



postal bulletin

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Reader's Digest Association Mailing

Reader's Digest, Pleasantville, NY 00401-0001 has scheduled Phase II of their Winter Sweepstake mailing, consisting of First-Class advance notices and postcards and First- and Third-Class letters. Phase I of this mailing was completed on December 3, 1985.

All advance notices and postcards will be mailed First-Class, presorted in green nylon pouches or trays and tagged, Requested Home Delivery, December 26, 1985 or December 28, 1985. The First-Class letters will be carrier routed and 5-digit sorted where qualified, appropriately labeled and tagged, Requested Home Delivery December 28, 1985. The Third-Class letters will be carrier routed, 5-digit sorted where qualified and tagged, Requested Home Delivery December 30, 1985.

This mailing is an annual event for the Reader's Digest Association. In previous years, they had some deliverable and/or forwardable pieces erroneously returned. Therefore, each delivery and CFS unit is reminded that all of this mail should be delivered if possible, and First-Class forwarded if a valid change of address is on file. The forwarding period for all First-Class mail under change of address orders already on file is 18 months from the effective date of the change rather than one year. Return the First-Class letters and postcards to Reader's Digest, Pleasantville, NY 00401-0001, only if they cannot be delivered or forwarded.

It is requested that the delivery be attempted on but not before the Requested Home delivery dates for the Sweepstakes letters.

—Delivery Services Dept., 12-19-85.

All Postal Installations

FICA/Medicare Withholding for 1986

The Federal Insurance Contributions Act FICA/Medicare rate of withholding and the respective taxable gross wages with related maximum limits, have been adjusted for Calendar Year 1986, as follows:

Taxable Gross Wages for FICA and Medicare ...	\$42,000.00
Employer/Employee FICA/Medicare Tax Rate	7.15%
Maximum Withholding FICA/Medicare Taxes...	3,003.00
Employer/Employee Medicare Tax Rate	1.45%
Maximum Withholding Medicare Taxes	609.00

Withholdings at these new rates will be reflected in the Pay Period 01-86 paycheck, dated January 10, 1986.—Dept. of the Controller, 12-19-85.

All Postal Installations

Wilkes-Barre ADPC Redesignated as PDC

Effective immediately the Wilkes-Barre Automatic Data Processing Center has been redesignated as a Postal Data Center. All functions, responsibilities and reporting relationships remain the same. Telephone numbers and individual contacts have not been changed.

The official mailing address is:

Director
Postal Data Center
197 S. Main St.
Wilkes-Barre, PA 18701-9500

—Information Resource Management Dept., 12-19-85.

Correction

New International Mail Regulations

POSTAL BULLETIN 21543 (12-5-85) contains an error on page 10. The correct entry for Syria should reflect a change in the insurance maximum of \$500 only. There is no change in the parcel post weight and rate category. The parcel post weight and rate categories are correct in Issue 3, July 4, 1985, of the IMM.

—Rates & Classification Dept., 12-19-85.

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F-10 Revision

Residency Requirement— Postmasters

Handbook F-10, *Travel*, is changed to show that approval by the RPMG is required for Postmaster's residency requirement.

Section 714c and 771.2e of Handbook F-10 is changed as indicated by italics as follows:

714 Who is eligible to claim moving expenses

c. Newly hired MSC Manager or Postmaster.

When a newly appointed MSC Manager or postmaster does not reside within the delivery limits of the post office to which he is appointed, the MSC Manager or postmaster must move there within one year of the date of appointment. Exceptions to the residency requirement require the approval of the Regional Postmaster General (RPMG). This authority may 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 must be submitted to the MSC Manager/postmaster who recommends approval or disapproval with justification to the RPMG. The RPMG will approve or disapprove the request in writing and return to the postmaster through management channels.

The residency requirement does not apply to local eligibles unless, in the opinion of the RPMG, the eligible or individual lives too far away to reasonably fulfill community relations responsibilities. (See 718.4)

Where an office has no delivery, the MSC Manager/postmaster determines the appropriate area where the postmaster will reside. This will be within the service area for the customers of such post offices.

Part 771.2e is changed as follows:

e. *Exception:* Postmasters who have been granted an extension by the Regional Postmaster General beyond the one year limitation are not required to submit a separate exception request to be reimbursed for real estate expenses.

(1) The memorandum from the RPMG granting the above approval is sufficient authorization to extend the time required for the real estate transaction beyond one year.

(2) Postmasters who have been granted an extension must attach a copy of the RPMG's approving memorandum to Form 4877, *Reimbursement of Real Estate Expenses—Change of Official Station*, when they submit the form for administrative approval. (See 773.11.)

These changes are effective immediately and will be incorporated in the next revision of Handbook F-10.—Dept. of the Controller, 12-19-85.

Federal Tax Withholding

Effective with payroll checks issued for Pay Period 01, 1986, the Federal income withholding tax will change as follows:

(a) SINGLE person—including head of household:

If the amount of wages is:	The amount of income tax to be withheld shall be:	of excess over—
Not over \$57	0	—\$57
Over— \$57	But not over— \$173 12%	—\$173
\$173	\$385 \$13.92 plus 15%	—\$385
\$385	\$605 \$45.72 plus 19%	—\$605
\$605	\$913 \$87.52 plus 25%	—\$913
\$913	\$1,154 \$164.52 plus 30%	—\$1,154
\$1,154	\$1,373 \$236.82 plus 34%	—\$1,373
\$1,373	\$311.28 plus 37%	

(b) MARRIED person—

If the amount of wages is:	The amount of income tax to be withheld shall be:	of excess over—
Not over \$100	0	—\$100
Over— \$100	But not over— \$398 12%	—\$398
\$398	\$795 \$35.76 plus 17%	—\$795
\$795	\$980 \$103.25 plus 22%	—\$980
\$980	\$1,199 \$143.95 plus 25%	—\$1,199
\$1,199	\$1,419 \$198.70 plus 28%	—\$1,419
\$1,419	\$1,859 \$260.30 plus 33%	—\$1,859
\$1,859	\$405.50 plus 37%	

These tables are based on a bi-weekly payroll period. The exemption value has increased from \$40.00 to \$41.54.

To compute individual income tax withholdings use the following steps:

1. Determine normal bi-weekly gross salary (from earnings statement).
2. Multiply \$41.54 (the withholding allowance for each exemption claimed) by the number of exemptions. (Exemptions are also shown on earnings statement on Federal tax line. Example: S1=single with one exemption, M2=married with two exemptions, etc.).
3. Subtract that amount from gross bi-weekly wages.
4. Determine amount of withholding by using total from 3, and applying it to the table. Example: A married employee is paid \$600 (gross) salary every two weeks. This employee is claiming 3 withholding allowances (the earnings statement should show M3 on the federal tax line). Using the tax table, the employee can check the amount withheld for Federal taxes as follows:

a. Total bi-weekly gross wages	\$600.00
b. Three (3) allowances (each allowance is \$41.54)	124.62
c. Amount subject to withholding (Line 1 less Line 2)	475.38
d. Tax to be withheld (use married table bracket \$398—\$795)	
e. Tax on first \$398	35.76
f. Tax on balance—difference between \$475.38 and \$398 or \$77.38 @ 17 percent	13.15
g. Total tax to be withheld	48.91

The total may vary by a few cents due to rounding.—Dept. of the Controller, 12-19-85.

EXPRESS MAIL COLLECTOR SACK PROGRAM

As part of the overall effort to improve Express Mail Service (and in particular reduce the problems associated with multiple handlings and transfers by both the Postal Service and Air Carriers), the Collector Sack concept originally put in place for CF Airfreight will be extended to all Express Mail Next Day Service dispatches. Specifically, all "skin" sacks/pouches of Express Mail Next Day Service destinating at any of the 62 designated major AMFs (listed below) are to be consolidated into a single sack/pouch. (Grand Rapids, Michigan (GRR), although a designated AMF, is *not* participating in the Collector Sack Program.) The tag used on this consolidated sack will direct the AMF to open and distribute the contents, which will be 3- or 5-digit pouches of Express Mail Next Day Service shipments.

For purposes of these procedures, a "skin" is considered to be any sack or pouch of Next Day Service shipments labeled to a 3- or 5-digit or AMF ZIP Code destination that is less than one-third full. The weight of the finalized collector sack must not exceed 70 pounds. Express Mail Same Day Airport, Custom Designed Service and Express Mail International Service shipments will *not* be placed in Collector Sacks.

The basic procedures to be employed are as follows:

1. Clerks will continue to sort outgoing Express Mail Next Day Service shipments to 3- or 5-digit or AMF destinations.
2. At the point distribution is finalized prior to *regularly scheduled dispatches* to meet established critical entry times clerks will determine which pouches destinating at any of the 62 designated AMFs are candidates for consolidation, based on the less than one-third full criteria.
3. Clerks will refer to the Express Mail Next Day Service AMF Collector Sack Labeling List to verify the 3-digit ZIP Codes destinating at a particular AMF.
4. Those skin sacks/pouches will then be consolidated into one sack, which will also have PS Tag 170, AMF Collector Sack, applied. This new tag instructs the destination AMF to open and distribute the contents of the sack.
5. Same Day Airport, Custom Designed and Express Mail International Service shipments will *not* be placed in Collector Sacks.
6. At the destination AMF clerks will identify and open Collector Sacks and distribute the enclosed pouches.
7. Distribution priorities at destination AMFs will be:
 - a. Same Day Airport
 - b. AMF Collector Sack
 - c. All other
8. Custom Designed Service shipments will continue to be worked in accordance with deliv-

ery commitments specified in the Service Agreement.

9. There will be no change in procedures regarding application of ACT tags to the skin sacks/pouches. The facility that presently tags this mail will continue to do so. An ACT tag will be applied to the collector sack in the operation and by the facility making up and finalizing the sack. That facility will also apply the special reusable PS Tag 170, *Collector Sack* tag, to the closed Collector Sack.



PS Tag 170 is available through the Eastern and Western Area Supply Centers and may be ordered only by the 62 major designated AMFs listed below. There is a minimum order of 500 tags each and a maximum order of 3,500 tags each. This is a reusable tag. In those situations where distribution is finalized at a GMF rather than the AMF, the AMF will be responsible for ordering PS Tag 170 and supplying it to the GMF. AMFs should order only the amount of tags necessary to maintain an adequate supply, and reuse tags received on destinating dispatches.

Express Mail Next Day Service Collector Sack Program Participating AMFs

City	AMF Code
Albany, NY.....	ALB
Albuquerque, NM.....	ABQ
Anchorage, AK.....	ANC
Atlanta, GA.....	ATL
Baltimore, MD.....	BWI
Birmingham, AL.....	BHM
Boise, ID.....	BOI
Boston, MA.....	BOS
Buffalo, NY.....	BUF
Charlotte, NC.....	CLT
Chicago, IL.....	ORD
Cincinnati, OH.....	CVG
Cleveland, OH.....	CLE
Columbus, OH.....	CMH
Dallas/Ft. Worth, TX.....	DFW
Dayton, OH.....	DAY
Denver, CO.....	DEN
Des Moines, IA.....	DSM
Detroit, MI.....	DTW
Fairbanks, AK.....	FAI

Express Mail Next Day Service Collector Sack Program Participating AMFs—Continued

City	AMF Code	City	AMF Code
Greensboro, NC	GSO	Oklahoma City, OK	OKC
Hartford, CT	BDL	Omaha, NE	OMA
Honolulu, HI	HNL	Orlando, FL	MCO
Houston, TX	IAH	Philadelphia, PA	PHL
Indianapolis, IN	IND	Phoenix, AZ	PHX
Jacksonville, FL	JAX	Pittsburgh, PA	PTT
Kansas City, MO	MCI	Portland, OR	PDX
Las Vegas, NV	LAS	Sacramento, CA	SMF
Little Rock, AR	LIT	St. Louis, MO	STL
Los Angeles, CA	LAX	Salt Lake City, UT	SLC
Louisville, KY	SDF	San Antonio, TX	SAT
Memphis, TN	MEM	San Diego, CA	SAN
Miami, FL	MIA	San Francisco, CA	SFO
Milwaukee, WI	MKE	San Juan, PR	SJU
Minn/St. Paul, MN	MSP	Seattle, WA	SEA
Nashville, TN	BNA	Spokane, WA	GEG
Newark, NJ	EWR	Tampa, FL	TPA
New Orleans, LA	MSY	Tulsa, OK	TUL
New York, NY	JFK	Washington, DC	DCA
New York, NY	LGA	Washington, DC	IAD
Norfolk, VA	ORF	Wichita, KS	ICT

Express Mail Next Day Service AMF Collector Sack Labeling List

AMF	Air Stop Code	Destination ZIP Codes
Albany, NY	ALB	120, 121, 122, 123, 128, and 129.
Albuquerque, NM	ABQ	865, 870, 871, 873, 874, 875, 877, 878, 879, 880, 881, 882, 883, and 884.
Anchorage, AK	ANC	995, 996.
Atlanta, GA	ATL	300, 301, 302, 303, 304, 305, 306, 310, 311, 312, 315, 317, 318, 319, and 362.
Baltimore, MD	BWI	206, 207, 208, 209, 210, 211, 212, 214, 215, 216, 217, 218, 219, 222, 223, 254, and 267.
Birmingham, AL	BHM	350, 351, 352, 354, 355, and 359.
Boise, ID	BOI	833, 836, 837, and 979.
Boston, MA	BOS	014, 015, 016, 017, 018, 019, 020, 021, 022, 023, 024, 025, 026, 027, 028, 029, 030, 031, 032, 033, 034, 035, 036, 037, 038, 039, 042, 043, 044, 046, 047, 048, 049, 050, 051, 053, 054, 055, 056, 057, 058, 059, 063, and 065.
Buffalo, NY	BUF	140, 141, 142, 143, 147, 148, and 149.
Charlotte, NC	CLT	280, 281, 282, 286, and 297.
Chicago, IL	ORD	463, 464, 600, 601, 602, 603, 604, 605, 606, 60666, 609, 610, 611, and 613.
Cincinnati, OH	CVG	410, 450, 451, 452, 456, and 470.
Cleveland, OH	CLE	440, 441, 442, 443, 444, 445, 446, 447, 448, and 449.
Columbus, OH	CMH	430, 431, 432, 433, 437, 438, 439, 456, and 457.
Dallas/Ft Worth, TX	DFW	718, 750, 751, 752, 753, 754, 755, 756, 760, 761, 762, 763, 764, 765, 766, 768, and 795.
Dayton, OH	DAY	453, 454, 455, and 458.
Denver, CO	DEN	800, 801, 802, 803, 804, 805, 806, 807, 810, 811, 812, 816, 820, and 827.
Des Moines, IA	DSM	500, 501, 502, 503, 504, 505, 506, 507, 508, 510, 511, 512, 513, 514, and 521.
Detroit, MI	DTW	434, 435, 436, 480, 481, 482, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, and 497.
Fairbanks, AK	FAI	997.
Greensboro, NC	GSO	270, 271, 272, 273, and 274.
Hartford, CT	BDL	010, 011, 012, 013, 060, 061, 062, 063, 064, 065, 066, and 067.
Honolulu, HI	HNL	967, 968.
Houston, TX	IAH	757, 758, 759, 770, 771, 772, 773, 774, 775, 776, 777, 778, and 779.
Indianapolis, IN	IND	424, 460, 461, 462, 465, 466, 467, 468, 469, 472, 473, 474, 475, 476, 477, 478, and 479.
Jacksonville, FL	JAX	316, 320, and 322.
Kansas City, MO	MCI	635, 640, 641, 644, 645, 646, 647, 649, 653, 660, 661, 662, 664, 665, 666, 667, 668, 674, and 676.
Las Vegas, NV	LAS	890, 891.
Little Rock, AR	LIT	716, 717, 718, 719, 720, 721, 722, 725, 726, 728, and 755.
Los Angeles, CA	LAX	900, 902, 903, 904, 905, 906, 907, 908, 910, 911, 912, 913, 914, 915, 916, 917, 918, 922, 923, 924, 925, 926, 927, 928, 930, 931, 932, 933, 934, 935, 937, and 938.

Express Mail Next Day Service AMF Collector Sack Labeling List—Continued

AMF	Air Stop Code	Destination ZIP Codes
Louisville, KY	SDF	400, 401, 402, 403, 404, 405, 406, 420, 421, 422, 423, 424, 425, 426, 427, 471, 472, 476, and 477.
Memphis, TN	MEM	375, 380, 381, 382, 383, 386, 387, 388, 389, 723, and 724.
Miami, FL	MIA	330, 331, and 332.
Milwaukee, WI	MKE	530, 531, 532, and 534.
Minneapolis/St Paul, MN	MSP	540, 546, 547, 548, 550, 551, 553, 554, 556, 557, 558, 559, 560, 561, 562, 563, 564, and 566.
Nashville, TN	BNA	370, 371, 372, 384, 385, 420, 421, and 422.
Newark, NJ	EWR	070, 071, 072, 073, 074, 075, 076, 077, 078, 079, 088, and 089.
New Orleans, LA	MSY	700, 701, 703, 704, 705, 706, 713, and 714.
New York, NY	JFK	004, 005, 064, 065, 066, 068, 069, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 124, 125, 126, and 127.
New York, NY	LGA	004, 005, 064, 065, 066, 068, 069, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 124, 125, 126, and 127.
Norfolk, VA	ORF	233, 234, 235, 236, and 237.
Oklahoma City, OK	OKC	730, 731, 734, 735, 736, 737, 738, 746, 748, and 749.
Omaha, NE	OMA	505, 510, 511, 512, 514, 515, 516, 680, 681, 683, 684, 685, 686, 687, 688, 689, and 691.
Orlando, FL	MCO	326, 327, 328, and 329.
Philadelphia, PA	PHL	080, 081, 082, 083, 084, 085, 086, 087, 173, 174, 175, 179, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, and 199.
Phoenix, AZ	PHX	850, 852, 853, 855, 860, 863, 864, and 865.
Pittsburgh, PA	PIT	150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 171, 253, 260, 261, 262, 263, 264, 265, 437, 438, 442, 443, 444, 445, 446, and 447.
Portland, OR	PDX	970, 971, 972, 973, 974, 976, 977, 978, and 986.
Sacramento, CO	SMF	952, 953, 956, 957, 958, and 959.
St. Louis, MO	STL	620, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 633, 634, 636, 637, 638, 639, 650, 651, 652, 654, and 655.
Salt Lake City, UT	SLC	832, 833, 840, 841, 842, 843, 844, 845, 846, 847, 893, and 898.
San Antonio, TX	SAT	780, 781, 782, and 788.
San Diego, CA	SAN	920, 921.
San Francisco, CA	SFO	936, 937, 938, 939, 940, 941, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, and 960.
San Juan, PR	SJU	006, 007, and 009.
Seattle, WA	SEA	980, 981, 982, 983, 984, 985, 988, and 989.
Spokane, WA	GEG	835, 838, 990, 991, 992, and 994.
Tampa, FL	TPA	335, 336, 337, 338, and 342.
Tulsa, OK	TUL	727, 740, 741, 743, 744, 745, and 747.
Washington, DC	DCA	200, 202, 203, 204, 205, 206, 207, 208, 209, 220, 221, 222, 223, 226, 227, 229, 244, and 268.
Washington, DC	IAD	200, 202, 203, 204, 205, 207, 208, 209, 220, 221, 222, 223, 226, and 227.
Wichita, KS	ICT	667, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, and 739.

—Mail Processing Dept., 12-19-85.



PREVENT THEFT

**LOCK DELIVERY
VEHICLE DOORS**

Treasury Department Checks

Supplemental security income and VA Compensation and Pension checks are to be delivered on Tuesday, December 31st. The supplemental security income checks will be released to the Postal Service by the Austin, Birmingham, Chicago, Kansas City, Philadelphia and San Francisco Financial Centers and the VA Compensation and Pension checks will be released by the Austin Financial Center. The envelopes will bear the legend:

Postmaster: Requested delivery date is the 31st day of the month.

Civil service annuity, public debt interest and railroad retirement checks are to be delivered on Thursday, January 2. The railroad retirement checks will be released from the Austin, Birmingham, Chicago, Kansas City, Philadelphia and San Francisco Financial Centers. The civil service annuity and public debt interest checks will be released from the Chicago Financial Center. The envelopes will bear the legend:

Postmaster: Requested delivery date is the 1st day of the month or the first delivery date thereafter.

Social security annuity checks will be delivered on the normal delivery date, January 3. The envelopes will bear the legend:

Postmaster: Requested delivery date is the 3rd day of the month.

Postmasters and supervisors are asked to plan to complete delivery of these checks on the dates specified above.—*Mail Processing Dept., 12-19-85.*

Reminder

Form CF 3419, Mail Entry—Customs

The U.S. Customs Service has indicated that they are experiencing continuing administrative difficulties as a result of the Postal Service's remittance of incomplete Form CF 3419, *Mail Entry—Customs*.

To alleviate this problem, delivery and window employees should be reminded that it is essential to obtain the signature of the addressee on the original Form CF 3419. The carrier or other delivering employee is also required to sign and date the Addressee Receipt copy of Form CF 3419 and give it to the addressee as a receipt for the duty paid. The receipt of unsigned customs mail entry forms prevents the Customs Service from processing and adjudicating customer duty protests in a timely and expeditious manner.

Complete instructions for the *Treatment of Dutiable Mail* at the delivery office can be found in Part 822 of the INTERNATIONAL MAIL MANUAL (IMM).—*Delivery Services Dept., 12-19-85.*

Prohibited Practices—Gratuities

As the holiday season approaches, once again it is important that each postal employee be aware of the policy of the Postal Service against accepting gratuities.

The prohibition is outlined in the *Postal Service's Code of Ethical Conduct* which, in part, provides that postal employees are not to receive financial gain from their public employment other than their compensation provided by the Postal Service.

The Code also provides that an employee will not solicit or accept any gift, gratuity, favor, entertainment, meal, loan, or other thing of value from any person who has interests which may be substantially affected by the performance or non-performance of the employee's official duties. This includes any customer an employee serves. An exception to these provisions allows acceptance of unsolicited advertising or promotional items, such as a pen, pencil, note pad, or calendar of nominal value. Employees are also reminded of the prohibition of depositing greeting cards which do not have the proper canceled postage affixed in customers' mail receptacles.

All postal employees are required to abide by these provisions to prevent conflicts of interest and to maintain the confidence of the public in the integrity of the Postal Service and its employees. Violators of these provisions are subject to disciplinary action.

—*Employee & Labor Relations Group, 12-19-85.*

Property Change Lists

Field installations are required to verify all transactions recorded on Accounting Period Change Lists (Handbook AS-701, *Supply Management*, Section 565). Lists received from the St. Louis PDC are to be compared with the pending verification file and a verified copy returned to the PDC within 10 working days. Adherence to this requirement ensures that property records are updated in a timely manner to accurately reflect the property assets reported on Postal Service financial statements.

Regional offices are required to ensure that installations verify Accounting Period Change Lists as prescribed. To assist in this effort, the St. Louis PDC will continue to furnish the Regions with *Accounting Period Delinquent Inventory Change Listings*.—*Dept. of the Controller, 12-19-85.*

Wanted Circular Canceled

Destroy the following Wanted circular:
ROBERT EARL WYCHE; issued 9/30/85.

—*Inspection Service, 12-19-85.*

\$1.76 STAMP COLLECTING BOOKLET

The \$1.76 Stamp Collecting commemorative booklet will be placed on sale January 23, 1986, in State College, PA. This is the U.S. Postal Service's first commemorative stamp booklet. In Sweden on the same day, the Swedish postal administration will also issue a similar stamp booklet.

Do Not Sell Before January 24, 1986



Copyright U.S. Postal Service 1985

Issued in two panes of four 22-cent stamps.

Collector information will appear in a future POSTAL BULLETIN.

Supply: All post offices will receive an automatic distribution of two books for each pane of 50 commemorative stamps furnished on a double-the-standard distribution. Post offices with authorized philatelic centers will receive a second automatic distribution from the Bureau of Engraving and Printing. This automatic will be equal to the quantity furnished on the \$32.25 Express Mail booklet. Refer to POSTAL BULLETIN dated March 28, 1985, page 1, column 2, for distribution quantities. Since the total quantity of this stamp booklet will be distributed automatically, *supplemental requisitions will not be honored at the Bureau of Engraving and Printing for item 624.—Customer Services Dept., 12-19-85.*

ACCIDENT REPORTING GUIDELINES

The current accident reporting guidelines do not address the issue of contract physicians' treatment of injured employees. This results in a lack of uniform accident reporting guidelines. The attached article will provide such guidelines and assist in the uniform reporting of such incidents.

Current accident reporting instructions require the Form 1769, *Accident Report*, to be numbered for all traumatic injuries where a Form CA-1, *Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation*, has been or will be submitted to the Office of Workers' Compensation Programs (OWCP).

In accordance with section 545.4 of the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM), CA-1 forms are not sent to OWCP if:

- a. The injury does not cause incapacity for work beyond the date or shift it occurred, and
- b. It appears that the injury will not result in prolonged treatment, permanent disability, or se-

rious disfigurement of the head, face, or neck, and

- c. The injury has not resulted, or apparently will not result, in a charge for medical or other related expenses.

Therefore, when a postal medical officer or a contract physician (as defined in the preceding paragraph) treats an injury which does not require the submission of a CA-1 to OWCP, the Form 1769 need not be numbered or submitted to the Employee and Labor Relations Information Center.

As defined in section 863.33 of the ELM, a contract physician is a currently licensed physician under agreement with the U.S. Postal Service, designated to perform the duties of a postal medical officer, on a fee basis, in areas where there is no coverage by a postal medical officer or where it is necessary to temporarily replace a medical officer who is on leave or who has vacated the position.

—Employee Relations Dept., 12-19-85.

RELEASE OF INFORMATION—ANNUAL REPORT

The Postal Service is required by 39 C.F.R. 265.9 to submit to the U.S. Congress a report concerning the *Freedom of Information Act* (FOIA) for each calendar year.

Who Must Submit a Report?

A Records Custodian must submit a report if he has declined to release information requested under the Freedom of Information Act.

A Records Custodian is a postmaster or other head of a facility such as a postal data center, mailbag depository, management sectional center, district office, or regional headquarters who maintains USPS records. Department heads are the custodians of records maintained at Headquarters. Senior medical personnel are the custodians of restricted medical records maintained within Postal facilities. EAP counselors are the custodians of records pertaining to program participants.

Submission of Reports

Reports are to be submitted to the Records Officer, USPS Headquarters, 475 L'Enfant Plaza, SW, Washington, DC 20260-5010, on or before January 24, 1986. The report should be clearly marked **FOIA Annual Report**.

Contents of the Report

1. *Reason for Denial*—Reference a specific section(s) of the regulation in the ADMINISTRATIVE SUPPORT MANUAL (ASM) 352. Only sections 352.42 through 352.47 are to be referenced.

2. Give name and title or position of USPS records custodian responsible for denial.

3. Give number of determinations not to comply with FOI requests made during calendar year 1985.

Please submit the required information in the following format:

Reason for denial (1)	Name and title of custodian (2)	Denials (3) ¹
352.42b	Mr. John Doe Postmaster Little Ark., MO	3
352.42c(6)	Mr. John Doe Postmaster Little Ark., MO	7
352.451	Mr. John Doe Postmaster Little Ark., MO	1

¹ Number of denials based on this reference.

—Records Officer, 12-19-85.

Express Mail Corporate Account

Effective accounting period 4, each management sectional center's Electronic Marketing Reporting System (EMRS) unit must enter each originating Express Mail Corporate Account (EMCA) shipment individually. A new transaction code, 21, will be used to report the label serial number, destination ZIP Code and other related information for each shipment. Detailed instructions have been printed in the message area of the EMRS. The reporting of individual EMCA shipments will enable us to provide more detailed account information to the customer.

Reference POSTAL BULLETIN 21538, 10-31-85, EXPRESS MAIL CORPORATE ACCOUNT, Section II. A. 3. The following is a revision to acknowledge that refunds for closed EMCAs which are maintained at a post office other than the MSC will be issued by these post offices.

When an EMCA is closed, the balance to be returned is to be determined from a Mailing Activity Statement extracted no sooner than 35 days after the date the account is closed. Use transaction code 12 to enter the amount being returned to the customer. Refund checks or money orders are to be delivered to the customer by the Director, Customer Services, who will determine the reason for termination of the account and take action on any problems which may have caused the termination.

—Customer Services Dept., 12-19-85.

Travel—Deviations from Policy

Effective immediately, deviation policy as referenced in F-10, *Travel Handbook*, Part 141 is expanded with the following sentences:

Requests for deviations where specific allowance parameters are set forth in this handbook will not be considered. If an unusual situation arises which is not directly addressed in this policy handbook then (if the case is indeed unique), a deviation request will be considered.

Additionally, Part 142.2 a., b., and c. is replaced with the following:

142.2 Who approves or denies the request?

a. For Headquarters and Headquarters related units, requests for deviation and accompanying memos must be submitted to the Director, Office of Accounting, Department of the Controller, who will approve or deny the requests.

b. For Regional Headquarters and their related units, the request for deviation and accompanying memos must be submitted to the Regional Director of Finance who approve or deny the requests.

Notes: Requests for deviation from PCES relocation policy (Handbook F-11) must be submitted through channels to the Director, Office of Accounting, Department of the Controller, Headquarters who will adjudicate all such requests.

The next transmittal letter of F-10 will include this change.—Dept. of the Controller, 12-19-85.

POSTMARKING RING DIES AND DIE HUBS

All requirements for engraved ring dies and die hubs for electric and hand-operated canceling machines are to be submitted to the appropriate Procurement Services Office, *not to the area supply centers*. Exception: Standard die hubs, with wavy lines (canceling bars) are available from the Western Area Supply Center (WASC), Topeka, Kansas. Also, metal type for months and days and any repair, replacement, or spare part will continue to be available from the WASC. You must consult your Area Maintenance Office for the proper ordering procedure.

Form 4636, *Requisition for Postmarking Dies and Engraved Station Die Hubs*, must be accompanied by a properly completed and signed Form 7381, *Requisition for Supplies, Services or Equipment*, and a preaddressed, postage free mailing label. Correct part numbers and current costs are as follows:

PITNEY BOWES CANCELING MACHINES

USPS Item No.	Part No.	Description	Unit of issue	Unit price
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Model G Canceling Machine

217.....	51701	Ring Die, Round....	Each.....	\$36.20
217G.....	51501	Ring Die, Square....	Each.....	53.50
218.....	50707	Die Hub, Round Wavy Lines.	Each.....	24.50
218A.....	50705	Die Hub, Round Engraved.	Each.....	55.20
218E.....	50710	Die Hub, Square Engraved.	Each.....	60.60
218H.....	50709	Die Hub, Square Wavy Lines.	Each.....	36.10

Model K Canceling Machine

76.....	51501	Ring Die, Square....	Each.....	\$53.20
225.....	348104	Die Hub, Wavy Lines.	Each.....	66.20
225A.....	348113	Die Hub, Engraved.	Each.....	88.75

Model D Canceling Machine

76.....	51501	Ring Die, Square....	Each.....	\$53.50
76F.....	53599	Type, APO Number.	Each.....	7.25
76S.....	51519	Ring Die, Solid.....	Each.....	37.00
77.....	50521	Die Hub, Wavy Lines.	Each.....	36.20
77A.....	50517	Die Hub, Engraved.	Each.....	56.90
77D.....	50547	Die Hub, First Day Cover.	Each.....	49.65

Model M-36 & Mark II

	256478-1 (3593007)	Ring Die, Lead.....	Each.....	\$28.30
	256478-2 (3593007)	Ring Die, Trail.....	Each.....	28.30

Model M-36 & Mark II—Continued

USPS item No.	Part No.	Description	Unit of issue	Unit price
	3580568	Die Hub, Engraved <i>without Art</i> , with USPS Message.	Each.....	\$66.00

Model 5300 Postage Meter Machine

	5393012	Ring Die, Engraved with City, State, ZIP Code, and Permit Number.	Each.....	\$15.00
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Model R Postage Meter Machine

	228068	Ring Die, Engraved with City, State, ZIP Code, and Permit Number.	Each.....	\$15.00
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INTERNATIONAL PERIPHERAL SYSTEMS (IPS)

USPS item No.	Part No.	Description	Unit of issue	Unit price
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Models Flyer, F, or M

133G.....	8003133	Ring Die.....	Each.....	\$44.60
1207G.....	8002957	Die Hub, Canceling Stripes.	Each.....	63.70
1535G.....	8002978	Die Hub, Engraved Commercial Message.	Each.....	104.00
1536G.....	8002896	Die Hub, Hand Index Return to Sender.	Each.....	104.00
681AG....	8031089	Type Slug, APO....	Each.....	11.10

Model HD100 (IPS)

100.....	8004100	Ring Die, HD 2.....	Each.....	\$44.60
102HD....	8004102	Die Hub, Engraved Commercial Message.	Each.....	65.00
101XHD..	8004101	Die Hub, Canceling Stripes.	Each.....	65.00
105HD....	8004105	Type Slug, APO....	Each.....	17.10

Requests for die hubs requiring special engraved commercial advertising cancellations, other than U.S. Postal Service-generated messages for all makes and models, will continue to be ordered in accordance with the DOMESTIC MAIL MANUAL, Sections 171 through 174.

—Procurement & Supply Dept., 12-19-85.

LDC CHANGES—TIME CARDS

Timecards with an issue date of February, 1985, have more than two positions in block 99 "LDC Change". When making an LDC change via block 99, use the first two positions only, as indicated in the example. Do not fill in the additional spaces with zeros.

EXAMPLE

<h1>1</h1> <p>WEEK</p>	030	BARNES	CB	310	42	P	05	SI	45-6789	123456789	525	1
	57 HOLIDAY WORK -	58 HOLIDAY LEAVE +	59 PART DAY LWOP +	60 FULL DAY LWOP +	61 COURT LEAVE +	62 UNPAID TIME +	WORK HOURS +					
	43 PENALTY OT -		65 MEETING TIME	66 CONVENTION LEAVE +	67 MILITARY LEAVE +	68 UNPAID OVERTIME -	OVERTIME -					
	69 BLOOD DONOR LEAVE +	70 STEWARD'S DUTY TIME	71 CONT. OF PAY +	49 LWOP ON OFFIC +	73 OUT OF SCHEDULE	72 SUNDAY PREMIUM	NIGHT WORK					
	74 CHRISTMAS WORK					76 NON-SCHED. 3-PT. HRIS +	55 ANNUAL LEAVE +					
									98 PAY LOC CHANGE	99 LDC CHANGE	56 SICK LEAVE +	
U.S. POSTAL SERVICE TIME CARD PG Form 1000-A, FEB. 1985 5107-9-879-011 PCE 10000F		EMPLOYEE'S SIGNATURE (ONLY WHEN REQUIRED) <i>C.B. Barnes</i>						TIMEKEEPER'S INITIALS <i>ME</i>				

Issue Date

Use the first two positions only. DO NOT fill in with zeros.

—Dept. of the Controller, 12-19-85.



DMM Revision; POM Revision

HARDSHIP DELIVERY

Effective immediately, DOMESTIC MAIL MANUAL (DMM) 155.262 and POSTAL OPERATIONS MANUAL (POM) 611.222 are revised to clarify the policy on exceptions to existing delivery service because of physical hardship.

The DMM is revised as follows:

155 City Delivery

* * * * *

155.2 Delivery Policy—Establishment and Extensions

* * * * *

.26 Exceptions

* * * * *

.262 Hardship Cases

a. Changes in the type of delivery authorized for an area will be considered where service by existing methods would impose an extreme physical hardship on an individual customer. Any request for a change in delivery methods must be submitted in writing. Approval of these requests should be based upon humanitarian and not economic criteria. Each request for a change in delivery service should be evaluated on the basis of the customer's needs; a request should not be denied solely because of increased operational costs or because a family member or other party may be available to receive mail for the customer.

b. If the local postmaster determines to deny a request, the request must be sent to the Management Sectional Center (MSC) for review. If the MSC concurs with the denial, the case must be forwarded to the District for review and concurrence. If the District also agrees that the request should not be approved, it must then be forwarded to the Regional office where the final decision of denial rests with the Regional Director, Customer Services.

c. If a customer no longer requires a variation in the type of delivery service, mail service will be

restored to the mode of delivery currently in effect in the area.

The POM is revised as follows:

611 Establishment, Extensions and Conversions

* * * * *

611.2 Delivery Policy—Establishment and Extensions

* * * * *

.22 Exceptions

* * * * *

.222 Hardship Cases

a. Changes in the type of delivery authorized for an area will be considered where service by existing methods would impose an extreme physical hardship on an individual customer. Any request for a change in delivery methods must be submitted in writing. Approval of these requests should be based upon humanitarian and not economic criteria. Each request for a change in delivery service should be evaluated on the basis of the customer's needs; a request should not be denied solely because of increased operational costs or because a family member or other party may be available to receive mail for the customer.

b. If the local postmaster determines to deny a request, the request must be sent to the Management Sectional Center (MSC) for review. If the MSC concurs with the denial, the case must be forwarded to the District for review and concurrence. If the District also agrees that the request should not be approved, it must then be forwarded to the Regional office where the final decision of denial rests with the Regional Director, Customer Services.

c. If a customer no longer requires a variation in the type of delivery service, mail service will be restored to the mode of delivery currently in effect in the area.

These changes will be incorporated into future revisions to the DMM and POM.

—Delivery Services Dept., 12-19-85.



PREVENT THEFT

**IS YOUR HOLD-UP
CAMERA WORKING?**

NOTICE TO ALL EMPLOYEES

EMPLOYEE'S OFFICIAL MAILING ADDRESS

The Postal Service requires the correct mailing address of each employee for official communications. These addresses are maintained in a master file from which employee mailing address information is drawn for the following:

- PS Form 50, *Notification of Personnel Action*
- *Postal Life* address label
- *Postal Leader* address label
- Correspondence from Postal Service Headquarters
- Form W-2, *Annual Wage and Tax Statement*

If your mailing address or ZIP+4 is incorrectly shown on the above forms and publications, or if your address has changed, please submit a Form 1216, *Employee's Current Mailing Address*, to **your** personnel office. These forms are available at your personnel office.

All addresses should contain a complete ZIP+4.

PLEASE POST ON BULLETIN BOARDS

EMPLOYEE'S OFFICIAL MAILING ADDRESS

NOTICE TO ALL EMPLOYEES

PLEASE POST ON BULLETIN BOARDS

EMPLOYEE'S OFFICIAL MAILING ADDRESS

The Postal Service requires the correct mailing address of each employee for official communications. These addresses are maintained in a master file from which employee mailing address information is drawn for the following:

- Form 7-5, Annual Wage and Tax Statement
- Correspondence from Postal Service Headquarters
- Final tax address label
- Final tax address label
- Form for Notification of Account Action

If your mailing address or ZIP+4 is incorrectly shown on the above forms and publications or if your address has changed, please submit Form 13 to Employee's Current Mailing Address to your personnel office. These forms are available at your personnel office.

All addresses should contain a complete ZIP+4.

PLEASE POST ON BULLETIN BOARDS

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB 21544 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	104055	292176	336030	480321	601073	770249	799078	926666
018088	106953	296098	336053	482118	601093	770258	799084	926668
019025	117187	296112	336096	482151	601222	770273	799128	926745
020008	117203	296121	336302	482170	601380	770294	799142	926751
021012	122103	314116	336316	482171	601630	770296	799143	926753
021114	122106	327067	336317	482176	601675	770300	815031	928110
021175	152132	328116	336328	482185	605021	770301	837052	931069
021200	170073	328119	336344	482189	605076	770312	840026	940147
021204	171054	329029	337005	482190	607264	770342	841054	940238
021236	191403	331439	337018	489032	607593	770359	841233	940267
021284	191412	331470	352174	495044	607622	770405	850327	941091
021296	191426	331489	352266	496030	622040	770420	850395	941116
021297	193101	331546	372228	503164	631221	770459	850398	941199
021314	196015	331550	374087	528006	631318	770469	850425	941227
021319	200311	331585	376070	528010	631325	770518	856006	941241
021322	200412	331586	381381	532082	641249	770520	871140	941246
021330	200432	333286	393041	532114	666062	770545	880016	941257
021342	207015	333299	402202	532146	672099	770566	880017	941273
021358	220063	333311	402222	532152	681101	770573	895107	941283
021375	220069	333336	402234	532190	701077	770582	901016	950161
021383	221058	333372	403009	532194	706035	770591	901056	951145
028035	221068	333373	403011	532197	706060	770810	901066	951160
054018	232002	333700	404100	532222	706073	770818	901099	951167
054520	232074	333705	405048	532231	708065	770854	901125	951179
065056	232078	333707	414001	532235	711194	773011	901133	951188
069215	232111	333711	420010	548001	711195	782215	901186	954203
069234	232113	333712	423004	548002	730019	782230	901235	954207
069239	247029	333713	432069	548003	750077	782253	901247	972215
069246	271007	334116	432076	549045	750094	784102	902384	972227
071047	271075	334142	432115	591051	752027	785003	911015	974057
077510	274086	334169	432118	591200	752236	785032	917491	975015
086002	274120	334177	432130	591400	757207	785040	917515	981424
086003	275025	334178	432142	600039	770021	785046	917517	975015
100016	275026	335017	441395	600059	770032	785049	917522	981424
100436	275052	335031	441405	600099	770044	787237	917527	981500
100884	276038	335033	452251	600102	770071	787264	921331	984062
100889	276209	335062	452272	600109	770093	787302	921343	988015
100932	276213	335073	452300	600112	770110	787303	926568	992093
100947	276230	335142	460001	600177	770172	787310	926583	997106
101131	276231	335161	461003	600211	770182	790082	926595	997115
101175	277305	335560	468057	600923	770207	797113	926598	
101195	288002	336019	478007	600982	770210	799045	926641	
104029	288003	336025	480305	601061	770218	799067	926661	

—Customer Services Dept., 12-19-85.

ZIP Code Speeds and Simplifies Mail Handling.
ZIP Code your mail.

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 21543 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	518,147,801 to 8,000
469,899,682 to 9,720	486,680,601 to 0,800	498,051,500 to 1,509	518,761,501 to 1,600
470,922,901 to 3,300	488,438,593 to 9,000	498,350,301 to 0,700	521,995,972 to
472,349,101 to 9,600	488,447,578 to 8,000	499,890,881 to 0,950	996,008

INTERNATIONAL SURFACE MAIL ROUTING AND LABELING SCHEME

Country	Exchange office routing code	Exchange office	Geographic separation	Mail category	Bundle label ¹	Sack label	Routing
Guinea, Republic of	70200	New Orleans	Africa	REG. LC. AO. CP	CONAKRY	CONAKRY REPUBLIC OF GUINEA	Dakar Senegal

—Mail Processing Dept., 12-19-85.

DOMESTIC ORDER

False Representation. Enforced by Postmaster at city listed.

State/city	Names covered	Product
NC, Andrews 28901-1512.....	Universal Security, Security Funding Institute, P.O. Box 1512.	A loan-by-mail promotion.

—Judicial Officer, 12-19-85.

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders.
A. New Style. (Listed below) Destroy PB 21544 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	284 413 5078 to 5499	296 843 5473 to 5499	329 165 9000 to 9999
269 419 8661 to 8699	284 677 6432 to 6499	296 846 9858 to 9899	329 170 5151 to 5199
269 942 9300 to 9999	284 893 3362 to 3399	297 124 4700 to 4899	329 825 3306 to 3899
269 943 0000 to 0999	284 907 0935 to 0999	297 165 1450 to 1499	330 053 4777 to 4789
271 186 6453 to 6463	285 011 6122 to 6139	297 443 5000 thru	330 360 0989 to 0999
274 372 3943 to 3999	285 011 6141 to 6199	297 576 4999	330 402 2100 to 2199
274 507 3213 to 3299	285 028 6847 to 6899	297 907 0975 to 0999	330 726 8851 to 8891
274 609 4285 to 4299	285 353 6899 to 6913	297 914 6561 to 6599	330 982 3100 to 3199
274 990 9045 to 9099	285 370 9400 to 9499	298 752 5500 to 5599	331 201 5539 to 5599
275 628 6344 to 6399	285 406 1011 to 1099	298 922 2116 to 2199	331 468 0700 to 0799
276 100 9400 to 9899	285 508 9680 to 9699	298 925 6733 to 6799	331 631 5705 to 6099
276 256 9083 to 9099	285 508 9813 to 9899	299 022 0389 to 0399	331 643 7553 to 7599
276 540 8653 to 8699	285 667 6900 to 6999	299 099 9586 to 9599	331 890 8100 to 9099
277 121 1000 to 2999	285 739 7600 to 7699	299 134 8017 to 8299	331 960 6019 to 6199
277 138 2424 to 2499	285 841 7300 to 7599	299 445 0182 to 0199	331 966 6733 to 6799
277 182 3933 to 3999	286 361 4362 to 4599	299 550 0776 to 0799	340 044 0851 to 0861
277 579 5683 to 5699	286 366 7304 to 7799	300 016 9813 to 9899	340 283 0024 to 0100
278 329 7023 to 7099	286 517 2828 to 2899	300 022 5100 to 5199	340 367 3100 to 3199
278 329 7119 to 7199	286 980 9355 to 9399	300 048 0096 to 0199	340 624 5530 to 5549
278 364 7000 to 7099	287 112 9320 to 9399	300 166 7227 to 7299	340 761 4101 to 4299
278 965 4400 to 4499	287 171 3334 to 3399	300 253 7063 to 7099	341 168 4000 to 4999
278 965 4900 to 4917	287 867 5524 to 5599	300 254 9700 thru	341 818 4173 to 4199
278 965 5300 to 5499	288 246 6658 to 6699	300 255 0199	341 999 8038 to 8052
279 022 5467 to 5499	288 498 4400 to 4499	300 918 6700 to 6799	342 442 5051 to 5093
279 083 2729 to 2799	288 498 4600 to 4999	301 328 7905 to 7999	342 442 6402 to 6499
279 256 2135 to 2199	288 823 7647 to 7699	301 333 5000 to 5099	342 511 0441 to 0457
279 436 9365 to 9399	288 823 7772 to 7799	302 000 0000 thru	346 654 0669 to 0699
279 795 6200 to 6399	288 841 7243 to 7399	302 123 9999	346 693 2520 to 2599
279 941 8435 to 8499	288 998 5000 to 9999	320 208 3305 to 3499	347 338 4189 to 4199
280 255 8618 to 8647	289 172 4400 to 4499	320 624 7474 to 7499	347 458 7148 to 7199
280 261 3139 to 3199	289 172 4546 to 4599	320 783 7168 to 7199	347 641 3780 to 5699
280 340 7356 to 7899	289 177 2000 to 2199	321 401 5025 to 5034	347 696 3806 to 3899
280 619 5719 to 5732	289 657 9041 to 9099	321 670 1900 to 1999	347 645 0367 to 0399
281 104 4550 to 4599	289 860 7471 to 7493	322 013 7200 to 7299	348 036 3713 to 3799
281 119 4800 to 4999	290 248 0321 to 0399	322 722 7900 to 7999	348 412 9028 to 9099
281 128 0237 to 0299	290 503 0076 to 0099	323 854 0619 to 0699	360 037 4500 to 4549
281 496 8376 to 8399	290 746 6731 to 6999	323 854 0900 to 0999	360 038 0502 to 0599
282 292 5000 to 5399	290 827 0055 to 0099	325 097 0300 to 0399	360 112 8583 to 8599
282 304 0900 to 0999	291 191 7500 to 7599	325 465 7956 to 7999	360 135 8159 to 8199
282 336 2000 to 2499	291 497 2837 to 2899	325 645 2575 to 2599	360 134 2600 to 2699
282 361 5000 to 5099	291 656 6243 to 6299	325 734 5219 to 5299	360 135 5611 to 5699
282 532 1100 to 1199	291 770 1687 to 1699	325 739 7200 to 7399	360 135 8159 to 8199
282 625 7560 to 7581	292 220 0000 to 0099	325 934 0584 to 0599	360 282 4600 to 4699
282 786 5300 to 5399	293 295 3257 to 3399	326 181 8203 to 8299	360 403 8453 to 8499
282 888 9400 to 9528	293 332 5664 to 5699	326 231 8440 to 8499	360 418 0700 to 0799
282 950 8000 to 8999	294 372 7226 to 7299	326 231 8576 to 8599	360 419 6700 to 6799
283 016 9846 to 9899	294 372 7347 to 7499	326 231 8600 to 8999	360 535 5648 to 5657
283 322 3449 to 3499	294 698 9842 to 9899	326 231 9000 to 9299	360 762 9368 to 9399
283 368 9471 to 9499	294 794 9075 to 9099	326 687 6538 to 6564	361 142 2817 to 2899
283 369 1800 to 1899	294 794 9200 to 9299	328 160 3235 to 3299	362 299 8900 to 8999
283 459 4125 to 4199	294 901 5400 to 5599	328 160 3304 to 3399	363 374 9010 to 9099
283 459 4280 to 4299	295 256 4605 to 4699	328 189 6539 to 6578	363 444 9333 to 9399
283 566 7600 to 7699	295 337 1915 to 1999	328 229 6407 to 6499	363 851 4259 to 4299
283 583 1377 to 1399	295 394 8000 to 8099	328 251 0600 to 0899	363 853 7582 to 7799
283 583 1400 to 1499	295 420 8030 to 8099	328 275 3170 to 3299	363 861 7600 to 7899
283 646 6500 to 6699	295 429 3300 to 3599	328 423 3448 to 3468	366 772 6702 to 6799
283 869 6900 to 6999	295 429 3700 to 3999	328 432 7367 to 7499	802 678 2605 to 2699
283 885 3000 to 3199	296 044 5800 to 5899	328 435 1989 to 1999	803 605 2840 to 2899
283 927 6358 to 6399	296 410 1323 to 1399	328 543 6745 to 6799	803 605 6300 to 6499
283 990 4000 to 4199	296 477 3926 to 3999	328 543 7400 to 7599	805 323 5006 to 5024
284 125 2431 to 2699	296 576 5232 to 5299	328 817 7879 to 7899	990 117 5600 to 5999

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Section	Area	Acres	Remarks
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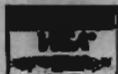
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