



postal bulletin

PB 21365—August 19, 1982—16 Pages

20-Cent Wolf Trap Farm Park Commemorative Stamp

The 20-cent Wolf Trap Farm Park commemorative postage stamp will be placed on sale September 1, 1982, in Vienna, Virginia. Wolf Trap Farm Park for the performing arts, in the Virginia suburbs of Washington, D.C., is a cultural park in wooded surroundings where a wide variety of musical events is presented.

Positively Do Not Sell Before September 2, 1982



Copyright U.S. Postal Service 1982. Issued in panes of 50. Collector information will be found on page 11.

Supply. All post offices under the automatic distribution system will receive a supply of this stamp. However, some post offices will receive less than the normal distribution quantities automatically furnished on a 50-subject commemorative. *Since the total quantity of this stamp is being distributed automatically, no supplemental requisitions will be honored at the Bureau of Engraving and Printing for item 428.*

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., 8-19-82.*

DMM Revision

Correction

Dead Mail Branch Changes

Please correct one ZIP Code prefix in the article entitled "Dead Mail Branch Changes" in Postal Bulletin 21364 (8-12-82). DOMESTIC MAIL MANUAL (DMM) 159.552 *Dead Letter Service Areas* should show ZIP Code prefixes 620 and 622 (not 627) as the areas in Illinois served by the St. Paul, MN dead letter branch. All other ZIP Codes in Illinois are in the Chicago dead letter branch service area.

This change will be included in a future issue of the DMM.—*Rates & Classification Dept., 8-19-82.*

Redesign of Form 1769, Accident Report

Form 1769, *Accident Report*, has recently been redesigned, and an automatic distribution will be made to all sectional centers, bulk mail centers, and independent post offices early in September. Sectional centers are responsible for making subsequent distribution to their associate offices. Additional supplies can be requisitioned from the area supply centers.

The revised form must be used to report any accident that occurs on or after October 2, 1982. All accidents which occur prior to that date should be reported on the November 1977 edition of Form 1769.

Major improvements in the form include:

1. Reduction to a one-page (8½" x 14"), carbonless paper form;
2. Removal of the motor vehicle accident diagram and SCF comments section;
3. Raising the threshold level for reporting property damage accidents to \$500 (except for fire property damage);
4. Clarification of, and an increase in, the number of injury/illness definitions;
5. Addition of space for entering the supervisor's social security number and the pay location.

Also, the next higher level manager and MSC safety personnel are now required to review and sign the form.—*Employee Relations Dept., 8-19-82.*

Third-Class Bulk Rates

The Board of Governors, on August 3, 1982, determined that the rates in effect for third-class bulk regular rate mail and third-class bulk nonprofit mail will remain in effect as temporary rates, effective August 20, 1982.

The Board's action does not alter the rates currently paid by mailers.—*Rates & Classification Dept., 8-19-82.*

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NATIONAL COUNT OF MAIL ON RURAL ROUTES

The national count of mail on all rural routes will be conducted during the last twelve working days of September 1982.

A. Local Conferences—Postmasters must hold joint conferences of supervisors and rural carriers to discuss mail count procedures and instructions no later than Thursday, September 2, 1982.

B. Mail Count Forms:

1. Form 4241, *Rural Delivery Statistics Report*.

a. This form has been revised. Only the October 1981 edition of Form 4241 is to be used for the September 17-30, 1982, National Mail Count. The October 1981 edition of Form 4241 is available at the Supply Centers. Do not use any Form 4241 with an edition date other than October 1981. Other editions will be returned by the management sectional center (MSC) or rejected by the postal data center (PDC).

b. No *Comments* section is provided on the front of this form. **IMPORTANT:** Entries in *Column Q—Loading Time* in excess of 15 minutes (daily) and all entries in *Columns R and U* must be explained/justified under a handwritten "Comments" heading on the reverse of this form.

c. The completion of the Form 4241 is essentially the same as last year (see Postal Bulletin 21312, 8/20/81 and Handbook M-38, *Management of Rural Delivery Services*, for instructions). The only changes are in the *Additional Information* section. This section has been modified to include the number of dismount deliveries (line C) and more detailed information concerning the vehicle used on the route (line K). On line C, enter the total number of boxes served by the carrier at the approved dismount points. On line K, all three questions must be answered. If a USPS owned or leased vehicle is assigned to the route, check "yes" for *USPS Vehicle* and "no" for *EMA* and *Option*. If the carrier provides the vehicle for the route, check "yes" for *EMA* and "no" for *USPS Vehicle* and *Option*. As of the 1982 national count, no carrier will have been offered the opportunity to elect the optional EMA procedures. Therefore, the *Option* question must be checked "no."

2. Form 4239, *Count of Mail (Rural Route)*—This form has been revised; only the October 1981 edition should be used. Instructions on the reverse of Form 4239 have been deleted. With the exception of the *Column J (Marked Up)* procedures, the revision of Chapter 5 of Handbook M-37, *Rural Delivery Carriers Duties and Responsibilities*, printed in Postal Bulletin 21361 (7/22/82) contains the complete instructions for Form 4239 preparation. The *Column J (Marked Up)* procedures have been changed as follows:

a. *Column J—Marked Up*

(1) The number of pieces of all classes of mail marked up is recorded in this column. Mark-ups are mail undeliverable as addressed which require the carrier to endorse the mail with the new address or with the reason for non-delivery specified in Domestic Mail Manual (DMM) 159.1 (including pieces of no obvious value). This includes mail deliverable from the same local delivery unit or other delivery unit. Not included are pieces for which Forms 3579, *Undeliverable 2nd, 3rd, or 4th Class Matter*, were prepared. Mail

missorted to a route must not be recorded as a markup except when it is deliverable from another local delivery unit, if known, in which case it must be endorsed with the carrier's initials and route number. Missorted and missent mail is included in the original count of mail. This also applies where routes have been adjusted, territory changed, and the mail is routed to the wrong carrier.

(2) Where mailing addresses have been changed from rural route and box number to street name and number, credit must not be given for a markup whether on the same route or where the territory has been transferred to another route. This is considered a handoff and credit is given in the original count of mail.

(3) At post offices where the Central Markup Unit/Computerized Forwarding System (CMU/CFS) is in effect, mark-up credits will be given for the following categories of undeliverable mail:

(a) *Mail Sorted to the Undeliverable as Addressed Separations*. Credit one mark-up for each bundle of the following categories of mail:

(i) *A-Z separations*

(ii) *Moved, Left No Address*

(iii) *Insufficient Address*

(iv) *Undeliverable as Addressed—Unable to Forward*

(v) *No Obvious Value*

(b) *Excess Boxholders*. Carriers will:

(i) Bundle all excess boxholder mail. (A sack, hamper, tray, etc., may be used for this purpose);

(ii) Endorse a facing slip *In Excess of Requirements*, initial the slip, and attach it to the bundle of excess boxholder mail; and

(iii) Be given credit for one mark-up.

(c) *Mail Individually Endorsed By the Carrier*. Credit a mark-up for each piece of mail in the following categories:

(i) *Attempted—Not Known*

(ii) *No Such Number*

(iii) *Deceased*

(vi) *Temporarily Away*—This endorsement is only to be used when returning mail because the retention period as requested by the SENDER has expired.

(v) *Refused*

(vii) *Vacant*—Obvious value third-class mail addressed to *Occupant*; applies only to those rural routes where street and house numbers are used).

(viii) *Undeliverable as Addressed—Parcel Post*—Do not credit as a mark-up parcel post endorsed only to indicate that an attempted delivery notice was left.

(ix) *No Record Mail*—Credit as a mark-up each piece of mail given to the carrier under the provisions of part C-4. of these instructions, whether or not the piece is marked up by the carrier.

C. Procedures for Handling Undeliverable As Addressed (UAA) Mail:

The procedures used by rural carriers to handle UAA mail at CMU/CFS offices have been changed. The new procedures must be discussed with the carrier at the pre-count local conference. These procedures become effective on September 17, 1982 (the

first day of the national count). Handbook M-37 is being revised to reflect the new procedures. Until the handbook revision is received, the following guidelines are provided:

1. The carrier should bundle and endorse the top piece of the following categories of mail:
 - a. *A-Z Separations*
 - b. *Moved—Left No Address*
 - c. *Insufficient Address*
 - d. *Undeliverable as Addressed—Unable to Forward*
 - e. *No Obvious Value*
2. The carrier should bundle all excess boxholder mail, endorse a facing slip *In Excess of Requirements*, initial the slip, and attach it to the bundle of excess boxholder mail.
3. The carrier should individually endorse each piece of the following categories of mail with the reason for return, the route number, and the carrier's initials:
 - a. *Attempted—Not Known*
 - b. *No Such Number*
 - c. *Deceased*
 - d. *No Mail Receptacle*
 - e. *Refused*
 - f. *Temporarily Away*
 - g. *Vacant*
 - h. *Undeliverable as Addressed—Parcel Post*

4. The carrier should handle mail returned to the route that is endorsed as *No Record* in the following manner:

- a. Verify that the name in the address contains the correct spelling.
- b. Verify that the mailing address is correct. (If error is found in C-4 a or b, correct and return mail piece to the CMU/CFS.)
- c. If the mail piece is endorsed "Moved, Left No Address," verify that a Form 3575, *Change of Address Order*, has been filed. See instructions in Handbook M-37, section 242.122c.
- d. If a valid Form 3575 is on file, return the mail piece to the delivery unit manager.

If none of the above applies, the mailing piece should be returned directly to sender.

5. The *no record* mail handling procedures in C-4 must be used if the rural carriers are asked to perform *no record* verification. If management chooses not to have the rural carriers in a post office or delivery unit make the *no record* check in that unit, then the person(s) making the check must perform the functions outlined in C-4, and the rural carriers would receive no credit for this function during the mail count. Whether the rural carriers or someone else is to perform the *no record* verification must be discussed with the carriers at the precount local conference. If after the National Mail Count, the function is added to or deleted from the rural carriers' duties, Forms 4003, *Official Rural Route Description*, must be processed to adjust the routes' evaluations accordingly. The Forms 4003 should be processed so the effective date of the change in evaluation coincides with the date the *no record* review function is added to or deleted from the carriers' duties.

Note: Whether the *no record* check is performed by the rural carriers or someone else, it must be consistent throughout the entire post office or delivery unit. That is, the *no record* verification function cannot be added

to or deleted from specific rural routes within an office, but must be added to or deleted from all rural routes within the post office or delivery unit.

The random *no record* verifications will be conducted on all rural routes in CMU/CFS offices twice per accounting period unless problems develop which require a temporary increase in the frequency of these checks. Therefore, for the purpose of the National Mail Count, each rural route in the post office or delivery unit will receive a *no record* mail verification during the count period. To have *no record* mail for a route returned to the delivery unit, the unit manager must place a facing slip on the route's CMU/CFS mail before it is sent to the forwarding unit. The facing slip should be endorsed to request the return of the *no record* mail to the delivery unit after processing by the forwarding unit. Complete instructions will be included in the revision to Handbook M-37.

6. The rural carrier should place mail, previously handled as *Indefinitely Addressed*, into the *Insufficient Address* separation and bundle with that mail. The carrier will no longer be required to individually endorse the *Indefinitely Addressed* category of mail.

D. Error in Postal Bulletin 21361 (7/22/82)

The revision of Chapter 5 of Handbook M-37, as published in PB21361, contained an error in Section 524.5. Because the September mail count may begin on a day other than Monday, all references to the "Saturday preceding the count" should say "the day preceding the count." M-37, 524.5 should read as follows:

524.5 Carriers who normally case mail upon return to the office after completing their routes are to continue this practice on the day preceding the count and during the count period. Carriers who do not case mail upon return to the office after completing their routes will not do so on the day preceding the count nor during the count period. All mail must be recorded on Form 4239, *Count of Mail (Rural Route)*, (see Exhibit 525.1) for the day of the count on which it is cased. Therefore, mail cased on the day preceding the count period will not be included in the count. However, mail cased after the carrier returns from serving the route on the last day of the count will be credited on the same Form 4239 used earlier in the day and will be included in the count.

E. Important Dates

1. Local conferences between supervisors and rural carriers to discuss mail count procedures and instructions must be held by *September 2, 1982*.
2. Forms 4241 must be completed and submitted by associate offices to MSCs no later than close of business (COB), *Tuesday, October 5, 1982*.
3. MSCs must complete their review and submit all Forms 4241 for their MSC to the appropriate PDC by COB *October 15, 1982*. In order to allow the PDC the maximum time available to process the Forms 4241, MSCs should dispatch the Forms 4241 that have been reviewed at the end of each day rather than accumulating them for one submission on October 15.
4. The effective date for the changes in route evaluations determined by the September 17-30, 1982, National Count of Mail on Rural Routes is *Saturday, November 13, 1982*.

F. Use of Form 3883, Firm Delivery Book

1. The use of Form 3883 is restricted to "L" routes only. The form should be used for delivery of accountable mail to customers who normally receive 3 or more accountable items for delivery on a single day. On rural routes, Registered, Certified, Insured, and Returned COD articles may be listed on the same page. If it is necessary to maintain a separate delivery record for registered articles, the accountable clerk should insert additional carbons when preparing Form 3883 to assure that a sufficient number of copies are generated.

2. A determination was made at the national level that it is necessary to gather some additional data elements. These elements are the number of accountable items delivered by routes using firm delivery books and information relating to the use of firm delivery books. Record the additional information on a modified Form 1627, *General Purpose Ruled Form*, on a unit summary basis. Prepare Form 1627 in triplicate and make the following distribution:

a. Delivery Unit Actions

(1) Send the original 1627 and one copy to the MSC at the same time Forms 4241 are submitted. (No later than COB, October 5, 1982.)

(2) File the other copy of Form 1627 at the office which prepared the information.

b. MSC Actions

(1) Submit original Forms 1627 to the PDC at the same time Forms 4241 are submitted. (No later than COB, October 15, 1982.)

(2) Consolidate the copies of Form 1627 on a single Form 1627 to produce an MSC summary of the required information. Submit the consolidated 1627 with

the copies of the unit summaries no later than COB, Friday, October 29, 1982, to:

U.S. Postal Service
Office of Delivery and Retail Operations
Route Management Division
Room 7226
Washington, DC 20260-7220

Use the format shown on facing page 5 when reporting the required information.

Explanation of Entries (Numbers circled):

1. The total number of high density L routes in the office making the report.

2. The total number of L routes which are authorized to use firm delivery books.

3. Column A reports the number of L routes using a firm delivery book on the indicated day.

4. Column B reports the total number of accountable items which were taken out for delivery by the routes identified in Column A. This includes the number delivered by firm books as well as those delivered through normal means.

5. Column C reports the number of accountable items which were taken out for delivery using a firm book. This total can never be greater than the number entered in Column B for the same day.

6. Column D reports the number of firm book pages signed by the carrier in order to take the accountable items shown in Column C out for delivery.

7. Column E reports the number of return receipts which were attached to the accountable items shown in Column C and were turned in by the carrier upon return from the route. This total can never be greater than the number shown in Column C.—*Delivery Services Dept., 8-19-82.*

Domestic Orders

False Representation. Enforced by Postmasters at cities listed.

State/City	Names covered
FL, Fort Lauderdale 33311	Medical Consultants 781 West Oakland Park Boulevard No. 219
FL, Fort Lauderdale 33302	Doctor P.O. Box 1014
FL, Naples 33940	American National Electronics 1150 5th Avenue South
FL, Naples 33940	American National Electronics P.O. Box 2851
FL, Naples 33940	United National Bank of Naples P.O. Box 2851

—Judicial Officer, 8-19-82.

Health Benefits—Nonpay Status Regulation

The Office of Personnel Management has issued new regulations requiring employees to pay for their health benefits coverage when they continue their enrollments under the Federal Employees Health Benefits program while in nonpay status or when salary is insufficient to cover the required premium.

The notice on page 7 is to be reproduced locally and a copy immediately forwarded to each employee currently in a leave-without-pay status. An adequate supply of the notice should be maintained for issuance to employees who go into a leave-without-pay status in the future. Also, the notice is to be posted on permanent bulletin boards.

The mailing of a notice to an employee who is on leave-without-pay status is to be recorded in the official personnel folder (right side) with a dated copy of the notice showing the address used.

Specific information regarding the method that Payroll will use in withholding and/or collecting Health Benefit premiums for the conditions described will be issued at a later date.—*Employee Relations Dept., 8-19-82.*

OFFICE AND ZIP CODE		NUMBER OF L ROUTES		L ROUTES USING FORM 3883		
Anytown, USA 00090		4 (1)		3 (2)		
		(3) A	(4) B	(5) C	(6) D	(7) E
DATE		# OF ROUTES USING 3883	TOTAL ACCT	ACCT ON 3883	# OF PAGES	# OF RETURN RECEIPTS
9/17	FRIDAY	2	27	10	2	8
9/18	SATURDAY	1	12	6	1	6
9/20	MONDAY	3	14	11	3	9
9/21	TUESDAY	1	10	7	1	5
9/22	WEDNESDAY	2	36	31	3	23
9/23	THURSDAY	2	21	14	2	11
9/24	FRIDAY	3	17	14	3	13
9/25	SATURDAY	0	6	0	0	0
9/27	MONDAY	3	31	21	3	18
9/28	TUESDAY	3	19	14	3	10
9/29	WEDNESDAY	1	9	6	1	5
9/30	THURSDAY	1	11	4	1	4
TOTAL		22	213	138	23	112

All Personnel Processing Mail For Dispatch Abroad

FOREIGN ORDER NOTICE 75

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

CANADA

Confederation Bureau
P.O. Box 2000, 55 McCaul St.
and

P.O. Box 2000, 55 McCaul St.
at

Toronto, Ontario

Department—F.F.G.
55 Nugget Ave., Suite 225
at

Scarborough, Ontario
and

Financial Freedom Group
55 Wingold Ave., Suite 7
at

Toronto, Ontario

Document Control Bureau
#103 6011 Westminster Hwy.
Richmond, B.C.

D.M.O.
1125 Dundas Street, East, Suite 10
Mississauga, Ontario

Princess Sales
P.O. Box 58200
1360 S.W. Marine Drive
and

P.O. Box 58200
1360 S.W. Marine Drive
at

Vancouver, B.C.

Western Sales Company
P.O. Box 2336
New Westminster, B.C.

IRELAND

John Coyne
11 Walnut Court
Glasnevin, Dublin

Margaret Doody
"Moirra Villa"
Lucan Rd.
Chapelizod, Dublin

Alan Rickard
11 Hermitage View
Grange Rd.
Dublin

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, 8-19-82.*

Express Mail Custom Designed Service Charges

Some offices have expressed confusion regarding the applicability of pickup and delivery charges when Express Mail Custom Designed Service shipments are addressed to post office boxes or when they are picked up or delivered to smaller post offices (formally called non-DPOs). To clear up any misunderstanding, the following policy for Custom Designed Service became effective on March 22, 1981.

The term "designated post office" (DPO) is obsolete. The same terminology should be used to refer to any post office. There is no extra charge for delivery to a smaller post office.

Delivery charges for Custom Designed Service are assessed only when the Postal Service actually makes delivery to the customer's premises. Delivery charges are not assessed when the shipment is delivered to a post office box.

In general, pickup charges for Custom Designed Service are assessed only when the Postal Service actually picks up a shipment from the customer's premises. There is also a pickup charge for Express Reshipment service.

In short, there is no additional pickup or delivery charge for Custom Designed Service, except when actual pickup or delivery is made, or when an Express Reshipment agreement is established. Please assure that all agreements held by your office comply with these requirements.—*Customer Services Dept., 8-19-82.*

Special Cancellations

Postmasters having any of the special cancellation die hubs listed below are authorized to use them for the periods designated. At the end of the period the die hubs should be withdrawn from use and stored. Postmasters who do not have these special die hubs must not request them without application by the sponsors:

Cancellations	Period of use
Conquer Cystic Fibrosis----	September 1 to September 30, 1982.
Employ the Handicapped---	October 1 to October 31, 1982.
Give the United Way-----	September 15 to October 31, 1982.
Stamp Collecting Month----	September 1 to October 31, 1982.

—*Rates & Classification Dept., 8-19-82.*

Submit bulk stamp requisitions

on time with correct item

number and proper quantity.

CHANGE IN FEDERAL EMPLOYEES HEALTH BENEFITS REGULATIONS CONCERNING NONPAY STATUS

Under previous Federal Employees Health Benefits (FEHB) regulations, employees received free coverage for up to one year of continuous nonpay status. The Office of Personnel Management has amended FEHB regulations to eliminate free coverage. The cost of the previous free coverage was defrayed by an increase in premiums paid by all covered employees. The change will allow for a decrease in premiums generally because employees in nonpay status will pay for their previously free periods of coverage. The cost of FEHB coverage will continue to be shared by employees and the USPS during nonpay status, just as during periods of pay status.

The change is effective for the pay period beginning on August 21, 1982. After the effective date, all employees will be responsible for paying the employee share for their continuing enrollment during both pay and nonpay status. Generally, coverage may continue for up to one year of continuous nonpay status. For every pay period in which there is no salary withholdings for Health Benefits due to LWOP or insufficient earnings, the employee will have the past-due premiums withheld from pay upon return to a pay status where earnings are sufficient to cover Health Benefits, or be billed for the amounts due. The regulations state that the employee is deemed to consent to withholding of past-due premiums from salary or from any other amounts payable such as annuities or refunds of retirement deductions from the Civil Service Retirement System.

An employee would have to cancel his enrollment in order to avoid responsibility for paying the premiums. A cancellation is generally effective at the end of the pay period following the pay period in which it is received by the employing office. There is no 31-day extension of coverage or conversion right following a cancellation. A canceled enrollment will not be automatically reinstated when an employee returns to work after a period of nonpay status. In most instances, an employee must wait for an open season in order to re-acquire canceled coverage. Cancellation may also result in loss of coverage during retirement or receipt of workers' compensation. Detailed information about cancellation is contained in the booklet, *Federal Employees Health Benefits Program*, Standard Form 2809-A, available in your personnel office.

YOU NEED TAKE NO ACTION NOW, UNLESS YOU WANT TO CANCEL YOUR HEALTH BENEFITS

Employees who will be directly affected (generally speaking, each employee whose health benefits enrollment is continuing during nonpay status or whose salary is insufficient to cover withholdings) will be individually notified as soon as possible with specific information concerning the new regulations.

POST ON BULLETIN BOARD

IMM Revision

INTERNATIONAL EXPRESS MAIL—BAHRAIN

Effective immediately, the U.S. Postal Service has established International Express Mail Service with the State of Bahrain. The following information, regulations and procedures apply to this service:

1. **Service from Bahrain.** The equivalent service available from Bahrain is called *Barid Mumtaz*.
2. **Service Available.** Custom Designed and On Demand service is available nationwide and may be accepted at all Express Mail windows. See Exhibit A for rates.
3. **Areas Served.** Service is available to all points in Bahrain.
4. **Service Standards from International Exchange Office.** Custom Designed—2 days. On Demand—3 days. Nondutiable items will be delivered to the addressee. For items containing merchandise or other dutiable articles, addressees will be telephoned and advised to collect their shipment (after payment of customs charge) at the *Outward Office* at Manama, Bahrain. The origin offices assigned to each international exchange office are shown in Exhibit B. (Note: Origin acceptance offices which do not offer Next Day domestic service to their designated international exchange office must add one day to the service standard identified for points within the Next Day Network definition.)

5. **Acceptable Items and Customs Declarations.** Articles permitted in International Mail from the United States to Bahrain may be enclosed in any International Express Mail items sent to Bahrain. Each item must meet customs requirements as follows:

Items containing	Customs documentation required
Non-dutiable business documents, business letters, non-negotiable instruments, computer printouts, cancelled checks.	None. Endorse items clearly next to label <i>BUSINESS PAPER</i> .
Microfilm, microfiche, samples of merchandise without commercial value.	Form 2976. Identify contents briefly but completely.
Merchandise, advertising material or other dutiable items.	Form 2966-A. Identify completely and state whether an import license is attached.

Note: Mailers are responsible for determining customs requirements and complying with them. Mailers should confirm before mailing merchandise whether an import license is required for that class of goods.

6. **Weight Limit.** 22 pounds.
7. **Size Limit.** Maximum Length: 36 inches. Maximum Length and Girth combined: 78 inches.
8. **Country Code.** For accounting and reporting purposes at designated international exchange offices for Bahrain the two-letter country code to be used is **BH**.

International Express Mail items are insured against loss, damage or rifling at no additional cost. Indemnity

will be paid by the Postal Service as provided in DOMESTIC MAIL MANUAL (DMM) 294. *The service guarantees which apply to domestic Express Mail shipments do not apply to International Express Mail shipments.*

A future issue of the International Mail Manual (IMM) will include this information.

Acceptance employees—The following instructions are applicable in general to International Express Mail items sent to Bahrain:

1. Ensure that items to be mailed are in accordance with the list of contents in paragraph 5, above.
2. Ensure that each item bears the proper customs document or endorsement.
3. Inform customers that the money-back delivery guarantee does not apply to the international service.
4. Ensure that the correct rate is collected from the customer. (See Exhibit A.)

BAHRAIN

International Express Mail

Custom Designed Service ^{1, 2}		On Demand Service ³	
Up to and including (pounds)	Rate	Up to and including (pounds)	Rate
1	\$28.00	1	\$20.00
2	31.70	2	23.70
3	35.40	3	27.40
4	39.10	4	31.10
5	42.80	5	34.80
6	46.50	6	38.50
7	50.20	7	42.20
8	53.90	8	45.90
9	57.60	9	49.60
10	61.30	10	53.30
11	65.00	11	57.00
12	68.70	12	60.70
13	72.40	13	64.40
14	76.10	14	68.10
15	79.80	15	71.80
16	83.50	16	75.50
17	87.20	17	79.20
18	90.90	18	82.90
19	94.60	19	86.60
20	98.30	20	90.30
21	102.00	21	94.00
22	105.70	22	97.70

¹ Rates in this table are applicable to each piece of International Custom Designed Express Mail shipped under a Service Agreement providing for tender by the customer at a designated Post Office.

² Pickup is available under a Service Agreement for an added charge of \$5.60 for each pickup stop, regardless of the number of pieces picked up. Domestic and International Express Mail picked up together under the same Service Agreement incurs only one pickup charge.

Exhibit A

Continued on page 10

Continued from page 9

5. Ensure that labels are legible and that the impression will be readable on the mailing portion (copy four).

6. Ensure that Custom Designed mailers address their pouches (via Label 153 attached to the P-13) to:

EMS Clerk

AMF—(designated in the attached list)

7. Remind customers that all Custom Designed items should be securely packaged and ensure that Label 155 is attached to each item (loose mail enclosed in pouches is not acceptable).

8. Route items to the designated international mail exchange offices for Bahrain. (See Exhibit B.)

Items addressed to Bahrain may be accepted at all Express Mail windows. All 3-digit ZIP Code areas have been assigned a specific exchange office. All exchange offices are authorized to dispatch both Custom Designed and On Demand items to Bahrain.

Listed below are the designated ZIP networks for each exchange office for outbound Express Mail shipments to Bahrain:

Exchange office	Origin offices assigned to exchange office
MIA	006-009, 327-349
JFK	010-269
ATL	270-326, 350-589, 600-699
IAH	700-837
LAX	590-599, 832-999

Networks show all 3-digit ZIPs from 004-999, including the unassigned and military codes. TMOs are free to route Custom Designed items through the exchange office providing the best service connections for the customer.

Exhibit B

—Customer Services Dept., 8-19-82.

20-CENT AMERICAN ARCHITECTURE COMMEMORATIVE STAMPS

The block of four 20-cent American Architecture commemorative stamps will be first placed on sale September 30, 1982, in Washington, DC.

DO NOT SELL BEFORE OCTOBER 1, 1982



Copyright U.S. Postal Service 1982. Issued in panes of 40. Collectors information will be found on page 13.

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

Post offices with 950 or more revenue units requiring additional bulk quantities (*Item 424*) should immediately requisition them on Form 3356, Stamp Requisition-Bulk Quantities, from 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 November 30, 1982, at all post office outlets except designated philatelic windows.—Customer Services Dept., 8-19-82.

PASS Program Changes

The Profile Assessment System for Supervisors (PASS) is amended as provided below. These changes are effective immediately and will be incorporated into a future revision of Handbook P-11, *Personnel Operations*, 530.

The provision which limited application to no more than two PASS families at one time is cancelled. Eligible employees may now apply under any PASS announcement(s).

All PASS families must be announced MSC-wide to all eligible employees at least once every two years (see 533.32, Handbook P-11 for additional announcement requirements).

Whenever a PASS family is reopened MSC-wide, the resulting candidate list will no longer be merged with an existing list. Instead the new list will supersede the old list. Eligible employees who wish to be considered for a PASS family must apply each time the announcement is posted MSC-wide. Associate offices within the MSC which announce PASS family openings subsequent to the MSC-wide announcement will merge the resulting candidate list with the list generated during the MSC-wide announcement. These associate office lists will terminate when the MSC-wide candidate list is terminated.—Employee Relations Dept., 8-19-82.



Copyright U.S. Postal Service 1982

Issue Date: September 1, 1982
 First Day City: Vienna, Virginia
 Designer: Richard Schlecht
 Arlington, Virginia
 Modeler: Ronald C. Sharpe
 Press: Gravure
 Colors: Yellow, magenta, cyan, black tone and black line
 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 1982©
 ® Use Correct ZIP Code
 ® Mr. ZIP (standing position)

Wolf Trap Farm Park Commemorative Stamp

A 20-cent commemorative stamp featuring Wolf Trap Farm Park for the Performing Arts will be issued September 1 in Vienna, Virginia. The first day of issue ceremony will be held at the Park.

Wolf Trap Farm Park was opened in 1971 as a new concept in the National Park system—a theatre in wooded surroundings where a wide variety of musical events could be presented. The design of the stamp captures a familiar Wolf Trap scene of an audience on a grassy knoll looking down toward the stage in the background. At the lower right is the Wolf Trap logo—a stylized wolf's head.

The Wolf Trap stamp is the first issue in a new series of stamps drawing attention to Cultural Attractions of the National Capital. The series is intended to give recognition to the cultural excellence found in and around the national capital area.

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 $\frac{3}{8}$ of an inch up from the bottom. Insert a filler in each envelope and mail them to: Customer-Affixed Envelopes, Postmaster, Vienna, VA 22180-9991 by October 16. (Because of the timing of the announcement, the deadline has been extended to 45 days instead of the usual 30 days.) There is no charge. Uncanceled stamps issued before September 1 may be affixed to the envelope to receive the first-day cancellation. Orders containing envelopes to which stamps issued after September 1 are affixed will be returned unserved.

The Postal Service will affix stamps when requested to do so. Mail orders by October 16 to: Wolf Trap Stamp, Postmaster, Vienna, VA 22180-9992. 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.

PLEASE POST ON BULLETIN BOARD

USPS Stamp Poster 82-29
 Remove after October 16



COPYRIGHT 1982 U.S. POSTAL SERVICE

Copyright U.S. Postal Service 1982

Issue Date: September 30, 1982
 First Day City: Washington, D.C.
 Designer: Walter Richards
 New Canaan, Connecticut
 Modeler: Esther Porter
 Engravers: Gary Slaght (building and architect)
 Dennis Brown ("Architecture," "USA," "20c")
 Joseph S. Creamer, Jr. (vignette—Fallingwater)
 Edward Archer (vignette—Illinois Inst Tech)
 Kenneth Kipperman (vignette—Gropius House)
 Thomas Hipschen (vignette—Dulles Airport)

Press: Intaglio
 Colors: Black and brown
 Image Area: 1.105 x 1.44 inches or
 28.06 x 36.57 millimeters
 Plate Numbers: One
 Stamps Per Pane: 40
 Salvage: U.S. Postage Service 1982 ©
 ®Use Correct ZIP Code
 ®Mr. ZIP (standing position)

American Architecture Commemorative Stamps

A block of four 20-cent commemorative stamps featuring significant examples of American architecture will be issued September 30 in Washington, D.C. The first day of issue ceremony will be held at the headquarters of the American Institute of Architects.

The stamps depict Fallingwater, Mill Run, Pennsylvania, designed by Frank Lloyd Wright (1867-1959); the Illinois Institute of Technology, Chicago, designed by Ludwig Mies van der Rohe (1886-1969); Gropius House, Lincoln, Massachusetts, designed by Walter Gropius (1883-1969); and Dulles International Airport, Washington, D.C., designed by Eero Saarinen (1910-1961).

The stamps are the fourth and final issue in the American Architecture Series which was initiated in 1979. Stamps in this series represent architecture of enduring beauty, strength and usefulness and are intended to reflect honor on the architects who designed them and other members of the architectural profession.

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, Washington, DC 20066-9991 by October 30. There is no charge. Uncanceled stamps issued before September 30 may be affixed to the envelope to receive the first day cancellation. Orders containing envelopes to which stamps issued after September 30 are affixed will be returned unserved.

The Postal Service will affix stamps when requested to do so. Mail orders by October 30 to: Architecture Stamps, Postmaster, Washington, DC 20066-9992. 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.

PLEASE POST ON BULLETIN BOARD

USPS Stamp Poster 82-28
 Remove after October 30

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 21364 listing. B. Old Style. (Gray) C. Counterfeit. The listing from PB 21240 remains valid for both B. and C.

170 635 7000 to 7099	259 227 0000 to 1499	266 775 2669 to 2699	273 312 7600 to 7799
213 578 4229 to 4399	259 340 0828 to 0999	266 805 8372 to 8399	273 391 2300 to 2399
217 210 7100 to 7299	259 373 3861 to 3899	266 942 9343 to 9399	273 568 4736 to 4799
217 288 7000 to 7024	259 628 0936 to 0999	266 942 9754 to 9799	273 610 1573 to 1599
217 510 0002 to 0099	259 745 1300 to 1499	266 942 9900 to 9999	274 034 4655 to 4699
217 667 3400 to 3599	259 783 7821 to 7899	267 841 9022 to 9099	274 034 4752 to 4799
219 726 9924 to 9999	259 825 5819 to 5899	267 917 1874 to 1999	274 034 4900 to 4999
227 332 8000 to 8099	259 950 3053 to 3099	268 202 3665 to 3699	274 229 8903 to 8914
229 350 0600 to 0699	259 950 3300 to 3499	268 224 1500 to 1699	274 372 3943 to 3999
238 169 7587 to 7599	260 144 7415 to 7499	268 243 7679 to 7699	274 507 3213 to 3299
241 685 5124 to 5199	260 198 2856 to 2898	268 246 8600 to 8699	274 609 4285 to 4299
241 908 2486 to 2499	260 229 5638 to 5699	268 299 0000 to 4999	274 990 9045 to 9099
243 766 6730 to 6799	260 324 9000 to 9099	268 329 6466 to 6499	274 999 9031 to 9199
245 103 9400 to 9499	260 479 3500 to 3599	268 657 2928 to 2999	275 130 1326 to 1355
245 279 1420 to 1499	260 743 5000 to 5099	268 834 6500 to 7999	275 313 4737 to 5199
247 066 9300 to 9399	260 894 8061 to 8099	268 881 7700 to 7799	275 541 0100 to 0299
247 086 4200 to 4299	261 002 6451 to 6499	269 414 2084 to 2099	275 543 0902 to 0999
247 113 5635 to 5699	261 175 6200 to 6299	269 416 3526 to 3599	275 962 6800 to 6999
247 490 1960 to 1999	261 459 5800 to 5899	269 527 9532 to 9599	276 083 1600 to 1999
247 490 2086 to 2099	261 459 6722 to 6799	269 553 1200 to 1299	276 073 5200 to 5699
247 544 0200 to 0214	261 506 0686 to 0699	269 795 1977 to 1999	276 091 7917 to 7999
248 102 6984 to 6999	261 533 2067 to 2299	269 821 1147 to 1199	276 100 9400 to 9899
248 440 7916 to 7971	261 935 6500 to 6599	269 878 5666 to 5699	276 256 9083 to 9099
249 945 6900 to 6999	261 954 6334 to 6399	269 911 1140 to 1199	276 495 4800 to 4849
250 565 7029 to 7040	261 965 4168 to 4199	269 911 1262 to 1299	276 540 8653 to 8699
250 919 5218 to 5299	262 240 6607 to 6665	269 942 9300 to 3,0099	277 121 1000 to 2999
250 951 4340 to 4363	262 240 6677 to 6696	269 960 4957 to 4999	277 138 2424 to 2499
250 991 9778 to 9799	262 604 1515 to 1599	270 130 0028 to 0074	277 579 5683 to 5699
251 518 6281 to 6399	262 931 7066 to 7076	270 130 0089 to 0199	277 885 9500 to
251 964 6056 to 6199	262 949 9200 to 9299	270 233 5700 to 5799	6,0199
252 171 2041 to 2056	262 963 4912 to 4999	270 500 0040 to 0099	278 329 7023 to 7099
252 238 2299 to 2399	263 129 6984 to 6999	270 894 5717 to 5799	278 329 7119 to 7199
252 891 1159 to 1199	263 146 1837 to 1849	271 104 2220 to 2295	278 364 7000 to 7099
253 192 7311 to 7399	263 323 0768 to 0799	271 152 7058 to 7069	278 965 4400 to 4499
253 747 6924 to 6999	263 407 7000 to 7099	271 152 7076 to 7091	278 965 4900 to 4917
254 254 4490 to 4499	264 132 9200 to 9299	271 171 3205 to 3299	278 965 5300 to 5499
254 259 8867 to 8899	264 205 4017 to 4099	271 186 6354 to 6499	279 083 2729 to 2799
254 259 8951 to 9099	264 223 9121 to 9199	271 319 5039 to 5099	279 256 2135 to 2199
255 281 2647 to 2699	264 366 7033 to 9499	271 325 5500 to 5599	279 795 6200 to 6399
255 440 4800 to 4899	264 405 9660 to 9699	271 325 5500 to 5599	279 905 5100 to 5199
255 440 4900 to 4999	264 406 1201 to 1299	271 505 9478 to 9499	279 941 8435 to 8499
255 857 4749 to 4799	264 496 5357 to 5399	271 519 3200 to 3299	280 255 8618 to 8647
256 193 5100 to 5159	264 499 2331 to 2349	271 735 3760 to 3899	280 274 3300 to 3399
256 695 0525 to 0599	264 642 5304 to 5399	272 021 1770 to 1799	280 340 7356 to 7899
256 751 9503 to 9599	264 786 2900 to 2999	272 046 9552 to 9599	281 075 2000 to 2199
256 754 0030 to 0099	265 151 4134 to 4199	272 059 8000 to 8199	281 119 4800 to 4999
257 157 2164 to 2499	265 330 0400 to 0599	272 060 0800 to 0999	281 128 0237 to 0299
257 405 2600 to 2899	265 338 9048 to 9099	272 067 9254 to 9299	282 292 5000 to 5399
257 474 8312 to 8399	265 370 8800 to 8999	272 068 6009 to 6099	282 304 0900 to 0999
257 933 5300 to 5399	265 387 1531 to 1599	272 075 3700 to 3899	282 336 2000 to 2499
258 122 7638 to 7799	265 394 0669 to 0691	272 133 0400 to 0599	282 786 5300 to 5399
258 444 7185 to 7199	265 541 8254 to 8299	272 277 4600 to 5299	282 832 1100 to 1199
258 450 6755 to 6799	265 719 5370 to 5399	272 501 5083 to 5099	283 583 1377 to 1399
258 480 2600 to 2899	265 956 3900 to 3999	272 643 2986 to 2999	283 583 1400 to 1499
258 643 2765 to 2774	266 369 4447 to 4499	273 109 8710 to 8799	801 579 6056 to 6098
258 950 5217 to 5299	266 399 5845 to 5899	273 142 4076 to 4099	801 629 1900 to 1999
258 950 5433 to 5499	266 442 2360 to 2399	273 304 8587 to 8599	802 029 5199 to 8999
	266 547 6565 to 6599	273 312 4926 to 5199	802 265 0575 to 1999
			802 678 2605 to 2699
			802 751 1128 to 1299

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