

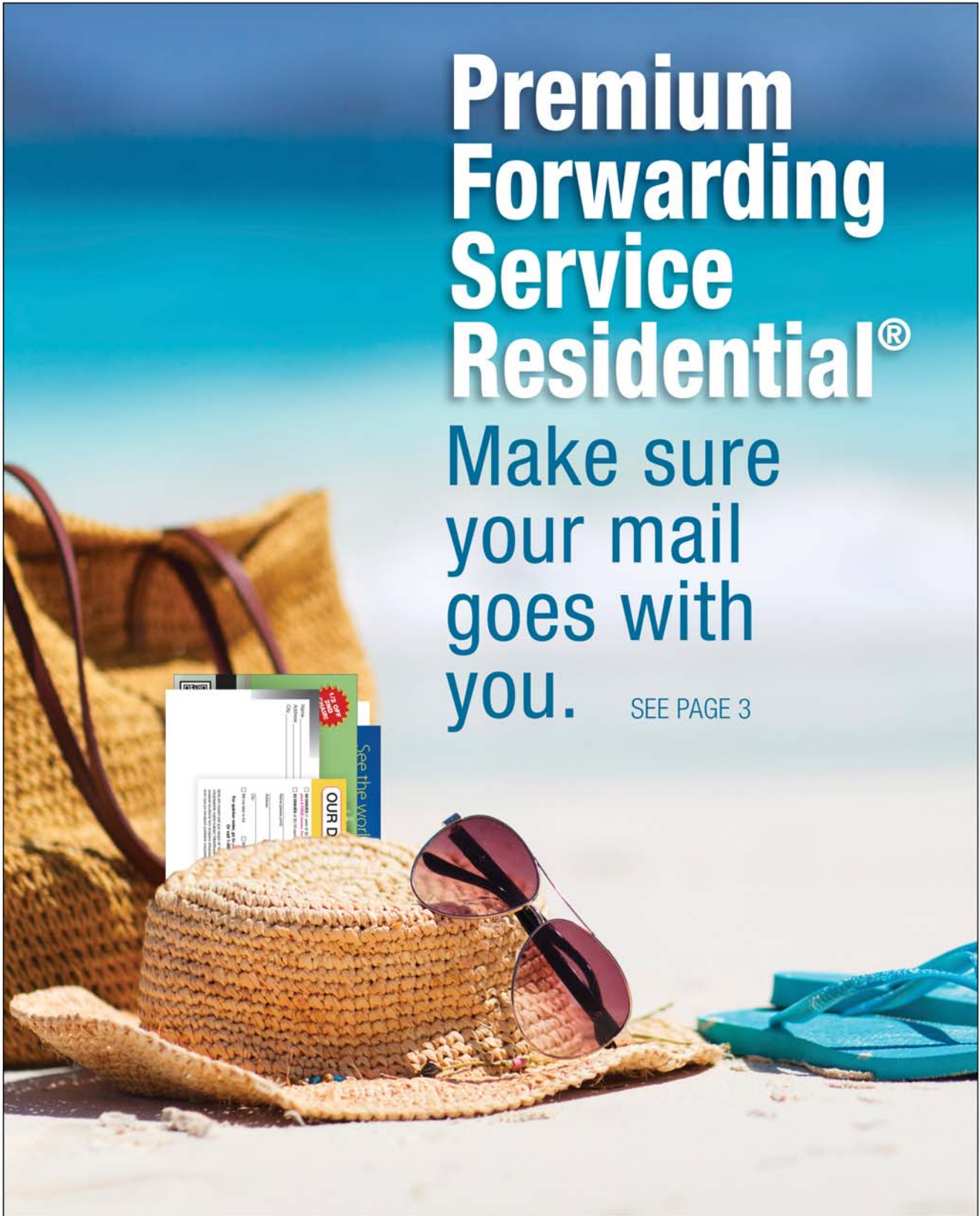
postal|bulletin

PUBLISHED SINCE MARCH 4, 1880

Premium Forwarding Service Residential®

Make sure
your mail
goes with
you.

SEE PAGE 3



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USPS National Emergency Hotline
Is your facility operating? Call 888-363-7462

The U.S. Postal Service Is Everywhere
So You Can Be Anywhere®

Cover Story

Premium Forwarding Service Residential: Make Sure Your Mail Goes with You

The Postal Service™ offers Premium Forwarding Service Residential® (PFS-Residential®), a personalized service for reshipping mail from a primary residential address (or PO Box™, with certain restrictions) to a temporary address using Priority Mail® Service with USPS® Tracking Service. It is perfect for residential customers going away from home for two weeks up to one full year, such as “Snowbirds,” executives on temporary assignments, students, and individuals with an extended family care situation or who are away on an extended vacation.

Benefits include:

- Customers do not miss important mail while they are away.
- A customer's permanent address does not change, and temporary address information is never provided to senders.
- All of the customer's mail reaches them, most of it via Priority Mail Service with USPS Tracking. The *Domestic Mail Manual* (DMM®) contains more information on what mail should be reshipped immediately at no additional charge and not held for the weekly Priority Mail reshipments (e.g., Priority Mail Express® and Registered Mail items).
- Post Office™ weekly mailing goes out the same day (Wednesday) every week on a regular schedule that customers can depend on.

PFS-Residential is not available for the following types of addresses:

- Business addresses.
- APO, FPO, and DPO addresses.
- Single-point delivery addresses such as RV parks, hospitals, hotels, and U.S. Department of State addresses.

- Size 3, Size 4, or Size 5 PO Box addresses (a customer with a Size 1 or Size 2 PO Box as the primary address is eligible for PFS-Residential, but must apply at a retail location (not online).

A customer has the option to apply for Premium Forwarding Service Residential at their primary address, Post Office, or online at <http://usps.com>.

Retail Application/Payment

Customers must pay a nonrefundable application fee and reshipment charge per week for each week of service requested. If for any reason the customer requests early termination of a PFS-Residential order, the Postal Service can refund weekly reshipment charges not used to the customer.

Online Application/Payment

A customer who enrolls in PFS-Residential using the online application must pay the application fee by credit card upon submission of the application. The Postal Service will also use the customer's designated credit card to process the weekly reshipment charge in a weekly recurring fashion. For a customer who enrolls in PFS-Residential using the online application, both the application fee and any weekly reshipment fee previously charged are nonrefundable, but customers can cancel the PFS-Residential order and stop future weekly reshipment charges by logging onto their USPS account and canceling the PFS-Residential order.

Refer to Notice 123, *Price List*, for the application fee (sometimes referred to as the “enrollment fee”) and the weekly reshipment charge.

— Retail Operations,
Retail and Customer Service Operations, 1-22-15

Policies, Procedures, and Forms Updates

Manuals

ASM Revision: Audits and Investigations

Effective January 22, 2015, the Postal Service™ is implementing a revenue assurance system to ensure accuracy of postage payment, primarily focused on its PC Postage and meter payment systems. The purpose of the planned system is to support recovery of postage discrepancies via detection of incorrectly paid postage based on piece characteristics.

This revenue assurance system compares data collected from within the postal network and derived from postal operations such as the in-line sortation equipment with data in the National Meter Account Tracking System (NMATS) database, Electronic Verification System (eVS) (for those customers using the Shortpaid model), Program Registration, and Product Tracking and Reporting (PTR) to determine whether accurate postage has been paid on mailpieces and packages.

This data will be summarized in a report or itemized file shared with third party software providers for purposes of remediating instances in which a postage disparity was identified by the Postal Service. Providers will see which of their postage accounts the Postal Service has identified as having paid incorrect postage on mailpieces and packages entered into the Postal Service system. In instances where no third party software vendor is employed, data will be shared directly with the end customer (eVS).

Because data derived from mailpieces will form the basis for assessing accurate postage and will be disclosed both internally and externally, the Postal Service is amending the *Administrative Support Manual*, section 2, to account for the disclosure of information or data about a piece of mail outside of the Postal Service, by employees, while performing official duties.

* * * *

Administrative Support Manual (ASM)

* * * *

ELM Revision: Safety and Health

Effective January 22, 2015, the Postal Service™ is revising the *Employee and Labor Relations Manual* (ELM), Chapter 8, to update organizational structure references, reflect new reporting systems, and incorporate changes in

2 Audits and Investigations

* * * *

27 Security

* * * *

274 Mail Security

* * * *

274.5 Disclosure of Information Collected From Mail Sent or Received by Customers

[Add item n to read as follows:]

- n. Within the Postal Service and directly to eVS customers, or through third-party software providers (including meter and PC Postage providers) for the purpose of enabling responsible administration of revenue assurance and other postage evidencing system activities, facilitating remediation of postage disparities, and meeting SOX compliance requirements, in accordance with 39 CFR Part 501.

* * * *

We will incorporate this revision into the next online update of the *Administrative Support Manual*, which is available on the Postal Service PolicyNet website:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click *PolicyNet*.
- Click *Manuals*.

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

— Privacy Office,
General Counsel and Executive VP, 1-22-15

the Occupational Safety and Health Administration’s (OSHA’s) serious accident reporting requirements.

* * * *

Employee and Labor Relations Manuals (ELM)

* * * *

*[Revise the title of chapter 8 to read as follows:]***8 Safety and Health**

* * * *

810 Occupational Safety and Health Program

* * * *

811 General

* * * *

811.21 Management Commitment, Involvement, and Accountability*[Revise the text of 811.21 to read as follows:]*

Managers must:

- a. Demonstrate a commitment to providing safe and healthful working conditions in all Postal Service owned and leased installations,
- b. Become involved in day-to-day safety performance, and
- c. Be held accountable for safety performance and compliance with OSHA standards and regulations (see Handbook EL-802, *Executives' and Managers' Safety and Health Program and Compliance Guide*).

811.22 Vision Statement*[Revise the last sentence of 811.22 to read as follows:]*

***The Postal Service also engages in innovative safety efforts such as the Ergonomics Program and joint labor-management safety and health committees (see 816).

811.23 Guiding Principles*[Revise the text of 811.23d to read as follows:]*

- d. *Integrity* — As a leader in occupational safety and health, we enhance our integrity with our customers, business partners, and Congress.

811.24 Safety Philosophy*[Revise the text of 811.24 to read as follows:]*

The safety philosophy of the Postal Service is stated below:

- a. Any occupational injury or illness can be prevented. This goal is realistic, not theoretical. Supervisors and managers have primary responsibility for the well-being of employees and must fully accept this principle.
- b. Management, which encompasses all levels including the first-line supervisor, is responsible and accountable for the prevention of accidents and control of resultant losses. Just as the line organization is responsible for attaining production levels, ensuring

quality of performance, maintaining good employee relations, and operating within cost and budget guidelines, supervisors and managers must likewise accept their share of responsibility for the safety and health of employees.

- c. It is possible to safeguard against all operating exposures that can result in accidents, injuries, and illnesses. It is preferable to eliminate the sources of danger. However, where this is not practical, management must use protective measures, including:
 1. Administrative controls,
 2. Machine guards,
 3. Safety devices, and
 4. Personal protective equipment.
- d. All employees must be trained in proper work procedures and must be educated to work safely and to understand that they are responsible for doing so. Management is responsible for the adequate safety training and education of employees. However, all employees are responsible for working safely, and in doing so, they benefit not only themselves but also their organization.
- e. It is good business practice in terms of efficiency and economy to prevent personal injuries on and off the job. Injuries cost money, reduce efficiency, and cause human suffering.

811.25 Voluntary Protection Programs*[Revise the text of 811.25 to read as follows:]*

The Postal Service is committed to participation in OSHA's Voluntary Protection Programs (VPP). This program recognizes and establishes partnerships with businesses and worksites that show excellence in occupational safety and health. The Postal Service is committed to effective employee protection beyond the requirements of OSHA standards. The Postal Service is also committed to developing and implementing systems that effectively identify, evaluate, and control occupational hazards to prevent employee injuries and illnesses. Postal Service VPP implementation and maintenance procedures, based on the latest criteria from OSHA, are available on the Safety Resources Web site.

811.3 Off-site Safety*[Revise the text of 811.3 to read as follows:]*

The Postal Service safety and health program and OSHA standards and regulations cover Postal Service employees who perform Postal Service duties in private employers' establishments, as well as while delivering mail and performing other activities off Postal Service property. To

ensure that employees are protected, safe and healthful working conditions must be provided through:

- a. Engineering and administrative controls,
- b. Personal protective equipment (PPE),
- c. Enforcement of safe work practices,
- d. Withdrawal of employees from the private sector facility, and
- e. If necessary, curtailment of mail.

811.4 Records Retention and Disposition

811.41 Records Control Schedule

[Revise the text of 811.41 to read as follows:]

General retention and disposal instructions for the records and forms referenced in 810 through 850 can be found in the appendix, Records Control Schedules. Additional information can be found in Handbook AS-353, *Guide to Privacy, the Freedom of Information Act, and Records Management*, section 6-3.3, Retention Periods, and in the Electronic Records and Information Management Systems (eRIMS) on the intranet.

* * * * *

812.11 Postmaster General and Chief Executive Officer

[Revise the text of 812.11 to read as follows:]

The Postmaster General and chief executive officer is responsible for establishing and maintaining an effective, comprehensive national occupational safety and health program that fully complies with the OSH Act.

812.12 Chief Operating Officer and Executive Vice President

[Revise the text of 812.12 to read as follows:]

The chief operating officer and executive vice president ensures that area management implements and maintains effective area safety and health programs by, among other activities, monitoring Area Executive Safety and Health Committee activities during quarterly business reviews.

* * * * *

812.22 Area Human Resources Managers

[Revise the text of 812.22 to read as follows:]

Area Human Resources managers are responsible for monitoring area safety and health programs and performance in compliance with national policy and direction.

[Revise the title of 812.3 to read as follows:]

812.3 District Managers

812.31 District Managers

[Revise the 2nd sentence of 812.31 to read as follows:]

Additionally, they must develop a district accident reduction plan (ARP) using the Safety Toolkit to achieve the corporate objectives of reducing injury, illness, and motor vehicle accidents.

812.32 Installation Heads and Managers

[Revise the text of 812.32 to read as follows:]

Installation heads and managers are responsible for:

- a. Employee safety and health;
- b. Implementation of the occupational safety and health program;
- c. Compliance with OSHA standards and regulations, including maintenance of the accident reports, OSHA Log, and Summary of Injuries and Illnesses through the Employee Health and Safety (EHS) system; and
- d. Developing, implementing, and monitoring facility ARPs using the Safety Toolkit to achieve the corporate objectives of reducing injuries, illnesses, and motor vehicle accidents. Refer to the Safety Resources site and the Safety Toolkit for additional information on developing, implementing, and monitoring ARPs.

Installation heads are encouraged to attend annual safety and health training.

812.4 Middle-Level Managers

[Revise the text of 812.4 to read as follows:]

Middle-level managers are responsible for the safety and health program within their operations. This includes responsibility for:

- a. Administering OSHA-mandated written programs;
- b. Conducting accident prevention activities;
- c. Training employees; and
- d. Evaluating the safety performance of supervisors.
- e. Coordinating activities, including correction of safety deficiencies, with other operational managers.

Middle-level managers are encouraged to attend annual safety and health training.

812.5 Supervisors' Responsibilities

812.51 General

[Revise the text of 812.51 to read as follows:]

Supervisors are responsible for:

- a. Identifying and correcting physical hazards;

- b. Investigating and reporting accidents;
- c. Administering OSHA-mandated written programs;
- d. Conducting accident prevention activities;
- e. Training employees;
- f. Developing job safety analyses; and
- g. Enforcing safe work practices.

Supervisors are encouraged to attend annual safety and health training.

812.52 Observation of Work Practices

[Revise the text of 812.52 to read as follows:]

Supervisors will observe employees' work practices to ensure that they are working safely and document their observations on:

- a. PS Form 4588, *Observation of Work Practices — Delivery Services*, or
- b. PS Form 4589, *Observation of Work Practices — General*, whichever is appropriate.

When used correctly, these forms can:

- a. Help the supervisor and the employee to identify and eliminate work practices that could lead to accidents and injuries.
- b. Give the supervisor an opportunity to recognize and reinforce safe work practices.

* * * * *

813.1 Headquarters

[Revise the text of 813.1 to read as follows:]

Safety and OSHA Compliance Programs (SOCP) assists the vice president of Employee Resource Management in administration and evaluation of the safety and health program by monitoring and improving the program and related safety and health policies, procedures, and standards.

In conjunction with the General Counsel and other functional organizations, SOCP establishes policies and procedures to manage OSHA compliance activity, including citations, penalties, abatement, negotiated settlements, and judicial procedures.

The Ergonomics Program works with SOCP and OHS to identify ergonomic issues and propose solutions to reduce or eliminate injury risks, ensuring that ergonomic safety is integrated into all Postal Service operations.

SOCP does the following:

- a. Provides expertise and staff support to other Headquarters functional areas and area offices as necessary;
- b. Provides comments on proposed OSHA regulations to Government Relations; and

- c. Coordinates with other federal agencies, private sector employers, and professional groups on matters of safety and health.

813.2 Area Offices

[Revise the text of 813.2 to read as follows:]

The area Human Resources manager:

- a. Assists the area vice president in the implementation of national safety and health policies, programs, and directives. This includes responsibility for long-term planning and monitoring activities.
- b. In conjunction with field legal counsels, provides oversight and advice on OSHA compliance activities.
- c. Supports the districts in the administration of their safety and health programs and monitors status of the OSHA Log and Summary of Injuries and Illnesses.
- d. Responsibilities include budgeting for and scheduling safety and health resources, including professional development of the safety and health staff.
- e. Additionally, the area Human Resource function provides technical support for district safety personnel.

[Revise the title of 813.3 to read as follows:]

813.3 Districts

813.31 Safety Personnel

[Revise the text of 813.31 to read as follows:]

Safety personnel are responsible for developing and monitoring a comprehensive safety and health program for facilities within their geographic boundaries. While the responsibilities of safety personnel will vary depending on the size of the organization, the number of locations, and the type of operation, their major function is to serve as technical advisors and consultants to line management. To support line management, they contribute their experience, knowledge, and judgment to the formation of decisions that affect safety and health. Other safety personnel functions include:

- a. Tracking and reviewing accidents in the Employee Health and Safety (EHS) system.
- b. Monitoring the status of the OSHA Log and Summary, and advising management of deficiencies.
- c. Collaborating with management to prepare and administer OSHA-mandated written programs.
- d. Assisting line managers, in conjunction with injury compensation and medical personnel, to:
 - 1. Resolve safety and health problems,
 - 2. Interpret policies, standards, and regulations, and
 - 3. Provide detailed action plans for management implementation.

- e. Analyzing accident, injury, and illness statistics, hazardous condition reports, inspection results, and related data in order to advise management on corrective actions.
- f. Identifying and assessing accident- and loss-producing conditions, practices, and trends.
- g. Advising management on incorporating effective countermeasures into District and facility-specific ARPs.
- h. Conducting safety and health inspections and program evaluations.

In addition, full-time safety personnel assist collateral duty facility safety coordinators with technical advice, OSHA reporting, training, and related issues.

813.32 Collateral Duty Facility Safety Coordinator

[Revise the text of 813.32 to read as follows:]

In facilities in which there are no full-time safety positions, the installation head or designee is the collateral duty facility safety coordinator (FSC) and performs safety-related duties appropriate to the size and function of the facility. The FSC must be an EAS employee and his or her responsibilities include the following:

- a. If there are fewer than 100 work years of employment (see 824.33) in the facility, conducting the annual safety and health inspection. He or she performs the inspection under the guidance of the servicing safety office.
- b. Maintaining the hazard log PS Form 1767, *Report of Hazard, Unsafe Condition, or Practice* (see 824.634).
- c. Using the Safety Toolkit in the performance of their duties. At a minimum, they must record:
 - 1. Safety and health inspection deficiencies and abatements,
 - 2. Program evaluation findings and corrective actions, and
 - 3. Employee reports of hazards and corrective actions.
- d. Advising the installation head/manager with development, implementation, and monitoring of countermeasures in the facility ARP.
- e. Coordinating with supervisors and the district on Human Resources Management issues.
- f. Completing training for their duties using Postal Service-approved courses. At a minimum, all FSCs must complete the online FSC training course (see <http://nced.usps.gov/safety/course.htm>).

814 Employee Rights and Responsibilities

814.1 Rights

[Revise the text of 814.1 to read as follows:]

Employees have the right to:

- a. Become actively involved in the Postal Service's safety and health program and be provided a safe and healthful work environment.
- b. Report unsafe and unhealthful working conditions using PS Form 1767, *Report of Hazard, Unsafe Condition, or Practice*.
- c. Consult with management through appropriate employee representatives on safety and health matters such as program effectiveness.
- d. Participate in inspection activities where permissible.
- e. Participate in the safety and health program without fear of:
 - 1. Restraint,
 - 2. Interference,
 - 3. Coercion,
 - 4. Discrimination, or
 - 5. Reprisal.

814.2 Responsibilities

[Revise the text of 814.2g to read as follows:]

- g. Driving defensively and professionally, extending courtesy in all situations, and obeying all state, local, and Postal Service regulations when driving a vehicle owned, leased, or contracted by the Postal Service.

* * * * *

815.12 Area Executive Safety and Health Committee

[Revise the text of 815.12 to read as follows:]

The area executive safety and health committee, chaired by the area vice president and consisting of district managers, area office managers (as determined by the vice president), and inspectors-in-charge, must meet at least quarterly. The area vice president establishes a system to track and monitor committee activities. The committee is responsible for monitoring area safety and health activities to ensure that Headquarters' goals and objectives for reducing injuries, illnesses, and motor vehicle accidents are met. The area committee must monitor and review:

- a. Safety and health inspections, and facilitate prompt abatement of identified hazards.
- b. Program evaluations and implementation of safety and health program improvement plans at facilities that do not receive a passing score on their program evaluation.

- c. District ARPs to ensure that countermeasures are implemented to reduce motor vehicle accident (MVA) and occupational injuries and illnesses (OSHA II) rates to achieve established targets.
- d. Safety and health training and recordkeeping.
- e. Joint labor-management safety and health committee activities.

The chief operating officer monitors area executive committee activities during quarterly business reviews.

[Revise the title and text of 815.13 to read as follows:]

815.13 District Executive Safety and Health Committees

The district executive safety and health committee, chaired by the district manager, must meet quarterly. The committee must include:

- a. Plant managers,
- b. Postmasters of large associate offices,
- c. Critical enabling managers (e.g., Maintenance, In-Plant Support), and
- d. Others as determined by the district manager and the committee.

Their primary responsibilities are to review:

- a. Safety and health inspections and facilitate prompt abatement of identified hazards.
- b. Program evaluations and implementation of safety and health program improvement plans at facilities that do not receive a passing score on their program evaluation.
- c. District ARPs to ensure countermeasures are implemented to reduce OSHA II and MVA rates to achieve established targets.
- d. Safety and health training and recordkeeping.
- e. Local joint labor-management safety and health committee activities.

The committee must report to the area on actions taken, and the area vice president must establish a system to track and monitor committee activities.

815.14 Plant Executive Safety and Health Committee

[Revise the text of 815.14 to read as follows:]

The committee¹, chaired by the plant manager, is composed of plant safety, maintenance, and others as appropriate. The committee meets as often as needed, but at least once every quarter. Primary responsibilities are to implement objectives established at a higher level and to develop additional objectives to improve the local safety and health program. To achieve these objectives, the com-

mittee must identify major safety and health problems by reviewing the following:

- a. Facility safety and health program evaluations.
- b. Accident reports and injury trends.
- c. OSHA compliance activity.
- d. Local safety inspection reports.

Based on the problems identified, the committee:

- a. Assists the plant manager with developing and implementing the plant's ARP.
- b. Assists the plant manager with monitoring the effectiveness of the plan's countermeasures in reducing OSHA II and MVA rates.
- c. Recommends improvements if the countermeasures do not achieve the desired OSHA II and MVA rate-reduction targets.

* * * * *

815.2 Written Minutes

[Revise the text of 815.2 to read as follows:]

Written minutes of all management meetings at each organizational level must be prepared and retained for 3 years. In compliance with Program Evaluation Guide (PEG) version 2.0, minutes of the meetings must be stored in the Safety Toolkit, in the Committee Meeting Minutes module.

* * * * *

817.11 Postmasters, Managers, and Supervisors

[Revise the text of 817.11 to read as follows:]

All Postmasters, managers, and supervisors must receive safety and health training in accordance with the curriculum established by Safety and OSHA Compliance Programs (SOCP) and Learning and Development. Local offices, districts, and Headquarters provide this training. Postmasters, managers, and supervisors are encouraged to attend annual safety and health training.

817.12 Executives and Managers

[Add item g. to read as follows:]

- g. Ergonomics.

817.2 Safety and Health Staff Training and Education

817.21 Safety Specialists

[Revise the text of 817.21 to read as follows:]

All safety staff must obtain a level of expertise in safety training through participation in and completion of the core curriculum safety courses taught by the National Center for Educational Development (NCED), or as established by SOCP. Safety personnel must be provided, at least annually, professional training and education to enable them to carry out their basic duties and to fulfill their roles as advi-

sors and consultants to management. To maintain their technical proficiency, safety personnel are encouraged to pursue professional credentials and advanced education, and to participate in professional safety and health-related organizations. Management must give a high priority to supporting these efforts to realize a professional safety staff. Specialized training not available within the Postal Service may be authorized in accordance with 740.

817.22 Facility Safety Coordinators

[Revise the text of 817.22 to read as follows:]

Facility safety coordinators (FSCs) must obtain a level of safety expertise commensurate with their responsibilities through the FSC training course and the Safety for Supervisors course. Annual attendance of at least 8 hours of safety training is required. Management must give FSC training a high priority.

817.3 Joint Labor-Management Safety and Health Committee Orientation

[Revise the text of 817.3 to read as follows:]

Each member of a local committee must receive an orientation by the Postal Service that includes:

- a. Responsibilities of the committee and its members.
- b. OSHA compliance.
- c. Basic elements of the safety and health program to include safety inspections.
- d. Identification and analysis of hazards and unsafe practices, including job safety analysis, and ergonomic task analysis.
- e. Explanation of reports and statistics to be reviewed and analyzed by the committee.

To meet the requirements listed above, safety and health committee members must attend the Safety and Health Committee training course (specified in Handbook EL-809T, *Area/Local Joint Labor-Management Safety and Health Committee Training*).

817.4 General Safety Orientation for Employees

[Revise the text of 817.4 to read as follows:]

All employees, including non-career employees, must receive a general safety and health orientation and sufficient on-the-job training to enable them to follow safe work practices, to recognize hazards, and to understand the benefits to be gained by following safe work practices. Such training must also include:

- a. Site-specific safety rules,
- b. Specific job safety analyses,
- c. Required OSHA programs,
- d. Emergency evacuation procedures, and
- e. OSHA rights and responsibilities (see 817.5).

817.5 Training Required by OSHA

[Revise the text of 817.5 reference note to read as follows:]

Reference Note:

For further information about training required by OSHA, refer to the following Handbook (HBK) and Management Instructions (MIs):

- HBK AS-556, *Asbestos Management Guide*
- MI EL-810-2009-4, *Personal Protective Equipment and Respiratory Protection Programs*
- MI EL-810-2000-2, *Bloodborne Disease Exposure Control Plans*
- MI EL-810-2000-1, *Hearing Conservation Programs*
- MI EL-890-2007-4, *Lead Hazard Management Program*
- MI EL-890-2007-2, *Asbestos-Containing Building Materials Control Program*
- MI EL-810-2006-3, *Response to Hazardous Materials Releases*
- MI EL-810-2008-4, *Hazard Communication (HazCom) Program*
- MI EL-810-2010-1, *Confined Space Safety Program*

Maintenance Management Orders (MMOs) on safety-related subjects such as lockout/tagout, hazard communication, and personal protective equipment are available on the Maintenance Technical Support Center's Web site: www.mtsc.usps.gov.

Additional guidance is available in the Safety Training Matrix located on the Safety Resources Web site. Go to <http://blue.usps.gov/wps/portal> in the left column, under "Essential Links," click on *Safety Resources*, then click *A to Z Index*, then *Safety Training*.

817.51 Standard Curriculum

[Revise the text of 817.51 to read as follows:]

Learning and Development, in coordination with SOCP and other Headquarters functional areas, is responsible for developing, implementing, and keeping current a safety and health training curriculum to comply with OSHA standards and Postal Service policies. Managers and supervisors at all levels must refer to this curriculum and ensure that all affected employees are trained and that training is current and properly recorded.

817.52 Special Emphasis Training Programs

[Revise the text of 817.52 to read as follows:]

Special emphasis training programs must be developed and initiated by Headquarters, areas, districts, plants, and other offices, as appropriate, to:

- a. Reduce the principal causes of accidents and injuries, musculoskeletal disorders (MSDs) and occupational illnesses, and
- b. Ensure compliance with OSHA requirements.

817.53 Training in Handling Hazardous Materials

[Revise the text of 817.53 to read as follows:]

In installations where employees handle or transport potentially hazardous materials, the installation head must establish a program of promoting safety awareness through communications or training, as appropriate (see

MI-EL-810-2008-4, *Hazard Communication (HazCom) Program*). Such a program must include, but is not limited to, the following elements:

- a. Posting information, pamphlets, or articles in Postal Service publications, such as area bulletins, and use of distributed posters or videos.
- b. Distribution of current Publication 52, *Hazardous, Restricted, and Perishable Mail*, to employees whose duties may require acceptance or dispatch of hazardous, restricted, or perishable items.
- c. Distribution of current Handbook EL-812, *Hazardous Materials and Spill Response*, to employees whose duties may include handling of hazardous materials and initial response to spills and leaks (First Responder Awareness Level). Acceptance and dispatch personnel must use Tag 44, *Sack Contents Warning*, to appropriately identify all mailbags containing only biological substances in Category “B” (UN 3373).
- d. Training in on-the-job awareness for employees whose duties may require the handling or transportation of hazardous, restricted, or perishable items. Training must include, but is not limited to, the following:
 1. Hazard identification,
 2. Proper handling of hazardous materials,
 3. Personal protective equipment availability and use, and
 4. Cleanup and disposal requirements for hazardous materials.

This includes Aviation Mail Security hazardous materials training.

* * * * *

817.8 OSHA Job Safety and Health Protection Posters

[Revise the text of 817.8 to read as follows:]

Each facility must post OSHA Poster 3165, *Job Safety and Health Protection*, in a conspicuous place. This poster outlines management responsibilities and employee responsibilities and rights under the OSH Act. Poster 3165 and the Spanish-language version, Poster 3167, are available from the Material Distribution Center.

817.9 Training Records

[Revise the text of 817.9 to read as follows:]

For each employee, records of safety and health training must be maintained to demonstrate compliance with Postal Service policies and OSHA requirements. The records must be retained and available to allow inspection by Postal Service and OSHA officials. All safety training

must be recorded in the Learning Management System (LMS).

Note: Documentation of safety talks and safety-related on-the-job training must be maintained either at the facility level or in the case of safety talks, in the Safety Talks module of the Safety Toolkit. These records must be available to allow inspection in a timely manner.

818 Safety and Health Program Budgeting

[Revise the text of 818d to read as follows:]

- d. Development and delivery of safety, health, and ergonomics awareness and promotional programs.

* * * * *

821.11 Postal Service and OSHA Reporting and Recordkeeping Requirements

[Revise the text of 821.11 to read as follows:]

The Postal Service is required by 29 CFR 1904, *Recording and Reporting Occupational Injuries and Illnesses*, to use the following to record occupational injuries and illnesses:

- a. OSHA Form 300, *Log of Work-Related Injuries and Illnesses*;
- b. OSHA Form 300A, *Summary of Work-Related Injuries and Illnesses*; and
- c. OSHA Form 301, *Injury and Illness Incident Report*; or
- d. Equivalent forms.

The Postal Service uses an accident reporting process — the Employee Health and Safety system (EHS) — to fulfill these requirements. The PS Form 1769/301, *Accident Report*, generated by EHS is equivalent to the OSHA Form 301.

* * * * *

[Revise the title and text of 821.121 to read as follows:]

821.121 General Requirements for Using the Employee Health and Safety Subsystem

The manager or supervisor of the employee or operation involved must:

- a. Report all accidents and occupational injuries and illnesses in the Employee Health and Safety (EHS) within 24 hours of the date of the accident, the diagnosis of injury or illness, or the notification of the manager of the situation.
- b. Provide a copy of PS Form 1769/301, *Accident Report*, generated from EHS, to the employee involved upon written request.

Completion of the report in EHS is required by Postal Service policy if an accident occurs and by the OSH Act if an occupational injury or illness that is recordable by OSHA

definition occurs, regardless of tort claim action or the requirements of the Federal Employees' Compensation Act.

821.122 OSHA Requirements

[Revise the text of 821.122 to read as follows:]

In accordance with OSHA Part 1904, OSHA Form 301 must be completed for each recordable injury or illness. The PS Form 1769/301, *Accident Report*, must be maintained along with the OSHA 300 Log for 5 years.

821.123 Postal System for Accident Reporting

[Revise the text of 821.123 to read as follows:]

An accident report must be entered into EHS by the supervisor when any one of the following occurs:

- a. *Injury or illness of a Postal Service employee.* The appropriate OSHA recordable indicator and Postal Service reportable status are automatically identified in the EHS system, which uses OSHA recordkeeping guidelines to determine OSHA recordability, and follows guidelines for Postal Service requirements.
- b. *Death of a Postal Service employee on Postal Service premises or on the job.* U.S. Department of Labor Form CA-5, *Claim for Compensation by Widow, Widower, and/or Children*, or CA-6, *Official Superior's Report of Employee's Death*, is generated from EHS and submitted to the Office of Workers' Compensation Programs (OWCP).
- c. *Injury or fatality to a non-Postal Service person on Postal Service premises.* Unless a contractor is involved, this is not an OSHA-recordable event (see OSHA Parts 1904.25, 1904.39-41, and 1904.43-44).
- d. *Motor vehicle accident that results in death, injury, or property damage*, regardless of cost, who was injured (if anyone), or what property was damaged.
- e. *Damage of \$500 or more to Postal Service property or to property of customers or the general public*, regardless of whether an injury was involved.
- f. *Fire damage of \$100 or more to Postal Service property.*

[Revise the title of 821.13 to read as follows:]

821.13 Reporting Using EHS

[Revise the title and text of 821.131 to read as follows:]

821.131 Completing the Accident Report in EHS

The manager or supervisor of the employee or operation reports all accidents and occupational injuries and illnesses in EHS within 24 hours.

Managers and supervisors of the employee or operation are responsible for quickly and accurately investigating all accidents and occupational injuries and illnesses to deter-

mine root causes, and they are responsible for completing the accident report in EHS.

[Revise the title and text of 821.132 to read as follows:]

821.132 Reviewing the Accident Report

Review is conducted as follows:

- a. The *supervisor's immediate manager* must review each PS Form 1769/301, *Accident Report*, for accuracy and its application (including OSHA recording status), and follow up to ensure that action is taken to prevent similar occurrences.
- b. The *installation head* (or designee) must review the report to see if positive action has been taken or is planned.
- c. *Servicing safety personnel* must ensure that accident causes are identified, that the action taken is appropriate, and complete the necessary actions in the back end of EHS.

[Revise the title and text of 821.133 to read as follows:]

821.133 Making Corrections to the Accident Report

Correct erroneously recorded data by submitting a new, correct version of the accident report into EHS.

The District Safety must be contacted if corrections to an accident report are necessary.

[Delete 821.134 in its entirety.]

821.14 Maintaining Logs and Summaries

821.141 OSHA 300, Log of Work-Related Injuries and Illnesses

[Revise the 2nd sentence of 821.141 to read as follows:]

***All such injuries and illnesses must be recorded and maintained in the Employee Health and Safety (EHS) system for inclusion on the automated OSHA 300 log.

821.142 OSHA 300A, Summary of Work-Related Injuries and Illnesses

[Revise the text of 821.142 to read as follows:]

Print a copy of the OSHA Form 300A from EHS, and post it for the period of February 1 through April 30 each year in a conspicuous place at every establishment where employees work or report to work.

821.143 OSHA 301, Injury and Illness Incident Report

[Revise the text of 821.143 to read as follows:]

OSHA Form 301 must be filled out for each OSHA-recordable, work-related illness or injury within 7 days of notification (see 821.122). PS Form 1769/301, generated by EHS, is equivalent to OSHA Form 301.

821.144 Retention

[Revise the text of 821.144 to read as follows:]

Retain OSHA Forms 300, 300A, and PS Form 1769/301 for 5 years after the end of the calendar year. These forms are all available for 5 years in the EHS system.

* * * * *

821.22 Method

[Revise the text of 821.22 to read as follows:]

To have first-hand knowledge of every accident that occurs in their operation, supervisors must make thorough investigations that include at least the following:

- a. Interview employees to determine:
 1. What caused the accident,
 2. Why it happened, and
 3. What the employees and supervisor think could have been done to prevent it.
- b. Promptly inspect the accident site to determine what conditions (such as equipment and work practices) contributed to the accident.
- c. Interview witnesses and coworkers.
- d. Examine the most recent PS Form 1783, *On-the-Job Safety Review/Analysis*, for the task involved to determine if changes are required. Update as needed and review with all affected employees. If a PS Form 1783 is not on file, determine if one is necessary. If so, prepare one. See the Safety Resources page on Blue for assistance in completing a PS Form 1783.

* * * * *

[Move the text from current 822.1 to create new 822.11 to read as follows:]

822.11 General

Certain types of serious accidents need attention at the District, Area, and Headquarters levels. Managers must use the Serious Accident Report (SAR) Tool in the Safety Toolkit to comply with the serious accident reporting (SAR) requirements listed in 822.13 and 822.14.

[Renumber current 822.11 as 822.12 and revise the text to read as follows:]

822.12 Definition of “Serious Accident”

A “serious accident” is defined by the Postal Service as any Postal Service-related occupational accident, illness, or disease that:

- a. Results in the death of one or more employees or non-Postal Service persons¹.
- b. Results in the inpatient² hospitalization of one or more employees or non-Postal Service persons.

- c. Results in the death of an employee or non-Postal Service person within 6 months of the date of the accident (even if it was not immediately reportable).
- d. Involves property damage (combined Postal Service and non-Postal Service) estimated to exceed \$100,000.
- e. Involves mutilation, amputation (including major cartilaginous body parts such as ears and nose), or loss of vision in one or both eyes to an employee or non-Postal Service person.
- f. Results in inpatient² hospitalization due to chemical or biological exposure.
 1. For non-Postal Service persons, there must be a postal nexus. For example, a customer collapsing in a lobby due to illness would not be classified as a serious accident.
 2. Inpatient hospitalization does not include observation, emergency room, and all other forms of outpatient care.

[Renumber current 822.12 as 822.13 and revise the text to read as follows:]

822.13 Reporting Requirements for Installation Heads

The reporting requirements for installation heads are as follows:

- a. The installation head must report all serious accidents to the district manager by COB the day of the accident.
- b. The installation head, after consultation with the servicing safety office, must report by telephone (800-321-OSHA/800-321-6742), in person at the nearest OSHA office, or on the web-based fatality/injury/illness reporting application at www.osha.gov, the following:
 1. Any accident that is fatal to one or more employees must be reported within 8 hours. **Note:** Employers must report all fatal heart attacks occurring in the work environment, whether OSHA recordable or not (OSHA § 1904.39(b) (5)).
 2. Any accident that results in in-patient hospitalization of one or more employees within 24 hours of the work-related injury must be reported within 24 hours.
 3. Any amputation (partial or complete loss of a limb or external body part, but not requiring bone loss), even if not resulting in an in-patient hospitalization, must be reported within 24 hours.
 4. Any loss of an eye, even if not resulting in an in-patient hospitalization, must be reported within 24 hours.

- c. The report to OSHA should relate the following information:
 - 1. Name of the establishment.
 - 2. Location of the incident.
 - 3. Time of the incident.
 - 4. Number of fatalities or hospitalized employees.
 - 5. Names of any injured employees.
 - 6. Postal Service contact person and his or her telephone number.
 - 7. Brief description of the incident.
- d. The installation head is not required to report:
 - 1. Motor vehicle accidents that occur in public streets, except those in construction work zones (OSHA § 1904.39(b) (3)).
 - 2. Commercial airplane, train, subway, or bus accidents (OSHA § 1904.39(b)(4)).
- e. The installation head must provide records within 4 business hours to an OSHA compliance officer who requests them (OSHA § 1904.40(a)).
- f. The installation head must promptly report to the appropriate union:
 - 1. Any employee fatality.
 - 2. Any serious industrial, noncriminal accident or injury.

[Renumber current 822.13 as 822.14 and revise the title and text to read as follows:]

822.14 Reporting Requirements for District Managers

A fatality, amputation, mutilation, or OSHA-reportable accident, as defined in 822.13b, must be reported within 8 hours to the area Human Resources manager and manager, Safety and OSHA Compliance Programs, Headquarters.

822.15 How to Complete Serious Accident Reports

[Renumber current 822.14 as 822.15 and revise the text to read as follows:]

Complete as much as is known in order to submit a timely report. Follow up with additional information if necessary. The SAR Tool will use the following format:

- a. Post Office or facility, city, state, and ZIP Code.
- b. Name, title, and telephone number of the installation head (state whether the official has personal knowledge of the situation).
- c. Brief description of accident, including:
 - 1. Date and time of accident or death (make a supplementary report if a death occurs after the initial report).
 - 2. Location.

- 3. Name, home address, title, age, sex, years of service, and extent of injuries to Postal Service employee(s).
- 4. Name, age, sex, address, and extent of injuries to non-Postal Service persons involved.
- 5. Type of work employee was performing when the accident occurred.
- 6. Vehicle, equipment, or property damage, Postal Service or non-Postal Service (state the make, model, and type of vehicle and whether a seat belt was used).
- 7. Probable cause(s) of accident.
- 8. Police charges (if any and if known).
- 9. Name, title, and level of supervisor on duty.

822.2 Investigating Serious Accidents

822.21 OSHA Investigations

[Revise the text of 822.21 to read as follows:]

OSHA may elect to investigate occupational fatalities or serious accidents. If notified by OSHA personnel of their intent to investigate, the servicing safety office will immediately notify the:

- a. Local Area Law Department,
- b. Area Manager Human Resources,
- c. Headquarters General Counsel, and
- d. Manager, SOCP.

822.22 Postal Service Serious Accident Investigation Board

822.221 Mandatory Composition

[Revise the text of 822.221 to read as follows:]

A management board appointed by the district manager must investigate job-related fatalities and other serious accidents as defined in 822.12. The board must be appointed within 24 hours of the accident and must include:

- a. One operations manager who has no functional relationship to the activities involved in the accident; this person will serve as chairperson.
- b. One manager from the office who has a functional relationship to the activities involved in the accident.
- c. The manager, Safety, or designated safety specialist, as appropriate.
- d. One Postal Service medical advisor appointed in consultation with the area medical director.

Exception: Some serious accidents involving customers or Postal Service employees may not warrant a full investigation by a board. Vice presidents of Area Operations may waive investigations of serious accidents if they determine

that the purpose of an investigation (see 822.223) is unlikely to be realized because of the circumstances of the accident. If district managers believe a waiver is justified, they should request a waiver from their vice president of Area Operations. If a waiver is granted, it should be documented and the file treated in accordance with the requirements of 822.225.

822.222 Optional Composition

[Revise the text of 822.222 to read as follows:]

One employee representative from the local safety and health committee, when requested by the appropriate union, will be permitted to accompany the board in its investigation of industrial, noncriminal accidents. SOCP, Headquarters, may provide investigative assistance when such assistance is determined to be appropriate by the area Human Resources manager. The vice president of Area Operations may designate, as deemed necessary, an area-level representative to serve on or to provide consultation to the board.

* * * * *

822.224 Board Investigation Report

[Revise the text of 822.224 to read as follows:]

The board must use the SAR Tool to report findings and recommendations:

- a. Detailed description of accident, as follows:
 1. Employee's relationship (location) to physical surroundings.
 2. What the employee was doing when the accident occurred and how he or she was doing it.
- b. Statements from the following:
 1. Employee.
 2. Witness(es).
 3. Other person(s) interviewed.
- c. Photographs of the accident scene.
- d. Pertinent findings.
 1. What the employee did, or failed to do, that contributed to the accident. Include unsafe acts and violations of safety rules, such as not wearing a seat belt (see 844), lack of knowledge, and lack of training.
 2. What others involved did, or failed to do, that contributed to the accident.
 3. The main reason for the actions (what was done or failed to be done) that contributed to the accident.
 4. Deficiencies and unsafe or adverse conditions in the work environment that contributed to the accident.

5. If applicable, the reason for the deficiencies in the work environment.

- e. Quality and type of action taken by management after the accident occurred.

1. Immediate supervisor's investigation (see 821.2 for responsibilities).

2. Upper level managers' actions (responsibilities include ensuring that all employees involved in similar work are instructed, revising work procedures or practices when required, and ensuring that the board's recommendations are implemented when appropriate).

- f. Actions recommended by the board to prevent future occurrences of similar accidents.

822.225 Investigation Reporting and Response Requirements

[Revise the text of 822.225c to read as follows:]

- c. *District.* The original copy of the investigation board report is retained at the district safety office. In addition:

1. For fatal and catastrophic (OSHA-reportable) incidents only, an executive summary must be forwarded to the area Human Resources manager. The summary should include at a minimum:
 - a. The date and time of the incident,
 - b. The name and location of the installation,
 - c. Personnel information,
 - d. A brief description of the incident,
 - e. Causal factors,
 - f. Recommendations, and
 - g. Proposed corrective actions.
2. When the investigation board report indicates items with national impact, a complete copy of the board report must be forwarded to the area Human Resources manager for review and consultation with any affected Headquarters departments.

* * * * *

823 Program Evaluation

823.1 Purpose

[Revise the text of 823.1 to read as follows:]

The purpose of routine safety and health program evaluations is to:

- a. Measure the effectiveness of the Postal Service's safety and health program at each organizational level,
- b. Ensure OSHA compliance, and

- c. Promote a model for effective safety and health programs.

A program evaluation must include compliance with the program elements included in this chapter and other Postal Service policy and procedure documents, including handbooks, manuals, and management instructions.

823.2 Responsibilities

823.21 Headquarters

[Revise the text of 823.21 to read as follows:]

Headquarters is responsible for the following:

- a. Defines performance metrics,
- b. Identifies facilities to be evaluated,
- c. Establishes and interprets program criteria,
- d. Assesses overall program performance, and
- e. Conducts safety and health program evaluations at various organizational levels when deemed appropriate.

823.22 Areas

[Revise the 2nd sentence of 823.22 to read as follows:]

Vice presidents of Area Operations review district safety and health program evaluations and monitor performance.

[Revise the title of 823.23 to read as follows:]

823.23 Districts

[Delete the text of 823.23 in its entirety and add new 823.231 to read as follows:]

823.231 General

Districts must conduct annual safety and health program evaluations. Personnel performing the program evaluation must use the most recent Program Evaluation Guide contained in the Safety Toolkit, and enter the program evaluation findings into the Safety Toolkit. If a Headquarters or area-sponsored program evaluation is conducted during the fiscal year, it fulfills the annual requirement. Program evaluations are not required at administrative facilities regardless of the work years of employment in the regular workforce. However, if these sites are going to apply for OSHA's Voluntary Protection Program, a program evaluation is required. Administrative facilities include stand-alone District Offices, stand-alone Area Offices, and Remote Encoding Centers.

[Renumber current 823.231 as 823.232 and revise the title to read as follows:]

823.232 District and Subordinate Installations with 100 or More Work Years

* * * * *

[Renumber current 823.232 as 823.233 and revise the title and text to read as follows:]

823.233 District and Subordinate Installations with More Than 50 but Less Than 100 Work Years

District and subordinate installations with more than 50 but less than 100 work years must have annual program evaluations. Usually, they are conducted by the facility safety coordinator (FSC), but the supporting manager, Safety, may elect to conduct the annual program evaluation in some instances. A program evaluation conducted by the supporting Safety Office fulfills the annual evaluation requirement.

[Renumber 823.233 as 823.234 and revise the text to read as follows:]

823.234 Program Evaluations in Support of the National Performance Assessment

- a. District or plant safety specialists must perform all National Performance Assessment (NPA) program evaluations at facilities with 100 or more work years.
- b. District safety specialists or members of trained District or Area teams may perform NPA program evaluations at facilities with 50 to 100 or less than 50 work years.
- c. It is recommended that safety personnel and FSCs do not perform NPA program evaluations at their own facilities. However, it is permissible if time, budget or resource constraints are an issue.

823.3 Program Evaluation Report

[Revise the text of 823.3 to read as follows:]

The procedure for reporting on a program evaluation includes the following steps:

- a. The evaluator(s) will hold an opening and closing conference with the installation head.
 - 1. The lead evaluator will enter the facility program evaluation record into the Safety Toolkit and use the reports module to produce a draft score sheet for discussion with the installation head at the closing conference.
 - 2. At the closing conference, the lead evaluator will present the findings and allow the installation head to present additional information that may impact the score.
 - 3. Once the closing conference is completed, the lead evaluator cannot consider any additional information provided by the installation head.
 - 4. The lead evaluator will make any necessary adjustments to the findings and score immediately following the closing conference and provide

a copy of the draft score sheet to the installation head.

- b. The lead evaluator will finalize the evaluation in the Safety Toolkit within 5 calendar days of completion of the closing conference. Managers, Safety must send the final report to the Postmaster or plant manager, with copies to the appropriate manager, Post Office Operations, or lead plant manager.
- c. If any PEG criteria are not met, the installation head must complete an Action Plan in the Safety Toolkit. The Action Plan explains specific actions to be taken to eliminate program deficiencies. All actions outlined in the Action Plan must be fully implemented within 30 days from the date the PEG is finalized.
- d. The supporting manager, Safety, will monitor completion of Action Plans and report noncompliance through channels to the manager, Post Office Operations, or plant manager at least once a quarter. The Safety Toolkit Evaluation Reports Module will generate the noncompliance report.

* * * * *

[Revise the title of 824.32 to read as follows:]

824.32 District and Subordinate Installations with 100 or More Work Years

824.321 Requirement

[Revise the 1st sentence of 824.321 to read as follows:]

District and plant safety personnel must conduct a semiannual inspection of all installations with 100 or more work years of employment in the regular workforce and enter their inspection findings into the Safety Toolkit.***

* * * * *

[Revise the title of 824.33 to read as follows:]

824.33 District and Subordinate Installations with Less Than 100 Work Years

824.331 Requirement

[Revise the 1st sentence of 824.331 to read as follows:]

Collateral duty FSCs must conduct an annual inspection of each installation with less than 100 work years of employment in the regular workforce.***

* * * * *

824.4 Conduct of the Inspections

824.41 Authority

[Revise the text of 824.41b to read as follows:]

- b. To have access to all available information relevant to the occupational safety and health of the workplace to be inspected, including:
 - 1. PS Form 1767, *Report of Hazard, Unsafe Condition, or Practice*;
 - 2. PS Form 1769/301, *Accident Report*;
 - 3. PS Form 1772, *Accident Log*;
 - 4. OSHA Form 300;
 - 5. OSHA citations or other correspondence; training records; and
 - 6. All checklist and deficiency reports.

824.42 Inspection Procedures

824.421 Opening Conference

[Revise the 2nd sentence of 824.421 to read as follows:]

***The purpose of this conference is to explain the purpose and scope of the inspection and to inform the installation head that the inspection team will, in the course of inspection, consult with employees and managers as needed.

* * * * *

824.532 More Than 20 and Fewer Than 45 Days

[Revise the 1st sentence of 824.532 to read as follows:]

All deficiencies that are not corrected within 20 days must be reported immediately, along with a Hazard Abatement Plan (HAP), to the district manager with copies furnished to the manager, Post Office Operations, or the lead plant manager; the supporting manager, Safety; and manager, Human Resources, District.***

* * * * *

824.533 More Than 45 Days

[Revise the text of 824.533 to read as follows:]

All deficiencies that are not corrected within 45 days must be reported immediately, along with the HAP through management channels to the vice president of Area Operations, with copies to the area Human Resources manager and the area manager, Safety.

* * * * *

824.535 Submission of Abatement Record

[Revise the 2nd sentence of 824.535 to read as follows:]

When deficiencies are corrected (hazards abated), the FSC or supervisor/manager responsible for the abatement must enter the abatement date for the deficiency in the Safety Toolkit.

[Revise the title and text of 824.54 to read as follows:]

824.54 Re-inspection and Follow-up

The procedures for correcting a deficiency must include a process to check (through spot checks and re-inspections as appropriate) whether the corrective action taken has proven to be effective.

Spot checks and re-inspections should be conducted by the same personnel (i.e., full-time safety personnel or FSCs) who performed the original inspection, if possible. Posting of the follow-up inspection results is not required.

The area vice president may designate an Area-sponsored re-inspection following submission of a HAP to the Area.

824.6 Investigating Employee Reports of Hazard, Unsafe Condition, or Practice

824.61 Purpose of PS Form 1767, Report of Hazard, Unsafe Condition or Practice

[Revise the 1st sentence of 824.61 to read as follows:]

PS Form 1767 is designed to encourage employee participation in the Postal Service safety and health program and to provide prompt action when employees report a hazard.***

* * * * *

824.632 Supervisor

[Revise the text of 824.632f to read as follows:]

- f. Immediately forward the third copy to the facility safety coordinator.

824.633 Approving Official

[Revise the text of 824.633 to read as follows:]

The approving official (the responsible manager) must initiate action to eliminate or minimize the hazard.

- a. If this results in the submission of a work order, attach the original PS Form 1767 and forward it, through channels, to the manager of Maintenance.
- b. If the approving official determines that there are no reasonable grounds to believe such a hazard exists, the employee must be notified in writing within 15 calendar days. (Safety personnel must assist in this determination when requested.)
- c. If the hazard was abated through actions of the approving official:
 1. The employee must be notified in writing, and
 2. The original PS Form 1767, with a statement of actions taken, must be forwarded to the safety office.

824.634 Safety Personnel and Collateral Duty Facility Safety Coordinators

[Revise the 3rd sentence of 824.634 to read as follows:]

***They must routinely provide status reports of PS Form 1773 logs and Safety Toolkit reports at executive and Joint Labor-Management Safety and Health Committee meetings (or regular staff meetings in facilities with fewer than 50 employees).

* * * * *

825 OSHA Inspections

[Revise the text of 825 reference note to read as follows:]

Reference Note:

For additional material concerning OSHA inspections refer to:

- Handbook EL-802, *Executives' and Managers' Safety and Health Program and Compliance Guide*.
- The OSHA publications summarized and referred to therein.

825.1 Purpose

[Revise the 1st sentence of 825.1 to read as follows:]

The purpose of section 825 is to provide general guidance when compliance safety and health officers (CSHOs) or compliance safety and health officer industrial hygienists (CSHO-IHs) from OSHA conduct announced or unannounced inspections or investigations of Postal Service facilities.***

825.2 Scope

[Revise the 2nd sentence of 825.2 to read as follows:]

***In Postal Service, owned or leased facilities, it is the responsibility of the Postal Service to ensure compliance with OSHA requirements.

* * * * *

825.44 Records Review

825.441 Safety Records

[Revise the text of 825.441 to read as follows:]

It is the policy of the Postal Service to require that the CSHO present all requests for documents in writing to the person designated by the Postal Service as the one at the facility to receive such requests during the inspection. It is also Postal Service policy to respond as quickly as possible to such requests. All documents provided at the request of CSHO are recorded on a documentation log. The CSHO is authorized to review all records that are required to be maintained under the OSH Act. Examples of the types of records that can be reviewed include the OSHA log and summary and PS Form 1769/301 when it is used to record injuries and illnesses.

* * * * *

825.45 Participation

[Revise the title of 825.451 to read as follows:]

825.451 Management Participation during Inspections

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[Revise the title of 825.453 to read as follows:]

825.453 Employee Participation during Inspections

* * * * *

825.462 Health Sampling

[Revise the 1st sentence of 825.462 to read as follows:]

To determine whether a violation of health standards exists, the CSHO may collect samples, including full-shift (8-hour tour) sampling.***

* * * * *

825.48 Closing Conference

[Revise the text of 825.48 to read as follows:]

After completing the review of records, employee interviews (if necessary), and the walk-around inspection, the CSHO ordinarily will conduct an exit conference with the senior Postal Service official and other team members. If the CSHO does not offer to conduct the conference, one should be requested. If the Postal Service installation has a full-time safety professional, that person must also attend this closing conference. If any safety professionals have been called in from a plant or district, they must also attend the closing conference along with the collateral duty FSC.

Employee representatives from the walk-around inspection must also attend. During this conference, all conditions or practices that the CSHO believes may constitute safety or health violations should be reviewed. Efforts should be made to have the CSHO explain in as much detail as possible what violations he or she believes have been observed, and what citations, if any, he or she intends to recommend for issuance to the area director.

825.49 Post Conference Internal Communications

[Revise the text of 825.49 to read as follows:]

Following the closing conference, the senior Postal Service official must immediately notify the area vice president that the inspection has been completed.

It is policy and direction of the General Counsel that following the closing conference, the installation head must prepare a memorandum for and directed to the General Counsel summarizing OSHA's findings and any other pertinent information concerning the inspection. This report must be considered privileged and confidential as attorney-client communications and attorney-work product. The report must be prepared and transmitted to the servicing area General Counsel within 48 hours of the closing

conference. Copies of the report are to be sent only to the area Human Resources manager and the manager, SOCP. No other copies are to be distributed.

825.5 Citations**825.51 Issuance and Posting**

[Revise the text of 825.51 to read as follows:]

Following an inspection, if violations have been observed, OSHA may issue citations alleging violations and stating a proposed penalty and proposed abatement date (OSHA Form 2, *Citation and Notification of Penalty*).

Upon receipt of a citation, notify area and Headquarters General Counsel and SOCP. A copy must be faxed or emailed immediately to SOCP, Headquarters, and the vice president of Area Operations. The citations must be forwarded to the district safety manager immediately (by COB that day) and entered into the national citation management tracking system by the district safety office, who will update each entry promptly until the citation is resolved and closed.

In accordance with the instructions that accompany the citations, copies of the citations are to be posted in the affected facility at the locations where important announcements are customarily posted for employees. The citations are to remain posted until they are finally resolved.

825.52 Abatement

[Revise the text of 825.52 to read as follows:]

A citation includes a proposed date by which each alleged violative condition must be corrected. The length of the period allowed varies based on:

- a. The type of hazard involved,
- b. The severity of the risk to employees, and
- c. OSHA's assessment of the difficulty of correcting the hazard.

It is the policy of the Postal Service to abate violative conditions promptly. Whether a condition constitutes a violation, and whether a proposed penalty, abatement date, and means of abatement are reasonable, however, are matters to be resolved with OSHA once the citation has been reviewed by Headquarters SOCP and the Headquarters General Counsel.

825.53 Informal Conference

[Revise the 2nd sentence of 825.53 to read as follows:]

***Informal conferences are managed by area or Headquarters Safety and OSHA Compliance Programs, and attended by field legal counsel or Headquarters legal counsel as deemed appropriate by Headquarters.

825.54 Citation Management and Procedure for Paying Fines

[Revise the text of 825.54 to read as follows:]

Citations must be managed in accordance with instructions from the Headquarters General Counsel and SOCP. (See Handbook EL-802 and OSHA publications therein about citations and required actions.)

[Revise the title and 1st sentence of 825.6 to read as follows:]

825.6 District File of OSHA Inspections

The district file of OSHA inspections is the official record of OSHA compliance activity.***

* * * * *

831.332 Drivers' Responsibilities

[Revise the text of 831.332 to read as follows:]

Drivers must:

- a. Drive safely and defensively,
- b. Practice personal safety,
- c. Obey all state and local traffic laws and Postal Service driving policies, and
- d. Extend courtesy in all situations.

831.4 Accident Analysis

[Revise the 2nd sentence of 831.4 to read as follows:]

***They must also develop and implement countermeasures designed to prevent motor vehicle accidents at their installations.

* * * * *

832 Powered Industrial Truck Safety

[Delete the text of 832 in its entirety and add new 832.1 to read as follows:]

832.1 General

Employees authorized to operate powered industrial trucks (PITs) must be given operator training in accordance with Occupational Safety and Health Administration (OSHA) standard 1910.178, Powered Industrial Trucks. Before operating PITs, employees must be evaluated and certified. They must follow the operating rules and regulations outlined in Postal Service handbooks, OSHA 1910.178, and the manufacturer's operating instructions.

[Rename current 832.1 as 832.2 and revise the text to read as follows:]

832.2 Objective

The objective of the PIT Safety Program is to comply with OSHA 1910.178 and to promote safe PIT operation to reduce potential losses, human suffering, and property damage while maintaining the efficient distribution of mail.

The following handbooks provide policy and procedures for implementing an effective PIT Safety Program:

- EL-801, *Supervisor's Safety Handbook*.
- EL-803, *Maintenance Employee's Guide to Safety*.
- EL-814, *Postal Employee's Guide to Safety*.
- PO-701, *Fleet Management*.

[Delete 832.2 in its entirety.]

[Revise the title of 832.3 to read as follows:]

832.3 Operator Selection and Responsibilities

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[Delete 832.32 in its entirety.]

[Rename current 832.33 as 832.32 and revise the text to read as follows:]

832.32 Operators' Responsibilities

PIT operators must follow:

- a. Postal Service policy and procedures and
- b. OSHA 1910.178.

832.4 Supervisors' Responsibilities

[Revise the text of 832.4 to read as follows:]

Supervisors must ensure that the PIT operators they supervise operate PITs safely and follow Postal Service policies and procedures, as well the requirements of 29 CFR 1910.178.

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833 Safety and Health in Design, Procurement, and Construction

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833.2 Supplemental Standards

[Revise the 3rd sentence of 833.2 to read as follows:]

***Therefore, the manager, Safety and OSHA Compliance Programs, Headquarters, must coordinate all such requests with the Department of Labor.

* * * * *

841.1 Objectives

[Revise the 1st sentence of 841.1 to read as follows:]

The purpose of Safety Awareness Programs is to promote interest, increase safety awareness, and gain acceptance of safe work practices.***

* * * * *

842 National Safety Awards and Contests**842.1 Participation**

[Revise the text of 842.1 to read as follows:]

All eligible installations must participate in the National Safety Council's Safe Driver Award Program.

* * * * *

842.22 Performance

[Revise the 2nd paragraph of 842.22 to read as follows:]

***These guidelines constitute a basis by which drivers can measure their own performance and by which supervisors can measure the performance of individual drivers. When this standard of performance is clearly understood by both drivers and supervisors, it becomes a logical, fair, and workable basis for effective safety supervision. These rules are not intended as the basis of disciplinary action.

* * * * *

843 Safety Incentive Programs**843.1 Concept**

[Revise the 4th sentence of 843.1 to read as follows:]

Incentive programs must not be used to encourage non-reporting of accidents, injuries, or illness.

843.2 Selected Programs

[Revise the text of 843.2 to read as follows:]

Increased safety awareness may be accomplished with programs that recognize driver-of-the-month or -year, safety-captain-of-the-month or -year, best safety slogan, fewest violations during safety inspections, demonstrated safety consciousness, best accident record, million-mile awards, etc. Creative development of new programs designed to capture and stimulate interest should be encouraged. Sharing of ideas through cooperative exchange with other agencies or local private industry is encouraged.

* * * * *

844.2 Determination

[Revise the text of 844.2 to read as follows:]

It is the responsibility of the investigation board, to determine and document whether or not an employee was wearing a seat belt at the time of the accident and that no traffic law was being violated by the postal driver. Such determinations are based on, but not limited to, postal and/or police accident investigative reports, autopsy reports, and/or interviews with witnesses, ambulance attendants, police, or attending medical and hospital personnel.

For purposes of this incentive program, where a determination and documentation cannot be made or is conflicting, it

will be assumed that the employee was wearing a seat belt and was in compliance with the law.

844.3 Payment

[Revise the last sentence of 844.3 to read as follows:]

***A copy of the request for payment is to be forwarded to SOCP, Headquarters, and is part of the serious accident file.

* * * * *

851.1 Installation Heads

[Revise the text of 851.1 to read as follows:]

Installation heads are responsible for implementing emergency action plans and a fire safety program for the protection of people, mail, and Postal Service property. This is required by 29 CFR 1910, Subparts E and L. This program must include (but is not limited to):

- a. Training,
- b. Education,
- c. Inspection,
- d. Enforcement,
- e. Drills,
- f. Emergency evacuation teams,
- g. Written emergency action plans,
- h. Written standard operating procedures for hazardous materials releases, and
- i. Fire prevention plans as required in this subchapter.

As an independent establishment of the executive branch of the federal government, the Postal Service must also conform to the National Response Plan (NRP) and the National Incident Management System (NIMS) established by the Department of Homeland Security. Plans and procedures required by OSHA and described in this subchapter will be integrated into or coordinated with the NRP and NIMS as appropriate by the Office of Emergency Preparedness.

851.2 Managers and Supervisors

[Revise the 2nd sentence of 851.2 to read as follows:]

If an immediate corrective measure is beyond his or her capability, the manager must take short-term precautions to ensure the safety of employees and protection of the workplace.

852 Emergency Action Plan**852.1 Responsibility**

[Revise the last sentence of 852.1 to read as follows:]

***Management Instruction EL-810-2006-3, *Response to Hazardous Materials Release*, provides guidelines for set-

ting up standard operating procedures (SOPs) for releases and describes the relationship of the SOP to the EAP.

852.2 Content

[Revise the text of 852.2 to read as follows:]

The EAP must include the following items (at a minimum):

- a. Procedures for emergency evacuation, including:
 1. The type of evacuation, exit routes, and illustrations of those routes;
 2. Shelters; and
 3. Location of fire alarms and extinguishers.
 4. Shelter in place procedures must also be documented, if applicable.
- b. Procedures for employees who remain to operate or shut down critical building systems before they evacuate.
- c. Procedures to account for all employees after emergency evacuations (or shelter in place) have been completed.
- d. Procedures and details for special assignments.
- e. Procedures for reporting fires and other emergencies based on local requirements.
- f. Job titles or names of persons or departments who can be contacted for further information or explanation of duties under the plan.

* * * * *

853.11 Organization

[Revise the text of 853.11 to read as follows:]

In installations having 10,000 square feet or more, an emergency evacuation team (EET) of Postal Service employees must be maintained on each work tour. EETs may be maintained in smaller installations when warranted by the type of operations conducted. If available, EET members should be selected from volunteers. Every Postal Service installation with an organized EET must prepare and maintain a written policy statement that establishes the EET and describes:

- a. Its basic organizational structure;
- b. The type, amount, and frequency of training members will receive;
- c. Number of members; and
- d. Functions the EET will perform at the facility.

This statement may be a part of the fire prevention plan.

853.12 Size

[Revise the text of 853.12 to read as follows:]

The size of a facility's EET will depend on the:

- a. Amount of fire-extinguishing and control equipment,

- b. Number of exits, and
- c. Number of employees on duty.

A schedule must be developed to ensure the availability of the EET.

853.13 Duties of Emergency Evacuation Teams

[Revise the text of 853.13 to read as follows:]

The organizational statement must clearly indicate that at no time will a Postal Service EET fight any fire beyond the incipient stage or respond to HAZMAT emergencies. Employees who have not been trained in the use of fire extinguishers must not use fire extinguishers. For Postal Service purposes, an incipient fire is one in the initial or beginning stages that can be controlled, contained, or extinguished by portable fire extinguishers without the need for personal protective clothing or self-contained breathing apparatus (SCBA). The use of SCBA requires a level of skill and training not usually expected of Postal Service employees. Other EET duties include, but are not limited to:

- a. Stopping conveyor belts.
- b. Closing doors to rooms and covers at dump holes and conveyor openings.
- c. Directing the fire department to the fire.
- d. Evacuating injured and handicapped personnel.
- e. Inspecting the fire site with the fire department to determine that the fire is completely extinguished and that no possibility of rekindling exists.
- f. Moving vans from loading docks.
- g. Shutting down all electrical power to the building (or sections of the building) as directed by the local fire department.
- h. Maintaining perimeter security to prevent reentry until officially instructed to permit it.
- i. Accounting for all employees after emergency evacuation has been completed.
- j. Assisting the fire department to maintain crowd control.

853.14 Membership

[Revise the text of 853.14b to read as follows:]

- b. *Assistant EET Leader.* The EET leader appoints an assistant EET leader. The assistant would aid the EET leader, as necessary, and act in the EET leader's place, if needed.

853.15 Training

[Revise the text of 853.15 to read as follows:]

Members are required to complete initial basic level and annual refresher training. Training and education must be provided to members and alternates before they are

expected to perform EET activities. To the extent feasible, safety and fire department personnel should assist in establishing the EET and training its members. EET leaders and training instructors must receive more comprehensive training and education than other members. Such training may be available from state firefighting academies and local fire departments. Training for all members must be on the clock and must cover:

- a. Coordination of team activities.
- b. Performance of specific EET duties for each member and alternate.
- c. Familiarization with all fire-extinguishing equipment.
- d. Familiarization with fire alarm systems and fire and other emergency reporting.
- e. Classification of fires and the equipment used for each type.
- f. Stopping fires from spreading along conveyor belts and between work levels.
- g. Performance of first aid and rescue procedures.
- h. Conducting EET drills at least once a year to ensure efficiency.
- i. Familiarization with the facility incidental release hazardous materials (HAZMAT) Standard Operating Procedures (First Responder Awareness Level).
- j. Familiarization with procedures for special situations (e.g., tornado sheltering and earthquakes) where applicable.

* * * *

853.17 Special Hazards

[Revise the text of 853.17 to read as follows:]

The EET leader must:

- a. Inform EET members and alternates about special hazards to which they may be exposed during fire or other emergencies, such as storage and use of:
 1. Flammable liquids and gases,
 2. Toxic chemicals,
 3. Radioactive sources, and
 4. Water reactive substances.
- b. Inform team members of any changes that occur in relation to the special hazards.
- c. Develop written procedures that describe actions to be taken in situations involving the special hazards. The procedures must be:
 1. Made available for inspection by EET members and

2. Included in the training and education program (see facility written hazard communication program).

853.18 Installations Without Emergency Evacuation Teams (Less Than 10,000 Square Feet)

[Revise the text of 853.18 to read as follows:]

In installations that do not have EETs, the installation head is responsible for ensuring that supervisors or employees are assigned the following functions in case of a fire or other emergency:

- a. Notification of fire department, police, ambulance, or other emergency services.
- b. Evacuation of personnel including injured or handicapped employees promptly.
- c. Accounting for all employees after emergency evacuation has been completed.
- d. Securing of mail, monies, receipts, and accountable and valuable papers.
- e. Use of fire extinguishers.

* * * *

854.32 Training for the Emergency Action Plan and Fire Prevention Plan

854.321 Emergency Action Plan

[Revise the text of 854.321 to read as follows:]

To maintain the EAP, a sufficient number of employees must be designated and trained to:

- a. Assist with the execution of a safe and orderly emergency evacuation, and
- b. Deal with incidental and emergency releases of HAZMAT in the mail and elsewhere.

This pool of employees must be kept current. See MI EL-810-2006-3, *Response to Hazardous Materials Releases*.

* * * *

855 Fire Inspections

855.1 Responsibility

[Revise the last sentence of 855.1 to read as follows:]

***The installation head is encouraged to seek assistance from local fire officials and permit them to conduct fire inspections and pre-fire planning programs.

855.2 Frequency

[Revise the text of 855.2 to read as follows:]

Fire inspections must be conducted in all Postal Service-owned and Postal Service-leased installations. Semiannual inspections are required in all installations with less than 100 work years of employment in the regular workforce. Quarterly fire inspections are required in all installations

with more than 100 work years of employment in the regular workforce and in vehicle maintenance facilities. **Note:** A work year is equal to 1,840 hours for inspections and PEG audits.

* * * * *

856 Alarm Systems and Extinguishers

856.1 Alarm Systems

[Revise the text of 856.1b to read as follows:]

- b. Procedures for sounding emergency alarms in the workplace. For those installations with 10 or fewer employees in a particular workplace, direct voice communication is an acceptable procedure for sounding the alarm provided all employees can hear the alarm. Such workplaces need not have a backup system. An alarm device must:
 1. Give a warning that provides sufficient reaction time for safe escape of employees from the workplace, the immediate work area, or both.
 2. Be in compliance with applicable alarm requirements in Handbooks RE-4, *Standards for Facility Accessibility*, and AS-503, *Standard Design Criteria*, to include audible and visible signals.
 3. Have the capability of being heard or seen above ambient noise or light levels by all employees in the affected areas of the workplace. Tactile devices (e.g., vibrating pagers) may be used to alert employees who would not be able to recognize the audible or visual alarms.
 4. Give a distinctive and recognizable signal to evacuate the work area or to perform actions designated under the EAP (such as shelter in place). If the employee alarm system is also used for alerting EET members or for other purposes, a different signal must be used for each purpose.

856.2 Extinguisher

[Revise the text of 856.2 to read as follows:]

The number, type, location, maintenance, and inspection of fire-extinguisher equipment and systems must be in accordance with 29 CFR 1910.157-1910.163 as required.

Exception: The maximum travel distance to any portable fire extinguisher must not exceed 50 feet.

Fire-fighting equipment that is in damaged or unserviceable condition must be removed from service and replaced immediately.

* * * * *

[Revise the title of 860 to read as follows:]

860 Occupational Health Services

* * * * *

861.2 Mission

[Revise the text of 861.2 to read as follows:]

The mission of Occupational Health Services is to reinforce the relationship between health, productivity, and the achievement of the Postal Service's business goals. This is accomplished through the development of quality programs and policies designed to promote and maintain employee health and to help ensure a safe, healthful work environment.

The program's services include but are not limited to the following activities:

- a. Providing preventive medical programs in health counseling, education, and training.
- b. Managing the care of acutely ill or injured employees.
- c. Determining medical ability of applicants and employees to perform the functions of the job.
- d. Managing applicant and employee drug and alcohol testing programs.
- e. Managing compliance with the regulatory requirements of the:
 1. Department of Transportation,
 2. Office of Workers' Compensation Programs,
 3. Occupational Safety and Health Administration, and
 4. Other entities for which program compliance is required.
- f. Managing the medical records of applicants and employees.
- g. Providing recommendations regarding physical capabilities, limitations, accommodation, and rehabilitation of disabled employees or applicants.
- h. Providing immunization services and participating in community health programs such as blood pressure, glaucoma, and diabetes assessments and blood bank programs.
- i. Assisting in the prevention of job-related injuries and illness.
- j. Collecting and analyzing epidemiologic data to detect statistical trends in occupational illness or injury.

861.3 Approach

[Revise the text of 861.3 to read as follows:]

The Occupational Health Program presents a uniform approach throughout the Postal Service with respect to occupational health services and health-related activities.

862 Policies**862.1 General Policy**

[Revise the text of 862.1 to read as follows:]

It is the policy of the Postal Service to provide and maintain work environments that are conducive to and promote the good health and safety of all employees.

[Revise the title of 862.2 to read as follows:]

862.2 Occupational Health Services Facilities**862.21 District Administrative Office**

[Revise the text of 862.21 to read as follows:]

The Occupational Health Services administrative office is an office staffed with one or more occupational health nurse administrators and support staff. The role of this office is to administer the Occupational Health Program at the district level.

862.22 District Health Services Office

[Revise the text of 862.22 to read as follows:]

The Occupational Health Services office is an office within a postal facility staffed with one or more career postal occupational health nurses who provide medically related services within that facility. This office is managed by the occupational health nurse administrator who also has the responsibility for administering the National Medical and Occupational Health Program for the district.

862.23 Area Administrative Office

[Revise the text of 862.23 to read as follows:]

The Occupational Health Services area administrative office is responsible for the administration of the Occupational Health Program for the area. The office consists of the medical director, the area occupational health nurse administrator, and support staff.

863 Staffing and Functional Responsibilities**863.1 General**

[Revise the text of 863.1 to read as follows:]

Medical directors and area and district occupational health nurse administrators implement and manage the Occupational Health Program and are responsible for ensuring the highest level of service performance and for ensuring adequate medical staffing within their respective locales.

863.2 Staffing**863.21 General**

[Revise the text of 863.21 to read as follows:]

The Postal Service medical staffing consists of a national medical director, medical directors, area and district occupational health nurse administrators, staff occupational

health nurses, along with community-based contract medical facilities, physicians, nurses, and consultants.

* * * * *

863.3 Administrative and Functional Responsibilities**863.31 National Medical Director**

[Revise the text of 863.31 to read as follows:]

The national medical director:

- a. Plans and develops policy for the National Medical and Occupational Health program.
- b. Provides guidance to the area Human Resources managers and area medical directors.
- c. Evaluates the performance of all aspects of the National Medical and Occupational Health Program.

The national medical director is administratively responsible to the manager of Injury Compensation and Medical Services.

863.32 Area Medical Directors

[Revise the 1st sentence of 863.32 to read as follows:]

Medical directors provide functional guidance in matters of policy and program requirements to district medical personnel and to postal management.***

[Delete 863.33 and 863.331 in their entirety.]

[Renummer current 863.332 as 863.33 and revise the text to read as follows:]

863.33 Work Schedules

As specified in 5 CFR 2635 (see ELM 662.1), an employee may not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official government duties and responsibilities. Medical directors are usually scheduled to work a minimum of 8 hours per day, 5 days per week.

[Renummer current 863.333 as 863.34 and revise the text to read as follows:]

863.34 Duties

Medical directors perform the following duties:

- a. Manage professional medical and medically related services for the area.
- b. Establish and act as custodian for all employee medical records within their area of responsibility.
- c. Review all serious job-related injuries and fatalities to help determine if the employee's medical condition contributed to the injury or fatality (see 822.2).
- d. Work with the Human Resources staff and coordinate medical activity with safety and injury compensation staffs.

- e. Participate in management meetings, particularly those related to health, safety, and injury compensation.
- f. Serve as consultant or expert witness in administrative appeal proceedings, as required.

[Delete 863.34 in its entirety.]

863.35 Occupational Health Nurse Administrators

[Revise the text of 863.35f and j to read as follows:]

- f. Assisting in ensuring that resources are available for obtaining emergency medical care.

* * * * *

- j. Ensuring compliance with the regulatory requirements of the:

1. Department of Transportation,
2. Office of Workers' Compensation Programs,
3. Occupational Safety and Health Administration, and
4. Other entities for which program compliance is required.

863.36 Health Services Office Staff Nurses

[Revise the text of 863.36 to read as follows:]

Health services office occupational health nurses are functionally and administratively responsible to the district occupational health nurse administrator and to the district Human Resources manager. The duties of the occupational health nurses include but are not limited to:

- a. Assisting the occupational health nurse administrator in Occupational Health Services Office duties as assigned.
- b. Maintaining medical records.
- c. Counseling and referring employees to health-related programs.

864 Medical Assessments and Examinations

864.1 Applicant Medical Assessments and Employee Examinations

[Revise the text of 864.1 to read as follows:]

It is mandatory that all applicants for career, temporary, or casual employment undergo a medical assessment before job placement. Employees who are converted to positions with different physical requirements than their present positions may first undergo a medical assessment. Both applicants and employees may be required to participate in a focused physical examination addressing particular physical requirements.

* * * * *

864.3 Fitness for Duty

[Delete the text from 864.3 and add new 864.31 to read as follows:]

864.31 Reference

See Management Instruction EL-860-2000-7, *Fitness for Duty Examinations*, for the specific procedures for fitness-for-duty examinations.

[Renummer current 864.31 as 864.32 to read as follows:]

864.32 Purpose

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[Renummer current 864.32 as 864.33 to read as follows:]

864.33 Requesting Examination

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[Renummer current 864.33 as 864.34 to read as follows:]

864.34 Tests and Consultation

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[Revise the title and text of 865.1 to read as follows:]

865.1 Clearance Required: All Bargaining Unit Employees and Those Non-bargaining Unit Employees Returning From Non-FMLA Absences

The decision to clear an employee to return to work rests with management. Management can require employees who have been absent due to an illness, injury, outpatient medical procedure (surgical), or hospitalization to submit documentation (as set forth in 865.3) in order to clear their return to work when management has a reasonable belief, based upon reliable and objective information, that:

- a. The employee may not be able to perform the essential functions of his/her position; or
- b. The employee may pose a direct threat to the health or safety of him/herself or others due to that medical condition.

In making the decision whether to require documentation in order to clear the employee's return to work, management must consider the following in order to make an individualized assessment:

- a. The essential functions of the employee's job,
- b. The nature of the medical condition or procedure involved, and
- c. Any other reliable and objective information.

When management is considering requesting return-to-work documentation, management should also seek guidance from the following regarding the return-to-work decision:

- a. Occupational health nurse administrator,

- b. Occupational health nurse, and/or
- c. Postal Service physician.

After consideration of the medical information, the employee's working conditions, and any other pertinent information, management is to make the decision to clear the employee's return. Medical personnel consult with management but do not have authority to clear the employee to return to duty.

In cases of occupational illness or injury, the employee will be returned to work upon certification from the treating physician, and the medical report will be reviewed by a Postal Service physician as soon as possible thereafter.

[Revise the title and 1st sentence of 865.2 to read as follows:]

865.2 Non-bargaining Unit Employees Returning After FMLA Absence

To return to work from an FMLA-covered absence because of their own incapacitation, non-bargaining unit employees must provide a statement from their health care provider that they are able to return to work.***

865.3 Documentation Required

[Revise the text of 865.3 to read as follows:]

Medical clearances pursuant to 865.1 must be detailed medical documentation and not simply a statement that an employee may return to work.

- a. There must be sufficient information to make a determination that the employee can perform the essential functions of his/her job, and do so without posing a significant risk of substantial harm to oneself or others.
- b. The documentation must note whether there are any medical restrictions or limitations on the employee's ability to perform his/her job, and any symptoms that could create a job hazard for the employee or other employees.
- c. The occupational health nurse administrator, occupational health nurse, or Postal Service physician evaluates the medical report and, when required, assists placing employees in jobs where they can perform effectively and safely.

* * * * *

866 Medical Emergencies

[Delete the sentence under 866 in its entirety.]

866.1 Requirement

[Revise the text of 866.1 to read as follows:]

All health services offices must be prepared to respond to emergencies and to provide medical assistance as needed.

866.2 Emergency Procedures

[Revise the text of 866.2g to read as follows:]

- g. In non-work-related cases, consult if possible with the employee's physician after the emergency is under control and before any other arrangements are made. If the employee's physician is not available, transport the employee to the nearest hospital or hospital of choice.

* * * * *

[Revise the title of 868.1 to read as follows:]

868.1 Medical Provider Services

868.11 Special

[Revise the text of 868.11 to read as follows:]

The national medical director is responsible for the medical delegation/re-delegation for local buying authority as identified in Handbook AS-709, *Local Buying and Purchase Card Policies and Procedures*, requiring Senior Area Medical Directors (SAMD), Area Occupational Health Nurse Administrator (AOHNA), and District Occupational Health Nurse Administrators (DOHNA) to schedule and purchase medical services for use in emergencies and when Independent Medical Agreements (IMA) are not available to perform the required exams to meet the needs of the Area or District.

Medical services may be purchased under local buying authority but only when:

- a. The purchase amount is valued at \$2,500 or less per one-time expenditure, or
- b. An office estimates that a particular service provided by the same supplier will not exceed \$2,500 per year.

Any purchase of medical services valued at more than \$2,500 per one-time expenditure, or when an office estimates that a particular service provided by the same supplier will exceed \$2,500 per year, must be forwarded to the appropriate Supply Management CMC (AS-709, 1.15.21 *Medical Services*). Purchases by local buying authority must not be made in lieu of utilizing current IMAs.

Purchases under \$2500 using local buying authority will follow the procedures outlined in the Handbook AS-709.

* * * * *

[Revise the title and text of 868.131 to read as follows:]

868.131 Initiating Independent Medical Agreements (IMA)

The following are the procedures for initiating medical agreements with community based medical providers:

- a. The medical director or occupational health nurse administrator (OHNA) will request the development of an IMA when current suppliers under national con-

tract or another IMA do not provide the necessary services to meet the needs of the district.

- b. Medical service examinations which are rare or infrequent the Medical Director or OHNA must refer to the "Medical Service Purchase — Standard Operating Procedure (SOP)" located on the OHS BlueShare site.
- c. All requests for the development of an IMA must include an approved eBuy2 to be forwarded to the Employee, Financial, and Technical Services CMC.
- d. A copy of the IMA will be provided by Employee, Financial, and Technical Services CMC to the occupational health nurse administrator when completed.

868.132 Certification for Payment of Invoices

[Revise the text of 868.132 to read as follows:]

As invoices are received for services provided by a supplier under national contract or an IMA supplier, the certifying official, OHNA, or medical director executes the following procedures before submitting invoices for payment processing:

- a. Verify that the specific services have been rendered and that the invoices are accurate.
- b. Review invoices to detect any inconsistencies such as double-billing (billing twice for the same service on separate invoices).
- c. Certify invoices by stamping, typing, or handwriting on each original invoice the following information:
 1. Signature and title of the certifying official,
 2. Printed name and title of the certifying official,
 3. Name of postal facility,
 4. Finance number,
 5. Account Number,
 6. Order or Contract Number,
 7. AIC (local payments),
 8. Date goods were received or that the services were rendered.
 9. TIN: EIN or SSN
 10. IRS 1099

A sample stamp reads: "I certify that the goods or services have been received and the invoice is correct and proper for payment."

[Revise the title and text of 868.133 to read as follows:]

868.133 Payment Hierarchy (Electronic Funds Transfer)

In addition to cost savings through a reduction in administrative processing, the reasons for using eBuy2 are as follows:

- a. eBuy2 is the preferred method for order placement after in-house excess resources have been checked.

It is mandatory for all employees with *Blue* intranet access to use eBuy2.

- b. eBuy2 is also the Postal Service's web-based electronic requisitioning and approval workflow that replaced PS Form 7381, *Requisition for Supplies, Services, or Equipment*.
- c. eBuy2 allows users to order online from national mandatory and priority source contracts with:
 1. Order status checking.
 2. Reconciliation.
 3. Reporting based on General Ledger Accounts selected.
 4. Electronic payment capabilities.

National or area contracts or agreements are available service-wide or to specific geographical areas for headquarters and/or field customer use. Other features include the following:

- a. Electronic payment can be made through either the electronic transfer of funds or with a purchase card account if authorized by the Contracting Officer.
- b. Multiple orders can be placed against these contracts and agreements. These orders are not considered split purchases regardless of the payment method used as long as they do not exceed the ordering limits in the governing contract or agreement.

* * * * *

868.4 Medical Training

[Delete the text from 868.4 and add new 868.41 to read as follows]

868.41 General

See 740.

[Renumber current 868.41 as 868.42 and revise the text to read as follows:]

868.42 Continuation of Training

The Postal Service authorizes training for employees to upgrade or maintain proficiency in their current positions. Continuing medical education by the following is encouraged:

- a. Attendance at seminars and medical meetings to improve the professional skills of:
 1. Occupational health nurse administrators,
 2. Occupational health nurses, and
 3. Medical directors.
- b. CPR training (with annual recertification) is required for all medical personnel, at Postal Service expense.

[Renumber current 868.42 as 868.43 to read as follows:]

868.43 Requests for Training

* * * * *

868.5 Conflict of Interest

868.51 Full-time Medical Personnel

[Revise the text of 868.51a to read as follows:]

- a. Full-time medical personnel must not accept any postal employee as a private patient.
 1. *Medical personnel* are defined as physicians, nurses, and other professional personnel.
 2. This rule applies to new patients and does not affect physician-patient relationships that were in existence prior to the issuance of this subchapter.
 3. The exception is where an existing private relationship creates an actual conflict of interest (see 662.1), in which case the relationship must be terminated.

* * * * *

[Move 870 in its entirety to 940 and revise the title and text of 870 to read as follows:]

870 Reserved

-- Reserved for future use --

* * * * *

[Add new subchapter 890 to read as follows:]

890 Ergonomics Program

891 Scope

891.1 Authority

The Postal Service complies with applicable federal laws, regulations, and OSHA guidance materials regarding ergonomics.

891.2 Purpose

The Postal Service seeks to continuously improve and sustain safe and healthy working conditions. A proactive ergonomic management effort is an important component to:

- a. Prevent musculoskeletal disorders (MSDs) and
- b. Reduce or eliminate associated hazards or risk factors that may lead to their development.

An additional benefit of an effective ergonomics program is to optimize human performance and enhance overall efficiency and productivity.

891.3 Safety and Health Integration

The ergonomics program functions as a unit within Safety and OSHA Compliance Programs (SOCP). Notwithstanding, ergonomics utilizes, at a minimum, the established pro-

cedures and network of responsible functions and committees referenced in subchapters 810 and 820 to assist in satisfying the ergonomics program's purpose (891.2) and compliance with national policy and the Occupational Safety and Health Act.

891.4 Ergonomic Compliance Directives

Ergonomic compliance directives will be issued by Postal Service management as necessary in satisfying its program purpose stated in 891.2. Directives will:

- a. Originate at the senior management level with recommendations by SOCP, and
- b. Then be disseminated to area level operations and safety concurrently for appropriate action.

892 Principles

892.1 Management Commitment, Involvement, and Accountability

The ergonomics program is dependent upon postal management demonstrating commitment, active involvement and accountability for overall ergonomics performance and compliance.

892.2 Definitions

The ergonomics program applicable terms are listed below:

- a. Ergonomics — The application of information about people and how the body functions to improve fit between employees, job tasks, and equipment.
- b. Musculoskeletal disorders (MSDs) — A category or group of injuries and illness that affect muscles, nerves, tendons, ligaments, joints, cartilage and spinal discs (soft tissues of the body).
- c. MSD Risk Factors — Actions in the workplace, workplace conditions, or a combination thereof, that may cause or aggravate a work-related musculoskeletal disorder; examples include:
 1. Forceful exertions,
 2. Awkward postures,
 3. Contact stress,
 4. Repetitive exertions, and
 5. Physical agents within the environment such as vibration, temperature, and lighting.

893 Program Elements

893.1 Management Commitment

Management, at all levels including first-line supervision, will provide leadership and adequate resources to establish and satisfy compliance expectations. The Postal Service will utilize a team approach with management as the team leader. Just as the line organization is responsible for attaining production levels, ensuring quality of perfor-

mance, maintaining good employee relations, and operating within cost and budget guidelines, management must likewise demonstrate their commitment and involvement in the ergonomics program (see 811.24).

Management is accountable for the overall performance of the ergonomics program, compliance mandates, and management responsibilities. Overall performance will be accounted for through monitoring of MSD rates as a subset of OSHA Injury and Illness rates.

893.2 Employee Involvement

The Postal Service encourages employee involvement in the ergonomics program and in decisions that affect worker safety and health. This is done by providing opportunities to communicate to them directly or individually, and possibly through participation with the unions to establish ergonomic efforts as needed in accordance with the applicable collective bargaining agreements. Employee involvement will be used to assist with identifying MSD hazards or MSD risk factor exposure (worksite analysis); to recommend method improvements (hazard prevention and control); and to suggest MSD reporting procedures. Employee participation will support the effort to reduce MSD injuries and illnesses from occurring in our facilities.

893.3 Worksite Analysis

Worksite analysis identifies existing MSD hazards or risk factor exposure in operations and related processing and delivery operations. Equipment condition, configuration, and adherence to proper work methods will be monitored and modifications will be made as necessary. In addition, worksite analysis will include close scrutiny and tracking of injury and illness data records to assist in identifying MSD hazards.

893.4 Hazard Prevention and Control

MSD hazards and risk factor exposure are prevented primarily by effective design of the equipment and job tasks. The ergonomics program uses the following to eliminate or reduce identified hazards and risk factors:

- a. Appropriate engineering controls,
- b. Administrative controls,
- c. Work practice controls, and
- d. Personal protective equipment.

Control measures are evaluated to determine if additional modifications are needed.

893.5 Training and Education

Ergonomics training and education will be available, through the Learning Management System (LMS), to ensure that employees at all levels are sufficiently informed to:

- a. Successfully fulfill functional job requirements,

- b. Actively participate in reducing ergonomic risk factors, and
- c. Perform recommended work practices.

Ergonomics refresher training will be provided and updated as needed.

893.6 Program Review and Evaluation

Methods and procedures have been developed to evaluate the ergonomics program and to monitor its progress. Management conducts regular reviews to evaluate the program's level of success in meeting its purpose.

894 Responsibilities

894.1 Headquarters

894.11 Chief Human Resources Officer

The Chief Human Resources Officer is responsible for:

- a. Communicating the expectation that ergonomics shall be included in strategic planning for all Human Resources functions.
- b. Promoting the application of ergonomic resources wherever the opportunity exists to reduce the risk of MSDs and enhance employee performance.

894.12 Vice President, Employee Resource Management

The vice president, Employee Resource Management is delegated the authority and responsibility to administer and evaluate the national safety and health program.

894.13 Manager, Safety and OSHA Compliance Programs

The manager, Safety and OSHA Compliance Programs (SOCP) is responsible for:

- a. Establishing the integration of ergonomics with other safety and health functions,
- b. Overseeing all safety and health programs, and
- c. Interacting with headquarters stakeholders to ensure program and activity support.

* * * * *

894.14 Manager, Ergonomics Programs

The manager, Ergonomics Programs administers the Postal Service's ergonomics program as an integral part of a comprehensive safety and health strategy and the following ergonomic management functions:

- a. Ensures the ergonomics program supports compliance with laws, regulations, policies, and practices.
- b. Maintains communication with other safety and health functions, operations and engineering functions to ensure ergonomic principles are considered

in the design and deployment of all equipment and work methods.

- c. Directs the activities of the ergonomic specialists.

894.15 Ergonomic Specialists

The ergonomic specialists are assigned by area and are the principal ergonomic resource for the area they serve. Their responsibilities include:

- a. Maintaining regular contact with the manager, Ergonomics Programs, and area safety manager to ensure the integration of ergonomics with safety and health policy.
- b. Acting as a resource for health and resource management (HRM) and occupational health services (OHS) at the area and district levels, to assist in the integration of ergonomics with HRM and OHS functions.
- c. Producing regular reports at the area and district level on progress made towards reducing MSD injury and illness (II) indicators.
- d. Verifying compliance with ergonomics related mandates, regulations, and policies.
- e. Assisting installation heads, facility safety coordinators and district safety in identifying opportunities for MSD risk reduction and implementation of ergonomic improvements.
- f. Attending Area Safety Committee meetings at the request of the committee.
- g. Analyzing MSD data and establishing metrics for targeting high MSD districts/facilities with MSD reduction plans.
- h. Reviewing documentation of implemented ergonomic improvements and submitting them to the manager, Ergonomics Programs, for archiving and disseminating.
- i. Working with the manager, Ergonomics Programs, to coordinate the activities of the contract ergonomists, where necessary, in support of the ergonomics program.
- j. Providing ongoing support to ergonomics teams.
- k. Developing the ergonomics knowledge base of area and district leadership, area and district safety committees, district and plant safety specialists and operations at all levels within the organization.

894.2 Area Offices

894.21 Vice President, Area Operations

Vice presidents, Area Operations are responsible for:

- a. Providing an effective ergonomics programs in their areas and

- b. Ensuring compliance with ergonomics directives.

894.22 Area Executive Safety and Health Committee

The Area Executive Safety and Health Committee is responsible for:

- a. Maintaining ergonomics as a permanent agenda item for each meeting.
- b. Reviewing injury and illness data, recognizing trends related to musculoskeletal disorders, and recommending a focus on ergonomics action plans as appropriate.
- c. Reviewing status reports from the district managers, Human Resources on the semi-annual District Ergonomics Planning and Assessment (DEPA) sessions.

894.23 Area Human Resources Manager

The area Human Resources manager is responsible for:

- a. Monitoring the ergonomics program as part of the area safety and health program, and
- b. Ensuring area safety resources are available in support of adherence to compliance mandates and implementation of ergonomic improvements.

894.24 Area Safety Manager

The Area Safety Manager is responsible for:

- a. Ensuring ergonomics compliance mandates are communicated to district safety personnel.
- b. Communicating with ergonomic specialists to resolve ergonomic issues within the area.

894.25 Area Health and Resource Management and Occupational Health Services

These functions work closely with the area ergonomic specialist to integrate the use of ergonomic principles with Occupational Health Services and other Health and Resource Management (HRM) functions to resolve ergonomic issues.

894.26 Area Joint Labor Management Safety and Health Committee

The Area Joint Labor Management Safety and Health Committee is responsible for:

- a. Suggesting inclusion of ergonomics as a permanent agenda item for each meeting.
- b. Reviewing injury and illness data, recognizing trends related to musculoskeletal disorders, and recommending a focus on ergonomics action plans as appropriate.
- c. Assisting in making recommendations for ergonomic improvements.

894.3 Districts**894.31 District Manager**

The district manager is responsible for:

- a. Supporting implementation and monitoring of the ergonomics program within their district.
- b. Ensuring district resources are available in support of adherence to compliance mandates and implementation of ergonomic improvements.

894.32 District Executive Safety and Health Committee

The District Executive Safety and Health Committee is responsible for:

- a. Maintaining ergonomics as a permanent agenda item for each meeting.
- b. Reviewing injury and illness data, recognizing trends related to musculoskeletal disorders, and recommending a focus on ergonomics action plans as appropriate.
- c. Reviewing ergonomic compliance measures, implementation and follow up on progress.

894.33 District Human Resources Manager

The district Human Resources manager is responsible for:

- a. Monitoring the ergonomics program.
- b. Ensuring district safety resources are available in support of adherence to compliance mandates and implementation of ergonomic improvements.
- c. Participating as the chairperson in the semi-annual District Ergonomics Planning and Assessment (DEPA) sessions.
- d. Communicating regularly with the district manager and other key operational managers regarding progress on implementation of measures designed to reduce MSD risk factors.
- e. Promoting ongoing communication between the district safety manager, manager of HRM and the ergonomic specialist assigned to the area to ensure access to ergonomic resources and ergonomics training.
- f. Reporting status and results of the DEPA to the area Human Resources manager.

894.34 District Safety Manager

The district safety manager receives MSD data and ensures that ergonomics is recognized as an important component of a comprehensive strategy to reduce injury and illness. The district safety manager's responsibilities include:

- a. Participating in the semi-annual District Ergonomics Planning and Assessment (DEPA) sessions.

- b. Directing district personnel to access available ergonomic resources.
- c. Referring safety personnel to the area ergonomic specialist as needed for ergonomic assistance.
- d. Identifying the appropriate resources to address ergonomic site-specific issues found in facilities within their district.
- e. Reporting on the status of compliance measures addressed during the semi-annual DEPA session at district executive safety and health committee meetings.

894.35 District Safety Specialist

The district safety specialist is responsible for:

- a. Assisting with implementation and monitoring of the mandated ergonomics program for facilities within their geographic boundaries.
- b. Verifying adherence to compliance mandates.
- c. Reviewing MSD statistics and identify facilities in need of a plan for risk reduction.
- d. Advising installation heads and/or their designees to resources supporting efforts to implement MSD countermeasures.

894.36 District Health and Resource Manager

The district health and resources manager is responsible for:

- a. Participating in the semi-annual District Ergonomics Planning and Assessment (DEPA) sessions.
- b. Identifying opportunities to apply ergonomics in return-to-work and reasonable accommodation cases.
- c. Working closely with the area ergonomic specialist to integrate the use of ergonomic principles with Occupational Health Services and other HRM functions.

894.37 Occupational Health Services

The Occupational Health Services is responsible for:

- a. Recognizing potential MSD risk factors when assessing physical demands associated with job tasks.
- b. Making use of available ergonomic tools and resources when performing assessments, and recommendations in return-to work and reasonable accommodation cases.

894.4 Local Facilities**894.41 Installation Head**

The installation head is responsible for:

- a. Ensuring compliance with safety, operational and maintenance ergonomic mandates as a result of federal regulation and postal policy within the facility.

- b. Communicating ergonomic compliance mandates to facility managers and supervisors and ensure compliance.
- c. Communicating with district safety manager on implementation of an MSD reduction plan when the facility has been notified as a result of the DEPA.
- d. Maintaining documentation of all ergonomic efforts in the facility.
- e. Communicating with the applicable unions in accordance with the applicable collective bargaining agreements to establish ergonomic teams as needed for site-specific ergonomic concerns.
- f. Communicating commitment and supporting employee involvement in the ergonomics program.
- g. Using existing methods for employees to report work-related MSD injuries and illnesses.
- h. Investigating work-related MSD injuries and illnesses and taking appropriate action to prevent recurrence.
- i. Maintaining and analyzing local work-related MSD data and records.
- j. Maintaining access to the Safety Toolkit.
- k. Ensuring employees are provided an effective method for communicating ergonomic concerns and improvement ideas (ex: PS Form 1767s, an ergonomics suggestion box, verbally to their immediate supervisor).

894.42 Managers and Supervisors

Managers and supervisors are responsible for:

- a. Ensuring compliance with safety, operational and maintenance ergonomic mandates as a result of federal regulation and postal policy within the facility.
- b. Regularly monitoring workplace practices and activities to identify MSD risk factors.
- c. Receiving employee ergonomic-related suggestions and following up for assessment and possible implementation.
- d. Participating in the implementation of changes to reduce MSD risk factors.
- e. Ensuring all employees have received training in proper work methods.

894.43 Facility Safety Coordinator

The facility safety coordinator is responsible for:

- a. Soliciting and evaluating ergonomic-related input and suggestions from employees.
- b. Verifying compliance with ergonomic mandates as part of existing methodologies.
- c. Ensuring MSD risk factors are considered when conducting safety and health inspections, completing

general ergonomic checklists or other available resources.

- d. Promoting the implementation of ergonomic improvements.
- e. Performing analyses based upon MSD data.
- f. Using task analysis tools and other resources available to address issues.
- g. Implementing improvements to resolve or eliminate hazards that have been identified.

894.44 Employee

Refer to ELM Subchapter 814.2, *Employee Responsibilities*.

894.45 Local Joint Labor Management Safety and Health Committees

The Local Joint Labor Management Safety and Health Committees are responsible for:

- a. Suggesting inclusion of ergonomics as a permanent agenda item for each meeting.
- b. Reviewing MSDs as a part of injury and illness review.
- c. Reviewing MSD risk factors, brainstorming solutions and advocating for implementation of ergonomic improvements.
- d. Reviewing employee ergonomic improvement suggestions.

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[Add new 940 to read as follows:]

940 Employee Assistance Program

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941 Introduction

* * * * *

941.1 Purpose

941.11 General

The Employee Assistance Program (EAP) is a formal, voluntary, non-disciplinary program designed to assist employees and their immediate families in their efforts to resolve personal issues that may impact adversely on work performance, personal well-being, or both. Issues may include, but are not limited to:

- a. Substance abuse;
- b. Mental health issues such as depression, anxiety, and stress; and
- c. Issues that involve family, marital, financial, and legal concerns.

Assistance is provided through:

- a. Consultation,

- b. Evaluation, counseling, and
- c. Referral to community resources and treatment facilities.

941.12 Substance Abuse, Dependence, and Other Addictions

Substance abuse, dependence, and other addictions are serious health problems that can adversely affect an employee's job performance and personal life. The EAP continues the Postal Service's obligation under its collective bargaining agreements to provide a program for employees with these problems. EAP is not intended to alter or amend any of the rights or responsibilities of the Postal Service or its employees.

941.2 Definitions

Special terms used in this subchapter include the following:

- a. *EAP counselor* — external and internal EAP counselors must have:
 1. An advanced degree from an accredited college or university in a discipline requiring coursework in counseling or intervention (i.e., Psychology, Social Work, Counseling, or Human Services); and
 2. A current state licensure to practice independently in the behavioral health field as a social worker, psychologist, professional counselor, or marriage and family therapist. External EAP counselors must also meet any other requirements of the relevant interagency agreement or contract.
- b. *External EAP service provider* — an individual or group external to the Postal Service that provides EAP services through an interagency agreement or on a contractual basis.
- c. *Family member* — any legal dependent of the employee, or anyone living in the employee's household, with the exception of tenants or employees of the Postal Service employee who live in the household.
- d. *Internal EAP* — an employee assistance program whose counselors are employed by the Postal Service.
- e. *Management referral* — the referral of an employee to EAP by a supervisor or manager because the manager notices behavior that may indicate work performance issues or personal problems.
- f. *Other addictions* — not addiction to drugs or alcohol, but addictive behaviors that may include excessive gambling, eating, and internet use as well as hypersexuality.
- g. *Other problems* — problems such as depression, anxiety, gambling, and stress as well as emotional, family, marital, financial, and legal problems.
- h. *Self-initiated referral* — an employee's voluntary referral of him- or herself for assistance from EAP, made by directly contacting an EAP counselor.
- i. *Substance abuse* — the excessive use of a substance, especially alcohol or a drug, that results in recurring negative life consequences, such as:
 1. Interpersonal conflicts;
 2. Failure to meet work, family, or school responsibilities; or
 3. Legal problems.
- j. *Substance dependence* — commonly referred to as an addiction, it is characterized by:
 1. A need for increasing amounts of a substance to maintain desired effects;
 2. Withdrawal symptoms if drug-taking stops; and
 3. Preoccupation with activities related to substance use.

941.3 Policy

941.31 Job Security

Participation in EAP is voluntary and will not jeopardize the employee's job security or promotional opportunities.

941.32 Limits to Protection

Although an employee's voluntary participation in EAP counseling should be given favorable consideration in disciplinary action, participation in EAP does not limit management's right to proceed with any contemplated disciplinary action for failure to meet acceptable standards of work performance, attendance, or conduct. Participation in EAP does not shield an employee from discipline or from prosecution for criminal activities.

941.33 Confidentiality

Inquiries regarding participation in EAP counseling are confidential, pursuant to the provisions of 944.4. EAP records may not be placed in an employee's official personnel folder (OPF).

941.34 Reasonable Access

The contractor providing counseling must endeavor to provide confidential counseling facilities within a reasonable driving distance from the employee's work site or home, in accordance with the following guidelines:

- a. The Postal Service will provide office space and furnishings for those sites that require counselors to be in postal locations.
- b. Providing ready accessibility to face-to-face EAP counseling is desirable, but may not always be possible. Counselors may offer telephone counseling or request that the employee travel to the counselor's office.

- c. Reasonable hours and days, including coverage of all three tours, will be set by mutual agreement between the EAP consultant and the Human Resources manager.
- d. Counselors may adjust their schedules to respond to crisis situations and to meet other needs, such as providing information sessions and visiting facilities.

941.35 Scheduling

The following guidelines apply to scheduling and whether EAP sessions take place on or off the clock:

- a. An employee's first visit to EAP is on the clock, whether the visit is initiated by management, the union representative, or the employee (unless the employee prefers to visit the EAP unit on his or her own time).
- b. Subsequent consultations are on the employee's own time.
- c. If a reasonable period of time has elapsed since a management referral or a previously disclosed self-referral, the manager or supervisor may, on a case-by-case basis, approve an additional on-the-clock session.
- d. To receive pay for an on-the-clock session, the employee must authorize the EAP provider to disclose his or her attendance to management.

942 Program Elements

942.1 Education

EAP counselors and subcontract counselors must provide information, training, or both periodically for all Postal Service employees to inform them about EAP services and the kinds of personal problems that can affect job performance or conduct.

942.2 Problem Identification, Referrals, and Evaluation

942.21 Patterns of Behavior and Work Performance Problems

Certain patterns of behavior and/or work performance can be indicative of problems affecting an employee. Deterioration in attendance, appearance, conduct, ability, or any combination of these factors may signal that the employee is experiencing a personal problem that may affect his or her job performance. These problems may include depression, anxiety, gambling, emotional stress, and marital problems as well as substance abuse, dependence, or other addictions.

942.22 Referrals to EAP

942.221 Management Referrals

If a supervisor or manager observes any of the patterns listed in 942.21 or has some other reason to believe that the EAP could provide needed assistance to an employee, he or she may refer the employee to the EAP. Since participation is voluntary, the employee has the option to refuse the referral and **cannot be disciplined** for noncompliance.

Exception: If an employee has signed a Last Chance or Settlement Agreement that requires EAP participation, the employee **can be disciplined** for noncompliance under the terms of the agreement.

942.222 Referrals From Others

Fellow employees, union representatives, management association representatives, medical personnel, family members, or judicial and social service agencies may refer employees to the EAP. However, if any of these suggest or recommend that the employee seek EAP assistance, participation is always voluntary.

942.223 Self-Referrals

Employees who want help with any personal problem or concern are encouraged to seek assistance directly by personally contacting the EAP.

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942.224 EAP Response

The following requirements apply:

- a. EAP counselors must accept all referrals.
- b. Face-to-face or telephone interview appointments must be available within a reasonable period from the time the request is made by the employee or family member.
- c. Face-to-face and telephone appointments for urgent situations must be made consistent with need, regardless of the counselor's regularly scheduled hours.
- d. Crisis counseling must be available by telephone 24 hours a day, 365 days a year.

942.23 Problem Evaluation

EAP counseling staff provides assessment services and arranges counseling for employees or family members or refers them to appropriate treatment resources.

942.3 Recovery Counseling and Resources

942.31 EAP Counseling Sites

EAP sites are staffed by EAP professionals trained to provide assessment, short-term counseling, and referral services to individuals who seek their assistance. Postal

Service EAP sites are not equipped to provide detoxification or drug rehabilitation assistance, but they can make referrals to outside programs and treatment facilities for these problems. To provide convenient, ready access to EAP counseling services for all Postal Service employees and their family members, a network of similarly qualified and capable affiliate counselors is available to provide EAP counseling services at other locations.

942.32 Residential and Community Resources

EAP counseling service providers:

- a. Maintain information about a variety of outside programs, treatment facilities, and resources available to employees and family members.
- b. Provide assistance with initial arrangements and appointments.

The cost of these programs or treatment facilities is borne by the employee or by the employee's health insurance (pursuant to terms of the policy). In cases for which hospitalization or detoxification is recommended, the employee is responsible for requesting sick leave, leave without pay, annual leave, or advanced sick leave.

942.4 Follow-Up

942.41 Progress

If a manager or a supervisor has referred an employee to EAP counseling because of a job performance problem, that manager or supervisor shall continue to monitor the employee's job performance.

942.42 Discontinuance of Participation

Whether an employee opts to continue or discontinue participation in EAP counseling, he or she is responsible for maintaining prescribed job performance standards.

942.43 Return to Work

If an employee is on leave from the Postal Service to participate in an outside rehabilitative program for mental health or substance abuse issues, the EAP counselor may, *upon the employee's request and authorization*, monitor the course of rehabilitation and assist in any contemplated return to work.

942.5 Program Evaluation

The EAP must be evaluated annually or more often, as needed. The purpose of these evaluations is to measure the efficiency and effectiveness of the program and to ensure that it is operating within established policy.

943 Reinstatement of Recovered Employees

943.1 Policy

943.11 Consideration of Request

Managers should give serious consideration to a request for reinstatement from a recovered employee because the experience gained during previous postal employment could be a valuable asset to the Postal Service.

943.12 Consideration of Other Factors

In reviewing reinstatement requests, local management must consider the following factors:

- a. The former employee's Postal Service work history.
- b. The nature of the charges that led to removal or resignation.
- c. The eligibility factors set forth in 943.2 and in Handbook EL-312, *Employment and Placement*.

* * * * *

943.13 Exceptions to Consideration for Reinstatement

When a former employee's record reflects a criminal conviction or pending criminal charges, the procedures outlined in Handbook EL-312, Chapter 5, Suitability, must be followed. In addition, exceptions to reinstatement consideration are made when an employee has been removed from the Postal Service for any of the following reasons:

- a. Theft of mail or Postal Service property.
- b. Possession or sale of drugs while on duty.
- c. Fraud against the Postal Service.
- d. Assaults or threats against Postal Service personnel.

* * * * *

(Article continues on page [57](#)).

Pull-Out Information

Fraud

Withholding of Mail Orders

Withholding of Mail Orders is enforced by Postmasters at the cities listed below.

State, City, ZIP Code	Names and Addresses Covered
DE, Wilmington 19805-3031	Any and All of Various Names, 717 N. Union St., PMB #59
DE, Wilmington 19805-3031	Any and All of Various Names, 717 N. Union St., PMB #77

— Judicial Officer, 1-22-15

Invalid USPS Corporate Account Numbers

This listing should be provided to Contract Postal Units and used by acceptance clerks in non-POS locations without intranet access to validate a USPS Corporate Account (USPSCA) number online. For all other locations, online USPSCA validation is preferred. The online validation process is outlined in the USPSCA Validation SOP on the Retail webpage. This list supersedes all previous notices,

which must be recycled. Acceptance clerks must not accept Priority Mail Express™ shipments bearing an invalid USPSCA number in the “Payment by Account” 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.

005056	068001	093983	118058	210518	257153	314201	372020	551195	750167	921382	940643	950948
005423	068301	094968	118104	210522	276018	314254	372658	551611	754074	921781	940662	951059
008874	069375	095030	118544	210527	276021	314345	372772	553848	760043	926017	940859	951156
010080	069934	095440	119134	210548	283160	314349	374004	554002	760081	926027	941009	954083
012001	070021	095674	119207	210556	284001	314427	374022	554003	760137	926223	941014	954119
013263	070022	095911	119237	210563	292300	314548	374044	554393	760422	926279	941016	955001
014564	070025	097208	121280	210572	296113	314727	377050	554643	760539	926581	941121	967352
015246	070370	098024	121885	210793	296120	314745	378146	554874	760681	926592	941129	970553
015491	071140	098424	150071	210870	297003	314772	380213	554915	786124	926887	941136	972389
018066	077585	098655	152402	210886	300397	314792	381557	564015	799301	926946	941205	980150
018086	077591	098679	165105	212712	301003	315018	381670	581006	800103	927399	941237	980552
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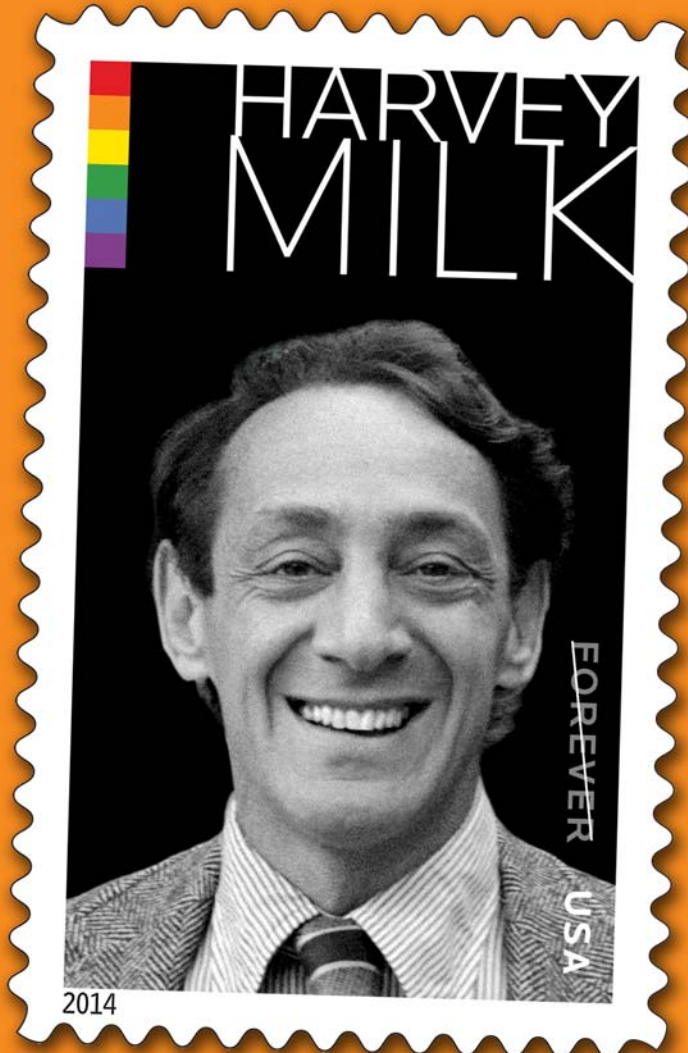
— Product Information Requirements, Mail Entry and Payment Technology, 1-22-15

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On Sale Nationwide: May 22, 2014.



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. Destroy all interim notices when the num-

bers 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.

010 001 0200 to 0299	040 688 8816 to 8899	077 999 4001 to 4090	127 500 2328 to 2399
010 504 1932 to 1999	041 299 6752 to 6799	078 174 4475 to 4499	160 901 2254 to 2299
011 582 1889 to 1899	041 623 8889 to 8899	078 219 4931 to 4999	161 103 6581 to 6599
011 588 2900 to 3099	041 803 6565 to 6599	078 250 4756 to 4799	161 194 2857 to 0899
012 441 0784 to 0799	043 129 1968 to 1997	078 823 8312 to 8399	162 032 4447 to 4499
012 579 5675 to 5699	043 205 5922 to 5999	079 374 0300 to 2499	163 257 1085 to 1099
013 289 6176 to 6199	044 087 3457 to 3499	079 807 2342 to 2399	164 359 2406 to 2499
013 610 0014 to 0099	044 087 4000 to 4099	082 721 0228 to 0254	166 101 1433 to 1499
014 932 1000 to 1099	044 306 4200 to 4299	083 140 5000 to 7499	167 555 5201 to 5212
014 972 0800 to 0899	044 306 4370 to 4599	083 784 8886 to 8899	167 555 5214 to 5299
015 363 0065 to 0099	045 524 4121 to 4298	083 913 6915 to 6999	169 618 6274 to 6299
017 028 3200 to 3299	046 800 9870 to 9899	084 478 3920 to 3999	171 806 6878 to 6893
018 569 5333 to 5399	047 352 4000 to 4099	086 000 8271 to 8299	173 639 4685 to 4699
018 986 5264 to 5299	048 383 7650 to 7659	086 798 3840 to 3849	174 238 2779 to 2799
019 518 2814 to 2899	048 396 3647 to 3699	088 404 4472 to 4499	174 281 9347 to 9399
020 698 5159 to 5199	051 142 0755 to 0799	088 404 5584 to 5699	175 251 2600 to 0699
020 844 7307 to 7399	051 774 8857 to 8899	088 757 8688 to 8699	176 281 7937 to 7950
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022 529 1882 to 1899	057 670 0563 to 0599	093 106 9346 to 9355	180 031 2089 to 2098
023 637 7169 to 7199	058 187 3836 to 3899	093 203 0500 to 0599	180 403 7723 to 7741
024 380 4100 to 4199	058 523 3003 to 3099	093 684 3630 to 3699	180 428 4580 to 0599
024 496 6870 to 6896	058 591 1153 to 1299	094 081 5074 to 5099	182 368 7544 to 0599
025 092 0987 to 0999	058 895 3746 to 3799	094 216 2555 to 2599	182 475 3229 to 3258
025 369 5535 to 5599	059 986 0814 to 0899	094 580 7062 to 7099	182 475 3904 to 3933
025 729 1151 to 1199	060 406 7650 to 7699	094 639 4200 to 4299	182 631 0031 to 0099
025 729 1643 to 1799	063 491 8122 to 8199	095 070 7186 to 7199	184 218 2760 to 2799
026 492 3180 to 3199	063 916 9968 to 9999	095 076 8300 to 8399	185 828 1474 to 1499
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214 303 6311	to	6325	393 893 6007	to	6099	412 885 5953	to	5999	434 968 3076	to	3092
214 303 6239	to	6258	394 126 6907	to	6999	414 193 3608	to	3674	435 303 1831	to	1842
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463 185 2600 to 2799	480 689 5100 to 5199	500 070 5725 to 7799	609 438 4400 to 4499
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474 356 5193 to 5299	490 717 7080 to 7099	601 339 1200 to 1399	621 648 8500 to 8599

621 904 8351	to	8599	642 355 8308	to	8999	658 586 1400	to	1499	683 444 8159	to	8199
621 916 1978	to	1989	642 900 0018	to	0099	658 877 8000	to	8199	685 154 7780	to	7789
622 989 8032	to	8099	643 030 6254	to	6299	658 880 8000	to	8199	685 297 7645	to	7699
623 076 9300	to	9399	644 066 0882	to	0899	659 398 7300	to	7399	685 623 5264	to	5299
623 819 5006	to	5099	644 069 0600	to	0699	659 706 8113	to	8199	685 650 9487	to	9499
623 895 8200	to	8399	644 077 7506	to	7699	659 846 7837	to	7899	685 669 4200	to	4299
623 917 0000	to	0099	644 085 8157	to	8199	660 510 4100	to	4199	685 757 8452	to	8499
623 917 0200	to	0299	644 112 9839	to	9899	660 673 0400	to	0599	686 071 2694	to	2799
624 468 5288	to	5299	644 373 9083	to	9099	661 488 5000	to	5099	686 176 3333	to	3354
624 665 3162	to	3198	644 380 1460	to	1499	661 609 9100	to	9199	686 372 3200	to	3299
625 088 6735	to	6799	644 733 4715	to	4799	661 716 9420	to	9499	686 644 5879	to	5899
625 916 9500	to	9799	644 900 9712	to	9799	661 906 6522	to	6599	686 899 1371	to	1399
625 968 8956	to	8999	644 901 0109	to	1299	662 021 8332	to	8399	686 931 7636	to	7699
627 005 3938	to	3999	644 901 1325	to	1399	662 068 0700	to	0899	687 601 0973	to	0999
627 384 3907	to	4099	644 923 6800	to	7799	662 553 0774	to	0799	687 614 6774	to	6799
627 496 7549	to	7599	644 932 4655	to	4699	663 707 7034	to	7099	688 120 9000	to	9999
627 708 3605	to	3699	645 318 7240	to	7499	663 763 5300	to	5399	688 314 3107	to	3191
627 776 2500	to	2599	645 333 1766	to	1799	663 883 7039	to	7499	690 291 1361	to	1371
628 226 3100	to	3199	645 790 8632	to	8699	663 938 9200	to	9299	690 788 2877	to	2899
628 814 4702	to	4799	645 821 0657	to	0699	664 253 8000	to	8499	690 893 5344	to	5399
628 851 9689	to	9699	645 930 7948	to	7999	664 656 3055	to	3099	690 893 5512	to	5599
629 510 7200	to	7299	645 975 0737	to	0762	665 174 6400	to	6499	690 904 1300	to	1599
629 964 4200	to	4294	646 242 6200	to	6299	665 274 8208	to	8299	690 941 6000	to	6199
630 389 3056	to	3071	646 270 7639	to	7799	665 669 5400	to	5499	691 313 6383	to	6399
630 463 0588	to	0599	646 798 4000	to	4999	666 132 8226	to	8299	691 313 6600	to	6699
631 459 9117	to	9199	647 048 7035	to	7099	666 696 2209	to	2299	691 582 8003	to	8099
631 762 9325	to	9399	647 049 2900	to	2999	666 696 2309	to	2399	691 664 1800	to	1999
632 217 4933	to	4999	647 398 8300	to	8399	667 032 9300	to	9399	691 664 2400	to	2499
632 500 0000	to	640 3999	647 398 8481	to	8499	667 729 5529	to	5599	692 727 9362	to	9399
633 110 4165	to	4199	647 437 3000	to	4999	668 383 8400	to	8699	692 798 1800	to	1899
633 110 4303	to	4499	647 811 2188	to	2199	670 368 3400	to	3499	693 249 0779	to	0799
633 438 6429	to	6599	648 009 6057	to	6099	670 369 7336	to	7399	693 249 0877	to	1699
633 588 7173	to	7182	648 163 5300	to	5499	670 750 7169	to	7199	693 445 0566	to	0999
634 725 0700	to	0799	648 722 5283	to	5299	671 046 6200	to	6399	693 448 8500	to	8999
634 803 3239	to	3299	648 892 3164	to	3199	671 251 5448	to	5499	693 645 9583	to	9599
634 807 2474	to	2499	649 100 3989	to	3999	671 926 5600	to	5799	693 965 4200	to	4299
634 827 5900	to	5999	649 647 0370	to	0399	672 444 2000	to	2999	695 741 2906	to	2999
634 886 3428	to	3499	649 647 0522	to	0599	672 828 3410	to	3499	695 947 8518	to	8599
635 559 3449	to	3499	649 647 5237	to	5399	673 167 5776	to	5799	696 662 8247	to	8299
636 289 6214	to	6299	649 647 9100	to	9299	675 464 3700	to	3799	697 447 8285	to	8296
636 634 8007	to	8042	649 666 7800	to	8299	675 464 4000	to	4199	698 042 4816	to	4899
637 150 1200	to	1299	650 114 7707	to	7719	676 365 5958	to	5999	698 131 2138	to	2157
637 562 5828	to	5899	650 130 3400	to	3599	676 669 1024	to	1099	698 227 0000	to	0099
638 042 1647	to	1699	650 213 0406	to	0499	677 126 6734	to	6799	700 065 2570	to	2599
638 049 4984	to	4999	650 555 1749	to	1799	677 333 9979	to	9999	700 065 4800	to	4899
638 318 1115	to	1199	650 564 1900	to	1999	677 466 1088	to	1099	700 190 3350	to	3359
638 318 1453	to	1499	650 627 4212	to	4299	678 071 4500	to	4799	700 228 6048	to	6099
638 885 0000	to	0299	650 736 2043	to	2099	678 096 7531	to	7599	700 650 0452	to	0499
638 903 4362	to	4373	650 739 1540	to	1699	679 909 2578	to	2599	700 666 1323	to	1349
639 415 1929	to	1999	651 741 4415	to	4499	680 112 9565	to	9599	700 786 9106	to	9142
639 415 2019	to	2099	651 882 2800	to	2899	680 244 0903	to	0999	700 859 0744	to	0758
639 420 6200	to	6299	652 754 6317	to	6399	680 412 6046	to	6099	701 028 6780	to	6899
639 469 3517	to	3799	653 131 4945	to	4999	680 761 6800	to	6899	701 213 3900	to	3999
639 605 2143	to	2199	653 426 3300	to	3399	681 677 0540	to	0699	701 267 2000	to	3999
639 657 8600	to	8799	653 455 4874	to	4899	682 070 1029	to	1099	701 335 7312	to	7399
640 289 7500	to	7599	654 238 0000	to	0399	682 956 6280	to	6299	701 369 2005	to	2050
640 289 7700	to	7999	654 404 3065	to	3092	682 956 6490	to	6599	701 499 2260	to	2299
641 170 4420	to	4499	654 962 2900	to	3199	682 956 6700	to	6799	701 503 2247	to	2299
641 318 3133	to	3199	655 103 5081	to	5199	682 965 1178	to	1199	701 541 2271	to	2299
641 378 6500	to	6999	655 523 2600	to	2999	682 965 1201	to	1299	701 553 6557	to	6599
641 383 8739	to	8799	656 305 2448	to	2499	683 118 2389	to	2399	701 578 7460	to	7469
641 877 3187	to	3299	657 347 4438	to	4999	683 378 2000	to	2099	701 578 7475	to	7499
641 877 3310	to	3399	657 710 8100	to	8999	683 378 2117	to	2299	701 601 3457	to	3499
642 355 8094	to	8199	657 780 0985	to	0999	683 415 1200	to	1499	701 605 5913	to	5999

701 695 3982	to 3999	742 247 6980	to 6989	849 608 1357	to 1399	870 536 5820	to 5829
701 695 4148	to 4199	805 885 8411	to 8499	849 792 2600	to 2699	870 541 7167	to 7239
701 695 4227	to 4299	806 087 1100	to 1499	850 546 1862	to 1899	870 575 8155	to 8999
701 708 1741	to 1799	806 268 9275	to 9299	851 143 6826	to 6844	870 589 0485	to 0494
701 736 3966	to 3999	806 534 3400	to 3477	851 209 9880	to 9899	870 691 7060	to 7099
701 772 0870	to 0899	807 342 3283	to 3399	851 928 9221	to 9299	872 028 4850	to 4899
701 838 2800	to 2899	808 086 7100	to 7199	852 589 6560	to 6599	872 029 9306	to 9399
701 941 0600	to 0699	808 090 3440	to 3499	853 049 3646	to 3699	872 078 3709	to 3799
702 171 1603	to 1699	808 325 5161	to 5699	854 304 4089	to 4999	872 100 0445	to 0459
702 195 5109	to 5199	808 784 8000	to 8299	854 529 2200	to 2299	900 556 4178	to 4199
702 254 9300	to 9399	830 125 0672	to 0699	854 532 0000	to 2999	900 845 0044	to 0099
702 264 7569	to 7599	830 602 5800	to 5999	855 001 6204	to 6249	900 936 0217	to 0299
702 519 0513	to 0524	830 610 3700	to 3799	855 319 9364	to 9399	900 936 0435	to 0499
702 713 1800	to 1809	830 983 3500	to 3599	855 361 3390	to 3399	901 058 5255	to 5280
702 821 5730	to 5799	830 983 3635	to 3699	856 226 0490	to 0499	901 273 1082	to 1099
702 821 5805	to 5899	831 354 1387	to 1399	856 656 5800	to 5999	901 287 5143	to 5199
702 844 6975	to 6994	831 815 8240	to 8299	856 752 0200	to 0299	901 291 2789	to 2799
702 846 6331	to 6399	832 525 3810	to 3899	857 111 1352	to 1399	901 525 7122	to 7199
702 848 3900	to 3999	833 159 1884	to 1899	857 279 3450	to 3499	902 089 1253	to 1299
702 857 7302	to 7499	833 456 2567	to 2599	857 843 4000	to 4099	902 198 9769	to 9799
702 878 0114	to 0199	833 566 3015	to 3071	858 124 7644	to 7699	902 948 1269	to 1299
703 364 1707	to 1799	834 130 5200	to 5299	858 756 3111	to 3299	902 985 0833	to 0899
740 002 7710	to 7719	834 316 5444	to 5499	859 063 8200	to 8699	903 370 6934	to 6999
740 119 2275	to 2284	834 354 8747	to 8766	859 190 0600	to 0644	904 600 6523	to 6599
740 130 6688	to 6698	834 354 8824	to 8838	859 437 5538	to 5599	904 892 0378	to 0399
740 144 2780	to 2795	835 269 5700	to 5799	859 811 2888	to 2899	904 892 0648	to 1299
740 241 9049	to 9099	835 496 7303	to 7399	859 855 8873	to 8999	905 056 2216	to 2299
740 252 9265	to 9294	835 539 5200	to 5999	860 240 8520	to 8599	905 510 6647	to 6799
740 255 1718	to 1799	835 813 3015	to 3099	860 275 3900	to 3999	905 510 6900	to 7099
740 274 2602	to 2619	837 672 8967	to 8999	860 518 9629	to 9699	905 794 0000	to 0199
740 277 0366	to 0392	837 784 3282	to 3299	860 600 0021	to 0999	905 794 0288	to 0299
740 332 7658	to 7671	838 176 8377	to 8399	861 158 2350	to 2599	905 873 6900	to 6999
740 348 6641	to 6658	838 518 1257	to 1299	861 367 5400	to 5499	905 873 7100	to 7299
740 351 4790	to 4799	839 718 8257	to 8299	861 637 6010	to 6099	905 880 8900	to 8999
740 374 7416	to 7499	840 323 0600	to 0699	861 979 7292	to 7499	905 889 7100	to 7199
740 470 2420	to 2443	840 875 6235	to 6299	862 216 6100	to 6199	906 158 1508	to 1599
740 514 0300	to 0499	840 910 0900	to 0999	862 263 9213	to 9299	906 558 8812	to 8899
740 523 7432	to 7449	841 349 5000	to 5099	862 271 0800	to 0999	906 982 2214	to 2299
740 535 1555	to 1580	841 805 7747	to 7899	862 271 5000	to 5099	907 725 8500	to 8599
740 557 3570	to 3579	841 805 7944	to 8099	863 871 5138	to 5199	907 815 0216	to 0257
740 650 4104	to 4140	842 226 0685	to 0695	863 949 5300	to 5399	908 622 4225	to 4235
740 684 0620	to 0800	842 685 4600	to 4699	864 088 8200	to 8299	908 936 9254	to 9299
740 701 6105	to 6114	842 685 4742	to 4999	864 426 3972	to 3999	909 066 4494	to 7499
740 705 9790	to 9799	842 860 0300	to 0399	864 520 6117	to 6136	909 067 7400	to 7499
740 726 6400	to 6500	842 898 5582	to 5599	865 151 0526	to 0599	909 100 1787	to 1799
740 748 8319	to 8329	843 062 7100	to 7199	865 500 4034	to 4099	909 100 1900	to 2099
740 765 3306	to 3399	843 077 6288	to 6299	865 883 6082	to 6099	909 355 0422	to 0499
740 774 8434	to 8499	843 077 6378	to 6399	866 004 3000	to 3999	909 568 8900	to 9099
740 779 4259	to 4299	843 758 5769	to 5778	866 442 4100	to 4899	909 568 9300	to 9499
740 786 1885	to 1899	843 786 2554	to 2699	867 366 9108	to 9118	909 725 7307	to 7399
740 790 5989	to 5999	845 656 8165	to 8199	867 633 7403	to 7499	909 833 0947	to 0999
740 803 4870	to 4879	845 727 2100	to 2199	867 737 5623	to 5699	910 219 8631	to 8699
740 820 4854	to 7836	845 746 2618	to 2635	868 169 4529	to 4599	910 265 1100	to 1199
740 827 7578	to 7594	846 390 7531	to 7599	868 173 8400	to 8599	910 471 7273	to 7299
740 917 7490	to 7499	846 918 0572	to 0599	868 514 9000	to 9099	910 536 2505	to 2599
740 918 5531	to 5549	847 237 7690	to 7699	868 566 9200	to 9299	910 958 7499	to 7599
741 037 8528	to 8551	847 284 2481	to 2499	869 200 0000	to 9999	911 140 1000	to 2199
742 030 6135	to 6149	847 374 7055	to 7065	869 387 1150	to 1199	911 245 2545	to 2599
742 033 2663	to 2674	847 374 7055	to 7065	869 505 3500	to 3599	911 268 9077	to 9099
742 040 3300	to 3309	847 636 5304	to 5399	869 523 7033	to 7099	911 400 8948	to 8999
742 151 5000	to 5014	847 700 5447	to 5499	869 566 6150	to 6167	911 508 1620	to 1799
742 191 4640	to 4649	847 723 7500	to 7599	869 800 0000	to 999 9999	911 509 9310	to 9399
742 192 5210	to 5224	849 485 3427	to 3499	870 054 4814	to 4899	911 523 3000	to 3999
742 228 9660	to 9669	849 520 9850	to 9899	870 491 4812	to 4849	912 057 9922	to 9999

912 882 0563 to 0899	917 370 6300 to 6499	922 773 0459 to 0499	930 335 7810 to 7819
913 605 2218 to 2299	917 486 4900 to 4999	923 032 7000 to 7399	931 097 9259 to 9299
913 709 2429 to 2499	918 460 0602 to 0699	923 045 3630 to 3699	931 156 1502 to 1579
913 818 3501 to 3999	918 951 7231 to 7299	923 484 3600 to 3699	931 156 1600 to 1625
914 063 4300 to 4399	919 519 2786 to 2799	923 493 9403 to 9599	931 156 1671 to 1699
914 346 7621 to 7644	919 536 0770 to 0799	923 493 9681 to 9699	932 506 6400 to 6599
914 453 1366 to 1399	919 814 3095 to 3199	923 604 4424 to 4499	932 732 1796 to 1799
914 529 6185 to 6299	919 889 5110 to 5134	923 810 7800 to 8299	932 827 9026 to 9099
914 896 4658 to 4699	919 889 5137 to 5176	924 252 1200 to 1299	932 957 2300 to 2399
915 187 8774 to 8779	919 889 5178 to 5199	924 252 1400 to 1499	933 060 6160 to 6189
915 300 2783 to 2799	919 889 5030 to 5070	924 533 0711 to 0799	933 387 2541 to 2561
915 546 6822 to 6999	919 889 5090 to 5099	924 533 2343 to 2399	933 760 3609 to 4199
915 646 5183 to 5199	919 915 2774 to 2787	924 533 2428 to 2499	933 894 0928 to 0999
915 671 3963 to 3980	920 155 4662 to 4687	924 685 1957 to 1999	934 018 2729 to 2741
915 671 3982 to 3999	920 309 9039 to 9199	924 946 6300 to 6699	934 180 0300 to 0399
915 675 2217 to 2299	920 771 5321 to 5399	925 333 5900 to 6099	934 236 3954 to 3999
916 440 3377 to 3399	920 857 5500 to 5899	925 336 2300 to 2399	934 622 8717 to 8999
916 670 6352 to 6399	920 864 3480 to 3499	926 432 5907 to 5999	935 216 0312 to 0399
916 682 5300 to 5399	920 963 4567 to 4599	926 436 3600 to 3699	935 843 2202 to 2247
916 694 1414 to 1499	921 333 7400 to 7499	927 765 6257 to 6299	936 024 8889 to 8899
916 703 0802 to 0821	921 477 3762 to 3799	928 197 8100 to 8199	936 339 4455 to 4499
917 089 0709 to 0799	922 278 1048 to 1399	928 197 8283 to 8299	
917 089 0842 to 0899	922 280 2019 to 2099	928 856 2059 to 2068	
917 216 2928 to 2999	922 280 2233 to 2299	930 219 1722 to 1799	

— Criminal Investigations Group, Postal Inspection Service, 1-22-15

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 all 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.

719 869 731	to 9 760	728 702 338	to 2 400	734 950 111	to 0 170	742 408 771	to 8 830
720 227 871	to 7 930	728 915 371	to 5 850	735 120 331	to 0 840	742 512 120	to 2 150
720 227 949	to 7 960	728 953 141	to 3 410	735 283 008	to 3 020	742 684 849	to 4 890
720 368 543	to 8 570	728 954 280	to 4 310	735 293 131	to 3 220	742 839 553	to 9 630
720 392 151	to 2 570	729 169 081	to 9 140	735 635 010	to 5 040	742 913 668	to 3 700
720 556 491	to 6 640	729 363 841	to 3 870	735 783 961	to 3 990	742 917 287	to 7 296
720 558 621	to 8 650	729 682 891	to 3 190	735 803 401	to 3 430	742 921 891	to 1 980
720 575 361	to 5 570	729 838 940	to 9 070	736 005 420	to 5 440	742 983 631	to 3 810
720 590 152	to 0 179	729 839 101	to 9 130	736 366 021	to 6 110	743 020 021	to 0 170
721 638 331	to 9 170	730 077 683	to 7 840	736 624 456	to 4 500	743 206 491	to 6 500
721 815 391	to 5 420	730 109 847	to 9 880	736 670 851	to 1 060	743 235 992	to 6 050
721 969 713	to 9 740	730 373 761	to 3 850	736 767 061	to 7 090	743 940 631	to 0 900
722 072 137	to 2 160	730 501 951	to 2 130	736 767 093	to 7 120	743 978 011	to 8 070
722 378 265	to 8 280	730 519 379	to 9 470	736 982 191	to 2 370	744 234 751	to 4 780
722 413 990	to 4 004	730 569 278	to 9 360	736 982 551	to 2 730	744 499 591	to 9 680
722 764 948	to 4 980	730 711 711	to 1 740	737 110 141	to 0 170	744 626 901	to 6 910
722 825 840	to 5 889	730 722 991	to 3 230	737 185 501	to 5 710	745 388 794	to 8 910
723 153 841	to 3 850	730 845 970	to 5 990	737 317 321	to 7 350	746 446 806	to 6 820
723 237 616	to 7 630	730 888 291	to 8 320	737 517 781	to 7 840	746 818 351	to 8 410
723 331 081	to 1 110	730 927 591	to 7 680	737 628 181	to 8 210	747 245 266	to 5 280
723 496 443	to 6 470	731 307 914	to 7 930	737 634 258	to 4 270	747 364 813	to 4 830
723 967 291	to 7 320	731 402 431	to 2 460	738 361 971	to 1 980	747 501 434	to 1 450
724 655 196	to 5 340	731 407 232	to 7 320	738 447 601	to 7 660	747 739 891	to 0 070
724 711 441	to 1 500	731 588 301	to 8 340	738 648 355	to 8 450	748 148 649	to 8 760
724 711 538	to 1 560	731 767 273	to 7 320	738 849 811	to 9 900	748 259 960	to 9 970
724 793 221	to 3 250	731 781 061	to 1 120	738 892 270	to 2 290	748 565 162	to 5 280
724 908 109	to 8 120	731 837 821	to 7 910	738 997 259	to 7 380	748 874 988	to 5 030
724 937 461	to 7 670	731 841 377	to 1 450	739 161 451	to 1 540	749 137 381	to 7 410
725 163 118	to 3 151	732 018 481	to 8 600	739 219 381	to 9 440	749 190 192	to 0 210
725 202 735	to 2 750	732 067 972	to 8 370	739 740 151	to 0 180	749 685 421	to 5 450
725 398 591	to 8 800	732 188 649	to 8 670	739 793 491	to 3 520	749 846 791	to 6 850
725 464 591	to 4 920	732 193 460	to 3 470	739 793 527	to 3 550	749 993 131	to 3 580
725 475 321	to 5 330	732 201 241	to 1 390	739 942 621	to 2 650	750 071 587	to 1 610
725 711 057	to 1 070	732 220 431	to 0 440	739 999 231	to 9 320	750 408 167	to 8 183
725 738 581	to 8 730	732 355 201	to 5 380	740 011 517	to 1 530	750 438 421	to 8 501
725 981 311	to 1 430	732 472 320	to 2 560	740 030 701	to 0 970	750 743 911	to 4 030
725 987 835	to 7 880	732 541 605	to 1 620	740 261 740	to 1 820	750 779 118	to 9 400
726 060 811	to 0 900	732 572 221	to 2 490	740 265 811	to 6 290	750 910 981	to 1 010
726 391 970	to 2 520	732 586 479	to 6 710	740 299 111	to 9 170	750 960 841	to 0 900
726 484 771	to 4 800	732 994 037	to 4 080	740 299 231	to 9 260	751 296 211	to 6 240
726 493 351	to 5 300	733 163 449	to 3 460	740 329 266	to 9 320	751 539 121	to 9 180
726 504 031	to 4 063	733 297 171	to 7 290	740 889 081	to 9 090	751 541 311	to 1 790
726 504 070	to 4 090	733 446 631	to 7 110	741 010 421	to 0 530	751 757 641	to 7 700
726 504 331	to 4 390	733 474 665	to 4 770	741 113 041	to 3 370	751 936 951	to 7 010
726 563 701	to 4 060	733 704 482	to 4 570	741 373 891	to 4 340	751 951 861	to 1 890
726 599 371	to 9 460	733 751 041	to 1 130	741 452 369	to 2 490	751 999 021	to 9 110
726 626 356	to 6 370	734 009 101	to 9 130	741 492 991	to 3 140	752 139 516	to 9 570
727 182 271	to 2 510	734 290 759	to 0 770	741 553 460	to 3 470	752 182 892	to 2 950
727 416 181	to 6 240	734 389 273	to 9 290	741 764 431	to 4 520	752 206 861	to 7 100
727 481 431	to 1 460	734 440 031	to 0 111	742 178 834	to 8 880	752 295 241	to 5 600
727 749 241	to 9 780	734 797 201	to 7 320	742 325 500	to 5 520	752 731 351	to 1 410
728 382 331	to 2 480	734 939 611	to 9 640	742 325 668	to 5 700	752 767 441	to 7 470

753 008 941	to 9 030	763 155 160	to 5 180	773 231 311	to 1 340	800 872 741	to 2 830
753 194 311	to 4 370	763 178 631	to 8 660	773 348 739	to 8 940	801 349 801	to 9 830
753 620 378	to 0 400	763 506 001	to 6 060	773 348 739	to 8 940	801 676 681	to 7 100
754 013 917	to 3 940	763 522 141	to 2 470	773 575 891	to 5 950	802 967 821	to 7 940
754 161 061	to 1 120	763 717 694	to 7 800	773 852 971	to 3 030	803 217 601	to 7 780
754 358 445	to 8 610	763 826 461	to 6 520	775 373 449	to 3 460	803 729 731	to 9 850
754 410 451	to 0 660	763 900 460	to 0 471	789 257 191	to 7 250	803 747 402	to 7 520
754 438 393	to 8 410	763 900 479	to 0 530	790 448 020	to 8 460	804 138 181	to 8 420
754 493 109	to 3 130	763 917 271	to 7 750	790 597 485	to 7 530	804 428 224	to 8 250
754 664 182	to 4 220	764 125 801	to 5 860	790 911 883	to 1 900	804 682 411	to 2 710
754 816 377	to 6 470	764 284 525	to 4 560	791 057 441	to 7 550	805 272 525	to 2 540
755 487 421	to 7 600	764 526 241	to 6 330	791 239 081	to 9 290	805 523 445	to 3 460
755 592 901	to 3 140	764 601 421	to 1 600	791 374 483	to 4 500	805 745 704	to 5 730
755 790 020	to 0 030	764 650 231	to 0 470	791 387 971	to 8 030	806 452 907	to 2 980
755 791 730	to 1 800	764 984 371	to 4 850	791 447 521	to 7 850	806 744 781	to 4 850
755 926 951	to 7 070	765 003 667	to 3 680	791 451 151	to 1 240	806 982 181	to 2 300
755 934 332	to 4 510	765 042 517	to 2 540	791 500 009	to 0 470	807 764 791	to 4 910
755 957 701	to 8 000	765 194 728	to 4 970	791 771 431	to 1 490	808 089 931	to 9 960
755 962 981	to 3 280	765 387 365	to 7 450	792 004 293	to 4 320	808 656 423	to 6 450
756 035 371	to 5 490	765 541 801	to 2 100	792 018 379	to 8 420	808 753 771	to 3 800
756 301 257	to 1 290	765 638 461	to 8 970	792 070 621	to 0 740	809 189 001	to 9 010
756 371 565	to 1 580	765 647 101	to 7 190	792 145 211	to 5 230	809 886 879	to 6 930
756 876 031	to 6 120	765 813 781	to 4 029	792 391 381	to 1 620	809 890 489	to 0 500
756 876 151	to 6 240	765 879 314	to 9 390	792 452 779	to 2 790	810 323 734	to 3 760
756 970 129	to 0 140	765 954 001	to 4 030	792 772 728	to 2 770	810 367 116	to 7 140
757 059 613	to 9 630	766 120 286	to 0 320	792 903 511	to 3 990	810 526 351	to 6 500
757 078 540	to 8 560	766 125 716	to 5 750	793 282 518	to 2 533	810 806 911	to 6 940
757 086 209	to 6 240	766 158 824	to 8 840	794 041 831	to 2 040	810 807 211	to 7 240
757 240 591	to 0 650	766 388 433	to 8 460	794 397 709	to 7 780	811 423 021	to 3 110
757 277 371	to 7 700	766 509 421	to 9 660	794 581 741	to 2 040	811 517 221	to 7 239
757 291 591	to 2 730	766 572 901	to 3 020	794 592 122	to 2 150	811 721 101	to 1 130
757 964 251	to 4 280	766 748 500	to 8 521	795 032 251	to 2 340	812 025 721	to 5 900
758 067 001	to 7 090	767 024 341	to 4 370	795 796 291	to 6 350	812 093 073	to 3 130
758 105 221	to 5 250	767 326 471	to 6 590	796 070 139	to 0 160	812 100 821	to 0 840
758 324 941	to 5 000	767 332 561	to 2 950	796 143 151	to 3 630	812 465 251	to 5 610
758 593 628	to 3 650	768 009 841	to 9 960	796 159 725	to 9 740	812 918 341	to 8 670
758 709 038	to 9 060	768 011 489	to 1 520	796 169 306	to 9 340	812 918 701	to 8 760
758 744 101	to 4 160	768 177 980	to 7 990	796 373 406	to 3 430	813 050 491	to 0 520
758 850 883	to 0 900	768 391 081	to 1 170	796 602 961	to 3 050	813 073 171	to 3 200
758 860 951	to 1 550	768 661 569	to 1 650	796 708 441	to 8 500	813 398 476	to 8 550
759 152 851	to 2 880	769 000 051	to 0 080	796 886 281	to 6 430	813 713 971	to 4 000
759 740 941	to 1 090	769 050 841	to 0 900	796 901 701	to 2 000	813 858 121	to 8 150
760 004 596	to 4 610	769 159 081	to 9 178	796 975 466	to 5 590	814 789 330	to 9 349
760 118 191	to 8 250	769 737 496	to 7 510	797 272 917	to 2 950	814 984 656	to 4 680
760 155 001	to 5 090	769 778 491	to 8 730	797 519 441	to 9 460	815 016 020	to 6 030
760 378 002	to 8 020	769 827 331	to 7 450	797 519 731	to 0 240	815 199 410	to 9 420
760 692 722	to 2 749	770 216 071	to 6 100	797 535 181	to 5 330	815 240 491	to 0 520
761 055 460	to 5 480	770 723 281	to 3 400	797 646 151	to 6 180	815 755 591	to 5 620
761 169 781	to 9 810	770 790 451	to 0 480	798 040 053	to 0 080	815 755 622	to 5 650
761 504 941	to 5 120	770 915 150	to 5 490	798 055 813	to 5 830	815 806 381	to 6 680
761 516 836	to 6 910	771 455 551	to 5 610	798 055 891	to 5 950	816 126 834	to 6 870
761 613 588	to 3 600	771 609 661	to 9 690	798 326 371	to 6 520	816 156 721	to 6 780
761 688 631	to 8 690	771 932 551	to 2 580	798 339 167	to 9 210	816 580 903	to 0 920
761 805 199	to 5 240	772 057 224	to 7 440	798 562 411	to 2 440	816 945 571	to 5 600
761 826 106	to 6 120	772 162 660	to 3 070	798 632 461	to 2 490	817 253 011	to 3 280
761 881 171	to 1 560	772 718 615	to 8 640	798 807 151	to 7 510	817 763 881	to 4 060
761 975 641	to 5 670	772 940 140	to 0 160	798 944 761	to 5 030	818 330 562	to 0 610
761 975 886	to 5 895	772 970 886	to 0 940	799 118 616	to 8 640	818 459 641	to 9 670
762 304 144	to 4 170	773 009 419	to 9 430	799 133 191	to 3 220	818 926 273	to 6 320
762 324 931	to 4 960	773 112 031	to 2 060	799 177 626	to 7 650	818 950 351	to 0 380
762 439 261	to 9 290	773 125 387	to 5 410	799 854 751	to 5 200	818 962 492	to 2 530
762 524 158	to 4 220	773 179 320	to 9 410	800 044 320	to 4 410	819 032 341	to 2 730
762 584 872	to 4 970	773 202 989	to 3 140	800 211 901	to 2 440	819 127 054	to 7 080
762 593 431	to 3 460	773 208 991	to 9 290	800 427 530	to 7 540	819 278 540	to 8 670

819 544 681	to	4 740	822 900 991	to	1 020	826 582 951	to	3 430	828 732 331	to	2 390
819 928 441	to	8 650	822 925 951	to	6 100	826 720 201	to	0 230	828 807 781	to	7 840
820 034 406	to	4 430	823 284 931	to	4 990	827 005 671	to	5 830	828 830 952	to	0 963
820 070 761	to	1 540	823 293 031	to	3 210	827 287 861	to	7 950	828 939 781	to	0 050
820 191 342	to	1 360	823 556 011	to	6 100	827 291 502	to	1 520	829 002 721	to	2 870
820 274 856	to	4 880	824 078 341	to	8 370	827 575 381	to	5 470	829 005 301	to	5 540
820 600 171	to	0 230	824 156 325	to	6 340	827 609 085	to	9 100	829 080 241	to	0 330
821 172 241	to	2 360	824 511 252	to	1 270	827 619 811	to	9 840	829 160 986	to	1 000
821 229 661	to	9 720	824 588 281	to	8 370	827 883 511	to	3 600	829 176 841	to	6 930
821 229 743	to	9 780	825 140 397	to	0 460	828 160 441	to	0 530	829 471 561	to	1 590
821 903 731	to	3 910	825 409 651	to	9 680	828 376 201	to	6 260	829 561 065	to	1 080
821 927 841	to	7 850	825 472 171	to	2 200	828 441 602	to	1 630	829 566 481	to	6 510
822 505 801	to	5 830	826 042 898	to	2 920	828 539 316	to	9 340	829 569 931	to	9 960
822 703 442	to	3 470	826 226 644	to	6 670	828 539 341	to	9 370			

— Criminal Investigations Group, Postal Inspection Service, 1-22-15

Verifying U.S. Postal Service Money Orders

Follow these steps to cash a Postal Service™ money order:

1. 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 <https://www.usps.com/shop/money-orders.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.

— *Retail Channel Operations, 1-22-15*

Counterfeit Canadian Money Order Forms

Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. Destroy all interim notices 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, 1-22-15*

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, 1-22-15*

Other Information

Overseas Military/Diplomatic Mail

Mail addressed to military and diplomatic post offices overseas is subject to certain conditions or restrictions of mailing regarding content, preparation, and handling. The APO/FPO/DPO table below outlines these conditions by APO/FPO/DPO 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 POS ONE terminal to determine which APO/FPO/DPO ZIP Codes are active and which conditions of mailing apply. Inquiries may be sent to the Military Postal Service Agency at <https://amps.mpsa.mil/jy2/frm.htm>.

The entries under “Changes” appear in bold in the APO/FPO/DPO table starting below.

Changes

APO/FPO/DPO	Action	Effective Date	See Restrictions
APO AE 09847	Open	11/13/2014	A-A1-A2-B-F-N-V-Z1

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

APO/FPO/DPO Table

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09002	A1-A2-B-C-D-E-H-M-R-U	09049	A1-A2-B-C-D-E-H-M-R-U	09114	A1-A2-B-C-D-E-H-M-R-U	09214	A1-A2-B-C-D-E-H-M-R-U-Z1
09003	A1-A2-B-C-D-E-H-M-P-R-U	09053	A1-A2-B-C-D-E-H-M-R-U	09123	A1-A2-B-C-D-E-H-M-R-U-Z1	09226	A1-A2-B-C-D-E-H-M-R-U
09004	A1-A2-B-C-D-E-H-M-R-U	09054	A1-A2-B-C-D-E-H-M-R-U	09126	A1-A2-B-C-D-H-M-P-R-Z1	09227	A1-A2-B-C-D-E-H-M-R-U
09005	A1-A2-B-C-D-E-H-M-P-R-U	09055	A1-A2-B-C-D-E-F-H-M-R-R1-U-V	09128	A1-A2-B-C-D-E-H-M-R-U	09245	A1-A2-B-C-D-E-H-M-R-U
09006	A1-A2-B-C-D-E-H-M-R-U	09059	A1-A2-B-C-D-E-H-M-R-U	09131	A1-A2-B-C-D-E-H-M-R-U	09250	A1-A2-B-C-D-E-H-M-R-U
09009	A1-A2-B-C-D-E-H-M-R-U-Z1	09060	A1-A2-B-C-D-E-F1-H-M-R-U-Z1	09136	A1-A2-B-C-D-E-F1-H-M-P-R	09261	A1-A2-B-C-D-E-F1-H-M-R-U-V-Z1
09011	A1-A2-B-C-D-E-H-M-R-U	09067	A1-A2-B-C-D-E-H-M-R-U	09138	A1-A2-B-C-D-H-M-R-U	09263	A1-A2-B-C-D-E-H-M-R-U
09012	A1-A2-B-C-D-E-H-M-R-U-Z1	09068	A1-A2-B-C-D-E-H-U-Z1	09139	A1-A2-B-C-D-E-H-M-R-U	09264	A1-A2-B-C-D-E-H-M-R-U
09013	A1-A2-B-C-D-E-F-F1-H-M-R-U-Z1	09069	A-A1-A2-B-C-D-E-H-N-U-V	09140	A1-A2-B-C-D-E-H-M-R-U	09265	A1-A2-B-C-D-E-F-F1-H-J-L-M-N-R-T-U-V-Z1
09014	A1-A2-B-C-D-E-H-M-R-U	09075	A1-A2-B-C-D-E-H-M-R-U	09142	A1-A2-B-C-D-E-H-M-R-U	09302	A-A1-A2-B-C1-F-F1-H-M-N-V-Z-Z1
09016	A1-A2-B-C-D-E-H-M-P-R	09079	A1-A2-B-C-D-E-H-M-R-U	09143	A1-A2-B-C-D-E-H-M-R-U	09304	A-A1-A2-B-C-C1-D-E2-F-F1-H1-J-L-M-N-R-R1-T-V-Z1
09020	A1-A2-B-C-D-E-H-M-R-U	09090	A1-A2-B-C-D-E-H-M-P-R-U	09154	A1-A2-B-C-D-E-H-M-R-U	09305	A-A1-A2-B-C1-E2-F-F1-H1-M-N-R-R1-T-V-Z-Z1
09021	A1-A2-B-C-D-E-H-M-R-U-Z1	09094	A1-A2-B-C-D-H-M-P-R-Z1	09172	A1-A2-B-C-D-E-H-M-R-U	09306	A-A1-A2-B-C1-E2-F-F1-H1-R-R1-U2-V-Z1
09028	A1-A2-B-C-D-E-H-M-R-U	09095	A1-A2-B-C-D-E-H-M-R-U	09173	A1-A2-B-C-D-E-H-M-R-U	09307	A1-A2-B-N-V-Z1
09033	A1-A2-B-C-D-E-H-M-R-U	09096	A1-A2-B-C-D-E-H-M-R-U	09177	A1-A2-B-C-D-E-H-M-R-U	09309	A-A1-A2-B-C1-E2-F-H1-M-N-R-V-Z1
09034	A1-A2-B-C-D-E-H-M-R-U	09103	A1-A2-B-C-D-E-H-U	09180	A1-A2-B-C-D-H-M-R-U	09313	A-A1-A2-B-C-C1-E2-F-F1-F2-H1-R-R1-V-Z1
09038	A1-A2-B-C-D-E-H-M-R-U	09104	A1-A2-B-C-D-H-M-R-U-Z1	09186	A1-A2-B-C-D-E-H-M-R-U	09315	A-A1-A2-B-C1-E2-F-N-R-R1-V-Z1
09046	A1-A2-B-C-D-E-H-M-R-U	09107	A1-A2-B-C-D-E-H-M-R-U	09211	A1-A2-B-C-D-E-H-M-P-R-U	09316	A-A1-A2-B-C1-E2-F-F1-H1-M-N-R-R1-T-V-Z-Z1
		09112	A1-A2-B-C-D-E-H-M-R-U	09213	A1-A2-B-C-D-E-F-F1-H-J-L-M-N-R-T-U-V-Z1		

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09319	A-A1-A2-B-C-C1-E2-F-F1-F2-H1-R-R1-U2-V-Z1	09498	A1-A2-B-C-C1-F-F1-F2-J-L-N-R-R1-T-V-Z1	09604	A1-A2-B-C-F-F1-P-R-U-V-Z1	09716	A1-A2-B-C-F-F1-J-L-M-N-R-T-V-Z1
09320	A-A1-A2-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09501	A1-A2-B-V	09605	A1-A2-B-C-D-H-M-R-U-V	09717	A-A1-A2-B-M-R-V-W-Z1
09321	A-A1-A2-B-C1-E2-F-H1-N-R-R1-V-Z1	09502	A1-A2-B-V	09606	A1-A2-B-C-D-H-M-R-U-V	09718	A1-A2-B-F-F1-J-L-M-N-R-T-U-V-Z1
09328	A-A1-A2-B-C1-E2-F-H1-R-R1-V-Z1	09504	A1-A2-B-V	09607	A-A1-A2-B-C-F-F1-M-N-R-R1-U-U3-V-W-Z1	09719	A1-A2-B-C-D-M-R-U-V-Z1
09330	A-A1-A2-B-C1-E2-F-F1-H1-M-R-R1-V-Z1	09505	A1-A2-B-V	09608	A1-A2-B-C-F-N-R-U-V-Z1	09720	A1-A2-B-M-R-U-V-Z1
09337	A-A1-A2-B-C1-E2-F-F1-H1-M-R-R1-V-Z1	09506	A1-A2-B-V	09609	A1-A2-B-C-F-R-U-Z1	09722	A-A1-A2-B-F-H-N-Q-V-Z-Z1
09340	A-A1-A2-B-C1-F-H-N-R-V	09507	A1-A2-B-V	09610	A1-A2-B-C-F-F1-M-R-U-V-Z1	09723	A1-A2-B-F-F1-J-L-M-N-R-T-U-V-Z1
09343	A-A1-A2-B-C1-F-M-N-V-Z1	09508	A1-A2-B-F-F1-R-R1-V	09613	A1-A2-B-C-F-N-U-V	09724	A1-A2-B-C-C1-F1-M-R-R1-U
09347	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09509	A1-A2-B-F-F1-R-R1-V	09617	A1-A2-B-C-F-R-U-Z1	09725	A-A1-A2-B-F-H-N-O-Q-V-V1-Z-Z1
09352	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09510	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09618	A1-A2-B-C-F-R-U-Z1	09726	A1-A2-B-F-F1-J-L-M-N-R-T-U-V-Z1
09354	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09511	A1-A2-B-F-F1-R-R1-V	09620	A1-A2-B-C-F-R-U-Z1	09727	A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1
09355	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09513	A1-A2-B-F-F1-R-R1-V	09621	A1-A2-B-C-F-R-U-Z1	09728	A-A1-A2-B-B2-C-C1-F-F1-J-L-N-R-R1-T-V-Z1
09356	A-A1-A2-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09517	A1-A2-B-F-F1-R-R1-V	09622	A1-A2-B-C-F-R-U-Z1	09729	A1-A2-B-C-F-N-R-R1-U-V-Z1
09357	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09520	A1-A2-B-F-F1-R-R1-V	09623	A1-A2-B-C-F-R-U-Z1	09730	A-A2-B-B2-C-C1-F-F1-J-L-M-N-R-R1-T-V-Z1
09363	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09522	A1-A2-B-V	09624	A1-A2-B-C-F-F1-J-L-N-T-U-V-Z1	09731	A-A2-B-B2-C-C1-F-F1-J-L-M-N-R-R1-T-V-Z1
09365	A-A1-A2-B-C1-E2-F-H1-M-N-R-V-Z1	09524	A1-A2-B-F-F1-R-R1-V	09625	A1-A2-B-C-F-R-U-Z1	09732	A1-A2-B-N-V-Z1
09366	A-A1-A2-B-C1-E2-F-F1-H1-M-R-R1-V-Z1	09532	A1-A2-B-F-F1-R-R1-V	09626	A1-A2-B-C-F-R-U-Z1	09733	A1-A2-B-N-V
09397	A-A1-A2-B-C1-E2-F-F1-H1-M-N-R-R1-T-V-Z-Z1	09534	A1-A2-B-F-F1-R-R1-V	09627	A1-A2-B-C-F-R-U-Z1	09734	A-A1-A2-B-C-C1-F-F1-J-L-M-N-R-R1-T-V-Z1
09403	A1-A2-B-C-C1-M-R-U-Z1	09543	A1-A2-B-F-F1-R-R1-V	09630	A1-A2-B-C-F-U-V	09735	A1-A2-B-N-V-Z1
09421	A1-A2-B-C-C1-M-R-U-Z1	09554	A1-A2-B-F-F1-R-R1-V	09631	A1-A2-B-C-F-R-U-Z1	09736	A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1
09447	A1-A2-B-C-C1-R-U-V-Z1	09564	A1-A2-B-F-F1-R-R1-V	09633	A1-A2-B-B2-C-D-F-F1-M-R-U-U1-U2-U3-V-Z1	09737	A-A1-A2-B-B2-C-C1-F-F1-I-L-M-N-R-R1-T-V-W-Y-Z-Z1
09454	A1-A2-B-C-C1-M-R-U-V-Z1	09565	A1-A2-B-F-F1-R-R1-V	09636	A1-A2-B-C-F-R-U-Z1	09738	A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1
09459	A1-A2-B-C-C1-M-R-U-Z1	09566	A1-A2-B-F-F1-R-R1-V	09642	A1-A2-B-M-N-R-U	09739	A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1
09461	A1-A2-B-C-C1-M-P-R-U-Z1	09567	A1-A2-B-F-F1-R-R1-V	09643	A1-A2-B-M-R-U-V-Z1	09741	A-A1-A2-B-C1-E2-F-F1-H1-J-L-M-N-R-R1-T-V-W-Y-Z1
09463	A1-A2-B-C-C1-R-U-Z1	09568	A1-A2-B-V	09645	A1-A2-B-C-F-F1-R-U-Z1	09742	A-A1-A2-B-B2-F-F1-J-L-M-N-R-R1-T-V-Z1
09464	A1-A2-B-C-C1-R-U-Z1	09569	A1-A2-B-F-F1-R-R1-V	09647	A1-A2-B-M-N-R-U-Z1	09743	A-A1-A2-B-F-H-N-Q-V-Z-Z1
09468	A1-A2-B-C-C1-M-R-U-Z1	09570	A1-A2-B-F-F1-R-R1-V	09648	A1-A2-B-N-R-U-V-Z1	09744	A-A2-B-B2-C-C1-F-F1-J-L-M-N-R-R1-T-V-Z1
09469	A1-A2-B-C-C1-R-U-Z1	09573	A1-A2-B-F-F1-R-R1-V	09649	A1-A2-B-N-R-U-Z1	09745	A-A1-A2-B-F-F1-M-N-R-R1-V-Z1
09470	A1-A2-B-C-C1-M-R-U-Z1	09574	A1-A2-B-F-F1-R-R1-V	09701	A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1	09747	A1-A2-B-F-J-N-U-V-Z1
09494	A1-A2-B-C-C1-M-R-U-Z1	09575	A1-A2-B-F-F1-R-R1-V	09702	A1-A2-B-C-C1-F1-M-R-R1-U	09748	A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1
09496	A1-A2-B-C-C1-R-U-V-Z1	09576	A1-A2-B-F-F1-R-R1-V	09703	A1-A2-B-C-F1-H-U		
		09577	A1-A2-B-V	09704	A1-A2-B-C-O-V-V1		
		09578	A1-A2-B-F-F1-R-R1-V	09705	A1-A2-B-U		
		09579	A1-A2-B-F-F1-R-R1-V	09706	A1-A2-B-C-N-R-U-V-Z1		
		09581	A1-A2-B-F-F1-R-R1-V	09707	A1-A2-B-C-F-F1-J-L-M-N-R-T-U-V-Z1		
		09582	A1-A2-B-F-F1-R-R1-V	09708	A1-A2-B		
		09583	A1-A2-B-F-F1-R-R1-V	09710	A1-A2-B-C-C1-F-F1-J-L-M-N-R-R1-T-U-V-Z1		
		09586	A1-A2-B-F-F1-R-R1-V	09712	A-A1-A2-B-F-H-N-R-U-V-Z1		
		09587	A1-A2-B-F-F1-R-R1-V	09713	A1-A2-B-C-F1-R		
		09588	A1-A2-B-V	09714	A1-A2-B-C-C1-F1-M-R-R1-U		
		09589	A1-A2-B-V	09715	A1-A2-B-F-F1-J-L-M-N-R-T-V-Z1		
		09590	A1-A2-B-V				
		09591	A1-A2-B-F-F1-R-R1-V				
		09592	A1-A2-B-F-F1-R-R1-V				
		09593	A1-A2-B-V				
		09594	A1-A2-B-V				
		09595	A1-A2-B-F-F1-R-R1-V				
		09596	A1-A2-B-F-F1-R-R1-V				
		09599	A1-A2-B-F-F1-R-R1-V				
		09602	A1-A2-B-C-F-F1-N-R-U-V				
		09603	A1-A2-B-C-F-F1-R-U-V-Z1				

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09749	A-A1-A2-B-F-H-N-U-V-Z1	09824	A-A1-A2-B-F-R-V-Z1	09875	A-A1-A2-B-C1-E2-F-F1-H1-I-J-L-M-N-R-R1-T-U-U4-V-Z-Z1	34060	A1-A2-B-B2-C1-E2-F-F1-J-L-N-R-R1-T-V-Z1
09750	A-A2-B-B2-C-C1-F-F1-J-L-M-N-R-R1-T-V-Z1	09825	A-A1-A2-B-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1	09880	A-A1-A2-B-C1-E2-F-F1-H1-R-R1-U-V-Z1	34078	A1-A2-B-F1-N-V-Z1
09751	A1-A2-B-C-D-E-H-M-R-U	09826	A-A1-A2-B-B2-C1-E1-E2-E3-F-F1-J-L-M-N-R-R1-T-V-W-Z1	09890	A1-A2-B-E2-F-H1-N-R-R1-U2-V-Z1	34090	A1-A2-B-F-F1-R-R1-V
09752	A1-A2-B-C-D-H-U	09827	A-A1-A2-B-F-F1-J-L-M-N-R-T-V-Z1	09892	A-A1-A2-B-E2-F-F1-J-L-N-R-R1-T-V-Z1	34091	A1-A2-B-F-F1-R-R1-V
09754	A-A1-A2-B-F-H-N-Q-V-Z-Z1	09828	A-A1-A2-B-F-F1-J-L-N-T-V-Z1	09898	A1-A2-B-E2-F-H1-N-R-R1-U2-V-Z1	34092	A1-A2-B-F-F1-R-R1-V
09759	A-A1-A2-B-B2-C-C1-E2-F-F1-F2-J-L-N-R-R1-T-V-Z1	09829	A1-A2-B-C-N-R-V-Z1	34002	A1-A2-B-F-F1-J-L-N-T-V-Z1	34093	A1-A2-B-F-F1-R-R1-V
09762	A-A1-A2-B-B2-E3-F-F1-J-L-N-R-R1-T-V-Z1	09830	A1-A2-B-C-M-N-R-V-Z1	34004	A1-A2-B-F-F1-J-L-N-T-V	34098	A1-A2-B-V
09769	A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1	09831	A1-A2-B-F-F1-J-L-N-T-U-V-Z1	34007	A-A1-A2-B-C1-F-F1-M-N-R-R1-V-Z1	34099	A1-A2-B-V
09777	A-A1-A2-B-C-E1-F-F1-L-M-N-R-T	09832	A-A1-A2-B-U1-V-Z1	34008	A-A1-A2-B-B2-D-E1-F-F1-H-H1-J-L-M-N-R-R1-T-V-Z1	96201	A-A1-A2-B-F1
09780	A-A1-A2-B-F-H-N-R-V	09833	A1-A2-B-U1-V-Z1	34011	A1-A2-B-B2-C1-E2-F-F1-J-L-M-N-R-R1-T-V-Z1	96202	A-A1-A2-B-F1-U
09801	A-A1-A2-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09834	A1-A2-B-E2-E3-F-F1-R-R1-U-V-Z1	34020	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96203	A-A1-A2-B-F1
09802	A-A1-A2-B-F-R-V-Z1	09835	A-A1-A2-B-N-V-Z1	34021	A1-A2-B-F-F1-T-J-L-M-N-V-Z1	96204	A-A1-A2-B-F1
09803	A1-A2-B-E2-E3-F-F1-H1-N-R-R1-U-V-Z1	09836	A-A1-A2-B-C-F-F1-J-L-M-N-R-T-V-Z1	34022	A1-A2-B-D-F-F1-J-L-M-N-T-V-Z1	96205	A-A1-A2-B-F1-U
09804	A-A1-A2-B-F-F1-N-R-V-Z1	09837	A1-A2-B-E2-E3-V-Z1	34023	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96206	A-A1-A2-B-F1-U
09805	A-A2-B-E2-E3-F-F1-R-R1-V-Z1	09838	A1-A2-B-E2-E3-U-V-Z1	34024	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96207	A-A1-A2-B-F1-V
09806	A-A1-A2-B-C1-E2-F-F1-H1-J-L-M-N-R-R1-T-V-Z1	09839	A-A1-A2-B-U-V-Z1	34025	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96209	A-A1-A2-B-F-F1-J-L-N-T-U-V-Z1
09808	A-A1-A2-B-B2-C1-E2-F-F1-H-H1-J-L-N-R-R1-T-V-Z1	09840	A-A1-A2-B-E2-E3-V-Z1	34030	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96213	A-A1-A2-B-F1-U
09809	A1-A2-B-F-F1-L-N-T-V-Z1	09841	A-A1-A2-B-N-R-U-Z1	34031	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96214	A-A1-A2-B-F1-U
09810	A-A1-A2-B-F-F1-N-R-V-Z1	09842	A-A1-A2-B-F-F1-J-L-N-R-T-V-Z1	34032	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96218	A-A1-A2-B-F1-U
09811	A1-A2-B-E2-E3-F-F1-H1-N-R-R1-U-V-Z1	09843	A-A1-A2-B-F-N-V-Z1	34033	A1-A2-B-C-F-F1-J-L-M-N-T-V-Z1	96224	A-A1-A2-B-F1-U
09812	A1-A2-B-E2-E3-F-F1-I-J-L-N-R-T-U-V-Z-Z1	09844	A-A1-A2-B-B2-E3-F-F1-J-L-M-N-R-T-V-Z1	34034	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96257	A-A1-A2-B-F1-U
09813	A-A1-A2-B-B2-C1-E2-E3-F-F1-J-L-N-R-R1-T-V-Z1	09845	A-A1-A2-B-B2-E3-F-F1-J-L-M-N-R-T-V-Z1	34035	A1-A2-B-F-F1-H-J-L-M-N-T-V-Z1	96258	A-A1-A2-B-F1-U
09814	A1-A2-B-E2-E3-F-F1-I-J-L-N-R-T-U-V-Z-Z1	09846	A-A1-A2-B-B2-C1-F-F1-J-L-N-R-R1-T-V-Z1	34036	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96260	A-A1-A2-B-F1-U
09816	A-A1-A2-B-B2-C-C1-E2-E3-F-F1-J-L-N-R-R1-T-V-Z1	09847	A-A1-A2-B-F-N-V-Z1	34037	A1-A2-B-C-F-F1-H-I-L-M-N-T-V-Z-Z1	96264	A-A1-A2-B-F1-U
09817	A-A1-A2-B-B2-C1-E2-E3-F-F1-H-H1-J-L-M-N-R-T-V-Z1	09848	A-A1-A2-B-F-M-R-V-Z1	34038	A1-A2-B-L-M-N-U-V-Z1	96266	A-A1-A2-B-F1-U
09818	A-A1-A2-B-C-F-M-V-Z1	09852	A1-A2-B-E2-E3-F-F1-H1-N-R-R1-U-V-Z1	34039	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96267	A-A1-A2-B-F1-U-V
09820	A-A1-A2-B-B2-F-F1-H-H1-J-L-M-N-R-R1-T-V-Z1	09853	A1-A2-B-E2-F-H1-R-R1-U2-V-Z1	34041	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96269	A-A1-A2-B-F1-U-Z1
09821	A-A1-A2-B-F-N-R-V-Z1	09855	A-A1-A2-B-C1-E2-F-F1-H1-M-R-R1-U2-V-Z1	34042	A1-A2-B-D-F-M-N-V-Z1	96271	A-A1-A2-B-F1-U
09822	A-A1-A2-B-F-R-V-Z1	09858	A1-A2-B-E2-E3-F-F1-H1-N-R-R1-U-V-Z1	34043	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96275	A-A1-A2-B-F1-U
09823	A-A1-A2-B-F-F1-J-L-N-R-T-V-Z1	09859	A1-A2-B-C1-E2-E3-F-F1-H1-R-R1-V-Z1	34055	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96276	A-A1-A2-B-F1
		09861	A-A1-A2-B-F-F1-N-O-R-R1-Z1	34058	A1-A2-B-F-F1-R-R1-V-Z1	96278	A-A1-A2-B-F1-U
		09865	A-A1-A2-B-R-U-V-Z1			96283	A-A1-A2-B-F1-U
		09868	A-A1-A2-B-N-U-V-Z1			96284	A-A1-A2-B-F1-U-V
		09870	A-A1-A2-B-C1-E2-F-F1-H1-I-J-L-M-N-R-R1-T-U4-V-Z-Z1			96303	A1-A2-B-F-F1-H-J-L-M-N-T-V-W-Z1
		09873	A-A1-A2-B-C1-E2-F-F1-H1-I-J-L-M-N-R-R1-T-U4-V-Z-Z1			96306	A1-A2-B-F-F1-F2-H-M-W-Z1
		09874	A-A1-A2-B-C1-E2-F-F1-H1-I-J-L-M-N-R-R1-T-U4-V-Z-Z1			96309	A1-A2-B-M-V-W
						96310	A1-A2-B-M-W
						96319	A1-A2-B-M-W
						96321	A1-A2-B-F-F1-F2-H-M-W-Z1
						96322	A1-A2-B-F-F1-F2-H-M-W-Z1
						96323	A1-A2-B-M-V-W
						96326	A1-A2-B-M-W
						96328	A1-A2-B-M-W
						96330	A1-A2-B-M-W
						96331	A1-A2-B-M-W
						96336	A1-A2-B-M-V-W
						96337	A1-A2-B-M-W
						96338	A1-A2-B-M-W
						96339	A1-A2-B-M-V-W
						96343	A1-A2-B-M-W

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
DMM	= <i>Domestic Mail Manual</i>
DPO	= Diplomatic Post Office
FPO	= Fleet Post Office
MOM	= Military Ordinary Mail
MPO	= Military Post Office
PAL	= 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.

A2. APO/FPO/DPO addresses shall not include a city and/or country name.

B. Regardless of mail class, a customs declaration (PS Form 2976 or, if the customer prefers, PS Form 2976-A) is required for all items weighing 16 ounces or more or any item (regardless of weight) containing potentially dutiable mail contents (e.g., merchandise or goods) addressed to or from an APO, FPO, or DPO ZIP Code. No customs form is required for items weighing less than 16 ounces when the contents are not potentially dutiable (e.g., documents). The surface area of the address side of the mailpiece must be large enough to contain the applicable customs declaration. The following exceptions apply:

- Known mailers are exempt from providing customs documentation on non-dutiable letters or printed matter. (A known mailer is a business mailer who enters volume mailings through a business mail entry unit (BMEU) or other bulk mail acceptance location, pays postage through an advance deposit account, uses a permit imprint for postage payment, and submits a completed postage statement at the time of entry that certifies that the mailpieces contain no dangerous materials that are prohibited by postal regulations.)
- All federal, state, and local government agencies whose mailings are regarded as "Official Mail" are exempt from providing customs documentation on any item addressed to an APO, FPO, or DPO except for those APOs/FPOs/DPOs 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."

B2. All federal, state, and local government agencies must complete customs documentation when sending potentially dutiable mail addressed to or from this APO, FPO, or DPO.

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.

E. Medicines (prescription, over-the-counter, vitamins, and supplements) are prohibited when mailed to individuals for human or animal use. This prohibition does not apply when medicines are sent as official mail only between specifically designated agencies such as pharmaceutical distributors, hospitals, clinics, and pharmacies.

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 601.12.1.1. This restriction does not apply to firearms mailed to or by official U.S. government agencies. The restriction for mail to this APO/FPO/DPO ZIP Code does not apply to firearms mailed from this APO/FPO/DPO ZIP Code, provided ATF and USPS regulations are met. Antique firearms are a separate category defined in DMM 601.12.1.1h 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.

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.

I1. This restriction does not apply to registered mail.

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, vegetables, 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 601.12.7, are prohibited.

R1. Materials used in the production of alcoholic beverages (i.e., distilling material, hops, malts, yeast, etc.) are prohibited.

S. Mail of all classes must fit in a mail sack. Mail may not exceed the following dimensions and weight:

- Maximum length 12 inches.
- Maximum width 12 inches.
- Maximum height 5 1/2 inches.
- Maximum weight 25 pounds.

The maximum length and girth combined may not exceed 47 inches.

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.

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.

U4. Mail addressed to Box C is limited to 2 pounds, regardless of class.

V. Express Mail Military Service (EMMS) not available from any origin.

V1. USPS Tracking 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,
Global Business, 1-22-15*

Thrift Savings Plan Fact Sheet

ANNUAL RETURNS	G Fund	F Fund	U.S. Aggregate Index	C Fund	S&P 500 Stock Index	S * Fund	Dow Jones U.S. Completion TSM Index	I * Fund	EAFE Stock Index
1994	7.22	-2.96	-2.92	1.33	1.32	—	-2.66	—	7.75
1995	7.03	18.31	18.47	37.41	37.58	—	33.48	—	11.27
1996	6.76	3.66	3.63	22.85	22.96	18.52	17.18	6.27	6.14
1997	6.77	9.60	9.65	33.17	33.36	26.61	25.69	1.46	1.55
1998	5.74	8.70	8.69	28.44	28.58	7.51	8.63	20.46	20.09
1999	5.99	-0.85	-0.82	20.95	21.04	32.70	35.49	26.81	26.72
2000	6.42	11.67	11.63	-9.14	-9.10	-8.76	-15.77	-14.11	-14.17
2001	5.39	8.61	8.44	-11.94	-11.89	-9.04*	-2.52*	-21.94*	-14.88*
2002	5.00	10.27	10.26	-22.05	-22.10	-18.14	-17.80	-15.98	-15.94
2003	4.11	4.11	4.10	28.54	28.69	42.92	43.84	37.94	38.59
2004	4.30	4.30	4.34	10.82	10.88	18.03	18.10	20.00	20.25
2005	4.49	2.40	2.43	4.96	4.91	10.45	10.03	13.63	13.54
2006	4.93	4.40	4.33	15.79	15.79	15.30	15.28	26.32	26.34
2007	4.87	7.09	6.97	5.54	5.49	5.49	5.39	11.43	11.17
2008	3.75	5.45	5.24	-36.99	-37.00	-38.32	-39.03	-42.43	-43.38
2009	2.97	5.99	5.93	26.68	26.46	34.85	37.43	30.04	31.78
2010	2.81	6.71	6.54	15.06	15.06	29.06	28.62	7.94	7.75
2011	2.45	7.89	7.84	2.11	2.11	-3.38	-3.76	-11.81	-12.14
2012	1.47	4.29	4.22	16.07	16.00	18.57	17.89	18.62	17.32
2013	1.89	-1.68	-2.02	32.45	32.39	38.35	38.05	22.13	22.78

*Rates of return for May (inception of S and I Funds) through December 2001.

MONTHLY RETURNS	G Fund	F Fund	U.S. Aggregate Index	C Fund	S&P 500 Stock Index	S * Fund	Dow Jones U.S. Completion TSM Index	I * Fund	EAFE Stock Index
2014									
Jan	0.21	1.58	1.48	-3.45	-3.46	-1.91	-1.81	-4.03	-4.03
Feb	0.18	0.62	0.53	4.58	4.57	5.43	5.47	5.58	5.56
March	0.19	-0.15	-0.17	0.85	0.84	-0.69	-0.72	-0.57	-0.64
April	0.20	0.90	0.84	0.75	0.74	-2.47	-2.57	1.51	1.45
May	0.20	1.21	1.14	2.35	2.35	1.52	1.51	1.72	1.62
June	0.19	0.14	0.05	2.07	2.07	4.45	4.44	0.99	0.96
July	0.19	-0.19	-0.25	-1.37	-1.38	-4.38	-4.44	-1.95	-1.97
Aug	0.20	1.12	1.10	4.01	4.00	4.98	4.95	-0.14	-0.15
Sept	0.18	-0.58	-0.68	-1.40	-1.40	-5.10	-5.08	-3.82	-3.84
Oct	0.20	0.96	0.98	2.45	2.44	4.11	4.04	-0.63	-1.45
Nov	0.17	0.74	0.70	2.70	2.69	1.33	1.33	0.51	1.36
Dec	0.18	0.21	0.09	-0.24	-0.25	0.99	0.97	-4.13	-3.46
LAST 12 MONTHS	2.31	6.73	5.97	13.78	13.69	7.80	7.63	-5.27	-4.90

The G Fund is managed internally by the Federal Retirement Thrift Investment Board. Assets of the F, C, S, and I Funds are managed externally. The Board currently has contracts with BlackRock Institutional Trust Company, N.A., to manage the F, C, S, and I Fund assets. The F, C, S, and I Funds invest in commingled trust funds, in which the assets of tax-deferred employee benefit plans are combined and invested together. The F, C, S, and I Funds and the BlackRock funds are passively managed index funds.

Future performance of the funds will vary and may be significantly different from the returns shown above. See the *Summary of the Thrift Savings Plan* for detailed information about the funds and their investment risks. The monthly returns of the TSP Funds represent net earnings for the month after deduction of accrued administrative expenses and, except for the G Fund, after deduction of trading costs and accrued investment management fees as well. The returns for the four indexes shown do not include any of these deductions.

* Implemented May 2001.

See next page for L Funds.

L Funds

Annual Returns	L Income	L 2020	L 2030	L 2040	L 2050
2006	7.59	13.72	15.00	16.53	
2007	5.56	6.87	7.14	7.36	
2008	-5.09	-22.77	-27.50	-31.53	
2009	8.57	19.14	22.48	25.19	
2010	5.74	10.59	12.48	13.89	
2011	2.23	0.41	-0.31	-0.96	
2012	4.77	10.42	12.61	14.27	15.85
2013	6.97	16.03	20.16	23.23	26.20

Monthly Returns	L Income	L 2020	L 2030	L 2040	L 2050
2014					
Jan	-0.42	-1.57	-2.04	-2.35	-2.71
Feb	1.15	2.73	3.44	3.94	4.44
Mar	0.19	0.17	0.14	0.12	0.09
Apr	0.31	0.39	0.37	0.32	0.32
May	0.64	1.20	1.46	1.63	1.78
June	0.58	1.19	1.52	1.77	1.96
July	-0.26	-0.97	-1.34	-1.63	-1.86
Aug	0.84	1.64	2.07	2.40	2.61
Sept	-0.42	-1.36	-1.84	-2.18	-2.50
Oct	0.61	1.09	1.36	1.58	1.70
Nov	0.55	1.04	1.27	1.42	1.55
Dec	-0.04	-0.50	-0.67	-0.76	-0.94
LAST 12 MONTHS	3.77	5.06	5.74	6.22	6.37

USPS® Issues *The Civil War: 1864* Forever® Stamp Souvenir Sheet: *Petersburg Campaign and Battle of Mobile Bay.*

THE CIVIL WAR
1864
A Nation Touched with Fire

...it was a sight that is seldom seen to gaze upon the dead bodies of the enemy and to hear the cries for assistance and water... it was enough to break the heart of the most hardened....

Jeremiah Tate, 5th Alabama

...the *Tecumseh* reeled a little to starboard, her bow settled beneath the surface...her stern lifted high in the air...and the ship pitched out of sight like an arrow twanged from the bow.

Harrie Webster, USS Manhattan

You cannot make soldiers of slaves, nor slaves of soldiers.... The day you make soldiers of them is the beginning of the end of the revolution.

Howell Cobb, 16th Georgia



Some of these mornings bright and fair
Take my wings and cleave the air
Pharaoh's army got drowned
O Mary, don't you weep
Negro Spiritual

I have given the subject of arming the negro my hearty support...by arming the negro we have added a powerful ally. They will make good soldiers.

Ulysses S. Grant

On Sale Nationwide: July 30, 2014.

Chicago History Museum, ICHi-07774

ELM Revision: Safety and Health (continued)

943.2 Eligibility

943.21 Procedures

Reinstatement of an individual whose removal or resignation from the Postal Service is related to alcoholism, dependency on drugs, or other problems may be considered when the individual:

- a. Submits a written request for reinstatement, accompanied by a signed authorization to release information, indicating the employee's written consent to a waiver of federal regulations on confidentiality restrictions.
- b. Is willing to accept reinstatement on the basis of continuing to successfully participate in a course of care or activity based on an EAP counselor's recommendation.

943.22 Management Responsibilities

Prior approval must be obtained before employing a former Postal Service or federal employee who:

- a. Was removed from the Postal Service or other federal employment for cause; or
- b. Resigned after being notified that charges proposing removal would be, or had been, issued.

Approval must be obtained from the district manager of Human Resources, the area manager of Human Resources, or the vice president of Employee Resource Management. For further information, see the Handbook EL-312, *Employment and Placement*, section on Handling Removals from Postal Service or Other Federal Employment.

943.3 Compliance With Agreements

If a former bargaining unit employee is reinstated to a bargaining unit position, employing officials must comply with all relevant provisions of applicable collective bargaining agreements in determining the employee's seniority and other contractual rights.

944 EAP Counseling Records

944.1 Restricted Information

Restricted information is information with limitations on its access within the Postal Service and its disclosure outside the Postal Service consistent with the following federal laws:

- a. The Privacy Act of 1974, as amended.
- b. The Health Insurance Portability and Accountability Act (HIPAA) of 1996.
- c. The Public Health Service Act of 1944, as amended (see 944.4).

944.2 Policy

Information about EAP counseling participants is *restricted information*, which must be held in confidence and is subject to disclosure only as described in 944.4 and pursuant to the provisions of the federal laws listed in 944.1.

944.3 Custodians of Records

944.31 Postal Service Providers

When EAP services are provided by Postal Service employee counselors, counseling records are maintained by the counselor within the Privacy Act system of records, USPS 120.140, Personnel Records — Employee Assistance Program (EAP) Records. These records are subject to Postal Service policy and regulations, as follows:

- a. Provisions of the Privacy Act as set forth in:
 1. Title 39 CFR 266, Privacy of Information.
 2. Handbook AS-353, *Guide to Privacy, the Freedom of Information Act, and Records Management* (including the appendix, Privacy Act System of Records).
- b. Provisions of HIPAA regarding access, disclosure, amendment, and maintenance of records.

944.32 Private Providers

When EAP services are provided through an interagency agreement or a private vendor, the following requirements apply:

- a. Each EAP counseling service provider is responsible for maintaining records on participants.
- b. These counseling records are the property of the primary provider and maintained in a system of records.
- c. The primary provider must maintain policies and procedures for safeguarding the confidentiality of client data and files and may be liable under the law for improper release of such information.
- d. The primary provider agrees to assert any privilege allowed by law and to defend vigorously Postal Service and employee rights to confidentiality.

944.4 Disclosure

944.41 General

944.411 Usual Recipients

Information identifying substance abuse program participants, whether or not such information is recorded, may be disclosed as follows:

- a. To medical personnel to the extent necessary to meet a bona fide medical emergency involving the EAP participant.

- b. To qualified personnel, with the express written authorization of the vice president of Employee Resource Management, for purposes of conducting scientific research or program audits or evaluation. However, under no circumstances may any *personally identifiable information* be disclosed in the resulting evaluation, research, or audit reports.
- c. To a court, under the following circumstances:
 - 1. When authorized by a court order upon showing of good cause, such as when necessary to protect against an existing threat to life or threat of bodily injury, or in connection with the investigation or prosecution of a crime.
 - 2. In litigation or an administrative proceeding when authorized by the trier of fact, when the EAP participant offers testimony or other evidence pertaining to the content of his or her EAP participation. Counsel should be contacted for assistance in evaluating the court order and in determining the extent to which information must be released.
- d. To any person when the EAP participant gives prior written consent to disclose information. This consent specifies the nature and scope of the topics to be released, to whom information is to be released, the purpose of the disclosure, and the date on which the consent terminates.
- e. To a person in any situation in which the EAP counselor has a duty to warn.
- f. To an expert, consultant, or other individual who is under contract to the Postal Service to fulfill an agency function, but only to the extent necessary to fulfill that function, and in accordance with the Privacy Act restrictions of 39 CFR 266.6.

944.412 Limitation of Disclosure

In all cases cited in 944.411, only information that is absolutely necessary to satisfy the recipient's business or medical need is to be disclosed.

* * * * *

944.42 Criminal Activity

944.421 EAP Records

EAP counseling records or personnel may not be used to initiate or substantiate any criminal charges against an EAP participant or to conduct any investigation of a participant, except as authorized by a court order for good cause.

944.422 Limitation of Confidentiality

If an employee who is an EAP counseling participant reveals the commission or intended commission of serious criminal activity, the EAP counselor is not prohibited from disclosing that information so long as the employee is not identified as an EAP counseling program participant. Confidentiality does not apply in any of the following cases:

- a. A crime is committed on EAP premises or against EAP counselor personnel, or a threat to commit such a crime is made.
- b. Incidents occur in which information must be reported as required by state law; for example, mandatory reporting of child abuse and/or neglect (elder/spouse abuse in some states).
- c. For a disclosure that may be required by elements of the criminal justice system because they have referred employees who are EAP participants.

* * * * *

We will incorporate these revisions into the next online update of the ELM, which is available on the Postal Service PolicyNet website:

- Go to <http://blue.usps.gov>.
- In the left-hand column under "Essential Links", click *PolicyNet*.
- Click *Manuals*.

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

— Safety and OSHA Compliance Programs,
Employee Resource Management, 1-22-15

Handbooks

Handbook EL-505 Revision: Rehabilitation Program

Effective January 22, 2015, the Postal Service™ is revising Handbook EL-505, *Injury Compensation*, to reflect the more current Snow Arbitration Decision, H94N-4H-C 96090200, dated November 4, 1998, that renders the Snow Arbitration Decision currently cited in Exhibit 11.7c (H0C-3N-C 418), incorrect.

* * * * *

Handbook EL-505, *Injury Compensation*

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11. Rehabilitation Program

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Exhibits

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Exhibit 11.7c Contractual Obligations for Rehabilitation Positions

[Revise the text of Exhibit 11.7c to read as follows:]

Reemployment or reassignment must be in compliance with applicable collective bargaining agreements. Individuals so reemployed or reassigned must receive all appropriate rights and protection under the newly applicable collective bargaining agreement.

Contractual obligations may affect rehabilitation assignments in two ways:

- The nature of the assignment itself. For example, contractual obligations affect whether the assignment may be full-time, part-time, to a residual vacancy, or to a uniquely created position for the employee.
- The assigned employee's rights, such as seniority rights.

The contractual obligations relating to rehabilitation assignments are complex, are not necessarily identical in every collective bargaining agreement, and are fact-driven in their application.

Minimum qualification requirements, including written examinations, may be waived in individual cases for former or current employees injured on duty and considered for reemployment or reassignment. When there is evidence, including that submitted by the medical officer, that the employee can be expected to perform satisfactorily in the

position within 90 days after assignment, one of the following may grant a waiver:

- For Headquarters and Headquarters field unit positions, the vice president of Employee Resource Management.
- For area positions, an area HR manager.
- For other field positions, a district HR manager.

Former employees who are reemployed into bargaining unit positions or current career employees who are reassigned into such positions are credited with seniority in accordance with the collective bargaining agreement covering the position to which they are assigned.

Labor Relations must be consulted to ensure that contractual obligations are considered and addressed, as required.

* * * * *

We will incorporate these revisions into the next online update of Handbook EL-505, *Injury Compensation*, which is available on the Postal Service PolicyNet website:

- Go to <http://blue.usps.gov>.
- In the left-hand column under "Essential Links", click *PolicyNet*.
- Click *HBKs*.

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

— *Injury Compensation and Medical Services,
Employee Resource Management, 1-22-15*

Handbook F-1 Revision: Accounting Policy

Effective January 22, 2015, the Postal Service™ is revising the following sections of Handbook F-1, *Accounting and Reporting Policy*, to reflect current policy.

* * * * *

Handbook F-1, Accounting and Reporting Policy

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2 General Policies

* * * * *

2-4 Financial Reporting Framework

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2-4.1 Financial Reporting Framework

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2-4.1.2 Finance Numbers

* * * * *

2-4.1.2.2 Headquarters Units Policy

[Revise the first paragraph of 2-4.1.2.2 to read as follows:]

Before a new administrative finance number will be issued for a Headquarters entity, confirmation that Organizational Effectiveness, under the vice president of Employee Resource Management, has officially approved the new organizational entity must be provided.

* * * * *

2-4.1.3.1 Field Units Policy

[Revise 2-4.1.3.1 to read as follows:]

Although infrequent, field units may request changes to the Legacy Chart of Accounts. Requests for changes must be submitted via email through the area Finance office to FNCM-HQ.

* * * * *

2-4.1.3.2 Headquarters Units Policy

[Revise the second sentence of 2-4.1.3.2 to read as follows:]

All Headquarters unit requests for changes in the charts of accounts must be submitted directly via email to FNCM-HQ.

[Revise item 3 to read as follows:]

3. Authorizing additions, changes, or deletions of Legacy and Natural Accounts via an AIC/GLA Form.

* * * * *

2-4.1.7.1 Field Units Policy

[Revise the second paragraph of 2-4.1.7.1 to read as follows:]

Field unit managers/Administrative Post Office managers must ensure that the daily financial report is prepared in accordance with the procedures detailed in Handbook F-101, Chapter 5.

* * * * *

3-1.1.1.6 Customer Refunds

[Revise the first paragraph of 3-1.1.1.6 to read as follows:]

Field unit refunds are limited to a maximum of \$1000 (except for Sure Money refunds for the transaction amount) and must be fully documented and authorized. Refund payments can be made locally by no-fee money order not to exceed \$1000, or cash not to exceed \$25. Refunds over \$1000 should be sent to the SIC for processing by Accounting Services.

* * * * *

3-1.1.2.1 Operating Cash and Cash Receipts

[Revise item a to read as follows:]

- a. Opening mail/batching receipts.

* * * * *

3-1.3.2 Headquarters Units Policy

[Revise the third paragraph of 3-1.3.2 to read as follows:]

Returned checks under \$5,000 are authorized to be sent directly to the collection agency contracted by the USPS. NSF checks of \$5,000 or more are the initial responsibility of Accounting Services to collect. Returned checks that remain uncollected after exhausting Accounting Services collection efforts are authorized to be sent to the collection agency contracted by the USPS.

* * * * *

3-1.5.2 Headquarters Units Policy

[Revise the second paragraph of 3-1.5.2 to read as follows:]

Accounting Services is responsible for monitoring outstanding (un-cashed) money orders and identifying money orders that are outstanding for more than two years. Each month, Accounting Services is required to record these items as miscellaneous revenue and at the end of each quarter, to request approval from Corporate Accounting for any adjustment of the escheatment account. When requested, these money orders or a replacement commercial check may be reissued to the purchaser or payee designated by the purchaser. Accounting Services maintains an escheatment offset reserve to account for money orders cashed subsequent to escheatment. This reserve is reviewed quarterly.

* * * * *

3-1.6.1 Field Units Policy

[Revise 3-1.6.1 to read as follows:]

When it is required that a field unit process a payment, field units should use the following payment methods in accordance with established hierarchy order of priority:

- a. Electronic Funds Transfer with eBuy2 and National/ Area Contracts.
- b. Purchase Card Account Local Payments.
- c. Purchase Card Account Checks.
- d. PS Form 2551, *Non-Goods and Non Services Payment Authorization*.
- e. Cash and No-Fee Money Order Local.

In field units, local payments must be avoided and only used in emergency situations following procedures in Handbook F-101.

* * * * *

3-1.6.2 Headquarters Units Policy

[Revise the second to last bullet of 3-1.6.2 to read as follows:]

- Issuing “stop-payments” for checks issued to payees within 2 business days after formal notification in writing from the payee. **Note:** Payments are not stopped until 14 calendar days following the check date to allow time for the check to clear.

* * * * *

[Revise the title of 3-2.3 to read as follows:]

3-2.3 Other Employee Item Receivables

* * * * *

3-2.3.1 Field Units Policy

[Revise the fourth, fifth, and sixth paragraphs of 3-2.3.1 to read as follows:]

Each field unit must maintain a master control of employee items, either a system-generated report or a manual ledger, listed by individual item with total amount.

Employee items are defined as any unresolved emergency salary issued, advance travel issued, and employee stamp stock and/or cash credit shortage. The field unit manager or supervisor must ensure employee items are resolved in a timely manner.

If authorized, field unit employee items may be moved to the Oracle Accounts Receivable system. A properly completed PS Form 1902, *Justification for Billing Accounts Receivable*, must be submitted to Accounting Services. Supporting documentation must be retained locally, and the field unit must record proper entries to their daily financial report.

* * * * *

3-2.4.2 Headquarters Units Policy

[Revise the first paragraph of 3-2.4.2 to read as follows:]

Allowance for uncollectible accounts is reviewed and evaluated quarterly for overall reasonableness by Corporate Accounting and Accounting Services. A separate allowance account is maintained for foreign country receivables.

* * * * *

3-6 Property and Equipment

[Revise the sixth paragraph of 3-6 to read as follows:]

Facilities Service Offices (FSOs) are responsible for notifying Corporate Finance on a timely basis for the acquisition and disposal of buildings, land, and leasehold improvements.

* * * * *

3-6.3.2.2 Headquarters Units Policy

[Revise the first paragraph of 3-6.3.2.2 to read as follows:]

Building costs are capitalized after the building is beneficially occupied, the technical work is completed, and the Postal Service accepts the total facility for occupancy or use, unless the total project cost is less than \$10,000.

* * * * *

3-6.3.3.2 Headquarters Units Policy

[Revise the sixth sentence of 3-6.3.3.2 to read as follows:]

***Improvements, except major capital, made to a fully depreciated facility are depreciated over the next 12 months following the month of capitalization. The improve-

ment cost is capitalized by adding to the carrying value of the building.***

* * * * *

3-6.4.2.2 Headquarters Units Policy

[Revise the first sentence of 3-6.4.2.2 to read as follows:]

The Postal Service capitalizes all acquisitions of land unless the total project cost is less than \$10,000.***

* * * * *

3-6.5.2.2 Headquarters Units Policy

[Revise 3-6.5.2.2 to read as follows:]

The Postal Service capitalizes leasehold improvements if the cost is \$10,000 or more.

* * * * *

4-2.1.1.1 Field Units Policy

[Revise the last paragraph of 4-2.1.1.1 to read as follows:]

Payments to field unit cleaning suppliers for non-recurring, one-time cleaning services may be made locally by no-fee money order, not to exceed \$1,000, or cash, not to exceed \$25.

* * * * *

7-1.1 Field Units Policy

[Revise the first sentence of 7-1.1 to read as follows:]

The Postal Service records compensation expense based on entries to the timekeeping system, eAwards system, and through miscellaneous payroll forms mailed to the SIC.***

* * * * *

7-3.4 Training

[Revise the second paragraph of 7-3.4 to read as follows:]

Management Instruction EL-710-2013-1 establishes the policy and procedures for requesting and approving funds for training.

* * * * *

7-3.5.1 Field Units Policy

[Revise the last paragraph of 7-3.5.1 to read as follows:]

For annual payments of \$10,000 or more to a self-employed individual or annual payments of \$2,500 or more to a cleaning service company, the contract request must be sent to the Category Management Center (CMC). The CMC will issue the cleaning services contract and send to Accounting Services located in San Mateo.

* * * * *

7-3.9.1 Field Units Policy

[Add sentence at the end of 7-3.9.1, before the Note, to read as follows:]

The damaged article must be retained at the field unit until the claim is resolved. All claims must be submitted properly to Accounting Services to provide proper customer service and streamline internal processing.

* * * * *

7-4 Interest Expense

[Add sentence at the end of 7-4 to read as follows:]

Accounting Services is responsible for the recording of capitalized interest.

* * * * *

We will incorporate these revisions into the next online update of Handbook F-1, *Accounting and Reporting Policy*, which is available on the Postal Service PolicyNet website:

- Go to <http://blue.usps.gov>.
- In the left-hand column under “Essential Links”, click *PolicyNet*.
- Click *HBKs*.

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

— Revenue and Field Accounting,
Controller, 1-22-15

Handbook F-23 Revision: Accounting Policy

Effective January 22, 2015,, the Postal Service™ is revising the following sections of Handbook F-23, *Accounting Policy Reference*, to reflect current policy.

* * * * *

Handbook F-23, Accounting Policy Reference

* * * * *

2 General Policies

* * * * *

2-2 New Accounting Pronouncements

[Revise item c to read as follows:]

- c. Briefing the Audit and Finance Committee of the BOG on any developments that might have an effect on future financial statements.

* * * * *

2-8.1 Closing Checklists

[Revise 2-8.1 to read as follows:]

To ensure that all accounting systems have reported before books are closed, Corporate Accounting monitors the closing checklists that the Accounting Service Centers (ASCs) submit to HQ Accounting.

* * * * *

3-2 Receivable and Allowance for Losses

[Revise the fourth paragraph of 3-2 to read as follows:]

Receivables also arise as the Postal Service provides postal products to various businesses acting as our agent to distribute stamps or other products for sale. Other mis-

cellaneous receivables arise from nonsufficient fund (NSF) checks or claims for loss as well as other reasons (e.g., employee travel advances, banking adjustments due from the Federal Reserve).

* * * * *

3-7.2.1.1 Acquisitions

[Revise 3-7.2.1.1 to read as follows:]

Building costs include the original acquisition and improvement costs of a building or structure, including permanent fixtures.

The Postal Service capitalizes the costs of all acquisitions of buildings. The Postal Service records building costs in a buildings account after the earliest of the following occurs:

- a. The building is beneficially occupied for Postal Service purposes.
- b. The technical work is completed and the Postal Service accepts the total facility for occupancy or use.
- c. The Facilities Department approves the administrative and fiscal closeout of a capital project.

Capital leases are reported under the real property account.

* * * * *

3-7.2.1.3 Depreciation

[Revise the sixth sentence of 3-7.2.1.3 to read as follows:]

Improvements, except major capital projects, made to a fully depreciated facility are depreciated over the next 12 months following the month of capitalization.

* * * * *

3-7.2.2.1 Acquisition

[Revise the third paragraph of 3-7.2.2.1 to read as follows:]

The Postal Service may capitalize together or separately bulk purchases of like items based on an Accounting review.

* * * * *

3-7.2.4.1 Acquisitions

[Revise section to read as follows:]

The Postal Service capitalizes leasehold improvements if the cost is \$10,000 or more.

* * * * *

3-7.2.4.2 Amortization

[Add second sentence to intro paragraph of 3-7.2.4.2 to read as follows:]

***Fully depreciated LHIs remain on the books until the USPS exits the leased property at which time they are removed from the accounting records.

* * * * *

4 Liabilities

[Revise 4 to read as follows:]

The Postal Service classifies liabilities as either current or as long-term. *Current liabilities* include liabilities that are due and payable within approximately one year or a longer cycle, in the case of certain foreign payables. *Long-term*

liabilities are liabilities that are due and payable beyond approximately 1 year.

* * * * *

4-1 Current Liabilities

[Revise item f to read as follows:]

- f. *Other*. Includes prepaid box rentals, permit and metered mail, outstanding postal money orders, and the current portion of capital lease obligations and long-term debt.

* * * * *

7-3 Offset of Emergency Preparedness Expense

[Revise 7-3 by deleting the second paragraph in its entirety:]

* * * * *

We will incorporate these revisions into the next online update of Handbook F-23, *Accounting Policy Reference*, which is available on the Postal Service PolicyNet website:

- Go to <http://blue.usps.gov>.
- In the left-hand column under “Essential Links”, click *PolicyNet*.
- Click *HBKs*.

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

— Revenue and Field Accounting,
Controller, 1-22-15

USPS® Features *Farmers Market* Forever® Stamps



Organization Information

Finance

Change in Procedure for Stamp Orders to RMPO Offices

Effective January 26, 2015, two and four hour Remote Managed Post Offices (RMPOs) will not be authorized to order Postage stamps directly from the Kansas City Stamp Fulfillment Center SFS using SFS Web. They must order stamps through their Administrative Post Office (APO) using PS Form 17, *Stamp Requisition/Stamp Return*. The APO will process the RMPO stamp order under the APO Finance number and when the shipment is received, they

will re-ship to the RMPO using the store to store transfer functionality in POS or RSS to account for each shipment of stamps.

— Revenue and Field Accounting,
Controller, 1-22-15

Information Security

Holiday Phishing: Online Criminals Using Email Scams



Employees are advised to watch out for emails that appear to be legitimate, but actually contain links to websites designed to steal your ID and password. They often link to sites that host malicious software or malware.

This type of scam is called “phishing” — a play on the word “fishing” — because the fraudsters are fishing for your personal information.

These phishing emails can appear to come from a financial institution, an eCommerce site, government agency, or business.

A typical phishing email urges you to act quickly — because your account has been compromised, your order cannot be fulfilled, or a similar matter. They often contain spelling errors and bad grammar. If you notice these mistakes, then the email could be a scam.

The Computer Incident Response Team advises employees to:

- Trust your instincts. If an email seems suspicious, delete it without opening.
- Watch out for attachments. Only open them if you know what they contain.
- Be cautious. Even if the email looks like it's from someone you know, it could be from scammers.
- Don't click on any links within the email.
- Don't reply or respond to the emails in any way. Don't request removal from the originator's distribution list or unsubscribe. Replying lets the sender know that your email address is valid and can result in more messages.
- Forward suspect messages to ABUSE@usps.gov.

— Corporate Information Security Office,
Chief Information Officer, 1-22-15

Mailing and Shipping Services

Mail Alert

The mailings below will be deposited in the near future. Offices should process this mail according to applicable service standards with the in-home dates in mind. Mailers wishing to participate in these alerts, for mailings of 1 mil-

lion pieces or more, should contact Business Service Network Integration at 202-268-3258 at least 1 month preceding the requested delivery dates.

Requested Delivery Dates	Title of Mailing	Class and Type of Mail	Number of Pieces (Millions)	Distribution	Presort Level	Comments
1/26/15–1/29/15	Ginny's	Standard Catalog	3.0	National	3/5 Digit	Quad Graphics
1/28/15–1/31/15	Monroe & Main	Standard A	1.0	National	3/5 Digit	RR Donnelly
2/04/15–2/07/15	Montgomery Ward	Standard Catalog	6.0	National	3/5 Digit	Quad Graphics
2/04/15–2/07/15	Through The Country Door	Standard Catalog	6.0	National	3/5 Digit	Quad Graphics

— Business Customer Support and Services, Consumer and Industry Affairs, 1-22-15

Pricing

Reminder: IMpb Compliance Thresholds

The Postal Service™ announced in the *Federal Register* Notice final rule titled *New Standards to Enhance Package Visibility* (78 CFR, 76548-76560) and dated December 18, 2013, the threshold requirements for mailers to comply with Intelligent Mail® package barcodes (IMpb). This notice is a reminder that the new IMpb Thresholds were deferred from September 7, 2014 to January 25, 2015. The table below shows the thresholds and the respective dates for implementation.

IMpb Compliance Thresholds	September 7, 2014	January 25, 2015
Unique trackable barcode (legacy or IMpb)	99%	99%* *IMpb only by Jan 2015
Destination Delivery Address/11-Digit DPV ZIP Code/ZIP + 4 in file	95%	98%** **Street address/11-digit DPV code by January 25, 2015
Shipping Services File v 1.6 or higher (v 1.3, v 1.5 permitted)	95%	97%*** ***SSF v 1.6 or higher ONLY by January 25, 2015

— Product Classification,
Pricing, 1-22-15

Safety and Health

Statutory Requirement to Review and Post OSHA Form 300A Summary for Calendar Year 2014

The Occupational Safety and Health Administration (OSHA) requires all Postal Service™ installation and establishment heads to prepare and post the OSHA Form 300A, *Summary of Work-Related Injuries and Illnesses*, for calendar year (CY) 2014, in accordance with 29 CFR 1904 and the *Employee and Labor Relations Manual* (ELM) 821, Actions in the Event of Accident, Injury, or Illness.

From February 1, 2015, through April 30, 2015, installations are required to post a copy of the OSHA Form 300A for CY 2014 in a conspicuous place at every establishment where employees work or report to work.

When reviewing the OSHA 300 Log, installation heads must pay close attention to column F. Column F includes descriptions of the injury or illness, the parts of the body affected (including which side of the body), and the object or substance that directly injured or made the person ill. For example: "Second degree burns on right forearm from acetylene torch."

Installation heads must also pay close attention to columns K and L. If an injury is identified as "days away from work" in column K or "on the job transfer or restriction" in column L, installation heads must ensure that the number of days entered is accurate.

For every entry on the OSHA 300 Log, the installation head must ensure that there is a corresponding Accident Report Form 1769/301 in the Employee Health and Safety application, which populates the OSHA Form 301, *Injury and Illness Incident Report*.

The left side of OSHA Form 300A contains sets of information data points, with a letter (such as the letter "K") corresponding to each data point. The data points come from the OSHA 300 Log summary columns with the same letter.

The right side of the OSHA Form 300A is self-explanatory except for the North American Industrial Classification code. The code for Vehicle Maintenance Facilities is 811111; the code for all other Postal Service establishments is 491110.

Before posting and signing the OSHA Form 300A, the installation or establishment heads are required to review the OSHA 300 Log and the OSHA 300A Summary Reports. When they sign the OSHA Form 300A, they are affirming that they have reviewed both OSHA forms for accuracy and completeness, whether they use the manual or automated versions of the forms.

— Safety and OSHA Compliance Programs,
Employee Resource Management, 1-22-15

Stamp Services

Stamp Announcement 15-7: Robert Robinson Taylor Stamp



©2014 USPS

On February 12, 2015, in Washington, DC, the U.S. Postal Service® will issue the *Robert Robinson Taylor* First-Class Mail® Forever® stamp, in one design, in a pressure-sensitive adhesive (PSA) pane of 20 stamps (Item 472900).

The stamp will go on sale nationwide February 12, 2015.

The 38th stamp in the *Black Heritage* series honors architect and educator Robert Robinson Taylor (1868–1942). For more than three decades, Taylor supervised the design and construction of the Tuskegee Institute in Alabama, while also overseeing the school's programs in industrial education and the building trades. He is believed to have been both the first black graduate of the Massachusetts Institute of Technology (MIT) and the country's first academically trained black architect. The stamp features a photograph of Taylor taken circa 1890, when he was around 22 years old and a student at MIT. The photograph is from the collection of the MIT Museum. Art director Derry Noyes designed the stamp.

To learn more about the stories behind the stamps, visit <http://uspsstamps.com>.

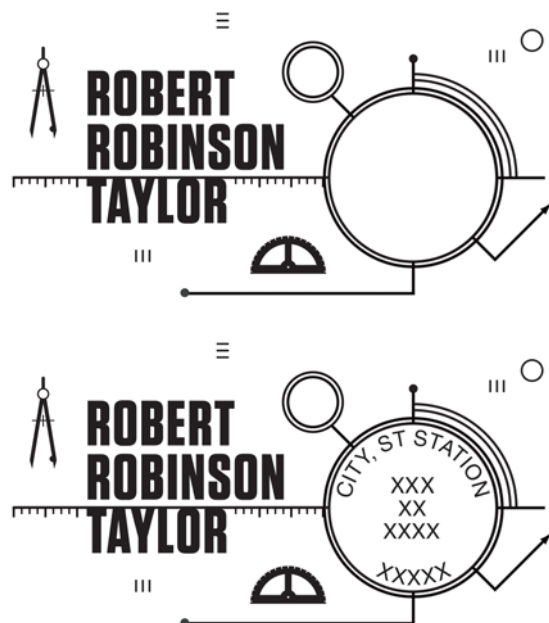
Initial Supply to Post Offices

Stamp Fulfillment Services will make a subsequent automatic push distribution to Post Offices™ of a quantity to cover approximately 30 days of sales. Distribution quantities for the automatic push distribution are available by logging on to SFS Web at <https://sfsweb.usps.gov>. Post Offices may begin ordering stamps prior to the FDOI through SFS Web. However, offices should check the website noted above to determine the amount they will receive on their automatic push distribution.

Special Dedication Postmarks

Only the following pictorial postmark is permitted for the *Robert Robinson Taylor* stamp. The word "Station" or the abbreviation "STA" is required somewhere in the design, because it will be a temporary station.

Guidelines for Finalizing the Robert Robinson Taylor Stamp Pictorial Postmark Art



To finalize the *Robert Robinson Taylor* stamp pictorial postmark art, insert the date, city, state, and ZIP Code™ of the physical location of your event adjacent to the stamp image. Overall dimensions of the pictorial postmark must not exceed 4 inches horizontally by 2 inches vertically. Collectors prefer the dimensions 3-1/2 inches by 1.

The Postal Service™ must make all special postmarks known to collectors through advance publicity in the *Postal Bulletin*. Therefore, all special dedication cancellations must be reported to Stamp Services four weeks before the event using PS Form 413, *Pictorial Postmark Announcement/Report*. To get a copy of the form, go to <http://blue.usps.gov/formmgmt/forms/ps413.pdf>.

How to Order the First-Day-of-Issue Postmark

Customers have 60 days to obtain the first-day-of-issue postmark by mail. They may purchase new stamps at their local Post Office, at The Postal Store® website at <http://www.usps.com/shop>, or by calling 800-STAMP-24. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

Robert Robinson Taylor Stamp
Special Events
PO Box 92282
Washington, DC 20090-2282

After applying the first-day-of-issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark up to a quantity of 50. For more than 50, customers have to pay five cents each. All orders must be postmarked by April 13, 2015.

How to Order First-Day Covers

The Postal Service also offers first-day covers for new stamp issues and Postal Service stationery items postmarked with the official first-day-of-issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic* catalog, online at <http://usps.com/shop>, or by calling 800-782-6724. Customers may request a free catalog by calling 800-782-6724 or writing to:

U.S. Postal Service
Catalog Request
PO Box 219014
Kansas City, MO 64121-9014

Philatelic Products

There are eight philatelic products for this stamp issue:

- 472906, Press Sheet with Die cut, \$58.80, (print quantity 250).
- 472908, Press Sheet without Die cut, \$58.80, (print quantity 500).
- 472910*, Digital Color Postmark Keepsake, \$11.95.
- 472916*, First-Day Cover, \$0.93.
- 472921*, Digital Color Postmark, \$1.64.
- 472930*, Ceremony Program, \$6.95.
- 472931*, Stamp Deck Card, \$0.95.
- 472932*, Stamp Deck Card with Digital Color Postmark, \$1.99.

Items with an asterisk (*) will use the 128 barcode from Stamp Fulfillment Services. All other philatelic products will continue to use barcode series A, with the exception of the Yearbook and the Guide Book.

Issue:	<i>Robert Robinson Taylor Stamp</i>
Item Number:	472900
Denomination & Type of Issue:	First-Class Mail Forever
Format:	Pane of 20 (1 design)
Series:	<i>Black Heritage</i>
Issue Date & City:	February 12, 2015, Washington, DC 20066
Designer:	Derry Noyes, Washington, DC
Art Director:	Derry Noyes, Washington, DC
Typographer:	Derry Noyes, Washington, DC
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset, Microprint "USPS"
Printer:	Ashton Potter (USA) Ltd. (APU)
Printed at:	Williamsville, NY
Press Type:	Muller A76
Stamps per Pane:	20
Print Quantity:	30 million stamps
Paper Type:	Nonphosphored, Type III, Block Tag applied
Adhesive Type:	Pressure-sensitive adhesive
Processed at:	Ashton Potter (USA) Ltd. (APU)
Colors:	Cyan, Magenta, Yellow, Black
Stamp Orientation:	Vertical
Image Area (w x h):	0.84 x 1.42 in./21.34 x 36.07 mm
Overall Size (w x h):	0.98 x 1.56 in./24.89 x 39.62 mm
Full Pane Size (w x h):	5.95 x 7.24 in./151.13 x 183.90 mm
Press Sheet Size (w x h):	11.90 x 21.72 in./302.26 x 551.69 mm
Plate Size:	240 stamps per revolution
Plate Numbers:	"P" followed by four (4) single digits
Marginal Markings:	
Front:	Plate numbers • Header: BLACK HERITAGE — 38th IN A SERIES
Back:	© 2014 USPS • USPS logo • Plate position diagram • Barcode (472900) in upper right and lower left corners of pane • Promotional text • Verso text

— Stamp Services,
Marketing and Sales, 1-22-15

Stamp Announcement 15-8: Vintage Rose Stamp



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On February 14, 2015, in Riverside, CA, the U.S. Postal Service® will issue the *Vintage Rose* First-Class Mail® Forever® stamp, in one design, in a pressure-sensitive adhesive (PSA) pane of 20 stamps (Item 587700).

The stamp will go on sale nationwide February 14, 2015.

In 2015, the U.S. Postal Service will issue *Vintage Rose*, a Forever stamp. This all-occasion stamp can be used for wedding RSVP cards and thank you notes, Mother's and Father's Day cards, Valentine's Day cards, birthday cards, sympathy cards, thinking-of-you cards — for all occasions when a beautiful stamp is fitting. The stamp art features an elaborate floral line drawing of a rose similar to the design of the 2015 two-ounce *Vintage Tulip* stamp. Jeanne Greco designed these stamps using drawings from engraved plates originally created by naturalist artist Maria Sibylla Merian (1647–1717). A small, deep crimson heart on both stamps adds a dash of color to the designs and makes them a natural pair. These stamps were printed using the intaglio printing technique. *Vintage Rose* and *Vintage Tulip* are the latest additions to the *Weddings* series. Greg Breeding was the art director.

To learn more about the stories behind the stamps, visit <http://uspsstamps.com>.

Initial Supply to Post Offices

Stamp Fulfillment Services will not make a subsequent automatic push distribution to Post Offices™. Post Offices may begin ordering stamps through SFS Web at the end of January, which is prior to the FDOI.

How to Order the First-Day-of-Issue Postmark

Customers have 60 days to obtain the first-day-of-issue postmark by mail. They may purchase new stamps at their local Post Office, at The Postal Store® website at <http://www.usps.com/shop>, or by calling 800-STAMP-24. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

The Vintage Rose Stamp
Postmaster
Riverside Main Post Office
3890 Orange Street
Riverside, CA 92501-3638

After applying the first-day-of-issue postmark, the Postal Service™ will return the envelopes through the mail. There is no charge for the postmark up to a quantity of 50. For more than 50, customers have to pay five cents each. All orders must be postmarked by April 15, 2015.

How to Order First-Day Covers

The Postal Service also offers first-day covers for new stamp issues and Postal Service stationery items postmarked with the official first-day-of-issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic* catalog, online at <http://usps.com/shop>, or by calling 800-782-6724. Customers may request a free catalog by calling 800-782-6724 or writing to:

U.S. Postal Service
Catalog Request
PO Box 219014
Kansas City, MO 64121-9014

Philatelic Products

There are nine philatelic products for this stamp issue:

- 587706, Press Sheet with Die cut, \$117.60, (print quantity 500).
- 587708, Press Sheet without Die cut, \$117.60, (print quantity 1,000).
- 587710*, Digital Color Postmark Keepsake, \$11.95.
- 587716*, First-Day Cover, \$0.93.
- 587721*, Digital Color Postmark, \$1.64.
- 587723*, Notecards, \$15.95.
- 587724*, Framed Art, \$29.95.
- 587731*, Stamp Deck Card, \$0.95.

- 587732*, Stamp Deck Card with Digital Color Postmark, \$1.99.

Items with an asterisk (*) will use the 128 barcode from Stamp Fulfillment Services. All other philatelic products will continue to use barcode series A, with the exception of the Yearbook and the Guide Book.

Issue:	<i>Vintage Rose</i> Stamp
Item Number:	587700
Denomination & Type of Issue:	First-Class Mail Forever
Format:	Pane of 20 (1 design)
Series:	<i>Weddings</i>
Issue Date & City:	February 14, 2015, Riverside, CA 92501
Designer:	Jeanne Greco, New York, NY
Art Director:	Greg Breeding, Charlottesville, VA
Typographer:	Greg Breeding, Charlottesville, VA
Modeler:	Donald Woo
Manufacturing Process:	Intaglio, Offset
Printer:	Banknote Corporation of America/SSP
Printed at:	Browns Summit, NC
Press Type:	Alprinta 74
Stamps per Pane:	20
Print Quantity:	150 million stamps
Paper Type:	Phosphor Tagged Paper, Overall
Adhesive Type:	Pressure-sensitive adhesive
Processed at:	Banknote Corporation of America, Browns Summit SC
Colors:	PMS 433, PMS 207 (Intaglio)
Stamp Orientation:	Vertical
Image Area (w x h):	0.77 x 1.05 in./19.56 x 26.67 mm
Overall Size (w x h):	0.91 x 1.19 in./23.11 x 30.22 mm
Full Pane Size (w x h):	5.55 x 5.76 in./140.97 x 146.30 mm
Press Sheets Size (w x h):	16.65 x 23.04 in./422.91 x 585.22 mm
Plate Size:	240 stamps per revolution
Plate Numbers:	"S" followed by two (2) single digits
Marginal Markings:	
Front:	Plate numbers in four corners of pane
Back:	© 2014 USPS • USPS logo • Plate position diagram • Barcode (587700) in upper right and lower left corners of pane • Promotional text

— Stamp Services,
Marketing and Sales, 1-22-15

Stamp Announcement 15-9: Vintage Tulip Stamp



© 2014 USPS

On February 14, 2015, in Riverside, CA, the U.S. Postal Service® will issue the *Vintage Tulip*, 70-cent mail-use stamp, in one design, in a pressure-sensitive adhesive (PSA) pane of 20 stamps (Item 587800).

The stamp will go on sale nationwide February 14, 2015.

In 2015, the U.S. Postal Service will issue *Vintage Tulip*, an all-occasion, two-ounce stamp, available to accommodate the weight of heavy invitations for weddings and other celebrations, greeting cards, and mailings such as small gifts that require extra postage. The stamp art features an elaborate floral line drawing of a tulip similar to the design of the 2015 *Vintage Rose Forever*® stamp. Jeanne Greco designed these stamps using drawings from engraved plates originally created by naturalist artist Maria Sibylla Merian (1647–1717). A small, deep crimson heart on both stamps adds a dash of color to the designs and makes them a natural pair. These stamps were printed using the intaglio printing technique. *Vintage Tulip* and *Vintage Rose* are the latest additions to the popular *Weddings* series. Greg Breeding was the art director.

To learn more about the stories behind the stamps, visit <http://uspsstamps.com>.

Initial Supply to Post Offices

Stamp Fulfillment Services will not make a subsequent automatic push distribution to Post Offices™. Post Offices may begin ordering stamps through SFS Web at the end of January, which is prior to the FDOI.

How to Order the First-Day-of-Issue Postmark

Customers have 60 days to obtain the first-day-of-issue postmark by mail. They may purchase new stamps at their local Post Office, at The Postal Store® website at <http://www.usps.com/shop>, or by calling 800-STAMP-24. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

The Vintage Tulip Stamp
Postmaster
Riverside Main Post Office
3890 Orange Street
Riverside, CA 92501-3638

After applying the first-day-of-issue postmark, the Postal Service™ will return the envelopes through the mail. There is no charge for the postmark up to a quantity of 50. For more than 50, customers have to pay five cents each. All orders must be postmarked by April 15, 2015.

How to Order First-Day Covers

The Postal Service also offers first-day covers for new stamp issues and Postal Service stationery items postmarked with the official first-day-of-issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic* catalog, online at <http://usps.com/shop>, or by calling 800-782-6724. Customers may request a free catalog by calling 800-782-6724 or writing to:

U.S. Postal Service
Catalog Request
PO Box 219014
Kansas City, MO 64121-9014

Philatelic Products

There are eight philatelic products for this stamp issue:

- 587806, Press Sheet with Die cut, \$168.00, (print quantity 500).
- 587808, Press Sheet without Die cut, \$168.00, (print quantity 1,000).
- 587810*, Digital Color Postmark Keepsake, \$15.95.
- 587816*, First-Day Cover, \$1.14.
- 587821*, Digital Color Postmark, \$1.85.
- 587824*, Framed Art, \$29.95.
- 587831*, Stamp Deck Card, \$0.95.
- 587832*, Stamp Deck Card with Digital Color Postmark, \$2.20.

Items with an asterisk (*) will use the 128 barcode from Stamp Fulfillment Services. All other philatelic products will continue to use barcode series A, with the exception of the Yearbook and the Guide Book.

Issue:	<i>Vintage Tulip</i> Stamp
Item Number:	587800
Denomination & Type of Issue:	70-cent, Mail-Use
Format:	Pane of 20 (1 design)
Series:	<i>Weddings</i>
Issue Date & City:	February 14, 2015, Riverside, CA 92501
Designer:	Jeanne Greco, New York, NY
Art Director:	Greg Breeding, Charlottesville, VA
Typographer:	Greg Breeding, Charlottesville, VA
Modeler:	Donald Woo
Manufacturing Process:	Intaglio, Offset
Printer:	Banknote Corporation of America/SSP
Printed at:	Browns Summit, NC
Press Type:	Alprinta 74
Stamps per Pane:	20
Print Quantity:	30 million stamps
Paper Type:	Phosphor Tagged Paper, Overall
Adhesive Type:	Pressure-sensitive adhesive
Processed at:	Banknote Corporation of America, Browns Summit SC
Colors:	PMS 433, PMS 207 (Intaglio)
Stamp Orientation:	Vertical
Image Area (w x h):	0.77 x 1.05 in./19.56 x 26.67 mm
Overall Size (w x h):	0.91 x 1.19 in./23.11 x 30.22 mm
Full Pane Size (w x h):	5.55 x 5.76 in./140.97 x 146.30 mm
Press Sheets Size (w x h):	16.65 x 23.04 in./422.91 x 585.22 mm
Plate Size:	240 stamps per revolution
Plate Numbers:	"S" followed by two (2) single digits
Marginal Markings:	
Front:	Plate numbers in four corners of pane
Back:	© 2014 USPS • USPS logo • Plate position diagram • Barcode (587800) in upper right and lower left corners of pane • Promotional text

— Stamp Services,
Marketing and Sales, 1-22-15

Stamp Announcement 15-10: Stars and Stripes (Presorted Standard) Stamps



© 2014 USPS

On February 27, 2015, in Grapevine, TX, the U.S. Postal Service® will issue a non-denominated, presorted standard rate (10-cent value) *Stars and Stripes* stamp in three designs, in pressure-sensitive adhesive coils of 3,000 (Item 783100) and 10,000 (Item 783200) stamps.

The stamps will go on sale nationwide February 27, 2015.

This year, the U.S. Postal Service celebrates a symbol of national pride with the *Stars and Stripes* issuance. The design of the three presorted standard stamps, which together form elements of a waving flag, puts a contemporary spin on an American classic. The stamps feature wavy red and white stripes, a blue field, and five-pointed stars. Along the bottom of each stamp are the words “USA Presorted Standard.” Art director Greg Breeding designed the stamps illustrated by Nancy Stahl.

To learn more about the stories behind the stamps, visit <http://uspsstamps.com>.

Initial Supply to Post Offices — \$300.00 Stars and Stripes Presorted Standard PSA Coil of 3,000 Stamps

Stamp Fulfillment Services will not make a subsequent automatic push distribution to Post Offices™. Post Offices may begin ordering stamps through SFS Web by mid-February, which is prior to the FDOI.

Initial Supply to Post Offices — \$1000.00 Stars and Stripes Presorted Standard PSA Coil of 10,000 Stamps

Stamp Fulfillment Services will not make a subsequent automatic push distribution to Post Offices. Post Offices

may begin ordering stamps through SFS Web by mid-February, which is prior to the FDOI.

How to Order the First-Day-of-Issue Postmark

Customers have 60 days to obtain the first-day-of-issue postmark by mail. They may purchase new stamps at their local Post Office, at The Postal Store® website at <http://www.usps.com/shop>, or by calling 800-STAMP-24. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

Stars and Stripes Stamps
Postmaster
Grapevine Main Post Office
1251 William D. Tate Avenue
Grapevine, TX 76051-9998

After applying the first-day-of-issue postmark, the Postal Service™ will return the envelopes through the mail. There is no charge for the postmark up to a quantity of 50. For more than 50, customers have to pay five cents each. All orders must be postmarked by April 28, 2015.

How to Order First-Day Covers

The Postal Service also offers first-day covers for new stamp issues and Postal Service stationery items postmarked with the official first-day-of-issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic* catalog, online at <http://usps.com/shop>, or by calling 800-782-6724. Customers may request a free catalog by calling 800-782-6724 or writing to:

U.S. Postal Service
Catalog Request
PO Box 219014
Kansas City, MO 64121-9014

Philatelic Products

There is one philatelic product for this stamp issue:

- 783216*, First-Day Cover set of 3, \$3.00.

Items with an asterisk (*) will use the 128 barcode from Stamp Fulfillment Services. All other philatelic products will continue to use barcode series A, with the exception of the Yearbook and the Guide Book.

Issue:	<i>Stars and Stripes</i> Stamps
Item Number:	783100
Denomination & Type of Issue:	Presorted Standard, Nondenominated Definitive (10-cent value)
Format:	Coil of 3,000 (3 designs)
Series:	N/A
Issue Date & City:	February 27, 2015, Grapevine, TX 76051
Art Director:	Greg Breeding, Charlottesville, VA
Designer:	Greg Breeding, Charlottesville, VA
Typographer:	Greg Breeding, Charlottesville, VA
Artist:	Nancy Stahl, New York, NY
Modeler:	Donald Woo
Manufacturing Process:	Offset
Printer:	Banknote Corporation of America/SSP
Printed at:	Browns Summit, NC
Press Type:	Alprinta 74
Stamps per Coil:	3,000
Print Quantity:	60,000,000 stamps
Paper Type:	Nonphosphored, Type III
Adhesive Type:	Pressure-sensitive adhesive
Processed at:	Banknote Corporation of America, Browns Summit, NC
Colors:	PMS 186, PMS 570, PMS 662
Stamp Orientation:	Vertical
Image Area (w x h):	0.73 x 0.84 in./18.54 x 21.34 mm
Stamp Size (w x h):	0.87 x 0.98 in./22.10 x 24.89 mm
Plate Size:	540 stamps per revolution
Plate Numbers:	"S" followed by three (3) single digits
Coil Number Frequency:	Plate numbers every 27th stamp below stamp image

Issue:	<i>Stars and Stripes</i> Stamps
Item Number:	783200
Denomination & Type of Issue:	Presorted Standard, Nondenominated Definitive (10-cent value)
Format:	Coil of 10,000 (3 designs)
Series:	N/A
Issue Date & City:	February 27, 2015, Grapevine, TX 76051
Art Director:	Greg Breeding, Charlottesville, VA
Designer:	Greg Breeding, Charlottesville, VA
Typographer:	Greg Breeding, Charlottesville, VA
Artist:	Nancy Stahl, New York, NY
Modeler:	Donald Woo
Manufacturing Process:	Offset
Printer:	Banknote Corporation of America/SSP
Printed at:	Browns Summit, NC
Press Type:	Alprinta 74
Stamps per Coil:	10,000
Print Quantity:	1,000,000,000 stamps
Paper Type:	Nonphosphored, Type III
Adhesive Type:	Pressure-sensitive adhesive
Processed at:	Banknote Corporation of America, Browns Summit, NC
Colors:	PMS 186, PMS 570, PMS 662
Stamp Orientation:	Vertical
Image Area (w x h):	0.73 x 0.84 in./18.54 x 21.34 mm
Stamp Size (w x h):	0.87 x 0.98 in./22.10 x 24.89 mm
Plate Size:	540 stamps per revolution
Plate Numbers:	"S" followed by three (3) single digits
Coil Number Frequency:	Plate numbers every 27th stamp below stamp image

— Stamp Services,
Marketing and Sales, 1-22-15

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. The sponsor of the pictorial postmark appears in italics under the date. Also provided are illustrations of these 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.*

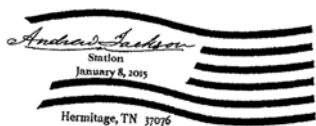
All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail® postage. Items submitted for postmark may not include

postage issued after the date of the requested postmark. Such items will be returned unserved.

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 Postmarks, followed by the Name of the Station, Address, City, State, ZIP+4® Code, as listed below.

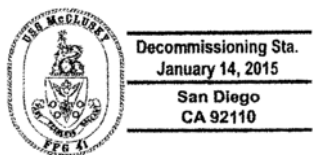
Customers can also send stamped envelopes and postcards without addresses for postmark, as long as they supply a larger envelope with adequate postage and their return address. After applying the pictorial postmark, the Postal Service returns the items (with or without addresses) under addressed protective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

The following pictorial postmarks have been extended for 30 days:



January 8, 2015

The Hermitage Home of the People's President
Andrew Jackson Station
Postmaster
3908 Lebanon Road
Hermitage, TN 37076-9998



January 14, 2015

Stephen Decatur Chapter #4, Universal Ship Cancellation Society
Commissioning Station
Postmaster
11251 Rancho Carmel Drive
San Diego, CA 92199-9996



January 15, 2015

Cape Fear Civil War Round Table
Civil War Station
Postmaster
152 North Front Street
Wilmington, NC 28401-3921



January 19, 2015

Town of White Springs
MLK Station
Postmaster
16555 Springs Street
White Springs, FL 32096-1932



January 24, 2015

Town of White Springs
Suwannee Bicycle
Association Station
Postmaster
16555 Springs Street
White Springs, FL
32096-1932



February 1, 2015

Southeastern Stamp Expo
Hall of Fame Station
Postmaster
265 Mitchell Road
Norcross, GA 30071-9998



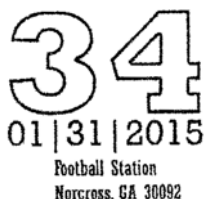
January 30, 2015

Southeastern Stamp Expo
College Station
Postmaster
265 Mitchell Road
Norcross, GA 30071-9998



February 1, 2015

Boy Scouts of America
Barefoot Mailman Station
Postmaster
2200 NW 72 Avenue #514
Miami, FL 33152-9998



January 31, 2015

Southeastern Stamp Expo
Football Station
Postmaster
265 Mitchell Road
Norcross, GA 30071-9998



February 2, 2015

Business Improvement
District of Sun Prairie
Groundhog Day Station
Postmaster
PO Box 9998
Sun Prairie, WI 53590-9998

— Stamp Services,
Marketing and Sales, 1-22-15

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 Ser-

vices, Stamp Fulfillment Services, PO 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 nonspecified enve-

lopes 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, PO 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.



Black and White Pictorial

Wilt Chamberlain Stamps

Retail Manager
Philadelphia Metropolitan District
3190 South 70th Street
Philadelphia, PA 19153-3244

February 3, 2015



Digital Color Pictorial

Wilt Chamberlain Stamps

Retail Manager
Philadelphia Metropolitan District
3190 South 70th Street
Philadelphia, PA 19153-3244

February 3, 2015

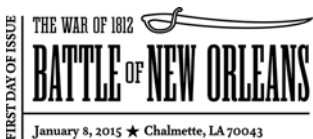


Black and White Pictorial

Circus Souvenir Sheet

Postmaster
303 Broadway Street
Baraboo, WI 53913-6738

February 8, 2015



Black and White Pictorial

The War of 1812: Battle of New Orleans Stamp

Marketing Manager
701 Loyola Avenue #10003
New Orleans, LA 70113-9996

March 9, 2015



Digital Color Pictorial

The War of 1812: Battle of New Orleans Stamp

Marketing Manager
701 Loyola Avenue #10003
New Orleans, LA 70113-9996

March 9, 2015



Digital Color Pictorial

\$1 Patriotic Wave Stamp

Cancellation Services
8300 NE Underground Drive, Pillar 210
Kansas City, MO 64144-0001

March 13, 2015



Digital Color Pictorial

Love: Forever Hearts Stamps

Postmaster
 Richmond Post Office
 1801 Brook Road
 Richmond, VA 23232-9996

March 23, 2015



Digital Color Pictorial

\$2 Patriotic Wave Stamp

Norcross Main Office
 265 Mitchell Road
 Norcross, GA 30071-9998

March 31, 2015



Digital Color Pictorial

Lunar New Year: Year of the Ram Stamp

Attention: Station Manager
 Chinatown Station
 867 Stockton Street
 San Francisco, CA 94108-9998

April 8, 2015



Black and White Pictorial

Robert Robinson Taylor Stamp

Special Events
 PO Box 92282
 Washington, DC 20090-2282

April 13, 2015



Digital Color Pictorial

Robert Robinson Taylor Stamp

Special Events
 PO Box 92282
 Washington, DC 20090-2282

April 13, 2015



Digital Color Pictorial

The Vintage Rose Stamp

Postmaster
 Riverside Main Post Office
 3890 Orange Street
 Riverside, CA 92501-3638

April 15, 2015



Digital Color Pictorial

The Vintage Tulip Stamp

Postmaster
 Riverside Main Post Office
 3890 Orange Street
 Riverside, CA 92501-3638

April 15, 2015

Supply Management

USPS Headquarters Managers and Field Installation Heads: February 2015 Semi-Annual Capital Property Review

The next Semi-Annual Capital Property Review is scheduled to begin on February 2, 2015; the completion deadline is February 17, 2015. If you are the Material Accountability Officer (MAO) or are responsible for conducting the Semi-Annual Capital Property Review and you need training or guidance, please contact a supporting Asset Accountability Service Center at the following link:

http://blue.usps.gov/purchase/assetmgnt/am_aasc_home.htm.

An MAO training course is also available on the Learning Management System website — the course number is 10023576. The course provides basic instructions on how to track, transfer, and dispose of equipment and includes guidance on completing a Semi-Annual Capital Property Review and its associated forms.

— *Asset Management Performance and Accountability, Supply Management, 1-22-15*

USPS® Issues
Global Sea Surface Temperatures
Forever® International Rate Stamp.



On Sale Nationwide: April 22, 2014.

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January – December 2014

PB 22380 – 22405

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- Domestic Orders.
- How to Order the First-Day-of-Issue Digital Color or Traditional Postmarks.
- Invalid Express Mail Corporate Account Numbers.
- Mail Alert.
- Missing Children Posters.
- Missing, Lost, or Stolen Canadian Money Order Forms.
- Missing, Lost, or Stolen U.S. Money Order Forms.
- Overseas Military/Diplomatic Mail.
- Pictorial Postmarks Announcement.
- Post Office Changes.
- Stamps by Mail — Brochure Ordering Information.
- Thrift Savings Plan Fact Sheet.
- Toll-Free Number Available to Verify Canadian Money Orders.
- Verifying U.S. Postal Service Money Orders.
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Changes to Post Office Box Service and Caller Service Fee Groups (<i>Publication 431 Revision</i>)	22380 (01-09-14)
Changes to Post Office Box Service and Caller Service Fee Groups (<i>Publication 431 Revision</i>)	22381 (01-23-14)
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Changes to Post Office Box Service and Caller Service Fee Groups (<i>Publication 431 Revision</i>)	22401 (10-30-14)
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Changes to Post Office Box Service and Caller Service Fee Groups (<i>Publication 431 Revision</i>)	22404 (12-11-14)
Changes to Post Office Box Service and Caller Service Fee Groups (<i>Publication 431 Revision</i>)	22405 (12-25-14)
Employee's Guide to Understanding, Preventing, and Reporting Harassment (<i>Publication 553 Revision</i>)	22397 (09-04-14)
How to Package and Ship Cremated Remains (<i>Publication 139 Correction</i>)	22387 (04-17-14)
How to Package and Ship Cremated Remains (<i>Publication 139 Revision</i>)	22386 (04-03-14)
Prohibitions and Restrictions on Mailing Animals, Plants, and Related Matter (<i>Publication 14 Revision</i>)	22396 (08-21-14)
Updated National Contact Information (<i>Publication 542 Revision</i>)	22392 (06-26-14)
Updates and Consolidation of DMM Requirements (<i>Publication 52 Revision</i>)	22389 (05-15-14)

PUBLICITY KITS

C. Alfred "Chief" Anderson Stamp (<i>Publicity Kit</i>)	22384 (03-06-14)
Election Mail 2014 (<i>Publicity Kit</i>)	22391 (06-12-14)
Energy Action Month 2014 — Tips for Advanced Energy Savers (<i>Publicity Kit</i>)	22398 (09-18-14)
Holiday Overview 2014: This Is Our Season (<i>Publicity Kit</i>)	22401 (10-30-14)
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National Dog Bite Prevention Week, May 18–24, 2014 (<i>Publicity Kit</i>)	22388 (05-01-14)

- R -**RETAIL**

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Holiday Stamps 2014: Customers Want Stamps This Holiday Season — Keep a Wide Variety on Hand to Ensure Customer Satisfaction	22400 (10-16-14)

- S -**SAFETY AND HEALTH**

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USPS Headquarters Managers, Field Installation Heads, and Material Accountability Officers (MAOs): Announcing the New MAO Course.	22403 (11-27-14)
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-V-**VOICE OF THE EMPLOYEE**

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