

Directives and Forms Catalog

Publication 223

December 2025

1. **Purpose.** This catalog lists all national Postal Service directives and forms, as well as government forms and documents used by the Postal Service. This is a complete revision of the September 2025 edition. Revisions appear regularly in the *Postal Bulletin* under “Directives and Forms Update.” This issue contains all of the revisions published in the *Postal Bulletin* through December 25, 2025.
2. **Directives and Forms Management.** The policies and procedures for originating, developing, revising, and managing policy and procedure documents are contained in:
 - AS-310, *Management of Postal Service Policies and Related Documents*.
 - *Administrative Support Manual (ASM)* 31, “Policies and Procedures.”
 - ASM 32, “Forms Management.”

For the clearance of local forms, see ASM 322.13.

3. **Questions and Comments.** Originating organizations are responsible for notifying the Brand and Policy office when documents are out of date or superseded. If you find obsolete directives or forms listed in this catalog, or would like to make suggestions and comments about this catalog, please contact:

PUBLICATION 223 EDITOR
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 4646
WASHINGTON DC 20260-4646

4. **Effective Date.** This publication is effective December 2025.

Tanya Lyle
Manager, Policy Communications and Brand Strategy
Corporate Communications

Contents

| | |
|--|-----------|
| 1 How To Use This Catalog | 1 |
| What is Listed in This Catalog | 1 |
| Postal Service Directives (Chapter 2) | 1 |
| Postal Service Forms (Chapter 3) | 1 |
| International Documents (Chapter 4) | 1 |
| Miscellaneous Postal Service Documents (Chapter 5) | 1 |
| Alphabetical Listing of Documents (Chapter 6) | 1 |
| How to Find What You Need | 2 |
| Postal Service Identification Number (PSIN) | 2 |
| What the Column Headings Mean | 2 |
| Postal Service Identification Number (PSIN) | 2 |
| Transmittal Letter | 3 |
| Edition Date/Oldest Usable Date | 3 |
| Stock Number | 3 |
| Where Used (for forms only) | 3 |
| Unit of Issue | 4 |
| Organization | 4 |
| USPS Source | 5 |
| Public Source | 5 |
| Electronic Documents | 6 |
| Adobe Form Client 5.0 Filler | 6 |
| Internet | 6 |
| Intranet | 6 |
| Postal Explorer | 7 |
| How to Order the Document You Need | 7 |
| Postal Service Employees | 7 |
| Non-Postal Service Individuals | 8 |
| HQO Supply Source Codes | 11 |
| 2 Postal Service Directives | 15 |
| Definition | 15 |
| Distribution | 15 |
| Destinations and Quantities | 15 |
| Address Corrections | 15 |
| Handbooks | 16 |
| Headquarters Circulars | 20 |
| Kits | 21 |
| Labels | 22 |
| Management Instructions | 28 |

Directives and Forms Catalog

| | |
|--|------------|
| Manuals | 32 |
| Memorandums of Policy. | 33 |
| Notices | 35 |
| Policies and Related Documents | 38 |
| Postal Bulletin. | 40 |
| Distribution and Ordering Instructions | 40 |
| Posters | 42 |
| Publications | 47 |
| Signs. | 51 |
| Tags | 52 |
| Directives Free to the Public. | 54 |
| 3 Postal Service Forms. | 55 |
| 4 International Documents. | 99 |
| Listed by Postal Service Identification Number | 99 |
| Listed by Universal Postal Union Number | 101 |
| 5 Miscellaneous USPS Documents. | 103 |
| 6 Alphabetical Listing of Documents | 105 |

1 How To Use This Catalog

What is Listed in This Catalog

Postal Service Directives (Chapter 2)

Directives are documents that contain statements of policy or procedure meant to guide Headquarters, field organizations, or the public. They make available the types of information the Postal Service needs to manage for legal, contractual, and business purposes; and include handbooks, headquarters circulars, kits, labels, management instructions, manuals, notices, the *Postal Bulletin*, posters, publications, signs, and tags.

Chapter [2](#) lists directives numerically by document identifier. There is also a list of directives that are free to the public.

Postal Service Forms (Chapter 3)

Postal Service forms are documents — both printed and electronic — used for collecting, sorting, transmitting, and recording data.

Chapter [3](#) lists all forms numerically by Postal Service Identification Number (PSIN). This catalog does not list forms designed by field units.

International Documents (Chapter 4)

Chapter [4](#) consolidates international postal documents into a list cross-referenced by Postal Service Identification Number (PSIN) and Universal Postal Union number.

Miscellaneous Postal Service Documents (Chapter 5)

Chapter [5](#) lists some miscellaneous Postal Service documents that are not directives such as the *Comprehensive Statement on Postal Operations*.

Alphabetical Listing of Documents (Chapter 6)

Chapter [6](#) lists all documents alphabetically by title that are listed in Chapters [2–5](#).

How to Find What You Need

Postal Service Identification Number (PSIN)

If you know the Postal Service Identification Number (PSIN) of the document you need (for example, HBK AS-805 or PS Form 3971), look it up in Chapters [2](#), [3](#), or [4](#).

Title

If you know only the title of the document, look it up in Chapter [6](#), [Alphabetical Listing of Documents](#).

What the Column Headings Mean

Postal Service Identification Number (PSIN)

The *Postal Service Identification Number (PSIN)* is the document's identifier. Each PSIN includes a prefix that indicates what type of directive it is, as noted in the following table:

| Prefix | Directive Type |
|--------|------------------------|
| HBK | Handbook |
| HC | Headquarters Circular |
| KIT | Kit |
| LAB | Label |
| MAN | Manual |
| MI | Management Instruction |
| MOP | Memorandum of Policy |
| NOT | Notice |
| POS | Poster |
| PS | Form |
| PUB | Publication |
| SGN | Sign |
| TAG | Tag |

Following the prefix, the PSIN also includes a unique numerical code (e.g., PUB 223) or, for handbooks and management instructions, a unique alpha-numeric code (e.g., HBK AS-353 or MI AS-270-2000-5). The two-letter portion of the alpha-numeric code identifies the Postal Service policy manual or topic/organization to which the document relates, as noted in the table below:

| Two-Letter Code | Manual or Topic/Organization |
|-----------------|--|
| AS | <i>Administrative Support Manual</i> |
| DM | <i>Domestic Mail Manual</i> |
| EL | <i>Employee and Labor Relations Manual</i> |
| FM | Finance |
| IM | <i>International Mail Manual</i> |
| PO | <i>Postal Operations Manual</i> |

Transmittal Letter

The Postal Service revises some handbooks and publications by issuing *transmittal letters* (TLs). The TL number is the latest revision. For some revisable directives, the TLs have been combined. For example, TL 4–7, 10/99, means that transmittal letters 4 through 7 were combined in the 1999 reprinting.

Edition Date/Oldest Usable Date

The *edition date* shows when the document was last issued. If the directive is nonrevisable (issued completely each time), the date of the current issue is shown. Some forms are revised with only minor changes and a previous version may still be usable. The *oldest usable date* column shows the oldest edition of that form that you may use.

Title

The *title* column lists the document’s complete title. It may also show the number of pages or type of document (pad, 5-part set, etc.).

Stock Number

The *stock number* (sometimes called the NSN (national stock number) or PSN (postal stock number)) is the number the Postal Service and the federal government use to stock and supply documents. This number must be used when ordering a document. Some documents do not have a stock number; in those instances, N/A is used.

Where Used (for forms only)

The *where used* column identifies the primary users of a form.

| | |
|------------|---|
| AC | Air Carrier |
| AE | Air Exchange Office |
| AM | Airport Mail Facility |
| AO | Associate Office |
| AR | Area Office |
| BC | Bulk Mail Center |
| CA | CAG A–L Post Offices |
| CD | Customer Service and Sales District |
| CE | Facility Service Center |
| CR | Post Offices with City and Rural Delivery |
| DN | Distribution Networks Office |
| HQ | Headquarters |
| IC | Inspector-in-Charge |
| MB | Mailbag Depository and Repair Center |
| MD | Material Distribution Center |
| MSS | Mailing and Shipping Services |
| NCS | National Customer Support Center |
| OIG | Office of Inspector General |

| | |
|------------|---|
| PC | Processing and Distribution Center |
| PE | Postal Employee Development Center |
| PH | Purchasing Service Center |
| PO | All Post Offices |
| PS | Postal Service-Wide |
| PU | Public |
| PV | Post Offices with Vehicles |
| SC | Information Service Center |
| SD | Postal Source Data System (PSDS) Office |
| STF | Stamp Fulfillment Services |
| TC | National Test Administration Center |
| VM | Vehicle Maintenance Facilities |
| XO | Surface Exchange Offices |

Unit of Issue

The *unit of issue* column tells the format of the document (set, sheet, book, etc.) and whether you order it one copy at a time (EA or SH) or in a pad or set.

| | |
|------------|---|
| BK | Book (number of units in book is shown) |
| BX | Box (number of units in box is shown) |
| CTN | Carton (number of units in carton is shown) |
| EA | Each (published as a single card, label, mailer, postal card, tab card, or tag) |
| HD | Hundred (number of items in package) |
| PD | Pad (number of sheets in pad is shown) |
| PG | Package |
| RL | Roll |
| SE | Set (number of sheets in set is shown) |
| SH | Sheet (either a single “cut sheet” or one-part continuous) |

Organization

The *organization* (org.) column lists the originating organization of the form or directive. If you have a question about the document, consult this Headquarters organization. See the contact table, [HQO Supply Source Codes](#), beginning on page [11](#).

| | |
|-------------|--|
| BCR | Business Customer Relations |
| BMEP | Business Mail Entry and Payment Technologies |
| CA | Consumer Advocate |
| CC | Corporate Communications |
| CHN | Channel Access |
| CMO | Chief Marketing/Sales Officer |
| COO | Chief Operating Officer |
| CR | Customer Relations |
| CSO | Chief Sustainability Officer |
| DEL | Delivery and Post Office Operations |
| DOM | Domestic Products |

| | |
|----------------|---------------------------------------|
| DPG | Deputy Postmaster General |
| EDD | Employee Development and Diversity |
| ENG | Engineering |
| ERM | Employee Resource Management |
| ES | Expedited Shipping |
| FAC | Facilities |
| FIN | Controller |
| GB | Global Business |
| GC | General Counsel |
| GR | Government Relations |
| GS | Ground Shipping |
| HR | Human Resources |
| IMAQ | Intelligent Mail® and Address Quality |
| IS | Chief Postal Inspector |
| IT | Information Technology Operations |
| JD | Judicial Officer |
| LR | Labor Relations |
| MS | Mailing Services |
| MSS | Mailing and Shipping Services |
| NET | Network Operations |
| O | Operations |
| OIG | Office of Inspector General |
| PMG | Postmaster General |
| PRI | Pricing |
| PS | Product Solutions |
| RET | Retail Products and Services |
| S&T | Strategy and Transition |
| SAL | Sales |
| SM | Supply Management |
| SS | Special Services |

USPS Source

The *USPS Source* column lists the Postal Service supply source for the document. Most directives and forms are ordered from the Postal Service Material Distribution Center (MDC) in Topeka, Kansas. A complete list of Postal Service source codes can be found in [How to Order the Document You Need](#), beginning on page [7](#).

Public Source

The *Public Source* column shows whether or not the document is available to the public and where to get it. A complete list of public source codes can be found in [How to Order the Document You Need](#), beginning on page [7](#).

Electronic Documents

Many Postal Service directives and forms are available in electronic media. Where applicable, electronic source codes have been added to this catalog, as explained in [How to Order the Document You Need](#), beginning on page 7.

Adobe Form Client 5.0 Filler

Adobe Form Client 5.0 has replaced F3Fill as the Postal Service corporate standard for automated forms.

Forms created in F3Fill are no longer supported within Microsoft Outlook. F3Fill email attachments will not successfully be transmitted. No new copies of F3Fill will be installed on desktop or laptop computers.

Adobe Form Client provides streamlined functionality for calculations, including a spell check feature, the ability to email forms and/or data from within the software, a tabbing function for visually impaired users, form fill assistance, and data-saving capability.

The Postal Service has a corporate license for Adobe Form Client 5.0 Filler software. The software is distributed as part of the Advanced Computing Environment (ACE). For help with the installation of the software, call:

- Your local IT manager (at Headquarters, call the Help Desk at 202-268-5588), or
- Customer Support, Field Operation Support Services at 800-877-7435.

All automated forms are available from the Intranet (<https://blue.usps.gov/formmgmt/999.htm>). The forms are sorted by name and number. Form Client forms have a *Form Client* icon displayed in the right-most column of the Web page. To access a Form Client form, click on the *Form Client* icon or press the *Enter* key while on a particular form's icon. Form Client will automatically launch with the selected form.

To request that a form be automated or to request enhancements to an existing automated form, send an email message to Forms Management at formsma@usps.gov.

Internet

The Postal Service has a strong presence on the Internet through the U.S. Postal Service home page (www.usps.com). Many Postal Service directives and forms — including the *Postal Bulletin* — are available to the public, free of charge. The *Postal Bulletin* archives can also be found at www.usps.com. Click on *About USPS & News*; click on *Forms & Publications*; click on *Postal Bulletin*.

Intranet

The Postal Service maintains an intranet for Postal Service employees at blue.usps.gov. Postal Service directives and forms — including the *Postal Bulletin* — can be found on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>.

Postal Explorer

Postal Explorer is an easy-to-use corporate electronic information tool that provides state-of-the-art search capabilities across large amounts of information. It includes Postal Service manuals and publications, domestic and international rate calculators, Postal Service zone charts, and internet links. Postal Explorer is designed to provide fast, convenient access to business process information to better serve customers and promote sales opportunities.

Postal Explorer is available to employees who can access the Internet. It is also on CD-ROM for national account managers, account representatives, and selected Post Offices. Contact your Information Systems manager for more information about Postal Explorer.

How to Order the Document You Need

Postal Service Employees

To order a directive or form, you need to know the supply source (from where you actually order the item). Use the Postal Service source column in Chapters [2](#), [3](#), and [4](#) to determine the supply source code of the directive or form that you wish to order. These codes are explained in the table, [Supply Source Codes](#), which begins on page [8](#). For supply source codes of non-Postal Service documents (for example, GAO (General Accountability Office) documents) consult the GSA Supply Catalog (www.gsa.gov) or your local federal procurement office.

You can order items available from the Material Distribution Center (MDC) by using touch tone order entry (TTOE): Call 800-273-1509.

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

Be sure to use the appropriate ordering method for the supply source shown for the document (including your FEDSTRIP and finance number(s)). Do not send it to IPP at Headquarters.

Publication 223 is available on the Postal Service PolicyNet Web site. Go to <http://blue.usps.gov>; under “Essential Links” in the left-hand column, click on *References*; under “References” in the right-hand column, click on *PolicyNet*, click on *text*; click on *PUBs*.

It is also available on the Internet. Go to www.usps.com; click on *About USPS & News*; click on *Forms & Publications*; click on *Postal Periodicals and Publications*; click on *Publications*.

Many forms are also available in automated versions. See [Electronic Documents](#) on page [6](#).

Non-Postal Service Individuals

To order a directive or form you need to know the supply source (from where you actually order the item). There may be a charge for these documents and some are not available to the public.

Use the Public Source column to determine the public supply source code of the directive or form that you wish to order. These codes are explained in the table, [Supply Source Codes](#), which begins on page 8.

Your local Post Office™ should have directives or forms in stock that are free to the public. Call the local postmaster for details. Items that are not stocked at local Post Offices can be ordered by your postmaster from various sources.

Supply Source Codes

| Supply Source | USPS Source | Public Source |
|------------------------------|---|--|
| CFS | Computer Forwarding Sites | N/A |
| e-IWB e-WEB | Some forms are only electronically generated — there are no hardcopy versions. A customer might be able to create such an electronically generated form by using Click-N-Ship service, the Customs Form Online application, or USPS-approved vendor software, but sometimes such an electronically generated form is available only from a USPS retail facility. To give an idea of what an electronically generated form looks like, the Postal Service provides a representative image on the USPS Intranet at http://blue.usps.gov or on the World Wide Web at www.usps.com . | |
| EPM | Express and Priority Mail Supply Center US Postal Service 2812 Airwest Blvd Plainfield IN 46168-9611 Telephone: 800-610-8734 FAX: 800-270-6233 USPS Intranet: http://blue.usps.gov The preferred ordering method for items marked with “EPM” is for USPS employees to check the SEAM catalog for the appropriate ordering instructions. Some items might be available through www.usps.com . | Express and Priority Mail Supply Center US Postal Service 2812 Airwest Blvd Plainfield IN 46168-9611 Telephone: 800-610-8734 FAX: 800-270-6233 World Wide Web: www.usps.com Some items marked with “EPM” might be available to the public through www.usps.com . |
| FMS | Facilities Management System (on-line) | N/A |
| GPO | ATTN Mail Stop SSOP Superintendent of Documents US Government Printing Office 710 N Capitol St NW Washington DC 20402-9325 Telephone: 202-512-1800 FAX: 202-512-2140 | ATTN Mail Stop SSOP Superintendent of Documents US Government Printing Office 710 N Capitol St NW Washington DC 20402-9325 Telephone: 202-512-1800 FAX: 202-512-2250 |
| HQO | Headquarters originator. | Headquarters originator. |
| HQOIWB | Headquarters Originator USPS Intranet: http://blue.usps.gov | N/A |

| Supply Source | USPS Source | Public Source |
|---|--|---|
| ICO | International Claims and Inquiries Office James A Farley Building 421 8th Ave RM 2029A New York, NY 10199-9543 Telephone: 212-612-4400 | N/A |
| IWEB | USPS Intranet: http://blue.usps.gov | N/A |
| LOC | Reproduced locally as needed. | N/A |
| MDC, MDCIWEB, and MDCWEB | Material Distribution Center US Postal Service 500 SW Gary Ormsby Drive Topeka KS 66624-9998 Telephone: 800-273-1509 FAX: 651-406-5583 USPS Intranet: http://blue.usps.gov The preferred ordering method for items marked with "MDC" (including "MDCIWB") is for USPS employees to check the MDC catalog or the SEAM catalog for the appropriate ordering instructions. The item will be in only one catalog or the other, not in both. | Call the Material Distribution Center at 800-273-1509. They will provide information on availability, price, and ordering. World Wide Web: www.usps.com |
| MDH | Material Distribution Center and HQ Originator (HQ use only). See HQO and MDC. | Material Distribution Center and HQ Originator (HQ use only). See HQO and MDC. |
| MDIAFC | Material Distribution Center US Postal Service 500 SW Gary Ormsby Drive Topeka KS 66624-9998 Telephone: 800-273-1509 FAX: 651-406-5583 USPS Intranet: http://blue.usps.gov Adobe Forms Client (automated form) | Call the Material Distribution Center at 800-273-1509. They will provide information on availability, price, and ordering. |
| N/A | Not available to Postal Service employees. | Not available to the public. |
| NCS | National Customer Support Center US Postal Service 225 N Humphreys Blvd Ste 501 Memphis TN 38188-1001 Telephone: 901-681-4650 FAX: 901-767-8853 | National Customer Support Center US Postal Service 225 N Humphreys Blvd Ste 501 Memphis TN 38188-1001 Telephone: 800-238-3150 Fax: 901-767-8853 |
| NMCS | National Materials Customer Service Telephone: 800-332-0317 | National Materials Customer Service Telephone: 800-332-0317 |
| NNS | Telecommunications Services US Postal Service 4200 Wake Forest Rd Raleigh NC 27668-9700 Telephone: 919-501-9100 | N/A |

| Supply Source | USPS Source | Public Source |
|----------------------|---|--|
| NTA | National Test Administration Center US Postal Service 1200 Mercantile Lane Ste 109 Largo MD 20774 Telephone: 301-583-5800 | N/A |
| PE | Postal Explorer Available to employees who can access the Internet. Also on CD-ROM for national account managers, account representatives, and selected Post Offices. Contact your Information Systems manager for more information. | Available on the Internet at www.usps.com . Also available on CD-ROM. Call 800-654-1905. |
| P/F | N/A | Free to the public at local Post Office |
| PHL | For philatelic catalogs and items: Stamps Fulfillment Service Center US Postal Service PO Box 419424 Kansas City MO 64179-0997 Telephone: 800-STAMP-24 FAX: 816-545-1212 | For philatelic catalogs and items: Stamps Fulfillment Service Center PO Box 7247 Philadelphia PA 19170-7247 Telephone: 800-STAMP-24 |
| R | Restricted. May not be available to all Postal Service employees. | N/A |
| SLASC | St. Louis Accounting Service Center US Postal Service 1720 Market St St. Louis MO 63180-9400 Telephone: 866-974-2733 FAX: 314-436-6618 | N/A |
| WADNA | ATTN: Jim Nawrot Western Area Distribution Networks Office Seattle Branch (Anchorage) US Postal Service 4141 Postmark Drive PO Box 199781 Anchorage, AK 99519-9781 | N/A |
| WWW | World Wide Web: www.usps.com | World Wide Web: www.usps.com |

HQO Supply Source Codes

When the originator is the supply source (code HQO), the directive or form must be ordered from his or her organization. Use the name of the organization and address as listed below.

| Organizational Reference | Originating Organization | Address |
|---------------------------------|--|---|
| BCR | Business Customer Relations | US POSTAL SERVICE 475 L'ENFANT PLAZA SW WASHINGTON DC 20260-5657 |
| BMEP | Business Mail Entry and Payment Technologies | US POSTAL SERVICE 475 L'ENFANT PLAZA SW WASHINGTON DC 20260-0911 |
| CA | Consumer Advocate | US POSTAL SERVICE 475 L'ENFANT PLAZA SW WASHINGTON DC 20260-2200 |
| CC | Corporate Communications | US POSTAL SERVICE 475 L'ENFANT PLAZA SW WASHINGTON DC 20260-3100 |
| COO | Chief Operating Officer | US POSTAL SERVICE 475 L'ENFANT PLAZA SW WASHINGTON DC 20260-0050 |
| CR | Customer Relations | US POSTAL SERVICE 475 L'ENFANT PLAZA SW WASHINGTON DC 20260-5014 |
| CSO | Chief Sustainability Officer | US POSTAL SERVICE 475 L'ENFANT PLAZA SW WASHINGTON DC 20260-4232 |
| DEL | Delivery | US POSTAL SERVICE 475 L'ENFANT PLAZA SW WASHINGTON DC 20260-7116 |
| EDD | Employee Development and Diversity | US POSTAL SERVICE 475 L'ENFANT PLAZA SW WASHINGTON DC 20260-5600 |
| ENG | Engineering | US POSTAL SERVICE 8403 LEE HIGHWAY ENG-4TH FL MERRIFIELD VA 22082-8101 |
| ERM | Employee Resource Management | US POSTAL SERVICE 475 L'ENFANT PLAZA SW WASHINGTON DC 20260-4200 |
| ES | Expedited Shipping | US POSTAL SERVICE 475 L'ENFANT PLAZA SW WASHINGTON DC 20260-6305 |
| FAC | Facilities | US POSTAL SERVICE 4301 WILSON BLVD STE 300 ARLINGTON VA 22203-1861 |
| FIN | Controller | US POSTAL SERVICE 475 L'ENFANT PLAZA SW WASHINGTON DC 20260-5200 |
| GB | Global Business | US POSTAL SERVICE 475 L'ENFANT PLAZA SW WASHINGTON DC 20260-4016 |

| Organizational Reference | Originating Organization | Address |
|---------------------------------|---------------------------------------|--|
| GC | General Counsel | US POSTAL SERVICE 475 L'ENFANT PLAZA SW WASHINGTON DC 20260-1100 |
| GR | Government Relations | US POSTAL SERVICE 475 L'ENFANT PLAZA SW WASHINGTON DC 20260-3500 |
| GS | Ground Shipping | US POSTAL SERVICE 475 L'ENFANT PLAZA SW WASHINGTON DC 20260-5626 |
| HR | Human Resources | US POSTAL SERVICE 475 L'ENFANT PLAZA SW WASHINGTON DC 20260-4000 |
| IMAQ | Intelligent Mail® and Address Quality | US POSTAL SERVICE 475 L'ENFANT PLAZA SW WASHINGTON DC 20260-4400 |
| IS | Chief Postal Inspector | US POSTAL SERVICE 475 L'ENFANT PLAZA SW WASHINGTON DC 20260-2100 |
| IT | Information Technology Operations | US POSTAL SERVICE 475 L'ENFANT PLAZA SW WASHINGTON DC 20260-1500 |
| JD | Judicial Officer | US POSTAL SERVICE 2101 WILSON BLVD STE 600 ARLINGTON VA 22201-3078 |
| LR | Labor Relations | US POSTAL SERVICE 475 L'ENFANT PLAZA SW WASHINGTON DC 20260-4100 |
| MS | Mailing Services | US POSTAL SERVICE 475 L'ENFANT PLAZA SW WASHINGTON DC 20260-5012 |
| MSS | Mailing and Shipping Services | US POSTAL SERVICE 475 L'ENFANT PLAZA SW WASHINGTON DC 20260-0229 |
| NET | Network Operations | US POSTAL SERVICE 475 L'ENFANT PLAZA SW WASHINGTON DC 20260-7100 |
| O | Operations | US POSTAL SERVICE 475 L'ENFANT PLAZA SW WASHINGTON DC 20260-2700 |
| OIG | Office of Inspector General | US POSTAL SERVICE 1735 N LYNN ST ARLINGTON VA 22209-2020 |
| PMG | Postmaster General | US POSTAL SERVICE 475 L'ENFANT PLAZA SW WASHINGTON DC 20260-0010 |
| PRI | Pricing | US POSTAL SERVICE 475 L'ENFANT PLAZA SW WASHINGTON DC 20260-5014 |
| PS | Product Solutions | US POSTAL SERVICE 475 L'ENFANT PLAZA SW WASHINGTON DC 20260-5014 |

| Organizational Reference | Originating Organization | Address |
|---------------------------------|---------------------------------|--|
| RET | Retail Operations | US POSTAL SERVICE 475 L'ENFANT PLAZA SW WASHINGTON DC 20260-1600 |
| S&T | Strategy and Transition | US POSTAL SERVICE 475 L'ENFANT PLAZA SW WASHINGTON DC 20260-1520 |
| SAL | Sales | US POSTAL SERVICE 1735 N LYNN ST RM 6008 ARLINGTON VA 22209-6006 |
| SM | Supply Management | US POSTAL SERVICE 475 L'ENFANT PLAZA SW WASHINGTON DC 20260-6200 |

This page intentionally left blank

2 Postal Service Directives

Definition

Directives are statements of policy or procedure meant to guide Headquarters, field organizations, or the public. They include handbooks, headquarters circulars, kits, labels, management instructions, manuals, notices, the *Postal Bulletin*, posters, publications, signs, and tags.

Distribution

Destinations and Quantities

The Headquarters organization that originates a directive or form decides which offices will receive copies and how many each will get. Most directives are distributed to facilities (Post Offices, bulk mail centers, etc.) in fixed quantities. For example, if one bulk mail center (BMC) receives 10 copies of a directive, usually all BMCs will receive 10 copies. You may order additional copies from the supply source (see [How to Order the Document You Need](#), Chapter [1](#)).

Address Corrections

The National Customer Support Center in Memphis, Tennessee, maintains the file that produces labels used to send directives to Postal Service facilities. To make an address correction, a Postal Service organization should notify:

ALMS COORDINATOR
NATIONAL CUSTOMER SUPPORT CENTER
US POSTAL SERVICE
225 N HUMPHREYS BLVD STE 501
MEMPHIS TN 38188-1001

Telephone: 901-681-4650

For address corrections for a document listed in Chapter [5](#), [Miscellaneous USPS Documents](#), contact the source or follow the instructions in the document.

Handbooks

Handbooks include policies, regulations, and other “how to” information supporting business processes. Handbooks are keyed by the document identifier to the manual that they support. For example, Handbook PO-502, *Mail Transport Equipment*, is related to the *Postal Operations Manual*, so its identifier begins with “PO.”

Maintenance Series (MS) handbooks: Publication 223 no longer lists MS handbooks. To see the current list of MS handbooks, visit the [USPS Maintenance Technical Support Center](#) (MTSC) website. You can also find a link to the MTSC website on the [Brand and Policy PolicyNet handbook](#) website (in alphabetical order with the HBK IDs).

| PSIN | TL | Edition Date | Title | Stock Number | Org. | USPS Source | Public Source |
|--------------|----|--------------|--|------------------|------|-------------|---------------|
| HBK AS-303 | | 10/14 | Classified National Security Information Program | 7610-03-000-0334 | IS | IWEB | N/A |
| HBK AS-353 | | 2/19 | Guide to Privacy, the Freedom of Information Act, and Records Management | 7610-07-000-7119 | GC | IWEB | WWW |
| HBK AS-504 | | 7/99 | Space Requirements | 7610-03-000-9215 | ENG | MDCIWB | N/A |
| HBK AS-506 | | 3/00 | Architect/Engineer Project Requirements | N/A | FAC | IWEB | N/A |
| HBK AS-508 | | 6/04 | Section 508 | N/A | IT | IWEB | N/A |
| HBK AS-552 | | 8/07 | Pollution Prevention Guide | 7610-02-000-7445 | ERM | IWEB | N/A |
| HBK AS-556 | | 1/17 | Asbestos Management Guide | 7610-04-000-4967 | ERM | IWEB | N/A |
| HBK AS-558 | | 9/98 | Facility Energy Management Guide | 7610-04-000-5354 | ENG | MDCIWB | N/A |
| HBK AS-701 | | 9/20 | Asset Management | 7610-03-000-9211 | SM | IWEB | N/A |
| HBK AS-709 | | 2/21 | Purchase Card Local Buying Policies and Procedures | 7610-03-000-0339 | SM | IWEB | N/A |
| HBK AS-805 | | 9/22 | Information Security | 7610-03-000-9136 | IT | IWEB | N/A |
| HBK AS-805-A | | 3/21 | Information Resource Certification and Accreditation Process | N/A | IT | IWEB | N/A |
| HBK AS-805-C | | 3/21 | Information Security Requirements for All Personnel | 7610-05-000-5604 | IT | IWEB | WWW |
| HBK AS-805-D | | 4/21 | Information Security Network Connectivity Process | N/A | IT | IWEB | N/A |
| HBK AS-805-G | | 10/15 | Information Security for Mail Processing Equipment/Mail Handling Equipment (MPE/MHE) | N/A | IT | IWEB | WWW |
| HBK AS-805-H | | 5/21 | Cloud Security | N/A | IT | IWEB | N/A |
| HBK AS-805-I | | 6/22 | United States Postal Service Information Security Requirements for Suppliers | N/A | IT | IWEB | WWW |
| HBK AS-821 | | 7/97 | Postal Explorer User Guide | N/A | IT | PE, IWEB | N/A |
| HBK DM-103 | 3 | 2/98 | Official Mail | 7610-05-000-4149 | FIN | HQO | HQO |
| HBK DM-203 | | 5/16 | Periodicals Eligibility Review | 7610-03-000-5552 | PRI | IWEB | N/A |
| HBK DM-204 | | 5/16 | Applying for Periodicals Mailing Privileges | N/A | PRI | IWEB | WWW |
| HBK DM-901 | | 1/16 | Registered Mail | 7610-01-000-9064 | PRI | IWEB | N/A |
| HBK DM-902 | | 10/18 | Procedures for Handling Registered Postal Bank Remittance Mail | N/A | NET | IWEB | N/A |
| HBK EL-304 | | 9/14 | Maintenance Selection System | N/A | ERM | IWEB | N/A |
| HBK EL-307 | | 5/24 | Reasonable Accommodation, An Interactive Process | 7610-01-000-9071 | LR | IWEB | WWW |
| HBK EL-312 | | 4/25 | Employment and Placement | 7610-03-000-9356 | HR | IWEB | WWW |

| PSIN | TL | Edition Date | Title | Stock Number | Org. | USPS Source | Public Source |
|--------------|----|--------------|--|------------------|------|-------------|---------------|
| HBK EL-350 | | 11/89 | Guidelines for Establishing Nonbargaining Position Requirements | 7610-02-000-9129 | ERM | MDCIWB | N/A |
| HBK EL-380 | | 4/21 | Postal Career Executive Service | 7610-02-000-9148 | ERM | IWEB | N/A |
| HBK EL-505 | | 2/17 | Injury Compensation | 7610-01-000-9078 | ERM | IWEB | N/A |
| HBK EL-520 | | 9/19 | Guide to USPS Health Benefits Plan | 7530-17-000-0875 | HR | IWEB | N/A |
| HBK EL-521 | | 3/19 | Federal Employees Health Benefits Program Guide | N/A | HR | IWEB | N/A |
| HBK EL-602 | | 8/10 | Food Service Operations | 7610-01-000-9081 | ERM | IWEB | N/A |
| HBK EL-800 | | 4/17 | Managing Contractor Environmental, Health, and Safety Compliance | 7610-05-000-4554 | ERM | IWEB | N/A |
| HBK EL-801 | | 7/20 | Supervisor's Safety Handbook | 7610-02-000-9938 | ERM | MDCIWB | N/A |
| HBK EL-802 | | 10/24 | Executives' and Managers' Safety and Health Program and Compliance Guide | N/A | HR | IWEB | N/A |
| HBK EL-803 | | 7/20 | Maintenance Employee's Guide to Safety | 7610-01-000-9085 | ERM | IWEB | N/A |
| HBK EL-804 | | 6/13 | Safe Driver Program | 7610-08-000-4327 | ERM | IWEB | N/A |
| HBK EL-809 | | 8/25 | Guidelines for Area/Local Joint Labor-Management Safety and Health Committees | N/A | HR | IWEB | N/A |
| HBK EL-809-T | | 8/25 | Area/Local Joint Labor-Management Safety and Health Committee Training | 7610-03-000-0346 | HR | IWEB | N/A |
| HBK EL-812 | | 10/17 | Hazardous Materials and Spill Response | 7610-03-000-9190 | HR | MDCIWB | N/A |
| HBK EL-814 | | 4/23 | Postal Employee's Guide to Safety | 7610-01-000-9089 | HR | MDCIWB | N/A |
| HBK EL-901 | | 7/21 | Agreement Between United States Postal Service and National Association of Letter Carriers, AFL-CIO, 2019–2023 | 7610-03-000-3827 | LR | MDCIWB | MDC |
| HBK EL-902 | | 5/23 | Agreement Between USPS and NRLCA, 2021–2024 | 7610-01-000-9092 | LR | IWEB | N/A |
| HBK EL-903 | | 1/25 | Agreement Between the USPS and the National Postal Mail Handlers Union, A Division of the Laborers' International Union of North America, AFL-CIO, 2022–2025 | 7610-01-000-9093 | LR | MDCIWB | MDC |
| HBK EL-906 | | 1/24 | Agreement Between USPS and Postal Police Officers Association, 2022–2027 | 7610-03-000-0352 | LR | HQOIWB | N/A |
| HBK EL-908 | | 4/24 | Agreement Between the USPS & APWU, AFL-CIO, Covering Information Technology/Accounting Services, 2022–2025 | 7610-03-000-0354 | LR | MDCIWB | N/A |
| HBK EL-911 | | 3/21 | Agreement between the United States Postal Service and National Postal Professional Nurses, 2017–2023 | 7610-03-000-0355 | LR | MDCIWB | N/A |
| HBK EL-912 | | 4/21 | Agreement Between United States Postal Service and American Postal Workers Union, AFL-CIO, 2018–2021 | 7610-04-000-0364 | LR | MDCIWB | MDC |
| HBK EL-915 | | 6/22 | Human Resources Shared Service Center Agreement Between the United States Postal Service and the American Postal Workers Union, AFL-CIO, 2021–2024 | 7690-19-000-0949 | LR | MDCIWB | MDC |
| HBK EL-921 | | 4/15 | Supervisor's Guide to Handling Grievances | 7610-03-000-3709 | LR | MDCIWB | N/A |
| HBK F-1 | | 1/15 | Accounting and Reporting Policy | 7610-03-000-9232 | FIN | IWEB | N/A |
| HBK F-8 | | 6/09 | General Classification of Accounts | 7610-01-000-9108 | FIN | IWEB | N/A |
| HBK F-15 | | 9/15 | Travel and Relocation | 7610-04-000-1012 | FIN | IWEB | N/A |
| HBK F-15-A | | 4/13 | Relocation Policy: Nonbargaining EAS, MTB, and ACS Employees | N/A | FIN | IWEB | N/A |
| HBK F-15-B | | 10/12 | Relocation Policy: Postal Career Executive Service Level I Employees | N/A | FIN | IWEB | N/A |
| HBK F-15-C | | 1/16 | Relocation Policy — Bargaining Employees | N/A | FIN | IWEB | N/A |

Directives and Forms Catalog

| PSIN | TL | Edition Date | Title | Stock Number | Org. | USPS Source | Public Source |
|--------------------|----|--------------|--|------------------|------|-------------|---------------|
| HBK F-16 | | 8/09 | Account Receivables Policies | 7610-03-000-9189 | FIN | IWEB | N/A |
| HBK F-18 | | 1/14 | Payroll Journal Guide | 7610-01-000-9113 | FIN | IWEB | N/A |
| HBK F-20 | | 12/04 | General Ledger Accounting and Financial Reporting System | N/A | FIN | IWEB | N/A |
| HBK F-20-A | | 12/09 | Accounting Services Systems and Processes | N/A | FIN | IWEB | N/A |
| HBK F-21 | | 2/16 | Time and Attendance | 7610-02-000-9914 | HR | IWEB | N/A |
| HBK F-21 Chapter 5 | 36 | 8/05 | Time and Attendance TL 36 Chapter 5 | 7610-08-000-1323 | FIN | MDCIWB | NA |
| HBK F-23 | | 1/15 | Accounting Policy Reference | N/A | FIN | IWEB | N/A |
| HBK F-25 | | 11/90 | Real Property and Leasehold Improvement Accounting | 7610-02-000-7018 | FIN | MDC | MDC |
| HBK F-26 | | 12/91 | Personal Property Accounting | 7610-03-000-3780 | FIN | MDC | MDC |
| HBK F-43 | 3 | 8/94 | Property Code Numbers | 7610-03-000-9351 | FIN | MDCIWB | MDC |
| HBK F-95 | | 9/20 | Statistical Programs Management Guide | 7610-08-000-1033 | FIN | IWEB | N/A |
| HBK F-101 | | 7/23 | Field Accounting Procedures | 7610-13-000-1549 | FIN | IWEB | N/A |
| HBK F-401 | 3 | 8/00 | Supervisor's Guide to Scheduling and Premium Pay | 7610-03-000-3703 | FIN | MDCIWB | N/A |
| HBK IS-130 | | 5/86 | Physical Fitness Program for Postal Inspectors | 7610-03-000-0356 | IS | HQO | HQO |
| HBK IS-135 | | 1/02 | Firearms | 7610-03-000-0357 | IS | MDC | N/A |
| HBK IS-540 | | 6/06 | Civil and Administrative Actions: A Consumer Fraud Protection Handbook | N/A | IS | R | R |
| HBK IS-701 | | 6/06 | Security Force Operations (Restricted Information) | 7610-04-000-5697 | IS | R | N/A |
| HBK IS-702 | | 7/02 | Postal Police Officer's Guide | N/A | IS | R | N/A |
| HBK M-5 | | 8/80 | Schemes: Construction, Assignment, Training, and Proficiency | 7610-03-000-9259 | DEL | IWEB | N/A |
| HBK M-32 | | 9/22 | Management Operating Data System (MODS) | 7610-03-000-9024 | NET | IWEB | N/A |
| HBK M-38 | 1 | 7/80 | Management of Rural Delivery Services | 7610-01-000-9177 | DEL | MDC | MDC |
| HBK M-39 | 14 | 6/19 | Management of Delivery Services | 7610-01-000-9178 | DEL | IWEB | N/A |
| HBK M-41 | 5 | 6/19 | City Delivery Carriers Duties and Responsibilities | 7610-03-000-3553 | DEL | IWEB | N/A |
| HBK PO-101 | | 10/12 | Postal Service-Operated Retail Facilities Discontinuance Guide | 7610-01-000-9324 | DEL | IWEB | N/A |
| HBK PO-209 | | 8/23 | Retail Operations Handbook | 7610-07-000-6279 | RET | IWEB | N/A |
| HBK PO-230 | | 5/06 | Pictorial Cancellations | 7610-04-000-5772 | GR | MDC | NCS |
| HBK PO-413 | | 12/13 | Platform Operations | 7610-02-000-9937 | NET | IWEB | N/A |
| HBK PO-414 | 1 | 4/87 | Air Contract Data Collection System (ACDCS) | 7610-01-000-9339 | NET | MDC | MDC |
| HBK PO-441 | | 4/02 | Rehandling of Mail Best Practices | N/A | NET | IWEB | N/A |
| HBK PO-501 | | 6/81 | Highway Contract Route Administration | 7610-01-000-9354 | NET | MDC | MDC |
| HBK PO-503 | 1 | 10/83 | National Air and Surface System Report Users Guide | 7610-03-000-3612 | NET | MDC | MDC |
| HBK PO-507 | | 6/91 | Air Contract Administrative Procedures | 7610-03-000-3593 | NET | MDC | N/A |
| HBK PO-508 | | 3/12 | Intra-Alaska Mail Service by Air: Instructions for Certificated Air Carriers and Bypass Mail | 7610-02-000-9922 | NET | HQO, IWEB | WWW |
| HBK PO-509 | 1 | 9/92 | Air Taxi Contract Administration | 7610-02-000-7941 | NET | MDC | MDC |
| HBK PO-510 | | 11/83 | Equipment Inventory Reporting System (EIRS) | 7610-02-000-9994 | NET | MDC | MDC |
| HBK PO-512 | | 10/02 | Plant Loading Authorization and Procedures Guidelines | 7610-01-000-9966 | NET | MDCIWB | N/A |
| HBK PO-513 | 2 | 2/90 | Mail Transportation Procurement Handbook | 7610-03-000-9066 | NET | MDC | N/A |
| HBK PO-514 | | 6/89 | Express Mail Military Service | 7610-01-000-9967 | NET | MDC | MDC |

| PSIN | TL | Edition Date | Title | Stock Number | Org. | USPS Source | Public Source |
|------------|----|--------------|--|------------------|------|-------------|---------------|
| HBK PO-516 | | 10/07 | Highway Contractor Safety (Pocket Edition) | 7610-03-000-3755 | NET | MDCIWB | MDC |
| HBK PO-603 | | 9/13 | Rural Carrier Duties and Responsibilities | 7610-02-000-7023 | DEL | IWEB | N/A |
| HBK PO-610 | | 11/14 | Signature Capture and Electronic Record Management: Manager's Guide to Standard Operating Procedures | 7610-05-000-4048 | DOM | IWEB | N/A |
| HBK PO-630 | | 4/00 | Post Offices Serving Department of Defense Installations | N/A | NET | IWEB | WWW |
| HBK PO-631 | | 4/21 | Growth and Delivery Point Management Program | N/A | RET | IWEB | N/A |
| HBK PO-632 | | 5/20 | National Delivery Planning Standards: A Guide for Builders and Developers | N/A | COO | IWEB | WWW |
| HBK PO-701 | | 3/91 | Fleet Management | 7610-01-000-9600 | NET | MDC | N/A |
| HBK PO-702 | | 5/07 | Tort Claims Administration | 7610-02-000-7024 | NET | MDC | N/A |
| HBK RE-1 | | 10/15 | U.S. Postal Service Facilities Guide to Real Property Acquisitions and Related Services | 7610-03-000-9281 | FAC | IWEB | WWW |
| HBK RE-4 | 2 | 3/05 | Standards for Facility Accessibility by the Physically Handicapped | 7610-03-000-3611 | FAC | MDCIWB | WWW |
| HBK RE-5 | 7 | 9/09 | Building and Site Security Requirements | 7610-03-000-3666 | IS | IWEB | N/A |
| HBK RE-6 | | 10/15 | Facilities Environmental Guide | 7610-01-000-0386 | FAC | IWEB | N/A |
| HBK T-5 | | 5/15 | International Mail Operations | N/A | NET | IWEB | N/A |
| HBK T-7 | | 9/93 | Distributing, Dispatching, and Transporting Military Mail by Air | 7610-03-000-3662 | NET | MDC | MDC |

Headquarters Circulars

Headquarters Circulars are permanent instructions directed to Headquarters units only.

| PSIN | Edition Date | Title | Filing Number | Org. | USPS Source |
|----------|--------------|--|---------------|------|-------------|
| HC 74-12 | 6/27/74 | Functional Managerial Responsibility for U.S. Postal Service Headquarters Building | VII-B-19 | FAC | HQO |
| HC 78-19 | 8/28/78 | Scheduling, Using and Controlling the Board of Governors and Benjamin Franklin Rooms | VII-B-16 | FAC | HQO |
| HC 79-2 | 2/27/79 | Energy Conservation | VII-B-7 | FAC | HQO |
| HC 85-1 | 3/1/85 | Forms Management | IV-C-5 | IT | HQO |
| HC 88-6 | 9/21/88 | Library Services | IV-A-3 | GR | HQO |

Kits

Included are brief instructions, ID stickers, promotional material, safety and energy messages, and other information.

| PSIN | Edition Date | Title | Stock Number | Org. | USPS Source | Public Source |
|---------|--------------|---|------------------|------|-------------|---------------|
| KIT 41 | 8/05 | Approved Shippers Program Field Kit | 7530-08-000-1871 | RET | HQO | HQO |
| KIT 46 | 10/21 | Prevent All Cigarette Trafficking (PACT) Act of 2009 | N/A | CMO | IWEB | N/A |
| KIT 520 | 9/19 | USPS Non-Career Employee Health Benefits Plan Resources | 7610-17-000-5522 | HR | IWEB | N/A |
| KIT 600 | 1/24 | Your 2024 Official Election Mail Kit | 7690-17-000-4826 | CMO | MDCIWB | WWW |

Labels

Included are brief instructions, ID stickers, promotional material, safety and energy messages, and other information.

| PSIN | Edition Date | Title | Size (inches) | Stock Number | Unit of Issue | Org. | USPS Source | Public Source |
|-------------|--------------|--|-----------------|------------------|---------------|------|-------------|---------------|
| LAB A | 10/03 | All for ADC | 3/4 x 1/2 | 7690-03-000-9313 | RL | NET | MDC | P/F |
| LAB AK-53 | 12/70 | Intra-Alaska Routing Label [Note: See HBK PO-508.] | 3 1/8 x 4 7/8 | N/A | RL | NET | N/A | N/A |
| LAB F | 10/03 | All for Firm | 3/4 x 1/2 | 7690-01-000-9004 | RL | NET | MDC | P/F |
| LAB X | 10/03 | Mixed ADC | 3/4 x 1/2 | 7690-03-000-8654 | RL | NET | MDC | P/F |
| LAB 1 | 11/70 | Do Not Block Door | 12 x 7 | 7690-03-000-9115 | EA | IS | MDC | N/A |
| LAB 3 | 10/03 | Same 3-Digit ZIP Code | 3/4 x 1/2 | 7690-01-000-9791 | RL | NET | MDC | P/F |
| LAB 5 | 10/03 | Same 5-Digit ZIP Code | 1 | 7690-01-000-9003 | RL | NET | MDC | P/F |
| LAB 6 | 1/97 | Vending Equipment Out of Order | 5 x 7 | 7690-03-000-3740 | EA | RET | MDC | N/A |
| LAB 6-M | 6/98 | Vending Equipment Out of Order (Magnetic) | 5 x 7 | 7690-03-000-9761 | EA | RET | MDC | N/A |
| LAB 8 | 11/86 | FIM B — Positive of Bar Pattern | 3 5/8 x 8 | 7690-03-000-3678 | SH | PRI | MDC | P/F |
| LAB 10 | 1/96 | CON-CON | 6 1/4 x 3 1/8 | 7690-01-000-9020 | EA | NET | MDC | N/A |
| LAB 11-A | 9/02 | Express Mail Post Office to Post Office Service | 7 5/8 x 5 1/2 | 7690-02-000-9995 | EA | MSS | EPM | EPM |
| LAB 11-C | 9/95 | Express Mail Airport to Airport | 8 3/4 x 4 1/2 | 7690-01-000-9023 | EA | MSS | EPM | EPM |
| LAB 11-DOD | 1/10 | DOD Express Mail Label (Absentee Ballot) | 6 x 3 | 7690-13-000-1555 | EA | ES | MDC | N/A |
| LAB 11-E | 9/02 | Express Mail Post Office to Post Office | 8 x 5 1/2 | 7690-02-000-9997 | BX | MSS | EPM | EPM |
| LAB 11-F | 1/14 | Priority Mail Express Post Office to Addressee | 8 x 5 1/2 | 7690-02-000-9998 | BX | MSS | EPM | EPM |
| LAB 11-H | 5/93 | Express Mail Airport to Airport Service | 9 1/2 x 4 1/2 | 7690-03-000-9207 | BX | MSS | EPM | EPM |
| LAB 11-HFPU | 1/14 | Priority Mail Express Hold For Pickup | 7 5/8 x 5 1/2 | 7690-11-000-1124 | EA | MSS | EPM | EPM |
| LAB 11-M | 7/23 | Priority Mail Express | 7-5/8 x 5-1/2 | 7690-18-000-6975 | EA | MSS | MDC | N/A |
| LAB 19-A | 4/97 | Par Avion Airmail | 4 x 2 | 7690-02-000-8745 | PD | GB | MDC | P/F |
| LAB 19-B | 1/02 | Par Avion Airmail | 1 11/16 x 15/16 | 7690-02-000-8746 | PD | GB | MDC | P/F |
| LAB 21 | 8/96 | Officially Sealed Mail | 1 7/8 x 6 | 7690-03-000-9108 | PD | NET | MDC | N/A |
| LAB 24 | 1/94 | Parcel Post Package Liable to Customs | 5 x 2 1/2 | 7690-03-000-9086 | EA | NET | MDC | N/A |
| LAB 25 | 3/08 | Express Mail Sunday/Holiday Delivery Guaranteed | 3 1/2 x 3 | 7690-10-000-6492 | RL | MSS | MDC | N/A |
| LAB 27 | 3/03 | Bee Ware | 6 x 9 | 7690-02-000-9143 | EA | NET | MDC | N/A |
| LAB 28 | 2/90 | Live Animals | 6 x 9 | 7690-02-000-9144 | EA | NET | MDC | N/A |
| LAB 30 | 12/99 | SDPV Hood Caution | 7 x 8 | 7690-04-000-8867 | EA | ENG | MDC | R |
| LAB 33 | 12/21 | Report Mail Theft, Tampering, or Vandalism of This Mailbox | 4 1/2 x 2 1/2 | 7690-01-000-9043 | EA | IS | MDCIWB | N/A |

| PSIN | Edition Date | Title | Size (inches) | Stock Number | Unit of Issue | Org. | USPS Source | Public Source |
|----------|--------------|--|---------------|------------------|---------------|------|-------------|---------------|
| LAB 33-S | 12/21 | Report Mail Theft, Tampering, or Vandalism of This Mailbox (Spanish) | 4 1/2 x 2 1/2 | 7690-04-000-6873 | EA | IS | MDCIWB | N/A |
| LAB 35 | 9/18 | Collection Box Security | 4 3/4 x 3 1/3 | 7690-18-000-3543 | EA | IS | MDC | N/A |
| LAB 36 | 5/20 | Collection Box Removal — Airport | 4 x 4 | 7690-18-000-6589 | EA | COO | MDC | N/A |
| LAB 38 | 8/93 | Precautions For Check Cashing | 3 x 5 | 7690-03-000-9227 | EA | IS | MDC | N/A |
| LAB 46-A | 2/77 | Presorted First-Class City — Primary Unit | 4 x 9 1/2 | 7690-01-000-9049 | EA | NET | MDC | N/A |
| LAB 46-C | 2/94 | Presorted First-Class — Out-going Pouch Unit | 4 x 9 1/2 | 7690-03-000-9063 | EA | NET | MDC | N/A |
| LAB 47 | 1/88 | Evacuation Forms 809 and 810 | 4 x 2 | 7690-02-000-9882 | EA | IS | MDC | N/A |
| LAB 50 | 1/12 | Return to Sender by Postal Inspectors | 2 x 3 | 7690-15-000-7210 | EA | IS | MDC | N/A |
| LAB 51 | 8/02 | Delayed Dispatch | 8 1/2 x 11 | N/A | EA | NET | IWEB | N/A |
| LAB 52 | 8/02 | Delayed Processing | 8 1/2 x 11 | N/A | EA | NET | IWEB | N/A |
| LAB 53 | 8/02 | Late Arriving Mail | 8 1/2 x 11 | N/A | EA | NET | IWEB | N/A |
| LAB 55-D | 1/03 | Parcel Locker | 5 1/2 x 2 1/4 | 7690-02-000-8289 | EA | DEL | MDC | N/A |
| LAB 58 | 10/95 | Accountable Paper Section | 5 x 3 | 7690-03-000-9065 | EA | GR | MDC | N/A |
| LAB 59-D | 9/91 | Last Collection Time: Arterial Boxes 5:30 PM | 11 x 5 1/4 | 7690-02-000-9862 | EA | DEL | MDC | N/A |
| LAB 59-E | 9/91 | Last Collection Time: Arterial Boxes 6:00 PM | 11 x 5 1/4 | 7690-02-000-9863 | EA | DEL | MDC | N/A |
| LAB 59-F | 9/91 | Last Collection Time: Arterial Boxes 6:30 PM | 11 x 5 1/4 | 7690-02-000-9864 | EA | DEL | MDC | N/A |
| LAB 59-G | 9/91 | Last Collection Time: Arterial Boxes 7:00 PM | 11 x 5 1/4 | 7690-02-000-9865 | EA | DEL | MDC | N/A |
| LAB 59-H | 9/91 | Last Collection Time: Arterial Boxes 7:30 PM | 11 x 5 1/4 | 7690-02-000-9866 | EA | DEL | MDC | N/A |
| LAB 59-I | 9/91 | Last Collection Time: Arterial Boxes 8:00 PM | 11 x 5 1/4 | 7690-02-000-9867 | EA | DEL | MDC | N/A |
| LAB 62 | 7/04 | Positioning Restraining Straps | 8 1/2 x 11 | 7690-02-000-7909 | EA | NET | MDC | N/A |
| LAB 63 | 5/95 | Express Mail Outside Shipment Label | 2 x 12 | 7690-01-000-9067 | EA | PRI | EPM | EPM |
| LAB 64 | 9/08 | Recycling Bin Label | 10 X 8 | 7690-11-000-1338 | EA | RET | MDC | N/A |
| LAB 70 | 4/25 | Safety Check and Vehicle Dimensions | 9 1/2 x 5 | 7690-03-000-9307 | EA | HR | MDCWEB | N/A |
| LAB 80 | 6/94 | Permit G-10 Label | 3 1/2 x 5 1/2 | 7690-03-000-0379 | PD | FAC | HQO | N/A |
| LAB 80-A | 6/90 | Penalty, Indicia, Headquarters Return | 6 1/2 x 3 1/2 | 7690-03-000-0380 | EA | IT | HQO | N/A |
| LAB 85 | 1/14 | Premium Forwarding Service Residential (penalty label) | 5 1/4 x 3 7/8 | 7690-08-000-0862 | EA | CHN | MDC | N/A |
| LAB 86 | 12/86 | Express Mail — Military Service | 6 x 3 | 7690-01-000-9801 | PD | NET | MDC | N/A |
| LAB 97 | 5/08 | Rifled Parcel | 3 1/4 x 6 | 7690-03-000-3765 | PD | IS | MDC | N/A |
| LAB 100 | 4/16 | Nonstandard Size Surcharge | 3 1/2 X 2 1/4 | 7690-03-000-9028 | EA | BMEP | MDC | N/A |

Directives and Forms Catalog

| PSIN | Edition Date | Title | Size (inches) | Stock Number | Unit of Issue | Org. | USPS Source | Public Source |
|--------------|--------------|--|----------------|------------------|---------------|------|-------------|---------------|
| LAB 101 | 6/90 | Permit 10 Penalty First-Class Labels (Permit G-10) | 6 1/2 x 3 1/2 | 7690-03-000-0387 | EA | IT | HQO | N/A |
| LAB 105 | 5/94 | Official Seal-Do Not Break Until Authorized | 2 X 6 1/2 | 7690-03-000-9100 | SH | IS | MDC | N/A |
| LAB 106 | 4/95 | Priority Mail Strip | 12 x 2 | 7690-03-000-9057 | EA | PRI | EPM | P/F |
| LAB 106-A | 4/95 | Priority Mail Tape | 1 5/16 x 5 1/4 | 7690-03-000-9056 | EA | PRI | EPM | P/F |
| LAB 107 | 4/95 | Priority Mail Sticker | 4 x 2 1/8 | 7690-02-000-7940 | EA | PRI | EPM | P/F |
| LAB 107-R | 10/93 | Priority Mail Sticker | 4 x 2 1/8 | 7690-03-000-9334 | EA | PRI | EPM | P/F |
| LAB 108 | 10/94 | Express Mail Corporate Account Sticker | 3 x 1 5/8 | 7690-03-000-3584 | PD | PRI | EPM | EPM |
| LAB 111 | 2/71 | Scales Within Maintenance Tolerances | 1 1/2 x 1 | 7690-03-000-9241 | PD | NET | MDC | N/A |
| LAB 113 | 7/87 | Inspection Service Exhibit | 1 1/2 x 1 | 7690-03-000-9029 | EA | IS | MDC | N/A |
| LAB 117-A | 7/04 | Warning: Armed Robbery | 11 x 8 1/2 | 7690-01-000-9097 | EA | IS | MDC | N/A |
| LAB 117-B(S) | 2/97 | Warning: Armed Robbery (Spanish) (For post office walls) | 8 1/2 x 11 | 7690-01-000-9098 | EA | IS | MDC | N/A |
| LAB 117-C(S) | 2/97 | Warning: Armed Robbery (Spanish) (For post office windows) | 8 1/2 x 11 | 7690-03-000-9328 | EA | IS | MDC | N/A |
| LAB 118 | 12/80 | Caution: Scissors Lift | 10 1/4 x 9 | 7690-03-000-3819 | EA | ERM | MDC | N/A |
| LAB 119 | 2/99 | Express Mail Tape (Self Adhesive) | 1 7/8 x 3 3/4 | 7690-04-000-5864 | RL | MSS | MDC | N/A |
| LAB 120 | 8/07 | Warning! Facility Protected by Security Alarm System | 4 x 4 | 7690-10-000-0803 | EA | IS | MDCIWB | N/A |
| LAB 121 | 9/99 | Incoming International Priority Mail | 6 3/8 x 4 3/8 | 7690-04-000-8627 | EA | NET | HQO | N/A |
| LAB 127 | 4/00 | Surface Transportation Only | 2 1/2 x 2 | 7690-05-000-0717 | RL | NET | MDC | N/A |
| LAB 127-R | 10/97 | Sticker, Express Mail | 3 1/2 x 2 | 7690-04-000-5865 | RL | NET | MDC | P/F |
| LAB 128 | 5/19 | Heat Illness Sticker | 5 x 6 | 7690-18-000-4040 | EA | ERM | MDC | N/A |
| LAB 130 | 9/95 | Hold | 8 x 5 3/4 | 7690-03-000-9231 | EA | PRI | MDC | N/A |
| LAB 134-A | 10/05 | MERLIN Orderly Shutdown Procedure | 8 1/2 x 6 | 7690-07-000-7105 | SH | ENG | MDC | R |
| LAB 136-B | 3/01 | U.S. Mail — Destination | 2 1/2 x 4 3/4 | 7690-01-000-9102 | PD | NET | MDC | N/A |
| LAB 136-E | 10/71 | U.S. Mail — Destination/Weight | 2 1/2 x 4 3/4 | 7690-01-000-9103 | PD | NET | MDC | N/A |
| LAB 137 | 6/07 | Lobby Scale Instructions | 6 x 3 1/2 | 7690-10-000-0567 | PG | CR | MDC | N/A |
| LAB 138 | 5/88 | USPS Weight Ticket | 3 1/2 x 8 | 7690-02-000-9878 | EA | NET | MDC | N/A |
| LAB 139 | 9/19 | Cremated Remains | 3 x 1 27/32 | 7690-17-000-0548 | RL | DOM | EPM | EPM |
| LAB 140 | 8/72 | Output Weighed | 3 1/2 x 8 | 7690-02-000-9896 | EA | NET | MDC | N/A |
| LAB 141 | 12/70 | Inventoried | 3 1/2 x 8 | 7690-03-000-9036 | EA | NET | MDC | N/A |
| LAB 142 | 3/76 | Do Not Weigh | 3 1/2 x 8 | 7690-01-000-9107 | EA | NET | MDC | N/A |
| LAB 143 | 5/07 | Electronic Scale Instructions | 6 1/2 x 3 | 7690-10-000-0568 | PG | CR | MDC | N/A |
| LAB 156 | 2/07 | Dollar Coin Acceptance | 2 1/2 x 1 | 7690-10-000-0317 | PG | CR | MDC | N/A |

| PSIN | Edition Date | Title | Size (inches) | Stock Number | Unit of Issue | Org. | USPS Source | Public Source |
|-----------|--------------|---|-----------------|------------------|---------------|------|-------------|---------------|
| LAB 159 | 10/12 | Check Acceptance/ Dollar Coin Label | 6 x 2 1/8 | 7690-10-000-6187 | PG | FIN | MDC | N/A |
| LAB 162 | 9/73 | Local Delivery | 10 7/15 x 5 | 7690-03-000-9329 | EA | NET | MDC | N/A |
| LAB 167 | 1/00 | International Mail FCM Equivalent | 3 1/2 x 2 | 7690-05-000-0657 | RL | NET | MDC | N/A |
| LAB 168 | 3/00 | Dispatch Placard International Mail FCM Equivalent (HCR) | 8 1/2 x 11 | 7690-05-000-0656 | EA | NET | MDC | N/A |
| LAB 169 | 3/00 | Dispatch Placard International Mail FCM Equivalent (PVS) | 8 1/2 x 11 | 7690-05-000-0654 | EA | NET | MDC | N/A |
| LAB 176 | 7/03 | Express Mail — Military Service | 4 x 2 5/16 | 7690-02-000-9083 | PD | NET | MDC | N/A |
| LAB 180 | 2/13 | Air Carrier Rejected Mail | 4 x 2 1/2 | 7690-16-000-9962 | EA | IS | MDC | N/A |
| LAB 200 | 8/05 | Registered Mail | 3 1/4 x 1 7/8 | 7690-03-000-9311 | RL | NET | MDC | P/F |
| LAB 200-N | 1/14 | Registered Mail (no barcode) | 3 1/4 x 1 5/8 | 7690-17-000-0391 | RL | DOM | MDC | P/F |
| LAB 208 | 11/90 | Barcoded Mail Route To BCS | 3 1/2 x 8 3/4 | 7690-02-000-7029 | EA | NET | MDC | N/A |
| LAB 209 | 8/99 | Security Container Label | 6 x 6 | 7690-04-000-8990 | EA | ENG | MDC | R |
| LAB 211 | 6/06 | Notice: Electrical Lockout Procedure | 4 5/16 x 5 1/2 | 7690-08-000-4629 | EA | ENG | MDC | N/A |
| LAB 212 | 1/10 | Warning: 400 Amps and Less | 2 3/4 x 4 19/50 | 7690-08-000-4630 | EA | ENG | MDC | N/A |
| LAB 212-H | 1/10 | Warning: 401 to 999 Amps | 2 3/4 x 4 19/50 | 7690-13-000-2866 | EA | ENG | MDC | N/A |
| LAB 213 | 6/06 | Notice: 1,000 AMPS or More | 2 3/4 x 4 3/8 | 7690-08-000-4631 | EA | ENG | MDC | N/A |
| LAB 214 | 6/06 | Notice: 601 Volts or More | 2 3/4 x 4 | 7690-08-000-4628 | EA | ENG | MDC | N/A |
| LAB 215 | 3/87 | Caution: Ultra Violet Radiation Within | 3 1/2 x 3 5/16 | 7690-01-000-9121 | EA | ERM | MDC | N/A |
| LAB 216 | 4/04 | Warning: Rotating Machine Parts | 1 1/4 x 1 1/4 | 7690-01-000-9122 | EA | ENG | MDC | N/A |
| LAB 217 | 3/09 | While Operating This Machine Do Not Wear | 3 x 2 | 7690-03-000-9303 | EA | ENG | MDC | N/A |
| LAB 218 | 3/09 | When Clearing Stacker With Transport Belts in Operation | 2 13/16 x 1 5/8 | 7690-01-000-9284 | EA | ENG | MDC | N/A |
| LAB 219 | 12/83 | Caution: Do Not Clear | 1 5/8 x 2 1/8 | 7690-01-000-9125 | EA | ERM | MDC | N/A |
| LAB 220 | 4/04 | Caution: Keep Hands Off Belts | 2 x 1 7/16 | 7690-03-000-9283 | EA | ERM | MDC | N/A |
| LAB 221 | 12/83 | To Remove Full Trays | 2 1/2 x 3 5/16 | 7690-03-000-9091 | EA | ERM | MDC | N/A |
| LAB 222 | 4/04 | Emergency Stop | 2 5/8 x 2 5/8 | 7690-02-000-7906 | EA | ERM | MDC | N/A |
| LAB 224 | 4/04 | Caution: Keep Closed — Turn Power Off Before Opening | 4 3/4 x 2 3/8 | 7690-02-000-7309 | EA | ENG | MDC | N/A |
| LAB 225 | 5/08 | Prevent Theft | 6 x 2 1/2 | 7690-03-000-9330 | PD | IS | POD | N/A |
| LAB 226-C | 7/03 | Buy Stamps Here at Post Office Prices | 4 x 5 | N/A | EA | MSS | HQO | N/A |
| LAB 226-D | 7/03 | Buy Stamps Here at Post Office Prices | 8 x 10 | N/A | EA | MSS | HQO | N/A |
| LAB 226-E | 7/03 | Stamps, Mailing, Shipping | 13 x 9 | 7690-07-000-7673 | EA | MSS | MDC | N/A |

Directives and Forms Catalog

| PSIN | Edition Date | Title | Size (inches) | Stock Number | Unit of Issue | Org. | USPS Source | Public Source |
|--------------|--------------|---|-------------------|------------------|---------------|------|-------------|---------------|
| LAB 228 | 3/16 | Priority Mail Address Label | 4 1/8 x 5 3/8 | 7690-02-000-7033 | EA | MSS | EPM | EPM |
| LAB 228-C | 3/16 | Priority Mail Address Label (continuous feed) | 4 5/8 x 5 1/8 | 7690-02-000-7034 | EA | MSS | EPM | EPM |
| LAB 229 | 1/91 | Skylight Warning | 4 1/4 x 3 1/4 | 7690-02-000-7035 | EA | ERM | MDC | N/A |
| LAB 230 | 3/91 | Loop Mail | 8 1/2 x 5 1/2 | 7690-02-000-8684 | EA | NET | MDC | N/A |
| LAB 232 | 1/92 | Anchor Fixture Warning | 3 x 5 | N/A | EA | ERM | HQO | N/A |
| LAB 234 | 4/99 | Return Parcel to Addressee | 5 1/2 x 3 7/16 | 7690-02-000-9924 | PG | PRI | MDC | N/A |
| LAB 235 | 10/92 | Carrier Release | 1 x 1/2 | 7690-03-000-9030 | RL | PRI | MDC | P/F |
| LAB 251 | 7/06 | DBCS Feeder Compression Label | 8 x 1 1/2 | 7690-09-000-3824 | EA | ENG | MDC | N/A |
| LAB 257-S | 7/13 | Priority Mail Express Open and Distribute — Destination Delivery Unit (DDU) — Flat Rate Envelopes | 4 x 6 | N/A | RL | DOM | EPM | N/A |
| LAB 257S-eVS | 5/13 | Priority Mail Express Open and Distribute — Destination Delivery Unit (DDU) — Flat Rate Envelopes — eVS | 4 x 6 | N/A | RL | DOM | EPM | N/A |
| LAB 285 | 10/10 | Distracted Driving | 8 1/2 x 11 | 7690-13-000-5736 | EA | ERM | MDCIWB | N/A |
| LAB 291 | 5/13 | Return to Sender: Due to Export Control Regulations (OFAC) | 4 x 1 1/4 | 7690-17-000-0386 | PG | IS | MDC | N/A |
| LAB 291-C | 4/20 | Mail Service Suspended: Return to Sender | 3 x 2 | 7690-18-000-6763 | PG | GB | MDCIWB | N/A |
| LAB 292-A | 5/21 | Customer Guidance on Export Regulations (green) | 3 1/2 x 2 | 7690-18-000-7850 | RL | IS | MDC | N/A |
| LAB 292-B | 5/21 | Customer Guidance on Prohibited Content or Dangerous Goods (orange) | 3 1/2 x 2 | 7690-18-000-7851 | RL | IS | MDC | N/A |
| LAB 292-C | 5/21 | Customer Guidance on International Shipments (yellow) | 3 1/2 x 2 | 7690-18-000-7852 | RL | IS | MDC | N/A |
| LAB 292-D | 5/21 | Customer Guidance on Domestic Shipments Outside the U.S (blue) | 3 1/2 x 2 | 7690-18-000-7853 | RL | IS | MDC | N/A |
| LAB 292-E | 5/21 | Customer Guidance on Import Restrictions (red) | 3 1/2 x 2 | 7690-18-000-7854 | RL | IS | MDC | N/A |
| LAB 298 | 10/16 | Danger: Hazardous Area | 9 x 7 | 7690-18-000-1875 | EA | NET | MDC | N/A |
| LAB 309-A | 2/04 | Automated Postal Center: Sign (horizontal — “Fast”) | 17 x 14 | 7690-07-000-0164 | EA | MSS | MDC | N/A |
| LAB 309-B | 10/11 | Automated Postal Center: Sign (vertical — “Services”) | 20 1/8 x 33 23/32 | 7690-07-000-0147 | EA | CHN | MDC | N/A |
| LAB 309-C | 2/04 | Automated Postal Center: Decal (debit/credit cards) | 13 x 1 | 7690-07-000-0162 | EA | MSS | MDC | N/A |

| PSIN | Edition Date | Title | Size (inches) | Stock Number | Unit of Issue | Org. | USPS Source | Public Source |
|------------|--------------|--|----------------|------------------|---------------|------|-------------|---------------|
| LAB 309-D | 2/04 | Automated Postal Center: Sticker (drop box sticker) | 9 x 5 | 7690-07-000-0163 | EA | MSS | MDC | N/A |
| LAB 309-E | 5/04 | Automated Postal Center: APC Safety Label (drop box warning sticker) | 4 3/4 x 7 | 7690-07-000-0892 | EA | MSS | MDC | N/A |
| LAB 309-F | 5/05 | Automated Postal Center: APC "No-Cash" Label | 12 3/4 x 3/4 | 7690-08-000-1008 | EA | RET | MDC | N/A |
| LAB 309-G | 6/12 | Automated Postal Center: Sign (vertical, small — "Self Service") | 17 x 17 1/4 | 7690-16-000-8376 | EA | CHN | MDC | N/A |
| LAB 316 | 7/06 | e-VS Delivery Confirmation | 2 1/2 x 3 1/4 | N/A | RL | MSS | N/A | HQO |
| LAB 322 | 2/11 | DBCS Repair Notification | 24 x 1 | 7690-13-000-6716 | EA | NET | MDC | N/A |
| LAB 323 | 10/16 | Fasten Seatbelt | 4 x 5 | 7690-18-000-1932 | EA | ENG | MDC | N/A |
| LAB 500 | 7/13 | COD First-Class Mail Tracer Label | 3-1/4 x 1-1/4 | 7690-17-000-0348 | RL | CMO | MDC | N/A |
| LAB 700 | 11/13 | Deposit Mail Here | 14 1/5 x 3 3/4 | 7690-17-000-0912 | EA | RET | MDC | N/A |
| LAB 876 | 9/22 | Hazmat Surface Only | 3 x 1-5/8 | N/A | EA | MSS | MDC | N/A |
| LAB 884-01 | 2/24 | Universal GS1 DataMatrix Barcode Label for MARS Sorting Machines, Set 1A | 1 1/2 x 1 1/4 | 7690-19-000-3109 | EA | ENG | MDC | N/A |
| LAB 884-02 | 2/24 | Universal GS1 DataMatrix Barcode Label for MARS Sorting Machines, Set 2B | 1 1/2 x 1 1/4 | 7690-19-000-3110 | EA | ENG | MDC | N/A |
| LAB 888-A | 01/23 | Pre-Printed USPS Tracking Label — Atlantic Region | 2-5/16 x 3-1/8 | 7690-19-000-1661 | N/A | IT | MDC | N/A |
| LAB 888-C | 01/23 | Pre-Printed USPS Tracking Label — Central Region | 2-5/16 x 3-1/8 | 7690-19-000-1662 | N/A | IT | MDC | N/A |
| LAB 888-S | 01/23 | Pre-Printed USPS Tracking Label — Southern Region | 2-5/16 x 3-1/8 | 7690-19-000-1663 | N/A | IT | MDC | N/A |
| LAB 888-W | 01/23 | Pre-Printed USPS Tracking Label — Western Region | 2-5/16 x 3-1/8 | 7690-19-000-1664 | N/A | IT | MDC | N/A |
| LAB 890-A | 6/10 | Recycle Plastic Wrap | 5 x 7 | 7690-13-000-5383 | EA | ERM | MDCIWB | N/A |
| LAB 890-B | 6/10 | Recycle Mixed Paper | 5 x 7 | 7690-13-000-5384 | EA | ERM | MDCIWB | N/A |
| LAB 891 | 3/12 | Please Recycle: Paper Only | 11 x 11 | 7690-16-000-7922 | EA | DPG | MDCIWB | N/A |
| LAB 1073 | 11/13 | Dinero Seguro Requirement for Dodd-Frank Act (Section 1073) | 3 1/8 x 4 | 7690-17-000-0856 | RL | GB | MDC | N/A |
| LAB 3800-N | 1/14 | Certified Mail (no barcode) | 3 1/4 x 1 5/8 | 7690-17-000-0906 | RL | DOM | MDC | P/F |
| LAB 3816 | 1/18 | Collect on Delivery Hold For Pickup | 4 x 6 | 7690-18-000-1983 | EA | DOM | MDCIWB | N/A |
| LAB 6183 | 9/21 | USPS Commercial Invoice for OCPI | 4 x 6 | N/A | EA | GB | e-IWB | e-WEB |

Management Instructions

Management Instructions are short, permanent instructions that provide specialized technical material directed to specific groups of employees.

| PSIN | Edition Date | Title | Stock Number | Org. | USPS Source | Public Source |
|-------------------|--------------|---|------------------|------|-------------|---------------|
| MI AS-270-2015-4 | 12/15 | Postal Service Headquarters Access Control System | N/A | IS | IWEB | N/A |
| MI AS-280-2021-7 | 11/21 | Integrated Emergency Management Supporting Field Business Continuity | N/A | LR | IWEB | N/A |
| MI AS-280-2023-5 | 12/23 | Preparation for and Response to a Biohazard Detection System Alert — Positive Test | N/A | COO | IWEB | N/A |
| MI AS-280-2024-1 | 2/24 | Integrated Emergency Management Supporting Headquarters-Related Business Continuity | N/A | COO | IWEB | N/A |
| MI AS-280-2025-2 | 2/25 | Integrated Emergency Management Supporting Field Business Community | NA | GC | IWEB | N/A |
| MI AS-300-2015-5 | 12/15 | Requests to Conduct Research at the Postal Service | N/A | ERM | IWEB | N/A |
| MI AS-350-2004-4 | 5/04 | E-mail Marketing | N/A | CA | IWEB | N/A |
| MI AS-350-2007-1 | 1/07 | Computer Matching Programs | N/A | CA | IWEB | WWW |
| MI AS-510-88-4 | 4/88 | Postal Space Serving Military Bases | 7610-01-000-9929 | FAC | HQO | HQO |
| MI AS-510-94-4 | 10/94 | Security Counterlines | N/A | FAC | MDC | N/A |
| MI AS-510-2000-2 | 2/00 | Changing Facility Designs After Project Approval | N/A | FAC | IWEB | N/A |
| MI AS-510-2011-2 | 4/11 | Headquarters Mailroom Services | N/A | FAC | IWEB | N/A |
| MI AS-510-2013-1 | 1/13 | Policies and Procedures for Using Conference Rooms at Postal Service Headquarters | N/A | FAC | IWEB | N/A |
| MI AS-510-2016-1 | 1/16 | Postal Service Headquarters Parking | N/A | FAC | IWEB | N/A |
| MI AS-510-2021-6 | 11/21 | Allocating and Renovating Headquarters Space | N/A | FAC | IWEB | N/A |
| MI AS-516-2008-1 | 1/08 | Mold Prevention, Assessment, and Remediation | N/A | FIN | IWEB | N/A |
| MI AS-530-2020-1 | 1/20 | NTSN Guidelines for PS-11 Electronics Technician Positions | N/A | FAC | IWEB | N/A |
| MI AS-550-97-4 | 6/97 | Facility Energy Management Program | 7610-04-000-1182 | ENG | MDCIWB | WWW |
| MI AS-610-2012-3 | 12/12 | Web Site Affiliation Program | N/A | CHN | IWEB | WWW |
| MI AS-690-2022-13 | 12/22 | Signature and Certification Requirements for Environmental Documents | N/A | PMG | IWEB | N/A |
| MI AS-701-2015-2 | 9/15 | Ensuring Data Integrity of IT Hardware Assets in the Asset Management System | N/A | IT | IWEB | N/A |
| MI AS-710-1999-3 | 5/99 | Personal Property Management | N/A | FAC | IWEB | N/A |
| MI AS-730-2012-1 | 10/12 | Management of Printed Materials Inventory | N/A | SM | IWEB | N/A |
| MI AS-740-2002-5 | 5/02 | Federal Standard Requisitioning and Issue Procedures | N/A | SM | IWEB | N/A |
| MI AS-800-2018-2 | 1/18 | Service Availability Policy | N/A | IT | IWEB | N/A |
| MI AS-800-2018-3 | 8/18 | Administrative Policies for Use and Management of Geographic Information Systems Technology | N/A | IT | IWEB | N/A |
| MI AS-800-2020-4 | 10/20 | Assessment and Authorization Continuous Monitoring | N/A | IT | IWEB | N/A |
| MI AS-800-2021-1 | 1/21 | Azure Cloud Environment Security Policies and Blueprint | N/A | IT | IWEB | N/A |
| MI AS-800-2021-2 | 2/21 | Protection of Information at Rest | N/A | IT | IWEB | N/A |
| MI AS-800-2021-3 | 3/21 | Third Party Cyber Risk Management | N/A | IT | IWEB | N/A |
| MI AS-800-2021-4 | 9/21 | Hardware Security Internet of Things (IoT) | N/A | IT | IWEB | N/A |
| MI AS-800-2021-5 | 7/21 | Cloud Computing Policy | N/A | IT | IWEB | N/A |

| PSIN | Edition Date | Title | Stock Number | Org. | USPS Source | Public Source |
|-------------------|--------------|---|------------------|------|-------------|---------------|
| MI AS-800-2022-1 | 1/22 | Cloud and Electronic Mail Security | N/A | IT | IWEB | N/A |
| MI AS-800-2022-2 | 1/22 | Automated Security Testing Requirements for USPS-Developed Applications | N/A | IT | IWEB | N/A |
| MI AS-800-2022-4 | 2/22 | Cyber Risk Penetration Testing and Remediation | N/A | IT | IWEB | N/A |
| MI AS-800-2022-6 | 5/22 | Use of External Computer Peripherals in Telework Environment | N/A | IT | IWEB | N/A |
| MI AS-800-2022-7 | 6/22 | Authorization to Operate | N/A | IT | IWEB | N/A |
| MI AS-800-2022-10 | 6/22 | Password Requirements | N/A | IT | IWEB | N/A |
| MI AS-800-2022-12 | 9/22 | Media Data Disposal and Destruction | N/A | IT | IWEB | N/A |
| MI AS-800-2022-15 | 12/22 | Requirements for Virtual Digital Workspace Usage | N/A | IT | IWEB | N/A |
| MI AS-800-2023-1 | 2/23 | Requirements for Permitting Postal Service Data and Services Outside of the United States | N/A | IT | IWEB | N/A |
| MI AS-800-2023-2 | 3/23 | Technology Solution Lifecycle Policy Exception Process | N/A | IT | IWEB | N/A |
| MI AS-800-2023-3 | 3/23 | Electronic Mail Open Relay Decommissioning | N/A | IT | IWEB | N/A |
| MI AS-800-2023-4 | 6/23 | External Facing Websites Requirements | N/A | IT | IWEB | N/A |
| MI AS-810-2022-3 | 2/22 | Cyber Risk Enterprise Network Scanning | N/A | IT | IWEB | N/A |
| MI AS-810-2022-14 | 9/22 | Cyber Risk Enterprise Network Scanning: Customer Impact Resolution | N/A | IT | IWEB | N/A |
| MI AS-820-2022-13 | 7/22 | Advanced Computing Environment | N/A | IT | IWEB | N/A |
| MI AS-862-2014-1 | 3/14 | Securing Customer Data | N/A | IT | IWEB | N/A |
| MI AS-862-2022-5 | 2/22 | Cyber Risk Remediation and Response | N/A | IT | IWEB | N/A |
| MI AS-872-2007-2 | 1/07 | Facilities Database (FDB) | N/A | CR | IWEB | N/A |
| MI AS-882-2011-6 | 9/11 | Postal Service Use of Retail and Cell-Phone Cameras | N/A | IT | IWEB | N/A |
| MI DM-130-92-1 | 1/92 | USPS Official Mail — Automation Compliance | 7610-02-000-7332 | PMG | MDC | MDC |
| MI DM-140-2010-1 | 6/10 | Assessing and Collecting Deficiencies in Postage or Fees | N/A | FIN | IWEB | N/A |
| MI DM-505-2014-1 | 1/14 | Business Reply Mail — Management Oversight Review | N/A | MMS | IWEB | N/A |
| MI EL-110-2018-1 | 11/18 | Administering Equal Employment Opportunity Official Time | N/A | LR | IWEB | N/A |
| MI EL-310-2025-1 | 6/25 | Telework Program for Eligible Nonbargaining Employees and PCES | N/A | HR | IWEB | N/A |
| MI EL-340-2009-2 | 5/09 | Reconstructing an Official Personnel Folder | N/A | ERM | IWEB | N/A |
| MI EL-380-2018-2 | 10/18 | Procedures for Proposed Adverse Actions Against EAS Levels 18 and Above, Technical and Management Pay Bands, and PCES 01 Executives | N/A | LR | IWEB | N/A |
| MI EL-384-2014-1 | 7/14 | Corporate Succession Planning | N/A | ERM | IWEB | N/A |
| MI EL-430-2017-6 | 12/17 | Back Pay | N/A | ERM | IWEB | N/A |
| MI EL-500-2022-2 | 1/22 | Contracting With Individuals or Rehiring Into Career Nonbargaining Positions | N/A | HR | IWEB | N/A |
| MI EL-510-2019-2 | 1/19 | Wounded Warriors Leave | N/A | HR | IWEB | WWW |
| MI EL-510-2019-6 | 9/19 | Annual Leave Sharing Program | N/A | ERM | IWEB | N/A |
| MI EL-520-91-2 | 3/91 | FEHB: Temporary Continuation of Coverage | 7610-02-000-7057 | ERM | HQO, IWEB | HQO |
| MI EL-520-2008-1 | 1/08 | Health Benefits and Life Insurance Coverage During Military Service | N/A | ERM | IWEB | N/A |
| MI EL-650-2014-2 | 4/14 | Representation of Postal Service Employees in Administrative Proceedings | N/A | LR | IWEB | N/A |
| MI EL-660-2009-10 | 10/09 | Limited Personal Use of Government Office Equipment and Information Technology | N/A | IT | IWEB | N/A |
| MI EL-670-2018-4 | 9/18 | Providing Personal Assistance Services (PAS) | N/A | ERM | IWEB | WWW |

Directives and Forms Catalog

| PSIN | Edition Date | Title | Stock Number | Org. | USPS Source | Public Source |
|--------------------|--------------|--|------------------|------|-------------|---------------|
| MI EL-670-2021-4 | 9/21 | Providing Communication Accommodations to Employees and Applicants Who Are Deaf or Hard of Hearing | N/A | LR | IWEB | N/A |
| MI EL-710-2013-1 | 6/13 | Requesting and Approving Funds for Training | N/A | ERM | IWEB | N/A |
| MI EL-710-2016-4 | 8/16 | Standard Training Program for Rural Letter Carriers, Course 10024378 | N/A | ERM | IWEB | N/A |
| MI EL-720-2000-6 | 9/00 | Business Mail Academy Training Program | N/A | ERM | IWEB | N/A |
| MI EL-730-2010-2 | 10/10 | Submitting Requests for Purchases of Training Services | N/A | EDD | IWEB | N/A |
| MI EL-810-2010-1 | 1/10 | Confined Space Safety Program | N/A | ERM | IWEB | N/A |
| MI EL-810-2013-5 | 6/13 | Electrical Work Plan | N/A | ERM | IWEB | N/A |
| MI EL-810-2016-1 | 4/16 | Hazard Communication (HazCom) Program | N/A | ERM | IWEB | N/A |
| MI EL-810-2021-3 | 8/21 | Hearing Conservation Programs | N/A | ERM | IWEB | N/A |
| MI EL-810-2021-5 | 10/21 | Personal Protective Equipment and Respiratory Protection Programs | N/A | ERM | IWEB | N/A |
| MI EL-810-2022-1 | 4/22 | Locally Implemented Automated External Defibrillator Program | N/A | HR | IWEB | N/A |
| MI EL-810-2025-2 | 6/25 | Response to Hazardous Materials Release | N/A | ERM | IWEB | N/A |
| MI EL-823-2016-5 | 8/16 | Bicycle Helmets | N/A | ERM | IWEB | N/A |
| MI EL-850-2005-1 | 2/05 | Emergency Procedures for Shelter-in-Place at Headquarters | N/A | ERM | IWEB | N/A |
| MI EL-860-98-2 | 5/98 | Employee Medical Records | 7610-04-000-4838 | ERM | MDCIWB | N/A |
| MI EL-860-2025-3 | 8/25 | Fitness-for-Duty Examinations | N/A | HR | IWEB | N/A |
| MI EL-890-2007-5 | 7/07 | Integrated Waste Management | N/A | ERM | IWEB | N/A |
| MI EL-890-2016-3 | 12/16 | Managing Asbestos in Postal Service Facilities | N/A | ERM | IWEB | N/A |
| MI EL-890-2019-3 | 2/19 | Lead Hazard Management Program | N/A | ERM | IWEB | N/A |
| MI EL-890-2019-4 | 2/19 | Recycling Standards for Paper, Cardboard, and Plastic for Mail Processing and Delivery Operations | N/A | GR | IWEB | N/A |
| MI FM-130-2022-1 | 5/22 | Closing the Financial Accountability of a Discontinued Post Office, Station, or Branch | N/A | FIN | IWEB | N/A |
| MI FM-310-2012-3 | 7/12 | Transfer of Management Official at Post Offices, Stations, and Branches | N/A | FIN | IWEB | N/A |
| MI FM-512-2014-4 | 5/14 | Software Capitalization | N/A | FIN | IWEB | N/A |
| MI FM-530-2013-5 | 12/13 | General Policy Regarding the Use of Government or Postal Owned or Leased Vehicles | N/A | FIN | IWEB | N/A |
| MI FM-610-2010-2 | 8/10 | Advance Payments | N/A | FIN | IWEB | N/A |
| MI FM-610-2013-4 | 8/13 | Compliance With the Prompt Payment Act | N/A | FIN | IWEB | N/A |
| MI FM-640-2013-3 | 10/13 | Travel Policy for Contractor and Non-Postal Service Personnel | N/A | FIN | IWEB | N/A |
| MI FM-640-2014-4 | 7/14 | Government-Issued, Individually Billed Travel Charge Cards | N/A | FIN | IWEB | N/A |
| MI FM-640-2015-3 | 6/15 | EAS Privately Owned Vehicle (POV) Program | N/A | FIN | IWEB | N/A |
| MI FM-640-2017-2 | 1/17 | Payment of Death Gratuity | N/A | FIN | IWEB | WWW |
| MI FM-640-2020-5 | 6/20 | Postal Service Tax-Reporting Responsibilities — Event Mementos | N/A | FIN | IWEB | N/A |
| MI FM-640-2021-3 | 11/21 | Verifying Payment Card Industry Compliance for Service Provider Engagement | N/A | FIN | IWEB | N/A |
| MI FM-640-2021-4 | 12/21 | Expenses for an Unanticipated Crisis or Catastrophic Event | N/A | FIN | IWEB | N/A |
| MI FM-640-2024-1 | 4/24 | Expenses for Internal and External Events | N/A | HR | IWEB | N/A |
| MI FM-650-2018-2 | 2/18 | Policy for Lodging for More Than 29 Consecutive Days for Postal Employees | N/A | HR | IWEB | N/A |
| MI IS-523-2019-1 | 8/19 | Bait Money Order Program | N/A | IS | R | N/A |
| MI PM-4.4.1-2002-3 | 8/02 | Economic Pay Adjustments for Highway and Domestic Inland Water Contracts | 7610-05-000-5112 | NET | MDCIWB | N/A |

| PSIN | Edition Date | Title | Stock Number | Org. | USPS Source | Public Source |
|------------------|--------------|--|------------------|------|-------------|---------------|
| MI PO-130-2023-1 | 2/23 | Responding to Matter Nonmailable Under the PACT Act and POSECCA | N/A | PRI | IWEB | N/A |
| MI PO-160-2014-1 | 9/14 | Complaint Resolution and Proper Use of Notice 4314-C, We Want to Know | N/A | CA | IWEB | N/A |
| MI PO-410-86-1 | 9/86 | Process Control Computer Security | 7610-03-000-3544 | ENG | MDCIWB | HQO |
| MI PO-439-2016-1 | 3/16 | ZIP Code Boundary Review Process | N/A | NET | IWEB | N/A |
| MI PO-530-83-5 | 11/83 | Highway Contracts — Negotiated Service Changes | 7610-03-000-3575 | NET | HQO, IWEB | HQO |
| MI PO-530-2009-4 | 9/09 | Screening Highway Transportation Contract Personnel | N/A | IS | IWEB | N/A |
| MI PO-530-2013-1 | 5/13 | Highway Contract Route Global Positioning System | N/A | NET | IWEB | N/A |
| MI PO-530-2018-2 | 12/18 | Processing Lease Trailer Damage Claims | N/A | NET | IWEB | WWW |
| MI PO-531-2018-1 | 7/18 | Administration of Contract Delivery Service Routes | N/A | NET | IWEB | N/A |
| MI PO-540-1999-1 | 2/99 | Trailer Repositioning Program | N/A | NET | IWEB | N/A |
| MI PO-540-2001-4 | 10/01 | Rail Payments Manual Processing | N/A | NET | IWEB | N/A |
| MI PO-570-2021-1 | 10/21 | Internal Use and Transport of Pallets and Pallet Boxes | N/A | NET | IWEB | N/A |
| MI PO-571-98-2 | 7/98 | Establishment of the Mail Transport Equipment Configuration Control Committee (MTEC ³) | N/A | NET | IWEB | N/A |
| MI PO-610-2023-2 | 3/23 | Function 4 Standardized Customer Service Workload Reporting System | N/A | O | IWEB | N/A |
| MI PO-720-2010-1 | 12/09 | Alcohol and Drug Testing of Employees With a Commercial Driver's License (CDL) | N/A | NET | IWEB | N/A |
| MI SP-S2-2024-1 | 1/24 | Noncompetitive Purchases | N/A | SM | IWEB | N/A |

Manuals

Manuals contain the basic policy information for the Postal Service.

| PSIN | Issue | Edition Date | Title | Stock Number | Org. | USPS Source | Public Source |
|----------|-------|--------------|--|------------------|------|-------------|---------------|
| ASMISSUE | | 1/24 | Administrative Support Manual | 7610-02-000-9881 | IS | IWEB | N/A |
| DMMISSUE | | 11/25 | Mailing Standards of the United States Postal Service, Domestic Mail Manual | 7610-03-000-9331 | PS | IWEB, PE | PE, WWW |
| ELMISSUE | | 3/24 | Employee and Labor Relations Manual | 7610-02-000-9963 | HR | IWEB | WWW |
| IMMISSUE | | 11/25 | Mailing Standards of the United States Postal Service, International Mail Manual | 7610-02-000-9904 | PS | IWEB, PE | PE, WWW |
| POMISSUE | 9 | 9/25 | Postal Operations Manual | 7610-03-000-3558 | RET | IWEB | N/A |
| SPPISSUE | | 2/25 | Postal Service Supplying Principles and Practices | N/A | SM | IWEB | WWW |

Memorandums of Policy

Memorandums of Policy (MOPs) are corporate procedures intended for specific audiences. These directives are available through the USPS Intranet page only.

Note: In this list, MOPs are placed in order by PSIN as follows: first by alphabetical order of organization (such as “COO,” “CR,” “DD,” etc.), *then by year* (even though the year is listed last in the PSIN), and then by month and date.

| PSIN | Edition Date | Title | Org. | USPS Source | Public Source |
|-------------------------|--------------|---|------|-------------|---------------|
| MOP COO-09-22-1999 | 9/99 | Delegation of Approval Authority Revision for Plant Projects | COO | IWEB | N/A |
| MOP COO-06-05-2000 | 6/00 | Solicitation of Signatures on Postal Property | COO | IWEB | N/A |
| MOP COO-10-05-2000 | 10/00 | Solicitation of Signatures on Postal Property | COO | IWEB | N/A |
| MOP COO-01-05-2001 | 1/01 | Delegation of Approval Authority Revision for Plant Projects | O | IWEB | N/A |
| MOP COO-11-16-2001 | 11/01 | Policy on Hoaxes and False Reports | CC | IWEB | N/A |
| MOP COO-12-16-2001 | 12/01 | Vehicle and Facility Security — Mandatory Safety Talks | COO | IWEB | N/A |
| MOP COO-02-28-2002-2 | 2/02 | High Bay Cleaning at U.S. Postal Service Facilities | COO | IWEB | N/A |
| MOP COO-03-7-2002 | 3/02 | Revised Security Requirements | ERM | IWEB | N/A |
| MOP COO-10-22-2009 | 10/09 | Postal Service Policy Dealing with Business Customers Mailing Cigarettes | COO | IWEB | N/A |
| MOP CR-08-24-1998 | 8/98 | Corporate Identity Policy and Guidelines | CC | IWEB | N/A |
| MOP DR-01-17-2002 | 1/02 | Mandatory Consignment of Vehicle Repair Parts Inventory; National Program Contracts | DEL | IWEB | N/A |
| MOP DR-02-06-2002-B | 2/02 | Mandatory Use of Goodyear Tire Contract and eBuy for Tire Purchases, Approval and Documentation Requirements for VMF Purchases | DEL | IWEB | N/A |
| MOP EN-06-10-1993 | 6/93 | Policy for Environmental Protection | ENG | IWEB | N/A |
| MOP EN-07-31-1996 | 7/96 | Alternative Fueled Vehicle Program | ENG | IWEB | N/A |
| MOP ERM-10-28-2003 | 10/03 | Making Workers' Compensation Adjustments to Back Pay Claims | ERM | IWEB | N/A |
| MOP ERM-05-14-2004 | 5/04 | Salary Administration for a Trailing Postal Spouse | ERM | IWEB | N/A |
| MOP ERM-05-27-2004 | 5/04 | FMLA Eligibility Determination Following a Back Pay Claim | ERM | IWEB | N/A |
| MOP ERM-01-26-2007 | 1/07 | Postal Service Pandemic Influenza Plan | ERM | IWEB | N/A |
| MOP ERM-01-07-2009 | 1/09 | Postal Service Policy on Water Filtration | ERM | IWEB | N/A |
| MOP ERM-01-09-2009 | 1/09 | Official Personnel Folder Documents | ERM | IWEB | N/A |
| MOP FA-05-31-1996 | 5/96 | Purchase and Lease of Contaminated Properties | FAC | IWEB | N/A |
| MOP FI-09-03-2021 | 9/21 | Policy Memo — Statistical Programs Letter #1, Fiscal Year (FY) 2022: CCCS, RCCS, TRACS, IOCS, ODIS-RPW, and SPM | FIN | IWEB | N/A |
| MOP FI-12-03-2021 | 12/21 | Policy Memo — Statistical Programs Letter #2, Fiscal Year FY 2022: CCCS, RCCS, TRACS, IOCS, IOCS-Cluster, ODIS-RPW, SIRVO-IOCS, and SPM | FIN | IWEB | N/A |
| MOP FI-03-03-2022 | 3/22 | Policy Memo — Statistical Programs Letter #3, Fiscal Year (FY) 2022: CODES, CCCS, RCCS, TRACS, IOCS, ODIS-RPW, and SPM | FIN | IWEB | N/A |

Directives and Forms Catalog

| PSIN | Edition Date | Title | Org. | USPS Source | Public Source |
|------------------------|--------------|--|------|-------------|---------------|
| MOP FI-06-03-2022 | 6/22 | Policy Memo — Statistical Programs Letter #4, Fiscal Year (FY) 2022: CODES, CCCS, RCCS, IOCS, and ODIS-RPW | FIN | IWEB | N/A |
| MOP FI-09-03-2022 | 9/22 | Policy Memo — Statistical Programs Letter #1, Fiscal Year (FY) 2023: CCCS, RCCS, TRACS, SIRVI, and SPM | FIN | IWEB | N/A |
| MOP FI-12-03-2022 | 12/22 | Policy Memo — Statistical Programs Letter #2, Fiscal Year (FY) 2023: CCCS, RCCS, IOCS, TRACS, ODIS-RPW, SIRVO-ODIS, and SPM | FIN | IWEB | N/A |
| MOP FI-03-03-2023 | 3/23 | Policy Memo — Statistical Programs Letter #3, Fiscal Year (FY) 2023: CCCS, RCCS, IOCS, TRACS, ODIS-RPW, SIRVO-ODIS, SIRVI, and SPM | FIN | IWEB | N/A |
| MOP FI-06-03-2023 | 6/23 | Policy Memo — Statistical Programs Letter #4, Fiscal Year (FY) 2023: CCS, IOCS, TRACS, and ODIS-RPW | FIN | IWEB | N/A |
| MOP FI-08-31-2023 | 8/23 | Policy Memo — Statistical Programs Letter #1, Fiscal Year (FY) 2024: CCS, IOCS, TRACS, ODIS-RPW, SIRVO-ODIS, and SIRVI | FIN | IWEB | N/A |
| MOP FI-11-30-2023 | 11/23 | Policy Memo — Statistical Programs Letter #2, Fiscal Year (FY) 2024: CCS, IOCS, TRACS, ODIS-RPW, SIRVO-ODIS, SIRVI, and SPM | FIN | IWEB | N/A |
| MOP FI-02-23-2024 | 2/24 | Policy Memo — Statistical Programs Letter #3, Fiscal Year (FY) 2024: CCS, IOCS and IOCS Cluster, TRACS, ODIS-RPW, and SPM. | FIN | IWEB | N/A |
| MOP FI-06-03-2024 | 6/24 | Policy Memo — Statistical Programs Letter #4, Fiscal Year (FY) 2024: CCS, IOCS and IOCS Cluster, TRACS, ODIS-RPW, and SPM. | FIN | IWEB | N/A |
| MOP FI-09-03-2024 | 9/24 | Policy Memo — Statistical Programs Letter #1, Fiscal Year (FY) 2025: CCS, IOCS, IOCS-Cluster, TRACS, ODIS-RPW, and SPM | FIN | IWEB | N/A |
| MOP FI-12-03-2024 | 12/24 | Policy Memo — Statistical Programs Letter #2, Fiscal Year (FY) 2025: IOCS and IOCS Cluster; TRACS; ODIS-RPW, and SIRVO-ODIS | FIN | IWEB | N/A |
| MOP GC-10-25-2000 | 10/00 | Lottery Advertising | GC | IWEB | N/A |
| MOP HR-10-10-2018 | 10/18 | Postal Service Policy on Testimony by EEO Professionals | HR | IWEB | N/A |
| MOP HR-06-29-2020-3 | 6/20 | United States Postal Service Diversity and Inclusion Statement | HR | IWEB | N/A |
| MOP HR-05-20-2025-1 | 5/25 | Postal Service's Policy on Workplace Harassment | HR | IWEB | N/A |
| MOP HR-05-20-2025-2 | 5/25 | Equal Employment Opportunity Policy Statement | HR | IWEB | N/A |
| MOP HR-03-03-2025 | 3/25 | Parking Policy for Headquarters Employees | HR | IWEB | N/A |
| MOP OS-04-21-1998 | 4/98 | Hazardous Materials and Dangerous Goods in the Mail | O | IWEB | N/A |
| MOP OS-10-01-2001 | 10/01 | Vehicle Security | DEL | IWEB | N/A |
| MOP PG-04-21-2000 | 4/00 | Statement, Postmaster General William J. Henderson | PMG | IWEB | N/A |
| MOP PG-11-08-2000 | 11/00 | Endorsement of Nonpostal Products, Services, or Businesses | PMG | IWEB | N/A |
| MOP PP-09-20-2000 | 9/00 | Policy Regarding Correspondence to Board of Governors | CC | IWEB | N/A |
| MOP PP-02-22-2001 | 2/01 | Postal Policies and Procedures | CC | IWEB | N/A |
| MOP SM-05-25-2018 | 5/18 | Electronic Equipment Disposal Process | SM | IWEB | N/A |
| MOP SM-01-24-2022 | 1/22 | Interim Supplemental Guidance to Supplying Principles and Practices and Other Directives, COVID-19 Test Kit Fulfillment and Mailing Initiative | SM | IWEB | N/A |
| MOP SM-01-04-2023 | 1/23 | Memorandum of Policy (MOP) - Interim Supplemental Guidance to the Supplying Principles and Practices – Use of Approved Clauses | SM | IWEB | N/A |
| MOP SM-04-05-2024 | 4/24 | Increase in Purchase Card Local Buying Threshold, Handbook AS-709, Purchase Card Local Buying Policies and Procedures, Acquisition Competitive Threshold | SM | IWEB | N/A |
| MOP SM-07-18-2024 | 7/24 | Approval Process for Support Contractor/Supplier Access to Postal Service Training | SM | IWEB | N/A |
| MOP SM-09-25-2024 | 9/24 | Delegation of Contracting Authority and Increase in Review and Approval Thresholds, Purchasing Process Revisions | SM | IWEB | N/A |
| MOP SM-02-14-2025 | 2/25 | Revocation of Executive Order 1146 Equal Employment Opportunity | SM | IWEB | N/A |

Notices

Included are brief instructions, ID stickers, promotional material, safety and energy messages, and other information.

| PSIN | Edition Date | Title | Size (inches) | Stock Number | Unit of Issue | Org. | USPS Source | Public Source |
|----------|--------------|--|---------------|------------------|---------------|------|-------------|---------------|
| NOT 2 | 4/78 | Portable Lockbox Unit | 6 x 9 | 7610-03-000-9103 | EA | DEL | MDC | N/A |
| NOT 3-A | 11/11 | Letter-Size Mail Dimensional Standards Template | 13 x 8 | 7610-03-000-9053 | EA | PRI | MDC | MDC |
| NOT 3-C | 9/91 | In-Office Cost System Auto Compatibility Template | 8 x 11 | 7610-02-000-9004 | EA | FIN | MDC | N/A |
| NOT 3-D | 3/97 | UCAN Template | 15 x 12 | N/A | EA | FIN | HQO | N/A |
| NOT 3-E | 3/97 | SHAPE Template | 15 x 12 | N/A | EA | FIN | HQO | N/A |
| NOT 3-F | 3/97 | REMIS Template | 15 x 12 | N/A | EA | FIN | HQO | N/A |
| NOT 3-H | 5/06 | Periodicals, Standard Mail, and Package Services: Bundle Weight and Height for Mail in Sacks | 3 x 9 | 7610-05-000-4496 | EA | CR | MDC | MDC |
| NOT 3-P | 9/10 | Parcel Surcharge Guide Template | 17 x 2 1/2 | 7610-07-000-4874 | EA | DEL | MDC | N/A |
| NOT 3-S | 6/10 | First-Class Mail Shape-Based Pricing Template | 17 x 12 1/2 | 7530-10-000-0765 | EA | PRI | MDC | MDC |
| NOT 8-A | 5/94 | Change-of-Address Kit | 8 1/2 x 5 1/2 | N/A | EA | O | CFS | P/F |
| NOT 9 | 6/94 | No Smoking — Open Flame | 8 1/2 x 6 | 7690-03-000-9210 | EA | NET | MDC | N/A |
| NOT 11 | 8/02 | Tips for Postal Customers with Centralized Mailboxes | 8 1/2 x 11 | 7610-03-000-9146 | PG | DEL | MDCIWB | MDC |
| NOT 12 | 8/95 | Postal Customer Council Membership Certificate | 11 x 8 1/2 | 7610-03-000-9176 | EA | MSS | MDC | P/F |
| NOT 30 | 11/87 | Time Conversion Table | 8 1/2 x 11 | 7610-03-000-9359 | EA | FIN | MDCIWB | N/A |
| NOT 32-B | 9/10 | Post Office Box Service Fee Due (FIM B Marking) | 4 1/8 x 9 1/2 | 7610-03-000-8332 | EA | RET | MDCIWB | N/A |
| NOT 32-N | 9/18 | No-Fee (Group E) Post Office Box Renewal Notice/Annual Verification | 8 1/2 x 11 | 7610-04-000-5093 | EA | MSS | IWEB | N/A |
| NOT 34 | 9/96 | Management Instructions for Mail Delivery to a Central Point | 8 1/2 x 11 | 7610-03-000-9150 | EA | DEL | MDC | N/A |
| NOT 36 | 3/86 | Labeling Bundled Mail | 2 1/2 x 3 1/4 | 7610-01-000-9653 | EA | NET | MDC | N/A |
| NOT 38 | 4/00 | Approaches to Curbside Mailboxes | 6 x 4 | 7610-03-000-9147 | EA | DEL | MDC | N/A |
| NOT 50 | 9/92 | Theft? Protect Your Mail | 3 1/2 x 7 1/4 | 7610-02-000-9874 | EA | IS | MDC | P/F |
| NOT 52 | 9/90 | USPS Street Letter Box Painting Specifications | 8 1/2 x 11 | 7610-02-000-9885 | EA | ENG | MDC | N/A |
| NOT 61 | 1/94 | Notice to Customers (Equipment) | 8 1/2 x 5 1/2 | 7610-01-000-9664 | EA | NET | MDC | P/F |

Directives and Forms Catalog

| PSIN | Edition Date | Title | Size (inches) | Stock Number | Unit of Issue | Org. | USPS Source | Public Source |
|-----------|--------------|--|-----------------|------------------|---------------|------|-------------|---------------|
| NOT 67 | 4/11 | Automation Template | 12 3/8 x 8 1/2 | 7610-02-000-9906 | EA | ENG | MDC | N/A |
| NOT 69-B | 7/08 | Neighborhood Delivery and Collection Box | 5 x 7 | 7610-03-000-9185 | EA | DEL | MDC | N/A |
| NOT 70 | 5/09 | Privacy Act Notice — Human Resources Forms | 8 1/2 x 11 | 7610-01-000-9670 | EA | CA | MDCIWB | N/A |
| NOT 70-A | 5/09 | Privacy Act Notice — Investigative and Verification Forms | 8 1/2 x 11 | 7610-12-000-7473 | EA | CA | MDCIWB | N/A |
| NOT 70-B | 5/09 | Privacy Act Notice — OWCP Forms | 8 1/2 x 11 | 7610-12-000-7474 | EA | CA | MDCIWB | N/A |
| NOT 71 | 12/07 | Bombs by Mail | 3 11/16 x 8 1/2 | 7610-03-000-3583 | EA | IS | MDCIWB | N/A |
| NOT 76 | 7/03 | Expanded Vehicle Safety Check | 4 x 5 3/4 | 7610-01-000-9673 | EA | NET | MDCIWB | MDCWEB |
| NOT 76-T | 4/24 | Safety Checklist for Tractor Trailer Operators (TTOs) and Motor Vehicle Service Operators (MVOs) | 8 1/2 x 11 | N/A | EA | HR | IWEB | N/A |
| NOT 80 | 3/92 | Mail Chute Obstructions | 8 1/2 x 5 1/2 | 7610-02-000-9961 | EA | DEL | MDC | N/A |
| NOT 93 | 5/68 | Alternative Mail Security Installations | 8 x 10 1/2 | 7610-03-000-0408 | EA | DEL | HQO | N/A |
| NOT 102 | 10/92 | U.S. Postal Inspection Service Photo Display Folder | 8 1/2 x 11 | 7610-02-000-7988 | EA | IS | HQO | N/A |
| NOT 107 | 7/25 | Let's Keep the Mail Safe | 3 3/4 x 8 1/2 | 7610-01-000-9693 | EA | IS | MDCIWB | MDCWEB |
| NOT 107-S | 8/14 | Let's Keep the Mail Safe (Spanish) | 3 3/4 x 8 1/2 | 7610-01-000-9693 | EA | IS | MDCIWB | WWW |
| NOT 108 | 1/02 | Customer Reassurance Notice | 3 1/4 by 8 1/2 | 7610-05-000-4816 | EA | RET | MDC | P/F |
| NOT 110 | 1/04 | We Care Acknowledgment Card | 6 x 4 1/4 | 7610-07-000-8494 | EA | CA | MDC | N/A |
| NOT 121 | 10/12 | Media Mail Service | 3 1/2 x 9 | 7610-07-000-4037 | EA | RET | IWEB | WWW |
| NOT 122 | 7/13 | Domestic Claims — Customer Quick Reference Guide | 8 1/2 x 5 1/2 | 7610-07-000-0937 | EA | FIN | MDCIWB | MDCWEB |
| NOT 122-A | 7/13 | International Mail: Instructions to Initiate an Inquiry | 8 1/2 x 3 3/4 | 7610-08-000-3561 | PAD | GB | MDCIWB | P/F |
| NOT 123 | 10/25 | Price List | 8 1/2 x 11 | 7610-03-000-9257 | EA | PS | MDCIWB | PE |
| NOT 124 | 8/10 | Automation Flats Template | 12 5/8 x 8 3/4 | 7610-07-000-0165 | EA | ENG | MDC | N/A |
| NOT 128 | 7/25 | The Safety of the Mail Is Everyone's Responsibility | 3 3/8 x 8 1/2 | 7610-08-000-1489 | EA | IS | MDCIWB | MDCWEB |
| NOT 129 | 8/14 | Don't Be the Victim of a Reshipping Scam! | 3 3/4 x 8 | 7610-11-000-2201 | EA | IS | MDCIWB | MDCWEB |
| NOT 129-S | 1/12 | No Sea Victima de una Estafa por Reenvio | 3 3/4 x 8 | 7610-11-000-2201 | EA | IS | MDCIWB | MDCWEB |
| NOT 130 | 6/86 | Warning of Illegal Drugs | 11 x 14 | 7610-03-000-3525 | EA | IS | MDC | P/F |
| NOT 131 | 3/03 | MPTQM | 3 5/8 x 8 1/2 | N/A | EA | SM | HQO | P/F |
| NOT 139 | 1/82 | Public Auction — Sale of Used Postal Vehicles | 8 1/2 x 11 | 7610-01-000-9698 | EA | NET | HQO | N/A |
| NOT 172 | 5/13 | Easy Secure Convenient (Wallet Card) | 2 1/8 x 3 3/8 | 7610-07-000-5447 | EA | ERM | MDC | N/A |

| PSIN | Edition Date | Title | Size (inches) | Stock Number | Unit of Issue | Org. | USPS Source | Public Source |
|------------|--------------|---|---------------|------------------|---------------|------|-------------|---------------|
| NOT 173 | 3/05 | Easy Secure Convenient (magnet) | 2 x 3 1/2 | 7610-07-000-5734 | EACH | ERM | MDC | N/A |
| NOT 174 | 5/08 | Don't Be the Victim of a Check Scam! | 3 5/8 x 8 | 7610-10-000-6227 | EA | IS | MDCIWB | MDCWEB |
| NOT 174-S | 1/12 | No Sea una Victima de un Fraude de Cheques | 3 5/8 x 8 | 7610-11-000-6227 | EA | IS | MDCIWB | MDCWEB |
| NOT 204 | 4/96 | Dog Days | 3 5/8 x 8 1/2 | 7610-01-000-9730 | EA | DEL | MDC | P/F |
| NOT 209 | 11/00 | Mailbox Improvement Week | 8 1/2 x 5 1/2 | 7610-03-000-9145 | EA | DEL | MDCIWB | P/F |
| NOT 225 | 4/91 | How to Complete Form 3925 | 8 1/2 x 11 | 7610-03-000-3582 | EA | DEL | MDC | N/A |
| NOT 241 | 6/87 | Administrating the Pandering Advertisement Statute | 8 1/2 x 11 | 7610-01-000-9744 | EA | GC | MDC | N/A |
| NOT 273 | 2/96 | Rental Space Available in This Building | 8 x 4 | 7610-03-000-3822 | EA | FAC | MDC | N/A |
| NOT 276 | 5/90 | Automation Readability Video Series | 9 x 3 3/4 | 7610-02-000-7076 | EA | NET | MDC | N/A |
| NOT 279 | 12/90 | Heating Ventilating Air Conditioning Controls, Maintenance, and Calibration | 11 x 17 | 7610-02-000-7077 | EA | NET | MDC | N/A |
| NOT 423 | 1/25 | PSHB Temporary Continuation of Coverage | 8 1/2 x 11 | N/A | EA | HR | IWEB | N/A |
| NOT 426 | 1/25 | PSHB Health Benefits Coverage for Noncareer Employees | 8 1/2 x 11 | N/A | EA | HR | IWEB | N/A |
| NOT 616 | 3/19 | Premium Forwarding Service Residential (postcard) | 9 x 6 | 7610-17-000-1524 | EA | CHN | MDCIWB | WWW |
| NOT 700 | 10/12 | Check Before Mailing | 13 x 8 | 7690-16-000-8922 | EA | IS | MDCIWB | WWW |
| NOT 701-P | 10/12 | Check First (Tear-Off Pad) | 8 x 8 | 7690-16-000-8923 | EA | IS | MDCIWB | WWW |
| NOT 703 | 10/12 | International Mail Only | 16 1/2 x 11 | 7690-16-000-8924 | EA | IS | MDCIWB | WWW |
| NOT 704 | 10/12 | Check for Lithium Batteries | 16 1/2 x 11 | 7690-16-000-8925 | EA | IS | MDCIWB | WWW |
| NOT 890-A | 3/12 | Do Not Put in Compactor or Dumpster | 8 1/2 x 11 | 7690-13-000-5381 | EA | DPG | MDCIWB | N/A |
| NOT 4314-A | 3/02 | We Want to Know (Spanish) | 3 3/4 x 9 | 7610-05-000-4889 | PG | CA | MDC | P/F |
| NOT 4314-C | 9/14 | We Want to Know | 3 3/4 x 9 | 7610-05-000-4859 | PG | CA | MDC | P/F |

Policies and Related Documents

Policies and related documents are part of the Postmaster General's policy and guidance project. To make these documents available to readers quickly, the following applies:

Policies and related documents are official documents of the United States Postal Service® and are effective upon publication. These documents will be named, numbered, and formatted in accordance with Postal Service™ editorial and brand standards and Section 508 requirements at a future date.

| PSIN | Edition Date | Doc Type | Title | Stock Number | Org. | USPS Source | Public Source |
|---------------|--------------|------------|--|--------------|------|-------------|---------------|
| TBD | 4/24 | Procedure | AI Policy Implementation Guide | N/A | PMG | IWEB | N/A |
| TBD | 4/24 | Policy | Artificial Intelligence Policy | N/A | PMG | IWEB | N/A |
| TBD | 12/24 | Policy | Data Governance Policy | N/A | IT | IWEB | N/A |
| TBD | 12/24 | Procedures | Data Governance Policy Implementation Guide | N/A | IT | IWEB | N/A |
| TBD | 4/24 | Policy | Environmental Governance Policy | N/A | DPG | IWEB | N/A |
| TBD | 12/24 | Procedures | Financial Disclosures Reporting Procedures for the U.S. Postal Service | N/A | GC | IWEB | N/A |
| TBD | 12/24 | Policy | Gifts and Decorations from Foreign Governments | N/A | GC | IWEB | N/A |
| TBD | 4/24 | Policy | Government Relations Policy | N/A | GR | IWEB | N/A |
| TBD | 4/24 | Procedure | Government Relations Process | N/A | GR | IWEB | N/A |
| TBD | 4/25 | Policy | USPS Maintenance Operations Policy | N/A | DPG | IWEB | NA |
| TBD | 4/25 | Policy | Wireless Management Policy | N/A | IT | IWEB | NA |
| AS-310 | 9/23 | Policy | Management of Postal Service Policies and Related Documents | N/A | CC | IWEB | N/A |
| AS-353 | 1/25 | Policy | Guide to Privacy, Freedom of Information Act, and Records Management | NA | PG | IWEB | NA |
| AS-501 | 10/24 | Policy | Facilities Design Policy | NA | FAC | IWEB | NA |
| AS-502 | 10/24 | Process | Facilities Design Process | NA | FAC | IWEB | NA |
| AS-503 | 9/24 | Procedure | Standard Design Criteria | NA | FAC | IWEB | NA |
| AS-520 | 5/24 | Policy | Node Study Policy | N/A | FAC | IWEB | N/A |
| AS-520 | 5/24 | Procedure | Node Study Process | N/A | FAC | IWEB | N/A |
| AS-701 | 1/25 | Policy | Asset Management Policy | N/A | SM | IWEB | N/A |
| AS-701 | 1/25 | Process | Asset Management Process | N/A | SM | IWEB | N/A |
| DM-601-1 | 4/25 | Policy | Civil Enforcement Authority for Hazardous Materials | N/A | HR | IWEB | N/A |
| DM-601-2 | 4/25 | Policy | Hazardous Materials Acceptance and Handling Policy | N/A | HR | IWEB | N/A |
| EL-340-2009-2 | 1/25 | Policy | Reconstructing an Official Personnel Folder | N/A | HR | IWEB | N/A |
| EL-502 | 1/25 | Policy | CSRS Retirement Guide | N/A | HR | IWEB | N/A |
| EL-520 | 1/25 | Policy | Guide to USPS Health Benefits Plan | N/A | HR | IWEB | N/A |
| F-2 | 5/24 | Policy | Functional Management Policy | N/A | FIN | IWEB | N/A |
| F-2 | 5/24 | Procedure | Functional Management Procedures | N/A | FIN | IWEB | N/A |

| PSIN | Edition Date | Doc Type | Title | Stock Number | Org. | USPS Source | Public Source |
|-----------|--------------|-----------|---|--------------|------|-------------|---------------|
| F-66 | 7/23 | Policy | Finance and Strategy Policy | N/A | FIN | IWEB | N/A |
| M-22 | 3/25 | Policy | Dispatch and Routing Policy | N/A | NO | IWEB | N/A |
| PO-408 | 7/23 | Policy | Mail Processing Facility Review | N/A | CPD | IWEB | N/A |
| PO-502 | 4/25 | Policy | Mail Transport Equipment Policy | N/A | NO | IWEB | N/A |
| PO-502 | 4/25 | Process | Mail Transport Equipment Process | N/A | NO | IWEB | N/A |
| PO-515 | 10/25 | Policy | Highway Contract Safety Policy | N/A | PMG | IWEB | N/A |
| PO-515 | 10/25 | Procedure | Highway Contract Safety Procedure | N/A | PMG | IWEB | N/A |
| PO-531 | 6/25 | Policy | Highway Contract Route Performance Monitoring and Exceptional Service Payment Reconciliation Policy | N/A | NO | IWEB | N/A |
| PO-531 | 6/25 | Process | Highway Contract Route Performance Monitoring and Exceptional Service Payment Reconciliation Process | N/A | NO | IWEB | N/A |
| PO-408 | 7/23 | Procedure | Mail Processing Facility Review | N/A | CPD | IWEB | N/A |
| PUB 156 | 10/24 | Policy | Contract Postal Unit Agreement Policy | N/A | DEL | IWEB | N/A |
| PUB 156-A | 10/24 | Procedure | Contract Postal Unit Agreement Procedure | N/A | DEL | IWEB | N/A |
| PUB 164 | 1/25 | Policy | Compensation, Relocation Benefits, and Reinstatement Policies for Career Employees in Transition: Q's and A's | N/A | HR | IWEB | N/A |

Postal Bulletin

The *Postal Bulletin* is the official record of changes in Postal Service policies and procedures, and it is the vehicle for time-sensitive instructions and advance notice of changes in other directives. It is published biweekly and is effective for 1 year unless otherwise specified.

Postal Bulletin articles originate from Headquarters departments and are cleared and approved according to AS-310, *Management of Postal Service Policies and Related Documents*. Field offices wishing to publish an article in the *Postal Bulletin* should contact their Headquarters vice president or designated representative.

Distribution and Ordering Instructions

Public Subscriptions

Anyone in the public may subscribe to the *Postal Bulletin* or order single copies.

To subscribe, members of the public should complete the *Postal Bulletin* Subscription Order Form and mail a payment (check or money order) to the Postal Service at:

STAMP FULFILLMENT SERVICES
UNITED STATES POSTAL SERVICE
POST OFFICE BOX 7247
PHILADELPHIA PA 19101-7101

For your convenience, we also accept credit card orders. You may mail the subscription order form to the above address or fax it to 816-545-1212; or, if you prefer, you may submit your credit card order by telephone by calling 800-STAMP-24.

Prices

Annual subscriptions (26 issues year):

- Domestic: \$163.00
- International: \$228.00

Electronic Availability

Issues posted online are complete from January 1, 1995, through the present, including semiannual and annual indexes. The *Postal Bulletin* production schedule for the current year and an order form are also available.

You can view, download, and print the *Postal Bulletin* online as follows:

- From the Postal Service Intranet at <http://blue.usps.gov>, under “Employee Resources,” click on *Postal Bulletin*.
- From the Postal Service Internet at www.usps.com, click on *All Products & Services*. Then (in the alphabetical list) click on *Publications*, and then on *Postal Bulletin*.

Questions

If you have any questions about your subscription to the *Postal Bulletin*, contact the *Postal Bulletin* editor as follows:

Telephone: 202-268-4231

Postal Service e-mail address: *Postal Bulletin*

Internet e-mail address: pbulleti@usps.gov

Posters

Included are brief instructions, ID stickers, promotional material, safety and energy messages, and other information. Philatelic posters are not included on this list.

| PSIN | Edition Date | Title | Size (inches) | Stock Number | Unit of Issue | Org. | USPS Source | Public Source |
|----------|--------------|--|---------------|------------------|---------------|------|-------------|---------------|
| POS 4-A | 1/73 | Programmed Delivery Day — Color-Coded Label Chart | 8 1/2 x 11 | 7690-01-000-9136 | EA | NET | MDC | N/A |
| POS 5 | 7/05 | Warning — Reusing Postage | 11 x 8 1/2 | 7690-03-000-9182 | EA | IS | MDC | N/A |
| POS 7 | 8/16 | Rules and Regulations Governing Conduct on Postal Service Property | 8 1/2 X 11 | 7690-03-000-9181 | EA | IS | IWEB | WWW |
| POS 7-S | 4/03 | Rules and Regulations Governing Conduct on Postal Property | 8 1/2 x 11 | N/A | EA | EDD | IWEB | N/A |
| POS 21-B | 3/01 | Varieties of Sexual Harassment | 18 x 24 | 7690-05-000-4309 | EA | EDD | MDC | N/A |
| POS 21-C | 3/01 | Sexual Harassment — It's Illegal | 18 x 24 | 7690-05-000-4310 | EA | EDD | MDC | N/A |
| POS 25-A | 3/78 | Criteria For Processing Parcels In Bulk Mail Centers | 17 x 22 | 7690-03-000-3797 | EA | NET | MDC | N/A |
| POS 25-B | 11/79 | Criteria For Processing Parcels In Bulk Mail Centers | 24 x 31 | 7690-01-000-9139 | EA | NET | MDC | N/A |
| POS 25-C | 12/93 | Criteria For Processing Parcels In Bulk Mail Centers | 8 1/2 x 11 | 7690-03-000-9287 | EA | NET | MDC | N/A |
| POS 37 | 9/12 | Is Your Package Safe to Mail? | 24 x 36 | 7690-05-000-4804 | EA | IS | MDCIWB | MDCWEB |
| POS 37-S | 9/12 | Is Your Package Safe to Mail? | 18 x 24 | 7690-05-000-5499 | EA | IS | MDCIWB | MDCWEB |
| POS 50-A | 3/99 | Breast Cancer Stamp | 24 x 36 x 1 | 7690-04-000-6232 | EA | GR | MDC | N/A |
| POS 50-B | 3/99 | Breast Cancer Stamp | 24 x 36 x 1 | 7690-04-000-6233 | EA | GR | MDC | N/A |
| POS 54-A | 11/98 | BMEU — Only You Can Prevent Revenue Loss | 24 x 36 | 7690-04-000-5691 | EA | FIN | MDC | N/A |
| POS 54-B | 11/98 | BMEU — Only You Can Prevent Revenue Loss | 11 x 17 | 7690-04-000-5692 | EA | FIN | MDC | N/A |
| POS 61 | 11/11 | Postal Service Policy on Drug Abuse | 8 1/2 x 11 | 7690-02-000-9123 | EA | ERM | IWEB | N/A |
| POS 62 | 9/25 | Achieving a Violence-Free Workplace Together | 14 x 17 | 7690-05-000-4320 | EA | LR | IWEB | N/A |
| POS 62-A | 5/98 | Violence-Free Workplace | 24 x 36 | 7690-05-000-4321 | EA | IS | MDC | N/A |
| POS 63 | 5/07 | Postal Service Policy on Reporting Requirements for Sex Offenders | 8 1/2 x 11 | N/A | N/A | ERM | IWEB | N/A |
| POS 66 | 1/01 | Workplace Security | 18 x 24 | 7690-05-000-4228 | EA | IS | MDCIWB | N/A |
| POS 72 | 11/18 | Equal Employment Opportunity Is the Law | 8 1/2 x 11 | 7690-03-000-9326 | EA | EDD | IWEB | N/A |
| POS 74 | 8/09 | Packaging Pointers | 8 1/2 x 11 | 7690-03-000-9236 | EA | PRI | MDCIWB | MDCWEB |
| POS 74-S | 6/82 | Packaging Pointers (Spanish) | 17 x 22 | 7690-01-000-9166 | EA | PRI | MDC | MDC |
| POS 76 | 1/99 | Some Things Were Never Meant to Be Mailed | 8 1/2 x 11 | 7690-03-000-9321 | EA | IS | MDCIWB | WWW |
| POS 76-S | 1/99 | Hazardous Materials (Spanish) | 8 1/2 x 11 | 7690-03-000-3697 | EA | IS | MDCIWB | WWW |
| POS 81 | 7/23 | How to Reuse a Box for Shipping | 18 x 24 | 7690-05-000-4434 | EA | IS | MDCIWB | WWW |

| PSIN | Edition Date | Title | Size (inches) | Stock Number | Unit of Issue | Org. | USPS Source | Public Source |
|-----------|--------------|--|---------------|------------------|---------------|------|-------------|---------------|
| POS 83 | 3/98 | How to Mail Permit Imprint Mail | 8 1/2 x 11 | 7690-04-000-4742 | EA | PRI | MDC | N/A |
| POS 84 | 9/06 | Suspicious Mail | 11 x 17 | 7690-07-000-7097 | EA | IS | MDCIWB | MDCIWB |
| POS 113-A | 11/88 | Examine Empty Sacks and Pouches | 11 x 14 | 7690-01-000-9901 | EA | NET | MDC | N/A |
| POS 114-B | 9/92 | Defective Sack and Pouch Identification | 21 x 28 | 7690-01-000-9182 | EA | NET | MDC | N/A |
| POS 122 | 9/23 | Timelines for Online Domestic Claims and Refunds | 18 x 24 | 7690-17-000-1602 | EA | CMO | IWEB | N/A |
| POS 123-S | 1/13 | Postal Rates and Fees | 14 x 21 | 7690-03-000-4151 | EA | PRI | MDC | MDC |
| POS 128 | 11/02 | To Them Their Comments are Harmless. To Her, They are Offensive. | | 7610-05-000-5588 | EA | EDD | MDCIWB | N/A |
| POS 129 | 12/02 | In God We Trust | 12 x 14 | 7690-05-000-5601 | EA | CC | MDC | MDC |
| POS 133 | 6/02 | MERLIN Mailpiece Orientation: Letters | 24x36 | N/A | EA | CR | HQO | N/A |
| POS 134 | 6/02 | MERLIN Mailpiece Orientation: Flats | 24x36 | N/A | EA | CR | HQO | N/A |
| POS 136 | 8/03 | REDRESS Resolve Employment Disputes Reach Equitable Solutions Swiftly | 18 X 24 | 7690-04-000-5420 | EA | ERM | MDCIWB | N/A |
| POS 137 | 8/98 | REDRESS Questions & Answers | 8 1/2 x 11 | N/A | EA | GC | HQO | N/A |
| POS 138 | 8/14 | Keep the Mail Safe | 11 x 17 | 7530-05-000-5532 | EA | IS | MDCIWB | WWW |
| POS 139 | 1/82 | For Sale — Surplus Postal Vehicles | 8 1/2 x 11 | 7690-01-000-9190 | EA | NET | HQO | HQO |
| POS 143 | 2/03 | This is Serious Business | 16 x 20 | 7690-05-000-5963 | | EDD | MDCIWB | N/A |
| POS 149 | 7/05 | The Perfect Bundle | 18 x 24 | 7690-08-000-1438 | EA | NET | MDCIWB | MDC |
| POS 150 | 9/14 | You're Only As Strong As Your Weakest Link | 8 1/2 x 11 | 7690-05-000-0361 | EA | IS | MDCIWB | N/A |
| POS 157 | 6/06 | Our Diversity Is Our Strength | 18 x 24 | 7690-08-000-4672 | EA | HR | MDCIWB | N/A |
| POS 158 | 10/19 | Possession of Firearms and Other Dangerous Weapons on Postal Service Property Is Prohibited by Law | 8 1/2 x 11 | 7610-03-000-3949 | EA | IS | MDCIWB | MDC |
| POS 159 | 11/18 | Workplace Harassment: Know Your Rights! Take Responsibility! | 8 1/2 x 11 | 7690-07-000-2222 | EA | ERM | MDCIWB | N/A |
| POS 175 | 1/98 | Bulk Mail Center Network | 17 x 22 | 7690-03-000-9075 | EA | NET | MDC | N/A |
| POS 181 | 7/05 | Double Satchel Instructions | 17 x 22 | 7690-05-000-4888 | EA | DEL | MDC | N/A |
| POS 181-A | 7/05 | Double Satchel Features | 8 1/2 x 11 | N/A | EA | DEL | IWEB | WWW |
| POS 183-A | 2/05 | Easy Secure Convenient (small poster) | 9 x 12 | 7690-07-000-5730 | EA | ERM | MDC | N/A |
| POS 183-B | 2/05 | Easy Secure Convenient (large poster) | 18 x 24 | 7690-07-000-5731 | EA | ERM | MDC | N/A |
| POS 192-A | 5/06 | Skilled Maintenance Workers Make It Work | 11 x 17 | 7690-08-000-3153 | EA | ERM | MDCIWB | N/A |
| POS 192-B | 5/06 | Transform Yourself and Your Career | 11 x 17 | 7690-08-000-3154 | EA | ERM | MDCIWB | N/A |
| POS 204 | 7/16 | OIG Fraud Awareness | 11 x 14 | 7690-08-000-0914 | EA | OIG | MDCIWB | WWW |
| POS 205-B | 8/08 | Suspicious and Unknown Powders | 11 x 14 | 7690-08-000-1684 | EA | IS | MDCIWB | N/A |
| POS 206 | 1/23 | Recognizing Anonymous Mail | 18 x 24 | 7690-10-000-0793 | EA | IS | MDCIWB | N/A |
| POS 207 | 1/23 | Anonymous Mail | 18 x 24 | 7690-10-000-0794 | EA | IS | MDCIWB | N/A |
| POS 208 | 11/08 | Revenue Protection | 8 x 10 | 7690-12-000-4155 | EA | IS | MDCWEB | MDCIWB |

Directives and Forms Catalog

| PSIN | Edition Date | Title | Size (inches) | Stock Number | Unit of Issue | Org. | USPS Source | Public Source |
|-----------|--------------|---|---------------|------------------|---------------|------|-------------|---------------|
| POS 211-A | 6/08 | Outgoing Clearance Color Code Application for BMCs/ASFs | 9 x 12 | 7690-11-000-0540 | EA | NET | MDCWEB | N/A |
| POS 211-B | 6/08 | Destination Delivery Color Code Application for BMCs/ASFs | 9 x 12 | 7690-11-000-1115 | EA | NET | MDCWEB | N/A |
| POS 212 | 6/08 | Outgoing MXD Processing Color Code Application for a BMC/ASF Serving as a Consolidation Gateway | 9 x 12 | 7690-11-000-0541 | EA | NET | MDCWEB | N/A |
| POS 213-A | 6/08 | Outgoing Clearance Color Code Application for Plants | 9 x 12 | 7690-11-000-0542 | EA | NET | MDCWEB | N/A |
| POS 213-B | 6/08 | Destination Delivery Color Code Application for Plants | 9 x 12 | 7690-11-000-1116 | EA | NET | MDCWEB | N/A |
| POS 214 | 6/08 | Outgoing MXD Processing Color Code Application for a Plant Serving as a Consolidation Gateway | 9 x 12 | 7690-11-000-0543 | EA | NET | MDCWEB | N/A |
| POS 221 | 8/25 | Expedited Packaging Supplies Available at Retail | 24 x 36 | 7690-18-000-6936 | EA | RET | MDC | N/A |
| POS 239 | 8/08 | Mail Theft, Employee Awareness | 8 1/2 x 11 | 7690-11-000-5108 | EA | IS | MDCIWB | N/A |
| POS 286 | 9/11 | Suspicious Mail | 18 x 24 | 7690-13-000-6715 | EA | DPG | MDCIWB | N/A |
| POS 296 | 4/25 | Notice of Reward | 8 1/2 x 11 | 7690-03-000-9335 | EA | IS | MDCIWB | WWW |
| POS 298 | 1/21 | Domestic Hazardous Materials Warning Labels and Markings | 9 x 12 | 7690-05-000-4227 | EA | IS | MDCIWB | MDCWEB |
| POS 308 | 3/01 | Postal Store | 16 x 24 | 7690-05-000-4311 | EA | PRI | MDC | N/A |
| POS 309 | 2/04 | Automated Postal Center: Poster (stanchion) | 21 x 28 | 7690-07-000-0146 | EA | SAL | MDC | N/A |
| POS 310 | 1/98 | Mail Theft is a Crime | 14 x 11 | N/A | EA | IS | HQO | HQO |
| POS 311 | 7/08 | Tampering With Mail | 9 x 12 | 7690-05-000-4815 | EA | IS | MDCIWB | MDCWEB |
| POS 313 | 2/12 | Service Performance | 8 1/2 x 11 | 7690-08-000-4342 | EA | RET | MDCIWB | N/A |
| POS 315 | 4/17 | The Reasonable Accommodation Process | 8 1/2 x 11 | 7690-07-000-7706 | EA | LR | MDCIWB | MDCWEB |
| POS 318 | 1/09 | Civil Penalty Notice | 11 x 17 | 7690-12-000-5537 | EA | IS | MDCIWB | MDCWEB |
| POS 326-B | 5/14 | Heat Stress: Tips to Prevent Heat Stress | 11 x 17 | 7690-17-000-1688 | EA | ERM | MDCIWB | N/A |
| POS 337 | 9/12 | The Place You Work Is the Workplace You Protect | 8 1/2 x 11 | 7690-16-000-8862 | EA | IS | MDCIWB | N/A |
| POS 339 | 10/13 | Threats Are No Laughing Matter | 24 x 36 | 7690-17-000-0599 | EA | IS | MDCIWB | N/A |
| POS 341 | 5/14 | You Are Your Most Important Delivery | 8 1/2 x 11 | 7690-17-000-1670 | EA | IS | MDCIWB | N/A |
| POS 355-B | 7/94 | What's the Idea? | 8 1/2 x 11 | 7690-02-000-3993 | EA | ERM | MDC | MDC |
| POS 360-L | 5/13 | MTE Costs Money (Large) | 36 x 24 | 7690-17-000-0325 | EA | NET | MDC | N/A |
| POS 360-R | 5/13 | MTE Costs Money (Regular) | 24 x 18 | 7690-17-000-0326 | EA | NET | MDCIWB | N/A |
| POS 361-L | 5/13 | MTE, Flat Tubs (Large) | 36 x 24 | 7690-17-000-0327 | EA | NET | MDC | N/A |
| POS 361-R | 5/13 | MTE, Flat Tubs (Regular) | 18 x 24 | 7690-17-000-0328 | EA | NET | MDCIWB | N/A |
| POS 362-L | 5/13 | Don't Dump MTE (Large) | 24 x 36 | 7690-17-000-0329 | EA | NET | MDC | N/A |
| POS 362-R | 5/13 | Don't Dump MTE (Regular) | 18 x 24 | 7690-17-000-0330 | EA | NET | MDCIWB | N/A |
| POS 363 | 5/13 | MTE: Got It? Return It! | 36 x 24 | 7690-17-000-0331 | EA | NET | MDCIWB | N/A |

| PSIN | Edition Date | Title | Size (inches) | Stock Number | Unit of Issue | Org. | USPS Source | Public Source |
|-------------|--------------|---|----------------|------------------|---------------|------|-------------|---------------|
| POS 380-A | 9/14 | Globally Harmonized System (GHS): Data Sheets | 11 x 17 | 7690-17-000-0346 | EA | ERM | MDCIWB | N/A |
| POS 400 | 6/11 | Depression Awareness: Understanding Depression | 11 x 17 | 7690-13-000-6985 | EA | LR | MDCIWB | N/A |
| POS 401 | 7/11 | Depression Awareness: Symptoms of Depression | 11 x 14 | 7690-13-000-6986 | EA | LR | MDCIWB | N/A |
| POS 402 | 8/11 | Depression Awareness: Overcoming Depression | 11 x 14 | 7690-13-000-6987 | EA | LR | MDCIWB | N/A |
| POS 501 | 4/02 | Hotline: Working to Build an Efficient and Effective Postal Service | 16 x 20 | 7690-05-000-5084 | EA | OIG | MDC | N/A |
| POS 505 | 1/16 | USPS Package Returns Comparison | 11 x 17 | N/A | EA | CMO | HQOIWB | N/A |
| POS 527 | 8/02 | Money Order Poster | 14 x 21 | 7690-02-000-7085 | EA | IS | MDC | MDC |
| POS 543 | 1/00 | Two Easy Methods to Bid Jobs | | 7690-04-000-8865 | EA | ERM | MDCIWB | N/A |
| POS 547-A | 9/12 | MTE Stacking Standards (Plants, Dark Blue, 24x36) | 24 x 36 | 7690-16-000-8828 | EA | NET | MDC | N/A |
| POS 547-B | 9/12 | MTE Stacking Standards (Plants, Dark Blue, 18x24) | 18 x 24 | 7690-16-000-8829 | EA | NET | MDC | N/A |
| POS 547-C | 9/12 | MTE Stacking Standards (POs, Light Blue, 18x24) | 18 x 24 | 7690-16-000-8830 | EA | NET | MDC | N/A |
| POS 612-X | 9/07 | Blank Blue Parcel Slide Translite | 19 1/2 x 9 1/2 | 7690-10-000-6188 | EA | CR | MDC | N/A |
| POS 614 | 8/06 | Apply for a U.S. Passport Here (two-sided cling) | 24 x 36 | 7690-08-000-4431 | EA | CR | MDCIWB | N/A |
| POS 615 | 8/08 | Recycling Poster | 24 x 36 | 7690-11-000-5150 | EA | RET | MDCIWB | WWW |
| POS 616 | 1/14 | Premium Forwarding Service Residential (lobby poster) | 9 x 12 | 7690-17-000-1525 | EA | CHN | MDCIWB | N/A |
| POS 620-BME | 1/15 | It Begins With a Smile (BMEU Clerk) | 18 x 24 | 7690-17-000-0111 | EA | CR | MDCIWB | N/A |
| POS 620-CC | 1/15 | It Begins With a Smile (City Carrier) | 18 x 24 | 7690-16-000-8985 | EA | CA | MDCIWB | N/A |
| POS 620-CCA | 1/15 | It Begins With a Smile (Customer Care Agent) | 18 x 24 | 7690-17-000-4859 | EA | CA | MDCIWB | N/A |
| POS 620-MH | 1/15 | It Begins With a Smile (Mail Handler) | 24 x 18 | 7690-16-000-8986 | EA | CA | MDCIWB | N/A |
| POS 620-RC | 1/15 | It Begins With a Smile (Rural Carrier) | 24 x 18 | 7690-16-000-8983 | EA | CA | MDCIWB | N/A |
| POS 620-SSA | 1/15 | It Begins With a Smile (Sales and Services Associate) | 18 x 24 | 7690-16-000-8984 | EA | CA | MDCIWB | N/A |
| POS 621 | 1/15 | Delivery Done Right | 18 x 24 | 7690-16-000-8987 | EA | CA | MDCIWB | N/A |
| POS 622 | 1/15 | We Value Your Business | 18 x 24 | 7690-16-000-8988 | EA | CA | MDCIWB | N/A |
| POS 644 | 9/02 | Buy Stamps Fast | 24 x 36 | 7690-05-000-4216 | EA | CR | MDC | N/A |
| POS 701-L | 10/12 | Check First (large poster) | 24 x 36 | 7690-16-000-8927 | EA | IS | MDCIWB | WWW |
| POS 701-S | 10/12 | Check First (small poster) | 18 x 24 | 7690-16-000-8926 | EA | IS | MDCIWB | N/A |
| POS 702 | 3/18 | Prohibited in International Mail: Dangerous Goods Warning Labels | 24 x 36 | 7690-16-000-8928 | EA | IS | MDCIWB | WWW |
| POS 703 | 4/19 | LLV Fire Prevention (A) | 18 x 24 | 7690-18-000-4761 | EA | DEL | MDCIWB | N/A |
| POS 704 | 4/19 | LLV Fire Prevention (B) | 18 x 24 | 7690-18-000-4762 | EA | DEL | MDCIWB | N/A |
| POS 705 | 4/19 | LLV Fire Prevention (C) | 24 x 18 | 7690-18-000-4763 | EA | DEL | MDCIWB | N/A |
| POS 804 | 4/08 | Always Carry a Valid Driver's License | 8 1/2 x 11 | N/A | EA | ERM | IWEB | N/A |
| POS 890-A | 10/10 | We Recycle! | 18 x 24 | 7690-13-000-5285 | EA | ERM | MDCIWB | N/A |
| POS 890-B | 8/10 | Reduce It! This Is a Zero Waste Site | 11 x 14 | 7690-13-000-5380 | EA | ERM | MDCIWB | N/A |

Directives and Forms Catalog

| PSIN | Edition Date | Title | Size (inches) | Stock Number | Unit of Issue | Org. | USPS Source | Public Source |
|---------------|--------------|---|---------------|------------------|---------------|------|-------------|---------------|
| POS 900 | 11/21 | USPS Shoe Policy | 11 x 17 | 7690-18-00-8441 | EA | HR | MDCIWB | N/A |
| POS OSHA 3165 | 4/01 | Job Safety and Health Protection — English Language | 20 x 14 | 7690-05-000-4387 | EA | ERM | MDC | N/A |
| POS OSHA 3167 | 4/01 | Job Safety and Health Protection — Spanish Language | 20 x 14 | 7690-05-000-4388 | EA | ERM | MDC | N/A |

Publications

Publications are specialized instructions, often meant for the public, such as how-to guides or brochures, catalogs, and reference works.

| PSIN | TL | Edition Date | Title | Stock Number | Org. | USPS Source | Public Source |
|-----------|----|--------------|---|------------------|------|-------------|---------------|
| PUB 5 | | 12/18 | Let's Do Business | 7610-03-000-9156 | SM | IWEB | WWW |
| PUB 5-A | | 7/01 | Let's Do Business | 7610-05-000-4225 | EDD | MDCIWB | P/F |
| PUB 8 | | 9/17 | ACS Product Information Guide | N/A | IMAQ | IWEB | WWW |
| PUB 12 | | 2/14 | Health Benefits Open Season Administrative and Processing Information | 7610-03-000-5937 | LR | IWEB | N/A |
| PUB 14 | | 8/14 | Prohibitions and Restrictions on Mailing Plants, Animals, and Related Matter | 7610-02-000-7902 | PRI | IWEB | WWW |
| PUB 22 | | 6/25 | Expedited Packaging Supplies | N/A | ES | IWEB | N/A |
| PUB 25 | | 11/18 | Designing Letter and Reply Mail | 7610-03-000-9119 | PRI | IWEB | WWW |
| PUB 28 | | 10/24 | Postal Addressing Standards | 7610-03-000-3688 | IMAQ | IWEB, PE | PE |
| PUB 32 | | 7/13 | Glossary of Postal Terms | 7610-03-000-9296 | CC | IWEB | WWW |
| PUB 38 | | 2/80 | Postal Agreement with the Department of Defense | 7610-01-000-9809 | DEL | MDCIWB | MDC |
| PUB 45 | | 6/25 | Achieving a Violence-Free Workplace Together | 7610-04-000-4848 | LR | IWEB | WWW |
| PUB 52 | | 11/23 | Hazardous, Restricted, and Perishable Mail | 7610-03-000-9109 | PRI | IWEB, PE | PE, WWW |
| PUB 54 | | 5/17 | Notice of Bomb Threat | 7610-03-000-8546 | IS | MDCIWB | N/A |
| PUB 55 | | 7/95 | USPS Procedures: Mail Cover Requests | N/A | IS | HQO | N/A |
| PUB 56-A | 7 | 4/82 | Owner's Guide, Model DJ-5 Series Dispatcher 100 Light Delivery Truck | 7610-01-000-9817 | NET | MDC | HQO |
| PUB 75 | | 1/95 | Mover's Guide | 7610-03-000-4795 | IMAQ | MDC | P/F |
| PUB 75-S | | 10/94 | Mover's Guide (La Mudanza) (Spanish) | 7610-03-000-4096 | IMAQ | MDC | P/F |
| PUB 94 | | 11/18 | REDRESS | 7610-03-000-7914 | HR | IWEB | WWW |
| PUB 100 | | 9/22 | The United States Postal Service: An American History | 7610-03-000-9247 | GR | MDCIWB | MDCWEB |
| PUB 100-K | | 10/23 | A Kids' History of the United States Postal Service | N/A | GR | IWEB | WWW |
| PUB 102 | | 12/19 | Mediating Postal Disputes | 7610-04-000-5158 | LR | IWEB | WWW |
| PUB 106 | | 7/01 | Guide To Professional Parting | 7610-05-000-4402 | ERM | MDCWEB | N/A |
| PUB 108 | | 4/15 | Threat Assessment Team Guide | 7610-04-000-0991 | LR | IWEB | N/A |
| PUB 116 | | 8/02 | Postal Contract Unit Operations Guide | 7610-03-000-9506 | RET | MDCIWB | N/A |
| PUB 122 | | 9/16 | Domestic Claims: Customer Reference Guide | 7610-03-000-9059 | FIN | MDCIWB | MDCWEB |
| PUB 123 | | 1/22 | Domestic Business Reply Mail Guide | N/A | CMO | IWEB | N/A |
| PUB 130 | | 8/95 | 1995 Position Papers | 7610-03-000-0439 | GR | MDC | N/A |
| PUB 131 | | 4/12 | The Postal Service Unsolicited Proposal Program | N/A | SM | IWEB | WWW |
| PUB 133 | | 11/18 | What You Need to Know About EEO | 7690-03-000-4279 | ERM | MDCIWB | MDCWEB |
| PUB 135 | | 4/02 | Periodicals Accuracy, Grading and Evaluation (Page) Program | N/A | PRI | HQO | P/F |
| PUB 139 | | 1/25 | How to Package and Ship Cremated Remains | 7610-17-000-1503 | DOM | MDCIWB | MDCWEB |
| PUB 146 | | 8/18 | A Law Enforcement Guide to the U.S. Postal Inspection Service | 7610-03-000-5307 | IS | R | N/A |
| PUB 156 | | 1/14 | Guide to Contract Postal Units for Postal Service Employees | 7610-07-000-5474 | RET | IWEB | N/A |
| PUB 162 | | 2/09 | Because the Mail Matters | 7610-05-000-5085 | IS | MDCIWB | MDCWEB |
| PUB 164 | | 6/08 | Compensation, Relocation Benefits, and Reinstatement Policies for Career Employees in Transition: Q's and A's | 7610-05-000-4393 | HR | IWEB | N/A |

Directives and Forms Catalog

| PSIN | TL | Edition Date | Title | Stock Number | Org. | USPS Source | Public Source |
|-------------|----|--------------|---|------------------|------|-------------|---------------|
| PUB 166 | | 10/19 | Mail Center Security Guide | 7690-05-000-4890 | IS | MDCIWB | WWW |
| PUB 167-B | | 5/17 | Response Checklist for Suspicious Mail and Unknown Powders or Substances | 7610-09-000-4022 | IS | MDCIWB | N/A |
| PUB 170 | | 10/99 | Security Control Officer Program (Folder) | 7610-05-000-0362 | IS | MDCIWB | NA |
| PUB 176 | | 10/05 | Carrier Robberies and Assaults | 7610-01-000-9858 | IS | MDCIWB | MDCWEB |
| PUB 203 | | 11/14 | Managing Classified Information | 7690-17-000-4692 | IS | MDCIWB | N/A |
| PUB 205 | | 3/08 | Electronic Verification System Business and Technical Guide | N/A | CR | IWEB | WWW |
| PUB 220 | | 8/13 | Discount "Postal Customer" Mailings: A Guide for the House of Representatives | N/A | GR | IWEB | WWW |
| PUB 223 | | 6/25 | Directives and Forms Catalog | 7610-03-000-9087 | CC | IWEB | WWW |
| PUB 225 | | 6/20 | An Introduction to Stamp Collecting | 7610-02-000-7089 | CMO | IWEB | WWW |
| PUB 226 | | 6/20 | Creating U.S. Postage Stamps | N/A | CMO | IWEB | WWW |
| PUB 248 | | 11/06 | The Perfect Bundle | 7610-08-000-1439 | NET | MDCIWB | MDCIWB |
| PUB 259 | | 1/82 | History of the Postal Inspection Service | 7610-03-000-9273 | IS | MDC | P/F |
| PUB 260-A | | 7/20 | U.S. Postal Inspection Service: Delivering a World of Career Opportunities | 7610-04-000-8760 | IS | MDCIWB | MDCWEB |
| PUB 265-A | | 10/17 | Centralized Mail Delivery — Residential Applications | 7610-03-000-3573 | DEL | IWEB | WWW |
| PUB 265-B | | 10/17 | Centralized Mail Delivery — Commercial Applications | 7610-03-000-9192 | DEL | IWEB | WWW |
| PUB 265-C | | 10/17 | Centralized Mail Delivery — Garden Apartment Applications | 7610-01-000-9874 | DEL | IWEB | WWW |
| PUB 265-D | | 3/19 | Ensuring Security of Apartment Mailboxes | 7610-18-000-4564 | IS | MDCIWB | WWW |
| PUB 266 | | 1/14 | Blueprint for Facility Security | 7610-03-000-9315 | IS | MDCIWB | N/A |
| PUB 275 | | 3/09 | Before, During, and After a Post Office Robbery | 7610-01-000-9914 | IS | MDCIWB | N/A |
| PUB 278 | | 2/08 | U.S. Postal Inspection Service: A Guide for the U.S. Congress | 7610-08-000-4312 | IS | IWEB | WWW |
| PUB 280 | | 8/20 | Identity Theft: Safeguard your personal information | 7610-05-000-0653 | IS | MDCIWB | WWW |
| PUB 281 | | 7/19 | Consumer Fraud by Phone or Mail: Know How to Protect Yourself | 7610-02-000-9388 | IS | MDCIWB | MDCWEB |
| PUB 281-S | | 5/12 | Consumer Fraud by Phone or Mail: Know How to Protect Yourself (Spanish) | 7610-03-000-9401 | IS | MDCIWB | MDCWEB |
| PUB 300-A | | 7/19 | U.S. Postal Inspection Service Guide to Preventing Mail Fraud | 7610-04-000-6949 | IS | MDCIWB | MDCWEB |
| PUB 300-A-S | | 8/19 | Prevenir el Fraude Postal | 7610-04-000-6950 | IS | MDCIWB | MDCWEB |
| PUB 302 | | 9/12 | Safe and Secure: Postal Employee Crime Prevention | 7610-03-000-9088 | IS | MDCIWB | N/A |
| PUB 307 | | 3/08 | Stop Unsolicited Sexually Oriented Advertisements in Your Mail | 7610-10-000-6438 | IS | MDCIWB | N/A |
| PUB 308 | | 9/16 | Know Your Rights: A Guide for Victims and Witnesses of Crime | 7610-04-000-5315 | IS | MDCIWB | MDCWEB |
| PUB 308-S | | 7/19 | Know Your Rights: A Guide for Victims and Witnesses of Crime (Spanish) | 7610-07-000-4920 | IS | MDCIWB | MDCWEB |
| PUB 310 | | 9/18 | Fighting Mail Fraud: A Community-Oriented Approach | 7690-18-000-4088 | IS | MDCIWB | WWW |
| PUB 310-S | | 5/19 | Fighting Mail Fraud: A Community-Oriented Approach (Spanish) | 7690-18-000-4840 | IS | MDCIWB | WWW |
| PUB 312 | | 1/16 | A U.S. Postal Inspector's Guide to Internet Safety for Children | 7610-10-000-8367 | IS | IWEB | WWW |
| PUB 316 | | 4/17 | Reasonable Accommodation in the U.S. Postal Service: A Guide for Employees and Applicants | 7690-07-000-7707 | LR | MDCIWB | MDCWEB |
| PUB 317 | | 4/17 | Manager's Guide to Reasonable Accommodation | 7610-05-000-4023 | LR | MDCIWB | N/A |
| PUB 335 | | 5/14 | Safe and Secure Wallet Card | 7610-17-000-1627 | IS | MDCIWB | N/A |

| PSIN | TL | Edition Date | Title | Stock Number | Org. | USPS Source | Public Source |
|-----------|----|--------------|---|------------------|------|-------------|---------------|
| PUB 337 | | 9/12 | The Place You Work Is the Workplace You Protect | 7690-16-000-8863 | IS | MDCIWB | N/A |
| PUB 338 | | 5/14 | Threats Are No Laughing Matter | 7610-17-000-1522 | IS | MDCIWB | N/A |
| PUB 339 | | 5/14 | You Are Your Most Important Delivery | 7610-17-000-1523 | IS | MDCIWB | N/A |
| PUB 347 | | 8/24 | Mailing Free Matter for Persons Who Are Blind or Visually Impaired | 7610-01-000-9919 | CA | MDCIWB | MDCWEB |
| PUB 348 | | 10/08 | Window Services Crime Prevention Booklet | 7610-03-000-9102 | IS | MDCIWB | N/A |
| PUB 364 | | 8/03 | IPP Proofing Program | N/A | MSS | IWEB | N/A |
| PUB 399 | | 2/19 | Pickup Services Field Guide | N/A | NET | IWEB | N/A |
| PUB 417 | | 1/17 | Nonprofit USPS Marketing Mail Eligibility: Nonprofit and Other Qualified Organizations | 7610-02-000-9159 | CMO | PE | PE |
| PUB 425 | | 4/10 | CON-CON Instructions | N/A | NET | IWEB | N/A |
| PUB 500 | | 1/95 | Trademark Guidelines | 7610-03-000-5759 | CC | MDC | N/A |
| PUB 500-A | | 9/01 | Corporate Signature: Graphic Guidelines | 7610-03-000-9404 | CC | MDCIWB | N/A |
| PUB 500-B | | 7/96 | Stationery: Graphic Guidelines | 7610-03-000-4229 | CC | MDC | N/A |
| PUB 500-C | | 9/98 | Slide/Overhead Presentations: Graphic Guidelines | 7610-03-000-4228 | CC | MDC | N/A |
| PUB 500-D | | 4/99 | Exterior Signage: Graphic Guidelines | 7610-03-000-4312 | CC | MDC | N/A |
| PUB 500-E | | 7/95 | Trademark: Graphic Guidelines | 7610-03-000-4847 | CC | MDC | N/A |
| PUB 500-F | | 8/96 | Gift Incentives | 7610-03-000-4848 | CC | MDC | N/A |
| PUB 519-S | | 9/94 | Programa de Asistencia Para Empleados (EAP Hotline Guide) (Spanish) | 7610-03-000-9516 | ERM | MDCIWB | N/A |
| PUB 530 | | 11/21 | Combined Federal Campaign Operational Guidelines | 7610-03-000-9440 | HR | IWEB | N/A |
| PUB 542 | | 6/14 | Understanding the Private Express Statutes | 7610-04-000-5115 | PRI | IWEB | WWW |
| PUB 546 | | 7/07 | A Consumer's Guide to Sweepstakes and Lotteries | 7610-03-000-4600 | IS | MDCIWB | MDCWEB |
| PUB 550 | | 2/19 | An Employee's Guide to the Freedom of Information Act and the Privacy Act of 1974 | 7610-03-000-5910 | GC | IWEB | N/A |
| PUB 552 | | 9/24 | Manager's Guide to Understanding, Investigating, and Preventing Harassment | 7610-03-000-7591 | HR | MDCIWB | N/A |
| PUB 553 | | 11/18 | Employee's Guide to Understanding, Preventing, and Reporting Harassment | 7610-04-000-5098 | EDD | MDCIWB | N/A |
| PUB 556 | | 4/16 | Responding to Sexual Assault Allegations: A Guide for U.S. Postal Inspectors and Postal Police Officers | 7610-17-000-7913 | IS | MDCIWB | N/A |
| PUB 600 | | 1/17 | Share Mail | N/A | CMO | IWEB | WWW |
| PUB 611 | | 4/07 | Time-Saving Ways to Buy Stamps & Send Packages (Alternate Access Brochure) | 7610-07-000-5405 | RET | MDCIWB | P/F |
| PUB 618 | | 4/20 | Continuity Point of Purchase Catalog | 7690-07-000-0067 | CMO | IWEB | N/A |
| PUB 621 | | 5/14 | Premium Forwarding Service Residential: Guidebook for Employees | 7610-10-000-5860 | CHN | IWEB | N/A |
| PUB 622 | | 7/13 | Media Mail Postmaster Guidelines and Retail Acceptance Procedures | N/A | RET | IWEB | N/A |
| PUB 631 | | 1/24 | Official Election Mail: Graphic Guidelines and Logos | 7610-18-000-6907 | DOM | MDCIWB | WWW |
| PUB 632 | | 1/24 | State and Local Election Mail — User's Guide | 7610-18-000-6908 | DOM | MDCIWB | WWW |
| PUB 640 | | 2/16 | Military Mail: FAQ | 7610-12-000-8339 | NET | MDCIWB | P/F, WWW |
| PUB 685 | | 4/25 | Publication for Streamlined Mail Acceptance for Letters and Flats | N/A | CMO | IWEB | WWW |
| PUB 699 | | 5/16 | Special Requirements for Shipping Internationally | 7610-16-000-8915 | NET | IWEB | WWW |
| PUB 804 | | 10/13 | Drop Shipment Procedures for Destination Entry | 7610-05-000-0716 | NET | IWEB | WWW |
| PUB 902 | | 1/02 | Mediating a Formal EEO Complaint with the USPS REDRESS II | N/A | GC | IWEB | N/A |

Directives and Forms Catalog

| PSIN | TL | Edition Date | Title | Stock Number | Org. | USPS Source | Public Source |
|-----------------|----|--------------|---|--------------|------|-------------|---------------|
| WHD PUB 1088 | | 4/23 | Employee Rights Under the Fair Labor Standards Act | N/A | ERM | IWEB | N/A |
| WHD PUB 1420 | | 4/23 | Employee Rights and Responsibilities Under the Family and Medical Leave Act | N/A | HR | IWEB | N/A |

Signs

Signs are brief instructions, ID stickers, safety and energy messages, and other information. Signs are not available to the general public.

| PSIN | Edition Date | Title | Size (inches) | Stock Number | Unit of Issue | Org. | USPS Source |
|-----------|--------------|--|-----------------|------------------|---------------|------|-------------|
| SGN 4 | 2/95 | Site of a New Postal Facility to Serve You | 98 x 52 | 7690-03-000-3810 | EA | FAC | MDC |
| SGN 39 | 5/07 | United States Mail (for leased vehicles) | 22 x 4 | 7690-03-000-3947 | EA | DEL | MDC |
| SGN 139-A | 1/99 | Community Post Office | 12 x 44 1/4 | 7690-03-000-3842 | EA | RET | MDC |
| SGN 139-B | 1/99 | Community Post Office | 96 x 15 | 7690-02-000-3947 | EA | RET | MDC |
| SGN 143 | 7/13 | Half-Size Blank Backlit | 15 7/8 x 23 5/8 | 7690-07-000-0101 | EA | CR | MDCIWB |
| SGN 145 | 2/22 | Payment Acceptance Policies | 8 1/2 x 11 | 7690-03-000-9110 | EA | FIN | MDCIWB |
| SGN 150 | 10/80 | Caution (for head protection) | 10 x 7 | 7690-01-000-9992 | EA | ENG | MDC |
| SGN 151 | 7/07 | Camera Notice | 8 x 2 1/2 | 9905-17-000-1362 | EA | CR | MM |
| SGN 326 | 7/13 | "Blank" Menuboard (backlit — full-size) | 36 x 24 | 7690-07-000-0102 | EA | BCR | MDC |
| SGN 426 | 2/19 | Debit/Credit Door Decal | 6 3/8 x 3 1/2 | 7610-08-000-3531 | EA | FIN | MDC |
| SGN 441 | 1/20 | International Shipping Menuboard (V2) (Large Sustaining) | 34 1/2 x 23 5/8 | 9905-10-000-6168 | EA | CR | MDC |
| SGN 442 | 1/20 | U.S. Shipping Menuboard (V1) (Large Sustaining) | 34 1/2 x 23 5/8 | 9905-10-000-6169 | EA | CHN | MDC |
| SGN 443 | 1/20 | Extra Services (Large Sustaining) | 34 1/2 x 23 5/8 | 9905-10-000-6170 | EA | CR | MDC |
| SGN 449 | 1/20 | International Shipping Menuboard (V2) (Small Hook & Cord) | 25 3/8 x 17 1/2 | 7690-10-000-6239 | EA | CR | MDC |
| SGN 450 | 1/20 | U.S. Shipping Menuboard (V1) (Small Hook & Cord) | 25 3/8 x 17 1/2 | 7690-10-000-6240 | EA | CR | MDC |
| SGN 451 | 1/20 | Extra Services (Small Hook & Cord) | 25 3/8 x 17 1/2 | 7690-10-000-6241 | EA | CR | MDC |
| SGN 457 | 1/20 | International Shipping Menuboard (V2) (Small Sustaining) | 25 3/8 x 17 1/2 | 7690-10-000-6247 | EA | CR | MDC |
| SGN 458 | 1/20 | U.S. Shipping Menuboard (V1) (Small Sustaining) | 25 3/8 x 17 1/2 | 7690-10-000-6248 | EA | CR | MDC |
| SGN 459 | 1/20 | Extra Services (Small Sustaining) | 25 3/8 x 17 1/2 | 7690-10-000-6249 | EA | CR | MDC |
| SGN 500 | 7/06 | Emergency Preparedness Banner | 3 x 8 | 7690-08-000-4680 | EA | CR | MDC |
| SGN 501 | 1/20 | International Shipping Menuboard (V2) (Large Backlit) | 36 x 24 | 9905-10-000-7234 | EA | CR | MDC |
| SGN 502 | 1/20 | U.S. Shipping Menuboard (V1) (Large Backlit) | 36 x 24 | 9905-10-000-7235 | EA | CR | MDC |
| SGN 503 | 1/20 | Extra Services (Large Backlit) | 36 x 24 | 9905-10-000-7236 | EA | CR | MDC |
| SGN 507 | 1/20 | U.S. Shipping Menuboard (V1) (Half-Size Backlit) | 15 7/8 x 23 5/8 | 9905-10-000-7240 | EA | CR | MDC |
| SGN 508 | 1/20 | International Shipping Menuboard (V2) (Half-Size Backlit) | 15 7/8 x 23 5/8 | 9905-10-000-7241 | EA | RET | MDC |
| SGN 509 | 1/20 | Extra Services Menuboard (V3) (Half-Size Backlit) | 15 7/8 x 23 5/8 | 9905-10-000-7242 | EA | RET | MDC |
| SGN 525 | 7/23 | Extra Services Writing Table Decal — Non-RSS | 39 1/2 x 5 1/2 | 9905-10-000-7258 | EA | CMO | MDC |
| SGN 525 | 7/23 | Extra Services Writing Table Decal — RSS | 39 1/2 x 5 1/2 | 7690-18-000-5674 | EA | CMO | MDC |
| SGN 531 | 1/17 | Large EPS Display Header (Flat Rate) | 24.9 x 11.95 | 7690-13-000-4786 | EA | MSS | MDC |
| SGN 532 | 1/16 | Large EPS Display Header (Variable Rate) | 24.9 x 11.95 | 7690-13-000-4787 | EA | MSS | MDC |
| SGN 534 | 1/20 | Large EPS Display Variable Rate Services Sign | 24.9 x 24.5 | 7690-13-000-4789 | EA | MSS | MDC |
| SGN 615 | 1/14 | Take Your Mailbox With You (Premium Forwarding Service Residential counter card) | 9 x 12 | 7690-08-000-1500 | EA | CHN | MDCIWB |

Tags

Tags are pieces of card stock printed in various colors, attached to a pouch, sack, or tray that provide information on contents, mail make-up, routing instructions, and specific handling information.

| PSIN | Edition Date | Title | Stock Number | Unit of Issue | Org. | USPS Source | Public Source |
|-------------|--------------|---|------------------|---------------|------|-------------|---------------|
| TAG C 28BIS | 11/60 | Statistics | N/A | EA | O | HQO | N/A |
| TAG 1 | 3/72 | CON-CON | 7690-03-000-9052 | EA | O | MDC | N/A |
| TAG 2 | 4/80 | Priority Mail | 7690-01-000-9229 | EA | O | MDC | N/A |
| TAG 8 | 6/12 | Global Priority Mail | 7690-03-000-9498 | EA | GB | MDC | N/A |
| TAG 11 | 12/87 | Congressional Mail | 7690-03-000-3820 | EA | O | MDC | N/A |
| TAG 11-A | 12/87 | Congressional Mail | 7690-02-000-9003 | EA | O | MDC | N/A |
| TAG 15 | 6/94 | Do Not Delay — Time Value Data — Expedite | 7690-02-000-9907 | EA | O | MDC | N/A |
| TAG 16 | 10/95 | SAM | 7690-03-000-9179 | EA | O | MDC | N/A |
| TAG 17 | 4/96 | MOM | 7690-02-000-9020 | EA | NET | MDC | P/F |
| TAG 18 | 1/94 | PAL | 7690-03-000-9178 | EA | O | MDC | N/A |
| TAG 26 | 12/08 | Post Office Box Availability Tag | 7690-10-000-6477 | EA | CR | MDC | N/A |
| TAG 44 | 10/04 | Sacks Contents Warning | 7690-02-000-9990 | EA | NET | MDC | P/F |
| TAG 45 | 7/01 | Sack Contents Warning — Surface Transportation Only | 7690-05-000-4499 | EA | NET | MDC | P/F |
| TAG 57 | 3/77 | Political Campaign Mailing | 7690-02-000-9965 | EA | NET | MDC | P/F |
| TAG 113 | 8/00 | International EMS Service to U.K. | 7690-05-000-4140 | BX | GB | HQO | N/A |
| TAG 115 | 2/13 | International Priority Airmail | 7690-03-000-9169 | EA | GB | MDC | N/A |
| TAG 116 | 3/16 | Priority Mail Express International Service (PMEI) Presort Drop Shipment | 7690-17-000-8007 | EA | GB | MDC | N/A |
| TAG 116-C | 1/21 | Priority Mail Express International Service (PMEI) Presort Drop Shipment for OCPI | 7690-18-000-7712 | EA | GB | MDC | N/A |
| TAG 117 | 3/16 | Priority Mail International Service (PMI) Presort Drop Shipment | 7690-17-000-8008 | EA | GB | MDC | N/A |
| TAG 117-C | 1/21 | Priority Mail International Service (PMI) Presort Drop Shipment for OCPI | 7690-17-000-8008 | EA | GB | MDC | N/A |
| TAG 118 | 3/16 | First-Class Package International Service (FCPIS) Presort Drop Shipment | 7690-17-000-8009 | EA | GB | MDC | N/A |
| TAG 118-C | 1/21 | First-Class Package International Service (FCPIS) Presort Drop Shipment for OCPI | 7690-18-000-7617 | EA | GB | MDC | N/A |
| TAG 125 | 3/00 | International Mail FCM Equivalent | 7690-05-000-0655 | EA | O | MDC | N/A |
| TAG 140 | 4/98 | International/Military Priority Mail | 7690-04-000-4697 | EA | GB | MDC | N/A |
| TAG 141 | 2/02 | Priority Mail — Global Guaranteed | 7690-04-000-6856 | EA | GB | MDC | N/A |
| TAG 144 | 4/71 | U.S. Armed Forces Mail | 7690-01-000-9259 | EA | O | MDC | N/A |
| TAG 155 | 2/13 | International Surface Air Lift | 7690-03-000-9238 | EA | GB | MDC | N/A |
| TAG 156 | 11/97 | Transportation Upgrade | N/A | EA | GB | HQO | N/A |
| TAG 157 | 6/94 | Express Mail Drop Shipment | 7690-03-000-3824 | EA | PRI | EPM | EPM |
| TAG 158 | 11/00 | M-bag Addressee Tag | 7690-03-000-9135 | EA | GB | MDC | P/F |
| TAG 160-A | 10/96 | Parcel Post for Monday Delivery — Do Not Delay | 7690-02-000-9008 | EA | O | MDC | N/A |
| TAG 160-B | 3/98 | Parcel Post for Tuesday Delivery — Do Not Delay | 7690-03-000-9170 | EA | O | MDC | N/A |
| TAG 160-C | 3/97 | Parcel Post for Wednesday Delivery — Do Not Delay | 7690-02-000-9010 | EA | O | MDC | N/A |
| TAG 160-D | 3/98 | Parcel Post for Thursday Delivery — Do Not Delay | 7690-03-000-9134 | EA | O | MDC | N/A |

| PSIN | Edition Date | Title | Stock Number | Unit of Issue | Org. | USPS Source | Public Source |
|-------------|--------------|---|------------------|---------------|------|-------------|---------------|
| TAG 160-E | 3/98 | Parcel Post for Friday Delivery — Do Not Delay | 7690-02-000-9012 | EA | O | MDC | N/A |
| TAG 160-F | 3/98 | Parcel Post for Saturday Delivery — Do Not Delay | 7690-03-000-9298 | EA | O | MDC | N/A |
| TAG 161 | 2/07 | Priority Mail Open and Distribute (green for mail processing facilities) | 7690-09-000-9153 | EA | MSS | EPM | N/A |
| TAG 165-A | 11/96 | Parcel Post for Monday Delivery — Do Not Delay | 7690-03-000-9015 | EA | O | MDC | N/A |
| TAG 165-B | 3/97 | Parcel Post for Tuesday Delivery — Do Not Delay | 7690-02-000-9897 | EA | O | MDC | N/A |
| TAG 165-C | 3/97 | Parcel Post for Wednesday Delivery — Do Not Delay | 7690-03-000-9058 | EA | O | MDC | N/A |
| TAG 165-D | 3/97 | Parcel Post for Thursday Delivery — Do Not Delay | 7690-03-000-9051 | EA | O | MDC | N/A |
| TAG 165-E | 1/97 | Parcel Post for Friday Delivery — Do Not Delay | 7690-03-000-3704 | EA | O | MDC | N/A |
| TAG 165-F | 1/97 | Parcel Post for Saturday Delivery — Do Not Delay | 7690-03-000-9322 | EA | O | MDC | N/A |
| TAG 176 | 10/96 | Express Mail — Military Service | 7690-03-000-3708 | EA | GB | MDC | N/A |
| TAG 176-B | 12/96 | Express Mail — Military Service | 7690-03-000-9271 | EA | GB | MDC | N/A |
| TAG 177 | 2/90 | Direct Transfer | 7690-03-000-3762 | EA | O | MDC | N/A |
| TAG 178 | 12/04 | Airmail Bag Label LC (CN 35/AV 8) (white) | 7690-02-000-7102 | EA | NET | MDC | N/A |
| TAG 179 | 12/04 | UPU AV-8 Sac Vides Tag (green) | 7690-02-000-7103 | EA | GB | MDC | N/A |
| TAG 181 | 12/04 | UPU CN 34/C-28 Sack Tag (blue) | 7690-02-000-7105 | EA | GB | MDC | N/A |
| TAG 183 | 1/05 | International Parcel Tag | 7690-02-000-7107 | EA | NET | MDC | N/A |
| TAG 186 | 5/99 | International Express Mail | 7690-02-000-7109 | EA | GB | MDC | N/A |
| TAG 190 | 2/07 | Priority Mail Open and Distribute (pink for DDUs) | 7690-09-000-9154 | EA | MSS | EPM | N/A |
| TAG 191 | 4/25 | Domestic and International Mail-in Ballots | 7690-10-000-0667 | PG | GR | MDC | MDC |
| TAG 200 | 8/01 | FedEx Sort Placard | 7530-05-000-4405 | EA | NET | MDC | N/A |
| TAG 201 | 4/03 | Postmaster/Manager | N/A | | O | HQO | N/A |
| TAG 257 | 7/13 | Priority Mail Express Open and Distribute — Destination Delivery Unit (DDU) | N/A | EA | DOM | EPM | N/A |
| TAG 257-eVS | 5/13 | Priority Mail Express Open and Distribute — Destination Delivery Unit (DDU) — eVS | N/A | EA | DOM | EPM | N/A |
| TAG 267 | 7/13 | Priority Mail Express Open and Distribute — Processing Facility | N/A | EA | DOM | EPM | N/A |
| TAG 267-eVS | 5/13 | Priority Mail Express Open and Distribute — Processing Facility — eVS | N/A | EA | DOM | EPM | N/A |
| TAG 730 | 7/15 | Return to Supplier | 7690-17-000-6140 | EA | NET | MDC | N/A |
| TAG 2000 | 8/01 | FedEx By-Pass Placard | 7530-05-000-4404 | EA | NET | MDC | N/A |

Directives Free to the Public

The following is a list of directives that the public may obtain for free at main post offices. Postmasters should keep supplies of these directives on hand. Titles followed by (WWW) are free to the public on the Postal Service's World Wide Web page at www.usps.com. Titles followed by (P/F) are free to the public at their local Post Office.

| PSIN | Edition Date | Title | NSN |
|------------|--------------|--|------------------|
| LAB A | 10/03 | All for ADC | 7690-03-000-9313 |
| LAB F | 10/03 | Firm — Same Address | 7690-01-000-9004 |
| LAB X | 10/03 | Mixed ADC | 7690-03-000-8654 |
| LAB 3 | 10/03 | Same 3-Digit ZIP Code | 7690-01-000-9791 |
| LAB 5 | 10/03 | Same 5-Digit ZIP Code | 7690-01-000-9003 |
| LAB 8 | 11/86 | FIM B — Positive of Bar Pattern | 7690-03-000-3678 |
| LAB 19-A | 4/97 | Par Avion Airmail | 7690-02-000-8745 |
| LAB 19-B | 1/02 | Par Avion Airmail | 7690-02-000-8746 |
| LAB 106 | 4/95 | Priority Mail Strip | 7690-03-000-9057 |
| LAB 106-A | 4/95 | Priority Mail Tape | 7690-03-000-9056 |
| LAB 107 | 4/95 | Priority Mail Sticker | 7690-02-000-7940 |
| LAB 107-R | 10/93 | Priority Mail Sticker | 7690-03-000-9334 |
| LAB 127-R | 10/97 | Sticker, Express Mail | 7690-04-000-5865 |
| LAB 200 | 8/05 | Registered Mail | 7690-03-000-9311 |
| LAB 235 | 10/92 | Carrier Release | 7690-03-000-9030 |
| NOT 8-A | 5/94 | Change-of-Address Kit | N/A |
| NOT 12 | 8/95 | Postal Customer Council Membership Certificate | 7610-03-000-9176 |
| NOT 50 | 9/92 | Theft? Protect Your Mail | 7610-02-000-9874 |
| NOT 61 | 1/94 | Notice to Customers (Equipment) | 7610-01-000-9664 |
| NOT 108 | 1/02 | Customer Reassurance Notice | 7610-05-000-4816 |
| NOT 122-A | 7/13 | International Mail: Instructions to Initiate an Inquiry | 7610-08-000-3561 |
| NOT 123 | 10/25 | Price List | 7610-03-000-9257 |
| NOT 130 | 6/86 | Warning of Illegal Drugs | 7610-03-000-3525 |
| NOT 131 | 3/03 | MPTQM | N/A |
| NOT 204 | 4/96 | Dog Days | 7610-01-000-9730 |
| NOT 209 | 11/00 | Mailbox Improvement Week | 7610-03-000-9145 |
| NOT 4314-A | 3/02 | We Want to Know (Spanish) | 7610-05-000-4889 |
| NOT 4314-C | 9/14 | We Want to Know | 7610-05-000-4859 |
| PUB 5-A | 9/04 | Let's Do Business | 7610-05-000-4225 |
| PUB 5-A-C | 7/01 | Let's Do Business | 7610-05-000-4433 |
| PUB 5-A-S | 7/01 | Let's Do Business | 7610-05-000-4432 |
| PUB 5-S | 7/01 | Negociemos (Let's Do Business) | 7690-03-000-6510 |
| PUB 75 | 1/95 | Mover's Guide | 7610-03-000-4795 |
| PUB 75-S | 10/94 | Mover's Guide — Spanish (La Mudanza) | 7610-03-000-4096 |
| PUB 135 | 4/02 | Periodicals Accuracy, Grading and Evaluation (PAGE) Program | N/A |
| PUB 259 | 1/82 | History of the Postal Inspection Service | 7610-03-000-9273 |
| PUB 347 | 10/15 | Mailing Free Matter for Persons Who Are Blind or Visually Impaired | 7610-01-000-9919 |
| PUB 611 | 4/07 | Time-Saving Ways to Buy Stamps & Send Packages (Alternate Access Brochure) | 7610-07-000-5405 |
| PUB 640 | 2/16 | Military Mail: FAQ | 7610-12-000-8339 |
| TAG 17 | 4/96 | MOM | 7690-02-000-9020 |
| TAG 44 | 10/04 | Sack Contents Warning | 7690-02-000-9990 |
| TAG 45 | 7/01 | Sack Contents Warning — Surface Transportation Only | 7690-05-000-4499 |
| TAG 57 | 3/77 | Political Campaign Mailing | 7690-02-000-9965 |
| TAG 158 | 11/00 | M-bag Addressee Tag | 7690-03-000-9135 |

3 Postal Service Forms

Postal Service forms — both printed and electronic — are used for collecting, sorting, transmitting, and recording data. This catalog does not list forms designed by field units.

Many forms are available in automated versions. To obtain the automated versions, call Raleigh Information Systems Support at 800-USPS-HELP.

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|---------------|---------|--------------------|--|------------------|------------|---------------|------|-------------|---------------|
| PS PO 810-1 | 9/82 | 9/82 | Control Chart Worksheet | 7530-03-000-8948 | PS | SH | O | MDC | N/A |
| PS PO 862-14A | 3/86 | 3/86 | Quality Control Test Bundle — Secondary Distribution | N/A | PS | PD | O | HQO | N/A |
| PS PO 867-4A | 3/83 | 3/83 | Manual Distribution Separation Diagnostic Test | N/A | PC | PD | O | HQO | N/A |
| PS 4 | 2/82 | 2/82 | Employee's City or County Withholding Certificate | 7530-02-000-7199 | PS | SH | FIN | MDCIWB | N/A |
| PS 8-A | 9/25 | 9/25 | Request for a New Field Finance Number | N/A | PS | EA | FIN | IWEB | N/A |
| PS 8-B | 12/21 | 12/21 | Request to Modify or Discontinue a Field Finance Number | N/A | PS | EA | FIN | IWEB | N/A |
| PS 17 | 5/07 | 5/07 | Stamp Requisition/Stamp Return | 7530-03-000-9112 | PO | SH | FIN | MDCIWB | N/A |
| PS 17-G | 7/25 | 7/25 | Federal Agency Stamp Requisition | 7530-01-000-9499 | STF | EA | FIN | IWEB | WWW |
| PS 17-R | 6/88 | 6/88 | Recapitulation Sheet | 7530-01-000-9500 | PS | SH | FIN | MDC | N/A |
| PS 25 | 10/98 | 10/98 | Trust Fund Account | 7530-01-000-9502 | PS | SH | FIN | MDC | N/A |
| PS 35 | 5/83 | 5/83 | Payroll Summary and Certification | 7530-02-000-8556 | SC | SH | FIN | HQO | N/A |
| PS 42 | 7/22 | 7/22 | Declaration of Voluntary Resignation to Enter Military Service For Career and Non-Career Employees | N/A | PS | EA | HR | IWEB | N/A |
| PS 50 | 3/90 | 3/90 | Notification of Personnel Action (3-part set) | 7530-02-000-7202 | SC | SE | ERM | MDC | N/A |
| PS 61 | 6/15 | 6/15 | Appointment Affidavit | 7530-02-000-7226 | PS | SH | ERM | IWEB | N/A |
| PS 90 | 12/08 | 12/08 | Receipt for Headquarters Parking Fee | N/A | HQ | BK | FAC | HQO | N/A |
| PS 92 | 7/90 | 7/90 | Headquarters Parking Application | 7530-03-000-0460 | HQ | SH | FAC | HQO | N/A |
| PS 103-CC | 10/90 | 10/90 | Franked Mail Daily Control Sheet (2 pages) | 7530-02-000-7338 | PS | SH | FIN | MDCIWB | N/A |
| PS 125-B | 9/96 | 9/96 | Tax Payment Authorization (4-part continuous) | 7530-01-000-9050 | PS | SE | FAC | MDC | N/A |
| PS 150 | 1/83 | 1/83 | Postmaster Workload Information | 7530-01-000-9053 | PS | SH | ERM | MDCIWB | N/A |
| PS 153 | 1/23 | 1/23 | Signature Confirmation Receipt | 7530-05-000-4046 | PU | PG | DOM | MDCIWB | e-WEB |

Directives and Forms Catalog

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|------------|---------|--------------------|--|------------------|------------|---------------|------|-------------|---------------|
| PS 153-L | 1/07 | 1/07 | International Signature Capture Label | N/A | PS | RL | GB | HQO | N/A |
| PS 181-E | 9/07 | 9/07 | Ethnicity and Race Identification | 7530-09-000-8973 | PS | SH | ERM | MDCIWB | N/A |
| PS 187 | 1/03 | 1/03 | Document Distribution Plan | N/A | HQ | EA | CC | IWEB | N/A |
| PS 202 | 9/95 | 9/95 | Health Benefits Refund Payment Authorization | 7530-01-000-9068 | PS | SE | ERM | HQO | N/A |
| PS 222 | 3/08 | 3/08 | Statement for Postmasters and Officers in Charge | 7530-03-000-9163 | PS | EA | ERM | MDCIWB | N/A |
| PS 233 | 8/91 | 8/91 | International Accounts Center Summary | 7530-03-000-0477 | SC | SH | FIN | SLASC | N/A |
| PS 279 | 6/91 | 6/91 | Certificate of Elevator Inspection | 7530-01-000-9070 | PS | EA | FAC | FMS | N/A |
| PS 279-A | 11/94 | 11/94 | Certificate of Pressure Vessel Inspection | 7530-03-000-3705 | AR | SE | FAC | MDC | N/A |
| PS 292 | 4/22 | 4/22 | Headquarters Clearance Checklist | N/A | HQ | EA | HR | IWEB | N/A |
| PS 296 | 6/87 | 3/77 | Custody Receipt | 7530-02-000-8567 | HQ | SH | FAC | HQO | N/A |
| PS 300 | 1/85 | 1/85 | News Inquiry Sheet (4-part set) | 7530-02-000-8568 | HQ | SE | CC | HQO | N/A |
| PS 303 | 6/79 | 6/79 | Separation with Indebtedness | 7530-01-000-9859 | SC | SH | FIN | MDC | N/A |
| PS 313 | 6/73 | 6/73 | Requisition for Printed Carrier Case Labels | 7530-02-000-7188 | CA | SH | O | MDC | N/A |
| PS 316 | 3/05 | 5/87 | Records Information Request (4-part set) | 7530-01-000-9075 | PS | SE | CA | MDC | N/A |
| PS 337 | 10/25 | 10/25 | Clearance Record for Separated Employee | 7530-02-000-7192 | PS | EA | HR | IWEB | N/A |
| PS 400 | 5/12 | 5/12 | Corporate Communications PMG Hero Nomination Form | N/A | PS | EA | CC | IWEB | N/A |
| PS 413 | 5/11 | 5/11 | Pictorial Postmark Announcement/Report | N/A | PO | SH | GR | IWEB | N/A |
| PS 468-A | 12/91 | 12/91 | Highway Transportation Contract — Bid or Renewal Worksheet | 7530-03-000-8949 | PS | EA | O | MDC | N/A |
| PS 500 | 12/87 | 3/86 | Rural Delivery Service Survey | 7530-03-000-9324 | CA | SH | O | MDCIWB | N/A |
| PS 576 | 5/93 | 5/93 | Criminal History File | 7530-02-000-7224 | IC | EA | IS | MDC | N/A |
| PS 595-BRA | 3/13 | 3/13 | Dinero Seguro | 7610-05-000-4313 | PO | EA | GB | MDCIWB | P/F |
| PS 650 | 7/25 | 7/25 | Request for ELM 650 Mediation | N/A | PS | EA | HR | IWEB | PBC |
| PS 666-C | 4/83 | 4/83 | Return of Form Concerning Canadian Mail | 7530-03-000-0540 | XO | SH | GB | HQO | N/A |
| PS 680 | 10/83 | 10/83 | Individual Firearms Qualification Record (card) | 7530-03-000-3734 | IC | EA | IS | MDC | N/A |
| PS 697 | 12/16 | 12/16 | Extension of City Delivery Service | 7530-02-000-9349 | CR | EA | NET | IWEB | N/A |
| PS 715 | 9/13 | 9/13 | Property Evidence Label | 7530-03-000-8000 | IC | EA | IS | MDCIWB | N/A |
| PS 773 | 9/08 | 9/08 | Records Transmittal and Receipt | 7530-02-000-7498 | PO | SE | CA | MDCIWB | N/A |
| PS 777 | 12/24 | 12/24 | Lean Six Sigma — Project Charter | N/A | PS | EA | COO | IWEB | N/A |
| PS 794-A | 8/90 | 10/86 | Field Request for New or Revised Form | 7530-02-000-7499 | PS | SH | IT | MDCIWB | N/A |
| PS 800 | 10/95 | 10/95 | Listing of Differences in Postmaster's Money Order Accountability (Domestic) | 7530-03-000-0560 | SC | SE | FIN | SLASC | N/A |

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|-----------|---------|--------------------|--|------------------|------------|---------------|------|-------------|---------------|
| PS 800-A | 10/95 | 10/95 | Listing of Differences in Postmaster's Money Order Accountability (Domestic Adjustment) | N/A | SC | SE | FIN | SLASC | N/A |
| PS 820 | 3/14 | 3/14 | Ranking of Position Request | N/A | PS | EA | HR | IWEB | N/A |
| PS 824 | 1/07 | 1/07 | Journal Entry Form | 7530-02-000-9403 | HQ | SH | FIN | IWEB | N/A |
| PS 828 | 9/86 | 9/86 | Order for Entry Statement of Account | 7530-01-000-9862 | SC | SH | FIN | ISC | N/A |
| PS 833 | 3/83 | 3/83 | Deceased Payment Worksheet | N/A | SC | SH | FIN | SLASC | N/A |
| PS 834 | 3/94 | 3/94 | Report to the Postmaster of Registered, COD Business (quarterly) (postal card) | 7530-02-000-9445 | PO | EA | MSS | MDC | N/A |
| PS 919 | 6/99 | 6/99 | Facility Planning Concept | 7530-03-000-8950 | CE | SH | ENG | LOC | N/A |
| PS 929 | 3/99 | 3/99 | Major Facility Planning Data | 7530-03-000-8951 | CE | SH | ENG | LOC | N/A |
| PS 956-1 | 4/80 | 4/80 | Weekly Productivity Summary (PFS) | N/A | HQ | SH | O | HQO | N/A |
| PS 961-A | 9/84 | 9/84 | Post Office Property Record (1-part continuous) | 7530-02-000-9512 | PO | EA | FIN | SLASC | N/A |
| PS 965 | 4/94 | 10/71 | Salvage or Junk Tag | 7530-02-000-9519 | PS | EA | SM | MDC | N/A |
| PS 969 | 2/20 | 2/20 | Material Recycling and Disposal (Noncapital) | 7530-02-000-7258 | PS | EA | NET | MDCIWB | N/A |
| PS 971 | 7/22 | 7/22 | Certificate of Transfer | 7530-02-000-9529 | PO | EA | FIN | IWEB | N/A |
| PS 971-P | 12/21 | 12/21 | Certificate of Transfer for an APO With RMPOs, or for a Postmaster or Manager With Multiple Retail Units (i.e., Classified Stations or Branches) | N/A | PS | EA | FIN | IWEB | N/A |
| PS 990 | 3/94 | 3/94 | Vacancy Announcement | 7530-02-000-9530 | PS | SH | ERM | MDCIWB | N/A |
| PS 991 | 6/14 | 6/14 | Application for Promotion or Assignment | 7530-02-000-9547 | PS | EA | HR | IWEB | WWW |
| PS 996-A | 5/97 | 5/97 | Mortgage Interest Differential Request | 7530-01-000-9863 | PS | SH | FIN | HQO, MDCIWB | N/A |
| PS 996-B | 5/97 | 5/97 | Request for Continuing Mortgage Interest Differential | 7530-01-000-9864 | SC | SH | FIN | MDCIWB | N/A |
| PS 999 | 7/17 | 7/17 | Application for Reinstatement | N/A | PS | SH | ERM | IWEB | N/A |
| PS 1000 | 1/14 | 1/14 | Domestic Claims | 7530-02-000-9931 | PS | SH | FIN | NMCS | NMCS |
| PS 1007 | 12/21 | 12/21 | Employee Debt Modification Request | N/A | PS | EA | FIN | IWEB | N/A |
| PS 1010 | 9/05 | 9/05 | eTravel Participant Enrollment Form | N/A | PS | SH | FIN | IWEB | N/A |
| PS 1011 | 2/09 | 2/09 | Travel Advance Request and Itinerary Schedule | 7530-02-000-7164 | PS | EA | HR | MDIAFC | N/A |
| PS 1012 | 9/98 | 5/97 | Travel Voucher | 7530-02-000-7334 | PS | SH | HR | MDH | N/A |
| PS 1012-A | 11/90 | 11/90 | Travel Voucher — Continuation Sheet (Schedule of Expenses and Amounts Claimed) | 7530-02-000-7335 | PS | EA | HR | MDIAFC | N/A |
| PS 1012-E | 1/03 | 1/03 | eTravel Expense Report — Overnight Travel | N/A | PS | EA | HR | IWEB | N/A |
| PS 1013 | 6/06 | 6/06 | Transportation Ticketing Authorization (2-part set) | 7530-01-000-9865 | PS | SE | FIN | IWEB | N/A |
| PS 1017-A | 4/24 | 4/24 | Time Disallowance Record | 7530-02-000-7336 | PS | SH | FIN | IWEB | N/A |
| PS 1017-B | 5/24 | 5/24 | Unauthorized Overtime Record | 7530-02-000-7337 | PS | SH | FIN | IWEB | N/A |

Directives and Forms Catalog

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|-------------|---------|--------------------|--|------------------|------------|---------------|------|-------------|---------------|
| PS 1018 | 3/14 | 3/14 | eTravel Repayment for Overpayments or Cash Advances | N/A | PS | EA | IT | IWEB | N/A |
| PS 1041 | 1/92 | 5/83 | Photographic Services Loan Request (2-part set) | 7530-03-000-0584 | HQ | SE | CC | HQO | N/A |
| PS 1043 | 10/86 | 10/86 | Photographic Services Request (3-part set) | 7530-03-000-0585 | HQ | SE | CC | HQO | N/A |
| PS 1044 | 10/91 | 10/91 | News Release Order (3-part set) | 7530-03-000-0586 | HQ | SE | CC | HQO | N/A |
| PS 1045 | 6/89 | 6/89 | Technology Service Request (5-part set) | 7530-03-000-0587 | HQ | SE | ENG | HQO | N/A |
| PS 1091-B | 2/94 | 2/94 | Register for Caller Service Fees (card) | 7530-02-000-7344 | PO | EA | RET | MDC | N/A |
| PS 1093 | 8/19 | 8/19 | Application for Post Office Box Service | 7530-02-000-7165 | PO | EA | RET | MDCIWB | P/F |
| PS 1093-A | 1/12 | 1/12 | Application for Post Office Box Service Automatic Recurring Renewal Payment (Current Post Office Box Customers Only) | 7530-13-000-7160 | PO | EA | RET | MDCIWB | P/F |
| PS 1093-A-S | 5/13 | 5/13 | Application for Post Office Box™ Service Automatic Recurring Renewal Payment (Spanish) | 7530-17-000-0826 | PS | EA | RET | IWEB | WWW |
| PS 1093-C | 8/23 | 8/23 | Application for Post Office Box Caller Service | 7530-11-000-5120 | PO | EA | RET | MDCIWB | WWW |
| PS 1093-T | 1/12 | 1/12 | TakeAway Application for Post Office Box Service | 7530-13-000-7111 | PO | EA | RET | MDC | P/F |
| PS 1094 | 5/11 | 5/11 | Request for Post Office Box Key or Lock Service | 7530-02-000-7345 | PO | SH | DEL | MDCIWB | N/A |
| PS 1096 | 10/09 | 10/09 | Customer Receipt | 7530-02-000-7346 | CR | PD | FIN | MDCIWB | N/A |
| PS 1099 | 10/92 | 3/89 | Notice to Return Keys | 7530-02-000-7347 | PO | SH | MSS | MDCIWB | N/A |
| PS 1102 | 2/71 | 2/71 | Failures on ADP Equipment (2-part set) | 7530-02-000-8570 | SC | SE | IT | HQO | N/A |
| PS 1106 | 2/24 | 2/24 | Arrow Key — Daily Accountable Log | 7530-19-000-4877 | PO | EA | CMO | MDCIWB | N/A |
| PS 1110 | 8/16 | 8/16 | Request for Official EEO Time for EEO Processing | N/A | PS | EA | LR | IWEB | N/A |
| PS 1111 | 11/01 | 11/01 | USPS Bulk Insured Service (BIS) Application | N/A | BC | SH | MSS | IWEB | WWW |
| PS 1129 | 9/98 | 9/98 | Cashier Reimbursement Voucher and/or Accountability Report | 7530-02-000-7166 | PS | EA | FIN | MDCIWB | N/A |
| PS 1163 | 6/80 | 6/80 | System for Estimating Revenue, Pieces and Weight of Domestic Mail | 7530-02-000-8571 | PO | SH | FIN | HQO | N/A |
| PS 1164 | 3/11 | 3/11 | Claim for Reimbursement for Expenditures on Official Business | 7530-02-000-8335 | PS | EA | HR | IWEB | N/A |
| PS 1164-A | 9/98 | 9/98 | Claim for Reimbursement for Postal Supervisors | 7530-02-000-8336 | PS | SH | HR | MDH | N/A |
| PS 1164-E | 1/04 | 1/04 | eTravel Expense Report — Local Travel | N/A | PS | SH | HR | IWEB | N/A |
| PS 1186 | 10/96 | 10/96 | Cancellation of APWU Dues From Payroll Withholdings | 7530-03-000-8635 | PS | SE | LR | MDCIWB | N/A |
| PS 1188 | 5/19 | 5/19 | Cancellation of Organization Dues from Payroll Withholdings | 7530-01-000-9016 | PS | SE | ERM | MDCIWB | N/A |
| PS 1192 | 2/99 | 3/95 | U.S. Savings Bond Authorization for Purchase and Request for Change | 7530-02-000-7351 | PS | SH | ERM | MDCIWB | N/A |

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|-------------|---------|--------------------|--|------------------|------------|---------------|------|-------------|---------------|
| PS 1198 | 3/87 | 3/87 | Request for State Income Tax Withholding | 7530-02-000-7352 | PS | SH | FIN | MDCIWB | N/A |
| PS 1216 | 11/08 | 11/08 | Employee's Current Mailing Address | 7530-02-000-7354 | PS | ST | ERM | MDIAFC | N/A |
| PS 1221 | 10/13 | 10/13 | Advanced Sick Leave Authorization | 7530-02-000-7356 | PS | EA | FIN | IWEB | N/A |
| PS 1223-A | 11/12 | 11/12 | Project Completion Report | N/A | PS | SH | FIN | MDC | N/A |
| PS 1223-B | 6/85 | 6/77 | Earnings Statement — Net to Bank | 7530-03-000-0596 | SC | SH | FIN | MDC | N/A |
| PS 1224 | 1/13 | 1/13 | Court Duty Leave — Statement of Service | 7530-02-000-9496 | PS | PD | LR | IWEB | N/A |
| PS 1230-C | 6/92 | 6/92 | Time Card | 7530-00-270-6182 | PS | EA | FIN | MDC | N/A |
| PS 1231 | 2/24 | 2/24 | Board of Governors/ Officers Expense Report | 7530-03-000-0597 | HQ | EA | HR | IWEB | N/A |
| PS 1232 | 2/86 | 12/82 | PDC Record of Telephone Calls and/or Authorization to Wear Pager | 7530-03-000-0598 | SC | SH | FIN | ISC | N/A |
| PS 1233 | 9/90 | 9/90 | Project Financial Change/ Completion Report | 7530-02-000-7357 | AR | EA | FIN | MDCIWB | N/A |
| PS 1233-A | 2/87 | 2/87 | Project Completion Report (Mechanization Identification and Cost Allocation) | 7530-02-000-7358 | PS | SH | FAC | MDCIWB | N/A |
| PS 1233-B | 2/87 | 2/87 | Project Completion Report (Personal Property Identification and Cost Allocation) | 7530-02-000-7168 | PS | SH | FAC | MDCIWB | N/A |
| PS 1234 | 3/92 | 3/92 | Utility Card (tab card) | 7530-02-000-7359 | PS | EA | FIN | MDC | N/A |
| PS 1236-A | 9/98 | 9/91 | Weekly Loan, Transfer, and Training Hours | 7530-01-000-9649 | PS | SH | FIN | MDCIWB | N/A |
| PS 1260 | 7/12 | 7/12 | Non-Electronic Badge Reader Card | 7530-01-000-9268 | PS | EA | FIN | MDCIWB | N/A |
| PS 1261 | 9/13 | 9/13 | Non-ERB Report | 7530-01-000-9269 | SD | EA | FIN | MDCIWB | N/A |
| PS 1262 | 3/92 | 3/92 | PSDS Loaned Employee Non-Transactor Card | 7530-02-000-9433 | SD | EA | FIN | MDCIWB | N/A |
| PS 1270 | 5/94 | 5/94 | Idea Proposal (5-part set) | 7530-03-000-9448 | PS | EA | ERM | MDC | N/A |
| PS 1280 | 5/19 | 5/19 | Heat Illness Laminated Card | 7530-18-000-4041 | PS | EA | ERM | MDC | N/A |
| PS 1291 | 3/71 | 3/71 | International Indemnity Claim Information | 7530-03-000-0604 | XO | SH | GB | HQO | N/A |
| PS 1311 | 9/04 | 9/04 | Carrier Transportation Agreement (3-part set) | 7530-01-000-9279 | CR | SE | O | MDC | N/A |
| PS 1312 | 4/87 | 3/71 | Local Transportation Payments | 7530-01-000-9280 | PO | SH | O | MDCIWB | N/A |
| PS 1314 | 8/24 | 8/24 | Regular Rural Carrier Time Certificate | 7530-01-014-6844 | PS | EA | FIN | IWEB | N/A |
| PS 1314-A | 8/09 | 8/09 | Auxiliary Rural Carrier Time Certificate | 7530-01-000-9282 | PS | EA | FIN | MDCIWB | N/A |
| PS 1314-F | 3/19 | 3/19 | Rural Carrier FMLA Certificate | 7530-03-000-8007 | PS | EA | FIN | MDCIWB | N/A |
| PS 1345 | 11/87 | 5/83 | Request for Service Award Certificate/Letter | 7530-01-000-3618 | PS | SH | ERM | MDCIWB | N/A |
| PS 1357 | 1/03 | 1/03 | Request for Computer Access | N/A | PS | SH | FIN | IWEB | N/A |
| PS 1357-C | 10/00 | 10/00 | (Customer) Request for Web Access | N/A | CD | SH | PRI | IWEB | WWW |
| PS 1357-D | 3/08 | 3/08 | Data Accountability | N/A | PS | SH | N/A | IWEB | N/A |
| PS 1357-IAQ | 1/24 | 1/24 | Internal Address Quality Web Access Request | N/A | NCS | SH | IMAQ | IWEB | N/A |
| PS 1357-S | 9/03 | 9/03 | (Customer) Request for Computer Access | N/A | PU | SH | MSS | IWEB | WWW |

Directives and Forms Catalog

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|-----------|---------|--------------------|---|------------------|------------|---------------|------|-------------|---------------|
| PS 1357-W | 5/08 | 5/08 | Web Access Request | N/A | NCS | EA | IMAQ | IWEB | WWW |
| PS 1360 | 2/21 | 2/21 | Information Security Incident Report | N/A | PS | EA | IT | IWEB | N/A |
| PS 1360-A | 9/86 | 9/86 | PCC Security Incident Report | 7530-03-000-0611 | AR | SH | ENG | HQO | N/A |
| PS 1362 | 6/08 | 6/08 | Status Change Request/ Report | 7530-02-000-7308 | PS | SH | IMAQ | IWEB | N/A |
| PS 1366 | 6/86 | 6/86 | Contingency Planning Data Collection | N/A | PS | SH | IT | HQO | N/A |
| PS 1377 | 12/94 | 12/94 | Request for Payment of Postmaster Replacement and/or RSC F Postmaster | 7530-01-000-9294 | PS | PD | FIN | MDCIWB | N/A |
| PS 1412 | 2/14 | 2/14 | Daily Financial Report | 7530-01-000-5259 | PO | SH | FIN | IWEB | N/A |
| PS 1439 | 10/88 | 10/88 | Report Abstract | 7530-03-000-0625 | HQ | SH | IT | HQO, MDCIWB | N/A |
| PS 1444-B | 10/15 | 10/15 | USPS Statistical Programs Process Review — Administration | N/A | PS | EA | FIN | IWEB | N/A |
| PS 1444-E | 4/16 | 4/16 | USPS Statistical Programs Process Review — ODIS-RPW | N/A | PS | EA | FIN | IWEB | N/A |
| PS 1444-H | 4/16 | 4/16 | USPS Statistical Programs Process Review — CCCS | N/A | PS | EA | FIN | IWEB | N/A |
| PS 1444-I | 4/16 | 4/16 | USPS Statistical Programs Process Review — RCCS | N/A | PS | EA | FIN | IWEB | N/A |
| PS 1444-N | 4/16 | 4/16 | USPS Statistical Programs Process Review — TRACS Air | N/A | PS | EA | FIN | IWEB | N/A |
| PS 1444-P | 4/16 | 4/16 | USPS Statistical Programs Process Review — TRACS Surface | N/A | PS | EA | FIN | IWEB | N/A |
| PS 1444-Q | 4/16 | 4/16 | USPS Statistical Programs Process Review — SIRVO-IODIS | N/A | PS | EA | FIN | IWEB | N/A |
| PS 1444-R | 4/16 | 4/16 | USPS Statistical Programs Process Review — IOCS | N/A | PS | EA | FIN | IWEB | N/A |
| PS 1444-S | 4/16 | 4/16 | USPS Statistical Programs Process Review — SIRVI | N/A | PS | EA | FIN | IWEB | N/A |
| PS 1476-D | 1/92 | 1/92 | Mail Volume Adjustments Worksheet | 7530-01-000-9318 | SD | SH | O | MDC | N/A |
| PS 1476-E | 1/92 | 1/92 | Transaction Codes 7X Worksheet | 7530-01-000-9319 | SD | SH | O | MDC | N/A |
| PS 1476-F | 8/95 | 8/95 | FON Adjustment Worksheet | 7530-01-000-9320 | PO | SH | O | MDC | N/A |
| PS 1476-G | 1/92 | 1/92 | Planned Hours by Functional Operation Number | 7530-01-000-9321 | SD | SH | O | MDC | N/A |
| PS 1476-H | 11/79 | 11/79 | Planned Hours by Labor Distribution Code | 7530-01-000-9322 | SD | SH | O | MDC | N/A |
| PS 1476-L | 1/92 | 1/92 | MOD Optional Report Request | 7530-01-000-9325 | SD | SH | O | MDC | N/A |
| PS 1500 | 2/09 | 5/06 | Application for Listing and/ or Prohibitory Order | 7530-03-000-7374 | PO | SE | PRI | MDCIWB | WWW |
| PS 1505 | 2/91 | 2/91 | Report of Obstructed Mail Chute (card) | 7530-01-000-9330 | CA | EA | O | MDC | N/A |
| PS 1506 | 12/74 | 12/74 | Mail Chute Inspection | 7530-02-000-9434 | CA | SH | O | MDCIWB | N/A |
| PS 1507 | 3/88 | 10/81 | Request to Provide Proper Mail Receptacle | 7530-01-000-9332 | PS | SH | O | MDCIWB | N/A |
| PS 1508 | 4/94 | 11/81 | Statement by Shipper of Firearms | 7530-01-000-9333 | PO | SH | MSS | MDCIWB | N/A |
| PS 1527 | 3/10 | 3/10 | Application for General Delivery Service | 7530-01-000-9343 | PO | EA | RET | MDC | P/F |

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|-----------|---------|--------------------|--|------------------|------------|---------------|------|-------------|---------------|
| PS 1528 | 8/19 | 8/19 | Request for Exception to Current/Proposed Delivery Mode Due to Physical Hardship | N/A | PS | EA | NET | IWEB | WWW |
| PS 1532 | 6/94 | 4/88 | Semiannual Check of Overflow Mail | 7530-01-000-9345 | CR | SH | MSS | MDCIWB | N/A |
| PS 1534 | 5/84 | 5/84 | Vehicle Data Questionnaire | 7530-03-000-0635 | HQ | SH | O | HQO | N/A |
| PS 1542 | 3/88 | 8/80 | Service Point Delivery Requirements | 7530-01-000-9347 | PO | EA | O | MDC | N/A |
| PS 1549-X | 9/91 | 9/91 | Contract Unit Percentage Payment Statement | N/A | PO | EA | FIN | HQO | N/A |
| PS 1551 | 6/00 | 6/00 | Accountbook for Post Offices and Financial Reporting Units — CAGs A-L | 7530-03-000-7731 | PS | BK | FIN | MDC | N/A |
| PS 1555 | 6/00 | 6/00 | Statement of Account for CAGs H-L | 7560-01-000-9354 | PS | SH | FIN | MDCIWB | N/A |
| PS 1556 | 3/87 | 3/87 | Suspense Items — Support Information | 7530-01-000-9356 | PO | SH | FIN | MDC | N/A |
| PS 1560 | 8/95 | 8/95 | U.S. Postal Installation Information Update Requirements | 7530-03-000-5758 | PS | EA | FIN | MDCIWB | N/A |
| PS 1564 | 3/93 | 6/88 | Address Change Sheet | 7530-01-000-9357 | AR | SH | O | MDC | N/A |
| PS 1564-A | 3/86 | 3/86 | Delivery Instructions | 7530-01-000-9359 | PO | SH | O | MDCIWB | N/A |
| PS 1564-B | 10/83 | 4/79 | Special Orders (card) | 7530-01-000-9358 | PO | EA | O | MDCIWB | N/A |
| PS 1567 | 8/98 | 8/98 | Requisition for Rubber and Steel Stamps Only | 7530-01-000-9360 | PS | SH | O | MDCIWB | N/A |
| PS 1571 | 6/88 | 7/77 | Undelivered Mail Report (pad/100) | 7530-01-000-9361 | PO | PD | O | MDCIWB | N/A |
| PS 1576 | 6/90 | 6/90 | Requisition for Duplicating Services | 7530-04-000-6581 | PS | SH | SM | MDCIWB | N/A |
| PS 1583 | 6/24 | 6/24 | Application for Delivery of Mail Through Agent | 7530-01-000-9365 | PU | SH | RET | IWEB | WWW |
| PS 1583-A | 1/23 | 1/23 | Application to Act as a Commercial Mail Receiving Agency | 7530-04-000-4564 | PU | EA | NET | IWEB | WWW |
| PS 1586 | 11/85 | 11/85 | Supply Record (card) | 7530-01-000-9366 | PO | EA | SM | MDCIWB | N/A |
| PS 1590 | 5/91 | 6/86 | Supplies and Equipment Receipt | 7530-01-000-9367 | PS | SH | SM | MDCIWB | N/A |
| PS 1597 | 4/89 | 3/86 | Work Assignment and Mail Count (Messenger Operations) | 7530-01-000-9369 | CA | SH | O | MDCIWB | N/A |
| PS 1620 | 10/70 | 10/70 | Arrangement of Separations on Distribution Cases | 7530-01-000-9372 | CA | SH | O | MDCIWB | N/A |
| PS 1621 | 11/86 | 11/86 | Delivery Management Report (2-part set) | 7530-01-000-9390 | PO | SE | O | MDC | N/A |
| PS 1623 | 4/82 | 4/82 | Change in Delivery, Relay, and Collection Service | 7530-01-000-9391 | CA | SH | O | MDCIWB | N/A |
| PS 1624 | 7/05 | 7/05 | Delivery/Collection Equipment Work Request (3-part set) | 7530-01-000-9392 | PS | ST | DEL | MDCIWB | N/A |
| PS 1625 | 1/17 | 1/17 | Record of Entry Into Registry Section | 7530-01-000-9393 | PO | EA | DOM | MDCIWB | N/A |
| PS 1627 | 10/72 | 10/72 | General Purpose Ruled Form | 7530-01-000-9394 | PS | SH | O | MDCIWB | N/A |
| PS 1628 | 6/21 | 6/21 | Individual Key Record | 7530-03-000-3661 | IC | EA | IS | IWEB | N/A |
| PS 1629 | 6/21 | 6/21 | Building Keys Inventory | 7530-01-000-9396 | IC | EA | IS | IWEB | N/A |
| PS 1630 | 6/87 | 5/80 | Station/Branch Entrance Key Record | 7530-01-000-9397 | CA | SH | O | MDC | N/A |

Directives and Forms Catalog

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|-----------|---------|--------------------|---|------------------|------------|---------------|------|-------------|---------------|
| PS 1639 | 12/74 | 12/74 | Carrier's Report of Recurring Missorted Mail (pad/100) | 7530-01-000-9400 | PO | PD | O | MDC | N/A |
| PS 1654 | 7/90 | 12/86 | Headquarters Messenger Service (pad/50) | 7530-03-000-0637 | HQ | PD | FAC | HQO | N/A |
| PS 1668 | 4/90 | 4/90 | Shipping Instructions (Printing and Binding Material) (4-part set) | 7530-03-000-0638 | HQ | SE | SM | HQO | N/A |
| PS 1700 | 8/08 | 8/08 | Accident Investigation Worksheet | 7530-02-000-7362 | PS | SH | ERM | MDCIWB | N/A |
| PS 1711 | 9/04 | 9/04 | AIM Accident/Incident Supervisor Worksheet | N/A | PS | SH | ERM | IWEB | N/A |
| PS 1716 | 1/89 | 11/87 | Notice of Vacancy in Assignment(s) | 7530-02-000-7363 | PS | SH | ERM | MDCIWB | N/A |
| PS 1717 | 6/09 | 6/09 | Bid for Preferred Assignment (card) | 7530-02-000-7364 | PO | EA | ERM | MDCIWB | N/A |
| PS 1717-A | 6/09 | 6/09 | Preferred Assignment Multiple Bid Card | 7530-01-000-9709 | PO | EA | ERM | MDCIWB | N/A |
| PS 1717-B | 6/09 | 6/09 | Bid for Preferred Assignment | N/A | PO | SH | ERM | IWEB | N/A |
| PS 1723 | 9/13 | 9/13 | Assignment Order | 7530-02-000-7366 | PS | EA | FIN | IWEB | N/A |
| PS 1727 | 9/16 | 9/16 | Award Recommendation/ Authorization (Quality Step Increase) | 7530-02-000-7173 | PS | EA | HR | IWEB | N/A |
| PS 1750 | 11/21 | 11/21 | Employee Evaluation and/ or Probationary Report | 7530-02-000-7371 | PS | EA | HR | IWEB | N/A |
| PS 1766 | 4/86 | 4/86 | Hazard Warning Card | 7530-02-000-7374 | PS | EA | ERM | MDCIWB | N/A |
| PS 1767 | 3/17 | 3/17 | Report of Hazard, Unsafe Condition, or Practice | 7530-01-000-9422 | PS | EA | ERM | IWEB | N/A |
| PS 1768 | 5/08 | 5/08 | Safe Driver Award Committee Decision | 7530-01-000-9423 | PS | SE | ERM | MDCIWB | N/A |
| PS 1773 | 2/88 | 12/82 | Report of Hazard Log | 7530-01-000-9427 | PS | SH | ERM | MDC | N/A |
| PS 1778 | 12/08 | 8/82 | Dog/Animal Warning Card | 7530-01-000-9428 | PO | EA | ERM | MDCIWB | N/A |
| PS 1783 | 1/89 | 1/89 | On-the-Job Safety Review/ Analysis | 7530-01-000-9430 | PS | SH | ERM | MDCIWB | N/A |
| PS 1796-A | 4/06 | 4/06 | Qualifications Rating Sheet for Senior Qualified Positions | 7530-02-000-7379 | PS | EA | ERM | MDCIWB | N/A |
| PS 1796-B | 4/06 | 4/06 | Qualifications Rating Sheet for Best Qualified Positions | 7530-02-000-7380 | PS | EA | ERM | MDCIWB | N/A |
| PS 1799 | 7/15 | 7/15 | Quote Request | N/A | PS | EA | FIN | IWEB | N/A |
| PS 1804-C | 6/73 | 12/70 | Postmaster's Certification of SDM Equipment Maintenance (tab card) | 7530-01-000-9438 | PS | EA | FIN | MDC | N/A |
| PS 1813 | 11/97 | 11/97 | Late Leaving and Returning Report — First Carrier Delivery Trip (pad/100) | 7530-01-000-9441 | CR | PD | O | MDCIWB | N/A |
| PS 1823 | 12/93 | 11/92 | EEO Credential | 7530-03-000-0645 | HQ | EA | LR | HQO | N/A |
| PS 1825 | 9/93 | 9/93 | Library Loan (card) | 7530-03-000-0646 | HQ | EA | IT | HQO | N/A |
| PS 1826 | 6/86 | 6/86 | Interlibrary Loan (yellow card) | 7530-03-000-0647 | HQ | EA | IT | HQO | N/A |
| PS 1827 | 3/71 | 3/71 | Borrower's Request (library charge card) | 7530-03-000-0649 | HQ | EA | IT | HQO, MDCIWB | N/A |
| PS 1838 | 9/99 | 9/99 | Carrier's Count of Mail — Letter Carrier Routes (Management Summary) (2-part set) | 7530-01-000-9461 | CR | SE | O | MDC | N/A |

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|-----------|---------|--------------------|---|------------------|------------|---------------|------|-------------|---------------|
| PS 1838-A | 10/81 | 10/81 | Carrier's Count of Mail — Parcel Post and Combination Services Worksheet/Management Summary (2 pages) | 7530-01-000-9462 | CR | SH | O | MDCIWB | N/A |
| PS 1838-B | 1/84 | 1/84 | Parcel Post Firm Delivery Worksheet | 7530-01-000-9463 | PO | SH | O | MDCIWB | N/A |
| PS 1838-C | 10/13 | 10/13 | Carrier's Count of Mail — Letter Carrier Routes Worksheet | 7530-01-000-9464 | CR | SH | O | IWEB | N/A |
| PS 1839 | 3/06 | 3/06 | Payment Record for Carrier Drive Out Agreements (3-part set) | 7530-01-000-9465 | PS | ST | FIN | MDCIWB | N/A |
| PS 1840 | 11/97 | 11/97 | Carrier Delivery Route — Summary of Count and Inspection (pad/50) | 7530-01-000-9466 | CR | PD | O | MDCIWB | N/A |
| PS 1840-A | 3/80 | 3/80 | Summary of Carrier's Count of Mail — Parcel Post and Combination Services | 7530-01-000-9467 | CR | SH | O | MDCIWB | N/A |
| PS 1840-B | 11/97 | 11/97 | Carrier Time Card Analysis (4 pages) | 7530-01-000-9468 | PS | SH | O | MDCIWB | N/A |
| PS 1846 | 9/79 | 9/79 | Quarterly List of Money Orders Issued | 7530-01-000-9898 | PS | SH | FIN | HQO | N/A |
| PS 1861 | 7/95 | 7/95 | Classified Document Accountability Record (4-part set) | 7530-03-000-0658 | HQ | SE | FIN | HQO, MDCIWB | N/A |
| PS 1864 | 5/82 | 5/82 | Voucher and Schedule of Payments (4-part set) | 7530-01-000-9469 | PO | SE | FIN | MDCIWB | N/A |
| PS 1865 | 9/91 | 9/91 | Voucher and Schedule of Payments (4-part set) | 7530-01-000-9470 | AR | SE | FIN | MDCIWB | N/A |
| PS 1868 | 2/07 | 2/07 | Business Card Order Form | N/A | PS | SH | CR | IWEB | N/A |
| PS 1887 | 10/09 | 10/09 | Order for Overprinted PS Form 3849 | N/A | PO | EA | BMEP | IWEB | N/A |
| PS 1888-A | 10/95 | 2/90 | Quickcopying, Addressing, and Mailing Services (3-part set) | 7530-02-000-9748 | HQ | SE | PM | HQO | N/A |
| PS 1902 | 2/09 | 2/09 | Justification for Billing Accounts Receivable | 7530-01-000-9472 | PS | SH | FIN | MDIAFC | N/A |
| PS 1903-C | 7/88 | 7/88 | Credit Invoice (5-part set) | 7530-02-000-8577 | HQ | SE | FIN | HQO | N/A |
| PS 1904 | 7/09 | 7/09 | Batch Ticket for Remittances Received | 7530-03-000-0663 | SC | SH | FIN | IWEB | N/A |
| PS 1908 | 4/82 | 4/82 | Financial Adjustment Memorandum (pad/100) | 7530-01-000-9475 | PO | PD | FIN | MDCIWB | N/A |
| PS 1910 | 3/23 | 3/23 | Tag 191, Domestic and International Ballots, Order Form | N/A | PU | EA | CMO | IWEB | WWW |
| PS 1915 | 6/73 | 6/73 | Authorization to Flag Employee's Accounts (3-part set) | N/A | SC | SE | FIN | MDC | N/A |
| PS 1918 | 7/78 | 7/78 | Accounts Payable Batch Control Sheet | N/A | SC | SH | FIN | SMDC | N/A |
| PS 1926 | 2/76 | 2/76 | Audit Information Request — Postmasters' Statements of Account | 7530-03-000-0666 | SC | SH | FIN | ISC | N/A |
| PS 1940 | 7/08 | 7/08 | Remittance Register | 7530-01-000-9479 | AR | SH | FIN | MDCIWB | N/A |
| PS 1952 | 4/75 | 4/75 | Annual Estimate of Anticipated Penalty Mail Usage | 7530-03-000-0669 | HQ | SH | FIN | HQO | N/A |
| PS 1957-A | 5/89 | 5/89 | International Airmail Tag Request (9 pages) | 7530-01-000-9483 | PS | SH | GB | MDC | N/A |
| PS 1957-B | 4/82 | 4/82 | Request for International Tags (2 pages) | 7530-01-000-9484 | PS | SH | GB | MDC | N/A |

Directives and Forms Catalog

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|-----------|---------|--------------------|--|------------------|------------|---------------|------|-------------|---------------|
| PS 1957-C | 4/82 | 4/82 | Request for Military Tags | 7530-01-000-9060 | PS | SH | GB | MDC | N/A |
| PS 1957-D | 4/82 | 4/82 | Request for Military Labels | 7530-01-000-9486 | PS | SH | GB | MDC | N/A |
| PS 1957-T | 10/86 | 10/86 | International Tray Label Request | 7530-01-000-9488 | PS | SH | GB | MDC | N/A |
| PS 1961 | 10/85 | 10/85 | Employee Uniform Allowance Statement | N/A | PO | EA | FIN | SLASC | N/A |
| PS 1994 | 7/87 | 5/79 | Employee's Work Schedule | 7530-01-000-9493 | PO | SH | O | MDC | N/A |
| PS 1997 | 4/88 | 4/88 | Health Unit Case Record (card) | 7530-01-000-9494 | PS | EA | ERM | MDCIWB | N/A |
| PS 2013 | 2/21 | 2/21 | Request for Background Investigation | 7530-01-000-9515 | PS | EA | IS | IWEB | N/A |
| PS 2017 | 1/77 | 1/77 | Mail Cover File Envelope | 7530-01-000-9518 | IC | EA | IS | MDC | N/A |
| PS 2018 | 1/02 | 1/02 | Duplicate Key, Pin & Combination Inventory | 7530-04-000-5309 | PS | EA | GC | HQO, MDCIWB | N/A |
| PS 2022 | 7/21 | 7/21 | Inspection Service Key Inventory Record | 7530-03-000-0676 | IC | EA | IS | IWEB | N/A |
| PS 2025 | 6/22 | 6/22 | Contract Personnel Questionnaire | 7530-01-000-9519 | IC | SH | IS | IWEB | N/A |
| PS 2026-B | 6/88 | 6/88 | Investigative History File — Firm Data | 7530-01-000-9710 | IC | SH | IS | MDC | N/A |
| PS 2041-T | 1/92 | 1/92 | MTAC Headquarters ID (card) | 7530-03-000-0682 | HQ | EA | MSS | HQO | N/A |
| PS 2066 | 3/13 | 3/13 | Personnel Security Questionnaire Update | N/A | IC | EA | IS | IWEB | N/A |
| PS 2081 | 3/22 | 3/22 | Highway Contract Driver Assignment Notification | N/A | PS | EA | SM | IWEB | N/A |
| PS 2088 | 4/04 | 4/04 | HQ Telephone Directory Individual Update | N/A | HQ | SH | FAC | LOC, MDCIWB | N/A |
| PS 2093 | 9/75 | 9/75 | Courtesy Violation Notice (3-part set, book/50) | 7530-02-000-7387 | IC | BK | IS | MDC | N/A |
| PS 2106 | 10/87 | 10/87 | Adjudication — Tort Claims (4-part set) | N/A | PS | SE | GC | HQO, IWEB | N/A |
| PS 2113 | 6/86 | 6/86 | Tort Claim Summary | 7530-03-000-0700 | HQ | SH | GC | HQO | N/A |
| PS 2130 | 3/18 | 3/18 | Claim for Loss/Recovered Claims for Loss | 7530-02-000-7390 | PS | SH | FIN | IWEB | N/A |
| PS 2131 | 7/06 | 7/06 | Uncollectible Check Report | N/A | PS | SH | FIN | IWEB | N/A |
| PS 2134 | 7/13 | 7/13 | USPS Corporate Account (USPSCA) Uncollectible | N/A | PS | EA | FIN | IWEB | N/A |
| PS 2139 | 4/75 | 4/75 | Assault Report on Law Enforcement Personnel | 7530-02-000-7392 | IC | SH | IS | MDCIWB | N/A |
| PS 2146 | 11/87 | 11/87 | Employee's Claim for Personal Property | 7530-02-000-7393 | PS | SH | ERM | MDCIWB | N/A |
| PS 2159 | 3/02 | 3/02 | Certification Sheet | 7530-03-000-0701 | HQ | EA | GC | HQO, MDCIWB | N/A |
| PS 2159-A | 3/02 | 3/02 | Certification Blank | 7530-03-000-0702 | HQ | EA | GC | HQO | N/A |
| PS 2181 | 7/17 | 7/17 | Authorization and Release | 7530-02-000-7400 | PS | SH | ERM | IWEB | N/A |
| PS 2181-A | 11/22 | 11/22 | Pre-Employment Screening — Authorization and Release | 7530-02-000-7401 | PS | EA | ERM | IWEB | WWW |
| PS 2181-B | 12/06 | 12/06 | Applicant Drug Testing — Consent and Release | 7530-02-000-7175 | PS | SH | ERM | MDCIWB | N/A |
| PS 2181-C | 10/15 | 10/15 | Authorization and Release — Background Investigation (USPS Contractors and Employees of Contractors) | N/A | PS | EA | ERM | IWEB | N/A |

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|-------------|---------|--------------------|--|------------------|------------|---------------|------|-------------|---------------|
| PS 2181-D | 1/21 | 1/21 | Disclosure and Authorization for Consumer Reports and Investigative Consumer Reports | N/A | PS | EA | HR | IWEB | WWW |
| PS 2181-E | 3/19 | 3/19 | Contract Driver Drug Testing — Consent and Release | N/A | PS | EA | IS | IWEB | N/A |
| PS 2185 | 6/99 | 6/99 | Certificate of Site Investigation for Easements or Other Evidences of Rights to Government Interests | 7530-03-000-0705 | HQ | SH | CA | HQO, MDCIWB | N/A |
| PS 2192 | 3/75 | 3/75 | Adjudication — Tort Claims (pad/100) | 7530-03-000-0706 | HQ | PD | GC | HQO | N/A |
| PS 2198 | 10/91 | 6/87 | Accident Report — Tort Claim | 7530-02-000-7403 | PS | SH | O | MDCIWB | N/A |
| PS 2215 | 11/82 | 11/82 | Energy and Equipment Life Cycle Cost Analysis | 7530-03-000-0709 | PS | SH | FAC | HQO | N/A |
| PS 2238 | 5/85 | 5/85 | Thermal Load Estimate Calculations | 7530-02-000-7405 | PS | SH | FAC | MDCIWB | N/A |
| PS 2240 | 3/10 | 3/10 | Pay, Leave, or Other Hours Adjustment Request | 7530-02-000-7406 | PS | EA | FIN | IWEB | N/A |
| PS 2240-F | 6/91 | 6/91 | FLSA Overtime Adjustment Request | 7530-01-000-9507 | PS | SE | FIN | MDCIWB | N/A |
| PS 2240-R | 3/10 | 3/10 | Rural Pay or Leave Adjustment Request for PS Form 1314 | 7530-02-000-7407 | PS | EA | FIN | IWEB | N/A |
| PS 2240-RA | 3/10 | 3/10 | Rural Pay or Leave Adjustment Request for PS Form 1314-A | 7530-08-000-4046 | PS | EA | FIN | IWEB | N/A |
| PS 2242 | 2/84 | 2/84 | Part-Time Regular Annual Leave Analysis | 7530-03-000-0710 | HQ | SH | FIN | HQO | N/A |
| PS 2249 | 6/81 | 6/81 | Severance Pay Computation | 7530-01-000-9900 | SC | SH | FIN | MDC | N/A |
| PS 2282 | 6/99 | 6/99 | Facility Evaluation Sheet (Space & Condition) | 7530-02-000-7428 | CE | SH | ENG | MDCIWB | N/A |
| PS 2329 | 7/78 | 7/78 | Cancelling Machine Readings and Handstamped Letter Size | 7530-02-000-7429 | CA | SH | O | MDCIWB | N/A |
| PS 2332 | 9/98 | 9/98 | Record of Parcel Post Pieces Processed | 7530-02-000-7431 | PS | SH | O | MDCIWB | N/A |
| PS 2341 | 1/82 | 1/82 | Notice of Adjustment — Separated Employee | 7530-03-000-0719 | SC | SH | FIN | ISC | N/A |
| PS 2345 | 3/95 | 1/92 | Personnel Workhours — FON | 7530-02-000-7432 | SD | SH | O | MDC | N/A |
| PS 2345-B | 10/78 | 10/78 | Facility Manpower | 7530-02-000-7434 | PS | SH | O | MDCIWB | N/A |
| PS 2345-LSM | 2/76 | 2/76 | Personnel Manpower — Letter Sorting Machine | 7530-02-000-7436 | CA | SH | O | MDCIWB | N/A |
| PS 2347 | 3/88 | 2/73 | Mark II Facer-Canceller Machine Cancellations | 7530-02-000-7437 | PO | SH | O | MDC | N/A |
| PS 2362 | 4/85 | 4/85 | Flats, Magazines, Flat Papers, Distributed to Cases | 7530-02-000-7438 | PO | SH | O | MDCIWB | N/A |
| PS 2371-A | 8/75 | 8/75 | MOD 2 Performance Summary — Mail Volume | 7530-02-000-7440 | PO | SH | O | MDCIWB | N/A |
| PS 2396 | 9/78 | 9/78 | Request for Assistance — Headquarters/Regional Project | 7530-03-000-0720 | AR | SH | O | HQO | N/A |
| PS 2430 | 3/01 | 3/01 | EEO Investigation Report | 7530-01-000-9628 | PS | SH | LR | MDCIWB | N/A |
| PS 2432 | 5/17 | 5/17 | Individual Training Progress Report | 7530-01-000-9629 | PS | SH | HR | MDIAFC | N/A |

Directives and Forms Catalog

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|-----------|---------|--------------------|---|------------------|------------|---------------|------|-------------|---------------|
| PS 2458 | 11/23 | 11/23 | Uniform Vendors License Code of Ethical Conduct | 7530-03-000-0730 | HQ | EA | LR | HQO | N/A |
| PS 2485-A | 10/07 | 10/07 | Medical Assessment — Focused Examination Report | 7530-10-000-0772 | PS | SH | ERM | IWEB | N/A |
| PS 2485-B | 4/08 | 4/08 | Medical Assessment Private Medical Provider Report | 7530-10-000-0772 | PS | EA | ERM | MDCIWB | N/A |
| PS 2485-C | 1/11 | 1/11 | Employee Reassignment/ Change of Craft Medical Assessment Questionnaire | N/A | PS | EA | ERM | IWEB | N/A |
| PS 2485-D | 10/12 | 10/12 | Applicant Medical Questionnaire | N/A | PS | EA | ERM | IWEB | N/A |
| PS 2488 | 11/23 | 11/23 | Authorization to Use or Disclose Protected Health Information | N/A | PS | EA | ERM | IWEB | N/A |
| PS 2489 | 4/18 | 4/18 | Self-Identification of a Physical or Mental Disability | 7530-01-000-9640 | PS | SH | LR | MDCIWB | N/A |
| PS 2491 | 7/88 | 7/88 | Medical Report — First Aid Injuries (3-part set) | 7530-02-000-7178 | PS | SE | ERM | MDCIWB | N/A |
| PS 2492 | 7/22 | 7/22 | Request for Fitness-for-Duty Examination | 7530-05-000-4159 | PS | EA | HR | IWEB | N/A |
| PS 2499 | 10/07 | 10/07 | Offer of Modified Assignment (Limited Duty) | 7530-09-000-8984 | PS | SH | ERM | MDCIWB | N/A |
| PS 2548 | 5/17 | 5/17 | Individual Training Record | 7530-03-000-3521 | PS | SH | HR | MDCIWB | N/A |
| PS 2552 | 5/18 | 5/18 | Parking Refund Request and Payment Authorization | N/A | HQ | EA | FAC | IWEB | N/A |
| PS 2556 | 7/86 | 7/86 | Third Party Statement of Recovery | 7530-03-000-3523 | PS | SH | ERM | MDCIWB | N/A |
| PS 2558 | 10/90 | 11/87 | Excess Space Used Certification (3-part set) | 7530-02-000-7180 | HQ | SE | O | MDC | N/A |
| PS 2559 | 2/81 | 2/81 | Third Party Claim — Information Request | 7530-01-000-9695 | PS | SH | ERM | MDCIWB | N/A |
| PS 2560 | 11/87 | 11/87 | Referral of Third Party Material | 7530-01-000-9696 | PS | SH | ERM | MDCIWB | N/A |
| PS 2562 | 12/88 | 3/81 | Injury Compensation Program — Notice of Potential Third Party Claim | 7530-01-000-9697 | PS | SH | ERM | MDCIWB | N/A |
| PS 2563-A | 10/15 | 10/15 | Certification of Receipt — Publication 133 | 7530-02-000-7959 | PS | SE | LR | IWEB | N/A |
| PS 2563-B | 3/12 | 3/12 | Allegations of Discrimination Based on Age | 7530-02-000-7960 | PS | EA | LR | IWEB | N/A |
| PS 2564-A | 10/15 | 10/15 | Information for Pre-Complaint Counseling | 7530-02-000-7961 | PS | EA | LR | IWEB | N/A |
| PS 2564-B | 10/15 | 10/15 | EEO Settlement Agreement Pre-Complaint | 7530-02-000-7962 | PS | SE | LR | IWEB | N/A |
| PS 2564-C | 10/15 | 10/15 | Withdrawal of Complaint of Discrimination | 7530-02-000-7963 | PS | SE | LR | IWEB | N/A |
| PS 2565 | 10/15 | 10/15 | EEO Complaint of Discrimination in the Postal Service | 7530-03-000-3526 | PS | EA | LR | IWEB | N/A |
| PS 2565-A | 10/15 | 10/15 | Withdrawal of Formal EEO Complaint of Discrimination | 7530-02-000-7964 | PS | SE | LR | IWEB | N/A |
| PS 2565-B | 10/15 | 10/15 | EEO Settlement Agreement | 7530-02-000-7965 | PS | SH | LR | IWEB | N/A |
| PS 2565-C | 10/15 | 10/15 | Agreement to Extend 180-Day EEO Investigative Process | 7530-02-000-7966 | PS | SE | LR | IWEB | N/A |
| PS 2565-D | 10/15 | 10/15 | EEO Settlement Agreement — Formal Complaint | 7530-02-000-7967 | PS | SH | LR | IWEB | N/A |

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|-----------|---------|--------------------|---|------------------|------------|---------------|------|-------------|---------------|
| PS 2565-F | 10/15 | 10/15 | EEO Settlement Agreement (Including Claims Filed Under ADEA) | 7530-03-000-7028 | PS | EA | LR | IWEB | N/A |
| PS 2567-A | 10/15 | 10/15 | Agreement to Extend 30-Day EEO Counseling Process | 7530-02-000-7969 | PS | EA | LR | IWEB | N/A |
| PS 2567-B | 10/15 | 10/15 | Agreement to Participate in REDRESS, an Alternate Dispute Resolution Process | 7530-02-000-7970 | PS | EA | LR | IWEB | N/A |
| PS 2567-D | 10/15 | 10/15 | Agreement to Participate in REDRESS, an Alternate Dispute Resolution Process (Post Investigative) | 7530-05-000-4371 | PS | EA | LR | IWEB | N/A |
| PS 2568-A | 10/15 | 10/15 | EEO Investigative Affidavit (Complainant) | 7530-01-000-9699 | PS | SE | LR | IWEB | N/A |
| PS 2568-B | 10/15 | 10/15 | EEO Investigative Affidavit (Witness) | 7530-01-000-9700 | PS | SE | LR | IWEB | N/A |
| PS 2569 | 10/15 | 10/15 | EEO Investigative Affidavit (Continuation Sheet) | 7530-01-000-9701 | PS | SE | LR | IWEB | N/A |
| PS 2569-C | 3/01 | 3/01 | EEO Investigative Affidavit (Continuation Sheet/ Compensatory Damages) | 7530-03-000-9501 | PS | EA | LR | MDC | N/A |
| PS 2570 | 10/15 | 10/15 | EEO Alternative Dispute Resolution Specialist's (ADRS) Inquiry Report | 7530-01-000-9702 | PS | EA | LR | IWEB | N/A |
| PS 2571 | 10/15 | 10/15 | Certification | 7530-01-000-9703 | PS | SE | LR | IWEB | N/A |
| PS 2573 | 6/91 | 5/86 | Request — OWCP Claim Status | 7530-01-000-9706 | PS | SH | ERM | MDCIWB | N/A |
| PS 2574 | 4/23 | 4/23 | Resignation/Transfer from the Postal Service | 7530-01-000-9707 | PS | EA | HR | IWEB | N/A |
| PS 2575 | 2/95 | 8/84 | Penalty Action Notification (6-part set) | 7530-03-000-3577 | DN | SE | O | MDC | N/A |
| PS 2576 | 8/01 | 8/01 | Settlement and ADR Use | N/A | HQ | SH | GC | HQO | N/A |
| PS 2577 | 8/98 | 8/98 | Assignment of Claim to the USPS | 7530-01-000-9726 | PS | EA | ERM | MDCIWB | N/A |
| PS 2579-A | 10/15 | 10/15 | Notice of Right to File Individual Complaint | 7530-01-000-9727 | PS | EA | LR | IWEB | N/A |
| PS 2579-B | 10/15 | 10/15 | Notice of Right to File Class Complaint | 7530-01-000-9728 | PS | EA | LR | IWEB | N/A |
| PS 2579-C | 10/15 | 10/15 | Notice of Right to File Mixed Complaint | 7530-02-000-7977 | PS | EA | LR | IWEB | N/A |
| PS 2584 | 10/15 | 10/15 | Representation/Anonymity | 7530-03-000-3580 | PS | EA | LR | IWEB | N/A |
| PS 2591 | 11/16 | 11/16 | Application for Employment | 7530-01-000-9733 | PU | SH | HR | IWEB | WWW |
| PS 2594 | 4/75 | 4/75 | Grievance Case Fact Sheet | N/A | HQ | SH | LR | HQO | N/A |
| PS 2608 | 6/13 | 6/13 | Grievance Summary — Step 1 | 7530-01-000-9740 | PS | EA | LR | IWEB | N/A |
| PS 2609 | 6/13 | 6/13 | Grievance Summary — Step 2 | 7530-01-000-9741 | PS | EA | LR | IWEB | N/A |
| PS 2610 | 6/13 | 6/13 | Grievance Summary — Step 3 | 7530-01-000-9742 | AR | EA | LR | IWEB | N/A |
| PS 2613 | 6/82 | 6/82 | Step 4 Request for Grievance Case File | 7530-03-000-0765 | HQ | SH | EDD | HQO | N/A |
| PS 2629 | 8/88 | 8/88 | Free Trial Test Agreement | 7530-03-000-0766 | PS | SH | IT | ISC, MDCIWB | N/A |
| PS 2630 | 8/87 | 8/87 | Software Requirement Document | 7530-03-000-0767 | SC | SH | IT | ISC | N/A |
| PS 2631 | 8/87 | 8/87 | Request for Free Trial Test | 7530-03-000-0768 | SC | SH | IT | ISC | N/A |
| PS 2632 | 8/87 | 8/87 | Request for Software Procurement | 7530-03-000-0769 | SC | SH | IT | ISC | N/A |

Directives and Forms Catalog

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|-----------|---------|--------------------|---|------------------|------------|---------------|------|-------------|---------------|
| PS 2633 | 8/87 | 8/87 | Software Evaluation | 7530-03-000-0770 | SC | SH | IT | ISC | N/A |
| PS 2702 | 2/94 | 8/74 | Air Container Placard | 7530-01-000-9749 | PO | EA | O | MDC | N/A |
| PS 2710 | 11/96 | 2/84 | Statement of Net Weight of the Airmail (4-part set) | 7530-01-000-9751 | XO | EA | O | MDC | N/A |
| PS 2729 | 10/75 | 10/75 | Weekly Summary of Loose Sack Mail Dispatched (9-part set) | 7530-03-000-0780 | PO | SE | O | ISC | WADNA |
| PS 2731 | 5/75 | 5/75 | Arbitration Index — Non-Removal (card) | 7530-03-000-0781 | HQ | EA | LR | HQO | N/A |
| PS 2732 | 5/75 | 5/75 | Arbitration Index — Removal (card) | 7530-03-000-0782 | HQ | EA | LR | HQO | N/A |
| PS 2733 | 9/77 | 9/77 | Arbitration Index — Contract (card) | 7530-03-000-0783 | HQ | EA | LR | HQO | N/A |
| PS 2734 | 1/79 | 1/79 | Mail Exception Report | 7530-03-000-0784 | AC | SH | O | HQO | N/A |
| PS 2734-A | 3/87 | 3/87 | Air Transportation Pay and Routing Adjustment (3-part set) | 7530-02-000-7183 | AM | SE | PM | MDC | N/A |
| PS 2734-B | 7/99 | 7/99 | Air Transportation Pay and Routing Adjustment — International and Military Mail | 7530-02-000-7184 | AM | EA | GB | MDCIWB | N/A |
| PS 2747 | 12/99 | 12/99 | Intra-Alaska Payment Claim Worksheet [Note: See HBK PO-508.] | N/A | AC | SH | O | N/A | N/A |
| PS 2753-A | 6/93 | 6/93 | Mail Delivery Record (3-part set) | 7530-01-000-9509 | AM | SE | O | MDC | N/A |
| PS 2754 | 9/92 | 9/92 | Air Taxi Service Reliability Report | 7530-02-000-9978 | AM | EA | SM | MDCIWB | N/A |
| PS 2755 | 9/92 | 9/92 | Air Taxi Mail Service Report (3-part set) | 7530-01-000-9754 | PC | SE | SM | MDCIWB | N/A |
| PS 2756 | 10/88 | 10/88 | Dispatch Record/ Certification of Air Taxi Service Performed (4-part set) | 7530-01-000-9755 | PS | SE | SM | MDC | N/A |
| PS 2759 | 7/03 | 7/03 | Report of Irregular Handling of Mail | 7530-01-000-9756 | PS | SE | NET | MDCIWB | N/A |
| PS 2759-M | 6/91 | 6/91 | Report of Irregular Handling of Military Mail | 7530-02-000-7185 | PS | SH | O | MDC | N/A |
| PS 2760 | 9/74 | 9/74 | Airlines Reply to Refusal/ Removal of Mail | 7530-03-000-0786 | AC | SH | O | AC | N/A |
| PS 2766 | 8/91 | 8/91 | Summary of Mail Handling Irregularities | 7530-02-000-8183 | AM | SH | O | MDCIWB | N/A |
| PS 2767 | 9/92 | 9/92 | Air Taxi Mail Service Operational Evaluation | 7530-01-000-9759 | PC | SH | SM | MDCIWB | N/A |
| PS 2768 | 10/91 | 10/91 | Aircraft Weight and Balance Data (2-part set) | 7530-01-000-9760 | AC | SE | SM | MDC | N/A |
| PS 2769 | 9/92 | 9/92 | Air Taxi Service Accident/ Incident Report | 7530-02-000-9979 | PC | SH | SM | MDCIWB | N/A |
| PS 2770 | 1/79 | 1/79 | Weekly Summary of Air Container Dispatches (9-part set) | 7530-03-000-0787 | AM | SE | O | SLASC | N/A |
| PS 2800 | 4/98 | 4/98 | Subpoena, Postal Service Board of Contract Appeals | 7530-03-000-0789 | HQ | SH | JD | R | N/A |
| PS 2805 | 3/09 | 3/09 | Military Deposit Worksheet | 7530-01-000-9761 | PS | SH | ERM | MDCIWB | N/A |
| PS 2834 | 6/80 | 6/80 | Dispatch Particulars for Transit Mail | 7530-03-000-0803 | XO | SH | PRI | HQO | N/A |
| PS 2846 | 7/23 | 7/23 | City Carrier Route Mail Acceptance Data | N/A | PO | EA | FIN | IWEB | N/A |
| PS 2847 | 5/15 | 5/15 | Rural Carrier Payment Authorization | 7530-01-000-9121 | CR | EA | FIN | IWEB | N/A |
| PS 2848 | 7/23 | 7/23 | Rural Carrier Route Mail Acceptance Data | 7530-03-000-0807 | PO | EA | FIN | IWEB | N/A |

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|------------|---------|--------------------|---|------------------|------------|---------------|------|-------------|---------------|
| PS 2855 | 1/14 | 1/14 | International Claim for Indemnity | 7530-01-000-9771 | PO | EA | GB | HQO | N/A |
| PS 2856 | 8/20 | 8/20 | Damage Report of Insured Article and Contents | 7530-09-000-3988 | PO | EA | FIN | IWEB | N/A |
| PS 2865 | 7/13 | 7/13 | Return Receipt for International Mail | 7530-01-000-9775 | PO | EA | GB | MDCIWB | P/F |
| PS 2866 | 7/08 | 7/08 | Presort Verification Record | 7530-01-000-9776 | PO | SH | BMEP | MDCIWB | N/A |
| PS 2866-IP | 4/85 | 6/84 | In-Plant Verification for Second- and Fourth-Class Matter | 7530-01-000-9778 | PS | SH | MSS | MDC | N/A |
| PS 2867 | 3/89 | 3/89 | Bulk Mail Acceptance Report | 7530-01-000-9779 | PS | SH | MSS | MDCIWB | N/A |
| PS 2871 | 4/85 | 4/85 | In-Plant Verification Log of Mailings | 7530-01-000-9780 | CD | SH | MSS | MDCIWB | N/A |
| PS 2872 | 10/97 | 10/97 | In-Plant Verification Request for Periodicals and Standard Mail (B) | 7530-01-000-9781 | DC | SH | PRI | MDC | N/A |
| PS 2880 | 5/20 | 5/20 | Physical Inventory Adjustments | 7530-01-000-9782 | PO | EA | NET | IWEB | N/A |
| PS 2900 | 10/87 | 4/77 | U.S. Military Mail by U.S. Commercial Air Carriers Dispatch Record | 7530-01-000-9783 | XO | SE | GB | MDC | N/A |
| PS 2900-C | 1/93 | 1/93 | U.S. Military Mail by U.S. Commercial Air Carriers Dispatch Record | 7530-03-000-9130 | AM | CTN | GB | MDC | N/A |
| PS 2906 | 4/99 | 4/99 | Steamship Notice — Departure Information | 7530-01-000-9784 | PH | SH | GB | MDCIWB | N/A |
| PS 2907 | 5/91 | 5/91 | International Exchange Office Mail Receipt | 7530-01-000-9785 | XO | SH | GB | MDCIWB | N/A |
| PS 2911 | 12/81 | 12/81 | Return to Sender (card) | 7530-01-000-9787 | XO | EA | GB | MDC | N/A |
| PS 2925 | 10/91 | 10/91 | USA/Canada Surface Mail Exchange | N/A | PO | SH | GB | HQO | N/A |
| PS 2927 | 1/80 | 1/80 | Dispatch Record — Foreign Transit Closed Mails | 7530-03-000-3587 | XO | SH | GB | MDCIWB | N/A |
| PS 2933 | 6/21 | 6/21 | Register of Uncollected Customs Charges | 7530-01-000-9792 | PO | EA | FIN | IWEB | N/A |
| PS 2941 | 3/98 | 3/98 | Delivery Bill — Bordereau C 18bis (computerized) | 7530-01-000-9794 | AE | EA | GB | MDC | N/A |
| PS 2942 | 4/06 | 4/06 | Delivery List (AV-7) | 7530-01-000-9810 | AE | CT | NET | MDC | N/A |
| PS 2942-A | 11/92 | 11/92 | Military Mail — AV-7 Delivery List | 7530-01-000-9811 | XO | CTN | GB | MDC | N/A |
| PS 2948 | 6/80 | 6/80 | Notice — International Mail Irregularity | 7530-03-000-3556 | XO | SE | GB | MDC | N/A |
| PS 2963 | 2/03 | 2/03 | Statement of Mail Movement | 7530-01-000-9823 | XO | SE | GB | MDCIWB | N/A |
| PS 2968 | 4/06 | 4/06 | Parcel Bill — Postal Parcels | 7530-03-000-3562 | AE | CT | NET | MDC | N/A |
| PS 2970 | 4/02 | 4/02 | Letter Bill — Exchange of Mail | 7530-01-000-9831 | XO | EA | GB | MDC | N/A |
| PS 2971 | 11/96 | 1/91 | Verification Note | 7530-01-000-9832 | PO | EA | GB | MDCIWB | N/A |
| PS 2976-C | 3/21 | 3/21 | OCPI Customs Declaration | N/A | PO | EA | GB | e-IWB | e-WEB |
| PS 2976-E | 7/13 | 9/06 | Customs Declaration Envelope — CP 91 | 7530-03-000-5174 | PO | EA | NET | MDC | P/F |
| PS 2976-ES | 4/16 | 4/16 | Small Customs Form Envelope | 7530-17-000-7993 | PO | EA | NET | MDCIWB | MDCWEB |
| PS 2976-R | 4/16 | 4/16 | USPS Customs Declaration and Dispatch Note | 7530-17-000-7992 | PO | EA | NET | MDCIWB | MDCWEB |
| PS 2988 | 5/08 | 1/91 | Delivery Bill — Waybill (CN 37) Surface Mail | 7530-01-000-9835 | XO | SE | NET | MDC | N/A |

Directives and Forms Catalog

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|-----------|---------|--------------------|--|------------------|------------|---------------|------|-------------|---------------|
| PS 2988-M | 1/91 | 1/91 | Delivery Bill — Waybill (CN 37) (Manual) | 7530-02-000-7186 | XO | EA | GB | MDC | N/A |
| PS 2989 | 1/91 | 1/91 | Special Parcel Bill CP 12 (Computerized) | 7530-01-000-9836 | AE | SH | GB | MDCIWB | N/A |
| PS 2993 | 4/88 | 1/87 | Returned or Redirected Parcels | 7530-01-000-9838 | XO | EA | GB | MDC | N/A |
| PS 3000-G | 9/97 | 9/97 | Postage Statement Register for Penalty Mail | 7530-01-000-9840 | PS | SH | FIN | MDCIWB | N/A |
| PS 3002 | 4/18 | 4/18 | Data Request | N/A | PS | EA | IT | IWEB | N/A |
| PS 3033 | 12/70 | 12/70 | Receipt for Blank Checks or Savings Bonds | 7530-01-000-9845 | SC | SH | FIN | MDCIWB | N/A |
| PS 3036 | 7/87 | 4/84 | Record of Stamp Stock Requisitions | 7530-01-000-9846 | PO | SH | FIN | MDCIWB | N/A |
| PS 3074 | 4/99 | 4/99 | Request for Waiver of Claim for Erroneous Payment of Pay | 7530-03-000-3700 | PS | SH | FIN | MDCIWB | N/A |
| PS 3077 | 9/11 | 9/11 | Request to Forward Salary Check | 7530-01-000-9849 | PS | SH | FIN | IWEB | N/A |
| PS 3083 | 12/96 | 8/71 | Trust Accounts Receipts and Withdrawals (pad/100) | 7530-01-000-9850 | PS | PD | FIN | MDCIWB | N/A |
| PS 3097 | 5/72 | 5/72 | Notice of Returned Treasury Check (2-part set) | 7530-03-000-0821 | SC | SE | FIN | HQO | N/A |
| PS 3101 | 8/89 | 12/86 | Registered Receipt for Outgoing Mail | 7530-03-000-0822 | HQ | SH | FAC | HQO | N/A |
| PS 3111 | 2/25 | 2/25 | Postal Service Health Benefits (PSHB) Coverage or Termination While in Leave Without Pay (LWOP) Status | 7530-01-000-9851 | PS | SH | ERM | MDCIWB | N/A |
| PS 3112 | 1/25 | 1/25 | Waiver of Immediate Reinstatement of PSHB | NA | PS | EA | CC | IWEB | NA |
| PS 3114 | 10/08 | 10/08 | Intelligent Mail Tray Label Certification | N/A | NCS | SH | BMEP | IWEB | WWW |
| PS 3115 | 10/15 | 10/15 | USPS Health Benefits Plan Election Form | N/A | PS | EA | LR | IWEB | N/A |
| PS 3116 | 10/15 | 10/15 | Notice of Change in USPS Health Benefits Plan Enrollment | N/A | PS | EA | LR | IWEB | N/A |
| PS 3117 | 12/24 | 12/24 | How to Use PostalEase to Manage Your USPS Health Benefits Plan for Noncareer Employees | 7530-17-000-0878 | PS | EA | HR | IWEB | N/A |
| PS 3118 | 10/15 | 10/15 | USPS Health Benefits Plan Certification for Foster Children | N/A | PS | EA | LR | IWEB | N/A |
| PS 3119 | 10/15 | 10/15 | Application to Elect or Waive Pretax USPS Health Benefits Plan Premium | 7530-17-000-1506 | PS | EA | LR | IWEB | N/A |
| PS 3120 | 10/15 | 10/15 | Notice to Non-Career Employees Eligible to Enroll in USPS Health Benefits Plan Coverage | N/A | PS | EA | LR | IWEB | N/A |
| PS 3131 | 6/92 | 6/92 | Standard Reconciliation of Accounts | N/A | PO | SH | FIN | ISC | N/A |
| PS 3152 | 7/13 | 7/13 | Confirmation Services Certification | N/A | PS | EA | RET | IWEB | WWW |
| PS 3152-A | 9/01 | 9/01 | Confirm Advanced Shipping Notice (ASN) Shipment ID | 7530-05-000-4580 | PU | SH | PRI | MDCIWB | WWW |
| PS 3152-E | 1/14 | 1/14 | Priority Mail Express Manifesting Certification | N/A | NCS | SH | BMEP | IWEB | WWW |
| PS 3176 | 3/99 | 3/99 | Bank Transaction Record | 7530-01-000-9870 | PS | SH | FIN | MDCIWB | N/A |

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|-----------|---------|--------------------|--|------------------|------------|---------------|------|-------------|---------------|
| PS 3180 | 11/78 | 11/78 | Pay Location Information Transmittal | 7530-02-000-7189 | PS | SH | FIN | MDCIWB | N/A |
| PS 3189 | 6/13 | 6/13 | Request for Temporary Schedule Change for Personal Convenience | 7530-01-000-9878 | PS | PD | FIN | MDCIWB | N/A |
| PS 3189-E | 5/15 | 5/15 | Request for Temporary Schedule Change for Personal Convenience for EAS Employees | 7530-17-000-6030 | PS | PD | FIN | MDCIWB | N/A |
| PS 3200 | 8/11 | 8/11 | Facing Slip for ACS NIXIES | 7530-13-000-7178 | PS | PD | DEL | MDCIWB | N/A |
| PS 3203 | 1/19 | 1/19 | Personalized Stamped Envelopes and Cards Brochure Order Form | 7530-01-000-9880 | PU | EA | CMO | HQO | N/A |
| PS 3203-X | 7/25 | 7/25 | Personalized Stamped Envelopes and Cards Order Form | N/A | STF | EA | CMO | IWEB | WWW |
| PS 3204 | 9/92 | 9/92 | Plain Stamped Envelope Invoice | N/A | PU | EA | MSS | MDC | N/A |
| PS 3205 | 8/99 | 8/99 | Requisition for Plain Stamped Envelopes (card) | 7530-03-000-0848 | PO | EA | MSS | SEA | P/F |
| PS 3205-R | 1/72 | 1/72 | Replacement Card for Mutilated Plain Stamped Envelope Requisition (card) | 7530-03-000-0849 | HQ | EA | MSS | SEA | N/A |
| PS 3206 | 8/99 | 8/99 | Order for Forms 3205 (card) | 7530-03-000-0850 | PO | EA | MSS | SEA | N/A |
| PS 3210 | 10/12 | 10/12 | Receipt for Stamp Stock Submitted for Redemption | N/A | PS | EA | FIN | IWEB | N/A |
| PS 3216 | 1/72 | 1/72 | Requisition for Postal Cards — Bulk Quantities (card) | 7530-02-000-9821 | PO | EA | MSS | GPO | GPO |
| PS 3220 | 10/96 | 10/96 | Claim for Stamped Envelope Discount | 7530-01-000-9883 | PS | EA | FIN | MDCIWB | N/A |
| PS 3223 | 5/74 | 5/74 | Field Sales Force Personnel Register Update Transactions | 7530-03-000-0859 | AR | SH | MSS | HQO | N/A |
| PS 3227-R | 7/25 | 7/25 | Rural or Highway Contract Route Carrier Stamp Purchase Order Form | 7530-01-000-9885 | CR | EA | DEL | MDCIWB | P/F |
| PS 3229 | 3/92 | 3/92 | Stamped Paper Transfer Order | 7530-03-000-0863 | HQ | EA | MSS | HQO | N/A |
| PS 3234 | 2/81 | 2/81 | Notice to Sender of Postage Due (for First Day Covers) (postal card) | 7530-03-000-0865 | HQ | EA | MSS | HQO | N/A |
| PS 3236 | 4/93 | 9/87 | Uniform Allowance Cap Disbursements (3-part set) | 7530-01-000-9887 | PO | SE | FIN | MDCIWB | N/A |
| PS 3237 | 7/09 | 7/09 | Stamp Stock Destruction Committee Notice of Appointment | 7530-01-000-9888 | PS | SH | FIN | IWEB | N/A |
| PS 3239 | 1/10 | 1/10 | Payroll Deduction Authorization to Liquidate Postal Service Indebtedness | 7530-01-000-9890 | PS | SH | FIN | IWEB | N/A |
| PS 3241 | 2/99 | 2/99 | Statement of Receipts and Disbursements (Employee Social and Recreational Funds) | 7530-01-000-9893 | PS | SH | ERM | MDCIWB | N/A |
| PS 3250 | 11/78 | 11/78 | Inventory of Accountable Paper | 7530-03-000-0871 | HQ | SH | MSS | HQO | N/A |
| PS 3294 | 8/25 | 8/25 | Cash and Stamp Stock Count and Summary | N/A | PS | EA | FIN | IWEB | N/A |
| PS 3295 | 3/99 | 3/99 | Daily Record of Stamps, Stamped Paper and Nonpostal Stamps on Hand | 7530-01-000-9914 | PS | SH | FIN | MDCIWB | N/A |

Directives and Forms Catalog

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|------------|---------|--------------------|--|------------------|------------|---------------|------|-------------|---------------|
| PS 3309 | 2/94 | 12/92 | Advice of Shipment/Stamp Invoice | N/A | PO | EA | MSS | ISC | N/A |
| PS 3315 | 7/06 | 7/06 | Cancellation Services Workorder (4-part set) | 7530-03-000-0883 | STF | EA | GR | PHL | N/A |
| PS 3317-A | 2/81 | 2/81 | Retail and Philatelic Products — Clerk's Daily Sales Record | 7530-01-000-9916 | PO | SH | MSS | MDC | N/A |
| PS 3331 | 9/82 | 9/82 | Dispatch Order (postal card) | 7530-03-000-0894 | HQ | EA | MSS | HQO | N/A |
| PS 3337-A | 4/21 | 4/21 | Community Service Participation Pre-Event Evaluation | N/A | PS | EA | ERM | IWEB | N/A |
| PS 3337-C | 7/21 | 7/21 | Postal Vehicle Request | N/A | PS | EA | LR | IWEB | N/A |
| PS 3356 | 3/79 | 3/79 | Stamp Requisition — Bulk Quantities (card) | 7530-03-000-0904 | PO | EA | MSS | HQO | N/A |
| PS 3357 | 1/72 | 1/72 | Order Form for Forms 3356 Stamps Requisition (card) | 7530-03-000-0905 | PO | EA | MSS | HQO | N/A |
| PS 3358 | 7/88 | 7/88 | Philatelic Stock Instructions to Accompany Stamp Requisition Form 3356 | 7530-03-000-0906 | HQ | SH | MSS | HQO | N/A |
| PS 3368 | 9/88 | 8/78 | Stamp Credit Examination Record (card) | 7530-01-000-9917 | PO | EA | FIN | MDCIWB | N/A |
| PS 3368-P | 1/01 | 1/01 | Accountability Examination Record | N/A | PS | SH | FIN | IWEB | N/A |
| PS 3369 | 8/10 | 8/10 | Consigned Credit Receipt | 7530-01-000-9918 | PO | PD | FIN | MDCIWB | N/A |
| PS 3499 | 6/88 | 1/80 | Operations Analysis Report | 7530-01-000-9920 | PO | SH | O | MDCIWB | N/A |
| PS 3500 | 12/14 | 12/14 | Application for Periodicals Mailing Privileges | 7510-05-000-4625 | PO | EA | PS | IWEB | WWW |
| PS 3503 | 9/94 | 9/94 | Record of Deposits Made While Second-Class Application Is Pending | 7530-01-000-9924 | PU | SH | MSS | MDC | N/A |
| PS 3507 | 1/95 | 1/95 | Authorization for Second-Class Mail Privileges | 7530-03-000-0907 | HQ | EA | MSS | HQO | P/F |
| PS 3510 | 12/14 | 12/14 | Application for Reentry or Special Price Request for Periodicals Publication | 7530-01-000-9928 | PO | EA | PRI | IWEB | WWW |
| PS 3510-M | 12/14 | 12/14 | Application for Additional Mailing Office for Periodicals Publication | N/A | PO | EA | PRI | IWEB | WWW |
| PS 3521 | 12/87 | 1/72 | House Numbers and Mail Receptacles Report (pad/100) | 7530-01-000-9930 | CR | PD | O | MDC | N/A |
| PS 3526 | 7/14 | 7/14 | Statement of Ownership, Management, and Circulation (All Publications Except Requester Publications) | 7530-01-000-9931 | PO | EA | PRI | IWEB | WWW |
| PS 3526-R | 7/14 | 7/14 | Statement of Ownership, Management, and Circulation (Requester Publications Only) | 7530-09-000-8855 | PO | EA | PRI | IWEB | WWW |
| PS 3533 | 12/16 | 12/16 | Application for Refund of Fees, Products and Withdrawal of Customer Accounts | 7530-01-000-9932 | PO | EA | FIN | MDCIWB | N/A |
| PS 3533-GE | 1/18 | 1/18 | Application for Refund of Postage for Priority Mail Express International With Guarantee Service | N/A | PO | SH | FIN | ICO | N/A |
| PS 3538 | 7/98 | 7/98 | Irregular Handling of Undeliverable Periodicals Publication | 7530-01-000-9933 | PO | SH | PRI | MDC | N/A |

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|------------|---------|--------------------|--|------------------|------------|---------------|------|-------------|---------------|
| PS 3541 | 7/25 | 7/25 | Postage Statement — Periodicals - One Issue or One Edition | N/A | PO | EA | MSS | IWEB | WWW |
| PS 3541-M1 | 3/10 | 3/10 | Postage Statement — Periodicals - All Issues in a Calendar Month | 7530-05-000-4278 | PO | SH | MSS | MDCIWB | WWW |
| PS 3541-M3 | 3/10 | 3/10 | Postage Statement — Periodicals - All Issues in a Calendar Month - Outside County | 7530-10-000-0503 | PO | SH | MSS | MDCIWB | WWW |
| PS 3541-M5 | 3/10 | 3/10 | Postage Statement — Periodicals - All Issues in a Calendar Month - Outside County | 7530-10-000-0504 | PO | SH | MSS | MDCIWB | WWW |
| PS 3541-M7 | 3/10 | 3/10 | Postage Statement — Periodicals - All Issues in a Calendar Month - Outside County | 7530-10-000-0505 | PO | SH | MSS | MDCIWB | WWW |
| PS 3541-MW | 3/12 | 3/12 | Periodicals Monthly Data Collection Worksheet | 7690-16-000-7937 | PS | EA | PRI | MDCIWB | N/A |
| PS 3542 | 6/01 | 6/01 | Application to Mail Under the Periodicals Centralized Postage Payment (CPP) System | 7530-03-000-0908 | PO | EA | PRI | IWEB | WWW |
| PS 3543 | 11/96 | 11/96 | Record of Periodicals Postage | 7530-03-000-3793 | PO | EA | PRI | MDCIWB | N/A |
| PS 3543-SP | 4/84 | 10/70 | (Special) Record of Second-Class Postage | 7530-01-000-9131 | PO | SH | PRI | MDC | N/A |
| PS 3544 | 7/04 | 7/04 | USPS Receipt for Money or Services | 7530-03-000-3768 | PO | PD | FIN | MDC | N/A |
| PS 3546 | 5/07 | 5/07 | Official Change/Correction to Mail Forwarding Change of Address Order | 7530-01-000-9953 | CD | EA | RET | MDC | N/A |
| PS 3547 | 6/95 | 6/95 | Notice to Mailer of Correction in Address (postal card) | 7530-01-000-9954 | PO | EA | O | MDC | N/A |
| PS 3548 | 4/00 | 4/00 | Review and Verification of Circulation | 7530-01-000-9955 | PU | EA | PRI | MDCIWB | WWW |
| PS 3548-A | 7/00 | 7/00 | Worksheet A — Postage Payment Review Through Documentation | N/A | PO | SH | PRI | LOC, MDCIWB | N/A |
| PS 3548-B | 7/00 | 7/00 | Worksheet B — Postage Payment Review Through Documentation | N/A | PO | SH | PRI | LOC, MDCIWB | N/A |
| PS 3548-D | 7/00 | 7/00 | Postage Review Adjustment Through Documentation | N/A | PO | SH | PRI | LOC, MDCIWB | N/A |
| PS 3548-R | 4/00 | 4/00 | Verification of Names on Requesters List | N/A | PO | EA | PRI | LOC, MDCIWB | LOC |
| PS 3548-RL | 9/95 | 9/95 | Postage Review Log | N/A | PO | SH | PRI | LOC, MDCIWB | N/A |
| PS 3548-S | 9/95 | 9/95 | Verification of Names on Subscribers List | N/A | PO | SH | PRI | LOC, MDCIWB | N/A |
| PS 3548-W | 7/00 | 7/00 | Postage Payment Review by Weight | N/A | PO | SH | PRI | LOC, MDCIWB | N/A |
| PS 3549 | 6/97 | 10/70 | Collect Postage Due | 7530-01-000-9956 | PO | SH | FIN | MDC | N/A |
| PS 3551 | 3/96 | 3/96 | Statement of Verified Weight and Reported Advertising Portion of Publication | 7530-03-000-3773 | PU | EA | MSS | MDC | N/A |
| PS 3553 | 9/22 | 9/22 | CASS Summary Report | N/A | NCS | SH | IMAQ | IWEB | WWW |
| PS 3555 | 8/91 | 7/89 | Report of Returned Mail | 7530-01-000-9959 | PO | SH | O | MDCIWB | N/A |
| PS 3567 | 5/11 | 5/11 | Periodicals Application Cover Checklist | N/A | PO | EA | BMEP | IWEB | N/A |

Directives and Forms Catalog

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|-------------|---------|--------------------|---|------------------|------------|---------------|------|-------------|---------------|
| PS 3568 | 5/11 | 5/11 | Annual Verifications Checklist | N/A | PO | EA | BMEP | IWEB | N/A |
| PS 3569 | 5/11 | 5/11 | ZAP Review | N/A | PS | EA | BMEP | IWEB | N/A |
| PS 3570 | 5/11 | 5/11 | Exceptional Dispatch Review (Semi-Annual) | N/A | PO | EA | BMEP | IWEB | N/A |
| PS 3571 | 6/03 | 6/03 | CFS Quality Control Log | N/A | PS | SH | RET | IWEB | N/A |
| PS 3574 | 6/91 | 9/85 | Change of Address Order Completion Request | 7530-01-000-9961 | PO | SH | O | MDC | N/A |
| PS 3575 | 9/07 | 9/07 | Change of Address Order | N/A | PO | EA | O | LOC | P/F |
| PS 3575-S | 10/94 | 10/94 | Change of Address Order (Spanish) (contained in PUB 75-S) | N/A | PU | EA | O | N/A | P/F |
| PS 3575-Z | 9/07 | 9/07 | Employee-Generated Change of Address | 7530-03-000-4594 | PU | EA | O | MDC | N/A |
| PS 3577 | 7/87 | 4/71 | Correction of Error in Address Because of Postal Service Adjustments | 7530-01-000-9964 | PO | SH | O | MDCIWB | N/A |
| PS 3580 | 1/98 | 1/98 | Notice to Replenish Advance Deposit Account | 7530-01-000-9966 | PS | EA | PRI | MDC | N/A |
| PS 3582-A | 12/86 | 8/76 | Postage Due Bill | 7530-03-000-3832 | PO | SH | FIN | MDCIWB | N/A |
| PS 3582-C | 11/87 | 4/85 | Postage Due Invoice (book/50 3-part sets) | 7530-02-000-7195 | CA | BK | FIN | MDC | N/A |
| PS 3582-P | 10/20 | 10/20 | Invoice for BRM or Postage Due Mail | 7530-05-000-4539 | PS | EA | FIN | MDCIWB | N/A |
| PS 3584 | 12/11 | 12/11 | Postage Due Log | 7530-01-000-9970 | PO | SH | DEL | IWEB | N/A |
| PS 3587 | 7/14 | 7/14 | Every Door Direct Mail (EDDM) Retail | 7530-13-000-6929 | PO | SH | DOM | MDCIWB | MDCWEB |
| PS 3600-FCM | 7/25 | 7/25 | Postage Statement — First-Class Mail and USPS Ground Advantage | N/A | PU | SH | MSS | IWEB | WWW |
| PS 3600-PM | 7/25 | 7/25 | Postage Statement — Priority Mail - Permit Imprint | N/A | PU | SH | MSS | IWEB | WWW |
| PS 3600-R1 | 3/10 | 3/10 | Postage Statement — First-Class Mail & Priority Mail | 7530-07-000-6217 | PO | EA | MSS | MDCIWB | WWW |
| PS 3600-R3 | 3/10 | 3/10 | Postage Statement — First-Class Mail | 7530-07-000-6218 | PO | EA | MSS | MDCIWB | WWW |
| PS 3600-R5 | 3/10 | 3/10 | Postage Statement — Priority Mail - Permit Imprint - Negotiated Service Agreement | 7530-09-000-9937 | PO | EA | MSS | MDCIWB | WWW |
| PS 3600-R7 | 3/10 | 3/10 | Postage Statement — Priority Mail - Commercial Plus - Cubic | 7530-13-000-1556 | PO | EA | MSS | MDCIWB | WWW |
| PS 3601-C | 5/96 | 5/96 | Postage Meter Activity Report | 7530-03-000-7523 | PU | SH | RET | MDC | P/F |
| PS 3602-C | 1/17 | 1/17 | Consolidated Postage Statement — Supplemental USPS Marketing Mail and Nonprofit USPS Marketing Mail | 7530-05-000-5027 | PU | SH | MSS | MDCIWB | WWW |
| PS 3602-EZ | 7/25 | 7/25 | Postage Statement — USPS Marketing Mail - Easy Nonautomation Letters or Flats | N/A | PU | EA | MSS | IWEB | WWW |
| PS 3602-N | 7/25 | 7/25 | Postage Statement — Nonprofit USPS Marketing Mail | N/A | PO | EA | MSS | IWEB | WWW |

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|------------|---------|--------------------|--|------------------|------------|---------------|------|-------------|---------------|
| PS 3602-NZ | 7/25 | 7/25 | Postage Statement — Nonprofit USPS Marketing Mail - Easy Nonautomation Letters or Flats | N/A | PO | EA | MSS | IWEB | WWW |
| PS 3602-PO | 1/83 | 1/83 | Postage Collected Through Post Office Meter | 7530-01-000-9976 | PO | BK | RET | MDC | N/A |
| PS 3602-R | 7/25 | 7/25 | Postage Statement — USPS Marketing Mail | N/A | PO | SH | MSS | IWEB | WWW |
| PS 3603 | 1/90 | 11/87 | Receipt for Postage Meter Settings (book/100 3-part sets) | 7530-02-000-9495 | PO | BK | MSS | MDC | N/A |
| PS 3604 | 6/95 | 6/95 | Nonuse Revocation of Mailing Permit or Meter License | 7530-01-000-9978 | PO | SH | MSS | MDC | N/A |
| PS 3605-R | 7/25 | 7/25 | Postage Statement — Package Services and Parcel Select Destination Entry | N/A | PO | SH | MSS | IWEB | WWW |
| PS 3606 | 1/17 | 1/17 | Certificate of Bulk Mailing — International | 7530-01-000-9980 | MSS | EA | DOM | MDCIWB | WWW |
| PS 3606-D | 1/16 | 1/16 | Certificate of Bulk Mailing — Domestic | 7530-17-000-5548 | MSS | EA | DOM | MDCIWB | WWW |
| PS 3607 | 10/10 | 10/10 | Weighing and Dispatch Certificate | 7530-02-000-9000 | PO | SH | BMEP | MDCIWB | N/A |
| PS 3607-G | 11/07 | 11/07 | Weighing and Dispatch Certificate | 7530-02-000-9026 | PO | EA | FIN | IWEB | N/A |
| PS 3609-PO | 5/89 | 4/71 | Control for Post Office Meter (card) | 7530-02-000-9003 | PO | EA | MSS | MDC | N/A |
| PS 3609-SP | 7/80 | 7/80 | Record of Permit Imprint Mailings (card) | 7530-02-000-9004 | PO | EA | MSS | MDC | N/A |
| PS 3610 | 12/91 | 12/91 | Record of Postage Meter Settings | 7530-02-000-9005 | PO | SH | MSS | MDC | N/A |
| PS 3611 | 1/87 | 1/87 | Postage Due Statement for Automated BRM (3-part set) | 7530-03-000-0910 | BC | SE | MSS | HQO | P/F |
| PS 3613 | 3/00 | 3/00 | Refunds From Advance Deposit Accounts | 7530-02-000-9007 | PO | SH | FIN | MDCIWB | P/F |
| PS 3615 | 8/20 | 8/20 | Mailing Permit Application and Customer Profile | 7530-03-000-6048 | PO | EA | CMO | IWEB | WWW |
| PS 3615-A | 6/13 | 6/13 | Application for Picture Permit Imprint | N/A | PO | EA | DOM | IWEB | WWW |
| PS 3616 | 2/08 | 2/08 | Report of Quarterly Verification of Metered Mail | 7530-02-000-9009 | PO | SH | RET | MDCIWB | N/A |
| PS 3617 | 5/78 | 5/78 | Order for Special Canceling Machine Die Hubs | 7530-03-000-0912 | HQ | SH | MSS | HQO | N/A |
| PS 3618 | 8/94 | 12/89 | Local Setting of Postage Meter Licensed at Another Office | 7530-03-000-3696 | PO | EA | MSS | MDC | N/A |
| PS 3619 | 9/97 | 9/97 | Permit Number Record | 7530-02-000-9011 | PO | EA | PRI | MDC | N/A |
| PS 3621-A | 7/25 | 7/25 | Renewal Notice for Annual Fee(s) | 7530-02-000-8210 | PO | SH | BMEP | IWEB | WWW |
| PS 3623 | 1/17 | 1/17 | Request for Confirmation of Authorization (or Pending Application) to Mail at Nonprofit USPS Marketing Mail Prices | 7530-02-000-9027 | PO | EA | PRI | IWEB | WWW |
| PS 3624 | 1/17 | 1/17 | Application to Mail at Nonprofit USPS Marketing Mail Prices | 7530-02-000-9014 | PO | EA | PS | IWEB | WWW |
| PS 3625 | 7/09 | 7/09 | Nonprofit Cooperative Mail Rule Exception Complaint Form | N/A | PU | EA | BMEP | IWEB | P/F |

Directives and Forms Catalog

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|-----------|---------|--------------------|--|------------------|------------|---------------|------|-------------|---------------|
| PS 3629 | 11/00 | 11/00 | Centralized Postage Payment System — Running Summary | 7530-02-000-7449 | CD | SH | MSS | MDCIWB | N/A |
| PS 3630-G | 9/03 | 9/03 | Penalty Business Reply Monthly Mail Report | 7530-02-000-7197 | PS | SH | FIN | MDCIWB | N/A |
| PS 3631 | 10/02 | 10/02 | Optional Procedure (OP) Summary of Mailings | N/A | BC | SH | PRI | IWEB | N/A |
| PS 3631-G | 9/97 | 9/97 | Adding or Deleting a Setting Location for Penalty Mail Postage Meters (2-part set) | 7530-02-000-9016 | PS | SE | FIN | MDCIWB | N/A |
| PS 3632 | 10/02 | 10/02 | Optional Procedure (OP) Review Application Checklist | N/A | PS | SH | PRI | IWEB | N/A |
| PS 3632-G | 3/92 | 3/92 | Miscellaneous Transactions for Penalty Mail Postage Meters (2-part set) | 7530-02-000-9017 | PS | SE | FIN | MDC | N/A |
| PS 3633 | 10/02 | 10/02 | Optional Procedure (OP) Mailing System Review | N/A | PS | SH | PRI | IWEB | N/A |
| PS 3633-G | 11/07 | 11/07 | Daily Activity Recap for Official Mail | 7530-02-000-9018 | PO | EA | FIN | IWEB | N/A |
| PS 3634 | 10/02 | 10/02 | Optional Procedure (OP) Job Review Frequency Guide | N/A | PS | SH | PRI | IWEB | N/A |
| PS 3634-G | 11/07 | 11/07 | Transferring Postage to or Canceling Penalty Mail Postage Meters (2-part set) | 7530-02-000-9019 | PS | SE | FIN | MDC | N/A |
| PS 3635-G | 9/97 | 9/97 | Adjusting Postage and Fees for Official Mail (3-part set) | 7530-03-000-3706 | PS | SE | FIN | MDCIWB | PO |
| PS 3637-G | 11/07 | 11/07 | Batch Header for Official Mail | 7530-02-000-9022 | PO | SE | FIN | IWEB | N/A |
| PS 3638-G | 9/03 | 9/03 | Penalty Mail Postage Due Monthly Report | 7530-04-000-1899 | PS | SH | FIN | MDCIWB | N/A |
| PS 3639 | 9/90 | 9/90 | Mailer's Running Summary Optional Procedure | 7530-02-000-9509 | PO | EA | MSS | MDCIWB | N/A |
| PS 3639-G | 9/03 | 9/03 | Penalty Merchandise Return Service Monthly Report | 7530-04-000-1900 | PS | SH | FIN | MDCIWB | N/A |
| PS 3649-A | 7/86 | 7/86 | Bar Code and FIM Order Form for Unique Firm Business Reply Mail | 7530-03-000-0914 | PS | SH | MSS | HQO | N/A |
| PS 3650 | 3/21 | 3/21 | Request for Expedited Packaging for Business Reply Mail Use | N/A | PS | EA | RET | IWEB | N/A |
| PS 3655 | 8/02 | 8/02 | International Surface Airlift (ISAL) Direct Shipment Option Advisement & Confirmation of Transaction | N/A | MSS | SH | PRI | AFC | N/A |
| PS 3658 | 7/02 | 7/02 | Global Direct Mailbox Service Application | N/A | PU | SH | PRI | IWEB | WWW |
| PS 3665 | 1/17 | 1/17 | Certificate of Mailing — Firm | 7530-17-000-5549 | PO | EA | DOM | MDCIWB | P/F |
| PS 3666 | 8/20 | 8/20 | Certification of Postal Service Employment of Individuals With Severe Disabilities | 7530-02-000-9025 | PS | EA | ERM | IWEB | N/A |
| PS 3681 | 7/02 | 7/02 | Global Direct Service Agreement | 7530-04-000-8891 | PS | SH | GB | IWEB | WWW |
| PS 3682 | 7/02 | 7/02 | Global Direct Notification of Mailing | 7530-04-000-8892 | PS | SH | GB | IWEB | WWW |

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|-----------|---------|--------------------|--|------------------|------------|---------------|------|-------------|---------------|
| PS 3683 | 8/17 | 8/17 | U.S. Postal Service Package Testing | N/A | PS | EA | MSS | IWEB | WWW |
| PS 3700 | 7/25 | 7/25 | Postage Statement — International Mail | N/A | PO | SH | MSS | IWEB | WWW |
| PS 3701 | 1/88 | 2/86 | Delivery Survey (card) | 7530-02-000-9040 | CR | EA | O | MDC | N/A |
| PS 3702 | 12/87 | 9/84 | Test Mailing Record (Collection and Special Test Mailings) | 7530-02-000-9041 | PO | SH | O | MDCIWB | N/A |
| PS 3721 | 2/91 | 6/88 | Publication Watch (2-part set) | 7530-02-000-9042 | PO | SE | O | MDC | N/A |
| PS 3743 | 2/87 | 4/77 | Delayed Mail Report — All Post Offices (2-part set) | 7530-02-000-9043 | PO | SE | O | MDC | N/A |
| PS 3749 | 11/00 | 11/00 | Irregularities in the Preparation of Mail (4-part set) | 7530-02-000-9044 | PS | SE | MSS | MDC | N/A |
| PS 3749-D | 11/00 | 11/00 | Disposition of Mail Irregularity Report | 7530-05-000-4191 | PO | EA | MSS | TMD | N/A |
| PS 3750 | 2/96 | 6/80 | Notice of Short-Paid Mail | 7530-02-000-9045 | PC | EA | MSS | MDC | N/A |
| PS 3760 | 3/21 | 3/21 | Package Search Request | 7530-02-000-9046 | PS | EA | SM | MDCIWB | N/A |
| PS 3761 | 10/07 | 10/07 | Parcel Return Services Enrollment Request | N/A | PS | SH | MSS | IWEB | WWW |
| PS 3800 | 1/23 | 1/23 | Certified Mail Receipt: Domestic Mail Only | 7530-02-000-9047 | PO | EA | MSS | MDCIWB | P/F |
| PS 3801 | 9/16 | 9/16 | Standing Delivery Order (card) | 7530-02-000-9048 | PO | EA | NET | MDCIWB | MDCWEB |
| PS 3801-A | 7/98 | 7/98 | Agreement by a Hotel, Apartment House, or the Like | 7530-02-000-9049 | PU | SH | O | MDCIWB | WWW |
| PS 3806 | 4/15 | 4/15 | Receipt for Registered Mail | 7530-02-000-9051 | PO | SE | MSS | MDC | PO |
| PS 3810 | 9/93 | 4/71 | Reminder Record (card) | 7530-02-000-9052 | CA | EA | MSS | MDC | N/A |
| PS 3811 | 7/20 | 7/20 | Domestic Return Receipt | 7530-02-000-9053 | PU | EA | CMO | MDCIWB | P/F |
| PS 3811-A | 4/15 | 4/15 | Request for Delivery Information/Return Receipt | 7530-02-000-9054 | PU | EA | MSS | IWEB | WWW |
| PS 3811-V | 3/05 | 10/04 | Certified Return Receipt Vending Form | 7530-07-000-0300 | PO | CTN | RET | MDC | P/F |
| PS 3813 | 1/23 | 1/23 | Insured Mail Receipt — Domestic Only — \$500 and Under | 7530-02-000-9056 | PU | EA | MSS | MDCIWB | e-WEB |
| PS 3813-P | 1/23 | 1/23 | Insured Mail Receipt — Domestic Only — Over \$500 | 7530-02-000-9057 | PU | EA | MSS | MDCIWB | e-WEB |
| PS 3815 | 5/17 | 5/17 | Plant-Load Authorization Application, Worksheet, and Agreement | 7530-02-000-9060 | PS | EA | CHN | IWEB | N/A |
| PS 3816 | 1/16 | 1/16 | COD Mailing and Delivery Receipt | 7530-02-000-9062 | PU | EA | DOM | MDCIWB | P/F |
| PS 3817 | 4/07 | 4/07 | Certificate of Mailing | 7530-02-000-9065 | PO | SH | MSS | MDCIWB | WWW |
| PS 3820 | 5/89 | 4/82 | Sale or Destruction of Perishable Mail | 7530-02-000-9067 | PO | SH | MSS | MDCIWB | N/A |
| PS 3821 | 11/93 | 11/93 | Clearance Receipt (pad/50) | 7530-02-000-9068 | PO | PD | MSS | MDCIWB | N/A |
| PS 3822 | 3/88 | 3/88 | COD Tag Transmittal (pad/100) | 7530-02-000-9069 | PO | PD | MSS | MDC | N/A |
| PS 3823 | 7/93 | 7/93 | Packaging Improvement Notice (2-part set) | 7530-02-000-9070 | PO | SE | PRI | MDC | N/A |
| PS 3824 | 1/16 | 1/16 | Temporary Bulk Receipt | 7530-02-000-9071 | PO | EA | MSS | IWEB | N/A |
| PS 3826 | 1/16 | 1/16 | Registry Irregularity Report | 7530-02-000-9072 | CD | EA | MSS | IWEB | N/A |
| PS 3827 | 11/94 | 11/94 | Irregularity Report of Insured and COD Mail | 7530-02-000-9073 | PS | SH | MSS | MDC | N/A |

Directives and Forms Catalog

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|------------|---------|--------------------|--|------------------|------------|---------------|------|-------------|---------------|
| PS 3829 | 9/84 | 4/72 | Registered Dispatch Follow-Up | 7530-02-000-9074 | PS | SH | MSS | MDC | N/A |
| PS 3831 | 6/86 | 10/70 | Receipt for Article(s) Damaged in Mails | 7530-02-000-9076 | PO | SH | MSS | MDC | N/A |
| PS 3833 | 4/89 | 4/89 | COD Irregularity | 7530-02-000-9077 | PO | SH | MSS | MDC | N/A |
| PS 3834 | 9/25 | 9/25 | Detached Mail Unit Authorization Application | N/A | PS | EA | PS | IWEB | N/A |
| PS 3844 | 4/83 | 4/83 | Data Entry Daily Work Record (3x5 index card) | 7530-03-000-0920 | HQ | EA | MSS | HQO | N/A |
| PS 3845 | 1/96 | 1/96 | Annual Verification of Circulation (postal card) | 7530-02-000-9079 | PS | EA | MSS | MDC | N/A |
| PS 3849 | 9/22 | 9/22 | We Redeliver For You! | 7530-01-000-9716 | PO | EA | BMEP | MDCIWB | N/A |
| PS 3849-D | 12/94 | 1/92 | Notice to Sender of Undelivered COD Mail (postal card) | 7530-02-000-9082 | PO | EA | MSS | MDC | N/A |
| PS 3849-MP | 12/12 | 12/12 | Sorry We Missed You — Metro Post Same Day Service | 7530-16-000-8912 | PO | EA | DOM | MDCIWB | N/A |
| PS 3854 | 4/85 | 3/72 | Manifold Registry Dispatch Book (30 entries) (book/300) | 7530-02-000-9084 | PO | BK | MSS | MDCIWB | N/A |
| PS 3867 | 3/16 | 3/16 | Accountable Mail Matter Received for Delivery | 7530-02-000-9093 | PO | EA | MSS | MDCIWB | N/A |
| PS 3871 | 7/89 | 10/70 | Receipt Verification — Insured and Returned COD Mail | 7530-02-000-9095 | PO | SH | MSS | MDCIWB | N/A |
| PS 3874-A | 2/71 | 2/71 | Registry Dispatch Bill (Special Edition) (3-part continuous) | 7530-03-000-0921 | CA | SE | MSS | HQO | N/A |
| PS 3875 | 4/78 | 4/78 | Daily Balance — Registry Section | 7530-03-000-3722 | PO | SH | MSS | MDCIWB | N/A |
| PS 3876 | 1/16 | 1/16 | Notice to Firm Mailer of Incorrect Fees | 7530-02-000-9097 | CA | EA | PRI | IWEB | N/A |
| PS 3877 | 11/25 | 11/25 | Firm Mailing Book for Accountable Mail | 7530-02-000-9098 | PU | EA | SS | MDCIWB | MDCWEB |
| PS 3881-X | 3/25 | 3/25 | Supplier and Payee Electronic Funds Transfer (EFT) Enrollment | N/A | PS | EA | FIN | IWEB | N/A |
| PS 3883 | 2/02 | 2/02 | Firm Delivery Receipt for Accountable Mail and Bulk Delivery Mail | 7530-02-000-9099 | CR | PG | MSS | MDC | N/A |
| PS 3883-A | 12/94 | 12/94 | Firm Delivery Receipt (1600/carton) | 7530-02-000-9100 | PO | CTN | MSS | MDCIWB | WWW |
| PS 3892 | 3/97 | 3/89 | Registered Mail Found in Ordinary Mail | 7530-02-000-9101 | PO | CTN | PRI | MDCIWB | N/A |
| PS 3896 | 5/85 | 4/82 | Receipt for Registered Article (book/50 2-part sets) | 7530-02-000-9120 | PO | BK | MSS | MDC | N/A |
| PS 3899 | 1/83 | 1/83 | Registered Matter — Damaged, Unsealed or Without Cover (self-adhesive label) | 7530-02-000-9121 | PO | EA | MSS | MDC | N/A |
| PS 3902 | 4/07 | 4/07 | Form 3977 Log and Lock Examination | 7530-10-000-0557 | PO | SH | FIN | MDCIWB | N/A |
| PS 3907 | 12/93 | 12/93 | Post Office Box Mail Pickup Notice | 7530-03-000-3749 | PO | EA | RET | MDCIWB | N/A |
| PS 3908-S | 6/23 | 6/23 | Post Office Box Parcel Pickup Notice | 7530-19-000-2715 | PO | EA | RET | MDCIWB | WWW |
| PS 3916 | 9/98 | 9/98 | Shipping Order | 7530-03-000-0922 | HQ | SH | ENG | HQO | N/A |
| PS 3921 | 5/03 | 5/03 | Volume Recording Worksheet | 7530-02-000-9125 | PO | SH | DEL | MDCIWB | N/A |
| PS 3922 | 10/08 | 10/08 | Customer Service Volume Recording Worksheet | 7530-02-000-9126 | PO | SH | RET | MDCIWB | N/A |

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|-----------|---------|--------------------|--|------------------|------------|---------------|------|-------------|---------------|
| PS 3925 | 10/89 | 10/89 | Daily Address Information Operations Analysis | 7530-02-000-9129 | CD | SH | O | MDCIWB | N/A |
| PS 3930 | 10/08 | 10/08 | Operations Analysis | 7530-02-000-9035 | PO | SH | RET | MDCIWB | N/A |
| PS 3956 | 3/88 | 3/83 | Authorization for Medical Attention (2-part set) | 7530-02-000-9131 | PS | SE | ERM | MDCIWB | N/A |
| PS 3958 | 2/07 | 2/07 | Unit Reserve Stock Stamp Transaction Record | 7530-02-000-9132 | PO | SH | FIN | MDCIWB | N/A |
| PS 3959 | 5/15 | 5/15 | Stamp Stock Transactions and Daily Recap | 7530-02-000-9133 | CA | EA | FIN | IWEB | N/A |
| PS 3968 | 11/97 | 11/97 | Daily Mail Collection Record | 7530-02-000-9135 | PS | SH | O | MDCIWB | N/A |
| PS 3970-D | 1/13 | 1/13 | Leave Sharing Program: Request to Donate Leave | 7530-02-000-7242 | PS | EA | LR | IWEB | N/A |
| PS 3970-R | 8/99 | 8/99 | Request to Receive Donated Leave | 7530-02-000-7243 | PS | SH | ERM | MDCIWB | N/A |
| PS 3970-T | 11/91 | 11/91 | Donated Leave Transfer | 7530-02-000-7244 | PS | SH | ERM | MDCIWB | N/A |
| PS 3971 | 7/21 | 7/21 | Request for or Notification of Absence | 7530-02-000-9136 | PS | PD | FIN | MDCIWB | N/A |
| PS 3972 | 11/23 | 11/23 | Leave Year 2024 Absence Analysis | 7530-02-000-9137 | PS | EA | LR | MDCIWB | N/A |
| PS 3973 | 11/85 | 11/85 | Military Leave Control | 7530-02-000-9138 | PS | SH | ERM | MDCIWB | N/A |
| PS 3974 | 3/97 | 11/79 | Verification of Distribution Performed | 7530-02-000-9139 | PO | SH | O | MDCIWB | N/A |
| PS 3977 | 5/07 | 5/07 | Duplicate Key, Combination, and Password Envelope | 7530-02-000-9140 | PO | EA | FIN | MDC | N/A |
| PS 3978-B | 8/80 | 8/80 | Parcel Distribution | 7530-02-000-9142 | CR | SH | O | MDCIWB | N/A |
| PS 3978-D | 9/93 | 8/80 | Accountable Mail | 7530-03-000-3760 | CR | SH | MSS | MDC | N/A |
| PS 3979 | 4/08 | 4/08 | Weingarten Rule | 7530-11-000-0526 | PS | EA | LR | MDC | N/A |
| PS 3981 | 12/86 | 12/86 | Standard Roster | 7530-02-000-9147 | PO | SH | FIN | MDCIWB | N/A |
| PS 3982 | 4/05 | 4/05 | Changes of Address (card) | 7530-02-000-9148 | PO | EA | O | MDC | N/A |
| PS 3982-R | 1/08 | 1/08 | Do Not Deliver "Boxholder": Mailings From These Mailers | 7530-10-000-6478 | PS | EA | DEL | MDICWB | N/A |
| PS 3993 | 4/89 | 11/72 | Delivery Services Comparative Cost Analysis | 7530-02-000-9150 | AR | SH | O | MDCIWB | N/A |
| PS 3996 | 11/97 | 11/97 | Carrier-Auxiliary Control (pad/100) | 7530-02-000-9151 | PO | PD | O | MDCIWB | N/A |
| PS 3997 | 11/97 | 11/97 | Unit Daily Record | 7530-02-000-9152 | CR | SH | O | MDCIWB | N/A |
| PS 3998 | 11/97 | 11/97 | Unit Summary of City Delivery Assignments | 7530-02-000-9153 | CR | SH | O | MDCIWB | N/A |
| PS 3999 | 11/97 | 11/97 | Inspection of Letter Carrier Route | 7530-02-000-9154 | PO | SH | O | MDCIWB | N/A |
| PS 3999-A | 7/89 | 7/89 | Deliveries/Inspection Record — Worksheet | 7530-02-000-9155 | PO | SH | O | MDCIWB | N/A |
| PS 3999-B | 11/97 | 11/97 | Inspection of Collection Route | 7530-02-000-9156 | PO | SH | O | MDCIWB | N/A |
| PS 4000 | 1/06 | 1/06 | Postage Statement — International Commercial Packages — Permit Imprint | N/A | PO | SH | MSS | IWEB | WWW |
| PS 4000-A | 6/13 | 6/13 | Retail Lobby Observation | N/A | CD | EA | CR | IWEB | N/A |
| PS 4000-B | 6/23 | 6/23 | Employee Observation | N/A | CD | EA | COO | IWEB | N/A |
| PS 4003 | 7/18 | 7/18 | Official Rural Route Description | 7530-02-000-9157 | CR | EA | NET | IWEB | N/A |
| PS 4003-A | 3/87 | 12/72 | Official Rural Route Description (continuation, 4-part set) | 7530-02-000-9158 | CR | SE | O | MDC | N/A |
| PS 4004-C | 4/20 | 4/20 | Customized Packaging Business Case | N/A | CD | EA | CMO | IWEB | N/A |

Directives and Forms Catalog

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|-----------|---------|--------------------|---|------------------|------------|---------------|------|-------------|---------------|
| PS 4006-X | 1/86 | 1/86 | Window Automation System Change Request | 7530-03-000-0926 | CD | SH | MSS | HQO | N/A |
| PS 4007-X | 4/86 | 4/86 | Window Automation System Problem Report (3-part set) | 7530-03-000-0927 | CD | SE | MSS | HQO | N/A |
| PS 4010 | 1/02 | 1/02 | Request for Postage Meter Keys | N/A | PO | SH | | IWEB | N/A |
| PS 4012 | 2/88 | 6/81 | Brief of Rural Route Changes | 7530-03-000-3725 | CD | SH | O | MDCIWB | N/A |
| PS 4015-A | 2/09 | 2/09 | Rural Carrier Agreement to Use Annual Leave Pursuant to Election of Higher Route Classification | 7530-03-000-3726 | CR | SH | LR | IWEB | N/A |
| PS 4015-B | 9/98 | 9/98 | Rural Carrier Agreement to Terminate Guarantee | 7530-02-000-9161 | PS | SH | LR | MDCIWB | N/A |
| PS 4015-C | 2/09 | 2/09 | Rural Carrier Agreement to Terminate Guarantee | 7530-02-000-9162 | CR | SH | LR | IWEB | N/A |
| PS 4015-D | 9/98 | 9/98 | Rural Carrier Agreement to Terminate Guarantee | 7530-02-000-9163 | PS | SH | LR | MDCIWB | N/A |
| PS 4015-E | 2/09 | 2/09 | Rural Carrier Agreement to Use Annual Leave Earned to Reduce Actual Work Hours | 7530-02-000-9164 | CR | SH | LR | IWEB | N/A |
| PS 4015-F | 2/09 | 2/09 | Rural Carrier Agreement to Use Annual Leave Earned to Obtain Protected Salary | 7530-02-000-9165 | CR | SH | LR | IWEB | N/A |
| PS 4024 | 9/93 | 4/86 | Request to Repair Roads | 7530-02-000-9166 | PO | SH | O | MDCIWB | N/A |
| PS 4027 | 9/88 | 10/81 | Petition for Change in Rural Delivery | 7530-02-000-9167 | CR | SH | O | MDCIWB | WWW |
| PS 4052 | 5/99 | 5/99 | Notice to Customer of Correct Address | 7530-02-000-9168 | CR | SH | O | MDCIWB | N/A |
| PS 4056 | 2/91 | 9/87 | Your Mailbox Needs Attention (pad/100) | 7530-02-000-9169 | PO | PD | O | MDCIWB | N/A |
| PS 4056-A | 12/91 | 12/91 | Your Mailbox Needs Attention (Spanish) (pad/100) | 7530-02-000-9170 | PO | PD | O | MDC | N/A |
| PS 4082 | 10/95 | 10/95 | External Inspection Checklist — Cast Iron Boiler | 7530-02-000-9172 | AR | SH | FAC | MDCIWB | N/A |
| PS 4085 | 9/84 | 9/84 | External Inspection Checklist — Fire Tube Boiler | 7530-02-000-9175 | AR | SH | FAC | MDCIWB | N/A |
| PS 4089 | 7/93 | 4/81 | Inspection Checklist — Direct Plunger Oil Hydraulic Elevator (Uncounter weighted) (4 pages) | 7530-02-000-9179 | AR | EA | FAC | MDCIWB | N/A |
| PS 4206 | 1/86 | 1/86 | Certification of Relocation in Decent, Safe, and Sanitary Housing | 7530-02-000-9182 | AR | SH | FAC | MDCIWB | N/A |
| PS 4207 | 3/96 | 3/96 | Claim for Tenant Business Relocation | 7530-02-000-9183 | PS | SH | FAC | MDCIWB | N/A |
| PS 4208 | 3/96 | 3/96 | Claim for Residential Tenant Relocation | 7530-02-000-9184 | PS | SE | FAC | HQO, MDCIWB | N/A |
| PS 4209 | 2/87 | 2/87 | Project Authorization | 7530-02-000-9185 | AR | SH | FIN | MDCIWB | N/A |
| PS 4211 | 10/95 | 10/95 | Facility and Fixed Mechanization Project Contract Commitment Order | 7530-02-000-9186 | PS | SH | FAC | FMS | N/A |
| PS 4211-A | 10/89 | 10/89 | Facility and Fixed Mechanization Project Contract Payment Authorization | 7530-02-000-9200 | AR | SH | FIN | MDCIWB | N/A |

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|-----------|---------|--------------------|---|------------------|------------|---------------|------|-------------|---------------|
| PS 4211-B | 10/89 | 2/87 | Invoice and Payment Authorization (Facility and Fixed Mechanization Contract) | 7530-02-000-9201 | PS | SH | FIN | MDCIWB | N/A |
| PS 4223 | 2/74 | 2/74 | Computation of Distribution Standard — Letter Mail | 7530-03-000-0928 | PS | SH | O | HQO | N/A |
| PS 4232 | 3/10 | 3/10 | Rural Customer Delivery Instructions | 7530-03-000-9022 | PO | EA | DEL | MDCIWB | WWW |
| PS 4232-S | 5/95 | 5/95 | Rural Customer Delivery Instructions (Spanish) | 7530-03-000-4635 | CR | EA | O | MDC | N/A |
| PS 4239 | 1/09 | 1/09 | Rural Route Count of Mail | 7530-02-000-9205 | CR | EA | DEL | MDCIWB | N/A |
| PS 4240 | 5/16 | 5/16 | Rural Carrier Trip Report | 7530-02-000-9206 | CR | SH | DEL | IWEB | N/A |
| PS 4241 | 7/12 | 7/12 | Rural Delivery Statistics Report | 7530-02-000-9207 | CR | EA | MSS | IWEB | N/A |
| PS 4241-A | 4/19 | 4/19 | Rural Route Evaluation | N/A | SC | SH | FIN | IWEB | N/A |
| PS 4241-M | 7/12 | 7/12 | Rural Route Evaluation Worksheet | N/A | N/A | SH | DEL | IWEB | N/A |
| PS 4241-X | 5/95 | 5/95 | Rural Delivery Statistics Summary Report | 7530-03-000-0936 | CR | SH | O | MDC | N/A |
| PS 4245 | 3/96 | 3/88 | Carrier's Statement (envelope) | 7530-02-000-9211 | CR | EA | O | MDC | N/A |
| PS 4248 | 1/09 | 1/09 | Rural Route Inspection Report | 7530-02-000-9212 | CR | EA | O | MDC | N/A |
| PS 4309 | 10/95 | 10/95 | Master Inventory Log | 7530-03-000-0940 | HQ | SH | MSS | LOC | N/A |
| PS 4310 | 10/95 | 10/95 | Mail Recovery Center Parcel Report | 7530-03-000-0941 | BC | SH | RET | LOC, MDCIWB | N/A |
| PS 4314-A | 2/95 | 3/85 | Consumer Service Card (Spanish) (4-part set) | 7530-02-000-9214 | PO | SE | RET | MDC | P/F |
| PS 4314-F | 1/95 | 12/90 | Consumer Service Card (pinfed) | 7530-02-000-8145 | PO | SE | RET | MDC | N/A |
| PS 4315 | 7/89 | 4/85 | Evaluation of Routes for Motorization | 7530-02-000-9216 | CR | SH | O | MDC | N/A |
| PS 4326 | 5/93 | 12/90 | National Five-Digit ZIP Code & Post Office Directory Order (3-part set) | 7530-02-000-9217 | AO | SE | IMAQ | MDC | N/A |
| PS 4403 | 6/91 | 6/91 | Authorization for BMC Entry (Second-Class Publications) | 7530-02-000-9219 | PO | SH | PRI | MDCIWB | N/A |
| PS 4410 | 5/03 | 5/03 | Authorization for BMC Acceptance (Third/Fourth-Class Bulk Mailings) | 7530-02-000-9220 | BC | SH | PRI | MDCIWB | N/A |
| PS 4455 | 1/77 | 1/77 | Spotter Tractor Log (pad/100) | 7530-02-000-9224 | BC | PD | O | MDCIWB | N/A |
| PS 4460 | 3/82 | 3/82 | Vehicle Record/Trip Ticket (card) | 7530-03-000-0944 | BC | EA | O | MDC | N/A |
| PS 4503 | 1/10 | 1/10 | Vehicle Delivery Control Sheet | 7530-02-000-9111 | HQ | SH | FIN | IWEB | N/A |
| PS 4508 | 3/83 | 3/83 | Vehicle Maintenance Facility Inventory Order (5-part set) | 7530-02-000-9226 | VM | SE | O | MDCIWB | N/A |
| PS 4508-A | 11/85 | 9/83 | Vehicle Maintenance Facility Inventory Order (4-part set) | 7530-02-000-9227 | VM | SE | O | MDCIWB | N/A |
| PS 4509 | 6/91 | 6/91 | VMF Inventory Purchase (keypunch) | 7530-02-000-9228 | VM | SH | O | MDCIWB | N/A |
| PS 4513 | 4/88 | 1/85 | Scheduled/Unscheduled Maintenance Record | 7530-02-000-9230 | VM | SH | O | MDCIWB | N/A |
| PS 4513-A | 5/89 | 12/84 | Scheduled/Unscheduled Shop Maintenance Record | 7530-02-000-9231 | VM | SH | O | MDCIWB | N/A |

Directives and Forms Catalog

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|-----------|---------|--------------------|---|------------------|------------|---------------|------|-------------|---------------|
| PS 4515 | 1/23 | 1/23 | Vehicle Request, Review and Approval | 7530-02-000-9232 | PS | SH | DEL | IWEB | N/A |
| PS 4523 | 8/95 | 10/87 | Damage Claim Certification — Hired Vehicle (4-part set) | 7530-02-000-9235 | PO | SE | O | MDC | N/A |
| PS 4528 | 8/04 | 8/04 | Vehicle Defect or Deficiency Report | 7530-07-000-1174 | VM | SH | DEL | MDCIWB | N/A |
| PS 4529 | 6/93 | 6/93 | Inventory/Parts Tools | 7530-02-000-9239 | PS | EA | O | MDC | N/A |
| PS 4530 | 5/71 | 5/71 | Record of Physical Inventory | 7530-02-000-9240 | VM | SH | O | MDCIWB | N/A |
| PS 4533 | 3/87 | 2/74 | MVS Schedule | 7530-02-000-9241 | CA | SH | O | MDCIWB | N/A |
| PS 4536 | 1/89 | 10/76 | Trailer Loading Record (tag) | 7530-02-000-9243 | CA | EA | O | MDC | N/A |
| PS 4538 | 4/72 | 4/72 | No Value Item (tag) | 7530-02-000-9244 | VM | EA | O | MDC | N/A |
| PS 4539 | 9/98 | 9/98 | Railroad Van Movement Log | 7530-02-000-9245 | CA | SH | O | MDC | N/A |
| PS 4541 | 7/94 | 3/87 | Order-Invoice for Vehicle Repair (Commercial Work Order) (5-part set) | 7530-02-000-9246 | VM | SE | O | MDCIWB | N/A |
| PS 4543 | 8/90 | 2/88 | Vehicle Maintenance Work Order (card) | 7530-02-000-9247 | VM | EA | O | MDCIWB | N/A |
| PS 4546-A | 3/98 | 3/98 | Preventive Maintenance Inspection Guidelines — Administrative Vehicles | 7530-04-000-5149 | VM | SH | O | MDCIWB | N/A |
| PS 4546-B | 3/98 | 3/98 | Preventive Maintenance Inspection Guidelines — Light Delivery Vehicles | 7530-04-000-5150 | VM | SH | O | MDCIWB | N/A |
| PS 4546-C | 3/98 | 3/98 | Preventive Maintenance Inspection Guidelines — Intermediate Delivery Vehicles | 7530-04-000-5151 | VM | SH | O | MDCIWB | N/A |
| PS 4546-D | 3/98 | 3/98 | Preventive Maintenance Inspection Guidelines — Cargo Vans | 7530-04-000-5152 | VM | SH | O | MDCIWB | N/A |
| PS 4546-E | 3/98 | 3/98 | Preventive Maintenance Inspection Guidelines — Tractors | 7530-04-000-5153 | VM | SH | O | MDCIWB | N/A |
| PS 4546-F | 3/98 | 3/98 | Preventive Maintenance Inspection Guidelines — Trailers | 7530-04-000-5154 | VM | SH | O | MDCIWB | N/A |
| PS 4564 | 2/99 | 2/99 | Postal Vehicle Accident Register | 7530-02-000-9248 | VM | SH | O | MDC | N/A |
| PS 4564-A | 9/79 | 9/79 | Non-Vehicle Accident Register | 7530-02-000-9249 | VM | SH | O | MDC | N/A |
| PS 4565 | 6/84 | 6/84 | Vehicle Repair Tag (3-part set) | 7530-02-000-9250 | VM | SE | O | MDC | N/A |
| PS 4567 | 7/89 | 9/87 | Commercial Service Station Procurement Record | 7530-02-000-9252 | VM | SH | O | MDC | N/A |
| PS 4568 | 10/00 | 10/00 | Postal Equipment Problem Feedback | 7530-02-000-9270 | PS | SH | ENG | MDCIWB | N/A |
| PS 4569 | 4/87 | 1/72 | Vehicle Use Plan | 7530-02-000-9271 | VM | SH | O | MDC | N/A |
| PS 4570 | 4/09 | 4/09 | Vehicle Time Record | 7530-02-000-9272 | CR | EA | DEL | MDCIWB | N/A |
| PS 4572 | 5/87 | 5/87 | Tractor Log (card) | 7530-02-000-9273 | CA | EA | O | MDCIWB | N/A |
| PS 4574 | 1/84 | 9/81 | Daily Record of Gasoline, Diesel Fuel, and Motor Oil Issued | 7530-02-000-9275 | VM | SH | O | MDCIWB | N/A |
| PS 4575 | 11/79 | 11/79 | MVS Vehicle Survey (card) | 7530-02-000-9276 | CA | EA | O | MDC | N/A |
| PS 4575-A | 12/87 | 11/85 | Five Day Summary — Motor Vehicle Service Vehicle Utilization | 7530-02-000-9277 | VM | SH | O | MDC | N/A |

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|------------|---------|--------------------|---|------------------|------------|---------------|------|-------------|---------------|
| PS 4577 | 11/87 | 2/80 | Leased Vehicle Condition Report (4-part set) | 7530-02-000-9278 | VM | SE | O | MDCIWB | N/A |
| PS 4583 | 2/90 | 1/86 | Physical Fitness Inquiry for Motor Vehicle Operators (2-part set) | 7530-02-000-9281 | PS | SE | ERM | MDC | N/A |
| PS 4584 | 11/15 | 11/15 | Observation of Driving Practices | 7530-02-000-9282 | PS | EA | ERM | IWEB | N/A |
| PS 4584-P | 9/09 | 9/09 | Observation of Driving Practices — Powered Industrial Trucks (PITs) | 7530-13-000-0129 | PS | SH | ERM | MDCIWB | N/A |
| PS 4584-T | 8/24 | 8/24 | Observation of Driving Practices (Trucks) | 7530-18-000-5768 | PS | EA | ERM | IWEB | N/A |
| PS 4587 | 9/09 | 9/09 | Request to Repair, Replace, or Dispose of Postal Service-Owned Vehicle | 7530-02-000-9285 | PS | SH | FIN | IWEB | N/A |
| PS 4588 | 7/07 | 7/07 | Observation of Work Practices — Delivery Services | 7530-10-000-6298 | PS | SH | ERM | IWEB | N/A |
| PS 4589 | 7/07 | 7/07 | Observation of Work Practices — General | 7530-10-000-6299 | PS | SH | ERM | IWEB | N/A |
| PS 4594 | 11/77 | 11/77 | Vehicle Sales Request and Report | 7530-02-000-9286 | VM | SH | O | MDCIWB | N/A |
| PS 4595 | 7/98 | 7/98 | Sale-Purchase Agreement (Vehicles) | 7530-02-000-9287 | SO | SH | O | MDCIWB | N/A |
| PS 4597 | 8/08 | 8/08 | Issuance of Tool Kit — Auto Mechanic/Technician | 7530-02-000-9288 | VM | SH | DEL | IWEB | N/A |
| PS 4600 | 4/14 | 4/14 | Driver Notification and Certificate of Compliance | 7530-02-000-9112 | PS | SH | DEL | IWEB | N/A |
| PS 4601 | 4/14 | 4/14 | Pre-Employment Statement for Commercial Drivers | N/A | PS | EA | LR | IWEB | N/A |
| PS 4602 | 4/14 | 4/14 | Release of Information Form: 49 CFR Part 40 Drug and Alcohol Testing | N/A | PS | EA | LR | IWEB | N/A |
| PS 4615 | 10/21 | 10/21 | PACT Act Application for Business or Regulatory Purposes Exception — Cigarettes and Smokeless Tobacco | N/A | PS | EA | CMO | IWEB | WWW |
| PS 4615-E | 10/21 | 10/21 | PACT Act Application for Business or Regulatory Purposes Exception — ENDS | N/A | PS | EA | CMO | IWEB | WWW |
| PS 4615-EM | 10/21 | 10/21 | Mailer Information Worksheet for PS Form 4615-E (PACT Act — ENDS) | N/A | PS | EA | CMO | IWEB | WWW |
| PS 4615-ER | 10/21 | 10/21 | Recipient Information Worksheet for PS Form 4615-E (PACT Act — ENDS) | N/A | PS | EA | CMO | IWEB | WWW |
| PS 4616 | 10/21 | 10/21 | PACT Act Application for Consumer Testing or Public Health Exception | N/A | PS | EA | CMO | IWEB | WWW |
| PS 4617 | 7/88 | 7/88 | Communication Service Authorization | 7530-03-000-0949 | HQ | SH | IT | HQO | N/A |
| PS 4625 | 2/80 | 2/80 | Mounted Tires and Batteries Authorized for Fleet Use | 7530-02-000-9290 | VM | SH | O | MDCIWB | N/A |
| PS 4626 | 5/81 | 5/81 | Vehicle Fuel and Motor Oil Purchase Record | 7530-02-000-9291 | VM | SH | O | MDCIWB | N/A |

Directives and Forms Catalog

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|-------------|---------|--------------------|--|------------------|------------|---------------|------|-------------|---------------|
| PS 4636 | 2/96 | 2/96 | Postmarking Dies and Engraved Station Die Hubs Requisition | 7530-02-000-9293 | PS | SH | SM | MDCIWB | N/A |
| PS 4703 | 4/84 | 4/84 | Out of Order (trailer tag) | 7530-02-000-9299 | PS | EA | O | MDC | N/A |
| PS 4705 | 5/75 | 5/75 | Inspection Tag | 7530-02-000-9300 | PS | EA | ENG | MDC | N/A |
| PS 4706 | 6/74 | 6/74 | Equipment Deficiency Punch List Item (tag) | 7530-03-000-0951 | CE | EA | ENG | HQO | N/A |
| PS 4707 | 8/91 | 8/91 | Out of Order (tag) | 7530-02-000-9301 | PS | EA | ENG | MDC | N/A |
| PS 4772-A | 5/88 | 10/75 | Motor Record (card) | 7530-02-000-9309 | CA | EA | ENG | MDCIWB | N/A |
| PS 4774 | 5/94 | 2/77 | Equipment Breakdown Investigation Report | 7530-02-000-9311 | PS | SH | O | MDCIWB | N/A |
| PS 4775 | 8/98 | 8/98 | Work Order Register | 7530-02-000-9312 | PS | SH | ENG | MDCIWB | N/A |
| PS 4776 | 2/03 | 2/03 | Preventive-Custodial Maintenance Route | 7530-02-000-9313 | PS | SH | ENG | MDCIWB | N/A |
| PS 4777 | 2/03 | 2/03 | Maintenance Checklist | 7530-02-000-9314 | PS | SH | ENG | MDCIWB | N/A |
| PS 4783 | 8/98 | 8/98 | Maintenance Control Supply Room Inventory Record | 7530-02-000-9317 | PS | SH | ENG | MDCIWB | N/A |
| PS 4795 | 10/72 | 10/72 | Serviceable (tag) | 7530-02-000-9323 | PS | EA | ENG | MDC | N/A |
| PS 4800 | 8/98 | 8/98 | Parts/Supplies Issue Slip — Stocked Items | N/A | PS | SH | ENG | MDCIWB | N/A |
| PS 4805 | 6/98 | 6/98 | Maintenance Work Order Request | 7530-02-000-9330 | PS | EA | ENG | MDCIWB | N/A |
| PS 4812 | 1/86 | 1/86 | High Voltage Equipment Lockout Tag | 7530-02-000-9337 | PS | EA | ENG | MDC | N/A |
| PS 4813 | 10/93 | 6/86 | Elevator Data Card | 7530-02-000-9338 | PS | SH | ENG | MDC | N/A |
| PS 4813-A | 9/84 | 9/84 | Pressure Vessel Data Card | 7530-02-000-9360 | PS | EA | ENG | MDCIWB | N/A |
| PS 4816 | 3/76 | 3/76 | Letter Sorting Machine Daily Down Time | 7530-02-000-9363 | CA | SH | O | MDC | N/A |
| PS 4820 | 8/92 | 10/90 | Parts/Supplies Issue Slip (Non-Stocked Locally Repaired Items) | 7530-02-000-9365 | PS | SH | ENG | MDCIWB | N/A |
| PS 4830-A | 8/12 | 8/12 | BRM Hold Placard — Fees Not Paid | N/A | PO | EA | DOM | IWEB | N/A |
| PS 4830-AIF | 8/12 | 8/12 | BRM Hold Placard — Insufficient Funds | N/A | PO | EA | DOM | IWEB | N/A |
| PS 4830-B | 2/12 | 2/12 | BRM Hold Placard — Not Processed | N/A | PO | EA | DOM | IWEB | N/A |
| PS 4830-C | 8/12 | 8/12 | BRM Hold Placard — Mail Invoiced | N/A | PO | EA | DOM | IWEB | N/A |
| PS 4830-D | 8/12 | 8/12 | BRM Hold Placard — Mail Not Invoiced | N/A | PO | EA | DOM | IWEB | N/A |
| PS 4838 | 10/88 | 4/75 | Repair and Alteration History | 7530-02-000-9370 | PO | SH | FAC | MDCIWB | N/A |
| PS 4841 | 8/87 | 4/83 | Fuel and Utilities Record | 7530-03-000-9265 | PO | SH | ENG | MDCIWB | N/A |
| PS 4846 | 3/85 | 3/85 | Low Pressure Heating Boiler Operating Log (Steam) | 7530-02-000-9374 | PS | SH | ENG | MDCIWB | N/A |
| PS 4846-A | 3/85 | 3/85 | Low Pressure Heating Boiler Operating Log (Hot Water) | 7530-02-000-9375 | PS | SH | ENG | MDCIWB | N/A |
| PS 4851 | 11/82 | 11/82 | Housekeeping Inspection | 7530-02-000-9376 | PS | SH | ENG | MDCIWB | N/A |
| PS 4852 | 4/88 | 8/87 | Workload Analysis and Summary | 7530-02-000-9377 | CA | SH | ENG | MDCIWB | N/A |
| PS 4862 | 11/95 | 10/86 | Scale Out of Tolerance | 7530-02-000-9380 | PS | EA | ENG | MDC | N/A |
| PS 4871 | 5/97 | 5/97 | Relocation — Miscellaneous Expense Allowance Claim | 7530-02-000-9383 | PS | SH | FIN | MDCIWB | N/A |

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|-----------|---------|--------------------|--|------------------|------------|---------------|------|-------------|---------------|
| PS 4872 | 6/97 | 6/97 | Claim for Subsistence Expenses — Temporary Quarters | 7530-02-000-9384 | PS | SH | FIN | MDCIWB | N/A |
| PS 4872-P | 9/88 | 9/88 | PCES Claim for Subsistence Expenses — Temporary Quarters | 7530-02-000-7487 | HQ | SH | FIN | MDCIWB | N/A |
| PS 4877 | 6/97 | 6/97 | Reimbursement of Real Estate Expenses — Change of Official Station | 7530-02-000-9385 | PS | EA | FIN | MDCIWB | N/A |
| PS 4878 | 3/89 | 3/89 | Calculation of Taxable Reimbursement — Grossing Up Allowance | 7530-01-000-9903 | PS | EA | FIN | HQO | N/A |
| PS 4879 | 9/98 | 9/98 | Certification Statement — Claim for Relocation Income Tax Allowance | 7530-01-000-9904 | PS | SH | FIN | MDCIWB | N/A |
| PS 4902 | 1/83 | 1/83 | Historic, Architectural & Archeological Significance Survey (4 pages) | 7530-02-000-9394 | CE | SH | FAC | MDC | N/A |
| PS 4909 | 6/85 | 6/85 | Findings of Fact for Contract Modifications | 7530-03-000-0956 | AR | SH | SM | HQO | N/A |
| PS 4911 | 10/95 | 10/95 | Mail Recovery Center Letter Report | 7530-03-000-0957 | PO | SH | CA | LOC, MDCIWB | N/A |
| PS 4916 | 8/88 | 3/71 | Auction Purchase Receipt | 7530-02-000-9397 | PO | SH | DEL | HQO | N/A |
| PS 4920 | 7/11 | 7/11 | Discontinuance Feasibility Study Survey | 7530-02-000-7488 | PS | EA | DEL | IWEB | N/A |
| PS 4943 | 1/89 | 9/86 | Locker Record (3-part set) | 7530-02-000-9401 | PS | SE | ERM | MDCIWB | N/A |
| PS 4984 | 6/01 | 6/01 | Repair Parts Requisition | 7540-00-000-0456 | PS | SH | SM | MDCIWB | N/A |
| PS 4990 | 6/71 | 6/71 | Operating Log for Reciprocating Type Refrigeration Machines (Cooling Season) | 7530-02-000-9404 | PO | SH | SM | MDCIWB | N/A |
| PS 4994 | 1/83 | 1/83 | Operating Log for Centrifugal Refrigeration Plants | 7530-02-000-9405 | PS | SH | ENG | MDCIWB | N/A |
| PS 5000 | 3/89 | 3/89 | A-E Pre-Screening Form | 7530-02-000-9409 | CE | SH | SM | MDCIWB | N/A |
| PS 5002 | 5/82 | 5/82 | Construction Contractor Performance Evaluation | 7530-03-000-0963 | CE | SH | SM | HQO | N/A |
| PS 5006 | 1/13 | 1/13 | Solicitud Para Envio de Dinero (Payment Order Application for Dinero Seguro) | 7530-03-000-8649 | PO | EA | GB | MDCIWB | P/F |
| PS 5010 | 3/97 | 3/97 | Dinero Seguro Clerk Observation Evaluation | 7530-03-000-8648 | CE | SH | MSS | MDCIWB | N/A |
| PS 5011 | 3/01 | 3/01 | Training Confirmation Sure Money/Dinero Seguro | N/A | PO | SH | FIN | IWEB | N/A |
| PS 5034 | 11/80 | 11/80 | ZMT Individual Performance Record | 7530-03-000-3748 | PO | SH | PRI | MDCIWB | N/A |
| PS 5035 | 1/91 | 12/79 | Overweight Sack | 7530-02-000-9413 | PO | SH | PRI | MDC | N/A |
| PS 5041 | 7/86 | 6/81 | Storage Car and Van Check Sheet | 7530-02-000-9414 | PO | SH | O | MDCIWB | WWW |
| PS 5049 | 2/88 | 2/88 | Mail Found in Supposedly Empty Equipment | 7530-02-000-9415 | PO | SH | O | MDC | N/A |
| PS 5052 | 3/13 | 3/13 | Printer Certification Submission | N/A | NCS | SH | IT | IWEB | WWW |
| PS 5053 | 4/13 | 4/13 | Bulk Proof of Delivery Application | N/A | CD | SH | COO | IWEB | WWW |
| PS 5111 | 7/25 | 7/25 | Address Information System (AIS) Viewer Order Form | N/A | NCS | SH | IMAQ | IWEB | WWW |
| PS 5111-R | 1/16 | 1/16 | Revenue Protection Placard (self-adhesive label) | 7530-02-000-9437 | PS | EA | PRI | MDCIWB | N/A |

Directives and Forms Catalog

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|-----------|---------|--------------------|---|------------------|------------|---------------|------|-------------|---------------|
| PS 5113 | 1/13 | 1/13 | Barcode Certification Customer Application | N/A | NCS | SH | IMAQ | IWEB | WWW |
| PS 5114 | 1/13 | 1/13 | Barcode Certification Printer Submission Form | N/A | NCS | SH | IMAQ | IWEB | WWW |
| PS 5115 | 1/13 | 1/13 | AEC Web Access Request Form | N/A | NCS | SH | IMAQ | IWEB | WWW |
| PS 5116 | 12/22 | 12/22 | Electronic Product Fulfillment Web Access Request Form | N/A | NCS | EA | IMAQ | IWEB | WWW |
| PS 5118 | 10/18 | 10/18 | County Project Web Access Request Form | N/A | NCS | EA | IMAQ | IWEB | WWW |
| PS 5139 | 6/03 | 6/03 | Non-Postal Service Temporary Employee | 7530-01-000-9721 | AR | EA | SM | MDCIWB | N/A |
| PS 5140 | 6/03 | 6/03 | Non-Postal Service Contractor Employee | 7530-01-000-9722 | PS | EA | SM | MDCIWB | N/A |
| PS 5179 | 8/98 | 8/98 | Notification/Record of Mail Irregularity | 7530-02-000-9440 | PO | SE | O | MDC | N/A |
| PS 5186 | 1/88 | 1/88 | Mail Movement Routing Instructions (book/100) | 7530-02-000-9441 | TO | BK | SM | MDC | N/A |
| PS 5201 | 9/16 | 9/16 | Mail Van and Trailer Inspection | 7530-02-000-9442 | PV | SH | NET | MDCIWB | N/A |
| PS 5210 | 6/04 | 6/04 | Official Case File — US Postal Inspection Service | 7530-07-000-0895 | IC | EA | IS | R | N/A |
| PS 5257 | 2/88 | 12/80 | Damaged Mail Report (pad/50) | 7530-02-000-9443 | PO | PD | O | MDC | N/A |
| PS 5313 | 2/87 | 6/74 | Inspection Service Photobacker (8 labels/sheet) | 7530-02-000-9455 | IC | SH | IS | MDC | N/A |
| PS 5397 | 2/87 | 9/84 | Contract Route Extra Trip Authorization (4-part set) | 7530-02-000-9458 | PS | SE | SM | MDCIWB | N/A |
| PS 5397-A | 12/93 | 3/88 | Contract Route Extra Trip Authorization (4-part continuous) | 7530-02-000-9459 | BC | CTN | O | MDC | N/A |
| PS 5398 | 2/79 | 2/79 | Transportation Performance Record | 7530-02-000-9460 | PS | SH | O | MDC | N/A |
| PS 5398-A | 9/92 | 9/92 | Contract Route Vehicle Record (3-part set) | 7530-02-000-9198 | PS | SE | SM | MDC | N/A |
| PS 5399 | 6/06 | 6/06 | Contract Route Performance Record | 7530-02-000-9199 | PS | SH | SM | IWEB | N/A |
| PS 5401 | 6/19 | 6/19 | Documentation to Establish a Delivery ZIP Code | N/A | PS | SH | IMAQ | IWEB | N/A |
| PS 5402 | 6/08 | 6/08 | Documentation to Establish a Post Office Box ZIP Code | N/A | PS | SH | IMAQ | IWEB | N/A |
| PS 5403 | 6/08 | 6/08 | Documentation to Establish a Shared ZIP Code | N/A | PS | SH | IMAQ | IWEB | N/A |
| PS 5404 | 6/08 | 6/08 | Documentation to Establish a Unique ZIP Code | N/A | PS | SH | IMAQ | IWEB | N/A |
| PS 5406 | 2/08 | 2/08 | Contract Delivery Service Route Survey | 7530-02-000-9253 | PS | SH | SM | IWEB | N/A |
| PS 5407 | 2/09 | 2/09 | Highway Contract Route | 7530-02-000-9464 | PS | EA | SM | IWEB | N/A |
| PS 5408-X | 2/08 | 2/08 | Box Delivery Contract Route Survey | N/A | PS | SH | SM | IWEB | N/A |
| PS 5420 | 12/91 | 12/91 | Certificate of Insurance (5-part set) | 7530-02-000-9465 | PS | SE | SM | MDC | N/A |
| PS 5427 | 4/03 | 4/03 | Contract Route Review and Award | 7530-02-000-9466 | PS | SH | SM | MDCIWB | N/A |
| PS 5427-A | 4/03 | 4/03 | Contract Route Review (Renewal) | 7530-02-000-7317 | PS | SH | SM | MDCIWB | N/A |

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|-------------|---------|--------------------|--|------------------|------------|---------------|------|-------------|---------------|
| PS 5429 | 7/07 | 7/07 | Certification of Exceptional Contract Service Performed | 7530-02-000-9467 | PS | SE | SM | MDCIWB | N/A |
| PS 5431 | 4/88 | 3/79 | Contract Route Box Customer Notice | 7530-02-000-9468 | PS | SH | O | MDCIWB | N/A |
| PS 5436-S | 10/88 | 10/88 | Inquiry of Prospective Bidders (Spanish) | 7530-03-000-0968 | DN | SH | SM | HQO | N/A |
| PS 5443 | 12/91 | 12/91 | Contract Route Statement, Schedule and Specifications | 7530-02-000-9470 | PS | EA | SM | MDCIWB | N/A |
| PS 5443-A | 12/91 | 12/91 | Continuation Route Statement — Schedule and Specifications (continuation) | 7530-02-000-7420 | PS | EA | O | MDCIWB | N/A |
| PS 5466 | 6/05 | 6/05 | Late Slip (book/25 4-part sets) | 7530-02-000-9472 | DN | SE | NET | MDC | N/A |
| PS 5472 | 4/06 | 4/06 | Pre-Award Questionnaire & Assets and Liabilities Statement | 7530-02-000-9254 | PS | SH | SM | MDCIWB | N/A |
| PS 5500 | 9/08 | 9/08 | Contract Route Irregularity Report | 7530-02-000-9476 | PO | SE | NET | MDCIWB | N/A |
| PS 5505 | 10/93 | 10/93 | Cost Evaluation Postal Vehicle Service versus Contract Service | 7530-02-000-9478 | PS | SH | SM | MDC | N/A |
| PS 5541 | 7/13 | 7/13 | Pickup Service Statement — Priority Mail Express, Global Express Guaranteed, Priority Mail, or Standard Post | 7530-01-000-9723 | PU | EA | DOM | MDCIWB | WWW |
| PS 5541-C | 7/13 | 7/13 | Pickup Service Statement — Priority Mail Express, Global Express Guaranteed, Priority Mail, or Standard Post (3-part continuous, pinfed) | 7530-02-000-7489 | PS | SE | MSS | MDC | N/A |
| PS 5542 | 7/13 | 7/13 | Scheduled Pickup on Demand Service Agreement | N/A | PS | EA | DOM | IWEB | N/A |
| PS 5543 | 7/13 | 7/13 | No Fee Pickup Service Agreement | N/A | PO | EA | MSS | IWEB | WWW |
| PS 5544 | 7/13 | 7/13 | Pickup Services Escalation Form | N/A | PS | EA | MSS | IWEB | N/A |
| PS 5545 | 7/13 | 7/13 | Customer Pickup Services Request | N/A | PS | EA | MSS | IWEB | N/A |
| PS 5555-ACH | 11/15 | 11/15 | CPU (ACH) Write-In Stamp Order Form | 0000-00-000-0000 | PS | EA | GR | IWEB | WWW |
| PS 5555-CC | 11/15 | 11/15 | CPU (Credit Card) Write-In Stamp Order Form | 0000-00-000-0000 | PS | EA | GR | IWEB | WWW |
| PS 5603 | 9/99 | 9/99 | Address File Standardization on Diskette | 7530-02-000-9255 | PS | EA | O | NCS | N/A |
| PS 5630 | 11/18 | 11/18 | Shipment Confirmation Acceptance Notice | 7530-08-000-4335 | PO | EA | MSS | IWEB | N/A |
| PS 5631 | 2/95 | 5/92 | Express Mail Custom Designed Service Agreement | 7530-02-000-9484 | PO | EA | MSS | EPM | N/A |
| PS 5634-I | 7/79 | 7/79 | Incoming Express Mail Service Schedule Log | 7530-02-000-9485 | PS | SH | MSS | EPM | N/A |
| PS 5634-O | 3/95 | 3/95 | Express Mail Outgoing Log | 7530-02-000-9486 | PS | SH | MSS | EPM | N/A |
| PS 5639 | 7/13 | 7/13 | USPSCA Application and Payment Authorization Form | 7530-02-000-9488 | STF | SH | BMEP | IWEB | WWW |
| PS 5659 | 4/25 | 4/25 | Daily Passport Application (DS-11) Transmittal | 7530-02-000-9490 | PO | SH | RET | MDCIWB | N/A |
| PS 5700 | 3/09 | 3/09 | Postal Bulletin Subscription Order Form | N/A | STF | SH | CC | IWEB | WWW |

Directives and Forms Catalog

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|-------------|---------|--------------------|---|------------------|------------|---------------|------|-------------|---------------|
| PS 5800-A | 11/76 | 11/76 | Mail Flow Density Projections | 7530-02-000-9513 | CA | SH | O | MDC | N/A |
| PS 5802 | 3/80 | 3/80 | MOD P.O. Operation Validity Transaction Worksheet | 7530-03-000-0974 | SD | SH | O | HQO | N/A |
| PS 5938 | 10/85 | 10/85 | Promotion Report | N/A | PS | SH | ERM | IWEB | N/A |
| PS 5956-EAS | 3/14 | 3/14 | EAS Non-Supervisory Employee Probationary Period Report | N/A | PS | EA | ERM | IWEB | N/A |
| PS 5956-EXE | 3/14 | 3/14 | Executive Employee Probationary Period Report | N/A | PS | EA | ERM | IWEB | N/A |
| PS 5956-MFP | 1/18 | 1/18 | Management Foundations Program Probationary Period Report | N/A | PS | EA | ERM | IWEB | WWW |
| PS 5956-MGR | 3/14 | 3/14 | EAS Managerial Employee Probationary Period Report | N/A | PS | EA | ERM | IWEB | N/A |
| PS 5956-SUP | 3/14 | 3/14 | EAS Supervisory Employee Probationary Period Report | N/A | PS | EA | ERM | IWEB | N/A |
| PS 5957 | 3/23 | 3/23 | Requirement-by-Applicant Matrix | N/A | PS | EA | HR | IWEB | N/A |
| PS 5980 | 11/16 | 11/16 | Treatment Verification for Wounded Warriors Leave | N/A | PS | EA | HR | IWEB | WWW |
| PS 5994 | 8/83 | 8/83 | Payment Adjustment Authorization for Railroad Service Performed (4-part set) | 7530-03-000-8962 | AR | SE | SM | MDC | N/A |
| PS 6001 | 6/18 | 6/18 | Application for CAPS Account | N/A | PS | EA | BMEP | IWEB | WWW |
| PS 6002 | 5/15 | 5/15 | Accounts and Services To Be Paid Through CAPS | N/A | PS | EA | MSS | IWEB | WWW |
| PS 6003 | 8/12 | 8/12 | CAPS Electronic Funds Transfer Authorization Agreement | N/A | PS | EA | MSS | IWEB | WWW |
| PS 6011 | 4/06 | 4/06 | Agreement for Acceptance of Food | 7530-08-000-4300 | PO | SH | CA | MDCIWB | P/F |
| PS 6012 | 12/17 | 12/17 | Operation Santa Letter (Organization) | 7530-09-000-9179 | PO | SH | CC | IWEB | WWW |
| PS 6012-A | 12/17 | 12/17 | Operation Santa Letter (Organization) Record of Letter(s) Received by Individuals | 7530-10-000-6311 | PO | SH | CC | MDCIWB | WWW |
| PS 6012-I | 12/17 | 12/17 | Operation Santa Letter (Individual) | 7530-09-000-9209 | PO | SH | CC | IWEB | WWW |
| PS 6014 | 6/08 | 6/08 | Certification of Move/Update Compliance | N/A | PO | SH | IMAQ | IWEB | WWW |
| PS 6015 | 8/08 | 8/08 | Nonprofit Database Change Request | N/A | PO | EA | PS | IWEB | N/A |
| PS 6019 | 1/83 | 1/83 | Military Post Office (MPO) Report of Money Order Business | 7530-02-000-9528 | PO | SH | FIN | MDCIWB | N/A |
| PS 6075 | 12/06 | 12/06 | Notice of Removal or Separation for Disability (Not OWCP) | 7530-01-000-9530 | PS | SH | FIN | IWEB | N/A |
| PS 6100-A | 11/04 | 11/82 | OPF Disclosure Accounting Form | 7530-02-000-9531 | PS | SH | CA | MDCIWB | N/A |
| PS 6100-B | 11/04 | 11/82 | OPF Disclosure Accounting Form (for law enforcement officials) | 7530-02-000-9532 | PS | SH | CA | MDCIWB | N/A |
| PS 6105 | 5/93 | 5/93 | Disclosure of Information About Employees to Collective Bargaining Agents | 7530-02-000-9533 | PS | SH | FIN | MDCIWB | N/A |

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|-----------|---------|--------------------|--|------------------|------------|---------------|------|-------------|---------------|
| PS 6116 | 12/04 | 12/04 | First-Class Metered Mail — Shortpaid Sampling Worksheet | N/A | PC | SH | PRI | IWEB | N/A |
| PS 6141 | 4/08 | 4/08 | Retail Media Mail Service Inspection Log | N/A | PO | EA | RET | IWEB | N/A |
| PS 6166 | 5/07 | 5/07 | STC Contractual Noncompliance | N/A | PS | SH | NET | IWEB | N/A |
| PS 6182 | 9/09 | 9/09 | Commercial Invoice | 7530-07-000-3483 | PO | SE | GB | MDCIWB | WWW |
| PS 6183 | 9/21 | 9/21 | USPS Commercial Invoice for OCPI | N/A | PO | EA | GB | e-IWB | e-WEB |
| PS 6205 | 3/00 | 3/00 | FIRSTCLASS PHONECARD Inventory Tracking Sheet | N/A | PS | SH | O | IWEB | N/A |
| PS 6349 | 6/86 | 6/86 | Issued Money Order Sales Record | 7530-03-000-1018 | PO | SH | FIN | HQO | N/A |
| PS 6354 | 5/06 | 5/06 | Parcel Return Service Dispatch Log | N/A | PO | SH | MSS | IWEB | N/A |
| PS 6375 | 10/83 | 10/83 | Uniform Allowance Stop Payment Notice | 7530-02-000-9534 | PS | SH | LR | MDCIWB | N/A |
| PS 6387 | 7/25 | 7/25 | Rural Money Order Transaction Application | 7530-02-000-9535 | CR | EA | FIN | MDCIWB | N/A |
| PS 6401 | 8/16 | 8/16 | Money Order Inquiry | 7530-02-000-9536 | PO | EA | FIN | MDC | N/A |
| PS 6510 | 10/20 | 10/20 | Death Gratuity Payment Authorization | N/A | PS | EA | FIN | IWEB | WWW |
| PS 6558-C | 5/06 | 5/06 | Maintaining the New Carrier Edit Sheet | N/A | PO | SH | IMAQ | IWEB | N/A |
| PS 6558-E | 5/06 | 5/06 | Instructions for Completing the New Edit Sheet | N/A | PO | SH | IMAQ | IWEB | N/A |
| PS 6558-R | 5/06 | 5/06 | Route Listing Report (Sample) | N/A | PO | SH | IMAQ | IWEB | N/A |
| PS 6700 | 8/99 | 8/99 | Property/Evidence Custody Document | 7530-05-000-0327 | IG | SE | OIG | HQO | N/A |
| PS 6702 | 8/99 | 8/99 | Access Control Log | 7530-05-000-0329 | OIG | SH | OIG | HQO | N/A |
| PS 6703 | 8/99 | 8/99 | Currency Inventory and Certification | 7530-05-000-0330 | OIG | EA | OIG | HQO | N/A |
| PS 6704 | 8/99 | 8/99 | Search Warrant Inventory | 7530-05-000-0331 | OIG | SH | OIG | HQO | N/A |
| PS 6705 | 8/99 | 8/99 | OIG Property and Evidence Tag | 7960-05-000-0328 | OIG | EA | OIG | HQO | N/A |
| PS 6710 | 9/21 | 9/21 | Communication Accommodation Request Form | N/A | PS | EA | ERM | IWEB | N/A |
| PS 6711 | 9/21 | 9/21 | Communication Accommodation Plan for Employees Who Are Deaf or Hard of Hearing | N/A | PS | EA | ERM | IWEB | N/A |
| PS 6803 | 1/77 | 1/77 | Wage & Separation Information | 7530-03-000-1022 | SC | SH | ERM | MDC | N/A |
| PS 6805 | 2/24 | 2/24 | BRM/QBRM Application for ZIP+4 Code Assignment/Validation and QBRM Approval | 7530-04-000-6400 | PO | SH | CMO | IWEB | WWW |
| PS 6806 | 3/99 | 3/99 | Mailpiece Irregularity/Resolution | 7530-04-000-6401 | PU | SH | PRI | MDCIWB | WWW |
| PS 6812 | 2/06 | 2/06 | Non-Mailable Item Fact Sheet Log | N/A | PO | SH | NET | IWEB | N/A |
| PS 6813 | 7/13 | 7/13 | Non-Mailable Item Fact Sheet | N/A | PO | SH | NET | IWEB | N/A |
| PS 6814 | 2/06 | 2/06 | Air Transportation HAZMAT Log | N/A | PO | SH | NET | IWEB | N/A |
| PS 6815 | 6/14 | 6/14 | Air Transportation Certification | N/A | PS | EA | IS | IWEB | N/A |

Directives and Forms Catalog

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|-----------|---------|--------------------|--|------------------|------------|---------------|------|-------------|---------------|
| PS 6831 | 9/12 | 9/12 | Request for Headquarters Identification Badge | N/A | HQ | EA | IS | IWEB | N/A |
| PS 6831-A | 9/20 | 9/20 | Request for Facility (Non-Headquarters) Identification Badge | N/A | PS | EA | IS | IWEB | N/A |
| PS 6881 | 6/05 | 6/05 | Disposition of Excess TSP Contributions Resulting From Erroneous Retirement Plan Placement | N/A | PO | SH | ERM | IWEB | N/A |
| PS 6886 | 1/88 | 1/88 | Thrift Savings Plan Request for Retroactive Contributions | N/A | PS | SH | ERM | HQO, MDCIWB | N/A |
| PS 6886-A | 12/09 | 12/09 | Thrift Savings Plan — Request for Makeup Contributions for Retirement Coverage Error | N/A | PS | SH | HR | IWEB | N/A |
| PS 6900 | 9/13 | 9/13 | Seized Asset Claim Form | N/A | PS | EA | IS | IWEB | WWW |
| PS 7020 | 5/98 | 1/78 | Authorized Absence From Workroom Floor | 7530-02-000-9539 | PS | PD | O | MDCIWB | N/A |
| PS 7227 | 9/13 | 9/13 | Local Cleaning Services Payment Authorization Form | N/A | PS | EA | FIN | IWEB | N/A |
| PS 7228 | 9/13 | 9/13 | Local Cleaning Services Agreement Modification Form | N/A | PS | EA | FIN | IWEB | N/A |
| PS 7301 | 7/71 | 7/71 | Power of Attorney to Receive Rent for Post Office Quarters | 7530-02-000-9557 | PS | SH | FAC | MDCIWB | N/A |
| PS 7305 | 8/83 | 8/83 | Contractor's Request for Progress Payment | 7530-02-000-9559 | PO | SH | SM | MDC | N/A |
| PS 7307 | 7/71 | 7/71 | Contractor's Release | 7530-02-000-9561 | N/A | EA | FAC | HQO | N/A |
| PS 7319 | 2/89 | 2/89 | Contractor's Statement of Contingent or Other Fees | 7530-02-000-9569 | PS | SH | SM | MDC | N/A |
| PS 7330 | 9/91 | 6/86 | Amendment to Solicitation | 7530-02-000-9600 | PS | EA | SM | MDCIWB | N/A |
| PS 7339 | 2/75 | 2/75 | Shipping Instructions for Material in Storage (6-part set) | 7530-02-000-9610 | PS | SE | FIN | MDC | N/A |
| PS 7340 | 5/20 | 5/20 | Property Transfer Request | 7530-02-000-9611 | PS | EA | FIN | IWEB | N/A |
| PS 7342 | 7/05 | 7/05 | Material Inspection and Shipping Report (4-part set) | 7530-02-000-9613 | SO | ST | ENG | MDC | N/A |
| PS 7342-A | 2/87 | 1/81 | Material Inspection and Shipping Report (4-part set) | 7530-02-000-9614 | PS | EA | SM | MDC | N/A |
| PS 7355 | 10/06 | 10/06 | Cleaning Agreement | N/A | PS | SH | SM | IWEB | N/A |
| PS 7357 | 9/83 | 9/83 | NACON Register Data Sheet | 7530-03-000-1040 | HQ | SH | SM | HQO | N/A |
| PS 7364 | 4/89 | 4/89 | Serviceable Property Tag (Excess) (4-part set) | 7530-02-000-9623 | PS | EA | SM | MDC | N/A |
| PS 7366 | 4/91 | 4/91 | Funded Procurement Request (FPR) | 7530-03-000-1041 | HQ | SH | SM | HQO | N/A |
| PS 7366-A | 1/81 | 1/81 | FPR Safety Certification | 7530-03-000-1042 | HQ | SH | SM | HQO | N/A |
| PS 7370 | 8/90 | 7/89 | Request for Non-Fund Cost Transfer | N/A | PS | EA | SM | LOC, IWEB | N/A |
| PS 7370-A | 8/90 | 8/90 | Request for Funds Transfer (continuation sheet) | 7530-03-000-1043 | PS | EA | SM | LOC | N/A |
| PS 7378 | 9/06 | 9/06 | Contracting Officer Certificate of Appointment | N/A | HQ | EA | SM | HQO | N/A |
| PS 7380 | 6/01 | 6/01 | MDC Supply Requisition | 7530-02-000-9635 | PS | SH | SM | MDCIWB | N/A |
| PS 7381 | 9/01 | 9/01 | Requisition for Supplies, Services, or Equipment | 7530-02-000-9636 | PS | SH | SM | MDCIWB | N/A |

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|------------|---------|--------------------|--|------------------|------------|---------------|------|-------------|---------------|
| PS 7405 | 12/91 | 12/91 | Transportation Services Bid or Proposal and Contract for Regular Service | 7530-02-000-9680 | PS | SH | SM | MDC | N/A |
| PS 7405-A | 12/91 | 12/91 | Transportation Services Bid or Proposal and Contract for Emergency Service | 7530-02-000-7421 | PS | SH | SM | MDCIWB | N/A |
| PS 7405-B | 12/91 | 12/91 | Transportation Services Bid or Proposal and Contract for Temporary Service | 7530-02-000-7409 | PS | SH | SM | MDC | N/A |
| PS 7406 | 6/90 | 6/86 | Amendment to Transportation Services Contract | 7530-02-000-9681 | PS | SH | SM | MDCIWB | N/A |
| PS 7409-A | 12/91 | 12/91 | Notice of Acceptance — Transportation Services Contract Bid or Proposal for Emergency Services | 7530-02-000-7318 | PS | EA | SM | MDCIWB | N/A |
| PS 7409-C | 9/92 | 9/92 | Acceptance Notice — Air Taxi Service Regular Contract Bid or Proposal | 7530-02-000-9980 | PC | EA | SM | MDCIWB | N/A |
| PS 7409-D | 9/92 | 9/92 | Acceptance Notice — Air Taxi Service Temporary Contract Bid or Proposal | 7530-02-000-9981 | PC | EA | SM | MDCIWB | N/A |
| PS 7423-A | 2/87 | 2/87 | Application to Lease | 7530-02-000-9420 | CE | SH | FAC | MDCIWB | N/A |
| PS 7430 | 4/85 | 4/85 | Revocable License for Non-Government Use of Real Property | 7530-02-000-9717 | CE | SH | FAC | MDC | N/A |
| PS 7431 | 3/08 | 3/08 | Requisition for Pressure Sensitive Labels and Rack Headers | 7530-02-000-9718 | PS | SH | FIN | MDIAFC | N/A |
| PS 7433 | 8/91 | 2/83 | Reparable Tag (self-mailer) | 8135-00-000-5481 | MD | SH | SM | MDC | N/A |
| PS 7435 | 12/91 | 12/91 | Solicitation for Transportation Services Contract | 7530-02-000-9723 | PS | SH | SM | MDCIWB | N/A |
| PS 7436 | 12/91 | 12/91 | Abstract of Bids or Proposals Received | 7530-02-000-9750 | PS | SH | SM | MDCIWB | N/A |
| PS 7437 | 1/87 | 1/87 | Facilities Services Request (4-part set) | 7530-02-000-9752 | PS | SE | FAC | MDCIWB | N/A |
| PS 7439 | 12/91 | 12/91 | Solicitation Record — Emergency Highway Contract | 7530-02-000-9778 | PS | SH | SM | MDCIWB | N/A |
| PS 7440 | 2/05 | 2/05 | Contract Route Service Order | 7530-02-000-9754 | PS | SH | SM | MDCIWB | N/A |
| PS 7440-AT | 9/92 | 9/92 | Air Taxi Contract Route Service Order | 7530-02-000-9983 | PC | SH | SM | MDCIWB | N/A |
| PS 7444 | 5/82 | 5/82 | Local Purchase Order (book/25 4-part sets) | 7530-02-000-9760 | PS | SH | SM | MDC | N/A |
| PS 7445 | 3/05 | 3/05 | Inquiry Concerning Renewal of Transportation Services Contract | 7530-02-000-9761 | PS | SH | SM | MDCIWB | N/A |
| PS 7447 | 12/91 | 12/91 | Transportation Services Renewal Contract for Regular Service | 7530-02-000-9762 | PS | SH | SM | MDCIWB | N/A |
| PS 7448 | 12/91 | 12/91 | Notice of Renewal of Transportation Services Contract for Regular Services | 7530-02-000-7410 | PS | SH | SM | MDCIWB | N/A |
| PS 7448-A | 12/91 | 12/91 | Notice of Renewal of Transportation Services Contract for Temporary Services | 7530-02-000-7424 | PS | SH | SM | MDCIWB | N/A |
| PS 7454 | 9/92 | 9/92 | Air Taxi Service — Route Operational Profile | 7530-02-000-9426 | PC | SH | SM | MDCIWB | N/A |

Directives and Forms Catalog

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|-----------|---------|--------------------|--|------------------|------------|---------------|------|-------------|---------------|
| PS 7455 | 9/92 | 9/92 | Air Taxi Service Aircraft Requirements and Flight Personnel Qualifications (FAR 135) | N/A | PS | SH | SM | IWEB | N/A |
| PS 7456 | 9/92 | 9/92 | Air Taxi Service Cost Worksheet | 7530-02-000-9773 | AC | SH | SM | MDCIWB | N/A |
| PS 7458 | 3/86 | 3/73 | Air Taxi Service Action | 7530-02-000-9775 | PS | SH | SM | MDC | N/A |
| PS 7459 | 12/91 | 12/91 | Extra Trip Log | 7530-02-000-7411 | PS | EA | SM | MDCIWB | N/A |
| PS 7461 | 7/88 | 7/88 | Certificate of Transfer of Title to Leased Property | 7530-02-000-9777 | PS | SH | FAC | MDCIWB | N/A |
| PS 7463 | 12/91 | 12/91 | Cost Statement — Highway Transportation Contracts | 7530-02-000-9782 | PS | SH | SM | MDCIWB | N/A |
| PS 7463-A | 12/91 | 12/91 | Negotiated Cost Statement — Highway Transportation Contracts | 7530-02-000-9783 | PS | SH | SM | MDCIWB | N/A |
| PS 7468-A | 12/91 | 12/91 | Highway Transportation Contract — Bid or Renewal Worksheet | 7530-02-000-9790 | PS | SH | SM | MDC | N/A |
| PS 7477-A | 1/86 | 7/80 | Architect-Engineer's Performance-Design Phase Evaluation | 7530-03-000-1050 | PS | SH | SM | HQO | N/A |
| PS 7477-B | 1/86 | 7/80 | Architect-Engineer's Performance-Construction Phase Evaluation | 7530-03-000-1051 | PS | SH | FAC | HQO | N/A |
| PS 7478 | 1/81 | 1/81 | Power of Attorney to Execute Lease | 7530-03-000-1052 | AR | SH | FAC | HQO | N/A |
| PS 7486 | 1/86 | 1/86 | Business and Farm Relocation Analysis | 7530-02-000-9807 | AR | SH | FAC | HQO | N/A |
| PS 7487 | 3/96 | 3/96 | Residential Relocation Analysis | 7530-02-000-9808 | PS | SH | FAC | HQO | N/A |
| PS 7488 | 3/96 | 3/96 | Relocation Needs and Availability Analysis | 7530-02-000-9809 | PS | SH | FAC | MDCIWB | N/A |
| PS 7495-A | 1/87 | 5/76 | Offset Statement (3-part set) | 7530-03-000-8969 | PS | SE | FAC | MDC | N/A |
| PS 7498-D | 10/97 | 10/97 | Facilities Environmental Checklist | 7530-02-000-9429 | PS | SH | FAC | MDCIWB | N/A |
| PS 7499 | 10/97 | 10/97 | Transaction Screen Questionnaire | N/A | PS | SH | FAC | MDCIWB | N/A |
| PS 7500-H | 3/13 | 3/13 | ODIS-RPW Testing — Mail on Hold Placard | N/A | PO | EA | FIN | LOC | N/A |
| PS 7500-N | 3/13 | 3/13 | ODIS-RPW Testing — Test Notification Placard | N/A | PO | EA | FIN | LOC | N/A |
| PS 7500-R | 3/13 | 3/13 | ODIS-RPW Testing — Mail Released Placard | N/A | PO | EA | FIN | LOC | N/A |
| PS 7525 | 2/89 | 2/89 | Postmaster's Construction Progress Report | 7530-02-000-9817 | CE | SH | FAC | MDCIWB | N/A |
| PS 7536 | 4/88 | 4/88 | Bomb and Bomb Hoax Incident Report | 7530-01-000-9796 | IC | SH | IS | MDC | N/A |
| PS 8005 | 5/98 | 5/98 | Promotion/Preferred Assignment Withdrawal Request | 7530-02-000-9203 | PS | SH | ENG | MDIWB | N/A |
| PS 8006 | 6/04 | 6/04 | Uniform Allowance Code Sheet (for Regular, Contract, or Work Clothes Program) | 7530-02-000-9225 | PS | SH | LR | MDCIWB | N/A |
| PS 8007 | 12/88 | 12/88 | Procurement Quality Feedback Report | 7530-01-000-9800 | PS | SH | SM | MDCIWB | N/A |
| PS 8008 | 12/88 | 12/88 | Regional Delivery Order | 7530-03-000-3591 | PS | SH | SM | MDCIWB | N/A |
| PS 8009 | 1/01 | 1/01 | Lost/Stolen Savings Bond Replacement Request | 7530-02-000-7229 | PS | SH | ERM | MDCIWB | N/A |

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|---------|---------|--------------------|---|------------------|------------|---------------|------|-------------|---------------|
| PS 8010 | 1/89 | 1/89 | Field Maintenance Office Evaluation — Field Maintenance Program | 7530-01-000-9802 | PS | SH | ENG | MDCIWB | N/A |
| PS 8013 | 1/92 | 1/92 | Scale Transaction Daily Log | 7530-02-000-9229 | SD | SH | O | MDCIWB | N/A |
| PS 8015 | 1/03 | 1/03 | Plant-Load Vehicle Log | 7530-02-000-9236 | PU | SH | O | MDCIWB | N/A |
| PS 8016 | 7/13 | 7/13 | Plant-Load Mailing Log | 7530-02-000-9274 | PC | SH | NET | MDCIWB | N/A |
| PS 8017 | 6/13 | 6/13 | Expedited Plant-Load Shipment Clearance | 7530-02-000-9297 | PS | SH | BMEP | IWEB | WWW |
| PS 8020 | 8/21 | 8/21 | Report of Installation (Postmaster or Officer-In-Charge) | 7530-02-000-9298 | PS | EA | GR | IWEB | N/A |
| PS 8023 | 7/06 | 7/06 | Personnel Selection Requirements Worksheet | 7530-02-000-9743 | PS | SH | ERM | MDCIWB | N/A |
| PS 8026 | 6/02 | 6/02 | Expedited Shipment Agreement for Plant-Load Mailings | 7530-01-000-9806 | PU | SH | NET | MDCIWB | WWW |
| PS 8027 | 2/89 | 2/89 | Semiannual Roof Maintenance Inspection Checklist | 7530-01-000-9807 | PS | SH | ENG | MDCIWB | N/A |
| PS 8028 | 3/92 | 3/92 | Personal Statement of Benefits | 7530-03-000-1084 | SC | SH | ERM | MDC | N/A |
| PS 8038 | 2/17 | 2/17 | Employee Statement to Recover Back Pay | 7530-01-000-9907 | PS | PD | ERM | IWEB | N/A |
| PS 8039 | 2/17 | 2/17 | Back Pay Decision/ Settlement Worksheet | 7530-03-000-3789 | PS | SH | ERM | IWEB | N/A |
| PS 8040 | 8/10 | 8/10 | Business Mail Acceptance Worksheet | 7530-01-000-9906 | PS | PD | BMEP | MDCIWB | N/A |
| PS 8041 | 10/15 | 10/15 | Pre-arbitration or Agency Settlement Worksheet | 7690-07-000-1171 | PS | SH | ERM | IWEB | N/A |
| PS 8042 | 3/09 | 3/09 | Bound Printed Matter Documentation Form | N/A | PS | SH | BMEP | IWEB | WWW |
| PS 8043 | 5/08 | 5/08 | Request to Amend Electronic Official Personnel Folder (EOPF) | N/A | PS | SH | ERM | IWEB | N/A |
| PS 8046 | 10/89 | 10/89 | Request for Part-Time or Return to Full-Time Employment | 7530-03-000-1086 | HQ | EA | ERM | HQO | N/A |
| PS 8047 | 3/06 | 3/06 | Critical Event/Individual Status Report | 7530-07-000-6225 | PS | EA | O | MDCIWB | N/A |
| PS 8048 | 8/91 | 8/91 | Commercial Emergency Vehicle Hire | 7530-02-000-9746 | VM | SH | FIN | MDCIWB | N/A |
| PS 8049 | 8/91 | 8/91 | Vehicle Hire Pay Adjustment | 7530-02-000-9747 | VM | SH | FIN | MDCIWB | N/A |
| PS 8051 | 1/97 | 1/97 | Maintenance Selection System Cover Sheet | N/A | PS | EA | ERM | NTA | N/A |
| PS 8059 | 8/09 | 8/09 | Request for Relocation Management Firm (RMF) Service | 7530-02-000-7232 | PS | SH | FIN | IWEB | N/A |
| PS 8061 | 1/92 | 1/92 | Application for Accelerated Reply Mail | 7530-02-000-7233 | PO | SE | MSS | MDC | P/F |
| PS 8064 | 3/90 | 3/90 | Individual Presort Verifications Proficiency Log | 7530-03-000-1087 | BC | EA | PRI | LOC | N/A |
| PS 8065 | 3/90 | 3/90 | Unit Presort Verifications Proficiency Log | 7530-03-000-1088 | BC | EA | PRI | LOC | N/A |
| PS 8066 | 3/05 | 3/05 | Individual Employee Skill Assessment Log | 7530-03-000-1089 | PO | SH | CR | MDCIWB | N/A |
| PS 8067 | 3/90 | 3/90 | Unit Skill Assessment Log | 7530-03-000-1090 | BC | SH | PRI | LOC | N/A |
| PS 8068 | 3/90 | 3/90 | Employee Skill Assessment | 7530-03-000-1091 | BC | EA | PRI | LOC | N/A |
| PS 8069 | 8/09 | 8/09 | Bypass Mail Log | 7530-03-000-1092 | PO | SH | BMEP | IWEB | N/A |

Directives and Forms Catalog

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|------------|---------|--------------------|--|------------------|------------|---------------|------|-------------|---------------|
| PS 8072 | 3/05 | 3/05 | BMAU Monthly Progress Report | 7530-03-000-1095 | PO | SH | CR | MDCIWB | N/A |
| PS 8073 | 3/05 | 3/05 | Mail Arrival Profile Worksheet | 7530-03-000-1096 | PO | SH | CR | MDCIWB | N/A |
| PS 8074 | 1/05 | 1/05 | Mail On-Hand Profile | 7530-03-000-1097 | BC | EA | PRI | MDCIWB | N/A |
| PS 8075 | 9/23 | 9/23 | Mailer Notification Log Sheet for Disqualified Mailing | 7530-03-000-1098 | PO | SH | CMO | IWEB | N/A |
| PS 8076 | 1/20 | 1/20 | Authorization to Hold Mail | 7530-02-000-8028 | PS | EA | CMO | MDCIWB | WWW |
| PS 8077 | 3/90 | 3/90 | Equipment Inventory | 7530-03-000-1099 | BC | EA | MSS | LOC | N/A |
| PS 8084 | 1/97 | 1/97 | MSS Update/Setup Form | 7530-03-000-1103 | PS | EA | ERM | NTA | N/A |
| PS 8086 | 1/97 | 1/97 | MSS Supervisor Evaluation | 7530-03-000-1105 | PS | EA | ERM | NTA | N/A |
| PS 8087 | 1/97 | 1/97 | MSS Review Panel Evaluation Groups A, B, and D | 7530-03-000-1106 | PS | EA | ERM | NTA | N/A |
| PS 8088 | 1/97 | 1/97 | MSS Review Panel Evaluation Group C ET10 | 7530-03-000-1107 | PS | EA | ERM | NTA | N/A |
| PS 8096 | 6/98 | 7/90 | Request to Pay Postage Refunds to Presenter of Mail | 7530-03-000-1114 | PO | SH | MSS | HQO, MDCIWB | WWW |
| PS 8099 | 5/00 | 2/00 | Receipt for Recorded Delivery (For Int'l Mail, No Insurance Coverage Provided) | 7530-02-000-7238 | PU | EA | MSS | MDC | P/F |
| PS 8105-A | 7/25 | 7/25 | Funds Transaction Report (FTR) | 7530-04-000-0302 | PS | EA | FIN | MDCIWB | WWW |
| PS 8105-B | 1/21 | 1/21 | Suspicious Transaction Report (STR) | 7530-04-000-0303 | PO | EA | FIN | MDCIWB | N/A |
| PS 8107 | 10/92 | 5/92 | Air Parcel Post | 7530-02-000-7245 | AE | SH | GB | MDCIWB | N/A |
| PS 8108 | 1/91 | 1/91 | Verification Note Bulletin de Verification CN 43 | 7530-02-000-7246 | XO | SE | GB | MDC | N/A |
| PS 8113 | 9/90 | 9/90 | Contractor Request for Change, Deviation, or Waiver | 7530-03-000-1117 | PS | EA | ENG | HQO, MDCIWB | N/A |
| PS 8113-A | 9/90 | 9/90 | Contractor Request for Change, Deviation, or Waiver (continuation sheet) | 7530-03-000-1118 | PS | EA | ENG | HQO, MDCIWB | N/A |
| PS 8114 | 3/04 | 3/04 | Subpoena, Office of Administrative Law Judges | 7530-03-000-1119 | HQ | SH | JD | HQO | N/A |
| PS 8115 | 10/90 | 10/90 | Claim for Discount for Bulk Sale of Art/Pictorial Postal Cards | 7530-03-000-1120 | PS | EA | MSS | HQO | N/A |
| PS 8117 | 1/91 | 1/91 | Statement of Net Weight of Airmail (AV-2) (Manual Version) | 7530-02-000-7251 | XO | SE | GB | MDC | N/A |
| PS 8123-A | 4/91 | 4/91 | Annual Report of Evaluations for Postal Facilities Under 6,500 Square Feet | 7530-02-000-7254 | PS | EA | MSS | MDC | N/A |
| PS 8125 | 1/25 | 1/25 | Plant-Verified Drop Shipment (PVDS) Verification and Clearance | 7530-02-000-7255 | PU | SH | BMEP | IWEB | WWW |
| PS 8125-C | 1/25 | 1/25 | Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance | N/A | PU | SH | BMEP | IWEB | WWW |
| PS 8125-CD | 1/01 | 1/01 | Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance — DSMS | N/A | PU | SH | PRI | HQO | HQO |
| PS 8125-CP | 6/00 | 6/00 | Drop Shipment (PVDS) Verification and Clearance for Periodicals Paid | N/A | PU | SH | MSS | HQO | N/A |

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|------------|---------|--------------------|---|------------------|------------|---------------|------|-------------|---------------|
| PS 8125-WS | 8/99 | 8/99 | DDU Appointment Worksheet for PVDS Mailings | N/A | PS | SE | NET | IWEB | N/A |
| PS 8126 | 6/07 | 6/07 | Consolidated Originating RPW Test | 7530-02-000-7256 | PS | PD | FIN | MDCIWB | N/A |
| PS 8127 | 2/13 | 2/13 | Rural Carrier Supplemental Payment | 7530-02-000-8685 | PS | EA | DEL | IWEB | N/A |
| PS 8131 | 9/94 | 9/94 | Customer Address Data Base Modification | 7530-03-000-1125 | PS | EA | O | LOC | N/A |
| PS 8132 | 9/91 | 9/91 | International Surface Mail Document Envelope | 7530-02-000-8185 | PO | EA | GB | MDC | N/A |
| PS 8133 | 3/92 | 3/92 | Postal-Related Merchandise Inventory Report | 7530-03-000-1126 | PS | EA | MSS | LOC | N/A |
| PS 8134 | 3/92 | 3/92 | Postal-Related Merchandise Quarterly Report | 7530-03-000-1127 | PS | EA | MSS | LOC | N/A |
| PS 8139 | 1/13 | 1/13 | Your Role in Protecting the Security of the U.S. Mail | 7530-03-000-9034 | PO | EA | IS | IWEB | N/A |
| PS 8139-A | 7/92 | 7/92 | Telephone Requirements — Large Systems (13–5,000 instruments) | 7530-03-000-1131 | PS | SE | IT | HQO, MDC | N/A |
| PS 8139-B | 7/92 | 7/92 | Telephone Requirements — Small Systems 2–12 instruments) | 7530-03-000-1132 | PS | SE | IT | HQO, MDC | N/A |
| PS 8141 | 1/25 | 1/25 | Notice to Noncareer Employees Eligible to Enroll in PSHB Program | NA | PS | EA | HR | IWEB | N/A |
| PS 8143 | 4/96 | 4/96 | Equipment Checklist and Followup Review | N/A | PS | SH | O | LOC, MDCIWB | N/A |
| PS 8145 | 1/93 | 1/93 | Contract Vehicle Inspection Report | 7530-03-000-9105 | DN | SE | O | MDCIWB | N/A |
| PS 8151 | 3/07 | 12/06 | Answer Sheet for Test 460 | 7530-03-000-1134 | TC | SH | ERM | MDC | N/A |
| PS 8151-S | 7/94 | 7/94 | Sample Answer Sheet for Test 460 | 7530-03-000-1135 | PS | EA | ERM | NTA | N/A |
| PS 8152 | 6/93 | 6/93 | Employee Daily Activity Card — MARS Form 3 | 7530-03-000-9249 | PS | EA | ENG | MDCIWB | N/A |
| PS 8155 | 7/94 | 7/94 | Answer Sheet for Test 470 | 7530-03-000-1136 | PS | EA | ERM | NTA | N/A |
| PS 8156 | 6/93 | 6/93 | Confined Space Inventory & Atmospheric Hazards Evaluation | N/A | PS | SH | ERM | LOC, MDCIWB | N/A |
| PS 8157 | 10/09 | 10/09 | Temporary Confined Space Reclassification Certification | N/A | PS | EA | ERM | IWEB | N/A |
| PS 8158 | 4/01 | 12/97 | MMS Sampling/Postage Adjustment Worksheet (Batch Manifest Mailings) | 7530-04-000-3018 | PU | EA | PRI | MDCIWB | N/A |
| PS 8159 | 4/01 | 12/97 | MMS Sampling/Postage Adjustment Worksheet: Itemized Manifest Mailings | 7530-03-000-9242 | PU | EA | PRI | MDCIWB | WWW |
| PS 8160 | 4/01 | 12/97 | MMS Sampling/Postage Adjustment Worksheet (Standard Mail (A) Piece and Piece/Pound Rate Mailings) | 7530-03-000-9243 | PU | EA | PRI | MDCIWB | WWW |
| PS 8161 | 4/01 | 12/97 | MMS Sampling/Postage Adjustment Worksheet (Bulk Rate Bound Printed Matter Mailings) | 7530-03-000-9244 | PU | EA | PRI | MDCIWB | WWW |
| PS 8163 | 5/07 | 5/07 | Request for Fiscal Year Expense Accrual | 7530-03-000-1139 | PS | SH | FIN | MDCIWB | N/A |

Directives and Forms Catalog

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|-----------|---------|--------------------|--|------------------|------------|---------------|------|-------------|---------------|
| PS 8165 | 6/21 | 6/21 | U.S. Postal Inspection Service Mail Fraud Report | 7530-03-000-9387 | PU | EA | IS | IWEB | WWW |
| PS 8166 | 4/99 | 4/99 | PCES-I Recognition Award Recommendation | 7530-04-000-6182 | PS | SH | ERM | MDCIWB | N/A |
| PS 8170 | 1/16 | 1/16 | Freedom of Information Act (FOIA) Request Report | 7530-04-000-5463 | PS | SH | GC | IWEB | N/A |
| PS 8171 | 4/01 | 4/01 | Quarterly MMS Accuracy Worksheet | 7530-05-000-4498 | PU | EA | PRI | MDCIWB | N/A |
| PS 8172 | 4/01 | 4/01 | MVRP Quarterly MMS Accuracy Worksheet | 7530-05-000-4497 | PU | EA | PRI | MDCIWB | N/A |
| PS 8175-A | 1/18 | 1/18 | Postage Statement — International Direct Entry | N/A | AM | EA | GB | R | N/A |
| PS 8176 | 1/14 | 1/14 | Premium Forwarding Service Residential (PFS-Residential) Application | 7530-07-000-6197 | PO | EA | RET | MDCIWB | MDCWEB |
| PS 8177 | 3/07 | 12/06 | Answer Sheet for Test 630 | 7610-05-000-5292 | TC | EA | ERM | MDC | N/A |
| PS 8178 | 3/07 | 12/06 | 473 Answer Sheet | 7530-07-000-3493 | TC | EA | ERM | IWEB | N/A |
| PS 8180 | 11/94 | 11/94 | Request for Return Authorization | N/A | PS | EA | IT | LOC, IWEB | N/A |
| PS 8181 | 12/94 | 12/94 | Project Service Agreement (PSA) | N/A | PS | EA | IT | HQO, IWEB | N/A |
| PS 8182 | 2/95 | 2/95 | Radio Frequency Request | N/A | PS | SH | IT | NNS, IWEB | N/A |
| PS 8184 | 7/25 | 7/25 | National Zone Charts Matrix & Labeling Lists Product Order Form | N/A | NCS | EA | IMAQ | IWEB | WWW |
| PS 8187 | 4/16 | 4/16 | Hazardous and Regulated Substance Release Notification | 7530-03-000-7830 | PS | EA | DPG | IWEB | N/A |
| PS 8190 | 4/16 | 4/16 | USPS-NALC Joint Step A Grievance Form | 7510-05-000-4168 | PS | EA | LR | MDCIWB | N/A |
| PS 8191 | 3/07 | 3/07 | USPS-NRLCA Joint Step 1 Grievance Form | 7610-03-000-6538 | PS | SH | LR | MDCIWB | N/A |
| PS 8192 | 8/17 | 8/17 | FEDSTRIP/Address Activity Code Request | 7530-04-000-6424 | PS | SH | SM | IWEB | N/A |
| PS 8194 | 12/02 | 12/02 | Record of Environmental Consideration | 7530-03-000-7585 | PS | SH | FAC | MDCIWB | N/A |
| PS 8199 | 1/25 | 1/25 | Postal Service Health Benefits (PSHB) Program Certification of Foster Children | NA | PS | EA | HR | IWEB | NA |
| PS 8200 | 11/99 | 11/99 | Flexible Spending Account Enrollment Form | 7530-02-000-9846 | PS | SE | ERM | HQO | N/A |
| PS 8201 | 12/25 | 12/25 | Instructions for Completing PS Form 8201 | 7530-03-000-8834 | PS | EA | HR | IWEB | N/A |
| PS 8202 | 1/25 | 1/25 | Application to Elect or Waive Pretax PSHB Premium (for Noncareer Employees) | N/A | PS | EA | HR | IWEB | N/A |
| PS 8203 | 1/97 | 1/97 | Order/Solicitation/Offer/Award | 7530-03-000-9590 | PS | EA | SM | MDCIWB | N/A |
| PS 8210 | 11/97 | 11/97 | Work Authorization — Asbestos | N/A | PS | EA | FAC | IWEB | N/A |
| PS 8214 | 3/15 | 3/15 | Certificate of Safety and Health Records Transfer | N/A | PS | EA | ERM | IWEB | N/A |
| PS 8216 | 8/03 | 8/03 | Statistical Programs Planning Calendar for Monitoring Data Collectors | N/A | PS | SH | FIN | IWEB | N/A |
| PS 8217 | 12/13 | 12/13 | Application for Use of Administrative Vehicle | N/A | PS | EA | FIN | IWEB | N/A |
| PS 8224 | 3/03 | 3/03 | Greetings From America 50 State Quarters Subscription Form | N/A | PS | SH | CC | IWEB | N/A |

| PSIN | Edition | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|--------------|---------|--------------------|---|------------------|------------|---------------|------|-------------|---------------|
| PS 8231 | 7/14 | 7/14 | Vendor Payment 1099 Reporting Form | 7530-07-000-7118 | PS | EA | FIN | IWEB | N/A |
| PS 8232 | 1/10 | 1/10 | Payment for Personal Services Contracts | 7530-07-000-8607 | PS | SH | FIN | MDCIWB | N/A |
| PS 8676 | 7/15 | 7/15 | Rights and Permissions Application | N/A | PU | EA | COO | IWEB | WWW |
| PS 8676-APP | 6/14 | 6/14 | Approved Shipper Rights and Permissions Application | N/A | PU | EA | DEL | IWEB | WWW |
| PS 8677-EDDM | 11/12 | 11/12 | Every Door Direct Mail Rights and Permissions Application | N/A | PU | EA | COO | IWEB | P/F |
| PS 8861-X | 1/04 | 1/04 | LDC 46 Unit/Route Review | N/A | PS | SH | DEL | HQO | N/A |
| PS 8862-X | 1/04 | 1/04 | LDC 46 Cluster Summarization of Findings | N/A | PS | SH | DEL | HQO | N/A |
| PS 8863-X | 1/04 | 1/04 | LDC 47 Operations Report Worksheet | N/A | PS | SH | DEL | HQO | N/A |
| PS 8864-X | 1/04 | 1/04 | LDC 46 Observations and Recommendations | N/A | PS | SH | DEL | HQO | N/A |
| PS 8865-X | 1/04 | 1/04 | LDC 46 SSPC Workload | N/A | PS | SH | RET | HQO | N/A |
| PS 8866-X | 3/04 | 1/04 | LDC Daily On-Site SSPC Review | N/A | PS | SH | RET | HQO | N/A |
| PS 8867-X | 3/04 | 1/04 | LDC Machine Performance Report | N/A | PS | SH | RET | HQO | N/A |
| PS 8868-X | 1/04 | 1/04 | LDC 46 Cluster Summary SSPC | N/A | PS | SH | RET | HQO | N/A |

This page intentionally left blank

4 International Documents

Listed by Postal Service Identification Number

International mail is mail that originates in the United States for delivery in a foreign country or mail that is addressed for delivery in the United States that originated in a foreign country. Member countries of the Universal Postal Union (UPU) have agreed to use certain documents in the processing and delivery of mail. In conjunction with that agreement, the Postal Service uses both directives and forms to help process and deliver international mail. The following table is a listing of the Postal Service documents that pertain to international mail. These documents are listed by their Postal Service Identification Number (PSIN). The UPU identifier, if applicable, is also included.

| PSIN | UPU Number | Edition Date | Title | Stock Number | USPS Source | Org. |
|-----------|------------|--------------|--|------------------|-------------|------|
| HBK T-5 | | 5/15 | International Mail Operations | N/A | IWEB | MSS |
| IMMISUE | | 7/25 | Mailing Standards of the United States Postal Service, International Mail Manual | 7610-02-000-9904 | IWEB, PE | PRI |
| LAB 19-A | | 4/97 | Par Avion Airmail | 7690-02-000-8745 | MDC | GB |
| LAB 19-B | | 1/02 | Par Avion Airmail | 7690-02-000-8746 | MDC | GB |
| POS 123-S | | 1/13 | Postal Rates and Fees | 7690-03-000-4151 | MDC | PRI |
| PS 468-A | | 12/91 | Highway Transportation Contract — Bid or Renewal Worksheet | 7530-03-000-8949 | MDC | O |
| PS 2734-B | | 7/99 | Air Transportation Pay and Routing Adjustment — International and Military Mail | 7530-02-000-7184 | MDCIWB | GB |
| PS 2759 | | 7/03 | Report of Irregular Handling of Mail | 7530-01-000-9756 | MDCIWB | NET |
| PS 2766 | | 8/91 | Summary of Mail Handling Irregularities | 7530-02-000-8183 | MDCIWB | O |
| PS 2865 | CN 07 | 7/13 | Return Receipt for International Mail | 7530-01-000-9775 | MDCIWB | GB |
| PS 2906 | | 4/99 | Steamship Notice — Departure Information | 7530-01-000-9784 | MDCIWB | GB |
| PS 2907 | | 5/91 | Export/Shipper International Exchange Office Dock/ Mail Receipt | 7530-01-000-9785 | MDCIWB | GB |
| PS 2911 | | 12/81 | Return to Sender (card) | 7530-01-000-9787 | MDC | GB |
| PS 2925 | | 10/91 | U.S.A./Canada Surface Mail Exchange | N/A | HQO | GB |
| PS 2927 | | 1/80 | Dispatch Record — Foreign Transit Closed Mails | 7530-03-000-3587 | MDCIWB | GB |
| PS 2933 | | 3/08 | Register of Uncollected Customs Charges | 7530-01-000-9792 | MDCIWB | FIN |
| PS 2941 | CN 41 | 3/98 | Delivery Bill — Bordereau C 18bis (computerized) | 7530-01-000-9794 | MDC | GB |
| PS 2942 | CN 38 | 4/06 | Delivery List (AV-7) | 7530-01-000-9810 | MDC | NET |
| PS 2942-A | CN 38 | 11/92 | Military Mail (AV-7) | 7530-01-000-9811 | MDC | GB |
| PS 2948 | | 6/80 | Notice — International Mail Irregularity | 7530-03-000-3556 | MDC | GB |
| PS 2963 | | 2/03 | Statement of Mail Movement | 7530-01-000-9823 | MDCIWB | GB |
| PS 2968 | CP 86 | 4/06 | Parcel Bill | 7530-03-000-3562 | MDC | NET |
| PS 2970 | CN 31 | 4/02 | Letter Bill-Exchange of Mail | 7530-01-000-9831 | MDC | GB |
| PS 2976-E | CP 91 | 7/13 | Customs Declaration Envelope — CP 91 | 7530-03-000-5174 | MDC | NET |

Directives and Forms Catalog

| PSIN | UPU Number | Edition Date | Title | Stock Number | USPS Source | Org. |
|-----------|------------|--------------|---|------------------|-------------|------|
| PS 2988 | CN 37 | 5/08 | Delivery Bill — Waybill (Computerized) | 7530-01-000-9835 | MDC | NET |
| PS 2988-M | CN 37 | 1/91 | Delivery Bill — Waybill (Manual) | 7530-02-000-7186 | MDC | GB |
| PS 2989 | CP 88 | 1/91 | Special Parcel Bill CP 12 (Computerized) | 7530-01-000-9836 | MDCIWB | GB |
| PS 2993 | | 4/88 | Returned or Redirected Parcels | 7530-01-000-9838 | MDC | GB |
| PS 3817 | | 4/07 | Certificate of Mailing | 7530-02-000-9065 | MDCIWB | MSS |
| PS 5006 | | 1/13 | Solicitud Para Envio de Dinero (Payment Order Application for Dinero Seguro) | 7530-03-000-8649 | MDCIWB | GB |
| PS 8107 | CP 87 | 10/92 | Air Parcel Post | 7530-02-000-7245 | MDCIWB | GB |
| PS 8108 | CN 43 | 1/91 | Verification Note/Bulletin de Verification CN 43 | 7530-02-000-7246 | MDC | GB |
| PS 8117 | CN 65 | 1/91 | Statement of Net Weight of Airmail (manual) | 7530-02-000-7251 | MDC | GB |
| PS 8132 | | 9/91 | International Surface Mail Document Envelope | 7530-02-000-8185 | MDC | GB |
| PUB 546 | | 7/07 | A Consumer's Guide to Sweepstakes and Lotteries | 7610-03-000-4600 | MDCIWB | IS |
| TAG 16 | | 10/95 | SAM | 7690-03-000-9179 | MDC | O |
| TAG 17 | | 4/96 | MOM | 7690-02-000-9020 | MDC | NET |
| TAG 18 | | 1/94 | PAL | 7690-03-000-9178 | MDC | O |
| TAG 115 | CN 35 | 2/13 | International Priority Airmail | 7690-03-000-9169 | MDC | GB |
| TAG 116 | CN 35 | 3/16 | Priority Mail Express International Service (PMEI) Presort Drop Shipment | 7690-17-000-8007 | MDC | GB |
| TAG 116-C | | 1/21 | Priority Mail Express International Service (PMEI) Presort Drop Shipment for OCPI | 7690-18-000-7712 | MDC | GB |
| TAG 117 | CP 84 | 3/16 | Priority Mail International Service (PMI) Presort Drop Shipment | 7690-17-000-8008 | MDC | GB |
| TAG 117-C | | 1/21 | Priority Mail International Service (PMI) Presort Drop Shipment for OCPI | 7690-17-000-8008 | MDC | GB |
| TAG 118 | CN 35 | 3/16 | First-Class Package International Service (FCPIS) Presort Drop Shipment | 7690-17-000-8009 | MDC | GB |
| TAG 118-C | | 1/21 | First-Class Package International Service (FCPIS) Presort Drop Shipment for OCPI | 7690-18-000-7617 | MDC | GB |
| TAG 155 | CN 36 | 2/13 | International Surface Air Lift | 7690-03-000-9238 | MDC | GB |
| TAG 158 | | 11/00 | M-bag Addressee Tag | 7690-03-000-9135 | MDC | GB |
| TAG 177 | CN 42 | 2/90 | Direct Transfer | 7690-03-000-3762 | MDC | O |
| TAG 178 | CN 35 | 12/04 | Airmail Bag Label LC (CN 35/AV 8) (white) | 7690-02-000-7102 | MDC | NET |
| TAG 179 | CN 35 | 12/04 | UPU AV-8 Sac Vides Tag (green) | 7690-02-000-7103 | MDC | GB |
| TAG 181 | CN 34 | 12/04 | UPU CN 34/C-28 Sack Tag (blue) | 7690-02-000-7105 | MDC | GB |
| TAG 183 | CP 83/84 | 1/05 | Surface Parcel Sack Tag (ivory) | 7690-02-000-7107 | MDC | NET |
| TAG 186 | | 5/99 | International Express Mail | 7690-02-000-7109 | MDC | GB |

Listed by Universal Postal Union Number

International mail is mail that originates in the United States for delivery in a foreign country or mail that is addressed for delivery in the United States that originated in a foreign country. Member countries of the Universal Postal Union (UPU) have agreed to use certain documents in the processing and delivery of mail. In conjunction with that agreement, the Postal Service uses both directives and forms to help process and deliver international mail. As a reference, the following table lists the Postal Service documents that have a UPU identifier.

| UPU Number | PS Number | Edition Date | Title | NSN | USPS Source | Org. |
|------------|-----------|--------------|--|------------------|-------------|------|
| CN 07 | PS 2865 | 7/13 | Return Receipt for International Mail | 7530-01-000-9775 | MDCIWB | GB |
| CN 31 | PS 2970 | 4/02 | Letter Bill-Exchange of Mail | 7530-01-000-9831 | MDC | GB |
| CN 34 | TAG 181 | 12/04 | UPU CN 34/C-28 Sack Tag (blue) | 7690-02-000-7105 | MDC | GB |
| CN 35 | TAG 115 | 2/13 | International Priority Airmail | 7690-03-000-9169 | MDC | GB |
| CN 35 | TAG 116 | 3/16 | Priority Mail Express International Service (PMEI) Presort Drop Shipment | 7690-17-000-8007 | MDC | GB |
| CN 35 | TAG 118 | 3/16 | First-Class Package International Service (FCPIS) Presort Drop Shipment | 7690-17-000-8009 | MDC | GB |
| CN 35 | TAG 178 | 12/04 | Airmail Bag Label LC (CN 35/AV 8) (white) | 7690-02-000-7102 | MDC | NET |
| CN 35 | TAG 179 | 12/04 | UPU AV-8 Sac Vides Tag (green) | 7690-02-000-7103 | MDC | GB |
| CN 36 | TAG 155 | 2/13 | International Surface Air Lift | 7690-03-000-9238 | MDC | GB |
| CN 37 | PS 2988 | 5/08 | Delivery Bill — Waybill (Computerized) | 7530-01-000-9835 | MDC | NET |
| CN 37 | PS 2988-M | 1/91 | Delivery Bill — Waybill (Manual) | 7530-02-000-7186 | MDC | GB |
| CN 38 | PS 2942 | 4/06 | Delivery List (AV-7) | 7530-01-000-9810 | MDC | NET |
| CN 38 | PS 2942-A | 11/92 | Military Mail AV-7 | 7530-01-000-9811 | MDC | GB |
| CN 41 | PS 2941 | 3/98 | Delivery Bill — Bordereau C 18bis (Computerized) | 7530-01-000-9794 | MDC | GB |
| CN 42 | TAG 177 | 2/90 | Direct Transfer | 7690-03-000-3762 | MDC | O |
| CN 43 | PS 8108 | 1/91 | Verification Note/Bulletin de Verification CN 43 | 7530-02-000-7246 | MDC | GB |
| CN 65 | PS 8117 | 1/91 | Statement of Net Weight of Airmail (manual) | 7530-02-000-7251 | MDC | GB |
| CP 83/84 | TAG 183 | 1/05 | Surface Parcel Sack Tag (yellow) | 7690-02-000-7107 | MDC | NET |
| CP 84 | TAG 117 | 3/16 | Priority Mail International Service (PMI) Presort Drop Shipment | 7690-17-000-8008 | MDC | GB |
| CP 86 | PS 2968 | 4/06 | Parcel Bill | 7530-03-000-3562 | MDC | NET |
| CP 87 | PS 8107 | 10/92 | Air Parcel Post | 7530-02-000-7245 | MDCIWB | GB |
| CP 88 | PS 2989 | 1/91 | Special Parcel Bill CP 12 (Computerized) | 7530-01-000-9836 | MDCIWB | GB |
| CP 91 | PS 2976-E | 7/13 | Customs Declaration Envelope CP 91 | 7530-03-000-5174 | MDC | NET |

This page intentionally left blank

5 Miscellaneous USPS Documents

The following documents are not official directives and are not edited or published by Brand and Policy. They are listed here, with their sources, for your convenience. Contact the appropriate source to order copies or to correct addresses. For information about USPS documents that are not directives and are not listed below, call the USPS Library at 202-268-2904.

| Title | Edition Date | Org. | Distribution | Source |
|---|--------------|------|--|--------|
| Annual Report of the Postmaster General | Annual | CC | Mailed to employees, businesses, etc. | HQO |
| Commemorative Stamp Yearbook | Annual | GR | Sold to Public | PHL |
| Comprehensive Statement on Postal Operations | Annual | S&T | Limited | HQO |
| International Direct Marketing Guide | 1993 | PRI | Limited | HQO |
| MailPro | Monthly | PRI | Employees, business mailers | NCS |
| Memo to Mailers | Monthly | CC | Employees, small business mailers | NCS |
| The Postal Service Guide to U.S. Stamps | Annual | GR | Sold to public | PHL |
| USA Philatelic | Varies | GR | Mailed to interested members of the public | PHL |
| USPS Specifications for Fixed Mechanization and Automation | Varies | ENG | | HQO |
| USPS Specifications for Nonfixed Mechanization and Automation | Varies | ENG | | HQO |
| Vendor Solicitations | Varies | SM | Bidders upon request | HQO |

This page intentionally left blank

6 Alphabetical Listing of Documents

Numerical

1995 Position Papers

PUB 130

473 Answer Sheet

PS 8178

A

A Consumer's Guide to Sweepstakes and Lotteries

PUB 546

A Kids' History of the United States Postal Service

PUB 100-K

A Law Enforcement Guide to the U.S. Postal Inspection Service

PUB 146

A U.S. Postal Inspector's Guide to Internet Safety for Children

PUB 312

Abstract of Bids or Proposals Received

PS 7436

Acceptance Notice — Air Taxi Service Regular Contract Bid or Proposal

PS 7409-C

Acceptance Notice — Air Taxi Service Temporary Contract Bid or Proposal

PS 7409-D

Access Control Log

PS 6702

Accident Investigation Worksheet

PS 1700

Accident Report — Tort Claim

PS 2198

Accountability Examination Record

PS 3368-P

Accountable Mail

PS 3978-D

Accountable Mail Matter Received for Delivery

PS 3867

Accountable Paper Section

LAB 58

Accountbook for Post Offices and Financial Reporting Units — CAGs A-L

PS 1551

Accounting and Reporting Policy

HBK F-1

Accounting Policy Reference

HBK F-23

Accounting Services Systems and Processes

HBK F-20-A

Account Receivables Policies

HBK F-16

Accounts and Services To Be Paid Through CAPS

PS 6002

Accounts Payable Batch Control Sheet

PS 1918

Achieving a Violence-Free Workplace Together

POS 62

Achieving a Violence-Free Workplace Together

PUB 45

ACS Product Information Guide

PUB 8

Adding or Deleting a Setting Location for Penalty Mail Postage Meters (2-part set)

PS 3631-G

Address Change Sheet

PS 1564

Address File Standardization on Diskette

PS 5603

Address Information System (AIS) Viewer Order Form

PS 5111

Adjudicating Authority for Claims for Financial Loss

MI FM-840-93-1

Adjudication — Tort Claims (4-part set)

PS 2106

Adjudication — Tort Claims (pad/100)

PS 2192

Adjusting Postage and Fees for Official Mail (3-part set)

PS 3635-G

Administering Equal Employment Opportunity Official Time

MI EL-110-2018-1

Administering the Pandering Advertisement Statute

NOT 241

Administration of Contract Delivery Service Routes

MI PO-531-2018-1

Administrative Policies for Use and Management of Geographic Information Systems Technology

MI AS-800-2018-3

Directives and Forms Catalog

| | |
|--|-------------------|
| Administrative Support Manual | ASMISSUE |
| Advance Payments | MI FM-610-2010-2 |
| Advanced Computing Environment | MI AS-820-2022-13 |
| Advanced Sick Leave Authorization | PS 1221 |
| Advice of Shipment/Stamp Invoice | PS 3309 |
| A–E Pre-Screening Form | PS 5000 |
| AEC Web Access Request Form | PS 5115 |
| Agreement Between United States Postal Service and American Postal Workers Union, AFL-CIO, 2018–2021 | HBK EL-912 |
| Agreement Between the USPS and APWU, AFL-CIO, Covering Information Technology/Accounting Services, 2017–2019 | HBK EL-908 |
| Agreement Between the USPS and National Association of Letter Carriers, AFL-CIO, 2019–2023 | HBK EL-901 |
| Agreement Between the USPS and the National Postal Mail Handlers Union, A Division of the Laborers' International Union of North America, AFL-CIO, 2022–2025 | HBK EL-903 |
| Agreement Between the USPS and National Postal Professional Nurses, 2012–2017 | HBK EL-911 |
| Agreement Between the USPS and NRLCA, 2021–2024 | HBK EL-902 |
| Agreement Between USPS and Postal Police Officers Association, 2022–2027 | HBK EL-906 |
| Agreement by a Hotel, Apartment House, or the Like | PS 3801-A |
| Agreement for Acceptance of Food | PS 6011 |
| Agreement to Extend 180-Day EEO Investigative Process | PS 2565-C |
| Agreement to Extend 30-Day EEO Counseling Process | PS 2567-A |
| Agreement to Participate in REDRESS, an Alternate Dispute Resolution Process | PS 2567-B |
| Agreement to Participate in REDRESS, an Alternate Dispute Resolution Process (Post Investigative) | PS 2567-D |
| AI Policy Implementation Guide | TBD |
| AIM Accident/Incident Supervisor Worksheet | PS 1711 |
| Air Carrier Rejected Mail | LAB 180 |
| Air Container Placard | PS 2702 |
| Air Contract Administrative Procedures | HBK PO-507 |
| Air Contract Data Collection System (ACDCS) | HBK PO-414 |
| Air Parcel Post | PS 8107 |
| Air Taxi Contract Administration | HBK PO-509 |
| Air Taxi Contract Route Service Order | PS 7440-AT |
| Air Taxi Mail Service Operational Evaluation | PS 2767 |
| Air Taxi Mail Service Report (3-part set) | PS 2755 |
| Air Taxi Service — Route Operational Profile | PS 7454 |
| Air Taxi Service Accident/Incident Report | PS 2769 |
| Air Taxi Service Action | PS 7458 |
| Air Taxi Service Aircraft Requirements and Flight Personnel Qualifications (FAR 135) | PS 7455 |
| Air Taxi Service Cost Worksheet | PS 7456 |
| Air Taxi Service Reliability Report | PS 2754 |
| Air Transportation Certification | PS 6815 |
| Air Transportation HAZMAT Log | PS 6814 |
| Air Transportation Pay and Routing Adjustment (3-part set) | PS 2734-A |
| Air Transportation Pay and Routing Adjustment — International and Military Mail | PS 2734-B |
| Aircraft Weight and Balance Data (2-part set) | PS 2768 |
| Airlines Reply to Refusal/Removal of Mail | PS 2760 |
| Airmail Bag Label LC (CN 35/AV 8) (white) | TAG 178 |
| Alcohol and Drug Testing of Employees With a Commercial Driver's License (CDL) | MI PO-720-2010-1 |
| All for ADC | LAB A |
| All for Firm | LAB F |
| Allegations of Discrimination Based on Age | PS 2563-B |

| | |
|--|-------------------|
| Allocating and Renovating Headquarters Space | MI AS-510-2021-6 |
| Alternative Fueled Vehicle Program | MOP EN-07-31-1996 |
| Alternative Mail Security Installations | NOT 93 |
| Always Carry a Valid Driver's License | POS 545 |
| Always Carry a Valid Driver's License | POS 804 |
| Amendment to Solicitation | PS 7330 |
| Amendment to Transportation Services Contract | PS 7406 |
| An Employee's Guide to the Freedom of Information Act and the Privacy Act of 1974 | PUB 550 |
| An Introduction to Stamp Collecting | PUB 225 |
| Anchor Fixture Warning | LAB 232 |
| Annual Estimate of Anticipated Penalty Mail Usage | PS 1952 |
| Annual Leave Sharing Program | MI EL-510-2019-6 |
| Annual Report of Evaluations for Postal Facilities Under 6,500 Square Feet | PS 8123-A |
| Annual Verification of Circulation (postal card) | PS 3845 |
| Annual Verifications Checklist | PS 3568 |
| Anonymous Mail | POS 207 |
| Answer Sheet for Test 460 | PS 8151 |
| Answer Sheet for Test 470 | PS 8155 |
| Answer Sheet for Test 630 | PS 8177 |
| Applicant Drug Testing — Consent and Release | PS 2181-B |
| Applicant Medical Questionnaire | PS 2485-D |
| Application for Accelerated Reply Mail | PS 8061 |
| Application for Additional Mailing Office for Periodicals Publication | PS 3510-M |
| Application for CAPS Account | PS 6001 |
| Application for Delivery of Mail Through Agent | PS 1583 |
| Application for Employment | PS 2591 |
| Application for General Delivery Service | PS 1527 |
| Application for Listing and/or Prohibitory Order | PS 1500 |
| Application for Periodicals Mailing Privileges | PS 3500 |
| Application for Picture Permit Imprint | PS 3615-A |
| Application for Post Office Box Caller Service | PS 1093-C |
| Application for Post Office Box Service | PS 1093 |
| Application for Post Office Box Service Automatic Recurring Renewal Payment (Current Post Office Box Customers Only) | PS 1093-A |
| Application for Post Office Box™ Service Automatic Recurring Renewal Payment (Spanish) | PS 1093-A-S |
| Application for Promotion or Assignment | PS 991 |
| Application for Reentry or Special Price Request for Periodicals Publication | PS 3510 |
| Application for Refund of Fees, Products and Withdrawal of Customer Accounts | PS 3533 |
| Application for Refund of Postage for Priority Mail Express International With Guarantee Service | PS 3533-GE |
| Application for Reinstatement | PS 999 |
| Application for Use of Administrative Vehicle | PS 8217 |
| Application to Act as a Commercial Mail Receiving Agency | PS 1583-A |
| Application to Elect or Waive Pretax PSHB Premium (for Noncareer Employees) | PS 8202 |
| Application to Elect or Waive Pretax USPS Health Benefits Plan Premium | PS 3119 |
| Application to Lease | PS 7423-A |
| Application to Mail at Nonprofit USPS Marketing Mail Prices | PS 3624 |
| Application to Mail Under the Periodicals Centralized Postage Payment (CPP) System | PS 3542 |
| Apply for a U.S. Passport Here (two-sided cling) | POS 614 |
| Applying for Periodicals Mailing Privileges | HBK DM-204 |
| Appointment Affidavits | PS 61 |

Directives and Forms Catalog

| | |
|--|-------------------|
| Approaches to Curbside Mailboxes | NOT 38 |
| Approval Process for Support Contractor/Supplier Access to Postal Service Training | MOP SM 07-18-2024 |
| Approved Shipper Rights and Permissions Application | PS 8676-APP |
| Approved Shippers Program Field Kit | KIT 41 |
| Arbitration Index — Contract (card) | PS 2733 |
| Arbitration Index — Non-Removal (card) | PS 2731 |
| Arbitration Index — Removal (card) | PS 2732 |
| Architect-Engineer Project Requirements | HBK AS-506 |
| Architect-Engineer's Performance — Construction Phase Evaluation | PS 7477-B |
| Architect-Engineer's Performance — Design Phase Evaluation | PS 7477-A |
| Area/Local Joint Labor-Management Safety and Health Committee Training | HBK EL-809-T |
| Arrangement of Separations on Distribution Cases | PS 1620 |
| Arrow Key — Daily Accountable Log | PS 1106 |
| Artificial Intelligence Policy | TBD |
| Asbestos Management Guide | HBK AS-556 |
| Assault Report on Law Enforcement Personnel | PS 2139 |
| Assessing and Collecting Deficiencies in Postage or Fees | MI DM-140-2010-1 |
| Assessment and Authorization Continuous Monitoring | MI AS-800-2020-4 |
| Asset Management Policy | AS-701, Pub 164 |
| Asset Management Process | AS-701 |
| Assignment of Claim to the USPS | PS 2577 |
| Assignment Order | PS 1723 |
| Auction Purchase Receipt | PS 4916 |
| Audit Information Request — Postmasters' Statements of Account | PS 1926 |
| Authorization and Release | PS 2181 |
| Authorization and Release — Background Investigation (USPS Contractors and Employees of Contractors) | PS 2181-C |
| Authorization for BMC Acceptance (Third/Fourth-Class Bulk Mailings) | PS 4410 |
| Authorization for BMC Entry (Second-Class Publications) | PS 4403 |
| Authorization for Medical Attention (2-part set) | PS 3956 |
| Authorization for Second-Class Mail Privileges | PS 3507 |
| Authorization to Flag Employee's Accounts (3-part set) | PS 1915 |
| Authorization to Hold Mail | PS 8076 |
| Authorization to Operate | MI AS-800-2022-7 |
| Authorization to Use or Disclose Protected Health Information | PS 2488 |
| Authorized Absence From Workroom Floor | PS 7020 |
| Automated Postal Center: APC "No-Cash" Label | LAB 309-F |
| Automated Postal Center: APC Safety Label (drop box warning sticker) | LAB 309-E |
| Automated Postal Center: Decal (debit/credit cards) | LAB 309-C |
| Automated Postal Center: Poster (stanchion) | POS 309 |
| Automated Postal Center: Sign (horizontal — "Fast") | LAB 309-A |
| Automated Postal Center: Sign (vertical — "Services") | LAB 309-B |
| Automated Postal Center: Sign (vertical, small — "Self Service") | LAB 309-G |
| Automated Postal Center: Sticker (drop box sticker) | LAB 309-D |
| Automated Security Testing Requirements for USPS-Developed Applications | MI AS-800-2022-2 |
| Automation Flats Template | NOT 124 |
| Automation Readability Video Series | NOT 276 |
| Automation Template | NOT 67 |
| Auxiliary Rural Carrier Time Certificate | PS 1314-A |
| Award Recommendation/Authorization (Quality Step Increase) | PS 1727 |

| | |
|---|------------------|
| Azure Cloud Environment Security Policies and Blueprint | MI AS-800-2021-1 |
| B | |
| Back Pay | MI EL-430-2017-1 |
| Back Pay Decision/Settlement Worksheet | PS 8039 |
| Bait Money Order Program | MI IS-523-2019-1 |
| Bank Transaction Record | PS 3176 |
| Bar Code and FIM Order Form for Unique Firm Business Reply Mail | PS 3649-A |
| Barcode Certification Customer Application | PS 5113 |
| Barcode Certification Printer Submission Form | PS 5114 |
| Barcoded Mail Route To BCS | LAB 208 |
| Batch Header for Official Mail | PS 3637-G |
| Batch Ticket for Remittances Received | PS 1904 |
| Because the Mail Matters | PUB 162 |
| Bee Ware | LAB 27 |
| Before, During, and After a Post Office Robbery | PUB 275 |
| Bicycle Helmets | MI EL-823-2016-5 |
| Bid for Preferred Assignment | PS 1717-B |
| Bid for Preferred Assignment (card) | PS 1717 |
| Blank Blue Parcel Slide Translite | POS 612-X |
| “Blank” Menuboard (backlit — full-size) | SGN 326 |
| Bloodborne Disease Exposure Control Plans | MI EL-810-2017-4 |
| Blueprint for Facility Security | PUB 266 |
| BMAU Monthly Progress Report | PS 8072 |
| BMEU — Only You Can Prevent Revenue Loss | POS 54-A |
| BMEU — Only You Can Prevent Revenue Loss | POS 54-B |
| Board of Governors/Officers Expense Report | PS 1231 |
| Bomb and Bomb Hoax Incident Report | PS 7536 |
| Bombs by Mail | NOT 71 |
| Borrower’s Request (library charge card) | PS 1827 |
| Bound Printed Matter Documentation Form | PS 8042 |
| Box Delivery Contract Route Survey | PS 5408-X |
| Breast Cancer Stamp | POS 50-B |
| Brief of Rural Route Changes | PS 4012 |
| BRM Hold Placard — Fees Not Paid | PS 4830-A |
| BRM Hold Placard — Insufficient Funds | PS 4830-AIF |
| BRM Hold Placard — Mail Invoiced | PS 4830-C |
| BRM Hold Placard — Mail Not Invoiced | PS 4830-D |
| BRM Hold Placard — Not Processed | PS 4830-B |
| BRM/QBRM Application for ZIP+4 Code Assignment/Validation and QBRM Approval | PS 6805 |
| Building and Site Security Requirements | HBK RE-5 |
| Building Keys Inventory | PS 1629 |
| Bulk Mail Acceptance Report | PS 2867 |
| Bulk Mail Center Network | POS 175 |
| Bulk Proof of Delivery Application | PS 5053 |
| Business and Farm Relocation Analysis | PS 7486 |
| Business Card Order Form | PS 1868 |
| Business Mail Academy Training Program | MI EL-720-2000-6 |
| Business Mail Acceptance Worksheet (pad/100) | PS 8040 |
| Business Reply Mail — Management Oversight Review | MI DM-505-2014-1 |

Directives and Forms Catalog

| | |
|---|----------------------|
| Buy Stamps Fast | POS 644 |
| Buy Stamps Here at Post Office Prices | LAB 226-C, LAB 226-D |
| Bypass Mail Log | PS 8069 |
| C | |
| Calculation of Taxable Reimbursement — Grossing Up Allowance | PS 4878 |
| Camera Notice | SGN 151 |
| Cancellation of APWU Dues From Payroll Withholdings | PS 1186 |
| Cancellation of Organization Dues from Payroll Withholdings | PS 1188 |
| Cancellation Services Workorder (4-part set) | PS 3315 |
| Cancelling Machine Readings and Handstamped Letter Size | PS 2329 |
| CAPS Electronic Funds Transfer Authorization Agreement | PS 6003 |
| Carrier Delivery Route — Summary of Count and Inspection (pad/50) | PS 1840 |
| Carrier Release | LAB 235 |
| Carrier Robberies and Assaults | PUB 176 |
| Carrier Time Card Analysis (4 pages) | PS 1840-B |
| Carrier Transportation Agreement (3-part set) | PS 1311 |
| Carrier-Auxiliary Control (pad/100) | PS 3996 |
| Carrier's Count of Mail — Letter Carrier Routes (Mngt. Summary) (2-part set) | PS 1838 |
| Carrier's Count of Mail — Letter Carrier Routes Worksheet (2-part set) | PS 1838-C |
| Carrier's Count of Mail — Parcel Post and Combination Services Worksheet/Management Summary (2 pages) | PS 1838-A |
| Carrier's Report of Recurring Missorted Mail (pad/100) | PS 1639 |
| Carrier's Statement (envelope) | PS 4245 |
| Cash and Stamp Stock Count and Query | PS 3294-P |
| Cash and Stamp Stock Count and Summary | PS 3294 |
| Cash Credit Count and Summary | PS 3294-C |
| Cashier Reimbursement Voucher and/or Accountability Report | PS 1129 |
| CASS (Coding Accuracy Support System) Summary Report | PS 3553 |
| Caution (for head protection) | SGN 150 |
| Caution: Do Not Clear | LAB 219 |
| Caution: Keep Closed — Turn Power Off Before Opening | LAB 224 |
| Caution: Keep Hands Off Belts | LAB 220 |
| Caution: Scissors Lift | LAB 118 |
| Caution: Ultra Violet Radiation Within | LAB 215 |
| Centralized Mail Delivery — Commercial Applications | PUB 265-B |
| Centralized Mail Delivery — Garden Apartment Applications | PUB 265-C |
| Centralized Mail Delivery — Residential Applications | PUB 265-A |
| Centralized Postage Payment System — Running Summary | PS 3629 |
| Certificate of Bulk Mailing — Domestic | PS 3606-D |
| Certificate of Bulk Mailing — International | PS 3606 |
| Certificate of Elevator Inspection | PS 279 |
| Certificate of Insurance (5-part set) | PS 5420 |
| Certificate of Mailing | PS 3817 |
| Certificate of Mailing — Firm | PS 3665 |
| Certificate of Pressure Vessel Inspection | PS 279-A |
| Certificate of Safety and Health Records Transfer | PS 8214 |
| Certificate of Site Investigation for Easements or Other Evidences of Rights to Government Interests | PS 2185 |
| Certificate of Transfer | PS 971 |

| | |
|--|------------------|
| Certificate of Transfer for an APO With RMPOs, or for a Postmaster or Manager With Multiple Retail Units (i.e., Classified Stations or Branches) | PS 971-P |
| Certificate of Transfer of Title to Leased Property | PS 7461 |
| Certification | PS 2571 |
| Certification Blank | PS 2159-A |
| Certification of Exceptional Contract Service Performed | PS 5429 |
| Certification of Move/Update Compliance | PS 6014 |
| Certification of Postal Service Employment of Individuals With Severe Disabilities | PS 3666 |
| Certification of Receipt — Publication 133 | PS 2563-A |
| Certification of Relocation in Decent, Safe, and Sanitary Housing | PS 4206 |
| Certification Sheet | PS 2159 |
| Certification Statement — Claim for Relocation Income Tax Allowance | PS 4879 |
| Certified Mail Receipt: Domestic Mail Only | PS 3800 |
| Certified Mail (no barcode) | LAB 3800-N |
| Certified Return Receipt Vending Form | PS 3811-V |
| CFS Quality Control Log | PS 3571 |
| Change in Delivery, Relay, and Collection Service | PS 1623 |
| Change of Address Order | PS 3575 |
| Change of Address Order (Spanish) (contained in PUB 75-S) | PS 3575-S |
| Change of Address Order Completion Request | PS 3574 |
| Change-of-Address Kit | NOT 8-A |
| Changes of Address (card) | PS 3982 |
| Changing Facility Designs After Project Approval | MI AS-510-2000-2 |
| Check Acceptance/Dollar Coin Label | LAB 159 |
| Check Before Mailing | NOT 700 |
| Check First (large poster) | POS 701-L |
| Check First (small poster) | POS 701-S |
| Check First (Tear-Off Pad) | NOT 701-P |
| Check for Lithium Batteries | NOT 704 |
| City Carrier Route Mail Acceptance Data | PS 2846 |
| City Delivery Carriers Duties and Responsibilities | HBK M-41 |
| Civil and Administrative Actions: A Consumer Fraud Protection Handbook | HBK IS-540 |
| Civil Enforcement Authority for Hazardous Materials | DM-601-1 |
| Civil Penalty Notice | POS 318 |
| Claim for Discount for Bulk Sale of Art/Pictorial Postal Cards | PS 8115 |
| Claim for Loss/Recovered Claims for Loss | PS 2130 |
| Claim for Reimbursement for Expenditures on Official Business | PS 1164 |
| Claim for Reimbursement for Postal Supervisors | PS 1164-A |
| Claim for Residential Tenant Relocation | PS 4208 |
| Claim for Stamped Envelope Discount | PS 3220 |
| Claim for Subsistence Expenses — Temporary Quarters | PS 4872 |
| Claim for Tenant Business Relocation | PS 4207 |
| Claims Against Private Persons for Damage to Postal Property | MI FM-810-93-3 |
| Classified Document Accountability Record (4-part set) | PS 1861 |
| Classified National Security Information Program | HBK AS-303 |
| Cleaning Agreement | PS 7355 |
| Clearance Receipt (pad/50) | PS 3821 |
| Clearance Record for Separated Employee | PS 337 |
| Closing the Financial Accountability of a Discontinued Post Office, Station, or Branch | MI FM-130-2022-1 |
| Cloud and Electronic Mail Security | MI AS-800-2022-1 |

Directives and Forms Catalog

| | |
|---|------------------|
| Cloud Computing Policy | MI AS-800-2021-5 |
| Cloud Security | HBK AS-805-H |
| COD First-Class Mail Tracer Label | LAB 500 |
| COD Irregularity | PS 3833 |
| COD Mailing and Delivery Receipt | PS 3816 |
| COD Tag Transmittal (pad/100) | PS 3822 |
| Collect on Delivery Hold For Pickup | LAB 3816 |
| Collect Postage Due | PS 3549 |
| Collection Box Removal — Airport | LAB 36 |
| Collection Box Security | LAB 35 |
| Combined Federal Campaign Operational Guidelines | PUB 530 |
| Commercial Emergency Vehicle Hire | PS 8048 |
| Commercial Invoice | PS 6182 |
| Commercial Service Station Procurement Record | PS 4567 |
| Communication Accommodation Plan for Employees Who Are Deaf or Hard of Hearing | PS 6711 |
| Communication Accommodation Request Form | PS 6710 |
| Communication Service Authorization | PS 4617 |
| Community Post Office | SGN 139-A |
| Community Post Office | SGN 139-B |
| Community Service Participation Pre-Event Evaluation | PS 3337-A |
| Compensation, Relocation Benefits, and Reinstatement Policies for Career Employees in Transition: Q's and A's | PUB 164 |
| Complaint Resolution and Proper Use of Notice 4314-C, We Want to Know | MI PO-160-2014-1 |
| Compliance With the Prompt Payment Act | MI FM-610-2013-4 |
| Computation of Distribution Standard — Letter Mail | PS 4223 |
| Computer Matching Programs | MI AS-350-2007-1 |
| CON-CON | LAB 10 |
| CON-CON | TAG 1 |
| CON-CON Instructions | PUB 425 |
| Confined Space Inventory & Atmospheric Hazards Evaluation | PS 8156 |
| Confined Space Safety Program | MI EL-810-2010-1 |
| Confirm Advanced Shipping Notice (ASN) Shipment ID | PS 3152-A |
| Confirmation Services Certification | PS 3152 |
| Congressional Mail | TAG 11 |
| Congressional Mail | TAG 11-A |
| Consigned Credit Receipt | PS 3369 |
| Consolidated Originating RPW Test | PS 8126 |
| Consolidated Postage Statement — Supplemental USPS Marketing Mail and Nonprofit USPS Marketing Mail | PS 3602-C |
| Construction Contractor Performance Evaluation | PS 5002 |
| Consumer Fraud by Phone or Mail: Know How to Protect Yourself | PUB 281 |
| Consumer Fraud by Phone or Mail: Know How to Protect Yourself (Spanish) | PUB 281-S |
| Consumer Service Card (pinfed) | PS 4314-F |
| Consumer Service Card (Spanish) (4-part set) | PS 4314-A |
| Contingency Planning Data Collection | PS 1366 |
| Continuation Route Statement — Schedule and Specifications (continuation) | PS 5443-A |
| Continuity POP Catalog | PUB 618 |
| Contract Delivery Service Route Survey | PS 5406 |
| Contract Driver Drug Testing — Consent and Release | PS 2181-E |
| Contract Personnel Questionnaire | PS 2025 |

| | |
|--|------------------|
| Contract Postal Unit Agreement Policy | PUB 156 |
| Contract Postal Unit Agreement Procedure | PUB 156-A |
| Contract Route Box Customer Notice | PS 5431 |
| Contract Route Extra Trip Authorization (4-part continuous) | PS 5397-A |
| Contract Route Extra Trip Authorization (4-part set) | PS 5397 |
| Contract Route Irregularity Report (4-part set) | PS 5500 |
| Contract Route Review (Renewal) | PS 5427-A |
| Contract Route Review and Award | PS 5427 |
| Contract Route Service Order | PS 7440 |
| Contract Route Statement, Schedule and Specifications | PS 5443 |
| Contract Route Vehicle Record (3-part set) | PS 5398-A |
| Contract Route Performance Record | PS 5399 |
| Contract Unit Percentage Payment Statement | PS 1549-X |
| Contract Vehicle Inspection Report | PS 8145 |
| Contracting Officer Certificate of Appointment | PS 7378 |
| Contracting With Individuals or Rehiring Into Career Nonbargaining Positions | MI EL-500-2022-2 |
| Contractor Request for Change, Deviation, or Waiver | PS 8113 |
| Contractor Request for Change, Deviation, or Waiver (continuation sheet) | PS 8113-A |
| Contractor's Release | PS 7307 |
| Contractor's Request for Progress Payment | PS 7305 |
| Contractor's Statement of Contingent or Other Fees | PS 7319 |
| Control Chart Worksheet | PS PO 810-1 |
| Control for Post Office Meter (card) | PS 3609-PO |
| Corporate Communications PMG Hero Nomination Form | PS 400 |
| Corporate Identity Policy and Guidelines | MOP CR-8-24-1998 |
| Corporate Signature: Graphic Guidelines | PUB 500-A |
| Corporate Succession Planning | MI EL-384-2014-1 |
| Correction of Error in Address Because of Postal Service Adjustments | PS 3577 |
| Cost Evaluation — Postal Vehicle Service versus Contract Service | PS 5505 |
| Cost Statement — Highway Transportation Contracts | PS 7463 |
| County Project Web Access Request Form | PS 5118 |
| Court Duty Leave — Statement of Service | PS 1224 |
| Courtesy Violation Notice (3-part set, book/50) | PS 2093 |
| CPU (ACH) Write-In Stamp Order Form | PS 5555-ACH |
| CPU (Credit Card) Write-In Stamp Order Form | PS 5555-CC |
| Creating U.S. Postage Stamps | PUB 226 |
| Credit Invoice (5-part set) | PS 1903-C |
| Cremated Remains | LAB 139 |
| Criminal History File | PS 576 |
| Criteria For Processing Parcels In Bulk Mail Centers | POS 25-A |
| Criteria For Processing Parcels In Bulk Mail Centers | POS 25-B |
| Criteria For Processing Parcels In Bulk Mail Centers | POS 25-C |
| Critical Event/Individual Status Report | PS 8047 |
| CSRS Retirement Guide | EL-502 |
| Currency Inventory and Certification | PS 6703 |
| Custody Receipt | PS 296 |
| Customer Address Data Base Modification | PS 8131 |
| Customer Guidance on Domestic Shipments Outside the U.S (blue) | LAB 292-D |
| Customer Guidance on Export Regulations (green) | LAB 292-A |

Directives and Forms Catalog

| | |
|--|--------------------|
| Customer Guidance on Import Restrictions (red) | LAB 292-E |
| Customer Guidance on International Shipments (yellow) | LAB 292-C |
| Customer Guidance on Prohibited Content or Dangerous Goods (orange) | LAB 292-B |
| Customer Pickup Services Request | PS 5545 |
| Customer Reassurance Notice | NOT 108 |
| Customer Receipt | PS 1096 |
| (Customer) Request for Computer Access | PS 1357-S |
| (Customer) Request for Web Access | PS 1357-C |
| Customer Services Volume Recording Worksheet | PS 3922 |
| Customized Packaging Business Case | PS 4004-C |
| Customs Declaration Envelope — CP 91 | PS 2976-E |
| Cyber Risk Enterprise Network Scanning | MI AS-810-2022-3 |
| Cyber Risk Enterprise Network Scanning: Customer Impact Resolution | MI AS-810-2022-14 |
| Cyber Risk Penetration Testing and Remediation | MI AS-800-2022-4 |
| Cyber Risk Remediation and Response | MI AS-862-2022-5 |
| D | |
| Daily Activity Recap for Official Mail | PS 3633-G |
| Daily Address Information Operations Analysis | PS 3925 |
| Daily Balance — Registry Section | PS 3875 |
| Daily Financial Report | PS 1412 |
| Daily Mail Collection Record | PS 3968 |
| Daily Passport Application (DS-11) Transmittal | PS 5659 |
| Daily Record of Gasoline, Diesel Fuel, and Motor Oil Issued | PS 4574 |
| Daily Record of Stamps, Stamped Paper and Nonpostal Stamps on Hand | PS 3295 |
| Damage Claim Certification — Hired Vehicle (4-part set) | PS 4523 |
| Damage Report of Insured Article and Contents | PS 2856 |
| Damaged Mail Report (pad/50) | PS 5257 |
| Danger: Hazardous Area | LAB 298 |
| Data Accountability | PS 1357-D |
| Data Entry Daily Work Record (3x5 index card) | PS 3844 |
| Data Governance Policy | TBD |
| Data Governance Policy Implementation Guide | TBD |
| Data Request | PS 3002 |
| DBCS Feeder Compression Label | LAB 251 |
| DBCS Repair Notification | LAB 322 |
| DDU Appointment Worksheet for PVDS Mailings | PS 8125-WS |
| Death Gratuity Payment Authorization | PS 6510 |
| Debit/Credit Door Decal | SGN 426 |
| Deceased Payment Worksheet | PS 833 |
| Declaration of Voluntary Resignation to Enter Military Service For Career and Non-Career Employees | PS 42 |
| Defective Sack and Pouch Identification | POS 114-B |
| Delayed Dispatch | LAB 51 |
| Delayed Mail Report — All Post Offices (2-part set) | PS 3743 |
| Delayed Processing | LAB 52 |
| Delegation of Approval Authority Revision for Plant Projects | MOP COO-09-22-1999 |
| Delegation of Approval Authority Revision for Plant Projects | MOP COO-01-05-2001 |
| Delegation of Contracting Authority and Increase in Review and Approval Thresholds, Purchasing Process Revisions | MOP SM-09-25-2024 |
| Deliveries/Inspection Record — Worksheet | PS 3999-A |

| | |
|--|------------|
| Delivery Bill — Bordereau C 18bis (computerized) | PS 2941 |
| Delivery Bill — Waybill (CN 37) (Manual) | PS 2988-M |
| Delivery Bill — Waybill (CN 37) Surface Mail | PS 2988 |
| Delivery Done Right | POS 621 |
| Delivery Instructions | PS 1564-A |
| Delivery List (AV-7) | PS 2942 |
| Delivery Management Report (2-part set) | PS 1621 |
| Delivery Services Comparative Cost Analysis | PS 3993 |
| Delivery Survey (card) | PS 3701 |
| Delivery/Collection Equipment Work Request (3-part set) | PS 1624 |
| Deposit Mail Here | LAB 700 |
| Depression Awareness: Overcoming Depression | POS 402 |
| Depression Awareness: Symptoms of Depression | POS 401 |
| Depression Awareness: Understanding Depression | POS 400 |
| Designing Letter and Reply Mail | PUB 25 |
| Destination Delivery Color Code Application for BMCs/ASFs | POS 211-B |
| Destination Delivery Color Code Application for Plants | POS 213-B |
| Detached Mail Unit Authorization Application | PS 3834 |
| Dinero Seguro | PS 595-BRA |
| Dinero Seguro Clerk Observation Evaluation | PS 5010 |
| Dinero Seguro Requirement for Dodd-Frank Act (Section 1073) | LAB 1073 |
| Direct Transfer | TAG 177 |
| Directives and Forms Catalog | PUB 223 |
| Disclosure and Authorization for Consumer Reports and Investigative Consumer Reports | PS 2181-D |
| Disclosure of Information About Employees to Collective Bargaining Agents | PS 6105 |
| Discontinuance Feasibility Study Survey | PS 4920 |
| Discount “Postal Customer” Mailings: A Guide for the House of Representatives | PUB 220 |
| Dispatch and Routing Policy | M-22 |
| Dispatch Order (postal card) | PS 3331 |
| Dispatch Particulars for Transit Mail | PS 2834 |
| Dispatch Placard International Mail FCM Equivalent (HCR) | LAB 168 |
| Dispatch Placard International Mail FCM Equivalent (PVS) | LAB 169 |
| Dispatch Record — Foreign Transit Closed Mails | PS 2927 |
| Dispatch Record/Certification of Air Taxi Service Performed (4-part set) | PS 2756 |
| Disposition of Excess TSP Contributions Resulting From Erroneous Retirement Plan Placement | PS 6881 |
| Disposition of Mail Irregularity Report | PS 3749-D |
| Distracted Driving | LAB 285 |
| Distributing, Dispatching, and Transporting Military Mail by Air | HBK T-7 |
| Do Not Block Door | LAB 1 |
| Do Not Delay — Time Value Data — Expedite | TAG 15 |
| Do Not Deliver “Boxholder” Mailings From These Mailers | PS 3982-R |
| Do Not Put in Compactor or Dumpster | NOT 890-A |
| Do Not Weigh | LAB 142 |
| Document Distribution Plan | PS 187 |
| Documentation to Establish a Delivery ZIP Code | PS 5401 |
| Documentation to Establish a Post Office Box ZIP Code | PS 5402 |
| Documentation to Establish a Shared ZIP Code | PS 5403 |
| Documentation to Establish a Unique ZIP Code | PS 5404 |
| DOD Express Mail Label (Absentee Ballot) | LAB 11-DOD |
| Dog/Animal Warning Card | PS 1778 |

Directives and Forms Catalog

| | |
|--|--------------------|
| Dog Days | NOT 204 |
| Dollar Coin Acceptance | LAB 156 |
| Domestic and International Mail-in Ballots | TAG 191 |
| Domestic Business Reply Mail Guide | PUB 123 |
| Domestic Claims | PS 1000 |
| Domestic Claims: Customer Reference Guide | PUB 122 |
| Domestic Hazardous Materials Warning Labels and Markings | POS 298 |
| Domestic Indemnity Claims — Customer Quick Reference Guide | NOT 122 |
| Domestic Return Receipt | PS 3811 |
| Donated Leave Transfer | PS 3970-T |
| Don't Be the Victim of a Check Scam! | NOT 174 |
| Don't Be the Victim of a Reshipping Scam! | NOT 129 |
| Don't Dump MTE (Large) | POS 362-L |
| Don't Dump MTE (Regular) | POS 362-R |
| Double Satchel Features | POS 181-A |
| Double Satchel Instructions | POS 181 |
| Driver Notification and Certificate of Compliance | PS 4600 |
| Drop Shipment Clearance Document | PS 8125 |
| Drop Shipment Procedures for Destination Entry | PUB 804 |
| Drop Shipment (PVDS) Verification and Clearance for Periodicals Paid | PS 8125-CP |
| Duplicate Key, Combination, and Password Envelope | PS 3977 |
| Duplicate Key, Pin & Combination Inventory | PS 2018 |
| E | |
| Earnings Statement — Net to Bank | PS 1223-B |
| EAS Managerial Employee Probationary Period Report | PS 5956-MGR |
| EAS Non-Supervisory Employee Probationary Period Report | PS 5956-EAS |
| EAS Privately Owned Vehicle (POV) Program | MI FM-640-2015-3 |
| EAS Supervisory Employee Probationary Period Report | PS 5956-SUP |
| Easy Secure Convenient (large poster) | POS 183-B |
| Easy Secure Convenient (magnet) | NOT 173 |
| Easy Secure Convenient (small poster) | POS 183-A |
| Easy Secure Convenient (Wallet Card) | NOT 172 |
| Economic Pay Adjustments for Highway and Domestic Inland Water Contracts | MI PM-4.4.1-2002-3 |
| EEO Alternative Dispute Resolution Specialist's (ADRS) Inquiry Report | PS 2570 |
| EEO Complaint of Discrimination in the Postal Service | PS 2565 |
| EEO Credential | PS 1823 |
| EEO Investigation Report | PS 2430 |
| EEO Investigative Affidavit (Complainant) | PS 2568-A |
| EEO Investigative Affidavit (Continuation Sheet) | PS 2569 |
| EEO Investigative Affidavit (Continuation Sheet/Compensatory Damages) | PS 2569-C |
| EEO Investigative Affidavit (Witness) | PS 2568-B |
| EEO Settlement Agreement | PS 2565-B |
| EEO Settlement Agreement — Formal Complaint | PS 2565-D |
| EEO Settlement Agreement Pre-Complaint | PS 2564-B |
| EEO Settlement Agreement (Including Claims Filed Under ADEA) | PS 2565-F |
| Electrical Work Plan | MI EL-810-2013-5 |
| Electronic Equipment Disposal Process | MOP SM-05-25-2018 |
| Electronic Mail Open Relay Decommissioning | MI AS-800-2023-3 |
| Electronic Product Fulfillment Web Access Request Form | PS 5116 |
| Electronic Scale Instructions | LAB 143 |

| | |
|--|---------------------|
| Electronic Verification System Business and Technical Guide | PUB 205 |
| Elevator Data Card | PS 4813 |
| E-mail Marketing | MI AS-350-2004-4 |
| Emergency Preparedness Banner | SGN 500 |
| Emergency Procedures for Shelter-in-Place at Headquarters | MI EL-850-2005-1 |
| Emergency Stop | LAB 222 |
| Employee and Labor Relations Manual | ELM ISSUE |
| Employee Daily Activity Card — MARS Form 3 | PS 8152 |
| Employee Debt Modification Request | PS 1007 |
| Employee Evaluation and/or Probationary Report | PS 1750 |
| Employee Medical Records | MI EL-860-98-2 |
| Employee Observation | PS 4000-B |
| Employee Reassignment/Change of Craft Medical Assessment Questionnaire | PS 2485-C |
| Employee Rights and Responsibilities Under the Family and Medical Leave Act | WHD PUB 1420 |
| Employee Rights Under the Fair Labor Standards Act | WHD PUB 1088 |
| Employee Skill Assessment | PS 8068 |
| Employee Statement to Recover Back Pay | PS 8038 |
| Employee Uniform Allowance Statement | PS 1961 |
| Employee-Generated Change of Address | PS 3575-Z |
| Employee's City or County Withholding Certificate | PS 4 |
| Employee's Claim for Personal Property | PS 2146 |
| Employee's Current Mailing Address | PS 1216 |
| Employee's Guide to Understanding, Preventing, and Reporting Harassment | PUB 553 |
| Employee's Work Schedule | PS 1994 |
| Employment and Placement | HBK EL-312 |
| Endorsement of Nonpostal Products, Services, or Businesses | MOP PG-11-08-2000 |
| Energy and Equipment Life Cycle Cost Analysis | PS 2215 |
| Energy Conservation | HC 79-2 |
| Ensuring Data Integrity of IT Hardware Assets in the Asset Management System | MI AS-701-2015-2 |
| Ensuring Security of Apartment Mailboxes | PUB 265-D |
| Environmental Compliance Quality Assurance Review Guide | HBK AS-555 |
| Environmental Governance Policy | TBD |
| Equal Employment Opportunity Is the Law | POS 72 |
| Equal Employment Opportunity Policy Statement | MOP HR-05-20-2025-2 |
| Equipment Breakdown Investigation Report | PS 4774 |
| Equipment Checklist and Followup Review | PS 8143 |
| Equipment Deficiency Punch List Item (tag) | PS 4706 |
| Equipment Inventory | PS 8077 |
| Equipment Inventory Reporting System (EIRS) | HBK PO-510 |
| Establishment of the Mail Transport Equipment Configuration Control Committee (MTEC ³) | MI PO-571-98-2 |
| Ethnicity and Race Identification | PS 181-E |
| eTravel Expense Report — Local Travel | PS 1164-E |
| eTravel Expense Report — Overnight Travel | PS 1012-E |
| eTravel Participant Enrollment Form | PS 1010 |
| eTravel Repayment for Overpayments or Cash Advances | PS 1018 |
| Evacuation Forms 809 and 810 | LAB 47 |
| Evaluation of Routes for Motorization | PS 4315 |
| Every Door Direct Mail (EDDM) Retail | PS 3587 |
| Every Door Direct Mail Rights and Permissions Application | PS 8677-EDDM |
| e-VS Delivery Confirmation | LAB 316 |

Directives and Forms Catalog

| | |
|--|------------------|
| Examine Empty Sacks and Pouches | POS 113-A |
| Exceptional Dispatch Review (Semi-Annual) | PS 3570 |
| Excess Space Used Certification (3-part set) | PS 2558 |
| Executive Employee Probationary Period Report | PS 5956-MGR |
| Executives' and Managers' Safety and Health Program and Compliance Guide | HBK EL-802 |
| Expanded Vehicle Safety Check | NOT 76 |
| Expedited Packaging Supplies | PUB 22 |
| Expedited Packaging Supplies Available at Retail | POS 221 |
| Expedited Plant-Load Shipment Clearance | PS 8017 |
| Expedited Shipment Agreement for Plant-Load Mailings | PS 8026 |
| Expenses for an Unanticipated Crisis or Catastrophic Event | MI FM-640-2021-4 |
| Expenses for Internal and External Events | MI FM-640-2024-1 |
| Express Mail — Military Service | LAB 86 |
| Express Mail — Military Service | LAB 176 |
| Express Mail — Military Service | TAG 176 |
| Express Mail — Military Service | TAG 176-B |
| Express Mail Airport to Airport | LAB 11-C |
| Express Mail Airport to Airport Service | LAB 11-H |
| Express Mail Corporate Account Sticker | LAB 108 |
| Express Mail Custom Designed Service Agreement | PS 5631 |
| Express Mail Drop Shipment | TAG 157 |
| Express Mail Military Service | HBK PO-514 |
| Express Mail Outgoing Log | PS 5634-O |
| Express Mail Outside Shipment Label | LAB 63 |
| Express Mail Post Office to Post Office | LAB 11-E |
| Express Mail Post Office to Post Office Service | LAB 11-A |
| Express Mail Sunday/Holiday Delivery Guaranteed | LAB 25 |
| Express Mail Tape (Self Adhesive) | LAB 119 |
| Extension of City Delivery Service | PS 697 |
| Exterior Signage: Graphic Guidelines | PUB 500-D |
| External Facing Websites Requirements | MI AS-800-2023-4 |
| External Inspection Checklist — Cast Iron Boiler | PS 4082 |
| External Inspection Checklist — Fire Tube Boiler | PS 4085 |
| Extra Services Writing Table Decal | SGN 525 |
| Extra Trip Log | PS 7459 |
| F | |
| Facilities Database (FDB) | MI AS-872-2007-2 |
| Facilities Design Policy | AS-501 |
| Facilities Design Process | AS-502 |
| Facilities Environmental Checklist | PS 7498-D |
| Facilities Environmental Guide | HBK RE-6 |
| Facilities Services Request (4-part set) | PS 7437 |
| Facility and Fixed Mechanization Project Contract Commitment Order | PS 4211 |
| Facility and Fixed Mechanization Project Contract Payment Authorization | PS 4211-A |
| Facility Energy Management Guide | HBK AS-558 |
| Facility Energy Management Program | MI AS-550-97-4 |
| Facility Evaluation Sheet (Space & Condition) | PS 2282 |
| Facility Manpower | PS 2345-B |
| Facility Planning Concept | PS 919 |

| | |
|--|--------------------|
| Facing Slip for ACS NIXIES | PS 3200 |
| Failures on ADP Equipment (2-part set) | PS 1102 |
| Fasten Seatbelt | LAB 323 |
| Federal Agency Stamp Requisition | PS 17-G |
| Postal Service Health Benefits (PSHB) Coverage or Termination While in Leave Without Pay (LWOP) Status | PS 3111 |
| Federal Employees Health Benefits Program Guide | HBK EL-521 |
| Federal Standard Requisitioning and Issue Procedures | MI AS-740-2002-5 |
| FedEx By-Pass Placard | TAG 2000 |
| FedEx Sort Placard | TAG 200 |
| FEDSTRIP/Address Activity Code Request | PS 8192 |
| FEHB: Temporary Continuation of Coverage | MI EL-520-91-2 |
| Field Accounting Procedures | HBK F-101 |
| Field Maintenance Office Evaluation — Field Maintenance Program | PS 8010 |
| Field Request for New or Revised Form | PS 794-A |
| Field Sales Force Personnel Register Update Transactions | PS 3223 |
| Fighting Mail Fraud: A Community-Oriented Approach | PUB 310 |
| Fighting Mail Fraud: A Community-Oriented Approach (Spanish) | PUB 310-S |
| FIM B — Positive of Bar Pattern | LAB 8 |
| Finance and Strategy Policy | F-66 |
| Financial Adjustment Memorandum (pad/100) | PS 1908 |
| Financial Disclosure Reporting Procedures for the U.S. Postal Service | TBD |
| Findings of Fact for Contract Modifications | PS 4909 |
| Firearms | HBK IS-135 |
| Firm Delivery Receipt (1600/carton) | PS 3883-A |
| Firm Delivery Receipt for Accountable Mail and Bulk Delivery Mail | PS 3883 |
| Firm Mailing Book for Accountable Mail | PS 3877 |
| First-Class Mail Shape-Based Pricing Template | NOT 3-S |
| First-Class Metered Mail — Shortpaid Sampling Worksheet | PS 6116 |
| First-Class Package International Service (FCPIS) Presort Drop Shipment | TAG 118 |
| First-Class Package International Service (FCPIS) Presort Drop Shipment for OCPI | TAG 118-C |
| FIRSTCLASS PHONECARD Inventory Tracking Sheet | PS 6205 |
| Fitness-for-Duty Examinations | MI EL-860-2025-3 |
| Five Day Summary — Motor Vehicle Service Vehicle Utilization | PS 4575-A |
| Flats, Magazines, Flat Papers, Distributed to Cases | PS 2362 |
| Fleet Management | HBK PO-701 |
| Flexible Spending Account Enrollment Form | PS 8200 |
| FLSA Overtime Adjustment Request | PS 2240-F |
| FMLA Eligibility Determination Following a Back Pay Claim | MOP ERM-05-27-2004 |
| FON Adjustment Worksheet | PS 1476-F |
| Food Service Operations | HBK EL-602 |
| For Sale — Surplus Postal Vehicles | POS 139 |
| Form 3977 Log and Lock Examination | PS 3902 |
| Forms Management | HC 85-1 |
| FPR Safety Certification | PS 7366-A |
| Franked Mail Daily Control Sheet (2 pages) | PS 103-CC |
| Free Trial Test Agreement | PS 2629 |
| Freedom of Information Act (FOIA) Request Report | PS 8170 |
| Fuel and Utilities Record | PS 4841 |
| Function 4 Standardized Customer Service Workload Reporting System | MI PO-610-2023-2 |

Directives and Forms Catalog

| | |
|--|------------------|
| Functional Management Policy | F-2 |
| Functional Management Procedures | F-2 |
| Functional Managerial Responsibility for U.S. Postal Service Headquarters Building | HC 74-12 |
| Funded Procurement Request (FPR) | PS 7366 |
| Funds Transaction Report (FTR) | PS 8105-A |
| G | |
| General Classification of Accounts | HBK F-8 |
| General Ledger Accounting and Financial Reporting System | HBK F-20 |
| General Policy Regarding the Use of Government or Postal Owned or Leased Vehicles | MI FM-530-2013-5 |
| General Purpose Ruled Form | PS 1627 |
| Gift Incentives | PUB 500-F |
| Gifts and Decorations from Foreign Governments | TBD |
| Global Direct Mailbox Service Application | PS 3658 |
| Global Direct Notification of Mailing | PS 3682 |
| Global Direct Service Agreement | PS 3681 |
| Global Priority Mail | TAG 8 |
| Globally Harmonized System (GHS): Data Sheet | POS 380-A |
| Glossary of Postal Terms | PUB 32 |
| Government-Issued, Individually Billed Travel Charge Cards | MI FM-640-2014-4 |
| Government Relations Policy | TBD |
| Government Relations Process | TBD |
| Greetings From America 50 State Quarters Subscription Form | PS 8224 |
| Grievance Case Fact Sheet | PS 2594 |
| Grievance Summary — Step 1 | PS 2608 |
| Grievance Summary — Step 2 | PS 2609 |
| Grievance Summary — Step 3 | PS 2610 |
| Growth and Delivery Point Management Program | HBK PO-631 |
| Guide to Contract Postal Units for Postal Service Employees | PUB 156 |
| Guide to Privacy, the Freedom of Information Act, and Records Management | AS-353 |
| Guide to Privacy, the Freedom of Information Act, and Records Management | HBK AS-353 |
| Guide to Professional Parting | PUB 106 |
| Guide to USPS Health Benefits Plan | EL-520 |
| Guidelines for Area/Local Joint Labor-Management Safety and Health Committees | HBK EL-809/809-T |
| Guidelines for Establishing Nonbargaining Position Requirements | HBK EL-350 |
| H | |
| Half-Size Blank Backlit | SGN 143 |
| Hardware Security Internet of Things (IoT) | MI AS-800-2021-4 |
| Hazard Communication (HazCom) Program | MI EL-810-2016-1 |
| Hazard Warning Card | PS 1766 |
| Hazardous and Regulated Substance Release Notification | PS 8187 |
| Hazardous Materials and Dangerous Goods in the Mail | MOP OS-4-21-1998 |
| Hazardous Materials and Spill Response | HBK EL-812 |
| Hazardous Materials (Spanish) | POS 76-S |
| Hazardous Materials Acceptance and Handling Policy | DM-601-2 |
| Hazardous, Restricted, and Perishable Mail | PUB 52 |
| Hazmat Surface Only | LAB 876 |
| Header — Flat Rate Side | SGN 531 |
| Header — Variable Rate Side | SGN 532 |
| Headquarters Clearance Checklist | PS 292 |

| | |
|--|----------------------|
| Headquarters Mailroom Services | MI AS-510-2011-2 |
| Headquarters Messenger Service (pad/50) | PS 1654 |
| Headquarters Parking Application | PS 92 |
| Health Benefits and Life Insurance Coverage During Military Service | MI EL-520-2005-1 |
| Health Benefits Open Season Administrative and Processing Information | PUB 12 |
| Health Benefits Refund Payment Authorization | PS 202 |
| Health Unit Case Record (card) | PS 1997 |
| Hearing Conservation Programs | MI EL-810-2021-3 |
| Heat Illness Laminated Card | PS 1280 |
| Heat Illness Sticker | LAB 128 |
| Heat Stress: Tips to Prevent Heat Stress | POS 326-B |
| Heating Ventilating Air Conditioning Controls, Maintenance, and Calibration | NOT 279 |
| High Bay Cleaning at U.S. Postal Service Facilities | MOP COO-02-28-2002-2 |
| High Voltage Equipment Lockout Tag | PS 4812 |
| Highway Contract Driver Assignment Notification | PS 2081 |
| Highway Contract Route | PS 5407 |
| Highway Contract Route Administration | HBK PO-501 |
| Highway Contract Route Global Positioning System | MI PO-530-2013-1 |
| Highway Contract Route Late Slip Reconciliation and Payment | MI PO-530-2012-3 |
| Highway Contract Route Performance Monitoring and Exceptional Service Payment Reconciliation Policy | PO-531 |
| Highway Contract Route Performance Monitoring and Exceptional Service Payment Reconciliation Process | PO-531 |
| Highway Contract Safety Policy | PO-515 |
| Highway Contract Safety Procedure | PO-515 |
| Highway Contractor Safety (Pocket Edition) | HBK PO-516 |
| Highway Contracts — Negotiated Service Changes | MI PO-530-83-5 |
| Highway Transportation Contract — Bid or Renewal Worksheet | PS 468-A |
| Highway Transportation Contract — Bid or Renewal Worksheet | PS 7468-A |
| Historic, Architectural & Archeological Significance Survey (4 pages) | PS 4902 |
| History of the Postal Inspection Service | PUB 259 |
| Hold | LAB 130 |
| House Numbers and Mail Receptacles Report (pad/100) | PS 3521 |
| Housekeeping Inspection | PS 4851 |
| How to Complete Form 3925 | NOT 225 |
| How to Mail Permit Imprint Mail | POS 83 |
| How to Package and Ship Cremated Remains | PUB 139 |
| How to Reuse a Box for Shipping | POS 81 |
| How to Use PostalEase to Manage Your USPS Health Benefits Plan for Noncareer Employees | PS 3117 |
| HQ Telephone Directory Individual Update | PS 2088 |
| Human Resources Shared Service Center Agreement Between the United States Postal Service and the American Postal Workers Union, AFL–CIO, 2021–2024 | HBK EL-915 |
| I | |
| Idea Proposal (5-part set) | PS 1270 |
| Identity Theft: Safeguard your personal information | PUB 280 |
| In God We Trust | POS 129 |
| In-Office Cost System Auto Compatibility Template | NOT 3-C |
| In-Plant Verification for Second- and Fourth-Class Matter | PS 2866-IP |
| In-Plant Verification Log of Mailings | PS 2871 |
| In-Plant Verification Request for Periodicals and Standard Mail (B) | PS 2872 |
| Incoming Express Mail Service Schedule Log | PS 5634-I |

Directives and Forms Catalog

| | |
|--|-------------------|
| Incoming International Priority Mail | LAB 121 |
| Increase in Purchase Card Local Buying Threshold, Handbook AS-709, Purchase Card Local Buying Policies and Procedures, Acquisition Competitive Threshold | MOP SM-04-05-2024 |
| Individual Employee Skill Assessment Log | PS 8066 |
| Individual Firearms Qualification Record (card) | PS 680 |
| Individual Key Record | PS 1628 |
| Individual Presort Verifications Proficiency Log | PS 8064 |
| Individual Training Progress Report | PS 2432 |
| Individual Training Record | PS 2548 |
| Information for Pre-Complaint Counseling | PS 2564-A |
| Information Resource Certification and Accreditation Process | HBK AS-805-A |
| Information Security | HBK AS-805 |
| Information Security for Mail Processing Equipment/Mail Handling Equipment (MPE/MHE) | HBK AS-805-G |
| Information Security Incident Report | PS 1360 |
| Information Security Network Connectivity Process | HBK AS-805-D |
| Information Security Requirements for All Personnel | HBK AS-805-C |
| Injury Compensation | HBK EL-505 |
| Injury Compensation Program — Notice of Potential Third Party Claim | PS 2562 |
| Inquiry Concerning Renewal of Transportation Services Contract | PS 7445 |
| Inquiry of Prospective Bidders (Spanish) | PS 5436-S |
| Inspection Checklist — Direct Plunger Oil Hydraulic Elevator (Uncounter weighted) (4 pages) | PS 4089 |
| Inspection of Collection Route | PS 3999-B |
| Inspection of Letter Carrier Route | PS 3999 |
| Inspection Service Exhibit | LAB 113 |
| Inspection Service Key Inventory Record | PS 2022 |
| Inspection Service Photobacker (8 labels/sheet) | PS 5313 |
| Inspection Tag | PS 4705 |
| Instructions for Completing PS Form 8201 | PS 8201 |
| Instructions for Completing the New Edit Sheet | PS 6558-E |
| Insured Mail Receipt — Domestic Only — \$500 and Under | PS 3813 |
| Insured Mail Receipt — Domestic Only — Over \$500 | PS 3813-P |
| Integrated Emergency Management Supporting Field Business Community | MI AS-280-2025-2 |
| Integrated Emergency Management Supporting Field Business Continuity | MI AS-280-2021-7 |
| Integrated Emergency Management Supporting Headquarters-Related Business Continuity | MI AS-280-2024-1 |
| Integrated Waste Management | MI EL-890-2007-5 |
| Intelligent Mail Tray Label Certification | PS 3114 |
| Interim Supplemental Guidance to the Supplying Principles and Practices – Use of Approved Clauses | MOP SM-01-04-2023 |
| Interim Supplemental Guidance to Supplying Principles and Practices and Other Directives, COVID-19 Test Kit Fulfillment and Mailing Initiative | MOP SM-01-24-2022 |
| Interlibrary Loan (yellow card) | PS 1826 |
| Internal Address Quality Web Access Request | PS 1357-IAQ |
| Internal Use and Transport of Pallets and Pallet Boxes | MI PO-570-2021-1 |
| International Accounts Center Summary | PS 233 |
| International Airmail Tag Request (9 pages) | PS 1957-A |
| International Claim for Indemnity | PS 2855 |
| International Exchange Office Mail Receipt | PS 2907 |
| International Express Mail | TAG 186 |
| International Express Mail Service to United Kingdom | TAG 113 |
| International Indemnity Claim Information | PS 1291 |
| International Mail: Instructions to Initiate an Inquiry | NOT 122-A |

| | |
|--|------------------|
| International Mail FCM Equivalent | LAB 167 |
| International Mail FCM Equivalent | TAG 125 |
| International Mail Only | NOT 703 |
| International Mail Operations | HBK T-5 |
| International Parcel Tag | TAG 183 |
| International Priority Airmail | TAG 115 |
| International Shipping Menuboard Without GXG — Backlit — No Pricing | SGN 501 |
| International Shipping Menuboard Without GXG — Half Backlit — No Pricing | SGN 508 |
| International Shipping Menuboard Without GXG — Large Sustaining — No Pricing | SGN 441 |
| International Shipping Menuboard Without GXG — Small Hook and Cord — No Pricing | SGN 449 |
| International Shipping Menuboard Without GXG — Small Sustaining — No Pricing | SGN 457 |
| International Signature Capture Label | PS 153-L |
| International Surface Air Lift | TAG 155 |
| International Surface Airlift (ISAL) Direct Shipment Option Advisement and Confirmation of Transaction | PS 3655 |
| International Surface Mail Document Envelope | PS 8132 |
| International Tray Label Request | PS 1957-T |
| International/Military Priority Mail | TAG 140 |
| Intra-Alaska Mail Service by Air: Instructions for Certificated Air Carriers and Bypass Mail | HBK PO-508 |
| Intra-Alaska Payment Claim Worksheet (contained in HBK PO-508) | PS 2747 |
| Intra-Alaska Routing Label | LAB AK-53 |
| Inventoried | LAB 141 |
| Inventory of Accountable Paper | PS 3250 |
| Inventory/Parts Tools | PS 4529 |
| Investigative History File — Firm Data | PS 2026-B |
| Invoice and Payment Authorization (Facility and Fixed Mechanization Contract) | PS 4211-B |
| Invoice for BRM, MRS, or Postage Due Mail | PS 3582-P |
| IPP Proofing Program | PUB 364 |
| Irregular Handling of Undeliverable Periodicals Publication | PS 3538 |
| Irregularities in the Preparation of Mail (4-part set) | PS 3749 |
| Irregularity Report of Insured and COD Mail | PS 3827 |
| Is Your Package Safe to Mail? | POS 37, POS 37-S |
| Issuance of Tool Kit — Auto Mechanic/Technician | PS 4597 |
| Issued Money Order Sales Record | PS 6349 |
| It Begins With a Smile (BMEU Clerk) | POS 620-BME |
| It Begins With a Smile (City Carrier) | POS 620-CC |
| It Begins With a Smile (Customer Care Agent) | POS 620-CCA |
| It Begins With a Smile (Mail Handler) | POS 620-MH |
| It Begins With a Smile (Rural Carrier) | POS 620-RC |
| It Begins With a Smile (Sales and Services Associate) | POS 620- SSA |
| J | |
| Job Safety and Health Protection — English Language | POS OSHA 3165 |
| Job Safety and Health Protection — Spanish Language | POS OSHA 3167 |
| Journal Entry Form | PS 824 |
| Justification for Billing Accounts Receivable | PS 1902 |
| K | |
| Keep the Mail Safe | POS 138 |
| Know Your Rights: A Guide for Victims and Witnesses of Crime | PUB 308 |
| Know Your Rights: A Guide for Victims and Witnesses of Crime (Spanish) | PUB 308-S |

Directives and Forms Catalog

L

| | |
|---|-------------------|
| Labeling Bundled Mail | NOT 36 |
| Last Collection Time: Arterial Boxes 5:30 PM | LAB 59-D |
| Last Collection Time: Arterial Boxes 6:00 PM | LAB 59-E |
| Last Collection Time: Arterial Boxes 6:30 PM | LAB 59-F |
| Last Collection Time: Arterial Boxes 7:00 PM | LAB 59-G |
| Last Collection Time: Arterial Boxes 7:30 PM | LAB 59-H |
| Last Collection Time: Arterial Boxes 8:00 PM | LAB 59-I |
| Late Arriving Mail | LAB 53 |
| Late Leaving and Returning Report — First Carrier Delivery Trip (pad/100) | PS 1813 |
| Late Slip (book/25 4-part sets) | PS 5466 |
| LDC 46 Cluster Summarization of Findings | PS 8862-X |
| LDC 46 Cluster Summary SSPC | PS 8868-X |
| LDC 46 Observations and Recommendations | PS 8864-X |
| LDC 46 SSPC Workload | PS 8865-X |
| LDC 46 Unit/Route Review | PS 8861-X |
| LDC 47 Operations Report Worksheet | PS 8863-X |
| LDC Daily On-Site SSPC Review | PS 8866-X |
| LDC Machine Performance Report | PS 8867-X |
| Lead Hazard Management Program | MI EL-890-2019-3 |
| Lean Six Sigma — Project Charter | PS 777 |
| Leased Vehicle Condition Report (4-part set) | PS 4577 |
| Leave Sharing Program: Request to Donate Leave | PS 3970-D |
| Leave Year 2023 Absence Analysis | PS 3972 |
| Let's Do Business | PUB 5 |
| Let's Do Business | PUB 5-A |
| Let's Keep the Mail Safe | NOT 107 |
| Let's Keep the Mail Safe (Spanish) | NOT 107-S |
| Letter Bill — Exchange of Mail | PS 2970 |
| Letter Sorting Machine Daily Down Time | PS 4816 |
| Letter-Size Mail Dimensional Standards Template | NOT 3-A |
| Library Loan (card) | PS 1825 |
| Library Services | HC 88-6 |
| Limited Personal Use of Government Office Equipment and Information Technology | MI EL-660-2009-10 |
| Listing of Differences in Postmaster's Money Order Accountability (Domestic) | PS 800 |
| Listing of Differences in Postmaster's Money Order Accountability (Domestic Adjustment) | PS 800-A |
| Live Animals | LAB 28 |
| LLV Fire Prevention (A) | POS 703 |
| LLV Fire Prevention (B) | POS 704 |
| LLV Fire Prevention (C) | POS 705 |
| Lobby Scale Instructions | LAB 137 |
| Local Cleaning Services Agreement Modification Form | PS 7228 |
| Local Cleaning Services Payment Authorization Form | PS 7227 |
| Local Delivery | LAB 162 |
| Local Purchase Order (book/25 4-part sets) | PS 7444 |
| Local Setting of Postage Meter Licensed at Another Office | PS 3618 |
| Local Transportation Payments | PS 1312 |
| Locally Implemented Automated External Defibrillator Program | MI EL-810-2022-1 |
| Locker Record (3-part set) | PS 4943 |
| Loop Mail | LAB 230 |

| | |
|--|--------------------|
| Lost/Stolen Savings Bond Replacement Request | PS 8009 |
| Lottery Advertising | MOP GC-10-25-2000 |
| Low Pressure Heating Boiler Operating Log (Hot Water) | PS 4846-A |
| Low Pressure Heating Boiler Operating Log (Steam) | PS 4846 |
| M | |
| M-bag Addressee Tag | TAG 158 |
| Mail Arrival Profile Worksheet | PS 8073 |
| Mail Center Security Guide | PUB 166 |
| Mail Chute Inspection | PS 1506 |
| Mail Chute Obstructions | NOT 80 |
| Mail Cover File Envelope | PS 2017 |
| Mail Delivery Record (3-part set) | PS 2753-A |
| Mail Exception Report | PS 2734 |
| Mail Flow Density Projections | PS 5800-A |
| Mail Found in Supposedly Empty Equipment | PS 5049 |
| Mail Movement Routing Instructions (book/100) | PS 5186 |
| Mail On-Hand Profile | PS 8074 |
| Mail Processing Facility Review Policy | PO-408 |
| Mail Processing Facility Review Procedure | PO-408 |
| Mail Recovery Center Letter Report | PS 4911 |
| Mail Recovery Center Parcel Report | PS 4310 |
| Mail Service Suspended: Return to Sender | LAB 291-C |
| Mail Theft, Employee Awareness | POS 239 |
| Mail Theft is a Crime | POS 310 |
| Mail Transport Equipment Policy | PO-502 |
| Mail Transport Equipment Process | PO-502 |
| Mail Transportation Procurement Handbook | HBK PO-513 |
| Mail Van and Trailer Inspection | PS 5201 |
| Mail Volume Adjustments Worksheet | PS 1476-D |
| Mailbox Improvement Week | NOT 209 |
| Mailer Information Worksheet for PS Form 4615-E (PACT Act — ENDS) | PS 4615-EM |
| Mailer Notification Log Sheet for Disqualified Mailing | PS 8075 |
| Mailer's Running Summary Optional Procedure | PS 3639 |
| Mailing Free Matter for Persons Who Are Blind or Visually Impaired | PUB 347 |
| Mailing Permit Application and Customer Profile | PS 3615 |
| Mailing Standards of the United States Postal Service, Domestic Mail Manual | DMMISSUE |
| Mailing Standards of the United States Postal Service, International Mail Manual | IMMISSUE |
| Mailpiece Irregularity/Resolution | PS 6806 |
| Maintaining the New Carrier Edit Sheet | PS 6558-C |
| Maintenance Checklist | PS 4777 |
| Maintenance Control Supply Room Inventory Record | PS 4783 |
| Maintenance Employee's Guide to Safety | HBK EL-803 |
| Maintenance Selection System | HBK EL-304 |
| Maintenance Selection System Cover Sheet | PS 8051 |
| Maintenance Work Order Request | PS 4805 |
| Major Facility Planning Data | PS 929 |
| Making Workers' Compensation Adjustments to Back Pay Claims | MOP ERM-10-28-2003 |
| Management Foundations Program Probationary Period Report | PS 5956-MFP |
| Management Instructions for Mail Delivery to a Central Point | NOT 34 |
| Management of Delivery Services | HBK M-39 |

Directives and Forms Catalog

| | |
|--|---------------------|
| Management of Postal Service Policies and Related Documents | AS-310 |
| Management of Printed Materials Inventory | MI AS-730-2012-1 |
| Management of Rural Delivery Services | HBK M-38 |
| Management Operating Data System (MODS) | HBK M-32 |
| Manager's Guide to Reasonable Accommodation | PUB 317 |
| Manager's Guide to Understanding, Investigating, and Preventing Harassment | PUB 552 |
| Managing Asbestos in Postal Service Facilities | MI EL-890-2016-3 |
| Managing Classified Information | PUB 203 |
| Managing Contractor Environmental, Health, and Safety Compliance | HBK EL-800 |
| Mandatory Consignment of Vehicle Repair Parts Inventory; National Program Contracts | MOP DR-01-17-2002 |
| Mandatory Use of Goodyear Tire Contract and eBay for Tire Purchases, Approval and Documentation Requirements for VMF Purchases | MOP DR-02-06-2002-B |
| Manifold Registry Dispatch Book (30 entries) (book/300) | PS 3854 |
| Manual Distribution Separation Diagnostic Test | PS PO 867-4A |
| Mark II Facer-Canceller Machine Cancellations | PS 2347 |
| Master Inventory Log | PS 4309 |
| Material Inspection and Shipping Report (4-part set) | PS 7342 |
| Material Inspection and Shipping Report (4-part set) | PS 7342-A |
| Material Recycling and Disposal (Noncapital) | PS 969 |
| MDC Supply Requisition | PS 7380 |
| Media Data Disposal and Destruction | MI AS-800-2022-12 |
| Media Mail Postmaster Guidelines and Retail Acceptance Procedures | PUB 622 |
| Media Mail Service | NOT 121 |
| Mediating a Formal EEO Complaint with the USPS REDRESS II | PUB 902 |
| Mediating Postal Disputes | PUB 102 |
| Medical Assessment — Focused Examination Report | PS 2485-A |
| Medical Assessment Private Medical Provider Report | PS 2485-B |
| Medical Report — First Aid Injuries (3-part set) | PS 2491 |
| MERLIN Mailpiece Orientation: Flats | POS 134 |
| MERLIN Mailpiece Orientation: Letters | POS 133 |
| MERLIN Orderly Shutdown Procedure | LAB 134-A |
| Military Deposit Worksheet | PS 2805 |
| Military Leave Control | PS 3973 |
| Military Mail — AV-7 Delivery List | PS 2942-A |
| Military Mail: FAQ | PUB 640 |
| Military Post Office (MPO) Report of Money Order Business | PS 6019 |
| Miscellaneous Transactions for Penalty Mail Postage Meters (2-part set) | PS 3632-G |
| Mixed ADC | LAB X |
| MMS Sampling/Postage Adjustment Worksheet (Batch Manifest Mailings) | PS 8158 |
| MMS Sampling/Postage Adjustment Worksheet (Bulk Rate Bound Printed Matter Mailings) | PS 8161 |
| MMS Sampling/Postage Adjustment Worksheet: Itemized Manifest Mailings | PS 8159 |
| MMS Sampling/Postage Adjustment Worksheet (Standard Mail (A) Piece and Piece/Pound Rate Mailings) | PS 8160 |
| MOD 2 Performance Summary — Mail Volume | PS 2371-A |
| MOD Optional Report Request | PS 1476-L |
| MOD P.O. Operation Validity Transaction Worksheet | PS 5802 |
| Mold Prevention, Assessment, and Remediation | MI AS-516-2008-1 |
| MOM | TAG 17 |
| Money Order Inquiry | PS 6401 |
| Money Order Poster | POS 527 |

| | |
|--|-----------------|
| Mortgage Interest Differential Request | PS 996-A |
| Motor Record (card) | PS 4772-A |
| Mounted Tires and Batteries Authorized for Fleet Use | PS 4625 |
| Mover's Guide | PUB 75 |
| Mover's Guide (La Mudanza) (Spanish) | PUB 75-S |
| MPTQM | NOT 131 |
| MSS Review Panel Evaluation Group C ET10 | PS 8088 |
| MSS Review Panel Evaluation Groups A, B, and D | PS 8087 |
| MSS Supervisor Evaluation | PS 8086 |
| MSS Update/Setup Form | PS 8084 |
| MTAC Headquarters ID (card) | PS 2041-T |
| MTE Costs Money (Large) | POS 360-L |
| MTE Costs Money (Regular) | POS 360-R |
| MTE, Flat Tubs (Large) | POS 361-L |
| MTE, Flat Tubs (Regular) | POS 361-R |
| MTE: Got It? Return It! | POS 363 |
| MTE Stacking Standards (Plants, Dark Blue, 24x36) | POS 547-A |
| MTE Stacking Standards (Plants, Dark Blue, 18x24) | POS 547-B |
| MTE Stacking Standards (POs, Light Blue, 18x24) | POS 547-C |
| MVRP Quarterly MMS Accuracy Worksheet | PS 8172 |
| MVS Schedule | PS 4533 |
| MVS Vehicle Survey (card) | PS 4575 |
| N | |
| NACON Register Data Sheet | PS 7357 |
| National Air and Surface System Report Users Guide | HBK PO-503 |
| National and International Service Center (ISC) Zone Charts Matrix & Labeling Lists Product Order Form | PS 8184 |
| National Delivery Planning Standards: A Guide for Builders and Developers | HBK PO-632 |
| National Five-Digit ZIP Code & Post Office Directory Order (3-part set) | PS 4326 |
| Negotiated Cost Statement — Highway Transportation Contracts | PS 7463-A |
| Neighborhood Delivery and Collection Box | NOT 69-B |
| News Inquiry Sheet (4-part set) | PS 300 |
| News Release Order (3-part set) | PS 1044 |
| No-Fee (Group E) Post Office Box Renewal Notice/Annual Verification | NOT 32-N |
| No Fee Pickup Service Agreement | PS 5543 |
| No Sea una Víctima de un Fraude de Cheques | NOT 174-S |
| No Sea Víctima de una Estafa por Reenvío | NOT 129-S |
| No Smoking — Open Flame | NOT 9 |
| No Value Item (tag) | PS 4538 |
| Node Study Policy | AS-520 |
| Node Study Process | AS-520 |
| Non-Electronic Badge Reader Card | PS 1260 |
| Non-ERB Report | PS 1261 |
| Non-Mailable Item Fact Sheet | PS 6813 |
| Non-Mailable Item Fact Sheet Log | PS 6812 |
| Non-Postal Service Contractor Employee | PS 5140 |
| Non-Postal Service Temporary Employee | PS 5139 |
| Non-Vehicle Accident Register | PS 4564-A |
| Noncompetitive Purchases | MI SP-S2-2024-1 |
| Nonprofit Cooperative Mail Rule Exception Complaint Form | PS 3625 |

Directives and Forms Catalog

| | |
|--|------------------|
| Nonprofit Database Change Request | PS 6015 |
| Nonprofit USPS Marketing Mail Eligibility: Nonprofit and Other Qualified Organizations | PUB 417 |
| Nonstandard Size Surcharge | LAB 100 |
| Nonuse Revocation of Mailing Permit or Meter License | PS 3604 |
| Notice: 601 Volts or More | LAB 214 |
| Notice: 1,000 AMPS or More | LAB 213 |
| Notice: Electrical Lockout Procedure | LAB 211 |
| Notice — International Mail Irregularity | PS 2948 |
| Notice — Short Paid International Mail | PS 2947-A |
| Notice of Acceptance — Transportation Services Contract Bid or Proposal for Emergency Services | PS 7409-A |
| Notice of Adjustment — Separated Employee | PS 2341 |
| Notice of Bomb Threat | PUB 54 |
| Notice of Change in USPS Health Benefits Plan Enrollment | PS 3116 |
| Notice of Removal or Separation for Disability (Not OWCP) | PS 6075 |
| Notice of Renewal of Transportation Services Contract for Regular Services | PS 7448 |
| Notice of Renewal of Transportation Services Contract for Temporary Services | PS 7448-A |
| Notice of Returned Treasury Check (2-part set) | PS 3097 |
| Notice of Reward | POS 296 |
| Notice of Right to File Class Complaint | PS 2579-B |
| Notice of Right to File Individual Complaint | PS 2579-A |
| Notice of Right to File Mixed Complaint | PS 2579-C |
| Notice of Short-Paid Mail | PS 3750 |
| Notice of Vacancy in Assignment(s) | PS 1716 |
| Notice to Customer of Correct Address | PS 4052 |
| Notice to Customers (Equipment) | NOT 61 |
| Notice to Firm Mailer of Incorrect Fees | PS 3876 |
| Notice to Mailer of Correction in Address (postal card) | PS 3547 |
| Notice to Non-Career Employees Eligible to Enroll in USPS Health Benefits Plan Coverage | PS 3120 |
| Notice to Noncareer Employees Eligible to Enroll in PSHB Program | PS 8141 |
| Notice to Replenish Advance Deposit Account | PS 3580 |
| Notice to Return Keys | PS 1099 |
| Notice to Sender of Postage Due (for First Day Covers) (postal card) | PS 3234 |
| Notice to Sender of Undelivered COD Mail (postal card) | PS 3849-D |
| Notification of Personnel Action (3-part set) | PS 50 |
| Notification/Record of Mail Irregularity | PS 5179 |
| NTSN Guidelines for PS-11 Electronics Technician Positions | MI AS-530-2020-1 |
| O | |
| Observation of Driving Practices | PS 4584 |
| Observation of Driving Practices (For Tractors Only) | PS 4584-T |
| Observation of Driving Practices — Powered Industrial Trucks (PITs) | PS 4584-P |
| Observation of Work Practices — Delivery Services | PS 4588 |
| Observation of Work Practices — General | PS 4589 |
| OCPI Customs Declaration | PS 2976-C |
| ODIS-RPW Testing — Mail on Hold Placard | PS 7500-H |
| ODIS-RPW Testing — Mail Released Placard | PS 7500-R |
| ODIS-RPW Testing — Test Notification Placard | PS 7500-N |
| Offer of Modified Assignment (Limited Duty) | PS 2499 |
| Official Case File — US Postal Inspection Service | PS 5210 |
| Official Change/Correction to Mail Forwarding Change of Address Order | PS 3546 |
| Official Election Mail — Graphic Guidelines and Logos | PUB 631 |

| | |
|---|--------------------|
| Official Mail | HBK DM-103 |
| Official Personnel Folder Documents | MOP ERM-01-09-2009 |
| Official Rural Route Description | PS 4003 |
| Official Rural Route Description (continuation, 4-part set) | PS 4003-A |
| Official Seal-Do Not Break Until Authorized | LAB 105 |
| Officially Sealed Mail | LAB 21 |
| Offset Statement (3-part set) | PS 7495-A |
| OIG Fraud Awareness | POS 204 |
| OIG Property and Evidence Tag | PS 6705 |
| On-the-Job Safety Review/Analysis | PS 1783 |
| Operating Log for Centrifugal Refrigeration Plants | PS 4994 |
| Operating Log for Reciprocating Type Refrigeration Machines (Cooling Season) | PS 4990 |
| Operation Santa Letter Adoption (Individual) | PS 6012-I |
| Operation Santa Letter Adoption (Third Party Program) | PS 6012 |
| Operation Santa Letter Adoption (Third Party Program) Individual Letter Adoption Records | PS 6012-A |
| Operations Analysis | PS 3930 |
| Operations Analysis Report | PS 3499 |
| OPF Disclosure Accounting Form | PS 6100-A |
| OPF Disclosure Accounting Form (for law enforcement officials) | PS 6100-B |
| Optional Procedure (OP) Job Review Frequency Guide | PS 3634 |
| Optional Procedure (OP) Mailing System Review | PS 3633 |
| Optional Procedure (OP) Review Application Checklist | PS 3632 |
| Optional Procedure (OP) Summary of Mailings | PS 3631 |
| Order for Entry Statement of Account | PS 828 |
| Order for Forms 3205 (card) | PS 3206 |
| Order for Overprinted PS Form 3849 | PS 1887 |
| Order for Special Canceling Machine Die Hubs | PS 3617 |
| Order Form for Forms 3356 Stamps Requisition (card) | PS 3357 |
| Order/Solicitation/Offer/Award | PS 8203 |
| Order-Invoice for Vehicle Repair (Commercial Work Order) (5-part set) | PS 4541 |
| Our Diversity Is Our Strength | POS 157 |
| Out of Order (tag) | PS 4707 |
| Out of Order (trailer tag) | PS 4703 |
| Outgoing Clearance Color Code Application for BMCs/ASFs | POS 211-A |
| Outgoing Clearance Color Code Application for Plants | POS 213-A |
| Outgoing MXD Processing Color Code Application for a BMC/ASF Serving as a Consolidation Gateway | POS 212 |
| Outgoing MXD Processing Color Code Application for a Plant Serving as a Consolidation Gateway | POS 214 |
| Output Weighed | LAB 140 |
| Overweight Sack | PS 5035 |
| Owner's Guide, Model DJ-5 Series Dispatcher 100 Light Delivery Truck | PUB 56-A |
| P | |
| Package Search Request | PS 3760 |
| Packaging Improvement Notice (2-part set) | PS 3823 |
| Packaging Pointers | POS 74 |
| Packaging Pointers (Spanish) | POS 74-S |
| PACT Act Application for Business or Regulatory Purposes Exception — Cigarettes and Smokeless Tobacco | PS 4615 |
| PACT Act Application for Business or Regulatory Purposes Exception — ENDS | PS 4615-E |
| PACT Act Application for Consumer Testing or Public Health Exception | PS 4616 |

Directives and Forms Catalog

| | |
|--|--------------------|
| PAL | TAG 18 |
| Par Avion Airmail | LAB 19-A, LAB 19-B |
| Parcel Bill — Postal Parcels | PS 2968 |
| Parcel Distribution | PS 3978-B |
| Parcel Locker | LAB 55-D |
| Parcel Post Firm Delivery Worksheet | PS 1838-B |
| Parcel Post for Friday Delivery — Do Not Delay | TAG 160-E |
| Parcel Post for Friday Delivery — Do Not Delay | TAG 165-E |
| Parcel Post for Monday Delivery — Do Not Delay | TAG 160-A |
| Parcel Post for Monday Delivery — Do Not Delay | TAG 165-A |
| Parcel Post for Saturday Delivery — Do Not Delay | TAG 160-F |
| Parcel Post for Saturday Delivery — Do Not Delay | TAG 165-F |
| Parcel Post for Thursday Delivery — Do Not Delay | TAG 160-D |
| Parcel Post for Thursday Delivery — Do Not Delay | TAG 165-D |
| Parcel Post for Tuesday Delivery — Do Not Delay | TAG 160-B |
| Parcel Post for Tuesday Delivery — Do Not Delay | TAG 165-B |
| Parcel Post for Wednesday Delivery — Do Not Delay | TAG 160-C |
| Parcel Post for Wednesday Delivery — Do Not Delay | TAG 165-C |
| Parcel Post Package Liable to Customs | LAB 24 |
| Parcel Return Service Dispatch Log | PS 6354 |
| Parcel Return Services Enrollment Request | PS 3761 |
| Parcel Surcharge Guide Template | NOT 3-P |
| Parking Policy for Headquarters Employees | MOP HR-03-03-2025 |
| Parking Refund Request and Payment Authorization | PS 2552 |
| Part-Time Regular Annual Leave Analysis | PS 2242 |
| Parts/Supplies Issue Slip (Non-Stocked Locally Repaired Items) | PS 4820 |
| Parts/Supplies Issue Slip — Stocked Items | PS 4800 |
| Password Requirements | MI AS-800-2022-10 |
| Pay Location Information Transmittal | PS 3180 |
| Pay, Leave, or Other Hours Adjustment Request | PS 2240 |
| Payment Acceptance Policies | SGN 145 |
| Payment Adjustment Authorization for Railroad Service Performed (4-part set) | PS 5994 |
| Payment for Personal Services Contracts | PS 8232 |
| Payment of Death Gratuity | MI FM-640-2017-2 |
| Payment Record for Carrier Drive Out Agreements (3-part set) | PS 1839 |
| Payroll Deduction Authorization to Liquidate Postal Service Indebtedness | PS 3239 |
| Payroll Journal Guide | HBK F-18 |
| Payroll Summary and Certification | PS 35 |
| PCC Security Incident Report | PS 1360-A |
| PCES Claim for Subsistence Expenses — Temporary Quarters | PS 4872-P |
| PCES-I Recognition Award Recommendation | PS 8166 |
| PDC Record of Telephone Calls and/or Authorization to Wear Pager | PS 1232 |
| Penalty Action Notification (6-part set) | PS 2575 |
| Penalty Business Reply Monthly Mail Report | PS 3630-G |
| Penalty Mail Postage Due Monthly Report | PS 3638-G |
| Penalty Merchandise Return Service Monthly Report | PS 3639-G |
| Penalty, Indicia, Headquarters Return | LAB 80-A |
| Periodicals Accuracy, Grading and Evaluation (Page) Program | PUB 135 |
| Periodicals Application Cover Checklist | PS 3567 |

| | |
|--|--------------------|
| Periodicals Eligibility Review | HBK DM-203 |
| Periodicals Monthly Data Collection Worksheet | PS 3541-MW |
| Periodicals, Standard Mail, and Package Services: Bundle Weight and Height for Mail Prepared in Sacks | NOT 3-H |
| Permit 10 Penalty First-Class Labels (Permit G-10) | LAB 101 |
| Permit G-10 Label | LAB 80 |
| Permit Number Record | PS 3619 |
| Personal Property Accounting | HBK F-26 |
| Personal Property Management | MI AS-710-1999-3 |
| Personal Protection Equipment Purchases | MOP COO-10-24-01-2 |
| Personal Protective Equipment and Respiratory Protection Programs | MI EL-810-2021-5 |
| Personal Statement of Benefits | PS 8028 |
| Personalized Stamped Envelopes and Cards Brochure Order Forms | PS 3203 |
| Personalized Stamped Envelopes and Cards Order Form | PS 3203-X |
| Personnel Manpower — Letter Sorting Machine | PS 2345-LSM |
| Personnel Security Questionnaire Update | PS 2066 |
| Personnel Selection Requirements Worksheet | PS 8023 |
| Personnel Workhours — FON | PS 2345 |
| Petition for Change in Rural Delivery | PS 4027 |
| Philatelic Stock Instructions to Accompany Stamp Requisition Form 3356 | PS 3358 |
| Photographic Services Loan Request (2-part set) | PS 1041 |
| Photographic Services Request (3-part set) | PS 1043 |
| Physical Fitness Inquiry for Motor Vehicle Operators (2-part set) | PS 4583 |
| Physical Fitness Program for Postal Inspectors | HBK IS-130 |
| Physical Inventory Adjustments | PS 2880 |
| Pickup Service Statement — Priority Mail Express, Global Express Guaranteed, Priority Mail, or Standard Post | PS 5541 |
| Pickup Service Statement — Priority Mail Express, Global Express Guaranteed, Priority Mail, or Standard Post (3-part continuous, pinfed) | PS 5541-C |
| Pickup Services Escalation Form | PS 5544 |
| Pickup Services Field Guide | PUB 399 |
| Pictorial Cancellations | HBK PO-230 |
| Pictorial Postmark Announcement/Report | PS 413 |
| Plain Stamped Envelope Invoice | PS 3204 |
| Planned Hours by Functional Operation Number | PS 1476-G |
| Planned Hours by Labor Distribution Code | PS 1476-H |
| Plant Loading Authorization and Procedures Guidelines | HBK PO-512 |
| Plant-Load Authorization Application, Worksheet, and Agreement | PS 3815 |
| Plant-Load Mailing Log | PS 8016 |
| Plant-Load Vehicle Log | PS 8015 |
| Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance | PS 8125-C |
| Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance — DSMS | PS 8125-CD |
| Plant-Verified Drop Shipment (PVDS) Verification and Clearance | PS 8125 |
| Platform Operations | HBK PO-413 |
| Please Recycle: Paper Only | LAB 891 |
| Policies and Procedures for Using Conference Rooms at Postal Service Headquarters | MI AS-510-2013-1 |
| Policy for Environmental Protection | MOP EN-6-10-1993 |
| Policy for Lodging for More Than 29 Consecutive Days for Postal Employees | MI FM-650-2018-2 |
| Policy Memo | MOP FI-09-04-2003 |

Directives and Forms Catalog

| | |
|---|--------------------|
| Policy Memo — Statistical Programs Letter #1, Fiscal Year (FY) 2022: CCCS, RCCS, TRACS, IOCS, ODIS-RPW, and SPM | MOP FI-09-03-2021 |
| Policy Memo — Statistical Programs Letter #1, Fiscal Year (FY) 2023: CCCS, RCCS, TRACS, SIRVI, and SPM | MOP FI-09-03-2022 |
| Policy Memo — Statistical Programs Letter #1, Fiscal Year (FY) 2024: CCS, IOCS, TRACS, ODIS-RPW, SIRVO-ODIS, and SIRVI | MOP FI-08-31-2023 |
| Policy Memo — Statistical Programs Letter #1, Fiscal Year (FY) 2025: CCS, IOCS, IOCS-Cluster, TRACS, ODIS-RPW, and SPM | MOP FI-09-03-2024 |
| Policy Memo — Statistical Programs Letter #2, Fiscal Year FY 2022: CCCS, RCCS, TRACS, IOCS, IOCS-Cluster, ODIS-RPW, SIRVO-ODIS, and SPM | MOP FI-12-03-2021 |
| Policy Memo — Statistical Programs Letter #2, Fiscal Year (FY) 2023: CCCS, RCCS, IOCS, TRACS, ODIS-RPW, SIRVO-ODIS, and SPM | MOP FI-12-03-2022 |
| Policy Memo — Statistical Programs Letter #2, Fiscal Year (FY) 2024: CCS, IOCS, TRACS, ODIS-RPW, SIRVO-ODIS, SIRVI, and SPM | MOP FI-11-30-2023 |
| Policy Memo — Statistical Programs Letter #2, Fiscal Year (FY) 2025: IOCS and IOCS Cluster, TRACS, ODIS-RPW, and SIRVO-ODIS | MOP FI-12-03-2024 |
| Policy Memo — Statistical Programs Letter #3, Fiscal Year (FY) 2022: CODES, CCCS, RCCS, TRACS, IOCS, ODIS-RPW, and SPM | MOP FI-03-03-2022 |
| Policy Memo — Statistical Programs Letter #3, Fiscal Year (FY) 2023: CCCS, RCCS, IOCS, TRACS, ODIS-RPW, SIRVO-ODIS, SIRVI, and SPM | MOP FI-03-03-2023 |
| Policy Memo — Statistical Programs Letter #3, Fiscal Year (FY) 2024: CCS, IOCS and IOCS Cluster, TRACS, ODIS-RPW, and SPM. | MOP FI-02-23-2024 |
| Policy Memo — Statistical Programs Letter #4, Fiscal Year (FY) 2022: CODES, CCCS, RCCS, IOCS, and ODIS-RPW | MOP FI-06-03-2022 |
| Policy Memo — Statistical Programs Letter #4, Fiscal Year (FY) 2023: CCS, IOCS, TRACS, and ODIS-RPW | MOP FI-06-03-2023 |
| Policy Memo — Statistical Programs Letter #4, Fiscal Year (FY) 2024: CCS, IOCS and IOCS Cluster, TRACS, ODIS-RPW, and SPM. | MOP FI-06-03-2024 |
| Policy on Hoaxes and False Reports | MOP COO-11-16-2001 |
| Policy Regarding Correspondence to Board of Governors | MOP PP-09-20-2000 |
| Political Campaign Mailing | TAG 57 |
| Pollution Prevention Guide | HBK AS-552 |
| Portable Lockbox Unit | NOT 2 |
| Positioning Restraining Straps | LAB 62 |
| Possession of Firearms and Other Dangerous Weapons on Postal Service Property Is Prohibited by Law | POS 158 |
| Postage Collected Through Post Office Meter | PS 3602-PO |
| Postage Due Bill | PS 3582-A |
| Postage Due Invoice (book/50 3-part sets) | PS 3582-C |
| Postage Due Log | PS 3584 |
| Postage Due Statement for Automated BRM (3-part set) | PS 3611 |
| Postage Meter Activity Report | PS 3601-C |
| Postage Payment Review by Weight | PS 3548-W |
| Postage Review Adjustment Through Documentation | PS 3548-D |
| Postage Review Log | PS 3548-RL |
| Postage Statement — First-Class Mail | PS 3600-R3 |
| Postage Statement — First-Class Mail and USPS Ground Advantage | PS 3600-FCM |
| Postage Statement — First-Class Mail & Priority Mail | PS 3600-R1 |
| Postage Statement — International Commercial Packages — Permit Imprint | PS 4000 |
| Postage Statement — International Direct Entry | PS 8175-A |
| Postage Statement — International Mail | PS 3700 |
| Postage Statement — Nonprofit USPS Marketing Mail | PS 3602-N |
| Postage Statement — Nonprofit USPS Marketing Mail - Easy Nonautomation Letters or Flats | PS 3602-NZ |

| | |
|--|---------------------|
| Postage Statement — Package Services and Parcel Select Destination Entry | PS 3605-R |
| Postage Statement — Periodicals — All Issues in a Calendar Month | PS 3541-M1 |
| Postage Statement — Periodicals — All Issues in a Calendar Month — Outside County | PS 3541-M5 |
| Postage Statement — Periodicals — All Issues in a Calendar Month — Outside County | PS 3541-M7 |
| Postage Statement — Periodicals — All Issues in a Calendar Month — Outside County | PS 3541-M3 |
| Postage Statement — Periodicals — One Issue or One Edition | PS 3541 |
| Postage Statement — Priority Mail — Commercial Plus — Cubic | PS 3600-R7 |
| Postage Statement — Priority Mail — Permit Imprint | PS 3600-PM |
| Postage Statement — Priority Mail — Permit Imprint — Negotiated Service Agreement | PS 3600-R5 |
| Postage Statement — Register for Penalty Mail | PS 3000-G |
| Postage Statement — USPS Marketing Mail | PS 3602-R |
| Postage Statement — USPS Marketing Mail - Easy Nonautomation Letters or Flats | PS 3602-EZ |
| Postal Addressing Standards | PUB 28 |
| Postal Agreement with the Department of Defense | PUB 38 |
| Postal Bulletin Subscription Order Form | PS 5700 |
| Postal Career Executive Service | HBK EL-380 |
| Postal Contract Unit Operations Guide | PUB 116 |
| Postal Customer Council Membership Certificate | NOT 12 |
| Postal Employee's Guide to Safety | HBK EL-814 |
| Postal Equipment Problem Feedback | PS 4568 |
| Postal Explorer User Guide | HBK AS-821 |
| Postal Operations Manual | POMISSUE |
| Postal Policies and Procedures | MOP PP-02-22-2001 |
| Postal Rates and Fees | POS 123-S |
| Postal-Related Merchandise Inventory Report | PS 8133 |
| Postal-Related Merchandise Quarterly Report | PS 8134 |
| Postal Service Headquarters Access Control System | MI AS-270-2014-5 |
| Postal Service Headquarters Parking | MI AS-510-2016-1 |
| Postal Service Health Benefits (PSHB) Coverage or Termination While in Leave Without Pay (LWOP) Status | PS 3111 |
| Postal Service Health Benefits (PSHB) Program Certification of Foster Children | PS 8199 |
| Postal Service Pandemic Influenza Plan | MOP ERM-01-26-2007 |
| Postal Service Policy Dealing with Business Customers Mailing Cigarettes | MOP COO-10-22-2009 |
| Postal Service Policy on Drug Abuse | POS 61 |
| Postal Service Policy on Reporting Requirements for Sex Offenders | POS 63 |
| Postal Service Policy on Testimony by EEO Professionals | MOP HR-10-10-2018 |
| Postal Service Policy on Water Filtration | MOP ERM-01-07-2009 |
| Postal Service Supplying Principles and Practices | SPPISSUE |
| Postal Service Tax-Reporting Responsibilities — Event Mementos | MI FM-640-2020-5 |
| Postal Service Unsolicited Proposal Program | PUB 131 |
| Postal Service Use of Retail and Cell-Phone Cameras | MI AS-882-2011-6 |
| Postal Service's Policy on Workplace Harassment | MOP HR-05-20-2025-1 |
| Postal Service-Operated Retail Facilities Discontinuance Guide | HBK PO-101 |
| Postal Space Serving Military Bases | MI AS-510-88-4 |
| Postal Store | POS 308 |
| Postal Vehicle Accident Register | PS 4564 |
| Postal Vehicle Request | PS 3337-C |
| Postmarking Dies and Engraved Station Die Hubs Requisition | PS 4636 |
| Postmaster/Manager | TAG 201 |
| Postmaster Workload Information | PS 150 |

Directives and Forms Catalog

| | |
|--|------------------|
| Postmaster's Certification of SDM Equipment Maintenance (tab card) | PS 1804-C |
| Postmaster's Construction Progress Report | PS 7525 |
| Post Office Box Availability Tag | TAG 26 |
| Post Office Box Mail Pickup Notice | PS 3907 |
| Post Office Box Parcel Pickup Notice | PS 3908-S |
| Post Office Box Service Fee Due (FIM B Marking) | NOT 32-B |
| Post Office Property Record (1-part continuous) | PS 961-A |
| Post Offices Serving Department of Defense Installations | HBK PO-630 |
| Power of Attorney to Execute Lease | PS 7478 |
| Power of Attorney to Receive Rent for Post Office Quarters | PS 7301 |
| Pre-arbitration or Agency Settlement Worksheet | PS 8041 |
| Pre-Award Questionnaire & Assets and Liabilities Statement | PS 5472 |
| Pre-Employment Screening — Authorization and Release | PS 2181-A |
| Pre-Employment Statement for Commercial Drivers | PS 4601 |
| Pre-Printed USPS Tracking Label — Atlantic Region | LAB 888-A |
| Pre-Printed USPS Tracking Label — Central Region | LAB 888-C |
| Pre-Printed USPS Tracking Label — Southern Region | LAB 888-S |
| Pre-Printed USPS Tracking Label — Western Region | LAB 888-W |
| Precautions For Check Cashing | LAB 38 |
| Preferred Assignment Multiple Bid Card | PS 1717-A |
| Premium Forwarding Service Residential: Guidebook for Employees | PUB 621 |
| Premium Forwarding Service Residential (lobby poster) | POS 616 |
| Premium Forwarding Service Residential (penalty label) | LAB 85 |
| Premium Forwarding Service Residential (postcard) | NOT 616 |
| Premium Forwarding Service Residential (PFS-Residential) Application | PS 8176 |
| Preparation for and Response to a Biohazard Detection System Alert — Positive Test | MI AS-280-2023-5 |
| Presort Verification Record | PS 2866 |
| Presorted First-Class — Out-going Pouch Unit | LAB 46-C |
| Presorted First-Class City — Primary Unit | LAB 46-A |
| Pressure Vessel Data Card | PS 4813-A |
| Prevenir el Fraude Postal | PUB 300-A-S |
| Prevent All Cigarette Trafficking (PACT) Act of 2009 | KIT 46 |
| Prevent Theft | LAB 225 |
| Preventive Maintenance Inspection Guidelines — Administrative Vehicles | PS 4546-A |
| Preventive Maintenance Inspection Guidelines — Cargo Vans | PS 4546-D |
| Preventive Maintenance Inspection Guidelines — Intermediate Delivery Vehicles | PS 4546-C |
| Preventive Maintenance Inspection Guidelines — Light Delivery Vehicles | PS 4546-B |
| Preventive Maintenance Inspection Guidelines — Tractors | PS 4546-E |
| Preventive Maintenance Inspection Guidelines — Trailers | PS 4546-F |
| Preventive-Custodial Maintenance Route | PS 4776 |
| Price List | NOT 123 |
| Priority Mail | TAG 2 |
| Priority Mail — Global Guaranteed | TAG 141 |
| Priority Mail Address Label | LAB 228 |
| Priority Mail Address Label (continuous feed) | LAB 228-C |
| Priority Mail Express | LAB 11-M |
| Priority Mail Express Hold For Pickup | LAB 11-HFPU |
| Priority Mail Express International Service (PMEI) Presort Drop Shipment | TAG 116 |
| Priority Mail Express International Service (PMEI) Presort Drop Shipment for OCPI | TAG 116-C |

| | |
|---|------------------|
| Priority Mail Express Manifesting Certification | PS 3152-E |
| Priority Mail Express Open and Distribute — Destination Delivery Unit (DDU) | TAG 257 |
| Priority Mail Express Open and Distribute — Destination Delivery Unit (DDU) — eVS | TAG 257-eVS |
| Priority Mail Express Open and Distribute — Destination Delivery Unit (DDU) — Flat Rate Envelopes | LAB 257-S |
| Priority Mail Express Open and Distribute — Destination Delivery Unit (DDU) — Flat Rate Envelopes — eVS | LAB 257S-eVS |
| Priority Mail Express Open and Distribute — Processing Facility | TAG 267 |
| Priority Mail Express Open and Distribute — Processing Facility — eVS | TAG 267-eVS |
| Priority Mail Express Post Office to Addressee | LAB 11-B |
| Priority Mail Express Post Office to Addressee | LAB 11-F |
| Priority Mail International Service (PMI) Presort Drop Shipment | TAG 117 |
| Priority Mail International Service (PMI) Presort Drop Shipment for OCPI | TAG 117-C |
| Priority Mail Open and Distribute (green for mail processing facilities) | TAG 161 |
| Priority Mail Open and Distribute (pink for DDUs) | TAG 190 |
| Priority Mail Sticker | LAB 107 |
| Priority Mail Sticker | LAB 107-R |
| Priority Mail Strip | LAB 106 |
| Priority Mail Tape | LAB 106-A |
| Privacy Act Notice — Human Resources Forms | NOT 70 |
| Privacy Act Notice — Investigative and Verification Forms | NOT 70-A |
| Privacy Act Notice — OWCP Forms | NOT 70-B |
| Procedures for Handling Registered Postal Bank Remittance Mail | HBK DM-902 |
| Procedures for Proposed Adverse Actions Against EAS Levels 18 and Above, Technical and Management Pay Bands, and PCES 01 Executives | MI EL-380-2018-2 |
| Process Control Computer Security | MI PO-410-86-1 |
| Processing Lease Trailer Damage Claims | MI PO-530-2018-2 |
| Procurement Quality Feedback Report | PS 8007 |
| Programa de Asistencia Para Empleados (EAP Hotline Guide) (Spanish) | PUB 519-S |
| Programmed Delivery Day — Color-Coded Label Chart | POS 4-A |
| Prohibited in International Mail: Dangerous Goods Warning Labels | POS 702 |
| Prohibitions and Restrictions on Mailing Plants, Animals, and Related Matter | PUB 14 |
| Project Authorization | PS 4209 |
| Project Completion Report | PS 1223-A |
| Project Completion Report (Mechanization Identification and Cost Allocation) | PS 1233-A |
| Project Completion Report (Personal Property Identification and Cost Allocation) | PS 1233-B |
| Project Financial Change/Completion Report | PS 1233 |
| Project Service Agreement (PSA) | PS 8181 |
| Promotion/Preferred Assignment Withdrawal Request | PS 8005 |
| Promotion Report | PS 5938 |
| Property Code Numbers | HBK F-43 |
| Property Evidence Label | PS 715 |
| Property Transfer Request | PS 7340 |
| Property/Evidence Custody Document | PS 6700 |
| Protection of Information at Rest | MI AS-800-2021-2 |
| Providing Communication Accommodations to Employees and Applicants Who Are Deaf or Hard of Hearing | MI EL-670-2021-4 |
| Providing Personal Assistance Services (PAS) | MI EL-670-2018-4 |
| PSDS Loaned Employee Non-Transactor Card | PS 1262 |
| PSHB Health Benefits Coverage for Noncareer Employees | NOT 426 |
| PSHB Temporary Continuation of Coverage | NOT 423 |

Directives and Forms Catalog

| | |
|---|-------------------|
| Public Auction — Sale of Used Postal Vehicles | NOT 139 |
| Publication for Streamlined Mail Acceptance for Letters and Flats | PUB 685 |
| Publication Watch (2-part set) | PS 3721 |
| Purchase and Lease of Contaminated Properties | MOP FA-05-31-1996 |
| Purchase Card Local Buying Policies and Procedures | HBK AS-709 |
| Q | |
| Qualifications Rating Sheet for Best Qualified Positions | PS 1796-B |
| Qualifications Rating Sheet for Senior Qualified Positions | PS 1796-A |
| Quality Control Test Bundle — Secondary Distribution | PS PO 862-14A |
| Quarterly List of Money Orders Issued | PS 1846 |
| Quarterly MMS Accuracy Worksheet | PS 8171 |
| Quickcopying, Addressing, and Mailing Services (3-part set) | PS 1888-A |
| Quote Request | PS 1799 |
| R | |
| Radio Frequency Request | PS 8182 |
| Rail Payments Manual Processing | MI PO-540-2001-4 |
| Railroad Van Movement Log | PS 4539 |
| Ranking of Position Request | PS 820 |
| Real Property and Leasehold Improvement Accounting | HBK F-25 |
| Reasonable Accommodation in the U.S. Postal Service: A Guide for Employees and Applicants | PUB 316 |
| Reasonable Accommodation: An Interactive Process | HBK EL-307 |
| Recapitulation Sheet | PS 17-R |
| Receipt for Article(s) Damaged in Mails | PS 3831 |
| Receipt for Blank Checks or Savings Bonds | PS 3033 |
| Receipt for Headquarters Parking Fee | PS 90 |
| Receipt for Postage Meter Settings (book/100 3-part sets) | PS 3603 |
| Receipt for Recorded Delivery (For Int'l Mail, No Insurance Coverage Provided) | PS 8099 |
| Receipt for Registered Article (book/50 2-part sets) | PS 3896 |
| Receipt for Registered Mail (2-part set) | PS 3806 |
| Receipt for Stamp Stock Submitted for Redemption | PS 3210 |
| Receipt Verification — Insured and Returned COD Mail | PS 3871 |
| Recipient Information Worksheet for PS Form 4615-E (PACT Act — ENDS) | PS 4615-ER |
| Recognizing Anonymous Mail | POS 206 |
| Reconstructing an Official Personnel Folder | EL-340-2009-2 |
| Record of Deposits Made While Second-Class Application Is Pending | PS 3503 |
| Record of Entry Into Registry Section | PS 1625 |
| Record of Environmental Consideration | PS 8194 |
| Record of Parcel Post Pieces Processed | PS 2332 |
| Record of Periodicals Postage | PS 3543 |
| Record of Permit Imprint Mailings | PS 3609 |
| Record of Physical Inventory | PS 4530 |
| Record of Postage Meter Settings | PS 3610 |
| Record of Stamp Stock Requisitions | PS 3036 |
| Records Information Request (4-part set) | PS 316 |
| Records Transmittal and Receipt | PS 773 |
| Recycle Mixed Paper | LAB 890-B |
| Recycle Plastic Wrap | LAB 890-A |
| Recycling Bin Label | LAB 64 |
| Recycling Poster | POS 615 |

| | |
|---|------------------|
| Recycling Standards for Paper, Cardboard, and Plastic for Mail Processing and Delivery Operations | MI EL-890-2019-4 |
| REDRESS | PUB 94 |
| REDRESS Questions & Answers | POS 137 |
| REDRESS Resolve Employment Disputes Reach Equitable Solutions Swiftly | POS 136 |
| Reduce It! This Is a Zero Waste Site | POS 890-B |
| Referral of Third Party Material | PS 2560 |
| Refunds From Advance Deposit Accounts | PS 3613 |
| Regional Delivery Order | PS 8008 |
| Register for Caller Service Fees (card) | PS 1091-B |
| Register of Uncollected Customs Charges | PS 2933 |
| Registered Dispatch Follow-Up | PS 3829 |
| Registered Mail | HBK DM-901 |
| Registered Mail | LAB 200 |
| Registered Mail (no barcode) | LAB 200-N |
| Registered Mail Found in Ordinary Mail | PS 3892 |
| Registered Matter — Damaged, Unsealed or Without Cover (self-adhesive label) | PS 3899 |
| Registered Receipt for Outgoing Mail | PS 3101 |
| Registry Dispatch Bill (Special Edition) (3-part continuous) | PS 3874-A |
| Registry Irregularity Report | PS 3826 |
| Regular Rural Carrier Time Certificate | PS 1314 |
| Rehandling of Mail Best Practices | HBK PO-441 |
| Reimbursement of Real Estate Expenses — Change of Official Station | PS 4877 |
| Release of Information Form: 49 CFR Part 40 Drug and Alcohol Testing | PS 4602 |
| Relocation — Miscellaneous Expense Allowance Claim | PS 4871 |
| Relocation Needs and Availability Analysis | PS 7488 |
| Relocation Policy — Bargaining Employees | HBK F-15-C |
| Relocation Policy: Nonbargaining EAS, MTB, and ACS Employees | HBK F-15-A |
| Relocation Policy: Postal Career Executive Service Level I Employees | HBK F-15-B |
| Relocation Travel Order and Relocation Agreement | PS 178 |
| Relocation Travel Order & Relocation Agreement Bargaining Employees | PS 178-C |
| Reminder Record (card) | PS 3810 |
| REMIS Template | NOT 3-F |
| Remittance Register | PS 1940 |
| Renewal Notice for Annual Fee(s) | PS 3621-A |
| Rental Space Available in This Building | NOT 273 |
| Repair and Alteration History | PS 4838 |
| Repair Parts Requisition | PS 4984 |
| Reparable Tag (self-mailer) | PS 7433 |
| Replacement Card for Mutilated Plain Stamped Envelope Requisition (card) | PS 3205-R |
| Report Abstract | PS 1439 |
| Report Mail Theft, Tampering, or Vandalism of This Mailbox | LAB 33 |
| Report Mail Theft, Tampering, or Vandalism of This Mailbox (Spanish) | LAB 33-S |
| Report of Hazard Log | PS 1773 |
| Report of Hazard, Unsafe Condition, or Practice | PS 1767 |
| Report of Installation (Postmaster or Officer-In-Charge) | PS 8020 |
| Report of Irregular Handling of Mail | PS 2759 |
| Report of Irregular Handling of Military Mail | PS 2759-M |
| Report of Obstructed Mail Chute (card) | PS 1505 |
| Report of Quarterly Verification of Metered Mail | PS 3616 |

Directives and Forms Catalog

| | |
|--|------------------|
| Report of Returned Mail | PS 3555 |
| Report to the Postmaster of Registered, COD Business (quarterly) (postal card) | PS 834 |
| Representation/Anonymity | PS 2584 |
| Representation of Postal Service Employees in Administrative Proceedings | MI EL-650-2014-2 |
| Request — OWCP Claim Status | PS 2573 |
| Request for a New Field Finance Number | PS 8-A |
| Request for Assistance — Headquarters/Regional Project | PS 2396 |
| Request for Background Investigation | PS 2013 |
| Request for Computer Access | PS 1357 |
| Request for Confirmation of Authorization (or Pending Application) to Mail at Nonprofit USPS Marketing Mail Prices | PS 3623 |
| Request for Continuing Mortgage Interest Differential | PS 996-B |
| Request for Delivery Information/Return Receipt | PS 3811-A |
| Request for ELM 650 Mediation | PS 650 |
| Request for Exception to Current/Proposed Delivery Mode Due to Physical Hardship | PS 1528 |
| Request for Expedited Packaging for Business Reply Mail Use | PS 3650 |
| Request for Facility (Non-Headquarters) Identification Badge | PS 6831-A |
| Request for Fiscal Year Expense Accrual | PS 8163 |
| Request for Fitness for Duty Examination | PS 2492 |
| Request for Free Trial Test | PS 2631 |
| Request for Funds Transfer (continuation sheet) | PS 7370-A |
| Request for Headquarters Identification Badge | PS 6831 |
| Request for International Tags (2 pages) | PS 1957-B |
| Request for Military Labels | PS 1957-D |
| Request for Military Tags | PS 1957-C |
| Request for Non-Fund Cost Transfer | PS 7370 |
| Request for Notification of Absence | PS 3971 |
| Request for Official EEO Time for EEO Processing | PS 1110 |
| Request for Part-Time or Return to Full-Time Employment | PS 8046 |
| Request for Payment of Postmaster Replacement and/or RSC F Postmaster | PS 1377 |
| Request for Post Office Box Key or Lock Service | PS 1094 |
| Request for Postage Meter Keys | PS 4010 |
| Request for Relocation Management Firm (RMF) Service | PS 8059 |
| Request for Return Authorization | PS 8180 |
| Request for Service Award Certificate/Letter | PS 1345 |
| Request for Software Procurement | PS 2632 |
| Request for State Income Tax Withholding | PS 1198 |
| Request for Temporary Schedule Change for Personal Convenience | PS 3189 |
| Request for Temporary Schedule Change for Personal Convenience for EAS Employees | PS 3189-E |
| Request for Waiver of Claim for Erroneous Payment of Pay | PS 3074 |
| Request to Amend Electronic Official Personnel Folder (EOPF) | PS 8043 |
| Request to Forward Salary Check | PS 3077 |
| Request to Modify or Discontinue a Field Finance Number | PS 8-B |
| Request to Pay Postage Refunds to Presenter of Mail | PS 8096 |
| Request to Provide Proper Mail Receptacle | PS 1507 |
| Request to Receive Donated Leave | PS 3970-R |
| Request to Repair Roads | PS 4024 |
| Request to Repair, Replace, or Dispose of Postal Service–Owned Vehicle | PS 4587 |
| Requesting and Approving Funds for Training | MI EL-710-2013-1 |
| Requests to Conduct Research at the Postal Service | MI AS-300-2015-5 |

| | |
|---|-------------------|
| Requirement-by-Applicant Matrix | PS 5957 |
| Requirements for Permitting Postal Service Data and Services Outside of the United States | MI AS-800-2023-1 |
| Requirements for Virtual Digital Workspace Usage | MI AS-800-2022-15 |
| Requisition for Duplicating Services | PS 1576 |
| Requisition for Plain Stamped Envelopes (card) | PS 3205 |
| Requisition for Postal Cards — Bulk Quantities (card) | PS 3216 |
| Requisition for Pressure Sensitive Labels and Rack Headers | PS 7431 |
| Requisition for Printed Carrier Case Labels | PS 313 |
| Requisition for Rubber and Steel Stamps Only | PS 1567 |
| Requisition for Supplies, Services, or Equipment | PS 7381 |
| Residential Relocation Analysis | PS 7487 |
| Resignation/Transfer from the Postal Service | PS 2574 |
| Responding to Matter Nonmailable Under the PACT Act and POSECCA | MI PO-130-2023-1 |
| Responding to Sexual Assault Allegations: A Guide for U.S. Postal Inspectors and Postal Police Officers | PUB 556 |
| Response Checklist for Suspicious Mail and Unknown Powders or Substances | PUB 167-B |
| Response to Hazardous Materials Release | MI EL-810-2025-2 |
| Retail Lobby Observation | PS 4000-A |
| Retail Media Mail Service Inspection Log | PS 6141 |
| Retail Operations Handbook | HBK PO-209 |
| Return of Form Concerning Canadian Mail | PS 666-C |
| Return Parcel to Addressee | LAB 234 |
| Return Receipt for International Mail | PS 2865 |
| Return to Sender (card) | PS 2911 |
| Return to Sender: Due to Export Control Regulations (OFAC) | LAB 291 |
| Return to Sender by Postal Inspectors | LAB 50 |
| Return to Supplier | TAG 730 |
| Returned or Redirected Parcels | PS 2993 |
| Revenue Protection | POS 208 |
| Revenue Protection Placard (self-adhesive label) | PS 5111-R |
| Review and Verification of Circulation | PS 3548 |
| Revised Security Requirements | MOP COO-3-7-2002 |
| Revocable License for Non- Government Use of Real Property | PS 7430 |
| Revocation of Executive Order 1146 Equal Employment Opportunity | MOP SM-02-14-2025 |
| Rifled Parcel | LAB 97 |
| Rights and Permissions Application | PS 8676 |
| Route Listing Report (Sample) | PS 6558-R |
| Rules and Regulations Governing Conduct on Postal Service Property | POS 7, POS 7-S |
| Rural Carrier Agreement to Terminate Guarantee | PS 4015-B |
| Rural Carrier Agreement to Terminate Guarantee | PS 4015-C |
| Rural Carrier Agreement to Terminate Guarantee | PS 4015-D |
| Rural Carrier Agreement to Use Annual Leave Earned to Obtain Protected Salary | PS 4015-F |
| Rural Carrier Agreement to Use Annual Leave Earned to Reduce Actual Work Hours | PS 4015-E |
| Rural Carrier Agreement to Use Annual Leave Pursuant to Election of Higher Route Classification | PS 4015-A |
| Rural Carrier Duties and Responsibilities | HBK PO-603 |
| Rural Carrier FMLA Certificate | PS 1314-F |
| Rural Carrier Payment Authorization | PS 2847 |
| Rural Carrier Route Mail Acceptance Data | PS 2848 |
| Rural Carrier Supplemental Payment | PS 8127 |
| Rural Carrier Trip Report | PS 4240 |

Directives and Forms Catalog

| | |
|--|-------------------|
| Rural Customer Delivery Instructions | PS 4232 |
| Rural Customer Delivery Instructions (Spanish) | PS 4232-S |
| Rural Delivery Service Survey | PS 500 |
| Rural Delivery Statistics Report | PS 4241 |
| Rural Delivery Statistics Summary Report | PS 4241-X |
| Rural Money Order Transaction Application | PS 6387 |
| Rural or Highway Contract Route Carrier Stamp Purchase Order Form | PS 3227-R |
| Rural Pay or Leave Adjustment Request for PS Form 1314 | PS 2240-R |
| Rural Pay or Leave Adjustment Request for PS Form 1314-A | PS 2240-RA |
| Rural Route Count of Mail | PS 4239 |
| Rural Route Evaluation | PS 4241-A |
| Rural Route Evaluation Worksheet | PS 4241-M |
| Rural Route Inspection Report | PS 4248 |
| S | |
| Sack Contents Warning | TAG 44 |
| Sack Contents Warning — Surface Transportation Only | TAG 45 |
| Safe and Secure: Postal Employee Crime Prevention | PUB 302 |
| Safe and Secure Wallet Card | PUB 335 |
| Safe Driver Award Committee Decision | PS 1768 |
| Safe Driver Program | HBK EL-804 |
| Safety Check and Vehicle Dimensions | LAB 70 |
| Safety Checklist for Tractor Trailer Operators (TTOs) and Motor Vehicle Service Operators (MVOs) | NOT 76-T |
| Salary Administration for a Trailing Postal Spouse | MOP ERM-5-14-2004 |
| Sale or Destruction of Perishable Mail | PS 3820 |
| Sale-Purchase Agreement (Vehicles) | PS 4595 |
| Salvage or Junk Tag | PS 965 |
| SAM | TAG 16 |
| Same 3-Digit ZIP Code | LAB 3 |
| Same 5-Digit ZIP Code | LAB 5 |
| Sample Answer Sheet for Test 460 | PS 8151-S |
| Scale Out of Tolerance | PS 4862 |
| Scale Transaction Daily Log | PS 8013 |
| Scales Within Maintenance Tolerances | LAB 111 |
| Scheduled Pickup on Demand Service Agreement | PS 5542 |
| Scheduled/Unscheduled Maintenance Record | PS 4513 |
| Scheduled/Unscheduled Shop Maintenance Record | PS 4513-A |
| Scheduling, Using and Controlling the Board of Governors and Benjamin Franklin Rooms | HC 78-19 |
| Schemes: Construction, Assignment, Training, and Proficiency | HBK M-5 |
| Screening Highway Transportation Contract Personnel | MI PO-530-2009-4 |
| SDPV Hood Caution | LAB 30 |
| Search Warrant Inventory | PS 6704 |
| Section 508 | HBK AS-508 |
| Securing Customer Data | MI AS-862-2014-1 |
| Security Container Label | LAB 209 |
| Security Control Officer Program (Folder) | PUB 170 |
| Security Counterlines | MI AS-510-94-4 |
| Security Force Operations (Restricted Information) | HBK IS-701 |
| Seized Asset Claim Form | PS 6900 |
| Self-Identification of a Physical or Mental Disability | PS 2489 |

| | |
|---|---|
| Semiannual Check of Overflow Mail | PS 1532 |
| Semiannual Roof Maintenance Inspection Checklist | PS 8027 |
| Separation with Indebtedness | PS 303 |
| Service Performance | POS 313 |
| Service Point Delivery Requirements | PS 1542 |
| Serviceable (tag) | PS 4795 |
| Serviceable Property Tag (Excess) (4-part set) | PS 7364 |
| Settlement and ADR Use | PS 2576 |
| Severance Pay Computation | PS 2249 |
| Sexual Harassment — It's Illegal | POS 21-C |
| SHAPE Template | NOT 3-E |
| Share Mail | PUB 600 |
| Shipment Confirmation Acceptance Notice | PS 5630 |
| Shipping Instructions (Printing and Binding Material) (4-part set) | PS 1668 |
| Shipping Instructions for Material in Storage (6-part set) | PS 7339 |
| Shipping Order | PS 3916 |
| Signature and Certification Requirements for Environmental Documents | MI AS-690-2022-13 |
| Signature Capture and Electronic Record Management: Manager's Guide to Standard Operation | HBK PO-610 |
| Signature Confirmation Receipt | PS 153 |
| Site of a New Postal Facility to Serve You | SGN 4 |
| Skilled Maintenance Workers Make It Work | POS 192-A |
| Skylight Warning | LAB 229 |
| Slide/Overhead Presentations: Graphic Guidelines | PUB 500-C |
| Small Customs Form Envelope | PS 2976-ES |
| Software Capitalization | MI FM-512-2014-4 |
| Software Evaluation | PS 2633 |
| Software Requirement Document | PS 2630 |
| Solicitation for Transportation Services Contract | PS 7435 |
| Solicitation of Signatures on Postal Property | MOP COO-06-05-2000, MOP COO-10-05-2000 |
| Solicitation Record — Emergency Highway Contract | PS 7439 |
| Solicitud Para Envio de Dinero (Payment Order Application for Dinero Seguro) | PS 5006 |
| Some Things Were Never Meant to Be Mailed | POS 76 |
| Sorry We Missed You — Metro Post Same Day Service | PS 3849-MP |
| Space Requirements | HBK AS-504 |
| Spare Parts for Capital Equipment | HC 75-39 |
| Special Orders (card) | PS 1564-B |
| Special Parcel Bill CP 12 (Computerized) | PS 2989 |
| (Special) Record of Second-Class Postage | PS 3543-SP |
| Special Requirements for Shipping Internationally | PUB 699 |
| Spotter Tractor Log (pad/100) | PS 4455 |
| Stamp Credit Examination Record (card) | PS 3368 |
| Stamp Requisition — Bulk Quantities (card) | PS 3356 |
| Stamp Requisition/Stamp Return | PS 17 |
| Stamp Stock Destruction Committee Notice of Appointment | PS 3237 |
| Stamp Stock Transactions and Daily Recap | PS 3959 |
| Stamped Paper Transfer Order | PS 3229 |
| Stamps, Mailing, Shipping | LAB 226-E |
| Standard Design Criteria | AS-503 |
| Standard Reconciliation of Accounts | PS 3131 |

Directives and Forms Catalog

| | |
|--|------------------|
| Standard Roster | PS 3981 |
| Standard Training Program for Rural Letter Carriers, Course 10024378 | MI EL-710-2016-4 |
| Standards for Facility Accessibility by the Physically Handicapped | HBK RE-4 |
| Standing Delivery Order (card) | PS 3801 |
| State and Local Election Mail — User's Guide | PUB 632 |
| Statement by Shipper of Firearms | PS 1508 |
| Statement for Postmasters and Officers in Charge | PS 222 |
| Statement of Account for CAGS H-L | PS 1555 |
| Statement of Net Weight of Airmail (AV-2) (Manual Version) | PS 8117 |
| Statement of Net Weight of the Airmail (4-part set) | PS 2710 |
| Statement of Ownership, Management, and Circulation (All Publications Except Requester Publications) | PS 3526 |
| Statement of Ownership, Management, and Circulation (Requester Publications Only) | PS 3526-R |
| Statement of Receipts and Disbursements (Employee Social and Recreational Funds) | PS 3241 |
| Statement of Verified Weight and Reported Advertising Portion of Publication | PS 3551 |
| Statement, Postmaster General William J. Henderson | MOP PG-4-21-2000 |
| Station/Branch Entrance Key Record | PS 1630 |
| Stationery: Graphic Guidelines | PUB 500-B |
| Statistical Programs Management Guide | HBK F-95 |
| Statistical Programs Planning Calendar for Monitoring Data Collectors | PS 8216 |
| Statistics | TAG C 28BIS |
| Status Change Request/Report | PS 1362 |
| STC Contractual Noncompliance | PS 6166 |
| Steamship Notice — Departure Information | PS 2906 |
| Step 4 Request for Grievance Case File | PS 2613 |
| Sticker, Express Mail | LAB 127-R |
| Stop Unsolicited Sexually Oriented Advertisements in Your Mail | PUB 307 |
| Storage Car and Van Check Sheet | PS 5041 |
| Subpoena, Office of Administrative Law Judges | PS 8114 |
| Subpoena, Postal Service Board of Contract Appeals | PS 2800 |
| Summary of Carrier's Count of Mail — Parcel Post and Combination Services | PS 1840-A |
| Summary of Mail Handling Irregularities | PS 2766 |
| Supervisor's Guide to Handling Grievances | HBK EL-921 |
| Supervisor's Guide to Scheduling and Premium Pay | HBK F-401 |
| Supervisor's Safety Handbook | HBK EL-801 |
| Supplier and Payee Electronic Funds Transfer (EFT) Enrollment | PS 3881-X |
| Supplies and Equipment Receipt | PS 1590 |
| Supply Record (card) | PS 1586 |
| Surface Transportation Only | LAB 127 |
| Suspense Items — Support Information | PS 1556 |
| Suspicious and Unknown Powders | POS 205-B |
| Suspicious Mail | POS 84 |
| Suspicious Mail | POS 286 |
| Suspicious Transaction Report (STR) | PS 8105-B |
| System for Estimating Revenue, Pieces and Weight of Domestic Mail | PS 1163 |
| T | |
| Tag 191, Domestic and International Ballots, Order Form | PS 1910 |
| Take Your Mailbox With You (Premium Forwarding Service Residential counter card) | SGN 615 |
| TakeAway Application for Post Office Box Service | PS 1093-T |
| Tampering With Mail | POS 311 |

| | |
|--|------------------|
| Tax Payment Authorization (4-part continuous) | PS 125-B |
| Technology Service Request (5-part set) | PS 1045 |
| Technology Solution Lifecycle Policy Exception Process | MI AS-800-2023-2 |
| Telephone Requirements — Large Systems (13 -5,000 instruments) | PS 8139-A |
| Telephone Requirements — Small Systems (2- 12 instruments) | PS 8139-B |
| Telework Program for Eligible Nonbargaining Employees and PCES | MI EL-310-2025-1 |
| Temporary Bulk Receipt | PS 3824 |
| Temporary Confined Space Reclassification Certification | PS 8157 |
| Test Mailing Record (Collection and Special Test Mailings) | PS 3702 |
| The Perfect Bundle | POS 149 |
| The Perfect Bundle | PUB 248 |
| The Place You Work Is the Workplace You Protect | POS 337 |
| The Place You Work Is the Workplace You Protect | PUB 337 |
| The Postal Service Unsolicited Proposal Program | PUB 131 |
| The Reasonable Accommodation Process | POS 315 |
| The Safety of the Mail Is Everyone's Responsibility | NOT 128 |
| The United States Postal Service: An American History | PUB 100 |
| Theft? Protect Your Mail | NOT 50 |
| Thermal Load Estimate Calculations | PS 2238 |
| Third Party Claim — Information Request | PS 2559 |
| Third Party Cyber Risk Management | MI AS-800-2021-3 |
| Third Party Statement of Recovery | PS 2556 |
| This is Serious Business | POS 143 |
| Threat Assessment Team Guide | PUB 108 |
| Threats Are No Laughing Matter | POS 339 |
| Threats Are No Laughing Matter | PUB 338 |
| Thrift Savings Plan — Request for Makeup Contributions for Retirement Coverage Error | PS 6886-A |
| Thrift Savings Plan Request for Retroactive Contributions | PS 6886 |
| Time and Attendance | HBK F-21 |
| Time and Attendance TL 36 Chapter 5 | HBK F-21, TL 36 |
| Time Card | PS 1230-C |
| Time Conversion Table | NOT 30 |
| Time Disallowance Record | PS 1017-A |
| Timelines for Online Domestic Claims and Refunds | POS 122 |
| Time-Saving Ways to Buy Stamps & Send Packages (Alternate Access Brochure) | PUB 611 |
| Tips for Postal Customers with Centralized Mailboxes | NOT 11 |
| To Remove Full Trays | LAB 221 |
| To Them Their Comments are Harmless. To Her, They Are Offensive. | POS 128 |
| Tort Claim Summary | PS 2113 |
| Tort Claims Administration | HBK PO-702 |
| Tractor Log (card) | PS 4572 |
| Trademark Guidelines | PUB 500 |
| Trademark: Graphic Guidelines | PUB 500-E |
| Trailer Loading Record (tag) | PS 4536 |
| Trailer Repositioning Program | MI PO-540-1999-1 |
| Training Confirmation Sure Money/Dinero Seguro | PS 5011 |
| Transaction Codes 7X Worksheet | PS 1476-E |
| Transaction Screen Questionnaire | PS 7499 |
| Transfer of Management Official at Post Offices, Stations, and Branches | MI FM-310-2012-3 |

Directives and Forms Catalog

| | |
|--|------------------|
| Transferring Postage to or Canceling Penalty Mail Postage Meters (2-part set) | PS 3634-G |
| Transform Yourself and Your Career | POS 192-B |
| Transportation Performance Record | PS 5398 |
| Transportation Services Bid or Proposal and Contract for Emergency Service | PS 7405-A |
| Transportation Services Bid or Proposal and Contract for Regular Service | PS 7405 |
| Transportation Services Bid or Proposal and Contract for Temporary Service | PS 7405-B |
| Transportation Services Renewal Contract for Regular Service | PS 7447 |
| Transportation Ticketing Authorization (2-part set) | PS 1013 |
| Transportation Upgrade | TAG 156 |
| Travel Advance Request and Itinerary Schedule | PS 1011 |
| Travel and Relocation | HBK F-15 |
| Travel Policy for Contractor and Non-Postal Service Personnel | MI FM-640-2013-3 |
| Travel Voucher | PS 1012 |
| Travel Voucher — Continuation Sheet (Schedule of Expenses and Amounts Claimed) | PS 1012-A |
| Treatment Verification for Wounded Warriors Leave | PS 5980 |
| Trust Accounts Receipts and Withdrawals (pad/100) | PS 3083 |
| Trust Fund Account | PS 25 |
| Two Easy Methods to Bid Jobs | POS 543 |
| U | |
| UCAN Template | NOT 3-D |
| UPU AV-8 Sac Vides TAG (green) | TAG 179 |
| UPU CN 34/C-28 Sack TAG (blue) | TAG 181 |
| USA/Canada Surface Mail Exchange | PS 2925 |
| USPS Bulk Insured Service (BIS) Application | PS 1111 |
| USPS Commercial Invoice for OCPI | LAB 6183 |
| USPS Commercial Invoice for OCPI | PS 6183 |
| USPS Corporate Account (USPSCA) Uncollectible | PS 2134 |
| USPS Customs Declaration and Dispatch Note | PS 2976-R |
| USPS Health Benefits Plan Certification for Foster Children | PS 3118 |
| USPS Health Benefits Plan Election Form | PS 3115 |
| USPS Maintenance Operations Policy | TBD |
| USPS Non-Career Employee Health Benefits Plan Resources | KIT 520 |
| USPS Official Mail — Automation Compliance | MI DM-130-92-1 |
| USPS Package Returns Comparison | POS 505 |
| USPS Procedures: Mail Cover Requests | PUB 55 |
| USPS Receipt for Money or Services | PS 3544 |
| USPS Service Availability Policy | MI AS-800-2016-3 |
| USPS Statistical Programs Process Review — Administration | PS 1444-B |
| USPS Statistical Programs Process Review — CCCS | PS 1444-H |
| USPS Statistical Programs Process Review — IOCS | PS 1444-R |
| USPS Statistical Programs Process Review — ODIS-RPW | PS 1444-E |
| USPS Statistical Programs Process Review — RCCS | PS 1444-I |
| USPS Statistical Programs Process Review — SIRVI | PS 1444-S |
| USPS Statistical Programs Process Review — SIRVO-IODIS | PS 1444-Q |
| USPS Statistical Programs Process Review — TRACS Air | PS 1444-N |
| USPS Statistical Programs Process Review — TRACS Surface | PS 1444-P |
| USPS Street Letter Box Painting Specifications | NOT 52 |
| USPS Tracking Number and Customer Receipt Label | LAB 400 |
| USPS Tracking Number and Customer Receipt Label (Roll) | LAB 400-R |

| | |
|---|---------------------|
| USPS Weight Ticket | LAB 138 |
| USPSCA Application and Payment Authorization Form | PS 5639 |
| USPS-NALC Joint Step — A Grievance Form | PS 8190 |
| USPS-NRLCA Joint Step 1 Grievance Form | PS 8191 |
| U.S. Armed Forces Mail | TAG 144 |
| U.S. Mail — Destination | LAB 136-B |
| U.S. Mail — Destination/Weight | LAB 136-E |
| U.S. Military Mail by U.S. Commercial Air Carriers Dispatch Record | PS 2900 |
| U.S. Military Mail by U.S. Commercial Air Carriers Dispatch Record | PS 2900-C |
| U.S. Postal Inspection Service: A Guide for the U.S. Congress | PUB 278 |
| U.S. Postal Inspection Service: Delivering a World of Career Opportunities | PUB 260-A |
| U.S. Postal Inspection Service Guide to Preventing Mail Fraud | PUB 300-A |
| U.S. Postal Inspection Service Mail Fraud Report | PS 8165 |
| U.S. Postal Inspection Service Photo Display Folder | NOT 102 |
| U.S. Postal Installation Information Update Requirements | PS 1560 |
| U.S. Postal Service Facilities Guide to Real Property Acquisitions and Related Services | HBK RE-1 |
| U.S. Postal Service Package Testing | PS 3683 |
| U.S. Savings Bond Authorization for Purchase and Request for Change | PS 1192 |
| U.S. Shipping Menuboard — Half Backlit — No Pricing | SGN 507 |
| U.S. Shipping Menuboard With GXG — Backlit — No Pricing | SGN 502 |
| U.S. Shipping Menuboard With GXG — Large Sustaining — No Pricing | SGN 442 |
| U.S. Shipping Menuboard With GXG — Small Hook and Cord — No Pricing | SGN 450 |
| U.S. Shipping Menuboard With GXG — Small Sustaining — No Pricing | SGN 458 |
| Unauthorized Overtime Record | PS 1017-B |
| Uncollectible Check Report | PS 2131 |
| Undelivered Mail Report (pad/100) | PS 1571 |
| Understanding the Private Express Statutes | PUB 542 |
| Uniform Allowance Cap Disbursements (3-part set) | PS 3236 |
| Uniform Allowance Code Sheet (for Regular, Contract, or Work Clothes Program) | PS 8006 |
| Uniform Allowance Stop Payment Notice | PS 6375 |
| Uniform Vendors License Code of Ethical Conduct | PS 2458 |
| Unit Daily Record | PS 3997 |
| Unit Presort Verifications Proficiency Log | PS 8065 |
| Unit Reserve Stock Stamp Transaction Record | PS 3958 |
| Unit Skill Assessment Log | PS 8067 |
| Unit Summary of City Delivery Assignments | PS 3998 |
| United States Mail (for leased vehicles) | SGN 39 |
| United States Postal Service Diversity and Inclusion Statement | MOP HR-06-29-2020-3 |
| United States Postal Service Information Security Requirements for Suppliers | HBK AS-805-I |
| Universal GS1 DataMatrix Barcode Label for MARS Sorting Machines, Set 1A | LAB 884-01 |
| Universal GS1 DataMatrix Barcode Label for MARS Sorting Machines, Set 2B | LAB 884-02 |
| Upgrade Services Menuboard — Backlit — No Pricing | SGN 503 |
| Upgrade Services Menuboard — Half Backlit — No Pricing | SGN 509 |
| Upgrade Services Menuboard — Large Sustaining — No Pricing | SGN 443 |
| Upgrade Services Menuboard — Small Hook and Cord — No Pricing | SGN 451 |
| Upgrade Services Menuboard — Small Sustaining — No Pricing | SGN 459 |
| Use of External Computer Peripherals in Telework Environment | MI AS-800-2022-6 |
| Utility Card (tab card) | PS 1234 |

Directives and Forms Catalog

V

| | |
|--|--------------------|
| Vacancy Announcement | PS 990 |
| Variable Rate Panel | SGN 534 |
| Varieties of Sexual Harassment | POS 21-B |
| Vehicle and Facility Security — Mandatory Safety Talks | MOP COO-12-06-2001 |
| Vehicle Data Questionnaire | PS 1534 |
| Vehicle Defect or Deficiency Report | PS 4528 |
| Vehicle Delivery Control Sheet | PS 4503 |
| Vehicle Fuel and Motor Oil Purchase Record | PS 4626 |
| Vehicle Hire Pay Adjustment | PS 8049 |
| Vehicle Maintenance Facility Inventory Order (4-part set) | PS 4508-A |
| Vehicle Maintenance Facility Inventory Order (5-part set) | PS 4508 |
| Vehicle Maintenance Work Order (card) | PS 4543 |
| Vehicle Record/Trip Ticket (card) | PS 4460 |
| Vehicle Repair Tag (3-part set) | PS 4565 |
| Vehicle Request, Review and Approval | PS 4515 |
| Vehicle Sales Request and Report | PS 4594 |
| Vehicle Security | MOP OS-10-01-2001 |
| Vehicle Time Record | PS 4570 |
| Vehicle Use Plan | PS 4569 |
| Vending Equipment Out of Order | LAB 6 |
| Vending Equipment Out of Order (Magnetic) | LAB 6-M |
| Vending Equipment Sales and Service Daily Activity Log | PS 8130 |
| Vendor Payment 1099 Reporting Form | PS 8231 |
| Verification Note | PS 2971 |
| Verification Note Bulletin de Verification CN 43 | PS 8108 |
| Verification of Distribution Performed | PS 3974 |
| Verification of Names on Requesters List | PS 3548-R |
| Verification of Names on Subscribers List | PS 3548-S |
| Verifying Payment Card Industry Compliance for Service Provider Engagement | MI FM-640-2021-3 |
| Violence-Free Workplace | POS 62-A |
| VMF Inventory Purchase (keypunch) | PS 4509 |
| Volume Recording Worksheet | PS 3921 |
| Voucher and Schedule of Payments (4-part set) | PS 1864 |
| Voucher and Schedule of Payments (4-part set) | PS 1865 |
| Your Role in Protecting the Security of the U.S. Mail | PS 8139 |

W

| | |
|--|--------------|
| Wage & Separation Information | PS 6803 |
| Waiver of Immediate Reinstatement of PSHB | PS 3112 |
| Warning — Reusing Postage | POS 5 |
| Warning: 400 Amps and Less | LAB 212 |
| Warning: 401 to 999 Amps | LAB 212-H |
| Warning: Armed Robbery | LAB 117-A |
| Warning: Armed Robbery (Spanish) (For post office walls) | LAB 117-B(S) |
| Warning: Armed Robbery (Spanish) (For post office windows) | LAB 117-C(S) |
| Warning! Facility Protected by Security Alarm System | LAB 120 |
| Warning: Rotating Machine Parts | LAB 216 |
| Warning of Illegal Drugs | NOT 130 |
| We Care Acknowledgment Card | NOT 110 |

| | |
|--|------------------|
| We Redeliver for You! | PS 3849 |
| We Recycle! | POS 890-A |
| We Value Your Business | POS 622 |
| We Want to Know | NOT 4314-C |
| We Want to Know (Spanish) | NOT 4314-A |
| Web Access Request | PS 1357-W |
| Web Site Affiliation Program | MS AS-610-2012-3 |
| Weekly Loan, Transfer, and Training Hours | PS 1236-A |
| Weekly Productivity Summary (PFS) | PS 956-1 |
| Weekly Summary of Air Container Dispatches (9-part set) | PS 2770 |
| Weekly Summary of Loose Sack Mail Dispatched (9-part set) | PS 2729 |
| Weighing and Dispatch Certificate | PS 3607 |
| Weighing and Dispatch Certificate | PS 3607-G |
| Weingarten Rule | PS 3979 |
| What You Need to Know About EEO | PUB 133 |
| What's the Idea? | POS 355-B |
| When Clearing Stacker With Transport Belts in Operation | LAB 218 |
| While Operating This Machine Do Not Wear | LAB 217 |
| Window Automation System Problem Report (3-part set) | PS 4007-X |
| Window Services Crime Prevention Booklet | PUB 348 |
| Wireless Management Policy | TBD |
| Withdrawal of Complaint of Discrimination | PS 2564-C |
| Withdrawal of Formal EEO Complaint of Discrimination | PS 2565-A |
| Work Assignment and Mail Count (Messenger Operations) | PS 1597 |
| Work Authorization — Asbestos | PS 8210 |
| Work Order Register | PS 4775 |
| Workload Analysis and Summary | PS 4852 |
| Workplace Harassment: Know Your Rights! Take Responsibility! | POS 159 |
| Workplace Security | POS 66 |
| Worksheet A — Postage Payment Review Through Documentation | PS 3548-A |
| Worksheet B — Postage Payment Review Through Documentation | PS 3548-B |
| Wounded Warriors Leave | MI EL-510-2016-8 |
| X Y Z | |
| You Are Your Most Important Delivery | POS 341 |
| You Are Your Most Important Delivery | PUB 339 |
| Your 2024 Official Election Mail Kit | KIT 600 |
| Your Mailbox Needs Attention (pad/100) | PS 4056 |
| Your Mailbox Needs Attention (Spanish) (pad/100) | PS 4056-A |
| You're Only As Strong As Your Weakest Link | POS 150 |
| ZAP Review | PS 3569 |
| ZIP Code Boundary Review Process | MI PO-439-2016-1 |
| ZMT Individual Performance Record | PS 5034 |

This page intentionally left blank