



# postal bulletin

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Message From the Postmaster General

## Safety Policy Statement

One of the most important ways for us to reach our goal of providing our customers with reliable, friendly, and economical service is by preventing accidents. Accidents and injuries to postal people cause pain and suffering to them and their families. They also affect the Postal Service as a whole. Accidents drain our resources and reduce our efficiency by depriving us of our greatest resource—our people.

Moreover, accidents are costly. Each accident costs the Postal Service in terms of damaged mail and equipment, workers' compensation payments, overtime or replacement needed to compensate for the loss of the injured postal person, and the supervisor's time spent investigating and preparing accident reports. They slow our productivity and detract from our reliability in our customers' eyes.

Safety is good business. Preventing accidents is one method of helping us reach our goal. We want and need the active support and involvement of each one of you in making our safety and health program the best it can be. I am personally committed, and I am asking for the same commitment from each postal person, not only because doing so benefits the Postal Service, but also because working safely provides real personal benefits to all our people.

*Paul N. Carlin*

PAUL N. CARLIN,  
Postmaster General.

## Improper Processing of Form 3811, Domestic Return Receipt

Return Receipt service is a special service paid for in addition to regular postage, by customers who need or want specific information about delivery of accountable mail. The return receipt is sent back to the mailer after the article has been delivered to the addressee or the addressee's agent. If the article is undeliverable, it should be returned to the mailer with Form 3811, *Domestic Return Receipt*, attached.

An article in the POSTAL BULLETIN 21519 (6-20-85), outlined the correct procedures for delivery employees to follow when delivering mail which has return receipt service requested. Many return receipts, however, are not returned at all or are still being returned without information that the customer has requested and paid for.

Addresses where a number of accountable items with return receipts attached are delivered at one time, is where the problem is recognized most often. The problem continues to exist because delivery employees do not require addresses or their agents to complete return receipts at the time of delivery.

Delivery employees must be trained on proper procedures for processing accountable mail with return receipts attached. The training must be documented and corrective action taken when accountable mail is processed without proper procedures being followed completely.

Local managers must take the necessary action to ensure that training is provided, and sufficient time is available for all delivery receipts to be completed at the time accountable mail is delivered. Sufficient time must also be made available for delivery employees to properly clear accountable items when they return from street duties.

Please ensure that all concerned employees are familiar with the instructions outlined in the June 20, 1985, POSTAL BULLETIN and DOMESTIC MAIL MANUAL, 932.—*Delivery Services Dept., 12-5-85.*

### CONTENTS

	Page
22-Cent Arkansas Statehood Commemorative Stamp .....	2
25-Cent Jack London Regular Stamp .....	2
Domestic Orders .....	7
Employee Assistance Program (ELM Revision) .....	3
Exceptional Address Format (DMM Revision) .....	6
Foreign Order No. 142 .....	8
Gasoline Credit Card Usage (All Vehicle Post Offices) .....	6
Improper Processing of Form 3811, Domestic Return Receipt .....	1
Invalid Express Mail Corporate Account Numbers .....	21
Management and Regional Instructions .....	13
Missing Children Poster—December 1985 .....	25

	Page
Money Orders—Missing U.S. ....	23
Money Orders—Stolen Canadian .....	22
New International Mail Regulations (DMM Revision) .....	9
Plastic Mailbag Processing Procedures (Correction) .....	6
Requisition Schedule for Bulk Quantities of Stamps and Postal Cards (CAG A-G Post Offices) .....	7
Safety Policy Statement (Message from the Postmaster General) .....	1
Stamp Poster 85-60 .....	17
Stamp Poster 85-61 .....	19
Waiver of Claims for Erroneous Payment of Pay .....	8
Year End Personnel Actions for Casuals .....	6

## 22-Cent Arkansas Statehood Commemorative Stamp

The 22-Cent Arkansas Statehood commemorative postage stamp will be placed on sale January 3, 1986, in Little Rock, AR. This stamp issue commemorates the 150th anniversary of the State of Arkansas's entry into the Union.

This is the 15th 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 22nd printed by that firm since 1979.

**Do Not Sell Before January 4, 1986**



**Copyright U.S. Postal Service 1985**

Issued in panes of 50.

Collector information is on page 17.

**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 401.*

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 offices on separate Forms 17A.

*Before requisitioning additional stock, consider that the stock should be depleted prior to March 3, 1986, at all post office outlets except authorized philatelic centers.*

—Customer Services Dept., 12-5-85.

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**Prevent bulk stamp shipment delays—Verify that item number and quantity entered on bulk stamp requisitions are correct.**

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## 25-Cent Jack London Regular Stamp

The 25-Cent Jack London regular stamp will be placed on sale January 11, 1986, in Glen Ellen, CA. Jack London was the most popular and highest-paid American writer of his time. London's best-known novels, *The Call of the Wild*, *White Fang* and *The Sea Wolf*, vividly portray the elemental struggle between man and nature.

**Do Not Sell Before January 13, 1986**



**Copyright U.S. Postal Service 1985**

Issued in panes of 100.

Collector information is on page 19.

**Supply.** An automatic distribution will be made to post offices with authorized philatelic centers only. Those post offices should requisition additional stamps for their regular window transactions. *All other post offices are encouraged to order sufficient quantities to meet philatelic demand.* Jack London will replace the current 25-Cent Frederick Douglas regular stamp.

**Bulk quantities.** Post offices with 950 or more revenue units requiring 50,000 or more stamps should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing, *using item number 025*. Requisitions must be submitted in the standard ordering quantities for a 100-subject stamp to the maximum of 2.5 million stamps per requisition.

**Less Than-Bulk Quantities.** All other post offices requiring these stamps should requisition them immediately from their designated stamp distribution offices on separate Forms 17A, *Accountable Items Requisition from Stamp Distribution Office*.

—Customer Services Dept., 12-5-85.

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**Accidents don't just happen—  
They are caused**

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ELM Revision

## EMPLOYEE ASSISTANCE PROGRAM

The new subchapter 870 of the *Employee and Labor Relations Manual (ELM)* was published in *Postal Bulletin* 21509 dated 4-11-85. Subchapter 870 has again been revised and is being published in its entirety to reflect recent changes to sections 871.3, 874.3 and 874.4. These changes are effective immediately. Refer to this article until all changes for this subchapter are incorporated in the upcoming issue of the *ELM*.

### 870 Employee Assistance Program (EAP)

#### 871 Introduction

##### 871.1 Purpose

.11 The Postal Service recognizes that alcohol and drug abuse are serious health problems which can adversely affect an employee's job performance as well as personal life. Both alcohol and drug abuse result in the altering of mood and consciousness by intoxication, stimulation, or sedation. In addition, alcohol and drug abuse can affect an employee's ability to meet employment requirements. These conditions, when untreated, can cause deterioration of physical and mental health and can result in early death.

.12 The Employee Assistance Program (EAP) has been established primarily to help postal employees in their efforts to recover from alcohol and drug abuse, thereby eliminating the harmful effects they may have on the individuals' employment and personal life. EAP also continues our obligation under the various collective-bargaining agreements to provide a program for employees afflicted with the disease of alcoholism. The program is not intended to alter or amend any of the rights or responsibilities of postal employees or of the Postal Service itself.

##### 871.2 Definitions

.21 Alcoholism is a complex disease characterized by the uncontrolled use of alcohol.

.22 Drug abuse is the improper or illegal use of or dependency on drugs.

.23 The EAP is a formal, nondisciplinary program designed to assist employees in recovering from alcoholism and drug abuse through evaluation, counseling, and/or referral to outside experts.

##### 871.3 Policy

.31 Participation in EAP is voluntary and will not jeopardize the employee's job security or promotional opportunities. Although voluntary participation in EAP will be given favorable consideration in disciplinary action, participation in EAP does not prohibit disciplinary action for failure to meet acceptable standards of work performance, attendance, and/or conduct problems.

Further, participation in EAP does not shield an employee from discipline or prosecution for criminal activities.

.32 Employees are encouraged to seek assistance through participation in EAP. All inquiries from employees, as well as participation in EAP, are held in confidence and subject only to the exceptions described in ELM 874.4.

.33 The EAP is administered nationwide by the Postal Service and is in conformance with applicable collective-bargaining agreement provisions.

### 872 Program Elements

#### 872.1 Education

A continuing educational and awareness program for all employees regarding alcoholism and the problem of drug abuse will be conducted by postal EAP representatives and postal medical officers at the national, regional, and local levels.

#### 872.2 Identification

.21 **Alcoholism.** Although the factors causing alcoholism may be complex and obscure, there are recognizable patterns of behavior which help to identify employees afflicted with the disease. The following behavior patterns are among those which should be considered as possible indicators of an alcohol-related problem:

- a. Absenteeism and/or habitual tardiness.
- b. Deteriorating performance.
- c. On-the-job intoxication.
- d. Lack of dependability.
- e. Negative attitude changes.

.22 **Drug Abuse.** Observation of the following behavior and symptoms in employees should alert supervisors/managers to suspect possible drug abuse:

- a. Absenteeism and/or habitual tardiness.
- b. Deteriorating performance such as unexplained absences from work area, frequent and lengthy visits to the rest rooms.
- c. Change in physical appearance, including, but not limited to, inattention to dress and/or personal hygiene, weight loss, bloodshot eyes, unsteady gait, trembling, sweating, chills, and needle tracks on normally exposed parts of the body.
- d. Lack of dependability including, but not limited to, impairment of mental and/or physical skills needed to perform the job safely and efficiently.
- e. Negative attitude and disposition changes, including, but not limited to, changes in moods, behavior, attentiveness, concentration, and productivity.

**872.3 Recovery Resources****.31 Postal Resources**

There are EAP units in most major postal facilities. These units are staffed by EAP personnel trained to counsel and provide referral services to employees who seek their assistance. In drug abuse cases, postal medical officers will perform the necessary medical examinations and evaluations and coordinate with EAP personnel regarding counseling and referral to recovery programs. However, EAP personnel and medical officers are not equipped to provide detoxification or drug rehabilitation assistance. Referral programs and treatment facilities are available for this purpose. In cases where hospitalization or detoxification is recommended, requests for sick leave, leave without pay, annual leave, or advanced sick leave will be given careful consideration.

**.32 Outside Resources**

There are a wide variety of outside programs and treatment facilities available which may be recommended to assist employees in the recovery process. EAP personnel maintain a current list of alcohol and drug abuse community programs and resources and assist with initial arrangements and appointments, if the employee desires. The cost of any such programs or treatment facilities is borne by the employee if related expenses are not covered by the employee's health insurance.

**872.4 Referral and Interview**

.41 Employees who desire assistance with an alcohol or drug abuse problem should seek such assistance directly by personally contacting the EAP unit responsible for their installation or, if more convenient, through the medical/health unit where an interview with EAP personnel will be arranged. In drug abuse cases, EAP personnel will further refer employees to the postal medical officer or contract physician for an initial medical assessment and evaluation.

.42 Postal managers and supervisors who have identified employees with apparent alcohol or drug-related employment problems are responsible for referring such employees to the program and should contact EAP personnel for assistance and information regarding proper referral procedures. Management has the authority to require the employee to attend an initial EAP interview.

.43 Employees also may be referred to EAP by fellow employees, union representatives, medical personnel, family members, and judicial or social service agencies.

.44 An employee's first visit to EAP and/or the medical/health unit is on-the-clock, whether the visit is initiated by management or the employee concerned. Subsequent consultations are on the employee's own time.

**872.5 Followup**

For those employees who have been referred to EAP by their managers or supervisors and who have begun participating in the program, the employees' manager or supervisor should contact EAP personnel concerning the employee's continued participation and progress toward recovery. If employees are on leave of absence from the Postal Service to participate in an outside rehabilitative program, EAP personnel will monitor the course or rehabilitation and assist in any contemplated return to work. The postal medical officer will examine employees and make a recommendation to management regarding their ability to return to work. The decision to return the employee to duty rests with the installation head.

**872.6 Evaluation**

The EAP will be evaluated annually or more often as needed. The purpose of these evaluations is to measure the efficiency and effectiveness of the program and to ensure that it is operating within established policy. The acquisition and handling of Restricted Information must be in accordance with section 874.

**873 Reinstatement of Recovered Employees****873.1 Policy**

.11 Where alcoholism or dependency on drugs was a primary contributing factor to events which led to an employee's removal or resignation from the Postal Service, one should not assume that the individual lacks the potential to become a productive postal employee in the future. Those who recover from the disease of alcoholism or from dependency on drugs may be fully employable. Therefore, their requests for reinstatement should be given serious consideration, recognizing that the experience gained in former postal employment is a potentially valuable asset.

.12 In reviewing such reinstatement requests, local management will consider the former employee's postal work history and the nature of the charges which led to removal or resignation, as well as the eligibility factors set forth below, and those contained in Handbook P-11, *Personnel Operations*.

**873.2 Eligibility**

.21 Reinstatement of an individual whose removal or resignation from the Postal Service was related to alcoholism or dependency on drugs may be considered when:

a. The individual submits a written request for reinstatement, accompanied by a *Consent to Disclosure Form*, indicating the employee's written consent to Waiver of Privacy Act restrictions on disclosure of records.



b. The individual has satisfactorily participated in a recognized recovery program for a minimum of 6 months prior to application for reinstatement and is willing to provide employing officials with written certification. EAP personnel and/or the postal medical officer will assist the employing officials, where feasible, in ascertaining whether the individual has been rehabilitated to the extent that reinstatement should be considered.

c. The individual is willing to accept reinstatement on the basis of continued participation in an EAP-coordinated alcoholism or drug rehabilitation program.

d. The individual is willing to accept reinstatement with the understanding that future alcohol- or drug abuse-related employment problems may be cause for removal.

.22 When the above criteria have been met, each case will be judged on its own merits.

### 873.3 Responsibilities

.31 Employing officials must give serious consideration to requests for reinstatement. Approval must be obtained as outlined in the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM) 323.23 and in Handbook P-11, part 313. For procedural requirements regarding reinstatement, see Handbook P-11, 260 and 323.

.32 If a former bargaining-unit employee is reinstated to a bargaining-unit position, employing officials must comply with all relevant provisions of applicable collective-bargaining agreements in determining the employee's seniority and other contractual rights.

## 874 EAP Records and Information

### 874.1 Policy

Information about EAP participants must be held in confidence. As Restricted Information, it may be disclosed only as shown in 874.4 below.

### 874.2 Restricted Information

Restricted Information is that information that has limitations placed upon both its access within the Postal Service and disclosure outside the Postal Service consistent with the Privacy and Freedom of Information Acts.

### 874.3 Custodians

EAP personnel are the custodians of the records concerning program participants, and Postal Service medical personnel are the custodians of any participant's restricted medical records.

### 874.4 Disclosure

.41 Information identifying program participants, whether or not such information is recorded, may be disclosed only as follows:

a. To other USPS health professionals, such as medical officers and nurses who share program responsibility for the participant's rehabilitation.

b. To medical personnel outside the Postal Service to the extent necessary to meet a *bona fide* medical emergency involving the participant.

c. To the referring supervisor and/or manager for purposes of advising as to the employee's continued participation and progress toward recovery (see 872.5).

d. To qualified personnel with the express written authorization of the APMG, Employee Relations, for purposes of conducting scientific research or program audits or evaluation. However, under no circumstances will any identifying information be disclosed in the resulting evaluation, research, or audit reports.

e. When authorized by a court order upon a showing of good cause. Regional Counsel should be contacted for assistance in both evaluating the order and in determining the extent to which information must be released.

f. To any person with the prior written consent of the program participant.

.42 In all cases above, only that information which is absolutely necessary to satisfy the recipient's business or medical need is to be disclosed.

.43 No EAP records or personnel may be used to initiate or substantiate any criminal charges against a program participant or to conduct any investigation of a participant, except as authorized by a court order for good cause. However, if an EAP participant reveals the commission or intended commission of serious criminal activity, the EAP counselor is not prohibited from disclosing that information as long as the employee is not identified as a program participant.

—Employee Relations Dept., 12-5-85.

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

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## Year End Personnel Actions for Casuals

All casuals on the rolls on December 31, 1985 (including Christmas casuals), in CAG A-K post offices must be separated, reappointed, or converted to career. This will be accomplished using the normal Form 50, *Notification of Personnel Action*, processing procedures.

The automatic termination of all Christmas casuals will not be effected on December 31, 1985, as was done in previous years. Experience has shown that the number of reappointments of "Christmas casuals" as "casuals" makes the automatic termination process inefficient. Therefore, when the accession Form 50 for Christmas casual is received, remove the Form 50-A and hold aside. As soon as a determination is made to either separate, reappoint, or convert to career, complete the Form 50-A and send to the appropriate ELRIC.

As for all other casuals, the year end listing will no longer be used. In many instances, the list was not completed until the end of the year, which delayed submission of the entire list to the ELRIC. By using Form 50-A, each action can be processed independently and the inherent delays of the list are avoided.

For all separations or reappointments (whether a regular casual or a Christmas casual), complete effective date, nature of action code and any appropriate remarks on the employee's Form 50-A and forward to the E&LR Information Center (ELRIC) as soon as possible. For any conversions to career, see section 614.3 of the *Personnel Operations Handbook*, P-11.

—Employee Relations Dept., 12-5-85.

### All Vehicle Post Offices

## Gasoline Credit Card Usage

Beginning November 1, 1985, Kerr-McGee Refining Corporation will no longer provide PDC billings with fuel tax computations. Effective immediately, all vehicle post offices are to cease the use of Kerr-McGee or Deep-Rock credit cards for the purchase of fuel or services.

For services and fuel formerly provided by Kerr-McGee, Fleet Managers and Postmasters are to use other credit cards as their first alternative. Local arrangements for tax exempt status and reimbursement must be made if any other method of payment is used.

Vehicle Repair Maintenance Agreements with Kerr-McGee or Deep-Rock service stations are not affected by this notice.

—Delivery Services Dept., 12-5-85.

### DMM Revision

## Exceptional Address Format

Effective immediately, DOMESTIC MAIL MANUAL (DMM) 122.422 is revised to reflect current forwarding regulations and to make it agree with DMM 153.11h. As currently written DMM 122.422 conflicts with DMM 153.11h since the former section indicates address correction service is permissible. Under our new forwarding regulations, address correction service would return the mailpiece if a customer has moved preventing delivery to the original address.

The DMM is revised as follows:

### 122.4 Simplified Address

\* \* \* \* \*

### .42 Occupant

\* \* \* \* \*

### .422 Exceptional Address Format

a. The following exceptional forms of address may be used on all classes of mail except Express Mail:

- (1) Mr. John Doe or current occupant.
- (2) Mr. John Doe or current resident.

**Note:** Both (1) and (2) must be followed by the complete address as shown in 122.421.

b. The exceptional address format *cannot* be used on:

- (1) Mail which is registered, certified, insured or has COD service.
- (2) Mail endorsed "Do Not Forward".
- (3) Mail bearing an address correction service endorsement or any other type of endorsement.

c. First-Class Mail which is undeliverable as addressed will be returned to sender (see 153.11h).

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

—Delivery Services Dept., 12-5-85.

### Correction

## Plastic Mailbag Processing Procedures

The article of the same title, which appeared on Page 5, of POSTAL BULLETIN 21536, dated October 17, 1985, contained erroneous information. The table of plastic sack bundling quantities listed in the article should be changed to read as follows:

EIRS No.	Type	Packed
03P.....	#2 Brown .....	35 into the 36th sack.

Please ensure that all copies of record are changed to read as above.

—Mail Processing Dept., 12-5-85.



CAG A-G Post Offices

## REQUISITION SCHEDULE FOR BULK QUANTITIES OF POSTAGE STAMPS AND POSTAL CARDS

Beginning January 1, 1986, postmasters at all CAG A-G post offices will submit Forms 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing and Forms 3216, *Requisition for Postal Cards—Bulk Quantities*, to the Government Printing Office according to the schedule shown below.

Requisitions for postage stamps should be mailed in the preaddressed envelope, P-10-A, while requisitions for postal cards should be mailed in the preaddressed envelope, P-10-C. These envelopes are available from area supply centers.

Requisitions to Bureau of Engraving and Print-

ing and Government Printing Office must be mailed *at least* seven days prior to the due date shown in the schedule to allow time for processing. Those requisitions for postage stamps received after the scheduled date will be processed out-of-cycle, increasing processing and handling costs, and delaying stamp shipments for the ordering post office. Requisitions for postal cards received after the scheduled date will be held and processed during the next ordering cycle for that area.

A copy of this updated schedule should be inserted as Figure 5-2 in F-1 Handbook, *Financial Handbook for Post Offices*.

*Offices located in following States and possessions*

*Date requisitions are due at Bureau of Engraving and Printing or Government Printing Office*

Alaska, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming.	Jan. 6 .....	Mar. 3 .....	Apr. 28 .....	June 30 .....	Aug. 25 .....	Oct. 27 .....
Arizona, California, Guam, Hawaii .....	Jan. 13 .....	Mar. 10 .....	May 5 .....	July 7 .....	Sept. 8 .....	Nov. 3 .....
Iowa, Michigan, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin.	Jan. 20 .....	Mar. 17 .....	May 12 .....	July 14 .....	Sept. 15 .....	Nov. 10 .....
Illinois, Indiana, Kansas, Kentucky, Missouri, Ohio, Oklahoma.	Jan. 27 .....	Mar. 24 .....	May 19 .....	July 21 .....	Sept. 22 .....	Nov. 17 .....
Arkansas, Louisiana, Mississippi, Tennessee, Texas .....	Feb. 3 .....	Mar. 31 .....	June 2 .....	July 28 .....	Sept. 29 .....	Nov. 24 .....
Alabama, District of Columbia, Florida, Georgia, Maryland, North Carolina, South Carolina, Virginia, West Virginia.	Feb. 10 .....	Apr. 7 .....	June 9 .....	Aug. 4 .....	Oct. 6 .....	Dec. 1 .....
Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.	Feb. 17 .....	Apr. 14 .....	June 16 .....	Aug. 11 .....	Oct. 13 .....	Dec. 8 .....
Delaware, New Jersey, New York, Pennsylvania, Puerto Rico, Virgin Islands.	Feb. 24 .....	Apr. 21 .....	June 23 .....	Aug. 18 .....	Oct. 20 .....	Dec. 15 .....

—Customer Services Dept., 12-5-85.

### DOMESTIC ORDERS

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

State/city	Names covered	Product
FL, Miami 33141-4106 .....	TV Testing Authority, 1681 N.E. 79th Street ...	Conducting a lottery or gift enterprise.
FL, Miami 33141-4106 .....	United States Testing Authority, 1681 N.E. 79th Street.	Conducting a lottery or gift enterprise.
FL, Miami 33141-4106 .....	United States Testing Bureau, 1681 N.E. 79th Street.	Conducting a lottery or gift enterprise.
FL, Miami 33138-4255 .....	American Testing Bureau, 1090 N.E. 79th Street.	Conducting a lottery or gift enterprise.
CA, San Diego 92115-0870 .....	Commission Mailing Division, Marketing International, P.O. Box 0197.	Income opportunity program.
CA, San Diego 92115-0790 .....	Marketing International, Commission Mailing Division, Marketing International Commission Mailing, P.O. Box 15967.	Income opportunity program.
CA, San Diego 92115-0780 .....	National Division, Dept A. National Division, P.O. Box 15877.	Income opportunity program.

—Judicial Officer, 12-5-85.

## Waiver of Claims for Erroneous Payment of Pay

Effective immediately, the procedures outlined in Part 437, Waiver of Claims for Erroneous Payment of Pay, of the EMPLOYEE & LABOR RELATIONS MANUAL (ELM), are changed as follows:

\* \* \* \* \*

Delete 437.62 Section 437.61 is changed to Section 437.6 and the language remains as follows:

### 437.6 Action by the Postal Data Center (PDC)

The PDC will waive the claim if it can determine from a review of the file that all of the following conditions are met:

a. The overpayment occurred through administration error of the USPS. Excluded from consideration for waiver of collection are overpayments resulting from errors in timekeeping, keypunching, machine processing of time cards or time credit, coding, and any typographical errors that are adjusted routinely in process of current operations.

b. Everyone having an interest in obtaining a waiver acted reasonably under the circumstances, without any indication of fraud, misrepresentation, fault, or lack of good faith.

c. Collection of the claim would be against equity and good conscience and would not be in the best interest of the USPS.

Change Sections 437.71 and 437.72 to read as follows:

### 437.7 Appeal of Disallowed Request

**.71 Appeal Procedure.** When a request for waiver has been partially or completely denied, the applicant may submit a written appeal to the PDC that denied the claim within 15 days of receipt of the determination. The appeal letter should clearly indicate that the employee is appealing the disallowance of the waiver request, and explain in detail the reasons why the employee believes the claim should be waived.

**.72 Final Decision.** The PDC will then forward the appeal, with the entire case file, to the applicable Regional Director of Finance for Regional employees or to the General Manager, Accounting Operations Division, Headquarters for Headquarters employees for a final decision. The Regional Director of Finance or General Manager, Accounting Operations Division will advise the employee and the PDC of their final decision. The PDC will adjust its records if necessary.

This revision will be incorporated in the upcoming issue of the ELM.

—Dept. of the Controller, 12-5-85.

All Personnel Processing Mail for Dispatch Abroad

## Foreign Order No. 142

Keep all foreign order notices for use as reference.

A tentative *Lottery Order* has been issued against the following:

### CANADA

Viceroy Marketing  
P.O. Box 7200 Postal Station D  
867 Goldstream Avenue  
and  
Harvey Germaine  
P.O. Box 7200 Postal Station D  
867 Goldstream Avenue  
Victoria, B.C.

Viceroy Marketing  
P.O. Box 1029 Postal Station A  
508 W. Hastings Street  
and  
Raymond Johns  
P.O. Box 1029 Postal Station A  
508 W. Hastings Street  
Vancouver, B.C.

Horizon International  
P.O. Box 520  
and  
Member Application  
P.O. Box 520  
Brampton, Ontario

Viceroy Marketing  
P.O. Box 67548, Postal Station O  
5960 Fraser Street  
and  
Beatrice Harwood  
P.O. Box 67548 Station O  
5960 Fraser Street  
Vancouver, B.C.

### FEDERAL REPUBLIC OF GERMANY

H.G. Schulze  
Ebertalle 33  
P.O. Box 520652  
D-2000 Hamburg 52

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029-A, New York, NY 10099-9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—Judicial Officer, 12-5-85.



DMM Revision

### NEW INTERNATIONAL MAIL REGULATIONS

Effective January 1, 1986, the following changes apply to international mail. These changes are a result of the regulations adopted at the 1984 Hamburg Congress of the Universal Postal Union (UPU), and by the USPS becoming signatory to the UPU Parcels Agreement. A summary of changes is provided below, followed by the text changes to the applicable section of the INTERNATIONAL MAIL MANUAL (IMM).

#### Fee Change

The selling price of the *International Reply Coupon* is increased from 65 cents to 80 cents. (IMM 392.3)

#### New/Revised Regulations

1. Envelopes with one or two transparent window panels are permitted to all countries. (IMM 143.5g)

2. A postage meter stamp or permit imprint may now be affixed directly on the mail piece when plastic wrap is used. (IMM 153a)

3. Sound recordings or tapes are permitted as Free Matter for the Blind when mailed by a blind person. (IMM 251)

4. Form 2976A, *Customs Declaration* is required when the value of the contents exceed \$312. Previously the limit was set at \$120. (IMM 123.13)

5. Undeliverable air letters and cards must be returned to sender by air. (IMM 782.14)

6. A Return Receipt not returned or received incomplete must be reported on Form 542, *Inquiry About A Registered Article or an Insured Parcel or an Ordinary Parcel*. (IMM 928.12)

7. The outside wrapper of items containing radioactive materials must be marked/endorsed with the words "Radioactive Materials. Quantities permitted for movement by post". (IMM 138f)

8. Weight limit for air and surface small packets is increased from two pounds to four pounds for certain countries. (IMM 263.1) (See listing below for applicable countries)

9. Implementation of the new parcels agreement will result in new parcel post weight limits, and new insurance service and/or amounts to several countries. Applicable changes for 40 countries are reflected in the country listing provided below. Other country changes will be announced in a future POSTAL BULLETIN as the information is received.

Effective January 1, 1986, the IMM is revised as follows:

#### Chapter 1 International Mail Services

##### 123 Customs Forms Required

##### 123.1 Postal Union Mail

##### 123.13 Form 2976-A, Customs Declaration

a. Form 2976-A, *Customs Declaration*, C2, must be

completed by the sender and be inserted inside Postal Union mail items when:

- (1) the contents exceed \$312 in value or,

\* \* \* \* \*

##### 138 Radioactive Materials

Shipments containing radioactive materials are mailable in international mail only under the following special circumstances:

\* \* \* \* \*

f. Package wrapper must also bear the following endorsements in bold letters: "Return to sender in case of nondelivery" and "Radioactive Materials. Quantities permitted for movement by post."

\* \* \* \* \*

##### 143 Envelope and Card Specifications

\* \* \* \* \*

##### 143.5 Window Envelopes

Window envelopes may be used under the following conditions:

\* \* \* \* \*

g. Window envelopes with one or two transparent window panels are acceptable in international mail.

\* \* \* \* \*

##### 153 Placement of Postage

a. Postage stamps and postage paid impressions must be applied to the address side of mail, in the upper right hand corner. The postage meter stamp or permit imprint may be affixed directly on the mailpiece or on the wrapper when plastic wrap is used.

\* \* \* \* \*

#### Chapter 2 Conditions for Mailing

##### 250 Matter for the Blind

##### 251 Description

Matter for the blind in international mail is limited to:

\* \* \* \* \*

d. Sound recordings or tapes that are mailed by a blind person.

\* \* \* \* \*

##### 263 Weight and Size Limits

##### 263.1 Weight Limits

Maximum of 4 lbs. to most countries; 1 lb., and 2 lbs., to some. See individual country listings.

\* \* \* \* \*

**Chapter 3 Special Services**

**392 International Reply Coupons**

**392.3 Selling Price and Rate of Exchange**

a. In the first sentence delete "65 cents" and insert "80 cents."

**Chapter 7 Treatment of Inbound Mail**

**782 Mail of Foreign Origin**

**782.1 Marking**

**.14 Airmail**

Cross out any AIRMAIL or PAR AVION endorsements or labels on undeliverable mail (except air letters and cards) which is returned to the sender by surface. Undeliverable air letters and cards are returned to the sender by air.

**782.3 Disposal**

**.31 General Procedure**

Undeliverable mail must be dispatched to the appropriate exchange office as listed in each Regional Logistics Directory for return to the sender.

**Chapter 9 Inquiries, Indemnities, and Refunds**

**928 Processing Inquiries**

**928.1 General Procedures**

**.12 Return Receipts Improperly Completed or Not Received**

.121 If the sender receives a return receipt not properly completed (see 341 for completion expected at destination), he may file an inquiry without charge. Attach the original Form 2865, *Return Receipt for International Insured or Registered Mail*, to the inquiry Form 542, *Inquiry about a Registered Article or an Insured Parcel*. Send Form 542 and the original Form 2865 to the appropriate international claims and inquiries office (see 931.21).

**Individual Country Changes**

**New Parcel Post Insurance Amounts and Weight Limits**

Country	New Ins. Maximum	Air PP Rate Group	New PP Weight Max. Lbs.
Austria.....	\$500		
Azores.....	500		
Bahamas.....	150		
Cameroon.....	370	D	44
Colombia.....	No ins.		
Congo.....	420		
Corisca.....	500		
Costa Rica.....	No ins.		

Country	New Ins. Maximum	Air PP Rate Group	New PP Weight Max. Lbs.
Cuba.....	No ins.		
Cyprus.....	\$500		
Ghana.....	400		
Iraq.....	400		
Italy.....	500		
Kenya.....	370		
Kuwait.....	500		
Lesotho.....	No ins.		
Luxembourg.....	500		
Madeira Islands.....	500		
Malawi.....	500		
Mexico.....	No ins.		
Morocco.....	500		
Nauru.....	170	C	44
New Zealand.....	500		
Niger.....	340		
Pakistan.....	430		
Panama.....	No ins.		
Portugal.....	500		
Qatar.....	500	C	44
Solomon Islands.....	No ins.	C	44
Sri Lanka.....	70	D	44
Sudan.....	60		
Swaziland.....	500		
Syria.....	500	D	44
Thailand.....	100	D	44
Trinidad and Tobago.....	500		
Turkey.....	500		
Tuvalu.....	No ins.	B	44
United Arab Emirates.....	500	D	44
Yemen, Arab Republic.....	No ins.	D	22
Zambia.....	210		

Applicable insurance rate table for new service countries:

Insurance (320) Available for Parcel Post Only. See 324.2 for required markings.

Insured amount not over	Fee	Insured amount not over	Fee
\$25.....	\$1.10	\$300.....	\$3.70
50.....	1.40	400.....	4.40
100.....	2.10	500.....	5.20
200.....	3.00		

Parcel Post rate tables (air and surface rates) for countries listed above:

**Rate Group B**

**Parcel Post (270)**

Air	Weight		Sur-face	Air	Weight		Sur-face
	not	over			not	over	
\$4.95	lbs. 0	4 ozs.	\$3.90	\$67.05	lbs. 20	0 ozs.	\$27.30
5.85	0	8	3.90	68.55	20	8	28.60
6.75	0	12	3.90	70.05	21	0	28.60
7.65	1	0	3.90	71.55	21	8	29.90
8.55	1	4	3.90	73.05	22	0	29.90
9.45	1	8	3.90	74.55	22	8	31.20
10.35	1	12	3.90	76.05	23	0	31.20
11.25	2	0	3.90	77.55	23	8	32.50
12.15	2	4	5.20	79.05	24	0	32.50
13.05	2	8	5.20	80.55	24	8	33.80



Rate Group B—Continued

Air	Weight		Sur-face	Air	Weight		Sur-face
	not	over			not	over	
\$13.95	2	12	\$5.20	\$82.05	25	0	\$33.80
14.85	3	0	5.20	83.55	25	8	35.10
15.75	3	4	6.50	85.05	26	0	35.10
16.65	3	8	6.50	86.55	26	8	36.40
17.55	3	12	6.50	88.05	27	0	36.40
18.45	4	0	6.50	89.55	27	8	37.70
19.35	4	4	7.80	91.05	28	0	37.70
20.25	4	8	7.80	92.55	28	8	39.00
21.15	4	12	7.80	94.05	29	0	39.00
22.05	5	0	7.80	95.55	29	8	40.30
23.55	5	8	9.10	97.05	30	0	40.30
25.05	6	0	9.10	98.55	30	8	41.60
26.55	6	8	10.40	100.05	31	0	41.60
28.05	7	0	10.40	101.55	31	8	42.90
29.55	7	8	11.70	103.05	32	0	42.90
31.05	8	0	11.70	104.55	32	8	44.20
32.55	8	8	13.00	106.05	33	0	44.20
34.05	9	0	13.00	107.05	33	8	45.50
35.55	9	8	14.30	109.55	34	0	45.50
37.05	10	0	14.30	110.55	34	8	46.80
38.55	10	8	15.60	112.05	35	0	46.80
40.05	11	0	15.60	113.55	35	8	48.10
41.55	11	8	16.90	115.05	36	0	48.10
43.05	12	0	16.90	116.55	36	8	49.40
44.55	12	8	18.20	118.05	37	0	49.40
46.05	13	0	18.20	119.55	37	8	50.70
47.55	13	8	19.50	121.05	38	0	50.70
49.05	14	0	19.50	122.55	38	8	52.00
50.55	14	8	20.80	124.05	39	0	52.00
52.05	15	0	20.80	125.55	39	8	53.30
53.55	15	8	22.10	127.05	40	0	53.30
55.05	16	0	22.10	128.55	40	8	54.60
56.55	16	8	23.40	130.05	41	0	54.60
58.05	17	0	23.40	131.55	41	8	55.90
59.55	17	8	24.70	133.05	42	0	55.90
61.05	18	0	24.70	134.55	42	8	57.20
62.55	18	8	26.00	136.05	43	0	57.20
64.05	19	0	26.00	137.55	43	8	58.50
65.55	19	8	27.30	139.05	44	0	58.50

Weight limit: 44 pounds

Rate Group C

Parcel Post (270)

Air	Weight		Sur-face	Air	Weight		Sur-face
	not	over			not	over	
\$6.00	lbs. 0	4 ozs.	\$3.90	\$86.90	lbs. 20	0 ozs.	\$27.30
7.10	0	8	3.90	88.90	20	8	28.60
8.20	0	12	3.90	90.90	21	0	28.60
9.30	1	0	3.90	92.90	21	8	29.90
10.40	1	4	3.90	94.90	22	0	29.90
11.50	1	8	3.90	96.90	22	8	31.20
12.60	1	12	3.90	98.90	23	0	31.20
13.70	2	0	3.90	100.90	23	8	32.50
14.80	2	4	5.20	102.90	24	0	32.50
15.90	2	8	5.20	104.90	24	8	33.80
17.00	2	12	5.20	106.90	25	0	33.80
18.10	3	0	5.20	108.90	25	8	35.10
19.20	3	4	6.50	110.90	26	0	35.10
20.30	3	8	6.50	112.90	26	8	36.40
21.40	3	12	6.50	114.90	27	0	36.40
22.50	4	0	6.50	116.90	27	8	37.70
23.60	4	4	7.80	118.90	28	0	37.70
24.70	4	8	7.80	120.90	28	8	39.00
25.80	4	12	7.80	122.90	29	0	39.00
26.90	5	0	7.80	124.90	29	8	40.30
28.00	5	8	9.10	126.90	30	0	40.30
29.10	6	0	9.10	128.90	30	8	41.60
30.20	6	8	10.40	130.90	31	0	41.60
31.30	7	0	10.40	132.90	31	8	42.90
32.40	7	8	11.70	134.90	32	0	42.90
33.50	8	0	11.70	136.90	32	8	44.20
34.60	8	8	13.00	138.90	33	0	44.20
35.70	9	0	13.00	140.90	33	8	45.50

Air	Weight		Sur-face	Air	Weight		Sur-face
	not	over			not	over	
\$44.90	9	8	\$14.30	\$142.90	34	0	\$45.50
46.90	10	0	14.30	144.90	34	8	46.80
48.90	10	8	15.60	146.90	35	0	46.80
50.90	11	0	15.60	148.90	35	8	48.10
52.90	11	8	16.90	150.90	36	0	48.10
54.90	12	0	16.90	152.90	36	8	49.40
56.90	12	8	18.20	154.90	37	0	49.40
58.90	13	0	18.20	156.90	37	8	50.70
60.90	13	8	19.50	158.90	38	0	50.70
62.90	14	0	19.50	160.90	38	8	52.00
64.90	14	8	20.80	162.90	39	0	52.00
66.90	15	0	20.80	164.90	39	8	53.30
68.90	15	8	22.10	166.90	40	0	53.30
70.90	16	0	22.10	168.90	40	8	54.60
72.90	16	8	23.40	170.90	41	0	54.60
74.90	17	0	23.40	172.90	41	8	55.90
76.90	17	8	24.70	174.90	42	0	55.90
78.90	18	0	24.70	176.90	42	8	57.20
80.90	18	8	26.00	178.90	43	0	57.20
82.90	19	0	26.00	180.90	43	8	58.50
84.90	19	8	27.30	182.90	44	0	58.50

Weight limit: 44 pounds

Rate Group D (22 lbs. max.)

Parcel Post (270)

Air	Weight		Sur-face	Air	Weight		Sur-face
	not	over			not	over	
\$7.05	lbs. 0	4 ozs.	\$ 3.90	\$52.70	lbs. 9	0 ozs.	\$13.00
8.40	0	8	3.90	55.20	9	8	14.30
9.75	0	12	3.90	57.70	10	0	14.30
11.10	1	0	3.90	60.20	10	8	15.60
12.45	1	4	3.90	62.70	11	0	15.60
13.80	1	8	3.90	65.20	11	8	16.90
15.15	1	12	3.90	67.70	12	0	16.90
16.50	2	0	3.90	70.20	12	8	18.20
17.85	2	4	5.20	72.70	13	0	18.20
19.20	2	8	5.20	75.20	13	8	19.50
20.55	2	12	5.20	77.70	14	0	19.50
21.90	3	0	5.20	80.20	14	8	20.80
23.25	3	4	6.50	82.70	15	0	20.80
24.60	3	8	6.50	85.20	15	8	22.10
25.95	3	12	6.50	87.70	16	0	22.10
27.30	4	0	6.50	90.20	16	8	23.40
28.65	4	4	7.80	92.70	17	0	23.40
30.00	4	8	7.80	95.20	17	8	24.70
31.35	4	12	7.80	97.70	18	0	24.70
32.70	5	0	7.80	100.20	18	8	26.00
35.20	5	8	9.10	102.70	19	0	26.00
37.70	6	0	9.10	105.20	19	8	27.30
40.20	6	8	10.40	107.70	20	0	27.30
42.70	7	0	10.40	110.20	20	8	28.60
45.20	7	8	11.70	112.70	21	0	28.60
47.70	8	0	11.70	115.20	21	8	29.90
50.20	8	8	13.00	117.70	22	0	29.90

Weight limit: 22 pounds

Rate Group D (44 lbs. max.)

Parcel Post (270)

Air	Weight		Sur-face	Air	Weight		Sur-face
	not	over			not	over	
\$7.05	lbs. 0	4 ozs.	\$3.90	\$107.70	lbs. 20	0 ozs.	\$27.30
8.40	0	8	3.90	110.20	20	8	28.60
9.75	0	12	3.90	112.70	21	0	28.60
11.10	1	0	3.90	115.20	21	8	29.90
12.45	1	4	3.90	117.70	22	0	29.90
13.80	1	8	3.90	120.20	22	8	31.20
15.15	1	12	3.90	122.70	23	0	31.20
16.50	2	0	3.90	125.20	23	8	32.50

Rate Group D—Continued

Air	Weight		Sur-face	Air	Weight		Sur-face
	not	over			not	over	
\$17.85	2	4	\$5.20	\$127.70	24	0	\$52.50
19.20	2	8	5.20	130.20	24	8	53.80
20.55	2	12	5.20	132.70	25	0	53.80
21.90	3	0	5.20	135.20	25	8	55.10
23.25	3	4	6.50	137.70	26	0	55.10
24.60	3	8	6.50	140.20	26	8	56.40
25.95	3	12	6.50	142.70	27	0	56.40
27.30	4	0	6.50	145.20	27	8	57.70
28.65	4	4	7.80	147.70	28	0	57.70
30.00	4	8	7.80	150.20	28	8	59.00
31.35	4	12	7.80	152.70	29	0	59.00
32.70	5	0	7.80	155.20	29	8	40.30
35.20	5	8	9.10	157.70	30	0	40.30
37.70	6	0	9.10	160.20	30	8	41.60
40.20	6	8	10.40	162.70	31	0	41.60
42.70	7	0	10.40	165.20	31	8	42.90
45.20	7	8	11.70	167.70	32	0	42.90
47.70	8	0	11.70	170.20	32	8	44.20
50.20	8	8	13.00	172.70	33	0	44.20
52.70	9	0	13.00	175.20	33	8	45.50
55.20	9	8	14.30	177.70	34	0	45.50
57.70	10	0	14.30	180.20	34	8	46.80
60.20	10	8	15.60	182.70	35	0	46.80
62.70	11	0	15.60	185.20	35	8	48.10
65.20	11	8	16.90	187.70	36	0	48.10
67.70	12	0	16.90	190.20	36	8	49.40
70.20	12	8	18.20	192.70	37	0	49.40
72.70	13	0	18.20	195.20	37	8	50.70
75.20	13	8	19.50	197.70	38	0	50.70
77.70	14	0	19.50	200.20	38	8	52.00
80.20	14	8	20.80	202.70	39	0	52.00
82.70	15	0	20.80	205.20	39	8	53.30
85.20	15	8	22.10	207.70	40	0	53.30
87.70	16	0	22.10	210.20	40	8	54.60
90.20	16	8	23.40	212.70	41	0	54.60
92.70	17	0	23.40	215.20	41	8	55.90
95.20	17	8	24.70	217.70	42	0	55.90
97.70	18	0	24.70	220.20	42	8	57.20
100.20	18	8	26.00	222.70	43	0	57.20
102.70	19	0	26.00	225.20	43	8	58.50
105.20	19	8	27.30	227.70	44	0	58.50

Weight limit: 44 pounds

Countries Permitting Air and Surface Small Packets up to 4 Pounds

Afghanistan	Costa Rica
Andorra	Cyprus
Antigua & Barbuda	Denmark
Argentina	Dominica
Austria	Dominican Republic
Azores	Ecuador
Bahamas	Egypt
Bahrain	Fiji
Belgium	Finland
Belize	France
Bermuda	French Guinea
Bolivia	German Democratic Republic
Botswana	Germany, Federal Republic of
Brunei	
Bulgaria	

Great Britain & Northern Ireland	Panama
Guadeloupe	Paraguay
Guatemala	Peru
Guinea	Poland
Guyana	Portugal
Honduras	Qatar
Iraq	Reunion
Ireland	Rwanda
Israel	Saint Christopher & Nevis
Japan	Saint Lucia
Kiribati	Saint Pierre & Miquelon
Korea, Republic of	Saint Vincent & The Grenadines
Kuwait	Seychelles
Lao	Sierra Leone
Lebanon	Singapore
Liechtenstein	Solomon Islands
Luxembourg	South Africa
Malawi	Spain
Maldives	Sri Lanka
Malta	Suriname
Madeira Islands	Swaziland
Martinique	Sweden
Mauritius	Switzerland
Monaco	Taiwan
Morocco	Togo
Nauru	Tonga
Nepal	Trinidad and Tobago
Netherlands	Tunisia
Netherlands Antilles	Uganda
Nicaragua	Vanuatu
Nigeria	Vatican City
Norway	Yugoslavia
Oman	
Pakistan	

New Surface Small Packet Postal Rates

The new surface small packet rates for the 4 pound weight countries are as follows:

Weight not over		Rate
2 lbs.	8 ozs.	\$4.19
3	0	4.19
4	0	4.89

Insert the above rates in the rate table titled Printed Matter, Matter for the Blind and Small Packets in the appropriate country sheet in the INTERNATIONAL MAIL MANUAL.

These changes will be incorporated in a future revision to the IMM.

—Rates & Classification Dept., 12-5-85.

Pile sacks evenly to avoid damage and to conserve space



## MANAGEMENT AND REGIONAL INSTRUCTIONS

The following are current lists of Management Instructions (MIs) and Regional Instructions (RIs). RIs are being phased out and those few still in effect are in the process of being reissued as MIs. As RIs are converted, the new MIs will be listed in the POSTAL BULLETIN under "Directives Update", along with other changes to MIs.

### Management Instructions

Identification No.	Title	Date Issued	Obsoletes
<b>ADMINISTRATIVE SUPPORT</b>			
AS-220-85-6	<i>Bait Money Order Program</i> .....	05-16-85	AS-220-83-10
AS-280-80-6	<i>Coordination of Regional Emergency Programs and Regional Emergency Coordinating Committees</i> .....	07-31-80	RI 741-G-79
AS-310-78-3	<i>Regional Directives</i> .....	09-07-78	
AS-330-85-2	<i>Open Houses and Special Tours</i> .....	02-19-85	RI 768-G-83
AS-510-79-19	<i>National Facility Programs, USPS and GSA</i> .....	06-15-79	
AS-510-81-13	<i>Construction Status Report—New Leased Buildings</i> .....	08-19-81	
AS-510-81-14	<i>Building Management Program</i> .....	08-25-81	RI 1051-RE&B-40
AS-510-81-19	<i>Compliance with OSHA Standards—Facility Construction Program</i> .....	11-06-81	AS-510-81-3
AS-510-82-8	<i>National Environmental Policy Act Implementing Procedures</i> .....	09-01-82	
AS-510-82-10	<i>USPS Buildings Occupied by GSA/Federal Agencies—Reimbursable Work Authorizations</i> .....	12-08-82	RI 1074-RE&B-46
AS-510-82-11	<i>GSA Buildings Occupied by USPS—Reimbursable Work Authorizations</i> .....	12-08-82	RI 1059-RE&B-44
AS-510-82-13	<i>FMS Reporting Procedures for Planned Repair and Alterations Projects</i> .....	12-28-82	
AS-510-83-1	<i>USPS Maintenance of Leased Facilities</i> .....	01-19-83	
AS-510-83-3	<i>Building and Site Design Safety Requirements</i> .....	02-16-83	
AS-510-83-5	<i>Disposal of USPS Real Property</i> .....	03-16-83	AS-510-81-12
AS-510-83-12	<i>Consideration of Developmental/Joint Use Concept in Planning New Facilities</i> .....	09-30-83	
AS-510-84-2	<i>Historic Preservation—Policies/Procedures</i> .....	02-15-84	
AS-510-84-5	<i>Intergovernmental Review—Facility Project Actions</i> .....	03-19-84	
AS-510-84-10	<i>Minor Building Repair and Alteration Projects</i> .....	05-22-84	AS-510-82-2
AS-510-84-13	<i>Site Selection for Major Postal Facilities</i> .....	08-10-84	AS-510-83-15
AS-510-84-15	<i>PDC Maintenance</i> .....	12-14-84	
AS-510-85-4	<i>Restrictions on Changes in New Facility Planning Data and Designs After Project Approval</i> .....	04-04-85	AS-510-84-3
AS-510-85-5	<i>Major Facility Design Review Procedures</i> .....	04-04-85	AS-510-84-4
AS-510-85-10	<i>Security Counterlines</i> .....	10-18-85	
AS-520-81-9	<i>Processing of Project Authorizations (Form 4209)</i> .....	05-15-81	
AS-520-81-11	<i>Facility and Equipment Safety Design and Acceptance Reviews</i> .....	07-06-81	
AS-520-82-4	<i>Decision Analysis Compliance</i> .....	03-19-82	AS-520-81-6
AS-520-82-7	<i>Facility Planning Concepts</i> .....	08-06-82	
AS-520-84-1	<i>Facility Priority System</i> .....	01-05-84	AS-520-81-15
AS-520-84-6	<i>Integrated Logistics Support</i> .....	04-30-84	
AS-530-80-8	<i>Container Repair Program</i> .....	08-11-80	
AS-530-81-17	<i>Special Custodial Allowance for Post Offices</i> .....	10-19-81	RI 1022-PO-107
AS-530-84-9	<i>Preventive Maintenance for Mail Processing Equipment</i> .....	04-06-84	
AS-540-79-37	<i>Heating Fuel Storage Tanks for Postal Facilities</i> .....	10-02-79	
AS-540-80-11	<i>Energy Consumption System Operating Procedures</i> .....	11-26-80	
AS-620-81-2	<i>Mail Processing Scheduling and Staffing—Rate Determination</i> .....	01-16-81	RIs 1064-PO-195 and 1073-PO-201
AS-620-81-8	<i>Mail Processing Scheduling and Staffing Program—Administrative Responsibility</i> .....	03-16-81	RI 1065-PO-196
AS-620-82-12	<i>Safety Inspection of Heating Boilers, Unfired Pressure Vessels, Elevators, Escalators, and Dumbwaiters</i> .....	12-17-82	
AS-620-83-6	<i>Engineering Technical Units (ETUs)</i> .....	05-27-83	
AS-620-83-13	<i>Guidelines for Electronic Technician Level 8 and 9 Positions</i> .....	10-01-83	
AS-620-83-14	<i>Guidelines for Electronic Technician Level 10 Position</i> .....	10-01-83	RI 981-PM-102
AS-620-84-14	<i>Safety Inspection of Heating Boilers, Unfired Pressure Vessels, Elevators, Escalators, and Dumbwaiters in Owner-Maintained, Leased Facilities</i> .....	12-03-84	
AS-710-79-31	<i>Contracting for Cleaning Services</i> .....	09-20-79	
AS-710-80-2	<i>Local Review of Technical Data Packages</i> .....	05-06-80	
AS-710-80-5	<i>Unauthorized Contractual Commitments</i> .....	07-18-80	AS-710-79-20
AS-710-80-7	<i>Contracting for Vehicle Hire Services</i> .....	08-08-80	PB 21226 (01-03-80)
AS-710-81-7	<i>Management of Resources—Review of Furniture, Office Equipment, and Certain Equipment Requirements Before Purchasing, Leasing and/or Renting</i> .....	03-30-81	

## Management Instructions—Continued

Identification No.	Title	Date Issued	Obsoletes
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	
AS-710-83-11	Selection of Members for Technical Evaluation Committees in Competitive Negotiated Procurements.....	09-15-83	
AS-710-85-3	Receiving Reports and Payments to Vendors on Supply and Services Contracts.....	03-06-85	
AS-710-85-7	Procurement of Telephone Systems.....	08-05-85	AS-710-83-9
AS-720-80-3	Developing Annual Requirements Forecasts for Equipment Items.....	07-16-80	
AS-720-83-2	Antique/Collectible Postal Property.....	03-04-83	
AS-720-85-9	Guidelines on Use of Official Automobiles.....	10-08-85	RI 887-G-101
AS-830-84-7	User Request for Computer ID.....	07-30-84	AS-830-81-16
AS-840-84-11	Office Automation Systems Acquisition.....	06-29-84	
AS-850-82-5	Business Systems Acquisition Policy (BSAP).....	05-08-82	
AS-850-85-1	Personal Computer (PC) and Office Automation (OA) Security.....	01-10-85	
<b>DOMESTIC MAIL</b>			
DM-120-84-1	National Bulk Rate Mail Verification Program.....	03-09-84	DM-120-81-4
DM-140-81-3	Postage Meters Assigned to Military Post Offices.....	11-09-81	
DM-140-85-2	Revenue Deficiencies.....	07-26-85	DM-140-80-4
DM-150-83-1	Recovery of NSN Material From Undeliverable Mail.....	12-02-83	DM-150-82-2
DM-150-83-2	Highway Contracts—Assignment of Contract Route Numbers.....	11-11-83	RI 875-T-157
DM-360-80-2	Congressional Mailings.....	08-15-80	
DM-470-80-3	Mail Acceptance at Bulk Mail Centers.....	08-15-80	RI 1060-F-185
DM-940-79-49	Change of Address Information to Election Boards or Registration Commissions.....	12-10-79	RI 246-O-63
DM-940-81-2	Address List Sequencing Service.....	10-26-81	
<b>EMPLOYEE &amp; LABOR RELATIONS</b>			
EL-320-83-10	Management Associate Program.....	10-05-83	EL-730-79-11
EL-320-84-2	Pre-hire, Orientation, and Evaluation Process for New Employees.....	02-14-84	
EL-320-84-6	Guidelines on Reasonable Accommodation.....	12-20-84	
EL-350-79-5	Postal Career Executive Service.....	03-31-79	EL-380-82-10
EL-350-79-14	Postmaster Identification Credentials.....	05-29-79	
EL-350-79-43	Headquarters-Field Interchange Program.....	10-23-79	EL-350-78-4
EL-350-82-4	Orientation for Newly Assigned Managers.....	05-07-82	EL-350-79-36
EL-350-83-4	Recruitment, Selection, Development, Compensation, and Outplacement of Master Instructors.....	06-10-83	EL-350-79-1
EL-370-85-2	EAS Performance Evaluation Program.....	08-15-85	EL-410-84-4
EL-380-82-10	Executive Resources System.....	11-01-82	EL-350-80-10 and portions of EL-350-79-5
EL-440-81-9	National Agreement/FLSA Compliance.....	10-24-81	
EL-440-82-5	FLSA Status of Temporary Employees.....	05-03-82	
EL-510-83-9	Attendance Control.....	10-01-83	
EL-520-85-4	Maintenance Selection System.....	07-02-85	
EL-540-81-5	Injury Compensation Program: Supervisor's Role and Responsibilities.....	07-17-81	
EL-620-81-1	Career Awareness Conference Guidelines.....	01-01-81	
EL-670-78-6	MSC Affirmative Action Week.....	10-03-78	
EL-670-78-9	Regional EEO Program Evaluation Requirements.....	11-15-78	
EL-670-82-1	Management EEO Committee.....	01-23-82	
EL-670-83-1	Procedures for EEO Training and Certification.....	01-19-83	
EL-670-83-3	USPS Hispanic Program.....	05-27-83	
EL-680-85-1	Quarterly Review Process.....	03-07-85	
EL-720-79-4	Professional and Specialist Trainee Program.....	03-30-79	
EL-720-79-7	PEDC Audit System.....	04-12-79	
EL-720-80-5	Revenue Protection Training.....	03-18-80	
EL-730-79-22	Management Trainee Program.....	06-25-79	EL-730-79-6
EL-730-80-11	Window Service Training Program.....	12-15-80	EL-730-79-12
EL-730-80-12	Training Program for Newly Assigned Postmasters EAS 11-15.....	12-17-80	
EL-730-82-9	Training Program for Newly Appointed Postmasters A-E and Non-Career Postmaster Relief/Leave Replacements EAS A-15.....	10-04-82	



Management Instructions—Continued

Identification No.	Title	Date Issued	Obsoletes
EL-730-83-12	Maintenance Career Progression Program .....	12-14-83	EL-730-83-8
EL-730-84-5	PEDC Staff Training .....	07-20-84	EL-730-81-3
EL-730-85-3	Standard Mail Classification Training Program .....	05-14-85	EL-730-83-6
EL-810-81-2	Management Safety Organization .....	03-27-81	
EL-810-81-10	Announced or Unannounced Inspection of Postal Facilities by OSHA Personnel .....	12-31-81	
EL-810-82-2	Concern—A Management Safety Training Program .....	02-12-82	EL-810-81-7
EL-810-82-3	Local Joint Labor-Management Safety and Health Committee Training Program .....	04-05-82	
EL-810-82-6	Hazardous Materials Spill or Leak Standard Operating Procedures .....	06-08-82	
EL-810-83-2	Special Safety, Training, Employee Rights and Responsibilities under the OSHA Act and Postal Service Program .....	03-25-83	
EL-810-84-1	Hearing Conservation Program .....	01-30-84	
EL-810-84-3	Safety and Health Change Board .....	02-24-84	
EL-810-85-5	Friable Asbestos-Containing Materials Control Program .....	11-06-85	EL-810-80-8
EL-820-80-4	Procurement of Prescription Safety Glasses .....	03-11-80	
EL-830-81-6	Asbestos Surveillance and Control in Vehicle Maintenance Operations .....	09-10-81	
EL-830-85-7	Driver Selection, Testing, and Training Programs and Procedures .....	11-12-85	EL-830-85-7

FINANCE

FM-110-84-1	Local Area Mail Volume Projection Studies .....	02-10-84	
FM-240-81-1	Form 1235, Payroll System Problem/Improvement Report .....	07-02-81	PB 21213 (10-11-79)
FM-320-80-1	Electronic Funds Transfer (EFT) .....	02-01-80	
FM-420-81-2	Revised NWRS Training Course .....	10-12-81	
FM-510-83-2	Procedures for Transferring Capital Equipment to or from Overhaul/Repair Centers .....	10-12-83	
FM-510-83-3	Physical Inventory Instructions—Capital Personal Property .....	12-29-83	FM-510-82-1
FM-520-83-1	Procedures for Closeout of Facility and Fixed Mechanization Projects .....	10-12-83	FM-520-82-2
FM-520-85-2	Financial Lease Versus Ownership Analysis of Equipment .....	10-28-85	
FM-610-85-1	Advance Payments .....	03-28-85	

POSTAL OPERATIONS

PO-110-79-26	Post Office Postage Meters (heads and bases) .....	07-20-79	PB 21040 (06-05-75)
PO-120-82-5	Issuance of Express Mail Next Day Service Directories .....	11-01-82	
PO-120-82-7	Express Mail Volume and Operation Coordination .....	12-08-82	
PO-140-84-5	Business Reply Mail: Setting Operations Targets .....	11-28-84	
PO-150-79-48	SSPC Management Improvement Program .....	11-29-79	
PO-210-82-2	Revised Retail Analysis (RAP) .....	05-10-82	PO-210-80-5
PO-240-79-41	"Dummy" Stamp Coils .....	10-08-79	HC 75-16 (Filed as I-A-2)
PO-250-84-1	Consumer Affairs Program .....	01-31-84	
PO-410-80-6	Coterminous State and ZIP Code Boundaries .....	08-25-80	
PO-410-82-3	Five-Digit ZIP Code Assignments and Authorization .....	05-21-82	RI 1066-PO-197
PO-410-82-4	BMC Van Unloading .....	08-26-82	Current BMC Operations Manuals
PO-410-83-6	Operation of Automated Mail Processing System .....	12-15-83	
PO-410-84-3	BMC Operating Plan .....	04-26-84	RI 1062-PO-193
PO-410-84-4	Second Class Mail Van Unloading Policy .....	11-26-84	
PO-420-83-4	MSC General Statistics Report .....	11-09-83	PO-420-81-5
PO-430-84-2	OCR Readability Test Plan .....	02-24-84	
PO-440-85-1	Color Coding: Destinating Parcels .....	03-01-85	
PO-530-80-4	Establishment, Renewal, and Conversion of Box Delivery Highway Contract Routes .....	07-17-80	
PO-530-82-6	Highway Contracts—Economic Pay Adjustments—Advertised Contracts .....	11-12-82	PO-530-81-4
PO-530-83-5	Highway Contracts—Negotiated Service Changes .....	11-17-83	RI 1024-T-165
PO-540-83-3	Rail Piggyback Payment .....	09-07-83	
PO-610-85-2	Customer Services Management Data System .....	08-26-85	PO-610-83-2
PO-610-85-3	Daily Unit Volume Recording .....	09-28-85	PO-610-83-1
PO-720-80-1	Mobile Bulk Fuel Truck/Tankers Operational and Safety Procedures .....	02-26-80	
PO-740-79-25	GSA Gasoline Credit Cards .....	07-20-79	
PO-740-81-2	Retail Fuel Procurement for Vehicles .....	05-12-81	RI 1095-PO-208
PO-750-82-1	Sale of Postal Vehicles .....	03-29-82	PO-750-79-15

## Regional Instructions

Filing Number	RI Number	Title	Date
115	1017-G-116	Contracting with Individuals for Consultant/Study Services.....	11-28-77
151	995-G-108	Capital Facilities Projects—Public Announcements.....	09-08-76
153	1090-G-123	Postal Customer Councils.....	04-06-79
321	828-PO-151	Voluntary Presort—"Firm" Pouching by Customers.....	03-11-75
325	791-PO-145	Loaning Government Owned Equipment to Mailers.....	08-09-74
325	794-PO-146	Loaning Government Owned Equipment to Mailers, Amendment 1.....	09-23-74
356	1003-PO-183	Procedure for Vehicle Repair and Maintenance Agreements.....	09-14-77
383	1045-PO-190	Mail Condition Reporting System.....	03-23-78
399	1085-PO-204	Mail Processing Work Assignment Guidelines.....	02-16-79
399	1096-PO-209	Revisions to Mail Processing Work Assignment Guidelines, Amendment 1.....	07-06-79
428	1069-FIN-186	Gain or Loss on Sale or Trade of Land and Buildings.....	07-05-78
441	848-FIN-162	Coding Capital Commitment Documents (Also Documents Relating to Building Projects Expensed).....	07-17-75
441	1015-FIN-182	Coding Capital Commitment Documents (Also Documents Relating to Building Projects Expensed), Amendment 1.....	11-07-77
446	979-FIN-178	Negotiated Non-Fund Cost Transfers of Idle Expendable Equipment.....	05-31-77
481	915-FIN-174	Optional Procedure for Accepting Permit Imprint Mail.....	05-26-77
481	1080-FIN-188	Optional Procedure for Accepting Permit Imprint Mail, Amendment 1.....	12-18-78
482	1081-FIN-189	Accepting Air Freight Second-Class Publication at AMFs.....	12-20-78
491	971-FIN-177	Protection of U.S. Postal Service Revenue.....	04-01-77
581	934-T-160	Regional Logistics Orders.....	08-23-76
616	1087-PM-112	Artwork in USPS-Owned Buildings.....	03-16-79
629	1092-PM-113	Survey of Bulk Fueling Requirements for Postal-Owned Vehicles.....	05-18-79
634	983-PM-103	Single Position Letter Sorting Machine Program.....	06-07-77
636	954-PM-98	Multiposition Letter Sorting Machine Overhaul and Relocation.....	12-17-76
641	1035-PM-108	Solicitation Format and Specification for Elevator Maintenance Service.....	01-23-78
747	942-P-192	Procedures for Processing EEO Complaints.....	10-15-76

—Information Resource Management, 12-5-85.

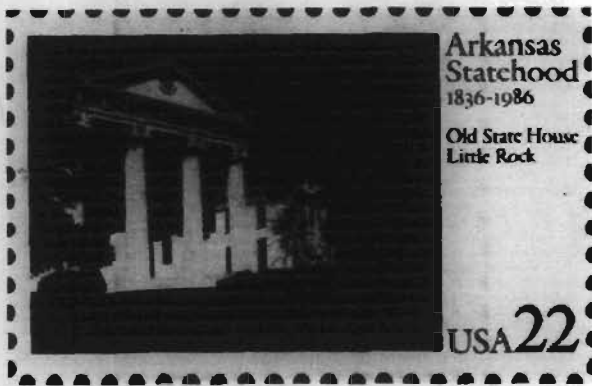
65

Keep temperatures  
no warmer than 65°  
in the winter

78

Keep temperatures  
no cooler than 78°  
in the summer





Copyright U.S. Postal Service 1985

Issue Date: January 3  
 First Day City: Little Rock, Arkansas  
 Designer: Roger Carlisle  
 Jonesboro, Arkansas  
 Art Director and Typographer:  
 Richard D. Sheaff,  
 Needham Heights, Massachusetts  
 Modeler: Richard C. Sennett, American Bank  
 Note Company  
 Process: Gravure  
 Colors: Yellow, red, blue, black, line red and line  
 black  
 Image Area: 0.84 x 1.44 inches or  
 21.3 x 36.5 millimeters  
 Plate Numbers: One group of six digits (preceded  
 by the letter, "A")  
 Stamps per Pane: 50  
 Salvage: ©U.S. Postal Service 1985  
 Use Correct ZIP Code®

# Arkansas Statehood Commemorative Stamp

A 22-cent commemorative stamp marking the 150th anniversary of Arkansas Statehood will be issued January 3 in Little Rock, the state capital. The stamp will go on sale at post offices nationwide the next business day.

The design features a partial view of Arkansas' Old State House. Trees frame the structure's columned entrance on either side and shade the sloping lawn in the foreground.

The Old State House now serves as a museum.

Arkansas entered the Union in 1836 as the nation's 25th state. In the state's early years, its economy was based to a large extent on cotton farms and sawmills. Today, however, its citizens are employed in a wide variety of endeavors that include poultry, hog and dairy farming, fuel refining, coal mining and timber production. Tourism and recreation have also become important components of the economy.

Arkansas, known as the "Land of Opportunity," is blessed with abundant natural resources,

including rich soil, minerals and pure water. Its diverse topography is characterized by thick forests, broad river valleys and moss-laden bayous.

The apple blossom is Arkansas' state flower and the mockingbird, its state bird.

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 February 2 to: Customer-Affixed Envelopes, Arkansas Statehood Stamp, Postmaster, Little Rock, AR 72231-9991. No remittance is required.

The Postal Service will affix stamps when requested to do so. Mail orders by February 2 to: Arkansas Statehood Stamp, Postmaster, Little Rock, AR 72231-9992. 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.



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 85-60  
 Remove after February 2

PLEASE POST ON BULLETIN BOARD







Copyright U.S. Postal Service 1985

Issue Date: January 11  
 First Day City: Glen Ellen, California  
 Designer: Jim Sharpe  
 Norwalk, Connecticut  
 Art Director: Howard Paine  
 Engravers: Thomas Hipschen (vignette)  
 Dennis Brown  
 (lettering and numerals)

Process: Intaglio  
 Colors: Blue  
 Size: 0.71 x 0.82 inches or 18.03 mm x 20.82 mm  
 Plate Number: One single digit  
 Stamps per Pane: 100  
 Selvage: ©U.S. Postal Service 1985  
 Use Correct ZIP Code®

## Jack London Great Americans Series Stamp

A 25-cent regular stamp honoring Jack London will be issued January 11 in Glen Ellen, California. It will be the 27th issue in the Great American Series.

Jack London was the most popular and highest-paid American writer of his time. His relentless energy, storytelling skills and mastery of his craft enabled him to produce more than 50 books before his death in 1916 at age 40.

London's best-known novels, *The Call of the Wild*, *White Fang* and *The Sea Wolf*, vividly portray the elemental struggle between man and nature.

London crafted much of his art from the raw material of his life, drawing from his rich experiences as a farmer, sailor, hobo and gold prospector. In fact, his own adventures were often as remarkable as those of his characters.

By the time he was 16, he had been owner and captain of an oyster sloop. He shipped out as a sailor on a seal hunting expedition at age 17 and traveled as far as Japan. At age 20, he hiked across the Chilkoot Pass to the Klondike gold fields. Although that venture produced no gold,

London returned with a wealth of unusual experience which served as a basis for his powerful tales of Alaska and the raw northern wilderness.

By 1906, at age 30, London already had written *The Call of the Wild* and *The Sea Wolf* and had achieved international fame.

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  $\frac{1}{8}$  of an inch up from the bottom. Mail covers by February 10 to: Customer-Affixed Envelopes, Jack London Stamp, Postmaster, Glen Ellen, CA 95442-9991. No remittance is required.

The Postal Service will affix stamps when requested to do so. Mail orders by February 10 to: Jack London Stamp, Postmaster, Glen Ellen, CA 95442-9992. The cost is 25 cents for each stamp requested. Personal checks will be accepted for orders up to the limit of 50 covers. Do not send cash.



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 85-61  
 Remove after February 10

PLEASE POST ON BULLETIN BOARD



Copyright U.S. Postal Service 1982

# Jack London Great Americans Series Stamp

Issue Date: January 11  
 First Day City: Glen Ellen, California  
 Designer: Jim Shapiro  
 Portrait: Commemorative  
 Art Director: Howard Faine  
 Engraver: Thomas H. Fischer (engraver)  
 Dennis Brown  
 (printing and numbers)  
 Process: Intaglio  
 Color: Blue  
 Size: 0.71 x 0.88 inches or 18.03 mm x 22.52 mm  
 Plate Number: One single die  
 Stamps per pane: 100  
 © U.S. Postal Service 1982  
 Use Camera ZIP Code

London returned with a wealth of unusual experiences which served as a basis for his powerful tales of Alaska and the raw northern wilderness. By 1906, at age 30, London already had written *The Call of the Wild* and *The Sea Wolf*, and had achieved international fame.

Procedures for ordering and 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 2 1/2 inches up from the bottom. Affix stamps by Feb. 10, 1983. Customer Address Envelopes, Jack London Stamp, Postmaster, Glen Ellen, CA 95922-3991. No return is required.

The Postal Service will affix stamps when requested to do so, and orders by February 10 to Jack London Stamp, Postmaster, Glen Ellen, CA 95922-3992. The cost is 25 cents for each stamp requested. Personal checks will be accepted for orders up to the limit of 50 covers. Do not send cash.

A 25-cent regular stamp honoring Jack London will be issued January 11 in Glen Ellen, California. It will be the fifth issue in the Great American Series.

Jack London was the most popular and highest-paid American writer of his time. His tales of energy, pioneering skills and mastery of the craft enabled him to produce more than 50 books before his death in 1916 at age 40.

London best-known novels, *The Call of the Wild*, *The Sea Wolf*, and *The Call of the Wild*, portray the climatic struggle between man and nature. London trained much of his art from the raw material of his life, drawing from his rich experience as a writer, sailor, hobo, and gold prospector. In fact, his own adventures were often as remarkable as those of his characters.

By the time he was 16, he had been beaten and captured on an over-ship. He shipped out as a sailor on a coal burning expedition at age 17 and traveled as far as Japan. At age 20, he mined across the Yukon for gold in the Klondike gold fields. Although that venture produced no gold,

A Philatelic Catalog, listing all available stamps and other philatelic items, is available here at the Philatelic Sales Division, Washington, DC 20265-2025. Remove after February 10, 1983.

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 21542 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.

016290	080371	274120	335073	460001	600211	770204	790082	926583
018069	086002	281045	335142	461003	600621	770207	797113	926595
018088	086003	288002	335161	468057	601061	770210	799045	926598
018500	100016	288003	335560	480305	601073	770249	799067	926641
019003	100436	292176	336019	480321	601093	770258	799078	926661
019025	100884	294120	336025	482118	601380	770273	799084	926666
020008	100889	296098	336030	482151	601675	770294	799128	926745
021012	100947	296112	336053	482170	602019	770296	799142	926753
021114	101131	296121	336096	482171	605021	770300	799143	928110
021175	101175	314116	336302	482176	605076	770312	837052	931069
021200	101195	327067	336316	482185	607264	770342	840026	940267
021204	101353	328116	336317	482189	607593	770349	841054	940269
021236	101465	328119	336328	482190	607622	770405	841233	941204
021284	104029	329029	337005	489032	611100	770420	850327	941224
021296	104055	331439	337018	495044	631218	770433	850395	941227
021297	106953	331470	352174	496030	631221	770469	850398	941237
021314	117187	331489	352266	503063	631318	770518	850425	941257
021319	122103	331546	372035	503164	631325	770520	871140	941283
021322	122106	331550	376070	532082	641151	770537	880016	950161
021330	152132	331585	381383	532114	641249	770545	880017	951145
021342	170073	331586	393041	532146	666062	770566	900371	951160
021358	171054	333286	402202	532152	672099	770573	900625	951167
021375	191412	333299	402222	532190	681101	770582	901016	951179
021383	191426	333311	402234	532194	701077	770583	901066	951188
028035	193099	333336	402250	532197	706035	770591	901078	952212
054018	193101	333372	405048	532222	706060	770810	901100	952215
054520	196015	333373	405111	532231	706073	770818	901114	972215
065033	200311	333700	420010	532235	711194	770854	901246	972220
065046	200412	333705	423004	548001	711195	773011	902384	972227
065056	207015	333707	432069	549045	730019	782215	911015	972227
069150	220063	333711	432076	581019	750077	782230	917342	974057
069211	220069	333712	432115	581028	750094	782253	917442	984062
069215	221058	333713	432118	591051	752027	784102	917452	988015
069234	221068	334116	432130	591200	752236	785003	917490	992093
069239	232002	334142	432142	591400	757207	785032	917491	997106
069246	232074	334169	436040	600039	761265	785040	917515	997115
071047	232078	334177	436047	600059	770021	785046	917517	
075059	232111	334178	441395	600099	770044	785049	917522	
075080	232113	335017	441405	600112	770071	787264	917527	
077510	247029	335031	452251	600124	770110	787302	926360	
080098	271007	335033	452272	600177	770172	787303	926568	
080123	271075	335062	452300	600209	770182	787310	926582	

—Customer Services Dept., 12-5-85.

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.

## 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 21540 article.

459,203,201 to 3,300	472,395,284 to 5,400	488,553,870 to 4,000	500,471,201 to 1,900
459,219,301 to 9,900	474,094,501 to 4,800	489,567,001 thru 300	500,739,642 to 9,700
459,831,901 to 2,500	474,155,876 to 5,900	489,622,201 to 2,400	500,759,601 to
460,008,060 to 8,075	475,972,101 to 2,160	489,925,959 to 5,999	760,100
461,137,601 to 7,900	475,977,186 to 7,240	489,926,001 to 6,100	500,856,384 to 6,400
461,170,981 to 1,000	476,735,159 to 5,200	490,141,201 to 1,300	500,946,385 to 6,400
461,304,906 to 5,100	476,737,701 to 7,800	490,267,729 to 8,000	501,922,438 to 2,500
461,393,102 to 3,400	477,059,734 to	490,615,601 to 5,700	502,025,206 to 5,300
461,757,001 to 7,500	060,200	490,800,401 to 0,700	503,787,759 to 7,769
461,882,656 to 3,200	477,185,201 to 5,300	491,047,126 to 7,200	503,844,271 to 4,400
462,378,501 to 8,600	478,956,914 to 7,000	491,138,150 to 8,400	505,099,364 to 9,500
463,196,321 to 6,340	479,051,145 to 1,200	491,147,262 to 7,300	506,506,101 to 6,200
463,221,045 to 1,200	479,296,551 to 6,600	492,218,401 to 9,300	507,721,901 to 2,000
463,312,700 to 2,800	480,283,601 to 3,900	492,227,671 to 7,700	508,855,721 to 6,500
463,792,231 to 2,300	481,465,401 to 5,500	492,271,501 to 1,600	508,672,690 to 2,800
465,721,001 to 1,200	481,694,201 to 4,300	493,495,254 to 5,600	508,726,701 to 6,800
466,469,490 to 9,500	481,961,820 to 2,500	493,702,011 to 3,100	508,726,823 to 7,000
467,078,146 to 8,400	482,642,201 to 2,700	493,802,201 to 2,300	509,073,646 to 5,100
467,224,173 to 4,200	483,036,081 thru 100	494,241,050 to 1,400	510,068,801 to 9,000
467,229,732 to 9,800	483,236,925 to 7,100	494,621,458 to 1,500	511,899,301 to 9,600
467,245,501 to 6,000	483,267,408 to 7,500	494,685,532 to 5,600	512,328,808 to 8,900
467,246,033 to 6,100	483,588,491 to 8,500	494,743,145 to 3,200	513,457,701 to 7,800
468,399,981 thru	484,831,690 to 1,700	497,107,401 to 7,600	515,697,926 to 7,929
468,400,000	484,993,976 to 4,400	497,151,007 to 1,100	515,790,190 to 0,230
469,281,701 to 1,800	485,096,571 to 6,600	497,180,801 to 1,400	521,995,972 to
469,899,682 to 9,720	486,680,601 to 0,800	498,051,500 to 1,509	996,008
470,922,901 to 3,300	488,438,593 to 9,000	498,350,301 to 0,700	
472,349,101 to 9,600	488,447,578 to 8,000	499,890,881 to 0,950	

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## 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 21539 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	283 885 3000 to 3199	295 429 3700 to 3999	328 432 7367 to 7499
269 419 8661 to 8699	283 927 6358 to 6399	296 044 5800 to 5899	328 435 1989 to 1999
269 942 9300 to 9999	283 990 4000 to 4199	296 410 1323 to 1399	328 543 6745 to 6799
269 943 0000 to 0999	284 092 4600 to 4699	296 477 3926 to 3999	328 543 7400 to 7599
271 186 6453 to 6463	284 125 2431 to 2699	296 576 5232 to 5299	328 817 7879 to 7899
274 372 3943 to 3999	284 413 5078 to 5499	296 843 5473 to 5499	329 165 9000 to 9999
274 507 3213 to 3299	284 677 6432 to 6499	296 846 9858 to 9899	329 170 5151 to 5199
274 609 4285 to 4299	284 893 3362 to 3399	297 124 4700 to 4899	329 825 3306 to 3899
274 990 9045 to 9099	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	331 960 6019 to 6199
277 579 5683 to 5699	285 841 7300 to 7599	299 445 0182 to 0199	331 966 6733 to 6799
278 329 7023 to 7099	286 361 4362 to 4599	299 550 0776 to 0799	340 044 0851 to 0861
278 329 7119 to 7199	286 366 7304 to 7799	300 016 9813 to 9899	340 283 0024 to 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	340 624 5530 to 5549
278 965 4900 to 4917	287 112 9320 to 9399	300 166 7227 to 7299	340 761 4101 to 4299
278 965 5300 to 5499	287 171 3334 to 3399	300 253 7063 to 7099	341 168 4000 to 4999
279 022 5467 to 5499	287 867 5524 to 5599	300 254 9700 thru	341 818 4173 to 4199
279 083 2729 to 2799	288 246 6658 to 6699	300 255 0199	341 999 8038 to 8052
279 256 2135 to 2199	288 498 4400 to 4499	300 918 6700 to 6799	342 442 5051 to 5093
279 436 9365 to 9399	288 498 4600 to 4999	301 328 7905 to 7999	342 442 6402 to 6499
279 795 6200 to 6399	288 323 7647 to 7699	301 333 5000 to 5099	342 511 0441 to 0457
279 941 8435 to 8499	288 323 7772 to 7799	302 030 0000 thru	346 654 0669 to 0699
280 255 8618 to 8647	288 841 7243 to 7399	302 123 9999	346 693 2520 to 2599
280 261 3139 to 3199	288 998 5000 to 9999	320 208 3305 to 3499	347 338 4189 to 4199
280 274 3300 to 3399	289 172 4400 to 4499	320 624 7474 to 7499	347 458 7148 to 7199
280 340 7356 to 7899	289 172 4546 to 4599	320 783 7168 to 7199	347 641 3780 to 5699
280 619 5719 to 5732	289 177 2000 to 2199	321 401 5025 to 5034	347 696 3806 to 3899
281 104 4550 to 4599	289 657 9041 to 9099	321 670 11900 to 1999	348 036 3713 to 3799
281 119 4800 to 4999	289 860 7471 to 7493	322 013 7200 to 7299	348 412 9028 to 9099
281 128 0237 to 0299	290 248 0321 to 0399	322 722 7900 to 7999	360 037 4500 to 4549
281 496 8376 to 8399	290 503 0076 to 0099	323 1354 0613 to 0699	360 038 0502 to 0599
282 292 5000 to 5399	290 746 6731 to 6999	323 1354 0900 to 0999	360 112 8583 to 8599
282 304 0900 to 0999	290 827 0055 to 0099	325 097 0300 to 0399	360 135 8159 to 8199
282 336 2000 to 2499	291 191 7500 to 7599	325 465 7956 to 7999	360 134 2600 to 2699
282 361 5000 to 5099	291 497 2837 to 2899	325 645 2575 to 2599	360 135 5611 to 5699
282 532 1100 to 1199	291 636 6243 to 6299	325 734 5319 to 5299	360 135 8159 to 8199
282 625 7560 to 7581	291 771 1387 to 1699	325 739 7200 to 7399	360 282 4600 to 4699
282 786 5300 to 5399	292 221 0000 to 0099	325 934 3584 to 0599	360 403 8453 to 8499
282 888 9400 to 9528	293 295 3217 to 3399	326 181 3203 to 8299	360 418 0700 to 0799
282 950 8000 to 8999	293 332 5664 to 5699	326 231 8440 to 8499	360 419 6700 to 6799
283 016 9846 to 9899	294 371 7216 to 7299	326 231 8176 to 8599	360 535 5648 to 5657
283 322 3449 to 3499	294 372 7547 to 7499	326 231 8600 to 8999	360 762 9368 to 9399
283 368 9471 to 9499	294 633 9842 to 9899	326 231 9000 to 9299	361 142 2817 to 2899
283 369 1800 to 1899	294 794 9075 to 9099	326 627 6308 to 6564	362 299 8900 to 8999
283 459 4125 to 4199	294 794 9200 to 9299	328 160 3235 to 3299	363 374 9010 to 9099
283 459 4280 to 4299	294 901 5400 to 5599	328 160 3304 to 3399	363 444 9333 to 9399
283 566 7600 to 7699	295 256 4605 to 4699	328 189 6539 to 6578	802 678 2605 to 2699
283 583 1377 to 1399	295 337 1915 to 1999	328 229 6407 to 6499	803 605 2840 to 2899
283 583 1400 to 1499	295 394 8000 to 8099	328 251 0560 to 0899	803 605 6300 to 6499
283 646 6500 to 6699	295 420 8030 to 8099	328 275 3170 to 3299	805 323 5006 to 5024
283 869 6900 to 6999	295 429 3300 to 3599	328 423 3448 to 3468	





DECEMBER 1985

# Have you seen any of these children?



**Michael Mayfield**  
 Born: 06/06/78  
 Date Missing: 01/10/85  
 From: Houston, TX



**Regina Mae Armstrong**  
 Born: 03/16/79  
 Date Missing: 06/18/85  
 From: Orlando, FL



**Luke Aaron Tredway**  
 Born: 04/24/74  
 Date Missing: 05/23/84  
 From: Portland, OR



**Sharon Bald Eagle**  
 Born: 08/28/72  
 Date Missing: 09/18/84  
 From: Eagle Butte, SD



**Angelica Maria Gandara**  
 Born: 02/05/74  
 Date Missing: 07/14/85  
 From: Temple, TX

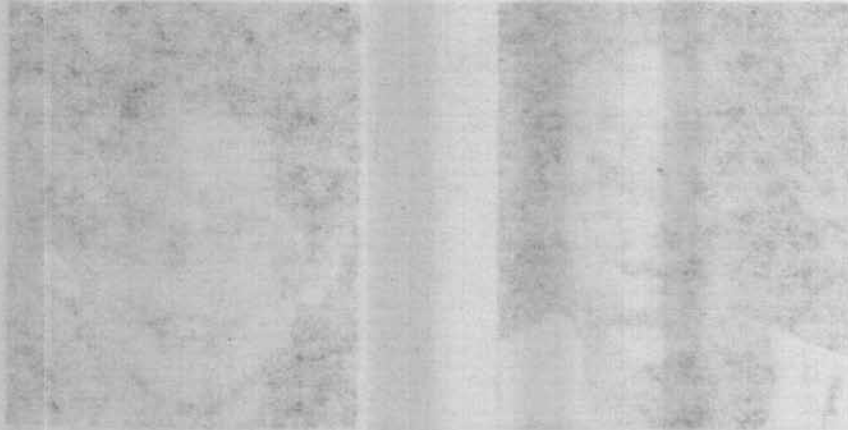


**Robert Joseph Fritz**  
 Born: 08/05/77  
 Date Missing: 05/14/83  
 From: Campbellsport, WI

**Please Call the National Center for Missing and Exploited Children—  
 HOT LINE 1-800-843-5678**

DECEMBER 1985

Have you seen any of these children?



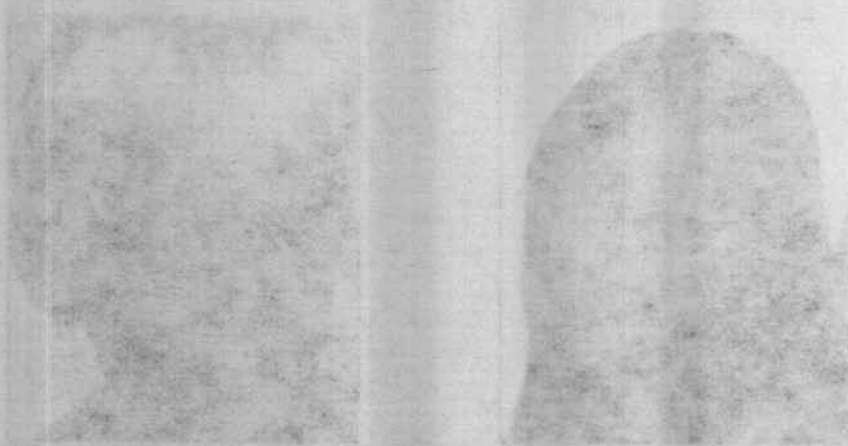
**Missing Children Poster Display Instructions**

Please display this poster prominently on bulletin boards in retail lobbies of main post offices, classified stations and branches. Please remove and discard previous versions. At their option, operators of contract postal units may display this poster.

Companion posters, authorized for display on bulletin boards maintained by employee organizations, appear periodically in *The Postal Record*, a publication for members of the National Association of Letter Carriers.

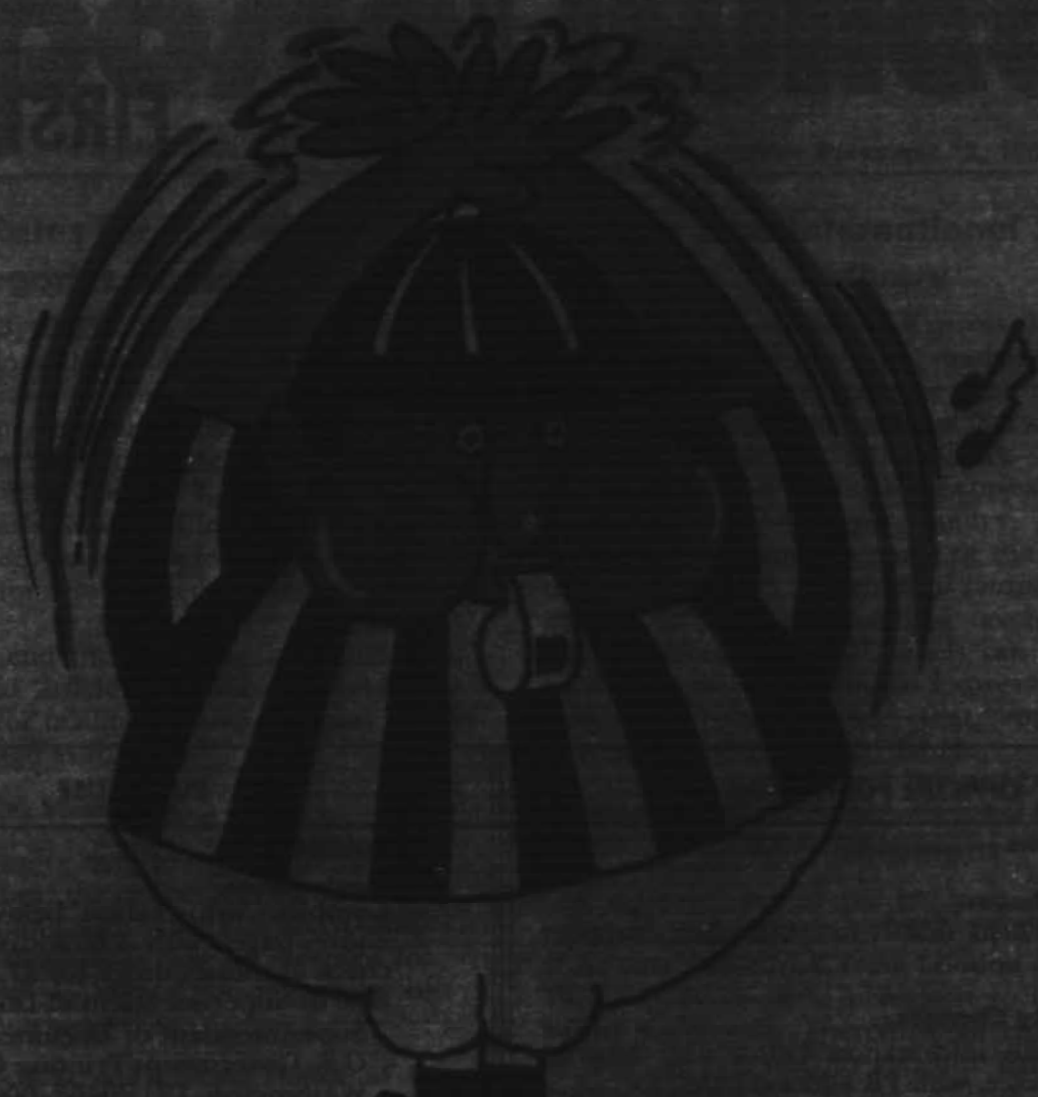
This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by the National Center for Missing and Exploited Children. For policy and information on Postal Service support in efforts to recover missing children, see POSTAL BULLETIN 21536, page 1, October 17, 1985.

Missing Children Posters are available from the U.S. Postal Service *only* through periodic issues of the POSTAL BULLETIN.



—Please Call the National Center for Missing and Exploited Children—  
HOT LINE 1-800-843-5878





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Month/Year

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Street Address  
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City \_\_\_\_\_ State \_\_\_\_\_ ZIP + 4 Code \_\_\_\_\_

(or) Country  
\_\_\_\_\_

Customer's Telephone No.'s

Area Code	Name	Area Code	Office
_____	_____	_____	_____

Old  
Quantity

New  
Quantity

Signature of Designated Approving Manager

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