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DEPARTMENT OF DEFENSE



**MAIL DISTRIBUTION
INSTRUCTIONS
AND LABELING HANDBOOK
(MDILAH)**

**Administrative Reissuance Incorporating Change 1,
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**ASSISTANT SECRETARY OF DEFENSE
(MANPOWER, RESERVE AFFAIRS, AND LOGISTICS)**



MANPOWER
RESERVE AFFAIRS
AND LOGISTICS

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

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FOREWORD

This Handbook is issued under the authority of DoD Directive 4525.6, "Single Manager for Military Postal Service," May 5, 1980, and supersedes DoD 4525.6-H, "Mail Distribution Instructions and Labeling Handbook," January 1, 1978. The procedures prescribed in this Handbook are based on information provided by the U.S. Postal Service for implementation in accordance with paragraph IV.B.4. of the Postal Agreement between the U.S. Postal Service and the Department of Defense, February 21, 1980.

The provisions of this Handbook apply to the Office of the Secretary of Defense (OSD), the Military Departments, the Organization of the Joint Chiefs of Staff, the Unified and Specified Commands, and the Defense Agencies (hereafter called "DoD Components").

This Handbook is effective immediately and is mandatory for use by all DoD Components responsible for dispatching military mail from overseas activities. Major commanders may issue supplementary instructions only when necessary to provide for unique requirements within their respective commands. Copies of any supplementary instructions shall be provided to the Military Postal Service Agency.

Send recommended changes to the Handbook through channels to:

Executive Director
Military Postal Service Agency
ATTN: DAAG-MPT
Alexandria, Va. 22331

DoD Components may obtain copies of this handbook through their own publication channels. Other federal agencies and the public may obtain copies from the Director, U.S. Navy Publications and Forms Center, 5801 Tabor Avenue, Philadelphia, PA 19120.

Records responsibility for this publication is assigned to the Adjutant General Office, Department of the Army. This responsibility includes the retirement of records and the publication of changes.

A handwritten signature in cursive script, appearing to read "R. D. Webster".

R. D. Webster
Deputy Assistant Secretary of Defense
(Logistics and Materiel Management)

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REFERENCES

- (a) DoD 4525.6-M, "DoD Postal Manual," Volume I, May 1982
- (b) U.S. Postal Service Manuals, ¹ issued by the U.S. Postal Service
- (c) DoD 4525.6-C, "DoD Postal Supply Catalog," January 1982
- (d) DoD 4500.32-R, "Military Standard Transportation and Movement Procedures (MILSTAMP)," Volume I, August 1, 1979

¹ Includes the Domestic Mail Manual (DMM), Postal Operations Manual (POM), and the USPS Transportation Handbook, Series T-7, and USPS Manual Letter Mail Distribution Handbook M-75. Information on acquiring USPS publications can be obtained upon request from the Executive Director, MPSA-OP, Alexandria, VA 22331.

C1. CHAPTER 1

MAIL DISTRIBUTION INSTRUCTIONS AND LABELING HANDBOOK (MIDLAH) APPLICABILITY AND SCOPE

C1.1. PURPOSE

This Handbook is published to provide a uniform system of sorting, labeling, and dispatching mail from overseas military post offices (MPOs) to CONUS. However, each MPO has different densities and separations of mail; therefore, each MPO must follow the applicable instructions contained in this Handbook based on its individual volume of mail.

C1.2. BACKGROUND

Because of changes within the United States Postal Service (USPS) distribution system, the ZIP code is of great importance. The USPS has developed area distribution centers (ADCs) based on area volumes and transportation capabilities. The geographic areas covered by these ADCs do not necessarily relate to State or city boundaries as previous distribution systems did. They relate to ZIP areas that cross geopolitical boundaries. Mail delivery will be speeded if mail is sorted to ADCs. However, this cannot always be done, and less finite sortations may be appropriate. The Military Postal Service (MPS) must ensure that mail is tied and bundled and pouched according to ZIP codes, working upward as volumes dictate from the basic five-digit areas, three-digit ADCs, split States, States, etc. When a five-digit or a ZIP-plus-four area has enough volume for a tie-out, make a tie-out to that ZIP. For instance, a large city such as Chicago has numerous five-digit ZIP codes. Ideally, mail will be pitched with the goal of making five-digit ZIP code separations rather than dispatch it to Chicago. If volumes are insufficient to make five-digit ZIP code separations, sort the mail to the first three digits. Follow the ZIP code number, not the geographical area.

C1.3. RESPONSIBILITIES

Each MPO is responsible for sorting mail and preparing it for dispatch as far forward in the domestic postal system as possible. Large MPOs and terminals that process massed mail depend on this support. They can re-sort or re-dispatch massed mail more quickly when it is properly sorted and bundled.

C1.4. PROCEDURES

C1.4.1. The distribution cases Tables AP1.T2. and AP1.T4. are new and are designed in accordance with USPS guidelines to standardize mail makeup throughout the MPS. Distribution case Table 2 is the ultimate breakdown for the ADC concept. Distribution case Table 4 is a simplified version. Most MPOs will build a case between these two examples. Small units may have smaller cases but, in every instance, the case should be arranged by ZIP code number, flowing from top to bottom. Conduct a density study, usually for a period of 1 week, to determine where there is a sufficient generation of letters to establish ADC, city, and firm directs on the letter case.

C1.4.1.1. To facilitate efficient manual distribution of letter mail, it may be best for heavy volume MPOs to use the core concept. In many distribution operations, there are several high density separations, which, when placed in a position most convenient for the distributor, result in greater distribution productivity.

C1.4.1.2. As the volume of mail handled by MPOs varies from activity to activity, no set rule can be established as to which letter cases should be cored. Some MPOs will serve a large number of units, some will have large volumes of mail for distribution to MPOs, and others will have a heavy volume of mail to CONUS. Each letter case must be treated individually to determine what is best for each sortation.

C1.4.1.3. Staff postal officers, postal group commanders, and directors of postal operations shall provide guidance to MPOs on establishment of central cores on letter cases, floor layouts, case diagrams, and material handling methods using USPS Handbook M-75 (reference (b)) as a guide. This handbook contains valuable information for senior-level military postal managers. It is not designed nor intended for distribution to individual for interpretation.

C1.4.2. The following information is applicable to the preparation of slide labels.

C1.4.2.1. The various tables in this Handbook contain specific guidance on the information required on the first line of the slide label and how to identify the content of a mail bag by entering appropriate information on the second line. The category of mail must be shown on every slide label affixed to a mail bag, with the exception of the air parcel post orange pouch used for dispatch of first-class zone-rated (priority) parcels.

C1.4.2.2. The bottom line of the label identifies the postal activity closing the mail bag. The entry will be "APO" or "FPO," followed by the appropriate five-digit MPO

number. The entry for Navy ships shall be "USS _____ hull number, followed by the five-digit FPO number. "USS" means United States ship.

C1.4.2.3. The destination line on slide labels used to dispatch mail between MPOs are prepared to reflect APO or FPO, as appropriate, followed by the geographic location (city and country) and MPO number. The entry for Navy ships shall be "USS _____ hull number, followed by five-digit FPO number. When volume warrants, mail generating for Navy ships, is labeled as direct.

C1.4.2.4. Standard preprinted slide labels shall be used in dispatching mail. The use of hand-inscribed or typewritten labels is authorized only in emergencies. Follow the format as outlined in this Handbook when this use is necessary. Labels are date stamped on the reverse side to show when the pouch or sack was actually closed. The abbreviation "Of1" is shown on the second line of labels used on sacks and pouches that contain official mail only. This identifies mail for priority movement should space on aircraft become critical, or should other emergencies occur that would affect the movement of mail.

C1.4.2.5. The gross weight in kilograms and tenths of kilograms of all mail and equipment transported by air (pouches and outside pieces) is to be inscribed on the right portion of the slide labels, with the following exception: weight need not be entered on slide labels when bags are bulk-weighed in a container and not labeled beyond the CONUS gateway. Table 10-3 (Weight Conversions), DoD 4525.6-M (reference (a)), shall be used in converting pounds to kilograms. Weights need not be entered on slide labels of mail transported by sealift. For activities dispatching surface mail, periodically sample surface mail sacks and determine the average weight per sack. Multiply this average weight by the number of sacks and outside pieces in the shipment. Use this weight to complete DD Form 1384, "Transportation Control and Movement Document," per the instructions in Chapter 10 of reference (a).

C1.4.3. To determine which tables and rules are applicable, use the following logic chart. This chart depicts the first two-digit ZIP code of the MPO. You can determine the exact table and rule number applicable to the makeup and distribution of each category of mail originating at your MPO by finding your MPO number and reading across the chart.

Use The Following Tables And Rules, Based On The Volume Of Mail Generated, When Pouching Letter Class Mail/Flats Paid At The First-Class Rate Destined For The United States:

IF MPO IS	1ST DISTRIBUTION	2ND DISTRIBUTION	3RD DISTRIBUTION	FINAL DISTRIBUTION
09XXX	Table 1	Table 3 Rule 1	Table 5 Rule 1A	Table 5 Rule 2A&3A
340XX	Table 1	Table 3 Rule 1	Table 5 Rule 1C	Table 5 Rule 2C&3C
96XXX	Table 1	Table 3 Rule 1	Table 5 Rule 1B	Table 5 Rule 2B&3B
98XXX	Table 1	Table 3 Rule 1	Table 5 Rule 1B	Table 5 Rule 2B&3B

When Pouching Priority Mail, Military Ordinary Mail, Parcel Airlift Space Available Mail, And Surface Parcel Mail Destined For The United States, Use Following Tables And Rules:

IF MPO IS	PRI	MOM	PAL	SAM	SURFACE
09XXX	Table 6A Rule 1	Table 7A	Table 8A	Table 9A	Table 11 Rule 1
340XX	Table 6A Rule 1	Table 7A	Table 8A	Table 9A	Table 11 Rule 1
96XXX	Table 6B Rule 1	Table 7B	Table 8B	Table 9B	Table 11 Rule 1
98XXX	Table 6B Rule 1	Table 7B	Table 8B	Table 9B	Table 11 Rule 1

C1.4.4. Changes in aircraft routes or changes in USPS policy on makeup of mail will require temporary changes to this Handbook. Often such changes will be applicable to a limited number of MPOs. When changes are necessary, they **shall** be announced by the Military Postal Service Agency (MPSA-TR) by electrical message. If these changes become permanent, an appropriate change shall be made to this Handbook.

AP1. APPENDIX 1

DISTRIBUTION, POUCHING, AND LABELING OF MILITARY MAIL

AP1.1.1. Prepare letter/flat bundles giving sortation preference as follows:

AP1.1.1.1. FIRM DIRECTS. Ten or more letters or flats generated for an individual firm warrants preparation of a direct bundle. Do not include special delivery or certified mail in firm letter bundles. Blue "F" pressure-sensitive labels shall be used to indicate a firm direct.

AP1.1.1.2. DIRECTS. Fifteen or more letters or flats generated for the same five-digit ZIP code area warrant preparation of direct bundles. Red pressure-sensitive labels shall be used to indicate a five-digit ZIP code direct.

AP1.1.1.3. MIXED CITY. Fifteen or more letters or flats addressed to a city assigned more than one ZIP code warrant preparation of a mixed city bundle. Yellow -C" pressure-sensitive labels shall be used to indicate a mixed city letter bundle.

AP1.1.1.4. AREA DISTRIBUTION CENTER (ADC). Ten or more letters or flats bearing specific three-digit ZIP codes warrant preparation of an ADC bundle. **Pink "A" pressure-sensitive labels shall be used to indicate an ADC letter bundle.**

AP1.1.1.5. STATE. Prepare State letter or flat bundles after all efforts to make up mail in accordance with AP1.1.1.1. through AP1.1.1.5., above, have been accomplished.

AP1.1.1.5.1. Distribute in accordance with the first three digits of the ZIP code, regardless of the State address shown on the envelope. The three-digit designation, within a State and by State, is shown in Table 3. Establish letter cases in numerical sequence separations, using the three-digit ZIP code. Begin the sequence at the top left of the case from top to bottom. Show FIRM DIRECTS, DIRECTS, and MIXED CITY separations, as appropriate, below or to the right of the related ZIP code separation.

AP1.1.1.5.2. The sorting slot has "header information" indicating the inclusive first three ZIP code digits, followed by State name (abbreviated two-letter code). For example, DISTRICT (DIS) Pittsburgh, PA; reads 150-168, 260. Make up all mail falling within this ZIP code sequence in the Pittsburgh letter bundle(s), although the mail may bear a West Virginia address. Wheeling, WV 260-, falls within the DISTRICT (DIS) Pittsburgh, PA; ZIP code sequence.

AP1.1.1.5.3. Mail is processed by the USPS according to ZIP codes that do not always adhere to State boundaries. For example, mail addressed to Wheeling, WV, bears ZIP

code 260-, which falls within the Pittsburgh ZIP code sequence of 158-168, 260. The delivery of mail to the Wheeling, WV, area is made by the Pittsburgh post office. Thus, routing by ZIP code rather than State is proper.

AP1.1.1.5.4. Ten or more letters warrant preparation of a State package. Use the orange "S" pressure-sensitive label to indicate the content is a State letter bundle. When a mixed pouch is opened at entry gateway, letter bundles with the orange "S" pressure-sensitive label are distributed to a pre-designated ADC by the USPS, thereby maintaining the ADC concept.

AP1.1.1.6. MIXED STATES. When the volume of letter mail does not warrant distribution in accordance with AP1.1.1.1. through AP1.1.1.5., above, make up letter mail as MIXED STATES according to the first digit of the ZIP code. When distribution of letter bundles according to the first digit and Table 5, Rules 1A 1B, or 1C cannot be made, group the first digits in accordance with Table 5, Rules 2A, 2B, or 2C. When the volume is insufficient for preparation of mixed-State letter bundles in accordance with Table 5, Rules 2A, 2B, or 2C, prepare letter bundles in accordance with Table 5, Rule 3A, 3B, or 3C. Ten or more letters or flats constitute a sufficient volume for a mixed-letter bundle.

AP1.1.2. Affix pressure-sensitive labels and nonstandard facing slips in accordance with Parts 431.922 and .923 of the Postal Operations Manual (reference (b)), and this Handbook. Place special delivery and certified letters on top of appropriate bundles with the postage (stamps or meter tapes) exposed.

AP1.1.3. Tables 1 through 4 contain instructions on arrangement of letter cases. Prior to establishment of letter cases, the dispatching MPO must determine the volume of mail that is being generated, according to the first three digits of the ZIP codes. Sortation of letter mail by these first three digits is accomplished after five-digit distribution has been accomplished in accordance with paragraphs AP1.1.1.1., AP1.1.1.2., and AP1.1.1.3.

AP1.1.4. The ultimate in sortation to the first three digits is preparation of letter bundles to a designated area distribution center (ADC). Table 1 shows the ADCs that process letter mail according to the first three digits sortation. For example, DIS JFK NY 003 is the ADC for letter mail bearing the first three digits 005, 110-111, and 113-119. A bundle prepared with letters consisting of these first three digits constitutes an ADC letter bundle, and is identified as **such by affixing the pink pressure-sensitive label "A."** In addition, if the volume of letter bundles warrants a separate pouch, label it to DIS JFK 003.

AP1.1.5. Table 2 shows the USPS design of a letter case used to accomplish a total ADC distribution. This case does not run in true numerical sequence. It is designed in numerical sequence according to the ADC. The use of this case requires some training, and total implementation is limited.

AP1.1.6. Table 3 contains a second option for distribution of letters into bundles according to the first three digits of the ZIP code. This concept also applies the ADC concept and provides for a State distribution, according to the first three digits. Using Alabama as an example, prepare a single letter bundle for the first three digits 350-369 and affix the pressure-sensitive label "S." Applying this principle further, a direct pouch would be prepared for first three digits 350-369 and would be distributed into a single pouch and labeled to DIS Birmingham, AL 350-.

AP1.1.7. Table 4 is a standard three-digit letter case arranged in numerical sequence. If the volume of letters warrant the ADC distribution shown in Table 1, the letters are added to this case. When constructing letter cases, ensure that space is provided for letter bundles prepared in accordance with paragraphs AP1.1.1.1., AP1.1.1.2., and AP1.1.1.3., above, in addition to the three-digit distributions.

AP1.1.8. Table 5 provides the rules for preparation of letter bundles by small postal activities. This distribution of letter mail to CONUS is accomplished only when it is impossible to mass mail on a large postal activity where it is consolidated into distribution in accordance with Tables 1 and 3. Table 5 also provides the rule for pouching and labeling letter mail according to the first digit of the ZIP code. Few MPOs prepare a sufficient volume of letter bundles for preparation of pouches in accordance with Table 1 or 3; thus, letter bundles prepared are primarily distributed to pouches according to the first digit of the ZIP code in accordance with rules provided in Table 5.

AP1.1.9. MPO-addressed mail originating within a theater for delivery within the same theater shall be distributed and dispatched in accordance with instructions issued by Directors of Postal Operations within the command. MPOs aboard ships should bundle such mail separately, label it "Military Working," and dispatch it to the nearest serving Military Post Office/Fleet Mail Center (MPO/FMC).

AP1.T1. TABLE 1: Complete "ADC" Distribution (Primary Distribution) Pouching And Pressure-Sensitive Label "A" Used On Letter Bundles

MAIL IS FOR ZIPS	POUCH LABEL TO READ
005, 110-111, 113-119	DIS JFK NY 003
006-009	SCF SAN JUAN PR 006
010-016	DIS SPRINGFIELD MA 010
017-026, 055	DIS BOSTON MA 021
027-029	SCF PROVIDENCE RI 028
030-034, 038-039	DIS MANCHESTER NH 030
040-049	DIS PORTLAND ME 040
035-037, 050-054, 056-059	DIS WHITE RVR JCT VT 050
060-069	DIS HARTFORD CT 060
070-079, 088-089	DIS NEWARK NJ 100
080-087	DIS SOUTH JERSEY NJ 080
100-104, 112	NEW YORK NY 100
004, 105-109, 127	DIS WESTCHESTER NY 105
120-126, 128-129	DIS ALBANY NY 120
130-139	DIS SYRACUSE NY 130
140-149	DIS BUFFALO NY 140
150-168, 260	DIS PITTSBURGH PA 150
169-178	DIS HARRISBURG PA 170
179-196	DIS PHILADELPHIA PA 190
197-199	DIS WILMINGTON DE 197
200-205	DIS WASHINGTON DC 200
206-219, 254, 267	DIS BALTIMORE MD 210
220-229	DIS NORTHERN VA 220
230-239	DIS RICHMOND VA 230
240-249	DIS ROANOKE VA 240
250-253, 255-259	DIS CHARLESTON WV 250
261-266, 268	DIS CLARKSBURG WV 263
270-279, 285	DIS GREENSBORO NC 270
280-284, 286-289	DIS CHARLOTTE NC 280
290-299	DIS COLUMBIA SC 290
300-309, 311	DIS ATLANTA GA 300
310, 312-319	DIS MACON GA 310
320-326	DIS JACKSONVILLE FL 320
330-334, 340	DIS MIAMI FL 330

MAIL IS FOR ZIPS	POUCH LABEL TO READ
327-329, 335-339	DIS TAMPA FL 335
350-359, 362	DIS BIRMINGHAM AL 350
360-361, 363-368	DIS MONTGOMERY AL 360
370-374, 376-379	DIS NASHVILLE TN 370
375, 380-386, 723	DIS MEMPHIS TN 380
369, 387-397	DIS JACKSON MS 390
400-409, 411-427, 471	DIS LOUISVILLE KY 400
430-439	DIS COLUMBUS OH 430
440-449	DIS CLEVELAND OH 440
410, 450-459, 470	DIS CINCINNATI OH 450
460-469, 472-479	DIS INDIANAPOLIS IN 460
480-489	DIS DETROIT MI 481
490-497	DIS GRAND RAPIDS MI 493
500-508, 520-528, 612	DIS DES MOINES IA 500
498-499, 530-539, 541-545, 549	DIS MILWAUKEE WI 530
540, 546-548, 550-551, 556-559	DIS ST PAUL MN 550
553-554, 560-564, 566	DIS MINNEAPOLIS MN 553
570-577	DIS SIOUX FALLS SD 570
565, 567, 580-588	DIS FARGO ND 580
590-599, 821	DIS BILLINGS MT 590
600-603, 610-611, 613-616	DIS NORTH SUBN IL 600
620-639, 654-655	DIS ST LOUIS MO 630
640-653, 656-668	DIS KANSAS CITY MO 640
669-679, 739	DIS WICHITA KS 670
510-516, 680-693	DIS OMAHA NE 680
700-708	DIS NEW ORLEANS LA 700
710-714	DIS SHREVEPORT LA 710
716-722, 724-729	DIS LITTLE ROCK AR 720
730-732, 734-738	DIS OKLAHOMA CITY OK 730
740-749	DIS TULSA OK 740
750-759	DIS DALLAS TX 752
760-769, 790-799	DIS FT WORTH TX 760

MAIL IS FOR ZIPS	POUCH LABEL TO READ
770-778	DIS HOUSTON TX 770
733, 779-789	DIS SAN ANTONIO TX 780
800-816	DIS DENVER CO 800
820, 822-828	DIS CHEYENNE WY 820
832-834, 836-837, 979	DIS BOISE ID 836
829-831, 840-847, 893, 898	DIS SALT LAKE CITY UT 840
850-865	DIS PHOENIX AZ 852
870-884	DIS ALBUQUERQUE NM 870
890-891, 894-897	DIS LAS VEGAS NV 890
900	LOS ANGELES CA 900
902-918	DIS LAX-A CA 900
920-935	DIS LAX-B CA 901
940-949	DIS SAN FRANCISCO CA 942
936-939, 950-961	DIS SAN FRANCISCO CA 942
967-969	DIS HONOLULU HI 967
970-978, 986	DIS PORTLAND OR 970
835, 838, 980-985, 988-994	DIS SEATTLE WA 980
995-999	DIS SEA-TAC 980

AP1.T2. TABLE 2: ADC Letter Case (Primary)

TABLE 2 ADC LETTER CASE (PRIMARY)									
DIS SAN JUAN PR 006 006-009 DIS SPRINGFIELD MA 010 010-016	NEW YORK NY 100 100-104,112	DIS WILMINGTON DE 197 197-199	DIS ATLANTA GA 300 300-309,311	DIS NASHVILLE TN 370-374 376-379	DIS INDIANAPOLIS IN 460 460-469 472-479	DIS BILLLINGS MT 590 590-599,821	DIS NEW ORLEANS LA 700 700-708 DIS SHREVEPORT LA 710 710-714	DIS CHEYENNE WY 820 820,822-828 DIS BOISE ID 836 832-834, 836-837,879	DIS SAN FRANCISCO CA 942 936-939 950-961
DIS BOSTON MA 021 017-026,055	DIS WESTCHESTER NY 105 004,105-109,121 DIS JFK NY00300 005,110-111 113-119	WASHINGTON DC 200 200-205	DIS MASON GA 310 310,312-319	DIS MEMPHIS TN 380 375,380-386 723	DIS DETROIT MI 481 480-489	DIS N. BURN IL 600 600-603, 610-611 613-616	DIS LETTLER ROCK AR 720 716-722 724-729	DIS BALTIMORE MD 210 DIS LAKE CITY UT 840 829-831, 840-847,893 898	DIS HONOLULU HI 967 967-969
SCF PROVIDENCE RI 028 027-029	DIS ALBANY NY 120 120-126 128-129	DIS BALTIMORE MD 210 206-219,254, 267	DIS JACKSON- VILLE FL 320 320-326	DIS JACKSON MS 390 369,387-397	DIS GRAND RAPIDS MI 493 490-497	CHICAGO IL 606 606	DIS OKLAHOMA CITY OK 730 730-732 734-738	DIS ALBU- QUERQUE NM 870 870-884	DIS SEATTLE WA 980 835,838,980-985 988-994
DIS MANCHESTER NH 030 030-034,038- 039	DIS SYRACUSE NY 130 130-139				DIS DES MOINES IA 500 500-508,520- 528, 812		DIS TULSA OK 740 740-749	DIS LAS VEGAS NV 890 890,891 894-897	
DIS PORTLAND ME 040 040-049	DIS BUFFALO NY 140 140-149	DIS NORTHERN VIRGINIA VA 220 220-229	DIS MIAMI FL 330 330-334,340	DIS LOUISVILLE KY 400 400-409, 411-427,471	DIS MILWAUKEE WI 530 498-499, 530- 539,541-545,549	DIS N. BURN IL 608 604-605,609, 617-619	DIS DALLAS TX 752 750-759	LOS ANGELES CA 900 900	DIS SEA-TAC 980 995-999
DIS WHITE RIV JCT VT 050 035-037,050- 054,056-059		DIS RICHMOND VA 230 230-239							
DIS HARTFORD CT 060 060-069	DIS PITTSBURGH PA 150 150-168,260	DIS ROANOKE VA 240 240-249 DIS CHARLESTON WV 250 250-253 255-259	DIS TAMPA FL 335 327-329 335-339	DIS COLUMBUS OH 430 430-439	DIS ST PAUL MN 550 540,546-548 550-551 556-559	DIS ST LOUIS MO 630 620-639 654-655	DIS FT WORTH TX 760 760-769 790-799	DIS LAX-A CA 900 902-918	
DIS NEWARK NJ 070 070-079 088-089	DIS HARRISBURG PA 170 169-178	DIS CLARKSBURG WV 263 261-266,268 DIS GREENSBORO NC 270 270-279,285	DIS BIRMINGHAM AL 350 350-359,362	DIS CLEVELAND OH 440 440-449	DIS MINNEAPOLIS MN 553 553-554 560-564 566	DIS KANSAS CITY MO 640 640-653 656- 668	DIS HOUSTON TX 770 770-778 DIS SAN ANTONIO TX 780 733, 779-789	DIS LAX-B CA 901 920-935	
DIS SOUTH JER- SEY NJ 080 080-087	DIS PHILADEL- PHIA PA 190 179-196	DIS CHARLOTTE NC 280 280-284, 286-289 DIS COLUMBIA SC 290 290-299	DIS MONTGOMERY AL 360 360-361 363-368	DIS CINCINNATI OH 450 410,450-459 470	DIS SIOUX FALLS SD 570 570-577 DIS PARKO MD 580 585,567, 580-588	DIS WICHITA KS 670 669-679, 739	DIS DENVER CO 800 800-816	DIS SAN FRANCISCO CA 940 940-949	
						DIS OMAHA NE 680 510-516 680-693			

AP1.T3. TABLE 3: Letter Mail--Preparation Of Letter Bundles And Pouches (Second Option)

State of	Three-Digit ZIP Code Sequence	Prepare letter bundles as State directs to Area Distribution Centers (ADCs). Pouch letter bundles in orange equipment and label as State direct to the ADC if volume warrants. If insufficient volume for this distribution, pouch letter bundles in accordance with the appropriate Rule Table 5.
AL	350-369	DIS BIRMINGHAM AL 350
AK	995-999	DIS SEA-TAC 980
AZ	850-865	DIS PHOENIX AZ 852
AR	716-729	DIS LITTLE ROCK AR 720
CA	900-966	DIS SAN FRANCISCO CA 940
CO	800-816	DIS DENVER CO 800
CT	060-069	DIS HARTFORD CT 060
DE	197-199	SCF WILMINGTON DE 197
Wash DC	200-205	DIS WASHINGTON DC 200
FL	320-340	DIS JACKSONVILLE FL 320
GA	300-319	DIS ATLANTA GA 300
HI & Pac I	967-969	SCF HONOLULU HI 967
ID	832-838	DIS BOISE ID 836
IL	600-629	DIS NORTH SUBURBAN IL 600
IN	460-479	DIS INDIANAPOLIS IN 460
IA	500-528	DIS DES MOINES IA 500
KS	660-679	DIS WICHITA KS 670
KY	400-427	DIS LOUISVILLE KY 400
LA	700-714	DIS NEW ORLEANS LA 700
ME	040-049	DIS PORTLAND ME 040
MD	206-219	DIS BALTIMORE MD 210
MA	010-026	DIS BOSTON MA 021
MI	480-499	DIS DETROIT MI 481
MN	550-567	DIS ST PAUL MN 550
MS	387-397	DIS JACKSON MS 390

State of	Three-Digit ZIP Code Sequence	Prepare letter bundles as State directs to Area Distribution Centers (ADCs). Pouch letter bundles in orange equipment and label as State direct to the ADC if volume warrants. If insufficient volume for this distribution, pouch letter bundles in accordance with the appropriate Rule Table 5.
MO	630-658	DIS ST LOUIS MO 630
MT	590-599	DIS BILLINGS MT 590
NE	680-693	DIS OMAHA NE 680
NV	890-898	DIS LAS VEGAS NV 890
NH	030-039	DIS MANCHESTER NH 030
NJ	070-089	DIS NEWARK NJ 070
NM	870-884	DIS ALBUQUERQUE NM 870
NY	090-149	AMF KENNEDY NY 00300
	105-111, 113-149	AMF KENNEDY NY 00300
NC	270-289	DIS GREENSBORO NC 270
ND	580-588	DIS FARGO ND 580
OH	430-459	DIS COLUMBUS OH 430
OK	730-749	DIS OKLAHOMA CITY OK 730
OR	970-979	DIS PORTLAND OR 970
PA	150-196	DIS PITTSBURGH PA 150
PR & VI	006-009	SCF SAN JUAN PR 006 When volume of letter bundles do not warrant direct pouch, dispatch with mail labeled to AMF KENNEDY NY 00300
RI	027-029	SFC PROVIDENCE RI 028
SC	290-299	DIS COLUMBIA SC 290
SD	570-577	DIS SIOUX FALLS SD 570
TN	370-386	DIS NASHVILLE TN 370
TX	750-799	DIS DALLAS TX 752
UT	840-847	DIS SALT LAKE CITY UT 840
VT	050-059	DIS WHITE RIVER JCT VT 050
VA	220-246	DIS NORTHERN VA
WA	980-994	DIS SEATTLE WA 980
WV	247-268	DIS CHARLESTON WV 250
WI	530-549	DIS MILWAUKEE WI 530
WY	820-831	DIS CHEYENNE WY 820

AP1.T4. TABLE 4: Standard Three-Digit Zip Code Letter Case

010-026 (MA)	006-009 (PR,VI)	090-149 (NY)	200-205 (WASH DC)	300-319 (GA)	430-459 (OH)	570-577 (SD)	660-679 (KS)	800-816 (CO)	890-898 (NV)	980-994 (WA)
027-029 (RI)			206-219 (MD)	320-340 (FL)	460-479 (IN)	580-588 (ND)	680-693 (ND)	820-831 (WY)	900-966 (CA)	995-966 (AK)
030-039 (NH)	070-089 (NJ)		220-246 (VA)	350-369 (AL)	480-499 (MI)	590-599 (MT)	700-714 (LA)	832-838 (ID)		
040-049 (ME)		150-196 (PA)	247-268 (WV)	370-386 (TN)	500-528 (IA)	600-629 (IL)	716-729 (AR)	840-847 (UT)		
050-059 (VT)			270-289 (NC)	387-397 (MS)	530-549 (WI)		730-749 (OK)	850-865 (AZ)	967-969 (HI)	
060-069 (CT)		197-199 (DE)	290-299 (SC)	400-427 (KY)	550-567 (MN)	630-658 (MO)	750-799 (TX)	870-884 (NM)	970-979 (OR)	(INTER- NATIONAL MAIL)

AP1.T5.R1A. TABLE 5: Preparation And Pouching Of Letter Bundles (Third Option) Facing Slip And Slide Label Format

RULE 1A--Mail Originating At 09XXX Military Post Offices (APO/FPO)

IF VOLUME	AND FIRST DIGIT OF ZIP CODE IS	PREPARE FACING SLIP AND LABEL TO READ:
OF INDIVIDUAL LETTERS OR LETTER BUNDLES PREPARED DO NOT WARRANT DISTRIBUTION OR POUCHING IN ACCORDANCE WITH TABLE 1 OR 3	0	DIS BOSTON MA021 (MAIL FOR NJ (070-089), PR & VI (006-009) AND NY APO/FPO ARE TO BE DISPATCHED IN ZIP CODE IN 1 POUCH)
	1	AMF KENNEDY NY 00300
	2	DIS WASHINGTON DC 200
	3	DIS ATLANTA GA300
	4	DIS CINCINNATI OH 450
	5 & 6	DIS NORTH SUBURBAN IL 600
	7	DIS DALLAS TX752
	8	DIS DENVER CO 800
	9	DIS SEATTLE WA980 (WHEN ENTRY IS THROUGH SEATTLE, WA)
		AMF SAN FRANCISCO CA94001 (WHEN ENTRY IS THROUGH OTHER CITIES) (IF VOLUME WARRANTS, MAIL FOR WA, AK, OR, & SEATTLE APO/FPO, LABEL TO DIS SEATTLE WA980)

AP1.T5.R1B. TABLE 5: Preparation And Pouching Of Letter Bundles (Third Option) Facing Slip And Slide Label FormatRULE 1B--Mail Origination at 96XXX and 98XXX Military Post Offices (APO/FPO)

IF VOLUME	AND FIRST DIGIT OF ZIP CODE IS	PREPARE FACING SLIP AND LABEL TO READ:
IF VOLUME INDIVIDUAL LETTERS OR LETTER BUNDLES PREPARED DO NOT WARRANT DISTRIBUTION OR POUCHING IN ACCORDANCE WITH TABLE 1 OR 3	0	DIS BOSTON MA021 (MAIL FOR NJ (070-089), PR & VI (006-009) AND NY APO/FPO ARE TO BE DISPATCHED IN ZIP CODE IN 1 POUCH)
	1	AMF KENNEDY NY 00300
	2	DIS WASHINGTON DC 200
	3	DIS ATLANTA GA 300
	4	DIS CINCINNATI OH 450
	5	SEE FIRST DIGIT 6 AND 9 BELOW
	6	DIS NORTH SUBURBAN IL 600 (PLUS STATES OF IA, MN, AND WI)
	7	DIS DALLAS TX 752
	8	DIS DENVER CO 800
	9 EX: CA	DIS SEATTLE WA 980 (PLUS MAIL FOR THE STATES OF ND, SD, AND MT) AMF SAN FRANCISCO CA 94001 (MAIL FOR THE STATE OF CALIFORNIA ONLY ZIP 900-966)

AP1.T5.R1C. TABLE 5: Preparation And Pouching Of Letter Bundles (Third Option) Facing Slip And Slide Label Format

RULE 1C--Mail Originating At 340XX Military Post Offices (APO/FPO)

IF VOLUME	AND FIRST DIGIT OF ZIP CODE IS	PREPARE FACING SLIP AND LABEL TO READ:
OF INDIVIDUAL LETTERS OR LETTER BUNDLES PREPARED DO NOT WARRANT DISTRIBUTION OR POUCHING IN ACCORDANCE WITH TABLE 1 OR 3	0	DIS BOSTON MA021 (MAIL FOR NJ (070-089), PR & VI (006-009) AND NY APO/FPO ARE TO BE DISPATCHED IN ZIP CODE IN 1 POUCH)
	1	AMF KENNEDY NY 00300
	2	DIS WASHINGTON DC 200
	3	DIS MIAMI FL 330
	4	DIS CINCINNATI OH 450
	5 & 6	DIS NORTH SUBURBAN IL 600
	7	DIS HOUSTON TX 770
	8	DIS DENVER CO 800
	9	AMF SAN FRANCISCO CA 94001

AP1.T5.R2A-3A. TABLE 5: Preparation And Pouching Of Letter Bundles (Mixed Pouches) (Fourth Option) Facing Slip And Slide Label FormatRULES 2A & 3A--Mail Originating At 09XXX Military Post Offices (APO/FPO)

RULE	IF VOLUME	AND FIRST DIGIT OF ZIP CODE IS	PREPARE FACING SLIP AND LABEL TO READ:
2A	OF INDIVIDUAL LTRS (10 OR MORE) OR VOLUME OF LTR BUNDLES (1/3 OF APOUCH OR 10 POUNDS) DOES NOT WARRANT DISTRIBUTION IN ACCORDANCE WITH RULE 1A, THIS TABLE	0, 1, 2	AMF KENNEDY NY 00300
		3&7	DIS ATLANTA GA 300
		4, 5, 6	DIS NORTH SUBURBAN IL 600
		8&9	DIS SEATTLE WA 980 (WHEN ENTRY IS THROUGH SEATTLE, WA) AMF SAN FRANCISCO CA 94001 (WHEN ENTRY IS THROUGH OTHER CITIES)
3A	INSUFFICIENT FOR RULE 2A	ALL ZIP CODES	AMF KENNEDY NY 00300

AP1.T5.R2B-3B. TABLE 5: Preparation And Pouching Of Letter Bundles (Mixed Pouches) (Fourth Option) Facing Slip And Slide Label Format

RULES 2B & 3B--Mail Originating At 96XXX/98XXX Military Post Offices (APO/FPO)

RULE	IF VOLUME	AND FIRST DIGIT OF ZIP CODE IS	PREPARE FACING SLIP AND LABEL TO READ:
2B	OF INDIVIDUAL LTRS (10 OR MORE) OR VOLUME OF LTR BUNDLES (1/3 OF APOUCH OR 10 POUNDS) DOES NOT WARRANT DISTRIBUTION IN ACCORDANCE WITH RULE 1B, THIS TABLE	0, 1, 2	AMF KENNEDY NY 00300
		3&7	DIS DALLAS TX 752
		4 & 6 PLUS STATES OF MN, WI, IA	DIS NORTH SUBURBAN IL 600
		8 & 9 PLUS STATES OF ND, SD, MT	DIS SEATTLE WA 980 (WHEN ENTRY IS THROUGH SEATTLE WA) AMF SAN FRANCISCO CA 940011 (WHEN ENTRY IS THROUGH SAN FRANCISCO)
		(NOTE:)	IN THE EVENT THAT OVERSEAS FLIGHTS SERVE SEATTLE WA ONLY, ALL FIRST DIGIT ZIP CODE MAIL WILL BE ROUTED TO DIS SEATTLE WA 980. WHEN SAN FRANCISCO CA ONLY IS SERVED, MAIL WILL BE ROUTED TO AMF SAN FRANCISCO CA 94001
3B	INSUFFICIENT FOR RULE 2B, ABOVE	ALL ZIP CODES	DIS SEATTLE WA 980 (WHEN ENTRY IS THROUGH SEATTLE WA)
			AMF SAN FRANCISCO CA 94001 (WHEN ENTRY IS THROUGH SAN FRANCISCO CA 94001)

AP1.T5.R2C-3C. TABLE 5: Preparation And Pouching Of Letter Bundles (Mixed Pouches) (Fourth Option) Facing Slip And Slide Label FormatRULES 2C & 3C--Mail Originating At 340XX Military Post Offices (APO/FPO)

RULE	IF VOLUME	AND FIRST DIGIT OF ZIP CODE IS	PREPARE FACING SLIP AND LABEL TO READ:
2C	OF INDIVIDUAL LTRS (10 OR MORE) OR VOLUME OF LTR BUNDLES (1/3 OF APOUCH OR 10 POUNDS) DOES NOT WARRANT DISTRIBUTION IN ACCORDANCE WITH RULE 1C, THIS TABLE	0, 1, 2	DIS WASHINGTON DC 200
		3&7	DIS HOUSTON TX 770 (WHEN ENTRY IS THROUGH HOUSTON TX)
			DIS MIAMI FL 330 (WHEN ENTRY IS THROUGH MIAMI FL)
		4, 5, 6	DIS NORTH SUBURBAN IL 600
		8&9	DIS DENVER CO 800
3C	INSUFFICIENT FOR RULE 2C, ABOVE	ALL ZIP CODES	DIS MIAMI FL 330

AP1.T6. TABLE 6A: First-Class Zone Rated (Priority) Mail--Personal And Official Mail Originating At 09XXX/340XX Military Post Offices (APO/FPO)

Procedures To Be Followed When Inland Gateways Are Available And Used

RULE	IF MAIL IS MARKED	AND FIRST DIGIT OF ZIP CODE IS	THEN SACK IN	AND LABEL SACK TO	AND AFFIX
1	PRIORITY	0	ORANGE APP MAILBAGS	DIS BOSTON MA 021	PROPER DESTINATION TAG/LABEL IF REQUIRED
		1		AMF KENNEDY NY 00300	
		2		DIS WASHINGTON DC 200	
		3		DIS ATLANTA GA 300	
		4, 5, 6		AMF O'HARE IL 60666	
		7 (1)		DIS DALLAS TX 752	
		8&9		AMF SAN FRANCISCO CA 94001 OR DIS SEATTLE WA 980	
(1) If Dallas is not available as a Gateway dispatch first digit 7 mail to DIS Atlanta, GA 300.					

AP1.T6B. TABLE 6B: First-Class Zone-Rated (Priority) Mail--Personal And Official Mail Originating At 09XXX/340XX Military Post Offices (APO/FPO)

Procedures To Be Followed When Inland Gateways Are Available And Used

RULE	IF MAIL IS MARKED	AND FIRST DIGIT OF ZIP CODE IS	THEN SACK IN	AND LABEL SACK TO	AND AFFIX
1	PRIORITY	0&1	ORANGE APP MAILBAGS	AMF KENNEDY NY 00300	PROPER DESTINATION TAG/LABEL IF REQUIRED
		4 & 6 PLUS STATES OF MN, WI, & IA		AMF O'HARE IL 60666	
		2 PLUS STATES OF ND, SD, MT, WA, OR, AK		DIS SEATTLE WA 980	
		3, 7, 8 PLUS STATES OF CA		AMF SAN FRANCISCO CA 94001	

AP1.T6C. TABLE 6C: First-Class Zone-Rated (Priority) Mail--Personal And Official Mail Originating At 09XXX/96XXX, 98XXX, And 340XX Military Post Offices (APO/FPO)Procedures To Be Followed When Inland Gateways Are Available And Used

RULE	IF MAIL IS MARKED	AND MAIL ORIGINATES AT (MPO) (APO/FPO)	AND FIRST DIGIT OF ZIP CODE IS	AND ENTRY POINT IS	THEN SACK IN	AND LABEL SACK TO	AND AFFIX
1	PRIORITY	NEW YORK 09XXX	ALL ZIPS	NEW YORK NY	ORANGE APP MAILBAGS	AMF KENNEDY NY 00300	PROPER DESTINATION TAG/LABEL
		SEATTLE 98XXX SAN FRANCISCO 96XXX	0, 1, 2, 4, 5, 6 & STATES OF WA, OR, & AK	SEATTLE WA		DIS SEATTLE WA 980	
		SEATTLE 98XXX SAN FRANCISCO 96XXX	3, 7, 8, & STATE OF CA	SAN FRANCISCO CA		AMF SAN FRANCISCO CA 94001	
		SEATTLE 98XXX SAN FRANCISCO 96XXX	ALL ZIPS ¹	SEATTLE WA		DIS SEATTLE WA 980	
		SEATTLE 98XXX SAN FRANCISCO 96XXX	ALL ZIPS ¹	SAN FRANCISCO CA		AMF SAN FRANCISCO CA 94001	
		MIAMI 340XX	ALL ZIPS	MIAMI FL		DIS MIAMI FL 330	
¹ APPLICABLE WHEN SAN FRANCISCO, CA, OR SEATTLE, WA, IS THE ONLY ENTRY POINT TO WHICH MAIL CAN BE ROUTED.							

AP1.T7A. TABLE 7A: Military Ordinary Mail (MOM)--Military Mailings Under The "Postage And Fees Paid" Indicia Or Official Metered Mail Originating At 09XXX/340XX Military Post Offices (APO/FPO)

IF MAIL IS MARKED	THEN SACK IN	WHEN ENTRY POINT IS	THEN LABEL SACK TO	AND AFFIX
MOM" IN ADDITION TO SECOND, THIRD, OR FOURTH CLASS MARKINGS	GRAY MAILBAGS	NEW YORK NY MCGUIRE AFB NJ	FOREIGN CENTER NY 099 PP MOM	APPOPRIATE DESTINATION TAG (AIRPORT CODED TAG) FOR ARRIVAL AIRPORT IF REQUIRED BY APPENDIX 3
		CHARLESTON AFB SC	DIS CHARLESTON SC 294 PP MOM	
		MIAMI FL	DIS MIAMI FL 330 PP MOM	
		NORFOLK VA	DIS WASH DC 200 PP MOM	

AP1.T7B. TABLE 7B: Military Ordinary Mail (MOM)--Military Mailings Under The "Postage And Fees Paid" Indicia Or Official Metered Mail Originating At 96XXX/98XXX Military Post Offices (APO/FPO)

IF MAIL IS MARKED	THEN SACK IN	WHEN ENTRY POINT IS	THEN LABEL SACK TO	AND AFFIX
"MOM" IN ADDITION TO SECOND, THIRD, OR FOURTH CLASS MARKINGS	GRAY MAILBAGS	0, 1, 2, 4, 5, 6, & 9 EXCEPT STATE OF CA	AMF SEATTLE WA 98158 PP MOM	APPROPRIATE DESTINATION TAG (AIRPORT CODED TAG) FOR ARRIVAL AIRPORT IF REQUIRED BY APPENDIX 3
		CA 3, 7, & 8	AMF SAN FRANCISCO CA 94001 PP MOM	

AP1.T8A. TABLE 8A: Parcel Airlift Mail (PAL)--Originating at 09XXX/340XX Military Post Offices (APO/FPO)

IF MAIL IS MARKED	THEN SACK IN	WHEN ENTRY POINT IS	THEN LABEL SACK TO	AND AFFIX
PAL	RED MAILBAGS SEPARATE FROM SAM	NEW YORK NY MCGUIRE AFB NJ DOVER AFB DE	AMF KENNEDY NY 00300 PP PAL	PS TAG 18 (PAL) AND APPROPRIATE DESTINATION TAG (AIRPORT CODED TAG) IF REQUIRED BY APPENDIX 3
		CHARLESTON AFB SC	DIS CHARLESTON SC 294 PP PAL	
		MIAMI FL	DIS MIAMI FL 330 PP PAL	
		NORFOLK VA	DIS WASH DC 200 PP PAL	

AP1.T8B. TABLE 8B: Parcel Airlift Mail (Pal)--Originating At 96XXX/98XXX Military Post Offices (APO/FPO)

IF MAIL IS MARKED	THEN SACK IN	WHEN ENTRY POINT IS	THEN LABEL SACK TO	AND AFFIX
PAL	RED MAILBAGS	0, 1, 2, 4, 5, 6, & 9 EXCEPT STATE OF CA	AMF SEATTLE WA 98158 PP PAL	PS TAG 18 (PAL) AND APPROPRIATE DESTINATION TAG IF REQUIRED BY APPENDIX 3
		CA 3, 7, & 8	AMF SAN FRANCISCO CA 94001 PP PAL	

AP1.T9A. TABLE 9A: Space Available Mail (SAM)--Originating At 09XXX/340XX Military Post Offices (APO/FPO)

IF MAIL IS MARKED	THEN SACK IN	WHEN ENTRY POINT IS	THEN LABEL SACK TO	AND AFFIX
ENTITLED TO SAMSERVICE	RED EQUIPMENT	NEW YORK NY MCGUIRE AFB NJ DOVER AFB DE	FOREIGN CENTER NY 099 PP SAM	APPROPRIATE DESTINATION TAG/LABEL IF REQUIRED BY APPENDIX 3
		CHARLESTON AFB SC	DIS CHARLESTON SC 294 PP SAM	
		MIAMI FL	DIS WASH DC 200 PP SAM	

AP1.T9B. TABLE 9B: Space Available Mail (SAM)--Originating At 96XXX/98XXX Military Post Offices (APO/FPO)

IF MAIL IS MARKED	THEN SACK IN	WHEN ENTRY POINT IS	THEN LABEL SACK TO	AND AFFIX
ENTITLED TO SAMSERVICE	RED MAILBAGS	0, 1, 2, 4, 5, 6, & 9 EXCEPT STATE OF CA	AMF SEATTLE WA 98158 PP SAM	APPROPRIATE DESTINATION TAG/LABEL IF REQUIRED BY APPENDIX 3
		CA 3, 7, & 8	AMF SAN FRANCISCO CA 94001 PP SAM	

AP1.T10. TABLE 10: Small Parcels And Rolls (SPRs)--Paid At The First-Class Rate Of Postage--Mail Originating At Military Post Offices (APO/FPO)

- | |
|---|
| <p>a. Small parcels not exceeding 12 ounces in weight, containing merchandise, will be pouched with first-class zone-rated (priority) mail, in the orange air PP pouch.</p> <p>b. Sound-recorded communications, films, and rolls of printed matter, not exceeding 12 ounces in weight will be pouched with first-class letter mail (letters and flats) in the orange No. 1 or 2 pouches.</p> |
|---|

AP1.T11. TABLE 11: SURFACE MAIL

IF MAIL IS	THAT CONSIST OF	THEN SACK	WHEN ENTRY POINT IS	THEN LABEL SACK TO
PERSONAL OR OFFICIAL	THIRD AND FOURTH-CLASS PERSONAL PARCEL MAILINGS, BEING RETURNED TO SENDER OR FORWARDED, THAT DID NOT QUALIFY FOR SAMOR PAL SERVICE AT TIME OF ORIGINAL MAILING	IN CANVAS EQUIPMENT FOR MOVEMENT IN SURFACE CONTAINERS. WHEN ADEQUATE SURFACE TRANSPORTATION IS NOT AVAILABLE, SACK IN RED MAILBAGS AND DISPATCH AS SAM. PARCELS WILL BE SACKED SEPARATELY FROM NEWSPAPERS, PERIODICALS, FLATS, ETC.	NEW YORK	FOREIGN CENTER 099 PP
	AND/OR		CHARLESTON SC	DIS CHARLESTON SC 294 PP
	OFFICIAL INDICIA OR OFFICIAL METERED PARCELS BEARING THE FOLLOWING MARKINGS: THIRD CLASS FOURTH CLASS		SAN FRANCISCO CA	DIS OAKLAND CA 945 PP
			SEATTLE WA	DIS SEATTLE WA 980 PP
		LABEL NEWSPAPERS, FLATS, ETC ON CONTENTS LINE; 3-C WKG L&F	MIAMI FL	DIS MIAMI FL 330 PP
			HAWAII	DIS HONOLULU HI 967
	ALASKA		DIS ANCHORAGE AK 995 PP	
	NORFOLK VA		DIS NORFOLK VA 235 PP	

AP1.T12. TABLE 12: Official Directs And Command Pouch Service

IF MAIL IS	AND ADDRESSED TO	THEN LABEL SACK TO	SPECIAL INSTRUCTIONS
OFFICIAL	DEPARTMENT OF DEFENSE ACTIVITIES WITH ZIP CODE 20301	WASHINGTON DC 20301 OFL DOD PENTAGON	THE TYPE OF MAILBAG EQUIPMENT USED IS DETERMINED BY THE CLASSIFICATION OF MAIL AND SERVICE REQUIRED
	DEPARTMENT OF ARMY ACTIVITIES WITH ZIP CODE 20310	WASHINGTON DC 20310 OFL HQ	SLIDE LABELS FOR OFFICIAL DIRECTS/COMMAND POUCHES/CASREP POUCHES WILL CONTAIN THE FOLLOWING INFORMATION AS A MINIMUM:
	HQ US AIR FORCE ACTIVITIES WITH ZIP CODE 20330	WASHINGTON DC 20330 OFL HQ USAF PENTAGON	
	CNO (NAVY ACTIVITIES) WITH ZIP CODE 20350	WASHINGTON DC 20350 OFL HQ OPNAV PENTAGON	DESTINATION LINE--CITY, STATE (USE THE TWO-LETTER ABBREVIATION), AND ZIP CODE
	STATE DEPARTMENT ACTIVITIES WITH ZIP CODE 20520	WASHINGTON DC 20520 OFL DEPT OF STATE	CONTENT LINE--BEGIN WITH "OFL" FOLLOWED BY THE INSTALLATION, UNIT, OR ACTIVITY DESIGNATION
	US ARMY FIN & ACCT CTR WITH ZIP CODE 46249	INDIANAPOLIS IN 46249 OFL FIN CEN USA	
	US AIR FORCE FIN & ACCT CTR WITH ZIP CODE 80279	DENVER CO 80279 OFL AFFAC/DAAC	
	US MARINE CORPS FIN & ACCT CTR WITH ZIP CODE 64197	KANSAS CITY MO 64197 OFL FIN CEN USMC	
	US NAVY FIN & ACCT CTR WITH ZIP CODE 44199	CLEVELAND OH 44199 OFL FIN CEN USN (0111)	
SPECIFIC CONUS INSTALLATIONS, UNITS, OR ACTIVITIES	SEE SPECIAL INSTRUCTIONS AT RIGHT (THIS TABLE)		

AP1.T13. TABLE 13: Outside Pieces And Working Pouches Of Registered Mail

IF MAIL IS	AND ENTRY POINT IS	THEN LABEL POUCH TO	SPECIAL INSTRUCTIONS
REGISTERED	NEW YORK NY	AMF KENNEDY NY 00300	USE PROPER DESTINATION TAG/LABEL IF REQUIRED BY APPENDIX 3
	MCGUIRE AFB NJ DOVER AFB DE	DIS PHILADELPHIA PA 190	
	CHARLESTON AFB SC	DIS CHARLESTON SC 294	
	SAN FRANCISCO CA	AMF SAN FRANCISCO CA 94001	
	SEATTLE WA	DIS SEATTLE WA 980	
	HAWAII	SCF HONOLULU HI 967	
	ALASKA	DIS ANCHORAGE AK 995	
	HOUSTON TX	DIS HOUSTON TX 770	
	MIAMI FL	DIS MIAMI FL 330	
	NORFOLK VA	DIS NORFOLK VA 235	

AP1.T14. TABLE 14: Registered Mail Direct Pouches/Sacks For Inland Areas

State	Three-Digit ZIP Code Sequence	This chart lists all DIS's, and AMF's to which direct pouches of registered mail can be dispatched from overseas military post offices. The inside bill will be prepared in accordance with Chapter 7 of DOD 4525.6-M (reference (a)). Pouches and outside bills will be made-up to entry points contained in Table 13, Appendix 1. Tagging and labeling will be in accordance with Appendix 3, as applicable.
AL	350-369	DIS BIRMINGHAM, AL 350
AK	995-999	AMF SEATTLE, WA
AZ	850-865	DIS PHOENIX, AZ 852
AR	716-717, 719-722, 725-729	DIS LITTLE ROCK, AR 720
	718	DIS DALLAS, TX 752
	723, 724	DIS MEMPHIS, TN 380
CA	900-935	AMF LOS ANGELES, CA
	966 (FPO)	AMF SAN FRANCISCO, CA
	936-961, 962-965 (APO)	AMF SEATTLE, WA
CO	800-816	DIS DENVER, CO 800
CT	060-067	DIS HARTFORD, CT 060
	068, 069	SCF STAMFORD, CT 068
DE	197-199	DIS WILMINGTON, DE 197
DC	200-205	WASHINGTON, DC 200
FL	320-326	DIS JACKSONVILLE, FL 320
	330-334, 340	AMF MIAMI, FL
	335-339, 327-329	DIS TAMPA, FL 335
GA	300-314, 317-319	AMF ATLANTA, GA
	315, 316	DIS JACKSONVILLE, FL 320
HI	969, 967, 968	SCF HONOLULU, HI 967
ID	823-838	AMF SEATTLE, WA
IL	600-619, 623, 625-627	AMF O'HARE, IL
	620, 622, 624, 628, 629	AMF ST. LOUIS, MO 620
IN	460-462, 467-469, 472-479	AMF INDIANAPOLIS, IN 460
	463-466	AMF O'HARE, IL
	470	AMF CINCINNATI, OH 450
	471	AMF LOUISVILLE, KY 400

AP1.T14. TABLE 14: Registered Mail Direct Pouches/Sacks For Inland Areas--Continued

State	Three-Digit ZIP Code Sequence	This chart lists all DIS's, and AMF's to which direct pouches of registered mail can be dispatched from overseas military post offices. The inside bill will be prepared in accordance with Chapter 7 of DOD 4525.6-M (reference (a)). Pouches and outside bills will be made-up to entry points contained in Table 13, Appendix 1. Tagging and labeling will be in accordance with Appendix 3, as applicable.
IA	500-514, 516-528	AMF O'HARE, IL
	515	DIS OMAHA, NE 680
KS	660-679	AMF KANSAS CITY, MO 640
KY	400-427	AMF LOUISVILLE, KY 400
LA	700-714	AMF NEW ORLEANS, LA
ME	039-049	DIS PORTLAND, ME 040
MD	206-219	DIS BALTIMORE, MD 210
MA	014-020, 023-026	DIS BOSTON, MA 021
	027	SCF PROVIDENCE, RI 027
	010-013	DIS SPRINGFIELD, MA 010
	021-022	BOSTON, MA 021
MI	480-481, 483-497	AMF DETROIT, MI
	482	DETROIT, MI 482
	498, 499	AMF O'HARE, IL
MN	550-567	AMF TWIN CITIES, MN
MS	387, 389-397	DIS JACKSON, MS 390
	386, 388	DIS MEMPHIS, TN 380
MO	630-639, 650-652, 654-655	AMF ST. LOUIS, MO 630
	640-648, 653, 656-658	AMF KANSAS CITY, MO 640
MT	590-599	AMF SEATTLE, WA
NE	680-698	AMF OMAHA, NE 680
NV	893-898	AMF SAN FRANCISCO, CA
	890-891	SCF LAS VEGAS, NV 840
NH	030-038	DIS BOSTON, MA 021
NJ	070-079, 088, 089	DIS NEWARK, NJ 070
	080-087	DIS SO. JERSEY, NJ 080
NM	870-884	DIS ALBUQUERQUE, NM 870

AP1.T14. TABLE 14: Registered Mail Direct Pouches/Sacks For Inland Areas--Continued

State	Three-Digit ZIP Code Sequence	This chart lists all DIS's, and AMF's to which direct pouches of registered mail can be dispatched from overseas military post offices. The inside bill will be prepared in accordance with Chapter 7 of DOD 4525.6-M (reference (a)). Pouches and outside bills will be made-up to entry points contained in Table 13, Appendix 1. Tagging and labeling will be in accordance with Appendix 3, as applicable.
NY	120-123	ALBANY, NY 120
	128	SCF GLEN FALLS, NY 128
	140-143, 147	DIS BUFFALO, NY 140
	144-145	SCF ROCHESTER, NY 144
	130-132	SCF SYRACUSE, NY 130
	136	SCF WATERTOWN, NY 136
	146	ROCHESTER, NY 146
ND	580-588	DIS FARGO, ND 580
NC	270-289	AMF CHARLOTTE, NC
OH	434-436, 439-449	AMF CLEVELAND, OH 440
	430-433, 437, 438, 456-458	COLUMBUS, OH 432
	450-455	AMF CINCINNATI, OH 450
OK	730-732, 734-738, 740-749	DIS OKLAHOMA CITY, OK 730
	739	AMF KANSAS CITY, MO 640
OR	970-979	DIS PORTLAND, OR 970
PA	150-168	DIS PITTSBURGH, PA 150
	169-196	DIS PHILADELPHIA, PA 190
PR	006-007, 009	ATO SAN JUAN, PR 00913
RI	028-029	SCF PROVIDENCE, RI 028
SC	290-296	DIS COLUMBIA, SC 290
	297	AMF CHARLOTTE, NC
	298, 299	AMF ATLANTA, GA
SD	570-577	DIS SIOUX FALLS, SD 570
TN	370-372, 376-379, 384, 385	DIS NASHVILLE, TN 370
	373-374	SCF CHATTANOOGA, TN 373
	375, 380-383	DIS MEMPHIS, TN 380
TX	750-769, 790-799	DIS DALLAS, TX 752
	733, 770-789	AMF HOUSTON, TX
UT	840-847	DIS SALT LAKE CITY, UT 840

AP1.T14. TABLE 14: Registered Mail Direct Pouches/Sacks For Inland Areas--Continued

State	Three-Digit ZIP Code Sequence	This chart lists all DIS's, and AMF's to which direct pouches of registered mail can be dispatched from overseas military post offices. The inside bill will be prepared in accordance with Chapter 7 of DOD 4525.6-M (reference (a)). Pouches and outside bills will be made-up to entry points contained in Table 13, Appendix 1. Tagging and labeling will be in accordance with Appendix 3, as applicable.
VA	220-229, 244	DIS NORTHERN, VA220
	230-232, 238-243, 245	DIS RICHMOND, VA230
	233-237	SCF NORFOLK, VA235
	246	DIS CHARLESTON, WV 250
VI	008	ATO SAN JUAN, PR 00913
VT	050-059	DIS WHITE RIVER JCT., VT 050
WA	980-994	AMF SEATTLE, WA
WI	530-539, 541-545, 549	AMF MILWAUKEE, WI 530
	540, 546-548	AMF TWIN CITIES, MN
WY	820-831	AMF DENVER, CO
WV	247-259, 261-266, 268	DIS CHARLESTON, WV 250
	260	DIS PITTSBURGH, PA 150
	267	DIS BALTIMORE, MD 210

AP2. APPENDIX 2EMPTY EQUIPMENTAP2.T1. Empty Equipment (MPO Seattle/San Francisco/New York)

RULE	WHEN TRANSPORTED VIA	AND CONTENTS ARE	THEN LABEL SACK TO		SPECIAL INSTRUCTIONS
1	SURFACE	#1 CANVAS MAILBAGS	EAST COAST ENTRY	WEST COAST ENTRY	CONTENT LINE (SECOND LINE) OF THESE LABELS WILL IDENTIFY CONTENTS IN ACCORDANCE WITH PART 571 AND EXHIBITS 571.523 AND 571.53, POSTAL OPERATIONS MANUAL (i.e., 50 #3 FCM POUCHES). IN THESE INSTANCES, CONTENT LINE MAYBE NEATLY HANDWRITTEN OR TYPED
			EMPTY EQUIPMENT 001 15 NO. 1 SACKS FULL	EMPTY EQUIPMENT 001 15 NO. 1 SACK FULL	
		#2 CANVAS MAILBAGS	EMPTY EQUIPMENT 002 20 NO. 2 SACKS FULL	EMPTY EQUIPMENT 002 20 NO. 2 SACKS FULL	
		#3 CANVAS MAILBAGS	EMPTY EQUIPMENT 003 15 NO. 3 SACKS FULL	EMPTY EQUIPMENT 003 15 NO. 3 SACKS FULL	
2	AIRLIFT	LIGHTWEIGHT (NYLON)	MBD EDGEWATER NJ 07020	MBD SAN FRANCISCO CA 94128 FULL	
3	ANY MODE	DEFECTIVE MAILBAGS	MBD EDGEWATER NJ 07020 CONTENTS DEFECTIVE	MBD EMERYVILLE CA 94608 CONTENTS DEFECTIVE	
		SHORT BUNDLES OF MAILBAGS	MBD EDGEWATER NJ 07020 SHORT	MBD EMERYVILLE CA 94608 SHORT	

AP2.T2. Empty Equipment (MPO Miami)

RULE	WHEN TRANSPORTED VIA	AND CONTENTS ARE	AND ENTRY POINT IS	THEN LABEL POUCH TO	SPECIAL INSTRUCTIONS
4	SURFACE	#1 CANVAS MAILBAGS	MIAMI FL	EMPTY EQUIPMENT 001 15 NO. 1 SACK FULL	CONTENT LINE (SECOND LINE) OF THESE LABELS WILL IDENTIFY CONTENTS IN ACCORDANCE WITH PART 571 AND EXHIBITS 571.523 AND 571.53, POSTAL OPERATIONS MANUAL (i.e., 50 #3 FCM POUCHES). IN THESE INSTANCES, CONTENT LINE MAY BE NEATLY HANDWRITTEN OR TYPED
		#2 CANVAS MAILBAGS	MIAMI FL	EMPTY EQUIPMENT 002 20 NO. 2 SACKS FULL	
		#3 CANVAS MAILBAGS	EMPTY EQUIPMENT 003 15 NO. 3 SACKS FULL	EMPTY EQUIPMENT 003 15 NO. 3 SACKS FULL	
5	AIRLIFT	LIGHTWEIGHT MAILBAGS(ORANGE)	MIAMI FL	DIS MIAMI FL 330 FULL	
		LIGHTWEIGHT MAILBAGS (GRAY/RED)	MIAMI FL	BMC JACKSONVILLE FL 32099 FULL	
6	ANYMODE	DEFECTIVE MAILBAGS	MIAMI FL	PMEAST POINT GA 30344 CONTENTS DEFECTIVE	
		SHORT BUNDLES	MIAMI FL	DIS MIAMI FL 330 SHORT	

AP3. APPENDIX 3

AIRPORT-CODED TAGS AND LABELS

AP3.1.1. Affix airport-coded tags and labels to mailbags and outside mail (OSM) to identify the offload destination of mail tendered for air movement and conform to procedures as follows:

AP3.1.1.1. When appropriate, place the tag over the pouch or sack staple and beneath the hasp before attaching the seal.

AP3.1.1.2. When more than one tag is required, the tag identifying the category of mail is affixed as stated in AP3.1.1.1., above, and all tags are affixed to the pouch or sack staple by means of PS Item 0-813P (Seal, Airmail Plastic), after the hasp is closed. The pouch or sack grommet is not used for attachments of any tag.

AP3.1.1.3. When appropriate, self-adhesive labels are affixed to the left of the address so as not to obliterate other required markings.

AP3.1.1.4. The MPO of destination is responsible for removing all seals, tags, and slide labels from pouches or sacks and containers used for transportation of mail.

AP3.1.2. Use airport-coded tags and labels when:

AP3.1.2.1. Mail tendered to an air carrier requires a transfer between flights or carriers.

AP3.1.2.2. Mail tendered to an air carrier's flight requires a change in aircraft equipment (gauge) at an enroute foreign airport.

AP3.1.2.3. Mail is transferred between a foreign and U.S. air carrier.

AP3.1.2.4. The postal activity that tenders the mail to the air carrier so requests. In this case, the APO originating the dispatch affixes the proper airport-coded tag and label.

AP3.1.3. Airport-coded tags are not required when mail is dispatched in airmail pouches using the large slide labels and conditions stated in paragraph AP3.1.2., above, do not exist. The large label will be preprinted with the alpha code in capital letters to reflect the airport serving final destination of the pouch as shown on the slide label. For example, a pouch containing mail destined to "DIS North Suburban IL 600- will bear

the alpha code -ORD. If this pouch is tendered to an air carrier providing direct service to ORD, no further information as to destination airport is required. However, if the pouch must be offloaded at an airport short of destination for re-manifesting, the offload point will be identified in brackets immediately following the final destination code. For example, if a pouch bearing an "ORD" destination code is transported aboard an aircraft terminating at John F. Kennedy airport, it will be offloaded at this point by the air carrier and turned in to the USPS for onward movement; to reflect this turn, enter "JFK" in brackets after the ORD, that is "ORD [JFK]."

AP3.1.4. Military post offices (MPOs) shall requisition preprinted airport-coded tags and labels as outlined in DoD 4525.6-C (reference (c)).

AP3.1.4.1. Affix PS Tag 135 (white background) to non-registered pouches and sacks.

AP3.1.4.2. Affix PS Label 136 (white background) to non-registered outside mail (OSM) to the left of the address.

AP3.1.4.3. Affix PS Tag 135-C (red background) to registered pouches and sacks.

AP3.1.4.4. Affix PS Label 136-C (red background) to the left of the address on registered outside mail (OSM). Do not block the registered number or markings.

AP3.1.5. When preprinted airport-coded tags and labels are not available, prepare the following tags and labels by printing the three-letter city of destination code on the appropriate portion of the tag and label. These tags and labels are available through requisitioning procedures established in the Military Postal Service Supply Catalog (DoD 4525.6-C (reference (c))). You may use rubber stamps to enter the three-letter city of destination code. Do not enter the weight on airport-coded tags and labels.

AP3.1.5.1. Use PS Tag 135-B (blank) instead of PS Tag 135.

AP3.1.5.2. Use PS Label 136-B (blank) instead of PS Label 136.

AP3.1.5.3. Use PS Tag 135-B (blank or red background) instead of PS Tag 135-C.

AP3.1.5.4. Use PS Label 136-E (blank or red background) instead of PS Label 136-C.

AP3.1.6. The airport-coded tag and label provides the air carrier with information for handling and routing the mailbag or outside piece from time of acceptance to arrival at airport of final destination. Caution must be exercised in selection and preparation of these tags and labels to preclude misrouting by the air carrier. The "via" section on tags and labels is used to inform the air carrier of actions required to accomplish transfers or turnover of mail en route to a postal activity for re-manifesting before onward movement to destination.

AP3.1.6.1. The airport-coded tag for mail destined for CONUS is the airport serving the final destination of the pouch as shown on the slide label. For example, a pouch tendered to a commercial air carrier containing FCM all destined for the Norfolk, VA area bearing the first three ZIP code digits 233-237 would have a slide label affixed reading "SCF Norfolk, VA 235." The final airport destination for this pouch would be the Norfolk Airport; therefore, the airport-coded tag would read "ORF." If this same pouch had been dispatched via MAC, the airport-coded tag would read "NGU."

AP3.1.6.2. The "via" portion of the airport-coded tag is used to show where a pouch must be offloaded en route for re-manifesting to end destination. For example, assume the Norfolk pouch originated in Rome and was tendered to a commercial air carrier that had New York as its first city of entry. As stated in paragraph AP3.1.6.1., the airport-coded tag would read "ORF." To inform the air carrier to turn this mail into the postal activity in New York, enter [JFK] in brackets in the "via" section.

AP3.1.6.3. When a ramp transfer between a U.S. air carrier and a foreign flag air carrier has been authorized, the "via" section will indicate the place of transfer and carrier involved. For example, a pouch originating in Tokyo destined to Jakarta would be moved by PAA, to Hong Kong (HKG), then ramp transferred to Garuda Airline (GIA) for onward transportation to Jakarta. Since the final destination is Jakarta, use airline destination code JKT. To indicate transfer between PAA and GIA in Hong Kong, enter HKG/GIA in the "via" section. If ramp transfer between PAA and GIA has not been authorized, the entry in the "via" section would be [HKG]. By bracketing HKG, the air carrier knows this mail must be turned into the postal activity in Hong Kong for re-manifesting.

AP3.1.6.4. When an interline transfer between U.S. air carriers must be made, the "via" section will indicate the place of transfer and carrier involved. For example, a pouch originating in Korea destined for Bangkok could be transported from Seoul to Tokyo via FTL or NWA with movement from Tokyo to Bangkok via PAA. Since the final destination is Bangkok, use airline destination BKK. To indicate transfer in Tokyo to PAA, enter TYO/PAA.

AP3.1.7. When it is necessary to retag in-transit mail bags or OSM, re-label by affixing the self-adhesive PS labels (136 series), as applicable, over the original tag or label. If final destination of mailbag does not change, but offloading at an en route point is required, add this destination by bracketing on the via line, either printing by hand or by the use of preprinted self-adhesive labels.

AP4. APPENDIX 4GATEWAYS AND AIRPORT CODES IN THE UNITED STATES

DESTINATION	THREE-LETTER CODE	DESTINATION	THREE-LETTER CODE
NEW YORK NY	JFK (1)	MC GUIRE AFB NJ	WRI (2)
SAN FRANCISCO CA	SFO (1)	DOVER AFB DE	DOV (2)
SEATTLE WA	SEA (1)	CHARLESTON AFB SC	CHS (2)
HONOLULU HI	HNL (1)	ANCHORAGE AK	ANC (1)
MIAMI FL	MIA (1)	HOUSTON TX	IAH (1)
CHICAGO IL	ORD (1)	BOSTON MA	BOS (1)
DALLAS/FT WORTH TX	DFW (1)	ATLANTA GA	ATL (1)
WASHINGTON DC	IAD (1)	TRAVIS AFB CA	SUU (2)
NORTON AFB CA	SBD (2)	MC CORD AFB WA	TCM (2)
NORFOLK VA	NGU (2)	NORFOLK VA	ORF (1)

All other codes for commercial airports can be found in the USPS Handbook Series T-7 (reference (b)). MAC Codes are listed in Military Standard Transportation and Movement Procedures (MILSTAMP) (reference (d)).

- (1) Commercial Airport.
- (2) Military Airport.

AP5. APPENDIX 5EXCEPTIONS TO SLIDE LABEL FORMATS-TURKEY

APO#	OFFICIAL SLIDE LABEL	NONOFFICIAL SLIDE LABEL
09040	BALIKESIR TURKEY JUSMMAT OFFICIAL	BALIKESIR TURKEY JUSMMAT
09051	MALATYA TURKEY JUSMMAT OFFICIAL	MALATYA TURKEY JUSMMAT
09117	ERZURUM TURKEY JUSMMAT OFFICIAL	ERZURUM TURKEY JUSMMAT
09118	IZMIR TURKEY JUSMMAT OFFICIAL	NO PERSONAL MAIL
09224	IZMIR TURKEY JUSMMAT OFFICIAL	SINOP TURKEY JUSMMAT
09254	ANKARA TURKEY JUSMMAT OFFICIAL	ANKARA TURKEY JUSMMAT
09289	INCIRLIK TURKEY JUSMMAT OFFICIAL	INCIRLIK TURKEY JUSMMAT
09338	ESKISEHIR TURKEY JUSMMAT OFFICIAL	ESKISEHIR TURKEY JUSMMAT
09380	ISTANBUL TURKEY JUSMMAT OFFICIAL	ISTANBUL TURKEY JUSMMAT

AP6. APPENDIX 6INTERNATIONAL CIVIL ADDRESSED MAIL THAT MUST TRANSIT
THE UNITED STATES

AP6.1.1. International mail addressed to countries not receiving mail from the military International Exchange Office (IEO) serving your Military Post Office (MPO), as reflected in Tables 1 and 2 of this appendix, are made up and dispatched to the appropriate CONUS gateway as follows:

AP6.1.1.1. Postal Union Mail. Make a mixed letter bundle or country directs of all international letter mail. Use a facing slip on each bundle, depending on the U.S. gateway city, as follows:

<u>ENTRY POINT</u>	<u>FACING SLIP</u>
Miami, FI	DIS MIAMI FL 330 Mixed Foreign/or Country
New York, NY	AMF KENNEDY NY 00300
McGuire AFB, NJ	Mixed Foreign/or Country
Dover AFB, DE	
Seattle, WA	AMF SEATTLE WA 98158 Mixed Foreign/or Country
San Francisco, CA	AMF SAN FRANCISCO CA 94001 Mixed Foreign/or Country

Dispatch these letter bundles in domestic letter mailbags (orange) containing CONUS-destined, letter mail massed on the serving AMF. (For example: AMF KENNEDY NY 00300, AMF SEATTLE WA 98158, AMF SAN FRANCISCO CA 94001.)

AP6.1.1.2. Letter Packages and Other Articles (AO) Mail. Dispatch this type of postal union mail in accordance with Table 10 of Appendix 1.

AP6.1.1.3. Parcel Post

AP6.1.1.3.1. Airmail Parcels. Dispatch international airmail parcel post in domestic mailbags (orange) containing CONUS-destined FIRST-CLASS ZONE RATED MAIL, massed on the serving AMF (Rules 2A, 2B, and 2C of Table 5, Appendix 1).

AP6.1.1.3.2. Surface Parcels. Dispatch international surface parcel post in domestic SAM PP (RED) sacks containing CONUS-destined Space Available Mail (SAM), massed on the serving gateway (Tables 9A and 9B of Appendix 1).

AP6.1.2. Dispatch international registered mail into the appropriate pouch containing CONUS-destined registered mail massed on the serving AMF (Table 13 of Appendix A).

AP6.T1. TABLE 1: International Mail Originating At 09XXX Military Post Offices (APO/FPO)

IF THE MAIL IS ADDRESSED TO A COUNTRY IN	THEN LABEL SACK/POUCH TO
EUROPE	APO FRANKFURT GERMANY 09082
MIDEAST	MIXED FOREIGN
AFRICA	
ALL OTHER COUNTRIES	AMF KENNEDY NY 00300 MIXED FOREIGN

AP6.T2. TABLE 2: International Mail Originating At 96XXX Military Post Offices (APO/FPO)

IF THE MAIL IS ADDRESSED TO	THEN LABEL	AND THE EXCHANGE POINT WILL DISPATCH TO
ASIA	YOKOTA AMT JAPAN IEO	HONG KONG CPO
AUSTRALIA/OCEANIA	MIXED FOREIGN	
JAPAN (INCL RYUKYU IS)	YOKOTA AMT JAPAN IEO	TOKYO CPO
	MIXED FOREIGN	
KOREA	APO YONGSAN KOREA 96301	SEOUL CPO
	MIXED FOREIGN	
PHILIPPINES	APO MANILA R.P.	MANILA CPO
	MIXED FOREIGN 96528	
ALL OTHER COUNTRIES	AMF SAN FRANCISCO CA 94001	
	MIXED FOREIGN	

AP7. APPENDIX 7UNIQUE FIVE-DIGIT ZIP CODES

<u>ZIP CODE</u>	<u>FIRM</u>	<u>LOCATION</u>	<u>DISPATCH TO</u>
00401	READERS DIGEST	PLEASANTVILLE NY	DIS WESTCHESTER NY 105
00501	IRS ¹	HOLTSVILLE NY	DIS JFK NY 003
05501	IRS	ANDOVER MA	DIS BOSTON 021
19255	IRS	PHILADELPHIA PA	DIS PHILADELPHIA 190
31101	IRS	ATLANTA GA	DIS ATLANTA GA 330
37501	IRS	MEMPHIS TN	DIS MEMPHIS TN 380
45999	IRS	CINCINNATI OH	DIS CINCINNATI OH 450
73301	IRS	AUSTIN TX	DIS SAN ANTONIO 780
84201	IRS	OGDEN UT	DIS SALT LAKE CITY 840
93888	IRS	FRESNO CA	DIS SAN FRANCISCO 942

¹ IRS: Internal Revenue Service