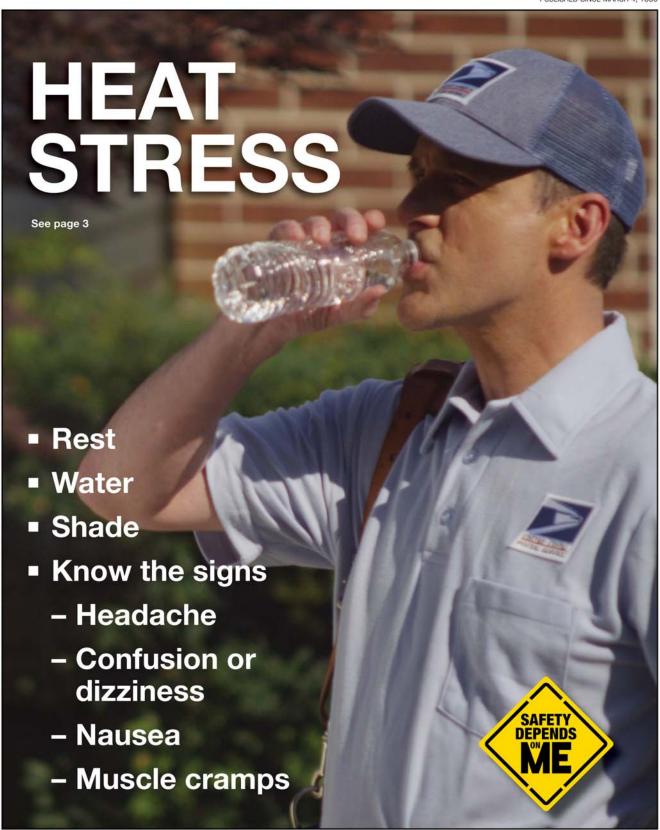
postal|bulletin

PUBLISHED SINCE MARCH 4 1880





Contents

COVER STORY Beat the Heat, Stay Cool	3
POLICIES, PROCEDURES, AND FORMS UPDATES	
Publications Publication 108 Revision: Threat Assessment Publication 431 Revision: Changes to Post Office	5
Box Service and Caller Service Fee Groups	5
Posters Revised Poster: Poster 159, Workplace Harassment: Know Your Rights! Take Responsibility! Poster 159, Workplace Harassment: Know Your	6
Rights! Take Responsibility! — Cover Letter	7
ORGANIZATION INFORMATION	
Address Management Post Office Changes	8
Finance Forever Items Stock Revaluation Instructions	9
Forever Stamps Price Change Instructions for Stamps by Mail Orders	12
Retail Metered Mail Price at Retail	12 13
Stamp Services	
Stamp Announcement 15-22: Coastal Birds Stamps Stamp Announcement 15-23: Penguins Stamp Stamp Announcement 15-24: Wedding Cake	14 17
Stamp	19 21
Stamp Announcement 15-25: Yes, I Do Stamp Stamp Announcement 15-26: Vintage Tulip Stamp	43
Stamp Announcement 15-27: Eastern Tiger Swallowtail (Butterfly) Stamp	45
Stamp Announcement 15-28: Flannery O'Connor Stamp	47
Stamp Announcement 15-29: Migratory Bird Hunting and Conservation Stamp. 2015 Stamps and Postal Stationery Pictorial Postmarks Announcement	49 51 54

How to Order the First-Day-of-Issue Digital Color or Traditional Postmarks	57 60
Sustainability	00
Required Procedures for Environmental Regulatory Agency Site Visits and Notices of Violation	62
PULL-OUT INFORMATION	
Fraud	
Invalid USPS Corporate Account Numbers	23 25
Forms	30
Verifying U.S. Postal Service Money Orders	33
Money Orders	33
Other Information	0.4
Overseas Military/Diplomatic Mail	34 39
Freely Associated States (FAS) Restrictions	41
Rights! Take Responsibility!	42
Postal Bulletin Index	
Annual Index PR 22407 (1-22-	.15)

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

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

Cover Story

Beat the Heat, Stay Cool

It's that time of year again, when the temperatures begin to rise, and the potential for heat-related illnesses becomes a factor during your daily work routine.

Here are some quick tips for battling the heat:

- Hydrate before, during, and after work. Prevention is important, so make sure to maintain good hydration by drinking at least eight ounces of water every 20 minutes.
- 2. Dress appropriately for the weather. On warm days, make sure to wear light colored, loose-fitting, breathable clothing to keep body temperatures down.
- 3. Utilize shade to stay cool. When possible, use shaded areas to stay out of direct sunlight.

- 4. Know the signs of heat stress. You should understand what heat stress is, and how it can affect your health and safety. Here are some things to look out for:
 - Hot, dry skin or profuse sweating.
 - Headache.
 - Confusion or dizziness.
 - Nausea.
 - Muscle cramps.
 - Weakness or fatigue.
 - Rash.

Finally, it's important to notify your supervisor or call 911 if you're experiencing signs of heat-related illness. This will not only ensure your safety, but can also save your life.

Safety and Health,
 Employee Resource Management, 5-28-15