



# postal bulletin

PS 21384—December 30, 1982—16 pages

## Official Mail Stamps and Stationery

Official Mail postage stamps, embossed stamped envelopes, and a postal card will be issued on January 12, 1983, in Washington, DC. These items will be used in a U.S. Postal Service test of a new system which would permit U.S. Government agencies to use Official Mail postage stamps, embossed stamped envelopes, and postal cards instead of the current penalty mail indicia printed on government envelopes. The Official Mail design shown below is the same for stamps and postal stationery.



Copyright U.S. Postal Service 1982  
Collector information is on page 9

Postage stamp denominations will be 1-cent, 4-cent, 13-cent, 17-cent, 20-cent, \$1.00 and \$5.00. These stamps will be issued in panes of 100, except for the 20-cent stamp, which will be issued only in coils of 100.

The 20-cent embossed stamped envelopes, both plain and window, will be available only in size 10. A 13-cent postal card will also be issued.

**Supply.** An initial distribution will be made to 57 Stamp Distribution Offices designated to participate in the test only. Since the Official Mail stamps and stationery are for limited use in the test environment, only those designated Stamp Distribution Offices which have received the detailed test procedures and requisitioning instructions may order additional supplies of the stamps and stationery. Other post offices should not attempt to order the Official Mail items.—*Customer Services Dept., 12-30-82.*

## 20-Cent Science and Industry Commemorative Stamp

The Bureau of Engraving and Printing is experiencing difficulty in printing sufficient quantities of the 20-cent Science and Industry stamp, item 429, to meet the full automatic distribution by January 20, 1983. In order to supply this stamp to most post offices by that date, Post offices will receive approximately one-half the quantity normally furnished on a 50-subject commemorative. There will be no second shipment. Also, no supplemental requisitions for this stamp will be accepted.

—*Customer Services Dept., 12-30-82.*

## Fleet Management Bulletins

Effective January 1, 1983, Maintenance Bulletins will be discontinued and replaced by Fleet Management Bulletins covering both Fleet Maintenance and Fleet Operations information.

The bulletin numbering system will be continued and used for the Fleet Management Bulletin with no changes. All Fleet Management Bulletins will be signed by the Director, Office of Fleet Management.—*Delivery Services, 12-30-82.*

## Domestic Orders

False Representation. Enforced by Postmasters at cities listed.

State/city	Names covered
CA, San Pablo 94806 .....	Joe Barbo Enterprises 1750 Manzanilla Dr.
CA, San Jose 95127 .....	James Alston 3374 E. Hills Dr.

—*Judicial Officer, 12-30-82.*

## CONTENTS

	Page
20-Cent Science and Industry Commemorative Stamp .....	1
Acceptance of Checks .....	8
Canadian Money Orders .....	15
Domestic Orders .....	1
Employee Suggestion Program .....	2
Employee Suggestion Program (ELM 693 Revision) .....	13
Express Mail—Federal Government .....	11
Fleet Management Bulletins .....	1
Foreign Order Notice 85 .....	2
Lobby Display for January .....	11
Management Instruction EL-790-82-9 Revision .....	8
Official Mail Stamps and Stationery .....	1
Passport Fees .....	2
Postage Rate Increases for Subsidized Categories of Mail (4 pages) .....	3
Product Codes (ASM Revision) .....	2
Property Code Number Changes .....	8
Special Fourth-Class Matter .....	2
Stamp Poster 83-3 .....	9
Wanted Circular Canceled .....	14

## Employee Suggestion Program

A number of changes to the Employee Suggestion Program will become effective January 1, 1983. These include (1) an increased awards scale for measurable and nonmeasurable adopted suggestions submitted on or after January 1, 1983, (2) establishment of a review committee process at MSCs and BMCs, (3) improved processing procedures and forms, (4) establishment of a tracking and reporting system, and (5) establishment of a point evaluation system for nonmeasurable suggestions.

These changes are reflected in a revised *Employee and Labor Relations Manual* (ELM) 633, which appears on page 13 of this POSTAL BULLETIN, and in Handbook EL-601, *Employee Suggestion Administrators Guide*, which will be published in the near future.

A training course providing detailed information concerning these improvements has been presented to MSC/BMC Employee Suggestion Program Administrators.

Handbook P-6, *Employee Suggestion Program*, is obsolete. A new Supervisor's Guide is being developed and will be issued at a later date.—*Employee Relations Dept.*, 12-30-82.

*All Personnel Processing Mail for Dispatch Abroad*

## Foreign Order Notice 85

Keep all foreign order notices for use as reference. A tentative *Lottery Order* has been issued against:

### CANADA

Berkshire Consultants  
P.O. Box 3000  
Bowmanville, Ontario

Canusa Of Canada  
Box 39  
208 Provencher Blvd.  
and

Box 39  
208 Provencher Blvd.  
Winnipeg, Manitoba

P.O. Box 31  
Etobicoke, Ontario

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 Claims, Inquiry and Undeliverable Mail, J.A. Farley Building, Room 2029-A, New York, NY 10199-9543, Attention: Mrs. B. Graves. 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*, 12-30-82.

ASM Revision

## Product Codes

Until the next revision of the ASM (issue 5), make the following pen-and-ink change to ASM 713.332a: change the product code for gasohol from 25 to 24 and the product code for unleaded gasoline from 29 to 28.—*Procurement and Supply Dept.*, 12-30-82.

## What May Be Mailed as Special Fourth-Class Matter

Computer data tapes, "floppy" disks, and similar disk storage devices may not be mailed at special fourth-class rates. Sections 724.1 a through h, *Domestic Mail Manual* (DMM), specifically describe the materials eligible to be mailed as special fourth-class matter. No provisions are made for mailing items such as floppy disks, or computer tapes, at the special fourth-class rates. These materials do not meet the definition of books or sound recordings or any other qualifying matter.

Such materials are mailable at third-class rates or fourth-class zone rates according to weight.—*Rates & Classification Dept.*, 12-30-82.

## Passport Fees

Effective January 1, 1983 passport fees will increase to:

<b>Adults</b> —(18 years of age and older)—	
Validity: 10 years	
Passport .....	\$35.00
Execution of Application .....	7.00
Total .....	\$42.00
<b>Children</b> —Validity: 5 years	
Passport .....	\$20.00
Execution of Application .....	7.00
Total .....	\$27.00

The Passport Office has mailed 11½ x 15½" cardboard counter displays which explain the new fee structure. These should be placed only in the lobby of authorized passport acceptance facilities no earlier than January 1.

Associated with the new fee is revised Form DSP-82, which is now available in area supply centers. All passport acceptance facilities should requisition the revised form. The old DSP-82 may be used, but issuing clerks should advise customers that the increased fee must accompany the form or the passport issuance may be delayed.

—*Delivery Services Dept.*, 12-30-82.



## DMM Revision

**POSTAGE RATE INCREASES FOR SUBSIDIZED CATEGORIES OF MAIL**

As a result of recent legislation which was passed by Congress and signed by the President, the amount of money authorized to subsidize the mailings of certain subclasses of mail has been reduced. As a result of the reduced appropriation, mailers must pay a fuller share of the costs of processing and delivering their mail. Therefore, the rates for all subsidized rate categories must be increased. The new rates for these subclasses of mail will be effective at 12:01 a.m. on January 9, 1983. Postmasters must be sure that all bulk mail acceptance personnel and window clerks are familiar with these new rates before the effective date in order to prevent a possible loss of revenue.

**Mailing Statements**

A revised edition of Form 3541, *Statement of Mailing—2nd Class Pubs Except Requester Publications*, is to be mailed as soon as possible to all post offices which are authorized to accept mailings of copies of second-class publications. The correct applicable postage rates must be written on the June 1982 edition of that Form until the revised Form 3541 is distributed.

**Acceptance of Meter Stamps**

Meter permit holders may have on hand pieces for mailing which bear the old postage rates. Pieces presented for mailing which bear metered postage at the old postage rates may be accepted for mailing until March 12, 1983, providing the additional postage is paid as described below:

a. The difference in postage between the meter stamps affixed and the new rates must be paid before the mailing is accepted. This difference in postage may be paid by affixing a meter impression or meter strip to the individual pieces of mail, or by affixing regular postage stamps or a meter strip, for the total postage difference, rounded to the next higher full cent, to Form 3602-PC, *Statement of Mailing, Bulk Rates*. Weigh Room personnel will verify the computations on Form 3602-PC, assure that the proper additional postage is affixed, and cancel the postage stamps (if used).

b. Postmasters at offices other than the office of origin finding these meter stamps in the mail stream are to assume that the difference in postage was paid at the time of mailing.

**Acceptance of 4- and 3-Cent Stamps for Special Bulk Third-Class Mailings**

Precanceled permit holders may have a supply of 4- and 3-cent precanceled stamps on hand when the new special bulk third-class rates are implemented. These stamps may be accepted until July 6, 1983, for matter that qualifies for mailing as special bulk third-class mail, providing the additional postage is paid as described below.

The difference in postage between these stamps and the new rates must be paid before the mailing is accepted. This difference in postage may be paid by affixing a meter impression or meter strip to the individual pieces of mail, or by affixing regular postage stamps or a meter strip, for the total postage difference, rounded to the next higher full cent, to Form 3602-PC, *Statement of Mailing, Bulk Rates*. Weigh Room personnel will verify the computations on Form 3602-PC, assure that the proper additional postage is affixed, and cancel the postage stamps (if used).

The 4-cent stamp must be used for a 5-digit rate mailing, and the 3-cent stamp must be used for a carrier route rate mailing. Postmasters at offices other than the office of origin finding these precanceled stamps in the mail stream are to assume that the difference in postage was paid at the time of mailing.

**Refund of Excess Postage**

Precanceled 5.9-cent stamps and 5.9-cent precanceled envelopes may continue to be used in special third-class basic bulk rate mailings until July 6, 1983. If 5.9-cent precanceled envelopes are used or 5.9-cent precanceled stamps are affixed to matter which qualifies for the 5.2-cent rate, the mailer will be entitled to a postage refund when the mailings are verified, accepted and released for processing. The mailers are to be given a full postage refund for the difference between the postage affixed and the applicable postage rate. The applications for refund are to be processed in accordance with the provisions of Domestic Mail Manual 147.26.

These rate schedules are numbered and arranged as they will appear in the DOMESTIC MAIL MANUAL (DMM).

**Chapter 4.—Second-Class Mail****410 Rates, Fees, and Charges****411 Rates**

\* \* \* \*

**411.3 Preferred Rates****.31 General**

There are six preferred rates. They are:

- a. In-County
- b. Special Nonprofit
- c. Classroom
- d. Science-of-Agriculture
- e. Limited Circulation
- f. Limited Circulation Science-of-Agriculture

**.32 In-County Rates**

**.321 General Application.** In-county rates apply to copies of second-class publications (except commingled nonsubscriber in excess of the 10% allowance, and requester publications) which are to be delivered to addresses within the county of publication if such copies are:

- Mailed at the office of original entry; or
- Mailed at an office of additional entry within the county of publication.

**Note:** If the postmaster of an office of entry directs a publisher to deposit copies of the publication at a postal facility serving that office, these copies will be considered as mailed at the office of entry. Copies are subject to in-county rates if they are addressed to destinations within the county and are entered at a post office which serves those addresses, but is located outside the county.

**.322 Rates.** In-County rates are:

Per Pound.....	Cents 4.1
Per Piece:	
Level J—Not Presorted to Carrier Route .....	2.6
Level K—Presorted to Carrier Route—Packages of six or more addressed pieces for carrier route or finer sort destinations .....	2.1

**.33 Special Nonprofit Rate**

**.331 Per Pound Rates.** Rates per pound or fraction of a pound:

Nonadvertising portion .....	Cents 8.0
Advertising portion:	
Zones 1 and 2 .....	11.0
Zone 3 .....	11.7
Zone 4 .....	13.0
Zone 5 .....	14.9
Zone 6 .....	16.7
Zone 7 .....	18.8
Zone 8 .....	20.7

**Note:** The advertising zone rates are applicable to issues in which the advertising portion exceeds 10 percent. Issues containing 10 percent or less advertising will be computed at the nonadvertising rate.

**.332 Per Piece Rates.** The three per piece rates reflect the level of presort. The sortations that must be accomplished to qualify for these rates are prescribed in 467.

Level G—Basic—Pieces not qualifying for Level H—5-Digit or Level I—Carrier (SCF, states, mixed states) .....	Cents 5.9
Level H—5-Digit—Packages of six or more addressed pieces for 5-digit or multi-ZIP Coded City destinations .....	4.3

Level I—Carrier—Packages of six or more addressed pieces for carrier route or finer sort destinations ..... 3.3

**Note:** Copies of second-class publications that do not qualify for Level H—5-Digit or Level I—Carrier must be sorted to the finest extent possible as required by 467.

**.34 Classroom**

**.341 Per Pound Rates.** Rates per pound or fraction of a pound:

Nonadvertising portion .....	Cents 4.7
Advertising portion:	
Zones 1 and 2 .....	6.2
Zone 3 .....	6.9
Zone 4 .....	8.2
Zone 5 .....	10.1
Zone 6 .....	12.3
Zone 7 .....	14.5
Zone 8 .....	16.6

**.342 Per Piece Rate.** The per piece rate is 2.6 cents.

**.35 Science of Agriculture**

**.351 General.** These rates apply to copies of publications which will be delivered to addresses outside the county where published and entered, and on copies mailed at an office of additional entry located outside the county where published and entered, when the total number of copies furnished during any 12-month period to subscribers residing in rural areas consists of at least 70% of the total number of copies distributed by any means for any purpose.

**.352 Per Pound.** Rates per pound or fraction of a pound:

Nonadvertising portion .....	Cents 12.8
Advertising portion:	
Zones 1 and 2 .....	11.0
Zone 3 .....	18.4
Zone 4 .....	20.8
Zone 5 .....	24.6
Zone 6 .....	29.1
Zone 7 .....	33.4
Zone 8 .....	38.3

**.353 Per Piece Rates.** The three per piece rates reflect the level of presort for mailings of 5,000 or more copies per issue. The sortations that must be accomplished to qualify for these rates are prescribed in 467.

Level A—Basic—Pieces not qualifying for Level B—5-Digit or Level C—Carrier (SCF, states, mixed states) .....	Cents 7.0
Level B—5-Digit—Packages of six or more addressed pieces for 5-digit or multi-ZIP Coded City destinations .....	5.4
Level C—Carrier—Packages of six or more addressed pieces for carrier route or finer sort destinations .....	4.4



*Note:* Copies of second-class publications that do not qualify for Level B—5-digit or Level C—Carrier must be sorted to the finest extent possible as provided in 467.

### .36 Limited Circulation

**.361 General.** These rates apply to copies of publications (except commingled nonrequester/nonsubscriber, in excess of the 10% allowance (see 411.38), requester publications, special non-profit, classroom, and limited circulation science of agriculture) which will be delivered to addressees outside the county where published and entered, and on copies mailed at an office of additional entry located outside the county where published and entered, when the total number of out-of-county copies is less than 5,000.

**.362 Per Pound Rates.** Rates per pound or fraction of a pound:

	Cents
Nonadvertising portion .....	12.8
Advertising portion:	
Zones 1 and 2 .....	17.1
Zone 3 .....	18.4
Zone 4 .....	20.8
Zone 5 .....	24.6
Zone 6 .....	29.1
Zone 7 .....	33.4
Zone 8 .....	38.3

**.363 Per Piece Rates.** The three per piece rates reflect the level of presort (see 467) for mailings of less than 5,000 out-of-county copies per issue:

	Cents
Level D—Basic—Pieces not qualifying for Level E—5-Digit or Level F—Carrier (SCF, states, mixed states) .....	5.1
Level E—5-Digit—Packages of six or more addressed pieces for 5-digit or multi-ZIP Coded City destinations .....	3.5
Level F—Carrier—Packages of six or more addressed pieces for carrier route or finer sort destinations .....	3.0

*Note:* Copies of second-class publications that do not qualify for Level E—5-Digit or Level F—Carrier must be sorted to the finest extent possible as required by 467.

### .37 Limited Circulation Science of Agriculture

**.371 General.** These rates apply to copies of science of agriculture publications which will be

delivered to addressees outside the county where published and entered, and on copies mailed at an office of additional entry located outside the county where published and entered, when the total number of out-of-county copies is less than 5,000, and when the total number of copies furnished during any 12-month period to subscribers residing in rural areas consists of at least 70% of the total number of copies distributed by any means for any purpose.

**.372 Per Pound Rates.** Rates per pound or fraction of a pound:

	Cents
Nonadvertising portion .....	12.8
Advertising portion:	
Zones 1 and 2 .....	11.0
Zone 3 .....	18.4
Zone 4 .....	20.8
Zone 5 .....	24.6
Zone 6 .....	29.1
Zone 7 .....	33.4
Zone 8 .....	38.3

**.373 Per Piece Rates.** The three per piece rates reflect the level of presort (see 467) for mailings of less than 5,000 out-of-county copies per issue.

	Cents
Level D—Basic—Pieces not qualifying for Level E—5-Digit or Level F—Carrier (SCF, states, mixed states) .....	5.1
Level E—5-Digit—Packages of six or more addressed pieces for 5-Digit or multi-ZIP Coded City destinations .....	3.5
Level F—Carrier—Packages of six or more addressed pieces for carrier route or finer sort destinations .....	3.0

*Note:* Copies of second-class publications that do not qualify for Level E—5-Digit or Level F—Carrier must be sorted to the finest extent possible as required by 467.

### .38 Nonsubscriber Copies Sent at a Preferred Rate

Nonsubscriber copies mailed at any time during the calendar year up to 10 percent of the total weight of copies mailed to subscribers during the calendar year are preferred mail and subject to the preferred mail rates, provided that the nonsubscriber copies would have been preferred mail if mailed to subscribers.

\* \* \* \* \*

## Chapter 6.—Third-Class Mail

### 610 Rates and Fees

### 611 Rates

#### 611.2 Bulk Rates (See Exhibit 611.2 a and b)

	<i>Regular Rates</i>		<i>Special rates for authorized nonprofit organizations only (see 623)</i>	
	<i>Per pound or fraction</i>	<i>Minimum rate per piece</i>	<i>Per pound or fraction</i>	<i>Minimum rate per piece</i>
Presort level:				
Basic .....	45¢	10.9¢	23.3¢	5.2¢
5-digit .....	45¢ minus 1.6¢ per piece	9.3¢	23.3¢ minus 0.9¢ per piece	4.3¢
Carrier route ....	45¢ minus 3¢ per piece	7.9¢	23.3¢ minus 1.9¢ per piece	3.3¢
<p><i>Exception:</i> When the postage computed at the bulk third-class rate is higher than a fourth-class rate—for which the matter and the mailing could qualify <i>except</i> for weight—the fourth-class rate may be paid without the necessity of adding needless additional weight.</p> <p>For example: A piece which weighs less than 1 pound and which meets all prescribed requirements, other than weight, for fourth-class bound printed matter may be mailed at the fourth-class bound printed matter rate.</p> <p>All other requirements of bulk third-class remain applicable.</p>				

#### Exhibit 611.2a

Regular rates:				
Presort level:				
Basic				Per pound or fraction of a pound: 45¢
5-digit				45¢ minus 1.6¢ per piece.
Carrier route				45¢ minus 3.0¢ per piece.
<p>PIECES WHICH ARE EQUAL TO OR WEIGH LESS THAN THE WEIGHTS SHOWN BELOW MUST BE PAID AT PRESCRIBED MINIMUM PER PIECE RATE FOR EACH PRESORT LEVEL</p>				
	<i>Minimum rate per piece</i>	<i>Ounces</i>	<i>Pounds</i>	<i>Grams</i>
Basic .....	10.9¢	3.8755	0.24222	109.869
5-digit .....	9.3¢	3.8755	0.24222	109.869
Carrier route .....	7.9¢	3.8755	0.24222	109.869

**SPECIAL RATES FOR AUTHORIZED NONPROFIT ORGANIZATIONS ONLY (SEE 623)**

Presort level:	Per pound or fraction of a pound:
Basic .....	23.3¢
5-digit .....	23.3¢ minus 0.9¢ per piece.
Carrier route .....	23.3¢ minus 1.9¢ per piece.

**PIECES WHICH ARE EQUAL TO OR WEIGH LESS THAN THE WEIGHTS SHOWN BELOW MUST BE PAID AT PRESCRIBED MINIMUM PER PIECE RATE FOR EACH PRESORT LEVEL**

	Minimum rate per piece	Ounces	Pounds	Grams
Basic .....	5.2¢	3.5708	0.22317	101.230
5-digit .....	4.3¢	3.5708	0.22317	101.230
Carrier route .....	3.3¢	3.5708	0.22317	101.230

*Exception:* When the postage computed at the bulk third-class rate is higher than a fourth-class rate—for which the matter and the mailing could qualify *except* for weight—the fourth-class rate may be paid without the necessity of adding needless additional weight.

For example: A piece which weighs less than 1 pound and which meets all prescribed requirements, other than weight, for fourth-class bound printed matter may be mailed at the fourth-class bound printed matter rate.

All other requirements of bulk third-class remain applicable.

**Exhibit 611.2b**

**Chapter 7.—Fourth-Class Mail**

710 Rates and Fees

711 Rates

Kind of mail	Rate (Without regard to zone)		
	First pound or fraction of a pound	Each additional pound or fraction through 7 pounds	Each additional pound or fraction over 7 pounds
Books; printed music; bound volumes of academic theses; sound recordings; periodicals; other library materials; museum and herbarium materials; 16-millimeter or narrower width films, filmstrips, transparencies, slides, microfilms, scientific or mathematical kits, instruments, or other devices; also, catalogs, guides or scripts for some of these materials. See 725	35¢	12¢	7¢

**Exhibit 711.4.—Library Rates**

These changes will be incorporated in a future revision to the DMM.—*Rates & Classification Dept., 12-30-82.*



## Acceptance of Checks

The following is a reiteration of USPS policy on the matter of check acceptance and is published here to clarify some reported misconceptions:

It is the national policy of the Postal Service to accept personal checks for postal charges and services, except for the purchase of money orders. Handbook F-1, *Financial Handbook for Post Offices*, 332.6, does not restrict the acceptance of personal checks for Collect on Delivery (COD) mail. In fact, 332.64 directs that the related COD number(s) be recorded, where applicable, when checks are accepted.

This does not rescind the postmasters' right to refuse to accept personal checks for valid reasons; however, the Regional Postmaster General's approval is required to ban *all* personal check acceptance.

Postmasters are requested to review Handbook F-1, 330, which addresses check acceptance policy. Any part of this that is not clearly understood should be resolved by contacting the Regional General Manager, Accounting and Revenue Protection Division, with a request for clarification of the part(s) of the policy in question.—*Finance Dept.*, 12-30-82.

## Management Instruction EL-730-82-9 Revision

Management Instruction EL-730-82-9, *Training Program for Newly Appointed Postmasters A-E and Non-Career Postmaster Relief/Leave Replacements A-15*, is revised to delete all references to timecard recording pending a revision to be issued in the near future, make the following corrections:

### III, A, 1. Delete the entire 4th sentence:

If a relief/leave replacement is scheduled, the hours used by the newly appointed postmaster will be recorded as training time on the timecard for that portion of training.

### From the 6th sentence, delete:

and recorded as work hours on the timecard

### III, B, 1. Delete the entire 8th sentence:

The time used by the relief/leave replacement in receiving training will be recorded as training time on the timecard.

—*Employee Relations Dept.*, 12-30-82.

## PROPERTY CODE NUMBER CHANGES

Handbook F-43, *Property Code Numbers*, November 15, 1979, provides space at the bottom of each page for recording new PCN, additions, changes, and deletions until the affected pages are reprinted. To keep the Handbook current, make the following changes in the three sections: PCN Numeric, Budget Index Code (BIC) and Alphabetical Sequence:

Change action	BIC	Property code No.	Commitment acct. No.	Service life	Description
Addition .....	2KY	2663.02	86532	10	Controller, Lawn Irrigation
Before .....	2HW	5002.09	86332	.....	Tractor, Mail Hauling
Change .....	2HW	5002.09	86332	.....	Trailer, Mail Hauling
Addition .....	2MY	8504.04	86532	20	Tank, Oil Storage
Addition .....	1DD	9905.08	86231	15	Loose Mail Conveyor System

—*Finance Dept.*, 12-15-82.

**PREVENT  
THEFT**

**REPORT SUSPICIOUS LOITERERS  
TO POLICE**





Issue Date: January 12, 1983  
 First Day City: Washington, D.C.  
 Designer: Bradbury Thompson  
 Riverside, Connecticut  
 Modeler: Peter Cocci  
 Engravers: Gary J. Slaght (lettering)  
 Edward P. Archer (vignette)  
 Press: Intaglio  
 Colors: Black, red and blue  
 Image Area: .71 x .82 inches or  
 18.03 x 20.82 millimeters  
 Plate Number: One  
 Stamps Per Pane: 100 (1¢, 4¢, 13¢, 17¢, \$1 & \$5  
 denominations)  
 Stamps Per Coil: 100 (20¢ denomination)  
 Envelope: Number 10 only, with and without  
 window  
 Selvage: U.S. Postal Service 1982©

## Official Mail Stamps and Stationery

Official Mail stamps in seven denominations and two items of Official Mail postal stationery will be issued January 12 in Washington, D.C. No first day of issue ceremony is planned. The stamps will be produced in seven denominations in order to provide official mail users with the full range of services for single-piece mailings. The denominations are one cent, four cents, 13 cents, 17 cents, 20 cents, \$1.00 and \$5.00. Thirteen-cent postal cards will be produced, as well as 20-cent embossed stamped envelopes in the Number 10 size both with and without windows.

The stamps and stationery will be used in a U.S. Postal Service test of a new system which will permit U.S. Government agencies to use official mail postage stamps, postal cards, and stamped embossed envelopes instead of the current official mail indicia printed on government envelopes.

The purpose of the nationwide test is to develop procedures for the possible future introduction of an Official Mail stamp system which, when combined with meter postage, business replies, Express Mail, E-COM and permit imprints, will provide total official mail accountability and the collection of proper postage revenue from official mail users. The test will initially involve elements of the Department of Agriculture and the U.S. Air Force.

The Official Mail stamps and stationery will be restricted to official Government mail, and may not be used on private mail. Envelopes bearing the stamps or items of postal stationery must have a government return address.

Instructions for purchasing the stamps in mint condition or ordering first day of issue cancellations are as follows:

The stamps and postal stationery will be sold over-the-counter only at the Philatelic Center located in the lobby of the U.S. Postal Service Headquarters Building, 475 L'Enfant Plaza, S.W., Washington, D.C. They will not be available in other philatelic centers.

All of the items will be available in mint condition by mail order from the Philatelic Sales Division, Washington, D.C. 20265-9997. Because of the unique nature of the Official Mail stamps and postal stationery, the Philatelic Sales Division will honor requests for single stamps or any combination thereof. The normal Philatelic Sales Division restriction on the purchase of plate blocks and marginal markings will not apply to Official Mail stamps. There will be a 50-cent handling charge for each mail order. Orders should be addressed to Official Mail Items, Philatelic Sales Division, Washington, D.C. 20265-9997.

**First Day Cancellations.** Since the items will not be available for sale in post offices, affixing of stamps by customers will not be permitted for this issue. Because of the requirement that envelopes bearing the stamps must have a government return address, customers must place "U.S. Postal Service, Washington, D.C. 20265, Official Business" in three lines in the upper left corner of envelopes submitted for cancellation. The return address may be printed on the envelope, printed on a gummed address label, typewritten on the envelope or on an address label, or rubber-stamped on the envelope. The return address *may not be handwritten*. Envelopes without the return address applied as described above will be returned unserved unless there is sufficient space provided for the Postal Service to apply it with a rubber stamp.

Additionally, all envelopes must be addressed in the lower right corner as usual. Orders must state clearly which stamps or combinations of stamps are desired. The cost will be the face value of the stamps to be affixed and canceled.

Personal checks will be accepted for orders. Do not send cash. Postage stamps are unacceptable as payment. When it is necessary to affix additional postage to a cover in order to meet the First Class mailing rate, the Postal Service will affix only additional Official Mail stamps of the appropriate denomination. Orders should be addressed to Official Mail Stamps, Philatelic Sales Division, Washington, D.C. 20265-9992, and must be postmarked by February 12.

Because of the complexity of the issue, the Postal Service will process first day cancellation orders for stamps and postal stationery separately. Requests that stamps or stationery be returned under separate cover will not be honored. To order postal stationery items, customers should send self-addressed peelable labels or self-addressed envelopes of an appropriate size. In this connection, customers should remember that stamped embossed envelopes are being produced only in the Number 10 size, both with and without windows. For stationery items, the cost is 13 cents per postal card and 24 cents per embossed envelope. The Postal Service will place the official return address in the upper left corner of stationery items. Personal checks in the exact amount will be accepted for orders. Do not send cash. Postage stamps are not acceptable as payment. Orders should be addressed to Official Mail Stationery, Philatelic Sales Division, Washington, D.C. 20265-9992, and must be postmarked by February 12.



A Philatelic Catalog, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, D.C. 20265-9997.

PLEASE POST ON BULLETIN BOARD

USPS Stamp Poster 83-3  
 Remove after February 12



# Official Mail Stamps and Stationery

The United States Postal Service is proud to offer a variety of official mail stamps and stationery for your business and personal use. These items are designed to be both functional and aesthetically pleasing, reflecting the quality and reliability of the USPS. Whether you need a stamp for a letter, a postcard, or a business envelope, we have the perfect option for you. Our stamps feature a variety of designs, including the Great Seal of the United States, the USPS eagle logo, and various themes related to American history and culture. Our stationery includes a wide range of letterheads, business cards, and envelopes, all of which are designed to be both professional and easy to use. We also offer a variety of special occasion stamps and stationery, including those for birthdays, anniversaries, and holidays. All of our products are made from high-quality materials and are designed to last. We also offer a variety of discounts and special offers to help you save money on your purchases. Visit our website today to explore all the options we have to offer and to place your order.

Our stamps are available in a variety of denominations, from 1 cent to 100 cents. We also offer a variety of special occasion stamps, including those for birthdays, anniversaries, and holidays. Our stationery includes a wide range of letterheads, business cards, and envelopes, all of which are designed to be both professional and easy to use. We also offer a variety of discounts and special offers to help you save money on your purchases. Visit our website today to explore all the options we have to offer and to place your order.



# Lobby Display for January

## Displays in All Post Office Lobbies—All Classified Units

Posters, notices and signs mandatory for display in post office lobbies are listed in the POM 221.522. Other mandatory posters are listed below.

Title	Issued
Poster 74, Packaging Pointers.....	Sept. 1978.
Poster 75, Your Federal Lawmakers.....	Jan. 1981.
Poster 76, Mailing of Hazardous Material...	Sept. 1981.
Selective Service Registration:	
Display Box 45 and/or Card 46 .....	} Aug. 1980.
Change of Information Form 2 .....	
Information Brochure 10 .....	

## Rotating Displays—All Classified Units (CAG A-G Office)

The January schedule of lobby poster displays for post offices with 950 or more revenue units is listed by priority below:

A=first priority, following mandatory displays;  
B=second priority, etc.

Priority	Title	No.	Post	Remove
A	1981 Commemorative & Definitive Mint Sets.	494	Dec. 3	Continuous display.
A	1982 Commemorative Mint Set & Birds & Flowers Mint Set.	487	Nov. 15	Continuous display.
A	Gift Giving .....		Nov. 15	Continuous display.
A	Science & Industry Commemorative Stamp.		Jan. 14	Feb. 22.

## Specialized Program Displays

Using the same priority system, main post offices and classified stations and branches designated to offer specific service or participate in specialized programs will display the following items until notice is given to replace or remove them or until a product featured is sold out, whichever occurs first.

A Clear plastic Screenline Displays: '82 Commemorative Mint Set; Americana Mint Set; Collecting Kits: ZIP Code Directory; "Convenient & Collectable"; Postage Stamp Affixer; U.S. Postal Service Guide to Stamp Collecting; Wildlife Mint Set; Birds & Flowers—Hard Cover; Civil Service Act Commemorative Stamp.

## Post Office Box Promotion Poster

All first class main post offices, stations and branches have been provided two copies of Poster 112, *Post Office Boxes Available Now*. These posters are to be displayed when there are ten or more unrented P.O. Boxes at the facility and removed when there are five or less boxes available. The posters are reusable and should be posted, preferably at facility entrances, and stored carefully.

Additional copies of the poster are available in the area supply centers and may be ordered by any office using a Form 7380, *Supply Center Requisition*, during regular requisitioning cycles.

—Delivery Services Dept. 12-30-82.

## Express Mail—Federal Government

Federal Government agencies sending Express Mail Service (EMS) under the Official Mail Program are authorized to use a five digit control number in the Customer Number block. The five digits will be numeric and written in the following format:

128-11

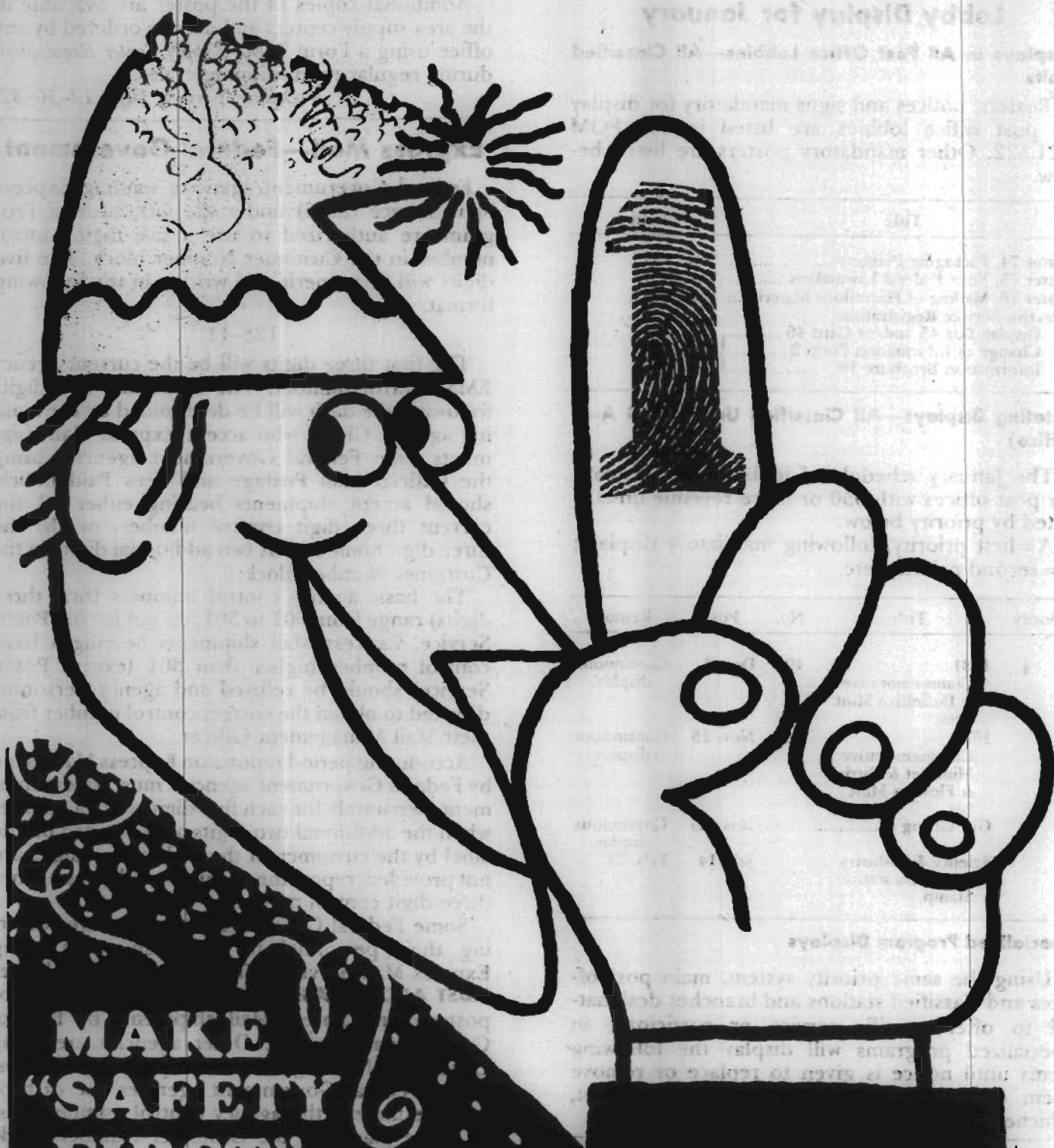
The first three digits will be the current agency EMS control number. The additional two digits following the dash will be determined by the mailing agency. Clerks who accept Express Mail shipments from Federal Government agencies using the Official Mail Postage and Fees Paid indicia should accept shipments bearing either (a) the current three digit control number, or (b) the three digit number plus two additional digits in the Customer Number block.

The basic agency control numbers (first three digits) range from 001 to 301, except for the Postal Service. Express Mail shipments bearing a basic control number higher than 301 (except Postal Service) should be refused and agency personnel directed to obtain the correct control number from their Mail Management Officer.

Accounting period reports on Express Mail usage by Federal Government agencies must report shipments separately for each five-digit control number when the additional two digits are provided on the label by the customer. If the add-on two digits are not provided, report the shipment under the agency three-digit control number.

Some Federal Government agencies are requiring their personnel to pay cash when using Express Mail Service. Window Service employees **MUST ACCEPT CASH PAYMENTS** when offered for postage on Express Mail shipments by Federal Government agencies. Other agencies are using Official Mail postage meters to pay EMS charges. When Federal Government agencies use cash or postage meters, the agency control number must NOT be placed in the Customer Number block. Request the customer to insert the word **CASH** or **METERED**, as appropriate, instead of the agency control number when payment is made at time shipment is accepted or official metered postage is affixed. Shipments paid by cash or meter imprint are not to be reported under the official mail EMS reporting procedure, but should be reported as all other shipments prepaid by stamps or meter.

Express Mail Service shipments accepted under the Official Mail Postage and Fees Paid indicia must reflect the amount of postage and fees in the Postage block. Do not use terms such as **OFFICIAL** or **POSTAGE AND FEES PAID** in the Postage block.—Finance, Customer Services & Delivery Services Depts., 12-30-82.



**MAKE  
"SAFETY  
FIRST"  
YOUR NUMBER ONE  
NEW YEAR'S RESOLUTION**

1



## EMPLOYEE SUGGESTION PROGRAM

### 633 Employee Suggestions

#### 633.1 Policy

.11 It is the policy of the U.S. Postal Service to encourage its employees to contribute practical ideas which will improve the overall effectiveness of the Postal Service. These ideas are to be promptly and decisively evaluated to assure that their value is quickly realized.

.12 The Employee Suggestion Program provides the method through which certain employee proposals are best processed. It provides an easy and vital means of communication between employees and management. It is not a substitute for channels that are prescribed by the organizational structure and is not to be used as a means for circumventing such normal channels.

.13 Recognition for an adopted suggestion is granted to the employee whose suggestion "triggered" the management action.

.14 Appropriate recognition is granted to an eligible employee whose suggestion is adopted provided there is clear evidence that the suggestion resulted in an improvement to service, an increase in efficiency or other substantial benefits.

#### 633.2 Goals and Objectives

.21 To provide a method for the processing of employee ideas.

.22 To provide for monetary savings and improved service through reduction in operating costs and increased efficiency.

.23 To reward employees for adopted suggestions and provide for appropriate recognition.

.24 To improve employee morale and enhance job satisfaction.

.25 Improve communication between employees and management, creating a spirit of teamwork.

.26 Provide an incentive for stimulating employee thinking, thereby encouraging self-expression.

.27 To improve safety practices and enhance working conditions.

#### 633.3 Responsibilities

##### .31 APMG, Employee Relations Department

a. Provide overall program leadership.

b. Issue instructions and regulations concerning the program.

c. Establish award standards.

d. Evaluate the effectiveness of the program.

##### .32 Regional Postmaster General

a. Provide regional program leadership.

b. Assure program compliance.

c. Provide for logical progression and decisive evaluation of suggestions.

d. Audit program activities.

##### .33 District Manager, MSC Manager, BMC Manager, and Installation Head

a. Provide local program leadership.

b. Assure program compliance.

c. Provide for sound evaluation of each suggestion.

d. Assure timely implementation of adopted suggestions to guarantee capture of potential savings.

e. Establish a review committee procedure (Specific duties will be contained in Handbook EL-601).

#### 633.4 Definition

.41 A suggestion is a constructive proposal submitted on Form 1269, *Employee Suggestion*, by an active postal employee. It defines a weakness in the present system and recommends a change resulting in benefits to the Postal Service. A suggestion may involve a recommendation for change to:

a. Improve safety performance.

b. Improve service to the public.

c. Do a job better, faster or cheaper.

d. Simplify or improve tools, methods, or procedures.

e. Conserve materials, money, manpower, property or energy.

f. Move the mail faster, easier or more efficiently.

.42 A suggestion is not:

a. A submission which calls attention to a problem but offers no specific solution.

b. An idea relating to matters in union contracts.

c. A recommendation on employee off-the-job activities.

d. A proposal on service or benefits to employees, credit unions, repair and improvement of buildings and grounds, parking or transportation, unless they relate to improved service to the public, to measurable savings or to employee safety and health.

e. A request for routine repair or maintenance.

f. A proposal relating to a new stamp, such as stamp design, stamp denomination or nomination of a person, place or incident to be commemorated.

g. A proposal for the clarification of a regulation.

h. An idea or design for a poster, slogan, or advertising matter.

i. A proposal for changes in postal rates and fees, or changes in classes of mail.

j. A correction of obvious errors or misprints in published directives, or the updating of items when changes in titles, organization designations, or addresses on forms and printed matters are made necessary by organizational changes.

k. A recommendation for the minor modification of a printed form, such as the relocation of some element, the widening of a column, the addition of an entrylike telephone number, a change to pre-carboned or snap-out format, or the addition of a copy.

#### 633.5 Eligibility

All employees are eligible for cash awards or recognition for adopted suggestions which result in savings/benefits to the Postal Service. To be

eligible for a cash award within the framework of the Employee Suggestion Program, the idea must be beyond the scope of the job of the suggester. Adopted suggestions are considered eligible for an award only when the specific idea proposed triggered a management action.

#### 633.6 Processing

All suggestions must be promptly and fairly evaluated at each level of management. A maximum timeframe of 30 days is allowed at each level to process employee suggestions.

#### 633.7 Awards

##### .71 Measurable Benefits

Measurable Benefits are established whenever it is possible to do so. The award for adopted suggestions resulting in measurable benefits of \$250 or more is 10% of the first year's savings up to a maximum of \$35,000. For those suggestion awards over \$500, 50% of the award will be paid at implementation. After the suggestion has been in effect for 6 months, the estimated savings will be reevaluated. Based on this reevaluation, the balance of the award will be adjusted. In no instance will this reevaluation result in a total award amount less than the portion already paid.

##### .72 Nonmeasurable Benefits

The cash award amount or recognition provided for adopted nonmeasurable suggestions is based on a point evaluation system which appears on the reverse side of Form 1725.

The scale for this award is as follows:

#### Nonmeasurable Benefits Award Guide

Points	Award
<b>Local</b>	
Up to 40.....	Certificate
41 to 60.....	\$25
61 to 80.....	35
81 to 100.....	50
<b>District</b>	
Up to 50.....	\$50
51 to 75.....	75
76 to 100.....	100

Points	Award
<b>Region</b>	
Up to 50.....	\$100
51 to 75.....	150
76 to 100.....	175
<b>Servicewide</b>	
Up to 50.....	\$175
51 to 75.....	225
76 to 100.....	275

**Note:** Maximum Award for Servicewide application is \$600.

#### 633.8 Delegation of Award Authority

.81 Authorizations for awards of \$10,000 or more must be sent by the Regional Postmaster General to the APMG, Employee Relations Department, for approval by the Postmaster General.

.82 Subject to the \$10,000 limitation in 633.81, dollar limitations on cash awards which may be granted by installation heads is established by the Regional Postmaster General.

.83 Only locally implemented suggestions are awarded by installation heads. The level of management which can authorize adoption of the suggestion makes the award decision.

#### 633.9 Funding of Awards

Responsibility for the funding of cash awards is placed at the level of adoption of the suggestion. When a measurable suggestion is adopted at more than one management level and more than one cash award results, the actual cash award amount funded by each management level is reduced by the amount of any previous cash award granted. Cash awards resulting from the adoption of a nonmeasurable suggestion are not reduced by any previous cash award granted.

These changes will be incorporated into a future issue of the ELM.—Employee Relations Dept., 12-30-82.

#### Wanted Circular Canceled

Destroy the Wanted Circular issued September 30, 1982, for **Anthony Earl Washington**.—Inspection Service, 12-30-82.



**USE STOLEN MONEY ORDER LIST  
KNOW ENDORSE**



# 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, K1A 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21383 article.

377,011,946 to 2,400	401,295,335 to 5,400	418,393,772 to 3,800	431,221,481 to 1,500
377,901,546 to 1,600	402,885,601 to 5,900	418,580,719 to 0,800	431,400,001 to 5,000
379,786,742 to 6,760	403,243,638 to 3,900	419,922,570 to 2,900	431,500,461 to 0,483
380,821,401 to 2,200	404,196,001 to 6,100	420,218,901 to 9,200	431,528,428 to 8,450
383,053,831 to 3,900	404,403,804 to 3,900	422,355,201 to 5,300	431,959,837 thru
390,557,101 to 7,170	404,578,200 to 8,500	422,553,959 to 4,000	431,960,000
390,581,961 to 2,040	404,625,122 to 5,200	423,268,880 to 8,950	432,562,701 to 4,900
391,923,323 to 3,500	404,668,701 to 8,900	423,271,694 to 1,720	435,846,201 to 6,500
393,018,120 to 8,400	404,999,031 to 9,080	423,788,619 to 8,650	437,877,904 to
393,811,801 to 2,000	405,694,037 to 4,100	424,525,587 to 5,700	437,878,100
393,912,375 to 2,400	405,831,365 to 1,400	425,662,674 to 2,700	438,898,651 to 8,700
394,914,633 to 4,700	405,885,847 to 5,900	426,135,358 to 5,400	439,289,301 to 9,400
394,914,702 to 4,800	406,576,200 to 6,300	427,359,785 to 9,900	439,540,951 to 1,000
396,770,501 to 0,600	406,922,234 to 2,300	427,458,701 to 0,200	439,869,239 to 9,248
396,823,334 to 3,500	407,769,001 to 9,100	427,543,201 to 3,300	440,309,901 to
396,944,758 to 5,000	413,266,631 to 6,642	428,028,257 to 8,600	440,310,000
397,148,601 to 9,400	413,578,841 to 9,500	428,967,385 to 7,500	440,058,501 to 9,300
397,207,301 to 7,400	414,910,275 to 0,400	429,210,006 to 0,016	443,032,901 to 3,200
397,929,301 to 9,400	415,905,421 to 5,499	429,325,683 to 5,700	443,235,401 to 5,500
399,599,901 to 9,910	416,927,580 to 7,800	429,969,931 to 0,100	451,298,301 to 8,430
399,721,678 to 1,710	417,239,361 to 9,700	430,369,318 to 9,400	451,990,004 to 0,100
400,896,730 to 6,800	417,446,291 to 6,300	431,035,001 to 5,100	
400,980,701 to 0,800	418,319,358 to 9,400		

## IS YOUR POST OFFICE AN EASY TARGET?



- Make sure all safes are locked
- Make sure all windows and doors are equipped with proper locks
- Make sure alarms are working and turned on
- Advise police of office hours

If you have any questions contact your Postal Inspector in charge

**UNITED STATES POSTAL SERVICE**

WASHINGTON, DC 20260-1571

OFFICIAL BUSINESS

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



**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

**Address Changes for Public:**

Superintendent of Documents

U.S. Government Printing Office

Washington, DC 20402