



# postal bulletin

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## Message From the Postmaster General

### 1986 Combined Federal Campaign

Beginning next month and continuing through November, the 1986 Combined Federal Campaign (CFC) will be administered throughout postal facilities across the country. This annual program provides postal and Federal employees with an opportunity to "lend a helping hand" to those individuals who are perhaps less fortunate than ourselves.

Traditionally, the Postal Service has been one of the top contributors to the vast number of health and welfare organizations which comprise the CFC. In keeping with our past spirit of generosity, I encourage your continued participation in and support of this very worthwhile program. There is no doubt that the need to support these organizations grows greater each year.

Like last year's campaign, there are several significant details which need addressing. First, voluntary CFC agencies may appeal directly to Federal employees for contributions. However, these agencies will not be permitted to solicit employees inside postal facilities. This should not be misinterpreted as a lack of our support of the CFC.

Second, the pledge card is designed for you to write in any health or welfare agency deemed as tax exempt by the Internal Revenue Service. Third, should your local campaign provide voluntary CFC agency listings, you may designate an agency or agencies of your choice from that list, if you desire. Finally, the payroll deduction method remains the most convenient way of sharing.

Now is the time to "Give Somebody a Chance." Through our contributions we can help eliminate the pains of unmet needs and suffering. Please join me in demonstrating our continued commitment to this worthy cause.

*Paul N. Carlin*

PAUL N. CARLIN,  
Postmaster General

### Recognition Awards Using USPS Logo

Many installations/offices give various items which bear the USPS logo to employees for recognition. While this type of recognition should not be discouraged, managers should ensure that such items are sufficiently different in appearance from the Postal Service's official Service Award Pins so as not to detract from the recognition which is intended for our long-service employees. A distinction must be maintained between the duly authorized Service Award Pins, which are earned by years of creditable service, and similar pins being offered for sale by outside companies.

While managers should ensure that local recognition items do not pattern the Service Award Pins, the official USPS emblem should never be modified, mutilated in any way, or integrated with any other design or emblem when it is reproduced on such items. See POSTAL BULLETIN 21477, 9-20-84, page 3.

—Employee Relations Dept., 9-26-85.

### International Airmail

This notice is to remind all employees that mail prepaid at the international airmail rates should be endorsed AIRMAIL or have Label 19, AIRMAIL-PAR AVION, affixed to assure that it receives airmail service. Label 19 is available for use by mailers.—Rates & Classification Dept., 9-26-85.

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*Message From the Postmaster General*

## National Employ the Handicapped Week

The President's Committee on Employment of the Handicapped designated October 6-12 as National Employ the Handicapped Week. This is a time to focus attention on a major national goal to assure handicapped persons the opportunity for employment at levels commensurate with their abilities.

The Postal Service continues to be a leader in the employment of the handicapped. Last year we increased our handicapped work force from 14,185 to 20,381. We can all be proud of this record. But, the handicapped individuals themselves, who have demonstrated their dedication and talent in serving the nation's postal needs deserve a special thanks.

The handicapped deeply desire to be a part of our team. We should make every effort to match their skills and qualifications as closely as possible with the requirements of jobs as vacancies occur. The Postal Service will need every combination of talent, skill, dedication, and hard work it can muster in order to meet and overcome the challenges of the days ahead. Many Americans with disabilities have special resources to offer. By making available to them jobs they are clearly competent to fill, we can put their resources to work for us and at the same time demonstrate our understanding and compassion of their special problems by enabling them to take their rightful place in society.

I urge all managers to take this time to renew their commitment to increasing opportunities for current and prospective disabled employees. These able people are a valuable resource.

*Paul N. Carlin*

PAUL N. CARLIN,  
Postmaster General

### DMM Revision

## Military Post Office Changes

All acceptance units must be informed of the following changes to DOMESTIC MAIL MANUAL (DMM) Exhibit 125.2, Conditions Applied to Mail Addressed to Military Post Offices Overseas.

APO/FPO	Footnote changes
09198	B1-C
34041	B-M-N-U2
96346	F-U
96691	NONE
96356	F-U

APO/FPO	Active	Not active
09314		X
09374		X
09377		X
96222		X
09311		X
09371		X
09375		X
34028		X
34043		X
96333		X
96691	X	

These changes will be incorporated into a future revision to the DMM.

—Mail Processing Dept., 9-26-85.

## Notice 28, 13-Period Year Calendar (Card)

A revised Notice 28, 13-Period Year Calendar (September 1985), is available in the area supply centers for requisition by offices needing it for preparation of staffing estimates.

Notice 28 is a wallet-sized card showing only the beginning and ending dates of each accounting period and postal quarter for Postal Fiscal Years 1985 through 1988. It may be ordered from the appropriate area supply center on Form 7380, *Supply Center Requisition*, during regular requisitioning cycles. Headquarters employees may requisition Notice 28 from the Headquarters Supply Room.

Previous fiscal year editions of Notice 28 should be disposed of as waste when the revised PFY 1985-88 edition is received.

—Dept. of the Controller, 9-26-85.

**Reuse accountable paper mailing cartons only after  
obliterating registry or other postal endorsements.**

P-11 Revision

### SELECTION POLICIES FOR NONBARGAINING UNIT POSITIONS

The following summary of significant changes to subchapter 540, Handbook P-11, *Personnel Operations*, is effective September 28, 1985:

1. Authority to approve exceptions to policies and procedures for postmaster selection has been delegated to the Assistant Postmaster General, Employee Relations Department. (541.2.)
2. Justification to bypass a veteran on an Inspection Service register of eligibles must be submitted to the Regional Postmaster General (RPMG) for disposition. (542.333.c.)
3. Regional Bulletin lists of postmaster vacancies must include: (a) a defined service area for nondelivery post offices and (b) the criteria used in considering requests for waivers or extensions to the residency requirement. (544.231.f. and h.)
4. The RPMG may waive the residency requirement for certain offices. (544.231.g.)
5. Exceptions to Postmaster Review Committee membership must be approved by the RPMG. (544.533.c.)
6. An exception is no longer required when there are fewer than three postmaster applicants. (544.544.c.)
7. Exceptions to the procedures concerning OIC assignments must be approved by the Regional Director, Employee and Labor Relations Department. (544.8.b. and c.)
8. Authority to appoint postmasters and approve waivers or extensions to the residency requirement is delegated to the RPMGs. (547 and 547.3.)

\* \* \* \* \*

#### 541.2 Requests for Exceptions

Any request for an exception to these policies and procedures must be forwarded through management channels to the APMG, Employee Relations Department, for consideration.

\* \* \* \* \*

#### 542.3 External Recruitment

\* \* \* \* \*

#### 543.333 Veteran Preference

\* \* \* \* \*

c. A veteran may not be passed over and a non-veteran ranking lower on the register of eligibles selected without proper justification. Such justification must be submitted prior to selection to the RPMG for disposition.

\* \* \* \* \*

335 A recommendation to the RPMG for an appointment from outside the Postal Service must be accompanied by specific justification statements from the SCM. No Review Committee

is required when making a selection from an Inspection Service register of eligibles.

#### 543 Noncompetitive Selection Procedures

##### 543.1 Priority Consideration

.12 For postmaster vacancies filled noncompetitively under 543.11, the SCM includes a recommendation before forwarding the application through the District Manager to the RPMG for consideration. If any of these officials does not recommend the noncompetitive selection, the request need not be forwarded to the next level.

\* \* \* \* \*

#### 544 Competitive Selection Procedures

\* \* \* \* \*

##### 544.2 Vacancy Announcement

\* \* \* \* \*

.231 Regional Bulletin lists of postmaster vacancies include:

- a. Name and location of the post office where the vacancy exists.
- b. EAS grade of the vacant position. (The grade should be verified by the SCM before publishing the vacancy.)
- c. Closing date for receipt of applications.
- d. Name of the District and Management Sectional Center in which the vacancy is located.
- e. Statement of the area of consideration and the employees eligible for consideration.
- f. Defined service area for nondelivery post offices.
- g. Notice that the RPMG has waived the residency requirement for certain offices.
- h. Criteria used in considering requests for waivers or extensions of the residency requirement.

\* \* \* \* \*

##### 544.5 Review Committee

##### 544.533 Restrictions

- a. Neither the supervisor of the position to be filled nor any manager exercising authority over the supervisor, up to and including the selecting official, may serve on the review committee or participate in its deliberations.
- b. A manager who has evaluated an applicant on Form 991 is ineligible to serve on a review committee which will consider that candidate. (An exception to this may be made by the official who designated the review committee, when it is impracticable to designate another manager. The reasons for making the exception must be fully documented and placed in the vacancy file.)

c. Exceptions to the postmaster review committee membership (Exhibit 544.534) may be approved only by the RPMG. The reasons for making the exception must be fully documented and placed in the vacancy file.

\* \* \* \* \*

#### 544.543 Recommendation Memo

\* \* \* \* \*

b. For postmaster vacancies:

(1) The immediate supervisor of each candidate recommended by the committee, as well as of all local eligibles, must complete a narrative evaluation of the candidate in accordance with Exhibit 544.543. This evaluation is reviewed by the next higher level manager who may add any appropriate comments to the file. These evaluations are *not* made available to the review committee, but are forwarded to the SCM for his consideration in making a recommendation.

(2) The SCM prepares a brief comparative analysis of the candidates recommended by the committee, as well as any local candidates. The SCM then recommends one of the candidates for appointment. The complete file (see 544.9) is then forwarded through the District Manager to the RPMG.

(3) If the DM concurs in the recommendation of the SCM, the entire file is forwarded to the RPMG. If the DM does not concur with the recommendation, he may recommend (with supporting justification) another eligible candidate from among those considered by the SCM and forward the file to the RPMG for final approval and appointment.

(4) If the RPMG declines to give final approval and appointment to any of the candidates, he directs the SCM to republish the vacancy or expand the area of consideration.

#### 544.544 Recommendation of Only 1-2 Candidates.

If the review committee recommends only one or two candidates, the committee notifies the official who designated the committee. That official may either:

a. Authorize the selecting official to consider the recommended candidate(s) and make a selection, or

b. Arrange to have the vacancy reannounced with an expanded area of consideration.

\* \* \* \* \*

#### .547 Notification

a. For postmaster vacancies, the applicants who are not recommended as candidates are so notified after the committee's recommendation goes forward to the sectional center manager. Since the Regional Postmasters General are the selecting

officials for all postmaster positions within their respective regions, the candidates recommended by the committee will not be advised of their status until the final selection has been made and announced by the Regional Postmasters General. (Note: The term *candidates* means those applicants recommended by the review committee, as well as any local applicants whether or not recommended by the committee.)

b. For other vacancies, the committee's written notification to applicants not recommended to the selecting official will be withheld until after the selecting official advises the committee that a selection has been made and approved.

#### 544.6 Selection

##### .61 For Postmaster Selection

In filling postmaster vacancies, references to "selecting official" mean the SC manager who is the "recommending official." Regional Postmasters General are the selecting officials for all postmasters within their respective regions.

\* \* \* \* \*

#### 544.8 Temporary Assignments (Details)

\* \* \* \* \*

##### .84 Officer-in-Charge (OIC)

a. An OIC is an employee assigned the responsibilities of a postmaster position on a temporary basis. An OIC is appointed when a postmaster position is vacant, pending filling of the position on a permanent basis; or when a postmaster is temporarily absent, or is expected to be absent, from the position in excess of 30 continuous calendar days. When a postmaster is temporarily absent, or is expected to be absent, for 30 continuous calendar days or less, the senior supervisor, Postal Operations Administrator or leave replacement, as appropriate, will perform the essential duties of the postmaster position, without being designated as OIC.

b. Unless specific approval is granted in advance by the RD, E&LRD, an employee will not be permitted to serve in an OIC assignment for more than 180 calendar days. *Exception:* If the 180 day period expires in the month of December, the assignment will be extended to the end of the first full pay period in January in the following year. (Note: The 180 day limitation does not apply to an OIC assignment to a postmaster position ranked at EAS grades A through 11.)

c. An employee serving or having served in an OIC assignment during a current vacancy at an EAS-13 or above post office, is ineligible for appointment to the current postmaster vacancy. In unusual circumstances (e.g., sparsely populated geographic areas), an exception may be made with the prior approval of the RD, E&LRD.

d. The restrictions in 544.84b & c do not apply when an employee is assigned as OIC during the temporary absence of the postmaster.

544.9 Vacancy File

.93 Retention

a. The vacancy file is retained in the selecting or recommending official's organization for 2 years and then destroyed, unless an audit, investigation, or appeal is pending. The file is subject to review by higher management on a need-to-know basis, and by EEO professionals and officials of the Postal Service. The file may be forwarded through postal management channels to officials of the Office of Personnel Management, Merit Systems Protection Board, and Equal Employment Opportunity Commission who are acting in the performance of their duties.

b. For postmaster vacancies, in addition to the provisions in 544.93a, one complete copy of the selection file will be forwarded to the region with the recommendation.

547 Postmaster Selection Procedures

547.1 Coverage

The provisions in this section apply *only* to postmaster vacancies and are in addition to the other provisions in Subchapter 540.

.11 Regional Postmasters General are the appointing officials for all postmaster positions within their respective regions. This authority will not be delegated.

.12 The SCM determines the actual dates of installation of newly appointed postmasters, but in every instance such installations must be completed within 30 calendar days of the effective date of the appointment.

.13 In order that the National and Regional Directories of Postmasters can be maintained on a current basis, the postal official responsible for the installation of an OIC or a newly appointed postmaster sends copies of the completed Form 2030, *Report of Installation—Postmaster/OIC*, to the appropriate Regional Postmaster Selection Office.

547.3 Residency Requirement

.31 Postmasters are expected to identify with and be appropriately involved in the communities they serve.

.32 Except for local eligibles appointed to postmaster positions, any newly appointed postmaster who does not reside within the delivery/service area of the post office to which appointed, must move there within one year of the date of appointment. Local eligibles may be required to move if, in the opinion of the RPMG, the employee lives too far away to reasonably fulfill community relations responsibilities. Where an office has no delivery, the SCM will determine the appropriate area where the postmaster will reside. This will be within the service area for the customers of such post offices.

.33 Exceptions to the residency requirement require the approval of the Regional Postmaster General. This authority will not be delegated. Requests for a waiver will be considered only after the appointment has been made. Newly appointed postmasters desiring an exception to the residency requirement must complete Form 2519, *Waiver or Extension of Residency Requirement for Newly Appointed Postmasters*, stating the reasons the waiver or extension is requested. This request must include adequate documentation and be submitted to the SCM who recommends approval or disapproval with justification to the RPMG. The RPMG approves or disapproves the request in writing, returned through management channels, to the postmaster.

.34 RPMG approval of a request for extension of the one year time limit for postmaster relocation also constitutes approval for extension of applicable real estate transaction time limits outlined in Handbook F-10, *Travel*, and F-10A, *Relocation Guidelines*.

Form 2519, *Waiver or Extension of Residency Requirement for Newly Appointed Postmasters*, has been revised to reflect the new approving authority. For immediate requirements, reproduce the sample on page 17 of this Bulletin.

These policies will be incorporated in a future issue of the P-11.

—Employee Relations Dept., 9-26-85.

**Insured mail must bear the complete Names, Addresses, and ZIP Codes of Sender and Addressee**

## DIRECTIVES UPDATE

The following new and revised directives have been issued and are available now from the Supply Centers. See Pub. 23, *Directives Catalog*, for ordering instructions. A list of directives that have been made obsolete are noted also.

## New Directives

Document and date	Title
HBKEL 328, 09/85	<i>Guide to EAS Performance Evaluation</i>
HBKPO 409, 06/85	<i>Pitney Bowes OCR/CS</i>
HBKPO 411, 06/85	<i>Burroughs OCR/CS</i>
N10, 04/85	<i>No Dogs Allowed</i>

## Revised Directives

Document and date	Title	Oldest usable date
N21, 09/85	<i>13-Period Year Calendar (Four Years).</i>	09/85
N233, 08/85	<i>10 Easy Ways to Start Collecting Stamps.</i>	08/84

## Obsolete Directives

Document and date	Title	Obsolete date
MI PO-610-83-1 04/29/83.	<i>Daily Unit Volume Recording (Replaced by MI PO-610-85-3).</i>	09/85
POS56A, 03/80	<i>Damaged First Day Covers Break A Collectors Heart.</i>	08/85
POS56B, 03/80	<i>Damaged First Day Covers Break A Collectors Heart.</i>	08/85

## Health Benefits Open Season

The Office of Personnel Management (OPM) has announced that an open season enrollment period will be held in the Federal Employees Health Benefits Program (FEHBP) from November 4 through December 6, 1985. Enrollment changes will be effective January 4, 1986.

During the open season, eligible employees not enrolled in a plan under the FEHBP may enroll. As a general rule, noncareer employees are not eligible to participate. Employees such as casuals and substitute rural carriers are not eligible to enroll. For certain exceptions to these rules, see *EMPLOYEE AND LABOR RELATIONS MANUAL 521.2*. Employees already enrolled may change plans, options, types of enrollment (self and family), or any combination of these changes.

Premium rates and additional information concerning the 1985 FEHBP open season will be issued in future editions of the *POSTAL BULLETIN*.—*Employee Relations Dept., 9-26-85.*

## Obsolete Directives—Continued

Document and date	Title	Obsolete date
POS87, 02/76	<i>Notice to Customers (Photocopy Poster).</i>	08/85
SGN106	<i>Passports</i>	09/85
SGN107	<i>Registry</i>	09/85
SGN108	<i>Mailgram</i>	09/85
SGN109	<i>Food Stamps</i>	09/85
SGN110	<i>Philatelic</i>	09/85
SGN112	<i>Next Window Please</i>	09/85
SGN113, 12/80	<i>Advance Deposits</i>	09/85
SGN114	<i>Information</i>	09/85
SGN115	<i>Claims Inquiry</i>	09/85
SGN116	<i>Meter Settings</i>	09/85
SGN117	<i>All Services</i>	09/85
SGN118	<i>COD Delivery</i>	09/85
SGN119B	<i>Closed</i>	09/85
SGN121	<i>IN</i>	09/85
SGN122, 05/84	<i>Private</i>	09/85
SGN123, 06/78	<i>Push</i>	09/85
SGN124, 06/78	<i>Pull</i>	09/85
SGN125	<i>Open</i>	09/85
SGN126	<i>Entrance</i>	09/85
SGN127	<i>No Pets Allowed</i>	09/85
SGN129	<i>Out</i>	09/85
SGN130, 07/74	<i>Out-Of-Town</i>	09/85
SGN130A, 08/79	<i>Out-Of-Town</i>	09/85
SGN131	<i>Deposit Mail Here</i>	09/85
SGN131A, 08/79	<i>Deposit Mail Here</i>	09/85
SGN132	<i>Local</i>	09/85
SGN132A	<i>Local</i>	09/85
SGN133	<i>Airmail</i>	09/85
SGN138, 08/72	<i>U.S. Post Office</i>	09/85

Note: It is important to order items with the type of identification used by the supply center computers. For your information, HBK represents Handbook; L, Label; N, Notice; PUB, Publication and SGN, Sign.

—Office of Data Management, 9-26-85.

## Notice 21, 13-Period Year Calendar

A revised Notice 21, *13-Period Year Calendar* (September 1985), for Postal Fiscal Years 1986-87, is available in the area supply centers and may be ordered on Form 7380, *Supply Center Requisition*, during regular requisition cycles. Headquarters employees may requisition Notice 21 from the Headquarters Supply Room.

Previous fiscal year editions of Notice 21 should be disposed of as waste since the PFY 1986-87 edition is printed in this *POSTAL BULLETIN* on page 19. You may detach the new edition for office use.

National holidays are shown on the calendar for planning purposes. Postmasters and heads of other installations should identify on the calendar other special days that have significant effect on mail volume in their respective offices. These days include: Valentine's Day, Mother's Day, Easter, and Father's Day, as well as state and local holidays.—*Dept. of the Controller, 9-26-85.*

### 1985 CHRISTMAS STAMPS

The 1985 22-Cent Christmas stamps will be placed on sale October 30, 1985, in Nazareth, MI, and Detroit, MI. The Poinsettia stamp will be issued in Nazareth, MI and the Luca della Robbia stamp will be issued in Detroit, MI.

**Do Not Sell Before October 31, 1985**



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Issued in panes of 50.

Collector information is on page 21.

**Supply.** All post offices under the automatic distribution will receive a supply of these stamps. Post offices will receive the stamps in four shipments, two for each issue (Poinsettia, *Item 541*, and Luca della Robbia, *Item 542*). The first shipment to all post offices will be two times double-the-standard distribution quantity of a 50-subject commemorative. (A single distribution of four-position stock in normal quantities will also be made for each stamp.) Stamp Distribution Offices will receive two times double-the-standard on the second distribution; all other post offices will receive their normal double-the-standard distribution.

The first set of printouts and invoices received by Stamp Distribution Offices for the initial shipment will be dated October 21, and the second set November 11.

Post offices with 950 or more revenue units requiring additional bulk quantities should immediately requisition them on Form 3356, *Stamp Requisition—Bulk Quantities*. Any requisitions received after October 31, 1985, will be filled only if stock is available. Requisitions for Items 541 and 542 must be ordered in quantities of a 50-subject commemorative to a maximum of five million stamps per requisition.

The filling of requisitions for additional bulk quantities of Christmas stamps will be withheld until completion of the automatic distribution.

All post offices requiring additional stamps in less-than-bulk quantities should immediately requisition them from their designated Stamp Distribution Offices on separate Forms 17A, *Accountable Items Requisition from Stamp Distribution Office*.

—Customer Services Dept., 9-26-85.

IT IS NEVER TOO LATE

★ TO JOIN THE TEAM ★

BUY U.S. SAVINGS BONDS

**FORMS UPDATE**

*Forms Update* is a monthly article listing changes in forms used by the Postal Service nationwide. This list reflects only the forms that are available from the Supply Centers. It does not include experimental forms; forms designed for limited or local use; or forms not stocked in the Supply Centers. Forms that are not stocked are distributed directly to the offices required to use them.

Forms are categorized as new or revised, and are listed in order by number within each category. In the revised category, the third column indicates the date of the oldest issue that may still be used. When only the current issue may be used, the revised issue date will be listed. A list of forms that have been made obsolete are noted also.

**New Forms**

Form number and date	Title
4583, 01/85	<i>Physical Fitness Inquiry for Motor Vehicle Operators.</i>
5631, 07/85	<i>Express Mail Service Agreement.</i>

**Revised Forms**

Form number and date	Title	Oldest usable date
50B, 07/85	<i>Request for Personnel Action</i>	10/84
279A, 05/84	<i>Certificate of Inspection—Pressure Vessel.</i>	05/84
518, 04/85	<i>Inspection Service Diary</i>	04/85
1120A, 01/85	<i>Revenue Pieces and Weight of Incoming and Originating Domestic Mail.</i>	01/85
1122B, 06/85	<i>Special Service Fee for Incoming Mail.</i>	06/85
1230A, 02/85	<i>Time Card—Work Hours</i>	12/79
1233, 06/85	<i>Project Completion Report</i>	06/85
1551AE, 03/85	<i>Account Book for CAGs A-J</i>	03/85
1552AF, 03/85	<i>Accountbook (CAK K&amp;L)</i>	03/85
1726, 06/85	<i>Suggestion Acknowledgement/Advice.</i>	07/82

**Revised Forms—Continued**

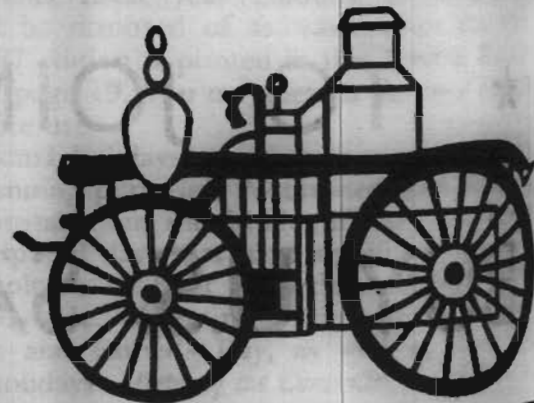
Form number and date	Title	Oldest usable date
1813, 05/85	<i>Late Leaving &amp; Returning Report—First Carrier Delivery Trip.</i>	09/71
2027, 1084	<i>Burglary Report</i>	10/71
2238, 05/85	<i>Thermal Load Estimate Calculations.</i>	05/85
2908, 06/85	<i>Irregularity Notification</i>	06/85
3816AL, 06/85	<i>Tag for COD Articles</i>	10/71
3854, 04/85	<i>Manifold Registry Dispatch Book.</i>	03/71
4835, 06/85	<i>Repair &amp; Alteration Inspection Report.</i>	06/85
7422C, 03/85	<i>Market Approach/Individual Comparable Rental Data.</i>	03/85
SF52, 01/84	<i>Request for Personnel Action</i>	03/81

**Obsolete Forms**

Form number and date	Title	Obsolete date
3866, 05/75	<i>Duplicate Insurance Claim Follow-Up.</i>	08/85
4906, 07/74	<i>Revocable License for Non-Government Use of Real Property (Replaced by PS-7430).</i>	08/85
5942AX, 05/85	<i>Application for Initial-Level Supervisor Candidacy (Replaced by PS-5945-A).</i>	08/85
5942BX, 05/85	<i>Supervisor Evaluation for Initial-Level Supervisor Candidate (Replaced by PS-5945-B).</i>	08/85
1304A, 09/71	<i>Mail Lists P001-P010 (Deletion 2).</i>	09/85
1299, 10/71	<i>Forms Action Notice (4 Part Set).</i>	09/85
930, 03/79	<i>Forms Replenishment Memorandum.</i>	09/85
1304B, 09/71	<i>Mail Lists P001-P010 (Overlay 6).</i>	09/85

—Office of Data Management, 9-26-85

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





DMM Revision

## PRECANCELED STAMPS

The format of precanceled stamps ordered from the Bureau of Engraving and Printing is being changed. Rather than having two highly visible lines plus type when appropriate across the face of each precanceled stamp, the cancellation will consist of either a single horizontal line or type placed across the face of each stamp. No stamp will bear both a line and type as a precancellation.

The new precanceled format will first appear on the 21.1-Cent Letters Coil Stamp and all subsequent stamps that require precanceling.

At present, inventories of stamps precanceled with two lines will be used until supplies are exhausted. The existing format on current stamps and the new format on new issues will be accepted from mailers for bulk mailings. Mail bearing stamps with either precancel format is to be processed.

Local precanceling procedures are not changed. Two parallel lines and the name and state of the post office must be imprinted on stamps precanceled at a post office. Also, the criteria for stamps overprinted by mailers are not affected.

Effective immediately, the DOMESTIC MAIL MANUAL (DMM) is revised as follows to reflect the new precancel format:

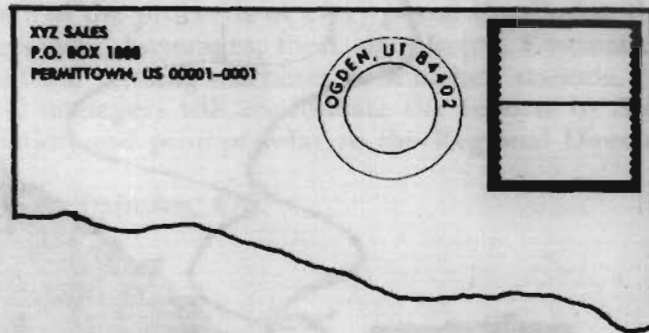
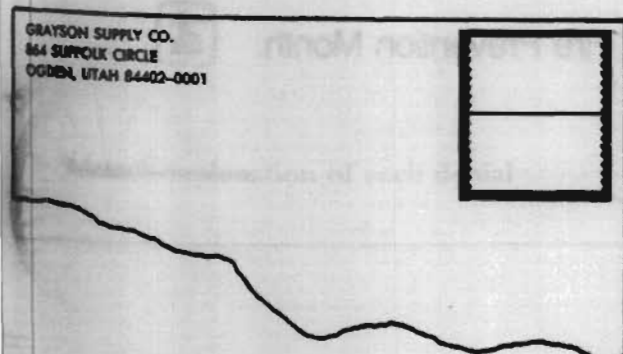
### 143.4 Stamps Precanceled by Postal Service

#### .42 Required Format

##### .421 Stamps Precanceled by Bars Only

a. Endorsement. Stamps requisitioned with a precancel imprint will have one highly visible line or type across their faces. Except for stamps precanceled locally, the precancel imprint no longer will bear parallel lines and types showing the post office of mailing or its two-letter state abbreviation (see 143.422). In all instances, mailing pieces bearing a precancel imprint must include a return address. (The remainder of 143.421a is unchanged).

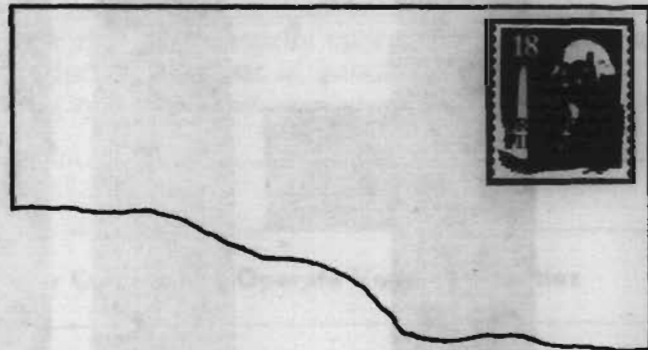
##### b. Illustrations:



### .424 Stamps Precanceled With Presort First-Class Legend

a. Endorsement. Precanceled stamps can be requisitioned with the *Presorted First-Class* legend preprinted as the precancellation device. Precancellation is accomplished by the printed legend as opposed to the legend and parallel horizontal lines as in the past. (The remainder of 143.424a is unchanged).

##### b. Illustration:



These changes will be incorporated into a future revision to the DMM.

—Customer Services Dept., 9-26-85.

## 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., 9-26-85.



**Easy to prevent. Hard to stop!**

October is Fire Prevention Month.



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Postmasters/Installation Heads

MANAGEMENT INSTRUCTIONS

**RANDOLPH-SHEPPARD VENDING MACHINE REPORT**

An annual report is due at the MSC level by October 7 of the proceeds of every postal installation that has even a single coin-operated vending machine selling snacks, beverages, food, or tobacco. Postmasters must submit consolidated reports, including the proceeds from vending machines at branches, stations, etc. under their control, to appropriate MSC managers. MSC managers will consolidate the reports by State and forward them to district offices for further consolidation and prompt relay to the Regional Director, Employee and Labor Relations.

This report is required by Handbook EL-602, *Food Service Operation*, 470.

Submit reports in the format shown below:

Date: \_\_\_\_\_  
 Subject: Annual Report of Randolph-Sheppard Activity  
 From: Name of facility submitting this report: \_\_\_\_\_  
 To: \_\_\_\_\_ (See Handbook EL-602, 471.3.)  
 \_\_\_\_\_  
 \_\_\_\_\_

For the fiscal year September 29, 1984, through September 27, 1985, vending machine income sharing and other activities related to the Randolph-Sheppard Act Amendments of 1974 at this facility are summarized below. This report is submitted in compliance with Handbook EL-602, 471.3.

Vending Machine Income				
Vending machine commissions received from commercial concessionaire (do not include the 1½% operating fee):	Vending machine receipts, if locally operated, after deducting the cost of goods sold, including reasonable maintenance cost:	Amount disbursed to state licensing agency:		
\$	\$	\$		
Applications From State Licensing Agency for Permits or Contracts to Operate Vending Facilities				
Number Pending at Beginning of Period	Total Number Received	Number Awarded to SLA	*Number Denied	Number Pending at End of Period
The above data is taken from records on file in the office of: _____				
		Signature: _____ Title: _____ Installation: _____ Address: _____		
*Attach explanation of each denial				



## MANAGEMENT INSTRUCTIONS

The following: (a) lists all Management Instructions (MIs) in use throughout the Postal Service and (b) indicates if an MI obsoletes another directive and the identification number of that directive. The identification number of an obsoleted directive refers to an MI unless the following designations are used: (a) HC—Headquarters Circular; (b) PB—Postal Bulletin; and (c) RI—Regional Instruction. The list is current as of September 26, 1985.

Identification No.	Title	Date Issued	Obsoletes
<b>ADMINISTRATIVE SUPPORT</b>			
AS-220-85-6	Bail Money Order Program .....	05-16-85	AS-220-83-10
AS-280-80-6	Coordination of Regional Emergency Programs and Regional Emergency Coordinating Committees .....	07-31-80	RI 741-G-79
AS-310-78-3	Regional Directives .....	09-07-78	
AS-330-85-2	Open Houses and Special Tours .....	02-19-85	RI 768-G-83
AS-510-79-19	National Facility Programs, USPS and GSA .....	06-15-79	
AS-510-79-27	Tracking Energy Investment Program on the Facilities Management System .....	07-30-79	
AS-510-81-1	Residual Value Factors for USPS Buildings and Land .....	01-19-81	
AS-510-81-13	Construction Status Report—New Leased Buildings .....	08-19-81	
AS-510-81-14	Building Management Program .....	08-25-81	RI 1051-RE&B-40
AS-510-81-19	Compliance with OSHA Standards—Facility Construction Program .....	11-06-81	AS-510-81-3
AS-510-82-8	National Environmental Policy Act Implementing Procedures .....	09-01-82	
AS-510-82-10	USPS Buildings Occupied by GSA/Federal Agencies—Reimbursable Work Authorizations .....	12-08-82	RI 1074-RE&B-46
AS-510-82-11	GSA Buildings Occupied by USPS—Reimbursable Work Authorizations .....	12-08-82	RI 1059-RE&B-44
AS-510-82-13	FMS Reporting Procedures for Planned Repair and Alterations Projects .....	12-28-82	
AS-510-83-1	USPS Maintenance of Leased Facilities .....	01-19-83	
AS-510-83-3	Building and Site Design Safety Requirements .....	02-16-83	
AS-510-83-5	Disposal of USPS Real Property .....	03-16-83	AS-510-81-12
AS-510-83-12	Consideration of Developmental/Joint Use Concept in Planning New Facilities .....	09-30-83	
AS-510-84-2	Historic Preservation—Policies/Procedures .....	02-15-84	
AS-510-84-5	Intergovernmental Review—Facility Project Actions .....	03-19-84	
AS-510-84-10	Minor Building Repair and Alteration Projects .....	05-22-84	AS-510-82-2
AS-510-84-13	Site Selection for Major Postal Facilities .....	08-10-84	AS-510-83-15
AS-510-84-15	PDC Maintenance .....	12-14-84	
AS-510-85-4	Restrictions on Changes in New Facility Planning Data and Designs After Project Approval .....	04-04-85	AS-510-84-3
AS-510-85-5	Major Facility Design Review Procedures .....	04-04-85	AS-510-84-4
AS-520-81-9	Processing of Project Authorizations (Form 4209) .....	05-15-81	
AS-520-81-11	Facility and Equipment Safety Design and Acceptance Reviews .....	07-06-81	
AS-520-82-4	Decision Analysis Compliance .....	03-19-82	AS-520-81-6
AS-520-82-7	Facility Planning Concepts .....	08-06-82	
AS-520-84-1	Facility Priority System .....	01-05-84	AS-520-81-15
AS-520-84-6	Integrated Logistics Support .....	04-30-84	
AS-530-80-8	Container Repair Program .....	08-11-80	
AS-530-81-17	Special Custodial Allowance for Post Offices .....	10-19-81	RI 1022-PO-107
AS-530-84-9	Preventive Maintenance for Mail Processing Equipment .....	04-06-84	
AS-540-79-37	Heating Fuel Storage Tanks for Postal Facilities .....	10-02-79	
AS-540-80-11	Energy Consumption System Operating Procedures .....	11-26-80	
AS-620-81-2	Mail Processing Scheduling and Staffing—Rate Determination .....	01-16-81	RIs 1064-PO-195 and 1073-PO-196
AS-620-81-8	Mail Processing Scheduling and Staffing—Administrative Responsibility .....	03-16-81	RI 1065-PO-196
AS-620-83-6	Engineering Technical Units (ETUs) .....	05-27-83	
AS-620-83-13	Guidelines for Electronic Technician Level 8 and 9 Positions .....	10-01-83	
AS-620-83-14	Guidelines for Electronic Technician Level 10 Position .....	10-01-83	RI 981-PM-102
AS-620-85-8	Safety Inspection of Heating Boilers, Unfired Pressure Vessels, Elevators, Escalators, and Dumbwaiters .....	10-01-85	*AS-620-84-14 and AS-620-82-12
AS-710-79-31	Contracting for Cleaning Services .....	09-20-79	
AS-710-80-2	Local Review of Technical Data Packages .....	05-06-80	
AS-710-80-5	Unauthorized Contractual Commitments .....	07-18-80	AS-710-79-20
AS-710-80-7	Contracting for Vehicle Hire Services .....	08-08-80	PB 21226 (01-03-80)
AS-710-81-7	Management of Resources—Review of Furniture, Office Equipment, and Certain Equipment Requirements Before Purchasing, Leasing and/or Renting .....	03-30-81	
AS-710-81-10	Bulk Procurement of Vehicle Fuel .....	06-17-81	RI 1138-PM-109
AS-710-82-3	Approval of Sole-Source Contracts .....	03-09-82	AS-710-80-4
AS-710-82-6	Restricted Procurement for Specific Equipment, Supplies and Services .....	06-09-82	RI 1054-G-120
AS-710-82-9	USPS Minority Business Enterprise Program .....	11-24-82	
AS-710-83-7	Unsolicited Proposals .....	05-27-83	

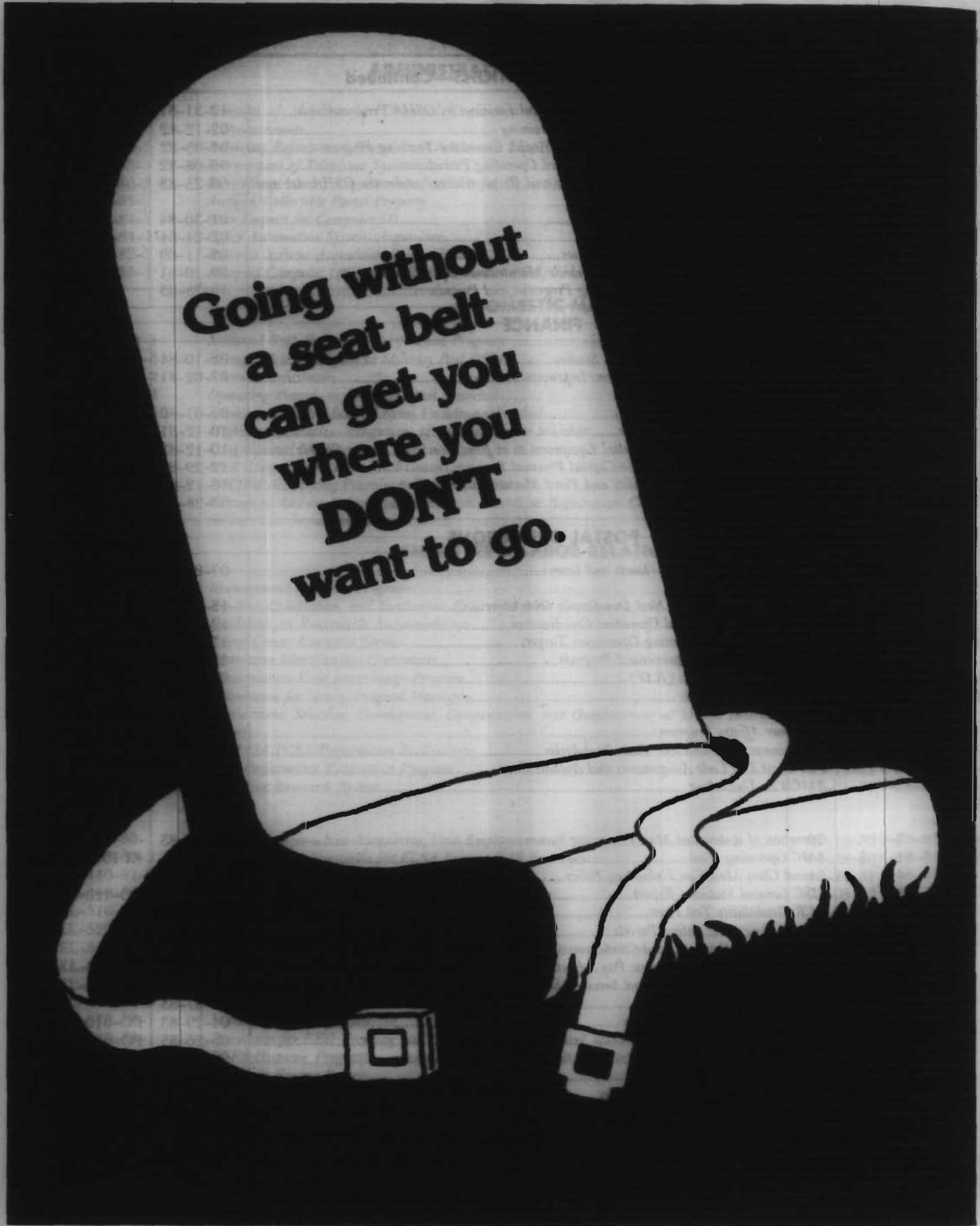
Identification No.	Title	Date Issued	Obsolete
<b>ADMINISTRATIVE SUPPORT—Continued</b>			
AS-710-83-11	<i>Selection of Members for Technical Evaluation Committees in Competitive Negotiated Procurements.</i>	09-15-83	
AS-710-85-3	<i>Receiving Reports and Payments to Vendors on Supply and Services Contracts .....</i>	03-06-85	
AS-710-85-7	<i>Procurement of Telephone Systems.....</i>	08-05-85	AS-710-83-9
AS-720-80-3	<i>Developing Annual Requirements Forecasts for Equipment Items.....</i>	07-16-80	
AS-720-83-2	<i>Antique/Collectible Postal Property.....</i>	03-04-83	
AS-830-84-7	<i>User Request for Computer ID.....</i>	07-30-84	AS-830-81-16
AS-840-84-11	<i>Office Automation Systems Acquisition.....</i>	06-29-84	
AS-850-82-5	<i>Business Systems Acquisition Policy (BSAP) .....</i>	05-08-82	
AS-850-85-1	<i>Personal Computer (PC) and Office Automation (OA) Security.....</i>	01-10-85	
<b>DOMESTIC MAIL</b>			
DM-120-84-1	<i>National Bulk Rate Mail Verification Program .....</i>	03-09-84	DM-120-81-4
DM-140-81-3	<i>Postage Meters Assigned to Military Post Offices .....</i>	11-09-81	
DM-140-85-2	<i>Revenue Deficiencies .....</i>	07-26-85	DM-140-80-4
DM-150-81-1	<i>Operating Procedures for Dead Mail Branches.....</i>	08-14-81	DM-150-80-1
DM-150-83-1	<i>Recovery of NSN Material From Undeliverable Mail.....</i>	12-02-83	DM-150-82-2
DM-150-83-2	<i>Highway Contracts—Assignment of Contract Route Numbers .....</i>	11-11-83	
DM-360-80-2	<i>Congressional Mailings .....</i>	08-15-80	
DM-470-80-3	<i>Mail Acceptance at Bulk Mail Centers.....</i>	08-15-80	RI 1060-F-185
DM-580-85-1	<i>E-COM Accounting Procedures For Post Offices.....</i>	03-28-85	DM-580-82-3
DM-940-79-49	<i>Change of Address Information to Election Boards or Registration Commissions .....</i>	12-10-79	RI 246-0-63
DM-940-81-2	<i>Address List Sequencing Service.....</i>	10-26-81	
<b>EMPLOYEE &amp; LABOR RELATIONS</b>			
EL-320-83-10	<i>Management Associate Program .....</i>	10-05-83	
EL-320-84-2	<i>Pre-hire, Orientation, and Evaluation Process for New Employees.....</i>	02-14-84	
EL-320-84-6	<i>Guidelines on Reasonable Accommodation .....</i>	12-20-84	
EL-350-79-5	<i>Postal Career Executive Service .....</i>	03-31-79	EL-380-82-10
EL-350-79-14	<i>Postmaster Identification Credentials.....</i>	05-29-79	
EL-350-79-43	<i>Headquarters-Field Interchange Program.....</i>	10-23-79	EL-350-78-4
EL-350-82-4	<i>Orientation for Newly Assigned Managers.....</i>	05-07-82	EL-350-79-36
EL-350-83-4	<i>Recruitment, Selection, Development, Compensation, and Outplacement of Master Instructors.</i>	06-10-83	
EL-350-83-7	<i>FY 1984 PCES Performance Evaluation.....</i>	08-29-83	EL-350-82-8
EL-370-85-2	<i>EAS Performance Evaluation Program .....</i>	08-15-85	EL-410-84-4
EL-380-82-10	<i>Executive Resources System .....</i>	11-01-82	EL-350-80-10 and portions of EL-350-79-5
EL-410-80-1	<i>Salary Changes—Non-Bargaining Unit Employees.....</i>	01-18-80	EL-410-79-44
EL-430-80-3	<i>Pay and Leave Provisions for FLSA Exempt EAS Employees .....</i>	06-28-80	EL-430-79-10
EL-440-81-9	<i>National Agreement/FLSA Compliance.....</i>	10-24-81	
EL-440-82-5	<i>FLSA Status of Temporary Employees.....</i>	05-03-82	
EL-510-83-9	<i>Attendance Control .....</i>	10-01-83	
EL-520-85-4	<i>Maintenance Selection System .....</i>	07-02-85	
EL-540-81-5	<i>Injury Compensation Program: Supervisor's Role and Responsibilities .....</i>	07-17-81	
EL-620-81-1	<i>Career Awareness Conference Guidelines .....</i>	01-01-81	
EL-670-78-6	<i>MSC Affirmative Action Week .....</i>	10-03-78	
EL-670-78-9	<i>Regional EEO Program Evaluation Requirements .....</i>	11-15-78	
EL-670-82-1	<i>Management EEO Committee .....</i>	01-23-82	
EL-670-83-1	<i>Procedures for EEO Training and Certification.....</i>	01-19-83	
EL-670-83-3	<i>USPS Hispanic Program.....</i>	05-27-83	
EL-680-85-1	<i>Quarterly Review Process.....</i>	03-07-85	
EL-720-79-4	<i>Professional and Specialist Trainee Program.....</i>	03-30-79	
EL-720-79-7	<i>PEDC Audit System.....</i>	04-12-79	
EL-720-80-5	<i>Revenue Protection Training.....</i>	03-18-80	
EL-730-79-11	<i>Management Associate Program.....</i>	05-21-79	
EL-730-79-22	<i>Management Trainee Program.....</i>	06-25-79	EL-730-79-6
EL-730-80-11	<i>Window Service Training Program.....</i>	12-15-80	EL-730-79-12
EL-730-80-12	<i>Training Program for Newly Assigned Postmasters EAS 11-15.....</i>	12-17-80	
EL-730-82-9	<i>Training Program for Newly Appointed Postmasters A-E and Non-Career Postmaster Relief/Leave Replacements EAS A-15.</i>	10-04-82	
EL-730-83-12	<i>Maintenance Career Progression Program.....</i>	12-14-83	EL-730-83-8
EL-730-84-5	<i>PEDC Staff Training .....</i>	07-20-84	EL-730-81-3
EL-730-85-3	<i>Standard Mail Classification Training Program .....</i>	05-14-85	EL-730-83-6
EL-810-80-8	<i>Friable Asbestos-Containing Material Control Program.....</i>	08-15-80	
EL-810-81-2	<i>Management Safety Organization .....</i>	03-27-81	

Identification No.	Title	Date issued	Obsolete
<b>EMPLOYEE &amp; LABOR RELATIONS—Continued</b>			
EL-810-81-10	<i>Announced or Unannounced Inspection of Postal Facilities by OSHA Personnel</i>	12-31-81	
EL-810-82-2	<i>Concern—A Management Safety Program Training</i>	02-12-82	
EL-810-82-3	<i>Local Joint Labor-Management Safety and Health Committee Training Program</i>	04-05-82	
EL-810-82-6	<i>Hazardous Materials Spill or Leak Standard Operating Procedures</i>	06-08-82	
EL-810-83-2	<i>Special Safety, Training, Employee Rights and Responsibilities under the OSHA Act and Postal Service Program.</i>	03-25-83	
EL-810-84-1	<i>Hearing Conservation Program</i>	01-30-84	
EL-810-84-3	<i>Safety and Health Change Board</i>	02-24-84	
EL-820-80-4	<i>Procurement of Prescription Safety Glasses</i>	03-11-80	
EL-830-81-6	<i>Asbestos Surveillance and Control in Vehicle Maintenance Operations</i>	09-10-81	
EL-830-83-11	<i>Driver Selection, Testing, and Training Programs and Procedures</i>	10-28-83	
<b>FINANCE</b>			
FM-110-84-1	<i>Local Area Mail Volume Projection Studies</i>	02-10-84	
FM-240-81-1	<i>Form 1235, Payroll System Problem/Improvement Report</i>	07-02-81	PB 21213 (10-11-79)
FM-320-80-1	<i>Electronic Funds Transfer (EFT)</i>	02-01-80	
FM-420-81-2	<i>Revised NWRS Training Course</i>	10-12-81	
FM-510-83-2	<i>Procedures for Transferring Capital Equipment to or from Overhaul/Repair Centers</i>	10-12-83	
FM-510-83-3	<i>Physical Inventory Instructions—Capital Personal Property</i>	12-29-83	FM-510-82-1
FM-520-83-1	<i>Procedures for Closeout of Facility and Fixed Mechanization Projects</i>	10-12-83	FM-520-82-2
FM-610-85-1	<i>Advance Payments</i>	03-28-85	
<b>POSTAL OPERATIONS</b>			
PO-110-79-26	<i>Post Office Postage Meters (heads and bases)</i>	07-20-79	PB 21040 (06-05-75)
PO-120-82-5	<i>Issuance of Express Mail Next Day Service Directories</i>	11-01-82	
PO-120-82-7	<i>Express Mail Volume and Operation Coordination</i>	12-08-82	
PO-140-84-5	<i>Business Reply Mail: Setting Operations Targets</i>	11-28-84	
PO-150-79-48	<i>SSPC Management Improvement Program</i>	11-29-79	
PO-210-82-2	<i>Revised Retail Analysis (RAP)</i>	05-10-82	PO-210-80-5
PO-240-79-41	<i>"Dummy" Stamp Coils</i>	10-08-79	HC 75-16 (Filed as I-A-2)
PO-250-84-1	<i>Consumer Affairs Program</i>	01-31-84	
PO-410-80-6	<i>Coterminous State and ZIP Code Boundaries</i>	08-25-80	
PO-410-82-3	<i>Five-Digit ZIP Code Assignments and Authorization</i>	05-21-82	RI 1066-PO-197
PO-410-82-4	<i>BMC Van Unloading</i>	08-26-82	Current BMC Operations Manuals
PO-410-83-6	<i>Operation of Automated Mail Processing System</i>	12-15-83	
PO-410-84-3	<i>BMC Operating Plan</i>	04-26-84	RI 1062-PO-193
PO-410-84-4	<i>Second Class Mail Van Unloading Policy</i>	11-26-84	
PO-420-83-4	<i>MSC General Statistics Report</i>	11-09-83	PO-420-81-5
PO-430-84-2	<i>OCR Readability Test Plan</i>	02-24-84	
PO-440-85-1	<i>Color Coding: Destinating Parcels</i>	03-01-85	
PO-530-80-4	<i>Establishment, Renewal, and Conversion of Box Delivery Highway Contract Routes</i>	07-17-80	
PO-530-82-6	<i>Highway Contracts—Economic Pay Adjustments—Advertised Contracts</i>	11-12-82	PO-530-81-4
PO-530-83-5	<i>Highway Contracts—Negotiated Service Changes</i>	11-17-83	RI 1024-T-165
PO-540-83-3	<i>Rail Piggyback Payment</i>	09-07-83	
PO-610-83-1	<i>Delivery Unit Volume Recording</i>	04-29-83	PO-610-79-24
PO-610-85-2	<i>Customer Services Management Data System</i>	08-26-85	PO-610-83-2
PO-720-80-1	<i>Mobile Bulk Fuel Truck/Tankers Operational and Safety Procedures</i>	02-26-80	
PO-740-79-25	<i>GSA Gasoline Credit Cards</i>	07-20-79	
PO-740-81-2	<i>Retail Fuel Procurement for Vehicles</i>	05-12-81	RI 1095-PO-208
PO-750-82-1	<i>Sale of Postal Vehicles</i>	03-29-82	PO-750-79-15

\*Projected publication date.

—Information Resource Management Dept., 9-26-85.

**Pile sacks evenly to avoid damage and to conserve space**



Going without  
a seat belt  
can get you  
where you  
**DON'T**  
want to go.

Place stamps evenly to avoid damage and to conserve space



## WAIVER OR EXTENSION OF RESIDENCY REQUIREMENT FOR NEWLY APPOINTED POSTMASTERS

**NOTE:** Criteria used in evaluating requests follow and should be addressed in your request as applicable: efforts to gain community acceptance; distance from home to post office and delivery area, including normal driving time; availability of housing; financial considerations (supported by letters from lending institutions); cost of relocation; personal/family considerations occurring after appointment; and efforts to relocate (attach required supporting exhibits such as maps, statements from realtors, etc.).

To: _____ (MSC Manager)	
This is my request for a waiver/extension (cross out one) of the postmaster residency requirement. The following are my reasons:	
<div style="text-align: center; font-size: small; opacity: 0.5;">                     THURSDAY DAY                       CHRISTMAS DAY NEW YEAR'S DAY                       KING'S BIRTHDAY                       WASHINGTON'S BIRTHDAY                 </div>	
Printed Name and Signature	Date
Post Office Name and Level	Date of Appointment

### MSC Manager Recommendations

<input type="checkbox"/> Approved  <input type="checkbox"/> Disapproved	Justification (Must be provided)
<div style="text-align: center; font-size: small; opacity: 0.5;">                     MEMORIAL DAY                       INDEPENDENCE DAY                 </div>	
Printed Name and Signature	Date

### Regional Postmaster General Action

<input type="checkbox"/> Approved  <input type="checkbox"/> Disapproved	Remarks
<div style="text-align: center; font-size: small; opacity: 0.5;">                     LABOR DAY                 </div>	
Signature	Date
CC: _____ (Postmaster)	

Going where  
 a seat belt  
 can get you  
 where you  
 DON'T  
 want to go.

MSC Manager Recommendations



(continued)

U.S. POSTAL SERVICE  
13 PERIOD YEAR CALENDAR — 1986-1987

PAY PERIOD	POSTAL FISCAL YEAR 1986 (September 28, 1985 through September 26, 1986)							MONTH	WEEK	POSTAL QUARTER	ACCOUNTING PERIOD	HOLIDAYS	PAY PERIOD	POSTAL FISCAL YEAR 1987 (September 27, 1986 through September 25, 1987)						
	S	S	M	T	W	T	F							S	S	M	T	W	T	F
	1	2	3	4	5	6	7							1	2	3	4	5	6	7
21	28	29	30	1	2	3	4	OCT	1	1	COLUMBUS DAY	OCT	21	27	28	29	30	1	2	3
	5						11		2				22	4					10	
22	12		14				18		3					11					17	
	19						25		4					18					24	
23	26						1	NOV	5	2	VETERANS DAY THANKSGIVING DAY	NOV	23	25					31	
	2						8		6					1				7		
24	9		11				15		7					8			11	14		
	16						22		8					15				21		
25	23						29	DEC	9	3	CHRISTMAS DAY NEW YEAR'S DAY	DEC	25	22				28		
	30						6		10					29				5		
26	7						13		11					6				12		
	14						20		12					13				19		
1	21			25			27	JAN	13	4	KING'S BIRTHDAY WASHINGTON'S BIRTHDAY	JAN	1	20				25	26	
	28			1			3		14					2	27				2	
2	4						10		15					3				9		
	11						17		16					10				16		
3	18						24	FEB	17	5	MEMORIAL DAY	FEB	3	17				23		
	25						31		18					4	24			30		
4	1						7		19					7	31			6		
	8						14		20						7			13		
5	15						21	MAR	21	6	LABOR DAY	MAR	5	14				20		
	22						28		22					6	21			27		
6	1						7		23						28			8		
	8						14		24						7			13		
7	15						21	APR	25	7	INDEPENDENCE DAY	APR	7	14				20		
	22						28		26					8	21			27		
8	29						4		27						28			3		
	5						11		28						4			10		
9	12						18	MAY	29	8	MEMORIAL DAY	MAY	9	11				17		
	19						25		30					10	18			24		
10	26						2		31						25			1		
	3						9		32						2			8		
11	10						16	JUN	33	9	LABOR DAY	JUN	11	9				15		
	17						23		34					12	16			22		
12	24						30		35						23			29		
	31						6		36						30			5		
13	7						13	JUL	37	10	INDEPENDENCE DAY	JUL	13	6				12		
	14						20		38					14	13			19		
14	21						27		39						20			26		
	28						4		40						27			3		
15	5						11	AUG	41	11	LABOR DAY	AUG	15	11				10*		
	12						18		42					16	11			17		
16	19						25		43						18			24		
	26						1		44						25			31		
17	2						8	SEP	45	12	LABOR DAY	SEP	17	1				7		
	9						15		46					18	8			14		
18	16						22		47						15			21		
	23						29		48						22			28		
19	30						5	SEP	49	13	LABOR DAY	SEP	19	29				4		
	6						12		50					20	5			11		
20	13						19		51						12			18		
	20						26		52						19			25		

\*This two-year calendar conforms to the Postal Service 13-period accounting year and represents Fiscal Years 1986 and 1987. Note: Legal Holidays observed are: Columbus Day, the 2nd Monday in October; Veterans Day, November 11; Thanksgiving Day, the 4th Thursday in November; Christmas Day, December 25; New Year's Day, January 1; King's Birthday, 3rd Monday in January; Washington's Birthday, the 3rd Monday in February; Memorial Day, the last Monday in May; Independence Day, July 4; and Labor Day, the first Monday in September. Holidays falling on Saturday observed on Friday; those falling on Sunday observed on Monday.





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**Contemporary**

Issue Date: October 30, 1985  
 First Day City: Nazareth, Michigan  
 Designer: James Dean  
 Annandale, Virginia  
 Art Director and Typographer:  
 Howard Paine, Design Coordinator  
 Citizens' Stamp Advisory Committee  
 Modeler: Esther Porter  
 Bureau of Engraving and Printing  
 Process: Gravure  
 Colors: Yellow, magenta, cyan, green and black  
 Image Area: 0.84 x 1.44 inches or  
 21.3 x 36.5 millimeters  
 Plate Numbers: One group of five digits  
 Stamps per Pane: 50  
 Selvage: ©U.S. Postal Service 1985  
 Use Correct ZIP Code®  
 Mr. ZIP® (standing position)

**Traditional**

Issue Date: October 30, 1985  
 First Day City: Detroit, Michigan  
 Designer, Art Director and Typographer:  
 Bradbury Thompson  
 Riverside, Connecticut  
 Modeler: Ronald C. Sharpe  
 Bureau of Engraving and Printing  
 Process: Gravure  
 Colors: Gray, blue, brown and black  
 Image Area: 0.84 x 1.44 inches or  
 21.3 x 36.5 millimeters  
 Plate Numbers: One group of four digits  
 Stamps per Pane: 50  
 Selvage: ©U.S. Postal Service 1985  
 Use Correct ZIP Code®  
 Mr. ZIP® (running position)

## Christmas Special Stamps

The two 1985 special Christmas stamps will be issued October 30 in separate locations. Both stamps are being printed in the standard commemorative size.

The contemporary Christmas stamp will be issued in Nazareth, Michigan, near Kalamazoo. The stamp, designed by James Dean, features the traditional Christmas gift plant, the poinsettia.

The traditional Christmas stamp will be issued in Detroit, Michigan. The stamp depicts "The Genoa Madonna," an enameled terra-cotta sculpture by Luca della Robbia, one of the most popular sculptors of the early Italian Renaissance.

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 5/8 of an inch up from the bottom. Mail covers by November 29 to: Christmas Contemporary Stamp, Postmaster, Nazareth, MI 49074-9991; Christmas Traditional Stamp, Postmaster, Detroit, MI 48233-9991. No remittance is required.

The Postal Service will affix stamps when requested to do so. Mail orders by November 29 to: Christmas Contemporary Stamp, Postmaster, Nazareth, MI 49074-9992; Christmas Traditional Stamp, Postmaster, Detroit, MI 48233-9992. 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 85-57  
 Remove after November 29

PLEASE POST ON BULLETIN BOARD

Commemorative

Issue Date: October 30, 1982  
 First Day City: Detroit, Michigan  
 Designer: James Dean  
 Artist: Annette Vajana  
 Art Director and Typographer:  
 Howard Lane, Design Coordinator  
 General Stamp Adm. Committee  
 Subject: Father's Day  
 Bureau of Engraving and Printing  
 Process: Cyanine  
 Colors: Yellow, magenta, dark green and black  
 Image Area: 4.84 x 1.44 inches  
 21.3 x 36.5 millimeters  
 Plate Position: One group of four digits  
 Stamps per Sheet: 50  
 Service: U.S. Postal Service 1982  
 The Center for Philatelic  
 Art (PFA) (mailing position)  
 Address: 1117 North Dearborn

Postage

Issue Date: October 30, 1982  
 First Day City: Detroit, Michigan  
 Designer: Art Director and Typographer:  
 Howard Lane  
 Artist: Ronald C. Sledge  
 Bureau of Engraving and Printing  
 Process: Cyanine  
 Colors: Gray, black, brown and blue  
 Image Area: 0.84 x 1.44 inches  
 21.3 x 36.5 millimeters  
 Plate Position: One group of four digits  
 Stamps per Sheet: 50  
 Service: U.S. Postal Service 1982  
 The Center for Philatelic  
 Art (PFA) (mailing position)  
 Address: 1117 North Dearborn

all the items to their own envelopes. All envelopes  
 must be addressed on the right side at least 2 1/2  
 inches up from the bottom. Mail covers in No.  
 10 or 10-1/2 envelopes (Commemorative Stamp  
 Postmaster: Detroit, MI 48207-9999)  
 48207-9999. No return is required.  
 The Postal Service will also accept when re-  
 quired to do so. Mail orders by November 30  
 to: Christmas Commemorative Stamp Postmaster,  
 National MI 48207-9999, Christmas Traditional  
 Stamp Postmaster, Detroit, MI 48207-9999. The  
 cost is 22 cents for each stamp requested. Per-  
 sonal checks will be accepted for orders up to the  
 limit of 50 covers. Do not send cash. Foreign  
 stamps are acceptable as payment.

Stamp order form number 22  
 U.S. Stamp order form 22-82



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Christmas Special Stamps

The two 1982 special Christmas stamps will be  
 issued October 30 in regular postpaid form.  
 covers are being printed in the standard com-  
 memorative size.  
 The commemorative Christmas stamp will be  
 issued in 24-cent denomination. It features a  
 design designed by James Dean. It shows the  
 traditional Christmas tree plant, the postoffice.  
 The traditional Christmas stamp will be issued  
 in 10-cent denomination. The stamp depicts "The  
 Good Shepherd," an engraved text cover cov-  
 er by John Bell. It depicts one of the more pop-  
 ular depictions of the early Jesus Nativity scene.  
 Procedures for ordering the day commemorations  
 are as follows:  
 Postmasters are encouraged to sell stamps and

After local stocks of the stamps are depleted, they will be available from the  
 Postoffice Centers and by mail order from the Postoffice Sales Division for  
 commemorative and year after the date of issue. A Priority Catalog listing of  
 available stamps and other philatelic items is available from or from the  
 National Sales Division, Washington, DC 20547-9999.

PLEASE POST ON BULLETIN BOARD

## INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB 21532 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	021311	071474	114051	207074	303342	333281	366084	441358
011020	021314	071514	114060	208043	303383	333297	366094	441370
011268	021319	075047	114063	208048	303400	333300	372035	441371
014320	021320	075059	114067	209032	303454	333301	372091	441372
015006	021322	075080	114071	212013	303464	333304	372174	441388
015024	021358	076013	114079	212061	303512	333305	372190	441402
015026	021375	076036	114090	212193	303530	333306	372213	441447
015310	023013	076058	115102	212201	303534	333307	372222	443042
015320	028028	076069	115212	220060	303550	333308	372229	445012
015330	028031	077015	115845	221001	303556	333309	372242	451005
016110	041011	080098	115900	221050	303567	333339	374040	452029
016140	041013	080121	117099	221100	303580	333344	374066	452094
016160	041021	080122	119003	223051	303598	333350	374085	452160
017004	050050	080123	122013	229029	303607	333365	379057	452262
017022	053001	080371	122112	253057	303614	334098	379063	452265
018005	054002	089045	127621	261008	303617	334134	381383	452273
018029	054004	089067	132039	261030	312089	334136	392036	452274
018065	054006	100055	132053	261032	314057	334174	392087	452277
018069	054007	100108	132085	261033	314110	335011	393016	452278
018080	054013	100150	139005	261034	314115	335012	394027	454015
018087	054028	100497	142121	262032	319033	335013	401005	454093
018090	054100	100515	142139	263009	320001	335021	401006	454096
018092	061066	100773	146060	265002	320002	335036	401007	454097
018097	061069	101127	146070	265003	320504	335509	402007	454107
018106	063017	101160	150005	265005	322062	335531	402130	454125
018500	063018	101209	156011	270009	322245	335546	402134	461002
019003	064042	101272	156021	271002	322290	335564	402139	461005
019016	065033	101292	165018	271055	325098	335854	402141	462026
020008	065036	101353	170039	272041	327049	336039	402148	462178
021012	065040	101372	170056	272045	327059	336081	402154	462199
021015	065041	101431	171028	272049	328074	336120	402168	462201
021080	065046	101465	171029	273050	328081	336201	402171	462205
021088	065049	105093	171037	274056	328094	336400	402180	466006
021099	066048	106042	171049	274087	328102	336402	402204	466030
021114	066065	106071	171051	274130	328103	336429	402206	466036
021129	066066	109003	177013	281045	328111	336800	402207	466081
021161	066071	110021	181021	282157	329022	338087	402208	466503
021175	067009	110029	185015	282181	331511	338105	402215	468042
021176	069003	110031	185016	283092	331558	338807	402223	468043
021200	069026	111013	186002	283100	331580	339069	402235	468049
021204	069048	111029	191223	286045	331589	351010	402238	480181
021208	069150	111032	191382	293055	333042	352065	402250	482105
021236	069151	111035	191386	293056	333094	352091	432114	482126
021237	069157	111040	191401	293061	333100	352194	432120	482133
021238	069170	111580	193089	294044	333148	352195	432137	482141
021253	069171	111834	193099	294087	333155	352210	436040	482164
021254	069183	112057	193103	294120	333176	352222	436047	482167
021275	069206	112084	200220	294126	333205	356039	441105	482168
021277	069211	112090	200323	296111	333239	361062	441190	482180
021284	069222	113038	200343	303144	333241	361097	441232	485001
021292	070450	113051	200345	303213	333256	361109	441237	486020
021296	070541	113086	200358	303331	333266	361119	441304	486021
021308	071470	114049	200409	303340	333268	366083	441329	489025

## INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS—Continued

489026	594500	607277	672125	741289	760247	770664	841134	901001
489027	596010	607451	681034	741290	760255	770708	841142	901028
489029	597027	607492	681066	741296	761007	770732	841145	901032
489031	600006	609015	681104	741307	761098	770793	841170	901045
490005	600016	611100	681122	741311	761129	770840	841175	901047
492056	600047	612014	681123	741313	761143	770892	841192	901057
492080	600070	612015	685029	741320	761150	770949	841217	901071
495036	600109	617001	701076	741325	761176	770955	841218	901073
495037	600124	617015	701288	741328	761178	770983	841227	901077
503018	600127	617030	701323	741336	761194	770999	847008	901078
503063	600141	618017	701392	741342	761207	773017	850298	901089
503154	600150	618032	701406	741349	761217	773020	850384	901090
503169	600154	622002	701413	741357	761228	773032	850406	901095
507024	600207	622059	701416	741359	761241	778002	850433	901100
507034	600209	624001	701420	741379	761261	778005	856001	901105
508001	600210	624010	701430	741381	761265	780017	856002	901106
522006	600375	627008	701436	750028	761279	780020	856003	901110
524036	600377	631218	701449	750066	770015	782177	860002	901111
524038	600408	631287	705150	750069	770016	782184	860003	901113
524044	600420	631292	706017	750071	770099	782192	863001	901114
524050	600611	631302	708163	750085	770112	787083	870011	901116
527003	600612	631310	708164	750086	770114	787099	871011	901117
527004	600619	640004	711147	750089	770119	787109	871102	901132
527007	600681	641006	711159	751004	770129	787306	871141	901137
532108	600703	641022	711170	752006	770138	794025	871210	901145
532110	600982	641038	711175	752020	770142	794083	871215	901146
532125	601002	641085	711176	752026	770144	794084	871223	901147
532145	601080	641090	711486	752033	770148	800050	871225	901151
532159	601098	641095	712080	752055	770156	800051	871229	901152
532170	601182	641107	712082	752087	770159	800061	882069	901158
532193	601195	641142	713030	752106	770161	801007	891061	901164
532214	601201	641145	721009	752113	770168	801008	891095	901169
537051	601209	641151	722002	752241	770183	801011	891100	901172
537053	601227	641153	722047	752248	770225	802001	891102	901177
544002	601572	641167	731073	752257	770242	802225	891205	901178
549019	601630	641218	731163	752279	770248	802337	891209	901182
549039	601756	641220	731217	752397	770253	802356	891212	901188
551120	601871	641234	731226	752419	770260	802385	891213	901191
551136	601872	641235	731229	752420	770262	802399	891225	901195
551147	601987	641249	731239	752426	770266	802425	895029	901197
551157	602005	641504	731253	752433	770269	802428	895055	901198
551166	602008	641506	735003	752459	770317	802432	895091	901199
554085	602011	641510	735012	752475	770328	802448	895093	901223
554214	602017	641529	740190	752484	770331	804016	895098	901230
554230	602019	641535	741056	752485	770332	809010	900049	901246
554500	604037	641999	741080	752488	770346	809011	900051	902050
554505	604054	652002	741089	752491	770349	809016	900062	902072
554516	604055	658043	741116	752492	770352	809032	900112	902102
554517	605055	662023	741144	752502	770355	809035	900131	902120
559009	605123	662088	741145	752510	770379	815027	900135	902133
559010	605124	662112	741172	752512	770388	820009	900157	902159
573002	606167	662113	741175	752515	770392	827014	900318	902169
577016	606285	662503	741179	752518	770394	837010	900319	902215
581019	606341	662508	741225	757095	770403	837051	900371	902222
581028	606487	662509	741247	760040	770424	837056	900414	902223
590076	606529	666024	741249	760128	770433	840028	900662	902229
590095	606531	672109	741261	760141	770537	840037	900676	902358
591050	606558	672117	741273	760152	770583	841087	900717	902377
591061	607228	672123	741285	760173	770625	841097	900969	907226



**INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS—Continued**

907228	921014	926256	931102	941163	946006	958062	981221	992055
908019	921092	926360	931135	941175	946102	958065	981345	993004
911026	921234	926451	931143	941204	946111	958103	981363	993016
911040	921275	926581	931148	941224	947022	958112	981416	993042
911046	921278	926582	931152	941237	947023	958113	981446	995004
912029	921284	926599	931168	941242	948025	958114	981456	995165
912033	921287	926601	931172	941245	950157	958120	981501	995193
913254	921288	926625	931801	945155	951146	958129	981504	995195
913318	921290	926643	931802	945163	951159	958134	981507	995196
913321	921292	927256	931804	945165	951162	958142	981516	995197
917394	921294	927271	931805	945180	951171	958146	981522	995198
917417	921296	927279	931806	945191	954059	960012	983001	995199
917463	921299	927281	931807	945198	954083	968181	984036	995202
917473	921303	927284	931814	945214	954089	972003	984045	995204
917478	921306	927526	931815	945235	955212	972028	984057	995208
917496	921315	928049	931834	945241	958040	972211	984058	997075
917503	922019	921009	937060	945243	958059	973020	985012	
917508	926096	931070	940269	946001	958060	973092	992046	

—Customer Services Dept., 9-26-85.

# IS YOUR POST OFFICE AN EASY TARGET?



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

If you have any questions contact your Postal Inspector in charge

## Warning Notice—Unrecovered Stolen Canadian Money Order Forms

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

The following money orders are void and should not be cashed: (1) All card type orders. (2) New Style orders 000,000,001-399,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, K1A 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21531 article.

446,955,331 to 5,360	460,008,060 to 8,075	478,956,914 to 7,000	493,802,201 to 2,300
447,435,179 to 5,200	461,137,601 to 7,900	479,051,145 to 1,200	494,241,050 to 1,400
448,613,614 to 3,623	461,170,981 to 1,000	479,296,551 to 6,600	494,621,458 to 1,500
448,613,625 to 3,700	461,304,906 to 5,100	480,283,601 to 3,900	494,685,532 to 5,600
448,625,178 to 5,200	461,393,102 to 3,400	481,465,401 to 5,500	494,743,145 to 3,200
448,765,470 to 5,800	461,757,001 to 7,500	481,694,201 to 4,300	497,107,401 to 7,600
449,085,304 to 5,400	461,882,656 to 3,200	481,961,820 to 2,500	497,151,007 to 1,100
449,290,106 to 0,117	462,378,501 to 8,600	482,642,201 to 2,700	497,180,801 to 1,400
450,473,901 to 4,000	463,196,321 to 6,340	483,036,081 thru 100	498,051,500 to 1,509
450,497,601 to 7,800	463,221,045 to 1,200	483,236,925 to 7,100	498,346,535 to 6,548
450,513,701 to 3,800	463,312,700 to 2,800	483,267,408 to 7,500	498,346,563 to 6,581
450,576,903 to 6,916	463,792,231 to 2,300	483,588,491 to 8,500	498,350,301 to 0,700
450,992,139 to 2,300	465,721,001 to 1,200	484,831,690 to 1,700	499,890,881 to 0,950
451,086,101 to 6,800	466,469,490 to 9,500	484,993,976 to 4,400	500,471,201 to 1,900
451,703,868 to 4,000	467,078,146 to 8,400	485,096,571 to 6,600	500,739,642 to 9,700
451,711,701 to 2,500	467,224,173 to 4,200	486,680,601 to 0,800	500,759,601 to
453,029,303 to 9,400	467,229,732 to 9,800	488,438,593 to 9,000	760,100
453,172,830 to 2,845	467,245,501 to 6,000	488,447,578 to 8,000	500,856,384 to 6,400
453,359,865 to 9,900	467,246,033 to 6,100	488,553,870 to 4,000	500,946,385 to 6,400
453,362,001 to 2,100	468,399,981 thru	489,567,001 thru 300	501,922,438 to 2,500
454,004,768 to 4,800	468,400,000	489,622,201 to 2,400	502,025,206 to 5,300
455,061,216 to 1,300	469,281,701 to 1,800	489,925,959 to 5,999	503,787,759 to 7,769
455,077,052 to 7,300	469,899,682 to 9,720	489,926,001 to 6,100	503,844,271 to 4,400
455,668,788 to 9,000	470,922,901 to 3,300	490,141,201 to 1,300	506,506,101 to 6,200
455,813,401 to 3,500	472,349,101 to 9,600	490,267,729 to 8,000	507,721,901 to 2,000
456,037,318 to 7,327	472,395,284 to 5,400	490,615,601 to 5,700	508,655,721 to 6,500
456,154,616 to 4,700	474,094,501 to 4,800	490,800,401 to 0,700	508,726,701 to 6,800
456,737,881 to 7,900	474,155,876 to 5,900	491,047,126 to 7,200	508,726,823 to 7,000
456,777,209 to 7,300	475,972,101 to 2,160	491,138,150 to 8,400	509,073,646 to
457,206,031 to 6,100	475,977,186 to 7,240	491,147,262 to 7,300	075,100
457,399,061 to 9,110	476,735,159 to 5,200	492,218,401 to 9,300	510,068,801 to 9,000
457,449,708 to 9,800	476,737,701 to 7,800	492,227,671 to 7,700	511,899,301 to 9,600
459,203,201 to 3,300	477,059,734 to	492,271,501 to 1,600	515,697,926 to 7,929
459,219,301 to 9,900	060,200	493,495,254 to 5,600	515,790,190 to 0,230
459,831,901 to 2,500	477,185,201 to 5,300	493,702,011 to 3,100	

### DOMESTIC ORDERS

*False Representation.* Enforced by Postmasters at cities listed.

State/city	Names covered	Product
LA, Metairie 70035-3128 .....	Nick Galeta, d/b/a A.N.B. Ltd. of North America, P.O. Box 73128.	A scheme offering credit cards to the public.
TX, Houston 77036-5801 .....	Nick Galeta, d/b/a A.N.B. Ltd. of North America, 7311 Bellerive, P.O. Box 1016.	A scheme offering credit cards to the public.
LA, New Orleans 70116-3199.	Nick Galeta, d/b/a A.N.B. Ltd. of North America, 828 Royal Drive, Suite 512.	A scheme offering credit cards to the public.

—Judicial Officer, 9-26-85.

Reckless driving never determines who's right . . .  
only who's left

## 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 21531 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	283 322 3449 to 3499	294 372 7347 to 7499	326 231 8600 to 8999
238 169 7587 to 7599	283 368 9471 to 9499	294 698 9842 to 9899	326 231 9000 to 9299
269 419 8661 to 8699	283 369 1800 to 1899	294 794 9075 to 9099	326 687 6538 to 6564
269 942 9300 to 9999	283 459 4125 to 4199	294 794 9200 to 9299	328 160 3235 to 3299
269 943 0000 to 0999	283 459 4280 to 4299	294 901 5400 to 5599	328 160 3304 to 3399
271 186 6453 to 6463	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 to 0100
278 329 7119 to 7199	286 366 7304 to 7799	300 016 9813 to 9899	340 367 3100 to 3199
278 364 7000 to 7099	286 517 2828 to 2899	300 022 5100 to 5199	340 761 4101 to 4299
278 965 4400 to 4499	286 980 9355 to 9399	300 048 0096 to 0199	341 168 4000 to 4999
278 965 4900 to 4917	287 112 9320 to 9399	300 166 7227 to 7299	341 734 8500 to 8599
278 965 5300 to 5499	287 171 3334 to 3399	300 253 7063 to 7099	341 999 8038 to 8052
279 022 5467 to 5499	287 867 5524 to 5599	300 254 9700 thru	342 442 5051 to 5093
279 083 2729 to 2799	288 246 6658 to 6699	300 255 0199	342 442 6402 to 6499
279 256 2135 to 2199	288 498 4400 to 4499	300 918 6700 to 6799	346 654 0669 to 0699
279 436 9365 to 9399	288 498 4600 to 4999	301 328 7905 to 7999	346 693 2520 to 2599
279 795 6200 to 6399	288 823 7647 to 7699	301 333 5000 to 5099	347 338 4189 to 4199
279 941 8435 to 8499	288 823 7772 to 7799	302 000 0000 thru	347 458 7148 to 7199
280 255 8618 to 8647	288 841 7243 to 7399	302 123 9999	347 641 3780 to 5699
280 261 3139 to 3199	288 998 5000 to 9999	320 208 3305 to 3499	347 696 3806 to 3899
280 274 3300 to 3399	289 172 4400 to 4499	320 624 7474 to 7499	348 036 3713 to 3799
280 340 7356 to 7899	289 172 4546 to 4599	320 783 7168 to 7199	348 412 9028 to 9099
280 619 5719 to 5732	289 177 2000 to 2199	321 401 5025 to 5034	360 037 4500 to 4549
281 104 4550 to 4599	289 657 9041 to 9099	321 670 1900 to 1999	360 134 2600 to 2699
281 119 4800 to 4999	289 860 7471 to 7493	322 013 7200 to 7299	360 135 5611 to 5699
281 128 0237 to 0299	290 248 0321 to 0399	322 722 7900 to 7999	360 282 4600 to 4699
281 496 8376 to 8399	290 503 0076 to 0099	323 854 0619 to 0699	360 403 8453 to 8499
282 292 5000 to 5399	290 746 6731 to 6999	323 854 0900 to 0999	360 418 0700 to 0799
282 304 0900 to 0999	290 827 0055 to 0099	325 097 0300 to 0399	360 419 6700 to 6799
282 336 2000 to 2499	291 191 7500 to 7599	325 465 7956 to 7999	360 535 5648 to 5657
282 361 5000 to 5099	291 497 2837 to 2899	325 645 2575 to 2599	363 374 9010 to 9099
282 532 1100 to 1199	291 656 6243 to 6299	325 734 5219 to 5299	363 444 9333 to 9399
282 625 7560 to 7581	291 770 1687 to 1699	325 739 7200 to 7399	802 678 2605 to 2699
282 786 5300 to 5399	292 220 0000 to 0099	325 934 0584 to 0599	803 605 2840 to 2899
282 888 9400 to 9528	293 295 3257 to 3399	326 181 8203 to 8299	803 605 6300 to 6499
282 950 8000 to 8999	293 332 5664 to 5699	326 231 8440 to 8499	805 323 5006 to 5024
283 016 9846 to 9899	294 372 7226 to 7299	326 231 8576 to 8599	

**UNITED STATES POSTAL SERVICE**

WASHINGTON, DC 20260-1571  
 OFFICIAL BUSINESS

FIRST-CLASS MAIL  
 POSTAGE & FEES PAID  
 USPS  
 PERMIT NO. G-10

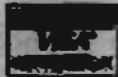
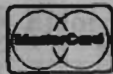
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MasterCard and  
 VISA accepted.



Credit Card No.

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Expiration Date

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Month/Year

Postal Facility, Company, or Personal Name		
Additional Address/Attention Line		
Street Address		
City	State	ZIP + 4 Code
(or) Country		

Customer's Telephone No.'s			
Area Code	Home	Area Code	Office
Old Quantity			New Quantity
_____			

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