



postal bulletin

PB 21335—January 21, 1982—12 Pages

Safety Policy Statement

Accidents cause pain and suffering, drain our resources, and reduce efficiency. They hurt all of us. Therefore, our goal must be to have a safety program in the Postal Service that is second to none. By working together, we can and will continue to build a safety program that will be a model for others to follow.

Each level of postal management must take an aggressive, positive, and responsive role to effectively manage the safety program.

Each first-line supervisor must make safety in the workplace the highest priority and strive to prevent *all* accidents by safeguarding against operating hazards, by training employees to work safely, and by ensuring that they do so.

Each employee must accept responsibility for performing every job every day with safety foremost in mind.

It will take patience, cooperation and a sense of pride to reach this goal. But, through your personal commitment to our safety program, we are going to make it the best anywhere.—*Employee Relations Dept., 1-21-82.*

WILLIAM F. BOLGER,
Postmaster General.

International Mail Manual

The new INTERNATIONAL MAIL MANUAL (IMM) is now being distributed to all postal facilities.

The International Mail Manual is a complete revision of Publication 42, *International Mail*. Issue 1 incorporates revisions published in POSTAL BULLETINS through October 6, 1981. Items printed after October 6, 1981, are effective as published, but are not included in Issue 1. Destroy all copies of Publication 42 upon receipt of the new Manual.

Postal employees are reminded that Postal Bulletin 21330 (12-17-81) announced new international postal rates for Canada, effective January 1, 1982. These new rates are not reflected in this issue, but will be reflected in the next issue of the IMM. Therefore, Postal Bulletin 21330 (12-17-81) must be retained.

Advise customers that the International Mail Manual is available on a subscription basis from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402. The subscription price is \$34.00 domestic. For a foreign address the price is \$42.50.—*Rates & Classification Dept., 1-21-82.*

President Continues Selective Service Registration

On January 17, President Reagan announced his decision to continue peacetime registration of young men at post offices, citing the saving of as much as six weeks in mobilizing manpower in a future national emergency.

With the removal of any lingering doubts as to the future of the registration program, the President expressed confidence that young men of registration age will comply with the requirement. Men who reach their eighteenth birthday are required by law to register with Selective Service at any U.S. Post Office. This applies to men born in 1960 and later years. Late registrations are being accepted.

All postal employees have an interest in this decision because of our vital part in the registration process. We need to rededicate our efforts to insure that each young man who comes to us to register is accommodated fully in his endeavor to comply with the law and that the registration program continues to run smoothly. In this connection, window clerks and postal managers are to be certain that every effort is made to assure the availability of Selective Service materials in all classified post offices, stations and branches, insure that every individual who attempts to register is afforded the opportunity and that registration forms are accepted at all times during business hours.

WILLIAM F. BOLGER,
Postmaster General.

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Directives Update

This update, along with similar articles in POSTAL BULLETINS 21318, 21322, 21325, and 21328, lists new documents and those that have been revised or obsoleted since publication of Publication 23, *Directives Catalog*.

New

Pb 113, December 1981	First-Class, Third-Class and Fourth-Class Bulk Mailings
Pb 235, January 1982	Computer Originated Mail Comes of Age with E-COM
Hb E-14, January 1982	Activity Analysis Procedure
Hb EL-602, TL 1, 11/2/81	Food Service Operation
Hb EL-902	USPS-NRLCA 1981-1984 National Agreement
Hb PO-869-2, Oct. 1981	National Letter Mail Index (data collection)
Hb PO-869-3, Oct. 1981	National Letter Mail Index (users guide)

Revisions

Hb F-30, TL 4, 9/30/81	Reconciliations
Hb AS-701, TL 2, 10/8/81	Supply Management (Complete revision)
Nt 10, October 1981	Rules for Use of Lockbox Service
Nt 167, June 1981	Have You Heard the Good News?
PCM 81-7, 12/04/81	PCM Circular
PCM 81-8, 12/18/81	PCM Circular
Pb 37, TL 31, 11/15/81	Postal Facilities Planning Data and Equipment Layouts
Pb 101, December 1981	Engineering Change Board Organization and Operation

Obsolete

Hb AS-701, TL 1	Supply Management
Hb F-30, TL 2 and 3	Reconciliations
Nt 3	Letter Size Mail Dimensional Standards
Nt 27	Saving Dollars Through Plant Loading
Nt 161	Express Mail Metro Instructions
Nt 162	Express Mail Metro Training
Pb 249A	Presort First-Class Mail Case History (University of Nebraska)
Pb 249B	Presort First-Class Mail Case History (M&T Bank)
Pb 101, July 1978	Engineering Change Board Organization Function and Change Processing Procedures
Pb 219	USPS-NRLCA 1978-1981 National Agreement
Sn 144	Warning—Burglar Alarm

—Office of Data Management, 1-21-82.

DMM Revision

Mailing List Services

Effective immediately DOMESTIC MAIL MANUAL (DMM) 945.131 is revised to allow mailers to submit mailing lists to post offices by means other than by mail. This revision is accomplished by deleting the final sentence in 945.131.

This change will be incorporated into a future issue of the DMM.—Rates & Classification Dept., 1-21-82.

ASM, DMM Revision

Trademarks and Service Marks

A list of Postal Service registered trademarks and service marks appears in the DOMESTIC MAIL MANUAL (DMM) 119.1, and in the ADMINISTRATIVE SUPPORT MANUAL (ASM) 371.53. Recent additions to that list are:

Express Mail Next Day Service
Intelpost and the Intelpost logotype
The design figure of Mr. ZIP

Proper use of the Postal Service's registered marks includes the following:

1. The initial letters of the marks must be capitalized to distinguish them from terms which are not used as trademarks. For example, "Express Mail", a trademark, is capitalized; "registered mail," which is not a trademark, is not. Words and phrases which are registered trademarks may also be identified by the symbol ®. That symbol must be used to identify figures which are registered marks. (An exception to this rule is the Postal Service emblem when used on letterheads and business cards. All other uses must include the ®.)

2. The trademarks must be used in the form listed in the DMM and ASM references. For example, "Express Mail Custom Designed Service" not "Custom Designed Express Mail;" "ZIP Code" not "Zip Code;" "First-Class Mail" not "First Class Mail." The initial letters of "First-Class" should also be capitalized in phrases such as "First-Class letters" or "First-Class rate" which relate to First-Class Mail service.

The Postal Service has additional trademarks which have not yet been registered. The rules set out above apply to these "common law" marks, except that such marks are not to be identified by the symbol ®. Instead, the superscript initials ™ can be used to identify these marks. The common law trademarks and service marks of the Postal Service for which registration is pending or proposed include:

The Benjamin Franklin Stamp
Club logotype
E-COM
The Parcel Post logotype
Post Box and the Post Box logotype
Priority Mail
Presort
ZIP
ZIP+4
ZIP Plus 4

Note: As the above marks become registered, they will be added to the list of Postal Service registered trademarks and service marks appearing in DMM 119.1 and ASM 371.53.

Specific questions concerning proper use of the Postal Service's trademarks and service marks and examples of their apparent misuse by others may be directed to the Procurement Division, Office of Contracts and Property Law, Law Department, Headquarters.—Law Dept., 1-21-82.

20-Cent Love Stamp

The 20-cent Love stamp will be first placed on sale February 1, 1982, at Boston, MA.

Do Not Sell Before February 2, 1982



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Issued in panes of 50.

Collector information will be found on page 9.

Supply. All post offices under the automatic distribution will receive an initial supply of this stamp.

Post offices with 950 or more revenue units requiring additional bulk quantities (*item 521*) should immediately submit a Form 3356, Stamp Requisition-Bulk Quantities, to the Bureau of Engraving and Printing.

All post offices requiring additional stamps in less-than-bulk quantities should immediately requisition them on a separate Form 17, Stamp Requisition, from their stamp distribution office.—*Customer Services Dept., 1-21-82.*

Stamp Destruction Verification

Effective with the close of Quarter 1, PFY 1982, MSC Stamp Destruction Committees will be required to verify the actual amount of stamp stock destroyed by the committee versus the amount claimed on an associate postmaster's Statement of Account.

To accomplish this, the postal data center will provide each MSC Stamp Destruction Committee a quarterly listing of stamp stock destroyed. The listing will show the dollar amount reported to have been destroyed in AIC-510, Postage Stock Destroyed, and AIC-511, Bird Stamps Destroyed, on associate post office Statements of Account.

The listing should be received during the third week after the close of each postal quarter. The amounts on the listing must be compared with the committee's triplicate copies of Form 3238, *Destruction Certificate—Stamps and Stamped Paper*, for the same period. Differences must be resolved. Upon completion file listings with Forms 3238.

These instructions will be included in a future revision of Handbook F-1, *Financial Handbook for Post Offices*.—*Finance Dept., 1-21-82.*

Revenue Unit, GFY 1981

The value of a revenue unit for Government fiscal year 1981 is \$170.53.—*Finance Dept., 1-21-82.*

Domestic Orders

False Representation. Enforced by Postmasters at cities listed.

State/city	Names covered
NY, Central Islip 11722	Natures Harvest, Inc. 95 M. South Hoffman Lane
LA, Metairie 70011	South Central Louisiana Telephone Directory Suites 103 C and 200 3349 Ridgelake Drive and P.O. Box 8830 Louisiana Telephone Directory 3350 Ridgelake Drive and P.O. Box 8830
NY, New York 10017	Bradford Warner 521 Fifth Avenue, 17th Floor
CA, Beverly Hills 90213	Telex & twx Directory Center Telex & twx Directory P.O. Box 4054
AZ, Tucson 85732	New Era Technique, Inc. NET P.O. Box 13422

—*Judicial Officer, 1-21-82.*

Continuation of Pay

Reference is made to the recording of leave hours of FLSA exempt EAS employees as contained in POSTAL BULLETIN 21308 (7-23-81). To comply with Department of Labor regulations, these instructions are amended to provide that Continuation of Pay (COP) may be granted to an exempt EAS employee in less than full-day increments when, following an injury on duty, the employee returns to work on a part-time basis due to medical limitations or when time off from work is required for treatment of the injury.

In such instances, however, COP may only be recorded in combination with work hours (which include personal absence), court leave, military leave, and administrative leave to equal a full service day. It cannot be combined with annual leave, sick leave, LWOP or AWOL.

When an exempt EAS employee is granted personal absence for some or all of the balance of a full service day in which COP is taken, the personal absence time is recorded as work hours. Installation heads should contact their regional Compensation Division for special instructions when an exempt EAS employee desires to work on a limited basis over an extended period while recuperating from an illness or disability.

For bargaining-unit and FLSA nonexempt EAS employees, COP may be recorded in any combination with work hours and all types of leave to equal a full service day.

Necessary revisions will be made to the ELM and Handbooks F-21 and F-22.—*Employee Relations, Finance Dept., 1-21-82.*

SELECTIVE SERVICE REGISTRATION

The Selective Service Registration Program is being continued as a permanent customer-related service at all classified post offices, stations, and branches during 1982.

Post offices, stations, and branches, in order to maintain continuous implementation of the program; must

1. display either the Selective Service Poster Display Box 45 or Poster Card 46 in a visible lobby location;
2. have available adequate stocks of the Registration Form SSS 1, Information Brochure "Selective Service and You," SSS No. 10, Change of Information Form SSS 2, and any Spanish-language items needed;
3. receipt, review for completeness and verification, including round-date stamping, all registration forms by window clerks;
4. gather and forward all registration forms along with the Registration Report SSS 6 on the dates preprinted on the Registration Report.

Each office must maintain a lobby display of either the Poster Display Box or the Poster Card; CAG A-G offices display Poster Display Box 45 and Poster Card 46; CAG H-L offices, branches and stations only the Poster Card 46. Inspect display pieces periodically and replace if soiled or mutilated. Where used, check the Poster Display Box regularly to insure that all forms are available and that no display pocket remains empty. Offices having Spanish speaking population should display the Spanish Poster Card 46-S. Destroy posters other than those listed above.

Registration forms and materials must be available in each lobby unless experience has proven that more security is necessary. Offices are reminded that the

April 1980 (white) edition of the Change of Information Form, SSS 2, is obsolete and should have been destroyed. Use only the yellow, August 1980, version of the form.

Submit completed Registration Forms, SSS 1, along with the Registration Report, SSS 6 (OCT 1981) directly via first class mail to:

Selective Service System
P.O. Box 818
North Chicago, IL 60064

on the *Report Date* specified on each Registration Report. CAG A-G post offices, stations and branches mail on the last day of each pay period; CAG H-L post offices, stations and branches on the last day of every other pay period beginning January 8, 1982. Submit negative reports when appropriate. (NOTE: The reporting cycle has been changed from the 1981 schedule. Be sure to adhere to the *report date* preprinted on the report form.)

All offices received a yearly supply of the Registration Report forms for CY '82 during December. The Registration Report forms have been revised and are dated "October 1981." A copy of the revised form is reproduced below. All units are cautioned to exercise care in the storage and use of the Registration Report to preclude loss and/or erroneous preparation. If for any reason an office does not have the predated registration report available on *any* reporting date, an Item 0-13, Routing Slip, showing the complete name and address of the office and the number of completed registration forms being forwarded should be prepared



SELECTIVE SERVICE SYSTEM REGISTRATION REPORT

INSTRUCTIONS

- On the REPORT DATE shown, gather and count all completed Registration Forms, SSS Form 1.
- ENTER that count in the boxes labeled "No. of Forms Mailed". ENTER "0" for a negative report. A report must be submitted on each "REPORT DATE".
- STAMP the form with your office stamp in the box headed "Post Office Stamp".
- Put this report and the completed Registration Forms (if any) in an envelope and mail to:

Selective Service System
P.O. Box 818
North Chicago, IL 60064

P.O. 1 2 3 4 No. of Forms Mailed <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	Keying Center 5 6 7 8 No. of Forms Received <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	14 15 16 17 <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	9 10 11 12 13 <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>
		REPORT DATE:	Post Office Stamp
		Post Office, Station, Branch or Foreign Post	

and mailed to the North Chicago address. The routing slip should also show whether a partial or complete set of SSS Forms 6 is required.

The following SSS registration forms and materials are available in the supply centers and should be requisitioned on Form 7380, *Requisition for Supplies*, during the normal supply cycles:

- SSS 1 Registration Form
- SSS 2 Change of Information Form
- SSS BRO 10 Information Brochure
- SSS BRO 10S Spanish Brochure
- SSS Box 45 Poster Display Box
- SSS Card 46 Poster Card
- SSS Card 46S Spanish Poster Card
- SSS IS 40S Spanish Instruction Sheet

Preaddressed labels or envelopes used for forwarding completed Forms 1 and Forms 6 are NOT available from the supply centers or SSS. Units must hand address unless an appropriate label can be produced in house.

Registration is a permanent service. Young men are legally required to register for the draft within 30 days of their 18th birthday. They must register in a post office. All postmasters, station and branch managers, and in particular, all window clerks, must clearly understand the registration procedures, and that no one should be refused the opportunity to register at any time.—*Delivery Services Dept., 1-21-82.*

Retroactive Pay Increases

As a result of various recently implemented salary and wage increases, a retroactive paycheck will be issued on January 22, 1982 to the following employees:

Nonbargaining Unit Employees. Eligible employees in PCES Level I will receive a payment to cover the period of retroactivity from October 3, 1981 (Pay Period 22-81) through November 13, 1981 (Pay Period 24-81).

Eligible EAS schedule employees will receive a retroactive payment for the period of retroactivity from July 25, 1981 (Pay Period 17-81) through November 13, 1981 (Pay Period 24-81).

Bargaining Unit Employees. The payments for eligible Postal Service bargaining unit employees will include the full period of retroactivity from July 25, 1981 (Pay Period 17-81) through October 16, 1981 (Pay Period 22-81) for employees covered by the following contractual agreements:

- 1981 National Agreement—American Postal Workers Union and National Association of Letter Carriers
- National Rural Letter Carriers Association
- Mail Bag Depositories, Repair Centers and Supply Centers
- Mail Equipment Shops (Production Unit)
- Federation of Postal Security Police
- National Association of Postal Police Officers

The retroactive payment for rural carriers will include additional compensation for equipment maintenance allowance (EMA) in accordance with Article 30 of the agreement between the U.S. Postal Service and the National Rural Letter Carriers' Association.—*Finance Dept., 1-21-82.*

DMM Revision

Machinable Parcels

Effective immediately, DOMESTIC MAIL MANUAL (DMM) 128.44 and 753m are revised to allow film cases weighing more than 5 pounds to be treated as machinable parcels, under specified conditions.

128.4 Machinable (Regular) Parcels

* * * * *

.44 Exceptions. Some parcels which do not meet all the general criteria may be successfully processed on BMC parcel sorters. For example, a film case may be a machinable parcel. A BMC general manager may authorize mailers to enter such parcels as machinable, rather than irregular, parcels if they are properly labeled. Film cases must be identified as required by 753m.

* * * * *

753 Nonmachinable Surcharge

* * * * *

m. A film case weighing over 5 pounds or having strap type closures, except any film case specifically authorized by the Postal Service to be entered as a machinable parcel under the provisions of 128.44. Film cases authorized to be entered as machinable parcels must be identified by the words *Machinable in United States Postal Service Equipment* permanently attached as a non-transferable decal in the low right hand corner of the case.

The surcharge is in addition to the fourth-class postage. (The rates contained in Exhibit 711.1c include the surcharge.) *Exception:* If the special delivery fee (915) or the special handling fee (916) is paid, the nonmachinable surcharge is not paid.

These charges will be incorporated into a future issue of the DMM.—*Mail Processing Dept., 1-21-82.*

Stationery Removed From Sale

The following stationery items will be withdrawn from sale at the Philatelic Sales Division at the close of business January 31, 1982.

Item No.	Envelopes
671, 672, 171 and 172	18¢ Star Envelope
624 and 124	18¢ Blinded Veterans

Any stock of the above items remaining on hand after January 31, 1982, must immediately be withdrawn from all philatelic outlets and handled in accordance with Section 553, F-1, Financial Handbook for Post Offices.

The Inspection Service will give attention in this area during audit review.—*Customer Services Dept., 1-21-82.*

DOCUMENTS FREE TO THE PUBLIC

The Document Control Division has received numerous complaints about the availability of free publications in post offices. Postmasters are urged to keep a supply of these free publications on hand. If customers request a publication that is not available at the post office, postmasters should order the publication from the supply center in the normal requisitioning cycle.

Publications

ID	Date	Title
Pb 1	06/80	We Deliver—Story of U.S. Postal Service
Pb 2	05/78	Packaging for Mailing
Pb 4	04/81	Importing Animal & Plant Products through Military Post Offices
Pb 6	02/75	Radioactive Materials
Pb 14	04/81	Plant Quarantines
Pb 15	05/75	Parcel Lockers—Regulations and Manufacturing Standards
Pb 16	03/80	Mail Chute Rules, Regulations and Specifications
Pb 17	08/78	Apartment House Receptacles, Regulations & Manufacturing Standard
Pb 19	07/80	Mailers Guide
Pb 20	02/80	Priority Mail
Pb 32	01/81	Glossary of Postal Terms
Pb 51	03/81	International Postage Rates and Fees
Pb 61	06/81	Information Guide on Presorted First-Class Mail
Pb 62	02/81	Modern Mailroom Practices
Pb 72	08/80	Managing Mail Preparation
Pb 84	05/79	What are the New Letter Mail Dimensional Standards
Pb 86	07/81	Establishing a Commercial Mail Receiving Agency
Pb 100	04/81	History of the U.S. Postal Service
Pb 113	12/81	First-Class, Third-Class, and Fourth-Class Bulk Mailings
Pb 115	01/81	Business Reply Mail, Regulations, Applications, Annual Renewal
Pb 123	06/69	How You Can Curb Pandering Advertisements
Pb 151	08/80	Selling to the Postal Service
Pb 163	09/81	Express Mail Custom Designed Service
Pb 174	02/79	What You Should Know About Dogs and Dog Repellent
Pb 193	05/77	U.S. Postage Stamps and Postal Stationery
Pb 196	01/77	Planning for Central Mail Delivery
Pb 198	08/80	The Postal Inspection Service
Pb 201	00/81	A Consumer's Guide to Postal Services and Products
Pb 227	00/78	Packaging Pointers

ID	Date	Title
Pb 228	05/80	A Lesson in Cost Savings for Educational Institutions The Answer: Presort First-Class Mail
Pb 229	01/80	First-Class for the Frugal
Pb 230	06/81	Presort—First-Class Mail
Pb 231	06/81	A "Bottom Line" Estimate of Your Presort Savings
Pb 232	06/81	Computer Programming for Presort
Pb 236	01/81	Mark Down Postage Costs
Pb 249C	01/81	Presort First-Class Mail Case History (Georgia State Bank)
Pb 249D	01/80	Presort and the Department Store Industry (Woodward & Lothrop)
Pb 249E	02/80	Presort and the Banking Industry (Dominion Nat'l Bank, Vienna, VA)
Pb 249F	01/81	Presort and the Banking Industry (Commercial Credit Supply Corp.)
Pb 249G	04/81	Presort and Government Agencies (Maryland Motor Vehicle Administration)
Pb 249H	05/81	Presort and the Insurance Industry (Oregon Physicians' Service—Blue Shield)
Pb 249I	06/81	Presort and the Banking Industry (Bank of Virginia)
Pb 249J	08/81	Presort and the Health Care Industry (Houston Methodist Hospital)
Pb 250	01/80	Postal Inspectors Protect Consumers
Pb 250A	00/80	Postal Inspectors Protect Consumers (Spanish)
Pb 251	01/80	Fraud and the Business Community
Pb 253	3/80	Work at Home
Pb 253A	00/80	Work at Home (Spanish)
Pb 254	01/81	Do You Believe in Magic—Medical Fraud
Pb 255	03/81	False Billing is Mail Fraud

Notices

Nt 7	05/81	Express Mail—Insurance
Nt 18	07/80	How to Order Printed Stamped Envelopes
Nt 23B	01/81	Secretarial Addressing
Nt 43	07/81	Express Mail, Overnight Service
Nt 59	11/81	Domestic Postage Rates, Fees, and Information
Nt 69	08/81	Central Mail Delivery
Nt 107	06/81	Hazardous Materials
Nt 125	00/81	Metered Better, Treated Better
Nt 165	06/81	Addressing for Optical Character Recognition

Posters

Ps 13	01/75	Metered Better, Treated Better
Ps 51	03/81	International Postage Rates and Fees
Ps 103	01/81	Domestic Postage Rates, Fees and Information

—Office of Data Management, 1-21-82.

SURPLUS SPACE IN POSTAL BUILDINGS

District managers are reminded of their responsibility to report surplus space in all postal buildings (including space assigned in GSA buildings under their jurisdiction) to the General Manager, Field Real Estate and Buildings Office, serving their area. Surplus space in both leased and owned postal buildings represents an investment by the Postal Service from which no benefit is being received. A policy of the Postal

Service requires the outleasing of such space to assure the greatest possible return on the investment which it represents.

The income derived from outleasing surplus space is credited to the facility in which the space is located, thus offsetting operating expenses. This is a high priority program and requires the cooperation of all concerned.—Real Estate & Buildings Dept., 1-21-82.

DMM Revision

POSTAGE METER SECURITY

Postal regulations have previously required that meter manufacturers report individual meter movements to postal data centers (PDCs) and that PDCs reconcile their meter location records with post offices and manufacturers. Because of the number of meters under lease, this is no longer feasible.

Under the new system being implemented by this notice, only installations and withdrawals will be reconciled by the meter manufacturers, based on information provided by post offices via the PDCs. When these listings are received from PDCs, post offices must check them for accuracy as of the date indicated.

Subsequently, post offices will no longer be provided a quarterly listing of all leased meters to be checked for accuracy. Instead, only withdrawals or installations will be validated by post offices, so that postal records will be updated and reconciled to those maintained by the meter manufacturers at the end of given periods. To effect this change, the DOMESTIC MAIL MANUAL (DMM) is revised as follows:

Delete:

144.61a DMM and the first sentence of 144.61i and renumber the remaining paragraphs a through h, respectively.

Add:

144.64 Location Control. Postal Data Centers (PDCs) provide each affected post office with a list of new meter installations and withdrawals by finance number as of the close of business of the date indicated on the list. Post offices will verify withdrawals from Forms 3610 by branch or station location and from numerical files. New installations will be verified from central numerical files. These lists must be checked for accuracy. Post offices will advise their PDC of withdrawals which are still in service, indicating user name and address, or of new installations for which there is no record, or if installed indicate branch or station name and location code. PDCs will update their records from the data supplied by post offices and advise the manufacturers of any differences. A PDC summary report of unreconciled installations and withdrawals will be provided the Office of Mail Classification at the end of each reporting cycle.

* * * * *

144.952 Controls. Replace paragraph "g" with:

g. Provide each Postal Data Center (PDC) with a compatible computer magnetic tape or disc file of all customer meters in service including lost or stolen in the PDC service area at the close of business each reporting period. Each file record will contain the serial number, ZIP Code or finance number of the licensing post office, the users name and address and a code indicating whether lost or stolen. The file will be due February 1 and August 1, of each year for meters of record on December 31 and June 30, respectively. Manufacturers are responsible for reconciling differences and for maintenance of accurate records.

* * * * *

Area mail processing units and post offices which do initial distribution of originating mail will continue to use their numeric postage meter files for quarterly verifications. Inspection Service audit procedures have been modified to assure that verifications are being performed and that post offices and meter manufacturers are maintaining accurate meter location records. Postmasters are reminded to continue to place special emphasis on the protection of revenue represented by meters by assuring that:

1. A thoroughly representative sampling of local originating mail is made at least quarterly.
2. The license, meter user and numeric file, and Forms 3610, *Record of Postal Meter Settings*, agree regarding the meter licensee's name, address and meter serial numbers to assure that current meter holders are licensed to have the meters being used.
3. Unlisted meter serial numbers on originating mail are traced to detect the use of:
 - a. Lost or stolen meters.
 - b. Deposits of quantities of nonoriginating metered mail.
4. Continuing efforts are made to locate local unauthorized meters and lost or stolen meters.

The new verification procedure will be phased in by region. The Western Region will be scheduled first with the remaining regions coming on line in approximately three month intervals. The schedule will be reflected in future POSTAL BULLETINS.—*Rates & Classification Dept., 1-21-82.*

BUSINESS REPLY MAIL

Abuses of the business reply mail (BRM) privilege have been reported.

Mailers are reminded of the provision in Exhibit 917.52, DOMESTIC MAIL MANUAL, which states: "Business Reply envelopes and cards may not be used as labels to return matter to the permit holder." The provision also states "the permit holder of a business reply label guarantees payment of First-Class postage upon the return of any mailable matter having his business reply label affixed."

It should be noted that only business reply labels are intended to be used as labels. If heavy items such as bricks, 2 by 4s, etc., are found in the mails with a business reply card or envelope affixed, rather than a busi-

ness reply label, the piece must be treated as a nonmailable item found loose in the mails. If the sender can be identified, the piece should be returned. If the sender cannot be identified, the matter should be disposed of as waste or, if the misused card or envelope is affixed as an address label to a sealed parcel or container, it should be treated as dead mail.

In all cases, the BRM permit holder must pay the postage on all business reply mail returned, even if it contains or is affixed to unwanted material. No refunds of postage will be made if a permit holder receives unwanted material in business reply mail.—*Rates & Classification Dept., 1-21-82.*

Postmasters in Colorado, Washington, D.C., Maryland, Delaware, Texas, Washington State, Kentucky, Tennessee, Indiana, and Hawaii

FREEDOM OF INFORMATION ACT REQUEST

A request for a list with information about employees in your state has been reviewed and responded to by Headquarters. Each list includes a line for each employee's name, with P.O. Box USPS, city, state ZIP Code of post office, occupation title and grade. As a result, it is possible that personal mail may be addressed to your employees and you may wish to take certain precautions in anticipation of such an event. Your attention is directed to *Handling of Mail* in

POSTAL BULLETIN 21301 (6-4-81) (which will be included as a new section 424.14 in a future revision to the *POSTAL OPERATIONS MANUAL*). The requester has already been advised of this policy.

Any questions, problems, or complaints in connection with this matter should be directed to the General Manager, Retail Operations Division, Delivery Services Department, at Headquarters.—*Employee & Labor Relations Group, 1-21-82.*

BIG BULK BUSINESSES BUGGED BY BADLY BUNDLED BAGS

PACK SAME COLOR AND SIZE BAGS

IN SAME TYPE CONTAINER BAG

- USE GRAY LABELS



Copyright U.S. Postal Service 1982

Issue Date: February 1, 1982
 First Day City: Boston, Massachusetts
 Designer: Mary Faulconer
 New York City, New York
 Modeler: Peter Cocci
 Press: Gravure
 Colors: Yellow, green, red, purple and blue
 Image Area: .84 x 1.44 inches or
 21.33 x 36.57 millimeters
 Plate Numbers: One group
 Stamps Per Pane: 50
 Salvage: ©U.S. Postal Service
 ®Use Correct ZIP
 ®Mr. ZIP

Love Stamp

A 20-cent Love stamp will be issued on February 1, 1982, in Boston, Massachusetts.

The Postal Service issued the first Love stamp in 1973, and it proved to be extremely popular. Since then, thousands of requests have been received by the Postal Service for another Love stamp to be used on such special occasions as Valentine's Day, birthdays, anniversaries, weddings, and when sending special sentiments to someone special.

Mary Faulconer designed the stamp by using flowers as the elements of the letters. The letter "L" is formed by the miniature red poppy; the "O" by painted daisies and "Johnny-jump-ups" (miniature pansies); the "V" by the cornflower or bachelor's button, and the "E" by coralbells. Ms. Faulconer also designed the Rose booklet stamps issued in

1978, for which she was awarded a gold medal by the American Rose Society.

Procedures for ordering first day cancellations are as follows:

Customers are urged to buy stamps and affix them to their own covers. All covers must be addressed on the right side at least $\frac{5}{8}$ of an inch up from the bottom. Insert a filler in each envelope and mail them to: Customer Affixed Envelopes, Postmaster, Boston, MA 01432-9991 by March 2.

The Postal Service will affix stamps when requested to do so. Mail orders by March 2 to: "Love Stamp, Postmaster, Boston, MA 01432-9992." The cost is 20 cents per stamp to be affixed and personal checks in the exact amount will be accepted for orders up to the limit of 50 covers. Postage stamps and cash are unacceptable as payment.



A stock list of stamps available at face value may be obtained by a request to the Philatelic Sales Division, Washington, DC 20265-9997.

Please Post on Bulletin Board

USPS Stamp Poster 82-1
 Remove after March 2

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

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. A. New Style. (Listed below). Destroy PB 21333 listing. B. Old Style. (Gray) C. Counterfeit. The listing from PB 21240 remains valid for both B. and C.

213 578 4229 to 4399	252 238 2299 to 2399	261 506 0686 to 0699	269 527 9532 to 9599
217 210 7100 to 7299	252 432 6988 to 6999	261 533 2067 to 2299	269 553 1200 to 1299
217 288 7000 to 7024	252 891 1159 to 1199	261 935 6500 to 6599	269 821 1147 to 1199
217 667 3400 to 3599	253 175 2670 to 2699	261 954 6334 to 6399	269 878 5666 to 5699
219 726 9924 to 9999	253 192 7311 to 7399	261 965 4168 to 4199	269 911 1140 to 1199
229 350 0600 to 0699	253 293 5931 to 5940	262 240 6607 to 6665	269 911 1262 to 1299
238 169 7587 to 7599	253 446 4033 to 4099	262 240 6677 to 6696	269 942 9300 to 3,0099
240 901 5900 to 5999	253 547 6013 to 6049	262 604 1515 to 1599	269 960 4957 to 4999
241 081 9274 to 9299	253 547 6054 to 6099	262 931 7066 to 7076	270 130 0028 to 0074
241 685 5124 to 5199	253 747 6924 to 6999	262 949 9200 to 9299	270 130 0089 to 0199
241 908 2486 to 2499	254 107 8590 to 8599	262 963 4912 to 4999	270 233 5700 to 5799
242 021 2262 to 2499	254 107 8913 to 8999	263 129 6984 to 6999	270 500 0040 to 0099
242 816 1337 to 1399	254 254 4490 to 4499	263 146 1837 to 1849	270 894 5717 to 5799
243 112 4109 to 4120	254 259 8867 to 8899	263 323 0768 to 0799	271 152 7058 to 7069
243 766 6730 to 6799	254 259 8951 to 9099	263 407 7000 to 7099	271 152 7076 to 7091
244 678 2333 to 2499	254 740 8408 to 8445	264 132 9200 to 9299	271 171 3205 to 3299
245 103 9400 to 9499	255 125 8500 to 8599	264 205 4017 to 4099	271 186 6354 to 6499
245 118 6754 to 6768	255 176 5373 to 5399	264 223 9121 to 9199	271 319 5039 to 5099
245 279 1420 to 1499	255 276 0949 to 0999	264 366 7033 to 9499	271 325 5500 to 5599
245 279 1510 to 1599	255 281 2647 to 2699	264 405 9660 to 9699	271 505 9478 to 9499
245 591 1626 to 1799	255 440 4800 to 4899	264 406 1201 to 1299	271 519 3200 to 3299
245 973 2677 to 2699	255 440 4900 to 4999	264 496 5357 to 5399	271 735 3760 to 3899
246 076 7300 to 7399	255 857 4749 to 4799	264 499 2331 to 2349	272 046 9552 to 9599
246 155 4048 to 4099	256 140 5400 to 5499	264 642 5304 to 5399	272 059 8000 to 8199
246 155 5000 to 5499	256 193 5100 to 5159	264 786 2900 to 2999	272 060 0800 to 0999
246 402 6511 to 6599	256 695 0525 to 0599	265 151 4134 to 4199	272 067 9254 to 9299
246 608 6300 to 6399	256 754 0030 to 0099	265 330 0400 to 0599	272 068 6009 to 6099
246 609 9545 to 9799	257 157 2164 to 2499	265 338 9048 to 9099	272 075 3700 to 3899
246 973 1372 to 1399	257 405 2600 to 2899	265 370 8800 to 8999	272 133 0400 to 0599
247 012 0500 to 0599	257 474 8312 to 8399	265 387 1531 to 1599	272 277 4600 to 5299
247 066 9300 to 9399	258 444 7185 to 7199	265 394 0669 to 0691	273 109 8710 to 8999
247 086 4200 to 4299	258 450 6755 to 6799	265 506 2000 to 2099	273 142 4076 to 4099
247 113 5635 to 5699	258 480 2600 to 2899	265 541 8254 to 8299	273 304 8587 to 8599
247 490 1960 to 1999	258 618 0254 to 0299	265 719 5370 to 5399	273 312 4926 to 5199
247 490 2086 to 2099	258 643 2765 to 2774	265 956 3900 to 3999	273 312 7600 to 7799
247 497 4000 to 4099	258 950 5217 to 5299	266 369 4447 to 4499	273 391 2300 to 2399
247 544 0200 to 0214	258 950 5433 to 5499	266 399 5845 to 5899	274 034 4655 to 4699
247 983 1511 to 1899	259 084 1386 to 1399	266 442 2360 to 2399	274 034 4752 to 4799
248 102 6984 to 6999	259 227 0000 to 1499	266 547 6565 to 6599	274 034 4900 to 4999
248 120 4322 to 4399	259 340 0828 to 0999	266 775 2669 to 2699	274 047 3000 to 3999
248 244 7246 to 7299	259 628 0936 to 0999	266 805 8372 to 8399	274 229 8903 to 8914
248 423 4864 to 4899	259 745 1300 to 1499	266 942 9343 to 9399	274 372 3943 to 3999
248 440 7916 to 7971	259 783 7821 to 7899	266 942 9754 to 9799	274 507 3213 to 3299
248 718 7317 to 7399	259 825 5819 to 5899	266 942 9900 to 9999	274 609 4285 to 4299
249 680 4872 to 4899	259 950 3053 to 3099	267 841 9022 to 9099	274 999 9031 to 9199
249 945 6900 to 6999	259 950 3300 to 3499	267 917 1874 to 1999	275 313 4737 to 5199
249 996 6000 to 6099	260 144 7415 to 7499	268 202 3665 to 3699	275 541 0100 to 0299
249 996 6300 to 6499	260 198 2856 to 2898	268 224 1500 to 1699	275 718 3900 to 4299
250 565 7029 to 7040	260 229 5638 to 5699	268 243 7679 to 7699	276 083 1600 to 1999
250 919 5218 to 5299	260 324 9000 to 9099	268 246 8600 to 8699	276 073 5200 to 5699
250 951 4340 to 4363	260 479 3500 to 3599	268 299 0000 to 4999	277 121 1000 to 2999
250 991 9778 to 9799	260 743 5000 to 5099	268 329 6466 to 6499	801 579 6056 to 6098
251 518 6281 to 6399	260 894 8061 to 8099	268 653 8300 to 8399	801 629 1900 to 1999
251 964 6056 to 6199	261 002 6451 to 6499	268 657 2928 to 2999	802 029 5199 to 8999
251 997 2913 to 2999	261 052 5271 to 5299	268 834 6500 to 7999	802 265 0575 to 1999
252 171 2041 to 2056	261 175 6200 to 6299	268 881 7700 to 7799	802 678 2605 to 2699
252 235 4400 to 4499	261 459 5800 to 5899	269 414 2084 to 2099	802 751 1128 to 1299
252 235 4581 to 4899	261 459 6722 to 6799	269 416 3526 to 3599	802 980 6945 to 6955

UNITED STATES POSTAL SERVICE

WASHINGTON, DC 20260-1571

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FIRST CLASS

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