

U.S. Postal Service <b>Report of Rifled Parcel</b>			<b>See Instructions on Reverse</b>			1. Date and Hour of Discovery						
2. City and State Where Found						3. Postal Unit and Section						
4. Sender						5. Addressee						
4a. Address (No. and Street, Apt/Suite No.)						5a. Address (No. and Street, Apt/Suite No.)						
4b. City		4c. State	4d. ZIP + 4			5b. City		5c. State	5d. ZIP + 4			
6. Mailed at						7. Date Mailed			8. Invoice or Order Number			
9. Size of Parcel " x " x "		10. COD <input type="checkbox"/> No. _____ <input type="checkbox"/> Ordinary <input type="checkbox"/> Insured <input type="checkbox"/> No. _____				11. Special Delivery <input type="checkbox"/> Yes <input type="checkbox"/> No						
12. Parcel Was <input type="checkbox"/> Airmail <input type="checkbox"/> First-Class <input type="checkbox"/> Priority Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> SAM <input type="checkbox"/> PAL <input type="checkbox"/> Third-Class <input type="checkbox"/> Fourth-Class						13. Special Handling <input type="checkbox"/> Yes <input type="checkbox"/> No						
14. Exact Location of Discovery												
15. Location in Container <input type="checkbox"/> Front <input type="checkbox"/> Middle <input type="checkbox"/> Rear <input type="checkbox"/> Top <input type="checkbox"/> Bottom						16. Container Locked or Sealed <input type="checkbox"/> Yes <input type="checkbox"/> No Seal No. _____						
17. Received From <input type="checkbox"/> Star Route <input type="checkbox"/> Air <input type="checkbox"/> MVS <input type="checkbox"/> Rail _____						18. Name of Carrier, Route and Trip Number						
19. Received In <input type="checkbox"/> Pouch <input type="checkbox"/> Sack <input type="checkbox"/> Other _____						20. Label, Placard, Seal Attached <input type="checkbox"/> Yes <input type="checkbox"/> Not Available						
21. Pouch, Sack or Outside Labeled To						22. Loaded at						
23. If Pouch or Sack Label Not Available, State Origin of Mail Adjacent to the Rifled Parcel												
24. Type of Contents When Mailed												
25. Contents Known to Be Missing (If none, so state)									26. Parcel Forwarded to Addressee <input type="checkbox"/> Yes <input type="checkbox"/> No			
27. How Rifled (i.e. Torn, cut by knife, etc.)												
28. Remarks												
29. Supervisor - In Your Opinion, Where Was Parcel Rifled (Name of facility or other location)												
30. Label 97 Completed By				Telephone No.		Title			Tour			
31. This Form Completed By				Telephone No.		Title			Tour			
<b>Part II - For Inspection Service Use Only</b>	Remarks											
	Installation Responsible for Rifling									ZIP + 4		
	Copies to: (Circle)											
	ATL	BAL	BHM	BOS	BUF	CLT	CHI	CIN	CLE	DEN	DSM	DET
HBG	HTF	HOU	IND	KC	LA	MEM	MIA	MLW	NO	NY	NWK	OAK
PHI	PHX	PIT	POR	RIC	STL	STP	SD	SF	SJU	SEA	TAM	WAS

## INSTRUCTIONS

### General

**This Form Must Be Completed by a Supervisor. Every Effort Must Be Made to Complete All Applicable Items.**

1. A SUPERVISOR WILL complete this form IMMEDIATELY upon discovery of a rifled or attempted rifling of a parcel, domestic or international, except registered mail. This includes parcels partially or completely devoid of contents and where the contents appear intact. This form will *NOT* be used if parcel appears to have been damaged in normal handling.
2. Use ball-point pen, exerting sufficient pressure to insure that all copies are legible. PRINT, do not write.
3. Forward immediately the original and all copies to your local Postal Inspector with:
  - (a) The wrapper or carton of a rifled parcel if totally devoid of contents.
  - (b) The sack or pouch label, and placard, if available should be attached.

### Part I - Specific Items

1. Show the exact time and the date rifled parcel was discovered.
2. The name of the post office where found.
3. Name of station, branch, annex, terminal and section; such as, in-PP, outgoing airmail, airline ramp, etc.
- 4-13. Self-explanatory.
14. Furnish the exact location where the rifled parcel was discovered. If necessary, interview the employee finding the parcel to clearly identify the exact area. Show floor number, belt location, dump hole number, slide location, PSM location, etc. **Be Specific.**

15. A container is any conveyance used to transport mail, such as aircraft, airline igloo or pod, trailer, truck, hamper, nutting truck, pouch, sack.
16. Self-explanatory.
- 17-22. Record as much information made available from all sources.
23. Determine and show origin of mail matter adjacent to discovery point.
24. Show contents, attach invoice or packing slip when available.
25. List all contents known to be missing.
26. If Label 97 is affixed to a parcel with part of the contents enclosed, remove label prior to forwarding parcel to addressee.
27. Indicate whether parcel was opened by ripping with hands, cut by knife, etc.
28. Furnish comments that would assist in determining the postal unit or area in the facility where rifling occurred.
29. From your knowledge and experience state in your opinion where the parcel was rifled. Confidential information should be furnished to local Postal Inspector through personal contact.
- 30-31. Self-explanatory.

**Parcels Partially Devoid of Contents, or Where Contents Appear Intact, Should Be Rewrapped, Endorsed and Forwarded to Addressee. Make Certain That Label 97, Rifled Parcel Label, if Affixed to Parcel, Is Removed Prior to Forwarding.**

*(See Parts 221.5, ASM and 254, POM)*