

# Honoring America's Veterans

November 11, 2011

See page 3



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*Madonna of the Candelabra by  
Raphael Stamp*

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**UNITED STATES  
POSTAL SERVICE®**

# Cover Story

## The Postal Service Honors America's Veterans

“Let us solemnly remember the sacrifices of all those who fought so valiantly, on the seas, in the air, and on foreign shores, to preserve our heritage of freedom,” said President Dwight D. Eisenhower in establishing the first Veterans Day in 1954. Previously, November 11 was commemorated as Armistice Day, a day originally set aside to honor veterans of World War I.

Today, Veterans Day honors all who have served in our country's armed forces so courageously. The military has an unparalleled heritage of service to our country — both on the battlefield and in times of crisis at home. In particular, we should honor the sacrifices, both great and small, our veterans have made to preserve the ideals of the Declaration of Independence — the ideals of life, liberty, and the pursuit of happiness. The dedication, spirit, and courage of our armed forces make them a beacon of freedom and hope in an increasingly complex and dangerous world. They all proudly protect the ideals that have made this country great as they serve the call of democracy around the world.

We at the Postal Service™ deeply appreciate the men and women who have served as members of the Army, Air Force, Navy, Marines, Coast Guard, National Guard, and Reserves. The Postal Service is one of our nation's leading employers of veterans. Today, we are proud to have thousands of employees who have traded their military uniforms for postal uniforms. We will continue to honor their sacrifices and their service to our country this Veterans Day and beyond.

— *Brand and Policy, Corporate Communications, 11-3-11*

# Policies, Procedures, and Forms Updates

## Manuals

### DMM Revision: Periodicals PS Form 3541-M — Discontinued

Effective January 22, 2012, the Postal Service™ will revise *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 707.17.5.1 to revise the practice of submitting one Periodicals postage statement for all issues mailed in a calendar month.

Use of PS Form 3541-M, *Periodicals — All Issues in a Calendar Month*, will be discontinued with the January update of *PostalOne!*®. Qualified customers who are currently authorized to report postage monthly using PS Form 3541-M will be provided with instructions for submission of consolidated postage statements *that will be billed monthly*.

#### **Mailing Standard of the United States Postal Service, Domestic Mail Manual (DMM)**

	*	*	*	*	*
<b>700</b>	<b>Special Standards</b>				
	*	*	*	*	*
<b>707</b>	<b>Periodicals</b>				
	*	*	*	*	*
<b>17.0</b>	<b>Documentation</b>				
	*	*	*	*	*
<b>17.5</b>	<b>Monthly Postage Statements</b>				
<b>17.5.1</b>	<b>General</b>				

[Revise 17.5.1 as follows:]

The manager, Business Mail Entry may authorize a qualified publisher of a Periodicals publication to submit Form 3541

*Postage Statement — Periodicals — One Issue or One Edition*, for all issues mailed during a calendar month. Postage statements must be submitted no more than 72 hours after the first mailing of the last issue mailed each month. The pages of every issue, enclosures in the publication, and supplements to the publication must be printed on sheets of the same paper grade weight.

\* \* \* \* \*

#### **Index and Appendices**

\* \* \* \* \*

#### **Forms Glossary**

\* \* \* \* \*

#### **ID Title**

\* \* \* \* \*

[Delete the row for 3541-M, *Postage Statement—Periodicals—All Issues in a Calendar Month*, in its entirety.]

\* \* \* \* \*

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

— Product Classification,  
Pricing, 11-3-11

### DMM Revision: Priority Mail Commercial Plus Cubic Packaging Alternatives

Effective January 22, 2012, the Postal Service™ will revise *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 402.2.2, 423.1.4, and 425.2.3 to introduce two new Priority Mail® Commercial Plus Cubic packaging alternatives — soft-pack envelopes and padded envelopes.

Currently the DMM provides standards only for the measurement of boxes and similar rectangular and nonrectangular packaging. With this revision, the Postal Service will provide measurement standards and marking require-

ments to mailers who package their items in soft-pack or padded envelopes, in addition to boxes.

The pricing calculation for soft-pack and padded envelopes is based on the outside dimension of the length plus width in inches of the original packaging. The Postal Service will provide a range of combinations (length plus width) which correlate to specific cubic price tiers. The length plus the width and the cubic pricing tier must also be printed on the shipping label.

Cubic tier measurements for soft pack and padded envelopes are based on the outside dimensions of length plus width, in inches, of the original packaging material. Mail items placed in packages that are pleated (e.g., expandable) must follow the measurement guidelines for parcels to be eligible for Commercial Plus Cubic pricing.

All other standards for Priority Mail Commercial Plus Cubic mailpieces remain applicable.

**Soft-pack Envelopes**

Soft-pack envelopes are usually cloth, plastic, or vinyl packaging that is flexible enough to adhere closely to the contents being packaged and strong enough to securely contain the contents. This packaging has a measurable shape before being used but can conform to the shape of its content and will permit any excess air to escape to ensure that it takes up minimum cubic space while protecting the contents. Cubic measurement is done prior to items being placed in the envelope.

**Padded Envelopes**

A padded envelope is a type of envelope that contains an inner liner of plastic bubble or other flexible cushion material for content protection. The bubble lining can vary in thickness, and the outer skin can be made of paper, thin cardboard, or Tyvek material.

All packaging material for Priority Mail Commercial Plus Cubic pricing is intended to be customer-supplied.

Although, these packaging alternatives are effective in the DMM beginning January 22, 2012, in the interim mailers may begin using the soft pack and padded envelopes immediately when a customer has obtained a signed customer commitment agreement with USPS®. Mailers may contact their local sales representative for more information. Current Priority Mail Commercial Plus Cubic prices will apply to the packaging alternatives.

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

	*	*	*	*	*
<b>400</b>	<b>Commercial Parcels</b>				
	*	*	*	*	*
<b>402</b>	<b>Elements on the Face of a Mailpiece</b>				
	*	*	*	*	*
<b>2.0</b>	<b>Placement and Content Markings</b>				
	*	*	*	*	*

[Revise items 2.2 and 2.3 by reorganizing the text of 2.2 into a new 2.2.1 and the text of 2.3 into a new 2.2.2 as follows:]

**2.2 Priority Mail Commercial Plus Cubic Markings**

**2.2.1 Price Marking – PC Postage**

Priority Mail pieces claiming the commercial plus cubic price must be marked “Priority Mail” and bear the applicable marking that reflects the respective price tier printed on the piece or produced as part of the meter imprint or PC Postage indicia. The cubic tiers are determined by the cubic measurement of each mailpiece up to the defined threshold, (i.e., measurements from .01 up to .10 for “Cubic .10” and from .101 up to .20 for “Cubic .20”). Place the marking directly above, directly below, or to the left of the postage. Approved markings are as follows:

- a. “Cubic .10”
- b. “Cubic .20”
- c. “Cubic .30”
- d. “Cubic .40”
- e. “Cubic .50”

**2.2.2 Price Marking—Permit Imprint**

Except under 2.2.3, Priority Mail permit imprint pieces claiming the commercial plus cubic price must be marked “Priority Mail” and bear the applicable marking, printed on the piece or produced as part of the permit imprint indicia. Place the marking directly above, directly below, or to the left of the postage. Approved markings are as follows:

- a. Cubic
- b. CUBIC
- c. cubic

[Add new 2.2.3 as follows:]

**2.2.3 Additional Price Markings**

In addition to the tier price markings in 2.2.1, soft pack and padded envelopes must also contain the dimensions (length and width) of the original packaging. Place the marking directly above, directly below, or to the left of the postage.

[Renumber current items 2.4 through 2.9 as 2.3 through 2.8.]

	*	*	*	*	*
<b>420</b>	<b>Priority Mail</b>				
<b>423</b>	<b>Prices and Eligibility</b>				
<b>1.0</b>	<b>Prices and Fees</b>				
	*	*	*	*	*
<b>1.4</b>	<b>Commercial Plus Cubic</b>				
	*	*	*	*	*

[Renumber current item 1.4.4 as new 1.4.5 and add new 1.4.4 as follows:]

#### 1.4.4 Determining Cubic Tier Measurement for Soft Pack and Padded Envelopes

Cubic tier measurements for soft pack and padded envelopes are based on the outside dimensions of length plus width, in inches, of the original packaging material. Mailpieces that are pleated (e.g., expandable) must follow the measurement guidelines for rectangular and nonrectangular parcels under 1.4.3 to be eligible for cubic pricing. Determine cubic tier measurements as follows:

- Measure the length and width separately in inches.
- Round down (see 604.7.0) each measurement to the nearest 1/4 inch. For example, 10-1/8 inches is rounded down to 10 inches.
- Add the two measurements together. The maximum total of length plus width cannot exceed 36 inches. See Exhibit 1.4.4 for corresponding price tiers.

#### Exhibit 1.4.4 Commercial Plus Pricing Tiers for Soft Pack and Padded Envelopes

Cubic Price Tiers	Length Plus Width
0.10	Mailpieces measuring from 0" up to 21"
0.20	Mailpieces measuring more than 21" up to 27"
0.30	Mailpieces measuring more than 27" up to 31"
0.40	Mailpieces measuring more than 31" up to 34"
0.50	Mailpieces measuring more than 34" up to 36"

\* \* \* \* \*

#### 425 Mail Preparation

\* \* \* \* \*

#### 2.0 Marking

\* \* \* \* \*

[Revise items 2.3 and 2.4 by reorganizing the text of 2.3 into a new 2.3.1 and the text of 2.4 into a new 2.3.2 as follows:]

#### 2.3 Price Marking for Commercial Plus Cubic Prices

##### 2.3.1 Price Marking—PC Postage

Priority Mail pieces claiming the commercial plus cubic price must bear the appropriate marking that reflects the

respective price tier printed on the piece or produced as part of the meter imprint or PC Postage indicia. The ranges are determined by pieces measuring up to the threshold, i.e., pieces from .01 up to .10, from .101 up to .20, etc. Place the marking directly above, directly below, or to the left of the postage. Markings are as follows:

- "Cubic .10"
- "Cubic .20"
- "Cubic .30"
- "Cubic .40"
- "Cubic .50"

##### 2.3.2 Price Marking—Permit Imprint

Except under 2.3.3., Priority Mail pieces claiming the commercial plus cubic price must bear the appropriate marking, printed on the piece or produced as part of the permit imprint indicia. Place the marking directly above, directly below, or to the left of the postage. Markings are as follows:

- Cubic
- CUBIC
- cubic

[Add new 2.3.3 as follows:]

##### 2.3.3 Additional Price Markings

In addition to the tier price markings in 2.3.1, soft pack and padded envelopes must also contain the dimensions (length and width) of the original packaging. Place the marking directly above, directly below, or to the left of the postage.

\* \* \* \* \*

We will include these revisions in the next monthly update of the online DMM, which is available via Postal Explorer® at <http://pe.usps.com>.

— Product Classification,  
Pricing, 11-3-11

### IMM Revision: Proper Handling of Undeliverable Domestic Mail Bearing U.S. Postage and a Foreign Return Address

Effective January 22, 2012, the Postal Service™ will revise *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®) section 762.2 to clarify the proper handling of an undeliverable domestic mailpiece that is addressed to a U.S. addressee and that bears the sender’s foreign return address. This revision identifies the proper disposition of all such mailpieces for all domestic mail classes and mail shapes.

#### **Mailing Standards of the United States Postal Service, International Mail Manual (IMM)**

	*	*	*	*	*
<b>7</b>	<b>Treatment of Inbound Mail</b>				
	*	*	*	*	*
<b>760</b>	<b>Forwarding</b>				
	*	*	*	*	*
<b>762</b>	<b>Mail of Domestic Origin</b>				
	*	*	*	*	*

#### **762.2 Undeliverable Domestic Mail Bearing U.S. Postage and a Foreign Return Address**

*[Revise 762.2 to read as follows:]*

Handle an undeliverable domestic mailpiece that is addressed to a U.S. addressee and that bears a foreign return address based on its class and size and shape, as noted below:

- a. A domestic postcard: Return to the foreign address.
- b. A domestic letter-size or flat-size mailpiece that does *not* appear to contain merchandise: Return to the foreign address.

- c. A domestic Registered Mail mailpiece that does *not* appear to contain merchandise: Return to the foreign address. In case of loss of a Registered Mail letter after dispatch from the United States, the mailer agrees to the indemnity payment provisions of 934.2, regardless of the amount of registry fee paid.
- d. A domestic Certified Mail letter-size or flat-size mailpiece that does *not* appear to contain merchandise: Return to the foreign address.
- e. Regardless of mail class, a domestic parcel-size mailpiece or any domestic mailpiece that appears to contain merchandise: Hold at the Post Office of the addressee. While holding the piece, the Post Office submits a request for instructions to International Claims, St. Louis ASC, PO Box 80146, St. Louis, MO 63180-0146. The request must include the following information:
  1. The names and addresses of the sender and the addressee.
  2. The weight of the item and any extra services.
  3. The nature and value of contents if known.

The International Claims Office will contact the sender for disposition instructions, completion of the required customs forms, and payment of additional postage.

\* \* \* \* \*

We will incorporate these revisions into the next monthly update of the online IMM, which is available via Postal Explorer® at <http://pe.usps.com>.

— *Product Classification,  
Pricing, 11-3-11*

## Handbooks

### Handbook AS-709 Revision: Purchase Card Policies and Procedures for Local Buying

Effective November 3, 2011, Handbook AS-709, *Purchase Card Policies and Procedures for Local Buying*, is revised to update policy and procedures for of the Smart-Pay Purchase Card Program.

#### Handbook AS-709, *Purchase Card Policies and Procedures for Local Buying*

\* \* \* \* \*

#### 1 Introduction

#### 11 Overview

#### 111 About This Handbook

##### 111.1 Scope

[Revise 111.1 to read as follows:]

This handbook explains the policies and procedures of the SmartPay Purchase Card Program. It is intended for Postal Service employees designated as cardholders, credit card approving officials (CCAOs), and agency program coordinators (APCs). These Purchase Card Program participants can also find supplemental guidance, frequently asked questions, the most current documents, and important links at the Supply Management Purchase Card website on Blue, the Postal Service Intranet:

- Go to <http://blue.usps.gov>.
- Click *Inside USPS*.
- Under “Finance,” click *Supply Management*.
- Under “Resources”, click *Purchase Card Program*.

\* \* \* \* \*

#### 2 Cardholder and Approving Official Account Setup and Update

#### 21 Account Setup

\* \* \* \* \*

#### 212 Cardholder Account

\* \* \* \* \*

#### 212.8 Accountability Acknowledgment Requirements

[Revise the text of 212.8 to read as follows and delete Exhibits 212.8a and 212.8b:]

The cardholder and the CCAO are responsible for the proper use of the credit card. Before cards are issued or CCAOs start monitoring cardholders, appropriate Accountability Acknowledgments must be completed and on file with the responsible APC. Updated Accountability Acknowledgment documents can be accessed at the Supply Management Purchase Card website on Blue (see 111.1).

\* \* \* \* \*

We will incorporate this revision into the next printed version of the handbook and also into the online version available on the Postal Service PolicyNet website:

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

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

— *Supply Management Infrastructure,  
Supply Management, 11-3-11*

### Handbook F-101 Correction: POS ONE Retail Floor Stock Limit Calculation and Effective Date

In the article “Handbook F-101 Revision: POS ONE Retail Floor Stock Limit,” in *Postal Bulletin 22322* (10-20-11, pages 11–12), the Retail Floor Stock Limit calculations were incorrect. The corrected information is given below in bold.

#### Handbook F-101, *Field Accounting Procedures*

\* \* \* \* \*

#### 14 Segmented Inventory accountability

\* \* \* \* \*

#### 14-2 Retail Floor Stock

\* \* \* \* \*

#### 14-2.3 Retail Floor Stock Limits

- For Postal FY Quarter 1 (October 1–December 31), the retail floor stock limit is the retail floor stock total postage sales from the same period last year (SPLY),

same quarter, divided by 4.5. (This will calculate to approximately 3 weeks sales.) For example, if your retail floor stock total postage sales for Quarter 1 of the previous year totals \$18,000, your retail floor stock limit for each day in Quarter 1 of the current year must not exceed **\$4,000** (18,000/4.5 = 4,000).

- For Postal FY Quarters 2, 3, and 4 (January 1–September 30), the retail floor stock limit is the total retail floor stock postage sales from Quarters 2, 3, and 4 of the SPLY divided by fourteen (14). (This will calculate to approximately 3 weeks sales.) For example, if your retail floor stock total postage sales from Quarters 2,

3, and 4 of the previous year totals \$72,000, your retail floor stock limit for each day in Quarters 2, 3, and 4 of the current year must not exceed **\$5,143** (72,000/14 = 5,143).

\* \* \* \* \*

The new Retail Floor Stock Limit is effective in the month of November 2011.

— Revenue and Field Accounting,  
Controller, 11-3-11

## Publications

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

Effective November 3, 2011, Publication 431, *Post Office Box Service and Caller Service Fee Groups*, is revised to include the following changes.

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

\* \* \* \* \*

[Add the following entry:]

ZIP Code	Fee Group
97475	4

\* \* \* \* \*

[Revise the following entries:]

ZIP Code	Fee Group
08097	4
20839	4
21029	3

\* \* \* \* \*

[Delete the following entries:]

ZIP Code
23803
29154
62359
63370

\* \* \* \* \*

The online version of Publication 431 is dated July 2010. Publication 431 is currently available on the Postal Service™ PolicyNet website (<http://blue.usps.gov/cpim>):

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

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

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

— Special Services,  
Channel Access, 11-3-11

## Forms

### PS Form 8170 Reminder: Reporting Procedures for Freedom of Information Act Requests

Postmasters, district managers, vice presidents, and other records custodians (see Handbook AS-353, *Guide to Privacy, the Freedom of Information Act, and Records Management*, 4-8) must complete PS Form 8170, *Freedom of Information Act Request Report*, for each request processed under the Freedom of Information Act (FOIA). The collection and reporting of this information are required by the FOIA statute.

#### Deadline

Any outstanding reports for requests processed during fiscal year 2011 should be completed and submitted by November 4, 2011.

#### Exceptions

Do not complete PS Form 8170 for any of the following requests:

- For individual change-of-address information under Handbook AS-353, 5-2d.
- From federal, state, or local government agencies for any type of information.
- From a union, unless the request cites the FOIA and/or Privacy Act.

#### Report Submission Location

- Field offices submit reports to the area or district Consumer & Industry Contact (C&I) managers, who serve as FOIA coordinators.

- Custodians located in Headquarters and Headquarters field units submit reports to the manager, Records Office, at Headquarters (reports may be sent via facsimile to 202-268-5353 or via e-mail to [FOIA – PA@usps.gov](mailto:FOIA-PA@usps.gov)).
- FOIA coordinators submit reports to the manager, Records Office at Headquarters (reports may be sent via facsimile to 202-268-5353 or via e-mail to [FOIA – PA@usps.gov](mailto:FOIA-PA@usps.gov)). Coordinators are responsible for verifying the forms for accuracy of completion before submitting them to the Records Office.

#### Form Availability

The hard copy PS Form 8170 can be found on the Forms Management, Policies and Procedures Information page at <http://blue.usps.gov/formmgmt/forms/ps8170.pdf>, and the form fill version can be found at <http://blue.usps.gov/formflow/xft/psform8170.xft>.

#### Questions

If you have questions concerning this requirement, contact your C&I manager in your district/area, or the Records Office staff at 202-268-2608.

— Privacy Office,  
General Counsel and Executive Vice President, 11-3-11

# Organization Information

## Address Management

### Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old New	07-0324 07-4248	81021 81021	CO CO	Arlington Haswell	Kiowa Kiowa	Main Office Arlington	Post Office Place Name	10/14/2011 10/15/2011	Post Office™ discontinued. Retain ZIP Code™. Establish a place name. Continue to use Arlington CO 81021 as last line of address.
Old New	14-0300 14-6800	96737 96737	HI HI	Captain Cook Naalehu	Hawaii Hawaii	Ocean View Ocean View	Contract Postal Unit Contract Postal Unit	10/08/2011	This announcement changes the administrative office for this ZIP Code from Captain Cook HI to Naalehu HI. Continue to use Ocean View HI 96737 as last line for addresses.
Old New	15-7150 15-7150	83277 83277	ID ID	Pingree Pingree	Bingham Bingham	Springfield Springfield	Community Post Office Place Name	01/01/2011 10/22/2011	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Springfield ID 83277 as last line of address.
Old New	17-7172 17-7172	46170 46170	IN IN	Putnamville Putnamville	Putnam Putnam	Main Office Main Office	Post Office Post Office	10/01/2011	This announcement expands the use of ZIP Code 46170 to include delivery.
Old New	21-3354 21-3185	70540 70540	LA LA	Garden City Franklin	Saint Mary Saint Mary	Main Office Garden City	Post Office Place Name	09/19/2011 09/24/2011	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Garden City LA 70540 as last line of address.
Old New	21-7709 21-1482	71365 71365	LA LA	Ruby Center Point	Rapides Rapides	Main Office Ruby	Post Office Place Name	10/03/2011 10/08/2011	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Ruby LA 71365 as last line of address.
Old New	21-3029 21-5265	71427 71427	LA LA	Flatwoods Lena	Rapides Rapides	Main Office Flatwoods	Post Office Place Name	10/03/2011 10/08/2011	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Flatwoods LA 71427 as last line of address.

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old New	21-6266 21-5265	71455 71455	LA LA	Mora Lena	Rapides Rapides	Main Office Mora	Post Office Place Name	10/04/2011 10/08/2011	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Mora LA 71455 as last line of address.
Old New	21-7852 21-1742	71471 71471	LA LA	Saint Maurice Clarence	Winn Winn	Main Office Saint Maurice	Post Office Place Name	10/06/2011 10/08/2011	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Saint Maurice LA 71471 as last line of address.
Old New	21-7995 21-6825	71472 71472	LA LA	Sieper Otis	Rapides Rapides	Main Office Sieper	Post Office Place Name	10/04/2011 10/08/2011	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Sieper LA 71472 as last line of address.
Old New	21-1040 21-1261	70041 70041	LA LA	Boothville Buras	Plaquemines Plaquemines	Main Office Main Office	Post Office Post Office	09/19/2011 09/24/2011	Post Office discontinued. Retain ZIP Code. Use Buras LA 70041 as last line of address.
Old New	21-5980 21-6461	71452 71452	LA LA	Melrose Natchez	Natchitoches Natchitoches	Main Office Melrose	Post Office Place Name	03/05/2011 09/03/2011	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Melrose LA 71452 as last line of address.
Old New	25-8480 25-5060	49788 49788	MI MI	Sault Sainte Marie Kinross	Chippewa Chippewa	Main Office Kincheloe	Post Office Classified Branch	09/10/2011	This announcement changes the administrative office for this ZIP Code from Sault Sainte Marie MI to Kinross MI. Continue to use Kincheloe MI 49788 as last line for addresses.
Old New	28-0912 28-0912	63737 63737	MO MO	Brazeau Brazeau	Perry Perry	Main Office Main Office	Post Office Post Office	09/10/2011	This announcement expands the use of ZIP Code 63737 to include delivery.
Old New	28-4218 28-4218	64109 64109	MO MO	Kansas City Kansas City	Jackson Jackson	Station E Main Office	Classified Station Post Office	01/01/1996 10/22/2011	Classified Station discontinued. Retain ZIP Code. Continue to use Kansas City MO 64109 as last line of address.
Old New	28-6852 28-3852	63875 63875	MO MO	Rives Hornersville	Dunklin Dunklin	Main Office Rives	Post Office Place Name	10/12/2011 10/15/2011	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Rives MO 63875 as last line of address.
Old New	34-7560 34-1764	88133 88133	NM NM	Saint Vrain Clovis	Curry Curry	Main Office Saint Vrain	Post Office Place Name	08/13/2011 08/13/2011	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Saint Vrain NM 88133 as last line of address.

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old New	34-1176 34-2331	88414 88414	NM NM	Capulin Des Moines	Union Union	Main Office Capulin	Post Office Place Name	08/13/2011 08/13/2011	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Capulin NM 88414 as last line of address.
Old New	34-4662 34-0336	87724 87724	NM NM	La Loma Anton Chico	Guadalupe Guadalupe	Main Office La Loma	Post Office Place Name	09/10/2011 09/10/2011	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use La Loma NM 87724 as last line of address.
Old New	34-2163 34-6153	88417 88417	NM NM	Cuervo Newkirk	Guadalupe Guadalupe	Main Office Cuervo	Post Office Place Name	09/10/2011 09/10/2011	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Cuervo NM 88417 as last line of address.
Old New	34-3549 34-2331	88422 88422	NM NM	Gladstone Des Moines	Union Union	Main Office Gladstone	Post Office Place Name	09/10/2011 09/10/2011	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Gladstone NM 88422 as last line of address.
Old New	41-4744 41-4744	17543 17543	PA PA	Lititz Lititz	Lancaster Lancaster	Brunnerville Main Office	Community Post Office Post Office Post Office	03/31/2011 10/01/2011	Community Post Office discontinued. Retain ZIP Code. Use Lititz PA 17543 as last line of address.
Old New	41-9548 41-3616	18092 18092	PA PA	Zionsville Hereford	Lehigh Lehigh	Main Office Zionsville	Post Office Place Name	01/23/2009 01/24/2009	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Zionsville PA 18092 as last line of address.
Old New	41-7960 41-5920	18460 18460	PA PA	South Sterling Newfoundland	Wayne Wayne	Main Office South Sterling	Post Office Place Name	07/24/2008 09/10/2011	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use South Sterling PA 18460 as last line of address.
Old New	47-5832 47-6948	37119 37119	TN TN	Mitchellville Portland	Sumner Sumner	Main Office Mitchellville	Post Office Place Name	09/17/2011 09/17/2011	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Mitchellville TN 37119 as last line of address.

## Finance

### Local Tax Code Information

The Postal Service™ collects appropriate federal, state, and, in some cases, local taxes directly from the pay of our employees who are subject to these deductions. Based on agreements between individual local taxing authorities and the United States Treasury Department, the Postal Service collects a number of occupational taxes, city and/or county income taxes, mental health taxes, residence taxes, and local service taxes, or in some locations, two of these taxes.

Some of the taxes shown here are automatically deducted from the salaries of Postal Service employees who work within the geographic boundaries of specific taxing authorities. However, most of these taxes have not been established as automatic deductions. If you are subject to any of these local taxes, you must be proactive and complete and submit the proper taxation paperwork. As a Postal Service employee, you are personally responsible for ensuring correct local taxes are deducted from your pay. If you have any questions regarding your tax liability/responsibility, contact your local taxing authority.

All Postal Service employees are bound by the materials contained within the Code of Ethics, Principles of Ethical Conduct for Government Officers and Employees. This includes Principle 12, which states: “An employee shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those — such as federal, state, or local taxes — that are imposed by law.”

If you live or work in a locality that is subject to one (or more) of the taxes listed here and the correct deduction(s) is (are) not being withheld from your pay, you should immediately complete a PS Form 4, *Employee’s City or County Withholding Certificate*. After completing this form, forward it to the following address:

HR Shared Service Center  
PO Box 970400  
Greensboro NC 27497-0400

Direct all questions concerning these local taxes to the HR Shared Service Center in Greensboro. Call 877-477-3273, and select option 5.

State and City or County	Type of Tax	Local Tax Code
<b>Alabama</b>		
Birmingham	Occupational Tax	084
Gadsden	Occupational Tax	094
Jefferson County	Occupational Tax	085
Macon County	Occupational Tax	096
<b>Colorado</b>		
Denver	Occupational Tax	294
<b>Delaware</b>		
Wilmington	City Income Tax	903
<b>Kentucky</b>		
Bowling Green	City Income Tax	215

State and City or County	Type of Tax	Local Tax Code
Boone County	1. Ordinance Tax	015
	2. Mental Health Tax	016
Covington	City Income Tax	252
Florence	City Income Tax	836
Frankfort	City Income Tax	292
Kenton County	Occupational Tax	435
Lexington-Fayette Urban County Gov	Occupational Tax	525
Louisville Metro Area/ Jefferson County	Occupational Tax	546
Madison County	County Income Tax	547
Owensboro	City Income Tax	201
Richmond	City Income Tax	735
<b>Michigan</b>		
Battle Creek	City Income Tax	063
Detroit	City Income Tax	315
Flint	City Income Tax	357
Grand Rapids	City Income Tax	378
Lansing	City Income Tax	483
Pontiac	City Income Tax	693
Saginaw	City Income Tax	756
<b>Missouri</b>		
Kansas City	City Income Tax	420
St. Louis	City Income Tax	819
<b>New York</b>		
New York City	City Income Tax	588
<b>Ohio</b>		
Akron	City Income Tax	021
Brecksville	City Income Tax	105
Brook Park	City Income Tax	106
Canton	City Income Tax	126
Cincinnati	City Income Tax	168
Cleveland	City Income Tax	189
Columbus	City Income Tax	231
Dayton	City Income Tax	273
Heath	City Income Tax	399
Kettering	City Income Tax	441
Mansfield	City Income Tax	567
Newark	City Income Tax	698
Oberlin	City Income Tax	609
Sharonville	City Income Tax	785
Springfield	City Income Tax	798
Toledo	City Income Tax	840
Whitehall	City Income Tax	861
Youngstown	City Income Tax	924
<b>Pennsylvania</b>		
Erie	1. City Income Tax	336
	2. Local Services Tax	337
Greene Township	City Income Tax	375
Hanover Township	1. City Income Tax	343
	2. Local Services Tax	342
Harrisburg	1. City Income Tax	385
	2. Local Services Tax	386
Horsham Township	1. City Income Tax	354
	2. Local Services Tax	352
Lancaster	1. City Income Tax	462
	2. Local Services Tax	465
Marshall Township	Local Services Tax	555
Middletown	City Income Tax	388

State and City or County	Type of Tax	Local Tax Code
Philadelphia	City Income Tax	651
Pittsburgh	1. City Income Tax	672
	2. Local Services Tax	673
Reading	1. City Income Tax	714
	2. Local Services Tax	715
Scranton	1. City Income Tax	777
	2. Local Services Tax	778
Sunbury/Gregg Township (includes Allenwood)	City Income Tax	320
Susquehanna Township	Local Services Tax	395
Tredyffrin Township	Local Services Tax	360
Tinicum Township	1. City Income Tax	779
	2. Local Services Tax	780

State and City or County	Type of Tax	Local Tax Code
Warminster Township	1. City Income Tax	856
	2. Local Services Tax	855
Wilkes-Barre	1. City Income Tax	882
	2. Local Services Tax	883
York	City Income Tax	492
<b>West Virginia</b>		
Charleston	City Service Tax	899
Huntington	City Service Tax	900

— Payroll,  
Controller, 11-3-11

## Christmas Pay Procedures for Rural Carriers

The 2011 Christmas period for rural carriers begins Saturday, December 3, 2011 (Week 1, Pay Period (PP) 26-11), and ends Friday, December 23, 2011, Week 1 of Pay Period 01-12. During this period, certain timekeeping and pay rules apply. Timekeepers, including postmasters, supervisors, and other employees responsible for rural carrier time and attendance recording, should become familiar with Article 9.2.K., Christmas Allowances and Procedures, of the 2006 USPS/National Rural Letter Carriers' Association (NRLCA) Agreement.

This article describes the types of compensation to which rural carriers are entitled during the Christmas period. It also describes related timekeeping procedures and regulations for the Christmas period, as well as special rules which begin with the start of the Guarantee Year (October 22, 2011) and continue through the end of the Christmas period.

Exhibits are included to assist in completing PS Form 1314, *Regular Rural Carrier Time Certificate*, and PS Form 1314-A, *Auxiliary Rural Carrier Time Certificate*, during the Christmas period.

### Table of Exhibits

- Exhibit 1 — Regular Carrier Works In Excess of Route's Evaluation
- Exhibit 2 — Regular Carrier not on Relief Day Work List, Works Relief Day (Week 2) and Does Not Receive an X Day in Same Pay Period
- Exhibit 3 — Regular Carrier Works Designated Holiday
- Exhibit 4 — Regular Carrier Provides Christmas Assistance
- Exhibit 5 — FLSA Code A Regular Carrier
- Exhibit 6 — Designation 74 Works Designated Holiday
- Exhibit 7 — Designation 74 Provides Christmas Assistance on Relief Day
- Exhibit 8 — Replacement Carrier Provides Christmas Assistance on a Regular Route

- Exhibit 9 — Replacement Carrier Provides Christmas Assistance on an Auxiliary Route
- Exhibit 10 — Nonrural Employee Provides Christmas Assistance on Rural Route (EMA Only)
- Exhibit 11 — Designation 79 Provides Christmas Assistance on Assigned Auxiliary Route

## Overtime During the Christmas Period

*Regular Carriers (DES 71) — FLSA B*

### Types of Overtime

During the Christmas period, regular rural carriers are eligible for two types of overtime — FLSA overtime and Christmas overtime:

#### FLSA Overtime

FLSA overtime is paid at all times of the year, not just during the Christmas period. Regular rural carriers are paid FLSA overtime under two circumstances:

- a. Hours worked in excess of 12 hours in a day. If a carrier works more than 12 hours in a day, the amount over 12 is entered in the Daily Overtime block on PS Form 1314.
- b. Hours worked in excess of 56 in a week. These hours are calculated automatically when the total weekly work hours are greater than 56, so no separate entries are required.

#### Christmas Overtime

Christmas Overtime is paid only during the designated Christmas period. Regular rural carriers are paid Christmas overtime under two circumstances:

- a. Christmas Assistance — This is assistance provided by the regular carrier on her or his relief day. Christmas assistance work hours are entered in the Xmas Assist Work Hours block on PS Form 1314.
- b. Hours worked in excess of the route's evaluation — This is based on the total actual work hours for the

week, not on individual days. For example, if a route has a daily evaluation of 9 hours and the regular carrier works 10 hours on 2 days, and 8 hours on the other 3 days, no overtime would be paid. Even though the carrier exceeded the daily evaluation on 2 days of the week, he did not exceed the *weekly* evaluation. The weekly evaluation is 45 hours; the carrier worked 44 hours. (See Handbook F-21, Section 567, for overtime calculation when leave days are taken during the week and for routes with an evaluation of less than 40 hours.) These hours are calculated automatically, so no separate entries or calculations are required.

#### Overtime Rate

The overtime rate paid to regular (FLSA Code B) carriers is 150 percent of the carrier's regular rate. The regular rate is determined by dividing the total compensation received for hours actually worked by the carrier since the beginning of the Guarantee Year (not including overtime), by the total number of hours worked since the beginning of the Guarantee Year (not including overtime). This overtime rate is used for both FLSA overtime and Christmas overtime.

#### Replacement Carriers

Replacement Carriers (Designations 70, 73, 74, 75, 76, 77, 78, and 79) are only entitled to FLSA overtime. For these employees, FLSA overtime is paid for hours worked in excess of 40 in a week.

#### Regular Carriers (DES 71) — FLSA A

Regular carriers whose FLSA code is A are paid for actual hours worked, not evaluated hours. They are paid overtime for hours in excess of 8 in a day, or 40 in a week. For FLSA Code A carriers, enter hours in excess of 8 in a day to the Daily Overtime block on PS Form 1314. Hours in excess of 40 in a week are calculated automatically by the system.

#### Auxiliary Route Carriers

Carriers serving any auxiliary route are compensated at the **hourly rate** for actual hours worked during PP 26-11 and week 1 of PP 01-12. During this period, carriers are not

paid the evaluation of the route. Overtime is paid only when the carrier exceeds 40 hours for the week.

#### Christmas Assistance

Christmas assistance is additional service provided on a rural route during the Christmas period. For regular carriers, Christmas assistance applies only to assistance given by the carrier, on his/her relief day, while a replacement carrier carries the full route. For replacement carriers, it applies to any assistance provided on a regular or auxiliary route during the Christmas period. Christmas assistance is reported in the Xmas Assist Work Hours block on PS Form 1314 (for regular carriers) or PS Form 1314-A (for replacement carriers).

Regular carriers can perform Christmas assistance only on their relief day. Therefore, only regular carriers assigned to J or K routes may report Christmas assistance. Regular carriers assigned to route types H or M cannot perform Christmas assistance because these route types do not have a relief day. **Note:** There are no provisions for paying a regular carrier for performing service on a Sunday, on an actual holiday, or other than on the assigned route. These situations should be avoided.

#### Examples of Christmas assistance:

- A regular carrier comes in on his/her relief day and helps the replacement carrier case the route.
- A regular carrier comes in on his/her relief day and carries part of his/her regular route. (Replacement carrier is listed on PS Form 1314.)
- A replacement carrier carries part of a regular route due to heavy Christmas volume.

These are *not* examples of Christmas assistance:

- A regular carrier comes in on his/her relief day and carries his/her regular route.
- A regular carrier works 2 hours beyond the daily evaluation of his/her regular route.
- A regular carrier performs any work while assigned to an H or M route.

**Time Card Blocks Used During the Christmas Period**

PS Form 1314 – FLSA Code B Regular Carriers

Name of Assigned Carrier		Days Assigned Carrier Absent					Finance Number	EIN			Des/Act	Route Number		FLSA	Year	PP
Actual Weekly Hours	Sat	Mon	Tue	Wed	Thur	Fri	Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Second Trip	Route Dev	GT Veh	Miles Omit	Xmas Assist Work Hours
1	Hours 100s						①	Hours 100s	Hours 100s	Hours 100s	Hours 100s	Min				②
2	Hours 100s						Hours 100s	Hours 100s	Hours 100s	Hours 100s	Hours 100s	Min				Hours 100s

Week 1 Information										Week 2 Information									
Des/Act	Name of Relief Carrier	EIN			Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles	Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles			
					Hours 100s				Min	Dev + Omit -	Hours 100s				Min	Day + Omit -			
					Hours 100s				Min		Hours 100s				Min				
					Hours 100s				Min		Hours 100s				Min				
					Hours 100s				Min		Hours 100s				Min				
					Hours 100s				Min		Hours 100s				Min				
					Hours 100s				Min		Hours 100s				Min				

This certifies that the above carrier rendered service in compliance with Postal Service™ regulations.

Postmaster's Signature \_\_\_\_\_ Date \_\_\_\_\_ Carrier's Initials \_\_\_\_\_ 8127 Time (Min) \_\_\_\_\_

PS Form 1314, August 2009 (Page 1 of 2) PSN 7530-01-014-6844 United States Postal Service® Regular Rural Carrier Time Certificate

1. Daily Overtime — For FLSA B carriers, this block is used **only** to record when the carrier works more than 12.00 hours in a single day. (See Exhibit 5 for use of this block for FLSA Code A regular carriers. This block is not used for FLSA Code P.) Record the total amount of work hours in excess of 12 per day in this box. *Include the amount of daily overtime in the Actual Weekly Hours block.* For example, if the carrier works 10.00 hours each day, Monday through Wednesday, and works 12.50 on Thursday and 13.00 on Friday, the amount entered to the Daily Overtime block is 1.50 and the amount entered to the Actual Weekly Hours is 55.50.

The Daily Overtime block is **not** used to record:

- Hours worked in excess of 56 in a week.
- Hours worked in excess of the route’s evaluation.
- Hours worked when the carrier works his/her relief day.
- Additional hours worked by the carrier after completing his/her route (except for those that are over 12 hours for the day).

2. Xmas Assist Work Hours — For FLSA Code B regular carriers, this block is used **only** when the carrier comes in on his/her relief day to *provide assistance*, not to carry his/her full route. A relief carrier must be listed on PS Form 1314 as the replacement carrier for that day. Do not include the amount of Xmas Assist Work Hours in the Actual Weekly Hours block.

The Xmas Assist Work Hours block is **not** used to record:

- Hours worked in excess of 56 in a week.
- Hours worked in excess of the route’s evaluation.
- Hours worked when the carrier works his/her relief day and DACA Code R, 3, or 5 is entered on the PS Form 1314.
- Additional hours worked by the carrier after completing his/her route.

PS Form 1314-A — Replacement Carriers/Auxiliary Routes

Name of Assigned Carrier		Finance Number		EIN		Des/Act		Route No.		FLSA		Year		PP			
Wk	Actual Weekly Hours	Equipment Allowance	N - No Service				Training Hours	Second Trip	Annual	Sick	Other	CCP	Domestic	Mi Ly	Coast Lr	Work Days	Xmas Assist Work Hours
1	Hours 100s		Sat	Sun	Tue	Wed	Thur	Fri	Hours 100s	Min							Hours 100s
2	Hours 100s								Hours 100s	Min							Hours 100s
Des/Act		Name of Relief Carrier		EIN		Week 1 Information		Week 2 Information		Actual Weekly Hours		Equipment Allowance		Second Trip		Work Days	
						Hours	100s			Hours	100s						
						Hours	100s			Hours	100s						
						Hours	100s			Hours	100s						
						Hours	100s			Hours	100s						
						Hours	100s			Hours	100s						
						Hours	100s			Hours	100s						
						Hours	100s			Hours	100s						

This certifies that the above carrier rendered service in compliance with Postal regulations. Postmaster's Signature \_\_\_\_\_ Date \_\_\_\_\_ Carrier's Initials \_\_\_\_\_

PS Form 1314-A, August 2009 PSN 7530-01-000-9282 (Page 1 of 2) United States Postal Service Auxiliary Rural Carrier Time Certificate

1. Rt. No. — Use the chart below to determine which route number to enter on the PS Form 1314-A when reporting Christmas assistance by replacement carriers or on auxiliary routes.

Christmas Assistance Provided on:	Route # on PS Form 1314-A
Regular route	Actual route # (e.g., K001, J014)
One or more auxiliary routes	A998 (Combine all Christmas (Except for Des 79 providing assistance on assistance on auxiliary routes assigned auxiliary route) on one PS Form 1314-A)
Auxiliary route — assistance provided by Des 79	Use PS Form 1314-A for assigned route on assigned route

2. Xmas Assist Work Hours — This block is used whenever a replacement carrier provides Christmas assistance. **Do not include the amount of Xmas Assist Work Hours in the Actual Weekly Hours block.**

**Work on Relief Days and Use of X Days**

During the period from the beginning of the Guarantee Year (October 22, 2011), through the last day of the Christmas period (December 23, 2011) — which includes pay periods 23-11, 24-11, 25-11, 26-11, and 01-12 (Week 1) — record relief days worked by regular rural carriers on PS Form 1314, as described below.

1. Carriers who work a relief day during this period and who are entitled to a future day off (X day) must be given that X day in the same pay period. Record DACA Code R or 3 on PS Form 1314 for the relief day that is worked, and DACA Code X on the day that is taken off. The Rural Time and Attendance Collection System (RTACS) will not accept any PS Form 1314 that contains a DACA Code 3 or DACA Code R without a corresponding DACA Code X.
2. Record DACA Code 5 on PS Form 1314 for the relief day that is worked if an X day is not taken in the same pay period that the relief day is worked, or if the carrier is on the relief day work list and selects the option for 150 percent compensation. When DACA Code 5 is entered, the carrier does not receive an X day.

3. Carriers may not use any X days that were earned in previous pay periods during this period. RTACS will not accept any PS Form 1314 that contains a DACA Code X without a corresponding DACA Code 3 or DACA Code R.

4. Carriers must have a sufficient balance of X days available in order to use an X day. Carriers with a negative X day balance cannot use any X days until the negative balance is erased.

**Christmas Period Timekeeping Instructions**

**A. FLSA B Regular Rural Carriers**

1. Work on Relief Day — Only regular carriers on J or K routes have an assigned relief day. Any work performed by a regular on his/her relief day must be reported in one of the following ways:
  - a. Regular carries entire route — If the carrier reports on the relief day and cases and carries the assigned route (as is done on a scheduled day), enter DACA Code R, 3, or 5 (as appropriate) on PS Form 1314 for that day. If the carrier is due an X day for working the relief day (i.e., DACA Code R or 3 is entered), this X day must

be granted in the same pay period. If the X day is not granted within the same pay period, DACA Code 5 must be entered on PS Form 1314.

- b. Christmas assistance — If a relief carrier carries the assigned route and the regular carrier provides assistance on the relief day, record the hours worked by the regular as *Xmas Assist Work Hours*. If additional Equipment Maintenance Allowance (EMA) is due for work performed on the relief day, enter the mileage traveled in whole miles in the Route Deviation block for the appropriate week.

#### B. FLSA Code A Regular Carriers

Regular carriers (FLSA Code A) are paid at the regular rate for all hours worked up to 8 per day and 40 per week, and at the overtime rate for all hours worked in excess of 8 per day or 40 hours per week. FLSA Code A employees are not entitled to any X days, as they are paid for working the relief day.

1. Report total hours worked for the week in Actual Weekly Hours.
2. If the carrier worked more than 8.00 hours in a day, enter total hours worked in excess of 8 for that day in the Daily Overtime block.
3. If the carrier worked on a scheduled relief day, enter R on the day the carrier worked the relief day and include the hours worked in Actual Weekly Hours. The employee is **not** entitled to a future X Day.

#### C. Auxiliary Route Carriers

Carriers serving any auxiliary route are compensated at the hourly rate for actual hours worked during PP 26-11 and week 1 of PP 01-12. During this period, carriers are not paid the evaluation of the route (this includes newly hired RCAs in the first five pay periods of training). The only changes to standard timekeeping procedures for auxiliary routes are when a Designation (Des) 79 provides Christmas assistance on the assigned auxiliary route. (See section E.2).

#### D. Replacement Carriers Assigned to Vacant Regular Routes (Designations 72/74)

1. Designation 72
  - a. FLSA B — Procedures are the same as for Des 71 (Regular Carrier), FLSA B.
  - b. FLSA A — Procedures are the same as for Des 71 (Regular Carrier), FLSA A.
2. Designation 74

Work on relief day

  - a. Carrier worked scheduled relief day:

- (1) Enter R on the day the carrier worked the relief day.

- (2) Include the hours worked in the Actual Weekly Hours. The employee is **not** entitled to a future X Day.

- b. Carrier provided Christmas assistance on relief day:

- (1) Enter the Christmas auxiliary assistance time on PS Form 1314 in the Xmas Assist Work Hours block.

- (2) Do not include these hours in the Actual Weekly Hours block.

- (3) Enter J or K in the appropriate block on PS Form 1314 if the replacement carrier worked a full day on the route.

#### E. Replacement Rural Carriers Serving as Christmas Auxiliary Assistants

All replacement carriers serving as Christmas auxiliary assistants are compensated at their regular rate for actual hours worked up to 40 per week, and at the FLSA overtime rate for actual hours worked in excess of 40.

1. Christmas assistance on a regular route:
  - a. Manually prepare PS Form 1314-A for each carrier that provides Christmas assistance.
  - b. Do not enter more than one carrier on each PS Form 1314-A.
  - c. Submit a separate certificate for each regular route on which the carrier provides assistance.
  - d. Report the Christmas assistance hours in the appropriate Week 1 and/or Week 2 Xmas Assist Work Hours block.
  - e. Enter EMA hours, trips, and miles in the appropriate Week 1 and/or Week 2 EMA blocks.
2. Christmas assistance on an auxiliary route:
  - a. Assigned carrier (Des 79) provided Christmas assistance on assigned auxiliary route:
    - (1) Enter N in the appropriate block in the No Service section of the carrier's PS Form 1314-A for the assigned route.
    - (2) Record hours worked in the Xmas Assist Work Hours block. Only enter Christmas assistance when the 79-0 assists the replacement carrier working the N day.
    - (3) Include EMA hours and miles (not trips) in the total for the appropriate week. Trips may not exceed the number of days worked in the No Service blocks.

- (4) A replacement carrier is required to cross-foot the card.
- b. Replacement carrier (Designations 70, 73, 74, 75, 76, and 78) provided Christmas assistance on auxiliary route:
- (1) Manually prepare PS Form 1314-A. Enter route number A998. Use this route type and number for overburdened service or Christmas assistance on auxiliary routes only.
  - (2) Report the Christmas assistance hours in the appropriate Week 1 and/or Week 2 Xmas Assist Work Hours block.
  - (3) Enter EMA hours, trips, and miles (if applicable) in the appropriate Week 1 and/or Week 2 EMA blocks.
  - (4) If Christmas assistance is performed on two or more auxiliary routes in the same pay period, combine all work hours and EMA data on one manually prepared PS Form 1314-A.

*F. Postal Employees (Other Than Rural) Serving as Christmas Auxiliary Assistants*

Postal employees (other than Des 7X) who provide Christmas assistance on rural routes are compensated at their regular rate of pay for actual time worked. Include all work hours using their normal Time and Attendance System (Manual Timecards or TACS).

Nonrural employees are entitled to EMA payment if a personal vehicle is used. Prepare PS Form 1314-A as follows: (Do not prepare PS Form 1314-A if a government vehicle is provided.)

1. Report the hours worked on the rural routes on PS Form 1230-C, *Time Card*.
2. Manually prepare PS Form 1314-A for EMA compensation.

3. Complete indicative data at the top of the certificate. Use Des 99/0, actual route type and number, FLSA code P, and correct employee and pay period information.
4. Enter EMA hours, trips, and miles in the appropriate Week 1 and/or Week 2 EMA blocks.

**Important Items to Remember: Rural Carrier Christmas Pay Procedures**

- Hours entered in the Daily Overtime block are always included in Actual Weekly Hours.
- Hours entered in the Xmas Assist Work Hours block are not included in Actual Weekly Hours.
- Carriers on auxiliary routes are paid for actual hours worked, not the route's evaluation, during the Christmas period.
- An X day cannot be entered on a time card unless there is a corresponding R or 3 day in the same pay period and the carrier's X day balance is zero or greater.
- If Actual Weekly Hours exceed 56 hours in a week, a DACA Code 5 must be used. DACA Code 3 or R is not allowed.
- If a regular carrier works his/her relief day and carries his/her assigned route, this is not reported as Christmas assistance.
- Regular carriers may only work on their assigned route.
- Second Trip is not allowed during the Christmas period.
- Regular carriers may not work on Sunday, December 25<sup>th</sup> or Sunday, January 1<sup>st</sup>.
- Regular carriers may not work on the observed holidays of Monday, December 26<sup>th</sup> or Monday, January 2<sup>nd</sup>.

**Exhibit 1. Regular Carrier Works in Excess of Route's Evaluation**

JAMESON PR										XX-XXXX			E XXXXXXXX			71-0		K001		B	11	26							
Name of Assigned Carrier										Finance Number			EIN			Des / Act		Route No		FLSA	Year	PP							
	Actual Weekly Hours		Days Assigned				Carrier Absent				Daily Overtime		Training Hours		COP Hours		Limited Duty Hours		Relief Hours		Second Trip	Rou Dev	GT Veh.	Mile Omit	Xmas Assist	Work Hours			
1	45 08 Hours 100s		K								Hours 100s		Hours 100s		Hours 100s		Hours 100s		Hours 100s		M in				Hours 100s	Hours 100s			
2	38 08 Hours 100s		K				A				Hours 100s		Hours 100s		Hours 100s		Hours 100s		Hours 100s		M in				Hours 100s	Hours 100s			
										Week 1 Information										Week 2 Information									
Des/Act	Name of Relief Carrier				EIN				Actual Weekly Hours		Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit -		Actual Weekly Hours		Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit -						
78-0	WAGNER JM				XXXXXXXX				08 50 Hours 100s		1			M in			19 25 Hours 100s		2			M in							
									Hours 100s					M in			Hours 100s					M in							
									Hours 100s					M in			Hours 100s					M in							
									Hours 100s					M in			Hours 100s					M in							
									Hours 100s					M in			Hours 100s					M in							
This certifies that the above carrier rendered service										Postmaster's Signature			C SMITH			Date		12/17/2011		Carrier's Initials			PJ			8 127 Time (Min)			
in compliance with postal regulations.										P S Form 13 14 , August 2009 (Page 1 of 2) (7530-01-014-6844)										United States Postal Service® Regular Rural Carrier Time Certificate									

1. A regular carrier is assigned to a 45-hour evaluated route (Daily evaluation = 9.00 hours).
2. The carrier works 45.08 hours in Week 1, and 38.08 hours in Week 2 as follows:

	Week 1 (Hours)	Week 2 (Hours)
Mon	09.00	10.08
Tue	07.90	08.75
Wed	10.28	09.50
Thu	08.90	09.75
Fri	09.00	Annual Leave

3. The carrier will be paid Christmas overtime for 0.08 hours in Week 1 and 2.08 hours in Week 2, based on hours worked over the route's evaluated hours.
4. No manual computation for Christmas overtime is necessary. This is automatically computed. No entries are made to the Daily Overtime block.

**Exhibit 2. Regular Carrier Not on Relief Day Work List Works Relief Day (Week 2) and Does Not Receive an X Day in the Same Pay Period**

JACKSON SC										XX-XXXX		E XXXXXXXX		71-0		K010		B	11	26	
Name of Assigned Carrier										Finance Number		EIN		Des / Act		Route No.		FLSA	Year	PP	
	Actual Weekly Hours		Days Assigned Carrier Absent					Daily Overtime	Training Hours		COP Hours	Limited Duty Hours		Relief Hours		Second Trip	Rou Dev	GT Veh.	Mile Omit	Xmas Assist Work Hours	
1	35 65 Hours 100s		K																		
2	48 75 Hours 100s		5											08 92							
Week 1 Information										Week 2 Information											
Des/Act	Name of Relief Carrier			EIN		Actual Weekly Hours		Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit -		Actual Weekly Hours		Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit -	
76-0	WHEELER DW			XXXXXXX		16 50 Hours 100s		2						Hours 100s						Min	
						Hours 100s						Min		Hours 100s						Min	
	(X Day not given before end of pay period, so changed to			DACA 3 is DACA 5)		Hours 100s						Min		Hours 100s						Min	
						Hours 100s						Min		Hours 100s						Min	
This certifies that the above carrier rendered service										Postmaster's Signature		Date		Carrier's Initials		8 12 7 Time (Min)					
in compliance with postal regulations.										C SMITH		12/17/2011		SJ							
P S Form 13 14 , August 2009 (Page 1 of 2) (7530-01-014-6844)										United States Postal Service® Regular Rural Carrier Time Certificate											

1. A regular carrier is required to work the second relief day of Pay Period 26. The carrier initially selects the option to receive a future X day (DACA 3). However, the carrier does not get an X day in the same pay period.
2. Enter DACA Code 5 on the relief day (Saturday) of Week 2.
3. The carrier is paid 150 percent of a day's evaluation for working the relief day and does not receive a future X day.

**Exhibit 3. Regular Carrier Works Designated Holiday**

NEWHOUSE SA										XX-XXXX		E XXXXXXXX		71-0		K012		B	12	01	
Name of Assigned Carrier										Finance Number		EIN		Des / Act		Route No.		FLSA	Year	PP	
	Actual Weekly Hours		Days Assigned Carrier Absent					Daily Overtime	Training Hours		COP Hours	Limited Duty Hours		Relief Hours		Second Trip	Rou Dev	GT Veh.	Mile Omit	Xmas Assist Work Hours	
1	44 29 Hours 100s		K																		
2	41 51 Hours 100s		V K																		
Week 1 Information										Week 2 Information											
Des/Act	Name of Relief Carrier			EIN		Actual Weekly Hours		Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit -		Actual Weekly Hours		Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit -	
78-0	HOKENESS, PN			XXXXXXX		08 29 Hours 100s		1						Hours 100s						Min	
						Hours 100s						Min		Hours 100s						Min	
						Hours 100s						Min		Hours 100s						Min	
						Hours 100s						Min		Hours 100s						Min	
						Hours 100s						Min		Hours 100s						Min	
This certifies that the above carrier rendered service										Postmaster's Signature		Date		Carrier's Initials		8 12 7 Time (Min)					
in compliance with postal regulations.										C SMITH		12/31/2011		SN							
P S Form 13 14 , August 2009 (Page 1 of 2) (7530-01-014-6844)										United States Postal Service® Regular Rural Carrier Time Certificate											

1. A regular carrier's relief day is Monday. The carrier works the designated holiday on Saturday, December 24<sup>th</sup>.
2. Enter V on Saturday of Week 2.
3. Include hours worked on the designated holiday in Actual Weekly Hours.
4. The carrier is not entitled to an X day for working the holiday.
5. Do not enter Holiday work hours in the Daily Overtime block.
6. The carrier will receive 150 percent of one day's evaluation for working the designated Christmas holiday. **Note:** Regular rural carriers cannot work on Sunday December 25<sup>th</sup> nor the observed holiday on Monday, December 26<sup>th</sup>.

# Pull-Out Information

## Fraud

### Domestic Order

False Representation is enforced by postmasters at the city listed below.

State, City ZIP Code	Name and Address Covered	Product
CO, Denver 80201-6518	Maxim Kitaev d/b/s Corporate Controllers Unit, PO Box 46518	False billing scheme

— Judicial Officer, 11-3-11

## Invalid Express Mail 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 an Express Mail Corporate Account (EMCA) number online. For all other locations, online EMCA validation is preferred. The online validation process is outlined in the EMCA Validation SOP on the Retail webpage. This list supersedes all previous notices,

which must be recycled. Acceptance clerks must not accept Express Mail® shipments bearing an invalid EMCA number in the "Payment by Account" or "Agreement Number" section of the Express Mail 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.

005472	021052	029781	093635	152459	274125	430190	542010	600894	722239	805312	840034	852059
005689	021801	029830	093984	152470	274144	432003	543340	600901	722269	806165	840039	853735
005722	021866	029839	094375	152809	275001	432036	544048	600922	724056	808003	840043	856086
005940	022168	029904	094470	152847	275003	433036	545015	600929	724070	809201	840045	891796
006285	022296	029971	094733	152872	276026	441130	549187	600940	724071	809317	840046	891877
007125	022431	030304	095111	156036	292646	441372	551042	600949	725001	815022	840050	895907
008184	022524	030537	096663	156247	292730	441694	551087	600984	729032	816032	840052	895947
008259	022562	031181	097057	165066	294595	441860	551354	600990	729048	830500	840230	900386
008460	022593	031223	097511	165395	297040	443263	551609	601086	729059	832013	840320	900487
008515	022598	032144	097638	180071	300500	448703	551824	601445	730085	832022	840399	902869
008696	022637	038154	097667	184039	300538	452117	551846	601526	730106	832023	840431	902931
008714	022645	038559	097818	191252	300891	452460	551894	601537	730783	832037	840448	903379
008760	022658	040201	097936	192584	301533	452883	553028	601899	731010	832052	840547	906004
008762	027107	047011	098038	192616	301544	453029	553388	601973	731440	832099	840558	906025
008886	027118	048069	098246	192623	303510	454819	553872	602170	740289	833120	841002	906045
009336	027133	052026	098249	193399	306871	454821	554245	602172	741208	833200	841050	906161
009450	027136	060235	098615	199068	311290	458003	574004	602317	741254	833260	841096	906175
009514	027156	060511	098921	200123	312225	458069	581005	602360	741502	833415	841100	906328
009683	027175	061524	100171	200468	312470	458120	585231	602415	744026	833425	841126	906568
009869	027260	064037	100277	200558	312486	462688	600030	602445	744033	833500	841180	906585
009910	027272	064906	100282	207101	314951	481168	600034	602489	744106	833505	841257	906612
009947	027310	064950	100392	207892	321059	481246	600060	602551	750522	833602	841300	906614
009948	027475	065207	100515	207909	321064	489295	600091	602560	752160	833603	841314	906638
010066	027523	066153	100560	208232	321089	490723	600104	602632	752183	833700	841318	906801
010369	027541	068571	100590	210074	323404	490735	600113	602662	752195	833807	841329	906807
010787	027611	069130	100741	210176	327331	490736	600144	602716	752595	833826	841330	906911
011103	028043	069741	100764	210568	327865	531169	600151	602722	752672	834029	841331	907008
012230	028074	070497	100773	220046	328043	531353	600171	602744	753098	834062	841332	907295
013178	028078	070584	100858	220171	328955	531492	600181	602844	760331	834072	841339	907355
014610	028086	071703	100874	220185	331213	531645	600235	602920	761012	836004	841342	907372
014844	028097	075970	102023	220214	331440	531780	600268	602996	761074	836215	841736	907377
015243	028108	076246	102922	220275	333799	531782	600333	605136	761624	836500	841748	907378
015333	028124	076491	104326	220353	333854	531811	600384	605676	761628	836906	841793	907511
015400	028205	077015	104579	220394	334622	531821	600398	606733	761749	837025	841798	907660
015511	028258	077053	104668	220406	335272	531843	600402	607114	762052	837040	841831	907671
015701	028356	077514	107193	220414	335303	531859	600484	608015	767584	837055	841911	907689
015724	028480	078216	109006	220440	335545	531895	600487	608025	770085	837100	841937	907704
015744	028526	080093	109035	220834	336161	532268	600492	608119	770086	837110	841968	907739
015748	028582	080148	109183	221013	336231	532294	600499	608289	770460	837137	841994	907811
015765	028653	080171	109735	221039	337073	532296	600506	610106	770794	837152	843006	907940
015815	028783	080210	113315	221253	338054	532338	600542	610160	771160	837159	843057	910035
015824	028790	080390	115793	221351	339093	532649	600555	610166	771385	837162	844105	911035
016127	028816	080395	117204	221418	340608	532698	600566	610173	775032	837163	845015	912373
016327	028858	090614	117792	222060	349965	532759	600571	610175	787077	837164	845027	913167
016445	028865	090891	117988	222072	352702	532965	600587	611126	787140	837170	846008	914055
016745	028905	091873	118007	222123	352740	537120	600603	611230	791022	837190	846057	914449
018870	028989	092971	119140	223375	354034	537149	600624	641134	799089	837225	846081	914857
019234	028999	093182	119225	226014	361356	537379	600721	672466	799285	837410	846241	915489
019298	029155	093289	122392	230022	362051	537395	600725	681664	801666	837411	847009	915502
019510	029596	093362	142707	232400	380215	537409	600791	708597	801722	837503	847020	915508
019888	029650	093383	150111	235444	402714	537412	600802	711521	801730	837726	847022	915533
019982	029728	093619	152022	240544	410033	541200	600820	721071	802210	837917	847024	917004

917317	917595	917684	921224	926125	928457	940636	948692	958465	970817	982163	982541
917318	917599	917820	921250	926167	928519	941506	948707	958658	971015	982170	982551
917351	917603	917847	921593	926168	930211	945908	948777	958940	971097	982200	983027
917511	917609	918001	921708	926359	931061	946342	948786	967021	972363	982201	984011
917513	917610	918009	922155	926401	931308	946596	948808	968178	980049	982204	984251
917529	917611	918010	922306	926415	931429	947240	951036	968865	980094	982276	992179
917545	917628	918429	926046	926599	931492	948329	951088	968880	980448	982300	992247
917552	917633	918638	926091	927298	931978	948586	951974	968924	980502	982343	992744
917569	917635	918866	926115	927326	932010	948612	953325	968971	980540	982442	995139
917582	917638	920216	926118	927406	932510	948613	958121	970425	980850	982471	995660
917591	917665	921003	926124	928280	937863	948656	958177	970628	980935	982497	995672

— Product Information Requirements, Mail Entry & Payment Technology, 11-3-11

## 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 numbers listed appear in the *Postal Bulletin*. The actual serial

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

<b>010 001 0200 to 0299</b>	043 129 1968 to 1997	079 807 2342 to 2399	<b>173 639 4685 to 4699</b>
010 504 1932 to 1999	043 205 5922 to 5999	<b>082 721 0228 to 0254</b>	174 238 2779 to 2799
011 582 1889 to 1899	044 087 3457 to 3499	083 140 5000 to 7499	174 281 9347 to 9399
011 588 2900 to 3099	044 087 4000 to 4099	083 784 8886 to 8899	175 251 2600 to 0699
012 579 5675 to 5699	044 306 4200 to 4299	083 913 6915 to 6999	176 281 7937 to 7950
013 289 6176 to 6199	044 306 4370 to 4599	084 478 3920 to 3999	176 281 7963 to 7999
013 610 0014 to 0099	045 524 4121 to 4298	086 000 8271 to 8299	176 731 6586 to 6599
014 932 1000 to 1099	046 800 9870 to 9899	086 798 3840 to 3849	178 254 5000 to 9999
014 972 0800 to 0899	047 352 4000 to 4099	088 404 4472 to 4499	178 881 9900 to 9999
015 363 0065 to 0099	048 383 7650 to 7659	088 404 5584 to 5699	<b>180 031 2089 to 2098</b>
017 028 3200 to 3299	048 396 3647 to 3699	088 757 8688 to 8699	180 403 7723 to 7741
018 569 5333 to 5399	<b>051 142 0755 to 0799</b>	088 757 9400 to 9499	180 428 4580 to 0599
018 986 5264 to 5299	051 774 8857 to 8899	089 358 2248 to 2257	182 368 7544 to 0599
019 518 2814 to 2899	051 781 2875 to 2885	091 818 0071 to 0099	182 475 3229 to 3258
<b>020 698 5159 to 5199</b>	051 977 7010 to 7023	<b>093 106 9346 to 9355</b>	182 475 3904 to 3933
020 844 7307 to 7399	052 058 7115 to 7199	093 203 0500 to 0599	182 631 0031 to 0099
020 972 8948 to 8999	054 450 1130 to 1167	093 684 3630 to 3699	186 132 7583 to 0599
022 021 9110 to 9181	057 670 0563 to 0599	094 081 5074 to 5099	186 629 0589 to 0599
022 037 1411 to 1499	058 187 3836 to 3899	094 216 2555 to 2599	187 184 6177 to 0199
022 527 9201 to 9210	058 523 3003 to 3099	094 580 7062 to 7099	187 323 8200 to 8299
022 529 1882 to 1899	058 591 1153 to 1299	094 639 4200 to 4299	188 835 6370 to 6399
023 637 7169 to 7199	058 895 3746 to 3799	095 070 7186 to 7199	189 083 1064 to 1099
024 380 4100 to 4199	059 986 0814 to 0899	095 076 8300 to 8399	191 179 0377 to 0399
024 496 6870 to 6896	<b>060 406 7650 to 7699</b>	095 354 6864 to 6899	<b>210 221 0548 to 0599</b>
025 092 0987 to 0999	063 491 8122 to 8199	097 224 1350 to 1599	<b>227 275 9400 to 9999</b>
025 369 5535 to 5599	063 916 9968 to 9999	<b>100 160 3800 to 3899</b>	<b>273 070 8059 to 8099</b>
025 729 1151 to 1199	064 091 4500 to 4599	104 667 6400 to 6499	273 775 7700 to 7899
025 729 1643 to 1799	065 170 0471 to 0499	104 876 8937 to 8999	<b>302 000 0000 to 9999</b>
026 492 3180 to 3199	065 255 7909 to 7999	<b>112 049 4413 to 4499</b>	<b>349 746 2056 to 2099</b>
027 361 0430 to 0499	065 392 6345 to 6399	112 870 9765 to 9799	<b>350 518 7350 to 7374</b>
027 369 4482 to 4495	066 099 2014 to 2099	114 402 3850 to 3899	<b>360 011 1690 to 1699</b>
027 671 8762 to 8776	066 648 2880 to 2899	114 866 5368 to 5397	360 168 6008 to 6099
027 787 9886 to 9899	066 787 3639 to 3699	116 154 2800 to 2899	360 173 8800 to 8899
027 965 9487 to 9499	066 845 7500 to 9999	116 986 4400 to 4499	360 324 2326 to 2399
028 100 8069 to 8099	067 093 3869 to 3899	117 175 1647 to 5169	362 861 3064 to 3099
028 191 1852 to 1999	068 895 0334 to 0399	117 951 4687 to 4699	<b>373 006 2176 to 2199</b>
028 850 3000 to 3199	<b>070 724 4488 to 4499</b>	117 951 5200 to 5299	374 768 2600 to 2699
029 510 1500 to 1599	070 841 9181 to 9199	119 786 3051 to 3064	375 169 4400 to 4599
<b>030 687 0903 to 0999</b>	070 844 2546 to 2599	119 815 8961 to 6199	375 829 3400 to 3499
030 701 3442 to 3499	070 916 1340 to 1399	119 876 7400 to 7499	375 851 9100 to 9199
031 077 4507 to 4799	071 047 5768 to 5799	119 850 7700 to 7999	376 196 0911 to 0999
032 295 7500 to 9999	071 179 9800 to 9899	<b>121 634 0460 to 0499</b>	378 085 3679 to 3699
034 394 1000 to 1099	071 386 3682 to 3699	122 451 9879 to 9899	378 351 1063 to 1099
034 943 0400 to 0799	071 507 6840 to 6899	122 714 6805 to 6900	379 843 5100 to 5199
035 035 4337 to 4399	072 045 9641 to 9699	124 916 0304 to 0499	<b>380 093 9600 to 9699</b>
037 706 9578 to 9599	072 675 8287 to 8299	126 423 0136 to 0169	380 165 1165 to 1199
037 805 3677 to 3699	073 763 0867 to 0876	127 500 2328 to 2399	381 325 4500 to 4599
037 909 5490 to 5499	073 763 0878 to 0887	<b>160 901 2254 to 2299</b>	381 604 2510 to 2699
037 931 4660 to 4699	073 763 0889 to 0898	161 103 6581 to 6599	381 645 9525 to 9599
039 145 6521 to 6595	077 617 5481 to 5499	161 194 2857 to 0899	383 314 3968 to 3999
<b>040 024 3901 to 3999</b>	077 999 4001 to 4090	162 032 4447 to 4499	383 892 1000 to 1344
040 674 7100 to 7199	078 174 4475 to 4499	163 257 1085 to 1099	383 892 1382 to 1399
040 688 8816 to 8899	078 219 4931 to 4999	166 101 1433 to 1499	384 925 3641 to 3654
041 299 6752 to 6799	078 250 4756 to 4799	167 555 5201 to 5212	385 568 2331 to 2399
041 623 8889 to 8899	078 823 8312 to 8399	167 555 5214 to 5299	385 599 7554 to 7575
041 803 6565 to 6599	079 374 0300 to 2499	169 618 6274 to 6299	385 774 2024 to 2099

386 624 1412	to	1599	407 959 2190	to	2199	429 474 4172	to	4199	455 221 1348	to	1499
386 883 8936	to	8999	408 265 2275	to	2288	429 889 2900	to	2999	455 364 2147	to	2199
387 314 5574	to	5599	408 499 7700	to	7799	<b>430 150 4401</b>	<b>to</b>	<b>4599</b>	455 399 5400	to	5499
387 837 6300	to	6399	408 499 7900	to	7999	430 172 9800	to	9899	455 476 0676	to	0699
388 828 0656	to	0699	408 682 8484	to	8599	430 177 1900	to	2099	455 543 0618	to	0699
389 696 2400	to	2799	408 698 7015	to	7099	430 444 9500	to	9699	456 410 9006	to	9099
389 846 3104	to	3135	409 072 3941	to	3999	430 664 4070	to	4099	456 470 4146	to	4299
389 846 3145	to	3195	<b>410 491 2311</b>	<b>to</b>	<b>2399</b>	432 168 8419	to	8499	456 619 4460	to	4499
389 887 9211	to	9230	410 694 8400	to	8599	432 708 6800	to	6999	457 333 2686	to	2699
389 887 9234	to	9299	410 775 1500	to	1599	432 744 1544	to	1599	457 729 1767	to	1777
<b>390 001 3182</b>	<b>to</b>	<b>3199</b>	410 795 7927	to	7999	432 995 9775	to	9799	457 937 8615	to	8699
390 001 3500	to	3699	410 867 0917	to	0966	433 003 5800	to	5899	458 028 9810	to	9899
390 545 5974	to	5999	410 867 0970	to	0999	433 757 3047	to	3099	458 057 2712	to	2999
391 104 6146	to	6199	411 868 1023	to	1199	433 765 4003	to	4099	458 069 9537	to	9599
391 574 1466	to	1499	411 922 2322	to	2399	434 482 7060	to	7199	458 069 9665	to	9699
391 783 3020	to	3599	412 193 0900	to	0999	434 513 2386	to	2399	458 337 5222	to	5299
391 792 6100	to	6199	412 395 8599	to	8699	434 968 3076	to	3092	458 354 7653	to	7999
392 668 2956	to	2999	412 485 6500	to	6599	435 303 1831	to	1842	458 671 8678	to	8699
392 854 8500	to	8899	412 485 6610	to	6699	435 303 1986	to	1999	458 671 8721	to	8798
393 584 7566	to	7699	412 885 5953	to	5999	435 666 6092	to	6399	458 847 5044	to	5999
393 650 0074	to	0099	414 193 3608	to	3674	436 082 6400	to	6899	459 274 7624	to	7699
393 838 8316	to	8499	414 193 3677	to	3699	436 160 6441	to	6499	459 365 5432	to	5499
393 893 6007	to	6099	414 411 7348	to	7399	437 316 7115	to	7199	459 378 5764	to	5799
394 126 6907	to	6999	414 640 0757	to	0799	437 427 0500	to	3499	459 472 4816	to	4999
394 189 0405	to	0599	414 965 1727	to	1799	439 179 2300	to	2399	<b>460 349 6878</b>	<b>to</b>	<b>6899</b>
394 822 3243	to	3278	417 302 8104	to	8199	439 310 0458	to	0499	460 550 1909	to	1999
394 990 1810	to	1899	417 387 6532	to	6599	<b>440 698 1947</b>	<b>to</b>	<b>1999</b>	460 997 5234	to	5299
395 343 3264	to	3299	417 496 6800	to	6999	440 858 6300	to	6399	461 973 6443	to	6499
395 373 3035	to	3099	417 871 9250	to	9299	440 858 6420	to	7299	462 152 0107	to	0299
395 396 9649	to	9799	417 930 9533	to	9599	441 199 1655	to	1699	462 274 1072	to	1099
395 970 3240	to	3299	418 164 6500	to	6799	443 127 3648	to	3699	462 277 8373	to	8399
397 622 4054	to	4099	418 423 9863	to	9899	443 127 4000	to	4099	462 554 6051	to	6099
397 819 8902	to	8999	418 633 5922	to	5999	443 673 7900	to	7999	463 011 5529	to	5540
398 149 7200	to	7699	418 719 8520	to	8599	443 800 9335	to	9399	463 176 4115	to	4199
399 070 0872	to	0899	418 744 2235	to	2299	444 382 8822	to	8899	463 176 4229	to	4299
399 156 7119	to	7199	418 962 2848	to	2899	444 390 1667	to	1699	463 185 2600	to	2799
399 203 5064	to	5099	419 543 0286	to	0299	444 457 3854	to	3899	463 227 7711	to	7799
399 296 9910	to	9999	419 730 0300	to	0399	<b>450 048 4173</b>	<b>to</b>	<b>4199</b>	463 414 4869	to	4899
399 396 8935	to	8999	<b>420 277 0015</b>	<b>to</b>	<b>0049</b>	450 048 4442	to	4699	463 808 3484	to	3499
399 792 7775	to	7799	420 599 0734	to	0798	450 560 5173	to	5199	463 945 7400	to	7899
399 792 8300	to	8399	420 661 4115	to	4199	450 620 3077	to	3099	464 629 9000	to	9399
<b>400 427 1051</b>	<b>to</b>	<b>1999</b>	420 758 9500	to	9699	450 620 3135	to	3199	464 711 4332	to	4399
401 045 1505	to	1549	420 969 3951	to	3971	450 780 2716	to	2799	465 692 3963	to	3999
401 045 1571	to	1599	420 969 3973	to	3999	450 801 2700	to	2799	465 698 8300	to	8599
401 294 2700	to	2799	421 116 3565	to	3599	451 109 2967	to	2984	465 743 7745	to	7799
401 310 9505	to	9599	421 130 9300	to	9399	451 115 4110	to	4125	466 798 6056	to	6067
401 382 5312	to	5399	421 313 4500	to	4999	451 115 4127	to	4199	467 147 4300	to	4399
402 578 7876	to	7899	421 364 5537	to	5599	451 746 0700	to	0799	468 079 5782	to	5799
403 125 6744	to	6799	421 656 2609	to	2699	452 265 0074	to	0099	469 067 2817	to	2899
403 260 7000	to	7499	421 988 9700	to	9799	452 265 0246	to	0299	469 127 8000	to	8199
403 280 6470	to	6499	422 172 4667	to	4699	452 265 0335	to	0999	469 213 0359	to	0399
403 685 8600	to	8699	422 484 4212	to	4299	452 509 1169	to	1199	469 213 0500	to	0599
404 003 0300	to	0399	422 556 1270	to	1299	452 855 6471	to	6499	469 561 8011	to	8099
404 041 8838	to	8899	422 587 7024	to	7099	452 890 4679	to	4799	469 658 1961	to	1999
404 071 4268	to	4299	422 819 7533	to	7599	452 900 8215	to	8238	469 666 9900	to	9999
404 347 5356	to	5399	422 842 5073	to	5087	453 117 9146	to	9199	469 678 1900	to	1999
404 347 5548	to	5599	422 907 7563	to	7599	453 334 3631	to	3699	469 781 4900	to	4999
404 726 4500	to	4599	424 500 6050	to	6099	453 603 7841	to	7891	469 947 6960	to	6999
404 961 5001	to	5199	424 641 8500	to	8599	453 650 1140	to	1199	<b>470 755 5800</b>	<b>to</b>	<b>5818</b>
405 325 0188	to	0198	424 871 6600	to	6699	453 741 1300	to	1399	471 918 0300	to	0999
406 009 4587	to	4599	425 298 2352	to	2399	454 013 2919	to	2999	471 985 2408	to	2419
406 260 6830	to	6899	425 418 4269	to	4299	454 186 2411	to	2499	472 191 6700	to	6799
406 459 6641	to	6999	425 418 4405	to	4499	454 268 4883	to	4899	472 270 2555	to	2599
406 733 3000	to	3999	426 547 4566	to	4599	454 302 5400	to	5499	472 987 0213	to	0241
407 545 1557	to	1599	427 412 6337	to	6499	454 490 8300	to	8399	472 987 0290	to	0299
407 594 0412	to	0599	427 481 0900	to	0999	454 547 7434	to	7499	473 151 2069	to	2199
407 692 9100	to	9299	428 027 2742	to	2752	454 922 4867	to	4895	473 666 9138	to	9199

473 952 3429	to	3499	490 793 1500	to	2099	607 728 1276	to	1299	631 459 9117	to	9199
474 108 5402	to	5499	490 886 8171	to	8199	608 727 7100	to	7199	631 762 9325	to	9399
474 356 5193	to	5299	490 977 9221	to	9240	608 727 7273	to	7599	632 217 4933	to	4999
474 949 3366	to	3399	491 258 8100	to	9099	608 813 9950	to	9999	632 500 0000	to	640 3999
475 134 9362	to	9399	491 567 1376	to	1399	609 067 5325	to	5399	633 110 4165	to	4199
475 167 9667	to	9699	492 254 4800	to	4899	609 067 5488	to	5499	633 110 4303	to	4499
475 319 3415	to	3499	492 283 5100	to	5199	609 067 5600	to	5699	633 438 6429	to	6599
475 319 3649	to	3799	492 610 6813	to	6899	609 289 6123	to	6199	633 588 7173	to	7182
475 340 6400	to	6599	493 394 5568	to	5599	609 438 4400	to	4499	634 725 0700	to	0799
475 424 8410	to	8499	493 470 2562	to	2599	609 493 1100	to	1199	634 803 3239	to	3299
475 629 9156	to	9199	493 473 7700	to	7799	609 766 8091	to	8999	634 807 2474	to	2499
475 850 6101	to	6199	493 716 2153	to	2199	609 825 4100	to	4115	634 827 5900	to	5999
475 875 2500	to	2599	494 206 2972	to	2999	609 884 2981	to	2999	634 886 3428	to	3499
476 169 8264	to	8299	494 217 3446	to	3999	609 893 1000	to	1099	635 559 3449	to	3499
476 189 3000	to	3499	494 224 0500	to	0599	<b>610 092 3200</b>	<b>to</b>	<b>3299</b>	636 289 6214	to	6299
476 331 2480	to	2499	495 145 0600	to	0699	610 582 4200	to	4299	636 634 8007	to	8042
477 289 8601	to	8699	496 209 7425	to	7499	611 879 6939	to	6999	637 150 1200	to	1299
477 681 5206	to	5299	496 213 8728	to	8799	612 291 8013	to	8099	637 562 5828	to	5899
478 010 4243	to	4268	496 474 5226	to	5248	612 751 5171	to	5199	638 042 1647	to	1699
478 010 4270	to	4291	497 053 8517	to	8699	612 751 5226	to	5299	638 049 4984	to	4999
478 450 5071	to	5099	497 854 8673	to	8699	612 751 6083	to	6099	638 318 1115	to	1199
478 469 7838	to	7858	498 449 8888	to	8899	612 751 6268	to	6299	638 318 1453	to	1499
478 469 7883	to	7899	498 929 8285	to	8499	612 751 6572	to	6599	638 885 0000	to	0299
479 280 9800	to	9899	498 936 5310	to	5399	612 774 2111	to	2199	638 903 4362	to	4373
479 365 9116	to	9176	499 016 5425	to	5499	612 774 2254	to	2299	639 415 1929	to	1999
479 412 9900	to	9999	499 440 8575	to	8899	612 774 2500	to	2599	639 415 2019	to	2099
479 667 6190	to	6199	499 731 6717	to	6799	614 469 0979	to	0999	639 420 6200	to	6299
479 748 9680	to	9699	<b>500 064 1858</b>	<b>to</b>	<b>1869</b>	614 474 3000	to	3099	639 469 3517	to	3799
479 860 7000	to	7199	500 070 5725	to	7799	614 521 3490	to	3499	639 605 2143	to	2199
<b>480 526 2000</b>	<b>to</b>	<b>2099</b>	501 058 0016	to	0026	614 645 1800	to	1899	639 657 8600	to	8799
480 640 6330	to	6399	501 331 0300	to	0399	614 832 1100	to	2099	<b>640 289 7500</b>	<b>to</b>	<b>7599</b>
480 658 0568	to	0599	502 227 7645	to	7699	615 017 7505	to	7599	640 289 7700	to	7999
480 689 5100	to	5199	502 424 0200	to	0499	617 711 6609	to	6699	641 170 4420	to	4499
481 072 9463	to	9499	502 424 0600	to	0699	617 760 5266	to	5299	641 318 3133	to	3199
481 673 0074	to	0095	503 003 2700	to	2899	617 813 3601	to	3699	641 378 6500	to	6999
482 527 1500	to	1599	503 194 5144	to	5153	618 840 9200	to	9299	641 383 8739	to	8799
482 541 5255	to	5299	503 790 9922	to	9948	619 551 7229	to	7299	641 877 3187	to	3299
482 729 6800	to	6899	504 045 4030	to	4099	619 859 3000	to	3099	641 877 3310	to	3399
483 363 7207	to	7299	504 166 0200	to	0599	<b>620 073 9400</b>	<b>to</b>	<b>9499</b>	642 355 8094	to	8199
483 402 2356	to	2399	504 240 1062	to	1399	621 614 7907	to	7930	642 355 8308	to	8999
483 486 5100	to	5199	504 805 3300	to	3499	621 614 7932	to	7999	642 900 0018	to	0099
483 632 1521	to	1599	505 893 7739	to	7799	621 648 8021	to	8199	643 030 6254	to	6299
483 632 2600	to	2799	505 893 7800	to	7999	621 648 8500	to	8599	644 066 0882	to	0899
483 849 1615	to	1699	506 124 0800	to	0999	621 904 8351	to	8599	644 069 0600	to	0699
484 174 4803	to	5299	506 165 7027	to	0099	622 916 1978	to	1989	644 077 7506	to	7699
484 323 8900	to	9199	<b>600 645 3223</b>	<b>to</b>	<b>3299</b>	622 989 8032	to	8099	644 085 8157	to	8199
484 680 5000	to	5038	601 339 1200	to	1399	623 076 9300	to	9399	644 112 9839	to	9899
484 680 5040	to	5074	601 653 5884	to	5899	623 819 5006	to	5099	644 373 9083	to	9099
484 680 5077	to	5099	601 661 7700	to	7799	623 895 8200	to	8399	644 380 1460	to	1499
485 029 4913	to	4999	601 682 5343	to	5399	623 917 0000	to	0099	644 733 4715	to	4799
486 176 0600	to	0699	601 928 1600	to	1699	623 917 0200	to	0299	644 900 9712	to	9799
486 559 7555	to	7599	602 512 2972	to	2999	624 468 5288	to	5299	644 901 0109	to	1299
486 696 3023	to	3199	602 555 2400	to	2799	624 665 3162	to	3198	644 901 1325	to	1399
488 173 7900	to	7999	602 829 7061	to	7099	625 088 6735	to	6799	644 923 6800	to	7799
488 206 4100	to	4199	603 483 9572	to	9599	625 916 9500	to	9799	644 932 4655	to	4699
488 226 0200	to	0299	603 490 7200	to	7299	625 968 8956	to	8999	645 318 7240	to	7499
488 709 3906	to	3999	603 678 7100	to	7199	627 005 3938	to	3999	645 333 1766	to	1799
488 855 8359	to	8399	603 678 7662	to	7699	627 384 3907	to	4099	645 790 8632	to	8699
489 181 8963	to	8999	603 678 7902	to	7999	627 496 7549	to	7599	645 821 0657	to	0699
489 223 2000	to	2099	603 678 8418	to	8499	627 708 3605	to	3699	645 930 7948	to	7999
489 311 1930	to	1999	603 678 8700	to	9999	627 776 2500	to	2599	645 975 0737	to	0762
489 318 6200	to	6300	604 086 0880	to	0899	628 226 3100	to	3199	646 242 6200	to	6299
489 384 0027	to	0099	604 349 1414	to	1499	628 814 4702	to	4799	646 270 7639	to	7799
489 427 0658	to	0899	604 503 7776	to	7799	628 851 9689	to	9699	646 798 4000	to	4999
489 997 5252	to	5299	605 520 9037	to	9099	629 510 7200	to	7299	647 048 7035	to	7099
<b>490 669 5850</b>	<b>to</b>	<b>6099</b>	605 685 4010	to	4099	629 964 4200	to	4294	647 049 2900	to	2999
490 717 7080	to	7099	605 988 6467	to	6499	<b>630 389 3056</b>	<b>to</b>	<b>3071</b>	647 398 8300	to	8399
490 721 6000	to	6099	607 689 7951	to	7960	630 463 0588	to	0599	647 398 8481	to	8499

647 437 3000	to	4999	671 046 6200	to	6399	695 947 8518	to	8599	740 705 9790	to	9799
647 811 2188	to	2199	671 251 5448	to	5499	696 662 8247	to	8299	740 726 6400	to	6500
648 009 6057	to	6099	671 926 5600	to	5799	697 447 8285	to	8296	740 765 3306	to	3399
648 163 5300	to	5499	672 444 2000	to	2999	698 042 4816	to	4899	740 774 8434	to	8499
648 722 5283	to	5299	672 828 3410	to	3499	698 131 2138	to	2157	740 786 1885	to	1899
648 892 3164	to	3199	673 167 5776	to	5799	698 227 0000	to	0099	740 790 5989	to	5999
649 100 3989	to	3999	675 464 3700	to	3799	700 065 4800	to	4899	740 820 4854	to	7836
649 647 0370	to	0399	675 464 4000	to	4199	700 065 4800	to	4899	740 827 7578	to	7594
649 647 0522	to	0599	676 365 5958	to	5999	700 190 3350	to	3359	740 917 7490	to	7499
649 647 5237	to	5399	676 669 1024	to	1099	700 228 6048	to	6099	740 918 5531	to	5549
649 647 9100	to	9299	677 126 6734	to	6799	700 650 0452	to	0499	741 037 8528	to	8551
649 666 7800	to	8299	677 333 9979	to	9999	700 666 1323	to	1349	742 040 3300	to	3309
<b>650 114 7707</b>	<b>to</b>	<b>7719</b>	677 466 1088	to	1099	700 786 9106	to	9142	<b>805 885 8411</b>	<b>to</b>	<b>8499</b>
650 130 3400	to	3599	678 071 4500	to	4799	700 859 0744	to	0758	806 087 1100	to	1499
650 213 0406	to	0499	678 096 7531	to	7599	701 028 6780	to	6899	806 268 9275	to	9299
650 555 1749	to	1799	679 909 2578	to	2599	701 213 3900	to	3999	806 534 3400	to	3477
650 564 1900	to	1999	<b>680 112 9565</b>	<b>to</b>	<b>9599</b>	701 267 2000	to	3999	807 342 3283	to	3399
650 627 4212	to	4299	680 244 0903	to	0999	701 335 7312	to	7399	808 086 7100	to	7199
650 736 2043	to	2099	680 412 6046	to	6099	701 369 2005	to	2050	808 090 3440	to	3499
650 739 1540	to	1699	680 761 6800	to	6899	701 499 2260	to	2299	808 325 5161	to	5699
651 741 4415	to	4499	681 677 0540	to	0699	701 503 2247	to	2299	808 784 8000	to	8299
651 882 2800	to	2899	682 070 1029	to	1099	701 541 2271	to	2299	<b>830 125 0672</b>	<b>to</b>	<b>0699</b>
652 754 6317	to	6399	682 956 6280	to	6299	701 553 6557	to	6599	830 602 5800	to	5999
653 131 4945	to	4999	682 956 6490	to	6599	701 578 7460	to	7469	830 610 3700	to	3799
653 426 3300	to	3399	682 956 6700	to	6799	701 578 7475	to	7499	830 983 3500	to	3599
653 455 4874	to	4899	682 965 1178	to	1199	701 601 3457	to	3499	830 983 3635	to	3699
654 238 0000	to	0399	682 965 1201	to	1299	701 605 5913	to	5999	831 354 1387	to	1399
654 404 3065	to	3092	683 118 2389	to	2399	701 695 3982	to	3999	831 815 8240	to	8299
654 962 2900	to	3199	683 378 2000	to	2099	701 695 4148	to	4199	832 525 3810	to	3899
655 103 5081	to	5199	683 378 2117	to	2299	701 695 4227	to	4299	833 159 1884	to	1899
655 523 2600	to	2999	683 415 1200	to	1499	701 708 1741	to	1799	833 456 2567	to	2599
656 305 2448	to	2499	683 444 8159	to	8199	701 736 3966	to	3999	833 566 3015	to	3071
657 347 4438	to	4999	685 154 7780	to	7789	701 772 0870	to	0899	834 130 5200	to	5299
657 710 8100	to	8999	685 297 7645	to	7699	701 838 2800	to	2899	834 316 5444	to	5499
657 780 0985	to	0999	685 623 5264	to	5299	701 941 0600	to	0699	834 354 8747	to	8766
658 586 1400	to	1499	685 650 9487	to	9499	702 171 1603	to	1699	834 354 8824	to	8838
658 877 8000	to	8199	685 669 4200	to	4299	702 195 5109	to	5199	835 269 5700	to	5799
658 880 8000	to	8199	685 757 8452	to	8499	702 254 9300	to	9399	835 496 7303	to	7399
659 398 7300	to	7399	686 071 2694	to	2799	702 264 7569	to	7599	835 539 5200	to	5999
659 706 8113	to	8199	686 176 3333	to	3354	702 519 0513	to	0524	835 813 3015	to	3099
659 846 7837	to	7899	686 372 3200	to	3299	702 713 1800	to	1809	837 672 8967	to	8999
<b>660 510 4100</b>	<b>to</b>	<b>4199</b>	686 644 5879	to	5899	702 821 5730	to	5799	837 784 3282	to	3299
660 673 0400	to	0599	686 899 1371	to	1399	702 821 5805	to	5899	838 176 8377	to	8399
661 488 5000	to	5099	686 931 7636	to	7699	702 844 6975	to	6994	838 518 1257	to	1299
661 609 9100	to	9199	687 601 0973	to	0999	702 846 6331	to	6399	839 718 8257	to	8299
661 716 9420	to	9499	687 614 6774	to	6799	702 848 3900	to	3999	<b>840 323 0600</b>	<b>to</b>	<b>0699</b>
661 906 6522	to	6599	688 120 9000	to	9999	702 857 7302	to	7499	840 875 6235	to	6299
662 021 8332	to	8399	688 314 3107	to	3191	702 878 0114	to	0199	840 910 0900	to	0999
662 068 0700	to	0899	<b>690 291 1361</b>	<b>to</b>	<b>1371</b>	703 364 1707	to	1799	841 349 5000	to	5099
662 553 0774	to	0799	690 788 2877	to	2899	<b>740 002 7710</b>	<b>to</b>	<b>7719</b>	841 805 7747	to	7899
663 078 7034	to	7099	690 893 5344	to	5399	740 119 2275	to	2284	841 805 7944	to	8099
663 763 5300	to	5399	690 893 5512	to	5599	740 130 6688	to	6698	842 226 0685	to	0695
663 883 7039	to	7499	690 904 1300	to	1599	740 144 2780	to	2795	842 685 4600	to	4699
663 938 9200	to	9299	690 941 6000	to	6199	740 241 9049	to	9099	842 685 4742	to	4999
664 253 8000	to	8499	691 313 6383	to	6399	740 252 9265	to	9294	842 860 0300	to	0399
664 656 3055	to	3099	691 313 6600	to	6699	740 255 1718	to	1799	842 898 5582	to	5599
665 174 6400	to	6499	691 582 8003	to	8099	740 277 0366	to	0392	843 062 7100	to	7199
665 274 8208	to	8299	691 664 1800	to	1999	740 332 7658	to	7671	843 077 6288	to	6299
665 669 5400	to	5499	691 664 2400	to	2499	740 348 6641	to	6658	843 077 6378	to	6399
666 132 8226	to	8299	692 727 9362	to	9399	740 351 4790	to	4799	843 758 5769	to	5778
666 696 2209	to	2299	692 798 1800	to	1899	740 374 7416	to	7499	843 786 2554	to	2699
666 696 2309	to	2399	693 249 0779	to	0799	740 470 2420	to	2443	845 656 8165	to	8199
667 032 9300	to	9399	693 249 0877	to	1699	740 514 0300	to	0499	845 727 2100	to	2199
667 729 5529	to	5599	693 445 0566	to	0999	740 523 7432	to	7449	845 746 2618	to	2635
668 383 8400	to	8699	693 448 8500	to	8999	740 535 1555	to	1580	846 390 7531	to	7599
<b>670 368 3400</b>	<b>to</b>	<b>3499</b>	693 645 9583	to	9599	740 650 4104	to	4140	846 918 0572	to	0599
670 369 7336	to	7399	693 965 4200	to	4299	740 684 0620	to	0800	847 237 7690	to	7699
670 750 7169	to	7199	695 741 2906	to	2999	740 701 6105	to	6114	847 284 2481	to	2499

847 374 7055	to	7065	867 633 7403	to	7499	909 067 7400	to	7499	<b>920 155 4662</b>	<b>to</b>	<b>4687</b>
847 374 7055	to	7065	867 737 5623	to	5699	909 100 1787	to	1799	920 309 9039	to	9199
847 636 5304	to	5399	868 169 4529	to	4599	909 100 1900	to	2099	920 771 5321	to	5399
847 700 5447	to	5499	868 173 8400	to	8599	909 355 0422	to	0499	920 857 5500	to	5899
847 723 7500	to	7599	868 514 9000	to	9099	909 568 8900	to	9099	920 864 3480	to	3499
849 485 3427	to	3499	868 566 9200	to	9299	909 568 9300	to	9499	920 963 4567	to	4599
849 520 9850	to	9899	869 200 0000	to	9999	909 725 7307	to	7399	921 333 7400	to	7499
849 608 1357	to	1399	869 387 1150	to	1199	909 833 0947	to	0999	921 477 3762	to	3799
849 792 2600	to	2699	869 505 3500	to	3599	<b>910 219 8631</b>	<b>to</b>	<b>8699</b>	922 278 1048	to	1399
<b>850 546 1862</b>	<b>to</b>	<b>1899</b>	869 523 7033	to	7099	910 265 1100	to	1199	922 280 2019	to	2099
851 143 6826	to	6844	869 566 6150	to	6167	910 471 7273	to	7299	922 280 2233	to	2299
851 209 9880	to	9899	869 800 0000	to	999 9999	910 536 2505	to	2599	922 773 0459	to	0499
851 928 9221	to	9299	<b>870 054 4814</b>	<b>to</b>	<b>4899</b>	910 958 7499	to	7599	923 032 7000	to	7399
852 589 6560	to	6599	870 491 4812	to	4849	911 140 1000	to	2199	923 045 3630	to	3699
853 049 3646	to	3699	870 536 5820	to	5829	911 245 2545	to	2599	923 484 3600	to	3699
854 304 4089	to	4999	870 541 7167	to	7239	911 268 9077	to	9099	923 493 9403	to	9599
854 529 2200	to	2299	870 575 8155	to	8999	911 400 8948	to	8999	923 493 9681	to	9699
854 532 0000	to	2999	870 589 0485	to	0494	911 508 1620	to	1799	923 604 4424	to	4499
855 001 6204	to	6249	870 691 7060	to	7099	911 509 9310	to	9399	923 810 7800	to	8299
855 319 9364	to	9399	872 028 4850	to	4899	911 523 3000	to	3999	924 252 1200	to	1299
855 361 3390	to	3399	872 029 9306	to	9399	912 057 9922	to	9999	924 252 1400	to	1499
856 226 0490	to	0499	872 078 3709	to	3799	912 882 0563	to	0899	924 533 0711	to	0799
856 656 5800	to	5999	872 100 0445	to	0459	913 605 2218	to	2299	924 533 2343	to	2399
856 752 0200	to	0299	<b>900 556 4178</b>	<b>to</b>	<b>4199</b>	913 709 2429	to	2499	924 533 2428	to	2499
857 111 1352	to	1399	900 845 0044	to	0099	913 818 3501	to	3999	924 685 1957	to	1999
857 279 3450	to	3499	900 936 0217	to	0299	914 063 4300	to	4399	924 946 6300	to	6699
857 843 4000	to	4099	900 936 0435	to	0499	914 346 7621	to	7644	925 333 5900	to	6099
858 124 7644	to	7699	901 058 5255	to	5280	914 453 1366	to	1399	925 336 2300	to	2399
858 756 3111	to	3299	901 273 1082	to	1099	914 529 6185	to	6299	926 432 5907	to	5999
859 063 8200	to	8699	901 287 5143	to	5199	914 896 4658	to	4699	926 436 3600	to	3699
859 190 0600	to	0644	901 291 2789	to	2799	915 187 8774	to	8779	927 765 6257	to	6299
859 437 5538	to	5599	901 525 7122	to	7199	915 300 2783	to	2799	928 197 8100	to	8199
859 811 2888	to	2899	902 089 1253	to	1299	915 546 6822	to	6999	928 197 8283	to	8299
859 855 8873	to	8999	902 198 9769	to	9799	915 646 5183	to	5199	928 856 2059	to	2068
<b>860 240 8520</b>	<b>to</b>	<b>8599</b>	902 948 1269	to	1299	915 671 3963	to	3980	<b>930 219 1722</b>	<b>to</b>	<b>1799</b>
860 275 3900	to	3999	902 985 0833	to	0899	915 671 3982	to	3999	930 335 7810	to	7819
860 518 9629	to	9699	903 370 6934	to	6999	915 675 2217	to	2299	931 097 9259	to	9299
860 600 0021	to	0999	904 600 6523	to	6599	916 440 3377	to	3399	931 156 1502	to	1579
861 158 2350	to	2599	904 892 0378	to	0399	916 670 6352	to	6399	931 156 1600	to	1625
861 367 5400	to	5499	904 892 0648	to	1299	916 682 5300	to	5399	931 156 1671	to	1699
861 637 6010	to	6099	905 056 2216	to	2299	916 694 1414	to	1499	932 506 6400	to	6599
861 979 7292	to	7499	905 510 6647	to	6799	916 703 0802	to	0821	932 732 1796	to	1799
862 216 6100	to	6199	905 510 6900	to	7099	917 089 0709	to	0799	932 827 9026	to	9099
862 263 9213	to	9299	905 794 0000	to	0199	917 089 0842	to	0899	932 957 2300	to	2399
862 271 0800	to	0999	905 794 0288	to	0299	917 216 2928	to	2999	933 060 6160	to	6189
862 271 5000	to	5099	905 873 6900	to	6999	917 370 6300	to	6499	933 387 2541	to	2561
863 871 5138	to	5199	905 873 7100	to	7299	917 486 4900	to	4999	933 760 3609	to	4199
863 949 5300	to	5399	905 880 8900	to	8999	918 460 0602	to	0699	933 894 0928	to	0999
864 088 8200	to	8299	905 889 7100	to	7199	918 951 7231	to	7299	934 018 2729	to	2741
864 426 3972	to	3999	906 158 1508	to	1599	919 519 2786	to	2799	934 180 0300	to	0399
864 520 6117	to	6136	906 558 8812	to	8899	919 536 0770	to	0799	934 236 3954	to	3999
865 151 0526	to	0599	906 982 2214	to	2299	919 814 3095	to	3199	934 622 8717	to	8999
865 500 4034	to	4099	907 725 8500	to	8599	919 889 5110	to	5134	935 216 0312	to	0399
865 883 6082	to	6099	907 815 0216	to	0257	919 889 5178	to	5199	935 843 2202	to	2247
866 004 3000	to	3999	908 622 4225	to	4235	919 889 5030	to	5070	936 024 8889	to	8899
866 442 4100	to	4899	908 936 9254	to	9299	919 889 5090	to	5099	936 339 4455	to	4499
867 366 9108	to	9118	909 066 4494	to	7499	919 915 2774	to	2787			

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

752 206 861	to	7 100	762 593 431	to	3 460	773 348 739	to	8 940	803 729 731	to	9 850
752 295 241	to	5 600	763 155 160	to	5 180	773 575 891	to	5 950	803 747 402	to	7 520
752 731 351	to	1 410	763 178 631	to	8 660	773 852 971	to	3 030	804 138 181	to	8 420
752 767 441	to	7 470	763 506 001	to	6 060	775 373 449	to	3 460	804 428 224	to	8 250
753 008 941	to	9 030	763 522 141	to	2 470	<b>789 257 191</b>	<b>to</b>	<b>7 250</b>	804 682 411	to	2 710
753 194 311	to	4 370	763 717 694	to	7 800	<b>790 448 020</b>	<b>to</b>	<b>8 460</b>	805 272 525	to	2 540
753 620 378	to	0 400	763 826 461	to	6 520	790 597 485	to	7 530	805 523 445	to	3 460
754 013 917	to	3 940	763 900 460	to	0 471	790 911 883	to	1 900	805 745 704	to	5 730
754 161 061	to	1 120	763 900 479	to	0 530	791 057 441	to	7 550	806 452 907	to	2 980
754 358 445	to	8 610	763 917 271	to	7 750	791 239 081	to	9 290	806 744 781	to	4 850
754 410 451	to	0 660	764 125 801	to	5 860	791 374 483	to	4 500	806 982 181	to	2 300
754 438 393	to	8 410	764 284 525	to	4 560	791 387 971	to	8 030	807 764 791	to	4 910
754 493 109	to	3 130	764 526 241	to	6 330	791 447 521	to	7 850	808 089 931	to	9 960
754 664 182	to	4 220	764 601 421	to	1 600	791 451 151	to	1 240	808 656 423	to	6 450
754 816 377	to	6 470	764 650 231	to	0 470	791 500 009	to	0 470	808 753 771	to	3 800
755 487 421	to	7 600	764 984 371	to	4 850	791 771 431	to	1 490	809 189 001	to	9 010
755 592 901	to	3 140	765 003 667	to	3 680	792 004 293	to	4 320	809 886 879	to	6 930
755 790 020	to	0 030	765 042 517	to	2 540	792 018 379	to	8 420	809 890 489	to	0 500
755 791 730	to	1 800	765 194 728	to	4 970	792 070 621	to	0 740	<b>810 323 734</b>	<b>to</b>	<b>3 760</b>
755 926 951	to	7 070	765 387 365	to	7 450	792 145 211	to	5 230	810 367 116	to	7 140
755 934 332	to	4 510	765 541 801	to	2 100	792 391 381	to	1 620	810 526 351	to	6 500
755 957 701	to	8 000	765 638 461	to	8 970	792 452 779	to	2 790	810 806 911	to	6 940
755 962 981	to	3 280	765 647 101	to	7 190	792 772 728	to	2 770	810 807 211	to	7 240
756 035 371	to	5 490	765 813 781	to	4 029	792 903 511	to	3 990	811 423 021	to	3 110
756 301 257	to	1 290	765 879 314	to	9 390	793 282 518	to	2 533	811 517 221	to	7 239
756 371 565	to	1 580	765 954 001	to	4 030	794 041 831	to	2 040	811 721 101	to	1 130
756 876 031	to	6 120	766 120 286	to	0 320	794 397 709	to	7 780	812 025 721	to	5 900
756 876 151	to	6 240	766 125 716	to	5 750	794 581 741	to	2 040	812 093 073	to	3 130
756 970 129	to	0 140	766 158 824	to	8 840	794 592 122	to	2 150	812 100 821	to	0 840
757 059 613	to	9 630	766 388 433	to	8 460	795 032 251	to	2 340	812 465 251	to	5 610
757 078 540	to	8 560	766 509 421	to	9 660	795 796 291	to	6 350	812 918 341	to	8 670
757 086 209	to	6 240	766 572 901	to	3 020	796 070 139	to	0 160	812 918 701	to	8 760
757 240 591	to	0 650	766 748 500	to	8 521	796 143 151	to	3 630	813 050 491	to	0 520
757 277 371	to	7 700	767 024 341	to	4 370	796 159 725	to	9 740	813 073 171	to	3 200
757 291 591	to	2 730	767 326 471	to	6 590	796 169 306	to	9 340	813 398 476	to	8 550
757 964 251	to	4 280	767 332 561	to	2 950	796 373 406	to	3 430	813 713 971	to	4 000
758 067 001	to	7 090	768 009 841	to	9 960	796 602 961	to	3 050	813 858 121	to	8 150
758 105 221	to	5 250	768 011 489	to	1 520	796 708 441	to	8 500	814 789 330	to	9 349
758 324 941	to	5 000	768 177 980	to	7 990	796 886 281	to	6 430	814 984 656	to	4 680
758 593 628	to	3 650	768 391 081	to	1 170	796 901 701	to	2 000	815 016 020	to	6 030
758 709 038	to	9 060	768 661 569	to	1 650	796 975 466	to	5 590	815 199 410	to	9 420
758 744 101	to	4 160	769 000 051	to	0 080	797 272 917	to	2 950	815 240 491	to	0 520
758 850 883	to	0 900	769 050 841	to	0 900	797 519 441	to	9 460	815 755 591	to	5 620
758 860 951	to	1 550	769 159 081	to	9 178	797 519 731	to	0 240	815 755 622	to	5 650
759 152 851	to	2 880	769 737 496	to	7 510	797 535 181	to	5 330	815 806 381	to	6 680
759 740 941	to	1 090	769 778 491	to	8 730	797 646 151	to	6 180	816 126 834	to	6 870
<b>760 004 596</b>	<b>to</b>	<b>4 610</b>	769 827 331	to	7 450	798 040 053	to	0 080	816 156 721	to	6 780
760 118 191	to	8 250	<b>770 216 071</b>	<b>to</b>	<b>6 100</b>	798 055 813	to	5 830	816 580 903	to	0 920
760 155 001	to	5 090	770 723 281	to	3 400	798 055 891	to	5 950	816 945 571	to	5 600
760 378 002	to	8 020	770 790 451	to	0 480	798 326 371	to	6 520	817 253 011	to	3 280
760 692 722	to	2 749	770 915 150	to	5 490	798 339 167	to	9 210	817 763 881	to	4 060
761 055 460	to	5 480	771 455 551	to	5 610	798 562 411	to	2 440	818 330 562	to	0 610
761 169 781	to	9 810	771 609 661	to	9 690	798 632 461	to	2 490	818 459 641	to	9 670
761 504 941	to	5 120	771 932 551	to	2 580	798 807 151	to	7 510	818 926 273	to	6 320
761 516 836	to	6 910	772 057 224	to	7 440	798 944 761	to	5 030	818 950 351	to	0 380
761 613 588	to	3 600	772 162 660	to	3 070	799 118 616	to	8 640	818 962 492	to	2 530
761 688 631	to	8 690	772 718 615	to	8 640	799 133 191	to	3 220	819 032 341	to	2 730
761 805 199	to	5 240	772 940 140	to	0 160	799 177 626	to	7 650	819 127 054	to	7 080
761 826 106	to	6 120	772 970 886	to	0 940	799 854 751	to	5 200	819 278 540	to	8 670
761 881 171	to	1 560	773 009 419	to	9 430	<b>800 044 320</b>	<b>to</b>	<b>4 410</b>	819 544 681	to	4 740
761 975 641	to	5 670	773 112 031	to	2 060	800 211 901	to	2 440	819 928 441	to	8 650
761 975 886	to	5 895	773 125 387	to	5 410	800 427 530	to	7 540	<b>820 034 406</b>	<b>to</b>	<b>4 430</b>
762 304 144	to	4 170	773 179 320	to	9 410	800 872 741	to	2 830	820 070 761	to	1 540
762 324 931	to	4 960	773 202 989	to	3 140	801 349 801	to	9 830	820 191 342	to	1 360
762 439 261	to	9 290	773 208 991	to	9 290	801 676 681	to	7 100	820 274 856	to	4 880
762 524 158	to	4 220	773 231 311	to	1 340	802 967 821	to	7 940	820 600 171	to	0 230
762 584 872	to	4 970	773 348 739	to	8 940	803 217 601	to	7 780	821 172 241	to	2 360

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

— Criminal Investigations Group, Postal Inspection Service, 11-3-11

### 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 [www.usps.com/missingmoneyorders/security.htm](http://www.usps.com/missingmoneyorders/security.htm).

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

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

— Special Services,  
Channel Access, 11-3-11

### 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, 11-3-11

### 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, 11-3-11

## 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 integrated retail terminal (IRT) or POS ONE terminal to determine which APO/FPO/DPO ZIP Codes are active and

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

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

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

### Changes

APO/FPO/DPO	Action	Effective Date	See Restrictions
APO AE 09321	Close	11/03/2011	
FPO AE 09596	Close	11/03/2011	
APO AE 09870	Add “N”	11/03/2011	A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1
DPO AE 09871	Add L and T	11/03/2011	A-A1-B-C1-E2-F-H1-L-M-N-R-R1-T-U-V-Z1
DPO AE 09872	Add L and T	11/03/2011	A-A1-B-C1-E2-F-H1-L-M-N-R-R1-T-U-V-Z1
DPO AE 09873	Add L and T	11/03/2011	A-A1-B-C1-E2-F-H1-L-M-N-R-R1-T-U-V-Z1
DPO AE 09874	Add L and T	11/03/2011	A-A1-B-C1-E2-F-H1-L-M-N-R-R1-T-U-V-Z1
DPO AE 09875	Add L and T	11/03/2011	A-A1-B-C1-E2-F-H1-L-M-N-R-R1-T-U-V-Z1
DPO AE 09876	Add “T”	11/03/2011	A-A1-B-C1-E2-F-H1-M-N-P-R-R1-T-U-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-B-C-D-H-M-R-U	09054	A1-B-C-D-H-M-R-U	09107	A1-B-C-D-H-M-R-U	09226	A1-B-C-D-F1-H-M-R-U
09003	A1-B-C-D-H-M-P-R-U	09055	A1-B-C-D-F-H-M-R-R1-U-V	09112	A1-B-C-D-H-M-R-U	09227	A1-B-C-D-F1-H-M-R-U
09004	A1-B-C-D-H-M-R-U	09058	A1-B-C-D-H-M-R-U	09114	A1-B-C-D-H-M-R-U	09229	A1-B-C-D-H-M-R-U
09005	A1-B-C-D-H-M-P-R-U	09059	A1-B-C-D-H-M-R-U	09123	A1-B-C-D-H-M-R-U	09237	A1-B-C-D-H-M-R-U-V
09006	A1-B-C-D-H-M-R-U	09060	A1-B-C-D-F1-H-M-R-U	09126	A1-B-C-D-H-M-P-R	09245	A1-B-C-D-H-M-R-U
09007	A1-B-C-D-H-M-R-U	09063	A1-B-C-D-L-H-M-R-U	09128	A1-B-C-D-H-M-R-U	09250	A1-B-C-D-H-M-R-U
09008	A-A1-B-C-D-H-M-P-R-U	09067	A1-B-C-D-H-M-R-U	09131	A1-B-C-D-H-M-R-U	09261	A1-B-C-D-F1-H-M-R-U-V
09009	A1-B-C-D-H-M-R-U	09068	A1-B-C-D-H-U-Z1	09136	A1-B-C-D-F1-H-M-R	09263	A1-B-C-D-H-M-R-U
09011	A1-B-C-D-H-M-R-U	09069	A-A1-B-C-D-H-U-V	09137	A1-B-C-D-H-M-R-U	09264	A1-B-C-D-H-M-R-U
09012	A1-B-C-D-H-M-R-U	09075	A1-B-C-D-H-M-R-U	09138	A1-B-C-D-H-M-R-U	09265	A1-B-C-D-H-M-N-R-U
09013	A1-B-C-D-F-F1-H-M-R-U-Z1	09079	A1-B-C-D-H-M-R-U	09139	A1-B-C-D-H-M-R-U	09267	A1-B-C-D-H-M-R-U
09014	A1-B-C-D-H-M-R-U	09081	A1-B-C-D-H-M-R-U	09140	A1-B-C-D-H-M-R-U	09301	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09020	A1-B-C-D-H-M-R-U	09088	A1-B-C-D-H-M-R-U	09142	A1-B-C-D-F-F1-H-P-R-U	09302	A-A1-B-C1-F-F1-H-M-N-V-Z1
09021	A1-B-C-D-H-M-R-U	09090	A1-B-C-D-H-M-P-R-U	09143	A1-B-C-D-H-M-R-U	09305	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09028	A1-B-C-D-H-M-R-U	09092	A1-B-C-D-H-M-R-U	09154	A1-B-C-D-H-M-R-U	09306	A-A1-B-C1-E2-F-H1-R-R1-U2-V-Z1
09033	A1-B-C-D-H-M-R-U	09094	A1-B-C-D-H-M-P-R	09172	A1-B-C-D-H-M-R-U	09307	A1-B-N-V-Z1
09034	A1-B-C-D-H-M-R-U	09095	A1-B-C-D-H-M-R-U	09173	A1-B-C-D-H-M-R-U	09308	A-A1-B-C1-E2-F-H1-M-R-V-Z1
09038	A1-B-C-D-H-M-R-U	09096	A1-B-C-D-H-M-R-U	09177	A1-B-C-D-H-M-R-U	09309	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09042	A1-B-C-D-H-M-R-U	09099	A1-B-C-D-H-M-R-U	09180	A1-B-C-D-H-M-R-U		
09046	A1-B-C-D-H-M-R-U	09100	A1-B-C-D-H-M-R-U	09186	A1-B-C-D-H-M-R-U		
09049	A1-B-C-D-H-M-R-U	09102	A1-B-C-D-H-M-R-U	09211	A1-B-C-D-H-M-P-R-U		
09051	A1-B-C-D-H-M-R-U	09103	A1-B-C-D-H-U	09213	A1-B-C-D-H-M-R-U		
09053	A1-B-C-D-H-M-R-U	09104	A1-B-C-D-H-M-R-U	09214	A1-B-C-D-H-M-R-U		

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09310	A-A1-B-C1-E2-F-H1-M-R-V-Z1	09378	A-A1-B-C1-E2-F-H1-M-R-R1-U2-V-Z1	09569	A1-B-F-F1-R-R1-V	09706	A1-B-C-N-R-U-V
09311	A-A1-B-C1-E2-F-H1-M-R-V-Z1	09380	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09570	A1-B-F-F1-R-R1-V	09707	A1-B-C-J-M-N-R-U-V
09313	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09382	A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09573	A1-B-F-F1-R-R1-V	09708	A1-B
09314	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09383	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09574	A1-B-F-F1-R-R1-V	09709	A1-B-F1-H
09319	A-A1-B-C1-E2-F-H1-N-R-R1-U2-V-Z1	09384	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09575	A1-B-F-F1-R-R1-V	09710	A1-B-C-C1-F1-M-N-R-R1-U
09320	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09387	A-A1-B-C1-E2-F-H1-M-R-V	09576	A1-B-F-F1-R-R1-V	09711	A1-B-F1-N-R-Z1
09327	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09393	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09577	A1-B-V	09713	A1-B-C-F1-R
09328	A-A1-B-C1-E2-F-H1-R-R1-V-Z1	09394	A-A1-B-C1-E2-F-F1-H1-M-N-R-R1-V-Z1	09578	A1-B-F-F1-R-R1-V	09714	A1-B-C-C1-F1-M-R-R1-U
09330	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09397	A-A1-B-C1-E2-F-F1-H1-M-N-R-R1-S-T-V-Z-Z1	09579	A1-B-F-F1-R-R1-V	09715	A1-B-F1-M-R
09337	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09403	A1-B-C-C1-M-R-U	09581	A1-B-F-F1-R-R1-V	09716	A1-B-C-M-N-R-V
09338	A-A1-B-C1-E2-F-H1-M-R-R1-U2-V-Z1	09421	A1-B-C-C1-M-R-U	09582	A1-B-F-F1-R-R1-V	09717	A-A1-B-M-R-V-W
09340	A-A1-B-C1-F-H-R-V	09447	A1-B-C-C1-R-U-V	09587	A1-B-F-F1-R-R1-V	09718	A1-B-F-M-N-R-U-V
09343	A-A1-B-C1-F-M-N-V-Z1	09454	A1-B-C-C1-M-R-U-V	09588	A1-B-V	09719	A1-B-C-D-M-R-U-V
09347	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09459	A1-B-C-C1-M-R-U	09589	A1-B-V	09720	A1-B-M-R-U-V
09348	A-A1-B-C1-E2-F-H1-M-R-R1-U2-V-Z1	09461	A1-B-C-C1-M-P-R-U	09590	A1-B-V	09721	A1-B-N-R-U-V-Z1
09352	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09463	A1-B-C-C1-R-U	09591	A1-B-F-F1-R-R1-V	09722	A-A1-B-F-H-N-Q-V-Z-Z1
09353	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09464	A1-B-C-C1-R-U	09593	A1-B-V	09723	A1-B-M-N-R-U-V-Z1
09354	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09466	A1-B-C-C1-M-R-U	09594	A1-B-V	09724	A1-B-C-C1-F1-M-R-R1-U
09355	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09468	A1-B-C-C1-M-R-U	09599	A1-B-F-F1-R-R1-V	09726	A1-B-M-N-R-U-V
09356	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09469	A1-B-C-C1-R-U	09602	A1-B-C-F-F1-N-R-U-V	09727	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1
09357	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09470	A1-B-C-C1-M-R-U	09603	A1-B-C-F-F1-R-U-V	09728	A-A1-B-B2-C-C1-F-J-L-N-R-R1-T-V-Z1
09359	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09494	A1-B-C-C1-M-R-U	09604	A1-B-C-F-F1-P-R-U-V	09729	A1-B-C-F-N-R-R1-U-V
09360	A1-B-V	09496	A1-B-C-C1-R-U-V	09605	A1-B-C-D-H-M-R-U-V	09730	A-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1
09363	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09498	A1-B-C-C1-F-F1-F2-J-L-N-R-R1-T-V-Z1	09606	A1-B-C-D-H-M-R-U-V	09731	A-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1
09364	A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09501	A1-B-V	09607	A-A1-B-C-F-F1-M-R-R1-U-U3-V-W	09732	A1-B-N-V-Z1
09365	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09502	A1-B-V	09608	A1-B-C-F-N-U-V	09733	A1-B-N-V
09366	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09503	A1-B-V	09609	A1-B-C-F-U	09734	A-A1-B-C-C1-F-J-L-M-N-R-R1-T-V-Z1
09367	A-A1-B-B2-C1-E2-F-H1-M-R-R1-V-Z1	09504	A1-B-V	09610	A1-B-C-F-F1-M-R-U-V	09735	A1-B-N-V-Z1
09368	A-A1-B-C1-E2-F-H1-M-N-R-V-Z1	09505	A1-B-V	09611	A1-B-C-F-F1-R-U-V	09736	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1
09369	A-A1-B-C1-E2-F-H1-M-R-R1-V	09506	A1-B-V	09613	A1-B-C-F-U-V	09737	A-A1-B-B2-C-C1-F-I-L-M-N-R-R1-T-V-W-Y-Z-Z1
09370	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09507	A1-B-V	09617	A1-B-C-F-U	09738	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1
09372	A-A1-B-C1-E2-F-H1-M-R-R1-V	09508	A1-B-V	09618	A1-B-C-F-U	09739	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1
09373	A-A1-B-C1-E2-F-H1-M-R-R1-V	09509	A1-B-V	09620	A1-B-C-F-U	09741	A-A1-B-C1-E2-F-F1-H1-J-L-M-N-R-R1-T-V-W-Y-Z1
09374	A-A1-B-C1-E2-F-H1-M-R-V-Z1	09510	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09621	A1-B-C-F-U	09742	A-A1-B-B2-F-F1-J-L-M-N-R-T-V-Z1
09375	A-A1-B-C1-E2-F-H1-M-R-V-Z1	09511	A1-B-V	09622	A1-B-C-F-U	09743	A-A1-B-F-H-N-Q-V-Z-Z1
09376	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09513	A1-B-F-F1-R-R1-V	09623	A1-B-C-F-U	09744	A-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1
09377	A-A1-B-C1-E2-F-H1-M-R-R1-V	09517	A1-B-F-F1-R-R1-V	09624	A1-B-C-F-U	09745	A-A1-B-F-F1-M-N-R-R1-V-Z1
09378	A-A1-B-C1-E2-F-H1-M-R-R1-V	09524	A1-B-F-F1-R-R1-V	09625	A1-B-C-F-U	09747	A1-B-F-J-N-U-V-Z1
09379	A-A1-B-C1-E2-F-H1-M-R-R1-V	09532	A1-B-F-F1-R-R1-V	09626	A1-B-C-F-U	09748	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1
09380	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09533	A1-B-F-F1-R-R1-V	09627	A1-B-C-F-U	09749	A-A1-B-F-H-N-V-Z1
09381	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09534	A1-B-F-F1-R-R1-V	09630	A1-B-C-F-U-V	09750	A-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1
09382	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09543	A1-B-F-F1-R-R1-V	09631	A1-B-C-F-U		
09383	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09545	A1-B-V	09633	A1-B-B2-C-D-F-F1-M-R-U-U1-U2-U3-V-Z1		
09384	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09549	A1-B-V	09636	A1-B-C-F-U		
09385	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09554	A1-B-F-F1-R-R1-V	09642	A1-B-M-N-R-U		
09386	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09556	A1-B-F-F1-R-R1-V	09643	A1-B-M-R-U		
09387	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09557	A1-B-F-F1-R-R1-V	09645	A1-B-C-F-F1-U		
09388	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09564	A1-B-F-F1-R-R1-V	09647	A1-B-N-R-U		
09389	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09565	A1-B-F-F1-R-R1-V	09648	A1-B-N-U-V-Z1		
09390	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09566	A1-B-F-F1-R-R1-V	09649	A1-B-N-U-Z1		
09391	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09567	A1-B-F-F1-R-R1-V	09701	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1		
09392	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09568	A1-B-V	09702	A1-B-C-C1-F1-M-R-R1-U		
09393	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1			09703	A1-B-C-F1-H-U		
09394	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1			09704	A1-B-C-V-V1		
09395	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1			09705	A1-B-U		

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09751	A1-B-C-D-H-M-R-U	09832	A-A1-B-U1-V-Z1	34011	A1-B-B2-C1-E2-F-J-L-M-N-R-R1-T-V-Z1	96275	A-A1-B-V
09752	A1-B-C-D-H-U	09833	A1-B-U1-V-Z1			96276	A-A1-B
09758	A-A1-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1	09834	A1-B-F-F1-R-R1-V-Z1	34020	A1-B-J-L-M-N-U-V-Z1	96278	A-A1-B-U
09759	A-A1-B-B2-C-C1-E2-F-F1-F2-J-L-N-R-R1-T-V-Z1	09835	A-A1-B-V-Z1	34021	A1-B-J-L-M-N-U-V-Z1	96283	A-A1-B-U
09762	A-A1-B-B2-E3-F-F1-J-L-N-R-R1-T-V-Z1	09836	A-A1-B-C-F-M-V-Z1	34022	A1-B-D-F-J-L-M-N-U-V-Z1	96284	A-A1-B-U-V
09769	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1	09837	A1-B-V-Z1	34023	A1-B-J-L-M-N-U-V-Z1	96303	A1-B-H-J-L-M-N-T-W
09771	A-A1-B-C-E1-N-R-V	09838	A1-B-V-Z1	34024	A1-B-L-M-N-U-V-Z1	96306	A1-B-F-F1-F2-H-M-W
09777	A-A1-B-C-E1-M-N-R	09839	A-A1-B-U-V-Z1	34025	A1-B-F-J-L-M-N-U-V-Z1	96309	A1-B-M-V-W
09780	A-A1-B-F-H-N-R-V	09840	A-A1-B-V-Z1	34030	A1-B-J-L-M-N-U-V-Z1	96310	A1-B-M-W
09798	A1-B-C-D-H-L-U-V	09841	A-A1-B-N-R-U-Z1	34031	A1-B-J-L-M-N-U-V-Z1	96319	A1-B-M-W
09801	A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09842	A-A1-B-M-N-R-Z1	34032	A1-B-J-L-M-N-T-U-V-Z1	96321	A1-B-F-F1-F2-H-M-W
09803	A1-B-E2-E3-F-H1-N-R-R1-U1-V-Z1	09844	A-A1-B-C-F-N-U-V-Z1	34033	A1-B-C-F-J-L-M-N-V-Z1	96322	A1-B-F-F1-F2-H-M-W
09804	A-A1-B-F-F1-N-R-V-Z1	09845	A-A1-B-B2-E3-F-F1-L-M-N-T-V-Z1	34034	A1-B-J-L-M-N-V-Z1	96323	A1-B-M-V-W
09805	A-B-F-F1-R-R1-V-Z1	09846	A-A1-B-B2-C1-F-J-L-N-R-R1-T-V-Z1	34035	A1-B-H-J-L-M-N-U-V-Z1	96326	A1-B-M-W
09806	A-A1-B-C1-E2-F-H1-L-M-N-R-R1-V-Z1	09848	A-A1-B-F-M-R-V-Z1	34036	A1-B-J-L-M-N-U-V-Z1	96328	A1-B-M-W
09807	A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09852	A1-B-E2-E3-F-H1-N-R-R1-U1-V-Z1	34037	A1-B-C-F-H-I-L-M-N-V-Z-Z1	96330	A1-B-M-W
09809	A1-B-V-Z1	09853	A1-B-E2-F-H1-R-R1-U2-V-Z1	34038	A1-B-L-M-N-U-V-Z1	96336	A1-B-M-V-W
09810	A-A1-B-F-F1-N-R-V-Z1	09855	A-A1-B-C1-E2-F-H1-R-R1-U2-V-Z1	34039	A1-B-J-L-M-N-U-V-Z1	96337	A1-B-M-W
09811	A1-B-E2-E3-F-H1-N-R-R1-U1-V-Z1	09858	A1-B-E2-E3-F-H1-N-R-R1-U1-V-Z1	34041	A1-B-J-L-M-N-T-U-V-Z1	96338	A1-B-M-W
09812	A1-B-E2-E3-F-F1-I-N-R-U-V-Z-Z1	09859	A1-B-C1-F-F1-H1-N-R-R1-V-Z1	34042	A1-B-D-F-M-N-V-Z1	96339	A1-B-M-V-W
09813	A-A1-B-B2-C1-E2-E3-F-J-L-N-R-R1-T-V-Z1	09862	A-A1-B-N-V-Z1	34050	A1-B-V	96343	A1-B-M-W
09814	A1-B-E2-E3-F-F1-I-N-R-U-V-Z-Z1	09865	A-A1-B-V-Z1	34055	A1-B-J-L-M-N-U-V-Z1	96346	A1-B-F-F1-F2-H-M-V-W
09815	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09868	A-A1-B-N-U-V-Z1	34058	A1-B-F-F1-R-R1-V-Z1	96347	A1-B-F-F1-F2-H-M-W
09816	A-A1-B-B2-C-C1-E2-E3-F-J-L-N-R-R1-T-V-Z1	<b>09870 A-A1-B-C1-E2-F-H1-M-N-R-R1-U-V-Z1</b>		34060	A1-B-B2-C1-E2-F-J-L-N-R-R1-T-V-Z1	96348	A1-B-F-F1-F2-H-M-W
09817	A-A1-B-B2-C1-E2-E3-F-F1-H-H1-J-L-M-N-R-T-V-Z1	<b>09871 A-A1-B-C1-E2-F-H1-L-M-N-R-R1-T-U-V-Z1</b>		34078	A1-B-F1-N-V-Z1	96349	A1-B-F-F1-F2-H-M-W
09818	A-A1-B-C-F-M-V-Z1	<b>09872 A-A1-B-C1-E2-F-H1-L-M-N-R-R1-T-U-V-Z1</b>		34090	A1-B-F-F1-R-R1-V	96350	A1-B-F-F1-F2-H-M-W
09820	A-A1-B-B2-F-H-H1-J-L-M-N-R-R1-T-V-Z1	<b>09873 A-A1-B-C1-E2-F-H1-L-M-N-R-R1-T-U-V-Z1</b>		34091	A1-B-F-F1-R-R1-V	96351	A1-B-F-F1-F2-H-M-W
09821	A-A1-B-F-N-R-V-Z1	<b>09874 A-A1-B-C1-E2-F-H1-L-M-N-R-R1-T-U-V-Z1</b>		34092	A1-B-F-F1-R-R1-V	96362	A1-B-F-F1-F2-M-W
09822	A-A1-B-F-R-V-Z1	<b>09875 A-A1-B-C1-E2-F-H1-L-M-N-R-R1-T-U-V-Z1</b>		34093	A1-B-F-F1-R-R1-V	96365	A1-B-M-V-W
09823	A-A1-B-F-R-V-Z1	<b>09876 A-A1-B-C1-E2-F-H1-M-N-P-R-R1-T-U-V-Z1</b>		34095	A1-B-V	96367	A1-B-L-M-W
09824	A-A1-B-F-R-V-Z1			34098	A1-B-V	96368	A1-B-M-W
09825	A-A1-B-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1	09880	A-A1-B-C1-E2-F-H1-R-R1-U-V-Z1	34099	A1-B-V	96370	A1-B-F-F1-F2-H-M-W
09826	A-A1-B-B2-C1-E1-E2-E3-F-L-M-N-R-R1-T-V-W-Z1	09889	A1-B-E2-F-H1-N-R-R1-U2-V-Z1	96201	A-A1-B	96372	A1-B-M-W
09827	A-A1-B-F-F1-N-R-V-Z1	09892	A-A1-B-E2-F-N-R-R1-V-Z1	96202	A-A1-B-U	96373	A1-B-M-W
09828	A1-B-J-L-N-T-V-Z1	09898	A1-B-E2-F-H1-N-R-R1-U2-V-Z1	96203	A-A1-B	96374	A1-B-M-W
09829	A1-B-C-N-R-V-Z1	34002	A1-B-J-L-N-U-Z1	96204	A-A1-B	96375	A1-B-M-W
09830	A1-B-C-M-N-R-V-Z1	34004	A1-B-J-L-N-T-U-V	96205	A-A1-B-U	96376	A1-B-M-W
09831	A1-B-F-N-U-V-Z1	34006	A-A1-B-C1-F1-N-V-Z1	96206	A-A1-B-U	96377	A1-B-M-W
		34007	A-A1-B-C1-F-F1-M-N-R-R1-V-Z1	96207	A-A1-B-U	96378	A1-B-M-W
		34008	A1-B-B2-D-E1-F-H-H1-J-L-M-N-R-R1-T-V-Z1	96209	A-A1-B-J-L-N-T-U	96379	A1-B-M-W
				96213	A-A1-B-U	96384	A1-B-M-W
				96214	A-A1-B-U	96386	A1-B-M-W
				96218	A-A1-B-U	96387	A1-B-M-W
				96224	A-A1-B-U	96388	A1-B-M-W
				96257	A-A1-B-U	96401	A1-B-F-N-V-Z1
				96260	A-A1-B-U	96426	A-A1-B-C1-E2-F-H1-M-R-V
				96262	A-A1-B-U-V	96427	A-A1-B-C1-E2-F-H1-M-R-R1-V
				96264	A-A1-B-U	96447	A1-B-F-N-U3-V-V1
				96266	A-A1-B-U	96501	A-A1-B-N-V
				96267	A-A1-B-U-V	96502	A1-B-F-N-U3-V
				96269	A-A1-B-U	96503	A1-B-F-N-U3-V
				96271	A-A1-B-U	96507	A-A1-B-F-V
						96510	A1-B-I-N-V
						96511	A1-B-I-N-V

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
96515	A1-B-D-F-U3	96550	A-A1-B-H-M-U-V	96610	A1-B-V	96663	A1-B-F-F1-R-R1-V
96516	A1-B-D-F	96551	A-A1-B-H-M-N-U	96611	A1-B-V	96664	A1-B-V
96517	A1-B-F-U3-V	96552	A1-B	96612	A1-B-F-F1-R-R1-V	96665	A1-B-V
96520	A1-B-F-N-U3-V	96553	A-A1-B-F-F1-H-M-U	96613	A-A1-B-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96666	A1-B-V
96521	A1-B-F-N-U3	96554	A-A1-B-H-M-U	96614	A-A1-B-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96667	A1-B-F-F1-R-R1-V
96522	A1-B-F-N-U	96555	A1-B-F-M-V	96615	A1-B-F-F1-R-R1-V	96668	A1-B-F-F1-R-R1-V
96530	A-A1-B-F-F1-H-H1-M-N-U-V	96557	A1-B-F-M-V	96616	A1-B-F-F1-R-R1-V	96669	A1-B-F-F1-R-R1-V
96531	A-A1-B-F-F1-H-M-N-U-V	96562	A-A1-B-B2-C-C1-D-E2-E3-F-F1-H-H1-I-L-M-N-R-T-V-Z-Z1	96617	A1-B-F-F1-R-R1-V	96670	A1-B-V
96532	A-A1-B-H-J-L-M-N-T-U-V	96577	A-A1-B-F-H-M-U	96619	A1-B-V	96671	A1-B-F-F1-R-R1-V
96534	A-A1-B-F-U	96595	A1-B-V	96620	A1-B-F-F1-R-R1-V	96672	A1-B-F-F1-R-R1-V
96535	A-A1-B-F-V	96598	A1-B-N-V	96621	A1-B-V	96673	A1-B-V
96537	A1-B-V	96599	A1-B-N-V	96622	A1-B-F-F1-R-R1-V	96674	A1-B-F-F1-R-R1-V
96538	A1-B-V	96601	A1-B-V	96624	A1-B-F-F1-R-R1-V	96675	A1-B-F-F1-R-R1-V
96540	A1-B-V	96602	A1-B-V	96628	A1-B-F-F1-R-R1-V	96677	A1-B-F-F1-R-R1-V
96541	A1-B-V	96603	A1-B-V	96629	A1-B-F-F1-R-R1-V	96678	A1-B-F-F1-R-R1-V
96542	A1-B-V	96604	A1-B-V	96643	A1-B-F-F1-R-R1-V	96679	A1-B-F-F1-R-R1-V
96543	A1-B-P-V	96605	A1-B-V	96650	A1-B-F-F1-R-R1-V	96681	A1-B-V
96544	A1-B-F-N-U3-V	96606	A1-B-V	96657	A1-B-F-F1-R-R1-V	96682	A1-B-V
96546	A1-B-F-U3	96607	A1-B-V	96660	A1-B-F-F1-R-R1-V	96683	A1-B-V
96548	A-A1-B-H-M-U	96608	A1-B-V	96661	A1-B-F-F1-R-R1-V	96686	A1-B-V
96549	A-A1-B-H-M-U	96609	A1-B-V	96662	A1-B-F-F1-R-R1-V	96687	A1-B-V
						96698	A1-B-V

## 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.

**B.** Regardless of mail class, a customs declaration form is required for all items weighing 16 ounces or more, or any item (regardless of weight) containing potentially dutiable mail contents (e.g., merchandise) addressed to an APO, FPO, or DPO ZIP Code. PS Form 2976 is required for items weighing less than 16 ounces, and PS Form 2976-A is required for items weighing 16 ounces or more. No customs form is required for items weighing less than 16 ounces when the contents are not potentially dutiable (e.g., documents). When the surface area of the address side of the mailpiece is not large enough to contain a PS Form 2976-A, the smaller PS Form 2976 may be substituted (e.g., the Priority Mail Small Flat Rate Box). 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.

**E1.** Medicines or vaccines not conforming to French laws are prohibited.

**E2.** Any matter depicting nude or seminude persons, pornographic or sexual items, or nonauthorized political materials is prohibited. Although religious materials contrary to the Islamic faith are prohibited in bulk quantities, items for the personal use of the addressee are permissible.

**E3.** Radio transceivers, cordless telephones, global positioning systems, scanners, base stations, and handheld transmitters are prohibited.

**F.** Firearms of any type are prohibited in all classes of mail. See definitions of firearms in DMM 601.11.1.1c. 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 601.11.2 and ATF regulations; they do not require an ATF form.

**F1.** Privately owned weapons addressed to an individual are prohibited in any class of mail.

**F2.** Importation of firearms is restricted to one shotgun and one single shot.22 caliber rifle per individual.

**G.** Only letters, flats, and Periodicals are authorized. Parcels of any class are prohibited.

**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 601.11.7, 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.

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

**V1.** Delivery Confirmation service is not available.

**W.** Meat products, such as dried beef, salami, and sausage, may be mailed, provided they remain in their original, hermetically sealed packages and bear USDA certification. Other meats, bones, skin, hair, feathers, horns or hoofs of hoofed animals, wool samples, tobacco leaves, including chewing and pipe tobacco, snuff, cigars, and cigarettes, or obscene material, including obscene drawings, photographs, films, and carvings, are prohibited. Exception: 200 grams of tobacco per parcel are permitted duty free.

**X.** Personal mail is limited to First-Class Mail items (to include audio cassettes and voice tapes) weighing 13 ounces or less. This limitation does not apply to official mail.

**Y.** Mail is limited to First-Class and Priority Mail items only. All Periodicals, Standard Mail items, and Package Services items (including SAM and PAL) are not authorized. This restriction also applies to official mail.

**Z.** No outside pieces (OSPs).

**Z1.** The following restriction is applicable only to International Service Centers (ISC)/Exchange Offices. An Anti-Pilferage Seal (Item No O817E or O818A) is required on all pouches and sacks.

November 2011

## Have You Seen Any of These Missing Children?

Please participate in the NALC/USPS Child Alert Program. Tear out this page and carry it with you. If you have information on any of these missing persons, tell your Postal Service™ supervisor.



**Name:** Annece Blocker  
Born: 1-17-94  
Date Missing: 4-2-11  
Missing From: Shreveport, LA



**Name:** Holly Bobo  
Born: 10-12-90  
Date Missing: 4-13-11  
Missing From: Darden, TN



**Name:** Matthew Ely  
Born: 12-28-93  
Date Missing: 3-27-11  
Missing From: Greenville, SC



**Name:** Brandon Frankson  
Born: 11-2-93  
Date Missing: 2-10-11  
Missing From: Laramie, WY



**Name:** Joe McKinney  
Born: 2-26-94  
Date Missing: 2-4-11  
Missing From: Chicago, IL

**Please call the National Center for Missing and Exploited Children  
Hot Line 1-800-843-5678  
TDD 1-800-826-7653**

### Missing Children Poster Display Instructions

Post Offices, classified stations, branches, and contract postal units may display this poster at their option. If the poster is displayed, it should be placed on the community bulletin board located in the Post Office™ box lobby and not in the main retail (full service) lobby. Alternatively, Missing Children posters can be maintained in a binder behind the counter to be used as a reference guide. The posters also may be posted in a prominent location where letter carriers will be able to see them before or after they go out on their routes. Making this information available to letter carriers is consistent with the NALC/USPS Child Alert Program to facilitate identification of missing children.

Companion posters, authorized for display on bulletin boards maintained by employee organizations, appear periodically in *The Postal Record*, a publication for members of the National Association of Letter Carriers.

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by the National Center for Missing and Exploited Children (NCMEC).

In addition to *Postal Bulletin* updates, NCMEC distributes information periodically. Notification of newly reported missing children is sent to designated district “Missing Children” coordinators via e-mail addresses provided by district managers. Within 24 hours of receipt of an e-mailed Missing Children poster, district coordinators should distribute copies to all Postal Service™ facilities in their districts. Missing Children posters are to be displayed as noted above for 30 days unless notification is received (from NCMEC) to remove a particular poster sooner. The e-mail network is used to distribute posters and information in only the most urgent cases of missing children. This system supplements, but does not replace, the missing children information in this *Postal Bulletin*.

Missing Children posters are available to the U.S. Postal Service® only as described above. If Postal Service employees are contacted by individuals or local agencies about displaying a sign or poster of a missing child in local Post Offices, the individual or agency should be politely informed that the U.S. Postal Service displays only those posters provided by NCMEC, because it has been designated by the U.S. Department of Justice to be the national clearinghouse and resource center for missing and exploited children. The individual or agency should then be referred to NCMEC at 800-843-5678.

If you have any information, or for free prevention tips, please call 800-THE-LOST (800-843-5678).

November 2011

## Have You Seen Any of These Missing Children?

Please participate in the NALC/USPS Child Alert Program. Tear out this page and carry it with you. If you have information on any of these missing persons, tell your Postal Service™ supervisor.



**Name:** Jerica Montalvo  
Born: 1-19-94  
Date Missing: 5-20-11  
Missing From: Lockport, IL



**Name:** Joseph Mora  
Born: 7-14-93  
Date Missing: 1-23-11  
Missing From: Santa Fe, NM



**Name:** Kayla Mullinax  
Born: 3-21-95  
Date Missing: 9-14-11  
Missing From: Duncan, SC



**Name:** Jose Nieto  
Age progressed to 16 years  
Born: 8-13-94  
Date Missing: 2-1-11  
Missing From: Chicago, IL



**Name:** Tyla Pearson  
Born: 6-20-95  
Date Missing: 7-3-11  
Missing From: Rowlett, TX

**Please call the National Center for Missing and Exploited Children  
Hot Line 1-800-843-5678  
TDD 1-800-826-7653**

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November 2011

## Have You Seen Any of These Missing Children?

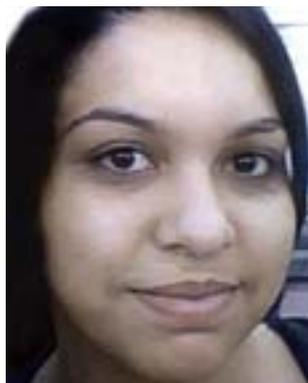
Please participate in the NALC/USPS Child Alert Program. Tear out this page and carry it with you. If you have information on any of these missing persons, tell your Postal Service™ supervisor.



**Name:** Cynthia Reeves  
**Born:** 9-29-93  
**Date Missing:** 8-3-11  
**Missing From:** Decatur, IL



**Name:** Leonarda Shelby  
**Born:** 3-5-95  
**Date Missing:** 4-26-11  
**Missing From:** Brockton, MA



**Name:** Donna Stevens  
**Born:** 11-26-93  
**Date Missing:** 4-17-11  
**Missing From:** Henderson, NV



**Name:** Daquan Williams  
**Born:** 12-25-91  
**Date Missing:** 1-8-11  
**Missing From:** Walterboro, SC

**Please call the National Center for Missing and Exploited Children  
Hot Line 1-800-843-5678  
TDD 1-800-826-7653**

### Missing Children Poster Display Instructions

Post Offices, classified stations, branches, and contract postal units may display this poster at their option. If the poster is displayed, it should be placed on the community bulletin board located in the Post Office™ box lobby and not in the main retail (full service) lobby. Alternatively, Missing Children posters can be maintained in a binder behind the counter to be used as a reference guide. The posters also may be posted in a prominent location where letter carriers will be able to see them before or after they go out on their routes. Making this information available to letter carriers is consistent with the NALC/USPS Child Alert Program to facilitate identification of missing children.

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# Flexible Spending Accounts 2011 Open Season

**Enrollment for 2012 FSAs begins: November 7, 2011**

**Enrollment ends: December 25, 2011 (5:00 P.M. CT)**

**Enrollments are effective: January 1, 2012**

## Who Can Enroll

Only career employees are eligible to enroll in flexible spending accounts (FSAs) for 2012.

## How to Enroll

Don't wait until the last minute to enroll.

To use the Web — the easiest way to use *PostalEASE* — access the system in any of these ways:

- On the Internet at <https://liteblue.usps.gov>. Under "Employee Self Service," select *PostalEASE*.
- At an employee self-service kiosk.
- On the Intranet at <http://blue.usps.gov>. Under "Essential Links," select *PostalEASE*. To use the telephone, call the Employee Service Line at 877-477-3273.

If you cannot successfully complete your transaction using *PostalEASE* because of a medical condition or other reason, contact the Human Resources Shared Services Center (HRSSC) for assistance.

## How to Get Your USPS® Personal Identification Number (PIN)

To use *PostalEASE*, you must enter your Employee Identification Number (EIN) and USPS PIN. If you don't know your USPS PIN, you can get it any one of these ways:

- Go to <https://liteblue.usps.gov> and click *Forget Your PIN?* Enter your eight-digit EIN (printed at the top of your earnings statement). Choose a new PIN immediately with Self-Service PIN Reset — just follow the instructions.
- Go to the Postal Service™ Intranet Blue page: under "Essential Links," click *PostalEASE*, and follow the instructions.
- Go to an employee self-service kiosk and follow the instructions.
- Dial 877-477-3273 and press 1. When prompted, enter your EIN. When prompted for your PIN, pause, then press 2. Your USPS PIN will be mailed to your address of record the next business day.

## Debit Card Changes

- UnitedHealthcare has begun replacing the blue Consumer Accounts Card with the new white Health Care Spending Card. Both cards work exactly the same and may be used for certain expenses for the Health Care FSA and the Dependent Care FSA.
- You may take your over-the-counter (OTC) prescription to the pharmacist to be filled and have a prescription number assigned, and you may then use the card to pay for it.
- You can now use your Consumer Accounts Card or Health Care Spending Card for some mail order prescription providers, including Caremark and Medco.

## Details Are in the Mail

A leaflet and a brochure, FSA BK1, *Flexible Spending Accounts*, with a *PostalEASE* FSA worksheet included, are being mailed to all career employees. If you do not receive yours by November 28, 2011, find it posted online at <http://liteblue.usps.gov> or contact the HRSSC.

## Questions

Hotline for FSA questions: 800-842-2026.

Employees who are deaf or hard of hearing may call via 711, the Telecommunications Relay Service (TRS).

**Please post on all bulletin boards through December 25, 2011.**

# Displaying the U.S. Flag and the POW-MIA Flag

## U.S. Flag at Half-Staff

### How to Display

Displaying the U.S. flag at *half-staff* means lowering the flag to half the distance between the top and bottom of the staff.

### Specific Dates

Display the U.S. flag at half-staff on the following days each year:

- May 15: Peace Officers Memorial Day (see note 1 below).
- Last Monday in May: Memorial Day Observed (see note 2 below).
- December 7: National Pearl Harbor Remembrance Day.



*Note 1:* When May 15, which is the date for Peace Officers Memorial Day, falls on the third Saturday in May, which is the date for Armed Forces Day, display the U.S. flag in the full-staff position, *not* at half-staff.

*Note 2:* On the last Monday in May, when Memorial Day is observed, display the flag at half-staff from sunrise, or the hour at which you raise it, until noon, and then hoist it to the peak of the staff, until the time of closing or no later than sunset.

## POW-MIA Flag

### How to Display

In relation to the U.S. flag, display the POW-MIA flag (and any other flag) as follows:

- If displayed on the same flagstaff, place it below the U.S. flag.
- If displayed on a separate flagstaff, place it at the same level or lower. If displayed at the same level, place it on the U.S. flag's left.

When flying the U.S. flag at half-staff, fly the POW-MIA flag (and any other flags) at half-staff also.

### Specific Dates

Display the POW-MIA flag on the following days each year:

- Armed Forces Day: Third Saturday in May.
- Memorial Day: Last Monday in May.
- Flag Day: June 14.
- Independence Day: July 4.
- National POW-MIA Recognition Day: Third Friday in September.
- Veterans Day: November 11.

If any of these days fall on a nonbusiness day, display the POW-MIA flag on the last business day before the designated day.

For more detailed information about flying the U.S. flag and the POW-MIA flag, see the following parts in the *Administrative Support Manual (ASM)*:

- ASM 472, U.S. Flag Display.
- ASM 476, POW-MIA Flag Display.



# Federal Employees Dental and Vision Insurance Program Open Season

November 14, 2011, to December 12, 2011

*www.benefeds.com*

The Federal Employees Dental and Vision Insurance Program (FEDVIP) Open Season will be held from November 14 to December 12, 2011, closing at 11:59 P.M. ET. Employees will receive a mailing to their addresses of record with complete program information about this pretax group insurance offering.

During this open season, eligible employees may elect dental insurance, vision insurance, or both via the portal at [www.benefeds.com](http://www.benefeds.com). Employees without access to a computer may call 877-888-FEDS (877-888-3337). Employees who are deaf or hard of hearing may place a TTY call to 877-889-5680.

New enrollments made during the 2011 FEDVIP Open Season will be effective January 1, 2012.

**Note:** The 2010 Affordable Care Act health care law does not change the age or unmarried requirement for dependents in FEDVIP.

**Please post on all bulletin boards through December 12, 2011.**

## ***DID YOU KNOW?***

**USPS is committed to scanning 100% of all barcoded packages by the end of the fiscal year.**



# Federal Employees Health Benefits Open Season

November 14, 2011, to December 13, 2011

The Federal Employees Health Benefits (FEHB) Open Season will be held from November 14 to December 13, 2011, closing at 5:00 P.M. CT. Employees should complete the *PostalEASE* FEHB worksheet included in the mailing to their homes, and enter enrollment information directly into *PostalEASE* via the Web at <https://liteblue.usps.gov>, kiosk, or telephone at 877-477-3273, option 1.

During this open season, eligible employees may make any one, or a combination, of the following changes using *PostalEASE*:

- Enroll if not enrolled.
- Cancel enrollment.
- Change from one plan to another plan.
- Change from one option to another option.
- Change from Self Only to Self and Family.
- Change from Self and Family to Self Only.

Enrollment changes and new enrollments made during the 2011 FEHB Open Season will be effective January 14, 2012 (Pay Period 03-12). New premium payments will be reflected in paychecks dated February 3, 2012.

**Note:** If you are enrolling or changing your enrollment, be sure to include all eligible children up to age 26 when completing your *PostalEASE* FEHB Worksheet or using *PostalEASE*. See the 2012 Guide to Benefits for eligibility requirements.

**Please post on all bulletin boards through December 13, 2011.**

***DID YOU KNOW?***



**By the end of FY 2012, USPS will have  
a “Lean Green” team in each district.**

# Annual Leave Exchange Option

November 15, 2011, to December 15, 2011

The Annual Leave Exchange Program provides an option for eligible career employees to receive a lump sum payment in exchange for a portion of the annual leave that would otherwise be advanced at the beginning of the 2012 leave year. American Postal Workers Union (APWU)-represented part-time flexible employees may exchange a portion of the leave they are expected to earn during the 2012 leave year. **Annual leave that has been earned and accumulated during the 2011 leave year, which ends January 13, 2012, cannot be exchanged for cash.** Exchanging next year's annual leave for cash is strictly a voluntary action. The exchange option is not intended to discourage an employee's use of annual leave. Any leave exchanged will not be available for use in leave year 2012.

## Eligible Employees

Employees eligible for the Annual Leave Exchange Program include the following:

- Career nonbargaining unit employees from rate schedule codes (RSCs) D (levels 1–8), E, F, S, U, V, and Z (levels 1–11) who have an annual leave balance of at least 160 hours at the end of the 2011 leave year.
- Career bargaining unit employees — full-time employees, part-time regular employees, and APWU-represented part-time flexible employees — from the following RSCs who have an annual leave balance of at least 440 hours at the end of the 2011 leave year and have used less than 75 hours of sick leave during the 2011 leave year:
  - American Postal Workers Union, AFL-CIO — Rate Schedule Codes (RSCs) C and P.
  - National Postal Professional Nurses/APWU — RSC G.
  - Operating Services Division Agreement — RSC K.
  - Eligibility exists only as provided for in pending successor agreements to current agreements for employees represented by all of the following:
    - The National Postal Mail Handlers Union in Rate Schedule Code (RSC) M.
    - The American Postal Workers Union, AFL-CIO, in RSC N.
    - The International Association of Machinists, Tool & Die, in RSC T.
    - The Fraternal Order of Police, National Labor Council, USPS No. 2, in RSC Y.

## PostalEASE Elections

Employees who meet the eligibility criteria and want to exercise this option must use *PostalEASE* to make elections. For the election to be considered timely, employees must complete their entries in *PostalEASE* by 11:59 P.M. Central Time, December 15, 2011.

An employee may contact the Human Resources Shared Services Center (HRSSC) for assistance if any of the following conditions apply:

- The employee is deaf or hard of hearing.
- The employee cannot use the telephone, Internet, employee self-service kiosk, or Intranet for a medical reason.
- The employee receives a message in *PostalEASE* directing him or her to contact the HRSSC when attempting to make an election.

To contact the HRSSC, do the following:

- Call the Employee Service line at 877-477-3273.
- When prompted, select 5 for the HRSSC.
- Select "Benefits" to speak with a representative who will assist you.

**Please Post on All Bulletin Boards Through December 15, 2011.**

***DID YOU KNOW?***



**USPS has more than 44,000  
alternative fuel capable vehicles.**

To reach the HRSSC using TTY, do the following:

- Call 866-260-7507.
- Leave your name and e-mail address or telephone number where you can be reached along with a message indicating your call is regarding a *Postal/EASE* issue.

### **Payment by Lump Sum**

For bargaining unit employees, payment under the Annual Leave Exchange Program will be a lump sum calculated on the employee's base salary as of the first day of the 2012 leave year (January 14, 2012) and included in February 3, 2012, paychecks. Also, for nonbargaining unit employees, the lump sum is calculated on the salary as of January 14, 2012, and included in February 3, 2012, paychecks.

### **Letter to Be Mailed to Eligible Employees Soon**

The Eagan Accounting Service Center (ASC) will mail a letter providing details of the eligibility criteria and instructions for using *Postal/EASE* to make annual leave exchange elections to eligible employees at their addresses of record during November 2011. Undeliverable letters will be returned to the employing office of record. When an office receives a returned letter, the office should encourage the employee to update his or her address. Employees should update their addresses via *LiteBlue* at <https://liteblue.usps.gov>; click *Change My Address* under the My HR tab. Employees with access to Employee Change of Address on the Postal Service™ Intranet (Blue page) or to an employee self-service kiosk should use those entry methods. Employees who cannot use these methods should submit an updated PS Form 1216, *Employee's Current Mailing Address*, to the HRSSC.

— Compensation, Labor Relations, 11-3-11

**Please Post on All Bulletin Boards Through December 15, 2011.**

**Stamps by Mail® Brochure Order Form** Required Entry →

Order No. (mm-dd-yy-ZIP+ 4®) Example: 12-18-05-22209-6057

**You MUST complete ALL fields on this form**

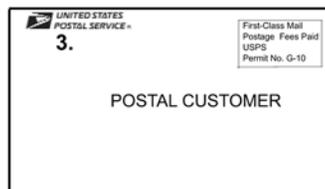
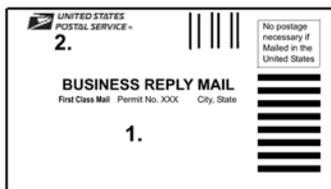
To: STAMPS BY MAIL CYRIL-SCOTT CO PO BOX 627 LANCASTER OH 43130-0627	Office Name	District	Area
	Contact Name		
	Contact Telephone No. (Include area code)		
	Contact Fax No. (Include area code)		
Telephone No. 800-466-0455	Fax No. 740-689-0210	Contact E-mail Address	

Quantity			
Item	Specify No. of Packs (500 forms per pack)	Unit Cost	Total
PS Form 3227 (Year-Round Version)	_____ @	\$12.00 ea. per pack =	
PS Form 3227 (Holiday), limited offering — Check Postal Bulletin schedule for availability.	_____ @	\$12.00 ea. per pack =	
<b>Total</b>			<b>\$</b>

**Ship to (Cannot ship to Post Office™ boxes):**  
(Number, street, apartment, suite, city, state, ZIP + 4)

_____	Contact Name
_____	Contact Telephone No. (Include area code)
_____	
_____	

**Imprint Information**  
(Type or print clearly. Printer is not responsible for errors due to illegible or unclear copy.)



**1.** Imprint Address (Where order is sent for fulfillment - MUST include ZIP + 4)

**2 & 3.** Return Address (MUST include ZIP + 4)

_____	_____
_____	_____
_____	_____

**Payment Information**

**Orders over \$10,000:** Submit this form with an approved eBuy2 to Supply Management. To route the request in eBuy2, click *Route to Supply Management* as the Purchasing Method; then select *Eastern Services CMC* from the menu.

**Orders \$10,000 and under:** Notify the Cyril-Scott Co. immediately if there are any credit card changes within 30 days after the print cycle cutoff date.

**Shipping and Delivery:** Orders ship within 35 calendar days after brochures are printed (see brochure print schedule in the first edition of the *Postal Bulletin* printed each month). Delivery time varies depending on the destination.

If shipment is more than 20,000 forms (40 packs), enter finance number to be charged for transportation costs: \_\_\_\_\_

<input type="checkbox"/> Visa/IMPAC Card No.: _____ Expiration Date: _____	<input type="checkbox"/> Check (Include with order)
<input type="checkbox"/> USPS Money Order (Include with order)	
Requestor's Signature	Manager/Supervisor's Signature
Funding/Credit Card Official Signature	Date Signed

Christmas Pay Procedures for Rural Carriers (continued)

Exhibit 4. Regular Carrier Provides Christmas Assistance

FISCHER KB										XX-XXXX		E XXXXXXXX		71-0		K012		B		11		26										
Name of Assigned Carrier										Finance Number		EIN		Des / Act		Route No.		FLSA		Year		PP										
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41 50		K					Hours 100s		Hours 100s		Hours 100s		Hours 100s		Hours 100s		M in								Hours 100s							
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2		K					Hours 100s		Hours 100s		Hours 100s		Hours 100s		Hours 100s		M in		025						Hours 100s							
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										Week 1 Information										Week 2 Information												
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							Hours 100s		Hours 100s		Hours 100s		Hours 100s		Hours 100s		M in				Hours 100s								M in			
										Postmaster's Signature C SMITH										Date 12/17/2011		Carrier's Initials KF		8 127 Time (Min)								
This certifies that the above carrier rendered service in compliance with postal regulations.																																
PS Form 1314, August 2009 (Page 1 of 2) (7530-01-014-6844)																				United States Postal Service®		Regular Rural Carrier Time Certificate										

1. A carrier works 7.25 hours of Christmas assistance on the relief day Wednesday, Week 2 and uses a personal vehicle for 25 miles.
2. Enter 7.25 hours in Xmas Assist Work Hours. Do **not** include in the total work hours for the week on PS Form 1314.
3. Enter the 25 miles traveled on the relief day in whole miles in the Route Deviation block.
4. No manual computation for Christmas overtime is necessary. This is automatically computed. Do not enter Christmas overtime in the Daily Overtime block.

Exhibit 5. FLSA Code A Regular Carrier

LAWRENCE LL										XX-XXXX		E XXXXXXXX		71-0		K012		A		11		26										
Name of Assigned Carrier										Finance Number		EIN		Des / Act		Route No.		FLSA		Year		PP										
Actual Weekly Hours		Days Assigned Carrier Absent					Daily Overtime		Training Hours		COP Hours		Limited Duty Hours		Relief Hours		Second Trip		Rout Dev		GT Veh.		Mile Omit		Xmas Assist Work Hours							
39 88		R					00 32		Hours 100s		Hours 100s		Hours 100s		Hours 100s		M in								Hours 100s							
Hours 100s							Hours 100s		Hours 100s		Hours 100s		Hours 100s		Hours 100s		M in								Hours 100s							
1							Hours 100s		Hours 100s		Hours 100s		Hours 100s		Hours 100s		M in								Hours 100s							
2		K					Hours 100s		Hours 100s		Hours 100s		Hours 100s		Hours 100s		M in								Hours 100s							
Hours 100s							Hours 100s		Hours 100s		Hours 100s		Hours 100s		Hours 100s		M in								Hours 100s							
										Week 1 Information										Week 2 Information												
Des/Act		Name of Relief Carrier					EIN		Actual Weekly Hours		Tr		No EM		EM		Second Trip		Whole Miles Dev + Omit -		Actual Weekly Hours		Tr		No EM		EM		Second Trip		Whole Miles Dev + Omit -	
78-0		OBRIEN MA					XXXXXXXXXX		08 13		1						M in				Hours 100s								M in			
Hours 100s							Hours 100s		Hours 100s		Hours 100s		Hours 100s		Hours 100s		M in				Hours 100s								M in			
		(Regular Carrier					Hours 100s		Hours 100s		Hours 100s		Hours 100s		Hours 100s		M in				Hours 100s								M in			
		Worked 8.32 hrs					Hours 100s		Hours 100s		Hours 100s		Hours 100s		Hours 100s		M in				Hours 100s								M in			
		on Tuesday)					Hours 100s		Hours 100s		Hours 100s		Hours 100s		Hours 100s		M in				Hours 100s								M in			
										Postmaster's Signature C SMITH										Date 12/17/2011		Carrier's Initials LL		8 127 Time (Min)								
This certifies that the above carrier rendered service in compliance with postal regulations.																																
PS Form 1314, August 2009 (Page 1 of 2) (7530-01-014-6844)																				United States Postal Service®		Regular Rural Carrier Time Certificate										

1. A regular carrier whose FLSA code is A is paid by the hour. Overtime is paid for all hours over 8 in a day or 40 in a week.
2. The carrier works 8.32 hours on Tuesday of Week 1. Enter 0.32 hours in the Daily Overtime block.
3. The carrier works relief day (Saturday) in Week 1. Include these hours in Actual Weekly Hours. The carrier is paid for these hours, so **no X day is due**.
4. The carrier works 39.88 total hours in Week 1.



**Exhibit 7. Designation 74 Provides Christmas Assistance on Relief Day**

FRANKLIN BH		XX-XXXX		E		XXXXXXXX		74-0		K011		P		11		26																	
Name of Assigned Carrier				Finance Number				EIN				Des / Act		Route No.		FLSA		Year		PP													
Actual Weekly Hours		Days Assigned		Carrier Absent		Daily Overtime		Training Hours		COP Hours		Limited Duty Hours		Relief Hours		Second Trip		Rout Dev		GT Veh.		Mile Omit		Xmas Assist Work Hours									
1 36 52 Hours 100s		Sat. Mon.		K		Hours 100s		Hours 100s		Hours 100s		Hours 100s		Hours 100s		Min						07 00 Hours 100s											
2 33 92 Hours 100s		Tue. Wed. Thur. Fri.				Hours 100s		Hours 100s		Hours 100s		Hours 100s		Hours 100s		Min						Hours 100s											
Week 1 Information												Week 2 Information																					
Des/Act		Name of Relief Carrier				EIN				Actual Weekly Hours		Tr		No EM		EM		Second Trip		Whole M Miles Dev + Omit -		Actual Weekly Hours		Tr		No EM		EM		Second Trip		Whole M Miles Dev + Omit -	
76-0		KING RL				XXXXXXXX				09 15 Hours 100s		1						Min				09 33 Hours 100s		1						Min			
										Hours 100s								Min				Hours 100s						Min					
		(Do not include Xmas Assist.								Hours 100s								Min				Hours 100s						Min					
		Work Hours in Actual Weekly								Hours 100s								Min				Hours 100s						Min					
		Hours)								Hours 100s								Min				Hours 100s						Min					
This certifies that the above carrier rendered service in compliance with postal regulations.				Postmaster's Signature				C SMITH				Date		12/17/2011				Carrier's Initials		BF				8 27 Time (Min)									
PS Form 1314, August 2009 (Page 1 of 2) (7530-01-014-6844)												United States Postal Service® <b>Regular Rural Carrier Time Certificate</b>																					

1. The RCA is assigned to a vacant regular K route, with a relief day of Monday.
2. On the first Monday, the Des. 74 carrier provides Christmas assistance for 7 hours. The replacement carrier works the route the entire day.
3. Enter K for the first Monday.
4. Enter 7.00 hours in the Xmas Assist Work Hours block. Do not include these hours in the Actual Weekly Hours block.
5. The carrier will be paid 3.52 hours overtime (36.52 + 7.00 = 43.52)
6. Enter appropriate information for the relief carrier in the bottom section of the time certificate.

**Exhibit 8. Replacement Carrier Provides Christmas Assistance on a Regular Route**

TICHY PL		XX-XXXX		E		XXXXXXXX		78-0		K001		P		11		26							
Name of Assigned Carrier				Finance Number				EIN				Des / Act		Route No.		FLSA		Year		PP			
Wk Actual Weekly Hours		Equipment Allowance		N- No Service		Training Hours		Second Trip		Leave - Whole Hours		Work		Xmas Assist									
1 Hours 100s		06 2 080				Hours 100s		Min		Annual Sick Other COP Donate MILLY		Days		10 00 Hours 100s									
2 Hours 100s		03 1 040				Hours 100s		Min						04 50 Hours 100s									
Week 1 Information												Week 2 Information											
Des/Act		Name of Relief Carrier				EIN				Actual Weekly Hours		Equipment Allowance		Second Trip		Actual Weekly Hours		Equipment Allowance		Second Trip			
										Hours 100s				Min		Hours 100s				Min			
										Hours 100s				Min		Hours 100s				Min			
										Hours 100s				Min		Hours 100s				Min			
										Hours 100s				Min		Hours 100s				Min			
This certifies that the above carrier rendered service in compliance with Postal Service regulations				Postmaster's Signature				C SMITH				Date		12/17/2011				Carrier's Initials		PT			
PS Form 1314-A, August 2009 PSN 7530-01-00-9282 (Page 1 of 2)												United States Postal Service <b>Auxiliary Rural Carrier Time Certificate</b>											

1. A regular carrier on Route K001 carries his/her route on regularly scheduled day.
2. A replacement carrier provides Christmas assistance on Route K001 for 3.25 hours on Tuesday, Week 1; 6.75 hours on Friday, Week 1; and 4.50 hours on Saturday, Week 2.
3. On each of these days, the replacement carrier spends 3 hours on the street and travels 40 miles each day (in his/her own vehicle).

4. Prepare PS Form 1314-A using the actual route number (K001) on which service was performed.
5. Enter 10.00 hours in the Xmas Assist Work Hours block for Week 1, and 4.50 hours for Week 2. Do not include these hours in Actual Weekly Hours.
6. Enter EMA data in the appropriate Equipment Allowance blocks.
7. Do not enter any information on the bottom (relief carrier) section of the card.
8. If the replacement carrier provides Christmas assistance on more than one regular route, complete a separate PS Form 1314-A for each route on which Christmas assistance is provided.

**Exhibit 9. Replacement Carrier Provides Christmas Assistance on an Auxiliary Route**

<b>DUNCAN CC</b>				<b>XX-XXXX</b>				<b>XXXXXXXXXX</b>				<b>78-0</b>		<b>A998</b>		<b>P</b>	<b>11</b>	<b>26</b>			
Name of Assigned Carrier				Finance Number				EIN				Des/Act		Route No.		FLSA	Year	PP			
WK	Actual Weekly Hours	Equipment Allowance				N- No Service					Training Hours	Second Trip	Leave- Whole Hours				Work Days	Xmas Assist Work Hours			
		Hours	Tr	Miles	GT	Sat	Mon	Tue	Wed	Thur			Fri	Annual	Sick	Other			COP	Donate	MILLV
1	Hours 100s											Hours 100s	Min							04	25
2	Hours 100s	01	1	010								Hours 100s	Min							02	50
				Week 1 Information								Week 2 Information									
Des/Act	Name of Relief Carrier				EIN				Actual Weekly Hours				Equipment Allowance				Second Trip				
									Hours 100s				Hours 100s				M in				
									Hours 100s				Hours 100s				M in				
									Hours 100s				Hours 100s				M in				
									Hours 100s				Hours 100s				M in				
This certifies that the above carrier rendered service in compliance with Postal Service regulations				Postmaster's Signature <b>C SMTH</b>				Date <b>12/17/2011</b>				Carrier's Initials <b>CD</b>									
PS Form 1314-A, August 2009 PSN 7530-0100-9282 (Page 1 of 2)												United States Postal Service <b>Auxiliary Rural Carrier Time Certificate</b>									

1. A replacement carrier provides 3.00 hours Christmas assistance on Route A003 on Monday, Week 1; 1.25 hours Christmas assistance on Route A009 on Wednesday, Week 1; and 2.50 hours Christmas assistance on Route A003 on Saturday, Week 2. All hours are worked in the office, except 1 hour on the street on Saturday, Week 2 (10 miles).
2. Prepare one PS Form 1314-A using route number A998 for all Christmas assistance hours on auxiliary routes.
3. Enter hours worked in the Xmas Assist Work Hours block. Do not include in Actual Weekly Hours.
4. Enter EMA data in the appropriate Equipment Allowance blocks.

**Exhibit 10. Nonrural Employee Provides Christmas Assistance on Rural Route (EMA Only)**

<b>ROGERS BA</b>				<b>XX-XXXX</b>				<b>XXXXXXXXXX</b>				<b>99-0</b>		<b>J029</b>		<b>P</b>	<b>11</b>	<b>26</b>			
Name of Assigned Carrier				Finance Number				EIN				Des/Act		Route No.		FLSA	Year	PP			
WK	Actual Weekly Hours	Equipment Allowance				N- No Service					Training Hours	Second Trip	Leave- Whole Hours				Work Days	Xmas Assist Work Hours			
		Hours	Tr	Miles	GT	Sat	Mon	Tue	Wed	Thur			Fri	Annual	Sick	Other			COP	Donate	MILLV
1	Hours 100s	04	2	036								Hours 100s	Min								
2	Hours 100s	06	3	054								Hours 100s	Min								
				Week 1 Information								Week 2 Information									
Des/Act	Name of Relief Carrier				EIN				Actual Weekly Hours				Equipment Allowance				Second Trip				
									Hours 100s				Hours 100s				M in				
									Hours 100s				Hours 100s				M in				
									Hours 100s				Hours 100s				M in				
									Hours 100s				Hours 100s				M in				
This certifies that the above carrier rendered service in compliance with Postal Service regulations				Postmaster's Signature <b>C SMTH</b>				Date <b>12/17/2011</b>				Carrier's Initials <b>BR</b>									
PS Form 1314-A, August 2009 PSN 7530-0100-9282 (Page 1 of 2)												United States Postal Service <b>Auxiliary Rural Carrier Time Certificate</b>									

1. A clerk works as a Christmas auxiliary assistant on Route J029 and provides her or his own vehicle.
2. Complete PS Form 1314-A, using Des 99 and the route number of the regular route. (Use A998 if assistance is provided on an auxiliary route.)
3. Enter the hours, trips, and miles in the Equipment Allowance blocks.
4. Do not enter any Actual Weekly Hours or Xmas Assist Work Hours. Work hours for nonrural employees are paid using their regular timekeeping system (e.g., manual timecards, TACS).
5. If Christmas assistance is provided on more than one regular route, complete a separate PS Form 1314-A for each employee and for each route on which they provide Christmas assistance.
6. If Christmas assistance is provided on more than one auxiliary route, combine the EMA data and enter the totals on one PS Form 1314-A using route number A998.

**Exhibit 11. Designation 79 Provides Christmas Assistance on Assigned Auxiliary Route**

BROWN GE		XX-XXXX		XXXXXXXXXX								79-0		A005		P 11 26							
Name of Assigned Carrier		Finance Number		EIN								Des/Act		Route No.		FLSA Year PP							
WK	Actual Weekly Hours	Equipment Allowance					N- No Service					Training Hours	Second Trip	Leave- Whole Hours					Work Days	Xmas Assist Work Hours			
		Hours	Tr	Miles	GT	Sat	Mon	Tue	Wed	Thur	Fri			Annual	Sick	Other	COP	Donate			MILV		
1	24 50 Hours 100s	08	6	120																			
2	12 98 Hours 100s	06	4	080		N	N							04									01 50 Hours 100s
Week 1 Information												Week 2 Information											
Des/Act	Name of Relief Carrier			EIN								Actual Weekly Hours		Equipment Allowance					Second Trip				
76-0	MULLINS SW			XXXXXXXXXX								09 50 Hours 100s		03 2 040					M in				
												M in							M in				
												M in							M in				
												M in							M in				
This certifies that the above carrier rendered service in compliance with Postal Service regulations				Postmaster's Signature C SMITH								Date 12/17/2011				Carrier's Initials GB							
PS Form 1314-A, August 2009 PSN 7530-0100-9282 (Page 1 of 2)												United States Postal Service Auxiliary Rural Carrier Time Certificate											

1. A Des 79 assigned to route A005 carried a regular route on Saturday, Week 2 and another replacement carrier worked on Saturday. Enter an N in the DACA block.
2. The Des 79 provided 1.5 hours Christmas Assistance on route A005 on Saturday, Week 2.
3. The Des 79 took 4 hours of annual leave on Monday, Week 2.
4. Enter hours worked (1.5) in the Xmas Assist Work Hours block. Do **not** include in Actual Weekly Hours.
5. Enter the replacement carrier that carried route A005 on Saturday and Monday on the bottom of PS Form 1314-A.

## General Counsel

### The Election Season and the Hatch Act

There are no national elections this year. But plenty of jurisdictions around the U.S. are holding municipal or state-wide elections this fall. If there's an election in your area, remember to review provisions of the Hatch Act. It applies to all postal employees — including telecommuters.

Among other provisions, this federal law prohibits employees from engaging in political activity while on duty, in any government office, while wearing an official uniform, or while using a government vehicle.

That means no shirts, hats, buttons, or other items displaying the name or likeness of a candidate or political party. The law also prohibits partisan political messages in the workplace.

Using a postal computer or telephone to make a political contribution is prohibited by the Hatch Act, as is making political contributions while on the clock. Employees who use USPS® e-mail to send partisan political messages violate federal law and risk losing their jobs. Employees who receive e-mail containing such messages from outside the postal network should immediately delete them.

Employees can place political bumper stickers on their personal vehicles. However, there are limitations. If the car is parked on postal or other government property, the Hatch Act limits to one the number of visible bumper stickers that can be placed on the vehicle. If the vehicle is used for postal business, the employee must cover all political bumper stickers during the time the car is used for official work.

Employees aren't completely prohibited from participating in the political process. They can register to vote and can support their favorite candidates by voting on Election Day. Employees can participate in registration drives and contribute money to political organizations. They also can be candidates for public office, but only in nonpartisan elections.

To learn more about the Hatch Act, see <http://www.osc.gov/hatchact.htm>. Employees also can contact their local Field Law Office, call the Ethics Helpline at 202-268-6346, or send an e-mail to [ethics.help@usps.gov](mailto:ethics.help@usps.gov) for more information.

— Ethics Office, 11-3-11

## Human Resources

### Health Benefits Open Season

The 2011 Federal Employees Health Benefits (FEHB) Open Season is scheduled for November 14 through December 13, 2011, 5 P.M. Central Time (CT). Many open season changes may be made via self-service on *PostalEASE*. During this open season, eligible employees may make any one, or a combination of, the following changes:

- Enroll if not enrolled.
- Change from one plan to another plan.
- Change from one option to another option.
- Change from Self Only to Self and Family.
- Change from Self and Family to Self Only.
- Cancel enrollment.
- Change from pre-tax to post-tax payment of health insurance premiums, or vice versa.

Enrollment changes and new enrollments made during the 2011 Open Season will be effective January 14, 2012 (Pay Period 3-12).

### Distribution of Open Season Materials

#### Employees

The 2012 Guide to Benefits for (1) Non-APWU Career employees (RI 70-2); (2) APWU Career employees (RI 70-2A); (3) Postal Career Executive Service employees (RI 70-2EX); (4) Postal Inspection Service and Office of Inspector General (OIG) employees (RI 70-2IN); and (5) Certain tem-

porary (noncareer) employees (RI 70-8PS) will be mailed from the national level to each employee's address of record. Each 2012 Guide to Benefits includes:

- An overview of FEHB Program eligibility requirements and election choices during open season.
- Overviews of the Federal Employees Dental and Vision Insurance Program (FEDVIP), Flexible Spending Accounts Program (FSA), Federal Employees' Group Life Insurance Program (FGLI), and Federal Long Term Care Insurance Program (FLTCIP).
- A comparison of biweekly premium costs of participating plans.
- An explanation of the pre-tax payment feature, including a current listing of qualifying life events.
- FEHB member survey results provided by the individual health plans.
- Information about plans that are committed to the use of health information technology, healthcare quality, and price/cost information.
- *PostalEASE* FEHB Worksheet and *PostalEASE* Health Savings Account (HSA) Worksheet for employees enrolled in High Deductible Health Plans (HDHPs) who wish to make pre-tax payroll contributions to their HSAs.

Employees will also receive the *2012 Guide to Federal Employees Dental and Vision Insurance Program (FEDVIP BK-1)*.

#### Installations

To assist in publicizing this FEHB Open Season, all installations are asked to post on bulletin boards the open season notice provided on page 49 of this *Postal Bulletin* and leave it posted through December 13, 2011.

The Federal Employees Dental and Vision Insurance Program (FEDVIP) open season notice provided on page 47 of this *Postal Bulletin* should be posted on bulletin boards through December 12, 2011.

The Material Distribution Center (MDC) will make an automatic distribution of most fee-for-service brochures to all customer service district offices, processing and distribution centers, airport mail centers, bulk mail centers, the Office of Inspector General, selected Postal Inspection Service divisions, and selected Headquarters field units.

The *Rural Carrier Benefit Plan* brochure will be distributed automatically only to district and area Human Resources offices. Additional copies may also be requisitioned from the MDC.

The following *items* may be requisitioned from the MDC:

- RI 70-2, *2012 Guide to Benefits for Non-APWU Career USPS Employees* — PSN 7690-03-000-3774.
- RI 70-2A, *2012 Guide to Benefits for APWU Career USPS Employees* — PSN 7690-15-000-0575
- RI 70-2EX, *2012 Guide to Benefits for Postal Career Executive Service Employees* — PSN 7690-15-000-0576
- RI 70-2IN, *2012 Guide to Benefits for USPS Inspectors and Office of Inspector General Employees* — PSN 7690-09-000-9077.
- RI 70-5, *2012 Guide to Federal Benefits for Temporary Continuation of Coverage and Former Spouse Enrollees* — PSN 7690-03-000-3772.
- RI 70-8 PS, *2012 Guide to Benefits for Certain Temporary (Non-career) USPS Employees* — PSN 7690-03-000-3754.
- FEDVIP BK-1, *2012 Guide to Federal Employees Dental and Vision Insurance Program for USPS*

*employees (including law enforcement)* — PSN 7610-09-000-9112.

Order these items directly from plan sponsors:

- Brochures for health maintenance organizations (HMOs), point-of-service (POS) plans, and high deductible and consumer-driven health plans.

These two forms are available on the Postal Service™ PolicyNet website:

- PS Form 8201, *Pre-Tax Health Insurance Premium Waiver/Restoration Form for Career Employees*.
- PS Form 8202, *Pre-Tax Health Insurance Premium Election/Waiver Form for Noncareer Employees*.

To find these forms, go to <http://blue.usps.gov>; under “Essential Links,” click *Forms*, or contact the Human Resources Shared Service Center at 877-477-3273, option 5; TTY 866-260-7507.

#### Additional Information

Publication 12, *Health Benefits Open Season Administrative and Processing Information* (November 2011), addresses FEHB Open Season administrative issues. It contains the following information:

- Open season materials, including details of when and how to requisition a residual supply of materials.
- Eligibility requirements for coverage.
- A list of FEHB health plan withdrawals and other significant plan changes.
- Comprehensive medical plan (HMO) contact information.
- Personnel processing information.
- Open Season publicity materials.

Publication 12 will be available on the Postal Service PolicyNet website:

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

— Compensation,  
Labor Relations, 11-3-11

## 2011 Open Season and Other Benefits and Payroll Election Opportunities

Flexible Spending Accounts (FSAs) expire at the end of each year, but they can be renewed during FSA Open Season.

Annual Leave Exchange (ALE) for next year's leave requires an election during this ALE Open Season.

Thrift Savings Plan (TSP) Catch Up Contributions expire at the end of each year, but elections can be made at any time.

Benefit Program	Note the deadlines...	Find out about eligibility and options...	Prepare for and make your elections...	Comments
<b>Federal Employees Health Benefits (FEHB) Program</b>	Opens: 11/14 Closes: 12/13 5:00 P.M. CT or Qualifying Life Event (through HRSSC)	Guides to Benefits <i>Updates coming soon</i> <ul style="list-style-type: none"> <li>■ APWU Career Employees</li> <li>■ Non-APWU Career Employees</li> <li>■ PCES Employees</li> <li>■ Postal Inspectors and OIG Employees</li> <li>■ Noncareer Employees</li> </ul>	Prepare <i>PostalEASE</i> FEHB Worksheet Use <i>PostalEASE</i>	<ul style="list-style-type: none"> <li>■ You must enter dependents if electing a new Self and Family plan.</li> <li>■ Individual plan brochures are available at <a href="http://www.opm.gov/insure/health">www.opm.gov/insure/health</a> or by calling the health plan.</li> </ul> <p><b>Coming to you in the mail:</b> Guide to Benefits (program summary) with <i>PostalEASE</i> FEHB Worksheet.</p>
<b>Federal Employees Dental and Vision Insurance Program (FEDVIP)</b>	Opens: 11/14 Closes: 12/12 11:59 P.M. ET or Qualifying Life Event (through BENEFEDS, not HRSSC)	Guide to Dental and Vision Insurance Program <i>Update coming soon</i> <ul style="list-style-type: none"> <li>■ All Employees</li> </ul>	Use <a href="http://www.benefeds.com">www.benefeds.com</a> 877-888-3337 TTY 877-889-5680	<ul style="list-style-type: none"> <li>■ If you are eligible to participate in FEHB, you are eligible to enroll in FEDVIP, even if you are not enrolled in FEHB.</li> <li>■ USPS does not contribute.</li> <li>■ You pay full cost of premiums on a pre-tax basis.</li> <li>■ You may enroll in a dental plan, a vision plan, or both.</li> <li>■ You may enroll in a plan for Self Only, Self Plus One, or Self and Family coverage.</li> </ul> <p><b>Coming to you in the mail:</b> FEDVIP Guide.</p>
<b>Flexible Spending Accounts (FSA)</b>	Opens: 11/07 Closes: 12/25 5:00 P.M. CT or Qualifying Life Event (through HRSSC)	FSA Brochure <i>Update coming soon</i>	Prepare <i>PostalEASE</i> FSA Worksheet Use <i>PostalEASE</i> FSA Customer Service Center: 800-842-2026 Employees who are deaf/hard of hearing call via 711 (TRS).	<ul style="list-style-type: none"> <li>■ Health Care FSA maximum is \$5,000.</li> <li>■ Dependent Care (<b>day care</b>) FSA maximum is \$5,000.</li> <li>■ Changes for the <b>FSA debit card:</b> <ul style="list-style-type: none"> <li>■ UnitedHealthcare has begun replacing the blue Consumer Accounts Card with the new white Health Care Spending Card. Both cards work exactly the same and may be used for certain expenses for the Health Care FSA and the Dependent Care FSA.</li> <li>■ You may take your over-the-counter prescription to the pharmacist to be filled and have a prescription number assigned, and then use the card to pay for it.</li> <li>■ You can use your Consumer Accounts Card or Health Care Spending Card for some mail order prescription providers, including Caremark and Medco.</li> </ul> </li> </ul> <p><b>Coming to you in the mail:</b> Post cards, leaflet, and brochure.</p>

Benefit Program	Note the deadlines...	Find out about eligibility and options...	Prepare for and make your elections...	Comments
<b>Annual Leave Exchange (ALE)</b>	Opens: 11/15 Closes: 12/15 11:59 P.M. CT	Letter mailed to eligible employees	Prepare <i>PostalEASE</i> ALE Worksheet (mailed to eligible employees) Use <i>PostalEASE</i>	<ul style="list-style-type: none"> <li>■ Most career nonbargaining unit employees from Rate Schedule Codes (RSCs) D, E, F, S, U, V, and Z may exchange from 8 to 128 hours in whole-hour increments if their annual leave balance is at least 160 hours as of close of business on January 13, 2012.</li> <li>■ Bargaining unit employees from RSCs C, G, K, and P, and for employees from RSCs M, N, T, and Y only as provided for in pending successor agreements to current agreements, may exchange from 8 to 40 hours in whole-hour increments if their annual leave balance is at least 440 hours and if they have used less than 75 hours of sick leave for the leave year as of close of business on January 13, 2012.</li> <li>■ For nonbargaining unit and bargaining unit employees, the lump sum is calculated on salary as of January 14, 2012, and included in the February 3, 2012, paycheck.</li> <li>■ These lump sum payments are taxable in 2012.</li> </ul> <p><b>Coming only to eligible employees in the mail:</b> Letter about annual leave exchange.</p>
<b>Allotments/ Net-to-Bank (Direct Deposit)</b>	Any time Processed at 3:00 P.M. CT, 2 <sup>nd</sup> Wednesday of pay period		Prepare <i>PostalEASE</i> Net-to-Bank Worksheet Use <i>PostalEASE</i>	<ul style="list-style-type: none"> <li>■ You must provide your financial institution's routing number and your account number.</li> </ul>
<b>Thrift Savings Plan Regular Contributions</b>	Any time Processed at 3:00 P.M. CT, 2 <sup>nd</sup> Wednesday of pay period	<a href="https://www.tsp.gov/PDF/formspubs/tspbk08.pdf">https://www.tsp.gov/PDF/formspubs/tspbk08.pdf</a>	Prepare <i>PostalEASE</i> TSP Worksheet Use <i>PostalEASE</i>	<ul style="list-style-type: none"> <li>■ The IRS annual limit on elective deferrals for 2012 is increasing to \$17,000. FERS employees who want to maximize contributions while avoiding the loss of USPS matching contributions should make a whole dollar contribution per pay period equal to the announced maximum divided by 26.</li> <li>■ Contribution elections for 2012 will be accepted beginning at 3:30 P.M. CT on December 14, 2011.</li> </ul> <p><b>Coming to you in the mail:</b> TSP enrollment information letter and <i>PostalEASE</i> TSP Worksheet.</p>
<b>TSP 50+ Catch-Up Contributions</b>	Any time Processed at 3:00 P.M. CT, 2 <sup>nd</sup> Wednesday of pay period	<a href="https://www.tsp.gov/PDF/formspubs/tspbk08.pdf">https://www.tsp.gov/PDF/formspubs/tspbk08.pdf</a>	Prepare <i>PostalEASE</i> TSP 50+ Catch-Up Worksheet Use <i>PostalEASE</i>	<ul style="list-style-type: none"> <li>■ The IRS annual limit remains \$5,500 for those age 50 or older during 2012.</li> <li>■ Catch-up contribution elections for 2012 will be accepted beginning at 3:30 P.M. CT on December 14, 2011. You must certify that your regular TSP contributions will reach the IRS maximum.</li> </ul> <p><b>Coming only to eligible employees in the mail:</b> TSP enrollment information catch-up letter and <i>PostalEASE</i> TSP Catch-Up Worksheet.</p>

Benefit Program	Note the deadlines...	Find out about eligibility and options...	Prepare for and make your elections...	Comments
<b>TSP Investment Choices</b>	Any time	<a href="https://www.tsp.gov/PDF/formspubs/tspbk08.pdf">https://www.tsp.gov/PDF/formspubs/tspbk08.pdf</a>	Use <a href="http://www.tsp.gov">www.tsp.gov</a> Have TSP acct. no. or Custom User ID Have Web password  877-968-3778 TDD 877-847-4385 Have TSP acct. no. Have TSP PIN Mail Form TSP-50 (available from HRSSC) to TSP	<ul style="list-style-type: none"> <li>■ Via the ThriftLine you may request: <ul style="list-style-type: none"> <li>■ A new TSP PIN.</li> <li>■ A new 8-character Web password.</li> <li>■ A copy of your TSP account number.</li> <li>■ Quarterly participant statements.</li> </ul> </li> <li>■ Via <a href="http://www.tsp.gov">www.tsp.gov</a> you may request: <ul style="list-style-type: none"> <li>■ A new 8-character Web password.</li> <li>■ A copy of your TSP account number.</li> <li>■ Create a Custom User ID</li> <li>■ Printable views of quarterly participant statements.</li> <li>■ Cancellation of request to have quarterly participant statements mailed.</li> </ul> </li> </ul>
<b>Federal Long Term Care Insurance Program (FLTCIP)</b>	You may apply any time — underwriting required	<a href="http://www.ltcfeds.com/usps">www.ltcfeds.com/usps</a> Click <i>Who's Eligible</i> Choose category of eligibility Click <i>Information Kit</i>	Use <a href="http://www.ltcfeds.com/usps">www.ltcfeds.com/usps</a> Click <i>Who's Eligible</i> Choose category of eligibility Click <i>Application</i>	<ul style="list-style-type: none"> <li>■ New and newly eligible employees may enroll with the abbreviated application within the first 60 days of becoming eligible.</li> <li>■ You may download the information kit and the application or have them mailed to you.</li> </ul>
<b>Commuter Program</b>	Any time <b>Monthly Election Deadline</b> for payroll deduction amount is the 15 <sup>th</sup> of the month, 11:59 P.M. ET, 1 month ahead of payroll deduction month. Funds added to your card or account each pay day. <b>Order Deadline</b> — additional deadline if you have a Transit Pass or Parking Plan. The cutoff for placing, changing, or canceling order is 10 <sup>th</sup> of the month, 11:59 P.M. ET, 1 month ahead of commuting month. (For Long Island Rail Road or Metro-North Railroad, cutoff is the 4 <sup>th</sup> .)	<a href="http://www.wageworks.com">www.wageworks.com</a>	Use <a href="http://www.wageworks.com">www.wageworks.com</a> 877-924-3967 TTY 866-361-8017 M-F 8 A.M.—8 P.M. ET	<ul style="list-style-type: none"> <li>■ New career employees receive a brochure in the mail and must allow up to 30 days for information to be entered in the Wageworks system.</li> <li>■ Other employees can enroll at any time.</li> <li>■ Elections, changes, cancellation for Commuter Program take effect <b>1 month</b> after monthly election and/or order deadlines.</li> <li>■ 2012 IRS monthly limits are \$125 for mass transit, and \$240 for parking. (Congress may still extend the current law, which would raise the mass transit limit to \$240, but as it stands, the mass transit limit will be \$125.)</li> </ul>

## Flexible Spending Accounts 2011 Open Season: November 7–December 25

The 2011 Flexible Spending Accounts (FSAs) Open Season is scheduled for November 7 through December 25, 2011, 5:00 P.M. Central Time (CT). Eligible career employees who elect to participate in the FSA program must enroll via *PostalEASE* during this time. Enrollments made during this FSA Open Season are effective for the 2012 plan year — January 1 through December 31, 2012 — plus a grace period that extends until March 15, 2013, for all employees who are still participating as of December 31, 2012. FSA participation ends sooner for participants who separate or have extended leave without pay.

FSAs allow employees to set aside a portion of their pre-tax earnings for certain types of out-of-pocket health care and dependent care expenses. The money withheld for FSAs is not subject to income, Medicare, or Social Security taxes. United Healthcare administers the FSA program for the Postal Service™.

The booklet FSA BK1, *Flexible Spending Accounts* (November 2011), which is being mailed to all employees, provides an overview of FSAs.

### Grace Period Still in Effect

Employees with FSAs — for Health Care, Dependent Care, or both — are able to use any balance remaining in an FSA at the end of the plan year to cover expenses incurred during the 2 ½ months following that plan year. For the 2011 plan year, the grace period extends until March 15, 2012. For the 2012 plan year, the grace period will extend until March 15, 2013. With the grace period, employees do not have to schedule services or procure items in an end-of-year rush to avoid losing money in the account. Of course, participants have to spend the previous year's balance by March 15 or forfeit the money under the use-it-or-lose-it rule.

The grace period is available only to FSA participants who are still enrolled on December 31 of the plan year. Most FSA participants remain enrolled through December 31, but an employee who exceeds eight consecutive pay periods of leave without pay or separates from employment before that date (on December 30, for example) is not eligible for the grace period.

The deadline for filing claims has not changed — the FSA Customer Service Center must receive all claims by September 30 of the year after the plan year.

For full details, refer to FSA BK1, *Flexible Spending Accounts* (November 2011).

### Using *PostalEASE* to Enroll

To enroll in FSA during open season, employees have four options:

1. Go to <https://liteblue.usps.gov> and click *PostalEASE*.

2. Use an employee self-service kiosk and click *PostalEASE*.
3. Go to <http://blue.usps.gov>, under “Essential Links,” click *PostalEASE*.
4. Call the Employee Service Line toll-free at 877-477-3273 and press 1 for *PostalEASE*.

### Publicity

#### *Poster*

To publicize FSA Open Season, all offices must post the open season notice on bulletin boards through December 25, 2011. See page 45.

#### *Direct Mailings to Employees*

Headquarters Compensation is coordinating FSA Open Season mailings to career employees at their mailing addresses of record. Employees receive a leaflet, post-cards, and an enrollment kit consisting of an FSA brochure, a *PostalEASE* FSA worksheet, and a withdrawal request form. See details on page 66 “Open Season Materials, Direct Mailings to Career Employees.”

Undeliverable mailed kits are returned to the employing office of record. When an office receives a returned kit, the office should encourage the employee to update his or her address. Employees with access to Employee Change of Address at <https://liteblue.usps.gov>, on the Postal Service Intranet Blue page, or at an employee self-service kiosk should use those entry methods.

Employees who cannot use the Internet, Intranet, or a kiosk should submit an updated PS Form 1216, *Employee's Current Mailing Address*, to the Human Resources Shared Services Center (HRSSC). See ordering information on page 66 under “Additional Supplies of Materials.”

### Review of Basic FSA Provisions

#### *Eligibility to Participate*

Participation in the FSA program is limited to career employees. To enroll, a career employee must have completed at least 26 full pay periods of Postal Service career service during the current appointment by the end of Pay Period (PP) 26-11 (December 16, 2011). A career employee who is in a leave without pay (LWOP) status that has lasted for eight consecutive full pay periods as of December 16, 2011, is not eligible to participate in the FSA program, unless he or she is returning from uniformed military service.

#### *Election Opportunities — Health Care and Dependent Care FSAs*

Eligible career employees may elect to participate in one, or both, of two FSAs — the Health Care FSA and the Dependent Care FSA. Each FSA covers eligible expenses

for services that are received during the employee's period of participation during the 2012 plan year (for most employees this will be January 1, 2012, through March 15, 2013). Annual contributions to the Dependent Care FSA are limited to \$5,000 for a family and \$2,500 for a married employee filing a separate income tax return. FSA BK1, *Flexible Spending Accounts*, describes eligible and ineligible expenses and provides guidelines for estimating 2012 expenses.

**Reminder:** Health care expenses for dependents must be included in the Health Care FSA contribution amount and not in the Dependent Care FSA.

#### *Withholding of FSA Contributions*

Contributions for each FSA are withheld in equal amounts through payroll deductions covering 26 pay periods (PP 01-12 through PP 26-12). The minimum annual contribution employees may make to either FSA is \$130 (\$5 per pay period).

#### *Qualifying Life Event Enrollment and Elections*

Participants may neither cancel enrollments nor change contribution levels during the plan year except following qualifying life events, as explained in FSA BK1, *Flexible Spending Accounts*. In those cases, HRSSC specialists determine a participant's eligibility to enroll or to change contribution levels during the plan year and respond to employee inquiries about that eligibility.

#### *New Address and Fax Number for FSA Claims*

Participants should mail or fax Form FSA1, *Flexible Spending Account (FSA) Withdrawal Request*, directly to the FSA Customer Service Center as explained on Form FSA1.

#### *Use of 711 for Employees Who Are Deaf or Hard of Hearing*

Employees who are deaf or hard of hearing may call the FSA Customer Service Center number, 800-842-2026, via 711, the Telecommunications Relay Service (TRS).

#### *Changes to the FSA Debit Card.*

The following changes have been made for the FSA debit card: UnitedHealthcare has begun replacing the blue Consumer Accounts Card with the new white Health Care Spending Card. Both cards work exactly the same and may be used for certain expenses for the Health Care FSA and the Dependent Care FSA.

A participant may take an over-the-counter (OTC) prescription to a pharmacist to be filled and have a prescription number assigned, and then use the card to pay for it.

A participant may use the Consumer Accounts Card or Health Care Spending Card for some mail order prescription providers, including Caremark and Medco.

## Open Season Materials

### *Direct Mailings to Career Employees*

The following items are mailed to each career employee at his or her mailing address of record during the FSA Open Season:

- Publicity postcards, as follows:
  - A postcard with instructions on how to obtain a USPS® Personal Identification Number (PIN).
  - Postcards on other topics, such as using FSAs to cover over-the-counter medications and other eligible expenses.
  - A postcard with a reminder of the closing date.
  - FSA LF1, *Flexible Spending Accounts Overview* (October 2011). This leaflet provides an overview of the advantages of the FSA program.
- An enrollment kit that includes the following items:
  - FSA BK1, *Flexible Spending Accounts* (November 2011), a brochure that explains plan policies and provisions.
  - The FSA *PostalEASE* worksheet.
  - FSA1, *Flexible Spending Account (FSA) Withdrawal Request* (November 2011), a form used to request withdrawal of funds from an FSA for payment of eligible expenses for services received during the period of participation.

### *Additional Supplies of Materials*

Residual materials will not be distributed to field offices.

PS Form 1216 is available from the Material Distribution Center (MDC). Order by using touch-tone order entry (TTOE): Call 800-273-1509.

**Note:** You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order.)

Use the following information to order PS Form 1216:

<b>PSIN:</b>	PS1216
<b>PSN:</b>	7530-02-000-7354
<b>Unit of Measure:</b>	SE
<b>Quick Pick Number:</b>	118
<b>Bulk Pack Quantity:</b>	4,000
<b>Minimum Order Quantity:</b>	1
<b>Price:</b>	\$0.0201
<b>Edition Date:</b>	11/08

## Further Information

### *FSA Customer Service Center Toll-Free Hotline*

Employees with questions should call the FSA Customer Service Center's toll-free hotline at 800-842-2026.

After enrolling, participants may use the hotline to do the following:

- Make account inquiries.
- Discuss expenses that are eligible for payment through the FSA program.
- Obtain other plan information.

Employees who are deaf or hard of hearing may call the FSA Customer Service Center number, 800-842-2026, via 711, the Telecommunications Relay Service (TRS).

*Tax Advice*

FSA BK1, *Flexible Spending Accounts*, provides some tax information. Participants with tax questions not addressed in FSA BK1 should contact their tax advisors or call the IRS toll-free information line at 800-TAX-1040 (800-829-1040).

— Compensation,  
Labor Relations, 11-3-11

## Mailing and Shipping Services

### Mail Alert

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

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

Requested Delivery Dates	Title of Mailing	Class and Type of Mail	Number of Pieces (Millions)	Distribution	Presort Level	Comments
11/4/11–11/7/11	jcp — Wk 41 Jewelry	Standard Letter	2.0	National	Car-Rt	Harte-Hanks/RRD
11/4/11–11/7/11	jcp — Wk 41 Sephora	Standard Letter	1.8	National	Car-Rt	Harte-Hanks/RRD
11/5/11–11/8/11	jcp — Wk 41 Holiday Home Sale	Standard Flat & Letter	6.5	National	Car-Rt	Harte-Hanks/RRD
11/5/11–11/8/11	jcp — Wk 41 Mystery Peel & Reveal	Standard Flat & Letter	13.4	National	Car-Rt	Harte-Hanks/RRD
11/7/11–11/10/11	Ginny's	Standard Catalog	1.0	Nationwide	3/5 Digit, Car-Rt	Quad Graphics
11/7/11–11/10/11	Midnight Velvet	Standard Catalog	1.0	Nationwide	3/5 Digit, Car-Rt	Quad Graphics
11/7/11–11/10/11	The Swiss Colony	Standard Catalog	5.0	Nationwide	3/5 Digit, Car-Rt	Quad Graphics
11/7/11–11/19/11	RAC — Nov 2011 "Pre-Black Friday" JPC	Standard Catalog	3.0	National	3/5 Digit,	Freedom Graphics Systems
11/8/11–11/10/11	jcp — Wk 42 VIP Night	Standard Letter	17.1	National	Car-Rt	Harte-Hanks/RRD
11/9/11–11/12/11	jcp — Wk 42 Men's Matter of Style	Standard Flat & Letter	5.7	National	Car-Rt	Harte-Hanks/RRD
11/14/11–11/16/11	jcp — Wk 42 \$15/\$10 Perk	Standard Letter	18.1	National	Car-Rt	Harte-Hanks/RRD
11/14/11–11/16/11	jcp — Wk 42 Can't Wait Sale	Standard Letter	10.4	National	Car-Rt	Harte-Hanks/RRD
11/16/11–11/19/11	The Swiss Colony	Standard Catalog	5.0	Nationwide	3/5 Digit, Car-Rt	Quad Graphics
11/17/11–11/19/11	The Costco Connection	Standard Flat	4.0	National	3/5 Digit, Car-Rt	Segerdahl Graphics

## Postal Explorer CDs Available to Manual Post Offices

The Postal Explorer<sup>®</sup> CD provides references and tools to all Postal Service<sup>™</sup> employees who need access to domestic and international mailing standards and prices, including other publications and tools.

The 2011 Postal Explorer CDs are available at no cost to Post Offices<sup>™</sup>, Contract Postal Units (CPUs), or Community Post Offices that do not have high speed Internet or when no Internet access is available.

The Postal Explorer CD is USPS<sup>®</sup> ACE computer-compatible and will install automatically in a matter of minutes and place a shortcut on your desktop for fast and easy application.

The CD contains the following items:

- Domestic, International, and Business Price Calculators.

- Domestic and International Mail Manuals.
- Customs Forms Indicator.
- Notice 123, *Price List*.
- Many other helpful administrative tools.

Manual offices, CPUs, and Community Post Offices may order a free CD by e-mailing Postal Explorer at [postalexplorer@usps.gov](mailto:postalexplorer@usps.gov). In the e-mail request, include the name and ZIP Code<sup>™</sup> of the postal facility and the name, title, address, and phone number of the contact person at the postal facility.

— *Product Classification,  
Pricing, 11-3-11*

## Retail

### Stamps by Mail — Brochure Ordering Information

This article publishes the Stamps by Mail<sup>®</sup> (SBM) print run cutoff schedule for fiscal year (FY) 12. Each date has a designation whether it is for the year-round (YR) brochure or the holiday (HOL) brochure. The FY 12 print cycle cut-off dates are as follows:

- November 4, 2011 (YR).
- January 13, 2012 (YR).
- April 6, 2012 (YR).
- May 18, 2012 (YR).
- June 29, 2012 (YR).
- August 24, 2012 (HOL).

Starting with the June 25, 2010, print cycle, the English-only brochures have been replaced with bilingual (English and Spanish) brochures. All orders received from SBM sites by June 25 and thereafter will be provided bilingual brochures. There is no change in the price.

To order brochures, submit PS Form 3227-O, *Stamps by Mail Brochure Order Form* (April 2011), to Cyril-Scott Company:

Cyril Scott Company  
PO Box 627  
Lancaster, OH 43130-0627  
Telephone: 800-466-0455  
Fax: 740-689-0210

You can find this form at <http://blue.usps.gov>; click *Forms*, and then select the form by number. A copy of this form appears on page 54 in this *Postal Bulletin*.

The cost per unit of 500 is \$12.00. This cost includes overprinting the address of the fulfillment office placing the order. You may pay for orders (under \$10,000) with local IMPAC credit cards, checks, or money orders. However,

Cyril-Scott Company cannot process the order until it receives payment. Local eBuy procedures may also apply (refer to local procurement procedures). Cyril-Scott Company must receive orders placed by mail by close of business the day of the print run cut-off date listed here. Orders received after the cut-off date will be processed the next print run date.

All local Post Offices<sup>™</sup> and centralized sites should follow the ordering instructions contained within this article and utilize local funds.

#### For Orders Exceeding \$10,000

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

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

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

— *Retail Access Channels,  
Channel Access, 11-3-11*

## Stamps/Philately

### 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 postmark has been extended for 60 days:



September 28, 2011

*Harvey B. Gantt Center for African Arts & Culture*  
Centennial Station  
Postmaster  
2901 Scott Futrell Dr., Rm. 202  
Charlotte, NC 28228-9998

The following pictorial postmarks have been extended for 30 days:



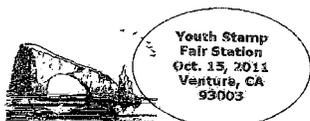
October 12, 2011

*U.S. Postal Service*  
Prospect Park Zoo Station  
Postmaster  
315 Empire Blvd.  
Brooklyn, NY 11225-9997



October 14-16, 2011

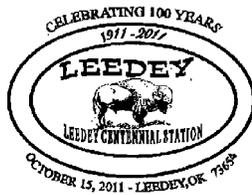
*Bob Evans Farm Festival*  
Farm Festival Station  
Postmaster  
PO Box 9998  
Waterloo, OH 45688-9998



October 15, 2011

*Ventura County Philatelic Society and Anacapa Middle School Stamp Club*  
Youth Stamp Fair Station  
Postmaster  
41 S. Wake Forest Ave.  
Ventura, CA 93003-9998

*Ventura County Philatelic Society  
and Anacapa Middle School Stamp Club*



October 15, 2011

*Leedeey 100 Celebration Committee*  
 Leedeey Centennial Station  
 Postmaster  
 515 S. Main St.  
 Leedeey, OK 73654-9998



October 15-16, 2011

*Umpqua Valley Stamp Club*  
 Stampfest Station  
 Postmaster  
 6451 Fort McKay Rd.  
 Umpqua, OR 97486-9706



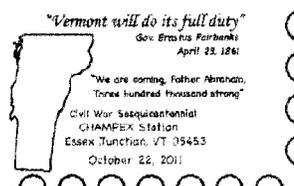
October 21, 2011

*OKPEX Stamp Club*  
 OKPEX Station  
 Postmaster  
 4025 Reno Ave.  
 Oklahoma City, OK 73125-9998



October 22, 2011

*OKPEX Stamp Club*  
 OKPEX Station  
 Postmaster  
 4025 W. Reno Ave.  
 Oklahoma City, OK 73125-9998



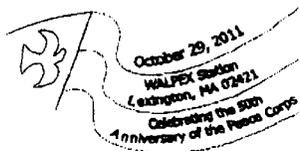
October 22, 2011

*Chittenden County Stamp Club*  
 CHAMPEX Station  
 Postmaster  
 22 Essex Way  
 Essex Junction, VT 05452-9998



October 25, 2011

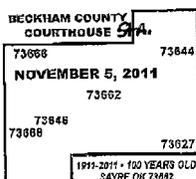
*United States Postal Service*  
 Rough Rider Station  
 Postmaster  
 PO Box 719  
 Norfolk, VA 23501-9998



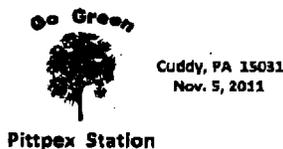
October 29-30, 2011  
 United States Postal Service  
 WALPEX Station  
 Postmaster  
 1661 Massachusetts Ave.  
 Lexington, MA 02420-9998



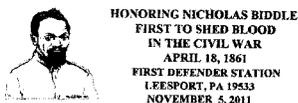
October 30, 2011  
 Pontiac Stamp Club  
 Stamp Club Station  
 Postmaster  
 PO Box 9998  
 Waterford, MI 48329-9998



November 5, 2011  
 Beckham County Centennial  
 Sayre MPO Station  
 Postmaster  
 201 N. 4<sup>th</sup> St.  
 Sayre, OK 73662-9998



November 5-6, 2011  
 Philatelic Society of  
 Pittsburgh  
 Pittpex Station  
 Postmaster  
 700 Grant St.  
 Pittsburgh, PA 15219-9998



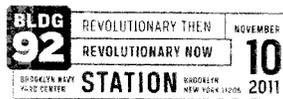
November 5, 2011  
 Reading Stamp Club  
 First Defender Station  
 Postmaster  
 4 E. Wall St.  
 Leesport, PA 19533-9998



November 8, 2011  
 Stephen Decatur Chapter #4  
 Universal Ship Cancellation  
 Society  
 USS Louisville SSN 724  
 Station  
 Postmaster  
 100 Plaza Court  
 Groton, CT 06340-9998



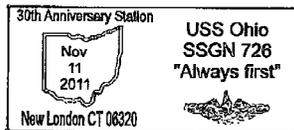
November 5, 2011  
 Southern California Air Mail  
 Society (SCAMS)  
 Vin Fiz Flyer Anniversary  
 Station  
 Postmaster  
 600 N. Lincoln Ave.  
 Pasadena, CA 91109-9998



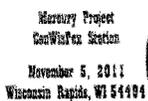
November 14, 2011  
 United States Postal Service  
 Brooklyn Navy Yard Center  
 Station  
 Postmaster  
 524 Myrtle Ave.  
 Brooklyn, NY 11205-9997



November 5,  
 2011  
 Founder's Day  
 Station  
 22657  
 Strasburg's 250<sup>th</sup>  
 Anniversary Committee  
 Founder's Day Station  
 Postmaster  
 152 W. King St.  
 Strasburg, VA 22657-9998



November 11, 2011  
 Stephen Decatur Chapter #4  
 Universal Ship Cancellation  
 Society  
 USS Ohio SSGN 726 Station  
 Postmaster  
 100 Plaza Court  
 Groton, CT 06340-9998



November 5, 2011  
 United States Postal Service  
 Mercury Project CenWisPex  
 Station  
 Postmaster  
 320 S. Grand Ave.  
 Wisconsin Rapids, WI  
 54494-9998



November 11, 2011  
 Southern Arizona  
 Transportation Museum  
 Centennial Steam Train  
 Station  
 Postmaster  
 920 N. First Ave.  
 Tucson, AZ 85719-4818

## Monument Square Station



11-11-11

Honor Roll Dedication Abbot, ME 04406

November 11, 2011

Town of Abbot

Monument Square Station  
Postmaster  
1 West Rd.  
Abbot, ME 04406-9998

November 11, 2011

United States Postal Service

USS Ohio SSGN-726 30th  
Anniversary 11-11-11  
Station  
Postmaster  
PO Box 9998  
Keyport, WA 98345-9998

USS OHIO SSGN-726  
★ 30th Anniversary ★  
11-11-11 Station  
November 11, 2011  
Keyport, WA 98345



November 11, 2011

The General Francis Marion Stamp Club

Veterans Day Station  
Postmaster  
400 S.W. 1<sup>st</sup> Ave.  
Ocala, FL 34478-9998



Veterans Day Station  
November 11, 2011  
Ocala, FL 34478

November 11-12, 2011

Cornbelt Philately Society

Normal IL Post Office 150th  
Anniversary Station  
Postmaster  
200 W. North St.  
Normal, IL 61761-9998

Normal IL Post Office 150<sup>th</sup> Anniversary Station  
November 11, 2011  
1961-2011  
Normal, IL 61761

Christmas in Pendleton Station  
Pendleton, Indiana 46064



Saturday, November 12, 2011

November 12, 2011

United States Postal Service

Christmas in Pendleton  
Station  
Postmaster  
137 W. State St.  
Pendleton, IN 46064-9998

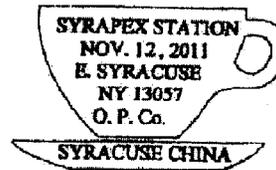
November 12, 2011

Tri-State Stamp Club

Tri-State Stamp Club Show  
Station  
Postmaster  
PO Box 9998  
Sinsinawa, WI 53824-9998



Tri-State Stamp Club Show Station  
Dubuque, IA 52001  
November 12, 2011



November 12, 2011

Syracuse Stamp Club

Syrapex Station  
Postmaster  
404 W. Manlius St.  
East Syracuse, NY  
13057-9998

EXPO STATION  
Grapevine Texas 7605\*

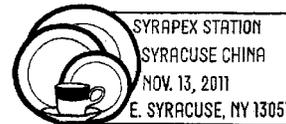


November 12, 2011

November 12-13, 2011

United States Postal Service

EXPO Station  
Postmaster  
1251 William D. Tate Ave.  
Grapevine, TX 76051-9998



November 13, 2011

Syracuse Stamp Club

Syrapex Station  
Postmaster  
404 W. Manlius St.  
East Syracuse, NY  
13057-9998



R.C.S.C. Ex. Sta.

Akron, OH 44309  
Nov. 13, 2011

Honoring the crew of space shuttle  
Challenger, lost January 28, 1986

November 13, 2011

Rubber City Stamp Club

R.C.S.C. Exhibition Station  
Postmaster  
675 Wolf Ledges Pkwy.  
Akron, OH 44309-9998



November 16, 2011

Atchison County Historical Society

Shake Rattle & Roll Station  
Postmaster  
621 Kansas Ave.  
Atchison, KS 66002-9998



November 16, 2011

America's Beautiful Parks

Dedication Station  
Postmaster  
1100 W. 2<sup>nd</sup> St.  
Sulphur, OK 73086-9998

— Stamp Services,  
Government Relations and Public Policy, 11-3-11

## 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](http://www.usps.com/shop).

### Traditional Postmarks

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

All postmark requests should go to the first day of issue city. The first day of issue city Post Office will then forward in bulk all postmark requests to Cancellation Services, Stamp Fulfillment Services, 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 envelopes results in poor image quality or damage to equipment.

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

**Barbara Jordan Stamp**  
USPS District Office — Retail  
600 N. Sam Houston Pkwy. W  
Houston, TX 77067-9997

November 16, 2011

2.6391 x 1.2558 inches



**Digital Color Pictorial**

**Barbara Jordan Stamp**  
USPS District Office — Retail  
600 N. Sam Houston Pkwy. W  
Houston, TX 77067-9997

November 16, 2011

2.6502 x 1.2416 inches



**Black and White Pictorial**

**Save Vanishing Species Stamp**  
Special Cancellations  
PO Box 92282  
Washington, DC 20090-9998

November 21, 2011

2.7169 x 1.1833 inches

**Save Vanishing Species Stamp**

Special Cancellations  
PO Box 92282  
Washington, DC 20090-9998

November 21, 2011

Digital Color Pictorial

2.5298 x 1.1526 inches

**Romare Bearden Stamp**

Postmaster  
421 Eighth Ave., Room 2029B  
New York, NY 10199-9998

November 28, 2011

Digital Color Pictorial

2.474 x 1.2211 inches

**Holiday Baubles Stamp**

Postmaster  
421 Eighth Ave., Rm. 2029B  
New York, NY 10199-9998

December 13, 2011

Digital Color Pictorial

2.5698 x 1.1925 inches

**Madonna of the Candelabra  
by Raphael Stamp**

Postmaster  
421 Eighth Ave., Rm. 2029B  
New York, NY 10199-9998

December 13, 2011

Digital Color Pictorial

2.6612 x 1.2724 inches

**Hanukkah Stamp**

Postmaster  
421 Eighth Ave., Rm. 2029B  
New York, NY 10199-9998

December 14, 2011

Digital Color Pictorial

2.5985 x 1.3086 inches

**Kwanzaa Stamp**

Postmaster  
421 Eighth Ave., Rm. 2029B  
New York, NY 10199-9998

December 14, 2011

Digital Color Pictorial

2.4705 x 1.2446 inches

## Supply Management

### Preferred Fueling Network — USPS Secures Lower Fuel Costs for Delivery and Administrative Vehicles

Vehicle fuel costs continue to be highlighted in USPS® Annual Reports as one of the more significant risks to the Postal Service's return to profitability. To help Post Office™ facilities mitigate their fuel costs in these circumstances, the Transportation Portfolio in Supply Management has recently secured discount arrangements with three regional retail fueling chains for USPS unleaded gasoline purchasers. The Fuel Management Category Management Center (CMC) is creating a network of specific fueling locations, labeled the Preferred Fueling Network (PFN), that offers such discounted fuel pricing for all Postal Service™ Fleet Credit Card users at all of these suppliers' fueling locations.

Service station chains offering these discounts are:

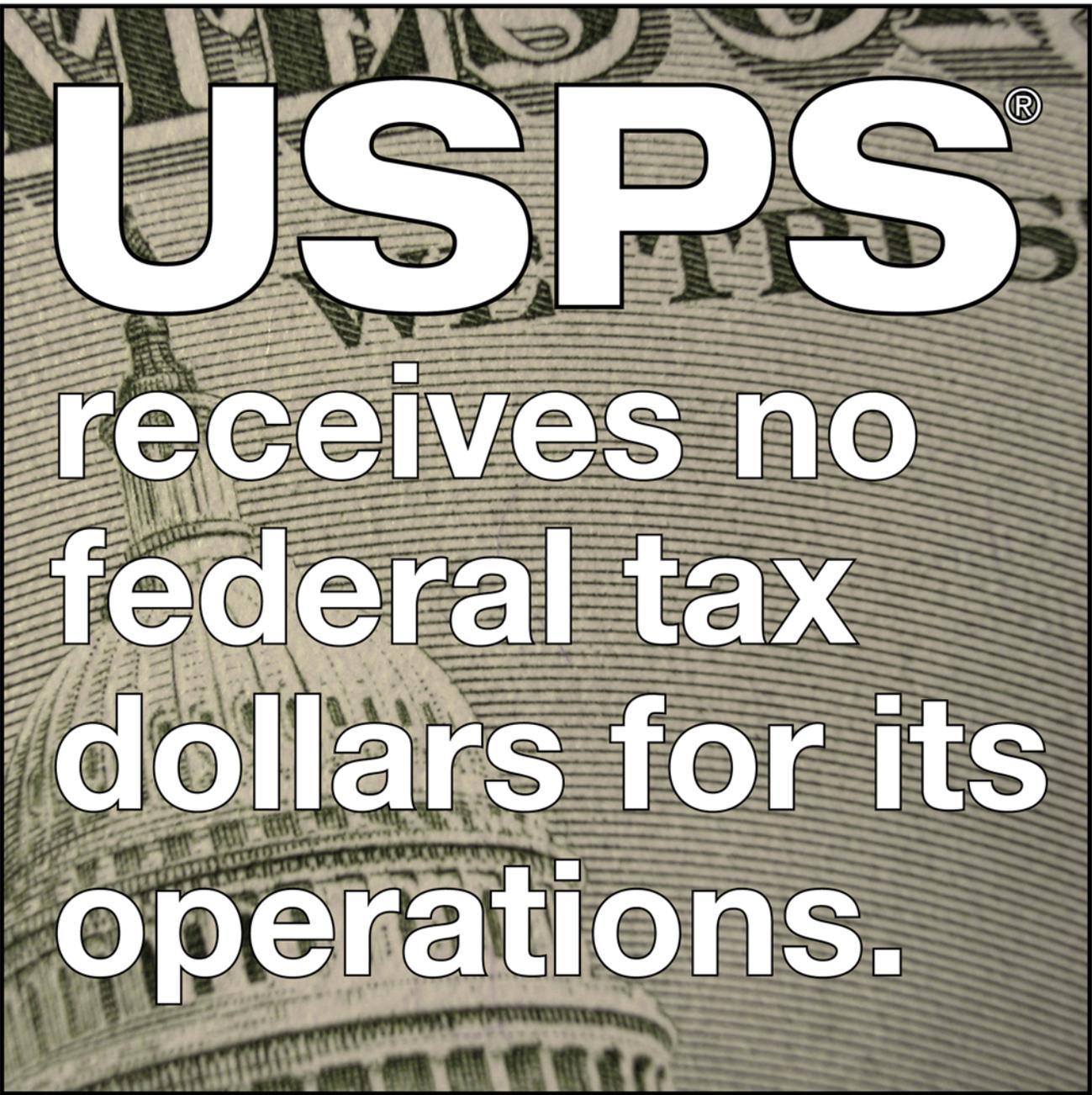
- **Wawa** — Retail pump price minus \$0.01 at 200 stations in Delaware, New Jersey, Maryland, Virginia, and Pennsylvania. In the areas where Wawa stations exist, over 97 percent of the stations have an average unleaded pump price higher than that offered by Wawa.
- Already national low cost leaders, these service station chains are testing this arrangement with USPS from October 1, 2011, through December 31, 2011. If postal fueling participation at these chains warrants it, these arrangements can be made permanent and also discounts could increase. If USPS fueling volume does not increase, then these discounts will most likely disappear.
- The most current listing of retail locations participating in this fuel price savings program can be found at <http://blue.usps.gov/purchase/voyager/blue/index.htm> under the heading "Hot Information". This site will be updated as more participants are loaded into the network. If you have questions, contact Don Perrin, Fuel Management CMC, at [donald.r.perrin@usps.gov](mailto:donald.r.perrin@usps.gov).

— Fuel Management CMC,  
Supply Management, 11-3-11



475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260-5540

First-Class Mail  
Postage & Fees Paid  
USPS  
Permit No. G-10

The background of the main graphic is a collage of US currency and the US Capitol dome. The text "USPS" is written in a large, bold, white, sans-serif font with a black outline. A registered trademark symbol (®) is located at the top right of the "S".

# USPS<sup>®</sup>

receives no  
federal tax  
dollars for its  
operations.