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## Cover Story

## Cybersecurity in the Postal Service Workplace

With cyber attacks on the rise, USPS ${ }^{\circledR}$ employees must learn how to protect the Postal Service ${ }^{\text {TM }}$ from potential threats. This National Cyber Security Awareness Month, use the following tips to protect USPS networks, systems, and resources:

## Workstation Safety

- Lock your workstation or devices when not in use.
- Do not plug unauthorized devices (e.g., mobile phones, tablets) into USPS equipment.
- Store sensitive documents in a secure area.
- Use USPS equipment for official business only.


## Data Protection

- Don't share confidential information with unauthorized co-workers.
- Do not allow others to use your USPS equipment.
- Use approved encryption methods to protect sensitive information.
- Keep anti-virus software updated.


## Online Activity

- Use the Virtual Private Network (VPN) to securely connect to USPS networks when working offsite.
- Do not provide personal or sensitive information to an unknown person or organization.
- Do not sign up for news feeds or continuous data streams unless the material is required for USPS business.


## Password Guidance

- Create strong passwords that use a minimum of 15 characters, including letters, numbers, or special characters.
- Do not share user names and passwords.


## Email Use

- Check the sender before responding to unfamiliar emails.
- Hover over links (do not click) to verify the web address before taking action.
- Do not open suspicious-looking attachments.
- Be wary of strange grammar and spelling in email messages.
If you suspect your USPS equipment has been compromised, please do not attempt to fix the situation yourself. Instead, report it immediately to the CyberSecurity Operations Center (CSOC) using the new "Report to CyberSafe" button on the Outlook toolbar.

For more information, see the following:

- For guidance on USPS policy, review Handbook AS-805, Information Security (about.usps.com/handbooks/as805.pdf).
- For best practices on how to stay cybersafe, visit the CyberSafe at USPS ${ }^{\circledR}$ websites on Blue (blue.usps.gov/ cyber/) and LiteBlue (liteblue.usps.gov/cyber/), or the public-facing website at uspscybersafe.com.
- Corporate Information Security Office, Chief Information Security Officer and Digital Solutions, 10-12-17


## Policies, Procedures, and Forms Updates

## Manuals

## DMM Revision: Periodicals - Record of Deposit

Effective November 6, 2017, the Postal Service ${ }^{\text {TM }}$ will revise Mailing Standards of the United States Postal Service, Domestic Mail Manual ( $\mathrm{DMM}^{\circledR}$ ), section 207.5.2.2, to clarify the mailing standards for pending Periodicals applications. Specifically, this revision will add preparation and payment guidelines for a publication when it is mailed as a pending Periodical.

Although we will not publish this clarification in the DMM until November 16, 2017, the standard is effective immediately.

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

Commercial Mail Letters, Cards, Flats, and Parcels

| $*$ | $*$ | $*$ | $*$ | $*$ |
| :---: | :---: | :---: | :---: | :---: |
| Periodicals |  |  |  |  |
| $*$ | $*$ | $*$ | $*$ | $*$ |

### 5.0 Applying for Periodicals Authorization

## 5.2

Mailing While Application Pending

### 5.2.2 Record of Deposits

[Revise the text of 5.2.2 to read as follows:]
If postage is paid by advance deposit account, the USPS keeps a record of deposits and mailings made while an application is pending. Mailings must be prepared according to the periodicals preparation guidelines while the application is pending. A Periodicals postage statement and the applicable postage paid statement must be submitted at the time of mailing. The amount charged at the applicable USPS Marketing Mail or Package Services prices must be paid until final action is taken on the application. No record is kept of postage paid at First-Class Mail prices or of postage not paid by an advance deposit account. Records are kept for First-Class Mail price mailings that may qualify for a refund under the exception in 5.3.6e.

We will incorporate this revision into the next update of the online DMM, which is available via Postal Explorer ${ }^{\circledR}$ at pe.usps.com.

## ELM Revision: Promotional Policies

Effective October 14, 2017, the Postal Service ${ }^{\text {TM }}$ will revise the Employee and Labor Relations Manual (ELM), sections 422.2 and 422.3, to update the promotional basic rules specific to City Carrier Schedule 2 employees and Mail Handlers Schedule 2 employees.

## Employee and Labor Relations Manual (ELM)

4 Pay Administration

422 Salary Schedules Covered by Specific Agreements

### 422.2 City Carrier Schedule

### 422.21 Salary System

### 422.211 Salary Schedule

[Revise the text of 422.211 to read as follows:]
The City Carrier (CC) Schedule consists of two rate schedules, each with Grades 1 and 2. Schedule 1 (RSC Q) is applicable to city carriers with a career appointment date (CAD) before January 12, 2013. Schedule 2 (RSC Q7) is applicable to city carriers with a CAD on or after January 12, 2013.

### 422.223 Promotion Rules

[Revise the text of 422.223 to read as follows:]
Note: See 421.43a and 421.44i for definition of promotion, and consult Exhibit 418.1, Equivalent Grades, to determine whether or not a personnel action represents a promotion.
Rules are as follows:
a. Basic Rules. The basic rules are as follows:
(1) Promotion Within Schedule 1. For this promotion: The Grade 1 employee receives a promotional increase equal to two times the most prevalent step in the former Grade 1 for a promotion to Grade 2. Add this increase to the employee's former basic wage and slot the employee to the closest step in Grade 2. If the increased salary falls between two steps of Grade 2, place the employee at the next higher step. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case, see 422.123a4.
(2) Promotion Within Schedule 2. For this promotion: The Grade 1 employee receives a promotional increase that brings the salary to the same step in Grade 2. The promoted employee will retain the waiting period step credit that had been earned prior to the promotion in calculating the next step increase date. If this is a repromotion, see 422.123a4.
(3) Promotion To These Schedules From Other Rate Schedules. For this promotion:
(a) From EAS (RSC E) and Part-Time Postmasters (RSC F), and to the current full-time salary, add 5 percent. Advance this amount to the next higher salary step in the new grade if the calculated amount falls between two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case, see 422.123a4.
(b) From PNS (RSC G), OSD (RSC K), MH, (RSC M), IT/ASC (RSC N), PS (RSC P) or MESC (RSC C), RC (RSC R), and PPO (RSC Y), to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case, see 422.123a4.
(4) Promotion From These Schedules to Other Rate Schedules. For this promotion:
(a) To IT/ASC (RSC N), to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case, see 422.123a4.
(b) To EAS (RSC E), Pay Band (RSC V), and Attorney (RSC U) to the current full-time salary, see 413.22.
(c) To PS, OSD, or MESC Schedule 2 (RSC P \& C), assign the proper step by referring to

Exhibit 422.123a. A new step waiting period begins on the effective date of the promotion.
(d) To RC (RSC R), see 422.422a2.

Note: See also Exhibit 421.82.
(5) Promotion Pay Anomaly. No employee is at any time compensated less as a consequence of a promotion than that employee would have been if the employee had not been promoted but, instead, advanced in step increments in the lower grade by fulfilling the waiting time requirements necessary for step increases. This rule includes employees who were promoted to a higher grade and subsequently reassigned to their former grade. If, during any pay period following the promotion, the employee's basic wage is less than the employee would have received for that pay period if the employee had not been promoted, the difference is paid to the employee in a lump sum payment.
b. Supplemental Rules. See 422.123b.

### 422.225 Reductions in Grade

[Revise the introductory text of item b. to read as follows:]
b. Step and Next Step Date Assignment for Bargaining Unit to Bargaining Unit Reductions in Grade Within or Into the City Carrier Rate Schedule (RSC Q and Q7). Assignments are made as follows:

### 422.3 Mail Handlers Schedule

### 422.311 Salary Schedule.

[Revise the text of 422.311 to read as follows:]
The Mail Handler (MH) Schedule consists of two rate schedules. Schedule 1 (RSC M) has Grades 4 through 6, and is applicable to mail handlers with a career appointment date (CAD) before February 15, 2013. Schedule 2 (RSC M7) has Grades 4 and 5, and is applicable to mail handlers with a CAD on or after February 15, 2013.

### 422.323 Promotion Rules

[Revise the text of 422.323 to read as follows:]
Note: See 421.43a and 421.44i for definition of promotion, and consult Exhibit 418.1, Equivalent Grades, to determine whether or not a personnel action represents a promotion.

Rules are as follows:
a. Basic Rules. The basic rules are as follows:
(1) Promotion Within Schedule 1. For this promotion:

The employee receives a promotional increase equal to two times the most prevalent step in the former grade for a promotion of one or two grades (three times for a promotion of three or more grades). Add this increase to the employee's former basic wage and slot the employee to the closest step in the new grade. If the increased salary falls between two steps of the new grade, place the employee at the next higher step. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case, see 422.123a4.
(2) Promotion Within Schedule 2. For this promotion: The Grade 4 employee receives a promotional increase that brings the salary to the same step in Grade 5. The promoted employee will retain the waiting period step credit that had been earned prior to the promotion in calculating the next step increase date. If this is a repromotion, see 422.123a4.
(3) Promotion To These Schedules From Other Rate Schedules. For this promotion:
(a) From EAS (RSC E) and Part-Time Postmasters (RSC F), to the current full-time salary, add 5 percent. Advance this amount to the next higher salary step in the new grade if the calculated amount falls between two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case, see 422.123a4.
(b) From PNS (RSC G), OSD (RSC K), IT/ASC (RSC N), PS (RSC P) or MESC (RSC C), RC (RSC R), and PPO (RSC Y), to the current fulltime salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case, see 422.123a4.
(4) Promotion From These Schedules To Other Rate Schedules. For this promotion:
(a) To PNS (RSC G), OSD (RSC K), CC (RSC Q), IT/ASC (RSC N), and PPO (RSC Y), to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case, see 422.123a4.
(b) To EAS (RSC E), Pay Band (RSC V), and Attorney (RSC U) to the current full-time salary, see 413.22.
(c) To PS (RSC P) or MESC (RSC C) Schedule 2, assign the proper step by referring to Exhibit 422.123a. A new step waiting period begins on the effective date of the promotion.
(d) To RC (RSC R), see 422.422a2.

Note: See also Exhibit 421.82.
(5) Promotion Pay Anomaly. No employee is at any time compensated less as a consequence of a promotion than that employee would have been if the employee had not been promoted but, instead, advanced in step increments in the lower grade by fulfilling the waiting time requirements necessary for step increases. This rule includes employees who were promoted to a higher grade and subsequently reassigned to their former grade. If, during any pay period following the promotion, the employee's basic wage is less than the employee would have received for that pay period if the employee had not been promoted, the difference is paid to the employee in a lump sum payment.
b. Supplemental Rules. See 422.123b.

### 422.325 Reductions in Grade

[Revise the introductory text of item b. to read as follows:
b. Step and Next Step Date Assignment for Bargaining Unit to Bargaining Unit Reductions in Grade Within or Into the Mail Handler Rate Schedule (RSC M and M7). Assignments are made as follows:
[Add new 422.33 to read as follows:]

### 422.33 Step Increases

[Renumber current 422.326-422.329 as new 422.331422.334.]
[Renumber current 422.33 as new 422.34.]
[Renumber current 422.331-422.335 as new 422.341422.345.]
[Renumber current 422.34 and 422.35 as new 422.35 and 422.36.]

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

- Go to blue.usps.gov.
- In the left-hand column under "Essential Links," click PolicyNet.
- Click Manuals.

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

- Pay and Performance Programs, Compensation and Benefits, 10-12-17


## ELM Revision: Update to Accident Reporting

Effective October 12, 2017, the Postal Service ${ }^{\text {TM }}$ is revising the Employee and Labor Relations Manual (ELM), section 821.123, to remove the damage amounts to ensure all accidents are reported correctly in the Employee Health and Safety (EHS) system.

## Employee and Labor Relations Manual (ELM)

8 Safety, Health, and Environment

## 821 Actions in the Event of Accident, Injury, or Illness

### 821.123 Postal System for Accident Reporting

[Revise the text of items e. and f. to read as follows:]
e. Damage to Postal Service property or to property of customers or the general public, regardless of whether an injury was involved.
f. Fire damage to Postal Service property.

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

- Go to blue.usps.gov.
- In the left-hand column under "Essential Links," click PolicyNet.
- Click Manuals.

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

- Safety and OSHA Compliance, Employee Resource Management, 10-12-17


## ELM Revision: Whistleblower Protection

Effective October 12, 2017, the Postal Service ${ }^{\text {TM }}$ is revising the Employee and Labor Relations Manual (ELM), section 666.32, to update how the Office of Inspector General handles allegations of reprisal for the release of infomation.

## Employee and Labor Relations Manual (ELM)

## 6 Employee Relations

## Prohibited Personnel Practices

### 666.3 Whistleblower Protection

[Revise the text of 666.32 to read as follows:]
666.32 Upon receipt of the allegations, the Office of Inspector General will conduct a preliminary review of the allegations and determine if further action is warranted.

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

- Go to blue.usps.gov.
- In the left-hand column under "Essential Links," click PolicyNet.
- Click Manuals.

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

- Deputy General Counsel, Office of Inspector General, 10-12-17


## Publications

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

Effective October 12, 2017, 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

[Delete the following entries:]

| ZIP Code | Fee Group |
| :--- | :--- |
| 28806 | 34 |
| 29708 | 41 |
| 37920 | 4 |
| 38457 | 6 |

The online version of Publication 431 is dated July 2013. Publication 431 is currently available on the Postal Service ${ }^{\text {TM }}$ PolicyNet website (blue.usps.gov/cpim):

- Go to blue.usps.gov.
- In the left-hand column under "Essential Links," click PolicyNet.
- Click PUBs.

Offices with WebBATS Manager/Supervisor access can view current Publication 431 information by going to the WebBATS Edit Facility Information page, as follows:

1. Go to the WebBATS main menu, and select Utility> Facility>Edit Facility option.
2. View the Fee Group field on the Edit Facility Information page.

## Organization Information

## Address Management

## Change of Address Mail Forwarding Start Date Policy Change

Effective November 15, 2017, the Postal Service ${ }^{\text {TM }}$ will limit the backdating of the "Start Date" or "Move Effective Date" to no more than 45 days past the submission date for Change of Address orders submitted using:

- usps.com,or
- PS Form 3575, Change of Address Order.

On usps.com, the Change of Address tool will not allow customers to select a date older than 45 days. For PS Form 3575, any orders with a "Start Date" over 45 days past the submission date will be rejected, and a letter will
be mailed to the customer. The letter will ask the customer to do the following:

- Either file a new PS Form 3575 or use the Change of Address tool at usps.com, and
- Select a date within the 45-day limit.

If you have any questions or need more information, please contact our Change of Address Support Department at 866-315-7856.

## Post Office Changes

| Old/ New | Finance No. | ZIP <br> Code | State | P.O. Name | County/ Parish | Station/Branch/ Unit | Unit Type | Effective Date | Comments |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Old <br> New | $\begin{aligned} & 16-1542 \\ & 16-1542 \end{aligned}$ | 60611 <br> 60611 | IL IL | Chicago <br> Chicago | Cook <br> Cook | Ontario Street <br> Streeterville | Classified Station Classified Station | 07/15/2017 | This announcement changes the name of the Ontario Street, IL Post Office to the Streeterville, IL Post Office. Continue to use Chicago, IL 60611 as last line of address. |
| Old <br> New | $\begin{aligned} & 30-8745 \\ & 30-8745 \end{aligned}$ | $\begin{aligned} & 68954 \\ & 68954 \end{aligned}$ | $\begin{array}{\|l\|} \hline \text { NE } \\ \text { NE } \end{array}$ | Sutton Harvard | Clay <br> Clay | Inland <br> Inland | Place Name Place Name | 07/01/2017 | This announcement changes the administrative office for this ZIP Code ${ }^{\text {TM }}$ from Sutton, NE to Harvard, NE. Continue to use Inland, NE 68954 as last line for both addresses. |

## Finance

## Christmas Pay Procedures for Rural Carriers

The 2017 Christmas period for rural carriers begins Saturday, December 2, 2017 (Week 2, Pay Period (PP) 25-2017), and ends Friday, December 22, 2017, end of Pay Period 26-2017. During this period, certain timekeeping and pay rules apply. Timekeepers, including Postmasters, supervisors, and other employees responsible for rural carrier time and attendance recording, must become familiar with Article 9.2.K., Christmas Allowances and Procedures, of the 2015-2018 USPS/National Rural Letter Carriers' Association (NRLCA) Agreement.

This article describes:

- Types of compensation to which rural carriers are entitled during the Christmas period.
- Related timekeeping procedures and regulations for the Christmas period.
- Special rules that begin with the start of the Guarantee Year (October 14, 2017) and continue through the end of the Christmas period, (December 22, 2017).
We included exhibits to help you complete the following:
- PS Form 1314, Regular Rural Carrier Time Certificate, and
- PS Form 1314-A, Auxiliary Rural Carrier Time Certificate.


## 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 the Same Pay Period
Exhibit 3 - Regular Carrier Provides Christmas Assistance
Exhibit 4 - FLSA Code A Regular Carrier
Exhibit 5 - Designation 74 Provides Christmas Assistance on Relief Day
Exhibit 6 - Replacement Carrier Provides Christmas Assistance on a Regular Route
Exhibit 7 - Replacement Carrier Provides Christmas Assistance on an Auxiliary Route
Exhibit 8 - Nonrural Employee Provides Christmas Assistance on Rural Route (EMA Only)
Exhibit 9 - Designation 79 Provides Christmas Assistance on Assigned Auxiliary Route
Exhibit 10 - RCA Provides Auxiliary Assistance and Christmas Assistance on an 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 , 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 his or her 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 or she 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.

## Auxiliary Route Carriers

Carriers serving any auxiliary route are compensated at the hourly rate for actual hours worked during Week 2 of PP 25-2017 and PP 26-2017. 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 or her relief day, while a replacement carrier is assigned to work 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 must be avoided.

## Examples of Christmas Assistance:

- A regular carrier comes in on his or her relief day and helps the replacement carrier case the route.
- A regular carrier comes in on his or her relief day and carries part of his or 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 or her relief day and cases and carries his or her regular route.
- A regular carrier works 2 hours beyond the daily evaluation of his or 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


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 4 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 into the Daily Overtime block is 1.50 and the amount entered into the Actual Weekly Hours is 55.50. Do not enter a decimal point when entering work hours.
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 serve 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



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. Route 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 No. on PS Form 1314-A |
| :--- | :--- |
| Regular route | Actual route \#(e.g., K001, J014) |
| One or more auxiliary routes (Except for Des 79 <br> providing assistance on assigned auxiliary <br> route) | A997 - Combine all Christmas assistance on auxiliary routes on one <br> PS Form 1314-A |
| Auxiliary route - assistance provided by Des 79 <br> on assigned route | Use PS Form 1314-A for 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 14, 2017), through the last day of the Christmas period (December 22, 2017) - which includes pay periods 22-2017, 23-2017, 24-2017, 25-2017, and 26-2017 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 (e.g., 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 serves 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 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 Week 2 of PP 25-2017 and all of PP 26-2017. 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 Des 79 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 crossfoot 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 A997. 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 Xmas Assist Work Hours block for Week 1, Week 2, or both.
(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 7 X ) 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.)
3. Report the hours worked on the rural routes on PS Form 1230-C, Time Card.
4. Manually prepare PS Form 1314-A for EMA compensation. Complete indicative data at the top of the certificate. Use Des/Act 99-0, actual route type and number, FLSA code P, and correct employee and pay period information.
5. 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.
- During the period from the beginning of the Guarantee Year (October 14, 2017) through the last day of the Christmas period (December 22, 2017), a DACA Code $X$ cannot be entered on a timecard unless there
is a corresponding DACA Code R or 3 in the same pay period and the carrier's $X$ day balance is zero or greater.
- DACA $R$ and 3 require a DACA Code $X$ to be used in the same pay period.
- If Actual Weekly Hours exceed 56 hours in a week, a DACA Code 5 must be used. DACA Code 3 or R are not allowed.
- If a regular carrier works his/her relief day and serves 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.

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


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. Carrier will be paid the route evaluation in Week 1. There will be NO Christmas overtime for Week 1. Week 1 of PP 25-2017 is not part of the Christmas period. Carrier will be paid Christmas overtime for 2.08 hours in Week 2, based on hours worked over the route's evaluated hours. A day of paid leave will count as one day's evaluation in calculating Christmas overtime. A day of unpaid leave will count as zero.
4. No manual computation for Christmas overtime is necessary. This is automatically computed. No entries are made into 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


PS Form 1314. August 2009 /Page for 27 PSN 7530-01-1-014-6844
United States Postal Service Regular Rural Carrier Time Certificate

1. A regular carrier is required to work the second relief day of Pay Period 25. 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 one day's evaluation for working the relief day and does not receive a future $X$ day.

## Exhibit 3. Regular Carrier Provides Christmas Assistance



PSForm 1314. August 2009 /Page /co 47 PSN 7530-01-1-014-6844
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 0725 hours in Xmas Assist Work Hours. Do NOT include these hours 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 assistance in the Daily Overtime block.

## Exhibit 4. FLSA Code A Regular Carrier

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PS Form 1314, August 2009 /Page for 27 PSN 7530-01-1-014-6844
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 0032 hours in the Daily Overtime block.
3. The carrier works relief day (Saturday) in Week 1. Enter DACA Code R on Saturday, Week 1. Include these hours in Actual Weekly Hours. The carrier is paid for these hours, so no $\mathbf{X}$ day is due.
4. The carrier works 39.88 total hours in Week 1.
5. The carrier works Christmas assistance ( 6 hrs.) on the relief day on the second Saturday. Record the Christmas assistance time in the Xmas Assist Work Hours block. Do NOT add these hours to the Actual Weekly Hours. Overtime will only be paid if the carrier exceeds 40 hours for the week.
6. No manual computation for Christmas overtime is necessary. This is automatically computed. The carrier will receive 0.32 hours of overtime in Week 1 and 0.08 hours of overtime $(34.08+06.00=40.08$ hours $)$ in Week 2.

## Pull-Out Information

## Fraud

## Invalid USPS Corporate Account Numbers

Please provide this listing to Contract Postal Units and acceptance clerks in non-POS locations without intranet access to validate a USPS Corporate Account (USPSCA) number online. For all other locations, online USPSCA validation is preferred. This list supersedes all previous notices, which must be recycled.

Acceptance clerks must not accept Priority Mail Express ${ }^{\circledR}$ shipments bearing an invalid USPSCA number in the "Payment by Account" or "Agreement Number" section of the label or form.
Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Agreement make up the Corporate Account Number.

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

## Do Not Cash - Upon Receipt, Notify Local Postal Inspectors

Provide this listing to all Postal Service ${ }^{\text {TM }}$ 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.

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6347250700 to 6348033239 to 3299 6348072474 to 2499 6348275900 to 5999 6348863428 to 3499 6355593449 to 3499 6362896214 to 6299 6366348007 to 8042 6371501200 to 1299 6375625828 to 5899 6380421647 to 1699 6380494984 to 4999 6383181115 to 1199
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| 7007869106 | o | 9142 |
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- Criminal Investigations Group, Postal Inspection Service, 10-12-17


## Missing, Lost, or Stolen Canadian Money Order Forms

## Do Not Cash - Upon Receipt, Notify Local Postal Inspectors

Provide this listing to all Postal Service ${ }^{\text {TM }}$ 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 104151601 to 692600 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.

| 719869731 | to | 9760 | 727481431 | to | 1460 | 734009101 | to | 9130 | 741113041 |  | 3370 |
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| 720227871 | to | 7930 | 727749241 | to | 9780 | 734290759 | to | 0770 | 741373891 | to | 4340 |
| 720227949 | to | 7960 | 728382331 | to | 2480 | 734389273 | to | 9290 | 741452369 | to | 2490 |
| 720368543 | to | 8570 | 728702338 | to | 2400 | 734440031 | to | 0111 | 741492991 | to | 3140 |
| 720392151 | to | 2570 | 728915371 | to | 5850 | 734797201 | to | 7320 | 741553460 | to | 3470 |
| 720556491 | to | 6640 | 728953141 | to | 3410 | 734939611 | to | 9640 | 741764431 | to | 4520 |
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| 720590152 | to | 0179 | 729363841 | to | 3870 | 735283008 | to | 3020 | 742325500 | to | 5520 |
| 721638331 | to | 9170 | 729682891 | to | 3190 | 735293131 | to | 3220 | 742325668 | to | 5700 |
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| 722072137 | to | 2160 | 730077683 | to | 7840 | 735803401 | to | 3430 | 742684849 | to | 4890 |
| 722378265 | to | 8280 | 730109847 | to | 9880 | 736005420 | to | 5440 | 742839553 | to | 9630 |
| 722413990 | to | 4004 | 730373761 | to | 3850 | 736366021 | to | 6110 | 742913668 | to | 3700 |
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| 723331081 | to | 1110 | 730722991 | to | 3230 | 736982191 | to | 2370 | 743206491 | to | 6500 |
| 723496443 | to | 6470 | 730845970 | to | 5990 | 736982551 | to | 2730 | 743235992 | to | 6050 |
| 723967291 | to | 7320 | 730888291 | to | 8320 | 737110141 | to | 0170 | 743940631 | to | 0900 |
| 724655196 | to | 5340 | 730927591 | to | 7680 | 737185501 | to | 5710 | 743978011 | to | 8070 |
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| 725202735 | to | 2750 | 731837821 | to | 7910 | 738648355 | to | 8450 | 747245266 | to | 5280 |
| 725398591 | to | 8800 | 731841377 | to | 1450 | 738849811 | to | 9900 | 747364813 | to | 4830 |
| 725464591 | to | 4920 | 732018481 | to | 8600 | 738892270 | to | 2290 | 747501434 | o | 1450 |
| 725475321 | to | 5330 | 732067972 | to | 8370 | 738997259 | to | 7380 | 747739891 | o | 0070 |
| 725711057 | to | 1070 | 732188649 | to | 8670 | 739161451 | to | 1540 | 748148649 | to | 8760 |
| 725738581 | to | 8730 | 732193460 | to | 3470 | 739219381 | to | 9440 | 748259960 | to | 9970 |
| 725981311 | to | 1430 | 732201241 | to | 1390 | 739740151 | to | 0180 | 748565162 | to | 5280 |
| 725987835 | to | 7880 | 732220431 | to | 0440 | 739793491 | to | 3520 | 748874988 | to | 5030 |
| 726060811 | to | 0900 | 732355201 | to | 5380 | 739793527 | to | 3550 | 749137381 | to | 7410 |
| 726391970 | to | 2520 | 732472320 | to | 2560 | 739942621 | to | 2650 | 749190192 | to | 0210 |
| 726484771 | to | 4800 | 732541605 | to | 1620 | 739999231 | to | 9320 | 749685421 | to | 5450 |
| 726493351 | to | 5300 | 732572221 | to | 2490 | 740011517 | to | 1530 | 749846791 | to | 6850 |
| 726504031 | to | 4063 | 732586479 | to | 6710 | 740030701 | to | 0970 | 749993131 | o | 3580 |
| 726504070 | to | 4090 | 732994037 | to | 4080 | 740261740 | to | 1820 | 750071587 | to | 1610 |
| 726504331 | to | 4390 | 733163449 | to | 3460 | 740265811 | to | 6290 | 750408167 | to | 8183 |
| 726563701 | to | 4060 | 733297171 | to | 7290 | 740299111 | to | 9170 | 750438421 | to | 8501 |
| 726599371 | to | 9460 | 733446631 | to | 7110 | 740299231 | to | 9260 | 750743911 | to | 4030 |
| 726626356 | to | 6370 | 733474665 | to | 4770 | 740329266 | to | 9320 | 750779118 | to | 9400 |
| 727182271 | to | 2510 | 733704482 | to | 4570 | 740889081 | to | 9090 | 750910981 | to | 1010 |
| 727416181 | to | 6240 | 733751041 | to | 1130 | 741010421 | to | 0530 | 750960841 | to | 0900 |


| 751296211 | to | 6240 | 761169781 | to | 9810 |
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| 751539121 | to | 9180 | 761504941 | to | 5120 |
| 751541311 | to | 1790 | 761516836 | to | 6910 |
| 751757641 | to | 7700 | 761613588 | to | 3600 |
| 751936951 | to | 7010 | 761688631 | to | 8690 |
| 751951861 | to | 1890 | 761805199 | to | 5240 |
| 751999021 | to | 9110 | 761826106 | to | 6120 |
| 752139516 | to | 9570 | 761881171 | to | 1560 |
| 752182892 | to | 2950 | 761975641 | to | 5670 |
| 752206861 | to | 7100 | 761975886 | to | 5895 |
| 752295241 | to | 5600 | 762304144 | to | 4170 |
| 752731351 | to | 1410 | 762324931 | to | 4960 |
| 752767441 | to | 7470 | 762439261 | to | 9290 |
| 753008941 | to | 9030 | 762524158 | to | 4220 |
| 753194311 | to | 4370 | 762584872 | to | 4970 |
| 753620378 | to | 0400 | 762593431 | to | 3460 |
| 754013917 | to | 3940 | 763155160 | to | 5180 |
| 754161061 | to | 1120 | 763178631 | to | 8660 |
| 754358445 | to | 8610 | 763506001 | to | 6060 |
| 754410451 | to | 0660 | 763522141 | to | 2470 |
| 754438393 | to | 8410 | 763717694 | to | 7800 |
| 754493109 | to | 3130 | 763826461 | to | 6520 |
| 754664182 | to | 4220 | 763900460 | to | 0471 |
| 754816377 | to | 6470 | 763900479 | to | 0530 |
| 755487421 | to | 7600 | 763917271 | to | 7750 |
| 755592901 | to | 3140 | 764125801 | to | 5860 |
| 755790020 | to | 0030 | 764284525 | to | 4560 |
| 755791730 | 0 | 1800 | 764526241 | to | 6330 |
| 755926951 | to | 7070 | 764601421 | to | 1600 |
| 755934332 | to | 4510 | 764650231 | to | 0470 |
| 755957701 | to | 8000 | 764984371 | to | 4850 |
| 755962981 | to | 3280 | 765003667 | to | 3680 |
| 756035371 | to | 5490 | 765042517 | to | 2540 |
| 756301257 | 0 | 1290 | 765194728 | to | 4970 |
| 756371565 | to | 1580 | 765387365 | to | 7450 |
| 756876031 | to | 6120 | 765541801 | to | 2100 |
| 756876151 | to | 6240 | 765638461 | to | 8970 |
| 756970129 | to | 0140 | 765647101 | to | 7190 |
| 757059613 | to | 9630 | 765813781 | to | 4029 |
| 757078540 | to | 8560 | 765879314 | to | 9390 |
| 757086209 | to | 6240 | 765954001 | to | 4030 |
| 757240591 | to | 0650 | 766120286 | to | 0320 |
| 757277371 | to | 7700 | 766125716 | to | 5750 |
| 757291591 | to | 2730 | 766158824 | to | 8840 |
| 757964251 | to | 4280 | 766388433 | to | 8460 |
| 758067001 | to | 7090 | 766509421 | to | 9660 |
| 758105221 | to | 5250 | 766572901 | to | 3020 |
| 758324941 | to | 5000 | 766748500 | to | 8521 |
| 758593628 | to | 3650 | 767024341 | to | 4370 |
| 758709038 | to | 9060 | 767326471 | to | 6590 |
| 758744101 | to | 4160 | 767332561 | to | 2950 |
| 758850883 | to | 0900 | 768009841 | to | 9960 |
| 758860951 | to | 1550 | 768011489 | to | 1520 |
| 759152851 | to | 2880 | 768177980 | to | 7990 |
| 759740941 | to | 1090 | 768391081 | to | 1170 |
| 760004596 | to | 4610 | 768661569 | to | 1650 |
| 760118191 | to | 8250 | 769000051 | to | 0080 |
| 760155001 | to | 5090 | 769050841 | to | 0900 |
| 760378002 | to | 8020 | 769159081 | to | 9178 |
| 760692722 | to | 2749 | 769737496 | to | 7510 |
| 761055460 | to | 5480 | 769778491 | to | 8730 |

769778491 to 8730

769827331 to 7450
770216071
770723281 to 3400 770790451 to 0480 770915150 to 5490 771455551 to 5610 771609661 to 9690 771932551 to 2580 772057224 to 7440 772162660 to 3070 772718615 to 8640 $\begin{array}{ll}772940140 & \text { to } 0160 \\ 772970886 & \text { to } 0940\end{array}$ 773009419 to 9430 $\begin{array}{ll}773112031 & \text { to } 2060 \\ 773125387 & \text { to } 5410\end{array}$ 773179320 to 9410 773202989 to 3140 773208991 to 9290 $\begin{array}{ll}773231311 & \text { to } 1340 \\ 773348739 & \text { to } 8940\end{array}$ 773348739 to 8940 773575891 to 5950 773852971 to 3030 $\begin{array}{ll}775373449 & \text { to } 3460 \\ 789257191 & \text { to } \mathbf{7 2 5 0}\end{array}$ 790448020 to 8460 790597485 to 7530 790911883 to 1900 791057441 to 7550 791239081 to 9290 791374483 to 4500 791387971 to 8030 791447521 to 7850 791451151 to 1240 791500009 to 0470 791771431 to 1490 792004293 to 4320 792018379 to 8420 792070621 to 0740 792145211 to 5230 792391381 to 1620 792452779 to 2790 792772728 to 2770 792903511 to 3990 793282518 to 2533 794041831 to 2040 794397709 to 7780 794581741 to 2040 794592122 to 2150 795032251 to 2340 795796291 to 6350 $\begin{array}{ll}796070139 & \text { to } 0160 \\ 796143151 & \text { to } 3630\end{array}$ 796159725 to 9740 796169306 to 9340 796373406 to 3430 796602961 to 3050 $796708441 \quad$ to 8500 $\begin{array}{ll}796886281 & \text { to } 6430 \\ 796901701 & \text { to } 2000\end{array}$

| 796975466 | to | 5590 |
| :---: | :---: | :---: |
| 797272917 | to | 2950 |
| 797519441 | to | 9460 |
| 797519731 | to | 0240 |
| 797535181 | to | 5330 |
| 797646151 | to | 6180 |
| 798040053 | to | 0080 |
| 798055813 | to | 5830 |
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| 798339167 | to | 9210 |
| 798562411 | to | 2440 |
| 798632461 | to | 2490 |
| 798807151 | to | 7510 |
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| 801676681 | to | 7100 |
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| 804428224 | to | 8250 |
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| 805523445 | to | 3460 |
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| 809189001 | to | 9010 |
| 809886879 | to | 6930 |
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| 810323734 | to | 3760 |
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| 810526351 | to | 6500 |
| 810806911 | to | 6940 |
| 810807211 | to | 7240 |
| 811423021 | to | 3110 |
| 811517221 | to | 7239 |
| 811721101 | to | 1130 |
| 812025721 | to | 5900 |
| 812093073 | to | 3130 |
| 812100821 | to | 0840 |
| 812465251 | to | 5610 |
| 812918341 | to | 8670 |
| 812918701 | to | 8760 |
| 813050491 | to | 0520 |
| 813073171 | to | 3200 |


| 813398476 | to | 8550 | 818950351 | to | 0380 | 822925951 | to | 6100 | 827619811 | to | 9840 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 813713971 | to | 4000 | 818962492 | to | 2530 | 823284931 | to | 4990 | 827883511 | to | 3600 |
| 813858121 | to | 8150 | 819032341 | to | 2730 | 823293031 | to | 3210 | 828160441 | to | 0530 |
| 814789330 | to | 9349 | 819127054 | to | 7080 | 823556011 | to | 6100 | 828376201 | to | 6260 |
| 814984656 | to | 4680 | 819278540 | to | 8670 | 824078341 | to | 8370 | 828441602 | to | 1630 |
| 815016020 | to | 6030 | 819544681 | to | 4740 | 824156325 | to | 6340 | 828539316 | to | 9340 |
| 815199410 | to | 9420 | 819928441 | to | 8650 | 824511252 | to | 1270 | 828539341 | to | 9370 |
| 815240491 | to | 0520 | 820034406 | to | 4430 | 824588281 | to | 8370 | 828732331 | to | 2390 |
| 815755591 | to | 5620 | 820070761 | to | 1540 | 825140397 | to | 0460 | 828807781 | to | 7840 |
| 815755622 | to | 5650 | 820191342 | to | 1360 | 825409651 | to | 9680 | 828830952 | to | 0963 |
| 815806381 | to | 6680 | 820274856 | to | 4880 | 825472171 | to | 2200 | 828939781 | to | 0050 |
| 816126834 | to | 6870 | 820600171 | to | 0230 | 826042898 | to | 2920 | 829002721 | to | 2870 |
| 816156721 | to | 6780 | 821172241 | to | 2360 | 826226644 | to | 6670 | 829005301 | to | 5540 |
| 816580903 | to | 0920 | 821229661 | to | 9720 | 826582951 | to | 3430 | 829080241 | to | 0330 |
| 816945571 | to | 5600 | 821229743 | to | 9780 | 826720201 | to | 0230 | 829160986 | to | 1000 |
| 817253011 | to | 3280 | 821903731 | to | 3910 | 827005671 | to | 5830 | 829176841 | to | 6930 |
| 817763881 | to | 4060 | 821927841 | to | 7850 | 827287861 | to | 7950 | 829471561 | to | 1590 |
| 818330562 | to | 0610 | 822505801 | to | 5830 | 827291502 | to | 1520 | 829561065 | to | 1080 |
| 818459641 | to | 9670 | 822703442 | to | 3470 | 827575381 | to | 5470 | 829566481 | to | 6510 |
| 818926273 | to | 6320 | 822900991 | to | 1020 | 827609085 | to | 9100 | 829569931 | to | 9960 |

- Criminal Investigations Group, Postal Inspection Service, 10-12-17


## Verifying U.S. Postal Service Money Orders

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

1. Check that the amount does not exceed the legal limit: $\$ 1,000$ for domestic, and $\$ 700$ for international Postal Service 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 changed.
These appear in Postal Service Notice 299, U.S. Postal Money Order Reference Card, or online at usps.com/shop/money-orders.htm.

3. If the money order seems suspicious, call the U.S. Postal Service Money Order Verification System at 866-459-7822.
Please provide this information to local banks and retailers, as they also receive Postal Service money orders for cashing.

- Retail and Customer Service Operations, 10-12-17


## 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.
$671,819,086$
$676,612,640$
$677,891,039$
$678,282,493$
$678,916,031$
$679,552,215$
$679,694,334$
$679,751,983$
$679,800,207$
$681,130,536$
$681,844,376$

| $683,594,542$ | $687,262,503$ |
| :--- | ---: |
| $684,683,610$ | $687,262,525$ |
| $686,619,878$ | $687,262,526$ |
| $686,619,886$ | $687,287,578$ |
| $686,619,887$ | $687,287,581$ |
| $686,794,382$ | $687,287,582$ |
| $686,794,426$ | $694,063,898$ |
| $686,794,427$ | $694,063,899$ |
| $686,794,431$ | $694,063,980$ |
| $687,262,502$ | $701,321,725$ |

- Criminal Investigations Group,

Postal Inspection Service, 10-12-17

## Toll-Free Number Available to Verify Canadian Money Orders

The Canada Post Corporation has 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, 10-12-17

## 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 outlines these conditions by APO/ FPO/DPO ZIP Codes ${ }^{\text {TM }}$ through the use of footnoted mailing restrictions codes (see the Restrictions page following the table).

Acceptance clerks must use the table with the RSS terminal to determine which APO/FPO/DPO ZIP Codes are active and which conditions of mailing apply. Send inquiries to the Military Postal Service Agency at amps.usps.gov/jy2/frm.htm.

The entries under "Changes" appear in bold in the APO/ FPO/DPO table starting below

## Changes

| APO/FPO/DPO | Action | Effective Date | See Restrictions |
| :--- | :--- | :--- | :--- |
| DPO AE 09614 | Remove I3, Z | $10 / 12 / 2017$ | A-B-C1-C2-E2-F-F1-F3-H1-J-L-M-N-R-R1-T-V-W-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 |  | See Restrictions |  | See Restrictions | $\begin{aligned} & \text { APO/ } \\ & \text { FPO/ } \\ & \text { DPO } \end{aligned}$ | See Restrictions |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 09001 | $\begin{aligned} & \text { B-C-D-E3-F1-F3-H-H1- } \\ & \text { I3-J-L-M-R-R1-S-T-V-X- } \\ & \text { Z-Z1 } \end{aligned}$ |  | $\begin{aligned} & \text { B-C-D-E-F3-H-M-R-S-U } \\ & \text { B-C-D-E-F3-H-M-R-S-U } \end{aligned}$ | 09204 | $\begin{aligned} & \text { B-C-F3-M-N-R-S-V-Z1 } \\ & \text { B-C-D-E-F3-H-M-P-R- } \\ & \text { S-U } \end{aligned}$ | 09312 | A-B-C1-C2-E2-F-F1-F3-H1-I3-L-M-N-R-R1-S-T-U-U4-V-Z-Z1 |
| 09003 | $\begin{aligned} & \text { B-C-D-E-F3-H-M-P-R- } \\ & \text { S-U } \end{aligned}$ | 09 | U | 09213 | B-C2-F-F1-F3-H-J-L-M-N-R-R1-T-U-V-Z1 | 09313 | $\begin{aligned} & \text {-B-C-C1-E2-F-F1-F2- } \\ & \text { 11-R-R1-V-Z1 } \end{aligned}$ |
| 09004 | B-C-D-E-F3-H-M-R-S-U | 09096 | B-C-D-E-F3-H-M-R-S-U | 09214 | B-C-D-E-F3-H-M-R-S- | 09314 | -B-C1-E2-F-F1-F3-H- |
| 09005 | $\begin{aligned} & \text { B-C-D-E-F3-H-M-P-R- } \\ & \text { S-U } \end{aligned}$ | $09$ $091$ | B-C-D-E-H-U | 0922 | -D-E-F3-H-M-R-S-U | 09315 | 1-M-N-R-R1-S-V-Z1 -B-C1-E2-F-F3-N-R- |
| 09006 | B-C-D-E-F3-H-M-R-S-U |  |  | 09250 | B-C-D-E-F3-H-M-R-S-U |  |  |
| 09008 | A-B-F-H-N-Q-V-Z-Z1 | 0910 | B-C-D-E-F3-H-M-R-S-U | 09261 | 3-H-M-R-S- | 09316 | A-B-C1-E2-F-F1-F3-H1- 3-M-N-R-R1-T-V-Z-Z1 |
|  | U-Z1 | 0911 | B-C-D-E-F3-H-M-R-S-U B-C-D-E-F3-H-M-R-S-U | 09263 | -D-E-F3-H-M-R-S-U | 09317 | $\begin{aligned} & 1-\mathrm{E} 2-\mathrm{F}-\mathrm{F} 1-\mathrm{F} 3-\mathrm{H}- \\ & \text { M-N-R-R1-T-V-X- } \end{aligned}$ |
| 09011 | B-C-D-E-F3-H-M-R-S-U | 09123 | $\begin{aligned} & \mathrm{B} \\ & \mathrm{~B} \end{aligned}$ | 09264 | B-C-D-E-F3-H-M-R-S-U |  | $\begin{aligned} & 11-\mid 3 \\ & -Z 1 \end{aligned}$ |
| 09012 | $\begin{aligned} & \text { B-C-D-E-F3-H-M-R-S- } \\ & \text { U-Z1 } \end{aligned}$ | 09125 |  | 09265 | $\begin{aligned} & \text {-C-D-F-F1-H-J-L-M-N- } \\ & \text {-T-U-V-Z1 } \end{aligned}$ | 09319 | $\begin{aligned} & \text {-B-C-C1-E2-F-F1-F2- } \\ & \text { H1-R-R1-U2-V-Z1 } \end{aligned}$ |
| 09013 09014 | $\begin{aligned} & \text { B-C-D-E-F-F1-I } \\ & \text { U-Z1 } \end{aligned}$ | 09 |  | 09301 | $\begin{aligned} & \text { S2-E2-F-F1-F3- } \\ & \text { A-N-R-R1-S-T- } \end{aligned}$ | 09320 | $\begin{aligned} & \text {-B-C1-E2-F-F3-H1-M- } \\ & \text { I-R-R1-V-Z1 } \end{aligned}$ |
| 09 | S-U | 0912 | Z1 $B-C-D-E-F 3-H-M-R-S-U ~$ | 09302 | -F-F1-H-M-N-V- | 09321 | $\begin{aligned} & \mathrm{B}-\mathrm{C} 1-\mathrm{E} 2-\mathrm{F}-\mathrm{H} 1-\mathrm{M}-\mathrm{N}- \\ & -\mathrm{R} 1-\mathrm{V}-\mathrm{Z} 1 \end{aligned}$ |
| 09017 | A-B-F-H-N-Q-V-Z-Z1 | 09131 | B-C-D-E-F3-H-M-R-S-U | 09304 | A-B-C-C1-D-E2-F-F1- | 09330 | $\begin{aligned} & -\mathrm{B}-\mathrm{C} 1-\mathrm{E} 2-\mathrm{F}-\mathrm{F} 1-\mathrm{F} 3-\mathrm{H} 1- \\ & \text { 1-R-R1-V-Z1 } \end{aligned}$ |
| 09018 | A-B-F-H-N-Q-V-Z-Z1 |  | $\mathrm{R}-\mathrm{S}-\mathrm{U}$ |  | $\begin{aligned} & 3-\mathrm{H} 1-\mathrm{J}- \\ & -\mathrm{Z1} \end{aligned}$ | 09333 |  |
| 09020 | B-C-D-E-F3-H-M-R-S-U |  | B-C-D-F3 | 09305 |  |  |  |
| 09021 | $\begin{aligned} & \text { B-C-D-E-F3-H-M-R-S- } \\ & \text { U-Z1 } \end{aligned}$ |  | -D-E-F3-H-M-R-S-U | 09305 | M-N-R-R1-T-V-Z-Z1 | 09337 | $\begin{aligned} & \text {-B-C1-E2-F-F1-F3-H1- } \\ & \text { I-R-R1-V-Z1 } \end{aligned}$ |
| 09028 | B-C-D-E-F1-H-M-R-S-U | 09 | B-C-D-E-F3-H-M-R-S-U | 09306 |  | 09340 | C1-F-H-N-R-V |
| 09034 | B-C-D-E-F3-H-M-R-S-U |  |  |  |  | 09343 | -B-C1-F-M-N-V-Z1 |
| 09044 | B-C-D-F1-H-U |  | L-M-N-R-R1-T-U-V-Z1 | 09308 | - | 09347 | -B-C1-E2-F-H1-M-R- |
| 09046 | B-C-D-E-F3-H-M-R-S | 09 | F3-H-M-R-S-U |  | I3-M-N-R-R1-T-V-Z-Z1 |  | - |
| 09049 | B-C-D-E-F3-H-M-R-S-U | 09 | B-C-D-E-F3-H-M-R-S-U | 09309 | - | 09348 |  |
| 09053 | B-C-D-E-F3-H-M-R-S-U | 0917 | B-C-D-E-F3-H-M-R-S-U |  |  |  |  |
| 09054 | B-C-D-E-F3-H-M-R-S-U | 091 | C-D-F3-M-R-S-U | 09310 |  | 09351 | -B-C1-E2-E3-F-F1-F3- <br> -H1-I3-M-N-R-R1-S-T- |
| 09060 | B-C-D-E-F1-F3-H-M-R- S-U-Z1 | 0918 | F3-H-M-P-R- |  | $\begin{aligned} & \text { I1-I3-L-M-N-R-R1-S-T- } \\ & \text { 4-V-Z-Z1 } \end{aligned}$ |  | -X-Z-Z1 |
| 09067 | B-C-D-E-F3-H-M-R-S-U | 09203 |  | 09311 |  | 09352 | $\begin{aligned} & -\mathrm{B}-\mathrm{C} 1-\mathrm{E} 2-\mathrm{F}-\mathrm{F} 3-\mathrm{H} 1-\mathrm{M}- \\ & \text {-R1-V-Z1 } \end{aligned}$ |
| 09068 | B |  | I3-J-L-M-N-R-R1-T-V-X- |  |  | 0935 | -B-C1-E2-F-F3-H1-M- |
| 09069 | A-B-C-D-E-H-N-U-V |  | Z-Z1 |  |  | 0935 | R-R1-V-Z1 |



| $\begin{aligned} & \text { FP/ } \\ & \text { FPO/ } \\ & \text { DPO } \end{aligned}$ | See Restrictions |  | See Restrictions |  | See Restri | DPO | See Res |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 09780 | A-B-F-H-N-R-V | 0983 | B | 34002 | $\begin{aligned} & \text { B-C1-C2-F-F1-F3-J-L- } \\ & \text { M-N-R-R1-T-V-Z1 } \end{aligned}$ | 34088 | B-F-F1-R-R1-V |
| 09789 | A-B-C2-F-F3-N-R-S-V- | 09834 | $\begin{aligned} & \text { B-E2-E3-F-F1-F3-R-R1- } \\ & \text { U-Z1 } \end{aligned}$ |  |  | 34089 | B-F-F1-R-R1-V |
|  |  |  |  | 34004 | $\begin{aligned} & \text { B-C1-C2-F-F1-F3-J-L- } \\ & \text { M-N-R-R1-T-V-Z1 } \end{aligned}$ | 340 | B-F-F1-R-R1-V |
| 09800 |  |  |  | 3400 |  | 34091 | E2-E3-F-F1-F3-R-R1- |
| 09801 | $\begin{aligned} & \text { A-B-C1-E2-F-H1-M-N- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | $09837$ | $\begin{aligned} & \mathrm{L}-\mathrm{M}-\mathrm{N}-\mathrm{R}-\mathrm{R} 1-\mathrm{V}-\mathrm{Z1} \\ & \mathrm{~B}-\mathrm{E} 2-\mathrm{E} 3-\mathrm{F} 1-\mathrm{F} 3-\mathrm{V}-\mathrm{Z} 1 \end{aligned}$ | 34008 | B-B2-C1-C2-D-E1-F- <br> F1-H-H1-J-L-M-N-R- <br> R1-T-V-Z1 | 34 | B-F-F1-R-R1-V |
| 09803 | $\begin{aligned} & \text { B-E2-E3-F-F1-F3-H1-N- } \\ & \text { R-R1-U-V-Z1 } \end{aligned}$ | 098 | B-E2-E3-F-F1-F3-U-Z1 |  |  | 09 | -F-F1-R-R1-V |
| 09804 | $\begin{aligned} & \text { A-B-F-F1-F3-M-N-R-S- } \\ & \text { V-Z1 } \end{aligned}$ | $\begin{aligned} & 09841 \\ & 09842 \end{aligned}$ | $\begin{aligned} & \text { A-B-F3-N-R-U-Z1 } \\ & \text { A-B-C1-C2-F-F1-F3-J- } \\ & \text { L-N-R-R1-T-V-Z1 } \end{aligned}$ | 34011 | $\begin{aligned} & \text { B-C1-C2-E2-F-F1-F3-J- } \\ & \text { L-M-N-R-R1-T-V-Z1 } \end{aligned}$ | 34 | 1-V |
| 09805 | $\begin{aligned} & \mathrm{B}-\mathrm{E} 2-\mathrm{E} 3-\mathrm{F}-\mathrm{F} 1-\mathrm{F} 3-\mathrm{R}-\mathrm{R} 1- \\ & \mathrm{Z} 1 \end{aligned}$ |  |  | 34020 | $\begin{aligned} & \text { B-C1-C2-F-F1-F3-J-L- } \\ & \text { M-N-R-R1-T-V-Z1 } \end{aligned}$ | 9 | U |
| 09806 |  | 09844 | $\begin{aligned} & \text { A-B-C1-C2-F-F1-F3-J- } \\ & \text { L-M-N-R-R1-T-V-Z1 } \end{aligned}$ | 34021 | $\begin{aligned} & \text { B-C1-C2-F-F1-F3-J-L- } \\ & \text { M-N-R-R1-T-V-Z1 } \end{aligned}$ | 96 | U |
|  |  | 09845 | $\begin{aligned} & \text { A-B-C1-C2-E3-F-F1-F3- } \\ & \text { J-L-M-N-R-R1-T-V-Z1 } \end{aligned}$ | 34022 | $\begin{aligned} & \text { B-C1-C2-F-F1-F3-J-L- } \\ & \text { M-N-R-R1-T-V-Z1 } \end{aligned}$ | 96206 | -B-F-F1-F3-S-U |
| 09808 | A-B-C1-C2-E2-F-F1-F3-H-H1-J-L-N-R-R1-T-VZ1 | 09846 | $\begin{aligned} & \text { A-B-C1-C2-F-F1-F3-J- } \\ & \text { L-N-R-R1-T-V-Z1 } \end{aligned}$ | 34023 | $\begin{aligned} & \text { B-C1-C2-F-F1-F3-J-L- } \\ & \text { M-N-R-R1-T-V-Z1 } \end{aligned}$ | 96 | A-B-F-F1-F3-S-U-V A-B-E-F1-F3-R-S-U |
| 09809 | $\begin{aligned} & \mathrm{B}-\mathrm{C} 1-\mathrm{C} 2-\mathrm{F}-\mathrm{F} 1-\mathrm{F} 3-\mathrm{J}-\mathrm{L}- \\ & \mathrm{N}-\mathrm{T}-\mathrm{V}-\mathrm{Z} 1 \end{aligned}$ | $09851$ | $\begin{aligned} & \text { A-B-F-M-R-V-Z1 } \\ & \text { A-B-C-F-F3-N-R-S-V-Z1 } \end{aligned}$ | 34024 | $\begin{aligned} & \text { B-C1-C2-F-F1-F3-J-L- } \\ & \text { M-N-R-R1-T-V-Z1 } \end{aligned}$ | 9 | A-B-C1-C2-F-F1-J-L-M-$\mathrm{N}-\mathrm{T}-\mathrm{U}-\mathrm{V}-\mathrm{Z} 1$ |
| 09810 | ```A-B-F-F1-F3-N-R-S-V- Z1``` | 09852 | $\begin{aligned} & \text { B-E2-E3-F-F1-F3-H1-N- } \\ & \text { R-R1-U-V-Z1 } \end{aligned}$ | 34025 | $\begin{aligned} & \text { B-F-F1-F3-J-L-M-N-R- } \\ & \text { R1-T-V-Z1 } \end{aligned}$ | 96 | 1-C2-F-F1-F3-I3- |
| 09811 | $\begin{aligned} & \text { B-E2-E3-F-F1-F3-H1-N- } \\ & \text { R-R1-U-V-Z1 } \end{aligned}$ | 09853 | ```B-E2-F-H1-R-R1-U2-V- Z1``` | 34030 | $\begin{aligned} & \text { B-C1-C2-F-F1-F3-J-L- } \\ & \text { M-N-R-R1-T-V-Z1 } \end{aligned}$ | $9621$ |  |
| 09812 | $\begin{aligned} & \text { B-E2-E3-F-F1-I-J-L-N- } \\ & \text { R-T-U-V-Z-Z1 } \end{aligned}$ | 09854 | $\begin{aligned} & \text { A-B-C1-C2-F-F1-F3-I3- } \\ & \text { L-N-R-R1-T-V-Z-Z1 } \end{aligned}$ | 34031 | $\begin{aligned} & \text { B-C1-C2-F-F1-F3-J-L- } \\ & \text { M-N-R-R1-T-V-Z1 } \end{aligned}$ | 96 | -R-U-S-U |
| 09813 | $\begin{aligned} & \text { A-B-C1-C2-E2-E3-F-F1- } \\ & \text { F3-J-L-N-R-R1-T-V-Z1 } \end{aligned}$ | 09855 | $\begin{aligned} & \text { A-B-C1-E2-F-F1-H1-M- } \\ & \text { R-R1-U2-V-Z1 } \end{aligned}$ | 34032 | $\begin{aligned} & \text { B-C1-C2-F-F1-F3-J-L- } \\ & \text { M-N-R-R1-T-V-Z1 } \end{aligned}$ | 9 | U |
| 09814 | $\begin{aligned} & \text { B-C2-E2-E3-F-F1-F3-I3- } \\ & \text { J-L-N-R-R1-T-V-Z-Z1 } \end{aligned}$ | 09858 | $\begin{aligned} & \text { B-C1-E2-E3-F-F1-F3- } \\ & \text { H1-N-R-R1-U-V-Z1 } \end{aligned}$ | 34033 | $\begin{aligned} & \text { B-C1-C2-F-F1-F3-J-L- } \\ & \text { M-N-R-R1-T-V-Z1 } \end{aligned}$ | 9 | A-B-F-F1-F3-S-U |
| 09815 | A-B-C1-C2-E2-E3-F-F1 | 09859 | B-C1-E2-E | 34034 | B-C1-C2-F-F1-F3-I3-J- <br> L-M-N-R-R1-T-V-Z-Z1 | 9 | A-B-F-F1-F3-S-U |
| 09817 | $\begin{aligned} & \text { A-B-C1-C2-E2-E3-F-F1- } \\ & \text { F3-J-L-N-R-R1-T-V-Z1 } \end{aligned}$ | 09861 | $\begin{aligned} & \text { A-B-F-F1-F3-N-R-R1-S- } \\ & \text { V-Z1 } \end{aligned}$ | 34035 | $\begin{aligned} & \text { B-C1-C2-F-F1-F3-H-J- } \\ & \text { L-M-N-R-R1-T-V-Z1 } \end{aligned}$ | 9 | A-B-C-F1-R-U A-B-C-F1-R-U |
|  | $\begin{aligned} & \text { A-B-C1-C2-E2-E3-F-F1- } \\ & \text { F3-H-H1-J-L-M-N-R- } \\ & \text { R1-T-V-Z1 } \end{aligned}$ | 09863 | A-B-F-F1-F3-N-O-R-R1 | 34036 | B-C1-C2-F-F1-F3-J-L-M-N-R-R1-T-V-Z1 | 96 | -U-Z1 |
| 09818 | A-B-C-F-F3-M-S-V-Z1 | 09 | A-B-F3-R-U-V-Z1 | 340 |  | 9 | 3-S-U |
| 09820 | $\begin{aligned} & \text { A-B-C2-F-F1-F3-H-H1- } \\ & \text { J-L-M-N-R-R1-T-V-Z1 } \end{aligned}$ | 09 | A-B-E2-F-N-U-V-Z1 |  | J-L-M-N-R-R1-T-V-Z1 | 9 | 1-F3 |
|  |  | 09870 | $\begin{aligned} & \text { A-B-C1-C2-E2-F-F1-F3- } \\ & \text { H1-I3-L-M-N-R-R1-S-T- } \\ & \text { U4-V-Z-Z1 } \end{aligned}$ | $\begin{aligned} & 34038 \\ & 34039 \end{aligned}$ | B-L-M-N-U-V-Z1 <br> B-C1-C2-F-F1-J-L-M-N- <br> T-V-Z1 | 9 | B-E-F1-F3-S-U |
| 0982 | A-B-C-F-F3-N-R-S-V-Z1 |  |  |  |  | 9627 | B-C-F1-R |
| 09822 | $\begin{aligned} & \text { A-B-C-F-F3-M-R-S-V- } \\ & \text { Z1 } \end{aligned}$ | 09873 |  |  |  |  | B-C-F1-R- |
|  |  |  | $\begin{aligned} & \text { A-B-C1-C2-E2-F-F1-F3- } \\ & \text { H1-I3-L-M-N-R-R1-S-T- } \\ & \text { U-U4-V-Z-Z1 } \end{aligned}$ | 34041 | $\begin{aligned} & \text { B-C1-C2-F-F1-F3-J-L- } \\ & \text { M-N-R-R1-T-V-Z1 } \end{aligned}$ | 9628 | B-F-F1-F |
| 09823 | A-B-C1-C2-F-F1-F3-J- <br> L-M-N-R-R1-T-V-Z1 | 09874 |  | 34042 |  | 9628 | F3-S |
| 09824 | $\begin{aligned} & \text { A-B-C-F-F3-M-R-S-V- } \\ & \text { Z1 } \end{aligned}$ |  |  |  |  | 9629 | B-F-F1-F3- |
|  |  |  |  |  | -F-M-N-O-R-R1- | 96303 |  |
| 09825 09826 | A-B-C1-C2-F-F1-F3-J- L-M-N-R-R1-T-V-Z1 A-B-C1-C2-E1-E2-E3-F- | 09875 | A-B-C1-C2-E2-F-F1-F3-H1-I3-L-M-N-R-R1-S-T-U-U4-V-Z-Z1 | 34055 | $\begin{aligned} & \text { B-C1-C2-F-F1-F3-J-L- } \\ & \text { M-N-R-R1-T-V-Z1 } \end{aligned}$ | 30 | $\begin{aligned} & -\mathrm{T}-\mathrm{V}-\mathrm{W}-\mathrm{Z1} \\ & -\mathrm{F}-\mathrm{F} 1-\mathrm{F} 2-\mathrm{H}-\mathrm{M}-\mathrm{W}-\mathrm{Z} 1 \end{aligned}$ |
| 09826 | A-B-C1-C2-E1-E2-E3-F-F1-F3-J-L-M-N-R-R1-T-V-W-Z1 | 09880 |  | $\begin{aligned} & 34058 \\ & 34060 \end{aligned}$ | $\begin{aligned} & \text { B-F-F1-R-R1-V-Z1 } \\ & \text { B-C1-C2-E2-F-F1-F3-J- } \\ & \text { L-M-N-R-R1-T-V-Z1 } \end{aligned}$ | 96309 | M-R-V-W |
|  |  |  | A-B-C1-E2-F-F1-H1-N-R-R1-U-V-Z1 |  |  | 9631 | -M- |
| 09827 | A-B-F-F1-J-L-M-N-R-T-V-Z1 | 09890 | $\begin{aligned} & \mathrm{B}-\mathrm{E} 2-\mathrm{F}-\mathrm{H} 1-\mathrm{N}-\mathrm{R}-\mathrm{R} 1-\mathrm{U} 2- \\ & \mathrm{V}-\mathrm{Z1} \end{aligned}$ |  |  | 9631 | -C-M-R-W |
| 09828 |  |  |  |  | - | 9632 | F-F1-F2-H-M- |
|  | $\begin{aligned} & \text { A-B-C1-C2-F-F1-F3-I3- } \\ & \text { J-L-N-R-R1-T-V-Z-Z1 } \end{aligned}$ | 09892 | A-B-C1-C2-E2-F-F1-F3- <br> J-L-M-N-R-R1-T-V-Z1 | 3 | R- | 963 | F-F1-F2-H-M-W-Z |
| $\begin{aligned} & 09829 \\ & 09830 \end{aligned}$ |  |  |  | 34 | 1-R-R1- | 9632 | -R-V- |
|  | $\begin{aligned} & \text { B-C-N-R-V-Z1 } \\ & \text { B-C-F-F1-F3-J-L-M-N- } \\ & \text { R-R1-S-T-V-Z1 } \end{aligned}$ | 09895 | A-B-C1-C2-E2-F-F1-F3-J-L-M-N-R-T-V-W-Z1 | 34082 | B-F-F1-R-R1-V | 32 | C-F-M-R-W |
|  |  | 09895 |  | 34083 | -F-F1-R R1-V | 9632 | R- |
|  |  | 09898 | 3- | 34 | -R-R | 96330 | -C-M-R-W |
|  | N-R-R1-T-V-Z1 |  | - | 3 | -F-F1-R-R1-V | 9 | -B-F1-J-L-M-N-S-W |
| 09832 | N-R1-TV- | 34001 | B-C1-C2- | 34 | F-F1-R-R1-V | 9633 | -M-R-V-W |
|  |  |  |  | 3408 | B-F-F1-R-R1-V | 96337 | B-M-W |


| APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 96338 | A-B-F3-M-R-S-W | 96505 | $\begin{aligned} & \text { A-B-C-C1-C2-F-F1-F3- } \\ & \text { I3-L-M-N-R-R1-T-V-W- } \\ & \text { Z-Z1 } \end{aligned}$ | 96554 | $\begin{aligned} & \text { A-B-C1-C2-F-F1-H-J-L- } \\ & \text { M-N-R-R1-S-T-V-Z1 } \end{aligned}$ | 96649 | B-F-F1-R-R1-V |
| 96339 | B-M-V-W |  |  |  |  | 96650 | B-F-F1-R-R1-V |
| 96343 | B-M-W |  |  | 96555 | B-F-M-V | 96657 | B-F-F1-R-R1-V |
| 96346 | B-F-F1-F2-H-M-V-W-Z1 | 96507 | $\begin{aligned} & \text { A-B-C1-C2-F-F1-H-J-L- } \\ & \mathrm{M}-\mathrm{N}-\mathrm{T}-\mathrm{V}-\mathrm{Z} 1 \end{aligned}$ | 96557 | B-F-M-V | 96660 | B-F-F1-R-R1-V |
| 96347 | B-F-F1-F2-H-M-W-Z1 | 9651 | B-I3-N-V | 96562 | A-B-C1-C2-D-E2-E3-F-F1-H-H1-I3-L-M-N-R-R1-S-T-V-Z-Z1 | 96661 | B-F-F1-R-R1-V |
| 96349 | B-F-F1-F2-H-M-W-Z1 | 96511 |  |  |  | 96662 | B-F-F1-R-R1-V |
| 96350 | B-F-F1-F2-H-M-W-Z1 | 96515 | B-I3-N-V | 96577 | A-B-F-H-M-N-R-U | 96663 | B-F-F1-R-R1-V |
| 96351 | B-F-F1-F2-H-M-W-Z1 |  | $B-D-F-U 3$ $B-D-F-Z 1$ | $96578$ |  | 96664 | B-V |
| 96362 | B-F-F1-F2-M-W-Z1 | 96517 | $\begin{aligned} & \text { B-D-F-Z1 } \\ & \text { B-F-U3-V- } \end{aligned}$ | 96595 | B-B2-F1-H-J-N-R | 96665 | $B-V$ |
| 96365 | B-C-M-R-V-W |  | B-F-N-U3-V | 96598 | B-F-S-V-Z1 | 96666 | $B-V$ |
| 96367 | B-C-L-M-R-W | 96521 |  | $96599$ | B-N-V | 96667 | B-F-F1-R-R1-V |
| 96368 | B-C-M-R-W |  | $\begin{aligned} & \text { B-C1-C2-F-F1-J-L-M-N- } \\ & \text { R-R1-S-T-V-Z1 } \end{aligned}$ |  |  | 96668 | B-F-F1-R-R1-V |
| 96370 | B-F-F1-F2-H-M-W-Z1 | 96530 | $\begin{aligned} & \text { A-B-C1-C2-F-F1-H-H1- } \\ & \text { J-L-M-N-R-R1-S-T-V-Z1 } \end{aligned}$ | 96602 | $B-V$ | 96669 | B-F-F1-R-R1-V |
| 96372 | B-M-W |  |  |  | B-V | 96670 | B-V |
| 96373 | B-M-W | 96531 | $\begin{aligned} & \text { A-B-C-F-F1-H-M-N-R- } \\ & \text { U-V } \end{aligned}$ | 96604 | $B-V$ | 96671 | B-F-F1-R-R1-V |
| 96374 | $B-M-W$ |  |  |  | B-V | 96672 | B-F-F1-R-R1-V |
| 96375 | $B-M-W$ | 96532 | A-B-C1-C2-F-F1-H-J-L-M-N-R-R1-S-T-V-Z1 | 96606 | B-V | 96673 | B-V |
| 96376 | B-M-W |  |  |  |  | 96674 | B-F-F1-R-R1-V |
| 96377 | B-M-W | 96534 | A-B-F-U-Z1 | 96607 | B-V | 96675 | B-F-F1-R-R1-V |
| 96378 | $B-M-W$ | 96535 | $\begin{aligned} & \text { A-B-C1-C2-F-F1-J-L-M- } \\ & \text { N-R-R1-S-T-V-Z1 } \end{aligned}$ | 96608 | B-E2-F-H1-R1-U2-V-Z1 B-E2-F-H1-R1-U2-V-Z1 | 96677 | B-F-F1-R-R1-V |
| 96379 | $B-M-W$ | 96537 | B-V-Z1 | 96610 | B-E2-F-H1-R1-U2-V-Z1 | 96678 | B-F-F1-R-R1-V |
| 96380 | $B-M-W$ |  |  | 96611 |  | 96679 | B-F-F1-R-R1-V |
| 96382 | B-M-W | 96540 | $B-V-Z 1$ |  | B-E2-F-H1-R1-U2-V-Z1 | 96681 | B-V |
| 96384 | $B-M-W$ | 96542 | B-V-Z1 | 96612 | $B-V$ | 96682 | $B-V$ |
| 96385 | B-M-W | 96543 | B-P-V-Z1 | 96613 | B-V | 96683 | $B-V$ |
| 96386 | B-M-W | 96546 | B-F-N-R-U3 | 96615 | $B-F-F 1-R-R 1-V$ <br> B-C2F-F1-R-R1-V | 96686 | B-V |
| 96387 | $B-M-W$ | 96548 | $\begin{aligned} & \text { A-B-H-M-R-U } \\ & \text { A-B-C1-C2-F-F1-H-J-L- } \\ & \text { M-N-R-R1-S-T-V-Z1 } \end{aligned}$ | $96616$ | B-C2F-F1-R-R1-V | 96691 | B-F-F1-R-R1-V |
| 96388 | $B-M-W$ | 96549 |  | 9661 | - | 96692 | B-F-F1-R-R1-V |
| 96389 | $B-M-W$ | 96550 | A-B-H-M-N-U-V-Z1 | 96620 | B-F-F1-R-R1-V | 96693 | B-F-F1-R-R1-V |
| 96401 | $\mathrm{B}-\mathrm{C}-\mathrm{F}-\mathrm{N}-\mathrm{O}-\mathrm{R}-\mathrm{V}-\mathrm{V} 1-\mathrm{Z1}$ | 96551 |  |  |  | 96694 | B-F-F1-R-R1-V |
| 96501 | A-B-N-V |  | $\begin{aligned} & \text { A-B-C1-C2-F-F1-H-J-L- } \\ & \text { M-N-R-R1-S-T-V-Z1 } \end{aligned}$ | $96628$ | B-F-F1-R-R1-V | 96695 | B-F-F1-R-R1-V |
| 96504 | A-B-C-C1-C2-F-F1-F3- | $\begin{aligned} & 96552 \\ & 96553 \end{aligned}$ | $\begin{aligned} & \mathrm{B}-\mathrm{Z1} \\ & \text { A-B-F-F1-H-M-N-R-U } \end{aligned}$ | $\begin{aligned} & 96632 \\ & 96643 \end{aligned}$ | B-F-F1-R-R1-V <br> B-F-F1-R-R1-V | 96696 | B-F-F1-R-R1-V |
|  | 13-L-M-N-R-R1-T-V-W- Z-Z1 |  |  |  |  | 96698 | 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
PS Form 2976-B, Priority Mail Express International Shipping Label and Customs Form

ATF = Bureau of Alcohol, Tobacco, Firearms, and Explosives
Box C = Department of State (DOS) contractor personnel
Box R = Retired military personnel
DPO = Diplomatic Post Office
MPO = Military Post Office
PACT = Prevent All Cigarette Trafficking Act
PAL $\quad=$ Parcel Airlift
PMEMS = Priority Mail Express Military Service
PUB 52 = Publication 52, Hazardous, Restricted, and Perishable
Mail
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, including in their raw, unmanufactured state, are prohibited. Official Mail shipments are exempt from this restriction.

A1. Reserved for future use.
A2. Reserved for future use.
B. Regardless of mail class, a customs declaration (PS Form 2976, PS Form 2976-A, or PS Form 2976-B) is required for all items weighing 16 ounces or more or any item (regardless of weight) containing potentially dutiable mail contents (e.g., merchandise or goods) addressed to or from this ZIP Code. All PMEMS mailpieces (regardless of mail contents or weight) addressed to or from this ZIP Code must bear a properly completed PS Form 2976-B. The surface area of the address side of the mailpiece must be large enough to contain the applicable customs declaration. The following exceptions apply:

- Known mailers are exempt from providing customs documentation on non-dutiable letters or printed matter, except for Priority Mail Express, which requires a customs form for all contents and weights. (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 MPO except for those MPOs to which restriction "B2" applies and except for Priority Mail Express, which requires a customs form from all mailers.
- If 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 MPO or DPO.
C. Cigarettes and other tobacco products, including tobacco leaves, chewing and pipe tobacco, snuff, and cigars are prohibited, including those that are authorized in Publication 52 under PACT.

C1. Obscene and horror articles, images, prints, paintings, cards, films, videotapes, comic books, etc., are prohibited.

C2. E-cigarettes and related products (e.g., nicotine liquids, e-liquids, parts, or supplies) are prohibited.
D. Coffee is prohibited.
E. Medicines (prescription, over-the-counter, vitamins, and supplements) are prohibited when mailed to individuals for human or animal use. This prohibition does not apply when medicines are sent as Official Mail only between specifically designated agencies such as pharmaceutical distributors, hospitals, clinics, and pharmacies.

E1. Mailers are responsible to ensure that all medicines and vaccines conform to host nation laws.

E2. Any matter depicting nude or seminude persons, pornographic, or sexual items are prohibited. Non-authorized political materials are prohibited. Religious materials contrary to the Islamic faith are prohibited in bulk quantities, but individual items for the personal use of the addressee are permissible.

E3. Radio transceivers, cordless/cellular telephones, global positioning systems, scanners, base stations, and handheld transmitters are prohibited.
F. Firearms of any type are prohibited, except firearms mailed to or by official U.S. government agencies. This restriction does not apply to firearms mailed from this MPO ZIP Code, provided ATF and USPS regulations are met. Antique firearms do not require an ATF form.

F1. Weapons of any type are prohibited.
F2. Mailing firearms to or from this MPO ZIP Code is restricted to one shotgun and one single shot .22 caliber rifle per individual.

F3. Replica weapons and inert explosive devices (such as grenades) and weapons parts are prohibited.
G. Parcels of any class are prohibited.
H. Meats, including preserved meats, bones, skin, hair, feathers, horns or hoofs of hoofed animals, and wool samples whether hermetically sealed or not, are prohibited.

H1. Pork or pork by-products are prohibited.
I. Reserved for future use.
11. Reserved for future use.
12. Reserved for future use.
13. Mail of all classes must fit in a mail sack. Mail may not exceed the following dimensions:

- Maximum length 27 inches.
- Maximum width 14 inches.
- Maximum height 14 inches.
J. Standard Post and Parcel Select parcels may not exceed 108 inches in length and girth combined.
K. Reserved for future use.
L. All Official Mail is prohibited.
M. Fruits, vegetables, live animals, and live plants are prohibited.
N. Registered Mail service is prohibited.
O. Reserved for future use.
P. 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 Publication 52, Part 421, are prohibited.

R1. Materials used in the production of alcoholic beverages (i.e., distilling material, hops, malts, yeast, etc.) are prohibited.
$\mathbf{S}$. Synthetic cannabinoids used to stimulate the central nervous system commonly known as "synthetic marijuana," "K2," or "Spice" are prohibited.
T. Mailings of household shipments and case lots of food to or from an MPO require military transportation office approval prior to mailing. Mailings to or from a DPO require pre-approval from the Diplomatic Pouch and Mail Director.
U. Mail addressed to Retirees (Box R) is limited to 16 ounces and up to a 90-day supply of TRICARE medications. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped."

U1. Mail is limited to First-Class Mail items, including audio and video media, weighing 13 ounces or less. This limitation does not apply to Official Mail.

U2. Retirees (Box R) are not authorized mail service.
U3. Reserved for future use.
U4. Mail addressed to Box C is limited to 2 lbs .
V. PMEMS is not available.

V1. Electronic Delivery status information for Extra Services is not available on USPS.com. Manual record of delivery may be available upon request.
W. Hermetically sealed packages of meat products bearing USDA certification, such as dried beef, salami, and sausage, may be mailed. 200 grams of tobacco per parcel are permitted duty free.
X. Cremated remains are prohibited.
Y. Mail is limited to First-Class Mail and Priority Mail items only. 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.

## Freely Associated States Restrictions

We list the mailing restrictions for Freely Associated States (FAS) in the Pull-Out section of the Postal Bulletin. All FAS Restrictions will be updated periodically.

## Freely Associated States

Mail addressed to freely associated states is subject to certain conditions or restrictions of mailing regarding content, preparation, and handling. The following FAS Restrictions table outlines these conditions as listed by each affected FAS ZIP Code ${ }^{\text {TM }}$ through the use of footnoted mailing restrictions codes (see the Restrictions following the table). For more information on available extra services for FAS destinations, see Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM ${ }^{\circledR}$ ), part 503.

Acceptance clerks must use the table with the RSS terminal to determine which FAS ZIP Codes are active and which conditions of mailing apply. Send inquiries to Randall Sobol at randall.f.sobol@usps.gov.

FAS Restrictions Table

| FAS Table | See Restrictions |
| :--- | :--- |
| 96939 | A, B |
| 96940 | A, B |
| 96941 | A, B |
| 96942 | A, B |
| 96943 | $\mathrm{~A}, \mathrm{~B}$ |
| 96944 | $\mathrm{~A}, \mathrm{~B}$ |
| 96960 | $\mathrm{~A}, \mathrm{~B}$ |
| 96970 | $\mathrm{~A}, \mathrm{~B}, \mathrm{D}$ |
| Marshall Islands | C |
| Federated States of Micronesia | C |

## RESTRICTIONS LEGEND

PS Form 2976, Customs Declaration CN 22 - Sender's Declaration
PS Form 2976-A, Customs Declaration and Dispatch Note FAS = Freely Associated State
A. Bank currency (coin and paper) is prohibited.
B. Signature Confirmation, Signature Confirmation Restricted Delivery, Adult Signature Requested, Adult Signature Restricted Delivery, Certified Mail Adult Signature Required, and Certified Mail Adult Signature Restricted Delivery not available.
C. COD is prohibited.
D. Betel nut (Areca catechu) is prohibited.

## Christmas Pay Procedures for Rural Carriers (continued)

## Exhibit 5. Designation 74 Provides Christmas Assistance on Relief Day



PS Form 1314. August 2009 /Page /or 27 PSN 7530-01-1-014-6844
United States Postal Service Regular Rural Carrier Time Certificate

1. The RCA is assigned to a vacant regular K route with a relief day of Monday.
2. On the second 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 second Monday.
4. Enter 0700 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 6. Replacement Carrier Provides Christmas Assistance on a Regular Route



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 1000 hours in the Xmas Assist Work Hours block for Week 1 and 0450 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 7. Replacement Carrier Provides Christmas Assistance on an Auxiliary Route



1. A replacement carrier provides 3.00 hours Christmas assistance on Route A003 on Monday, Week $1 ; 1.25$ hours of 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 one hour on the street on Saturday, Week 2 ( 10 miles).
2. Prepare one PS Form 1314-A using route number A997 for all Christmas assistance hours on auxiliary routes.
3. Enter hours worked in the Xmas Assist Work Hours block. Do NOT include these hours in Actual Weekly Hours.
4. Enter EMA data in the appropriate Equipment Allowance blocks.

## Exhibit 8. Nonrural Employee Provides Christmas Assistance on Rural Route (EMA Only)



1. A clerk works as a Christmas auxiliary assistant on Route J029 and provides his/her own vehicle.
2. Complete PS Form 1314-A using Des 99-0 and the route number of the regular route. (Use A997 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 A997.

Exhibit 9. Designation 79 Provides Christmas Assistance on Assigned Auxiliary Route


1. A Des 79 assigned to route $A 005$ served a regular route on Saturday, Week 2, while another replacement carrier worked on Saturday. Enter an N in the No Service 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 (0150) in the Xmas Assist Work Hours block. Do NOT include these hours in Actual Weekly Hours.
5. Enter the replacement carrier that served route A005 on Saturday and Monday on the bottom of PS Form 1314-A.

Exhibit 10. RCA Provides Auxiliary Assistance and Christmas Assistance on an Auxiliary Route


1. A replacement carrier provides 3.00 hours Auxiliary assistance on Route A003 on Monday, Week 1, and 2.00 hours Christmas assistance on Route A009 on Wednesday, Week 1. All hours are worked in the office.
2. Prepare one PS Form 1314-A using route number A997 for all Auxiliary and Christmas assistance hours on auxiliary routes.
3. Enter hours worked (3.00) as Auxiliary assistance in the Actual Weekly Hours block.
4. Enter hours worked (2.00) as Christmas assistance in the Xmas Assist Work Hours block. Do NOT include in Actual Weekly Hours.
5. This timecard would result in 05.00 hours of pay.

## Discontinuance of Manual AIC 541 Entries for Value Added Refund at Retail

As a result of PostalOne! Enhancements, Value Added Refund (VAR) submissions were discontinued at retail windows in fiscal year (FY) 2016. However, we have maintained the ability to process manual AIC entries for VAR transactions in the Retail Systems Software (RSS) and e1412 technology. After evaluating the need for these manual interventions and to ensure consistency in accounting processes, we will disable manual processing of AIC 541
account entries for VAR transactions in all reporting technologies. This change is effective October 20, 2017.

For more information, please refer to our article, "Discontinuance of VAR Refunds at the Retail Window," in Postal Bulletin 22408, (2-5-15, page 57).

- Revenue and Field Accounting, Controller, 10-12-17

Period 25-17, Week 2 (December 2, 2017) and ends Pay Period 01-18, Week 1 (December 29, 2017).

\author{

- Labor Relations Policies and Programs, <br> Labor Relations, 10-12-17
}
lion pieces or more, must contact Business Service Network Integration, at 202-268-3258, at least 1 month preceding the requested delivery dates.

| Requested <br> Delivery Dates | Title of Mailing | Class and <br> Type of Mail | Number of <br> Pieces <br> (Millions) | Distribution | Presort Level | Comments |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| $10 / 23 / 17-10 / 26 / 17$ | Through the Country Door | Standard <br> Catalog | 3.0 | Nationwide | 3/5 Digit | Quad Graphics |
| $10 / 23 / 17-10 / 26 / 17$ | Monroe \& Main | Standard <br> Catalog | 1.0 | Nationwide | 3/5 Digit | R.R. Donnelly |
| $10 / 23 / 17-10 / 26 / 17$ | Seventh Avenue | Standard <br> Catalog | 1.0 | Nationwide | 3/5 Digit | Quad Graphics |
| $10 / 30 / 17-11 / 02 / 17$ | Ginny's | Standard <br> Catalog | 1.0 | Nationwide | 3/5 Digit | Quad Graphics |
| $11 / 06 / 17-11 / 09 / 17$ | Midnight Velvet | Standard <br> Catalog | 1.0 | Nationwide | 3/5 Digit | Quad Graphics |
| $11 / 08 / 17-11 / 13 / 17$ | Ashro | Standard <br> Catalog | 1.0 | Nationwide | 3/5 Digit | R.R. Donnelly |

## Retail

USPS Retail Customer Appointment Scheduler Tool Now on USPS.com


The new Retail Customer Appointment Scheduler ${ }^{\text {TM }}$ (RCAS ${ }^{\text {TM }}$ ) tool offers customers the opportunity to selfschedule a first-time passport application appointment online at tools.usps.com/go/pages/schedule-appointment/ index.jsp.

To schedule an appointment online, customers do the following:

- Select a day and Post Office ${ }^{\text {TM }}$ location.
- Provide the number of family members.
- Provide a City and State or ZIP Code ${ }^{\text {TM }}$.

The RCAS tool will display available appointment times for participating Post Office locations that offer passport
appointment services within the selected radius. Users will also receive notifications of their scheduled appointment.

The Postal Service ${ }^{\text {TM }}$ has distributed information about the new RCAS tool, including stand-up talks and fact sheets, over the past few weeks to designated Area and District representatives. As we prepare for peak passport season, please ensure employees are aware of the new tool and remind customers of the convenience of scheduling a passport application appointment online.

- Retail Services,

Retail and Customer Service Operations, 10-12-17

## Stamp Services

## Stamp Announcement 17-39: The History of Hockey Stamps

On October 20, 2017, in Detroit, MI, the U.S. Postal Service ${ }^{\circledR}$ will issue The History of Hockey stamps (Forever ${ }^{\circledR}$ priced at 49 cents) in two designs, in a pressure-sensitive adhesive (PSA) pane of 20 stamps (Item 475500) and a souvenir sheet of two stamps (Item 564600). This is a joint issue with Canada Post, who will issue their stamps on the same day.

The History of Hockey stamps will appear in a future edition of the Postal Bulletin. The stamps will go on sale nationwide October 20, 2017.

With the issuance of these two se-tenant stamps, the U.S. Postal Service and Canada Post join in celebrating ice hockey, the fast-paced sport played on frozen ponds and in rinks across North America. One of the issue's two stamps portrays a modern hockey player skating on a pond in present day. The second stamp pictures a vintage player, who represents the game's past, set against a snowy background. The pane of 20 stamps includes 10 of each design. The two vertically stacked stamps are arranged to mirror each other. "The History of Hockey" appears in the center of the pane flanked by the flags of the United States and Canada.

The History of Hockey souvenir sheet features a scene that illustrates the evolution of the sport across generations. The selvage area depicts a father teaching his daughter the skills of the game. The scene also includes one of the issue's two se-tenant stamps, which portrays a modern hockey player. The second stamp pictures a vintage player, who represents the game's past, set against a snowy background. The two vertically stacked stamps are arranged to mirror each other. "The History of Hockey" appears in the bottom left corner of the sheet under the flags of the United States and Canada. The stamps are identical to those sold as a pane of 20 stamps.

Designed by Subplot Design, Inc., for Canada Post, the artwork on the stamps and souvenir sheet is intended to celebrate and reflect on the history of hockey. K.C. Armstrong was the photographer. Susan Gilson was the art director of the Canadian version of the stamps. William J. Gicker was the art director of the American version of the stamps; Greg Breeding designed the typography.

## Available to Post Offices: Item 475500, \$9.80 The History of Hockey (Forever priced at 49 cents) Commemorative PSA Pane of 20 Stamps

Stamp Fulfillment Services (SFS) will not make an automatic push distribution to Post Offices ${ }^{\text {TM. }}$. Post Offices may begin ordering stamps before the first-day-of-issue through SFS Web at sfsweb.usps.gov.

## Not Available to Post Offices: Item 564600, \$0.98 The History of Hockey (Forever priced at 49 cents) Commemorative Souvenir Sheet of 2 Stamps

Stamp Fulfillment Services will not make an automatic push distribution to Post Offices. These stamps will only be available for ordering through The Postal Store ${ }^{\circledR}$ website at usps.com/shop or by phone on our toll-free number at 800-782-6724.

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

Customers have 60 days to obtain the first-day-of-issue postmark by mail. They may purchase new stamps at their local Post Office (for the PSA pane of 20 stamps), at The Postal Store ${ }^{\circledR}$ website at usps.com/shop, or by phone at 800-782-6724. They must affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

FDOI - The History of Hockey
USPS Stamp Fulfillment Services
8300 NE Underground Drive, Suite 300
Kansas City, MO 64144-9900
After applying the first-day-of-issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark up to a quantity of 50 . There is a 5-cent charge for each additional postmark over 50. All orders must be postmarked by December 20, 2017.

## How to Order First-Day Covers

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

USA Philatelic Request
PO Box 219014
Kansas City, MO 64121-9014

## Philatelic Products

Philatelic products for this stamp issue are as follows:

- 475506, Press Sheet with Die-cut, \$58.80.
- 475510*, Digital Color Postmark Keepsake, \$13.95.
- 475516*, First-Day Cover (set of 2), \$1.86.
- $475521^{*}$, Digital Color Postmark (set of 2 ), $\$ 3.28$.
- 475524*, Framed Art, \$39.95.
- 475530*, Ceremony Program, $\$ 6.95$.

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

| Issue: | The History of Hockey Stamps |
| :---: | :---: |
| Item Number: | 475500 |
| Denomination \& Type of Issue: | First-Class Mail ${ }^{\circledR}$ Forever |
| Format: | Pane of 20 (2 designs) |
| Series: | N/A |
| Issue Date \& City: | October 20, 2017, Detroit, MI 48233 |
| Art Director: | William J. Gicker, Washington, DC |
| Art Director: | Susan Gilson |
| Designer: | Subplot Design, Inc. |
| Typographer: | Greg Breeding, Charlottesville, VA |
| Photographer: | K.C. Armstrong |
| Modeler: | Joseph Sheeran |
| Manufacturing Process: | Offset |
| Printer: | Ashton Potter (USA) Ltd. (APU) |
| Printed at: | Williamsville, NY |
| Press Type: | Muller A76 |
| Stamps per Pane: | 20 |
| Print Quantity: | 15,000,000 stamps |
| Paper Type: | Nonphosphored Type III, Block Tag |
| Adhesive Type: | Pressure-sensitive |
| Processed at: | Ashton Potter (USA) Ltd. (APU) |
| Colors: | Black, Cyan, Magenta, Yellow |
| Stamp Orientation: | Vertical |
| Image Area (w x h): | . $84 \times 1.42 \mathrm{in} / 21.34 \times 36.07 \mathrm{~mm}$ |
| Overall Size (w $\times$ h): | . $98 \times 1.56 \mathrm{in} / 24.89 \times 39.62 \mathrm{~mm}$ |
| Full Pane Size (w x h): | $6.00 \times 7.50 \mathrm{in} / 152.40 \times 190.50 \mathrm{~mm}$ |
| Press Sheet Size (w x h): | $12.00 \times 22.50 \mathrm{in} / 304.80 \times 571.50 \mathrm{~mm}$ |
| Plate Size: | 240 stamps per revolution |
| Plate Numbers: | "P" followed by four (4) digits |
| Marginal Markings: |  |
| Front: | Header: The History of Hockey |
| Back: | ©2017 USPS • USPS Logo • two barcodes (475500) • Plate Position Diagram • Promotional Text |


| Issue: | The History of Hockey Stamps |
| :--- | :--- |
| Item Number: | 564600 |
| Denomination \& Type of <br> Issue: | First-Class Mail ${ }^{\circledR}$ Forever |
| Format: | Souvenir Sheet of 2 (2 designs) |
| Series: | N/A |
| Issue Date \& City: | October 20, 2017, Detroit, MI 48233 |
| Art Director: | William J. Gicker, Washington, DC |
| Art Director: | Susan Gilson |
| Designer: | Subplot Design, Inc. |
| Typographer: | Greg Breeding, Charlottesville, VA |
| Photographer: | K.C. Armstrong |
| Modeler: | Joseph Sheeran |
| Manufacturing Process: | Offset |
| Printer: | Ashton Potter (USA) Ltd. (APU) |
| Printed at: | Williamsville, NY |
| Press Type: | Muller A76 |
| Stamps per Pane: | 2 |
| Print Quantity: | 500,000 stamps |
| Paper Type: | Nonphosphored Type III, Block Tag |
| Adhesive Type: | Pressure-sensitive |
| Processed at: | Ashton Potter (USA) Ltd. (APU) |
| Colors: | Black, Cyan, Magenta, Yellow |
| Stamp Orientation: | Vertical |
| Image Area (w h$):$ | $.84 \times 1.42 \mathrm{in} / 21.34 \times 36.07 \mathrm{~mm}$ |
| Overall Size (w $\times \mathrm{h}):$ | $.98 \times 1.56$ in/24.89 $\times 39.62 \mathrm{~mm}$ |
| Full Pane Size $(\mathrm{w} \times \mathrm{h}):$ | $5.12 \times 3.54$ in/130.05 x 89.92 mm |
| Plate Size: | 60 stamps per revolution |
| Plate Numbers: | $\mathrm{N} / \mathrm{A}$ |
| Marginal Markings: | Header: The History of Hockey |
| Front: | ©2017 USPS • USPS Logo • one |
| Back: | barcode (564600) • Promotional Text |

## Stamp Announcement 17-40: Alzheimer's Semipostal Stamp

The U.S. Postal Service ${ }^{\circledR}$ will issue the Alzheimer's semipostal stamp (Nondenominated, First-Class Mail ${ }^{\circledR}$ priced at 60 cents) in one design, in a pressure-sensitive adhesive (PSA) pane of 20 stamps (Item 564200). A November release date is anticipated for the stamp; more information will be announced as it becomes available. The Alzheimer's semipostal stamp will appear in a future edition of the Postal Bulletin and must not be sold before the official first-day-of-issue.

## Availability to Post Offices: Item 564200, Alzheimer's Semipostal (Nondenominated, FirstClass Mail priced at 60 cents) PSA Pane of 20 Stamps

Stamp Fulfillment Services (SFS) will make an automatic push distribution to Post Offices ${ }^{\text {TM }}$ of a quantity to cover approximately 30 days of sales. Distribution quantities for the automatic push distribution will be available by logging on to SFS Web at sfsweb.usps.gov. Post Offices may begin ordering stamps on the first-day-of-issue through SFS Web; offices must also check the amount they will receive on their automatic push distribution.

## Sales Policy

As has been the case with current and previous semipostal stamp issues, all Post Offices must maintain a sufficient inventory level of this item until the stamp is officially withdrawn from sale. The stamp is well supported by a variety of organizations and individuals who expect that the stamp will be available at all Post Offices. If supplies run low, Post Offices must reorder additional quantities using normal ordering procedures.

| Issue: | Alzheimer's Semipostal Stamp |
| :---: | :---: |
| Item Number: | 564200 |
| Denomination \& Type of Issue: | Nondenominated, First-Class Mail ( 60 cents) |
| Format: | Pane of 20 (1 design) |
| Series: | N/A |
| Issue Date \& City: | TBD |
| Designer: | Ethel Kessler, Bethesda, MD |
| Art Director: | Ethel Kessler, Bethesda, MD |
| Typographer: | Ethel Kessler, Bethesda, MD |
| Artist: | Matt Mahurin |
| Modeler: | Sandra Lane/Michelle Finn |
| Manufacturing Process: | Offset, Microprint |
| Printer: | Banknote Corporation of America |
| Printed at: | Browns Summit, NC |
| Press Type: | Alprinta 74 |
| Stamps per Pane: | 20 |
| Print Quantity: | 500,000,000 stamps |
| Paper Type: | Phosphor Tagged Paper. Overall |
| Adhesive Type: | Pressure-sensitive |
| Processed at: | Banknote Corporation of America, Browns Summit NC |
| Colors: | Cyan, Magenta, Yellow, Black, PMS 614/Beige, PMS 451/Brown |
| Stamp Orientation: | Vertical |
| Image Area (w $\times \mathrm{h}$ ): | $1.085 \times 1.42 \mathrm{in} . / 27.56 \times 36.07 \mathrm{~mm}$ |
| Overall Size ( $\mathrm{w} \times \mathrm{h}$ ): | $1.225 \times 1.56 \mathrm{in} . / 31.12 \times 39.62 \mathrm{~mm}$ |
| Full Pane Size (w x h): | $7.12 \times 7.24 \mathrm{in} . / 180.85 \times 183.90 \mathrm{~mm}$ |
| Press Sheets Size ( $\mathrm{w} \times \mathrm{h}$ ): | N/A |
| Plate Size: | 120 stamps per revolution |
| Plate Numbers: | "B" followed by six (6) single digits |
| Marginal Markings: |  |
| Front: | Plate numbers in four corners of pane |
| Back: | © 2016 USPS • USPS logo • Plate position diagram • Barcode (564200) in upper right and lower left corners of pane $\bullet$ Promotional text |

## Pictorial Postmarks Announcement

As a community service, the Postal Service ${ }^{\text {TM }}$ offers pictorial postmarks to commemorate local events celebrated in communities throughout the nation. A list of events for which pictorial postmarks are authorized appears on the following pages. 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 ${ }^{\text {TM }}$ 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 ${ }^{\circledR}$ postage. Items submitted for postmark may not include
postage issued after the date of the requested postmark. Such items will be returned unserviced.

Customers wishing to obtain a postmark must 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 $+4^{\circledR}$ Code, as listed next to the postmark.

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

The following pictorial postmarks have been extended for 60 days:


August 21, 2017
Niobrara Chamber of Commerce
Total Solar Eclipse Station
Postmaster
PO Box 9998
Lusk, WY 82225-9998


August 21, 2017
United States Postal Service
Dawson Springs Station
Postmaster
101 West Ramsey Street
Dawson Springs, KY 42408-9998

The following pictorial postmarks have been extended for 30 days:


September 9, 2017
Helvetia Fair Association
Helvetia Fair Station
Postmaster
PO Box 9998
Helvetia, WV 26224-9998

September 10, 2017
United States Postal Service
Date Meets ZIP Station
Postmaster
225 South Ivy Avenue
Monrovia, CA 91016-2835


October 14, 2017

United States Postal
Service
Orphan Train Station
Postmaster
PO Box 9998
Dowagiac, MI
49047-9998

October 14, 2017


Stephen Decatur Chapter \#4, Universal Ship Cancellation Society
Christening Station
Postmaster
100 Plaza Court
Groton, CT 06340-9998

October 14, 2017
United States Postal
Service
Pumpkin Station
Postmaster
226 West Missouri Street
Floydada, TX 79235-9998

## September 11, 2017

## United States Postal Service

Date Meets ZIP Station
Postmaster
3016 East Colorado Boulevard
Pasadena, CA 91107-3840

September 15, 2017
West Salem Historical Society
West Salem Station
Postmaster
111 North Leonard Street
West Salem, WI 54669-9998

September 16, 2017
United States Postal Service
Date Meets ZIP Station
Postmaster
12450 Magnolia Boulevard
Valley Village, CA 91607-2451

October 2, 2017
United States Postal Service
Kentuckiana Survivors Station
Postmaster
4600 Shelbyville Road
Louisville, KY 40207-9998


October 14, 2017
United States Postal
Service
100th Anniversary Station
Postmaster
PO Box 9998
Climax, MI 49034-9998

October 14, 2017
Stephen Decatur Chapter \#4, Universal Ship Cancellation Society
Decommissioning Station
Postmaster
PO Box 719
Norfolk, VA 23501-9998

October 14-15, 2017
Wilmington Philatelic Society
Doc Show Station
Postmaster
152 North Front Street
Wilmington, NC
28401-9998


USS DRUM SS 228 THAMESPEX STATION WATERFORD, CT 06385 15 OCT 2017


Alaska Day Station October 18, 2017 Sitka, AK 99835


Catoctin Colorfest
Arts \& Crafts Show Station
Postmaster
110 Water Street
Thurmont, MD
21788-9998

## October 15, 2017

Thames Stamp Club
Thamespex Station
Postmaster
222 Boston Post Road
Waterford, CT 06385-9998

October 17, 2017
October 14-15, 2017

Polonus Polish Philatelic Society
FMA Station
Postmaster
433 West Harrison Street,
4th Floor Special
Cancellation
Chicago, IL 60699-9641

October 18, 2017
Anchorage Philatelic Society
Alaska Day Station
Postmaster 3720 Barrow Street Anchorage, AK 99599-9996

October 20, 2017
Gentry Public Library
Gentry Public Library
Station
Postmaster 899 West Main Street Gentry, AR 72734-9998

October 20, 2017
At Home Hobby
Lancaster, KY Station
Postmaster
107 Danville Street
Lancaster, KY
40444-9998

October 21, 2017
Dover Stamp Club
Dover Stamp Club Station
Postmaster
55 Loockerman Plaza
Dover, DE 19901-9998

October 21, 2017
United States Postal Service
Bridge Day Station
Postmaster
PO Box 9998
Fayetteville, WV
25840-9998

October 24, 2017


Boca Raton Stamp \& Coin Club
Halloween Station
Postmaster
PO Box 811943
Boca Raton, FL
33481-1943

October 25, 2017


Women's Physicians Organization
Boston, MA Station
Retail Manager
25 Dorchester Avenue,
Room 4009
Boston, MA 02205-9998

- Stamp Services,

Marketing, 10-12-17

## Update: Stamp Announcement 17-36: Celebrating African American History and Culture Stamp

In the article "Update: Stamp Announcement 17-36: Celebrating African American History and Culture", in Postal Bulletin 22476, (9-14-17, page 42), the Postal Service ${ }^{\text {TM }}$ announced that the first-day-of-issue (FDOI) date was postponed.

The revised FDOI date is shown here:
On October 13, 2017, in Washington, DC, the U.S. Postal Service ${ }^{\circledR}$ will issue the Celebrating African American

History and Culture stamp (Forever ${ }^{\circledR}$ priced at 49 cents), in one design, in a pressure-sensitive adhesive (PSA) pane of 20 stamps (Item 474200). The stamp will go on sale nationwide October 13, 2017.

## 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. Each cover must have sufficient postage to meet First-Class Mail ${ }^{\circledR}$ requirements. Customers may purchase new stamps at their local Post Office ${ }^{\text {TM }}$, by telephone at 800-782-6724, or at The Postal Store ${ }^{\circledR}$ website at usps.com/shop.

## 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 ${ }^{\text {TM }}$ recommends envelopes of 80 -pound Accent Opaque, acid-free, 9/16-inch side seams with no glue on the flap. The maximum size of all digital color postmarks is 2 inches high by 4 inches 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 must 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 must 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. Address customer requests for digital color postmarks to:

FDOI - (Name of Stamp Issue)
USPS Stamp Fulfillment Services
8300 NE Underground Drive, Suite 300
Kansas City, MO 64144-9900
After applying the first-day-of-issue postmark, the Postal Service will return the envelopes to the customer by U.S. Mail ${ }^{\circledR}$.

## Traditional Postmarks

Customers must 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. Address customer requests for traditional postmarks to:

> FDOI - (Name of Stamp Issue)
> USPS Stamp Fulfillment Services
> 8300 NE Underground Drive, Suite 300
> Kansas City, MO 64144-9900

After applying the first-day-of-issue postmark, the Postal Service will return the envelopes to the customer by U.S. Mail. There is no charge for the first 50 postmarks. There is a 5-cent charge for each additional postmark over 50. Customers must submit a check, money order, or credit card for payment.

FIRST DAY OF ISSUE
CELEBRATING

## FDOI - Celebrating African American

History and Culture Stamp
USPS Stamp Fulfillment Services October 13, 2017
8300 NE Underground Drive, Suite 300
Kansas City, MO 64144-9900


FDOI - Celebrating African American
History and Culture Stamp
USPS Stamp Fulfillment Services
October 13, 2017
8300 NE Underground Drive, Suite 300
Kansas City, MO 64144-9900

Black and White Pictorial


## FDOI - Flowers From the Garden

## Stamps

USPS Stamp Fulfillment Services October 16, 2017
8300 NE Underground Drive, Suite 300
Kansas City, MO 64144-9900

Digital Color Pictorial


FDOI - Father Theodore Hesburgh

## Stamp

USPS Stamp Fulfillment Services
November 1, 2017
8300 NE Underground Drive, Suite 300
Kansas City, MO 64144-9900

Digital Color Pictorial


FDOI - Father Theodore Hesburgh
Stamp
USPS Stamp Fulfillment Services
November 1, 2017
8300 NE Underground Drive, Suite 300
Kansas City, MO 64144-9900

Black and White Pictorial


FDOI - The Snowy Day Stamps
USPS Stamp Fulfillment Services
8300 NE Underground Drive, Suite 300
December 4, 2017
Kansas City, MO 64144-9900

Digital Color Pictorial


October 4,2017 • Brooklyn, NY 11201
FDOI - The Snowy Day Stamps
USPS Stamp Fulfillment Services 8300 NE Underground Drive, Suite 300


Digital Color Pictorial


Christmas Carols

FDOI - Christmas Carols Stamps
USPS Stamp Fulfillment Services
8300 NE Underground Drive, Suite 300 December 5, 2017
Kansas City, MO 64144-9900

FDOI - Christmas Carols Stamps
USPS Stamp Fulfillment Services 8300 NE Underground Drive, Suite 300

December 5, 2017
Kansas City, MO 64144-9900

## Supply Management

## eBuy2 Purchases of 5-Gallon Bottled Drinking Water Services from Nestle and DS Waters for 6 Months

Please be aware that the current eBuy2 purchase timeframe for 5 -gallon bottled drinking water service is 6 months (October 1, 2017-March 30, 2018). We will provide new instructions by March 2018 to address future deliveries based on the new contract award(s) starting March 31, 2018.

All sites purchasing 5-gallon bottled water service from Nestle, marketed as Arrowhead, Calistoga, Deer Park, Ice Mountain, Ozarka, Poland Spring, or Zephyrhills, or from DS Waters, marketed as Alhambra, Belmont, Crystal Springs, Hinckley Springs, Kentwood Springs, Sierra Springs, or Sparkletts, are required to reorder via eBuy2 "on-catalog."

These sites must also process their requisitions for 6 months for fiscal year (FY) 2018. All requisitions must be processed and approved before October 15, 2017, to avoid a lapse in service. We require requisitions to be processed during this period because the supplier needs to have your FY 2018 on-catalog requisition in the eBuy2 system to invoice your FEDSTRIP.

Note: Some sites cannot receive service directly from Nestle or DS Waters. These sites are authorized to purchase "off-catalog" as long as Nestle or DS Waters have stated that they will not service those specific locations. Locations
wishing to renew bottled water service for FY 2018 must note the following to help ensure smooth service:

- When submitting orders on eBuy2, estimate how much product your office will need for the next 6 months of FY 2018.
- All orders must match the Area to which they belong; we will cancel eBuy2 orders with items for mixed Areas.
- You must enter coolers and dispenser rentals for the next 6 months (October 1, 2017 - March 30, 2018).
- Customers ordering cups must estimate and request enough for the next 6 months (October 1, 2017 March 30, 2018).
- For DS Waters customers only - for every bottle of water ordered, there must be an equal bottle deposit quantity ordered.
Consult the following Material Logistics Bulletins (MLBs) for more bottled drinking water information, including step-by-step ordering instructions:
- MLB-CO-07-009 - Nestle: blue.usps.gov/purchase/ _pdf/ops_mlb07-009.pdf.
- MLB-CO-07-010 - DS Waters: blue.usps.gov/pur-chase/_pdf/ops_mlb07-010.pdf.
If you have any questions, contact Sijo Sunny by calling 214-819-7118 or sending an email to sijo.v.sunny@usps.gov.
- Operational Supplies and MTE, Supply Management, 10-12-17


## Sustainability

## Pest Management Update

The use of rodent control (e.g., mice, rats) "glue or sticky" traps is prohibited in all Postal Service ${ }^{\text {TM }}$ facilities. For pest prevention and suppression, the Postal Service currently manages the Integrated Pest Management (IPM) program, which implements cost-effective, environmentally sound pest control practices that emphasize nonchemical control techniques over chemical control techniques.

The IPM program provides the following benefits:

- Minimizes harm to the ecosystem.
- Minimizes harm to human health and the environment.
- Reduces the need for pesticide applications.
- Reduces pest resistance to pesticides.
- Minimizes pesticide waste.

The Facility Services Category Management Center (CMC) is responsible for all commercial pest control and abatement services. Currently, the Postal Service has two mandatory national suppliers for pest control services:

- Ecolab (Materials Logistic Bulletin - CO-16-005 at blue.usps.gov/purchase/_pdf/ops_mlb16-005.pdf).
- Pipestone (Materials Logistic Bulletin - CO-09-005, currently under revision).
For more information, see the Integrated Pest Management Bulletin (blue.usps.gov/sustainability/environmental/_pdf/waste/BP_\ Integrated_Pest_Mgmt.pdf). For environmental questions or concerns, please contact sustainability@usps.gov.
- Joint Contribution from Supply Management and the Office of Sustainability, 10-12-17




[^0]:    - Product Information Requirements, Mail Entry and Payment Technology, 10-12-17

