



postal bulletin

PB 21214—October 18, 1979—24 Pages

25-Cent International Airmail Postage Stamp

Description. A 25-cent International Airmail pair of stamps featuring Wiley Post will be placed on sale at Oklahoma City, OK 73125 on November 20, 1979. This new definitive issue honoring Wiley Post an American engineer and aviation pioneer, is the third in the new Pioneer Aviation Series which began in 1978 with the issuance of the 31¢ Wright Brothers stamps.

Do Not Sell Before Nov. 21, 1979



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Size: 0.75 x 0.87 inches each.
Color: Yellow, red, brown, blue and black.

Issued in sheets of 100.

Marginal Markings: One plate number,
© United States Postal Service 1979,
and Use Correct ZIP Code ®.
Designer: Ken Dallison.

Collectors. First-day cover cancellations may be obtained by one of the following methods:

a. *Customers Affixing Stamps.* Customers are encouraged to pur-

PCES Personnel Action

There are no promotions in PCES, since it is a "gradeless" system. This also applies to non-PCES employees entering the PCES. When a PCES executive is assigned to a new position, or when a non-PCES executive enters the PCES, the nature of action codes to be used on the *Request for Personnel Action*, Form 52, 50-A or 50-B, in the block Nature of Action Description are either 721, *Reassignment*, or 925, *Reassignment CAO*.—*Employee Relations Dept., 10-18-79.*

chase stamps at local post offices and affix them to their own envelopes. All envelopes must be addressed. Peelable address labels are recommended and a filler card of postal card thickness should be inserted in each cover. Orders must be postmarked by December 5, 1979; and should be addressed to: First Day Cancellations, Postmaster, Oklahoma City, OK 73125. No remittance is required.

b. *Postal Service Affixing Stamps.* Request first-day cancellations from: Wiley Post Stamps, Postmaster, Oklahoma City, OK 73125 (see POM 244.53). Requests must be postmarked not later than December 5, 1979. Remittance is required for the face value of each stamp.

Selected United States mint stamps will be available at the Philatelic Sales Branch, Washington, DC 20265, beginning November 21, 1979.

Supply. There will be an automatic distribution made only to philatelic centers. Philatelic centers automatic distribution will be the same quantity as received for the 50-cent stamp.

Bulk Quantities. Post offices with 950 or more revenue units requiring more than 7,000 stamps of **item 184** should immediately order from the Bureau of Engraving and Printing, using Form 3356, *Stamp Requisition—Bulk Quantities*, in the following manner: 10,000, 20,000, 30,000, 40,000, 50,000, 100,000, 150,000, 200,000, 250,000 and multiples of 250,000 to a maximum of 2,500,000.

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All Retail Managers

Philatelic Product Inventory

All stamp collecting centers, post offices, and philatelic centers must ensure that adequate supplies of philatelic products are available to meet customer needs during the first quarter of FY 80.

Over 40% of the revenue generated from the sale of philatelic products is attained during the eight weeks prior to Christmas. This year should prove to be no exception to this trend.

To sell philatelic products, supervisors must ensure that an adequate supply of philatelic products are on hand at window counters to support the clerks in their philatelic sales efforts. Window clerks should be instructed to display and sell philatelic products.

Philatelic products for sale this quarter include:

1. The 1979 Commemorative Mint Set (item 938) which goes on sale Tuesday, November 13, 1979, and will sell for \$5.25.

2. The 6th edition of *Stamps & Stories* (item 924) which has been

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Use of Undeliverable Mail for Research and Development

It has become necessary to establish uniform procedures for using undeliverable mail in research and development projects. The lack of a systematic or consistent approach in the informal procedures previously used has caused considerable confusion in the field. To provide uniform guidelines, the following new sections in the DOMESTIC MAIL MANUAL (DMM) are effective immediately.

159.558 Use of Dead Matter By the Postal Service

Items may be withdrawn from dead parcel branches only for official use by postal inspectors who will give memorandum receipts for the articles withdrawn. These receipts will be kept on file in the dead parcel branch and will be returned when the goods are returned for disposal as dead parcels. Requests for material for use of dead matter in the development of systems and equipment will be handled in accordance with the following procedures:

a. Authorization. Undeliverable mail may be used for development and testing of equipment and systems only when authorized by the General Manager, Special Services Division, Office of Mail Classification, Rates and Classification Department, U.S. Postal Service, Washington, DC 20260.

b. Submitting Requests. Requests for authorization must be submitted in writing and must state: (1) the purpose of the test and how the mail will be used; (2) type of undeliverable mail and volume required; (3) period during which it will be required; (4) the proposed source and arrangements for its delivery to the contractor or postal employee conducting the test; (5) the security to be provided while undergoing testing; and (6) arrangements for disposal of the mail at the end of the test.

c. Information on Outside Cover. Name and address information on the outside cover of undeliverable mail and messages appearing on post cards are regarded as confidential. A private contractor or postal employee conducting a test may not use the mail in any manner which will permit the information, conveyed by the name and address on the mail or the mes-

International First Flight Cachet

Frontier Airlines will begin first flight service as follows:

Nov. 8, 1979 From El Paso, TX, to Ixtapa/Zihuatanejo, Mexico.
Nov. 9, 1979 From Albuquerque, NM to Ixtapa/Zihuatanejo, Mexico.

Official cachet and philatelic treatment are authorized as outlined in POSTAL OPERATIONS MANUAL 244-63.

To prepare and send covers for official philatelic treatment for this service, observe the following procedures:

1. All covers must be addressed.
2. Applicable rate of postage per cover is 15 cents per half ounce.
3. A clear space, 2½ by 2½ inches, on the lower portion of the envelope and to the left of the address, must be allowed for the cachet.
4. An additional clear space of 1½ inches to the left of the innermost stamp must be provided to permit a clear postmark.
5. Include in each envelope a uniform enclosure of the approximate

sage on a post card, to be disseminated or made available to anyone. This includes, but is not limited to, photographic or other reproductions or copies of the actual wording. While the mail, and reproductions or copies of the actual wording may be used in the test procedures, they may not be included in reports or other material which may be disseminated outside the Postal Service.—*Rates & Classification Dept., 10-18-79.*

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Orders will be filled as fast as production and distribution facilities permit. The 25-cent Wiley Post airmail stamp replaces the current 25-cent airmail stamp.

Less-than-Bulk-Quantities. Post-offices with over 950 revenue units requiring less than the above minimum and all other post offices may submit a separate requisition (Form 17, Stamp Requisition), to designated stamp distribution offices. Requisitions should be submitted immediately.—*Customer Services Dept., 10-18-79.*

Stamps Removed from Sale

The following stamps have been removed from sale at the Philatelic Sales Branch:

15¢ Owls
15¢ Trees

Any stock of the above items remaining on hand after December 29, 1979, shall immediately be withdrawn from all philatelic outlets and placed on general sale until January 29, 1980. After that date, any remaining stock shall be handled in accordance with Section 553 of Handbook F-1, *Financial Handbook for Post Offices.*

The Inspection Service will give attention in this area during audit reviews.—*Customer Services Dept., 10-18-79.*

thickness of a postal card to assure a good impression.

6. Enclose the prepared covers in another envelope and address as follows:

Cachets to be applied by	Send covers to
El Paso City Post Office	Postmaster Paisano Annex U.S. Postal Service El Paso, TX 79910
Albuquerque City Post Office	Postmaster Main Post Office Albuquerque, NM 87101
Albuquerque Airport Mail Facility	Operations Manager Airport Mail Facility Sunport Airport Albuquerque, NM 87119

7. Endorse the lower left corner of the outer envelope containing the covers with the words *First Flight Covers* for easy identification.

8. The covers should be mailed to reach the office applying the cachet no later than three days prior to the scheduled date of the flight.

9. **Aerogrammes and postal cards will not be accepted.**

Covers bearing previous postmarks and those not properly prepared in accordance with these instructions will not receive cachets or cancellations.

There will be a limit of 50 covers per customer.—*Customer Services Dept., 10-18-79.*

POST OFFICE CHANGES NO. 33

(Supplemental to 1979 National ZIP Code and Post Office Directory.)

Abbreviations: B=Branch, C=City Delivery, Conv.=Converted, CPO=Community Post Office, Disc.=Discontinued, Estab.=Established, F=Finance, Fac.=Facility, I=Independent Post Office, IC=Independent City, MOU=Money Order Unit, MPO=Main Post Office, MR=Mailing Restrictions (from Part 126 PSM) apply, NP=Nonpersonnel, NZCD=National ZIP Code and Post Office Directory, P=Postal facility discontinued, name retained for address purposes, Resc.=Rescinded, S=Station, x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.)

Symbols: (1)=Officially closed on date shown. Notice is for administrative record purposes. (2)=Officially established on date shown. Notice is for administrative record purposes. (3)=All services previously terminated. Date shown is official discontinued date for administrative purposes.

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
AR	Mena.....	Polk.....	Pine Ridge ¹	CPO	71906	Delete.....	10- 5-79	CPO parent PO and ZIP Code changed.
AR	Oden.....	Montgomery.....	do.....	CPO	71961	Add.....	10- 5-79	
CA	Palo Alto.....	Santa Clara.....	Hamilton.....	Sx	94301	Add.....	2-10-79	Sx estab. (2)
FL	Key West.....	Monroe.....	Naval Hospital.....	S	33040	Delete.....	4-20-79	S conv. to Sx. Retain ZIP Code.
FL	do.....	do.....	do.....	Sx	33040	Add.....	4-20-79	
FL	do.....	do.....	Naval Air Station Unit 2.....	S	33040	Delete.....	4-20-79	
FL	do.....	do.....	do.....	Sx	33040	Add.....	4-20-79	S conv. to Sx. Retain ZIP Code.
FL	Orlando.....	Orange.....	Union Park.....	Bx	32817	Add.....	1- 1-80	
IL	Prospect Heights.....	Cook.....	I	60070	Delete.....	9-10-79	C disc. to correct NZCD.
KY	Lexington.....	Fayette.....	Barr Street.....	Sx	40507	Add.....	5-30-79	Sx estab. (2)
MD	Hyattsville.....	Prince Georges.....	Cheverly.....	B	20785	Delete.....	6-15-79	B disc. Retain ZIP Code. (1)
NY	Buffalo.....	Erie.....	J.....	Sx	14208	Add.....	11- 2-79	Amend PB 21213 Sx disc. Resc.
PA	Irvona.....	Clearfield.....	Glenhope.....	CPO	16645	Delete.....	12- 1-79	CPO name changed. Retain ZIP Code.
PA	do.....	do.....	Glen Hope.....	CPO	16645	Add.....	12- 1-79	
TX	Wilmer.....	Dallas.....	I	75172	Add.....	10- 6-79	C estab. PO disc. Change ZIP Code only. Continue address of Fronton, TX. (1)
TX	Fronton.....	Starr.....	I	78546	Delete.....	11-16-79	
TX	do.....	do.....	P	78584	Add.....	11-16-79	
WA	Hyak.....	Kittitas.....	I	98026	Delete.....	11-30-79	PO disc. Change ZIP Code only Continue address of Hyak, WA. (1)
WA	Seattle.....	King.....	Hyak ²	P	98068	Add.....	11-30-79	

¹ CPO is located in Montgomery County.
² Place is located in Kittitas County.

—Delivery Services Dept., 10-18-79.

To all MSC/post offices

BENJAMIN FRANKLIN STAMP CLUB FILM

Television stations throughout the country, which produce their own children's programs, will be receiving a film, approximately six minutes in length, about stamp collecting and the Benjamin Franklin Stamp Club Program. This is a sequel to the film which was distributed in late August. (See POSTAL BULLETIN 21205, 8-23-79.)

The film opens with two children discussing how much they learned through their participation in the Benjamin Franklin Stamp Club. They

decide to visit their local post office to thank the clerk who originally informed them about the club. Although the clerk is on vacation, another helpful clerk answers their questions about first day of issue ceremonies and explains about cacheted envelopes and cancellations. The film also shows scenes from a recent first day of issue ceremony honoring the Special Olympics. The film ends with the clerk talking to the viewing audience about the fun of learning through stamps.

Detailed information about the film and a list of television stations receiving the film are being furnished all sectional center managers. Each postmaster should make sure that employees answering incoming telephone calls are aware of the film and the Benjamin Franklin Stamp Club objectives. They can support this effort by responding with a referral to the club coordinator or project leader for that area through each MSC.—Customer Services Dept., 10-18-79.

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on sale since September 1, 1979, for the price of \$3.50.

3. A variety of Stamp Collecting Kits priced at \$2.00.

In addition, 1977 and 1978 Commemorative Mint Sets (items 936, 937) should also be available.

Post offices can order philatelic products through their Stamp Distribution Office (SDO) by filling out a Form 17, *Stamp Requisition*. When requesting items, use the blank spaces provided on the Form 17 to write in the philatelic products requested. MSCs must continue to review their

philatelic requirements and order additional inventory through their Accountable Paper Depository (APD).

All post offices must replenish and maintain adequate levels of philatelic product inventory in order to meet customer needs.—Customer Services Dept., 10-18-79.

Domestic First Flight Cachet

Official cachets and philatelic treatment for the first flight services described in A and B are authorized as outlined in 244.63 *POSTAL OPERATIONS MANUAL*.

To prepare and send covers for official philatelic treatment for the listed services, observe the following procedures:

1. All covers must be self-addressed.
2. Applicable rate of postage per cover is 15 cents for the first ounce; 13 cents for each additional ounce up to 12 ounces.
3. A clear space, 2½ by 2½ inches, on the lower portion of the envelope and to the left of the address, must be allowed for the cachet.
4. An additional clear space of 1½ inches to the left of the innermost stamp must be provided to permit a clear postmark.
5. Include in each envelope a uniform enclosure, the approximate thickness of a postal card, to assure a good impression.
6. Endorse the lower left corner of the outer envelope containing the covers with the words *First Flight Covers* for easy identification.
7. The covers should be mailed to reach the office applying the cachet no later than three days prior to the scheduled date of the flight.

A. EASTERN AIRLINES

On or after November 1, 1979, Eastern Airlines will begin first flight service between the following cities: from Atlanta, GA to Norfolk, VA, Rochester, NY, Albuquerque, NM, Phoenix, AZ and Denver, CO; from Tucson, AZ to Phoenix, AZ and Dallas/Fort Worth, TX; from Reno, NV to St. Louis, MO; and from Miami, FL to San Juan, PR.

There will be no cachet.

<i>Postmarks to be applied by</i>	<i>Send covers to</i>
Atlanta City Post Office	Postmaster Federal Annex Atlanta, GA 30304
Atlanta Airport Mail Facility	Operations Manager Airport Mail Facility Hartsfield International Airport Atlanta, GA 30320
Norfolk City Post Office	Postmaster Main Post Office Norfolk, VA 23501
Rochester City Post Office	Postmaster U.S. Post Office Rochester, NY 14692

Self-Service Postal Center Cost Report

Beginning with Accounting Period 1, Fiscal Year 1980, offices with full Self-Service Postal Centers should submit to the St. Louis Postal Data Center only the 8/78 or 3/79 editions of Form 3232, *Self-Service Postal Center Cost Report*. All copies of previous versions of Form 3232 (dated 1977 or earlier) should be destroyed.—*Delivery Services Dept., 10-18-79.*

<i>Postmarks to be applied by</i>	<i>Send covers to</i>
Albuquerque City Post Office	Postmaster Main Post Office Albuquerque, NM 87101
Albuquerque Airport Mail Facility	Operations Manager Airport Mail Facility Albuquerque, NM 87119
Phoenix City Post Office	Postmaster Main Post Office Phoenix, AZ 85026
Denver City Post Office	Postmaster U.S. Post Office Denver, CO 80202
Denver Airport Mail Facility	Operations Manager Airport Mail Facility Denver, CO 80238
Tucson City Post Office	Postmaster U.S. Post Office Tucson, AZ 85726
Dallas City Post Office	Postmaster General Post Office Dallas, TX 75260 Attn: Supervisor, Customer Service Representative
Fort Worth City Post Office	Postmaster Fort Worth, TX 76101
Dallas/Fort Worth Airport Mail Facility	Operations Manager Airport Mail Facility Dallas/Fort Worth Regional Airport Dallas, TX 75261
Reno City Post Office	Postmaster U.S. Post Office Reno, NV 89510
St. Louis City Post Office	Postmaster U.S. Post Office St. Louis, MO 63155
Miami City Post Office	Postmaster U.S. Post Office Miami, FL 33152
Miami Airport Mail Facility	Superintendent Airport Mail Facility U.S. Postal Service Miami, FL 33159
San Juan City Post Office	Postmaster Main Post Office San Juan, PR 00936

Employee Social & Recreational Committees—Annual Report

Handbook P-29, *Food Service Operation and Employee Social and Recreational Funds*, (940 and 950) requires Employee Social and Recreational Committees to submit annual reports from regional units for FY-79 to the Regional Director of Finance no later than November 8, 1979. Reports by Employee Social and Recreational Committees at Headquarters and its administrative supporting facilities are to be made to the General Manager, Headquarters Personnel Division, by that same date.

Form 3241, *Statement of Receipts and Disbursements*, normally used in preparing the annual report, has been revised. If you are unable to obtain the revised Form through normal channels, use of the old Form 3241 is approved.—*Employee Relations Dept., 10-18-79.*

B. FRONTIER AIRLINES

On or after November 8, 1979, Frontier Airlines will begin service from Missoula, MT to Helena, MT, Spokane, WA and round trip service from Billings, MT to Helena, MT.

Enclose the prepared covers in another envelope, indicate segment desired, and address as follows:

<i>Cachet to be applied by</i>	<i>Send covers to</i>
Missoula City Post Office	Postmaster U.S. Post Office Missoula, MT 59801
Helena City Post Office	Postmaster U.S. Post Office Helena, MT 59601
Spokane City Post Office	Postmaster Main Post Office Spokane, WA 99210
Billings City Post Office	Postmaster Main Post Office Billings, MT 59101

Covers bearing previous postmarks and those not properly prepared according to these instructions will not receive cachets or cancellations.

There will be a limit of 50 covers per customer.—*Customer Services Dept., 10-18-79.*

PREPARATION OF BULK MAILINGS

The mail preparation regulations set forth below for second-class, controlled circulation, third-class, fourth-class bound printed matter and library rate mailings are effective immediately on an optional basis for those mailers who can comply with them. These regulations will be mandatory for all mailers effective February 3, 1980.

The regulations are adopted on an optional basis in order to give mailers a phase-in period during which they can become familiar with the new mail preparation requirements and to make any changes necessary to comply with the new requirements. During the phase-in period, mailers must comply with either all of the current mail preparation requirements or all of the regulations which will become mandatory on February 3, 1980. Mailers may not selectively use parts of the current preparation requirements and parts of the regulations which will become effective on February 3, 1980.

The new regulations have been assigned separate numbers to make it easier to compare the changes with the current mail preparation regulations. The following chart provides a sectional comparison of the alternate preparation regulations:

<i>Present regulations (to be deleted on February 3, 1980)</i>	<i>Alternate regulations (to become mandatory on February 3, 1980)</i>
464	467
564	567
663	667
763	767
765	766

In general, these regulations revise the destinations to which packages and sacks of mail must be presorted, offers a number of optional sortations, and changes the minimum quantities of mail for which a bulk mailer must prepare sacks. In addition, a number of minor changes have been made to related mail preparation regulations. The new regulations will accomplish the following:

1. Mailers of second-class publications will be able to qualify six or more pieces for the level B, level C and level E per piece rates.
2. The presort rules for bulk mailings will require mailers to presort by five-digit ZIP Code prefix, three-digit ZIP Code prefix, state and mixed

states separations. The mixed city and SCF separations are optional.

3. The levels B and E per piece rates may be claimed for properly prepared copies of second-class publications presorted to cities having a unique three-digit ZIP Code as well as to the multi-ZIP Coded cities listed in section 467.114.

4. Machinable third-class, library rate and fourth-class bound printed matter must be presorted to five-digit ZIP Codes, destination BMC's and the origin BMC.

5. One properly prepared package of mail may be sacked.

6. If there are at least 4 packages of a second-class publication or a controlled circulation publication for a specific destination, the packages must be sacked.

7. If there are at least 12 packages of third-class material for a specific destination, the packages must be sacked.

8. If there are at least 10 pieces of bound printed matter or library rate material for a specific destination, the pieces must be sacked.

9. Properly prepared carrier route packages of second-class publications may be sacked in either a carrier route sack if all packages are for the same carrier or in a carrier routes sack if the packages are for several carrier routes served by a five-digit delivery unit.

PART 462 PREPARATION

In 462.3, revise 62.31 to read as follows:

462.3 Addressing

.31 Each piece including the top copy of a firm package (see 467.111) must bear the name and address of the subscriber. The address must include the ZIP Code. *Exception:* the ZIP Code may be omitted from pieces bearing a simplified address in accordance with 122.41.

PART 467 ALTERNATE PRESORT REQUIREMENTS

Add new 467 to read as follows:
467 Alternate Presort Requirements (See Exhibit 467). The requirements set forth in this section may be used at the option of the mailer instead of those in 464 until February 3, 1980. On that date, these requirements will be mandatory and 464 will be deleted.

467.1 Packaging Requirements

.11 Sortation

.111 **Firm Packages.** When there are two or more copies for the same address they must be made up into one package if only one piece rate is paid for the group. A blue label F must be affixed to the front of the package (see 467.14). When there is more than one package sent to one address, mailers are allowed to include a package identification notice such as 1 of 4, 2 of 4, etc., on the package wrapper, provided such endorsement does not interfere with the clarity of the address.

.112 **Optional Carrier Packages.** When there are six or more copies for the same carrier route, rural route, lockbox section or general delivery unit, they may, at the mailer's option, be made up into a carrier package of six or more copies. Such packages may qualify for the level C per piece rate. See 467.6. Whenever a carrier route package is not placed in a sack labeled to show that it only contains packages for the same carrier route, the mailer must use one of the following procedures:

a. The mailer may prepare packages with a facing slip which must be affixed to the front of the package and marked as shown below.

Line 1: 5-Digit ZIP Code of Address

Line 2: Contents and Carrier Route, Rural Route, Lockbox Section, or General Delivery Unit

Line 3: Post Office of Entry

Sample Carrier Route Facing Slip:

SAN FRANCISCO CA 94133
NEWS RURAL ROUTE 12
PORTLAND OR 972

b. The mailer may prepare packages without facing slips when the following conditions are met:

1. The carrier route information consisting of a descriptive prefix (or its abbreviation) plus a two-digit route number or four-digit numeric code must be on the top line of the address, either alone (the preferred format) or with other information (addressee, account data, etc.).

2. The descriptive prefix "carrier route," "rural route," "highway contract route," or "lockbox section" must either be spelled out (the pre-

ferred format) or abbreviated as follows:

Carrier Route----- CR.
 Rural Route----- RR.
 Highway Contract Route-- SR.
 Lockbox Section----- LS.

3. The descriptive prefix must be followed by a two-digit route number when the ZIP Code is included in the address. If the ZIP Code is omitted from the address, the descriptive prefix must be followed by a four-digit numeric route code. This four-digit route code must consist of the last two digits of the ZIP Code followed by the two-digit carrier route number.

4. The carrier route information must be right justified.

5. The carrier route information must be preceded by at least two asterisks (or another distinctive character). The following are examples of address formats in the order of preference:

****Carrier Route 22**

John Doe
 1300 Waterford Drive
 District Heights, MD 20028

JhnDoe30WA*****CR 22
 John Doe
 1300 Waterford Drive
 District Heights, MD 20028

John Doe ****CR 22**
 1300 Waterford Drive
 District Heights, MD 20028

****Rural Route 05**

John Doe
 1602 Country Lane
 Burke, VA 22015

6. At least 10 spaces must be allowed for carrier route information if it is included with other information on the top line.

.113 5-Digit Packages. When there are six or more copies for the same 5-digit ZIP Code destination, they must be made up into 5-digit packages. Mailers are encouraged, but are not required, to affix a red label D to each package. Copies may

qualify for the Level B or Level E per piece rate. See 467.6.

.114 Optional City Packages. When, after making up 5-digit packages, there are six or more copies remaining for one of the following multi-ZIP Coded offices, the mailer is encouraged to prepare a "city" package. A yellow label C must be affixed to each package. Such packages may qualify for the Level B or Level E per piece rate. See 467.6.

Alabama
 Anniston 36201-05
 Decatur 35601-03
 Dothan 36301-03
 Florence 35630-33
 Gadsden 35901-05
 Tuscaloosa 35401-06

Alaska
 Anchorage 99501-49

Arizona
 Glendale 85301-11
 Mesa 85201-08
 Scottsdale 85251-69
 Sun City 85351-52,
 72-75
 Tempe 85281-87

Arkansas
 Fort Smith 72901-16
 North Little Rock 72114-19
 Pine Bluff 71601-13

California
 Beverly Hills 90210-15
 Buena Park 90620-24
 Canoga Park 91303-07
 Chula Vista 92010-12
 Comptor 90220-24
 Concord 94518-24
 Costa Mesa 92626-27
 Covina 91722-24
 Daly City 94014-17
 Downey 90240-42
 El Cajon 92020-22
 El Monte 91731-34
 Escondido 92025-27
 Fremont 94536-40
 Fullerton 92631-38
 Gardena 90247-49
 Garden Grove 92640-45
 Hayward 94541-46
 Huntington Beach 92646-49
 Laguna Beach 92651-53
 Lakewood 90712-16
 La Puente 91744-49
 Modesto 95350-55
 Mountain View 94040-43
 Newport Beach 92660-63
 Northridge 91324-30
 Ontario 91761-62
 Orange 92665-69
 Pomona 91766-69
 Redondo Beach 90277-78, 54
 Redwood City 94061-65
 Salinas 93901-15
 San Fernando 91340-49
 San Gabriel 91775-78
 San Juan Capistrano 92675, 90-93
 San Leandro 94577-79
 San Pedro 90731-33
 San Rafael 94901-11
 Santa Clara 95050-54
 Santa Cruz 95060-66
 Santa Rosa 95401-06
 Simi Valley 93063-65

Spring Valley 92077-78
 Stockton 95201-12
 Sunnyvale 94086-88
 Thousand Oaks 91360-63
 Ventura 93001-09
 Walnut Creek 94595-98
 West Covina 91790-93
 Whittier 90601-12
 Wilmington 90744-49
 Woodland Hills 91364-75

Colorado
 Arvada 80001-09
 Aurora 80010-16,
 40-41
 Englewood 80110-15,
 50-54
 Fort Collins 80521-26
 Littleton 80120-29,
 60-61
 Pueblo 81001-19

Connecticut
 New Britain 06050-53
 Norwalk 06850-57
 Waterbury 06701-24

Delaware
 Newark 19711-13

Florida
 Boca Raton 33431-32
 Boynton Beach 33435-37
 Bradenton 33505-08
 Clearwater 33515-20
 Daytona Beach 32014-23
 Delray Beach 33444-47
 Fort Meyers 33901-08
 Fort Pierce 33450-52
 Gainesville 32601-12
 Hialeah 33010-16
 Hollywood 33019-29
 Homestead 33030-35
 Lakeland 33801-03
 Lake Worth 33460-64
 Largo 33540-42
 Melbourne 32901-19
 Naples 33940-42
 New Port Richey 33552-53
 Ocala 32670-73
 Opa Locka 33054-56
 Panama City 32401-10
 Pensacola 32501-22
 Pompano Beach 33060-68
 Punta Gorda 33950-54
 Sarasota 33577-83
 Tallahassee 32301-13
 Tarpon Springs 33589-90
 Venice 33595-96
 West Palm Beach 33401-11
 Winter Park 32789-93

Georgia
 Albany 31701-07
 Athens 30601-07
 Conyers 30207-08
 Decatur 30030-38
 Douglasville 30133-35
 Marietta 30060-67
 Newnan 30263-65
 Norcross 30071, 91-93
 Riverdale 30274, 96
 Roswell 30075-77
 Stone Mountain 30083, 86-88

Illinois
 Arlington Heights 60004-08
 Aurora 60504-07
 Belleville 62220-25
 Decatur 62521-26
 Des Plaines 60016-18
 East St. Louis 62201-08
 Joliet 60431-36
 Melrose Park 60160-65

Illinois—Continued

Oak Lawn 60453-59
 Roselle 60172, 93-96
 Skokie 60076-77

Indiana

Anderson 46011-17
 Hammond 46320-27
 Lafayette 47901-07
 Muncie 47302-06
 Terre Haute 47801-12

Kentucky

Covington 41011-19
 Newport 41071-76

Louisiana

Lafayette 70501-08
 Lake Charles 70601-09
 Metairie 70001-11
 Monroe 71201-09

Maryland

Columbia 21044-46
 Hyattsville 20780-88
 Laurel 20810-11
 Rockville 20850-57

Massachusetts

Ayer 01432-33
 Chicopee 01013-22
 Fall River 02720-26
 Falmouth 02540-41, 43
 Lawrence 01840-45
 Lowell 01850-54
 Lynn 01901-10
 New Bedford 02740-48
 North Attleboro 02760-63

Michigan

Ann Arbor 48103-09
 Battle Creek 49014-17
 Birmingham 48008-12
 Dearborn 48120-26
 Farmington 48018, 24
 Jackson 49201-04
 Kalamazoo 49001-09
 Livonia 48150-57
 Mount Clemens 48043-45
 Muskegon 49440-45
 Plymouth 48170, 87-88
 Pontiac 48053-59
 Royal Oak 48067-73
 Saginaw 48601-07
 Southfield 48034, 37,
 75-76
 Saint Clair Shores 48080-83
 Troy 48084, 98-99
 Utica 48087, 77-78
 Warren 48089-93

Mississippi

Gulfport 39501-03
 Biloxi 39530-34

Missouri

Florissant 63031-34
 Hazelwood 63042-45
 Independence 64050-55

Montana

Great Falls 59401-06

New Jersey

Cherry Hill 08002-03
 Clifton 07011-15
 East Orange 07017-19
 Englewood 07631-32
 Hackensack 07601-11
 Montclair 07042-44
 Orange 07050-52
 Perth Amboy 08861-63
 Plainfield 07060-63
 Rahway 07065-67
 Ridgewood 07450-52
 Rutherford 07070-75
 Westfield 07090-92

New York

Babylon 11702-04
 Floral Park 11001-05
 Great Neck 11020-24
 Hempstead 11550-54
 Mount Vernon 10550-59
 Troy 12180-83
 Valley Stream 11580-83

North Carolina

Fayetteville 28301-08
 High Point 27260-64
 Wilmington 28401-06

Ohio

Cuyahoga Falls 44221-24
 Elyria 44035-39
 Hamilton 45011-26
 Lima 45801-09
 Lorain 44052-55
 Warren 44481-86

Oklahoma

Lawton 73501-05
 Norman 73069-71

Oregon

Eugene 97401-05
 Salem 97301-14

Pennsylvania

Altoona 16601-02
 Bethlehem 18015-18
 Chester 19013-16
 Johnstown 15901-09
 Levittown 19053-59
 McKeesport 15130-35
 Media 19063-65
 New Castle 16101-05
 Norristown 19401-09
 Pittston 18640-44
 Upper Darby 19082-84

Rhode Island

Pawtucket 02860-65
 Wakefield 02879-83
 Warwick 02886-89

South Carolina

Anderson 29621-23
 Charleston 29401-12
 Greenville 29601-15
 Spartanburg 29301-04

Tennessee

Kingsport 37660-65

Texas

Arlington 76010-19
 Baytown 77520-21
 Brownsville 78520-21
 Carrollton 75006-07
 Conroe 77301-02
 Duncanville 75116, 37
 Galveston 77550-53
 Garland 75040-43
 Grand Prairie 75050-52
 Humble 77338-39
 Irving 75060-63, 39
 Lancaster 75146, 34
 Laredo 78040-41
 Lewisville 75028, 56, 67
 Longview 75601-05
 Mesquite 75149-50,
 80-82
 Midland 79701-03
 Odessa 79760-63
 Pasadena 77501-07
 Plavio 75023-24,
 74-75
 Richardson 75080-81
 San Angelo 76901-03
 Spring 77373-79, 80
 Texarkana 75501-03
 Tyler 75701-12

Texas—Continued

Waco 76701-11
 Wichita Falls 76301-11

Virginia

Charlottesville 22901-09
 Chesapeake 23320-25
 Fairfax 22030-39
 Falls Church 22040-46
 Hampton 23660-70
 Herndon 22070, 90-95
 Lynchburg 24501-15
 McLean 22101-02
 Newport News 23601-30
 Roanoke 24001-50
 Springfield 22150-61
 Suffolk 23434-38
 Virginia Beach 23450-63
 Woodbridge 22191-94

Washington

Bellevue 98004-07
 Everett 98201-07
 Olympia 98501-07
 Vancouver 98660-67
 Yakima 98901-09

Wisconsin

Kenosha 53140-43

.115 3-Digit Packages. When there are six or more copies for a 3-digit ZIP Code prefix, after the required 5-digit packages and optional city packages have been made, they must be made up into 3-digit packages. A green label 3 must be affixed to each package. Copies in packages of six or more addressed to multi-ZIP Coded cities having a unique 3-digit ZIP Code may qualify for the level B or E per piece rate. See 467.6. These cities are listed in Publication 65, *National ZIP Code and Post Office Directory*.

.116 Optional SCF Packages. When there are six or more copies for post offices in the same Sectional Center Facility (SCF) service area remaining after the required 5-digit and 3-digit packages have been made, the mailer is encouraged to prepare an SCF package. A green label 3 must be affixed to each package. A list of all SCF's, the first three digits of all ZIP Codes served by these facilities, and the lowest 3-digit ZIP Codes that are to be used on SCF sack labels is shown in the "Sectional Center Facilities" table contained in Publication 65, *National ZIP Code and Post Office Directory*.

.117 Optional SDC Packages. When there are six or more copies for post offices in the same State Distribution Center (SDC) service area remaining after the 5-digit, optional city, 3-digit and optional SCF packages have been made, the mailer is encouraged to prepare an SDC State Distribution Center service area package. In those instances where this SDC State Distribution Center

service area makeup is finer than the mandatory state makeup, a facing slip must be used on SDC packages. Individual copies in SDC packages must be wrapped.

.118 State Packages. When there are six or more copies for a State remaining after the 5-digit, optional city, 3-digit, optional SCF and optional SDC packages have been made, they must be made up into state packages. An orange label S must be affixed to each package. Individual copies in state packages must be wrapped.

.119 Mixed States Packages. Copies remaining after packages have been made, as outlined above, must be made up into mixed state packages. A mixed states white facing slip must be attached to each package. Individual copies in mixed states packages must be wrapped.

.12 Loose Packing. Management sectional center (MSC) managers may authorize loose packing of copies in full No. 3 sacks without bundling when all material in a sack goes to the same 5-digit ZIP Code. Copies must be placed to maintain orientation of the copies while in transit. Mailers desiring to loose pack copies must make requests through the post office of mailing. *Note:* the terms *loose pack* or *loose packing* refer to the placement of unbundled, unbound mail pieces in a receptacle such as a mail sack.

.13 Facing. All copies in a package must be faced the same way with an address visible on the top copy.

.14 Package Labels. Pressure sensitive package labels must be applied to the lower left corner of the address side of the top copy on letter size packages and next to the address on larger packages. Facing slips must be placed on the address side of the top copy in mixed state and foreign packages. Pressure sensitive labels and facing slips are available from post offices.

467.2 Sacking Requirements

.21 General. Except where bundling or palletizing is authorized (see 467.3 and 467.4), packages must be sorted and sacked to destinations as outlined below. No more than 70 pounds of mail may be placed in any sack.

.22 Sortation

.221 Carrier Sacks. Mailers who wish to qualify for the level C piece rate (see 467.6), must prepare car-

rier route sacks in one of the following ways:

a. Carrier route sacks which contain at least one package of six or more copies for the same carrier route must be labeled in the following manner:

Line 1: City and State and 5-Digit Destination

Line 2: Contents (ORD P or NEWS). Carrier Route and Route Number

Line 3: Office of Mailing
Sample Carrier Sack Label:
SAN FRANCISCO CA 94133
NEWS-CARRIER ROUTE 18
PORTLAND OR 972

b. Sacks containing qualifying carrier route packages for more than one carrier route must be labeled in the following manner:

Line 1: City and State and 5-Digit Destination

Line 2: Contents (ORD P or NEWS), Carrier Routes

Line 3: Office of Mailing
Sample Carrier Routes Sack Label:
SAN FRANCISCO CA 94133
NEWS-CARRIER ROUTES
PORTLAND OR 972

.222 5-Digit Sacks. When, after preparing optional carrier sacks, there are four or more packages addressed to the same 5-digit ZIP Code destination, packages must be made up into 5-digit sacks. Sacks containing fewer packages may be prepared. Each sack must be labeled in the following manner:

Line 1: City and State and 5-Digit Destination

Line 2: Contents (ORD P or NEWS)

Line 3: Office of Mailing
Sample 5-Digit Sack Label:
PHILADELPHIA PA 19118
ORD P
BOSTON MA 021

.223 Optional City Sacks. After preparing 5-digit sacks, mailers are encouraged to make up packages addressed to the multi-ZIP Code cities listed in 467.114 into city sacks. Each sack label must be labeled in the following manner:

Line 1: City, State, and Lowest ZIP Code

Line 2: Contents
Line 3: Office of Mailing
Sample City Sack Label:
AURORA IL 60504
NEWS
BOSTON MA 021

.224 3-Digit Sacks. When, after preparing optional carrier, 5-digit and optional city sacks, there are four or

more packages for the same 3-digit ZIP Code destination, the packages must be made up into 3-digit sacks. Sacks containing fewer than four packages may be prepared. Each sack must be labeled in the following manner:

Line 1: City, State, and 3-Digit Prefix

Line 2: Contents
Line 3: Office of Mailing
Sample 3-digit Sack Label:
PHILADELPHIA PA 191
ORD P
BOSTON MA 021

.225 Optional SCF Sacks. After preparing 5-digit, optional city, and 3-digit sacks, the mailer is encouraged to make up packages addressed to post offices in the same Sectional Center Facility service area into SCF sacks. Each sack must be labeled in the following manner:

Line 1: Name and State of SCF. Lowest 3-Digit ZIP Code for that SCF

Line 2: Contents
Line 3: Office of Mailing
Sample SCF Sack Label:
SCF PHILADELPHIA PA 190
ORD P
BOSTON MA 021

Note.—A list of all SCF's, the first three digits of all ZIP Codes served by these facilities, and the principal 3-digit ZIP Code prefixes that are to be used in SCF sack labels is contained in Publication 65, National ZIP Code and Post Office Directory.

.226 Optional SDC Sacks. After preparing optional carrier, 5-digit, optional city, 3-digit and optional SCF sacks, the mailer is encouraged to make up packages addressed to the same State Distribution Center (SDC) service area into SDC sacks. Each sack must be labeled in the following manner:

Line 1: Name of SDC for Destination Area

Line 2: Contents and State
Line 3: Office of Mailing
Sample Sack Label:
DIS PITTSBURGH PA 150
ORD P PA
SAN FRANCISCO CA 941

.227 State Sacks. When, after making up optional carrier, 5-digit, optional city, 3-digit, optional SCF, and optional SDC sacks, there are four or more packages addressed to the same State, the packages must be made up into state sacks. Each sack must be labeled in the following manner:

Line 1: Name of SDC for State of Destination

Line 2: Contents and State

Line 3: Office of Mailing

Sample State Sack Label:

DIS KANSAS CITY MO 640

ORD P MO

SAN FRANCISCO CA 941

.228 Mixed States Sacks. Packages remaining after state stacks have been prepared must be made up into mixed states sacks. Each sack must be labeled in the following manner:

Line 1: Mixed States Distribution Location

Line 2: Contents

Line 3: Office of Mailing

Sample Mixed States Sack Label:

DIS CHICAGO IL 606

ORD P MIXED STATES

CHICAGO IL 606

467.3 Bundling Instead of Sacking

.31 Regional Authorization

.311 The Regional Postmaster General for the post office of mailing may authorize dispatch of second-class mail in bundles outside of mail sacks if such preparation is beneficial to the Postal Service. The publisher must submit an application to the postmaster where the mail is to be deposited. The following information must be furnished with the application:

a. Name of publication and frequency of mailing;

b. Identity of post offices to which shipments will be made; and

c. Approximate quantity of copies and number of bundles to each office.

.312 The postmaster will forward the application to the Regional Postmaster General with a detailed explanation of the transportation and processing arrangements. The application will be reviewed by the General Manager, Logistics Division and by others concerned in that region and in any other region which will process the mail in order to determine whether intermediate or destination offices are capable of receiving and processing the bundles without increasing overall processing costs. The Regional Postmaster General will notify the postmaster at the office where the mail is to be entered whether the application has been approved or, if not, the reason for denial. The postmaster will send notice of the decision to the mailer.

.32 Bundling Requirements. Mailers bundling instead of sacking

publications must observe the following procedures:

a. *Presort by ZIP Code.* Mailers must presort publications by ZIP Code separations as required by 467.1.

b. *Prepared Like Sacks.* Bundles must be prepared on the same basis as sacks (see 467.2) and individual separations within a bundle must be appropriately wrapped or tied to maintain the identity of the separation. The number of bundles should not exceed the number of sacks which would otherwise be used in a mailing, except when those bundles are used in an approved palletized mailing. This may require bundling up to the 40 pound maximum when volume warrants and the mailing is not palletized.

c. *Weight and Numbers.* The weight of a bundle must not exceed 40 pounds. A bundle should weigh at least 20 pounds or be of at least 1,000 cubic inches of volume. Lesser quantities must be included in bundles for the next lower level of sortation.

d. *Labeling.* All bundles must be appropriately labeled on top to show destination and contents as required with sacks. Similarly each separation within a bundle must be identified by labels in accordance with 467.14.

e. *Machinable Mailings.* Mailings must be machinable by Postal Service sack-sorting equipment unless they consist of publications intended only for local area delivery (same 3-digit ZIP Code prefix). It is the responsibility of the mailer to satisfy the Postal Service that mailings are machinable. This can be verified by having the mailing post office test process ten or more production bundles on two or more passes through a bulk mail center (BMC). Ordinarily, bundles require cross strapping and heavy-gauge shrink or stretch wrap to insure their integrity in the mail-stream.

f. *Local Processing and Delivery.* When second-class publications are entered for local processing and delivery (i.e. without being routed through a BMC), they need not meet the requirements of 467.32e. However, bundles must be securely bound to withstand handling without breakage or damage and to prevent injury to postal personnel or damage to mechanized sorting systems. If wire is used, it must have rounded edges and flat ends. Binding material must be applied at least once around the length and girth. The use of metal

strapping is discouraged because of its possible hazards.

467.4 Palletizing Instead of Sacking

.41 Regional Authorization. The Regional Postmaster General for the post office of mailing may authorize the dispatch of second-class mail on pallets without mail sacks, if such preparation is beneficial to the Postal Service. Applications for palletizing instead of sacking must be made and processed as prescribed for bundling in 467.31.

.42 Palletizing Requirements. Mailers palletizing instead of sacking publications must observe the following procedures:

a. Mailers must presort publications and prepare packages as prescribed in 467.1. The Regional Postmaster General may waive packaging requirements for 5-digit ZIP Code pallets when mailers effectively demonstrate that they will prepare pallets to remain intact to the destination.

b. Pallets must be made up to the destinations required in 467.2 when the mail load to a destination is either 650 pounds or three feet high. Pallets may also be prepared for the optional destinations described in 467.2. Pallets must not contain more than 2,000 pounds of mail or mail addressed to more than one zone.

c. Pallets must be labeled in the format described in 467.2. These labels must be at least five inches by nine inches in size with characters at least one inch high.

467.5 Copies for Military Post Offices Overseas

.51 Direct Packages. When more than one copy is addressed to one unit, APO, or Navy or Marine Corps address (see 122.8), the copies must be securely wrapped in packages or tied in bundles labeled for the military address.

.52 Mixed Packages. After all direct packages have been made, if there are more than five copies remaining for dispatch through any postal concentration center, they must be wrapped in packages or tied in bundles and labeled for the center.

.53 Direct Sacks. When there are a sufficient number of packages and bundles for one unit, APO, or Navy or Marine Corps address to fill approximately one-half of a No. 2 sack, a direct sack must be made. Direct sacks will not be opened at postal con-

centration centers. The sack should be labeled in the following manner:

Line 1: Postal Concentration Center Designation, City, State, 3-digit ZIP Code Prefix

Line 2: Contents, APO or FPO Designation and 5-digit ZIP Code

Line 3: Office of Mailer

Sample:

PCC NEW YORK NY 110
ORD P APO 09360
NEW YORK NY

.54 Mixed Sacks. When the quantity is insufficient for a direct sack, but there are enough bundles or packages for dispatch through one postal concentration center to fill approximately one-half of a No. 2 sack, a sack must be made up for that center and labeled in the following manner:

Line 1: Postal Concentration Center Designation, City, State, 3-digit ZIP Code Prefix

Line 2: Contents, APO or FPO Designation for MAIL

Line 3: Publication Title, Office of Mailing

Sample:

PCC SAN FRANCISCO CA
962
ORD P APO MAIL
NEW YORK NY

467.6 Preparing Out-of-County Rated Pieces (Levels B, C, and E)

There are several different piece rates provided for regular rate and science of agriculture publications which reflect the level of presort. Presort levels A, B, and C are provided for mailings of 5,000 or more copies of regular rate and science of agriculture publications being sent to destinations outside the county of publication. Presort levels D and E are provided for mailings of less than 5,000 pieces of regular rate and science of agriculture publications being sent to destinations outside the county of publication. Mailers using out-of-county per piece rates (regular rate and science of agriculture publications, see 411) must adhere to the following:

a. To qualify for the Level B or Level E piece rate, a piece must be:

(1) In a 5-digit package of six or

more pieces and the package must be inside a 5-digit sack, or (2) in a city package (see 467.114) or 3-digit package of six or more pieces addressed to a city having a unique 3-digit ZIP Code prefix. The package must be inside a city sack or a 3-digit sack for a city with a unique 3-digit ZIP Code, prefix.

b. To qualify for the level C piece rate, a piece must be in a carrier route package of six or more pieces and the package must be inside a carrier route sack or carrier routes sack.

c. Pieces presented in bundles instead of sacks (see 467.3) are eligible for presort rates providing they meet all other requirements for the presort rates.

d. Mailers must be prepared to document or otherwise confirm the number of pieces mailed and paid for at levels B, C, and E piece rates. *Note.* This may be done in any of the following ways:

(1) By separating sacks paid at the various piece rates when they are presented for mailing, or

(2) By attaching to the mailing statement a list of the number of copies (and pieces) to each 5-digit ZIP Code, to each city having a unique 3-digit ZIP Code prefix, to each city listed in 467.114, and to each carrier route for which level B, C, or E piece rates are being paid, or

(3) By maintaining records for each mailing which will confirm the number of pieces in qualifying 3-digit city, 5-digit, and carrier route sacks and carrier routes sacks. The records must document the number of copies (and pieces) to each qualifying 3-digit city, 5-digit, and carrier route destination for which sacks are made up. A printout must be presented prior to the first mailing made under this arrangement. These records must be retained for at least two months.

e. The mailer must provide a copy of the record for a particular mailing, or portions of it, within 30 days of a request by the postmaster of the office of entry. Postmasters will advise the Region's Revenue Protection Program Manager of all publications being mailed under this arrangement. Acceptance units will maintain a list of publications authorized to mail under this arrangement.

f. More than one second-class publication may be combined to meet the volume per sack or bundle requirement for the Levels B, C, and E piece rates. To qualify for Levels B

and C piece rates, at least 5,000 copies of each issue in the combined mailing must be mailed to destinations outside the county of publication. Listings and records provided by publishers in accordance with 467.6d must also document the number of combined pieces and copies of each publication mailed to each unique 3-digit city, 5-digit ZIP Code destination, and carrier route. The total number of consolidated mailing pieces for each level of presort is to be reported on the Form 3541 for one publication or on a separate Form 3541.

A notation such as "per piece charge for consolidated copies of (*title*), (*title*), etc." must be included on the Form 3541 on which the piece rates are computed. The Forms 3541 used to compute pound-rate postage for the individual publications must include a notation as to the number of copies included in the consolidated mailing pieces, and where the piece rate computations can be found (i.e., (number) copies sent in consolidated bundles and reported on the Form 3541 for (*title*)).

* * * * *

PART 562 PREPARATION

In 562 revise 562.31 to read as follows:

562.3 Addressing

.31 Each piece including the top copy of a firm package (see 567.12) must bear the name and address of the addressee. The address must include the ZIP Code. Exception: the ZIP Code may be omitted from pieces bearing a simplified address in accordance with 122.41.

* * * * *

Add new 567 to read as follows:

567 ALTERNATE PRESORT REQUIREMENTS (See Exhibit 567)

The requirements set forth in this section may be used at the option of the mailer instead of those in 564 until February 3, 1980, on that date, these requirements will be mandatory and 564 will be deleted.

567.1 Packaging Requirements

.11 Sortation

.111 Firm Packages. When there are two or more copies for the same address they must be made up into

one package if only one piece rate is paid for the group. A blue label F must be affixed to the front of the package (see 567.14). When there is more than one package sent to one address, mailers are allowed to include a package identification notice such as 1 of 4, 2 of 4, etc., on the package wrapper, provided such endorsement does not interfere with the clarity of the address.

.112 Optional Carrier Packages.

When there are six or more copies for the same carrier route, rural route, lockbox section or general delivery unit, they may, at the mailer's option, be made up into carrier packages of six or more copies. Whenever a carrier route package is not placed in a sack labeled to show that it only contains packages for the same carrier route, the mailer must use one of the following procedures:

a. The mailer may prepare packages with a facing slip which must be affixed to the front of the package and marked as shown below:

Line 1: 5-Digit ZIP Code of Address

Line 2: Contents and Carrier Route, Rural Route, Lockbox Section, or General Delivery Unit

Line 3: Post Office of Entry
 Sample Carrier Route Facing Slip:
 SAN FRANCISCO CA 94133
 ORD P RURAL ROUTE 12
 PORTLAND OR 972

b. The mailer may prepare packages without facing slips when the following conditions are met:

1. The carrier route information consisting of a descriptive prefix (or its abbreviation) plus a two-digit route number or four-digit numeric code must be on the top line of the address, either alone (the preferred format) or with other information (addressee, account data, etc.).

2. The descriptive prefix "carrier route," "rural route," "highway contract route," or "lockbox section" must either be spelled out (the preferred format) or abbreviated as follows:

Carrier Route-----	CR.
Rural Route-----	RR.
Highway Contract Route--	SR.
Lockbox Section-----	LS.

3. The descriptive prefix must be followed by a two-digit route number when the ZIP Code is included in the address. If the ZIP Code is omitted from the address, the descriptive prefix must be followed by a four-digit numeric route code. This four-digit

route code must consist of the last two digits of the ZIP Code followed by the two-digit carrier route number.

4. The carrier route information must be right justified.

5. The carrier route information must be preceded by at least two asterisks (or another distinctive character). The following are examples of address formats in the order of preference:

**Carrier Route 22

John Doe
 1300 Waterford Drive
 District Heights, MD 20028

John Doe 30WA*** **CR 22
 John Doe
 1300 Waterford Drive
 District Heights, MD 20028

John Doe **CR 22
 1300 Waterford Drive
 District Heights, MD 20028

**Rural Route 05

John Doe
 1602 Country Lane
 Burke, VA 22015

6. At least 10 spaces must be allowed for carrier route information if it is included with other information on the top line.

.113 5-Digit Packages. When there are six or more copies for the same 5-digit ZIP Code destination, they must be made up into 5-digit packages. Mailers are encouraged to, but are not required to affix a red label to each package.

.114 Optional City Packages. When, after making up 5-digit packages, there are six or more copies remaining for one of the multi-ZIP Coded offices listed in 467.114, the mailer is encouraged to prepare a "city" package. A yellow label C must be affixed to each package.

.115 3-Digit Packages. When there are six or more copies for a 3-digit ZIP Code prefix, after the required 5-digit packages and optional city packages have been made, they must be made up into 3-digit packages. A green label 3 must be affixed to each package.

.116 Optional SCF Packages.

When there are six or more copies for post offices in the same Sectional Center Facility service area remaining after the required 5-digit and 3-digit packages have been made, the mailer is encouraged to prepare an SCF package. A green label 3 must be affixed to each package. A list of all SCF's, the first three digits of all ZIP Codes served by these facilities, and the lowest 3-digit ZIP Codes that are to be used on SCF sack labels is shown in the "Sectional Center Facilities" table contained in Publication 65, *National ZIP Code and Post Office Directory*.

.117 Optional SDC Packages.

When there are six or more copies for post offices in the same State Distribution Center (SDC) service area remaining after the 5-digit, optional city, 3-digit and optional SCF packages have been made, the mailer is encouraged to prepare an SDC package. In those instances where this SDC makeup is finer than the mandatory state makeup, a facing slip must be used on those packages. Individual copies in SDC packages must be wrapped.

.118 State Packages.

When there are six or more copies for a state remaining after the 5-digit, optional city, 3-digit, optional SCF and optional SDC packages have been made, they must be made up into state packages. An orange label S must be affixed to each package. Individual copies in state packages must be wrapped.

.119 Mixed States Packages.

Copies remaining after packages have been made, as outlined above, must be made up into mixed states packages. A mixed states white facing slip must be attached to each package. Individual copies in mixed states packages must be wrapped.

.120 Loose Packing.

Management sectional center (MSC) managers may authorize *loose packing* of copies in full No. 3 sacks without bundling when all material in a sack goes to the same 5-digit ZIP Code. Copies must be placed to maintain orientation of the pieces while in transit. Mailers desiring to loose pack copies must make requests through the post office of mailing *Note:* the terms *loose pack* or *loose packing* refer to the placement of unbundled, unbound mail pieces in a receptacle such as a mail sack.

.121 Facing. All copies in a package must be faced the same way with an address visible on the top copy.

.122 Package Labels. Pressure sensitive package labels must be applied to the lower left corner of the address side of the top copy on letter size packages and next to the address on larger packages. Facing slips must be placed on the address side of the top copy in mixed state and foreign packages. Pressure sensitive labels and facing slips are available from post offices.

567.2 Sacking Requirements

.21 General. Except where bundling or palletizing is authorized (see 567.3 and 567.4), packages must be sorted and sacked to destinations as outlined below. No more than 70 pounds of mail may be placed in any sack.

.22 Sortation

.221 Carrier Sacks. Mailers are encouraged to prepare carrier route sacks in one of the following ways:

a. Carrier route sacks which contain at least one package of six or more copies for the same carrier route

Line 1: City and State and 5-Digit Destination

Line 2: Contents (ORD P), Carrier Route and Route Number

Line 3: Office of Mailing

Sample Carrier Sack Label:

SAN FRANCISCO CA 94133

ORD P CARRIER ROUTE 18

PORTLAND OR 972

b. Sacks containing qualifying carrier route packages for more than one carrier route must be labeled in the following manner:

Line 1: City and State and 5-Digit Destination

Line 2: Contents (ORD P), Carrier Routes

Line 3: Office of Mailing

Sample Carrier Routes Sack Label:

SAN FRANCISCO CA 94133

ORD P—CARRIER ROUTES

PORTLAND OR 972

.222 5-Digit Sacks. When, after preparing optional carrier sacks, there are four or more packages addressed to the same 5-digit ZIP Code destination, packages must be made up into 5-digit sacks. Sacks containing fewer packages may be prepared. Each sack must be labeled in the following manner:

Line 1: City and State and 5-Digit Destination

Line 2: Contents (ORD P)

Line 3: Office of Mailing
Sample 5-Digit Sack Label:
PHILADELPHIA PA 19118

ORD P

BOSTON MA 021

.223 Optional City Sacks. After preparing 5-digit sacks, mailers are encouraged to make up packages addressed to the multi-ZIP Coded cities listed in 467.114 into city sacks. Each sack must be labeled in the following manner:

Line 1: City, State, and Lowest ZIP Code

Line 2: Contents

Line 3: Office of Mailing

Sample City Sack Label:

AURORA IL 60504

ORD P

BOSTON MA 021

.224 3-Digit Sacks. When, after preparing optional carrier, 5-digit, and optional city sacks, there are four or more packages for the same 3-digit ZIP Code destination, the packages must be made up into 3-digit sacks. Sacks containing fewer than four packages may be prepared. Each sack must be labeled in the following manner:

Line 1: City, State and 3-digit Prefix

Line 2: Contents

Line 3: Office of Mailing

Sample 3-Digit Sack Label:

PHILADELPHIA PA 191

ORD P

BOSTON MA 021

.225 Optional SCF Sacks. After preparing optional carrier, 5-digit, optional city and 3-digit sacks, the mailer is encouraged to make up packages addressed to post offices in the same Sectional Center Facility (SCF) service area into SCF sacks. Each sack must be labeled in the following manner:

Line 1: Name and State of SCF, lowest 3-digit ZIP Code for that SCF

Line 2: Contents

Line 3: Office of Mailing

Sample SCF Sack Label:

SCF PHILADELPHIA PA 190

ORD P

BOSTON MA 0121

Note: A list of all SCF's, the first three digits of all ZIP Codes served by these facilities, and the principal 3-digit ZIP Code prefixes that are to be used on SCF sack labels is contained in Publication 65, *National ZIP Code and Post Office Directory*.

.226 Optional SDC Sacks. After preparing optional carrier, 5-digit, optional city, 3-digit, and optional SCF sacks, the mailer is encouraged to

make up packages addressed to the same State Distribution Center (SDC) Service Area into SDC sacks. Each sack must be labeled in the following manner:

Line 1: Name of SDC for Destination Area

Line 2: Contents and State

Line 3: Office of Mailing

Sample Sack Label:

DIS PITTSBURGH PA 150

ORD P PA

SAN FRANCISCO CA 940

.227 State Sacks. When, after making up optional carrier, 5-digit, optional city, 3-digit, optional SCF and optional SDC sacks, there are four or more packages addressed to the same State, the packages must be made up into state sacks. Each sack must be labeled in the following manner:

Line 1: Name of SDC for State of Destination

Line 2: Contents and State

Line 3: Office of Mailing

Sample State Sack Label:

DIS KANSAS CITY MO 640

ORD P MO

SAN FRANCISCO CA 940

.228 Mixed States Sacks. Packages remaining after state sacks have been prepared must be made up into mixed states sacks. Each sack must be labeled in the following manner:

Line 1: Mixed States Distribution Location

Line 2: Contents

Line 3: Office of Mailing

Sample Mixed States Sack Label:

DIS CHICAGO IL 606

ORD P MIXED STATES

CHICAGO, IL 606

567.3 Bundling Instead of Sacking

.31 Regional Authorization

.311 The Regional Postmaster General for the post office of mailing may authorize dispatch of controlled circulation mail in bundles outside of mail sacks if such separation is beneficial to the Postal Service. The publisher must submit an application to the postmaster where the mail is to be deposited. The following information must be furnished with the application:

a. Name of publication and frequency of mailing;

b. Identity of post offices to which shipments will be made; and

c. Approximate quantity of copies and number of bundles to each office.

d. Mode of transportation to be used.

.312 The postmaster will forward the application to the Regional Postmaster General with a detailed explanation of the transportation and processing arrangements. The application will be reviewed by the General Manager, Logistics Division, and by others concerned in that region and in any other region which will process the mail in order to determine whether intermediate or destination offices are capable of receiving and processing the bundles without increasing overall processing costs. The Regional Postmaster General will notify the postmaster at the office where the mail is to be entered whether the application has been approved or, if not, the reason for denial. The postmaster will send a notice of the decision to the mailer.

.32 Bundling Requirements. Mailers bundling instead of sacking publications must observe the following procedures:

a. *Presort by ZIP Code.* Mailers must presort publications by ZIP Code separations as required by 567.1.

b. *Prepared Like Sacks.* Bundles must be prepared on the same basis as sacks (see 567.2) and individual separations within a bundle must be appropriately wrapped or tied to maintain the identity of the separation. The number of bundles should not exceed the number of sacks which would otherwise be used in a mailing, except when those bundles are used in an approved palletizing mailing. This may require bundling up to the 40 pound maximum when volume warrants and the mailing is not palletized.

c. *Weight and Numbers.* The weight of a bundle must not exceed 40 pounds and the minimum number of copies in a bundle may not be less than 20 pounds or 1,000 cubic inches in volume. Lesser quantities must be included in bundles for the next lower level of sortation.

d. *Labeling.* All bundles must be appropriately labeled on top to show destination and contents as required with sacks. Similarly, each separation within a bundle must be identified by labels in accordance with 567.122.

e. *Machinable Mailings.* Mailings must be machinable by Postal Service sack-sorting equipment unless they consist of publications intended only for local delivery area (same 3-digit ZIP Code prefix). It is the responsi-

bility of the mailer to satisfy the Postal Service that mailings are machinable. This can be verified by having the mailing post office test process ten or more production bundles on two or more passes through a Bulk Mail Center (BMC). Ordinarily, bundles require cross strapping and heavy-gauge shrink or stretch wrap to insure their integrity in the mailstream.

f. *Local Processing and Delivery.* When controlled circulation publications are entered for local processing and delivery (i.e. without being routed through a BMC) they need not meet the requirements of 567.32e. However, bundles must be securely bound to withstand handling without breakage or damage and to prevent injury to postal personnel or damage to mechanized sorting systems. If wire is used it must have rounded edges and flat ends. Binding material must be applied at least once around the length and girth. The use of metal strapping is discouraged because of its possible hazards.

567.4 Palletizing Instead of Sacking

.41 Regional Authorization. The Regional Postmaster General for the post office of mailing may authorize the dispatch of controlled circulation mail on pallets without mail sacks, if such preparation is beneficial to the Postal Service. Applications for palletizing instead of sacking must be made and processed as prescribed for bundling in 567.31.

.42 Palletizing Requirements. Mailers palletizing instead of sacking publications must observe the following procedures:

a. Mailers must presort publications and prepare packages as prescribed by 567.1. The Regional Postmaster General may waive packaging requirements for 5-digit ZIP Code pallets when mailers effectively demonstrate that they will prepare pallets to remain intact to destination.

b. Pallets must be made up to the destinations required in 567.2 when the mail load to a destination is either 650 pounds or three feet high. Pallets may also be prepared for the optional destinations described in 567.2. Pallets must not contain more than 2,000 pounds of mail.

c. Pallets must be labeled in the format described in 567.2. These labels must be at least five inches by nine inches in size with characters at least one inch high.

567.5 Copies for Military Post Offices Overseas

.51 Direct Packages. When more than one copy is addressed to one unit, APO, or Navy or Marine Corps address (see 122.8), the copies must be securely wrapped in packages or tied in bundles labeled for the military address.

.52 Mixed Packages. After all direct packages have been made, if there are more than five copies remaining for dispatch through any postal concentration center, they must be wrapped in packages or tied in bundles and labeled for the center.

.53 Direct Sacks. When there are a sufficient number of packages and bundles for one unit, APO, or Navy or Marine Corps address to fill approximately one-half of a No. 2 sack, a direct sack must be made up. Direct sacks will not be opened at postal concentration centers. The sack should be labeled in the following manner:

Line 1: Postal Concentration Center Designation, City, State, 3-digit ZIP Code Prefix

Line 2: Contents, APO or FPO Designation and 5-digit ZIP Code

Line 3: Office of Mailer

Sample:

PCC NEW YORK NY 110
ORD P APO 09360
NEW YORK NY

.54 Mixed Sacks. When the quantity is insufficient for a direct sack but there are enough bundles or packages for dispatch through one postal concentration center to fill approximately one-half of a No. 2 sack, a sack must be made up for that center and labeled in the following manner:

Line 1: Postal Concentration Center Designation, City, State, 3-digit ZIP Code Prefix

Line 2: Contents, APO or FPO Designation for MAIL

Line 3: Office of Mailing

Sample:

PCC SAN FRANCISCO CA
962
ORD P APO MAIL
NEW YORK NY

PART 661 ADDRESSING

In 661, revise 661.2 to read as follows: 661.2 ZIP Code. Each piece including the top copy of a firm package (see 667.121a) must bear the name and address of the addressee. The address must include the ZIP Code. *Exception:* the ZIP Code may be omitted from pieces bearing a simplified address in accordance with 122.41.

* * * * *

PART 667 PREPARATION OF BULK RATE MAILINGS (THIRD-CLASS)

Add new 667 to read as follows: 667 Alternate Preparation of Bulk Rate Mailings (see Exhibit 667)

667.1 Standard Preparation Requirements

The requirements set forth in this section may be used at the option of the mailer instead of those in 663 until February 3, 1980. On that date, these requirements will be mandatory and 663 will be deleted.

.11 General. All bulk third-class mailings other than machinable parcels, as defined in 128, must be prepared in accordance with the following standard preparation requirements.

.12 Packaging Requirements**.121 Sortation**

a. *Firm Packages.* When all mail in a package is for an individual firm, a blue label F must be affixed to the front of the package.

b. *5-Digit Packages.* When there are ten or more pieces for the same 5-digit ZIP Code destination, they must be made up into 5-digit packages. The mailer may package less than 10 pieces in the same manner. Mailers are encouraged but are not required to affix a red label D to each package.

c. *Optional City Packages.* When, after making up 5-digit packages, there are pieces for one of the multi-ZIP Coded offices listed in 467.114, the mailer is encouraged to prepare a "city" package. A yellow label C must be affixed to each package.

d. *3-Digit Packages.* When there are ten or more pieces for a 3-digit ZIP Code prefix, after the required 5-digit packages and optional city packages have been made, they must be made up into 3-digit packages. The

mailer may package less than 10 pieces in the same manner. A green label 3 must be affixed to each package.

e. *Optional SCF Packages.* When there are pieces for post offices in the same Sectional Center Facility service area remaining after the required 5-digit and 3-digit packages and the optional city packages have been made, the mailer is encouraged to prepare an SCF package. A green label 3 must be affixed to each package. A list of all SCF's, the first three digits of all ZIP Codes served by these facilities, and the lowest 3-digit ZIP Codes that are to be used on SCF sack labels is shown in the "Sectional Center Facilities" table contained in Publication 65, *National ZIP Code and Post Office Directory*.

f. *Optional SDC Packages.* When there are pieces for post offices in the same State Distribution Center (SDC) Service Area remaining after the 5-digit, optional city, 3-digit, and optional SCF packages have been made, the mailer is encouraged to prepare an SDC package. In those instances where this SDC makeup is finer than the mandatory state makeup, a facing slip must be used on SDC packages.

g. *State Packages.* When there are ten or more copies for a State remaining after the 5-digit, optional city, 3-digit, optional SCF and optional SDC packages have been made, they must be made up into state packages. The mailer may package less than 10 pieces in the same manner. An orange label S must be affixed to each package.

h. *Mixed States Packages.* Pieces remaining after packages have been made, as outlined above, must be made up into mixed states packages. A mixed states white facing slip must be attached to each package.

.122 Facing. All pieces in a package must be faced the same way with an address visible on the top piece.

.123 Package Labels. Pressure sensitive package labels must be applied to the lower left corner of the address side of the top piece on letter size packages and next to the address on larger packages. Facing slips must be placed on the address side of the top piece in mixed state and foreign packages. Pressure sensitive labels and facing slips are available from post offices.

.124 Loose Packing. Management Sectional Center (MSC) managers may authorize *loose packing* of

pieces in full No. 3 sacks without bundling when all material in a sack goes to the same 5-digit ZIP Code. Pieces must be placed to maintain orientation of the pieces while in transit. Mailers desiring to loose pack pieces must make requests through the post office of mailing.

Note: the terms *loose pack* or *loose packing* refer to the placement of un-bundled, unbound mail pieces in a receptacle such as a mail sack.

.13 Sacking Requirements

.131 General. Except where bundling or palletizing is authorized (see 667.3 and 667.4), packages must be sorted and sacked to destinations as outlines below. No more than 70 pounds of mail may be placed in any sack.

.132 Sortation

a. *5-Digit Sacks.* When there are twelve or more packages addressed to the same 5-digit ZIP Code destination, packages must be made up into 5-digit sacks. Sacks containing fewer packages may be prepared. Each sack must be labeled in the following manner:

Line 1: City and State and 5-Digit Destination

Line 2: Contents

Line 3: Office of Mailing

Sample 5-Digit Sack Label:

PHILADELPHIA PA 19118

3C FLATS

BOSTON MA 021

b. *Optional City Sacks.* After preparing 5-digit sacks, mailers are encouraged to make up packages addressed to the multi-ZIP Coded cities listed in 467.114 into city sacks. Each sack must be labeled in the following manner:

Line 1: City, State and Lowest ZIP Code

Line 2: Contents

Line 3: Office of Mailing

Sample City Sack Label:

AURORA IL 60504

3C LTRS

BOSTON MA 021

c. *3-Digit Sacks.* When, after preparing 5-digit and optional city sacks, there are twelve or more packages for the same 3-digit ZIP Code destination, the packages must be made up into 3-digit sacks. Sacks containing fewer than twelve packages may be prepared. Each sack must be labeled in the following manner:

Line 1: City, State and 3-Digit Prefix

Line 2: Contents

Line 3: Office of Mailing

Sample 3-Digit Sack Label:

PHILADELPHIA PA 191
3C FLATS
BOSTON MA 021

d. *Optional SCF Sacks.* After preparing 5-digit, optional city, and 3-digit sacks, the mailer is encouraged to make up packages addressed to post offices in the same Sectional Center Facility (SCF) service area, into SCF sacks. Each sack must be labeled in the following manner:

Line 1: Name and State of SCF, Lowest 3-Digit ZIP Code for that SCF

Line 2: Contents

Line 3: Office of Mailing

Sample SCF Sack Label:

SCF PHILADELPHIA PA 190
3C FLATS
BOSTON MA 021

Note: A list of all SCF's, the first three digits of all ZIP Codes served by these facilities, and the principal 3-digit ZIP Code prefixes that are to be used on SCF sack labels is contained in Publication 65, *National ZIP Code and Post Office Directory.*

e. *Optional SDC Sacks.* After preparing 5-digit, optional city, 3-digit, and optional SCF sacks, the mailer is encouraged to make up packages addressed to the same State Distribution Center (SDC) service area into SDC sacks. Each sack must be labeled in the following manner:

Line 1: Name of SDC for Destination Area

Line 2: Contents and State

Line 3: Office of Mailing

Sample Sack Label:

DIS PITTSBURGH PA 150
ORD P PA

f. *State Sacks.* When after making up 5-digit, optional city, 3-digit and optional SCF, and optional SDC sacks, there are twelve or more packages addressed to the same State, the packages must be made up into state sacks. Sacks containing fewer than twelve packages may be prepared. Each sack must be labeled in the following manner:

Line 1: Name of SDC for State of Destination

Line 2: Contents and State

Line 3: Office of Mailing

Sample Sack Label:

DIS KANSAS CITY MO 640
3C LTRS
SAN FRANCISCO CA 941

g. *Mixed States Sacks.* Packages remaining after state sacks have been prepared must be made up into mixed state sacks. Each sack must be labeled in the following manner:

Line 1: Mixed States Distribution Location

Line 2: Contents

Line 3: Office of Mailing

Sample Mixed States Sack Label:

DIS CHICAGO ILL 606
3C LTRS MX STATES
CHICAGO IL 606

h. *Loose Pack Sack.* The term "loose pack sack" refers to the placement of unbundled, unbound mail pieces in a receptacle such as a mail sack. Management Sectional Center (MSC) managers may authorize mailers to "loose pack" pieces in full No. 3 sacks without bundling when all material in a sack would normally be "worked" at the point where the sack is opened, e.g., if a 3-digit sack contains no more than nine pieces for any one 5-digit destination. Pieces must be placed to maintain orientation of the pieces while in transit. Mailers desiring to loose pack pieces must request authorization through the post office of mailing.

667.2 Machinable Parcel Preparation Requirements

.21 **General.** Machinable parcels as defined in 128 must be prepared in accordance with the following preparation requirements.

.22 Sacking Requirements

.221 **5-Digit Sacks.** When there are 20 pounds or 1,000 cubic inches of material addressed to the same 5-digit ZIP Code destination, they must be placed in 5-digit sacks. Each sack must be labeled in the following manner:

Line 1: City, State and 5-Digit Destination

Line 2: Contents

Line 3: Mailer, Office of Mailing

Sample 5-Digit Sack Label:

PHILADELPHIA PA 19118
3C MACH P
BOSTON MA 021

.222 Destination Bulk Mail Center (BMC) Sacks.

After the required 5-digit sacks have been prepared, the remaining pieces must be placed in sacks labeled to destination BMC delivery areas, when there are 20 pounds or 1,000 cubic inches of material to a BMC delivery area. Each sack must be labeled in the following manner:

Line 1: Destination BMC

Line 2: Contents

Line 3: Mailer, Office of Mailing

Sample BMC Sack Label:

BMC CHICAGO IL 608
3C MACH P
ATLANTA GA 303

.223 Origin BMC Sacks. After the required 5-digit and destination BMC sacks have been prepared, the remaining pieces must be placed in sacks labeled to the origin BMC in the following manner:

Line 1: Origin BMC

Line 2: Contents

Line 3: Mailer, Office of Mailing

Sample Origin BMC Sack Label:

BMC KANSAS CITY MO 643
3C MACH P
TOPEKA KS 666

667.3 Bundling Instead of Sacking

.31 Regional Authorization

.311 The Regional Postmaster General for the post office of mailing may authorize dispatch of third-class mail in bundles outside of mail sacks if such preparation is beneficial to the Postal Service. The mailer must submit an application to the postmaster where the mail is to be deposited. The following information must be furnished with the application:

a. Name of publication and frequency of mailing;

b. Identity of post offices to which shipments will be made; and

c. Approximate quantity of copies and number of bundles to each office.

.312 The postmaster will forward the application to the Regional Postmaster General with a detailed explanation of the transportation and processing arrangements. The application will be reviewed by the General Manager, Logistics Division, and by others concerned, in his region and in any other region which will process the mail in order to determine whether intermediate or destination offices are capable of receiving and processing the bundles without increasing overall processing costs. The Regional Postmaster General will notify the postmaster at the office where the mail is to be entered whether the application has been approved or, if not, the reason for denial. The postmaster will send notice of the decision to the mailer.

.32 Bundling Requirements. Mailers bundling instead of sacking mailings must observe the following procedures:

a. *Presort by ZIP Code.* Mailers must presort mail by ZIP Code separations as required by 667.1.

b. *Prepared Like Sacks.* Bundles must be prepared on the same basis as sacks (see 667.12) and individual separations within a bundle must be

appropriately wrapped or tied to maintain the identity of the separation. The number of bundles should not exceed the number of sacks which would otherwise be used in a mailing, except when those bundles are used in an approved palletized mailing. This may require bundling up to the 40 pound maximum when volume warrants and the mailing is not palletized.

c. Weight and Numbers. The weight of a bundle must not exceed 40 pounds. A bundle must weigh at least 20 pounds or be of at least 1,000 cubic inches in volume. Lesser quantities must be included in bundles for the next lower level of sortation.

d. Labeling. All bundles must be appropriately labeled on top to show destination and contents as required with sacks. Similarly, each separation within a bundle must be identified by labels in accordance with 663.118.

e. Machinable Mailings. Mailings must be machinable by Postal Service sack-sorting equipment unless they consist of matter intended only for local area delivery (same 3-digit ZIP Code prefix). It is the responsibility of the mailer to satisfy the Postal Service that mailings are machinable. This can be verified by having the mailing post office test process ten or more production bundles on two or more passes through a bulk mail center (BMC). Ordinarily, bundles require cross strapping and heavy-gauge shrink or stretch wrap to insure their integrity in the mailstream.

f. Local Processing and Delivery. Third-class pieces entered for local processing and delivery (i.e. without being routed through a BMC) need not meet the requirements of 667.32e. However, bundles must be securely bound to withstand handling without breakage or damage and to prevent injury to postal personnel or damage to mechanized sorting systems. If wire is used, it must have rounded edges and flat ends. Binding material must be applied at least once around the length and girth. The use of metal strapping is discouraged because of its possible hazards.

667.4 Palletizing Instead of Sacking

.41 Regional Authorization. The Regional Postmaster General for the post office of mailing may authorize the dispatch of third-class mail on pallets without mail sacks, if such preparation is beneficial to the Postal Service. Applications for palletizing

instead of sacking must be made and processed as prescribed in 667.31.

.42 Palletizing Requirements.

.421 Standard Preparation Requirements

a. General.—All palletized bulk third-class mailings other than machinable parcels, as defined in 128, must be prepared in accordance with the following standard preparation requirements.

b. Packages. Mailers must presort pieces and prepare packages as prescribed in 667.1. The Regional Postmaster General may waive packaging requirements for 5-digit pallets when mailers effectively demonstrate they will prepare pallets to remain intact to their destinations.

c. Pallets. Pallets must be made up to the required destinations in 667.1 when the mail load to a destination is either 650 pounds or three feet high. Pallets may also be prepared for the optional destinations described in 667.1. Pallets must not contain more than 2,000 pounds of mail

.422 Machinable Parcel Preparation Requirements Pallets must be made up to the required destinations described in 667.2 when the mail load to a destination is either 650 pounds or three feet high. Pallets must not contain more than 2,000 pounds of mail.

667.5 Irregular Parcels (SPR's)

.51 Exemptions From Packaging Requirements

.511 Irregular parcels one-half inch or more in thickness need not be made up into packages (as required by 667.11) if the packages would be made up to the same destination as the sacks in which they would be placed. For example, ten or more such irregular parcels which are addressed to the same 5-digit destination need not be packaged if placed in a 5-digit sack; but they must be packaged if placed in a mixed city, SCF, state, or mixed state sack. Likewise, if there are ten pieces for the same SCF, but not to the same 5-digit or mixed city, they need not be packaged if placed in an SCF sack, but must be packaged if placed in a state or mixed state sack. Each separate bulk mailing which is commingled must meet the minimum piece or minimum weight requirements for bulk rates.

.512 Items which are so large that ten or less pieces fill a sack need not be packaged.

.52 Authorizing Commingling. Regional directors of finance may authorize the commingling of several permit mailings of irregular parcels in order to achieve a finer presort provided adequate means are available to ensure that proper postage is paid. This normally will require that the mailings be made under the provisions of 145.8 or 145.9.

.53 Waiving Bundling Requirements. When authorizing commingling, regions may waive the requirements for bundling to 5-digit and 3-digit destinations if doing so results in a finer make-up of at least 50% of the mail.

.54 Labeling Sacks. Sack labels for commingled irregular parcels must be identified with the words *3C COMM IRREG* on the second (contents) line.

* * * * *

PART 767 ALTERNATE PREPARATION OF BOUND PRINTED MATTER

Add new 767 to read as follows:

767 ALTERNATE PREPARATION OF BOUND PRINTED MATTER

The requirements set forth in this section may be used at the option of the mailer instead of those in 763 until February 3, 1980. On that date, these requirements will be mandatory and 763 will be deleted.

767.1 Markings Required. The words *Bound Printed Matter* must be incorporated as part of the permit indicia or be printed or rubber stamped above the address and to the left or below the permit indicia. Mailings under the bulk rates in 711.2 must also be marked *Bulk Rate* or *Blk. Rt.*

767.2 Standard Preparation Requirements

.21 General. All bulk rate bound printed matter other than machinable parcels, as defined in 128, must be prepared in accordance with the following standard preparation requirements. Except where bundling or palletizing (see 767.4 and 767.5) is authorized, pieces must be sorted and sacked to destinations as outlined below. No more than one zone or 70 pounds of mail may be placed in any sack.

.22 Sortation

.221 5-Digit Sacks. When there are 10 pieces, 20 pounds or 1,000

cubic inches of material addressed to the same 5-digit ZIP Code destination, those pieces must be made up into 5-digit sacks. Sacks containing smaller quantities may be prepared. Each sack must be labeled in the following manner:

Line 1: City and State and 5-Digit Destination

Line 2: Contents

Line 3: Office of Mailing

Sample 5-Digit Sack Label:

PHILADELPHIA PA 19118

4C FLATS

BOSTON MA 021

.222 Optional City Sacks. When after preparing 5-digit sacks, there are 10 pieces, 20 pounds or 1,000 cubic inches of material addressed to the multi-ZIP Coded cities listed in section 467.114, the mailer is encouraged to make up the pieces into city sacks. Sacks containing smaller quantities may be prepared. Each sack must be labeled in the following manner:

Line 1: City, State and Lowest ZIP Code

Line 2: Contents

Line 3: Office of Mailing

Sample City Sack Label:

AURORA IL 60504

4C IRREG

BOSTON MA 021

.223 3-Digit Sacks. When, after preparing 5-digit and optional city sacks, there are 10 pieces, 20 pounds or 1,000 cubic inches of material for the same 3-digit ZIP Code prefix destination, the pieces must be made up into 3-digit sacks. Sacks containing smaller quantities may be prepared. Each sack must be labeled in the following manner:

Line 1: City, State and 3-digit Prefix

Line 2: Contents

Line 3: Office of Mailing

Sample 3-digit Sack Label

PHILADELPHIA PA 191

4C IRREG

BOSTON MA 021

.224 Optional SCF Sacks. When, after preparing 3-digit sacks, there are 10 pieces, 20 pounds or 1,000 cubic inches of material addressed to post offices in the same Sectional Center Facility (SCF) service area, the mailer is encouraged to make up pieces into SCF sacks. Each sack must be labeled in the following manner:

Line 1: Name and State of SCF, Lowest 3-Digit ZIP Code for that SCF

Line 2: Contents

Line 3: Office of Mailing

Sample SCF Sack Label:
SCF PHILADELPHIA PA 190
4C FLATS
BOSTON MA 021

Note: A list of all Sectional Center Facilities, the first three digits of all ZIP Codes served by these facilities, and the lowest 3-digit ZIP Codes that are to be used on SCF sack labels, is shown in the "Sectional Center Facilities" table contained in Publication 65, National ZIP Code and Post Office Directory.

.225 Optional SDC Sacks. After preparing 5-digit, optional city, 3-digit and optional SCF sacks, the mailer is encouraged to make up pieces addressed to the same State Distribution Center (SDC) Service Area into SDC sacks. Each sack must be labeled in the following manner:

Line 1: Name of SDC for Destination Area

Line 2: Contents and State

Line 3: Office of Mailing

Sample Sack Label:

DIS PITTSBURGH PA 150

4C FLATS

SAN FRANCISCO CA 941

.226 State Sacks. When after making up 5-digit optional city, 3-digit, optional SCF, and optional SDC sacks, there are 10 pieces, 20 pounds or 1,000 cubic inches of material addressed to the same state, those pieces must be made up into State sacks. Each sack must be labeled in the following manner:

Line 1: Name of SDC for State of Destination

Line 2: Contents and State

Line 3: Office of Mailing

Sample of Sack Label:

DIS KANSAS CITY MO 640

4C IRREG

SAN FRANCISCO CA 941

.227 Mixed States Sacks. Pieces remaining after state sacks have been prepared must be made up into mixed states sacks. Each sack must be labeled in the following manner:

Line 1: Mixed States Distribution Location

Line 2: Contents

Line 3: Office of Mailing

Sample Mixed States Sack Label:

DIS CHICAGO IL 606

4C IRREG

CHICAGO IL 606

767.3 Machinable Parcel Preparation Requirements

.31 General. Machinable parcels, as defined in 128, must be prepared in accordance with the following sacking requirements. No

more than one zone of 70 pounds of mail may be placed in any sack.

.32 Sortation

.321 5-Digit Sacks. When there are 10 pieces, 20 pounds, or 1,000 cubic inches of material addressed to the same 5-digit ZIP Code destination, they must be placed in 5-digit sacks. Each sack must be labeled in the following manner:

Line 1: City, State and 5-Digit Destination

Line 2: Contents

Line 3: Mailer, Office of Mailing

Sample 5-Digit Sack Label:

PHILADELPHIA PA 19118

4C MACH

BOSTON MA 021

.322 Destination Bulk Mail Center (BMC) Sacks. After the required 5-digit sacks have been prepared, the remaining pieces must be placed in sacks labeled to destination BMC delivery areas, when there are 10 pieces, 20 pounds, or 1,000 cubic inches of material to a BMC delivery area. Each sack must be labeled in the following manner:

Line 1: Destination BMC

Line 2: Contents

Line 3: Mailer, Office of Mailing

Sample BMC Sack Label:

BMC CHICAGO IL 608

4C MACH

ATLANTA GA 303

.323 Origin BMC Sacks. After the required 5-digit and destination BMC sacks have been prepared, the remaining pieces must be placed in sacks labeled to the origin BMC in the following manner:

Line 1: Origin BMC

Line 2: Contents

Line 3: Mailer, Office of Mailing

Sample Origin BMC Sack Label:

BMC KANSAS CITY MO 643

4C MACH

TOPEKA KS 666

767.4 Bundling Instead of Sacking

.41 Regional Authorization

.411 The Regional Postmaster General for the post office of mailing may authorize the preparation of bound printed matter in bundles outside of mail sacks if such preparation is beneficial to the Postal Service. The mailer must submit an application to prepare mail in bundles instead of sacks to the postmaster where the mail is to be deposited. The following information must be furnished with the application:

a. Name and frequency of mailing;

b. Identify of post offices to which shipments will be made; and

c. Approximate quantity of pieces and number of bundles to each office.

.412 The postmaster will forward the application to the Regional Postmaster General with a detailed explanation of the transportation and processing arrangements. The application will be reviewed by the General Manager, Logistics Division and by others concerned, in his region and in any other region which will process the mail in order to determine whether intermediate or destination offices are capable of receiving and processing the bundles without increasing overall processing costs. The Regional Postmaster General will notify the postmaster whether the application has been approved or, if not, the reason for denial. The postmaster will send notice of the decision to the mailer.

.42 Bundling Requirements. Mailers bundling instead of sacking pieces must observe the following procedures:

a. *Presorted by ZIP Code.* Bound printed matter must be presorted in 5-digit ZIP-Coded bundles. When there are insufficient pieces for a direct 5-digit bundle, the pieces must be presorted in 3-digit ZIP Coded bundles. All pieces which are not made up into 5-digit and 3-digit ZIP Coded bundles must be sacked and appropriately labeled.

b. *Securing and Labeling.* All bundles must be secured with a two-way tie (plastic straps or other strong tying material). The bundles must have red label D, yellow label C, or green label 3 affixed to appropriately identify them as either 5-digit ZIP Code

delivery unit, mixed city, or SCF bundles.

c. *Loaded Sequentially.* Trailers of 5-digit and 3-digit ZIP Coded bundles must be sequentially loaded with dividers (plastic or paper) placed between each different 3-digit ZIP Coded destination.

d. *Loading Diagram.* Each trailer must carry a loading diagram detailing the ZIP Codes and destinations aboard and the sequence in which they are to be unloaded.

767.5 Palletizing Instead of Sacking

.51 Regional Authorization. The Regional Postmaster General for the post office of mailing may authorize the dispatch of bound printed matter on pallets without mail sacks, if such preparation is beneficial to the Postal Service. Applications for palletizing instead of sacking will be made and processed as prescribed in 767.41.

.52 Palletizing Requirements

.521 Standard Preparation Requirements

a. *General.* All palletized bulk rate bound printed matter, other than machinable parcels as defined in 128, must be prepared in accordance with the following preparation requirements:

b. *Bundles*—Bundles must be made up to the required destinations in 763.2 when there are at least 20 pounds for a destination. The mailer is encouraged to prepare bundles for the optional destinations described in 763.2. The Regional Postmaster General may waive bundling requirements for 5-digit pallets when mailers

effectively demonstrate they will prepare pallets to remain intact to the destination.

c. *Pallets*—Pallets must be made up to the mandatory destinations in 763.2 when the mail load to a destination is either 650 pounds or three feet high. Pallets may also be prepared for the optional destinations in 763.2. Pallets must not contain more than one zone or 2,000 pounds of mail.

.622 Machinable Parcel Preparation Requirements

Pallets must be made up to the required destinations in 767.3 when the mail load to a destination is either 650 pounds or three feet high. Pallets must not contain more than one zone or 2,000 pounds of mail.

* * * * *

PART 766 PREPARATION OF LIBRARY RATE MATERIALS

Revise 765 to read as follows:

When 1,000 or more pieces of identical weight are mailed at the library rates (see 711.4) during a single day, they must be presorted and placed in sacks under the instructions contained in 767.2 and 767.3.

Add new 766 to read as follows:

The requirements set forth in this section may be used at the option of the mailer instead of those in 765 until February 3, 1980. After that date, these requirements will be mandatory and 765 will be deleted.

—Rates & Classification Dept.,
10-18-79.

VACANT REGULAR RURAL ROUTES LISTING NO. 46

The vacant rural routes listed below will be posted for bid in accordance with the USPS-NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS-NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length	State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
EASTERN REGION						SOUTHERN REGION					
New York	New Berlin	18411	03	35-48 (368)	66.50	Alabama	Dolomite	35031	01	39-07 (39H)	18.10
	Remsen	18438	01	40-48 (418)	82.60		Adger	35006	02	37-39 (388)	62.70
Pennsylvania	Indiana	15701	01	45-45 (42J)	34.20		Hamilton	35570	02	44-24 (41J)	93.40
	Northumberland	17857	01	40-23 (40H)	31.70		do	35570	06	46-08 (46J)	36.40
	do	17867	02	41-30 (41H)	32.05		Cullman	35055	13	47-19 (42J)	66.70
	Allentown	18101	01	51-08 (43K)	48.40		Birmingham	35208	19	44-44 (41J)	42.40
							do	35208	22	45-56 (46H)	42.40
Virginia	Fairfax	22080	18	43-33 (44H)	17.05	Georgia	Vidalia	30474	03	55-18 (46K)	68.90
	do	22080	59	39-30 (398)	28.95		Dahlonega	30533	03	34-39 (358)	80.70
	Manassas	22110	03	43-23 (43H)	51.70		Guyton	31212	01	44-23 (41J)	74.00
	Nokesville	22123	02	44-13 (44H)	42.85		Baxley	31513	01	52-10 (43K)	97.90
	New Castle	24127	02	50-04 (46J)	128.15		Haskell	31539	03	48-26 (46H)	110.00
	Bristol	24201	04	43-53 (44H)	51.40	North Carolina	Cleveland	27013	01	33-00 (328)	50.10
West Virginia	Crawford	26343	01	25-41 (268)	63.25		East Bend	27018	02	45-08 (45H)	65.20
NORTHEAST REGION						Oklahoma	Tonkawa	74653	01	35-10 (368)	107.00
							Stilwell	74690	02	43-57 (44H)	81.25
Maine	Auburn	04210	03	42-05 (42H)	49.70	Tennessee	Afton	37816	02	39-56 (408)	65.90
Connecticut	Canton Center	06020	01	36-59 (378)	87.20		Harriman	37743	02	55-10 (46K)	71.00
	Somers	06071	04	43-40 (44H)	35.90		Huntsville	37756	02	32-02 (328)	73.00
	East Lyme	06333	02	56-17 (47K)	33.60	Texas	El Campo	77437	08	40-49 (418)	96.10
	Ledyard	06339	06	43-25 (43H)	18.90		do	77437	04	35-32 (368)	28.00
	Waterbury	06712	02	39-13 (39H)	15.90		Buda	78010	02	49-42 (41K)	98.45
	Brookfield	06804	06	40-28 (40H)	21.70		Georgetown	78626	08	44-26 (41J)	33.25
New York	Berne	12191	02	32-21 (328)	62.80		Austin	78710	10	46-24 (42J)	80.65
	Saratoga Springs	12866	07	37-58 (388)	29.05	WESTERN REGION					
	Saranac Lake	12863	01	50-47 (42K)	69.80	Arizona	Peoria	85345	01	55-52 (47K)	82.05
							McNeal	85617	01	34-26 (348)	66.10
						California	Thermal	92274	01	43-11 (43H)	64.53
							Vacaville	94988	01	42-25 (42J)	66.96

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 10-18-79.

**REUSE ACCOUNTABLE PAPER MAILING CARTONS
ONLY AFTER OBLITERATING REGISTRY OR
OTHER POSTAL ENDORSEMENTS.**

MISSING OR STOLEN U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Insert any interim notices in sequence.

A. New Style. (Listed below). The actual serial numbers consist only of the first 10 digits. Destroy the PB 21212 article.

B. Old Style. The listing from PB 21148 is still valid. C. Counterfeit. The listing from PB 21190 is still valid.

165 705 7000 to 7999	221 661 5318 to 5499	233 453 8902 to 8929	242 021 2262 to 2499
167 061 1632 to 1699	222 224 8100 to 8499	233 516 6100 to 6199	242 327 4984 to 4999
167 982 3712 to 3799	222 510 0300 to 0499	233 638 1200 to 1799	242 576 1609 to 1699
173 960 5125 to 5699	222 536 2000 to 2299	233 845 9000 to 9099	242 585 4155 to 4299
184 342 9002 to 9099	222 852 8193 to 8199	234 031 6456 to 6999	242 591 4500 to 4699
190 137 2592 to 2699	223 675 4966 to 4999	234 064 8437 to 8499	242 605 0000 to 0999
193 127 0723 to 0799	224 057 4061 to 4299	234 261 4500 to 4599	242 621 8314 to 8399
193 273 8600 to 8999	224 206 6395 to 6499	234 398 5527 to 5599	242 816 1337 to 1399
193 991 8310 to 8319	224 373 1235 to 1299	234 431 3655 to 3699	243 112 4109 to 4120
194 519 7600 to 8099	224 554 9830 to 0399	234 500 2944 to 2999	243 228 7200 to 7499
195 263 7000 to 8999	224 946 8500 to 8599	234 659 4000 to 4199	243 766 6730 to 6799
195 322 5400 to 5699	225 227 9900 to 9999	234 659 8700 to 8999	243 805 0000 to 0299
197 427 0113 to 0149	225 268 1655 to 1799	234 742 1948 to 1999	243 906 7800 to 8199
198 354 3000 to 3099	225 534 1953 to 1999	234 802 1060 to 1199	244 299 2000 to 2199
199 567 1359 to 1999	225 711 9700 to 9999	234 997 1000 to 1599	244 366 8800 to 8899
202 230 9769 to 9799	225 712 0000 to 0999	235 254 2060 to 2099	244 381 3024 to 3099
202 230 9900 to 9999	225 767 2000 to 2299	235 439 6181 to 6299	244 525 0719 to 0799
203 297 6000 to 7499	226 580 7337 to 7399	235 644 7061 to 7099	244 657 7700 to 7899
203 619 3700 to 3999	226 904 0500 to 0599	235 925 8767 to 8799	244 742 7748 to 7799
203 851 6800 to 6899	227 097 4600 to 4699	236 145 5082 to 5099	244 743 7100 to 7399
203 977 4500 to 4775	227 173 8536 to 8559	236 388 4842 to 5099	244 895 5575 to 5599
204 108 8000 to 9999	227 254 9800 to 0099	236 467 6573 to 6599	245 118 6754 to 6768
206 493 4600 to 4799	227 576 4050 to 4099	236 566 2555 to 2599	245 279 1420 to 1499
206 793 5600 to 6499	227 611 4000 to 4599	236 571 9759 to 9781	245 279 1510 to 1599
208 287 8700 to 8899	228 001 5231 to 5299	236 576 9520 to 9599	245 591 1626 to 1799
208 385 5000 to 6999	228 143 3800 to 3899	236 656 6422 to 6499	245 695 0346 to 0399
209 728 2600 to 3099	228 447 0318 to 0399	236 755 8000 to 8099	245 973 2677 to 2699
210 176 8200 to 8599	228 660 5976 to 5999	236 937 5803 to 5999	246 076 7300 to 7399
210 868 4500 to 4699	229 117 4866 to 4999	236 941 5400 to 5499	246 155 4048 to 4099
211 238 0459 to 0999	229 134 0500 to 0599	237 413 7500 to 7599	246 155 5000 to 5499
211 436 5608 to 5699	229 346 9900 to 9999	237 423 4111 to 4199	246 402 6511 to 6599
211 526 0515 to 0599	229 434 3500 to 3599	237 457 5600 to 5699	246 608 6300 to 6399
211 527 2600 to 3099	229 434 3866 to 3899	237 457 5800 to 5899	246 609 9545 to 9799
211 682 3100 to 3599	229 531 9700 to 9899	237 574 8657 to 8799	246 741 2082 to 2099
211 795 5979 to 5999	229 545 2571 to 2599	237 702 6823 to 6899	246 816 2600 to 2699
212 420 2319 to 2399	229 563 1918 to 1999	237 702 6921 to 6999	246 973 1372 to 1399
212 791 9500 to 9599	229 576 1732 to 1799	238 165 7700 to 7799	247 113 5635 to 5699
213 123 9827 to 9999	229 576 1800 to 1899	238 377 4508 to 4599	247 497 4000 to 4099
213 578 4229 to 4399	229 585 4570 to 4599	238 377 4607 to 4699	247 575 4400 to 4499
213 822 5800 to 6299	229 871 9500 to 9599	238 586 3100 to 3299	247 490 1960 to 1999
214 158 2955 to 2999	230 035 4759 to 4799	239 199 0700 to 1099	247 490 2086 to 2099
214 159 4800 to 4999	230 099 6300 to 6399	239 204 9916 to 9999	247 929 6417 to 6799
214 257 6669 to 6699	230 297 7542 to 7599	239 481 4728 to 4799	247 983 1511 to 1899
215 043 7926 to 8199	230 577 6515 to 6599	239 549 7116 to 7499	248 317 7624 to 7699
215 532 5100 to 5399	230 826 8683 to 8799	239 575 2000 to 2199	248 423 4864 to 4999
215 538 0200 to 0499	231 126 6475 to 6499	239 596 4800 to 4999	248 440 7916 to 7971
216 571 4651 to 4699	231 147 0883 to 1499	239 640 5708 to 5728	248 718 7317 to 7399
216 678 6072 to 6999	231 507 1423 to 1499	239 724 1489 to 1499	249 680 4872 to 4899
217 210 7100 to 7299	231 525 7893 to 7999	239 985 7000 to 7499	250 452 4971 to 4999
217 241 5400 to 5799	231 651 8280 to 8299	240 042 3151 to 3169	250 483 0600 to 0699
217 268 2574 to 2699	231 686 0010 to 0099	240 108 6501 to 6599	250 547 7046 to 7099
217 286 9517 to 9599	231 725 2789 to 2799	240 252 6400 to 6899	250 565 7029 to 7099
217 667 3400 to 3599	231 873 7928 to 7999	240 256 2900 to 3199	250 833 7200 to 7399
217 672 4200 to 4599	232 242 4070 to 4099	240 559 4363 to 4399	251 356 5200 to 5399
217 902 4181 to 4299	232 295 7249 to 7599	240 639 3561 to 3599	251 518 6281 to 6399
218 755 4435 to 4448	232 319 6535 to 6599	240 855 7000 to 7099	800 502 3000 to 3999
218 755 4591 to 4699	232 426 6620 to 6699	241 224 7209 to 7299	800 941 7900 to 7999
218 976 2200 to 2399	232 634 9020 to 9099	241 685 5124 to 5199	801 278 3600 to 3999
220 350 0000 to 0999	232 665 0292 to 0399	241 694 1800 to 1899	801 579 6056 to 6098
220 580 5206 to 5299	232 921 3079 to 3099	241 753 7766 to 7799	801 629 1900 to 1999
221 371 4600 to 4999	233 262 7907 to 7999	241 902 2600 to 2799	892 029 5699 to 8999
221 626 2100 to 2299	233 407 5872 to 5899		802 774 0000 to 4999

LOCKBOX/CALLER SERVICE—LOCKBOX OVERFLOWS

To clarify conditions under which caller service is required at Group 1 facilities when there is more mail for a lockbox than it will hold, the existing procedure in section 952.122a of the DOMESTIC MAIL MANUAL (DMM) is revised. That part of the revised procedure applicable to lockbox operations has been transferred to new section 951.152b of the DMM. The revised procedure applicable to caller service is retained in section 952.122a. To implement these changes, the DMM is revised as follows:

951.152 Accumulation of Mail

a. Time limit. Boxholders must remove mail promptly from their boxes. If mail is to accumulate for more than 30 days, specific arrangements must be made in advance with the postmaster.

b. Overflow. When the accumulation of mail for a customer's lockbox is more than the box will hold (a condition defined as overflow) on 12 of any 20 consecutive business days (exclude Saturdays, Sundays, and national public holidays), the customer must either change to a box of sufficient capacity or utilize caller service (see 952.122a). An item of mail will not be counted in identifying an overflow if it is too large to fit in an empty box of the size rented by the customer. Overflows will be disregarded from boxes for which prior arrangements have been made for an accumulation of mail (see 951.152a), or which overflow because of unusual circumstances which interrupt the normal removal of mail from the box such as individual boxholders who are on vacation (not applicable to firm, corporate, association, or institutional boxholders) or for other good and sufficient reasons. Exceptions are not to be made where an overflow is caused by an increase in mail volume or from failure to regularly remove mail from the box without good and sufficient reason. The postmaster will make the determination as to the sufficiency of a reason. Use the following procedures for overflow evaluation.

(1) A check of the mail volume for a box must be conducted whenever any employee or supervisor assigned to the box section observes an overflow for that box. Employees in the box section must be instructed

to report such overflows to their supervisors.

(2) In addition to the checks resulting from the ongoing observations in 951.152b(1), a check will be scheduled for a five-day period twice each year at every postal facility which offers lockbox service to the public. However, there is no need for all facilities to be checked in the same five-day period. During each of these checks, all lockboxes in a facility will be observed for overflow. One of these checks will cover five consecutive days, exclusive of Saturdays, Sundays, and national public holidays. As far as practicable, these checks will be scheduled at different times in each year so that all the weeks in each six-month check period will eventually be sampled. These checks will also be scheduled to avoid following each other chronologically in consecutive years.

(3) Form 1532, *Semiannual Check of Overflow Mail*, will be used as the record of all such volume checks. Any overflow observations which are made will be recorded on section 1 of Form 1532 and will continue over a five-day period. If, during this five-day period, Form 1532 shows a box with an overflow for three or more days, the notice on section 3 of Form 1532 will be completed and delivered to the boxholder. After section 3 has been issued, the observations will continue and will be recorded by completing section 1 and continuing through section 2 of Form 1532. Form 1532 must be retained for 1 year.

(4) A check will be discontinued if the box is in overflow for less than 3 of the first 5 days or less than 12 of the full 20-day test period. When a check is discontinued because of an insufficient number of overflow days in the test period, block 1 on section 4 of Form 1532 will be completed and the form will be delivered to the boxholder who had previously received section 3.

(5) If a check shows an overflow on 12 of the 20 days in the test period, the customer will be notified by completing block 2 on section 4 of Form 1532. The customer will be given 5 days in which to respond to the notice and to make appropriate arrangements in accordance with the options listed in section 3 of Form 1532. If caller service is adopted, the procedures in 952.122a will be fol-

lowed. Any customer who is released from caller service as a result of a follow-up check in 952.122a(2), will be immediately subject to the checks required by 951.152b(1) and (2), upon resumption of box delivery.

952.122 Customers must use caller service:

a. When a mail volume check, required by 951.152b, shows an overflow for 12 out of 20 days and the customer does not change to a box of sufficient capacity.

(1) The caller service payment period starting date will be determined as prescribed by 952.236 for a new payment period, but, for purposes of this section, will be computed relative to the date on which the 12th overflow day occurred. The caller service payment period will be determined independently from the rental period for any boxes held by the customer. When Form 1091-B, *Register For Caller Service Fees*, is prepared, it must be flagged or identified to readily indicate that the caller service was required under 951.152b.

(2) A customer, required to use caller service because of 951.152b, may submit a written request no more frequently than once in each semiannual payment period for a follow-up check to determine if the overflow condition still exists. A follow-up check will be conducted in accordance with the procedures in 951.152b with the following modifications:

(a) A follow-up check may be conducted at any time after the first month (subject to the minimum frequency of once in any semiannual payment period).

(b) Follow-up checks must be conducted for the full 20-day test period. Section 3 of Form 1532 will not be used in a follow-up check.

(c) The volume of mail must be measured against the capacity of the customer's box, if the actual box has been retained. If the box has been given up, the test for overflow must be measured against the capacity of other vacant boxes in the facility.

(d) If the record of a follow-up check on Form 1532 shows at least 12 out of 20 days overflow, the customer will be notified by completing block 3 of section 4 to show that caller service must be continued into the next payment period. If the record shows less than 12 days overflow,

(Read Instructions on reverse)

BOX NUMBER		(Date Stamp)	
NAME OF BOXHOLDER			
SECTION 1. FIVE DAY COUNT			
Day of Count	Enter Date	OVERFLOW (Enter a figure 1 in the appropriate column each day)	
		YES	NO
1			
2			
3			
4			
5			
FIVE DAY TOTALS →			
SECTION 2. CONTINUATION COUNT			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
FINAL TOTALS →			
SECTION 3. ISSUED TO CUSTOMER			
SIGNATURE		DATE	
SECTION 4. ISSUED TO CUSTOMER			
SIGNATURE		DATE	

SEMIANNUAL CHECK OF OVERFLOW MAIL

SECTION 3. NOTICE OF VOLUME COUNT	BOX NUMBER
--	------------

A sampling of mail volume received for lockboxes shows that your box has accumulated more mail than it could hold during three of the last five days. We will continue to count the mail volume for your box, and you will be notified of the results. If your volume exceeds the capacity of your box for a total of 12 out of 20 days, you will be given the following options:

1. Rent a larger box, which will hold your mail, if one is available.
2. Keep your present box, and use caller service, for which you will pay a fee in addition to your current box rent.
3. Give up your present box and use caller service. In this case, you will pay the caller service fee but no box rent. Inquire at the facility where your box is located to find out if you can continue to use your present box number.
4. Give up your box number address and have your mail delivered to your street address by carrier at no charge.

The caller service fee is currently _____ for six months or _____ for 12 months.

PLEASE CONTACT THE FACILITY WHERE YOUR BOX IS LOCATED IF YOU HAVE ANY QUESTIONS.

POSTMASTER (By:)	(Title)	DATE
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Detached from
PS Form 1532
July 1979

SECTION 4. RESULTS OF VOLUME COUNT	BOX NUMBER
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During a recent count of mail volume:

- 1. Your box was identified as accumulating more mail than it could hold for _____ out of 20 days. This volume is not large enough to require you to use caller service. No further action is required on your part.
- 2. Your box was identified as accumulating more mail than it could hold for _____ out of 20 days. This volume is equal to or greater than the level at which caller service is required. You were previously advised of the options available to you. Please contact the facility where your box is located within 5 days for details of action now required. Failure to do so could result in discontinuance of your lockbox service.
- 3. The volume of mail for your caller service delivery was greater than the largest available vacant box in the facility where your box is located could hold on _____ out of 20 days. You will be required to pay a caller service fee for another semiannual period.
- 4. The volume of mail for your caller service delivery has decreased sufficiently so at the end of the current payment period you may revert to any available box big enough to hold your mail.

PLEASE CONTACT THE FACILITY WHERE YOUR BOX IS LOCATED IF YOU HAVE ANY QUESTIONS.

POST MASTER (By:)	(Title)	DATE
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GENERAL INSTRUCTIONS

1. Use this form for scheduled semiannual checks or for unscheduled volume checks whenever observations indicate a recurring overflow for any box. See Domestic Mail Manual (DMM) section 951.152b for exceptions.
2. Use a separate form for each box in which an overflow is observed.
3. Do not include any Saturday, Sunday, or National public holiday in this check.

SECTION 1. INSTRUCTIONS FOR LOCKBOXES

(See SPECIAL INSTRUCTIONS below for existing callers.)

1. If the number of NO entries totals 3 or more within the period covered by Section 1, discontinue the check.
2. If the number of YES entries totals 3 or more within the period covered by Section 1, complete and deliver Section 3 of this form to the boxholder. Continue the check by completing Sections 1 and 2.

SECTIONS 2. INSTRUCTIONS FOR LOCKBOXES

1. If the number of NO entries totals 9 or more within the period covered by Section 1 and 2, discontinue the check, complete block 1 of Section 4 and deliver Section 4 to the boxholder.
2. If the number of YES entries totals 12 or more within the period covered by Sections 1 and 2, complete block 2 of Section 4 and deliver Section 4 to the boxholder.

SPECIAL INSTRUCTIONS (For customers who use caller service because of a previous overflow check.)

1. If the customer submits a written request for a follow-up check to determine if caller service is still required, conduct the check any time after the first month of service. No more than one request may be made in the same semiannual payment period.
2. Commence check with day 1 and continue into Section 2 without a break for day 5. Do not use Section 3.
3. If the number of YES entries totals 12 or more within the period covered by Sections 1 and 2, complete block 3 of Section 4 and deliver to the customer.
4. If the number of NO entries totals 9 or more within the period covered by Sections 1 and 2, complete block 4 of Section 4 and deliver to the customer.

Continued from p. 21

the customer will be notified by completing block 4 of section 4 to show that caller service may be discontinued at the end of the current payment period and delivery reverted at that time to any available box big enough to hold the customer's mail.

(3) Any customer, released from caller service as a result of the follow-up check in this section, will be immediately subject to the checks required by 951.152b, upon resumption of box delivery.

Classification of Special Rural Routes

In accordance with the *USPS-NRLCA 1978 National Agreement*, Article 30.1.D, "Special routes are those routes for which the method of compensation has been changed from a mileage method of compensation to an evaluated method of compensation." The vacant former mileage (RCS) routes will be classified as special (S) routes if the former mileage method of compensation exceeds the rate of compensation based on the actual route evaluation.

Vacant rural routes will be classified as heavy duty (H-J-K) only if the evaluated rate of compensation exceeds the former mileage (RCS) rate of compensation for the vacant routes.

Example No. 1—The vacant rural route evaluates at 35.03 and is 25.21 miles long. The evaluated rate of compensation* is \$15,501 and the former mileage (RCS) rate of compensation* is \$16,609. Because the former

mileage rate of compensation exceeds the evaluated rate of compensation, the vacant rural route is classified as special (S) route and is compensated at the evaluate rate.

Example No. 2—The vacant rural route evaluates at 42.26 and is 63.03 miles in length. The evaluated rate of compensation* is \$19,036 and the former mileage (RCS) rate of compensation* is \$18,331. Because the evaluated rate of compensation of the vacant route exceeds the former mileage rate of compensation, the vacant route is classified as a heavy duty (H) route and is compensated at the evaluated rate.

The following chart demonstrates at what point, for each evaluated hours classification between 35 and 45 hours, a rural route will be classified either as a heavy duty (H) rural route or a special (S) rural route.*

*All rates of compensation used in these examples are at the current Step 12 rate for each evaluated or mileage rural route.

Evaluated hours of the rural route	Length of rural routes in miles					
	17.50	and less	(H)	route/17.51	and over	(S)
35	17.50	and less	(H)	route/17.51	and over	(S)
36	20.50	"	(H)	" 20.51	"	(S)
37	23.50	"	(H)	" 23.51	"	(S)
38	26.50	"	(H)	" 26.51	"	(S)
39	29.50	"	(H)	" 29.51	"	(S)
40	42.50	"	(H)	" 42.51	"	(S)
41	64.50	"	(H)	" 64.51	"	(S)
42	86.50	"	(H)	" 86.51	"	(S)
43	108.50	"	(H)	" 108.51	"	(S)
44	130.50	"	(H)	" 130.51	"	(S)
45	153.50	and less	classified as H-routes			

—Labor Relations Dept., 10-18-79.

Domestic Order

False Representation. Enforced by postmasters at cities listed:

State/city	Name covered
NJ, Laurel Springs 08021	Northeast Enterprises Post Office Box 537 and at
NY, New York 10001	Post Office Box 462 Lenox Hill Station

—Judicial Officer, 10-18-79.

Alaska State Tax

The State of Alaska has announced a reduced withholding rate for Alaska State taxes. Instead of withholding 21 percent of the Federal withholding amount, only 18 percent will be withheld. The reduction will be reflected in employees checks dated October 26, 1979.—Finance Dept., 10-18-79.

31-Cent Airmail Olympics Commemorative Stamp

In POSTAL BULLETIN 21211, 9-27-79, page 2, the ZIP Code for the first day city, Colorado Springs, CO, should read 80901. Requests for first day cancellations with the wrong ZIP Code will be forwarded on to Colorado Springs, CO.—Customer Services Dept., 10-18-79.

An initial supply of the new Form 1532 (see exhibit) is now being distributed to applicable post offices. Additional supplies of this form may be ordered on their next scheduled requisition by post offices which provide lockbox service at Group 1 rates.—Rates & Classification Dept., 10-18-79.

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UNITED STATES POSTAL SERVICE

WASHINGTON, D.C. 20260

OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, \$300



FIRST CLASS

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