

## 2004 *Postal Bulletin* Production Schedule

The deadline for submitting articles is 10 a.m. on the Thursday before publication. If a holiday shortens the production schedule, the deadline is 10 a.m. on the Wednesday before publication. The Wednesday deadlines are highlighted in **bold** in the table below.

Deadline Date	Issue Date	Issue Number
<b>December 31, 2003</b>	<b>January 8, 2004</b>	<b>22119</b>
January 14	January 22	22120
January 29	February 5	22121
<b>February 11</b>	<b>February 19</b>	<b>22122</b>
February 26	March 4	22123
March 11	March 18	22124
March 25	April 1	22125
April 8	April 15	22126
April 22	April 29	22127
May 6	May 13	22128
May 20	May 27	22129
June 3	June 10	22130
June 17	June 24	22131
<b>June 30</b>	<b>July 8</b>	<b>22132</b>

Deadline Date	Issue Date	Issue Number
July 15	July 22	22133
July 29	August 5	22134
August 12	August 19	22135
August 26	September 2	22136
September 9	September 16	22137
September 23	September 30	22138
<b>October 6</b>	<b>October 14</b>	<b>22139</b>
October 21	October 28	22140
November 4	November 11	22141
November 18	November 25	22142
December 2	December 9	22143
December 16	December 23	22144
<b>December 29</b>	<b>January 6, 2005</b>	<b>22145</b>
<b>January 12, 2005</b>	<b>January 20</b>	<b>22146</b>

**If you need help in preparing and submitting your *Postal Bulletin* article:**

Call the *Postal Bulletin* editor at 202-268-2836 or send an e-mail message to *Postal Bulletin*.

**When submitting articles, you *must* do the following:**

1. Send an e-mail with the following attachments to the *Postal Bulletin* e-mail address:
  - The electronic file of the Microsoft Word document.
  - The electronic file of any graphics that go with your article.
  
2. Deliver the following items or send them through interoffice mail to Room 5540:
  - The printed copy of the Microsoft Word document.
  - The printed copy of any graphics that go with your article.
  - A printed copy of the clearance memo, signed by the responsible PCES manager. **The clearance memo is available on the Postal Service PolicyNet Web site; go to <http://blue.usps.gov>; click on *More References*, then *Clearance*.**

**If your *Postal Bulletin* article references the availability of directives, forms, or supply items that are stocked at the Material Distribution Center:**

You *must* coordinate your article with Topeka Operations (Matt Mannell at 785-861-2905, or Russell Ciummo at 785-861-2811) at least 10 business days before submitting it to the *Postal Bulletin* editor.