



# postal bulletin

PB 21499—February 7, 1985—32 Pages

## 22-Cent Mary McLeod Bethune Commemorative Stamp

The 22-cent Mary McLeod Bethune commemorative stamp will be placed on sale March 5, 1985, in Washington, DC. Mary McLeod Bethune, American educator, was the founder of the National Council of Negro Women and served as a consultant on interracial relations at the San Francisco Conference, which organized the United Nations in 1945.

This is the ninth stamp to be printed by a private firm under the terms of a contract awarded by the Postal Service on September 8, 1983, and the 16th printed by that firm since 1979.

**Do Not Sell Before March 6, 1985**



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Issued in panes of 50.

Collector information will appear in a future POSTAL BULLETIN.

**Supply.** All post offices will receive their standard automatic distribution quantities for a 50-subject commemorative stamp. *Supplemental requisitions will not be honored at the Bureau of Engraving and Printing for item 487.*

Stamp distribution offices requiring additional stamps may order them from their regional accountable paper depositories using a separate Form 17, *Stamp Requisition*. Limited quantities of this stamp will be shipped to regional accountable paper depositories for filling supplemental orders. All other post offices requiring additional stamps should immediately requisition them from their stamp distribution office on a separate Form 17.—*Customer Services Dept., 2-7-85.*

## Changes in Procedures for Handling Undeliverable as Addressed Mail

On pages 11 and 13 are two service talks that must be presented to all delivery employees **prior to February 17, 1985**. Each talk discusses the upcoming changes in procedures for handling undeliverable as addressed mail. **These talks must be given on two different occasions.** After each talk is given it should be posted on unit bulletin boards for all to review. It is the supervisors responsibility to ensure that **all delivery employees** are familiar with these changes.

—*Delivery Services Dept., 2-7-85.*

## Stamp Booklets for Vending Equipment

The "D" stamps will be issued in booklets of 20 stamps only. These can be vended through those commodity machines which have been modified to accept increased credit accumulation. However, there will be no other booklets available to vend through the booklet vending machines until the regular 22¢ stamps are issued in late March.—*Delivery Services Dept., 2-7-85.*

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DMM Revision

**Money Order: Inquiry Fee**

Effective February 17, 1985, customers must pay a \$1.40 inquiry fee for each inquiry on a domestic money order. Upon payment of the fee, the customer will be sent a photocopy, if the money order has been cashed. If it has not been cashed, a replacement money order will be sent no later than 60 days after the Form 6401, *Domestic Money Order Inquiry* is received by the Money Order Division.

A new yellow Form 6401 (dated Feb. 1984) is available from area supply centers. This revised form improves processing in the mail and accommodates the \$1.40 inquiry fee. Affix and cancel the appropriate stamps or meter strip used for payment of the \$1.40 inquiry fee over the eagle indicia and FIM on the Form 6401. A Form 6401 on *official business* may be mailed without a stamp or meter strip. The new Form 6401 advises customers and post offices to contact the Money Order Division for further action on suspected fraudulent payments. Use only the yellow Form 6401 dated Feb. 1984. All other Forms 6401 are obsolete and must be discarded.

Effective February 17, 1985, the DOMESTIC MAIL MANUAL (DMM) 941 is changed as follows:

**941 Money Orders**

\* \* \* \* \*

Delete 941.16, 941.161 and 941.162

\* \* \* \* \*

**941.4 Inquiries**

**941.42 Inquiries Regarding Payment**

**a. Domestic Money Orders.** Use Form 6401, *Domestic Money Order Inquiry*. Customers (owner, payee or endorsee only) must complete, sign and submit Form 6401 for any inquiry on the status of a domestic money order. Customers may submit Form 6401 at any time (there is no waiting period). Affix and cancel the appropriate stamps or meter strip used for payment of the inquiry fee over the eagle indicia and FIM on the Form 6401. A Form 6401 when used for official business may be mailed without stamps or a meter strip.

**941.43 Fee.** The customer must pay a \$1.40 fee for each money order inquiry submitted on a Form 6401. The Form 6401 covers only one money order.

**941.5 Photocopy or Replacement of Paid Money Orders.** After the Money Order Division has received Form 6401:

**a.** If the money order has been cashed, a photocopy will be sent to the customer filing the inquiry. A photocopy can be obtained only within two years of the money order payment date.

**b.** If the money order has not been cashed, the Money Order Division will send a replacement money order within 60 days after receipt of the Form 6401. A replacement order will be sent to the payee designated in the *Send Refund To* part of the Form 6401.

—Rates and Classification Dept., 2-7-85.

**UNIFORM PROGRAM—LICENSED VENDOR LISTING**

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

Vendor	Street address	City	State	ZIP + 4
Ambergam .....	8073 Broadview Rd.....	Broadview Hts.....	OH	44147-1203
Atlanta Footwear.....	890-A Clubhouse Circle W...	Decatur.....	GA	30032-1912
Billings Comfort Shoes.....	506 N. 32nd St.....	Billings.....	MT	59101-6083
Boston Shoe Co.....	182 Smith St.....	Perth Amboy.....	NJ	08861-4322
Complete Uniform Center.....	241 E. Center St.....	Lexington.....	NC	27292-3313
Engel's International of Ft. Myers.....	2254 McGregor Blvd.....	Ft. Myers.....	FL	33901-3312
Esposito's.....	Rt. 11, 1054 Wyoming Ave...	Exeter.....	PA	18643-1916
Hershey Textiles.....	115-R, W. Chocolate Ave....	Hershey.....	PA	17033-1528
J&B Clothing Co.....	208 W. Main.....	Purcell.....	OK	73080-4222
Johnson's Jr. Bootery.....	24th and Frederick.....	St. Joseph.....	MO	64506-0000
Parsons Uniforms and Sportswear.....	45-21 Parsons Blvd.....	Flushing.....	NY	11355-2218
Saye Shoe Store.....	1502 Mankato Mall.....	Mankato.....	MN	56001-3616
The Shoe Store.....	43 S. Main St.....	Clintonville.....	WI	54929-1564
Shuster's Shoe Repair.....	534 N. Main.....	Fremont.....	NE	68025-5062

—Labor Relations Dept., 2-7-85.

## GUIDELINES FOR COLLECTING NEW RATES AND FEES

### General

The new rates and fees are to be paid when a service is provided, or a fee is paid, on or after February 17, 1985. There is to be no retroactive adjustment if a fee was paid for the following prior to February 17, 1985.

### Fees

1. Post Office Box Rental Fee.
2. Caller Service Fee.
3. Annual Bulk Mailing Fee.
4. Permit Imprint Fee.
5. Annual Presort Fee.
6. Business Reply Annual Permit and Renewal Fee.
7. Business Reply Mail Accounting Fee.
8. Merchandise Return Annual Fee.

### Special Instructions for P.O. Box/Caller Service Fees

Notice 32, *P.O. Box Fee Due Notice*, placed in customers' boxes on February 8, 1985 (DOMESTIC

MAIL MANUAL (DMM) 951.281), must be marked to show the rates payable before February 17, as well as the new rates payable on or after February 17.

### Other Postage and Fees

Postage and fees are to be based on the rates and fees that are in effect when the charges are calculated or determined for the following:

1. Merchandise Return.
2. Business Reply Mail.
3. Address Correction Service.
4. Nonstandard Surcharge.
5. Nonmachinable Surcharge.

### Mailing List Correction & Sequencing

For the mailing list correction service and the list sequencing services, charges are to be based on the rates and fees that were in effect when the Postal Service received the materials for processing.—*Rates and Classification Dept., 2-7-85.*

### DMM Revision

## THIRD-CLASS MAIL

Effective February 17, 1985, the DOMESTIC MAIL MANUAL (DMM) will be further revised, in conjunction with the implementation of the third-class rate changes, to allow mailers to use three postage payment methods for a metered third-class bulk mailing provided: (1) the pieces are subject to the bulk per pound rate; and (2) the pieces qualify for mailing at the third-class 5-digit rate or the basic rate. DMM 681.221 is amended as follows:

### 681 Method of Payment

#### 681.2 Bulk Mailings

#### .22 Nonidentical Weight Pieces

#### .221 Pound Rates

a. **Permit Imprint.** When pieces in a nonidentical mailing are subject to a pound rate and the pieces qualify for mailing at the basic or 5-digit rate, postage may be paid by permit imprint provided the mailer has been specifically authorized by the Director, Office of Mail Classification, Rates and Classification Department, U.S. Postal Service Headquarters, in accordance with 145.8 or 145.9. Pieces which are subject to the pound rate and are mailed at the basic or 5-digit rate are also subject to a per piece rate. See Exhibit 611.2.

b. **Meter Stamps.** Postage may be paid by meter stamps on mailings subject to the pound rate. Each piece must have full metered postage affixed. For pieces qualifying for the carrier route rate, postage for each piece will be computed by multiplying the weight (in pounds) of the piece

by the pound rate. The postage must be rounded up to the nearest tenth of a cent or whole cent, depending upon what type of postage meter is used, except as authorized in 681.221d.

c. **Precanceled Stamps.** Postage may be paid by precanceled stamps on mailings subject to the pound rate. Each piece must have full precanceled stamp postage affixed. For pieces qualifying for the carrier route rate, postage for each piece will be computed by multiplying the weight (in pounds) of the piece by the pound rate. For pieces that qualify for the basic or 5-digit rate postage for each piece will be computed by multiplying the weight (in pounds) of the piece by the pound rate and adding to it the applicable per piece rate, except as authorized in 681.221d.

d. As an alternative to 681.221b and c, mailers may affix the applicable per piece rate (5-digit or basic) to each piece and pay the pound rate for the mailing through a permit imprint advance deposit account. The mailer is then required to submit both Form 3602, *Statement of Mailing with Permit Imprints*, and Form 3602-PC, *Statement of Mailing—Bulk Rates*. (When the alternative method of paying postage is used, the endorsement:

“Pound Rate Pd via Permit \_\_\_\_\_”

must appear on each mail piece. Markings made by postage meter, special slug, ad plate, or other suitable means ensure a legible endorsement.

These changes will be incorporated in a future revision of the DMM.

—*Rates and Classification Dept., 2-7-85.*

## DMM Revision

## Postage Meters

Effective immediately, DOMESTIC MAIL MANUAL (DMM) 144.112c and 144.41b are amended to allow the use of facing identification marks (FIM) and bar coding on metered reply mail and to include an example of the Postalia official mail meter stamp.

## 144 Postage Meters and Meter Stamps

## 144.1 Postage Meters

**.112c Add:** "except Facing Identification Marks (FIM-A) or bar codes" to the last sentence.

## 144.4 Meter Stamps

**.41b Official Mail.** Add the following illustration of a Postalia meter stamp.



—Rates & Classification Dept., 2-7-85.

## Revision to Restricted Publications

Publication 159-C, *Contingency Planning—Bomb Threats* (TL-2, 6-15-84)

Publication 159-D, *Wartime Contingency Planning* (TL-1, 6-15-84)

These publications are restricted to Regional Postmasters General, Regional Chief Inspectors, Postmasters, Inspectors, Officers-in-Charge, and other installation heads. Only Regional Chief Inspectors may order additional copies.

All holders of these publications must make the following pen and ink changes to the transmittal letters of each:

**2. Distribution** (This is Item 3 in Pub 159-D)

a. Initial. (No change)

b. Additional Copies.

*Cross out all present text and insert the following:* Restricted to those listed in (a) above and limited to 5 copies per requisition. Request copies through your Regional Chief Inspector; provide finance and FEDSTRIP numbers so shipment can be made directly from the supply center to your facility.

**4. Protection**

*Insert as first sentence the following:* Requests from the public will not be honored.

—Inspection Service, 2-7-85.

## Forwarding, Return and Address Correction Charts

Effective February 17, 1985

The charts on pages 5 and 7 are provided in conjunction with the changes in forwarding, return and address correction procedures which are effective February 17, 1985. They are for use in Central Mark-up Units and to aid clerks in determining the proper treatment of endorsed mail. Postmasters should assure that the charts are reproduced and copies distributed to each CMU clerk. The charts can be inserted in a plastic cover and affixed to clerks' cases or workstations for easy reference.

—Delivery Services Dept., 2-7-85.

## Penalty Mail Embossed Stamped Envelope

The 22-cent Penalty Mail Embossed Stamped Envelope (previously called the "Official Mail Envelope") will be placed on sale February 26, 1985, in Washington, DC.

Do Not Sell Before February 27, 1985



Copyright U.S. Postal Service 1982

Collector information is on page 25.

This envelope will be available in size 10 only, both plain and window.

**Supply.** Only Stamp Distribution Offices authorized to process Penalty Mail requisitions from government agencies may order these envelopes. Those offices should immediately submit Form 3205, *Requisition for Plain Stamped Envelopes*, to the Stamped Envelope Agency, Williamsburg, PA 16693-0500, using *item numbers 111*, for the regular, and *122* for the window. Prices per box lot of 500 are as follows: Size 10 regular—\$117.40 and Size 10 window—\$118.00. This envelope is also available with printed return address for U.S. Government agencies at \$3.50 more than the box lot prices listed above.

—Customer Services Dept., 2-7-85.

## Revenue Unit, GFY 1984

The value of a revenue unit for Government Fiscal Year 1984 is \$189.24.

—Dept. of the Controller, 2-7-85.

ENDORSEMENTS	1st CLASS, POSTAL & POST CARDS, EXPRESS MAIL & FIRST CLASS ZONE RATED (PRIORITY) MAIL	SECOND CLASS	*FOURTH CLASS
No Endorsement	Forward at no charge. If undeliverable return to sender with reason for nondelivery at no charge.	Forward for 60 days nationwide at no charge. After 60 day period, send separate address correction notice or reason for nondelivery. Collect address correction fee.	Forward locally at no charge; out of town only if addressee guarantees postage. If undeliverable or addressee refuses to pay postage, return to mailer with address correction or reason for nondelivery. Mailer is charged both forwarding (where attempted) and return fees at 4th class rate.
Address Correction Requested	Do not forward. Provide address correction or reason for nondelivery. Return entire piece of mail at no charge. 1st Class mail endorsed <b>"DO NOT FORWARD"</b> will be treated in the same manner. Do not provide temporary change of address information.	This endorsement is not applicable to second class.	Forward locally at no charge, out of town only if addressee guarantees postage. Send separate address correction to mailer. Collect address correction fee. If undeliverable, and during months 13-16, return mail to mailer with address correction or reason for non delivery. Mailer is charged return fee at 4th class rate.
Forwarding and Address Correction Requested	Forward mail at no charge, send separate address correction to mailer. Collect address collection fee. If mail is undeliverable, return to sender with reason for nondelivery at no charge. Do not provide temporary change of address information.	This endorsement is not applicable to second class.	Forward locally at no charge, out of town only if addressee guarantees postage. Send separate address correction to mailer. Collect address correction fee. If undeliverable, or addressee refuses to pay postage, return to mailer with address correction or reason for non delivery. Mailer is charged for forwarding (where attempted) and return fee at 4th class rate.
Return Postage Guaranteed	Forward at no charge. If mail is undeliverable, return to sender with reason for nondelivery, at no charge. Do not provide temporary change of address information.	Forward for 60 days nationwide at no charge. After 60 day period and if mail is undeliverable, return mail piece with new address or reason for nondelivery. Collect appropriate 3rd or 4th class rate for return of mail only.	Forward locally at no charge, out of town only if addressee guarantees postage. If undeliverable or addressee refuses to pay postage, return to mailer with address correction or reason for non delivery. Mailer is charged both forwarding (where attempted) and return fees at 4th class rate.
Do Not Forward/Address Correction Requested - Return Postage Guaranteed	Do not forward. Return to sender with address correction or reason for nondelivery attached, at no charge. Do not provide temporary change of address information.	Do not forward, return mail with address correction or reason for nondelivery. Collect appropriate 3rd or 4th class rate for return of mail only.	Do not forward, return to mailer, with address correction or reason for nondelivery. Mailer is charged return fee at 4th class rate.
Forwarding & Return Postage Guaranteed	Forward at no charge. If undeliverable, return to sender with reason for nondelivery, at no charge. Do not provide temporary change of address information.	This endorsement is not applicable to second class.	Forward locally at no charge, out of town only if addressee guarantees postage. If undeliverable or addressee refuses to pay postage, return to mailer with address correction or reason for nondelivery. Mailer is charged both forwarding (where attempted) and return at 4th class rate fees.
Forwarding & Return Postage Guaranteed Address Correction Requested	Forward at no charge. Send separate address correction notice to mailer. Collect address correction fee. If undeliverable, return to sender with reason for nondelivery at no charge. Do not provide temporary change of address information.	This endorsement is not applicable to second class.	Forward locally at no charge, out of town only if addressee guarantees postage. Send separate address correction to mailer. Charge address correction fee. If undeliverable, or addressee refuses to pay postage, return to mailer with address correction or reason for nondelivery. Mailer is charged both forwarding (where attempted) and return fees at 4th class rate.
Insured Mail	Forward at no charge. If undeliverable, return to sender endorsed with reason for nondelivery. Do not provide temporary change of address information.	Forward for 60 days at no charge. If undeliverable, return entire piece with reason for nondelivery. Collect appropriate postage for return of mail only.	Forward locally at no charge; out of town only if addressee guarantees to pay postage. If undeliverable, or addressee refuses to pay postage, return to mailer with address correction or reason for nondelivery. Mailer is charged both forwarding (where attempted) and return fees at 4th class rate.

### Forwarding Return and Address Correction Card

**Form 700** (Rev. 1-17-1955)

This card is to be filled out by the recipient of a return or by the sender of a return which has not been received by the Internal Revenue Service. It should be filled out by the recipient of a return which has not been received by the Internal Revenue Service. It should be filled out by the sender of a return which has not been received by the Internal Revenue Service.

Do not fill before February 17, 1955

Do not fill before February 17, 1955



When this card is filled out by the recipient of a return...

When this card is filled out by the sender of a return...

When this card is filled out by the sender of a return...

When this card is filled out by the sender of a return...

### Revenue Unit, GPO 1954

The price of a return and this card is \$1.00. This card is available in bulk quantities...

### Revision to Restricted Publications

This card is to be filled out by the recipient of a return...

When this card is filled out by the sender of a return...

When this card is filled out by the sender of a return...

When this card is filled out by the sender of a return...

When this card is filled out by the sender of a return...



When this card is filled out by the sender of a return...

When this card is filled out by the sender of a return...

When this card is filled out by the sender of a return...

When this card is filled out by the sender of a return...

When this card is filled out by the sender of a return...

### Revision to Restricted Publications

This card is to be filled out by the recipient of a return...

When this card is filled out by the sender of a return...

When this card is filled out by the sender of a return...

When this card is filled out by the sender of a return...

When this card is filled out by the sender of a return...

When this card is filled out by the sender of a return...

When this card is filled out by the sender of a return...

When this card is filled out by the sender of a return...

When this card is filled out by the sender of a return...

When this card is filled out by the sender of a return...

ENDORSEMENTS	*THIRD CLASS UNDER 1 OUNCE	*THIRD CLASS OVER 1 OUNCE	*THIRD CLASS SINGLE RATE PIECE
No Endorsement	Do not forward, do not return.	Do not forward, do not return	Do not forward. Return entire piece with address correction or reason for nondelivery. Charge mailer 3rd class single piece rate for return of mail only.
Address Correction Requested	Do not forward, return entire piece with address correction or reason for nondelivery. Charge the appropriate 3rd or 4th class single piece rate. No address correction fee charged.	Do not forward, return Form 3579 to mailer. Charge the Address Correction fee of \$.30.	Do not forward. Return entire piece with address correction or reason for nondelivery. Charge mailer 3rd class single piece rate for return of mail only.
Forwarding & Address Correction Requested	Forward mail at no charge. Send address correction notice to mailer. Collect address correction fee of \$.30. If mail is not forwardable, return entire piece with reason for nondelivery and charge appropriate weighted fee. ***See below for months 13-18	Forward mail at no charge. Send address correction notice to mailer. Collect address correction fee of \$.30. If mail is not forwardable, return entire piece with reason for nondelivery and charge appropriate weighted fee. ***See below for months 13-18	Forward at no charge. Send separate address correction to mailer, collect address correction fee. If undeliverable return mail with reason for nondelivery. Charge appropriate 3rd class weighted fee. ***See below for months 13-18
Return Postage Guaranteed	Do not forward mail. Return entire piece with new address or reason for nondelivery. Mailer pays appropriate 3rd class single rate for return only. **See below for months 13-18	Do not forward mail. Return entire piece with new address or reason for nondelivery. Mailer pays appropriate 3rd class single rate for return only. **See below for months 13-18	Do not forward. Return mail with new address or reason for nondelivery. Mailer pays appropriate 3rd class single piece rate only. **See below for months 13-18
Do Not Forward/Address Correction Requested - Return Postage Guaranteed	Do not forward mail. Return entire piece with new address or reason for nondelivery. Mailer pays appropriate 3rd class single rate for return only. **See below for months 13-18	Do not forward mail. Return entire piece with new address or reason for nondelivery. Mailer pays appropriate 3rd class single rate for return only. **See below for months 13-18	Do not forward. Return mail with new address or reason for nondelivery. Mailer pays appropriate 3rd class single piece rate only. **See below for months 13-18
Forwarding & Return Postage Guaranteed	Forward mail at no charge. If mail is not forwardable, return entire piece with reason for nondelivery. Mailer is charged appropriate weighted fee. ***See below for months 13-18	Forward mail at no charge. If mail is not forwardable, return entire piece with reason for nondelivery. Mailer is charged appropriate weighted fee. ***See below for months 13-18	Forward mail at no charge. If mail not forwardable, return entire piece with reason for nondelivery. Mailer pays appropriate weighted fee. ***See below for months 13-18
Forwarding & Return Postage Guaranteed/Address Correction Requested	Forward mail at no charge. Send separate address correction to mailer, collect address correction fee only. If not forwardable, return entire piece with reason for nondelivery. Charge appropriate weighted fee. ***See below for months 13-18	Forward mail at no charge, send separate address correction to mailer. Collect address correction fee only. If not forwardable, return entire piece with reason for nondelivery. Charge appropriate 3rd class weighted fee. ***See below for months 13-18.	Forward at no charge. Send separate address correction. Collect address correction fee only. If mail is undeliverable, return mail with reason for nondelivery. Mailer is charged appropriate 3rd class weighted fee. ***See below for months 13-18
Insured Mail	Forward mail at no charge. If mail is not forwardable, return entire piece with reason for nondelivery. Mailer is charged appropriate weighted fee. ***See below for months 13-18	Forward mail at no charge. If mail is not forwardable, return entire piece with reason for nondelivery. Mailer is charged appropriate weighted fee. ***See below for months 13-18	Forward at no charge. If mail is not forwardable, return entire piece with reason for nondelivery. Mailer is charged appropriate 3rd class weighted fee. ***See below for months 13-18

Foot Notes:

- \* All 3rd class endorsed mail and 4th class mail is forwarded for up to 12 months only.
- \*\* During months 13-18 the entire piece will be returned with the correct forwarding address or reason for nondelivery. Mailer is charged the 3rd class single piece rate for the return. No charge for address correction.
- \*\*\* Mailer is charged 3rd class single piece rate multiplied by 2.733 for return of mail. This rate also applies for months 13-18 when entire mail piece is returned with the new address or reason for nondelivery.

**B. Forwarding, Return and Address Correction Charts (Effective February 17, 1985)**





## Money Orders—\$700 Maximum

Effective February 17, 1985, the maximum value for money orders will increase from \$500 to \$700. For a one year period two types of money orders will be in circulation: a \$500 maximum and a \$700 maximum. The maximum is printed on the back of the money order as a security measure. Issuing offices must **not** use the \$700 maximum money order until February 17, 1985. In order to use up current stocks, issuing offices must use the \$500 maximum money order for all sales up to \$500 and only use the \$700 maximum money order for sales above \$500. This policy must be followed until the inventory of \$500 money orders is depleted. The national inventory should be depleted by the end of the year. A \$700 maximum money order inadvertently issued for a transaction up to \$500 can still be cashed and no postmaster account errors will be involved.

Issuing offices must have an inventory of \$700 maximum money orders on hand by February 17. Otherwise, money orders *above* \$500 will require the post office to issue two money orders with the \$500 maximum statement and account for the second money order as a no fee money order.

### Rural Money Orders

A revised Form 6387, *November 1984, Rural Money Order Transaction*, having the new money order fees and \$700 maximum value is now available at area supply centers.

Destroy earlier editions of Form 6387 when the revised forms are on hand.

The procedure for supplying issuing offices with an inventory of \$700 maximum money orders is as follows:

#### Automatic Distribution to Stamp Distribution Offices (SDOs)

In February 1985, the area supply centers will make automatic distribution of domestic money order form sets (\$700 maximum) to SDOs. Shipments to SDOs will assure that each associate office can be supplied at least one package of \$700 maximum forms by February 17. SDOs must contact the area supply centers if more forms (\$700 maximum) are needed. Quantities can only be ordered in multiples of 5,000 forms. SDOs will use item 290 to process \$700 forms on Accountable Paper Inventory Program (AINV). Serial numbers will have to be entered at this time only for time 290. Programming revisions for AINV automatic serial numbering should be completed within three months. The first two digits of the serial number of the \$700 maximum money orders will be "36" to help identify and separate them in storage from the \$500 maximum forms.

### Associate Offices

Due to inventory limitations, the SDO will send each associate office only one package of 100 \$700 money orders by February 17. Associate offices will require clerks to share the package and issue the \$700 forms in serial number sequence. Do not split or share a package between post offices, stations, and branches. Thereafter, associate offices must mail their \$700 maximum money order requirements to the SDO with stamp requisitions. Associate offices will order *one* package of 100 money orders (\$700 maximum) for *each* clerk issuing money orders. Associate offices must limit orders to multiples of 100. Send each order for money orders to the accounting unit for recording in Part III of the Account book. Offices using Form 1558, *Daily Financial Statement*, or equivalent, must record this information on a control Form 25, *Trust Fund Account*. The accounting unit will dispatch the requisitions.

**Distribution of Forms** (Reference F-1, *Financial Handbook for Post Offices* 681.4.)

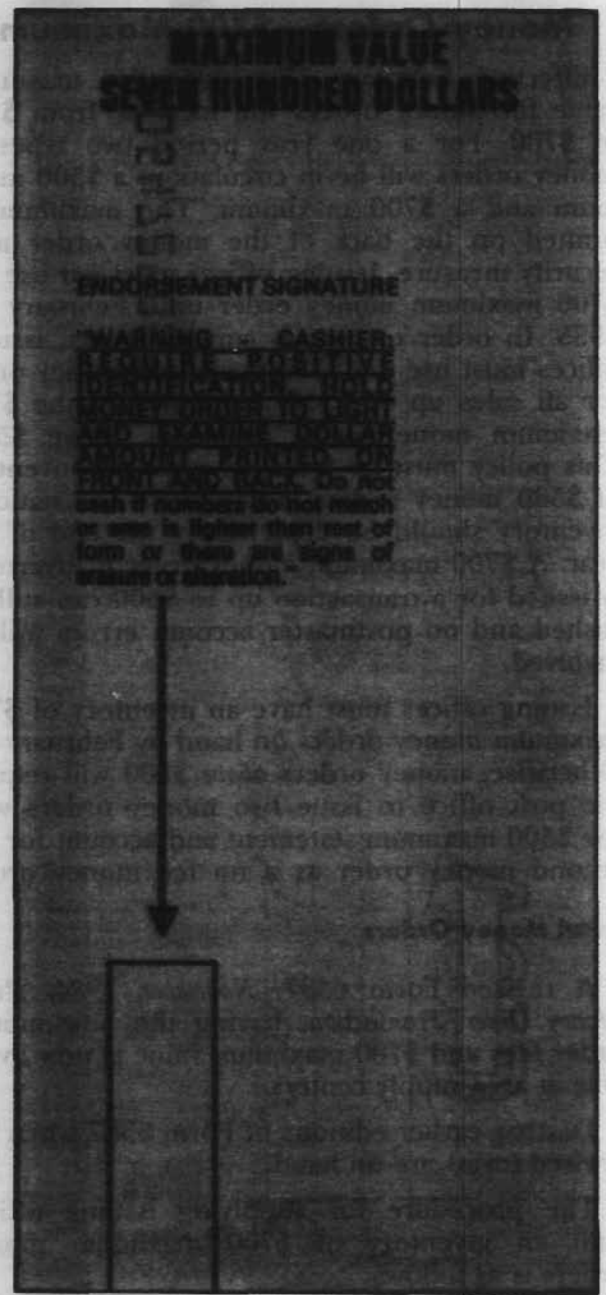
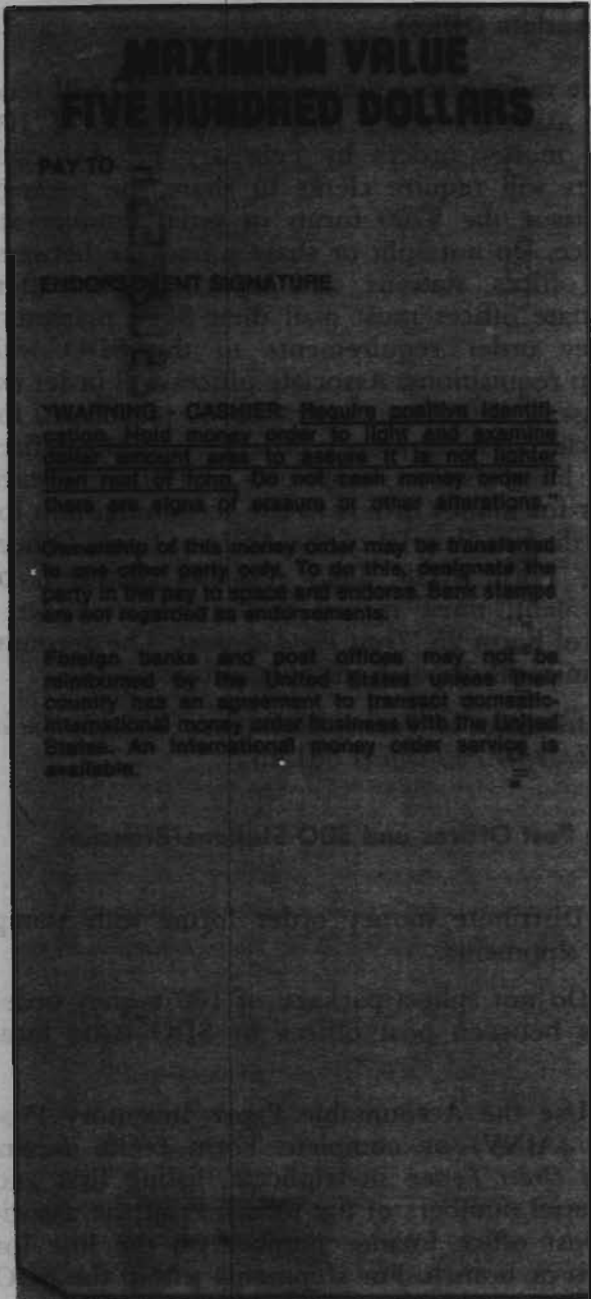
#### A. To Post Offices and SDO Stations/Branches

1. Distribute money order forms with stamp stock shipments.
2. Do not split a package of 100 money order forms between post offices or SDO issue locations.
3. Use the Accountable Paper Inventory Program (AINV) or complete Form 6990, *Invoice Money Order Forms*, in triplicate, listing first and last serial numbers of the forms. Print the associate post office finance number on the line for station or branch. For shipments within the SDO post office, print the name of the station or branch in addition to the SDO finance number. Retain a copy, send one copy with each shipment and send the original to the account book unit.
4. SDOs using AINV are not required to complete Form 6990 for shipments to associate offices.

#### B. To Stations and Branches

1. Do not split a package of 100 money order sets between issue locations.
2. Complete Form 6990, in triplicate (except SDO stations/branches), listing first and last serial numbers of the forms. Retain the original and send one copy with each shipment and forward the other copy to the accounting unit.
3. Stations and branches *must check the receipt* of shipments according to existing procedures.

—Rates & Classification Dept., 2-7-85.



IT IS NEVER TOO LATE

★ TO JOIN THE TEAM ★

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## SERVICE TALK #1

**CHANGES IN PROCEDURES FOR HANDLING  
UNDELIVERABLE AS ADDRESSED FIRST- AND SECOND-CLASS MAIL**

Beginning in February, there will be some changes in how we handle Undeliverable as Addressed (UAA) mail. The changes go into effect on **February 17, 1985**. The purpose of this discussion today is to *review* these changes with you so you can understand how they affect your work procedures.

Today we'll review the changes with respect to first- and second-class mail only.

**First-Class Mail**

First-Class Mail will continue to be forwarded for 18 months until *October 1986*. A change is that post cards mailed at the First-Class rate will now be returned without charge when the sender provides a return address. There is another change that will not affect your handling of UAA mail. You may, however, begin to notice that you are delivering *Return to Sender* mail with Address Correction notices on the original mail piece. This is because the new regulations provide that when mail is endorsed *Address Correction Requested*, the piece is sent to the Computerized Forwarding System/Central Mark-Up Unit (CFS/CMU) as usual and the forwarding unit affixes the new address information and returns the original mail piece to the sender. The fee for Address Correction Service has been increased to 30 cents. A change is that address correction will be provided at no charge in instances when the mail piece is returned. The forwarding unit label will indicate how the item should be handled.

**Second-Class**

All *second-class mail* will now be **forwarded nationwide at no charge for 60 days**. This procedure does away with the 90 day rule and eliminates the issue of local forwarding. At the end of the 60 day period, an address correction notice will automatically be issued by CFS/CMU. Case this mail to the A-Z separation on your case for the duration of the change of address order.

If the customer has filed a **temporary change of address**, the mail will also be forwarded to the temporary address for a period of 60 days. The difference is that at the end of that time period an address correction **will not** be issued. Therefore, it is very important for you to be aware that if you continue to send this mail to CFS/CMU after this 60 day period, it will be wasted. If you have written instructions from the customer to hold the mail more than 30 days and it is approved by the Postmaster then you must place this mail in the designated location for hold mail.

Eventually the Form 3575, *Change of Address Order*, will be modified to reflect these changes and also that a customer no longer has the option to guarantee postage for second- and third-class mail.

This concludes our discussion for today. Our next talk will address the new procedures for third- and fourth-class mail. If there are any questions, I will be happy to try to answer them. I will also post a copy of this talk on the bulletin board for review.

# CHANGES IN PROCEDURES FOR MAIL DELIVERABLES AS ADDRESSED FIRST- AND SECOND-CLASS MAIL

Beginning in January 1998, there will be some changes in procedures for mail deliverables. The changes go into effect in January 1998. The purpose of these changes is to reduce the number of mail pieces that are returned to the sender.

There are two types of mail deliverables: first-class and second-class. First-class mail is used for letters, postcards, and flats. Second-class mail is used for newspapers, magazines, and books. The changes will affect both types of mail. The most significant change is the elimination of the "no return" option for first-class mail. This option allowed senders to indicate that they did not want their mail returned if it was undeliverable. This option is being eliminated. All first-class mail will now be returned to the sender if it is undeliverable. This change is being made to reduce the number of mail pieces that are returned to the sender. The second change is the elimination of the "no return" option for second-class mail. This option allowed senders to indicate that they did not want their mail returned if it was undeliverable. This option is being eliminated. All second-class mail will now be returned to the sender if it is undeliverable. This change is being made to reduce the number of mail pieces that are returned to the sender.

The elimination of the "no return" option for first-class mail will result in a significant increase in the number of mail pieces that are returned to the sender. This increase is expected to be approximately 10 percent. The elimination of the "no return" option for second-class mail will result in a significant increase in the number of mail pieces that are returned to the sender. This increase is expected to be approximately 10 percent. The total increase in the number of mail pieces that are returned to the sender is expected to be approximately 20 percent.

If the customer has filed a business change of address, the mail will also be forwarded by the temporary address for a period of 90 days. The difference is that at the end of the 90-day period, an address correction notice will not be issued. Therefore, it is very important for you to be sure that you continue to send the mail to the customer's current address. If you have written instructions from the customer to hold the mail more than 90 days and it is approved by the Postmaster, then you must place the mail in the designated location for hold mail.

Especially for first-class mail, the number of letters that will be modified to reflect these changes must be high. Customers no longer have the option for guaranteed postage for first-class and third-class mail.

This concludes our discussion for today. Our next talk will address the new procedures for first-class and second-class mail. If there are any questions, I will be happy to help answer them. I will also have a copy of the Bulletin Board for review.

## SERVICE TALK #2

**CHANGES IN PROCEDURES FOR HANDLING  
UNDELIVERABLE AS ADDRESSED THIRD- AND FOURTH-CLASS MAIL****Third-Class**

If you will remember during our last discussion about the new procedures for handling UAA mail, I mentioned that customers no longer have the option to guarantee forwarding postage for second- and third-class mail. With that in mind, let's begin today's discussion with endorsed third-class mail.

**Endorsed third-class mail** will be handled as it is now processed; it will be forwarded for 12 months. At the end of that period this mail will be returned to the sender. Generally, the mailer's endorsements will control the disposition of the mail. This eliminates the need for you to make a determination if the mail is obvious value or not.

**Unendorsed Bulk Business Mail** (third class) will also be handled as usual. If it is undeliverable as addressed it will be treated as waste. What you must be careful about is distinguishing between BBM and single piece third-class mail.

**Single piece third-class mail** (usually identified as having 22 cents or more in postage affixed to the mail piece or endorsed Third Class when a permit imprint is used) will now be **Returned to the Sender**. When you identify this mail, you must sort it to the A-Z separations on your case or note the reason for nondelivery and place in the designated location.

Another change you must be aware of involves insured third-class mail. When you receive an **insured third-class** mail piece, you should handle it as though it is endorsed *Forwarding and Return Postage Guaranteed*.

**Fourth-Class**

The addressee will continue to be given free local forwarding for one year. Local is defined as within the same single ZIP Coded or Multi-ZIP Coded post office.

Forwarding outside of the local area will be provided only if the addressee guarantees postage. (Form 3575, *Change of Address Card*, and Form 3982, *Change of Address*, will be revised to reflect this change.)

It is important for you to remember that all *unendorsed fourth-class* mail will be treated as though endorsed *Forwarding and Return Postage Guaranteed*.

**Insured fourth-class mail** is treated the same as insured third-class mail—as though endorsed *Forwarding and Return Postage Guaranteed*.

This concludes the second part of our discussion of the changes in the way we will handle undeliverable as addressed mail beginning *February 17, 1985*.

If there are any questions, I will be happy to try to answer them. I will also post a copy of this talk on the bulletin board for review.

—Delivery Services Dept., 2-7-85.



## DELIVERY SERVICES QUALITY ASSURANCE AUDIT

This review is part of our ongoing Quality Assurance effort which cannot be successful without your support. Use this review as a part of your daily quality control activities to identify and correct conditions that may hamper your office in doing a quality job. All delivery unit supervisors must complete this audit and retain it in your unit.

### SUPERVISOR REVIEW #15 SERVICE STANDARDS

In order for managers to efficiently manage a delivery unit and for employees to process mail in a timely manner, you must be aware of our service commitments.

	Yes	No
1. Are all incoming trays, sacks, bundles, etc., of mail color coded to assure timely delivery? .....	_____	_____
2. Does this color code remain with the mail unchanged until delivery is complete? .....	_____	_____
3. Do carriers and supervisors understand the color code system? .....	_____	_____
4. Are samples and catalogs color coded? .....	_____	_____
5. Are bulky samples and catalogs provided the same service as other mail in their respective classes? .....	_____	_____
6. Are samples and catalogs received with detached labels always delivered together? .....	_____	_____
7. Are all parcel post pieces processed and taken out on the first delivery trip after receipt? .....	_____	_____
8. Is time value third-class mail treated differently than regular third-class mail? .....	_____	_____
9. Do carriers understand that second-class mail is no longer considered Bulk Business Mail? .....	_____	_____

If the answer to any of the above questions is NO, corrective action is necessary.

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Office	Signature of Person Completing Audit	Date
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—Delivery Services Dept., 2-7-85.

DELIVERY SERVICES QUALITY ASSURANCE AUDIT

This review report of our ongoing Quality Assurance effort which cannot be considered without your cooperation for this review as a part of your daily quality control activities to identify and correct conditions will only happen your office in doing a quality job. All delivery unit supervisors must complete this audit and return it to you.

SUPERVISOR REVIEW #12  
SERVICE STANDARDS

In order for managers to effectively manage a delivery unit and for employees to provide quality service, you must be aware of our service commitments.

No.	Yes		No
1		All incoming mail, sacks, bundles, etc. of mail are coded to assist in delivery.	
2		Does the color code comply with the mail packaged and delivery is consistent.	
3		Do all incoming mailpieces and bundles have color code.	
4		Are mailpieces and bundles color coded.	
5		Are mailpieces and bundles color coded in the same manner as other mail in the respective class.	
6		Are mailpieces and bundles marked with detailed labels (hand delivered mail).	
7		Are all mail pieces processed and taken out on the first delivery trip after pickup.	
8		Is time value indicated and treated differently from regular first-class mail.	
9		Do carriers understand that second class mail is not to be transported full business mail.	

If the answer to any of the above questions is "NO", corrective action is required.

Signature of Person Completing Audit \_\_\_\_\_ Date \_\_\_\_\_

Quality Service Dept. 2-7-85





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Issue Date: February 13, 1985  
 First Day City: Garden City, New York  
 Designer: Ken Dallison  
 Indian River, Ontario, Canada  
 Art Director: Howard Paine  
 Typographer: Bradbury Thompson  
 Process: Gravure  
 Colors: Yellow, magenta, cyan, black and blue  
 Image Area: 0.84 x 1.44 inches or  
 21.33 x 36.57 mm  
 Plate Number: One group of five digits  
 Stamps per Pane: 50  
 Selvage: ©U.S. Postal Service 1985  
 Use Correct ZIP Code®  
 Mr. ZIP® (standing position)

## Alfred Verville Airmail Stamp

A 33-cent airmail stamp depicting aviation pioneer Alfred Verville will be issued February 13, in Garden City, New York, along with the 39-cent Elmer and Lawrence Sperry airmail stamp.

The dedication ceremony will be held in the Student Union Ballroom of Nassau Community College at Mitchell Field.

The Verville stamp meets the new international airmail rate for post cards, effective February 17.

Alfred Verville and Lawrence Sperry teamed to design and produce three aircraft in the early 1920s which utilized a number of Elmer Sperry's inventions. The most famous was the Verville-Sperry Racer, which won the Pulitzer Speed Classic Trophy in 1924 in Dayton, Ohio, at a record 216 miles per hour. Almost 50 years later, that plane was recognized by a panel of experts as one of the 12 most significant aircrafts of all time.

Verville, born in 1890 in Atlantic, Michigan, helped Glenn Curtiss design the famed Curtiss Jenny and the Curtiss twin-engined seaplane and developed six other aircraft besides the three with Sperry. In 1956, he was named an Elder Statesman of Aviation by the National Aeronautics Association of the U.S.A. He contributed 19 years of service to the Federal government, primarily with the Bureau of Aeronautics, before retiring in 1961. He died in 1970.

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 covers by April 14 to Customer-Affixed Envelopes, Postmaster, Garden City, NY 11530-9991. Because of the timing of the announcement, there will be a 30 day extension beyond the normal deadline, for a total of 60 days. No remittance is required.

The Sperrys stamp and/or uncanceled postage stamps issued prior to the date of issuance for the stamp may be affixed to covers by customers. Covers bearing stamps issued after February 13 will be returned unserviced.

The Postal Service will affix stamps when requested to do so. The cost is 33 cents for each Verville stamp to be affixed. One each of the Verville and the Sperrys stamps also will be affixed to the same cover at a cost of 72 cents per combination cover. Mail orders by April 14 to Verville Stamp or Sperrys/Verville Stamps (depending on the type of request), Postmaster, Garden City, NY 11530-9992. 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.



After local stocks of the items are depleted, they will be available from all Philatelic Centers and by mail order from the Philatelic Sales Division for approximately one year after the date of issue. 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.

USPS Poster 85-10  
 Remove after April 14

Issue Date: February 15, 1985  
 First Day City: Great City, New York  
 Designer: Alan Hoffman  
 Indian River, Ontario, Canada  
 Art Director: Howard Funn  
 Typographer: Bradbury Thompson  
 Process: Gravure  
 Colors: Yellow, magenta, cyan, black and white  
 Image Area: 6.84 x 3.84 inches  
 91.33 x 98.37 mm  
 Plan Number: One group of five digits  
 Stamp per Panel: 50  
 Salvage: ©U.S. Postal Service 1985  
 The Content ZIP Code: 0  
 Mr. ZIP (standing position)



Copyright U.S. Postal Service 1985

## Alfred Verville Airmail Stamp

A 33-cent airmail stamp depicting aviation pioneer Alfred Verville will be issued February 15 in Garden City, New York, along with the 39-cent Fleet and Lawrence Spray airmail stamp.

The dedication ceremony will be held in the Great Room Ballroom of Nassau Community College at 10:00 a.m.

The Verville stamp marks the new installation of the post cash effective February 17.

Alfred Verville and Lawrence Spray teamed to design and produce the first airmail stamp in the world, which utilized a number of Elisha Gray's inventions. The most famous was the Verville-Spray Race, which won the Pulitzer Speed Class Trophy in 1914 in Dayton, Ohio, at a record 210 miles per hour. Almost 30 years later, that race was recognized by a panel of experts as one of the 15 most significant events of all time.

Verville, born in 1856 in Adrian, Michigan, helped Glenn Curtiss design the land Curtiss biplane and the Curtiss twin-engine seaplane and developed the first aircraft besides the three-winged Spruce Goose. In 1906, he was named an Elder Statesman of Aviation by the National Aeronautics Association of the U.S.A. He consulted 15 years of service to the Federal government, primarily with the Bureau of Aeronautics, before retiring in 1931. He died in 1970.

After local stock of the items are depleted, they will be available from all Philatelic Centers and by mail order from the Philatelic Sales Division for approximately one year after the date of issue. 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.

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 2 1/2 inches up from the bottom. Insert a first day cancellation card and mail covers by April 14 to Customer Service, Philatelic Sales Division, Garden City, NY 11530-0991. Because of the timing of the announcement, there will be a 30-day extension beyond the normal deadline for a total of 60 days. No retittance is required.

The Sprays stamp and/or uncanceled postage stamps issued prior to the date of issuance for the stamp may be affixed to covers by customer. Covers bearing stamps issued after February 15 will be returned uncancelled.

The Post Office will affix stamps when requested to do so. The cost is 33 cents for each Verville stamp to be affixed. One each of the Verville and the Sprays stamps also will be affixed to the same cover at a cost of 72 cents per companion cover. Mail orders by April 14 to Verville Stamp or Sprays/Verville Stamp (depending on the type of request), Postmaster, Garden City, NY 11530-0992. 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.

Remove after April 14  
 USPS Poster 85-70



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Issue Date: February 15, 1985  
 First Day City: San Francisco, California  
 Designer: Chuck Hodgson  
 Newhall, California  
 Typographer: Bradbury Thompson  
 Art Director: Jack F. Williams  
 Modeler: Ronald C. Sharpe  
 Process: Gravure  
 Colors: Yellow, magenta, cyan and black  
 Image Area: .84 x 1.44 inches or  
 21.33 x 36.57 mm  
 Stamps per Pane: 50  
 Plate Number: One group of four digits  
 Selvage: ©U.S. Postal Service 1985  
 Use Correct ZIP Code®  
 Mr. ZIP® (standing position)

## Transpacific Airmail Stamp

A 44-cent stamp commemorating the first transpacific airmail flight will be issued on February 15 in San Francisco, California, along with the 33-cent China Clipper postal card. The dedication ceremony for both items will be held in the Treasure Island Museum at the Treasure Island Naval Station.

The denomination of the stamp reflects new international airmail rates effective February 17. At that time, the basic airmail rate for letters sent to most countries will be 44 cents.

Few milestones have captured the world's imagination as dramatically as the inaugural transpacific airmail flight by the Martin M-130 China Clipper. Tasked by the U.S. Government to establish air routes throughout the Pacific, Pan American Airways issued specifications for a much larger, stronger seaplane than was available at that time. That plane was manufactured by the Glenn L. Martin Company of Middle River, Maryland, and classified the Martin M-130.

The China Clipper, the first of three M-130s, began its historic inaugural transpacific airmail flight on November 22, 1935, in Alameda, California. Thousands of people attended the ceremony held for the takeoff at which then Postmaster General James A. Farley was the featured speaker. In the aircraft's cargo bay were 110,000 letters, a large part of which had been delivered ceremoniously by stagecoach.

Every leg of the pioneer journey was completed on schedule and, 59 hours and 48 minutes after takeoff, Captain Edwin Musik and his crew brought the plane to a perfect landing in Manila.

This flight was followed within a year by the first regular passenger service to Manila and, in April 1937, by fortnightly service to Hong Kong.

Ten years and 3,000,000 miles after its famous transpacific voyage, the China Clipper crashed

while attempting a night landing at Port of Spain, Trinidad.

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 covers by April 16 to Customer-Affixed Envelopes, Postmaster, San Francisco, CA 94188-9991. Because of the timing of the announcement, there is an extension of 30 days beyond the usual deadline, for a total of 60 days. No remittance is required.

Uncanceled postage stamps issued prior to the date of issuance for the Transpacific Airmail stamp also may be affixed to covers for cancellation. Since this stamp is being issued on the same day as the 33-cent China Clipper postal card, the stamp also may be affixed to the postal card by customers to receive the first day of issue cancellation. Covers bearing stamps issued after February 15 will be returned unserviced.

The Postal Service will affix stamps to covers when requested to do so. Mail orders by April 16 to Transpacific Airmail Stamp, Postmaster, San Francisco, CA 94188-9992. The cost is 44 cents per stamp to be affixed, and personal checks in the exact amount will be accepted as payment for orders up to the limit of 50 covers. Do not send cash. Postage stamps are unacceptable as payment.

Customers also may choose to have the Postal Service affix one Transpacific Airmail stamp to the China Clipper postal card by mailing requests to Transpacific Airmail Stamp/China Clipper Postal Card, Postmaster, San Francisco, California 94188-9992, postmarked no later than April 16. The cost is 77 cents for each card with stamp affixed.

After local stocks of the item are depleted, they will be available from all Philatelic Centers and by mail order from the Philatelic Sales Division, Washington, DC 20265-9997.

PLEASE POST ON BULLETIN BOARD

USPS Stamp Poster 85-11  
 Remove after April 16



Issue Date: February 15, 1982  
 First Day City: San Francisco, California  
 Designer: Chuck Hodson  
 Newhall, California  
 Typographer: Barbara Thompson  
 Air Director: Jack E. Williams  
 Modeler: Ronald C. Sarge  
 Process: Gravure  
 Colors: Yellow, magenta, cyan and black  
 Image Area: 84 x 104 inches  
 21.33 x 26.57 mm  
 Stamps per Panel: 50  
 Plate Number: One group of four design  
 © U.S. Postal Service 1982  
 Use Correct ZIP Code  
 Mr. ZIP (standing position)



Copyright U.S. Postal Service 1982

## Transpacific Airmail Stamp

A 44-cent stamp commemorating the first transpacific airmail flight will be issued on February 15 in San Francisco, California, along with the 25-cent China Clipper postal card. The design is identical to both items and is based on the Transpacific Island Museum in the Treasure Island Naval Station.

The denomination of the stamp reflects new international airmail rates effective February 17. At that time, the basic airmail rate for letters sent to most countries will be 14 cents.

The military have captured the world's imagination as dramatically as the inaugural transpacific airmail flight by the Marine 41-150 China Clipper. Tasked by the U.S. Government to establish air routes throughout the Pacific, the American Navy's airmail service was a major factor in the Pacific War. The flight was a milestone in the history of the United States Navy and the world.

The China Clipper, the first of three M-100's, was its historic airmail service. The flight on November 22, 1945, in Alameda, California. Thousands of people attended the ceremony held for the flight at which then Postmaster General James A. Farley was the featured speaker. In the airmail's cargo bay were 110,000 letters, a large part of which had been delivered continuously by airmail.

Every day of the pioneer journey was completed on schedule and 28 hours and 48 minutes later, Captain Edwin Link and his crew brought the plane to a perfect landing in Manila. The flight was followed within a year by the first regular passenger service to Manila and in April 1947, by fortnightly service to Hong Kong.

Over years and 3,000,000 miles after its famous transpacific voyage, the China Clipper crashed

while attempting a night landing at Fort of Spain, Trinidad.

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 3/8 of an inch up from the bottom. Insert a letter in each envelope and mail covers by April 16 to Customer-Service, Postmaster, San Francisco, CA 94188-2901. Because of the timing of the announcement, there is an extension of 30 days beyond the usual deadline for a total of 90 days. No returns are accepted.

Uncanceled postage stamps issued prior to the date of issuance for the Transpacific Airmail stamp may be affixed to covers for cancellations. Since this stamp is being issued on the same day as the 25-cent China Clipper postal card, the stamp also may be affixed to the postal card by customers to receive the first day of issue cancellations. Covers bearing stamps issued after February 15 will be returned uncancelled.

The Postal Service will affix stamps to covers when requested to do so. Mail orders by April 15 to Transpacific Airmail Stamp, Postmaster, San Francisco, CA 94188-2902. The cost is 44 cents per stamp to be affixed, and personal checks in the exact amount will be accepted as payment for orders up to the limit of 50 covers. Do not send cash. Postage stamps are unacceptable as payment.

Customers also may choose to have the Postal Service affix one Transpacific Airmail stamp to the China Clipper postal card by mailing requests to Transpacific Airmail Stamp/China Clipper Postal Card, Postmaster, San Francisco, California 94188-2902, postmarked no later than April 16. The cost is 77 cents for each card with stamp affixed.

After local stocks of the item are depleted, they will be available from all Post Office Centers and by mail order from the Philatelic Sales Division, Washington, DC 20265-2902.

PLEASE POST ON BULLETIN BOARD

USPS Stamp Poster 82-11 Release after April 16





Copyright U.S. Postal Service 1985

Issue Date: February 15, 1985  
 First Day City: San Francisco, California  
 Designer: Chuck Hodgson  
 Newhall, California  
 Art Director: John F. Williams  
 Typographer: Bradbury Thompson  
 Press: Offset  
 Colors: Yellow, cyan, red and black  
 Size: 3½ x 5½ inches or  
 88.9 x 139.7 mm  
 ©U.S. Postal Service 1985

## China Clipper Airmail Postal Card

A 33-cent postal card depicting the Martin M-130 China Clipper aircraft will be issued on February 15 in San Francisco, California, along with the 44-cent Transpacific Airmail stamp. The dedication ceremony for both items will be held in the Treasure Island Museum at the Treasure Island Naval Station.

The denomination for this postal card will correspond to new international airmail rates, effective February 17. At that time, the cost of mailing post or postal cards by air to all countries except Mexico and Canada will be 33 cents.

Manufactured by the Glenn L. Martin Company of Middle River, Maryland, the Martin M-130 did more to stimulate aircraft development than any event since Charles A. Lindbergh's historic New York to Paris flight.

The first of three planes built was delivered on October 9, 1935, and christened the *China Clipper* for the sleek merchant vessels that had established so many speed records during the age of sail. A sturdy, high-wing, *flying boat* with a body constructed almost entirely of aluminum, the plane was well suited to its primary function of long-distance passenger and mail transport.

On November 22, 1938, the *China Clipper* began her most historic voyage from San Francisco to Manila, carrying the airmail across the Pacific Ocean. Although the plane is best remembered for this pioneering flight, her short but notable history included several missions of mercy and rescue. Loaned to the United States Navy in 1942, the plane also played an essential part in the war effort.

Procedures for ordering first day cancellations are as follows:

Customers are urged to purchase postal cards at local post offices and mail their orders no later

than April 16 to Customer-Provided Stationery, Postmaster, San Francisco, CA 94188-9991. Because of the timing of the announcement, there is an extension of 30 days beyond the usual deadline, for a total of 60 days. All postal cards must be addressed on the right side at least ⅝ of an inch up from the bottom, and peelable return address labels are recommended for this purpose. No remittance is required.

Since this postal card is being issued on the same day as the 44-cent Transpacific Airmail stamp, that stamp and/or uncanceled postage stamps issued prior to the date of issuance for the China Clipper postal card may be affixed to cards by customers. Cards bearing stamps issued after February 15 will be returned unserved.

The Postal Service will provide cards when requested to do so. Mail orders by April 16 to China Clipper Postal Card, Postmaster, San Francisco, CA 94188-9992. The cost is 33 cents per card, and personal checks in the exact amount will be accepted as payment for orders up to the limit of 50 covers. Please do not send cash. Postage stamps are unacceptable as payment.

Customers also may choose to have the Postal Service affix one Transpacific Airmail stamp to the postal card by mailing requests to Transpacific Airmail Stamp/China Clipper Postal Card, Postmaster, San Francisco, California 94188-9992, postmarked no later than April 16. The cost is 77 cents for each card with stamp affixed.

To eliminate the requirement for Postal Service personnel to apply return addresses and to expedite processing of orders, customers are requested to send gummed, self-addressed return address labels with their orders.

After local stocks of the item are depleted, they will be available from all Philatelic Centers and by mail order from the Philatelic Sales Division for approximately one year after the date of issue. 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.

USPS Stamp Poster 85-12  
 Remove after April 16



PLEASE POST ON BULLETIN BOARD





Copyright U.S. Postal Service 1985

Issue Date: February 13, 1985  
 First Day City: Garden City, New York  
 Designer: Howard Koslow  
 East Norwich, New York  
 Art Director: Howard Paine  
 Typographer: Bradbury Thompson  
 Process: Gravure  
 Colors: Yellow, magenta, cyan and black  
 Image Area: 0.84 x 1.44 inches or  
 21.33 x 36.57 mm  
 Plate Numbers: One group of four digits  
 Stamps per Pane: 50  
 Selvage: ©U.S. Postal Service 1985  
 Use Correct ZIP Code®  
 Mr. ZIP® (standing position)

## Elmer and Lawrence Sperry Airmail Stamp

A 39-cent airmail stamp depicting aviation pioneers Elmer and Lawrence Sperry will be issued February 13, 1985, in Garden City, New York, along with the 33-cent Alfred Verville airmail stamp. The dedication ceremony will be held in the Student Union Ballroom of Nassau Community College at Mitchel Field.

The stamp will meet the new international airmail rate, effective February 17, for letters to Colombia, Venezuela, Central America and most of the Pacific.

Elmer Sperry was a prolific inventor who was awarded more than 400 patents and revolutionized flying with such devices as the gyro-compass and turn-and-bank and speed-and-direction indicators.

Other notable Sperry inventions included arc lighting, an electric mining machine, an electric auto and a railroad flaw detector. He died in 1930.

His son, Lawrence, and Alfred Verville teamed to design and produce three aircraft in the early 1920s. The most famous was the Verville-Sperry Racer which, almost 50 years later, was recognized by a panel of experts as one of the 12 most significant aircraft of all time.

Lawrence Sperry helped develop and test such innovations as the automatic pilot, retractable landing gear and the first guided missile, which was an aerial torpedo. He drowned in 1931 after

crashing on a flight over the English Channel.

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 covers by April 14 to Customer-Affixed Envelopes, Postmaster, Garden City, NY 11530-9991. Because of the timing of the announcement, there will be an extension of 30 days beyond the normal deadline, for a total of 60 days. No remittance is required. The Verville stamp and/or uncanceled postage stamps issued prior to the date of issuance for the Sperrys stamp may be affixed to covers by customers. Covers bearing stamps issued after February 13 will be returned unserved.

The Postal Service will affix stamps when requested to do so. The cost is 39 cents for each Sperrys stamp to be affixed. One each of the Sperrys and the Verville stamps also will be affixed to the same cover at a cost of 72 cents per combination cover. Mail orders by April 14 to Sperrys Stamp or Sperrys/Verville Stamps (depending on the type of request), Postmaster, Garden City, NY 11530-9992. 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.

After local stocks of the items are depleted, they will be available from all Philatelic Centers and by mail order from the Philatelic Sales Division for approximately one year after the date of issue. 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.

USPS Poster 85-13  
 Remove after April 14









Copyright U.S. Postal Service 1985

Issue Date: February 26, 1985  
 First Day City: Washington, D.C.  
 Designer and Typographer:  
 Bradbury Thompson  
 Riverside, Connecticut  
 Art Director: Bradbury Thompson  
 Press: VH  
 Color: Blue  
 ©U.S. Postal Service 1985

# Penalty Mail Embossed Envelope

A 22-cent Penalty Mail embossed envelope (previously called an "Official Mail" envelope) depicting a stylized eagle will be placed on sale February 26 in Washington, D.C. The postage meets the new First-Class rate effective February 17. The design of the Penalty Mail envelope was rendered by Bradbury Thompson of Riverside, Connecticut, a veteran stamp designer and a design coordinator for the Postal Service's Citizens' Stamp Advisory Committee.

The Postal Service emphasized that the envelope is restricted to official Government mail and may not be used for private mail. Penalty Mail envelopes must have on them a U.S. Government return address.

Penalty Mail stamps and envelopes, when combined with meter postage, business reply mail, Express Mail and permit imprints, provide for total Penalty Mail accountability and the collection of proper postage from Penalty Mail users. Before Penalty Mail items were introduced on January 12, 1983, Government agencies used Penalty Mail indicia on their mail and reimbursed the Postal Service for postage according to statistical projections made from mail samplings.

The white embossed portion of the 22-cent envelope features a stylized eagle at left-center, with "Official Mail" across the top and "USA 22" in two lines to the right of the eagle. The background of the design is blue.

Procedures for ordering first day cancellations are as follows:

The Penalty Mail envelope will be sold over-the-counter only at the Philatelic Center in the Postal Service Headquarters Building in Washington, D.C., and also will be available by mail order from the Philatelic Sales Division. Therefore, customers may purchase the Penalty Mail envelope and send it in for canceling.

Requests for first day of issue cancellations on the envelope should be addressed to Penalty Mail Envelope, Postmaster, Washington, D.C. 20066-9992, and must be postmarked by April 27. Because of the timing of the announcement, the deadline for ordering first day cancellations will be extended 30 days beyond the usual deadline, for a total of 60 days.

The cost is 27 cents per envelope (22 cents for postage and five cents for the envelope), and personal checks will be accepted for orders. Do not send cash. Postage stamps are unacceptable as payment. Unless otherwise requested by the customer, the Number 10 regular envelope will be provided. Customers should specify if they desire a window envelope.

Customers are requested to send gummed self-addressed return labels with their orders. The Postal Service will place the necessary Government return address in the upper left corner of the envelopes.



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.

USPS Poster 85-14  
 Remove after April 27



Copyright U.S. Postal Service 1982

# Penalty Mail Embossed Envelope

The 22-cent Penalty Mail embossed envelope (officially called an "Official Mail" envelope) featuring a stylized eagle will be placed on sale February 23 in Washington, D.C. The postage meter the new First-Class rate effective February 12. The design of the Penalty Mail envelope was created by Bradbury Thompson of Syracuse, Connecticut, a veteran stamp designer and a senior coordinator for the Postal Service's Civilian Stamp Advisory Committee.

The Postal Service emphasized that the envelope is intended to official Government mail and may not be used for private mail. Penalty Mail envelopes must have on them a U.S. Government return address.

Penalty Mail stamps and envelopes, when combined with meter postage, business reply mail, Express Mail and parcel mailings, provide for total Penalty Mail accountability and the collection of proper postage from Penalty Mail users. Before Penalty Mail items were introduced on January 12, 1982, Government agencies used Penalty Mail meters on their mail and reimbursed the Postal Service for postage according to mail production made from mail samplings.

The white embossed portion of the 22-cent envelope features a stylized eagle at left-center with "Official Mail" across the top and "USA 22" in two lines to the right of the eagle. The background of the design is blue.

Issue Date: February 26, 1982  
 First Day City: Washington, D.C.  
 Designer and Typographer:  
 Bradbury Thompson  
 Syracuse, Connecticut  
 Art Director: Bradbury Thompson  
 Press: V.H.  
 Color: Black  
 ©U.S. Postal Service 1982

Procedures for ordering first day cancellations are as follows:  
 The Penalty Mail envelope will be sold over-the-counter only at the Philatelic Center in the Postal Service Headquarters Building in Washington, D.C., and also will be available by mail order from the Philatelic Sales Division, Treasury, customers may purchase the Penalty Mail envelope and send it in for canceling.

Requests for first day of issue cancellations on the envelope should be addressed to Penalty Mail Envelope, Postmaster, Washington, D.C. 20065-9092, and must be postmarked by April 27, 1982, and must be postmarked at the time of the announcement. The deadline for ordering first day cancellations will be extended 90 days beyond the usual deadline for a total of 90 days.

The cost is 27 cents per envelope (22 cents for postage and five cents for the envelope), and personal checks will be accepted for orders. Do not send cash. Postage stamps are unacceptable as payment. Unless otherwise requested by the customer, the Number 10 regular envelope will be provided. Customers should specify if they desire a window envelope.

Customers are requested to send gummed self-addressed return labels with their orders. The Postal Service will place the necessary Government return address in the upper left corner of the envelope.

A Philatelic Center, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, D.C. 20262.

USPS Poster 88-14  
 Remove after April 27





Copyright U.S. Postal Service 1985

Issue Date: February 27, 1985  
 First Day City: Salem, Massachusetts  
 Designer: Richard Schlecht  
 Arlington, Virginia  
 Art Director: Jack Williams  
 Typographer: Bradbury Thompson  
 Press Offset  
 Colors: Yellow, cyan, red and black  
 Size: 3½ x 5½ inches or  
 88.9 x 139.7 mm  
 Markings: ©U.S. Postal Service 1985

## Flying Cloud Postal Card

A 25-cent postal card featuring the clipper ship *Flying Cloud* will be issued on February 27 in Salem, Massachusetts. The dedication ceremony will be held at the Salem Maritime National Historic Site.

The denomination of the postal card corresponds to the new international rates which become effective February 17. At that time, the cost of sending post or postal cards by surface mail to all countries, except Mexico and Canada, will be 25 cents.

Designed primarily for speed, with sleek hulls and enormous spreads of canvas, the "Yankee" clipper ships were as swift as they were beautiful. Rapidly expanding world trade created the need for faster, more reliable merchant vessels. Between 1845 and 1859, almost 500 clippers sailed from American shipyards to meet the need, racing between the east and west coasts of the United States and ports of Europe, Asia, Africa and Australia.

Launched at Boston, on April 15, 1851, the *Flying Cloud* could reach 20 knots with little effort and was driven furiously to set, and repeatedly break, speed records. On her maiden journey, she established a record of 89 days from New York to San Francisco by way of Cape Horn.

Perhaps the most well-known creator of these historic ships was Donald McKay, who designed every vessel built in his Boston shipyard. Undoubtedly the most handsome and inventively designed, McKay's *Flying Cloud* represented the apex of the mid-nineteenth century shipbuilding craft.

Procedures for ordering first day cancellations are as follows:

Customers are urged to purchase postal cards at local post offices and mail their orders no later than April 28 to Customer-Provided Stationary, Postmaster, Salem, MA 01970-9991. Because of the timing of the announcement, the ordering deadline has been extended beyond the usual 30 days, for a total of 60 days. All postal cards must be addressed on the right side at least ½ of an inch up from the bottom, and peelable return address labels are recommended for this purpose. No remittance is required.

Uncanceled postage stamps issued prior to February 27 may be affixed to the postal card by customers. However, covers bearing stamps issued after the postal card will be returned unserved.

The Postal Service will provide cards when requested to do so. Mail orders by April 28 to Flying Cloud Postal Card, Postmaster, Salem MA 01970-9992. The cost is 25 cents per card, and personal checks in the exact amount will be accepted as payment for orders up to the limit of 50 covers. Please do not send cash. Postage stamps are unacceptable as payment.

To eliminate the requirement for Postal Service personnel to apply return addresses and to expedite the processing of orders, customers are requested to send gummed, self-addressed return address labels with their orders.



After local stocks of the item are depleted, they will be available from all Philatelic Centers and by mail order from the Philatelic Sales Division for approximately one year after the date of issue. 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.

USPS Stamp Poster 85-15  
 Remove after April 28

PLEASE POST ON BULLETIN BOARD

Issue Date: February 27, 1982  
 First Day City: Salem, Massachusetts  
 Designer: Richard Schickel  
 Artist: Virginia Williams  
 An Director: Jack Williams  
 Typographer: Bradbury Thompson  
 Print Office:  
 Colors: Yellow, tan, red and black  
 Size: 3 1/2 x 5 1/2 inches  
 88.9 x 139.7 mm  
 Mailing: © U.S. Postal Service 1982



Copyright U.S. Postal Service 1982

## Flying Cloud Postal Card

The 25-cent postal card featuring the flying cloud design will be issued on February 27 in Salem, Massachusetts. The dedication ceremony will be held at the Salem Maritime National Historic Site.

The discontinuation of the postal card dates back to the new international rates which became effective February 17. At that time, the cost of sending post or postal cards by surface mail to 28 countries, except Mexico and Canada, was 25 cents.

Designed primarily for speed with stock bulls and mounting speeds of canvas, the "Yankee" design was as well as they were beautiful. Monthly expanding work made toward the end of the 1840s and 1850s almost 500 ships sailed from American shipyards to meet the need for mail between the east and west coast of the United States and parts of Europe, Asia, Africa, and Australia.

Launched at Boston on April 13, 1851, the Flying Cloud could reach 20 knots with little effort and was chosen hurriedly to set and repeatedly break speed records. On her maiden journey, she established a record of 89 days from New York to San Francisco by way of Cape Horn.

Perhaps the most well-known creator of these historic ships was Donald McKay, who designed every vessel built in his Boston shipyard. He is probably the most handsome and successful designer. McKay's Flying Cloud represented the apex of the mid-nineteenth century shipbuilding craft.

After local stocks at the time are depleted, they will be available from all Philatelic Centers and by mail order from the Philatelic Sales Division for approximately one year after the date of issue. A Philatelic Catalog listing all available stamps and other philatelic items is available here or from the Philatelic Sales Division, Washington, D.C. 20535-2997.



Procedures for ordering first day cancellations are as follows:

Customers are urged to purchase postal cards at local post offices and mail their orders no later than April 28 to customer-provided stations. Postmaster, Salem MA 01970-9991. Because of the timing of the announcement, the ordinary deadline has been extended beyond the usual 30 days for a total of 60 days. All postal cards must be addressed on the right side at least 2 1/2 inches up from the bottom, and postable return address labels are recommended for this purpose. No return is required.

Unattached postage stamps issued prior to February 27 may be affixed to the postal card by customers. However, covers bearing stamps issued after the postal card will be returned unsorted.

The Postal Service will provide cards when requested to do so. Mail orders by April 28 to Flying Cloud Postal Card, Postmaster, Salem MA 01970-9991. The cost is 25 cents per card, and personal checks in the exact amount will be accepted as payment for orders up to the limit of 50 covers. Please do not send cash. Postage stamps are unacceptable as payment.

To eliminate the requirement for Postal Service personnel to apply return addresses and to expedite the processing of orders, customers are requested to send gummed, self-addressed return address labels with their orders.

2525 Stamp Poster 2-7-82  
 Remove after April 28

## INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB 21498 listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

**Note:** The first 6-digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

011024	113034	271047	336623	549040	752478	841148	940220
021140	114073	271048	337509	549044	761016	841165	940222
029017	114078	273026	350014	551132	761175	841171	940230
029042	114083	273028	354021	554225	761219	841184	940232
029049	117133	273055	366001	554228	761271	841191	940242
044013	122025	274046	366002	554512	769009	841196	940243
047201	122051	274079	372184	565002	770009	841210	940253
054003	123021	274081	372200	572008	770053	841229	941021
054019	128001	274096	372210	600233	770104	891206	941074
060001	130345	274100	376002	606277	770139	900036	941103
061065	139013	274118	383040	606577	770246	900047	941113
064044	146006	280221	385009	607112	770279	901041	941190
065017	146068	280238	397200	607608	770280	901062	941203
066063	146306	282178	397209	611101	770760	901839	941222
069195	146314	296066	397219	618051	770813	907065	941255
069199	152044	296087	397290	631131	770879	911048	943143
071052	191129	297016	402117	631286	770886	913069	949018
071481	191172	297216	402119	641172	770947	913079	951118
079019	191288	297218	402120	641213	770957	913282	951172
079020	191307	303029	402142	641531	773030	913296	951173
080011	191322	303438	402177	652001	780018	917464	951174
080022	191340	303458	402181	672081	782149	917466	968186
080090	200122	303489	402182	681100	787232	917469	972122
080111	200218	319032	402184	701351	787267	917487	972191
080112	200287	328092	402198	705121	794069	917488	972194
080116	200303	331115	402205	708010	799055	921291	972195
080117	200304	331259	402209	708142	799131	924062	972200
080118	300327	331271	402226	711158	800005	926275	972204
091009	200334	331283	410029	711160	800006	926486	981105
098001	212023	331330	411003	711166	801002	926533	981389
098017	212168	331361	432123	711183	802142	926537	981412
098050	212186	331374	441394	731043	802179	926556	981441
100235	214001	331404	441416	731044	802216	926557	981486
101123	223008	331462	452016	740191	802248	926571	981499
101217	235045	331480	462192	741335	802264	926572	984043
101251	260011	331526	478004	741365	802307	926575	984181
101264	270014	331551	480164	741380	806004	926587	
103002	270031	335542	480302	750070	841025	928568	
111038	271006	335544	503124	750074	841081	940192	
112046	271028	336430	511017	752476	841085	940210	

—Customer Services Dept., 2-7-85.

**Let's reduce costs, double check item numbers and quantities on all accountable paper requisitions.**

### Money Order Fees on CODs

Due to the change in money order fees effective February 17, 1985, all money orders for CODs delivered prior to Sunday, February 17, 1985, must be imprinted with a date no later than Saturday, February 16, 1985. Money order fees on CODs delivered after Saturday, February 16, 1985, must be adjusted to reflect the new rates.

—Dept. of the Controller, 2-7-85.

## OUTSTANDING HANDICAPPED POSTAL EMPLOYEES

A Service-wide award is presented annually to the outstanding United States Postal Service handicapped employee. Appropriate awards are also presented to the outstanding handicapped employee at Headquarters and in each region.

The Postmaster General will present the awards in appreciation of the nominees' special achievements and contributions which have increased economy, productivity, and efficiency. The presentations will be made in Washington, D.C., at a date and time to be announced. Travel costs and per diem for the finalists' attendance at the awards ceremony will be paid by the regional headquarters sponsoring the nominee. Travel costs and per diem will also be paid for the authorized official accompanying the finalist and any other escorts required to assist the finalist in travel.

Eligibility is extended to all severely physically or mentally handicapped postal employees who have held positions at least two years. Since the awards are intended to recognize excellence, nominees must have demonstrated outstanding achievement in their job performance which clearly exceeds requirements for their respective postal occupations.

Recommendations may be submitted by any unit employing a physically or mentally handicapped person. Post offices or other independent installations within the region may submit a recommendation to the Regional Director, Employee and Labor Relations, not later than March 14, 1985. Headquarters groups and/or departments and Headquarters related units will submit recommendations to the General Manager, Headquarters Personnel Division, not later than March 14, 1985. The Regional Postmaster General and the General Manager, Headquarters Personnel Division, or their designees, will evaluate the recommendation, select a winner, and forward their nominations, along with background and photographs of unsuccessful candidates to the Manager, Selection Systems Administration Branch,

Room 9677, Employee Relations Department, U.S. Postal Service, Washington, D.C. 20260-4256, no later than April 4, 1985, for final selection of the Service-wide award.

Recommendations will be based on individual effort only and must contain the following information:

1. A narrative justification covering job performance and examples of courage and initiative demonstrated which served as an inspiration to others. This should include a full description of the individual's handicap.

2. Personal data prepared in the following format:

a. Name of post office, organizational unit, and location where employee works;

b. Name, grade (level and step), and job title of employee;

c. Home address;

d. Date of birth;

e. Social Security number;

f. Veterans preference, if applicable;

g. Date entered on duty—Postal Service;

h. Total years Postal Service;

i. Total years of other Federal service;

j. Educational background;

k. Previous Postal Service recognition (awards, etc.), if not fully covered in narrative;

l. Community service, if not fully covered in narrative;

m. Community recognition (professional associations, organizations, etc.), if not fully covered in narrative;

n. Other biographical data; for example, family, hobbies, military service, place of birth.

3. One 8 x 10 inch glossy print (black and white) of the nominee at work.

4. A release signed by the nominee authorizing use of pictures and the narrative, including personal data, for program promotion.

—Employee Relations Dept., 2-7-85.

### Stamp Stock Inventory Differences

Effective December 24, 1984, the tolerance on stamp stock accountability in Handbook F-1, *Financial Handbook for Post Offices* 562.11, was changed as follows:

#### 562 Inventory Difference

##### 562.1 Tolerance

.11 Tolerance differences are established as follows:

Amount of stamp stock	Tolerance +/-
Up to \$300.00.....	\$2.00
\$300.01 to \$1,000.00 .....	10.00
\$1,000.01 to \$5,000.00 .....	20.00
\$5,000.01 to \$15,000.00 .....	40.00
\$15,000.01 to \$30,000.00 .....	45.00
\$30,000.01 to \$45,000.00 .....	50.00
\$45,000.01 to \$60,000.00 .....	55.00
\$60,000.01 and above .....	60.00
Credits being cancelled .....	

—Dept. of the Controller, 2-7-85.

**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 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 21498 listing, PB 21376 listing for B Old Style (Gray) remains valid. Retain C Counterfeit PB 21470 listing. *Reminder—check for altered dollar amounts by holding money order to the light.*

170 635 7000 to 7099	276 495 4800 to 4849	285 011 6122 to 6139	296 846 9858 to 9899
217 510 0002 to 0099	276 540 8653 to 8699	285 011 6141 to 6199	297 124 4700 to 4899
232 921 3079 to 3099	277 121 1000 to 2999	285 028 6847 to 6899	297 165 1450 to 1499
238 169 7587 to 7599	277 138 2424 to 2499	285 353 6899 to 6913	297 443 5000 thru
256 754 0030 to 0099	277 182 3933 to 3999	285 370 9400 to 9499	297 576 4999
257 933 5300 to 5399	277 579 5683 to 5699	285 406 1011 to 1099	297 907 0975 to 0999
258 122 7638 to 7799	278 329 7023 to 7099	285 508 9680 to 9699	297 914 6561 to 6599
261 095 2236 to 2283	278 329 7119 to 7199	285 508 9813 to 9899	298 752 5500 to 5599
261 965 4168 to 4199	278 364 7000 to 7099	285 667 6900 to 6999	298 922 2116 to 2199
264 366 7033 to 9499	278 965 4400 to 4499	285 739 7600 to 7699	298 925 6733 to 6799
264 642 5304 to 5399	278 965 4900 to 4917	285 841 7300 to 7599	299 022 0389 to 0399
265 370 8800 to 8999	278 965 5300 to 5499	286 361 4362 to 4599	299 099 9586 to 9599
266 942 9343 to 9399	279 022 5467 to 5499	286 366 7304 to 7799	299 134 8017 to 8299
266 942 9754 to 9799	279 083 2729 to 2799	286 517 2828 to 2899	299 445 0182 to 0199
266 942 9900 to 9999	279 198 7861 to 7899	286 980 9355 to 9399	299 550 0776 to 0799
267 917 1874 to 1999	279 256 2135 to 2199	287 112 9320 to 9399	300 016 9813 to 9899
269 416 3526 to 3599	279 436 9365 to 9399	287 171 3334 to 3399	300 022 5100 to 5199
269 911 1140 to 1199	279 795 6200 to 6399	287 867 5524 to 5599	300 048 0096 to 0199
269 911 1262 to 1299	279 941 8435 to 8499	288 246 6658 to 6699	300 166 7227 to 7299
269 942 9300 to 9999	280 255 8618 to 8647	288 498 4400 to 4499	300 253 7063 to 7099
269 943 0000 to 0999	280 261 3139 to 3199	288 498 4600 to 4999	300 254 9700 thru
270 130 0028 to 0074	280 274 3300 to 3399	288 820 9915 to 9999	300 255 0199
270 130 0089 to 0199	280 340 7356 to 7899	288 823 7647 to 7699	300 918 6700 to 6799
270 233 5700 to 5799	280 453 1007 to 1099	288 823 7772 to 7799	301 328 7905 to 7999
271 104 2220 to 2295	280 619 5719 to 5732	288 841 7243 to 7399	301 333 5000 to 5099
271 152 7058 to 7069	281 075 2000 to 2199	288 841 7243 to 7399	320 208 3305 to 3499
271 152 7076 to 7091	281 104 4550 to 4599	288 998 5000 to 9999	320 624 7474 to 7499
271 186 6453 to 6463	281 119 4800 to 4999	289 172 4400 to 4499	320 783 7168 to 7199
271 325 5500 to 5599	281 128 0237 to 0299	289 172 4546 to 4599	321 670 1900 to 1999
271 505 9478 to 9499	281 496 8376 to 8399	289 177 2000 to 2199	322 722 7900 to 7999
271 665 1296 to 1399	281 860 2330 to 2399	289 657 9041 to 9099	325 097 0300 to 0399
271 739 0000 to 0099	282 292 5000 to 5399	289 860 7471 to 7493	325 465 7956 to 7999
271 816 7383 to 7399	282 304 0900 to 0999	290 248 0321 to 0399	326 231 8440 to 8499
272 060 0800 to 0999	282 336 2000 to 2499	325 465 7956 to 7999	326 231 8576 to 8599
272 068 6009 to 6099	282 361 5000 to 5099	290 503 0076 to 0099	326 231 8600 to 8999
272 075 3700 to 3899	282 532 1100 to 1199	290 746 6731 to 6999	326 231 9000 to 9299
272 277 4600 to 5299	282 625 7560 to 7581	290 827 0055 to 0099	328 160 3235 to 3299
272 501 5083 to 5099	282 786 5300 to 5399	291 191 7500 to 7599	328 160 3304 to 3399
273 109 8710 to 8799	282 786 5300 to 5399	291 497 2837 to 2899	328 189 6539 to 6578
273 304 8587 to 8599	282 888 9400 to 9528	291 656 6243 to 6299	328 229 6407 to 6499
273 312 4974 to 4999	282 950 8000 to 8999	291 770 1687 to 1699	328 251 0600 to 0899
273 568 4736 to 4799	283 016 9846 to 9899	292 220 0000 to 0099	328 423 3448 to 3468
273 610 1573 to 1599	283 322 3449 to 3499	293 295 3257 to 3399	328 432 7367 to 7499
274 034 4655 to 4699	283 368 9471 to 9499	293 332 5664 to 5699	328 543 6745 to 6799
274 034 4752 to 4799	283 369 1000 to 1899	294 372 7226 to 7299	328 543 7400 to 7599
274 034 4900 to 4999	283 459 4125 to 4199	294 372 7347 to 7499	328 817 7879 to 7899
274 372 3943 to 3999	283 459 4280 to 4299	294 698 9842 to 9899	329 165 9000 to 9999
274 507 3213 to 3299	283 566 7600 to 7699	294 794 9075 to 9099	329 170 5151 to 5199
274 609 4285 to 4299	283 583 1377 to 1399	294 794 9200 to 9299	329 525 2326 to 2399
274 990 9045 to 9099	283 583 1400 to 1499	294 901 5400 to 5599	329 825 3306 to 3899
274 999 9031 to 9199	283 646 6500 to 6699	295 256 4605 to 4699	330 053 4777 to 4789
275 130 1326 to 1355	283 869 6900 to 6999	295 337 1915 to 1999	330 360 0989 to 0999
275 313 4737 to 5199	283 885 3000 to 3199	295 394 8000 to 8099	330 402 2100 to 2199
275 541 0100 to 0299	283 927 6358 to 6399	295 420 8030 to 8099	330 726 8851 to 8891
275 628 6344 to 6399	283 990 4000 to 4199	295 429 3300 to 3599	330 982 3100 to 3199
276 073 5200 to 5699	284 092 4600 to 4699	295 429 3700 to 3999	331 468 0700 to 0799
276 091 7917 to 7999	284 125 2431 to 2699	296 044 5800 to 5899	331 643 7553 to 7599
276 100 9400 to 9899	284 413 5078 to 5499	296 410 1323 to 1399	346 750 5000 to 9999
276 256 9083 to 9099	284 677 6432 to 6499	296 477 3926 to 3999	802 678 2605 to 2699
276 418 1877 to 1899	284 893 3362 to 3399	296 576 5232 to 5299	803 605 2840 to 2899
	284 907 0935 to 0999	296 843 5473 to 5499	803 605 6300 to 6499

UNITED STATES POSTAL SERVICE

WASHINGTON, DC 20260-1571  
OFFICIAL BUSINESS

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

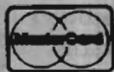


**FIRST CLASS**

OFFICIAL POSTAL USE	PUBLIC USE
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Credit Card No.

Expiration Date

Month	Year

Postal Facility, Company, or Personal Name

Additional Address/Attention Line

Street Address

City	State	ZIP + 4 Code

(or) Country

Please Print

Customer's Telephone No.'s			
Area Code	Home	Area Code	Office

**Old Quantity**

**New Quantity**

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Signature of Designated Approving Manager

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