UNITED STATES POSTAL SERVICE

postal bulletin

PB 21355—June 10, 1982—16 Pages

20-Cent Libraries of America Commemorative Stamp

The 20-cent Libraries of America commemorative stamp will be first placed on sale July 13, 1982 at Philadelphia, PA.

Do not sell before July 14, 1982

Issued in panes of 50. Collector information will be found on page 11.

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 414) 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.

Before requisitioning additional stock, consider that the stock should be depleted prior to September 14, 1982, at all post office outlets, except designated philatelic windows.—*Customer Services Dept., 6–10–82.*

Correction

Stamp Poster 82–21

Please correct Stamp Poster 82–21 which appeared on page 23 of POSTAL BULLETIN 21353 (5–27–82) to read as follows: Press: Offset/Intaglio; Plate Numbers: Two groups.—*Customer Services Dept., 6–10–82.*

Energy Management

I would like to take this opportunity to restate and reemphasize the Postal Service's energy management policy. We remain absolutely convinced that prudent use of energy is in the best interests of the Postal Service and our nation.

I realize that the media constantly make us aware of the so-called "oil-glut" and that some energy costs have, in fact, fallen. As we are all aware, no energy cost has returned to pre-1979 level nor can we expect that to happen. Moreover, energy experts continue to predict energy cost rises and supply limitations in the near future.

We must continue to use only the energy we need and use it in the most cost-effective manner.

The Postal Service energy management program is a great success and we are recognized as a leader in energy conservation efforts in the Federal government. I know that your past dedication to conserve energy has led to this success and I know you will continue in this worthwhile effort.

WILLIAM F. BOLGER,
Postmaster General.

CONTENTS

CLEANUP WEEK

The week of June 21–25, 1982 has been designated as Cleanup Week in Postal Service facilities nationwide. This campaign needs the cooperation of all employees to be successful. Primary emphasis of the campaign will be in the areas of disposing of obsolete and unused equipment, certain records and files, returning excess supplies and equipment to storage or supply centers, and cleaning of all interior and exterior areas of the building.

The following procedures provide the basic criteria for accomplishment of the campaign. A 50 item inspection checklist has been included to assist you.

All postmasters or designated representatives must complete the checklist for all buildings under their jurisdiction. File the completed checklist at the local post office. Each office should begin preparation now in order to have the cleanup in full swing when the campaign starts.

I. Records Disposal

A. Review Officer. Appoint a records review officer at each office and at those sections of larger offices which maintain major files accumulations.

B. Control Schedules. Review records control schedules (Exhibit 351.31, ADMINISTRATIVE SUPPORT MANUAL—ASM) and current records preservation instructions that are in effect.

C. Eligible Records. Follow instructions and destroy records eligible for disposal. Transfer from active office space to inactive storage areas records which are not required for active reference and which are not yet eligible for disposal. Maintain a record of cubic feet of records destroyed or transferred, in accordance with ASM, 351.8. Note that records containing information about individuals must be destroyed, not simply discarded as waste, in accordance with ASM 351.7.

Note: Records preservation instructions in effect take precedence over records control schedules. Records covered by such instructions will not be destroyed until further notice. (See POSTAL BULLETIN 21330 (12-17-81))

D. Forms and Publications. Review supplies of blank forms, publications, etc. Destroy superseded and obsolete copies. Return to stock current copies which are not needed.

II. Equipment and Supplies

A. Search for and identify:

1. Unreported excess equipment and supplies;
2. Poorly utilized equipment and space;
3. Idle equipment not a part of valid reserve stocks;
4. Misused equipment; and
5. Unserviceable or obsolete equipment which should be disposed of.

B. Scrap

1. Do not retain items that are not economically repairable. It is seldom profitable for the USPS to repair or sell low cost items (e.g., acquisition cost of $50 or less) in a damaged, nonoperable condition.

2. Initiate project to immediately dispose of junk and scrap material. Move material determined to be junk or scrap directly to local area dumps after obtaining authorization for local disposal from officials listed in ASM, 728.2 and Handbook AS-701, *Supply Management*, 770. In the case of inventoried capital items, prepare Form 969, *Disposal of Personal Property* and process according to procedures in ASM 728.35, and Handbook AS-701, 774.

3. Use municipal or postal vehicles when available to transport junk or scrap to local area dumps. When such facilities are not available, employ private services.

C. Misused or unused equipment

1. If equipment items were not used during the 1981 Christmas mailing season, assume that no valid requirement exits.

2. Issue instructions to immediately eliminate use of mailhandling equipment, particularly skids, nutting trucks and hampers, for storage areas.

3. Institute program to locate and inspect major items of equipment-conveyors, hamper dumpers, twine tying machines, and cancelling machines—and take one or more of the following actions.

a. Put to proper use immediately.

b. Place in proper storage when the equipment cannot be used in 30 days or less:

(1) Consolidate storage where feasible;

(2) Identify standby and seasonal requirements;

(3) Isolate and report excess. (See ASM, 727.3 and Handbook AS-701, 640.)

c. Repair items that are economically repairable.

d. Dispose.

D. Stored, intermingled property

1. Implement program to locate and inspect idle equipment and material now intermingled in various storage areas.

2. Upon inspection, segregate material and take one or more of the following actions:

a. Put into use.

b. Properly store:

(1) Consolidate storage where feasible;

(2) Identify standby and seasonal requirements;

(3) Isolate and report excess. (See ASM, 727.3 and Handbook AS-701, 640.)

c. Repair.

d. Dispose.

E. Supplies

1. Bulk quantities of new, unused GSA stores stock items in original containers may be returned to GSA supply depots. USPS will be credited at current GSA Stores Stock Catalog prices. Make arrangements with GSA for return, documentation, and credit for excess GSA stores stock items. (See ASM 727.34 and Handbook AS-701, 643.3.)

2. Because many of your excess supplies and forms may be obsolete, you must check with the supply centers before returning these excess items to them. Do not ship excess supplies and forms to the supply centers until you receive approval of your request. (See ASM 727.33 and Handbook AS-701, 643.2.)

F. Update records

1. Update excess listings of retained equipment. (See ASM 727.5 and Handbook AS-701, 640.)

2. Report changes in accountability for equipment removed on Form 969 when required.—*Engineering & Technical Support Dept., 6-10-82.*

INSPECTION CHECKLIST

POST OFFICE	DATE OF INSPECTION	INSPECTED BY

	EVALUATION FACTOR	YES	NO	COMMENTS
A. EXTERIOR	1. Is the flag on display clean, and in good condition?			
	2. Is the flagpole in good condition and is the halyard functional?			
	3. Have interior and exterior of windows been cleaned?			
	4. Are the exterior areas and approach free of litter and extraneous material?			
	5. Are the doors painted or polished *(as applicable)*?			
	6. If applicable, are lawns cut and shrubbery trimmed?			
	7. Is the dock area clean?			
B. LOBBY	8. Are the vestibule and patrol area floors clean?			
	9. Are the lobby walls clean? Have all notices taped to walls, columns, etc. been removed?			
	10. Are all lobby postings restricted to bulletin boards?			
	11. Is the screen line clean?			
	12. Is the box line clean and polished?			
	13. Is the lobby lighting clean, functional and adequate?			
	14. Is the wall clock face clean?			
	15. Are lobby wastepaper baskets available and lined?			
	16. Are the customer desks clean?			
	17. Are sand urns and ashtrays available?			
	18. Are the required lobby signs posted?			
C. OFFICES	19. Has extraneous material been removed from tops of cabinets, corners, etc.?			
	20. Have obsolete forms and supplies been destroyed?			
	21. Have excess quantities of current materials been returned to supply centers?			
D. WORKROOM	22. Is the window clerk counter area neat and clean?			
	23. Is the workroom floor clean?			
	24. Are separation cases clean and painted?			
	25. Are emergency exit accesses clear and free?			

INSPECTION CHECKLIST *(Continued)*

	EVALUATION FACTOR	YES	NO	COMMENTS
D. WORKROOM *(Cont.)*	26. Has extraneous matter been removed from tops of cases and cabinets?			
	27. Are walls, ducts and ceilings clean?			
	28. Are trash containers in the workroom available, in ample supply, lined, and clean?			
	29. Are ash trays available?			
	30. Are walls free of postings, tape, etc.?			
	31. Are visual aids in good condition, clean, and are they necessary?			
	32. Has the area been purged of all excess equipment?			
	33. Are venetian blinds or window coverings functional and clean?			
	34. Are window sills free of material and clean?			
	35. Are heating and/or ventilating equipment, grilles, etc., clean?			
	36. Are breakout passages free and clear of equipment and material?			
E. LUNCHROOM/LOCKER ROOM	37. Are tops of lockers clean and free of debris?			
	38. Are the inside of lockers neat and clean? *(Spot Check)*			
	39. Are table tops clean?			
	40. Are vending machines and the floor around them clean?			
	41. Are lights clean?			
	42. Are rest rooms clean?			
F. GENERAL	43. Are towels, soap, and toilet tissue available?			
	44. Are toilet fixtures in good condition and functional?			
	45. Are delivery vehicles clean and free of unneeded material?			
	46. Are equipment and materials stored and inventoried by category?			
	47. Are custodial and/or office supplies consolidated and neatly stored?			
	48. Is all window glass intact?			
	49. Do the conditions observed reflect that the employees are co-operating satisfactorily in keeping the building clean and neat?			
	50. Have the rules and guidelines regarding wearing of uniforms been reviewed with employees and are employees complying?			

G. TALLY	A. NUMBER OF "YES" FACTORS	B. NUMBER OF "NO" FACTORS
	Rating _____ x 100% =	

RETURN RECEIPTS

A review of completed return receipts has shown that not all postal personnel are familiar with the procedures for completing Form 3811, *Return Receipt, Registered, Insured, and Certified Mail.* Following are detailed instructions for the proper completion of the return receipt:

Acceptance employees must verify that the customer has:

a. Placed the name and address on the front of the form indicating where the receipt is to be returned.

b. On the back of the form, marked the appropriate boxes in Item 1 to indicate the desired services.

c. Entered the complete name and address of the addressee in Item 2.

d. Entered the assigned, registered, certified, insured, Express Mail or COD number in the appropriate place in Item 3.

The delivering employee must:

a. In Item 4, obtain the signature of the person receiving the mail, and request that person to enter the date and mark the appropriate box to indicate whether he is the addressee or an authorized agent.

b. In Item 5, provide the current address of the addressee (only if requested in Item 1).

c. Postmark with the date of delivery (clerks only).

d. If delivery cannot be made, enter the reason in Item 6 and initial in the space provided.

e. Be sure that all required services are performed and that the receipt is complete.

Procedures were recently introduced to achieve better control over return receipts and to assure that service is effectively provided (See Postal Bulletin 21323, 10-29-81, and DMM Issue 7, 11-1-81). Domestic Mail Manual (DMM) 912.61 was revised at that time and is reprinted here:

912 Certified Mail

* * * * *

912.61 Assignment

a. Individual Pieces. At offices with 190 or more revenue units, show on Form 3867, *Registered and Certified Matter Received for Delivery,* the total number of certified articles and return receipts assigned to each carrier. The carrier will receipt in bulk for the articles and the return receipts. For articles restricted in delivery and those requesting the address of delivery in Item 1, attach to the article Form 3849-A or 3849-B, *delivery Notice or Receipt,* stamped to show the special service requested. Use Form 3850, *Record of Delivered Registered, Numbered Insured, Certified and COD Mail,* at post offices with 189 or less revenue units as the charge-out record. The carrier will sign in bulk for articles and receipts on Form 3850.

Clearance procedures for certified mail were also changed to reflect the assignment of return receipts to the carrier. These procedures, as described in DMM 912.62, are reprinted here:

912.62 Clearance

The clearing clerk must clear carriers and messengers in the following manner:

a. Have the carrier or messenger account in bulk for all certified mail and return receipts charged to them, either by signed receipts or returned articles. If any article or return receipt is not accounted for, make an immediate report to the supervisor. Endorse the charge-out record when clearing is complete.

b. Sign and give back to the carrier or messenger Form 3868, *Carrier's Clearance Receipt,* which is prepared and submitted when accounting for certified articles and return receipts assigned for delivery.

c. If certified articles returned undeliverable by a carrier or messenger are forwarded or returned, show disposition on Form 3867 or Form 3850 and prepare a disposition record on Form 3849-B, including the name of the addressee. File the Form 3849-B with the delivery receipts.

d. Examine all return receipts. Make sure that they are properly signed and that the date of delivery has been entered. If the mail was restricted in delivery, check to see that delivery was not made to an unauthorized agent. If delivery was improper, have the carrier or messenger obtain the addressee's signature on another receipt card and destroy the original after the duplicate has been signed. Postmark all return receipts legibly, and mail no later than the next working day.

e. It is the supervisor's responsibility to take prompt corrective action with the delivering employee if return receipts or delivery receipts have not been obtained or have been improperly completed.

f. If the mail is not delivered in 5 days, issue a second and final notice to the addressee on Form 3849-B marked FINAL NOTICE. Send it through regular channels with the addressee's ordinary mail.

DMM 913.73 was also revised to incorporate a check of return receipts with the quarterly verification of delivery receipts.

913 Insured Mail

* * * * *

913.73 Check of Records

To insure that delivery employees are obtaining the required delivery and return receipts and that all receipts are properly handled, offices with carrier delivery service must:

a. Make a selective check at least quarterly of all delivery and return receipts. Use Form 3871, *Receipt Verification—Insured and Returned COD* Mail.

b. Keep a record for one year showing dates of the selective checks and the results of the checks.—*Rates & Classification Dept., 6-10-82.*

Consumer Service Card

A large number of white two-part Consumer Service Cards (4314) are still being received at the processing center in St. Louis from post offices and/or customers. It is important that all remaining stock of this card be destroyed since its use is in violation of the Privacy Act.

Supplies of both the green three-part Consumer Service Card 4314-P (for employee use) and the yellow four-part card, 4314-C (for customer use) are readily available from the supply centers.—*Customer Services Dept., 6-10-82.*

SELECTIVE SERVICE REGISTRATION

This is a reminder to all Postal Service managers of the importance of the Selective Service Registration Program and outlines procedures to be followed on a permanent basis. The Selective Service Registration Program is to be conducted at all classified post offices, stations and branches.

Post offices, stations and branches must make certain the following procedures are adhered to in order to maintain continuous operation of the program:

1. Display either the Selective Service Poster Display, Box 45 or Poster Card 46, in a visible lobby location;

2. Have available adequate stock at all times of the Registration Form SSS–1; Information Brochure, "Selective Service and You," SSS–10; Change of Information Form SSS–2; and, any Spanish-speaking 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.

Display

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.

Report Forms

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. The *Report Date* preprinted on the SSS Form 6 should be strictly adhered to. A number of incidents have been reported where offices are not submitting the registrations to the Selective Service in a timely manner. It is *imperative* that the registration reports and forms be submitted on the *preprinted* date so as to avoid any delay in the forms being received at the Selective Service.

All offices received a yearly supply of the Registration Report forms, SSS 6, for CY '82 during December. The Registration Report forms have been revised and are dated "October 1981." 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, prepare a Routing Slip showing the complete name and address of the office and the number of completed registration forms being forwarded and mail to the North Chicago address. The routing slip should also show whether a partial or complete set of SSS Forms 6 is required.

Supply

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 1S 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.

Selective Service Headquarters reports that they are still receiving a number of requests from postal installations for Selective Service materials. Please note, as stated above, these materials are available at supply centers and should not be requested from Selective Service.

Current Forms

All classified post offices, stations and branches received a direct shipment of a new Selective Service Registration Form, SSS Form 1 (Jan 82) during March 1982. Any office which did not receive its shipment should submit a single line requisition on Form 7380, *Requisition for Supplies,* to its respective area supply center. Backup stocks of the new form are not available from any source other than the supply centers.

The *new form (printed in blue) is to be used.* All old (printed in green) unused forms are to be destroyed.

The new form is essentially the same as the old form. Handling procedures by USPS remain unchanged: entries on the form must be checked for completeness and readability; identification must be requested, and if provided, compared with the entries on the form before round date stamping and initialing. All offices are reminded that, even when identifi-

UNIFORM PROGRAM—LICENSED VENDORS

Each of the following uniform vendors has received a vendor's license since distribution of Publication 136, *Licensed Vendor Listing*. These lists must be posted where they are readily available for employees to read.

Aim Uniform, Inc.	428 West Union Avenue	Bound Brook	NJ 08805
Boot Shop	1315 E. Monte Vista Blvd.	Vacaville	CA 95688
Bud's Uniforms	1100 E. Prien Lake Road	Lake Charles	LA 70601
Central Shoe Store, Inc.	McKinley 30, Apartado 205	Manati	PR 00701
Darrel W. Routhieaux	307 Rhodehaven Drive	Anderson	SC 29621
Fashions In White	27 Pleasant Street	Worcester	MA 01608
Glenwood Shoe Factory Outlet	63 Union Street	Gloversville	NY 12078
Hall-Allen Shoes and Repair	Willowbrook Plaza	Mason City	IA 50401
Professional Uniform Shop	Lakeland Mall	Lakeland	FL 33801
Tharpe's Boot and Shoe Repair	421 North Gray Street	Killeen	TX 76541
Wausau Shoe Service	P.O. Box 237 1942 Grand Avenue	Wausau	WI 54401
Wiley's Shoes	1088 West 4th Street	Reno	NV 89503
Work n' Walk Boots and Shoes	3542 Adams Street	Riverside	CA 92504

—Labor Relations Dept., 6-10-82.

Military Leave

This article is to clarify the provisions concerning the minimum units of military leave that may be taken by eligible employees in order to participate in the National Guard and Reserve Units of the armed forces.

Military leave may be taken in hundredths of an hour. The reference to 15 days of military leave for full-time employees, as specified in the EMPLOYEE & LABOR RELATIONS MANUAL 517.51a, represents 120 hours of military leave. The maximum amount of military leave that may be charged for any one calendar day, including a non-workday falling within a period of absence on military leave (see ELM 517.62), is eight hours.—*Employee Relations Dept., 6-10-82.*

Continued from p. 6

cation is not presented, the registration form is to be accepted if the entries are readable and complete.

Report on Registration

The General Accounting Office recently published a report on the current registration program being conducted at post offices. Generally, the report gave the Postal Service very good comments on its participation in the registration program. However, the report indicated our employees are not taking care to insure the verification of registration information and review of the completed form for legibility and completeness at the time of registration. Postal managers must assure that window clerks ask for identification, and check information supplied on the forms for accuracy, completeness, and legibility.

Selective Service Coordinators are available in each USPS Region. Any office requiring assistance concerning the registration program is to contact its coordinator.

Registration is a permanent service. Young men are legally required to register 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., 6-10-82.*

Domestic Orders

False Representation. Enforced by postmasters at cities listed.

State/City	Names Covered
NY, Lynbrook 11563	Classified Reports P.O. Box 570
NY, Valley Stream 11580	Classified Reports 581 West Merrick Road
NJ, Perth Amboy 08861	Classified Reports 500 Market Street
CA, Leucadia 92034	Leucadia Pharmacals 103 N. Highway 101
CA, Oceanside 92054	Leucadia Pharmacals 2521½ Vista Way, Dept. BT-1
SD, Sioux Falls 57101	Dale L. Percy P.O. Box 911
CA, San Francisco 94109	U.S. Education Service 625 Post Street, Suite 477

—Judicial Officer, 6-10-82.

Handbook PO-502, Container Methods

Handbook PO-502, *Container Methods,* was distributed to selected Headquarters offices, all Regions, Districts, Transportation Management Offices, Bulk Mail Centers and Management Sectional Centers in May. Installation heads are reminded that they are responsible for further local distribution to appropriate officials within various operating functional areas (e.g. Mail Processing, Customer Services, Industrial Engineering, etc.). PO-502 may also be obtained from the supply centers, in the normal requisitioning cycle.

Additionally, Item E of the Transmittal Letter requests that comments, questions, and/or suggestions be directed to the General Manager, Program Support Division before May 31, 1982. Due to a delay in the production schedule, the comment period has been extended through July 15, 1982.—*Mail Processing Dept., 6-10-82.*

SELECTIVE SERVICE REGISTRATION

This is a reminder to all Postal Service managers of the importance of the Selective Service Registration Program and outlines procedures to be followed on a permanent basis. The Selective Service Registration Program is to be conducted at all classified post offices, stations and branches.

Post offices, stations and branches must make certain the following procedures are adhered to in order to maintain continuous operation of the program:

1. Display either the Selective Service Poster Display, Box 45 or Poster Card 46, in a visible lobby location;

2. Have available adequate stock at all times of the Registration Form SSS-1; Information Brochure, "Selective Service and You," SSS-10; Change of Information Form SSS-2; and, any Spanish-speaking 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.

Display

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.

Report Forms

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. The *Report Date* preprinted on the SSS Form 6 should be strictly adhered to. A number of incidents have been reported where offices are not submitting the registrations to the Selective Service in a timely manner. It is *imperative* that the registration reports and forms be submitted on the *preprinted* date so as to avoid any delay in the forms being received at the Selective Service.

All offices received a yearly supply of the Registration Report forms, SSS 6, for CY '82 during December. The Registration Report forms have been revised and are dated "October 1981." 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, prepare a Routing Slip showing the complete name and address of the office and the number of completed registration forms being forwarded and mail to the North Chicago address. The routing slip should also show whether a partial or complete set of SSS Forms 6 is required.

Supply

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 1S 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.

Selective Service Headquarters reports that they are still receiving a number of requests from postal installations for Selective Service materials. Please note, as stated above, these materials are available at supply centers and should not be requested from Selective Service.

Current Forms

All classified post offices, stations and branches received a direct shipment of a new Selective Service Registration Form, SSS Form 1 (Jan 82) during March 1982. Any office which did not receive its shipment should submit a single line requisition on Form 7380, *Requisition for Supplies,* to its respective area supply center. Backup stocks of the new form are not available from any source other than the supply centers.

The *new form (printed in blue) is to be used.* All old (printed in green) unused forms are to be destroyed.

The new form is essentially the same as the old form. Handling procedures by USPS remain unchanged: entries on the form must be checked for completeness and readability; identification must be requested, and if provided, compared with the entries on the form before round date stamping and initialing. All offices are reminded that, even when identifi-

UNIFORM PROGRAM—LICENSED VENDORS

Each of the following uniform vendors has received a vendor's license since distribution of Publication 136, *Licensed Vendor Listing*. These lists must be posted where they are readily available for employees to read.

Aim Uniform, Inc.	423 West Union Avenue	Bound Brook	NJ 08805
Boot Shop	1315 E. Monte Vista Blvd.	Vacaville	CA 95688
Bud's Uniforms	1100 E. Prien Lake Road	Lake Charles	LA 70601
Central Shoe Store, Inc.	McKinley 30, Apartado 205	Manati	PR 00701
Darrel W. Routhieaux	307 Rhodehaven Drive	Anderson	SC 29621
Fashions In White	27 Pleasant Street	Worcester	MA 01608
Glenwood Shoe Factory Outlet	63 Union Street	Gloversville	NY 12078
Hall-Allen Shoes and Repair	Willowbrook Plaza	Mason City	IA 50401
Professional Uniform Shop	Lakeland Mall	Lakeland	FL 33801
Tharpe's Boot and Shoe Repair	421 North Gray Street	Killeen	TX 76541
Wausau Shoe Service	P.O. Box 287 1942 Grand Avenue	Wausau	WI 54401
Wiley's Shoes	1083 West 4th Street	Reno	NV 89503
Work n' Walk Boots and Shoes	3542 Adams Street	Riverside	CA 92504

—*Labor Relations Dept., 6-10-82.*

Military Leave

This article is to clarify the provisions concerning the minimum units of military leave that may be taken by eligible employees in order to participate in the National Guard and Reserve Units of the armed forces.

Military leave may be taken in hundredths of an hour. The reference to 15 days of military leave for full-time employees, as specified in the EMPLOYEE & LABOR RELATIONS MANUAL 517.51a, represents 120 hours of military leave. The maximum amount of military leave that may be charged for any one calendar day, including a non-workday falling within a period of absence on military leave (see ELM 517.62), is eight hours.—*Employee Relations Dept., 6-10-82.*

Continued from p. 6

cation is not presented, the registration form is to be accepted if the entries are readable and complete.

Report on Registration

The General Accounting Office recently published a report on the current registration program being conducted at post offices. Generally, the report gave the Postal Service very good comments on its participation in the registration program. However, the report indicated our employees are not taking care to insure the verification of registration information and review of the completed form for legibility and completeness at the time of registration. Postal managers must assure that window clerks ask for identification, and check information supplied on the forms for accuracy, completeness, and legibility.

Selective Service Coordinators are available in each USPS Region. Any office requiring assistance concerning the registration program is to contact its coordinator.

Registration is a permanent service. Young men are legally required to register 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., 6-10-82.*

Domestic Orders

False Representation. Enforced by postmasters at cities listed.

State/City	Names Covered
NY, Lynbrook 11563	Classified Reports P.O. Box 570
NY, Valley Stream 11580	Classified Reports 581 West Merrick Road
NJ, Perth Amboy 08861	Classified Reports 500 Market Street
CA, Leucadia 92034	Leucadia Pharmacals 103 N. Highway 101
CA, Oceanside 92054	Leucadia Pharmacals 2521½ Vista Way, Dept. BT-1
SD, Sioux Falls 57101	Dale L. Percy P.O. Box 911
CA, San Francisco 94109	U.S. Education Service 625 Post Street, Suite 477

—*Judicial Officer, 6-10-82.*

Handbook PO-502, Container Methods

Handbook PO-502, *Container Methods,* was distributed to selected Headquarters offices, all Regions, Districts, Transportation Management Offices, Bulk Mail Centers and Management Sectional Centers in May. Installation heads are reminded that they are responsible for further local distribution to appropriate officials within various operating functional areas (e.g. Mail Processing, Customer Services, Industrial Engineering, etc.). PO-502 may also be obtained from the supply centers, in the normal requisitioning cycle.

Additionally, Item E of the Transmittal Letter requests that comments, questions, and/or suggestions be directed to the General Manager, Program Support Division before May 31, 1982. Due to a delay in the production schedule, the comment period has been extended through July 15, 1982.—*Mail Processing Dept., 6-10-82.*

DMM, POM Revision

Numbering Post Office Boxes

Procedures for assigning numbers to post office boxes are being standardized. These changes are *not* intended to require that existing post office box units be renumbered. Rather, they are intended primarily to direct number assignments for future post office box installations.

Effective immediately, POSTAL OPERATIONS MANUAL (POM) 162.1*c*(2) is revised, and POM 162.3 is added to incorporate these procedures:

160 Delivery Services at Postal Facilities

* * * * *

162.1c(2): Establish a series of box numbers for callers that is completely separate and apart from the numbers assigned to physical post offices boxes. Assign a series of numbers that is beyond the range used on post office boxes. This series of numbers must not be repeated within the area represented by one finance number. Do not use alphabetical designations.

162.3: Post Office Box Number Requirements. Follow these instructions to number post office box units.

a. Number all post office boxes sequentially.

b. Number all post office boxes vertically from top to bottom. The top box of each column of boxes should end in the number 1 (for example, 1, 11, 21, 31, 41, 51, 61, etc.). Do not use alphabetical designations.

c. The MSC Address Information Systems Manager must approve, in advance of the installation and customer notification, numbering deviations where columns contain more than 10 boxes down.

d. Do not repeat box numbers within an area represented by one finance number.

In addition, DOMESTIC MAIL MANUAL (DMM) 952.127 is revised as follows:

952 Caller Service

* * * * *

952.127 No physical post office box will be used for purposes of providing a number for a caller. When a customer is converted to caller service, the following will apply:

a. If the customer is using a post office box number, the post office box number will remain with the physical post office box and a caller service number will be assigned prior to the beginning of the caller service.

b. All other customers will be assigned a caller number prior to the beginning of the caller service.

c. Caller service numbers will be assigned in accordance with POM, Section 162.1c(2).

These changes will be incorporated into future issues of the POM and the DMM.—*Delivery Services Dept., 6–10–82.*

EXPEDITE SERVICE—

SAVE MONEY—PROCESS

MAILBAGS FREQUENTLY

All personnel processing mail for dispatch abroad

Foreign Order Notice 69

Keep all foreign order notices for use as reference.

FINAL ORDERS

The tentative *Lottery Orders* against the following have become final:

CANADA

Confederation Bureau

Box 550, 504 Victoria Ave.
and
Box 550, 504 Victoria Ave.
Windsor, Ontario

The Nordics
Ste. 296–810 W. Broadway
Vancouver, B.C.
and
Jim Lang
Ste. 432–8155 Park Rd.
and
Pat Allen
11551 Oldfield Ave.
Richmond, B.C.

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to the Postmaster of New York, NY 10001, Attention: Claims, Inquiry and Undeliverable Mail, G.P.O., Room 2029–A. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.—*Judicial Officer, 6–10–82.*

NDCBU Approved Manufacturers

POSTAL BULLETINS 21348 (4–22–82) and 21352 (5–20–82) list the names of manufacturers who are approved to sell Neighborhood Delivery Collection Box Units to the Postal Service. As of May 24, 1982, American Locker Security Systems, P. O. Box 489, Jamestown, New York, 14701 is added to the list of approved sources.—*Procurement & Supply Dept., 6–10–82.*

17-Cent Coil of 100 Stamps

The 17-cent Electric Auto stamp (item 769) is available in coils of 100 from the Bureau of Engraving and Printing. Post offices with 950 or more revenue units may order bulk quantities of this coil directly from the Bureau of Engraving and Printing using Form 3356, *Stamp Requisition—Bulk Quantities.* Quantities must be in the standard ordering increments of coils of 100 stamps. All post offices requiring less than bulk quantities of this coil should order from their Stamp Distribution Office. Post offices are cautioned not to over stock on this item.—*Customer Services Dept., 6–10–82.*

AUTOMATED SYSTEM

By now you have probably read or heard about the new automated mail processing equipment, or Automated System, which the Postal Service is in the process of acquiring. The following general information answers the most commonly raised questions regarding the function of the equipment and its impact on the Postal Service.

What is it?

The Automated System consists of two primary types of equipment: an Optical Character Reader/Channel Sorter (OCR/CS) and a Bar Code Sorter (BCS). The Automated System allows the Postal Service to process mail using advanced state-of-the-art methods similar to those used in many other postal administrations throughout the world.

When is it coming?

The Postal Service is acquiring this equipment in two phases: Phase I consists of 252 OCR/CSs and 248 BCSs, which will provide automated equipment to the 118 largest post offices. The Postal Service has contracts with Pitney Bowes and Burroughs for each to manufacture 126 OCR/CSs, with the first deliveries to start in late 1982 and continue through mid-1984. Bell and Howell has a contract to manufacture 144 BCSs, also with delivery starting in late 1982. Efforts are underway to competitively obtain a second contract for delivery of 104 additional BCSs.

Phase II of the Automated System will be implemented in the 1984–1987 time frame. During Phase II, automated equipment will be deployed to increase the total to 211 post offices.

What will it do?

The OCR/CS will read the city, state, and present 5-digit ZIP Code or ZIP+4 Code on machinable letter mail, print a bar code representation of the ZIP Code in the lower right corner of the letter, and sort this mail into either 32, 44, or 60 stackers. The mail will then be taken from the OCR/CS stackers and either dispatched or processed through the BCSs. The BCSs will read the bar code and sort letters to the correct destination. If intermediate distribution is required at an Area Distribution Center, then mail will be dispatched from the origin office, sorted on a BCS at the ADC, and dispatched to the office of delivery for final distribution.

If the OCR is unable to read and place a bar code on the letter, then the letter is processed on the MPLSM following the present machine processing path.

How will it change mail distribution?

Initially the mail distribution network will not change from those letter mail separations presently made. As more automated equipment is deployed over the next several years, modifications to the letter mail distribution network are likely to be made to take full advantage of the increased capacities and flexibility of this equipment. As deployment increases, the potential of our distribution capabilities increases as well. For example, higher volume directs may be isolated earlier in the processing system, which reduces the number of sorting steps necessary and increases our effectiveness.

Conclusion

This new technology will allow the Postal Service to make more productive use of both our personnel and our mechanization—and to process the mail more effectively and economically. The result will be a Postal Service that continues to grow and face the challenges of the future.—*Engineering & Technical Support Dept., 6–10–82.*

Issue Date: July 13, 1982
First Day City: Philadelphia, Pennsylvania
Designer: Bradbury Thompson
Riverside, Connecticut
Modeler: Clarence Holbert
Engraver: Robert G. Culin, Sr.
Press: Intaglio
Colors: Black and red
Image Area: .84 x 1.44 inches or
21.3 x 36.5 millimeters
Plate Numbers: One
Stamps Per Pane: 50
Selvage: U.S. Postal Service 1982©
®Use Correct ZIP Code
®Mr. ZIP

America's Libraries Commemorative Stamp

A 20-cent commemorative stamp paying tribute to "America's Libraries" will be issued July 13 in Philadelphia, Pennsylvania. The first day of issue ceremony will be held in the Philadelphia Civic Center during the annual convention of the American Library Association.

The stamp, which honors the contributions of our nation's libraries to the growth and development of the United States, was designed by Bradbury Thompson. Mr. Thompson, an authority on typography, depicted in his design letters of the alphabet and the geometric construction grids used by type designers to shape and form letters for the printing of books and other items. The letters depicted are from a rendering of the alphabet done in 1523 by Geofroy Tory of Bourges, France, which appeared in the book *Champ Fleury,* published in 1526. The typeface used is compatible with Tory's initial letters. It was originally cut by Tory's famous student, Claude Garamond, in about 1532 and today is known in its updated form as Sabon Antiqua.

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 5/8 of an inch up from the bottom. Insert a filler in each envelope and mail them to: Customer Affixed Envelopes, Postmaster, Philadelphia, PA 19104-9991 by August 12. There is no charge.

The Postal Service will affix stamps when requested to do so. Mail orders by August 12 to: America's Libraries Stamp, Postmaster, Philadelphia, PA 19104-9992. 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. Do not send cash. Postage stamps are unacceptable as payment.

A Philatelic Catalog listing all available stamps and stationery items may be obtained by a request to the Philatelic Sales Division, Washington, DC 20265-9997.

USPS Stamp Poster 82-22
Remove after August 12

PLEASE POST ON BULLETIN BOARD

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

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

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—323,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, KIA OB1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21351 article.

344,536,201 to 6,400	368,416,575 to 6,600	393,912,375 to 2,400	413,266,631 to 6,642
344,821,230 to 1,297	368,773,419 to 3,500	394,914,633 to 4,700	413,578,841 to 9,500
344,854,601 to 4,700	368,847,601 to 7,700	394,914,702 to 4,800	414,910,275 to 0,400
345,299,801 to 9,900	370,494,001 to 4,200	396,770,501 to 0,600	415,905,421 to 5,499
345,986,501 to 6,600	370,549,601 to 50,000	396,823,334 to 3,500	416,927,580 to 7,800
347,238,201 to 8,300	371,327,589 to 7,600	396,944,758 to 5,000	417,239,361 to 9,700
347,975,946 to 5,959	372,401,123 to 1,500	397,148,601 to 9,400	417,395,080 to 1,090
348,086,296 to 6,300	372,429,101 to 9,500	397,207,301 to 7,400	417,446,291 to 6,300
348,190,501 to 0,900	372,548,101 to 8,400	397,929,301 to 9,400	418,319,358 to 9,400
351,452,949 to 3,000	373,593,481 to 3,500	399,721,678 to 1,710	418,393,772 to 3,800
351,490,001 to 0,600	374,013,262 to 3,300	400,896,730 to 6,800	419,922,570 to 2,900
353,461,741 to 1,800	374,433,401 to 4,000	400,980,701 to 0,800	420,218,901 to 9,200
357,010,401 to 0,500	374,540,001 to 0,100	401,295,335 to 5,400	421,660,801 to 1,500
357,339,409 to 9,455	374,988,860 to 8,880	402,885,601 to 5,900	422,553,959 to 4,000
358,180,401 to 0,600	375,040,201 to 0,400	403,243,638 to 3,900	423,268,880 to 8,950
359,790,481 to 0,540	375,432,201 to 2,500	404,196,001 to 6,100	423,271,694 to 1,720
359,791,901 to 1,920	375,712,274 to 2,300	404,403,804 to 3,900	423,788,619 to 8,650
359,994,676 to 4,700	375,881,401 to 1,500	404,578,200 to 8,500	424,525,587 to 5,700
361,168,730 to 8,900	377,011,946 to 2,400	404,625,122 to 5,200	430,844,124 to 4,200
361,201,906 to 2,100	377,901,546 to 1,600	404,668,701 to 8,900	431,035,001 to 5,100
362,395,806 to 5,819	379,786,742 to 6,760	404,999,031 to 9,080	431,088,301 to 8,400
363,633,090 to 3,100	380,821,401 to 2,200	405,694,037 to 4,100	431,400,001 to 5,000
363,794,701 to 5,200	383,053,831 to 3,900	405,831,365 to 1,400	431,907,801 to 7,900
365,867,401 to 7,500	390,557,101 to 7,170	405,885,847 to 5,900	431,909,801 to 9,900
365,867,517 to 7,600	390,581,961 to 2,040	406,576,200 to 6,300	431,959,837 thru 431,960,000
366,888,911 to 9,000	391,923,323 to 3,500	406,922,234 to 2,300	438,898,651 to 8,700
366,967,107 to 7,200	393,018,120 to 8,400	407,769,001 to 9,100	439, 289, 301 to 9,400
368,108,160 to 8,600	393,811,801 to 2,000		

DMM Revision

RECALL OF MAIL

DOMESTIC MAIL MANUAL (DMM) 152.7 is revised to allow Federal government executive departments and their regional offices to recall mail by submitting a Mailgram identifying the specific piece of mail to be recalled:

152.7 Recall of Mail

.71 Who May Recall Mail. Mail deposited in a collection box or post office may be recalled on proper identification by the sender, by the parent or guardian of a minor child, or by the guardian of a person of unsound mind who sent the mail. Form 1509, *Sender's Application for Recall of Mail,* which may be obtained at any post office, must be submitted to the postmaster at the office of mailing. After processing, these applications and all related papers must be filed at the office of mailing. *Exception:* Federal government executive departments and their regional offices may recall mail by submitting a Mailgram identifying the specific piece of mail to be recalled, and these requests for recall may be submitted to any post office. Postmasters at offices of address must comply promptly with recall requests from Federal offices.

This change will be included in a future issue of the DMM.—*Delivery Services Dept., 6–10–82.*

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 21354 listing. **B. Old Style.** (Gray) **C. Counterfeit.** The listing from PB 21240 remains valid for both B. and C.

213 578 4229 to 4399
217 210 7100 to 7299
217 288 7000 to 7024
217 510 0002 to 0099
217 667 3400 to 3599
219 726 9924 to 9999
229 350 0600 to 0699
238 169 7587 to 7599
241 685 5124 to 5199
241 908 2486 to 2499
243 766 6730 to 6799
245 103 9400 to 9499
245 279 1420 to 1499
247 066 9300 to 9399
247 086 4200 to 4299
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 544 0200 to 0214
247 983 1511 to 1899
248 102 6984 to 6999
248 423 4864 to 4899
248 440 7916 to 7971
249 945 6900 to 6999
250 565 7029 to 7040
250 919 5218 to 5299
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
252 171 2041 to 2056
252 238 2299 to 2399
252 891 1159 to 1199
253 192 7311 to 7399
253 747 6924 to 6999
254 107 8590 to 8599
254 107 8913 to 8999
254 254 4490 to 4499
254 259 8867 to 8899
254 259 8951 to 9099
254 740 8408 to 8445
255 125 8500 to 8599
255 176 5373 to 5399
255 276 0949 to 0999
255 281 2647 to 2699
255 440 4800 to 4899
255 440 4900 to 4999
255 857 4749 to 4799
256 140 5400 to 5499
256 193 5100 to 5159
256 695 0525 to 0599
256 751 9503 to 9599
256 754 0030 to 0099
257 157 2164 to 2499
257 405 2600 to 2899
257 474 8312 to 8399
257 933 5300 to 5399
258 122 7638 to 7799
258 444 7185 to 7199
258 450 6755 to 6799
258 480 2600 to 2899
258 618 0254 to 0299
258 643 2765 to 2774
258 950 5217 to 5299
258 950 5433 to 5499
259 084 1386 to 1399
259 227 0000 to 1499
259 340 0828 to 0999
259 373 3861 to 3899
259 628 0936 to 0999
259 745 1300 to 1499
259 783 7821 to 7899
259 825 5819 to 5899
259 950 3053 to 3099
259 950 3300 to 3499
260 144 7415 to 7499
260 198 2856 to 2898
260 229 5638 to 5699
260 324 9000 to 9099
260 479 3500 to 3599
260 743 5000 to 5099
260 894 8061 to 8099
261 002 6451 to 6499
261 052 5271 to 5299
261 175 6200 to 6299
261 459 5800 to 5899
261 459 6722 to 6799
261 506 0686 to 0699
261 533 2067 to 2299
261 935 6500 to 6599
261 954 6334 to 6399
261 965 4168 to 4199
262 240 6607 to 6665
262 240 6677 to 6696
262 604 1515 to 1599
262 931 7066 to 7076
262 949 9200 to 9299
262 963 4912 to 4999
263 129 6984 to 6999
263 146 1837 to 1849
263 323 0768 to 0799
263 407 7000 to 7099
264 132 9200 to 9299
264 205 4017 to 4099
264 223 9121 to 9199
264 366 7033 to 9499
264 405 9660 to 9699
264 406 1201 to 1299
264 496 5357 to 5399
264 499 2331 to 2349
264 642 5304 to 5399
264 786 2900 to 2999
265 151 4134 to 4199
265 330 0400 to 0599
265 338 9048 to 9099
265 370 8800 to 8999
265 387 1531 to 1599
265 394 0669 to 0691
265 506 2000 to 2099
265 541 8254 to 8299
265 719 5370 to 5399
265 956 3900 to 3999
266 369 4447 to 4499
266 399 5845 to 5899
266 442 2360 to 2399
266 547 6565 to 6599
266 775 2669 to 2699
266 805 8372 to 8399
266 942 9343 to 9399
266 942 9754 to 9799
266 942 9900 to 9999
267 841 9022 to 9099
267 917 1874 to 1999
268 202 3665 to 3699
268 224 1500 to 1699
268 243 7679 to 7699
268 246 8600 to 8699
268 299 0000 to 4999
268 329 6466 to 6499
268 653 8300 to 8399
268 657 2928 to 2999
268 834 6500 to 7999
268 881 7700 to 7799
269 414 2084 to 2099
269 416 3526 to 3599
269 527 9532 to 9599
269 553 1200 to 1299
269 795 1977 to 1999
269 821 1147 to 1199
269 878 5666 to 5699
269 911 1140 to 1199
269 911 1262 to 1299
269 942 9300 to 3,0099
269 960 4957 to 4999
270 130 0028 to 0074
270 130 0089 to 0199
270 233 5700 to 5799
270 500 0040 to 0099
270 894 5717 to 5799
271 104 2220 to 2295
271 152 7058 to 7069
271 152 7076 to 7091
271 171 3205 to 3299
271 186 6354 to 6499
271 319 5039 to 5099
271 325 5500 to 5599
271 505 9478 to 9499
271 519 3200 to 3299
271 735 3760 to 3899
272 021 1770 to 1799
272 046 9552 to 9599
272 059 8000 to 8199
272 060 0800 to 0999
272 067 9254 to 9299
272 068 6009 to 6099
272 075 3700 to 3899
272 133 0400 to 0599
272 277 4600 to 5299
272 643 2986 to 2999
273 109 8710 to 8799
273 142 4076 to 4099
273 304 8587 to 8599
273 312 4926 to 5199
273 312 7600 to 7799
273 391 2300 to 2399
273 568 4736 to 4799
273 610 1573 to 1599
274 034 4655 to 4699
274 034 4752 to 4799
274 034 4900 to 4999
274 047 3000 to 3999
274 229 8903 to 8914
274 372 3943 to 3999
274 507 3213 to 3299
274 609 4285 to 4299
274 990 9045 to 9099
274 999 9031 to 9199
275 130 1326 to 1355
275 313 4737 to 5199
275 541 0100 to 0299
275 543 0902 to 0999
275 962 6800 to 6999
276 083 1600 to 1999
276 073 5200 to 5699
276 091 7917 to 7999
276 495 4800 to 4849
276 540 8653 to 8699
277 121 1000 to 2999
277 138 2424 to 2499
277 579 5683 to 5699
278 329 7023 to 7099
278 329 7119 to 7199
278 364 7000 to 7099
278 965 4400 to 4499
278 965 4900 to 4917
278 965 5300 to 5499
279 083 2729 to 2799
279 795 6200 to 6399
279 905 5100 to 5199
279 941 8435 to 8499
280 253 9900 to 9999
280 255 8618 to 8647
280 274 3300 to 3399
282 882 1100 to 1199
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 678 2605 to 2699
802 751 1128 to 1299

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

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

U.S. MAIL

FIRST CLASS

Schedule

The POSTAL BULLETIN is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260–1571.

Distribution

The Postal Service distributes the POSTAL BULLETIN to all postal facilities. The Government Printing Office distributes copies to all public subscribers.

Effective Period

POSTAL BULLETIN articles are effective for six months unless otherwise specified.

Index

A quarterly index of BULLETIN articles appears early in the months of January, April, July, and October.

USPS Requisitions

One-time copies:

Send Form 7380 to the Eastern Area Supply Center.

Quantity Changes:

Send Form 1286 to your Regional Administration Branch, giving justification.

Address Changes:

Send Form 1286 to your Regional Administration Branch.

Public Sale

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402
Single copy: $2.00; $2.50 foreign
Annual Subscription: $65.00; $81.25 for foreign mailing

Address Changes for Public:

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402