/acceptance clerks. This listing supersedes all previous notices, which must be recycled. Retail/acceptance clerks must not accept Express Mail[®] shipments bearing any of

the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Agreement make up the Corporate Account Number.

Missing, Lost, or Stolen U.S. Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service™ employees responsible for accepting and cashing postal money orders. All interim notices should be destroyed when the numbers listed appear in the Postal Bulletin. The

actual serial numbers consist of the first 10 digits on the money orders. Check for altered dollar amounts by holding money orders to the light.

402 578 7876	to	7899	421 116 3565	to	3599	450 620 3135	to	3199	463 808 3484	to	3499
403 125 6744	to	6799	421 130 9300	to	9399	450 780 2716	to	2799	463 945 7400	to	7899
403 260 7000	to	7499	421 313 4500	to	4999	450 801 2700	to	2799	464 629 9000	to	9399
		6499			5599			2984			4399
403 280 6470	to		421 364 5537	to		451 109 2967	to		464 711 4332	to	
403 685 8600	to	8699	421 656 2609	to	2699	451 115 4110	to	4125	465 692 3963	to	3999
404 003 0300	to	0399	421 988 9700	to	9799	451 115 4127	to	4199	465 698 8300	to	8599
404 041 8838	to	8899	422 172 4667	to	4699	451 746 0700	to	0799	465 743 7745	to	7799
404 071 4268	to	4299	422 484 4212	to	4299	452 265 0074	to	0099	466 798 6056	to	6067
404 347 5356	to	5399	422 556 1270	to	1299	452 265 0246	to	0299	467 147 4300	to	4399
404 347 5548	to	5599	422 587 7024	to	7099	452 265 0335	to	0999	468 079 5782	to	5799
404 726 4500	to	4599	422 819 7533	to	7599	452 509 1169	to	1199	469 067 2817	to	2899
404 961 5001	to	5199	422 842 5073	to	5087	452 855 6471	to	6499	469 127 8000	to	8199
405 325 0188	to	0198	422 907 7563	to	7599	452 890 4679	to	4799	469 213 0359	to	0399
406 009 4587	to	4599	424 500 6050	to	6099	452 900 8215	to	8238	469 213 0500	to	0599
406 260 6830	to	6899	424 641 8500	to	8599	453 117 9146	to	9199	469 561 8011	to	8099
406 459 6641	to	6999	424 871 6600	to	6699	453 334 3631	to	3699	469 658 1961	to	1999
406 733 3000	to	3999	425 298 2352	to	2399	453 603 7841	to	7891	469 666 9900	to	9999
407 545 1557	to	1599	425 418 4269	to	4299	453 650 1140	to	1199	469 678 1900	to	1999
407 594 0412	to	0599	425 418 4405	to	4499	453 741 1300	to	1399	469 781 4900	to	4999
407 692 9100	to	9299	426 547 4566	to	4599	454 013 2919	to	2999	469 947 6960	to	6999
407 959 2190	to	2199	427 412 6337	to	6499	454 186 2411	to	2499	470 755 5800	to	5818
408 265 2275	to	2288	427 481 0900	to	0999	454 268 4883	to	4899	471 918 0300	to	0999
408 499 7700	to	7799	428 027 2742	to	2752	454 302 5400	to	5499	471 985 2408	to	2419
408 499 7900	to	7999	429 474 4172	to	4199	454 490 8300	to	8399	472 191 6700	to	6799
408 682 8484	to	8599	429 889 2900	to	2999	454 547 7434	to	7499	472 270 2555	to	2599
408 698 7015	to	7099	430 150 4401	to	4599	454 922 4867	to	4895	472 987 0213	to	0241
409 072 3941	to	3999	430 172 9800	to	9899	455 221 1348	to	1499	472 987 0290	to	0299
410 491 2311	to	2399	430 177 1900	to	2099	455 364 2147	to	2199	473 151 2069	to	2199
410 694 8400	to	8599	430 444 9500	to	9699	455 399 5400	to	5499	473 666 9138	to	9199
410 775 1500	to	1599	430 664 4070	to	4099	455 476 0676	to	0699	473 952 3429	to	3499
410 795 7927	to	7999	432 168 8419	to	8499	455 543 0618	to	0699	474 108 5402	to	5499
410 867 0917	to	0966	432 708 6800	to	6999	456 410 9006	to	9099	474 356 5193	to	5299
410 867 0970	to	0999	432 744 1544	to	1599	456 470 4146	to	4299	474 949 3366	to	3399
411 868 1023	to	1199	432 995 9775	to	9799	456 619 4460	to	4499	475 134 9362	to	9399
411 922 2322	to	2399	433 003 5800	to	5899	457 333 2686	to	2699	475 167 9667	to	9699
412 193 0900	to	0999	433 757 3047	to	3099	457 729 1767	to	1777	475 319 3415	to	3499
412 395 8599	to	8699	433 765 4003	to	4099	457 937 8615	to	8699	475 319 3649	to	3799
412 485 6500	to	6599	434 482 7060	to	7199	458 028 9810	to	9899	475 340 6400	to	6599
412 485 6610	to	6699	434 513 2386	to	2399	458 057 2712	to	2999	475 424 8410	to	8499
412 885 5953	to	5999	434 968 3076	to	3092	458 069 9537	to	9599	475 629 9156	to	9199
414 193 3608	to	3674	435 303 1831	to	1842	458 069 9665	to	9699	475 850 6101	to	6199
414 193 3677	to	3699	435 303 1986	to	1999	458 337 5222	to	5299	475 875 2500	to	2599
414 411 7348	to	7399	435 666 6092	to	6399	458 354 7653	to	7999	476 169 8264	to	8299
414 640 0757	to	0799	436 082 6400	to	6899	458 671 8678	to	8699	476 189 3000	to	3499
414 965 1727	to	1799	436 160 6441	to	6499	458 671 8721	to	8798	476 331 2480	to	2499
417 302 8104	to	8199	437 316 7115	to	7199	458 847 5044	to	5999	477 289 8601	to	8699
417 387 6532	to	6599	437 427 0500	to	3499	459 274 7624	to	7699	477 681 5206	to	5299
417 496 6800	to	6999	439 179 2300	to	2399	459 365 5432	to	5499	478 010 4243	to	4268
417 871 9250	to	9299	439 310 0458	to	0499	459 378 5764	to	5799	478 010 4270	to	4291
417 930 9533	to	9599	440 698 1947	to	1999	459 472 4816	to	4999	478 450 5071	to	5099
418 164 6500	to	6799	440 858 6300	to	6399	460 349 6878	to	6899	478 469 7838	to	7858
418 423 9863	to	9899	440 858 6420	to	7299	460 550 1909	to	1999	478 469 7883	to	7899
418 633 5922	to	5999	441 199 1655	to	1699	460 997 5234	to	5299	479 280 9800	to	9899
418 719 8520	to	8599	443 127 3648	to	3699	461 973 6443	to	6499	479 365 9116	to	9176
418 744 2235	to	2299	443 127 4000	to	4099	462 152 0107	to	0299	479 412 9900	to	9999
418 962 2848	to	2899	443 673 7900	to	7999	462 274 1072	to	1099	479 667 6190	to	6199
419 543 0286	to	0299	443 800 9335	to	9399	462 277 8373	to	8399	479 748 9680	to	9699
419 730 0300	to	0399	444 382 8822	to	8899	462 554 6051	to	6099	479 860 7000	to	7199
420 277 0015	to	0049	444 390 1667	to	1699	463 011 5529	to	5540	480 526 2000	to	2099
420 599 0734	to	0798	444 457 3854	to	3899	463 176 4115	to	4199	480 640 6330	to	6399
420 661 4115	to	4199	450 048 4173	to	4199	463 176 4229	to	4299	480 658 0568	to	0599
420 758 9500	to	9699	450 048 4442	to	4699	463 185 2600	to	2799	480 689 5100	to	5199
420 969 3951	to	3971	450 560 5173	to	5199	463 227 7711	to	7799	481 072 9463	to	9499
420 969 3973	to	3999	450 620 3077	to	3099	463 414 4869	to	4899	481 673 0074	to	0095
		2000	1 .55 525 55.7	.0	2000	, , , , , , , , , , , , , , , , , , , ,			.5. 5. 5 6 6 7 7		3000

482 527 1500	to	1599	601 653 5884	to	5899	621 904 8351	to	8599	642 355 8308	to	8999
482 541 5255	to	5299	601 661 7700	to	7799	621 916 1978	to	1989	642 900 0018	to	0099
482 729 6800	to	6899	601 682 5343	to	5399	622 989 8032	to	8099	643 030 6254	to	6299
483 363 7207	to	7299	601 928 1600	to	1699	623 076 9300	to	9399	644 066 0882	to	0899
483 402 2356	to	2399	602 512 2972	to	2999	623 819 5006	to	5099	644 069 0600	to	0699
483 486 5100	to	5199	602 555 2400	to	2799	623 895 8200	to	8399	644 077 7506	to	7699
483 632 1521	to	1599	602 829 7061	to	7099	623 917 0000	to	0099	644 085 8157	to	8199
483 632 2600	to	2799	603 483 9572	to	9599	623 917 0200	to	0299	644 112 9839	to	9899
483 849 1615	to	1699	603 490 7200	to	7299	624 468 5288	to	5299	644 373 9083	to	9099
484 174 4803	to	5299	603 678 7100	to	7199	624 665 3162	to	3198	644 380 1460	to	1499
484 323 8900	to	9199	603 678 7662	to	7699	625 088 6735	to	6799	644 733 4715	to	4799
484 680 5000	to	5038	603 678 7902	to	7999	625 916 9500	to	9799	644 900 9712	to	9799
484 680 5040	to	5074	603 678 8418	to	8499	625 968 8956	to	8999	644 901 0109	to	1299
484 680 5077	to	5099	603 678 8700	to	9999	627 005 3938	to	3999	644 901 1325	to	1399
485 029 4913	to	4999	604 086 0880	to	0899	627 384 3907	to	4099	644 923 6800	to	7799
486 176 0600	to	0699	604 349 1414	to	1499	627 496 7549	to	7599	644 932 4655	to	4699
486 559 7555	to	7599	604 503 7776	to	7799	627 708 3605	to	3699	645 318 7240	to	7499
486 696 3023	to	3199	605 520 9037	to	9099	627 776 2500	to	2599	645 333 1766	to	1799
488 173 7900	to	7999	605 685 4010	to	4099	628 226 3100	to	3199	645 790 8632	to	8699
488 206 4100	to	4199	605 988 6467	to	6499	628 814 4702	to	4799	645 821 0657	to	0699
488 226 0200	to	0299	607 689 7951	to	7960	628 851 9689	to	9699	645 930 7948	to	7999
488 709 3906	to	3999	607 728 1276	to	1299	629 510 7200	to	7299	645 975 0737	to	0762
488 855 8359	to	8399	608 727 7100	to	7199	629 964 4200	to	4294	646 242 6200	to	6299
489 181 8963	to	8999	608 727 7273	to	7599	630 389 3056	to	3071	646 270 7639	to	7799
489 223 2000	to	2099	608 813 9950	to	9999	630 463 0588	to	0599	646 798 4000	to	4999
489 311 1930	to	1999	609 067 5325	to	5399	631 459 9117	to	9199	647 048 7035	to	7099
489 318 6200	to	6300	609 067 5488	to	5499	631 762 9325	to	9399	647 049 2900	to	2999
489 384 0027	to	0099	609 067 5600	to	5699	632 217 4933	to	4999	647 398 8300	to	8399
489 427 0658	to	0899	609 289 6123	to	6199	632 500 0000	to	640 3999	647 398 8481	to	8499
489 997 5252	to	5299	609 438 4400	to	4499	633 110 4165	to	4199	647 437 3000	to	4999
490 669 5850	to	6099	609 493 1100	to	1199	633 110 4303	to	4499	647 811 2188	to	2199
490 717 7080	to	7099	609 766 8091	to	8999	633 438 6429	to	6599	648 009 6057	to	6099
490 721 6000	to	6099	609 825 4100	to	4115	633 588 7173	to	7182	648 163 5300	to	5499
490 793 1500	to	2099	609 884 2981	to	2999	634 725 0700	to	0799	648 722 5283	to	5299
490 886 8171	to	8199	609 893 1000	to	1099	634 803 3239	to	3299	648 892 3164	to	3199
490 977 9221	to	9240	610 092 3200	to	3299	634 807 2474	to	2499	649 100 3989	to	3999
491 258 8100	to	9099	610 582 4200	to	4299	634 827 5900	to	5999	649 647 0370	to	0399
491 567 1376	to	1399	611 879 6939	to	6999	634 886 3428	to	3499	649 647 0522	to	0599
492 254 4800	to	4899	612 291 8013	to	8099	635 559 3449	to	3499	649 647 5237	to	5399
492 283 5100	to	5199	612 751 5171	to	5199	636 289 6214	to	6299	649 647 9100	to	9299
492 610 6813	to	6899	612 751 5226	to	5299	636 634 8007	to	8042	649 666 7800	to	8299
493 394 5568	to	5599	612 751 6083	to	6099	637 150 1200	to	1299	650 114 7707	to	7719
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493 473 7700	to		612 751 6572	to	6599	638 042 1647	to	1699	650 213 0406	to	0499
493 716 2153	to	2199	612 774 2111	to	2199	638 049 4984	to	4999	650 555 1749	to	1799
494 206 2972	to	2999	612 774 2254	to	2299	638 318 1115	to	1199	650 564 1900	to	1999
494 217 3446	to	3999	612 774 2500	to	2599	638 318 1453	to	1499	650 627 4212	to	4299
494 224 0500	to	0599	614 469 0979	to	0999	638 885 0000	to	0299	650 736 2043	to	2099
495 145 0600	to	0699	614 474 3000	to	3099	638 903 4362	to	4373	650 739 1540	to	1699
496 209 7425	to	7499	614 521 3490	to	3499	639 415 1929	to	1999	651 741 4415	to	4499
496 213 8728	to	8799	614 645 1800	to	1899	639 415 2019	to	2099	651 882 2800	to	2899
496 474 5226	to	5248	614 832 1100	to	2099	639 420 6200	to	6299	652 754 6317	to	6399
497 053 8517	to	8699	615 017 7505	to	7599	639 469 3517	to	3799	653 131 4945	to	4999
497 854 8673	to	8699	617 711 6609	to	6699	639 605 2143	to	2199	653 426 3300	to	3399
498 449 8888	to	8899	617 760 5266	to	5299	639 657 8600	to	8799 7500	653 455 4874	to	4899
498 929 8285	to	8499	617 813 3601	to	3699	640 289 7500	to	7599	654 238 0000	to	0399
498 936 5310	to	5399	618 840 9200	to	9299	640 289 7700	to	7999	654 404 3065	to	3092
499 016 5425	to	5499	619 551 7229	to	7299	641 170 4420	to	4499	654 962 2900	to	3199
499 440 8575	to	8899 6700	619 859 3000	to	3099	641 318 3133	to	3199	655 103 5081	to	5199
499 731 6717	to	6799	620 073 9400	to	9499	641 378 6500	to	6999	655 523 2600	to	2999
500 064 1858	to	1869	621 614 7907	to	7930	641 383 8739	to	8799	656 305 2448	to	2499
500 070 5725	to	7799	621 614 7932	to	7999 8199	641 877 3187	to	3299	657 347 4438	to	4999
600 645 3223 601 339 1200	to to	3299 1399	621 648 8021 621 648 8500	to to	8199 8599	641 877 3310 642 355 8094	to to	3399 8199	657 710 8100 657 780 0985	to to	8999 0999
001 000 1200	ıo	1000	0210400000	ıo	0009	072 000 0084	ıo	0100	001 100 0900	ıo	0000

658 586 1400 to 1499	683 444 8159 to 8199	701 695 3982 to 3999	834 354 8824 to 8838
658 877 8000 to 8199	685 154 7780 to 7789	701 695 4148 to 4199	835 269 5700 to 5799
658 880 8000 to 8199	685 297 7645 to 7699	701 695 4227 to 4299	835 496 7303 to 7399
659 398 7300 to 7399	685 623 5264 to 5299	701 708 1741 to 1799	835 539 5200 to 5999
659 706 8113 to 8199	685 650 9487 to 9499	701 736 3966 to 3999	835 813 3015 to 3099
659 846 7837 to 7899	685 669 4200 to 4299	701 772 0870 to 0899	837 672 8967 to 8999
660 510 4100 to 4199	685 757 8452 to 8499	701 838 2800 to 2899	837 784 3282 to 3299
660 673 0400 to 0599	686 071 2694 to 2799	701 941 0600 to 0699	838 176 8377 to 8399
661 488 5000 to 5099	686 176 3333 to 3354	702 171 1603 to 1699	838 518 1257 to 1299
661 609 9100 to 9199	686 372 3200 to 3299	702 195 5109 to 5199	839 718 8257 to 8299
661 716 9420 to 9499	686 644 5879 to 5899	702 254 9300 to 9399	840 323 0600 to 0699
661 906 6522 to 6599	686 899 1371 to 1399	702 264 7569 to 7599	840 875 6235 to 6299
662 021 8332 to 8399	686 931 7636 to 7699	702 519 0513 to 0524	840 910 0900 to 0999
662 068 0700 to 0899	687 601 0973 to 0999	702 713 1800 to 1809	841 349 5000 to 5099
662 553 0774 to 0799	687 614 6774 to 6799	702 821 5730 to 5799	841 805 7747 to 7899
663 078 7034 to 7099	688 120 9000 to 9999	702 821 5805 to 5899	841 805 7944 to 8099
663 763 5300 to 5399	688 314 3107 to 3191	702 844 6975 to 6994	842 226 0685 to 0695
663 883 7039 to 7499	690 291 1361 to 1371	702 846 6331 to 6399	842 685 4600 to 4699
663 938 9200 to 9299	690 788 2877 to 2899	702 848 3900 to 3999	842 685 4742 to 4999
664 253 8000 to 8499	690 893 5344 to 5399	702 848 3900 to 3999 702 857 7302 to 7499	842 860 0300 to 0399
665 274 8208 to 8299	690 941 6000 to 6199	740 002 7710 to 7719 740 119 2275 to 2284	843 077 6288 to 6299
665 669 5400 to 5499	691 313 6383 to 6399		843 077 6378 to 6399
666 132 8226 to 8299	691 313 6600 to 6699	740 241 9049 to 9099	843 758 5769 to 5778
666 696 2209 to 2299	691 582 8003 to 8099	740 255 1718 to 1799	843 786 2554 to 2699
666 696 2309 to 2399	691 664 1800 to 1999	740 374 7416 to 7499	845 656 8165 to 8199
667 032 9300 to 9399	691 664 2400 to 2499	740 470 2420 to 2443	845 727 2100 to 2199
667 729 5529 to 5599	692 727 9362 to 9399	740 523 7432 to 7449	845 746 2618 to 2635
668 383 8400 to 8699	692 798 1800 to 1899	740 535 1555 to 1580	846 390 7531 to 7599
670 368 3400 to 3499	693 249 0779 to 0799	740 684 0620 to 0800	846 918 0572 to 0599
670 369 7336 to 7399	693 249 0877 to 1699	740 701 6105 to 6114	847 237 7690 to 7699
670 750 7169 to 7199	693 445 0566 to 0999	740 705 9790 to 9799	847 284 2481 to 2499
671 046 6200 to 6399	693 448 8500 to 8999	740 726 6400 to 6500	847 374 7055 to 7065
671 251 5448 to 5499	693 645 9583 to 9599	740 765 3306 to 3399	847 374 7055 to 7065
671 926 5600 to 5799	693 965 4200 to 4299	740 774 8434 to 8499	847 636 5304 to 5399
672 444 2000 to 2999	695 741 2906 to 2999	740 786 1885 to 1899	847 700 5447 to 5499
672 828 3410 to 3499	695 947 8518 to 8599	740 790 5989 to 5999	847 723 7500 to 7599
673 167 5776 to 5799	696 662 8247 to 8299	740 827 7578 to 7594	849 485 3427 to 3499
675 464 3700 to 3799	697 447 8285 to 8296	740 917 7490 to 7499	849 520 9850 to 9899
675 464 4000 to 4199	698 042 4816 to 4899	741 037 8528 to 8551	849 608 1357 to 1399
676 365 5958 to 5999	698 131 2138 to 2157	805 885 8411 to 8499	849 792 2600 to 2699
676 669 1024 to 1099	698 227 0000 to 0099	806 087 1100 to 1499	850 546 1862 to 1899
677 126 6734 to 6799	700 065 2570 to 2599	806 268 9275 to 9299	851 143 6826 to 6844
677 333 9979 to 9999	700 065 4800 to 4899	806 534 3400 to 3477	851 209 9880 to 9899
677 466 1088 to 1099	700 190 3350 to 3359	807 342 3283 to 3399	851 928 9221 to 9299
678 071 4500 to 4799	700 228 6048 to 6099	808 086 7100 to 7199	852 589 6560 to 6599
678 096 7531 to 7599	700 650 0452 to 0499	808 090 3440 to 3499	853 049 3646 to 3699
679 909 2578 to 2599	700 666 1323 to 1349	808 325 5161 to 5699	854 304 4089 to 4999
680 112 9565 to 9599	700 786 9106 to 9142	808 784 8000 to 8299	854 529 2200 to 2299
680 244 0903 to 0999	700 859 0744 to 0758	830 125 0672 to 0699	854 532 0000 to 2999
680 412 6046 to 6099	701 028 6780 to 6899	830 602 5800 to 5999	855 001 6204 to 6249
680 761 6800 to 6899	701 213 3900 to 3999	830 610 3700 to 3799	855 319 9364 to 9399
681 677 0540 to 0699	701 267 2000 to 3999	830 983 3500 to 3599	855 361 3390 to 3399
682 070 1029 to 1099	701 335 7312 to 7399	830 983 3635 to 3699	856 226 0490 to 0499
682 956 6280 to 6299	701 369 2005 to 2050	831 354 1387 to 1399	856 656 5800 to 5999
682 956 6490 to 6599	701 499 2260 to 2299	831 815 8240 to 8299	856 752 0200 to 0299
682 956 6700 to 6799	701 503 2247 to 2299	832 525 3810 to 3899	857 111 1352 to 1399
682 965 1178 to 1199	701 541 2271 to 2299	833 159 1884 to 1899	857 279 3450 to 3499
682 965 1201 to 1299	701 553 6557 to 6599	833 456 2567 to 2599	857 843 4000 to 4099
683 118 2389 to 2399	701 578 7460 to 7469	833 566 3015 to 3071	858 124 7644 to 7699
683 378 2000 to 2099	701 578 7475 to 7499	834 130 5200 to 5299	858 756 3111 to 3299
683 378 2117 to 2299	701 601 3457 to 3499	834 316 5444 to 5499	859 063 8200 to 8699
683 415 1200 to 1499	701 605 5913 to 5999	834 354 8747 to 8766	859 190 0600 to 0644

050 407 5500	+-	EE00	000 045 0044	+-	0000	011 400 0040	+-	2000	000 000 0000	+-	0000
859 437 5538	to	5599	900 845 0044	to	0099	911 400 8948	to	8999	922 280 2233	to	2299
859 811 2888	to	2899	900 936 0217	to	0299	911 508 1620	to	1799	922 773 0459	to	0499
859 855 8873	to	8999	900 936 0435	to	0499	911 509 9310	to	9399	923 032 7000	to	7399
860 240 8520	to	8599	901 058 5255	to	5280	911 523 3000	to	3999	923 045 3630	to	3699
860 275 3900	to	3999	901 273 1082	to	1099	912 057 9922	to	9999	923 484 3600	to	3699
860 518 9629	to	9699	901 287 5143	to	5199	912 882 0563	to	0899	923 493 9403	to	9599
860 600 0021	to	0999	901 291 2789	to	2799	913 605 2218	to	2299	923 493 9681	to	9699
861 158 2350	to	2599	901 525 7122	to	7199	913 709 2429	to	2499	923 604 4424	to	4499
861 367 5400	to	5499	902 089 1253	to	1299	913 818 3501	to	3999	923 810 7800	to	8299
861 637 6010	to	6099	902 198 9769	to	9799	914 063 4300	to	4399	924 252 1200	to	1299
861 979 7292	to	7499	902 948 1269	to	1299	914 346 7621	to	7644	924 252 1400	to	1499
862 216 6100	to	6199	902 985 0833	to	0899	914 453 1366	to	1399	924 533 0711	to	0799
862 263 9213	to	9299	903 370 6934	to	6999	914 529 6185	to	6299	924 533 2343	to	2399
862 271 0800	to	0999	904 600 6523	to	6599	914 896 4658	to	4699	924 533 2428	to	2499
862 271 5000	to	5099	904 892 0378	to	0399	915 187 8774	to	8779	924 685 1957	to	1999
863 871 5138	to	5199	904 892 0648	to	1299	915 300 2783	to	2799	924 946 6300	to	6699
863 949 5300	to	5399	905 056 2216	to	2299	915 546 6822	to	6999	925 333 5900	to	6099
864 088 8200	to	8299	905 510 6647	to	6799	915 646 5183	to	5199	925 336 2300	to	2399
864 426 3972	to	3999	905 510 6900	to	7099	915 671 3963	to	3980	926 432 5907	to	5999
864 520 6117	to	6136	905 794 0000	to	0199	915 671 3982	to	3999	926 436 3600	to	3699
865 151 0526	to	0599	905 794 0288	to	0299	915 675 2217	to	2299	927 765 6257	to	6299
865 500 4034	to	4099	905 873 6900	to	6999	916 440 3377	to	3399	928 197 8100	to	8199
865 883 6082	to	6099	905 873 7100	to	7299	916 670 6352	to	6399	928 197 8283	to	8299
866 004 3000	to	3999	905 880 8900	to	8999	916 682 5300	to	5399	928 856 2059	to	2068
866 442 4100	to	4899	905 889 7100	to	7199	916 694 1414	to	1499	930 219 1722	to	1799
867 366 9108	to	9118	906 158 1508	to	1599	916 703 0802	to	0821	930 335 7810	to	7819
867 633 7403	to	7499		to	8899	917 089 0709	to	0799	931 097 9259	to	9299
			906 558 8812								
867 737 5623	to	5699	906 982 2214	to	2299	917 089 0842	to	0899	931 156 1502	to	1579
868 169 4529	to	4599	907 725 8500	to	8599	917 216 2928	to	2999	931 156 1600	to	1625
868 173 8400	to	8599	907 815 0216	to	0257	917 370 6300	to	6499	931 156 1671	to	1699
868 514 9000	to	9099	908 622 4225	to	4235	917 486 4900	to	4999	932 506 6400	to	6599
868 566 9200	to	9299	908 936 9254	to	9299	918 460 0602	to	0699	932 732 1796	to	1799
869 387 1150	to	1199	909 100 1787	to	1799	918 951 7231	to	7299	932 827 9026	to	9099
869 505 3500	to	3599	909 100 1900	to	2099	919 519 2786	to	2799	932 957 2300	to	2399
869 523 7033	to	7099	909 355 0422	to	0499	919 536 0770	to	0799	933 060 6160	to	6189
869 800 0000	to	999 9999	909 568 8900	to	9099	919 814 3095	to	3199	933 387 2541	to	2561
870 054 4814	to	4899	909 568 9300	to	9499	919 915 2774	to	2787	933 760 3609	to	4199
870 491 4812	to	4849	909 725 7307	to	7399	920 155 4662	to	4687	933 894 0928	to	0999
870 536 5820	to	5829	909 833 0947	to	0999	920 309 9039	to	9199	934 018 2729	to	2741
870 541 7167	to	7239	910 219 8631	to	8699	920 771 5321	to	5399	934 180 0300	to	0399
870 575 8155	to	8999	910 265 1100	to	1199	920 857 5500	to	5899	934 236 3954	to	3999
870 589 0485	to	0494	910 471 7273	to	7299	920 864 3480	to	3499	934 622 8717	to	8999
870 691 7060	to	7099	910 536 2505	to	2599	920 963 4567	to	4599	935 216 0312	to	0399
872 028 4850	to	4899	910 958 7499	to	7599	921 333 7400	to	7499	935 843 2202	to	2247
872 029 9306	to	9399	911 140 1000	to	2199	921 477 3762	to	3799	936 024 8889	to	8899
872 100 0445	to	0459	911 245 2545	to	2599	922 278 1048	to	1399			
900 556 4178	to	4199	911 268 9077	to	9099	922 280 2019	to	2099			
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⁻ Criminal Investigations Group, Postal Inspection Service, 9-11-08

Missing, Lost, or Stolen Canadian Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service™ employees responsible for accepting and cashing postal money orders. Destroy any interim notices when the numbers listed appear in the *Postal Bulletin*. The new money order serial numbers consist of the first 9 digits. The 10th digit is a check digit only.

Do not cash outdated money orders **104 151 601 to 692 600 000.** Advise holders to send invalid money orders to: Canada Post Corporation, Ottawa, Canada K1A 0B1. Check for altered dollar amounts by holding money orders to the light.

											1
753 008 941	to	9 030	763 155 160	to	5 180	773 231 311	to	1 340	801 349 801	to	9 830
753 194 311	to	4 370	763 178 631	to	8 660	773 348 739	to	8 940	801 676 681	to	7 100
753 620 378	to	0 400	763 506 001	to	6 060	773 348 739	to	8 940	802 967 821	to	7 940
754 013 917	to	3 940	763 522 141	to	2 470	773 575 891	to	5 950	803 217 601	to	7 780
754 161 061	to	1 120	763 717 694	to	7 800	773 852 971	to	3 030	803 729 731	to	9 850
754 358 445	to	8 610	763 826 461	to	6 520	775 373 449	to	3 460	803 747 402	to	7 520
754 410 451	to	0 660	763 900 460	to	0 471	789 257 191	to	7 250	804 138 181	to	8 420
754 438 393	to	8 410	763 900 479	to	0 530	790 448 020	to	8 460	804 428 224	to	8 250
754 493 109	to	3 130	763 917 271	to	7 750	790 597 485	to	7 530	804 682 411	to	2 710
754 664 182		4 220	764 125 801		5 860	790 911 883		1 900	805 272 525	to	2 540
	to			to			to				
754 816 377	to	6 470	764 284 525	to	4 560	791 057 441	to	7 550	805 523 445	to	3 460
755 487 421	to	7 600	764 526 241	to	6 330	791 239 081	to	9 290	805 745 704	to	5 730
755 592 901	to	3 140	764 601 421	to	1 600	791 374 483	to	4 500	806 452 907	to	2 980
755 790 020	to	0 030	764 650 231	to	0 470	791 387 971	to	8 030	806 744 781	to	4 850
755 791 730	to	1 800	764 984 371	to	4 850	791 447 521	to	7 850	806 982 181	to	2 300
755 926 951	to	7 070	765 003 667	to	3 680	791 451 151	to	1 240	807 764 791	to	4 910
755 934 332	to	4 510	765 042 517	to	2 540	791 500 009	to	0 470	808 089 931	to	9 960
755 957 701	to	8 000	765 194 728	to	4 970	791 771 431	to	1 490	808 656 423	to	6 450
755 962 981	to	3 280	765 387 365	to	7 450	792 004 293	to	4 320	808 753 771	to	3 800
756 035 371	to	5 490	765 541 801	to	2 100	792 018 379	to	8 420	809 189 001	to	9 010
756 301 257	to	1 290	765 638 461	to	8 970	792 070 621	to	0 740	809 886 879	to	6 930
756 371 565	to	1 580	765 647 101	to	7 190	792 145 211	to	5 230	809 890 489	to	0 500
756 876 031	to	6 120	765 813 781	to	4 029	792 391 381	to	1 620	810 323 734	to	3 760
756 876 151	to	6 240	765 879 314	to	9 390	792 452 779	to	2 790	810 367 116	to	7 140
756 970 129	to	0 140	765 954 001	to	4 030	792 772 728	to	2 770	810 526 351	to	6 500
757 059 613	to	9 630	766 120 286	to	0 320	792 903 511	to	3 990	810 806 911	to	6 940
757 078 540	to	8 560	766 125 716	to	5 750	793 282 518	to	2 533	810 807 211	to	7 240
757 086 209	to	6 240	766 158 824	to	8 840	794 041 831	to	2 040	811 423 021	to	3 110
757 240 591	to	0 650	766 388 433	to	8 460	794 397 709	to	7 780	811 517 221	to	7 239
757 277 371	to	7 700	766 509 421	to	9 660	794 581 741	to	2 040	811 721 101	to	1 130
757 291 591	to	2 730	766 572 901	to	3 020	794 592 122	to	2 150	812 025 721	to	5 900
757 964 251	to	4 280	766 748 500	to	8 521	795 032 251	to	2 340	812 093 073	to	3 130
758 067 001	to	7 090	767 024 341	to	4 370	795 796 291	to	6 350	812 100 821	to	0 840
758 105 221	to	5 250	767 326 471	to	6 590	796 070 139	to	0 160	812 465 251	to	5 610
758 324 941	to	5 000	767 332 561	to	2 950	796 143 151	to	3 630	812 918 341	to	8 670
758 593 628	to	3 650	768 009 841	to	9 960	796 159 725	to	9 740	812 918 701	to	8 760
758 709 038	to	9 060	768 011 489	to	1 520	796 169 306	to	9 340	813 050 491	to	0 520
758 744 101	to	4 160	768 177 980	to	7 990	796 373 406	to	3 430	813 073 171	to	3 200
758 850 883	to	0 900	768 391 081	to	1 170	796 602 961	to	3 050	813 398 476	to	8 550
758 860 951	to	1 550	768 661 569	to	1 650	796 708 441	to	8 500	813 713 971	to	4 000
759 152 851	to	2 880	769 000 051	to	0 080	796 886 281	to	6 430	813 858 121	to	8 150
759 740 941	to	1 090	769 050 841	to	0 900	796 901 701	to	2 000	814 789 330	to	9 349
760 004 596	to	4 610	769 159 081	to	9 178	796 975 466	to	5 590	814 984 656	to	4 680
760 118 191	to	8 250	769 737 496	to	7 510	797 272 917	to	2 950	815 016 020	to	6 030
760 155 001	to	5 090	769 778 491	to	8 730	797 519 441	to	9 460	815 199 410	to	9 420
760 378 002						797 519 731					
	to	8 020	769 827 331	to	7 450		to	0 240	815 240 491	to	0 520
760 692 722	to	2 749	770 216 071	to	6 100	797 535 181	to	5 330	815 755 591	to	5 620
761 055 460	to	5 480	770 723 281	to	3 400	798 040 053	to	0 080	815 755 622	to	5 650
761 169 781	to	9 810	770 790 451	to	0 480	798 055 813	to	5 830	815 806 381	to	6 680
761 504 941	to	5 120	770 915 150	to	5 490	798 055 891	to	5 950	816 126 834	to	6 870
761 516 836	to	6 910	771 455 551	to	5 610	798 326 371	to	6 520	816 156 721	to	6 780
761 613 588		3 600	771 609 661		9 690	798 339 167		9 210	816 580 903		0 920
	to			to			to			to	
761 688 631	to	8 690	771 932 551	to	2 580	798 562 411	to	2 440	816 945 571	to	5 600
761 805 199	to	5 240	772 057 224	to	7 440	798 632 461	to	2 490	817 253 011	to	3 280
761 826 106	to	6 120	772 162 660	to	3 070	798 807 151	to	7 510	817 763 881	to	4 060
761 881 171	to	1 560	772 718 615	to	8 640	798 944 761	to	5 030	818 330 562	to	0 610
761 975 641	to	5 670	772 940 140	to	0 160	799 118 616	to	8 640	818 459 641	to	9 670
761 975 886		5 895	772 970 886	to	0 940	799 133 191	to	3 220	818 926 273	to	6 320
	to										
762 304 144	to	4 170	773 009 419	to	9 430	799 177 626	to	7 650	818 950 351	to	0 380
762 324 931	to	4 960	773 112 031	to	2 060	799 854 751	to	5 200	818 962 492	to	2 530
762 439 261	to	9 290	773 125 387	to	5 410	800 044 320	to	4 410	819 032 341	to	2 730
762 524 158	to	4 220	773 179 320	to	9 410	800 211 901	to	2 440	819 127 054	to	7 080
762 584 872	to	4 970	773 202 989	to	3 140	800 427 530	to	7 540	819 278 540	to	8 670
762 593 431	to	3 460	773 208 991	to	9 290	800 872 741		2 830	819 544 681	to	4 740
102 333 431	ιΟ	3 400	113 200 991	ίŪ	3 230	000 072 741	to	2 000	013 344 001	iO	4 / 40

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PULL-OUT INFORMATION

819 928 441	to	8 650	821 927 841	to	7 850	824 588 281	to	8 370	827 291 502	to	1 520
820 034 406	to	4 430	822 505 801	to	5 830	825 140 397	to	0 460	827 575 381	to	5 470
820 070 761	to	1 540	822 703 442	to	3 470	825 409 651	to	9 680	827 609 085	to	9 100
820 191 342	to	1 360	822 925 951	to	6 100	825 472 171	to	2 200	827 883 511	to	3 600
820 274 856	to	4 880	823 284 931	to	4 990	826 042 898	to	2 920	828 160 441	to	0 530
820 600 171	to	0 230	823 293 031	to	3 210	826 226 644	to	6 670	828 441 602	to	1 630
821 172 241	to	2 360	823 556 011	to	6 100	826 582 951	to	3 430	829 176 841	to	6 930
821 229 661	to	9 720	824 078 341	to	8 370	826 720 201	to	0 230			
821 229 743	to	9 780	824 156 325	to	6 340	827 005 671	to	5 830			
821 903 731	to	3 910	824 511 252	to	1 270	827 287 861	to	7 950			

⁻ Criminal Investigations Group, Postal Inspection Service, 9-11-08

Verifying U.S. Postal Service Money Orders

Follow these steps to cash a Postal Service ${}^{\text{TM}}$ money order:

- Check that the amount does not exceed the legal limit: \$1,000 for domestic, and \$700 for international postal money orders.
- 2. Check that the proper security features are present:
 - When held to the light, a watermark of Benjamin Franklin is repeated from top to bottom on the left side.
 - When held to the light, a dark line (security thread) runs from top to bottom with the word "USPS" repeated.
 - There should be no discoloration around the dollar amounts, which might indicate the amounts were changes.

These appear in Postal Service Notice 299, *U.S. Postal Money Order Reference Card*, or online at http://www.usps.com/missingmoneyorders/security.htm.

3. If the money order seems suspicious, call the U.S. Postal Service Money Order Verification System at 866-459-7822.

Please provide this information to local banks and retailers, as they also receive Postal Service money orders for cashing.

Value Added and Special Services,
 Mailing Services, 9-11-08

Counterfeit Canadian Money Order Forms

Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. All interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*.

671,819,086	686,794,382
676,612,640	686,794,426
677,891,039	686,794,427
678,282,493	686,794,431
678,916,031	687,262,502
679,552,215	687,262,503
679,694,334	687,262,525
679,751,983	687,262,526
679,800,207	687,287,578
681,130,536	687,287,581
681,844,376	687,287,582
683,594,542	694,063,898
684,683,610	694,063,899
686,619,878	694,063,980
686,619,886	701,321,725
686,619,887	

Criminal Investigations Group,
 Postal Inspection Service, 9-11-08

Toll-Free Number Available to Verify Canadian Money Orders

The Canada Post Corporation is now providing a toll-free number that cashing agents can call to verify the validity of Canadian Postal Money Orders. The number is 800-563-0444.

This toll-free number is printed on the back of the Canadian Postal Money Orders.

Criminal Investigations Group,
 Postal Inspection Service, 9-11-08

Other Information

Overseas Military Mail

Mail addressed to military post offices overseas is subject to certain conditions or restrictions of mailing regarding content, preparation, and handling. The APO/FPO table below outlines these conditions by APO/FPO ZIP™ Codes through the use of footnoted mailing restrictions codes (see the Restrictions page following the table).

Acceptance clerks should use the table with the integrated retail terminal (IRT) or POS ONE terminal to determine which APO/FPO ZIP Codes are active and which

conditions of mailing apply. Acceptance clerks may contact the Military Postal Service Agency with any questions regarding APO/FPO ZIP Codes, toll free, at 800-810-6098, Monday-Friday, 0730-1600 ET.

For Express Mail Military Service (EMMS) availability, all acceptance clerks must refer to the local hardcopy EMMS directory.

The entries under "Changes" appear in bold in the APO/FPO Table starting below.

Changes

APO/FPO	Action	Effective Date	See Restrictions
APO AE 09343	Delete C-D-F1-H-R-R1	Immediately	A-A1-B-B1-C1-F-M-N-V-Z-Z1
FPO AE 09532	Add F-F1-R-R1	Immediately	A1-B-B1-F-F1-R-R1-V
FPO AE 09543	Add F-F1-R-R1	Immediately	A1-B-B1-F-F1-R-R1-V
FPO AE 09566	Add F-F1-R-R1	Immediately	A1-B-B1-F-F1-R-R1-V
FPO AE 09581	Add F-F1-R-R1	Immediately	A1-B-B1-F-F1-R-R1-V
APO AE 09722	Delete B2-C-C1-D-M-R-R1	Immediately	A-A1-B-B1-F-N-V-Z-Z1
APO AE 09743	Delete B2-C-C1-D-M-R-R1	Immediately	A-A1-B-B1-F-N-V-Z-Z1
APO AE 09753	Delete C1-M	Immediately	A1-B-B1-F-N-V-Z1
FPO AA 34091	Add F-F1-R-R1	Immediately	A1-B-B1-F-F1-R-R1-V
FPO AA 34092	Add F-F1-R-R1	Immediately	A1-B-B1-F-F1-R-R1-V
FPO AP 96612	Add F-F1-R-R1	Immediately	A1-B-B1-F-F1-R-R1-V
FPO AP 96615	Add F-F1-R-R1	Immediately	A1-B-B1-F-F1-R-R1-V
FPO AP 96616	Add F-F1-R-R1	Immediately	A1-B-B1-F-F1-R-R1-V
FPO AP 96617	Add F-F1-R-R1	Immediately	A1-B-B1-F-F1-R-R1-V
FPO AP 96620	Add F-F1-R-R1	Immediately	A1-B-B1-F-F1-R-R1-V
FPO AP 96622	Add F-F1-R-R1	Immediately	A1-B-B1-F-F1-R-R1-V
FPO AP 96624	Add F-F1-R-R1	Immediately	A1-B-B1-F-F1-R-R1-V
FPO AP 96628	Add F-F1-R-R1	Immediately	A1-B-B1-F-F1-R-R1-V
FPO AP 96634	Add F-F1-R-R1	Immediately	A1-B-B1-F-F1-R-R1-V
FPO AP 96643	Add F-F1-R-R1	Immediately	A1-B-B1-F-F1-R-R1-V
FPO AP 96650	Add F-F1-R-R1	Immediately	A1-B-B1-F-F1-R-R1-V
FPO AP 96657	Add F-F1-R-R1	Immediately	A1-B-B1-F-F1-R-R1-V
FPO AP 96660	Add F-F1-R-R1, Delete V1	Immediately	A1-B-B1-F-F1-R-R1-V
FPO AP 96661	Add F-F1-R-R1	Immediately	A1-B-B1-F-F1-R-R1-V
FPO AP 96675	Add F-F1-R-R1	Immediately	A1-B-B1-F-F1-R-R1-V

We have eliminated "Not Active" entries from the table below to save space and paper.

APO/FPO Table

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09001	A1-B-B1-C-D-U	09011	A1-B-B1-C-D-U	09038	A1-B-B1-C-D-U	09059	A1-B-B1-C-D-U
09002	A1-B-B1-C-D-U	09012	A1-B-B1-C-D-F-F1-U	09042	A1-B-B1-C-D-U	09060	A1-B-B1-C-D-F1-U
09003	A1-B-B1-C-D-P-U	09013	A1-B-B1-C-D-F-F1-U-	09046	A1-B-B1-C-D-U	09063	A1-B-B1-C-D-L-U
09004	A1-B-B1-C-D-U		Z1	09049	A1-B-B1-C-D-U	09067	A1-B-B1-C-D-U
09005	A1-B-B1-C-D-P-U	09014	A1-B-B1-C-D-U	09051	A1-B-B1-C-D-U	09069	A-A1-B-B1-C-D-U-V
09006	A1-B-B1-C-D-U	09020	A1-B-B1-C-D-U	09053	A1-B-B1-C-D-U	09075	A1-B-B1-C-D-U
09007	A1-B-B1-C-D-U	09021	A1-B-B1-C-D-F1-U	09054	A1-B-B1-C-D-U	09079	A1-B-B1-C-D-U
09008	A-A1-B-B1-C-D-P-U	09028	A1-B-B1-C-D-U	09055	A1-B-B1-C-D-F-R-R1-	09080	A1-B-B1-C-D-F1-U
09009	A1-B-B1-C-D-F1-U	09033	A1-B-B1-C-D-U		U-V	09081	A1-B-B1-C-D-U
09010	A-A1-B-C-D-F-F1-U-V-	09034	A1-B-B1-C-D-U	09056	A1-B-B1-C-D-U	09086	A1-B-B1-C-D-U
	V1	09036	A1-B-B1-C-D-U	09058	A1-B-B1-C-D-U	09088	A1-B-B1-C-D-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09090	A1-B-B1-C-D-U	09302	A-A1-B-B1-C1-F-F1-M-	09340	A-A1-B-B1-C1-F-R-V	09396	A-A1-B-B1-C1-E2-F-
09092	A1-B-B1-C-D-U		N-V-V1-Z-Z1	09342	A-A1-B-B1-C1-E2-F-		H1-M-R-R1-U2-V-Z1
09094	A1-B-B1-C-D-F-F1	09304	A-A1-B-B1-C1-E2-F-		H1-M-R-R1-V-Z1	09402	A-A1-B1-C-F-R-R1-U3-
09095	A1-B-B1-C-D-U		H1-M-R-V-Z1	09343	A-A1-B-B1-C1-F-M-N-		W
09096	A1-B-B1-C-D-U	09305	A-A1-B-B1-C1-E2-F-		V-Z-Z1	09409	A1-B-B1-C-C1-U
09099	A1-B-B1-C-D-U	00206	H1-M-R-R1-V-Z1 A-A1-B-B1-C1-E2-F-	09344	A-A1-B-B1-C1-E2-F-	09421	A1-B-B1-C-C1-U
09100	A1-B-B1-C-D-U	09306	H1-R-R1-U2-V-Z1	00040	H1-M-R-R1-V-Z-Z1	09447	A1-B-B1-C-C1-U-V
09102	A1-B-B1-C-D-U	09307	A1-B-B1-N-V-Z1	09348	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09454	A1-B-B1-C-C1-U-V
09103	A1-B-B1-C-D-U		A-A1-B-B1-C1-E2-F-	09350	A-A1-B-B1-C1-E2-F-	09456	A1-B-B1-C-C1-H-H1-M-
09104	A1-B-B1-C-D-F1-U	00000	H1-M-R-V-Z1	03030	H1-M-R-R1-V-Z1		Z1
09107	A1-B-B1-C-D-U	09309	A-A1-B-B1-C1-E2-F-	09351	A-A1-B-B1-C1-E2-F-		A1-B-B1-C-C1-U
09110	A1-B-B1-C-D-U		H1-M-R-R1-V-Z1		H1-M-R-V-Z1		A1-B-B1-C-C1-U
09112	A1-B-B1-C-D-U	09310	A-A1-B-B1-C1-E2-F-	09353	A-A1-B-B1-C1-E2-F-		A1-B-B1-C-C1-U
09114	A1-B-B1-C-D-U		H1-M-R-V-Z1		H1-M-R-R1-V-Z1		A1-B-B1-C-C1-U
09123	A1-B-B1-C-D-F1-U	09311	A-A1-B-B1-C1-E2-F- H1-M-R-V-Z1	09354	A-A1-B-B1-C1-E2-F-		A1-B-B1-C-C1-U
09126	A1-B-B1-C-D-F1	00212	A-A1-B-B1-C1-E2-F-		H1-M-R-R1-V-Z1		A1-B-B1-C-C1-U
09128	A1-B-B1-C-D-U	09312	H1-R-R1-U2-V-Z1	09355	A-A1-B-B1-C1-E2-F-		A1-B-B1-C-C1-U
09131	A1-B-B1-C-D-U	09313	A-A1-B-B1-C1-E2-F-	00056	H1-M-R-R1-V-Z1		A1-B-B1-C-C1-U
09136	A1-B-B1-C-D-F1	000.0	H1-M-N-R-R1-V-Z1	09356	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1		A1-B-B1-C-C1-U-V
09137	A1-B-B1-C-D-F1-U	09314	A-A1-B-B1-C1-E2-F-	09357	A-A1-B-B1-C1-E2-F-	09498	A1-B-B1-C-C1-F-F1-F2-
09138	A1-B-B1-C-D-U		H1-M-R-R1-V-Z1	03037	H1-M-R-R1-V-Z1	00504	N-R-R1-T-U-V-Z1
09139	A1-B-B1-C-D-U	09315	A-A1-B-B1-C1-E2-F-	09358	A-A1-B-B1-C1-E2-F-		A1-B-B1-V-V1
09140	A1-B-B1-C-D-U		H1-M-N-R-R1-V-Z1		H1-M-N-R-R1-V-Z1		A1-B-B1-V
09142	A1-B-B1-C-D-F1-U	09316	A-A1-B-B1-C1-E2-F-	09359	A-A1-B-B1-C1-E2-F-		A1-B-B1-V
	A1-B-B1-C-D-U	00017	H1-M-R-R1-U2-V-Z1		H1-M-R-R1-V-Z1		A1-B-B1-V-V1
	A1-B-B1-C-D-U	09317	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09360	A1-B-B1-V		A1-B-B1-V-V1
09165	A1-B-B1-C-D-U	09318	A-A1-B-B1-C1-F-F1-M-	09361	A-A1-B-B1-C1-E2-F-		A1-B-B1-V-V1 A1-B-B1-V-V1
	A1-B-B1-C-D-U	00010	N-V-V1-Z-Z1		H1-M-R-R1-U2-V-Z1		A1-B-B1-V
	A1-B-B1-C-D-U	09320	A-A1-B-B1-C1-E2-F-	09363	A-A1-B-B1-C1-E2-F-		A1-B-B1-V
	A1-B-B1-C-D-U		H1-M-R-R1-V-Z1	00265	H1-M-R-R1-V-Z1 A-A1-B-B1-C1-E2-F-		A-A1-B-B1-C1-E2-F-
	A1-B-B1-C-D-U	09321	A-A1-B-B1-C1-E2-F-	09303	H1-M-N-R-R1-V-Z1	09310	H1-M-R-R1-V-Z1
	A1-B-B1-C-D-U		H1-M-R-R1-V-Z1	09366	A-A1-B-B1-C1-E2-F-	09511	A1-B-B1-V
	A1-B-B1-C-D-U	09322	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	00000	H1-M-R-R1-V-Z1		A1-B-B1-F-F1-R-R1-V
	A1-B-B1-C-D-U	00334	A-A1-B-B1-C1-E2-F-	09367	A-A1-B-B1-C1-E2-F-		A1-B-B1-F-F1-R-R1-V
	A1-B-B1-C-D-U	09324	H1-R-R1-U2-V-Z1		H1-M-R-V		A1-B-B1-F-F1-R-R1-V
09201	A1-B-B1-C-C1-D-F-F1- H-M-R-R1-X-Y	09327	A-A1-B-B1-C1-E2-F-	09370	A-A1-B-B1-C1-E2-F-		A1-B-B1-F-F1-R-R1-V
00211	A1-B-B1-C-D-U		H1-M-R-R1-V-Z1		H1-M-R-V		A1-B-B1-V
	A1-B-B1-C-D-U-V	09328	A-A1-B-B1-C1-E2-F-	09371	A-A1-B-B1-C1-E2-F-	09543	A1-B-B1-F-F1-R-R1-V
	A1-B-B1-C-D-F1-U		H1-I-M-N-R-V-V1-Z-Z1	00075	H1-M-R-V		A1-B-B1-V
	A1-B-B1-C-D-F1-U	09330	A-A1-B-B1-C1-E2-F-	09375	A-A1-B-B1-C1-E2-F- H1-M-R-V-Z1	09549	A1-B-B1-V
	A1-B-B1-C-D-U	00004	H1-M-R-R1-V-Z1	09378	A-A1-B-B1-C1-E2-F-	09550	A1-B-B1-V
	A1-B-B1-C-D-U	09331	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	00070	H1-M-R-R1-U2-V-Z1	09554	A1-B-B1-V
	A1-B-B1-C-D-U	00333	A-A1-B-B1-C1-E2-F-	09381	A-A1-B-B1-C1-E2-F-	09556	A1-B-B1-V
	A1-B-B1-C-D-U-V	03002	H1-M-R-R1-V-Z1		H1-M-R-R1-U2-V-Z1	09557	A1-B-B1-V
	A1-B-B1-C-D-U	09333	A-A1-B-B1-C1-E2-F-	09387	A-A1-B-B1-C1-E2-F-	09564	A1-B-B1-F-F1-R-R1-V
	A1-B-B1-C-D-U		H1-M-R-R1-V-Z1		H1-M-R-V	09565	A1-B-B1-V
	A1-B-B1-C-D-F1-U-V	09334	A-A1-B-B1-C1-E2-F-	09388	A-A1-B-B1-C1-E2-F-	09566	A1-B-B1-F-F1-R-R1-V
	A1-B-B1-C-D-U		H1-M-R-R1-V-Z1	00000	H1-M-R-V	09567	A1-B-B1-V-V1
	A1-B-B1-C-D-U	09336	A-A1-B-B1-C1-E2-F-	09389	A-A1-B-B1-C1-E2-F- H1-M-R-V	09568	A1-B-B1-V
	A1-B-B1-C-D-U	00007	H1-R-R1-U2-V-Z1	00300	A-A1-B-B1-C1-E2-F-	09569	A1-B-B1-V
	A1-B-B1-C-D-F1-N-U	09337	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09390	H1-M-R-R1-V-Z1	09570	A1-B-B1-V
	A1-B-B1-C-D-U	09338	A-A1-B-B1-C1-E2-F-	09391	A-A1-B-B1-C1-E2-F-	09573	A1-B-B1-V
	A1-B-B1-C-D-U	00000	H1-M-R-R1-U2-V-Z1		H1-M-R-R1-V-Z1	09574	A1-B-B1-V
09301	A-A1-B-B1-C1-E2-F-	09339	A-A1-B-B1-C1-E2-F-	09393	A-A1-B-B1-C1-E2-F-	09575	A1-B-B1-V-V1
	H1-M-R-R1-V-Z1		H1-M-N-R-R1-V-Z1		H1-M-R-R1-V-Z1	09576	A1-B-B1-V

APO/	See	APO/	See	APO/	See	APO/	See
FPO	Restrictions	FPO	Restrictions	FPO	Restrictions	FPO	Restrictions
09577	A1-B-B1-V A1-B-B1-V	09710	A1-B-B1-C-C1-F1-M-R- R1-U		A1-B-B1-F-N-V-Z1 A1-B-B1-U	09853	A1-B-B1-E2-F-H1-R- R1-U2-V-Z1
	A1-B-B1-F-F1-R-R1-V	09711	A1-B-B1-F1-N-Z1		A1-B-B1-U	09855	A-A1-B-B1-C1-E2-F-
	A1-B-B1-F-F1-R-R1-V	09713	A1-B-B1-C-F1		A1-B-B1-U		H1-R-R1-U2-V-Z1
	A1-B-B1-V	09714	A1-B-B1-C-C1-F1-M-R-		A1-B-B1-U	09858	A1-B-B1-E2-E3-F-H1-
09586	A1-B-B1-V		R1-U	09777	A-A1-B-B1-C-E1-N		N-R-R1-U1-V-Z1
09587	A1-B-B1-V-V1		A1-B-B1-F1	09780	A-A1-B-B1-F-N-R-V		A-A1-B-B1-V-Z1
09588	A1-B-B1-V-V1	09716	A1-B-B1-C-D-N-U-V	09790	A-A1-B-B1-C1-F-R-V	09868	-
09589	A1-B-B1-V-V1	09717	A-A1-B-B1-M-V-W	09801	A-A1-B-B1-C1-E2-F-	09870	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-U-V-Z1
09590	A1-B-B1-V		A1-B-B1-F-I-N-U-V		H1-M-N-R-R1-V-Z1	00880	A-A1-B-B1-C1-E2-F-
09591	A1-B-B1-V-V1		A1-B-B1-C-F1-V	09803	A1-B-B1-E2-E3-F-H1-	03000	H1-R-R1-U-V-Z1
09593	A1-B-B1-V		A1-B-B1-U-V		N-R-R1-U1-V-Z1	09888	A-A1-B-B1-C-C1-D-E2-
09594	A1-B-B1-V-V1		A1-B-B1-N-U-V-Z1	09804	A-A1-B-B1-F-F1-N-V-Z1		F-F1-H-H1-M-N-O-R-
09596	A1-B-B1-V		A-A1-B-B1-F-N-V-Z-Z1	09806	A-A1-B-B1-C1-E2-F-		R1-V-V1-Z1
09599	A1-B-B1-V		A1-B-B1-N-U-V-Z1		H1-M-N-R-R1-V-Z1	09890	A1-B-B1-E2-F-H1-N-R-
09601	A1-B-B1-C-F-F1-U	09724	A1-B-B1-C-C1-F1-M-R- R1-U	09807	A-A1-B-B1-C1-E2-F-	00000	R1-U2-V-Z1
09602	A1-B-B1-C-F-F1-N-U	00726	A1-B-B1-N-U-V		H1-M-N-R-R1-V-Z1	09892	A-A1-B-B1-E2-F-N-R- R1-V-Z1
09603	A1-B-B1-C-F-F1-U		A-A1-B-B1-B2-C-C1-D-	09808	A-A1-B-B1-C1-E2-F-	09898	A1-B-B1-E2-F-H1-N-R-
09604	A1-B-B1-C-F-F1-U	03121	F-I-M-N-Q-R-R1-T-V-Z-	09809	H1-M-R-V A1-B-B1-V-Z1	00000	R1-U2-V-Z1
09605	A1-B-B1-C-D-U-V		Z1		A1-B-B1-E2-E3-F-H1-	34002	A1-B-B1-N-U-Z1
09606	A1-B-B1-C-D-U-V	09729	A1-B-B1-C-F-N-R-R1-	09011	N-R-R1-U1-V-Z1	34004	A-B-B1-N-V
09607	A-A1-B-B1-C-F-F1-M-		U-V	09812	A1-B-B1-E2-E3-F-F1-I-	34006	A-A1-B-B1-C1-F1-N-V-
	R-R1-U-U3-V-W	09730	A-A1-B-B1-B2-C-C1-F-	03012	N-R-U-V-Z-Z1		Z1
	A1-B-B1-C-F-U	00701	M-N-R-R1-T-V-Z1	09814	A1-B-B1-E2-E3-F-F1-I-		A-A1-B-B1-C1-F1-V-Z1
09610		09731	A-A1-B-B1-B2-C-C1-F- M-N-R-R1-T-V-Z1		N-R-U-V-Z-Z1		A-A1-B-B1-C1-F1-V-Z1
	A1-B-B1-C-F-U-V	09732	A1-B-B1-N-V-Z1	09815	A-A1-B-B1-C1-E2-F-		A1-B-B1-M-N-V-Z1
	A1-B-B1-C-F-U		A1-B-B1-V		H1-M-R-R1-V-Z1		A1-B-B1-M-N-V-Z1
	A1-B-B1-C-F-U		A-A1-B-B1-B2-C-C1-D-	09817	A-A1-B-B1-B2-C1-E2-		A1-B-B1-D-F-M-N-V-Z1
	A1-B-B1-C-F-U		F-I-M-N-Q-R-R1-T-V-Z-		E3-F-F1-H-H1-M-N-R-		A1-B-B1-M-N-V-Z1
	A1-B-B1-C-F-U A1-B-B1-C-F-U		Z1		R1-T-V-Z1		A1-B-B1-M-N-V-Z1
	A1-B-B1-C-F-U		A1-B-B1-N-V-Z1		A-A1-B-F-P-V-Z1		A1-B-B1-F-N-U-V-Z1
	A1-B-B1-C-F-U	09736	A-A1-B-B1-B2-C-C1-D-		A-A1-B-F-V-Z1		A1-B-B1-M-N-V-Z1 A1-B-B1-M-N-V-Z1
	A1-B-B1-C-F-U		F-I-M-N-Q-R-R1-T-V-Z- Z1		A-A1-B-F-V-Z1		A1-B-M-N-V-Z1
	A1-B-B1-C-F-U	09737	A-A1-B-B1-B2-C-C1-D-	09823 09824	A-A1-B-F-V-Z1 A-A1-B-F-V-Z1		A1-B-C-F-M-N-V-Z1
	A1-B-B1-C-F-U	00101	F-I-M-N-Q-R-R1-T-V-Z-		A-A1-B-B1-C-C1-D-F-		A1-B-B1-M-N-V-Z1
09630	A1-B-B1-C-F-U-V		Z1	03023	M-N-R-R1-T-V-Z1	34035	
09631	A1-B-B1-C-F-U	09738	A-A1-B-B1-B2-C-C1-D-	09827	A-A1-B-B1-F-F1-N-V-Z1		A1-B-B1-M-N-U-V-Z1
	A1-B-B1-C-F-U		F-I-M-N-Q-R-R1-T-V-Z- Z1		A1-B-N-V-Z1		A1-B-B1-C-F-H-I-M-N-
	A1-B-B1-N-U	00730	A-A1-B-B1-B2-C-C1-D-		A1-B-B1-C-N-V-Z1		V-Z-Z1
09643	A1-B-B1-U	03703	F-I-M-N-Q-R-R1-T-V-Z-	09831	A1-B-B1-F-N-U-V-Z1	34038	A1-B-B1-M-N-V-Z1
09645	A1-B-U		Z1	09832	A-A1-B-B1-U1-V-Z1	34039	A1-B-N-V-Z1
09647	A1-B-B1-N-U	09741	A-A1-B-B1-C1-E2-F-F1-	09833	A1-B-B1-U1-V-Z1	34041	A1-B-B1-M-N-U-V-Z1
09648	A1-B-B1-N-U-V-Z1		H1-I-M-N-Q-R-R1-T-V-	09834	A1-B-B1-V-Z1	34042	A1-B-B1-D-F-M-N-V-Z1
09649	A1-B-B1-U	00740	W-Y-Z-Z1	09835	A-A1-B-B1-V-Z1	34050	A1-B-B1-V
09701	A-A1-B-B1-B2-C-C1-D-	09742	A-A1-B-B1-B2-F-F1-I- M-N-Q-R-T-V-Z-Z1	09836	A-A1-B-B1-C-F-M-V-Z1	34055	A1-B-B1-N-V-Z1
	F-I-M-N-Q-R-R1-T-V-Z-	09743	A-A1-B-B1-F-N-V-Z-Z1	09837	A1-B-B1-V-Z1		A1-B-B1-V-Z1
	Z1		A-B-B1-B2-C-C1-F-I-M-	09838	A1-B-B1-V-Z1		A1-B-B1-F1-N-V-Z1
09702	A1-B-B1-C-C1-F1-M-R-		N-Q-R-R1-T-V-Z-Z1	09839	A-A1-B-B1-U-V-Z1		A1-B-B1-F1-N-V-Z1
00=05	R1-U	09746	A-A1-B-B1-C-E1-N-V-Z-		A-A1-B-B1-V-Z1		A1-B-B1-V
	A1-B-B1-C-F1-U		Z1		A-A1-B-B1-N-U-Z1		A1-B-B1-F-F1-R-R1-V
	A1-B-B1-C-V		A1-B-B1-F-J-N-U-V-Z1		A-A1-B-B1-N-Z1		A1-B-B1-F-F1-R-R1-V
	A1-B-B1-U		A-A1-B-B1-F-N-V-Z1		A-A1-B-B1-N-V		A1-B-B1-V
	A1-B-B1-C-N-U-V A1-B-B1-C-N-U-V	09750	A-B-B1-B2-C-C1-F-M-	09844	A-A1-B-B1-C-F-N-U-V-		A1-B-B1-V A1-B-B1-V
	A1-B-B1-C-N-U-V	00751	N-Q-T-V-Z-Z1 A1-B-B1-C-D-U-V	00050	Z1		A1-B-B1-V A1-B-B1-V-V1
	A1-B-B1-F1		A1-B-B1-C-D-U	09852	A1-B-B1-E2-E3-F-H1- N-R-R1-U1-V-Z1		A-A1-B-B1
03103	וו-ום טוא	03132	ט-ע-ט-ו ט-ע-ט		14 11-111-U1-V-∠I	30201	AAIDDI

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96202	A-A1-B-B1-U	96339	A1-B-B1-M-V-W	96522	A1-B-B1-F-N-U	96614	A-A1-B-B1-C1-E2-F-
96203	A-A1-B-B1	96343	A1-B-B1-M-W	96530	A-A1-B-B1-H-M-N-U-V		H1-I-M-R-R1-U2-V-Z-Z1
96204	A-A1-B-B1	96346	A1-B-B1-F-F1-F2-M-V-	96531	A-A1-B-B1-H-M-U-V	96615	A1-B-B1-F-F1-R-R1-V
96205	A-A1-B-B1-U		W	96534	A-A1-B-B1-F	96616	A1-B-B1-F-F1-R-R1-V
96206	A-A1-B-B1-U	96347	A1-B-B1-F-F1-F2-M-W	96535	A-A1-B-B1-F-V	96617	A1-B-B1-F-F1-R-R1-V
96207	A-A1-B-B1-V	96348	A1-B-B1-F-F1-F2-M-W	96537	A1-B-B1-V	96619	A1-B-B1-V
96209	A-A1-B-B1-N-U-V	96349	A1-B-B1-F-F1-F2-M-W	96538	A1-B-B1-V	96620	A1-B-B1-F-F1-R-R1-V
96213	A-A1-B-B1-U	96350	A1-B-B1-F-F1-F2-M-W	96540	A1-B-B1-V	96621	A1-B-B1-V
96214	A-A1-B-B1-U	96351	A1-B-B1-F-F1-F2-M-W	96541	A1-B-B1-V	96622	A1-B-B1-F-F1-R-R1-V
96218	A-A1-B-B1-U	96362	A1-B-B1-F-F1-F2-M-W	96542	A1-B-B1-V	96624	A1-B-B1-F-F1-R-R1-V
96224	A-A1-B-B1-U	96365	A1-B-B1-M-V-W	96543	A1-B-B1-P-V	96628	A1-B-B1-F-F1-R-R1-V
96257	A-A1-B-B1-U	96367	A1-B-B1-L-M-W	96544	A1-B-B1-F-N-U3-V	96634	A1-B-B1-F-F1-R-R1-V
96258	A-A1-B-B1-U	96368	A1-B-B1-M-W	96546	A1-B-B1-F-U3	96643	A1-B-B1-F-F1-R-R1-V
96260	A-A1-B-B1-U	96370	A1-B-B1-F-F1-F2-M-W	96548	A-A1-B-B1-H-M-U	96650	A1-B-B1-F-F1-R-R1-V
96262	A-A1-B-B1-U-V	96372	A1-B-B1-M-W	96549	A-A1-B-B1-H-M-U	96657	A1-B-B1-F-F1-R-R1-V
96264	A-A1-B-B1-U	96373	A1-B-B1-M-W	96550	A-A1-B-B1-H-M-U-V	96660	A1-B-B1-F-F1-R-R1-V
96266	A-A1-B-B1-U	96374	A1-B-B1-M-W	96551	A-A1-B-B1-H-M-U	96661	A1-B-B1-F-F1-R-R1-V
96267	A-A1-B-B1-U-V	96375	A1-B-B1-M-W	96552	A1-B-B1	96662	A1-B-B1-V
96269	A-A1-B-B1-U	96376	A1-B-B1-M-W	96553	A-A1-B-B1-H-M-N-U-V	96663	A1-B-B1-V
96271	A-A1-B-B1-U	96377	A1-B-B1-M-W	96554	A-A1-B-B1-H-M-U	96664	A1-B-B1-V-V1
96275	A-A1-B-B1-V	96378	A1-B-B1-M-W	96555	A1-B-B1-F-M-V	96665	A1-B-B1-V
96276	A-A1-B-B1	96379	A1-B-B1-M-W	96557	A1-B-B1-F-M-V	96666	A1-B-B1-V-V1
96278	A-A1-B-B1-U	96384	A1-B-B1-M-W	96562	A-A1-B-B1-B2-C-C1-D-	96667	A1-B-B1-V
96283	A-A1-B-B1-U	96386	A1-B-B1-M-W		E2-E3-F-F1-H-H1-I-M-	96668	A1-B-B1-V-V1
96284	A-A1-B-B1-U-V	96387	A1-B-B1-M-W		N-R-R1-T-V-Z-Z1	96669	A1-B-B1-V-V1
96297	A-A1-B-B1-U	96388	A1-B-B1-M-W	96595	A1-B-B1-V	96670	A1-B-B1-V-V1
96303	A1-B-B1-M-N-V-W	96401	A1-B-B1-F-N-V-Z1	96598	A1-B-B1-N-V	96671	A1-B-B1-V-V1
96306	A1-B-B1-F-F1-F2-M-W	96426	A-A1-B-B1-C1-E2-F-	96599	A1-B-B1-V	96672	A1-B-B1-V
96309	A1-B-B1-M-V-W		H1-M-R-V	96601	A1-B-B1-V-V1	96673	A1-B-B1-V-V1
96310	A1-B-B1-M-W	96427	A-A1-B-B1-C1-E2-F-	96602	A1-B-B1-V	96674	A1-B-B1-V-V1
96311	A1-B-B1-M-W		H1-I-M-R-R1-U2-V-Z-Z1	96603	A1-B-B1-V	96675	A1-B-B1-F-F1-R-R1-V
96313	A1-B-B1-F-F1-F2-M-W	96447	CLOSE	96604	A1-B-B1-V	96677	A1-B-B1-V-V1
96319	A1-B-B1-M-W	96501	A-A1-B-B1-N-V	96605	A1-B-B1-V-V1	96678	A1-B-B1-V
96321	A1-B-B1-F-F1-F2-M-W	96503	A1-B-B1-F-N-U3-V	96606	A1-B-B1-V	96679	A1-B-B1-V
96322	A1-B-B1-F-F1-F2-M-W	96507	A-A1-B-B1-F-V	96607	A1-B-B1-V	96681	A1-B-B1-V-V1
96323	A1-B-B1-M-V-W	96510	A1-B-B1-I-N-V	96608	A1-B-B1-V	96682	A1-B-B1-V-V1
96326	A1-B-B1-M-W	96511	A1-B-B1-I-N-V	96609	A1-B-B1-V	96683	A1-B-B1-V-V1
96328	A1-B-B1-M-W	96515	A1-B-B1-F	96610	A1-B-B1-V	96686	A1-B-B1-V-V1
96330	A1-B-B1-M-W	96517	A1-B-B1-F-U3-V	96611	A1-B-B1-V	96687	A1-B-B1-V-V1
96336	A1-B-B1-M-V-W	96518	A1-B-B1-V	96612	A1-B-B1-F-F1-R-R1-V	96698	A1-B-B1-V-V1
96337	A1-B-B1-M-W	96520	A1-B-B1-F-N-U3-V	96613	A-A1-B-B1-C1-E2-F-		
96338	A1-B-B1-M-W	96521	A1-B-B1-F-N-U3		H1-I-M-R-R1-U2-V-Z-Z1		

RESTRICTIONS

LEGEND

PS Form 2976, Customs — CN 22 (Old C 1) and Sender's Declaration (green label)

PS Form 2976-A, Customs Declaration and Dispatch Note

AAFES = Army and Air Force Exchange Service APO = Army/Air Force Post Office

Box R = Retired military personnel FPO = Fleet Post Office DMM = Domestic Mail Manual MOM = Military Ordinary Mail MPO = Military Post Office PAI = Parcel Airlift **PSC** = Postal Service Center SAM = Space Available Mail

USDA = United States Department of Agriculture

Note: Mail order catalogs are prohibited as SAM or PAL mail.

A. Securities, currency, or precious metals in their raw, unmanufactured state are prohibited. Official shipments are exempt from this restriction.

A1. Mail addressed to "Any Servicemember," or similar wording such as "Any Soldier," "Sailor," "Airman," or "Marine"; "Military Mail"; etc., is prohibited. Mail must be addressed to an individual or job title such as "Commander," "Commanding Officer," etc.

B. PS Form 2976-A is required for all mail weighing 16 ounces or more, with exceptions noted below. In addition, mailers must properly complete required customs documentation when mailing any potentially dutiable mail addressed to an APO or FPO regardless of weight. The following are exceptions to the requirement for customs documentation on nondutiable mail that weighs 16 ounces or more:

- Known mailers are exempt from providing customs documentation on non-dutiable letters, and printed matter weighing 16 ounces or more. (A known mailer is anyone who legally applies a permit imprint to a mailpiece. Mail with meter postage is not considered to be from a known mailer.)
- All federal, state, and local government agencies are exempt from providing customs documentation on mail addressed to an APO or FPO, except for those APOs/FPOs to which restriction B2 applies.
- Prepaid mail from military contractors is exempt, providing the mailpiece is endorsed "Contents for Official Use — Exempt from Customs Requirements."
- **B1.** PS Form 2976 or 2976-A is required. Articles are liable for customs duty and/or purchase tax unless they are bona fide gifts intended for use by military personnel or their dependents. When the contents of a parcel meet these requirements, the mailer must endorse the customs form, "Certified to be a bona fide gift, personal effects, or items for personal use of military personnel and dependents," under the heading, Description of Contents. **Exceptions:** All other exceptions listed in restriction B above are applicable to this restriction.
- **B2.** All federal, state, and local government agencies must complete customs documentation when sending mail addressed to or from this APO or FPO weighing 16 ounces or more.
 - C. Cigarettes and other tobacco products are prohibited.
- **C1.** Obscene articles, prints, paintings, cards, films, videotapes, etc., and horror comics and matrices are prohibited.
 - **D.** Coffee is prohibited.
 - **E1.** Medicines or vaccines not conforming to French laws are prohibited.
- **E2.** Any matter depicting nude or seminude persons, pornographic or sexual items, or nonauthorized political materials is prohibited. Although religious materials contrary to the Islamic faith are prohibited in bulk quantities, items for the personal use of the addressee are permissible.
- E3. Radio transceivers, cordless telephones, global positioning systems, scanners, base stations, and handheld transmitters are prohibited.
- **F.** Firearms of any type are prohibited in all classes of mail. See definitions of firearms in DMM 601.11.1.2c. This restriction does not apply to firearms mailed to or by official U.S. government agencies. The restriction for mail to this APO/FPO ZIP Code does not apply to firearms mailed from this APO/FPO ZIP Code, provided ATF and USPS regulations are met. Antique firearms are a separate category defined in DMM 601.11.2 and ATF regulations; they do not require an ATF form.
- **F1.** Privately owned weapons addressed to an individual are prohibited in any class of mail.
- **F2.** Importation of firearms is restricted to one shotgun and one single shot.22 caliber rifle per individual.
- **G.** Only letters, flats, and Periodicals are authorized. Parcels of any class are prohibited.

- ${f H}.$ Meats, including preserved meats, whether hermetically sealed or not, are prohibited.
 - H1. Pork or pork by-products are prohibited.
- I. Mail of all classes must fit in a mail sack. Mail may not exceed the following dimensions:
 - Maximum length 20 inches.
 - Maximum width 12 inches.
 - Maximum height 12 inches.

The maximum length and girth combined may not exceed 68 inches.

This restriction does not apply to registered mail and official government mail marked MOM.

- 11. This restriction does not apply to registered mail.
- $\ensuremath{\mathbf{I2.}}$ This restriction does not apply to official government mail marked MOM.
 - J. Parcels may not exceed 108 inches in length and girth combined.
- **K.** Mail that includes in the address the words, "Dependent Mail Section," may consist only of letter mail, newspapers, magazines, and books. No parcel of any class containing any other matter may be mailed to the Dependent Mail section. This restriction does not apply if the address does not include the words "Dependent Mail Section."
 - L. All official mail is prohibited.
 - M. Fruits, animals, and living plants are prohibited.
 - N. Registered mail is prohibited.
- O. Delivery status information for Extra Services is not available on USPS.com.
 - P. APO is used for the receipt and dispatch of official mail only.
- **Q.** Mail may not exceed 66 pounds, and size is limited to 42 inches maximum length and 72 inches maximum length and girth combined.
- **R.** All alcoholic beverages, including those mailable under DMM 601.8.0, are prohibited.
- **R1.** Materials used in the production of alcoholic beverages (i.e., distilling material, hops, malts, yeast, etc.) are prohibited.
- **T.** Mailings of case lots of food and supplemental household shipments must be approved by the sender's parent agency prior to mailing.
- **U.** Parcels must weigh less than 16 ounces when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped."
- **U1.** Mail is limited to First-Class Mail weighing 13 ounces or less when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped." Videotapes are prohibited when addressed to Box R, regardless of weight.
- $\mbox{\bf U2.}$ Mail is limited to First-Class Mail letters only when addressed to Box R.
- **U3.** Mail is limited to First-Class Mail correspondence (including voice and video cassettes), newspapers, magazines, photographs, not exceeding 16 ounces, when addressed to Box R.
 - V. Express Mail Military Service (EMMS) not available from any origin.
 - V1. Delivery Confirmation service is not available.
- **W.** Meat products, such as dried beef, salami, and sausage, may be mailed, provided they remain in their original, hermetically sealed packages and bear USDA certification. Other meats, bones, skin, hair, feathers, horns or hoofs of hoofed animals, wool samples, tobacco leaves, including chewing and pipe tobacco, snuff, cigars, and cigarettes, or obscene material, including obscene drawings, photographs, films, and carvings, are prohibited. Exception: 200 grams of tobacco per parcel are permitted duty free.
- X. Personal mail is limited to First-Class Mail items (to include audio cassettes and voice tapes) weighing 13 ounces or less. This limitation does not apply to official mail.
- Y. Mail is limited to First-Class and Priority Mail items only. All Periodicals, Standard Mail items, and Package Services items (including SAM and PAL) are not authorized. This restriction also applies to official mail.
 - Z. No outside pieces (OSPs).
- **Z1.** The following restriction is applicable only to International Service Centers (ISC)/Exchange Offices. An Anti-Pilferage Seal (Item No O817E or O818A) is required on all pouches and sacks.

International Network Operations,
 Network Operations, 9-11-08

Manuals (continued)

- 364 Postage Payment and Documentation
- 1.0 Basic Standards for Postage Payment
- 1.1 Nonpresorted Bound Printed Matter

1.1.1 Payment Method

[Revise the text of 1.1.1 to eliminate postage payment methods other than permit imprint, as follows:]

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage and fees for Bound Printed Matter must be paid by permit imprint, as defined in 604.5.0. Permit imprint may be used for mailings that contain nonidentical-weight pieces only when authorized by Business Mailer Support. Identical-weight pieces must be separated at acceptance into groups that contain pieces all subject to the same zone and same combination of prices (e.g., all are zone 4), unless mailed under 705.2.0 through 705.4.0 in Advanced Preparation and Special Postage Payment Systems.

[Delete current 1.1.2 in its entirety and renumber current 1.1.3 as new 1.1.2.]

1.1.2 Postage Paid with Permit Imprint

The following standards apply for postage paid with permit imprint:

* * * * *

[Revise renumbered 1.1.2b, as follows:]

 Minimum Quantity. Nonpresorted, non-discounted mailings are not subject to a minimum volume requirement.

* * * * *

[Revise the title of 364.1.2, as follows:]

1.2 Commercial Bound Printed Matter

1.2.1 Postage Payment Options

[Revise the text of 1.2.1, as follows:]

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Bound Printed Matter may be paid by permit imprint only (see 604.5.0). Permit imprint may be used for mailings that contain nonidentical-weight pieces only when authorized by Business Mailer Support. Identical-weight pieces must be separated at acceptance into groups that contain pieces all subject to the same zone and same combination of prices (e.g., all are zone 4), unless mailed under 705.2.0 through 705.4.0, in Advanced Preparation and Special Postage Payment Systems.

2.0 Mailing Documentation

2.1 Completing Postage Statements

[Revise the text of 2.1, as follows:]

All mailings must be accompanied by a completed postage statement signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer to correct the postage statement accordingly and document the correction.

2.2 Basic Documentation Standards

[Revise the text of 2.2, as follows:]

Generally, documentation is required from a mailer when a mailing is presented to the USPS, and supporting documentation of postage is required.

Documentation describes the preparation, price levels, and content of the mailing and it details the volume and postage data. By comparison with the actual mailing, it describes and supports the claims contained on the postage statement that accompanies the mailing. It allows the USPS to validate the accuracy of the mailing. Documentation must be submitted when specified for the price claimed.

2.3 Documentation for Mail Claiming the Barcode Discount

[Revise the text of 2.3, as follows:]

A complete postage statement must accompany each mailing, and it must be supported by documentation produced by PAVE-certified or MAC-certified software or standardized documentation. Mailers may use a single postage statement and a single documentation report for all price levels in a mailing. Documentation of postage is not required if each piece is of identical weight and the pieces are separated by zone and price when presented for acceptance.

365	Mail Preparation				
	*	*	*	*	*
5.0	Preparing Presorted Flats				
	*	*	*	*	*
5.3	Sackin	g			
	*	*	*	*	*

5.3.2 Separation by Zone

[Revise the text of 5.3.2 by deleting 5.3.2a in its entirety and combining 5.3.2b with the paragraph, as follows:]

Pieces for each zone must be sacked separately. When presented for verification, sacks must be separated by zone. *Exception:* Pieces for different zones may be sacked together, and the sacks do not have to be separated by zone for verification if the mailing is prepared under 705.2.0, *Manifest Mailing System*, 705.3.0, *Optional Procedure*, 705.4.0, *Alternate Mailing System*, or 5.3.3, *Commingling Zones*.

5.3.3 Commingling Zones

[Revise the introductory paragraph of 5.3.3, as follows:]

Subject to this section, when zoned BPM is presented as individual pieces, the mailing must be separated by zone. Nonidentical-weight pieces may not be commingled unless authorized by the Business Mailer Support manager. The mail must be prepared and documented:

* * * * * * *

6.0 Preparing Carrier Route Flats

* * * * * *

6.3 Sacking

* * * * * *

6.3.2 Separation by Zone

[Revise the text of 6.3.2 by deleting 6.3.2a in its entirety and combining 6.3.2b with the paragraph, as follows:]

Pieces for each zone must be sacked separately. When presented for verification, sacks must be separated by zone. *Exception:* Pieces for different zones may be sacked together, and the sacks do not have to be separated by zone for verification if the mailing is prepared under 705.2.0, *Manifest Mailing System*, 705.3.0, *Optional Procedure*, 705.4.0, *Alternate Mailing System*, or 5.3.3, *Commingling Zones*.

6.3.3 Commingling Zones

[Revise the introductory paragraph of 6.3.3, as follows:]

Subject to this section, when zoned BPM is presented as individual pieces, the mailing must be separated by zone. Nonidentical-weight pieces may not be commingled unless authorized by the Business Mailer Support manager. The mail must be prepared and documented:

* * * * *

366 Enter and Deposit

1.0 Deposit of Nonpresorted Bound Printed Matter

[Revise the title of 366.1.1, as follows:]

1.1 Nonpresorted Mailings

[Revise the text of 1.1 as follows:]

Nonpresorted Bound Printed Matter postage must be paid via permit imprint and be deposited and accepted at the Post Office that issued the permit, at a time and place designated by the postmaster, except as otherwise provided for plant-verified drop shipments under 604.5.0.

2.0 Presenting a Mailing

2.1 Verification and Entry — Presorted, Carrier Route, Destination Entry, and Barcoded Mailings

[Revise the first sentence to delete "or license" and delete the last sentence of 2.1 in its entirety as follows:]

All presorted, carrier route, destination entry, and barcoded commercial mailings must be presented for verification and acceptance at the Post Office where the permit is held.***

2.2 Verification and Entry — Nonpresorted Mailings

[Revise the text of 2.2, as follows:]

Nonpresorted Bound Printed Matter is not accepted at retail counters, in collection boxes, or by carriers. Mailers must deposit nonpresorted Bound Printed Matter only at the Post Office where the permit is held at the time and place specified by the postmaster at the office of mailing (see 604.5.0).

2.5 BMC Acceptance

A mailer may present Bound Printed Matter at a BMC for acceptance if:

[Revise the text of 2.5a, as follows:]

 Permit imprint postage is paid through an advance deposit account at the BMC parent Post Office or another Post Office in the BMC service area, unless otherwise permitted by standard.

* * * * *

400 Commercial Parcels

* * * * *

Bound Printed Matter
Prices and Eligibility
Prices and Fees for Bound Printed Matter
Nonpresorted Bound Printed Matter

[Delete 1.1.6 in its entirety.]

[Revise the title of 463.1.2, as follows:]

1.2 Commercial Bound Printed Matter

[Delete current 1.2.6 in its entirety and renumber current

[Delete current 1.2.6 in its entirety and renumber current 1.2.7 as new 1.2.6]

Drice Eligibility for Pound Drinted Motte

4.0 Price Eligibility for Bound Printed Matter Parcels

* * * * *

4.2 Nonidentical Weight Pieces

[Revise the text of 4.2. to eliminate affixed postage payment, as follows:]

Mailings may contain nonidentical-weight pieces only if Business Mailer Support (BMS) has authorized payment of postage by permit imprint under 705.2.0, *Manifest Mailing System*, 705.3.0, *Optional Procedure*, or 705.4.0, *Alternate Mailing System*.

* * * * *

- 464 Postage Payment and Documentation
- 1.0 Basic Standards for Postage Payment
- 1.1 Nonpresorted Bound Printed Matter

1.1.1 Payment Method

[Revise the text of 1.1.1 to eliminate postage payment methods other than permit imprint, as follows:]

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage and fees for Bound Printed Matter must be paid by permit imprint, as defined in 604.5.0. Identical and nonidentical-weight permit imprint mailings may be mailed under 705, Advanced Preparation and Special Postage Payment Systems. Permit imprint may be used for mailings that contain nonidentical-weight pieces only when authorized by Business Mailer Support. Identical-weight pieces must be separated at acceptance into groups that contain pieces all subject to the same zone and same combination of prices (e.g., all are zone 4), unless mailed under 705.2.0 through 705.4.0, in Advanced Preparation and Special Postage Payment Systems.

[Delete current 1.1.2 in its entirety and renumber current 1.1.3 as new 1.1.2.]

1.1.2 Postage Paid with Permit Imprint

The following standards apply for postage paid with permit imprint:

* * * * * *

[Revise renumbered 1.1.2.b, as follows:]

b. Minimum Quantity. Nonpresorted, non-discounted mailings are not subject to a minimum volume requirement.

1.2 Commercial Bound Printed Matter

1.2.1 Postage Payment Options

[Revise the text of 1.2.1, as follows:]

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Bound Printed Matter must be paid by permit imprint only (see 604.5.0). Permit imprint may be used for mailings that contain nonidentical-weight pieces only when authorized by Business Mailer Support. Identical-weight pieces must be separated at acceptance into groups that contain pieces all subject to the same zone and same combination of prices (e.g., all are zone 4, with a BMC entry discount and a barcoded discount), unless mailed under 705.2.0 through 705.4.0.

2.0 Mailing Documentation

2.1 Completing Postage Statements

[Revise the text of 2.1, as follows:]

All mailings must be accompanied by a completed postage statement signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer to correct the postage statement accordingly and document the correction.

2.2 Basic Documentation Standards

[Revise the text of 2.2, as follows:]

Documentation is required from a mailer when a mailing is presented to the USPS, and supporting documentation of postage is also required. Documentation describes the preparation, price levels, and content of the mailing, and it details the volume and postage data. By comparison with the actual mailing, it describes and supports the claims contained on the postage statement that accompanies the mailing. It allows the USPS to validate the accuracy of the mailing. When specified, documentation must be submitted for the price claimed.

* * * * *

465 Mail Preparation

* * * * *

5.0 Preparing Presorted Parcels

5.1 Basic Standards

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5.1.2 Separation

[Revise the text of 5.1.2 by deleting 5.1.2a in its entirety and combining 5.1.2b with the paragraph, as follows:]

Pieces for each zone must be sacked separately. When presented for verification, sacks must be separated by zone. *Exception:* Pieces for different zones may be sacked together, and the sacks do not have to be separated by zone for verification if the mailing is prepared under 705.2.0, *Manifest Mailing System*, 705.3.0, *Optional Procedure*, 705.4.0, *Alternate Mailing System*, or 5.1.3, *Commingling Zones*.

5.1.3 Commingling Zones

[Revise the introductory paragraph of 5.1.3, as follows:]

Subject to this section, when zoned BPM is presented as individual pieces, the mailing must be separated by zone. Nonidentical-weight pieces may not be commingled unless authorized by the BMS manager. The mail must be prepared and documented:

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6.0 Preparing Carrier Route Parcels

6.1 Basic Standards

* * * * * *

6.1.2 Separation

[Revise the text of 6.1.2 by deleting 6.1.2a in its entirety and combining 6.1.2b with the paragraph, as follows:]

Pieces for each zone must be sacked separately. When presented for verification, sacks must be separated by zone. *Exception:* Pieces for different zones may be sacked together, and the sacks do not have to be separated by zone for verification if the mailing is prepared under 705.2.0, *Manifest Mailing System*, 705.3.0, *Optional Procedure*, 705.4.0, *Alternate Mailing System*, or 6.1.3, *Commingling Zones*.

6.1.3 Commingling Zones

[Revise the introductory paragraph of 6.1.3, as follows:]

Subject to this section, when zoned BPM is presented as individual pieces, the mailing must be separated by zone. Nonidentical-weight pieces may not be commingled unless

authorized by the BMS manager. The mail must be prepared and documented:

* * * * *

466 Enter and Deposit

1.0 Deposit of Nonpresorted Bound Printed Matter

[Revise the title of 466.1.1, as follows:]

1.1 Nonpresorted Mailings

[Revise the text of 1.1 as follows:]

Nonpresorted Bound Printed Matter postage must be paid via permit imprint and be deposited and accepted at the Post Office that issued the permit, at a time and place designated by the postmaster, except as otherwise provided for plant-verified drop shipments under 604.5.0.

2.0 Presenting a Mailing

2.1 Verification and Entry — Presorted, Carrier Route, Destination Entry, and Barcoded Mailings

[Revise the text of 2.1 as follows:]

All presorted, carrier route, destination entry, and barcoded commercial mailings must be presented for verification and acceptance at the Post Office where the permit is held. All such mailings must be deposited at locations and times specified by the postmaster or designee at the office that verifies and accepts the mailing. Plant-verified drop shipment (PVDS) mailings must be presented for verification, acceptance, and entry under 705.15.0. Plant-loaded mailings must be presented as specified by the applicable standards and the plant-load agreement.

2.2 Verification and Entry — Nonpresorted Mailings

[Revise the text of 2.2, as follows:]

Nonpresorted Bound Printed Matter is not accepted at retail counters, in collection boxes, or by carriers. Mailers must deposit nonpresorted Bound Printed Matter only at the Post Office where the permit is held at the time and place specified by the postmaster at the office of mailing (see 604.5.0).

* * * * *

2.5 BMC Acceptance

A mailer may present Bound Printed Matter at a BMC for acceptance if:

[Revise the text of 2.5a, as follows:]

 a. Permit imprint postage is paid through an advance deposit account at the BMC parent Post Office or another Post Office in the BMC service area, unless otherwise permitted by standard.

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3.0 Destination Entry

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3.3 Postage Payment

Postage payment for Bound Printed Matter destination price mailings is subject to the same standards that apply generally to Bound Printed Matter and to the following:

[Revise the text of 3.3a, as follows:]

a. Mailers must pay postage and correct mailing fees at each Post Office where they are authorized to present mailings for verification unless using the Electronic Verification System (eVS) under 705.2.9. Except for plant-verified drop shipments (see 705.15.0) and eVS shipments (see 705.2.9); mailers must have a permit imprint authorization at the parent Post Office for mailings deposited for entry at a DB-MC, ASF, DSCF, or DDU. Correct mailing fees must be paid for the current 12-month period at the USPS facility where postage is paid for the mailing.

* * * * *

600 Basic Standards for All Mailing Services

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604 Postage Payment Methods

* * * * * *

4.0 Postage Meters and PC Postage Products ("Postage Evidencing Systems")

4.1 Basic Information

* * * * *

4.1.5 Authorized Classes of Mail

[Revise the text of 4.1.5 to add "Bound Printed Matter", as follows:]

Mailers may use postage evidencing systems to affix or imprint indicia on any class of mail except Periodicals and Bound Printed Matter.

* * * * *

5.0 Permit Imprint (Indicia)

5.1 General Standards

* * * * *

5.1.2 Minimum Volume

[Revise the text of the introductory paragraph, and add new 5.1.2e, as follows:]

Permit imprint mailings must contain at least 200 pieces or 50 pounds of mail, except:

e. Bound Printed Matter nonpresorted, non-discounted

mailings.

We will incorporate these revisions into the next printed version of the DMM and into the monthly update of the online DMM, which is available via Postal Explorer[®], at http://pe.usps.com.

– Mailing Standards,Pricing, 9-11-08

DMM Revision: Changes in Application Procedures for Nonprofit Standard Mail Prices

As announced in "Advance Notice Optional Process for Nonprofit Standard Mail Authorization" in *Postal Bulletin* 22239 (8-14-08, pages 75-76), the Postal Service™ is revising the *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 703 to reflect changes now in effect in the application and authorization processes for Nonprofit Standard Mail® prices. Previously, approved Nonprofit Standard Mail mailers were required to submit a PS Form 3624, *Application to Mail at Nonprofit Standard Mail Rates*, at each Post Office™ where mailings at Nonprofit Standard Mail prices were to be made, or to file a PS Form 3623, *Application for Nonprofit Standard Mail Rates at Additional Mailing Office*, at each additional

location where an authorized nonprofit organization wishes to enter mail at the nonprofit prices.

A single authorization is now required to mail at the Non-profit Standard Mail prices throughout the United States. Once an organization is approved to mail at the Nonprofit Standard Mail prices, it may make mailings at those prices at any *PostalOne!* entry location. Mailers will continue to be responsible for the payment of applicable permit imprint or annual mailing fees at all entry locations.

Each organization that is currently authorized to mail at multiple Post Office locations will receive a letter from the Post Office where its previous primary authorization or additional office authorization is held advising it of its nationwide authorization number, even if the Post Office of mailing does not have access to the *PostalOne!* system. An organization authorized Nonprofit Standard Mail privileges at only one Post Office location may contact that Post Office if it has questions about its nationwide authorization number.

Nonprofit organizations will no longer be required to file requests to mail at nonprofit prices at additional office locations through the use of PS Form 3623. However, authorized organizations will be required to submit revised and renamed PS Form 3623, Request for Confirmation of Authorization (or Pending Authorization) to Mail at Nonprofit Standard Mail Prices, to the postmaster at any entry Post Office that is not supported by PostalOne! before their mailings will be accepted at Nonprofit Standard Mail prices.

With this revision, applicants will also have the option to submit PS Form 3624, with supporting documentation, PS Form 3623, and PS Form 6015, *Nonprofit Database Change Request*, electronically through the *PostalOne!* system.

Organizations without *PostalOne!* accounts may obtain access through their local Post Office or business mail entry office. To apply for a *PostalOne!* account, the organization can complete and submit the *PostalOne!* application for a sign-on ID and password at no charge. Upon receipt of the required documentation, the application coordinator for the district will send the applicant an e-mail message that will include a user ID and password, enabling the organization to log into *PostalOne!* at the following address: *www.uspspostalone.com/postal1*.

Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM)

700 Special Standards

703 Nonprofit Standard Mail and Other Unique Eligibility

1.0 Nonprofit Standard Mail

1.1 Basic Standards

[Revise title and text of 1.1.2 to reflect changes in nonprofit application processes, as follows:]

1.1.2 Authorization

Specific authorization is required to mail at Nonprofit Standard Mail prices and may be used at any Post Office with *PostalOne!* access. Mailers are required to confirm authori-

zation at non-PostalOne! Post Office locations before mailings will be accepted at Nonprofit Standard Mail prices.

[Revise heading of 1.7, as follows:]

1.7 Authorization — Application

1.7.1 Filing

[Revise 1.7.1 to reflect changes in nonprofit application processes, as follows:]

An application on PS Form 3624, *Application to Mail at Nonprofit Standard Mail Rates*, must be filed by an organization prior to being authorized to mail at Nonprofit Standard Mail prices. The applicant must indicate on PS Form 3624 the qualifying category of organization under which it seeks authorization.

* * * * *

[Renumber 1.7.3 and 1.7.4 to new numbers 1.7.4 and 1.7.5 and add new 1.7.3, as follows:]

1.7.3 Permits and Authorizations

Authorization to mail at Nonprofit Standard Mail prices does not relieve the mailer's obligation to obtain mailing permits and pay the required fees for mailing at presorted prices.

* * * * * *

[Add new 1.7.6 to reflect changes in the nonprofit application processes, as follows:]

1.7.6 Nonprofit Standard Mail Authorization Number

Once an organization is authorized, it may mail at Nonprofit Standard Mail prices at any Post Office location that accepts presorted mailings within the United States. The Postal Service will issue a national Nonprofit Standard Mail authorization number to each organization authorized to mail at the Nonprofit Standard Mail prices. Authorized organizations must display this number in the appropriate space on each postage statement that accompanies a mailing at Nonprofit Standard Mail Prices.

[Revise title of 1.8 to reflect changes in the nonprofit application processes, as follows:]

1.8 Confirmation of Authorization to Mail at Nonprofit Standard Mail Prices

[Revise 1.8.1 to reflect changes in the nonprofit application processes, as follows:]

1.8.1 Confirmation of Authorization Application Procedure

An authorized organization, or organization pending authorization, wishing to mail at a non-PostalOne! Post Office

location must file PS Form 3623 with the postmaster prior to mailings being made at Nonprofit Standard Mail prices.

* * * * * *

[Delete section 1.8.3 and 1.8.6, renumber the current 1.8.4 and 1.8.5 as the new 1.8.3 and 1.8.4, and revise 1.8.4, as follows:]

1.8.4 Permits and Authorizations

Confirmation of authorization to mail at Nonprofit Standard Mail prices does not relieve the mailer's obligation to obtain mailing permits and pay the required fees for mailing at presorted prices.

1.9 Mailing While Application Pending

1.9.1 Approval

[Revise 1.9.1 to reflect changes in the nonprofit application processes, as follows:]

An organization may not mail at Nonprofit Standard Mail prices at a Post Office before PS Form 3624 or PS Form 3623, if required, is approved.

[Revise 1.9.2 to reflect changes in the nonprofit application process, as follows:]

1.9.2 Postage Record

While an application, or confirmation of authorization, is pending, postage must be paid at applicable First-Class Mail or Priority Mail prices, or at applicable Standard Mail prices. The USPS records the difference between postage paid at regular Standard Mail prices and the postage that would have been paid at Nonprofit Standard Mail prices. No record is kept if postage is paid at First-Class Mail or Priority Mail prices.

1.9.3 Refund

[Revise 1.9.3 to reflect changes in the nonprofit application processes, as follows:]

If an authorization, or confirmation of authorization, to mail at Nonprofit Standard Mail prices is issued, the mailer may be refunded the postage paid at the Post Office where pending mailings were made for any amount that exceeds the Nonprofit Standard Mail prices since the effective date of the authorization or confirmation. No refund is made:

- a. If the application on PS Form 3624 is denied and no appeal is filed.
- b. If postage was paid at First-Class Mail or Priority Mail prices.
- c. For the period before the effective date of the authorization.
- d. If confirmation of authorization using PS Form 3623 is denied.

1.10 Ruling on Application

1.10.1 Additional Information

[Revise 1.10.1, as follows:]

The PCSC manager may request additional information or evidence to support or clarify the application or request for confirmation of authorization. Failure to provide such information is sufficient grounds to deny an application or request for confirmation of authorization.

1.10.2 Rulings

[Revise 1.10.2 to delete the word "applications", as follows:]

The PCSC manager rules on PS Form 3624 and PS Form 3623 and notifies the applicant directly.

1.10.3 Appealing a Denial

[Revise 1.10.3 to reflect changes to the appeal procedures consistent with the new nonprofit application process, as follows:]

If the application on PS Form 3624 or PS Form 3623 is denied, the applicant may submit a written appeal within 15 days of the applicant's receipt of the decision to the post-master of the facility where the application was filed. After reviewing the file, if the PCSC manager still believes that the organization does not qualify to be authorized at Non-profit Standard Mail prices, or if the request for confirmation of authorization is not able to be confirmed, the applicable appeal is forwarded to the manager of Mailing Standards (see 608.8.0 for address) who issues the final agency decision.

1.11 Revocation

* * * * *

1.11.4 Revocation for Nonuse

[Revise 1.11.4 to reflect changes in the nonprofit application processes, as follows:]

The PCSC revokes an authorization to mail at Nonprofit Standard Mail prices if no Nonprofit Standard Mail price mailings are made by the authorized organization during a 2-year period. The PCSC notifies the organization of the revocation for nonuse.

* * * * *

We will incorporate these revisions into the next printed version of the DMM and into the September update of the online DMM available via Postal Explorer[®] at http://pe.usps.com.

Mailing Standards,Pricing, 9-11-08

* * * * *

DMM Revision: Express Mail or Priority Mail Open and Distribute Shipments to a Destination Delivery Unit

Effective September 11, 2008, we are revising section 705.16.5.1 of *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM[®]), to provide an option for customers to use an Express Mail[®] Flat-Rate Envelope or Priority Mail[®] Flat-Rate Envelope and Boxes for Open and Distribute shipments destined only to a Destination Delivery Unit (DDU). An Express Mail Flat-Rate Envelope or Priority Mail Flat-Rate Envelope and Boxes cannot be used to mail Open and Distribute shipments to a BMC, ASF, ADC, or SCF.

Open and Distribute is designed to enhance the Postal Service's™ ability to provide mailers with expedited shipping service to designated postal facilities. In addition to USPS-approved sacks and trays, customers now have the option to use Express Mail or Priority Mail Flat-Rate Envelopes and Boxes for shipments destined to a DDU. The Express Mail or Priority Mail Flat-Rate Envelopes and Boxes must not be sealed until verification of the contents and postage has been made at a Business Mail Entry Unit.

This option provides ease of use to both the internal and external customer by eliminating the need for zone pricing and weighing the container.

Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM)

* * * * *

700 Special Standards

Advanced Preparation and Special Postage

Payment Systems

16.0 Express Mail Open and Distribute and Priority Mail Open and Distribute

* * * * * *

16.5 Preparation

705

16.5.1 Containers for Expedited Transport

Acceptable containers for expedited transport are as follows:

[Revise text of 16.5.1a and b, reletter current item c as new item d, and insert new item c as follows:]

a. An Express Mail Open and Distribute shipment must be contained in a USPS-approved sack using Tag 157, except as provided in 16.5.1c and 16.5.1d.

- b. A Priority Mail Open and Distribute shipment must be contained in either a USPS-approved sack using Tag 161 or Tag 190 or in a letter-size tray using Label 23, except as provided in 16.5.1c and 16.5.1d.
- c. An Express Mail or Priority Mail Open and Distribute shipment destined to a DDU may be contained in a USPS-provided Express Mail Flat-Rate Envelope using Tag 157 or Priority Mail Flat-Rate Envelope or Boxes using Tag 190.
- d. Customized MarketMail (CMM) pieces may be contained in USPS-provided Express Mail or Priority Mail Envelopes and Boxes or in any properly labeled container supplied by the mailer.

Tag 157 — Express Mail Open and Distribute

[Revise the second sentence in 16.5.3 as follows:]

***This tag or an approved facsimile also must be affixed to containers used for Express Mail Open and Distribute shipments prepared under 16.5.1c or 16.5.1d.

16.5.4 Tags 161 and 190 — Priority Mail Open and Distribute

[Revise the second sentence in 16.5.4 as follows:]

***Tag 161 or Tag 190 must be attached to each Priority Mail sack, in addition to the Priority Mail sack label, or container to identify it as a Priority Mail Open and Distribute shipment as follows:

* * * * *

[Revise 16.5.4 item b as follows:]

b. Attach Tag 190 to sacks used as Priority Mail Open and Distribute containers to a DDU. This tag or an approved facsimile also must be affixed to containers used for Priority Mail Open and Distribute shipments prepared under 16.5.1c or 16.5.1d.

* * * * * *

We will include these revisions in the next update of the online DMM on Postal Explorer[®] at http://pe.usps.com and in the next printed edition of the DMM.

Mailing Standards,Pricing, 9-11-08

Handbooks

Handbook AS-353 Revision: System of Records Changes

Effective September 11, 2008, Handbook AS-353, Guide to Privacy, the Freedom of Information Act, and Records Management, was revised to include a modification to existing Systems of Records USPS 500.300, Emergency Management Records, and USPS 800.000, Address Change, Mail Forwarding, and Related Services, which were published in the Federal Register on July 17, 2008 (73 FR 41134–41135).

Handbook AS-353, Guide to Privacy, the Freedom of Information Act, and Records Management

Appendix — Privacy Act Systems of Records

* * * *

Section C. Index of Systems of Records

Part I. Customer Systems

* * * * *

USPS 500.300 System Name: Emergency Management Records

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Categories of Individuals Covered by the System

Panumber eviating item 2 on 2, add now items 2 and 4

[Renumber existing item 2 as 3, add new items 2 and 4 to read as follows:]

 Household members of USPS employees and other individuals having emergency management responsibilities officially designated by the Postal Service to mitigate, prepare for, respond to, or recover from any natural disaster or manmade hazard.

* * * * *

 Individuals whose names have been provided to the Postal Service by government agencies or disaster relief organizations as a result of a disaster or manmade hazard.

Categories of Records in the System

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[Revise items 2 and 4 to read as follows]:

2. Medical fitness and surveillance information: Records related to medical documentation such as receipt of prophylaxis, tests, including determinations of

fitness to wear protective equipment, and surveillance for exposure to hazards.

* * * * *

4. Evacuee information: Records of individuals who are impacted by natural disasters or manmade hazard, such as name; postal assignment information (if USPS employee); home, work, and emergency contact information; home and work address; location in facility and activities prior to evacuation; route of exit from facility; rallying point; and emergency medical treatment administered to evacuees.

* * * * *

Purpose(s)

[Revise text to read as follows:]

- To permit collaboration among officially designated individuals who are responsible for mitigation of, preparation for, response to, and recovery from any natural disaster or manmade hazard involving the Postal Service.
- To satisfy federal requirements for the training, fitness testing, and medical surveillance of individuals in response to a natural disaster or manmade hazard involving the Postal Service.
- 3. To test for the exposure of individuals to hazards.
- 4. To account for the whereabouts of individuals in response to a natural disaster or manmade hazard at a postal facility.
- 5. To assess the likelihood of an individual's exposure to a hazard and to contact the individual with important health-related information.
- 6. To provide information about disaster recovery programs and services to individuals affected by a natural disaster or manmade hazard.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses

[Revise text to read as follows:]

Standard routine uses 1 through 9 apply. Medical records may be disclosed to an individual's private treating physician, to medical personnel retained by USPS, and to public health agencies to provide medical examinations, medications, or treatment to individuals covered by this system of records.

* * * * *

Retention and Disposal

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[Revise items 2 and 3 to read as follows:]

- Medical documentation including fitness and medical surveillance information is retained 30 years from the date of collection.
- Evacuee information is retained 5 years from the date of collection.

* * * * *

System Manager(s) and Address

[Add the following entries:]

Chief Postal Inspector, United States Postal Inspection Service, United States Postal Service, 475 L'Enfant Plaza S.W., Washington, DC 20260.

Senior Vice President, Intelligent Mail and Address Quality, United States Postal Service, 475 L'Enfant Plaza, S.W., Washington, DC 20260.

Manager, Safety, Security, Emergency Planning, United States Postal Service Office of Inspector General, 1735 N. Lynn Street, Arlington, VA 22209.

[Delete the following entry:]

The Vice President, Emergency Preparedness, United States Postal Service, 475 L'Enfant Plaza S.W., Washington, DC 20260.

Notification Procedure

[Revise text to read as follows:]

Current and former employees and contractors wanting to know if information about them is maintained in this system of records must address inquiries to the facility head where currently or last employed. Headquarters employees or contractors must submit inquiries to the chief postal inspector. Requests must include full name, Social Security Number or Employee Identification Number, and employment or contract dates. Individuals from whom evacuee information may have been collected must address inquiries to the head of the facility from which they were evacuated. Household members of current or former field employees and other individuals having emergency management responsibilities officially designated by the Postal Service must address inquiries to the facility head where the postal employee in their household is currently or was last employed. Household members of current or former Headquarters employees and other individuals having emergency management responsibilities officially designated by the Postal Service must submit inquiries to the chief postal inspector.

* * * * *

Record Source Categories

[Revise text to read as follows:]

Employees; contractors; medical staff of the Postal Service; designated contractors; public health agencies; emergency response agencies, providers, first responders; individuals who are evacuated in the event of a natural disaster or manmade hazard; and household members of USPS employees and other individuals having emergency management responsibilities officially designated by the Postal Service.

* * * * *

Part II. Customer Systems

USPS 800.000 System Name: Address Change, Mail Forwarding, and Related Services

System Location

[Revise text to read as follows:]

USPS National Customer Support Center (NCSC), Computerized Forwarding System (CFS) sites, Post Offices, USPS Processing and Distribution Centers, USPS IT Eagan Host Computing Services Center, and contractor sites.

Categories of Individuals Covered by the System

[Revise text to read as follows:]

Customers requesting change of address, mail forwarding, or other related services either electronically, in writing, or via telephone. Customers who are victims of a natural disaster who request mail forwarding services through the Postal Service or the American Red Cross.

Categories of Records in the System

[Revise item 2, renumber existing item 8 as item 9, and add new item number 8 to read as follows:]

2. Verification and payment information: Credit and/or debit card number, type, and expiration date; or date of birth and driver's state and license number; information for identity verification; and billing information. Customers who are victims of a natural disaster who request mail forwarding service electronically may be required to provide date of birth for verification if credit and/or debit card information is unavailable.

* * * * *

- 8. Online user information: Internet Protocol (IP) address, domain name, operating system versions, browser version, date and time of connection, and geographic location.
- 9. Protective Orders.

Purpose(s)

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[Revise item 3 to read as follows:]

 To provide address information to the American Red Cross or other disaster relief organization about a customer who has been relocated because of disaster.

* * * * *

[Add item 5 to read as follows]

5. To support investigations related to law enforcement for fraudulent transactions.

Routine Uses of Records in the System, Including Categories of Users and the Purposes of Such Uses

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Standard routine uses 1 through 7, 10, and 11 apply. In addition:

[Revise items a and b to read as follows:]

- a. Disclosure upon request. The new address of a specific business or organization that has filed a permanent change-of-address order may be furnished to any individual on request. (Note: The new address of an individual or family will not be furnished pursuant to this routine use, unless authorized by one of the standard routine uses listed above or one of the specific routine uses listed below.) If a domestic violence shelter has filed a letter on official letterhead from a domestic violence coalition stating (i) that such domestic violence coalition meets the requirements of 42 U.S.C. § 10410 and (ii) that the organization filing the change of address is a domestic violence shelter, the new address shall not be released except pursuant to routine use d, e, or f pursuant to the order of a court of competent jurisdiction.
- b. Disclosure for Address Correction. Disclosure of any customer's new permanent address may be made to a mailer, only if the mailer is in possession of the name and old address: from the National Change-of-Address Linkage (NCOALink®) file if the mailer is seeking corrected addresses for a mailing list; from the Computerized Forwarding System (CFS), from the Postal Automated Redirection System (PARS) if a mailpiece is undeliverable as addressed, or from the Locatable Address Conversion System if an address designation has been changed or assigned. Copies of change-of-address orders may not be furnished. In the event of a disaster or manmade hazard, temporary address changes may be disclosed to a mailer when, in the sole determination of the Postal Service, such disclosure serves the primary interest of the customer, for example, to enable a mailer to send medicines directly to the customer's temporary address, and only if the mailer is in possession of the

customer's name and permanent address. If a domestic violence shelter has filed a letter on official letterhead from a domestic violence coalition stating (i) that such domestic violence coalition meets the requirements of 42 U.S.C. § 10410 and (ii) that the organization filing the change of address is a domestic violence shelter, the new address shall not be released except pursuant to routine use d, e, or f pursuant to the order of a court of competent jurisdiction.

* * * * *

[Add item i to read as follows:]

i. Disclosure to a disaster relief organization. Any customer's permanent or temporary change of address may be disclosed to the American Red Cross or other disaster relief organizations, if that address has been impacted by disaster or manmade hazard.

* * * * *

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System

Storage

[Revise text to read as follows:]

Records generated from the source document are recorded on the Forwarding Control System file server and on tapes at CFS units. Electronic change-of-address records and related service records are also stored on disk and/or magnetic tape in a secured environment. Change-of-address records are consolidated in a national change-of-address (NCOA) file at the USPS IT Eagan Host Computing Services Center. Selected extracts of NCOA are provided in the secure data format represented by the NCOA^{Link} product to a limited number of firms under contract or license agreement with USPS. Records pertaining to move-related services are also transmitted to specific service providers, including government agencies and private companies under contract to USPS.

Retention and Disposal

[Revise text to read as follows:]

- 1. National change-of-address and mail forwarding records are retained 4 years from the effective date.
- 2. Delivery units access COA records from the change-of-address Reporting System database, which retains 2 years of information from the COA effective date. The physical change-of-address order is retained in the CFS unit for 30 days if it was scanned, or 18 months if it was manually entered into the national database.

Online user information may be retained for 12 months.

Records existing on paper are destroyed by shredding. Records existing on computer storage media are destroyed according to the applicable USPS media sanitization practice.

System Manager(s) and Address

[Revise text to read as follows:]

Vice President, Retail Operations, United States Postal Service, 475 L'Enfant Plaza S.W., Washington, DC 20260.

* * * * *

Record Source Categories

[Revise text to read as follows:]

Customers, personnel, service providers, and, for call center operations, commercially available sources of names, addresses, telephone numbers. For emergency change-of-addresses only, commercially available sources of names, previous addresses, and dates of birth. For alternative authentication sources of names, previous and new

addresses, dates of birth, and driver's state and license number.

* * * * *

We will incorporate these revisions into the next printed version of Handbook AS-353 and into the online version of the handbook available on the Postal Service[™] PolicyNet website:

- Go to http://blue.usps.gov.
- Under "Essential Links" in the left-hand column, click References.
- Then click HBKs.

(The direct URL for the Postal Service PolicyNet website is http://blue.usps.gov/cpim.)

Refer any questions about this revision to the Records Office at 202-268-2608.

– Privacy Office,Consumer Advocate, 9-11-08

Publications

Publication 75 Revision: Mover's Guide News — September 2008 Mover's Guide Is Now Available

The September 2008 issue of Publication 75, *Mover's Guide*, is now available. As of September 1, you must display the new issue and recycle all expired versions.

Important Mover's Guide Information

- Mover's Guide is printed and distributed three times per year — December (for January use), April (for May use), and August (for September use).
- Post OfficesTM must recycle old versions of the Mover's Guide, as these contain expired forms, information, and coupons that cannot be used by the postal consumer.
- In an effort to reduce waste and still provide each postal facility with the proper quantity of *Mover's Guide*, call 800-816-6837 if you receive too many or too few copies of *Mover's Guide* or if you have questions about your quantity.
- To find out when shipments will arrive, contact the MDC directly at 800-273-1509.
- If your facility receives an entire pallet of Mover's Guide copies, please break down the pallet! It may contain boxes that need to be shipped to other facilities, and this will ensure all facilities receive their needed supply.

Shipping Information for All Post Offices

For offices that DO NOT receive automatic distribution (the majority of offices fall in this category)

- In August, your Post Office should have received a package of 25 copies of Mover's Guide.
- Display this edition starting on September 1, 2008, unless your current stock of this item has been depleted before this date.
- After September 1, 2008, you must recycle all old versions of the Mover's Guide remaining at your facility.
- To order up to 100 copies more, call the Material Distribution Center at 800-273-1509.
- If you need more than 100 copies, or if you have other questions regarding the Mover's Guide, call Imagitas directly at 800-816-6837 or visit http://blue. usps.gov/delret/L4CustServSupp_Mover.htm.

Use the following information to order the September 2008 issue of the *Mover's Guide:*

PSIN: PUB 75

PSN: 7610-03-000-4795

Unit of Measure: EA
Minimum Order Quantity: N/A
Bulk Pack Quantity: 100
Quick Pick Number: 441
Price: N/A
Edition Date: 09/08

For offices that DO receive automatic distribution

- The first half of your supply of the September 2008 edition of *Mover's Guide* began arriving at your facility in mid-August.
- The second half of your supply will arrive 4 to 6 weeks later.
- Both shipments will arrive in boxes of 100 and 300.
- Display this edition starting on September 1, 2008, unless your current stock of this item has been depleted before this date. After September 1, 2008, you must recycle all old versions of the *Mover's Guide* remaining at your facility.
- If you would like to order supplemental quantities of the Mover's Guide, call 800-816-6837 or visit http:// blue.usps.gov/delret/L4CustServSupp_ Mover.htm.

Please keep track of your inventory. Businesses and other organizations must purchase the *Mover's Guide* and can obtain order forms by calling Imagitas at 800-816-6837. For further information, see our Frequently Asked Questions at http://blue.usps.gov/delret/L4CustServSupp Mover.htm.

Catalog Address Change and Request Card

- The Catalog Address Change and Request Card is attached to PS Form 3575, *Change-of-Address Order*, which allows movers to let catalogers know their new address.
- Important Note: The Catalog Address Change and Request Card must be detached from PS Form 3575 and must be detached from the catalog description card. The Catalog Address Change and Request Card and PS Form 3575 should be mailed separately. This is important for change-of-address processing.

Remember, consumers can visit www.usps.com and select Change of Address to change their address online!

Address Management,
 Intelligent Mail and Address Quality, 9-11-08

Publication 431 Revision: Changes to Post Office Box Service and Caller Service Fee Groups

Effective September 11, 2008, Publication 431, Post Office Box Service and Caller Service Fee Groups, is revised to include the following changes.

Publication 431, Post Office Box Service and Caller Service Fee Groups

* * * * *

[Add the following entries:]

ZIP Code	Fee Group
50321	5
51108	4

[Revise the fee groups for the following ZIP^{TM} Codes to read as follows:]

ZIP Code	Fee Group
70038	6
70041	6
70050	6
70082	6

ZIP Code	Fee Group
70091	6
70632	6
70643	6

[Remove the entries for the following ZIP Codes:]

ZIP Code	
59718	
92037	
95618	

The online version of Publication 431 is dated January 31, 2008. Changes made after January 31, 2008, have been published in the *Postal Bulletin*, and are also reflected in WebBATS. Publication 431 is currently available on the Postal Service™ PolicyNet website (http://blue.usps.gov/cpim):

- Go to http://blue.usps.gov.
- Under "Essential Links," in the left-hand column, click References.
- Click PUBs.

Offices with WebBATS access can view current Publication 431 information by generating a WebBATS Facility Information Report as follows:

- 1. Go to the "WebBATS main menu", and select *Reports*. The reports page opens.
- 2. Under the "Clients/System column," System category, click *Facility Information*.
- 3. View the "Fee Group" field in the report.

Value Added and Special Services,
 Mailing Services, 9-11-08



Information Desk

Address Management

Post Office Changes

Old/	Finance	ZIP			County/	Station/Branch/		Effective	
New	No.	Code	State	P.O. Name	Parish	Unit	Unit Type	Date	Comments
Old	05-4530	90023	CA	Los Angeles	Los Angeles	Lugo	Classified Station		Realign ZIP™ Code boundaries. Use Vernon
New	05-4530	90058	CA	Los Angeles	Los Angeles	Vernon	Classified Branch	08/02/2008	CA 90058 as last line of address for the 200 deliveries previously in ZIP Code 90023.
Old	05-4530	90040	CA	Los Angeles	Los Angeles	Commerce	Classified Station		Realign ZIP Code boundaries. Use Vernon
New	05-4530	90058	CA	Los Angeles	Los Angeles	Vernon	Classified Branch	08/02/2008	CA 90058 as last line of address for the 40 deliveries previously in ZIP Code 90040.
Old	05-0576	90270	CA	Bell	Los Angeles	Maywood	Classified Station		Realign ZIP Code boundaries. Use Vernon
New	05-4530	90058	CA	Los Angeles	Los Angeles	Vernon	Classified Branch	08/02/2008	CA 90058 as last line of address for the 2 deliveries previously in ZIP Code 90270.
Old	11-4380	32202	FL	Jacksonville	Duval	Naldo	Classified Station		This announcement changes the type of
New	11-4380	32202	FL	Jacksonville	Duval	Naldo	Carrier Annex	08/08/2008	postal facility from a classified station to a carrier annex.
Old	11-4380	32256	FL	Jacksonville	Duval	Baymeadows	Classified Station		This announcement changes the type of
New	11-4380	32256	FL	Jacksonville	Duval	Baymeadows	Carrier Annex	08/08/2008	postal facility from a classified station to a carrier annex.
Old	18-2106	50801	IA	Creston	Union	Main Office	Post Office		Realign ZIP Code
New	18-2115	50842	IA	Cromwell	Union	Main Office	Post Office	08/30/2008	boundaries. Use Cromwell IA 50842 as last line of address for the 18 deliveries previously in ZIP Code 50801.
Old	18-4023	51011	IA	Hawarden	Sioux	Main Office	Post Office		This announcement
New	18-4023	51011	IA	Hawarden	Sioux	Main Office	Post Office	08/13/2008	expands the use of ZIP Code 51011 to include delivery.
Old	18-2115	50842	IA	Cromwell	Union	Main Office	Post Office		This announcement
New	18-2115	50842	IA	Cromwell	Union	Main Office	Post Office	08/13/2008	expands the use of ZIP Code 50842 to include delivery.
Old	15-5775	83646	ID	Meridian	Ada	Main Office	Post Office	00/00/5555	Realign ZIP Code
New	15-4975	83634	ID	Kuna	Ada	Main Office	Post Office	09/06/2008	boundaries. Use Kuna ID 83634 as last line of address for the 270 deliveries previously in ZIP Code 8646.
Old	19-6611 19-8140	66961 66961	KS KS	Norway Scandia	Republic	Main Office	Post Office	05/25/2007 08/16/2008	Post Office™ discontinued. Retain ZIP
New	19-6140	00901	NO.	Scandia	Republic	Norway	Place Name	06/16/2008	Code. Establish a place name. Continue to use Norway KS 66961 as last line of address.

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/	Unit Type	Effective Date	Comments
Old	46-2556	57024	SD	Egan	Moody	Main Office	Post Office	02/10/2006	Post Office discontinued.
New	46-2988	57024	SD	Flandreau	Moody	Egan	Place Name	07/26/2008	Retain ZIP Code. Establish a place name. Continue to use Egan SD 57024 as last line of address.
Old	49-9588	84088	UT	West Jordan	Salt Lake	Main Office	Post Office		Realign ZIP Code
New	49-9588	84081	UT	West Jordan	Salt Lake	Main Office	Post Office	08/09/2008	boundaries. Use West Jordan UT 84081 as last line of address for the 130 deliveries previously in ZIP Code 84088.
Old	49-3434	84031	UT	Hanna	Duchesne	Main Office	Post Office	09/05/2003	Post Office discontinued.
New	49-8670	84031	UT	Tabiona	Duchesne	Hanna	Place Name	07/26/2008	Retain ZIP Code. Establish a place name. Continue to use Hanna UT 84031 as last line of of address. This amends Postal Bulletin 22239.
Old	57-9842	82430	WY	Worland	Hot Springs	Kirby	Community Post Office	07/01/2008	Community Post Office discontinued. Retain ZIP
New	57-9006	82430	WY	Thermopolis	Hot Springs	Kirby	Place Name	08/02/2008	Code. Establish a place name. Continue to use Kirby WY 82430 as last line of address.

⁻ Address Management, Intelligent Mail and Address Quality, 9-11-08

Marketing

Mail Alert

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings of 1 million pieces or more, should contact Business Service Network Integration at 202-268-3258 at least 1 month preceding the requested delivery dates. The Postal Service™

also offers electronic Mail Alerts via ADVANCE. For more information, see the *ADVANCE Notification & Tracking System Technical Guide* on the Internet at http://ribbs.usps.gov/files/advance/advtech.pdf or contact the National Customer Support Center at 800-238-3150.

Requested Delivery Dates	Title of Mailing	Class and Type of Mail	Number of Pieces (Millions)	Distribution	Presort Level	Comments
9/5/08–9/11/08	Life Line Screening	Standard Letter	2.0	Nationwide	3/5-Digit	Mail America Forest, VA
9/6/08–9/9/08	PV Flat Belly	Standard Flats	2.396	Worldwide	3/5-Digit, Car-Rt	Rodale/ALG Worldwide
9/10/08–9/12/08	Nordstrom September Book	Standard Flat	1.711	Nationwide	Barcoded 3/5-Digit, Car-Rt	Arandell Milwaukee, WI
9/12/08–9/15/08	JCP — Fall Country Home Catalog	Standard Catalog	5.1	National	Car-Rt	RRD/Quebecor
9/12/08–9/15/08	JCP — Wk 33 Sephora	Standard Letter	1.2	National	Car-Rt	Harte-Hanks
9/15/08–9/17/08	JCP — Wk 33 Fall Sale	Standard Flat & Letter	10.0	National	Car-Rt	Harte-Hanks
9/16/08–9/22/08	Life Line Screening	Standard Letter	2.0	Nationwide	3/5-Digit	Mail America Forest, VA
9/17/08–9/19/08	Nordstrom Ode to Shoes	Standard Flats	1.0	Nationwide	Barcoded 3/5-Digit, Car-Rt	Nahan St. Cloud, MN
9/18/08–9/20/08	JCP — Wk 34 Billion Dollar Jewelry	Standard Flat & Letter	1.0	National	Car-Rt	Harte-Hanks
9/19/08–9/22/08	JCP — Fine Jewelry & Gifts Catalog	Standard Catalog	3.2	National	Car-Rt	RRD/Quebecor
9/19/08–9/22/08	JCP — Privilege Credit	Standard Catalog	7.0	National	Car-Rt	Harte-Hanks
9/22/08–9/25/08	Through The Country Door	Standard Catalog	1.0	Nationwide	Barcoded 3/5-Digit, Car-Rt	Quad Graphics Lomira, WI
9/25/08–10/1/08	Life Line Screening	Standard Letter	2.0	Nationwide	3/5-Digit	Mail America Forest, VA

Business Service Network Integration, Business Customer Relations, 9-11-08

Operations

New Procedures for Handling Inbound International Registered Mail Items

After completing a National Security Review of Registered Mail, the U.S. Postal Inspection Service recommended new procedures for handling inbound international Registered Mail[®] items, in line with requirements of the Universal Postal Union (UPU). Under the new policy, inbound international Registered Mail items are placed in the same mailstream as First-Class Mail[®] items.

Inbound international Registered Mail items are still verified and accepted at international service centers (ISCs). At delivery units, the following new procedures are in effect:

- Inbound international Registered Mail items are submitted to accountable clerks.
- Accountable clerks assign the mail to a delivery employee in bulk, by number of pieces, instead of by Registered Mail number.
- Letter carriers document delivery, or attempted delivery, of the mail using PS Form 3849, Sorry We Missed You; obtain a signature from the addressee or agent;

perform appropriate scans; and submit the signed PS Form 3849 to the accountable clerk. If the mail cannot be delivered, it is returned to the accountable clerk.

At processing and distribution centers, inbound International Registered Mail items on the workroom floor remain in the First-Class Mail items mailstream, outside of registry operations.

The new procedure became effective August 25, 2008, for inbound international Registered Mail items at the JFK ISC. The other ISCs will implement the new procedures on September 30, 2008.

Refer all questions to district or area Registered Mail coordinators.

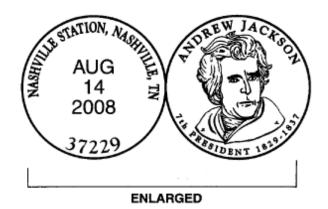
Security and Crime Prevention,
 U.S. Postal Inspection Service, 9-11-08

Philately

Correction: Andrew Jackson Presidential Dollar Postmark City Change

The postmark for the Andrew Jackson Presidential Dollar in *Postal Bulletin* 8-14-08 (22239, page 94) is being relocated from Hermitage, TN 37076 to Nashville, TN 37229. The new postmark is given below. Requests for the postmark will now be honored at the following address:

Postmaster 525 Royal Pkwy., Rm. 525 Nashville, TN 37230-9998



Stamp Services,
 Government Relations, 9-11-08

Correction: Revised St. Mary of Sorrows Historic Landmark Postmark

The postmark for St. Mary of Sorrows in *Postal Bulletin* 8-28-08 (22240, page 50) has been revised. The newly revised postmark shown is now available at the Arlington Post Office.



September 1, 2008

St. Mary of Sorrows Historical Committee

St. Mary of Sorrows Historic Church Station
Postmaster
10660 Page Ave.
Fairfax. VA 22030-9998

Stamp Services,
 Government Relations, 9-11-08

Pictorial Postmarks Announcement

As a community service, the Postal Service™ offers pictorial postmarks to commemorate local events celebrated in communities throughout the nation. A list of events for which pictorial postmarks are authorized appears below. If available, the sponsor of the pictorial postmark appears in italics under the date. Also provided are illustrations of those postmarks.

People attending these local events may obtain the postmark in person at the temporary Post Office™ station established there. Those who cannot attend the event but who wish to obtain the postmark may submit a mail order request. Pictorial postmarks are available only for the dates indicated, and requests must be postmarked no later than 30 days following the requested pictorial postmark date.

All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail[®] postage. Items submitted for postmark may not include postage issued after the date of the requested postmark. Such items will be returned unserviced.

Customers wishing to obtain a postmark should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope and address it to: PICTORIAL POST-MARKS, followed by the NAME OF THE STATION, ADDRESS, CITY, STATE, ZIP+4® CODE, exactly as listed below (using all capitals and no punctuation, except the hyphen in the ZIP+4 code).

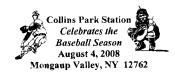
Customers can also send stamped envelopes and postcards without addresses for postmark, as long as they supply a larger envelope with adequate postage and their return address. After applying the pictorial postmark, the Postal Service returns the items (with or without addresses) under addressed protective cover.

The following pictorial postmarks have been extended for 30 days:



July 23, 2008

U.S. Postal Service
Ashlee Hewitt Nashville Star Finalist Station
Postmaster
113 Central Ave. S.
Lancaster, MN 56735-9998



August 4, 2008

U.S. Postal Service
Collins Park Station
Postmaster
P.O. Box 9998
Mongaup Valley, NY 12762-9998



August 5, 2008

Building Dedication Committee Robert J. Opinsky Station Retail/Marketing Dept. 3201 C St., Ste. 201 Anchorage, AK 99503-9601



August 15, 2008

U.S. Postal Service
75th Anniversary Chiriaco
Summit Station
Clerk in Charge
624550 Chiriaco Rd. #A
Chiriaco Summit, CA
92201-9998

☆



August 21, 2008

U.S. Postal Service
Take Me Out to the
Ballgame Station
Postmaster
P.O. Box 9998
Lake Katrine, NY 124499998



August 15-22, 2008

U.S. Postal Service
Field of Dreams Station
Postmaster
P.O. Box 9998
Van Buren, AR 72956-9998



August 22, 2008

North County Chamber of Commerce

Moose Festival Station
Postmaster

21 Parsons St. Colebrook, NH 03576-9998



August 19, 2008

U.S. Postal Service
Northwest Arkansas
Naturals Station
AR District Retail Dept.
420 Natural Resources Dr.
Little Rock, AR 72205-9606



August 23, 2008

U.S. Postal Service
Crawfordsville Bridge
Station
Postmaster
P.O. Box 9998
Crawfordsville, OR 973369998



August 23, 2008

U.S. Postal Service
Americas Pastime Station
Postmaster
P.O. Box 9998
Clinton, IA 52732-9998



September 2, 2008

U.S. Postal Service
District of Columbia First
Day of Sale Station
Postmaster/Special Events
900 Brentwood Rd. N.E.
Washington, DC 200669998



August 29, 2008

Baltimore Philatelic Society
BALPEX Station
Manager MOWS
900 E. Fayette St.
Baltimore, MD 21233-9715



September 4-6, 2008

U.S. Postal Service
AARP 50th Anniversary
Station
Postmaster
P.O. Box 9998
Washington, DC 200669998



August 29, 2008

U.S. Postal Service
Arkansas Travelers Station
AR District Retail Dept.
420 Natural Resources Dr.
Little Rock, AR 72205-9606



September 5, 2008

U.S. Postal Service
Dehler Park Station
Postmaster
841 S. 26th St.
Billings, MT 59101-9998



August 29–September 1, 2008

U.S. Postal Service
Rollag Station
Postmaster
503 Front St.
Hawley, MN 56549-9998



September 5-7, 2008

White River Valley Antique Association WRVAA Station Postmaster



August 31, 2008

U.S. Postal Service
Hall of Fame Induction Turn
of the Century Days Station
Postmaster
P.O. Box 9998
Roxbury, NY 12474-9998



September 5-7, 2008

Elnora, IN 47529-9998

118 N. Odon St.

South Vienna Corn Festival Committee Corn Festival Station Postmaster 21 1/2 W. Main St. South Vienna, OH 45369-9998



September 6, 2008

Mallory Wesleyan Church Celebrate Mallory Station Postmaster P.O. Box 9998 Mallory, NY 13103-9998



September 11, 2008

U.S. Postal Service
Tomahawk Station
Postmaster
P.O. Box 9998
Tomahawk, WI 54487-9998



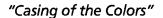
September 6, 2008

U.S. Postal Service
Bicentennial Station
Postmaster
110 Riverview Dr.
Bonnots Mill, MO 650169998



September 11, 2008

Flight 93 Memorial Chapel Flight 93 Memorial Chapel Station Postmaster P.O. Box 9998 Shanksville, PA 15560-9998





77th Regional Readiness Command (RRC) Statue of Liberty Division 1917 - 2008

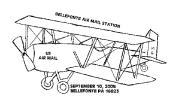
7 September 2008 Historic Camp Upton Station, Upton NY 11973 September 7, 2008

U.S. Postal Service
Historic Camp Upton
Station
Postmaster
P.O. Box 9998
Upton, NY 11973-9998



September 12, 2008

U.S. Postal Service lowa City Station Postmaster 400 S. Clinton St. lowa City, IA 52240-9998



September 10, 2008

American Philatelic Research Library Bellefonte Air Mail Station Postmaster 132 Allegheny St. Erie, PA 16823-9998



September 12-13, 2008

Posey County Chamber of Commerce

Mt. Vernon River Days Station Postmaster P.O. Box 9998 Mt. Vernon, IN 47620-9998



September 11, 2008

Williams County Airport
Trans Continental Airmail
Station
Postmaster
142 N. Main St.
Bryan, OH 43506-9998



September 12-14, 2008

Scarecrow Festival
Scarecrow Festival Station
Postmaster
129 W. Market St.
Washington Court House,
OH 43160-9998



September 13, 2008

Crown Point State Historic Site

Crown Point Lighthouse Station Postmaster P.O. Box 9998 Crown Point, NY 12928-9998





September 13, 2008

U.S. Postal Service Latin Jazz Station Manager Customer Service 2120 Ellis St. Fort Worth, TX 76164-9998



September 13, 2008

Civil War Heritage Committee Civil War Heritage Days Postmaster P.O. Box 50001 Albany, NY 12205-9998



September 13, 2008

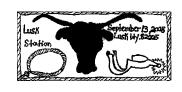
Floyd County Conservation
Fossil & Prairie Park
Preserve Station
Postmaster
P.O. Box 9998
Rockford, IA 50468-9998



September 13, 2008

Albany Postal Veterans Committee Run to Remember Station Postmaster P.O. Box 50001

Albany, NY 12205-9998



September 13, 2008

Lusk Pony Express Lusk Station Postmaster P.O. Box 9998 Lusk, WY 82225-9998



September 13, 2008

City of Johnstown Steering Committee

Celebration Station Postmaster P.O. Box 9998 Johnstown, NY 12095-9998



September 13, 2008 100th Year Anniversary Station Cooperstown, PA 16317 September 13, 2008

Cooperstown Public Library 100th Year Anniversary Station Postmaster P.O. Box 9998 Cooperstown, PA 16317-9998



OAKDALE, WI 54649

September 13, 2008

Friends of Oakdale Sesquicentennial Oakdale Sesquicentennial Station Postmaster P.O. Box 9998 Oakdale, WI 54649-9998



September 13, 2008

Battle of Plattsburgh Committee Battle of Plattsburgh Station Postmaster 10 Miller St. Plattsburgh, NY 12901-9998



September 13, 2008

Village of Middleville
Middleville Station
Postmaster
3 S. Main St.
Middleville, NY 13406-9998



50th Annual Community Day Stanford Grange Hall Station September 13, 2008 Stanfordville, N.Y. 12581 September 13, 2008

U.S. Postal Service
Stanford Orange Hall
Station
Postmaster
P.O. Box 9998
Stanfordville, NY 125819998



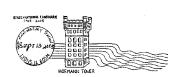
September 13, 2008

U.S. Postal Service
Carroll Celebration 150th
Station
Postmaster
P.O. Box 9998
Carroll, OH 43112-9998



September 13, 2008

4th Annual Cruisin' Saturday Night Car Show Station Postmaster P.O. Box 9998 Racine, OH 45771-9998



September 13, 2008

Lyons Historical Commission Hoffman Tower 100th Anniversary Station Postmaster P.O. Box 392 Lyons, IL 60534-9998



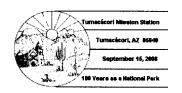
September 14, 2008

U.S. Postal Service
Inaugural Indianapolis GP
Station
Postmaster
125 W. South St.
Indianapolis, IN 46206-9998



September 13, 2008

National Street Rods Street Rods Nationals North Station Postmaster P.O. Box 9998 Oshtemo, MI 49077-9998



September 15, 2008

U.S. Postal Service
Tumacacori Mission Station
Postmaster
P.O. Box 9998
Tumacacori, AZ 85640-9998



September 13, 2008

U.S. Postal Service
Pony Express Mail Run
Station
Postmaster
8988 N. Main St.
Canaan, IN 47224-9998



September 16, 2008

Butterfield Overland Mail
Butterfield Overland Mail
Sesquicentennial Station
Postmaster
234 S. Osage St.
Tipton, MO 65081-9998



September 16-17, 2008

U.S. Postal Service
Newcastle Centennial
Station
Postmaster
P.O. Box 9998
Newcastle, TX 76372-9998



September 19, 2008

Lorton Arts Foundation Workhouse Art Center Station Postmaster 7726 Gunston Plaza Lorton, VA 22079-9998



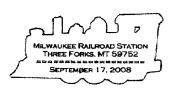
September 17, 2008

U.S. Postal Service
Happy Birthday Station
Postmaster
P.O. Box 9998
Richmond, VT 05477-9998



September 19, 2008

Tumwater Historical Society
Tenino Mail Station
Postmaster
P.O. Box 9998
Tenino, WA 98589-9998



September 17, 2008

Three Forks Centennial Committee Milwaukee Railroad Station Postmaster P.O. Box 9998 Three Forks, MT 59752-9998



September 19, 2008

Dogwood Wings Chapter V
25th Annual Wings over the
Smokies Station
Postmaster
P.O. Box 9998
Fletcher, NC 28732-9998



September 18-21, 2008

U.S. Postal Service
Nostalgia Station
Postmaster
390 W. 5th St.
San Bernardino, CA 924019998



September 19-20, 2008

Green County Cheese Days Committee

Cheese Days Station Postmaster P.O. Box 9998 Monroe, WI 53566-9998



September 19, 2008

U.S. Postal Service
7th Annual Whitetail Deer
Festival Station
Postmaster
P.O. Box 9998
Rarden, OH 45671-9998



September 20, 2008

Antes Fort Historical Society
Historical Days Station
Postmaster
P.O. Box 9998
Antes Fort, PA 17720-9998



September 20, 2008 Half-Way to St. Pat's Station Greeley NE 68842 September 20, 2008

Greeley Irish Festival Committee

Half Way to St. Pat's Station Postmaster P.O. Box 9998

Greeley, NE 68842-9998

BUTTERFIELD - OVERLAND MAIL 150th ANNIVERSARY FLY THE TRAIL STATIC GRAPE CREEK IX 76901 SEPTEMBER 20, 2008

September 20, 2008

San Angelo Historical Society

Fly the Trail Station Postmaster

1 N. Abe St.

San Angelo, TX 76902-9998



September 20, 2008

Necedah Lions Club Necedah Whooping Crane & Wildlife Festival Station Postmaster P.O. Box 998 Necedah, WI 54646-9998



Clay County Golden Delicious Festival 35th Anniversary "A Family Tradition" September 20, 2008 Clay, WV 25043

September 20, 2008

Clay County Golden Delicious Festival 35th Anniversary Station Postmaster P.O. Box 9998 Clay, WV 25043-9998



3rd Annual Road Roce & 3.5 Mile Fun Run/Walk

September 20, 2008 Picture Rocks, PA 17762

September 20, 2008

Jessica Ann Hicks Foundation Family Fun Day Festival Station Postmaster P.O. Box 9998 Picture Rocks, PA 17762-



29th Annual Sept. 20, 2008 nnon, MI 48653

Festival Station

September 20, 2008

Michigan Fireman's Memorial Festival Committee

Michigan Fireman's Memorial Festival Station Postmaster P.O. Box 9998 Roscommon, MI 48653-9998



September 20, 2008

9998

Tumwater Historical Association

State Park Mail Station Postmaster P.O. Box 9998 Winlock, WA 98596-9998



September 20, 2008

U.S. Postal Service Butterfield Stage Station Postmaster 101 E. Nueces St. Blackwell, TX 79506-9998



September 20, 2008

Jacqueline Fegan, Chairperson Ionia Fall Festival 5 4 1

Ionia Fall Festival Station Postmaster 8289 County Rd. 14 Ionia, NY 14475-9998



September 20, 2008

Freeport Historical Society Freeport Fun Day Station Postmaster 162 Division St. Freeport, MI 49325-9998



Houlton Band of Maliseet Indians Recognition Day Station Houlton, ME 04730 September 20, 2008 September 20, 2008

Houlton Band of Maliseet Indians

Houlton Band of Maliseet Indians Recognition Day Station

Postmaster 39 Court St. Houlton, ME 04730-9998



September 20-21, 2008

White Covered Bridge Association

Covered Bridge Festival White Bridge Station Postmaster 288 Garards Fort Rd. Garards Fort, PA 15334-9998



September 20, 2008

Territorial Express Stage

Chehalis Mail Station Postmaster 225 N.W. Cascade Ave. Chehalis, WA 98532-9998



September 21, 2008

Tumwater Historical Society
Territorial Express
Stagecoach Run Little Falls
Mail Station
Postmaster
621 A St.
Vader, WA 98593-9998



September 20, 2008 Bluemont Fair Station BLUEMONT, VA 20135



September 20-21, 2008

Bluemont Citizens Association & Bluemont Fair Committee Bluemont Fair Station Postmaster 33775 Snickersville Tpk.

Bluemont, VA 20135-9998



September 22, 2008

Village of Muddy Committee
Muddy Post Office
Celebration Station
Postmaster
305 Public Rd.
Muddy, IL 62965-9998



September 20-21, 2008

Canehill Harvest Festival Canehill Harvest Festival Station Postmaster 14311 Hwy. 45 S. Canehill, AR 72717-9998



September 24, 2008

U.S. Postal Service
Date Meets Zip Station
Postmaster
390 W. 5th St.
San Bernardino, CA 924089998

Stamp Services,
 Government Relations, 9-11-08

How to Order the First Day of Issue Digital Color or Traditional Postmarks

Customers have 60 days to obtain the first day of issue postmarks by mail. They may purchase new stamps at their local Post Office[™], by telephone at 800-STAMP-24, or at The Postal Store[®] website at *www.usps.com/shop*.

Traditional Postmarks

Customers should affix the stamps to envelopes of their choice, address them to themselves or others, or provide a self-addressed return envelope with sufficient postage large enough to accommodate the canceled item. Mail the request to the corresponding city of issuance. There is no charge for the first 50 postmarks. There is a 5-cent charge for each additional postmark over 50. Customers should submit a check, money order, or credit card for payment. After applying the first day of issue postmark, the Postal Service™ will return the envelopes to the customer by U.S. Mail.

All postmark requests should go to the first day of issue city. The first day of issue city Post Office will then forward in bulk all postmark requests to Cancellation Services, Stamp Fulfillment Services, P.O. Box 449992, Kansas City, MO 64144-9992 by respective Post Offices.

Digital Color Postmarks

Only select stamp issues offer a digital color postmark. Customers may submit #6 or #10 envelopes constructed of paper rated as "laser safe." The Postal Service recommends envelopes of 80-pound Accent Opaque, acid-free, 9/16" side seams with no glue on the flap. The maximum

size of all digital color postmarks is 2" high x 4" long. Allow sufficient space on the envelope to accommodate the postmark. Do not use self-adhesive labels for addresses on the envelope. Two test envelopes must be included. There is a minimum of 10 envelopes at 50 cents per postmark required at the time of servicing. Customers should submit a check, money order, or credit card for payment.

The Postal Service reserves the right to not accept hand-painted and other cachet envelopes that are not compatible with our digital color postmark equipment. The Postal Service also reserves the right to substitute traditional black rubber postmarks if use of non-specified envelopes results in poor image quality or damage to equipment.

Customers should affix the stamps to the envelopes and address them to themselves or others for return through the mail. Or, they may include an additional self-addressed return envelope, large enough to accommodate their canceled items, with sufficient postage affixed for return of their postmarked items. Mail the request for a first day of issue digital color postmark to the corresponding city of issuance. Post Offices will then forward all customer requests for digital color postmarks to Cancellation Services, Stamp Fulfillment Services, P.O. Box 449992, Kansas City, MO 64144-9992.

After applying the first day of issue postmark, the Postal Service will return the envelopes to the customer by U.S. Mail.



Digital Color Pictorial

Take Me Out to the Ball Game Stamp

Postmaster Special Cancellations P.O. Box 92282 Washington, DC 20090-2282 Available through September 16, 2008

Retail

Completion and Location of Stamps by Mail Brochure Orders

Cyril Scott Company, the printer of Stamps by Mail[®] (SBM) brochures, has brought to our attention that a number of Post Offices[™] are not completing their PS Form 3227-O, *Stamps by Mail Brochure Order Form*, correctly. You must provide a name of a person in the "Ship to" block. This name may or may not be the same as the contact name. Please make sure you also provide a correct ZIP+4[®] for the address in this block. All information must be readable.

Below is the procedure for locating missing SBM brochure orders:

- 1. Contact Cyril Scott Company at 800-466-0455.
- Cyril Scott Company will verify the order and provide the status.
- If the order was fulfilled and shipped to the Post Office, Cyril Scott Company will review the documentation, trace the order, and verify the mailing or shipping information. If shipped by the Government Bill of Lading (GBL), Cyril Scott Company will provide the GBL number, destination signature, and all

- appropriate documentation to the Post Office. The Post Office must pay for the existing order.
- 4. The Post Office must contact the Headquarters Retail Access Channels SBM program manager and submit the missing order documentation to the following address:

Retail Access Channels Stamps by Mail Program Manager 475 L'Enfant Plaza Room 7540 Washington, DC 20260-7540

- The SBM program manager will determine if a replacement order is warranted and communicate with the Post Office if any further action is required.
- If a replacement order is granted, this order will be printed and shipped to the Post Office in the next printing cycle. HQ Retail Access will pay for the granted reprint.

Retail Access Channels,
 Retail Operations, 9-11-08

A New Home for Retail Operations

The Retail Operations group has unveiled a new integrated website for USPS[®] retail employees. The intranet site features all the retail content formerly appearing on the Delivery & Retail and Retail Marketing intranet websites.

The new site is designed to be a one-stop shop for resources to keep retail employees informed and equipped with tools to achieve the organization's aggressive goals.

New features of the website include:

- Summary of weekly Retail Digest newsletters.
- Retail revenue ticker.
- Mailing list sign-up.
- Indexes for standard operating procedures (SOPs), stand-up talks, and point of purchase (POP) information.

Over time, the site is expected to evolve beyond being an informative resource and into a collaborative tool where retail employees can actively contribute to the retail knowledgebase through discussion forums, best practices, case studies, and more.

Postal Service™ employees can test-drive the new website by visiting http://blue.usps.gov/retail.

Retail Marketing,
 Retail Operations, 9-11-08

Stamps by Mail — Brochure Ordering Information

This article publishes the Stamps by Mail[®] print run cutoff schedule for the entire '09 fiscal year. Each date has a designation whether it is for the year-round (YR) brochure, the holiday (HOL) brochure, or the price change (Price Change) brochure. FY '09 print cycle dates:

- September 24, 2008 (HOL).
- November 26, 2008 (YR).
- February 5, 2009 (YR).
- April 2, 2009 (Price Change).
- May 5, 2009 (YR).
- June 25, 2009 (YR).
- August 20, 2009 (HOL).

To order brochures, submit PS Form 3227-O, *Stamps by Mail Brochure Order Form* (April 2008), to Cyril-Scott Company:

Cyril Scott Company P.O. Box 627 Lancaster, OH 43130-0627

Telephone: 800-466-0455 Fax: 740-689-0210

You can find this form at http://blue.usps.gov; click Forms, and then select the form by number. A copy of this form appears on page 79 in this Postal Bulletin.

The cost per unit of 500 is \$12.06. This cost includes overprinting the address of the fulfillment office placing the order. You may pay for orders with local IMPAC credit cards, checks, or money orders. However, Cyril-Scott Company cannot process the order until it receives payment. Local eBuy procedures may also apply (refer to local procurement procedures). Cyril-Scott Company must

receive orders placed by mail by close of business the day of the print run cut-off date listed above. Orders received after the cut-off date will be processed the next print run date.

Centralized sites order quantities from Cyril-Scott Company from local funds by following the ordering instructions contained within this article.

All local Post Offices $^{\text{TM}}$ should follow the ordering instructions contained within this article and utilize local funds.

For Orders Exceeding 10,000

Use eBuy to process both centralized and decentralized brochure orders that exceed \$10,000.00. In the Purchasing Method field, select "Route Req to Supply Mgmt", then in the After Approval Route field, select "Prof Printing & Creative Services (HQS)". Include completed PS Form 3227-O with imprint information with the eBuy order.

Note: These approved eBuy orders must be received by Supply Management at least 10 days prior to a published run cut-off date to be included in that run.

Cyril-Scott Company will deliver orders within 35 calendar days after printing. Printing begins 1 week after the deadline date, and actual receipt of the order will depend on the ultimate destination and the corresponding delivery service standard. You should save copies of all orders placed at your local Post Office until the order has been received. Ensure procedures are in effect locally for proper verification of receipt.

Retail Access Channels,
 Retail Operations, 9-11-08

You MUST c	omplete ALL fields or	n this form						
			Office Name	District	Area			
То:	STAMPS BY MAIL		Contact Name	<u> </u>				
CYRIL-SCOTT CO PO BOX 627		120 0627	Contact Telephone No. (Include area code)					
LANCASTER OH 43130-0627			Contact Fax No. (Include are	ea code)				
Telephone No.		Fax No.	Contact E-mail Address					
Quantity	800-466-0455	740-689-0210						
Quantity	Item		Specify No. of Packs	Unit Cost	Total			
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				Total	\$			
	nnot ship to Post O							
Number, street,	, apartment, suite, city, sta	ate, ZIP + 4)		Contact Name				
				Contact Telephone No. (Inclu	ide area code)			
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(Type or print cle	early. Printer is not respor	nsible for errors due to illegib	le or unclear copy.)					
	POSTAL SERVICE	No postage necessary if			First-Class Mail Postage Fees Paid			
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	BUSINESS REPL First Class Mail Permit No. XXX			POSTAL CUSTO	MER			
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PS Form 3227- 0	3 April 2009			-	ontract No. 266351-01-P-014			



475 L'ENFANT PLAZA SW WASHINGTON DC 20260-5540 First-Class Mail Postage & Fees Paid USPS Permit No. G-10

