



postal bulletin

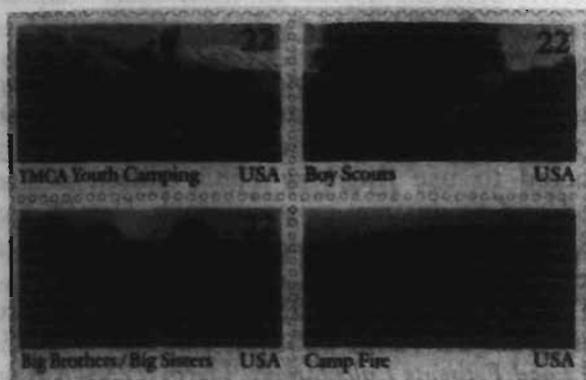
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22-Cent Youth Commemorative Stamp

The 22-Cent block of four Youth commemorative postage stamps will be placed on sale October 7, 1985, in Chicago, IL. This is the thirteenth 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 20th printed by that firm since 1979.

Do Not Sell Before October 8, 1985



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Issued in panes of 50.

Collector information is on page 21.

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 499.*

Stamp distribution offices requiring additional stamps may order them from their Regional Accountable Paper Depositories using separate Forms 17A, *Accountable Items Requisitions for Stamp Distribution Office*. 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 separate Forms 17A. —Customer Services Dept., 9-5-85.

Philatelic Catalog

Offices receiving the bi-monthly *Philatelic Catalog* are advised that the distribution quantity will be reduced by one-half, beginning with the September/October issue. Lobby customers desiring catalogs can obtain one by sending a request to: USPS, Philatelic Sales Division, Washington, DC 20265-9997. —Customer Services Dept., 9-5-85.

AS-302 Revision

ZIP + 4 Code Usage

To emphasize and facilitate the use of ZIP + 4 codes, Handbook AS-302, *Correspondence Management*, 121.3 is revised as follows:

121.3 Memorandums

.31 With Preprinted Return Address

.311 Field, Except Regional Offices. Heads of post offices and MSCs who prefer that replies to outgoing correspondence be routed through their office should order and use memorandum letterhead preprinted with the ZIP + 4 code appropriate to their office. If replies are to be routinely directed to individual managers, memorandum letterhead preprinted with the 5-digit ZIP code should be ordered and used. When using the latter, type the entire ZIP + 4 code as the last item in the *OUR REF* line.

.312 Headquarters and Regional Offices. All Headquarters and Regional personnel who use the 5-digit ZIP code memorandum letterhead should also type the entire ZIP + 4 code in the *OUR REF* line.

EXAMPLE: F100:RCarter:xyz:XXXXX-XXXX

Note: Do not type the 4-digit add-on following the preprinted 5-digit ZIP code.

.32 Without Preprinted Return Address. For stationery such as Supply Item 012C, type the complete return address and include the ZIP + 4 code in the signature block.

Note: Do not use the 4-digit add-on alone, only as part of the entire ZIP + 4 code.

—Records Office, 9-5-85.

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22-Cent Public Education Commemorative Stamp

The 22-Cent Public Education commemorative postage stamp will be placed on sale October 1, 1985, in Boston, MA. This is the twelfth 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 19th printed by that firm since 1979.

Do Not Sell Before October 2, 1985



Copyright U.S. Postal Service 1985

Issued in panes of 50.

Collector information is on page 19.

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 491.*

Stamp distribution offices requiring additional stamps may order them from their Regional Accountable Paper Depositories using separate Forms 17A, *Accountable Items Requisition from Stamp Distribution Office*. 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 separate Forms 17A.—*Customer Services Dept., 9-5-85.*

Amendment

PS Form 3971 and PS Form 1723

The third paragraph in the article entitled "PS Form 3971 and PS Form 1723" which appeared in POSTAL BULLETIN 21519 (6-20-85), page 1 is amended. The changes are as follows.

PS Form 1723. Complete the original along with sufficient copies to be distributed as follows: The original is given to the employee, a copy to the timekeeper, and a copy is filed in the employee's official personnel folder, if there is a change in position. *Also, a copy must be provided the union at the local level where required by pertinent craft articles of the 1984 USPS/NALC/APWU National Agreement.*

—*Dept. of the Controller, 9-5-85.*

Revised Form 2238—Thermal Load Estimate Calculations

PS Form 2238, *Thermal Load Estimate Calculations*, has been revised and is currently available at the Area Supply Centers. All offices are instructed to use the May 1985 edition of Form 2238 and to destroy existing stock. Use PS Form 7380, *Supply Center Requisition*, for ordering revised quantities.

The revised Form 2238 incorporates instructions from PS Form 2238-A, *Instructions for Thermal Load Estimate Calculations*. Form 2238-A is now obsolete, which reduces the amount of paper and administrative work necessary to complete Form 2238.—*Real Estate & Buildings Dept., 9-5-85.*

Requisitioning of Supplies From the Eastern Area Supply Center

POSTAL BULLETIN 21520, 6-27-85, informed of a 6-month test beginning July 6, 1985, for ordering supplies from the Eastern Area Supply Center.

All postal installations served by the Eastern Area Supply Center may order their supply requirements on an as-needed basis during this test period.

A test survey is being shipped with each supply order. Postal installations are to complete and return the questionnaire promptly.

—*Procurement & Supply Dept., 9-5-85.*

The Postal Service mails some information directly to its employees and must keep its address files current. When your address changes, please send an up-to-date Form 1216, *Employee's Current Mailing Address*, to your personnel office so that you will receive all mailings.

PENALTY OVERTIME—ELIGIBLE PART-TIME EMPLOYEES

Effective September 14, 1985 (Pay Period 20-85), certain part-time flexible and part-time regular employees become eligible to receive penalty overtime pay for all pay status hours in excess of ten (10) hours in a service day or, fifty six (56) hours in a service week. However, penalty overtime is not paid these eligible employees for pay status hours during the month of December, eligible data center employees are excluded during the month of November. The penalty overtime pay will be paid at the rate of two (2) times the base hourly straight-time rate. Work hours plus paid leave are used to determine the entitlement to Penalty Overtime.

Eligible employees are those covered by the 1984-1987 USPS National Agreements with the National Association of Letter Carriers (NALC); the National Post Office Mail Handlers, Watchmen, Messengers and Group Leaders Division of the Laborer's International Union of America, AFL-CIO-Mail Handlers; and employees in the following categories covered by the American Postal Workers Union (APWU) or the National Post Office Mail Handlers, Watchmen, Messengers and Group Leaders Division of the Laborer's International Union of America.

1. Postal Clerks
2. Maintenance Employees
3. Special Delivery Messengers
4. Motor Vehicle Employees
5. Postal Data Centers, Automatic Data Processing Centers and Data Automation Division, Western Area Supply Center
6. Mail Equipment Shops
7. Mail Bag Depositories, Repair Centers and Supply Centers

Timekeeper Instructions for Recording and Reporting Penalty Overtime for Eligible Part-Time Employees

Criteria

Daily: Eligible part-time employees with paid hours in excess of ten (10) hours in a service day.

Weekly: Eligible part-time employees with paid hours in excess of fifty six (56) hours in a service week.

Timecard Reporting (Forms 1230-A,B,C; 1234)

Daily Entries: Penalty Overtime is reported in the regular overtime block and identified as hours type "43". (See sample timecard Exhibit A, which shows regular and penalty overtime hours being reported in the same block.)

Weekly Entries: Penalty overtime is reported in the vacant block to the left of Non-Sched X-FT Hrs (hours type 76) and identified as hours type "43" (see Exhibit B).

Other examples for reporting penalty overtime for eligible part-time employees are displayed in Exhibit C through F-1.

For further detailed timekeeper instructions, refer to Special Postal Bulletin Number 21495 dated January 14, 1985.

(See Exhibits A thru F-1 on pages 4 to 10).

Postal Source Data System (PSDS) Offices

Timekeeper instructions for recording and reporting penalty overtime for eligible part-time employees in PSDS offices will be issued via separate memorandum.

Special Note: The revised editions of Forms 1230 A, B, and C will have a "Pre-printed block" for reporting penalty overtime.

—Department of the Controller, 9-5-85.

EAS PERFORMANCE EVALUATION PROGRAM

Management Instruction EL-370-85-2 and Handbook EL-328, *Guide to EAS Performance Evaluation*, are being distributed to all CAG-J and above installations. They introduce a new performance planning and evaluation program for FY-86, covering all career EAS employees. A new training program, course #11576-01, will be distributed to all PEDCs; the training will be coordinated by Regions. All employees who evaluate EAS subordinates are to receive training by December 20, 1985, the end of Postal Quarter 1, FY-86.

The new forms will be distributed by the Regions:

Form 2452-A, *Performance Evaluation for EAS Employees—General Form.*

Form 2452-B, *Performance Evaluation for EAS Employees—Supervisors and Managers EAS-19 and Below.*

Form 2452-C, *Performance Evaluation for EAS Employees—Postmasters EAS-15 and Below.*

For people at level 20 and above, evaluations of FY-85 performance will be done using Form 2456, *Individual Objective Setting/Employee Narrative*, and Form 2451-A, *Merit Performance Evaluation—Regular Program*. The new Form 2452-A will be used to set objectives for FY-86.

For people at level 19 and below, use Form 2451-B, *Merit Performance Evaluation—Step Program*, and evaluate the employee before the anniversary date. Then introduce the new Form 2452-A, B, or C, as appropriate, to help plan the employee's work and discuss performance expectations at the beginning of the new evaluation year.

A revised Form 2456 and an employee brochure describing the new evaluation system are scheduled for automatic distribution during PQ-1, FY-86.—Employee Relations Dept., 9-5-85.

SAMPLE TIMECARD

(Exhibit C)

101		Kent		B	N	410	42	P	05	M00	6-5432	122334444	520	1										
1 WEEK	57	NON DAY WORK	-	58	NON DAY LEAVE	+	59	PART DAY LEAVE	+	60	PART DAY LEAVE	+	61	COURT LEAVE	+	62	GUAR. TIME	+	WORK HOURS	+	22100			
	63	COMP EARNED	-	64	COMP USED	+	65	HEAL TIME	+	66	CONVENTER LEAVE	+	67	MILITARY LEAVE	+	68	QUA. OVERTIME	-	OVERTIME	-	04100			
	69	BLOOD DONOR LEAVE	+	70	STEWARD'S DUTY TIME	+	71	CONT. OF PAY	+	72	LEAVE ON ODCR	+	73	OUT OF SCHEDULE	+	74	SUNDAY PREM. HRL.	+	HURRY WORK	+	00150			
	74	CHRISTMAS WORK	-																					
												75	PLANTY OVERTIME	+	76	NON-PENALTY OVERTIME	+	77	ANNUAL LEAVE	+				
												98	PRV. LOC. CHANGE	+	99	SICK LEAVE	+							
U.S. POSTAL SERVICE TIME CARD												EMPLOYEE'S SIGNATURE (ONLY WHEN REQUIRED) <i>B. Kent</i>				SUPERVISOR'S INITIALS <i>AK</i>								

In this exhibit the part-time employee worked 2 days during the service week. On Friday, 2.00 hours are paid at the penalty overtime rate for hours worked in excess of 10.00 in a service day.

SAMPLE TIMECARD

(Exhibit D)

DATE	MON		TUE		WED		THU		FRI		SAT		SUN		TOTAL
	REG	OT	REG	OT	REG	OT	REG	OT	REG	OT	REG	OT	REG	OT	
TIME	11:00	14:00	11:00	14:00	11:00	14:00	11:00	14:00	11:00	14:00	11:00	14:00	11:00	14:00	72.800
REG	4	4	4	4	4	4	4	4	4	4	4	4	4	4	50
OT															43.800
TOTAL	11:00	14:00	11:00	14:00	11:00	14:00	11:00	14:00	11:00	14:00	11:00	14:00	11:00	14:00	117.600

202	Sample	A	N	335	22	P	05	N	80	12-1234	123456789	520	1						
<div style="font-size: 48pt; font-weight: bold; text-align: center;">1</div> <div style="text-align: center;">WEEK</div>												WORK HOURS	64.00						
57	HOLIDAY WORK	-	58	HOLIDAY LEAVE	+	59	PART DAY LWOP	+	60	FULL DAY LWOP	+	61	UNRST LEAVE	+	62	UNRST TIME	-	OVERTIME	16.00
63	COMP EARNED	-	64	COMP USED	+	65	MEETING TIME	+	66	CONVENTION LEAVE	+	67	MILITARY LEAVE	+	68	GUAR OVERTIME	-	ABSENT WORK	0.0150
69	BLOOD DONOR LEAVE	+	70	STEWARD'S DUTY TIME	+	71	COAT OF PAY	+	49	LWOP ON OWCP	+	73	OUT OF SCHEDULE	+	72	SUNDAY PREM HRS.	0.800	ANNUAL LEAVE	+
74	CHRISTMAS WORK	-															0.800	SICK LEAVE	+
U.S. POSTAL SERVICE TIME CARD												98	PAY LOC CHANGE	99	AM HRS	56	SICK LEAVE	+	
PS Form 1250-A Dec 1979												EMPLOYEE'S SIGNATURE (ONLY WHEN REQUIRED) <i>A. J. Sample</i>		TIMEKEEPER'S INITIALS <i>AKC</i>					

In this exhibit the part-time employee worked a total of 64.00 hours during the service week. On Monday 2.00 hours are paid at the penalty overtime rate for hours worked in excess of 10.00 during a service day. On Thursday, the employee worked in excess of 40 hours in a service week resulting in 6.00 hours of regular overtime. On Friday, 6.00 hours of penalty overtime was incurred for hours worked in excess of 56.00 in a service week.

SAMPLE TIMECARD

(Exhibit E-1)

Card Type 2 - Higher Level

TOTALD BY	MON		TUE		WED		THU		FRI		SAT		SUN		TOTALS	
	LWOP	OT	LWOP	OT	LWOP	OT	LWOP	OT	LWOP	OT	LWOP	OT	LWOP	OT	OT	OT
72-0800	OP		OP		OP		OP		OP		OP		OP		72-0800	
	QUAN		QUAN		QUAN		QUAN		QUAN		QUAN		QUAN		53-2000	
53-2000	OP		OP		OP		OP		OP		OP		OP		53-2000	
	QUAN		QUAN		QUAN		QUAN		QUAN		QUAN		QUAN		53-2000	
10	OP		OP		OP		OP		OP		OP		OP		10	
	QUAN		QUAN		QUAN		QUAN		QUAN		QUAN		QUAN		10	
0600	OP		OP		OP		OP		OP		OP		OP		0600	
	QUAN		QUAN		QUAN		QUAN		QUAN		QUAN		QUAN		0600	
1100	OP		OP		OP		OP		OP		OP		OP		1100	
	QUAN		QUAN		QUAN		QUAN		QUAN		QUAN		QUAN		1100	
1150	OP		OP		OP		OP		OP		OP		OP		1150	
	QUAN		QUAN		QUAN		QUAN		QUAN		QUAN		QUAN		1150	
1650	OP		OP		OP		OP		OP		OP		OP		1650	
	QUAN		QUAN		QUAN		QUAN		QUAN		QUAN		QUAN		1650	
0600	OP		OP		OP		OP		OP		OP		OP		0600	
	QUAN		QUAN		QUAN		QUAN		QUAN		QUAN		QUAN		0600	
1100	OP		OP		OP		OP		OP		OP		OP		1100	
	QUAN		QUAN		QUAN		QUAN		QUAN		QUAN		QUAN		1100	
1150	OP		OP		OP		OP		OP		OP		OP		1150	
	QUAN		QUAN		QUAN		QUAN		QUAN		QUAN		QUAN		1150	
1650	OP		OP		OP		OP		OP		OP		OP		1650	
	QUAN		QUAN		QUAN		QUAN		QUAN		QUAN		QUAN		1650	
0600	OP		OP		OP		OP		OP		OP		OP		0600	
	QUAN		QUAN		QUAN		QUAN		QUAN		QUAN		QUAN		0600	
1100	OP		OP		OP		OP		OP		OP		OP		1100	
	QUAN		QUAN		QUAN		QUAN		QUAN		QUAN		QUAN		1100	
1150	OP		OP		OP		OP		OP		OP		OP		1150	
	QUAN		QUAN		QUAN		QUAN		QUAN		QUAN		QUAN		1150	
1650	OP		OP		OP		OP		OP		OP		OP		1650	
	QUAN		QUAN		QUAN		QUAN		QUAN		QUAN		QUAN		1650	
0600	OP		OP		OP		OP		OP		OP		OP		0600	
	QUAN		QUAN		QUAN		QUAN		QUAN		QUAN		QUAN		0600	

EMPLOYEE	125	CLARK	J	36674	P03M2001	1234	98765	43215201				
CARD TYPE	57 HOLIDAY WORK - 58 HOLIDAY LEAVE + 59 PART DAY LWOP + 60 FULL DAY LWOP + 61 COURT LEAVE + 62 GUAR TIME + 63 COMP EARNED - 64 COMP USED + 65 MEETING TIME 66 CONVENTION LEAVE + 67 MILITARY LEAVE + 68 GUAR OVERTIME - 69 BLOOD DONOR LEAVE + 70 STEWARD DUTY TIME 71 CONT. OF PAY + 49 LWOP ON OWOP + 73 OUT OF SCHEDULE 72 SUNDAY PREMIA HRS 74 CHRISTMAS WORK - 76 NON SCHED X-PT HRS +							WORK HOURS	2	50	0	0
NEW EMPLOYEE OR REPLACEMENT TIME CARD								OVERTIME	1	0	0	0
2-HIGHER LEVEL								NIGHT WORK				
CARD TYPE MUST BE ENTERED AT RIGHT								ANNUAL LEAVE				
U.S. POSTAL SERVICE TIME CARD								BACK LEAVE				
U.S. POSTAL SERVICE	90	91	92	93	94	95	96	97	98	99	00	
	REG GRADE	TRNG	R/L	L/U	O/A	PAY LOC CHANGE	LDC CHG					
	P05		N									
EMPLOYEE'S SIGNATURE (ONLY WHEN REQUIRED)	James R. Clark							TIMEKEEPER'S INITIAL	[Signature]			

PS Form 1250-C
Dec. 1979
PCB-10288-7

SAMPLE TIMECARD

(Exhibit F-1)

Card Type 2 - Higher Level

TOTALLED BY	VERIFIED BY	MON		TUE		WED		THU		FRI		SAT		SUN		TOTALS			
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	REG	OT	REG	OT		
JH/2011	AM	800	1200	1250	1500	800	1200	1250	1500	800	1200	1250	1500	800	1200	1250	1500	43550	58500
		800	1200	1250	1500	800	1200	1250	1500	800	1200	1250	1500	800	1200	1250	1500	43550	58500
		800	1200	1250	1500	800	1200	1250	1500	800	1200	1250	1500	800	1200	1250	1500	43550	58500
		800	1200	1250	1500	800	1200	1250	1500	800	1200	1250	1500	800	1200	1250	1500	43550	58500
		800	1200	1250	1500	800	1200	1250	1500	800	1200	1250	1500	800	1200	1250	1500	43550	58500
		800	1200	1250	1500	800	1200	1250	1500	800	1200	1250	1500	800	1200	1250	1500	43550	58500
		800	1200	1250	1500	800	1200	1250	1500	800	1200	1250	1500	800	1200	1250	1500	43550	58500

140 TAYLOR A 420 15 M 04 N 041 1234 12344 5558 5201

CARD TYPE 1- NEW EMPLOYEE OR REPLACEMENT TIME CARD 2- HIGHER LEVEL CARD TYPE MUST BE ENTERED AT RIGHT U.S. POSTAL SERVICE TIME CARD	67 HOLIDAY WORK -	68 HOLIDAY LEAVE +	69 PART DAY LWOP +	70 FULL DAY LWOP +	71 COURT LEAVE +	72 QUAR. TIME +	CARD TYPE	WORK HOURS +
	63 COMP. EARNED -	64 COMP. USED +	65 MEETING TIME	66 CONVENTION LEAVE +	67 MILITARY LEAVE +	68 QUAR. OVERTIME	CARD TYPE ↑ 2	11850
	69 BLOOD DONOR LEAVE +	70 STEWARD DUTY TIME	71 CONT. OF PAY +	72 LWOP ON DOWNTIME +	73 OUT OF SCHEDULE	74 SUNDAY PREM. MRS		OVERTIME -
	74 OVERTIME WORK							NIGHT WORK
						ANNUAL LEAVE +		
	90 REG. GRADE	91 % INC.	92 H/L L/S	93 DUAL D/A	98 PHY. LOC. CHANGE	99 LOC. CHG.	56 SICK LEAVE +	

EMPLOYEE'S SIGNATURE (ONLY WHEN REQUIRED): *[Signature]* TIMEKEEPER'S INITIALS: *[Initials]*

PC-1089-9

... of 40 in a service week. One (1) hour is paid at the regular overtime rate for hours worked in excess of 36 in a service week. On Friday, all hours worked on the employee's base standard and higher level standard are to be paid at the overtime rate due to exceeding 36 hours in a service week.

CLOSING INSTRUCTIONS FOR PFY 1985

CAG A-G Offices, BMC's, Etc.

The normal statement of account, will be required from all CAG A-G offices BMC's, etc., for A/P 13 ending September 27, 1985. (See Section L)

Note: No separate statement of account needed for A/P 14 this year.

CAG H-L Offices

The normal Quarter IV statement of account will be required from all CAG H-L offices for the period ending September 27, 1985.

Accountbook

The Accountbook for Postal Fiscal Year 1985 will be continued through the close of business September 27, 1985, for all offices.

The instructions and reporting dates in this Bulletin are in addition to instructions followed during the normal accounting period and/or quarterly reporting schedule. If you have any questions concerning these instructions, contact the individual designated by your regional office (i.e., management sectional center manager, district manager, etc.) for clarification or technical assistance.

L. Statement of Account Activities

Postmasters of CAG A-G offices will submit a statement of account as of September 27, which includes financial transactions from August 31 through September 27. Identify this statement as A/P 13. Submit on current Forms 1555, *Statement of Account* (May 1983 edition).

Postmasters of CAG H-L offices are required to submit a statement of account for Quarter IV—covering June 8 through September 27, 1985. CAG H and J offices submit Form 1554 and CAG K and L submit Form 1553, *Statement of Account* (April 1984). **Do not use Form 1553 with 1985 edition date.**

These statements of account must be submitted to reach the postal data center not later than Tuesday, October 1, 1985. The normal accounting period supporting detail items listed below must accompany these statements.

AIC	Support documents required
131.....	Form 3605, <i>Statement of Mailing-Bulk Zone Rates/</i> Form 3602, <i>Statement of Mailing With Permit</i> <i>Imprints.</i>
197.....	Form 1481, <i>Register of Checks Drawn On Symbol</i> <i>9500.</i>
501.....	Form 17, <i>Stamp Requisition.</i>
502.....	Form 17
510.....	Form 3238 <i>Destruction Certificate.</i>
511.....	Form 3238.
539.....	Form 1839, <i>Payment Record For Carrier Drive-Out</i> <i>Agreements.</i>

AIC	Support documents required
595.....	Regional letter of authority and paid vouchers. Form 3508, <i>Requisition For Saleable Items (Other</i> <i>Than Stamps).</i>
600.....	
601.....	Copy of transmittal document.
607-612.....	Form 3236, <i>Uniform Allowance Cap Disbursements</i> (in duplicate) and vendor's invoice.
814.....	Form 1556, <i>Suspense Items Support Information</i> (in duplicate).

Make sure required support documents are identified with AIC and finance number. Total of support documents must agree with amounts shown in the respective AIC. Arrange support documents in the same order as listed on statement of account.

A. Less Than Bulk Stamp Requisitions

Make every effort to eliminate intransit stamp shipments between the management sectional centers (MSC) and associate offices. Post offices should carefully estimate their requirements and requisition in sufficient time to permit shipments by the MSC no later than Friday, September 13. Check in stamp stock promptly upon receipt and enter in the Accountbook. In case of emergency shipment, the MSC must assure that the associate office makes the proper entries in its Accountbook.

B. Bank Reconciliations

All banking post offices should reconcile their bank statements as of September 27 promptly to balances reflected on statements of account in AIC 802. (See 351, *Fiscal Handbook F-1, Financial Handbook for Post Offices.*)

C. Stamp Stock Inventories

Make the verification of stamp stock records as of September 27. (See 534.5, *Handbook F-1.*)

D. Local Procurement of Supplies

Anticipate accounting period needs and procure early in the accounting period. Pay promptly all approved bills for goods and services authorized for payment by the post office.

E. Unpaid Expenses for the Period Ending September 27, and Prior

All unpaid expenses must be identified and established in appropriate trust funds in order to charge them to current fiscal year; otherwise, they will eventually be charged to PFY 1986.

If any bills normally paid at the post office for supplies and services procured for September 27, and prior are unpaid, record on the *Disbursements* side for the appropriate expense AIC. Make an

offsetting entry on the *Receipts* side as *Trust Funds Received*. When these charges are paid, make an entry for the trust fund withdrawal.

Maintain an itemized listing at the post office of the unpaid items for September 27 and prior entered under *Trust Funds Received*. Show the name of each vendor, invoice date, Account Identifier Code, and the total unpaid amount for carrier drive-outs, utilities, metered fuel, communications, etc. Record on 8½- by 11-inch paper. *Do not send to the Postal Data Center.*

At the time of payment, the amount reflected in *Trust Funds Withdrawn*, AIC 480, is always the same as the amount originally recorded in *Trust Funds Received*, AIC 080, even though the amount paid is different from the amount originally recorded. Examples:

Case No. 1. Amount originally recorded as receipts in *Trust Funds Received*, AIC 080, and as disbursements for *Postal Supplies—PO*, AIC 546—\$1,000; amount paid—\$1,050. Entries on statement of account *Disbursements* side: AIC 480—\$1,000; AIC 546—\$50. Note that the amount paid is *more* than the amount originally recorded.

Case No. 2. Amount originally recorded as receipts in *Trust Funds Received*, AIC 080, and as disbursements for *Postal Supplies—PO*, AIC 546—\$1,000; amounts paid—\$970. Entries on statement of account *Disbursements* side: AIC 480—\$1,000; *Receipts* side: AIC 546—\$30 (a write-in entry). Note that the amount paid is *less* than the amount originally recorded.

F. Utilities—Metered Fuel—Communications

Postmasters will make every effort to pay all utility bills on hand as of September 27. Unpaid bills and services for which bills were not received must be estimated as shown here.

Each postmaster must determine the service ending date of the last bill and post to the statement of account an estimated amount for bills to be received with service ending date of September 27 and earlier. (If all billings with service ending date through September 27 were paid, to estimate is required.)

Post the estimated amount on the *Disbursements* side for the appropriate expense AIC and offset with an entry to *Trust Funds Received*. List the estimated amounts offset as *Trust Funds Received* the same as other unpaid expenses in the itemized statement of the *Trust Funds Received* balances as outlined above. When paid in subsequent periods, record as *Trust Funds Withdrawn*. Should the actual payment be different from the estimated amount, record the differences as shown for other unpaid expenses.

G. Carrier Drive-Out Payments

Make every effort to make all carrier drive-out payments for service during Pay Period 19, ending September 13 and Pay Period 20 ending

September 27, 1985. Submit Form 1839, *Payment Record for Carrier Drive-Out Agreements*, for payment made. If it is impossible to make all carrier drive-out payments by the close of business September 27, record the unpaid amounts in AIC 539 on the *Disbursements* side of the statement of account. Make an offsetting entry on the *Receipts* side as *Trust Funds Received*.

When payments are completed in the subsequent period, submit Forms 1839 immediately to the PDC. Should the total payment for carrier drive-out be greater than the amount offset into trust, record the difference in AIC 539 on the *Disbursements* side of the statement when recording the *Trust Funds Withdrawn*. However, if the amount paid is less, record the difference in AIC 539 as write-in on the *Receipts* side of the statement of account.

H. Food Coupon Transaction Fees

Postmasters at post offices participating in the Federal food coupon program must submit all Authorization To Participate Vouchers (ATP) accepted through close of business Friday, September 20, 1985, to the MSC Food Coupon Office to arrive no later than September 27, 1985. (See 734, Handbook F-1.)

The MSC will compute the total of the transaction fees and include the amount in AIC 170, Food Coupon Transaction Fee, on the Statement of Account for September 27, 1985. Make an offsetting entry to AIC 814, Suspense.

Normal end of month procedures will be followed after close of business September 27, 1985.

I. Symbol 9500 Checks

Form 1481, *Register of Checks Drawn on Symbol 9500*, for the period August 31 through September 27, 1985, must be submitted to support the statement of account.

Form 1483, *Accounting Copy 9500 Card*, issued September 27, 1985, and prior are to be mailed for receipt by the Postal Data Center on October 1, 1985.

Special note: Other installations such as BMC's, etc., should submit Statements of Account documents on the same schedule as CAG A-G offices.

II. Miscellaneous Activities

A. All Post Offices Using USPS-Owned Vehicles

All postmasters will submit vehicle forms to cover transactions through the close of the accounting period ending September 27, 1985. (Accounting Period 01, Fiscal Year 1986 will cover the period September 28 through October 25, 1985.)

Transmission of microcomputer data to Postal Data Centers for A/P's 13-85 should be made in accordance with established schedules.

Forms 4508, *Vehicle Maintenance Facility Inventory Order*, carrying dates of September 27, 1985, or prior, for new commitments must be mailed in time to reach the appropriate support PDC not later than September 30, 1985.

Forms 4509, *VMF Inventory Purchases (Key punch)*, must be submitted to the support PDC, with delivery ticket, each day following delivery. The cutoff for A/P 13-85 is Friday, C.O.B. September 27, 1985. These forms must be received at the appropriate support PDC not later than September 30, 1985.

Forms 4510, *Credit Card Purchases*, will be cut-off for A/P 13-85 on Friday, C.O.B. September 27, 1985. These forms must be received at the appropriate support PDC not later than September 30, 1985.

All Forms 4541, *Contract Work Order Invoice Vehicle Repair*, for work completed by September 27 will be forwarded to the appropriate support PDC to be received no later than September 30.

All offices conducting their final vehicle sale for FY 1985, must submit SF 97A certificate of release of a motor vehicle, and symbol 9500 checks in time to reach the appropriate support PDC before close of business Friday, September 27, 1985.

Special attention is required in the timely withdrawal of trust funds applicable to vehicle sales and the issuing of symbol 9500 check.

B. All Mailbag Repair Units and Depositories

Each mailbag repair unit will prepare EASC Form 60, *Mailbag Repair Center Summary Cost of Material Used*, for the period ending September 27, 1985 (see 231.2, Handbook F-28, *Mailbag Accounting and Reporting*). The next reporting period, Accounting Period 01, Fiscal Year 1986 will cover September 28 through October 25, 1985.

C. All Postal Installations

1. Payments or Submission of Bills

It is important for the year-end closing of accounts that all postal installations promptly certify and transmit to the PDC those bills and receiving reports for goods and services received through September 27, 1985, that are to be paid by the PDC. These bills should be submitted to be received no later than September 30, 1985. In order for the PDC to properly account for your remaining FY 85 procurement items, please note:

a. Expense Items

If goods or services were received on contracts, purchase or delivery orders, submit receiving reports to reach the PDC by September 30.

If invoices for services were received on BPAs, certify promptly and mail to reach the PDC by September 30.

Evidence of receipt (receiving reports and/or certified invoices) on expense contracts or orders are the documents used by the PDC to charge cost to the proper fiscal year.

If you have evidence of receipt of goods or services, but fail to notify the PDC Accounts Payable Branch, these costs will be charged to your FY 86 budget.

b. Capital Equipment Items

Capital equipment contracts awarded on or before September 27 must reach the PDC by September 30.

Capital equipment delivery or purchase orders placed, and dated September 27 or earlier must reach the PDC by September 30.

Note that capital items dated or awarded on or before September 27 will be charged to FY 85 budgets, but to have the costs recorded as such, the documents must reach the PDC by September 30.

As with expense items, if capital orders are received before September 27 notify the PDC by submitting appropriate receiving reports.

c. Service Contracts

If a service contract or order (equipment rental, maintenance, etc.) was terminated on or before September 27, submit the receiving report or invoice immediately to the PDC advising them of the date the agreement was closed.

If it is impossible to submit a receiving report or invoice before September 30, 1985, submit a memorandum to the PDC Accounts Payable Branch. Show the actual or estimated amount, the nature of expenses, and the purchase order number, if applicable, to insure inclusion in current fiscal year expense. When the actual invoice is finally submitted, include the statement, "Accrued to FY-85" on the face of the voucher.

Special Note: Project Authorization Commitments.

Submit all commitment documents, Forms 4211, *Facility and Fixed Mechanization Project Contract Commitment Order*, dated on or before September 27, to the St. Louis PDC no later than September 30 for processing. Commitment documents dated after September 27 will be processed in A/P 01, Fiscal Year 1986.

All Postal installations having vehicle hire must submit Forms 1804-B, *Postmaster's Certification of Vehicle Hire Service*, for the Accounting Period ending September 27 to the St. Louis PDC in the usual manner. Mail the next submission of Forms 1804-B for Accounting Period 01 ending October 25, on the normal schedule to the St. Louis PDC. Submit Forms 1804-C, *Postmaster's Certification of SDM Equipment Maintenance*, for special delivery messenger equipment maintenance to the St. Louis PDC according to the normal biweekly schedule through October 11.

2. Claims

All offices are requested to expedite the processing of tort claims. Forward completed tort claims over \$100 to the appropriate PDC as rapidly as possible. Process all claims on hand and submit by the close of business September 27.

3. FEDSTRIP Procurement

All offices should anticipate their needs through September 27, and submit FEDSTRIP requisitions no later than September 13.

Do not submit requisitions for September 14 through September 27 except for items needed for emergencies.

4. Travel

All travel vouchers must be promptly submitted through the proper administrative channels to the PDC on or before the scheduled due dates furnished below. If an employee traveled at the beginning of the accounting period and does not anticipate any further travel requirements before the close of the accounting period, the voucher must be submitted immediately.

a. Vouchers for all travel through September 27 must be received at the PDC no later than October 2.

b. Travel involving movement of household goods and related relocation expenses incident to permanent change of duty station, when the move actually begins on or before September 27, should be reported no later than October 2.

If it is impossible to submit a travel voucher according to these due dates, submit a memo to the PDC Accounts Payable Branch. Show the actual or estimated amount and nature of expenses (Relocation/Regular Travel) to insure inclusion in current fiscal year expense. Include social security number, finance number, account and subaccount for reference purposes. When the actual voucher is finally submitted, include the statement "Accrued to

FY-85" on the face of the voucher. Offices controlling these memoranda should advise PDC's when their outstanding balance has been liquidated once all vouchers have been submitted for the prior fiscal year.

5. Uniform Allowances

Submit all Forms 1498, *Uniform Allowance Payment Record*, for invoices older than 10 working days, to the St. Louis PDC for timely processing.

6. Imprest Fund

Submit imprest fund reimbursement vouchers through September 27, to reach the PDC by September 30.

7. Money Orders

Submit money order vouchers and international authorization vouchers in accordance with Part 685, Handbook F-1, *Financial Handbook for Post Offices*.

8. Special Reminders

a. Transactions recorded in trust funds should also be recorded in Section VII, *Trust Funds*, on the reverse side of the statement of account.

b. No actual bills should be submitted to the PDC's for items recorded in trust funds.

c. Submission of the following forms to St. Louis PDC will be made on a normal accounting period schedule for A/Ps 13, FY 85, and 01, FY 86.

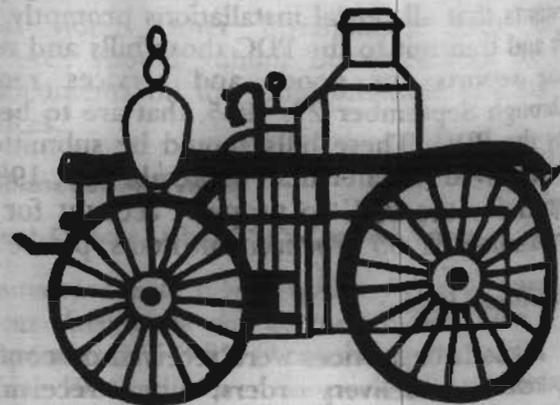
(1) Form 3232, *Self-Service Postal Center, Cost Report*.

(2) Form 5660, *Summary of Passport Applications Accepted*.

d. All Management Sectional Centers should ensure that Form 835, *Registered and COD Transactions*, is mailed by all their CAG A thru J offices so as to reach their host PDC's by Tuesday, October 1, 1985.

—Department of Controller, 9-5-85.

**FIRE PREVENTION WEEK is just
around the corner....Oct 6-12**



RURAL CARRIER SAMPLE SURVEY BECOMING OPERATIONAL

During FY 1986, newly developed data collection procedures involving rural carrier routes will become operational. The purpose of the test is to distribute rural carrier costs among the different categories of mail and special services. The information gathered is unrelated to carrier evaluation or compensation but will assist in determining the proper rates for respective mail classes and services. Quarterly samples will be randomly chosen from all routes, and each sampled piece of mail will be examined to determine the *shape and type* (e.g., letters, flats, parcels, boxholders), and the *class/subclass* of mail and special services.

Effective September 28, 1985, the newly developed procedures derived from a 1985 rural pilot study will be implemented. These procedures will utilize Form 2848, *Rural Carrier Route Mail Acceptance Data Form*, and Form 2858R, *Carrier Cost System—Rural Carrier Route Test*. Initial distribution of the forms to participating MSCs will occur by September 1, 1985.

Mail counts will be performed at the local offices with major responsibilities for accountability resting with the Data Collection Technician. First, the carrier will case all mail to be delivered on the day of the test, except boxholders and parcels. Next, the Data Collection Technician will count and record all accountables, parcels and

postage due items for the route. The Data Collection Technician will then take a sample of the cased mail, by sampling every twentieth box on the case. The collected data will be recorded on the Form 2858R by the Data Collection Technician. The carrier will assist the Data Collection Technician in identifying sample boxes and in locating uncased mail.

The carrier will be compensated for the minutes spent assisting in the data collection at his/her normal hourly rate of pay. A voucher signed by both the Rural Carrier and the local Postmaster is required. The carrier must be sure that his/her correct Social Security Number is on the voucher in order to be compensated.

Finally, the Postmaster or his/her designee will perform a count of collected mail and record the count on Form 2848. The resulting data will provide the basis for distributing rural carrier costs. As such, accuracy in identifying and counting mail pieces is extremely important in assuring fair distribution of costs. The data will then be used by the Rates and Classification Department to help assign costs. Instructional materials, using two video tapes, have been prepared and field distribution of training aids is in progress.

—Rates & Classification Dept., 9-5-85.

All Offices With Rural Delivery

Inspection of Rural Routes

All rural routes scheduled for a special count must be inspected in conjunction with, or just prior to, the Special Count of Mail on selected rural routes which will be conducted from September 17 through 30, 1985.

A PS Form 4248, 9-84, *Rural Route Inspection Report*, should be completed for each route receiving a special count. No other rural routes need to be inspected.

It will be necessary to make a manual correction to the September, 1984 edition of this form. The Intermediate Offices question (answer blocks 51 and 52) should be changed to read "Number of Intermediate Offices Served". The instructions issued by Headquarters in August, 1984 must be used in the completion of this form. The definition, purpose and frequency of this inspection are found in Chapter 510 of Handbook M-37, *Rural Delivery Carriers Duties and Responsibilities*.

For this special count, the Postal Data Center copy of PS Form 4248 should be forwarded to the following address by October 17.

U.S. Postal Service Headquarters
Route Management Division Room 7226
Attn: Rural Route Inspection Form
Delivery Services Department
Washington, D.C. 20260-7221

—Delivery Services Dept., 9-5-85.

Bulk Fuel Requirements

All requirements and procurement personnel are reminded that the *March 1985 USPS-DLA Interagency Agreement* for procurement support of bulk fuel petroleum products by the Defense Fuel Supply Center increased the local purchase authorization by the Postal Service from 10,000 to 20,000 gallons. This authorization is in effect, although the cover letter to the *DFSC requirement Work Sheet* may not have been revised to reflect this.—Procurement & Supply Dept., 9-5-85.



**Don't
Speed**

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB 21529 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.

011016	054004	101209	156021	270009	325098	335531	402134	462196
011020	054006	101272	165018	271002	327048	335546	402139	462199
011268	054007	101292	170039	271055	327049	335564	402141	462201
014320	054013	101372	170056	272041	327059	335854	402148	462205
015006	054028	101431	171028	272045	328074	336039	402154	466006
015024	054100	104033	171029	272049	328081	336081	402168	466030
015026	061066	105093	171037	273050	328094	336120	402171	466036
015310	061069	106042	171049	274056	328096	336201	402180	466081
015320	063017	106071	171051	274087	328102	336400	402203	466503
015330	063018	109003	171052	274130	328103	336402	402204	468042
016110	064042	110021	177013	282157	328111	336417	402206	468043
016140	065036	110029	181021	282181	329022	336429	402207	468049
016160	065040	110031	185015	283092	331511	336800	402208	480181
017004	065041	110038	185016	283100	331556	338087	402215	482105
017022	065049	111013	186002	286045	331558	338105	402223	482126
018005	066048	111032	191223	293055	331580	338807	402235	482133
018029	066065	111035	191382	293056	331589	339069	402238	482141
018065	066066	111040	191386	293061	333042	351010	432114	482152
018080	066071	111580	191401	294044	333094	352065	432120	482164
018087	067009	111834	193089	294087	333100	352091	432137	482167
018090	069003	112057	193103	294126	333148	352194	441105	482168
018092	069026	112084	200220	296111	333155	352195	441190	482180
018097	069048	112090	200323	303144	333176	352222	441232	485001
018106	069151	113038	200343	303213	333205	356039	441237	486020
019016	069157	113051	200345	303331	333239	361062	441304	486021
019021	069170	113086	200358	303340	333241	361097	441329	489025
021015	069171	114049	200409	303342	333256	361109	441358	489026
021080	069183	114051	207074	303383	333266	361119	441370	489027
021088	069206	114063	208043	303400	333268	366083	441371	489029
021099	069222	114067	208048	303454	333281	366084	441372	489031
021129	070450	114071	209032	303464	333297	366094	441388	490005
021161	070541	114079	212013	303512	333300	372091	441402	492056
021176	071470	114090	212061	303530	333301	372174	443042	492080
021208	071474	115102	212193	303534	333304	372190	445012	495036
021237	071514	115212	212201	303550	333305	372213	451005	495037
021238	075047	115845	220060	303556	333306	372222	452029	503018
021253	076013	115900	221001	303567	333307	372229	452094	503154
021254	076036	117099	221050	303580	333308	374040	452160	507024
021275	076058	117135	221100	303598	333309	374066	452262	507034
021277	076069	119003	223051	303607	333339	374085	452265	508001
021292	077015	122013	229029	303614	333344	379057	452273	511725
021308	080121	122112	235106	303617	333350	379063	452274	511750
021311	080122	127621	253057	312089	333365	392036	452277	522006
021320	089045	132039	261008	314057	334098	392087	454015	524036
023013	089067	132053	261030	314110	334134	393016	454093	524038
028028	100055	132085	261032	314115	334136	394027	454096	524044
028031	100108	139005	261033	319033	334174	400009	454097	524050
041011	100150	142121	261034	320001	335011	400011	454107	527003
041013	100497	142139	262032	320002	335012	401005	454125	527004
041021	100515	146060	263009	320504	335013	401006	461002	527007
050050	100773	146070	265002	322062	335021	401007	461005	532108
053001	101127	150005	265003	322245	335036	402007	462026	532110
054002	101160	156011	265005	322290	335509	402130	462178	532125

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS—Continued

532145	601756	641529	741116	752502	780017	860002	900717	902120
532159	601871	641535	741144	752506	780020	860003	900876	902133
532170	601872	641999	741145	752510	782177	863001	900884	902159
532193	601987	652002	741172	752511	782184	870011	900969	902169
532214	602005	658043	741175	752512	782192	871011	900981	902215
537051	602008	662023	741179	752515	787083	871102	900998	902222
537053	602011	662088	741225	752516	787099	871141	901001	902223
537056	602017	662112	741247	752518	787109	871210	901002	902229
544002	604037	662113	741249	757095	787306	871215	901014	902358
549019	604054	662503	741261	760040	794083	871223	901019	902377
549039	604055	662508	741273	760128	794084	871225	901027	902736
551120	605055	662509	741285	760141	800050	871229	901028	907226
551136	605123	666024	741289	760152	800051	882069	901029	907228
551147	605124	672101	741290	760173	800061	891061	901030	908019
551157	606167	672109	741296	760247	801007	891095	901032	911026
551166	606285	672123	741307	760250	801008	891100	901045	911040
554085	606341	672125	741311	760252	801011	891102	901047	911046
554214	606487	681034	741313	760255	802001	891205	901057	912029
554230	606529	681066	741320	761007	802225	891209	901061	912033
554500	606531	681104	741325	761098	802337	891212	901071	913254
554505	606558	681122	741328	761129	802356	891213	901073	913318
554516	607228	681123	741336	761143	802385	891225	901078	913321
554517	607277	685029	741342	761150	802399	895029	901089	917394
559009	607451	701076	741349	761176	802425	895055	901090	917417
559010	607492	701288	741357	761178	802428	895091	901095	917463
573002	609015	701323	741359	761194	802432	895093	901105	917473
577016	611100	701392	741379	761207	802448	895098	901110	917478
590076	612014	701406	741381	761217	804016	900022	901111	917496
590095	612015	701413	750028	761228	809010	900043	901113	917503
591050	617001	701416	750066	761241	809011	900049	901132	917508
591061	617015	701420	750069	761261	809016	900051	901137	921014
594500	617030	701430	750071	761279	809032	900054	901138	921092
596001	618017	701436	750085	770016	809035	900055	901139	921234
596010	618032	701449	750089	770112	815027	900057	901140	921275
598500	627008	705150	751004	770183	820009	900059	901141	921278
600006	631218	711147	752006	770225	827014	900062	901142	921284
600070	631287	711159	752020	770260	837010	900073	901143	921287
600127	631292	711170	752026	770346	837051	900081	901144	921288
600141	631302	711175	752033	770352	837056	900101	901145	921290
600150	631310	711176	752055	770379	840028	900105	901146	921292
600154	640004	711486	752087	770388	840037	900112	901147	921294
600207	641006	712080	752106	770392	841087	900131	901151	921296
600210	641022	712082	752113	770394	841097	900133	901158	921299
600375	641038	713030	752241	770424	841134	900135	901164	921303
600377	641085	721009	752248	770425	841142	900149	901169	921306
600420	641090	722002	752257	770583	841145	900151	901172	921315
600611	641095	722047	752279	770625	841170	900152	901177	922019
600612	641107	731073	752390	770664	841175	900157	901178	926096
600619	641142	731163	752397	770732	841192	900158	901182	926256
600681	641145	731217	752419	770793	841217	900318	901188	926451
600703	641151	731226	752420	770892	841218	900319	901191	926581
601002	641153	731229	752426	770949	841227	900352	901195	926599
601080	641167	731239	752433	770955	847008	900394	901197	926601
601098	641218	731253	752459	770983	850298	900414	901198	926602
601182	641220	735003	752475	770999	850384	900588	901199	926625
601195	641234	735012	752484	773017	850406	900596	901223	926643
601201	641235	740190	752485	773020	850433	900649	901230	927256
601209	641504	741056	752488	773032	856001	900662	902050	927268
601227	641506	741080	752491	778002	856002	900670	902072	927271
601572	641510	741089	752492	778005	856003	900676	902102	927279

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS—Continued

927281	931805	941245	947023	958103	981106	981354	981507	995193
927284	931806	945155	948025	958112	981181	981361	981516	995196
927526	931807	945163	950157	958113	981190	981363	981522	995196
928049	931814	945165	951146	958114	981221	981382	983001	995197
931009	931815	945180	951159	958120	981229	981390	984036	995198
931070	931834	945191	951162	958129	981231	981404	984045	995199
931102	937060	945198	951171	958134	981239	981411	984057	995202
931135	940269	945214	952002	958142	981240	981416	984058	995204
931143	941155	945235	954059	958146	981242	981426	985012	995208
931148	941163	945241	954083	960012	981250	981427	992046	997075
931152	941175	945243	954089	968181	981280	981446	992055	
931168	941204	946001	958040	972003	981305	981449	993004	
931172	941224	946006	958059	972028	981311	981456	993016	
931801	941237	946102	958060	972211	981337	981476	993042	
931802	941238	946111	958062	973020	981339	981501	995004	
931804	941242	947022	958065	973092	981345	981504	995165	

—Customer Services Dept., 9-5-85.



**AN
accident
happened
here**





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Issue Date: October 1, 1985
 First Day City: Boston, Massachusetts
 Designer & Typographer:
 Uldis Purins, Newton, Massachusetts
 Art Director: Richard Sheaff
 Modeler: Richard C. Sennett
 American Bank Note Company
 Process: Gravure
 Colors: Yellow, magenta, cyan, tone black
 and line black
 Image Area: 0.84 x 1.44 inches or
 21.3 x 36.6 millimeters
 Plate Numbers: One group of five digits
 (preceded by "A")
 Stamps per Pane: 50
 Selvage: ©U.S. Postal Service 1985
 Use Correct ZIP Code®
 Mr. ZIP® (running position)

Public Education Commemorative Stamp

A 22-Cent commemorative stamp honoring Public Education in America will be issued October 1 in Boston, Massachusetts. It will go on sale at post offices nationwide on the next business day. The 22-cent denomination meets the basic rate for the first ounce of First-Class letter mail.

The design of the stamp features objects associated with a typical teacher's desk in the early years of public education in the United States. Those items include a quill pen and holder, an apple, a pair of glasses and a paper with repeated capital letters, the "ABCs," from penmanship practice.

The stamp recognizes the importance of public education in the development of uniquely American people and principles. American public education over the years has played an important role in shaping both U.S. culture and society.

As early as the 17th century in colonial America, there were laws requiring public education in the Massachusetts Bay Colony. These laws were not completely effective, but they formed the basis for an early emphasis on public education

by the time the United States began to establish itself as a nation.

The stamp design was unveiled April 26, 1985, and will be issued at Boston Latin School, which is celebrating its 350th anniversary this year.

Procedures for ordering first day cancellations are as follows:

Customers are encouraged to buy stamps and affix them to their own envelopes. All envelopes must be addressed on the right side at least $\frac{1}{2}$ of an inch up from the bottom. Mail covers no later than October 31 to Customer-Affixed Envelopes, Postmaster, Boston, MA 02205-9991. No remittance is required.

The Postal Service will affix stamps when requested to do so. Mail orders no later than October 31 to Public Education Stamp, Postmaster, Boston, MA 02205-9992. The cost is 22 cents for each stamp requested. Personal checks 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 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, DC 20265-9997.

USPS Stamp Poster 85-53
 Remove after October 31

PLEASE POST ON BULLETIN BOARD

THE COCA COLA COMPANY

50118	1st Class	100
50119	1st Class	100
50120	1st Class	100
50121	1st Class	100
50122	1st Class	100
50123	1st Class	100
50124	1st Class	100
50125	1st Class	100
50126	1st Class	100
50127	1st Class	100
50128	1st Class	100
50129	1st Class	100
50130	1st Class	100
50131	1st Class	100
50132	1st Class	100
50133	1st Class	100
50134	1st Class	100
50135	1st Class	100
50136	1st Class	100
50137	1st Class	100
50138	1st Class	100
50139	1st Class	100
50140	1st Class	100
50141	1st Class	100
50142	1st Class	100
50143	1st Class	100
50144	1st Class	100
50145	1st Class	100
50146	1st Class	100
50147	1st Class	100
50148	1st Class	100
50149	1st Class	100
50150	1st Class	100



Public Education Commemorative Stamp

by the time the United States begins to establish itself as a nation.

The stamp design was unveiled April 25, 1982, and will be used at Boston Latin School, which is celebrating its 250th anniversary this year.

Proceeds from ordering the first cancellations are as follows:

Customers are encouraged to buy stamps and air mail in their own envelopes. All envelopes must be addressed on the right side at least 2 1/2 inches up from the bottom. Mail covers no later than October 31 to Customer Affairs Envelopes, Postmaster, Boston, MA 02108-0981. No return label is required.

The Postal Service will affix stamps when requested to do so. Mail orders no later than October 31 to Public Education Stamp, Postmaster, Boston, MA 02108-0901. The cost is 22 cents for each stamp requested. Postal bills will be accepted for orders up to the limit of 50 covers. Do not return. All postage stamps are unacceptable as payment.

The Commemorative Stamp honoring the Education in America will be issued October 31 in Boston, Massachusetts. It will be on sale at other nationwide in the next business days.

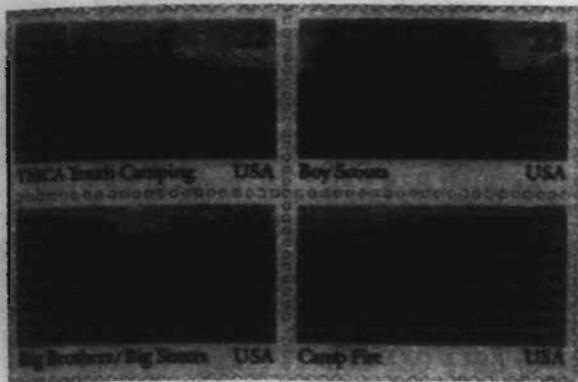
The 22-cent denomination marks the first of the first issue of First-Class letter postage stamps. The design of the stamp honors the first of public education in America, the Boston Latin School, which was founded in 1630.

The design of the stamp honors the first of public education in America, the Boston Latin School, which was founded in 1630.

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After local stocks of the item are depleted, they will be available from all Post Office Centers and by mail order from the National Sales Division for approximately one year after the date of issue. A National Catalog listing all postage stamps and their prices will be available from the National Sales Division, Washington, DC 20262-9999.

PLEASE POST ON ENVELOPE BOARD



Copyright U.S. Postal Service 1985

Issue Date: October 7, 1985
 First Day City: Chicago, Illinois
 Designer: Dennis Luzak,
 Redding Ridge, Connecticut
 Art Director: Jack Williams, Postal Service
 Program, Manager for Philatelic Design
 Modeler: Richard C. Sennett,
 American Bank Note Company
 Typographer: Bradbury Thompson,
 Riverside, Connecticut
 Printing Process: Gravure
 Colors: Yellow, magenta, cyan, black tone,
 black line
 Image area: 1.44 x 0.84 inches
 36.6 x 21.3 mm
 Plate numbers: One group of five digits
 (preceded by "A")
 Stamps per Pane: 50
 Salvage: ©U.S. Postal Service 1985
 Use Correct ZIP Code®
 Mr. ZIP® (standing position)

Youth Block of Four Commemorative Stamps

A block of four 22-Cent commemorative stamps depicting youth groups will be issued on October 7, in Chicago, Illinois, during the International Youth Services Conference. The stamps are being issued in conjunction with the United Nations' celebration of 1985 as "International Youth Year."

Assistant Postmaster General Andrew S. Walker will dedicate the stamps in a 9:00 a.m. ceremony at Chicago's Hotel Continental. Earlier this year, Postmaster General Paul N. Carlin unveiled the design of the Boy Scouts stamp during the Boy Scout World Jamboree held at Fort A.P. Hill in Bowling Green, Virginia.

Depicted on the block of four stamps are the Boy Scouts, Big Brothers/Big Sisters, Young Men's Christian Association (YMCA), Youth Camping and Camp Fire. Each stamp features an outdoor scene and representative individuals from each particular youth group.

Each of the youth groups represented by the block of four stamps provide young men and

women with unique opportunities to participate in a wide variety of character developing programs.

Procedures for ordering first day cancellations are as follows:

Customers are encouraged to purchase the stamps and affix them to their own envelopes. All envelopes 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 no later than November 6 to Customer-Affixed Envelopes, Youth Stamps, Postmaster, Chicago, IL 60607-9991. No remittance is required.

The Postal Service will affix stamps when requested to do so. Mail orders no later than November 6 to Youth Stamps, Postmaster, Chicago, IL 60607-9992. The cost is 22 cents for each stamp to be affixed. 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.

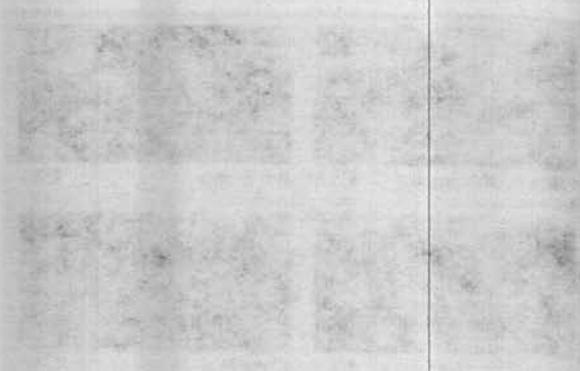
After local stocks of the item are depleted, they will be available from all Philatelic Centers and by mail order from the Philatelic Sales Division for approximately one year after the date of issue. A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265-9997.

USPS Stamp Poster 85-54
 Remove after November 6

PLEASE POST ON BULLETIN BOARD



From Date: October 7, 1985
 First Day City: Chicago, Illinois
 Design: Dennis J. ...
 Printing Process: ...
 Color: Yellow, magenta, cyan, black
 Paper: 14.5 x 10.5 inches
 858 x 21.5 mm
 This number is the group of five
 stamps set from 10
 Stamp: U.S. Postal Service 1985
 The Center ZIP Code
 Mr. ZIP® (mailing position)



Copyright U.S. Postal Service 1985

Youth Block of Four Commemorative Stamps

... with unique opportunities to participate in a wide variety of character-developing programs.

For orders for ordering first day cancellations are as follows:

Customers are encouraged to purchase the stamps and affix them to their own envelope. All envelopes must be addressed on the right side in full 2 1/2" x 3 1/2" size from the bottom back edge to each envelope and mail cover no later than November 5 to International Exchange, Youth Stamp Department, Chicago, IL 60607-9992. No return is required.

The Youth Service will first stamps when requested to do so. Mail orders no later than November 5 to Youth Stamp Department, Chicago, IL 60607-9992. The cost is \$2.00 for each stamp to be affixed. Personal checks in the amount will be accepted for orders up to the limit of 50 orders. For not send cash. Stamps are non-refundable in payment.

A block of four 32-cent commemorative stamps depicting youth groups will be issued on October 7 in Chicago, Illinois, during the first day of the Youth Service Conference. The stamps are being issued in conjunction with the United States celebration of 1985 as International Youth Year.

Always purchase stamps early. The stamps will be available for sale in a 2000 stamp set at Chicago's First Commemorative Stamp Show, International Center Hall B, during the last day of the Youth Service stamp during the 1985 World Conference held at Post A, McCormick Place, Chicago, Illinois.

Report on the block of four stamps and the Youth Service Conference (YMCA) Youth Service and the Youth Service leaders to their youth and representative individuals from youth groups.

For more information regarding the Youth Service, contact the Youth Service at the Youth Service, McCormick Place, Chicago, Illinois.

This block of four stamps will be available from the Youth Service and will also from the Chicago Post Office. The stamps are available from the Youth Service and will also from the Chicago Post Office. The stamps are available from the Youth Service and will also from the Chicago Post Office.



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 21529 listing. PB 21461 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.*

217 510 0002 to 0099	282 532 1100 to 1199	291 656 6243 to 6299	325 734 5219 to 5299
232 921 3079 to 3099	282 625 7560 to 7581	291 770 1687 to 1699	325 739 7200 to 7399
238 169 7587 to 7599	282 786 5300 to 5399	292 220 0000 to 0099	325 934 0584 to 0599
256 754 0030 to 0099	282 888 9400 to 9528	293 295 3257 to 3399	326 181 8203 to 8299
267 917 1874 to 1999	282 950 8000 to 8999	293 332 5664 to 5699	326 231 8440 to 8499
269 419 8661 to 8699	283 016 9846 to 9899	294 372 7226 to 7299	326 231 8576 to 8599
269 942 9300 to 9999	283 322 3449 to 3499	294 372 7347 to 7499	326 231 8600 to 8999
269 943 0000 to 0999	283 368 9471 to 9499	294 698 9842 to 9899	326 231 9000 to 9299
271 186 6453 to 6463	283 369 1800 to 1899	294 794 9075 to 9099	326 687 6538 to 6564
271 739 0000 to 0099	283 459 4125 to 4199	294 794 9200 to 9299	328 160 3235 to 3299
272 075 3700 to 3899	283 459 4280 to 4299	294 901 5400 to 5599	328 160 3304 to 3399
272 277 4600 to 5299	283 566 7600 to 7699	295 256 4605 to 4699	328 189 6539 to 6578
272 501 5083 to 5099	283 583 1377 to 1399	295 337 1915 to 1999	328 229 6407 to 6499
273 109 8710 to 8799	283 583 1400 to 1499	295 394 8000 to 8099	328 251 0600 to 0899
273 312 4974 to 4999	283 646 6500 to 6699	295 420 8030 to 8099	328 275 3170 to 3299
273 610 1573 to 1599	283 869 6900 to 6999	295 429 3300 to 3599	328 423 3448 to 3468
274 034 4655 to 4699	283 885 3000 to 3199	295 429 3700 to 3999	328 432 7367 to 7499
274 034 4752 to 4799	283 927 6358 to 6399	296 044 5800 to 5899	328 435 1989 to 1999
274 372 3943 to 3999	283 990 4000 to 4199	296 410 1323 to 1399	328 543 6745 to 6799
274 507 3213 to 3299	284 092 4600 to 4699	296 477 3926 to 3999	328 543 7400 to 7599
274 609 4285 to 4299	284 125 2431 to 2699	296 576 5232 to 5299	328 817 7879 to 7899
274 990 9045 to 9099	284 413 5078 to 5499	296 843 5473 to 5499	329 165 9000 to 9999
274 999 9031 to 9199	284 677 6432 to 6499	296 846 9858 to 9899	329 170 5151 to 5199
275 130 1326 to 1355	284 893 3362 to 3399	297 124 4700 to 4899	329 825 3306 to 3899
275 313 4737 to 5199	284 907 0935 to 0999	297 165 1450 to 1499	330 053 4777 to 4789
275 628 6344 to 6399	285 011 6122 to 6139	297 443 5000 thru	330 360 0989 to 0999
276 091 7917 to 7999	285 011 6141 to 6199	297 576 4999	330 402 2100 to 2199
276 100 9400 to 9899	285 028 6847 to 6899	297 907 0975 to 0999	330 726 8851 to 8891
276 256 9083 to 9099	285 353 6899 to 6913	297 914 6561 to 6599	330 982 3100 to 3199
276 418 1877 to 1899	285 370 9400 to 9499	298 752 5500 to 5599	331 201 5539 to 5599
276 495 4800 to 4849	285 406 1011 to 1099	298 922 2116 to 2199	331 468 0700 to 0799
276 540 8653 to 8699	285 508 9680 to 9699	298 925 6733 to 6799	331 631 5705 to 6099
277 121 1000 to 2999	285 508 9813 to 9899	299 022 0389 to 0399	331 643 7553 to 7599
277 138 2424 to 2499	285 667 6900 to 6999	299 099 9586 to 9599	331 890 8100 to 9099
277 182 3933 to 3999	285 739 7600 to 7699	299 134 8017 to 8299	331 966 6733 to 6799
277 579 5683 to 5699	285 841 7300 to 7599	299 445 0182 to 0199	340 044 0851 to 0861
278 329 7023 to 7099	286 361 4362 to 4599	299 550 0776 to 0799	340 283 0024 thru
278 329 7119 to 7199	286 366 7304 to 7799	300 016 9813 to 9899	0100
278 364 7000 to 7099	286 517 2828 to 2899	300 022 5100 to 5199	340 367 3100 to 3199
278 965 4400 to 4499	286 980 9355 to 9399	300 048 0096 to 0199	340 761 4101 to 4299
278 965 4900 to 4917	287 112 9320 to 9399	300 166 7227 to 7299	341 168 4000 to 4999
278 965 5300 to 5499	287 171 3334 to 3399	300 253 7063 to 7099	341 734 8500 to 8599
279 022 5467 to 5499	287 867 5524 to 5599	300 254 9700 thru	341 999 8038 to 8052
279 083 2729 to 2799	288 246 6658 to 6699	300 255 0199	346 654 0669 to 0699
279 256 2135 to 2199	288 498 4400 to 4499	300 918 6700 to 6799	346 693 2520 to 2599
279 436 9365 to 9399	288 498 4600 to 4999	301 328 7905 to 7999	347 458 7148 to 7199
279 795 6200 to 6399	288 823 7647 to 7699	301 333 5000 to 5099	347 696 3806 to 3899
279 941 8435 to 8499	288 823 7772 to 7799	302 000 0000 thru	348 036 3713 to 3799
280 255 8618 to 8647	288 841 7243 to 7399	302 123 9999	348 412 9028 to 9099
280 261 3139 to 3199	288 998 5000 to 9999	320 208 3305 to 3499	360 037 4500 to 4549
280 274 3300 to 3399	289 172 4400 to 4499	320 624 7474 to 7499	360 134 2600 to 2699
280 340 7356 to 7899	289 172 4546 to 4599	320 783 7168 to 7199	360 282 4600 to 4699
280 619 5719 to 5732	289 177 2000 to 2199	321 401 5025 to 5034	360 418 0700 to 0799
281 104 4550 to 4599	289 657 9041 to 9099	321 670 1900 to 1999	360 419 6700 to 6799
281 119 4800 to 4999	289 860 7471 to 7493	322 013 7200 to 7299	360 535 5648 to 5657
281 128 0237 to 0299	290 248 0321 to 0399	322 722 7900 to 7999	363 374 9010 to 9099
281 496 8376 to 8399	290 503 0076 to 0099	323 854 0619 to 0699	363 444 9333 to 9399
282 292 5000 to 5399	290 746 6731 to 6999	323 854 0900 to 0999	802 678 2605 to 2699
282 304 0900 to 0999	290 827 0055 to 0099	325 097 0300 to 0399	803 605 2840 to 2899
282 336 2000 to 2499	291 191 7500 to 7599	325 465 7956 to 7999	803 605 6300 to 6499
282 361 5000 to 5099	291 497 2837 to 2899	325 645 2575 to 2599	805 323 5006 to 5024

