



postal bulletin

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22-Cent Love Regular Stamp

The 22-Cent Love regular stamp will be placed on sale January 30, 1986, in New York, NY.

Do Not Sell Before January 31, 1986



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Issued in panes of 50.

Collector information is on page 17.

Supply. All post offices will receive approximately double-their-standard automatic distribution quantity for a 50-subject commemorative stamp.

Bulk Quantities. Post offices over 949 revenue units requiring 25,000 or more stamps should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing, using item number 526. Requisitions must be submitted in the standard ordering quantities for a 50-subject stamp to the maximum quantity of five million stamps per requisition.

Less-Than-Bulk Quantities. All other post offices requiring fewer than 25,000 additional stamps should requisition them from their designated stamp distribution offices using Form 17A, *Accountable Items Requisition from Stamp Distribution Office*.

Supplies of this stamp will be maintained at the Bureau of Engraving and Printing throughout the calendar year 1986. Postmasters must continuously make this stamp available to their customers.

—Customer Services Dept., 12-26-85.

Label 55-C—Collection Label For Use on Neighborhood Delivery and Collection Box Units (NDCBU's)

Label 55-C, *Deposit Mail For Collection*, was introduced in 1983 for use primarily on NDCBU's, and with other centralized delivery equipment having a built-in collection receptacle, to direct customers' attention to the mail collection receptacle. Instructions were issued stating that Label 55-C was to be applied directly beneath the deposit slot.

The initial version of Label 55-C (white vinyl with black lettering) has proven unsatisfactory with respect to service life, appearance, and the time required to enter certain collection information onto each label.

A new, revised Label 55-C has been developed. It is "postal blue" with silver lettering. It is made with a mirror, or brushed polyester material using a silkscreen process. The overall effect is a better looking label, with an estimated outdoor service life of seven years. It will not be necessary for collection supervisors to enter any additional information onto the new Label 55-C.

The new Label 55-C is now available in both supply centers, and should be ordered during normal requisitioning cycles. Due to the higher cost of the new Label 55-C, and its restricted use (only with NDCBU's, and apartment type mailboxes having a collection receptacle), order only the quantity actually needed to satisfy current requirements, and for new equipment expected to be received within three to four months.

—Delivery Services Dept., 12-26-85.

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SAFETY IS NO ACCIDENT

PEN Trouble Reporting Procedures

The Postal Service's Private Electronic Network (PEN) has been installed at most major postal facilities and is in operation. To ensure that the system performs effectively, the support of each site's telephone coordinator, assigned by the facility manager, is needed. *If you do not know who your on-site coordinator is, contact your manager.* When a coordinator determines a problem which requires Headquarters attention, the designated coordinator should immediately call the *trouble desk* at PEN 268-5100 (commercial 202-268-5100).

The information supplied to the trouble desk personnel should be as detailed as possible and should include the following:

1. The telephone coordinator's name, PEN number, and commercial number.
2. The name of the coordinator's facility and the name of the facility that is having the problem, if different from the coordinator's.
3. The telephone number(s) that originated the problem call. This is the telephone number from which the call was placed.
4. The terminating telephone number(s). This is the telephone number that the caller dialed or tried to dial.
5. The exact time and date that the call attempt(s) was made. This information is critical because it is used to trace the actual circuitry that the call travelled.
6. A description of what occurred when the caller placed the call. For example:
 - a. The caller dialed "8" and the called-to PEN number and heard a hi-lo beeping tone. The called party never answered.
 - b. The caller dialed "8," an area code, and a commercial number; received the beeps to insert an authorization code; started to put in the code and received a dial tone again. The call was not completed.
 - c. The caller dialed "8" and a PEN number, heard ringing, and when the called-to party answered, neither party could hear because of noise on the line.

A good description of what happened when the call was attempted will help the technician correct the problem quickly.

If the telephone coordinator follows these procedures, problems with the PEN system will occur less frequently and be repaired quickly. Questions on this reporting process should be directed to the Telecommunications Division at Headquarters.

—Information Resource Management Dept., 12-26-85.

Exemption From Federal Tax

Internal Revenue Service regulations permit employees to claim total exemption from federal tax withholding where no federal tax liability is anticipated. Employees who claimed this exemption from federal tax in 1985 must submit a new Form W-4, *Employee's Withholding Allowance Certificate*, for 1986 to renew the exempt status or to claim allowances consistent with the expected tax liability for the year.

Where no Form W-4 is received, the exempt status will automatically be converted to a taxable status in Pay Period 05-86. Federal tax in these instances will be withheld at the rate applicable to a single marital status with no dependent allowances. A message reminding affected employees that a new Form W-4 is required will be printed on their earnings statement in Pay Periods 03 and 04, 1986.

Forms W-4 received in the period from December 31, 1985, through February 25, 1986, will be processed in Pay Period 05-86. Forms W-4 received after February 25, 1986, will be processed by the pay period following the one in which received. No retroactive tax adjustments will be made due to late receipt of Forms W-4.

—Dept. of the Controller, 12-26-85

No Alien Address Report

The Immigration and Naturalization Service will *not* conduct an alien address report (I-53) program in January 1986. The 1981 amendments to the *Immigration and Nationality Act* grant the Attorney General the discretion to conduct the program.

Customers with further questions should be directed to the nearest office of the Immigration and Naturalization Service.

—Delivery Services Dept., 12-26-85

Retention of Mailing Receipts

At this time, the busiest mailing season of the year, it is imperative that clerks remind customers to keep their original mailing receipt(s) for accountable mail until the article is received by the addressee. In the event of loss or damage to *insured, COD, registered or Express Mail* articles, this receipt must be presented in order for a claim to be accepted.

—Rates & Classification Dept., 12-26-85.

Pile sacks evenly to avoid damage and to conserve space

Amendment

1985 TAX PACKAGE

The following is a reissue of instructions concerning the handling of 1985 Federal Tax Packages. Please note that one amendment has been made. The correct return address for these packages is Florence, Kentucky 41042.

Mailings of the 1985 Internal Revenue Service (IRS) tax package began on November 27, 1985 at Milwaukee, WI; Baltimore, MD; Menasha, WI; St. Paul, MN; Mechanicsburg, PA; Cambridge, MD and Lancaster, PA. *However, these pieces should not be delivered before December 26, 1985!* The mailings will be at the third-class bulk rates (carrier route, five-digit and basic) and bear a permit imprint with the IRS permit number G-48. These mailings will be accepted from IRS contractors/mailers.

Verification

The mailings are to be verified for presort, and mail makeup in accordance with current bulk mail verification procedures. All mailings will be weight verified (unless optional procedure has been authorized by the Region) to ensure that proper piece counts are claimed on the mailing statements and that proper postage is paid.

Preparation

The IRS will again use the third-class carrier route presort program. The mail will be prepared in accordance with the current DMM regulations, without exception.

Pallets of IRS cartons or bundles received at a bulk mail center addressed to a five- or three-digit ZIP Code area are to be dispatched intact to the destination. Pallets of IRS cartons addressed to bulk mail centers are to be worked as nonmachinable outsides. Tax packages should be delivered to post offices as addressed, and kept at those points until scheduled release dates. The IRS cartons are addressed in the format of a sack label with the destination on the top line, 3C flats on the second line, and the office of mailing on the bottom line. Empty postal pallets should be returned according to existing instructions.

Tax packages which are undeliverable as addressed must be treated in accordance with DMM 159.151. As a major departure from recent tax package mailings, this year's tax package will be endorsed "Forwarding and Return Postage Guar-

anteed." As such, the packages must be forwarded free of charge for a period of 12 months from the date of an address change. During months 13-18 of a postal customers move, the package will be returned to the IRS. Also, packages which are undeliverable as addressed, and for which there is no forwarding order on file are to be returned along with the reason for non-delivery.

Pieces returned to the IRS should not be rated, as this fee will be collected on a national basis by the Official Mail Accounting Branch, USPS Headquarters, Washington, D.C., and no attempt should be made to collect it from either the IRS or a postal customer. **Under no circumstances should a tax package be wasted.** Undeliverable tax packages will be returned to two locations in the Cincinnati, Ohio, area. Those locations will be printed as the return address on each tax package.

Delivery should be completed as soon as possible after December 26th for the class of service requested. **Under no circumstances should postmasters, supervisors, or postal employees, deliver or permit delivery of any tax package before December 26, 1985,** with the exception of those packages that bear the bold endorsement: "**Postmaster deliver immediately.**" This endorsement will appear above the address label, and means that this mail will be delivered as Bulk Business Mail without regard to the December 26th date.

Particular attention should be paid to improper carrier route makeup and to erroneous ZIP Codes at the time of delivery. Carrier route presort errors in excess of the five percent allowance to each five-digit area should be reported in accordance with current instructions to: the Official Mail Accounting Branch, Attn: IRS Forms Tax Package 1985, USPS Headquarters, Room 8621, Washington, D.C., 20260-5215. Other irregularities noted at the time of delivery must also be reported to the Official Mail Accounting Branch using Form 3749, *Irregularities In The Preparation Of Mail.*

The Postal Service is committed to delivering the tax packages as early as possible subject to the December 26 limitation above. However, delivery should be effected without the use of overtime or auxiliary assistance.

—Customer Services Dept., 12-26-85.

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

CUSTODIAL PRODUCTS—APPROVED SOURCES

The Engineering & Technical Support and Procurement and Supply Departments have been conducting an Approved Sources Testing Program for custodial products. As a result of the tests, the Postal Service will, in the near future, negotiate master buying agreements with the manufacturers of the products listed below. The agreements will provide all the necessary information regarding purchases from these approved vendors, including price, method, and locations for order placement, how to deal with problems and deficiencies, etc. This information will be published in a future POSTAL BULLETIN and *Supply Bulletin*.

Until the master buying agreements are negotiated, local offices and procurement offices may buy these approved products from local sources. No justification is required to buy the products listed below rather than GSA products.

The following is an updated list superseding the previous listing issued by POSTAL BULLETIN 21511 (dated April 25, 1985) of floor strippers, finishes, sealers, and equipment.

Floor Strippers

Manufacturer	Product
Airwick Inter. LTD.....	Liberty
Allied Enterprises Inc.....	Stripal
Brulin & Company.....	Sudsdown
Calgon Corporation.....	Product #317
Calgon Corporation.....	Stock #291
Capitol Chem. Industries Inc....	Less Work
Chemtex Inter. LTD.....	Special
Castle Chemical Company (formerly Colorado/Wyoming).	Erase
CRS Industries Inc.....	Formula 375
Globe Associates.....	Olde World Heavy Duty Concentrate
Hillyard Inc.....	Proline Item #3610
S. C. Johnson & Sons Inc.....	Bravo
Lamont Labs Inc.....	Strip-T-Stripper
Masury-Columbia Inc.....	Remover
Masury-Columbia Inc.....	Zip
Portion-Pac Chemical Corp.....	Strip Pac/4
Purex Corporation.....	Superscope
ZEP Manufacturing Inc.....	Zeparade

Floor Finishes

Manufacturer	Product
Airwick Inter. LTD.....	Confidence
Brulin & Company.....	Classic
Capitol Chem. Industries Inc....	Renaissance
Castle Chemical Company (formerly Colorado/Wyoming).	SSTX-400
Chemtex Inter. LTD.....	Supershine
CRS Industries.....	Formula 190 "Diamond"
Freedom Coating Company, Inc.	Duraflex #2500 (Finish/Sealer)
Handi-Clean Products Inc.....	Handi-Coat
Hillyard Inc.....	Proline Item #3680

Floor Finishes—Continued

Manufacturer	Product
S. C. Johnson & Sons Inc.....	Complete
Lamont Labs Inc.....	Futura
Masury-Columbia Inc.....	Paragon "VHS"
Purex Corporation.....	De-Fense
Spectrowax.....	Clearchrome
Sutter US Inc.....	Taski Wiwax
ZEP Manufacturing Inc.....	Zep Shield

Floor Sealers

Manufacturer	Product
Airwick Industries Inc.....	Padlock
Brulin & Company.....	Prep-Floor
Capitol Chem. Industries Inc....	Black Floor Film
Castle Chemical Company (formerly Colorado/Wyoming).	Satin Floor Clean-Seal
Chemtex Inter. LTD.....	Super Sealer
CRS Industries.....	Formula 55-Black Tile
Freedom Coating Company, Inc.	Duraflex #2500 (Finish/Sealer)
Lamont Labs Inc.....	Mirror-Seal
National Chemsearch.....	Bond-X
Purex Corporation.....	Super Gard
Sutter US Inc.....	Taski P44

Floor Equipment

Manufacturer	Product
Advance Machine Company.....	Dry Vacuum (Papoose)
Advance Machine Company.....	Upright Carpet Vacuum (CarpeTwin)
Advance Machine Company.....	Carpet Extractor (Aquatron)
Advance Machine Company.....	Rider-Sweeper (Model 5600)
Advance Machine Company.....	Scrubber (Mobilmatic 20)
Advance Machine Company.....	Floor Polisher (Matador 20NS)
Advance Machine Company.....	Floor Polisher (All Purpose Matador 20)
Advance Machine Company.....	Scrubber (Convertamatic 26B)
Advance Machine Company.....	Burnisher/Polisher (Model 1500E)
Advance Machine Company.....	Burnisher/Polisher (Model 2000E)
Advance Machine Company.....	Rider-Scrubber (Model 5000B)
Advance Machine Company.....	Wet/Dry Vacuum (Model Sprite)
Clarke Division (McGraw-Edison Co.).	Polisher (Model FM-2300)
Sutter US Inc.....	Cleaning Machine (Taski Mono 42HS)
Tennant Company.....	Sweeper (Model 42HD)
Tennant Company.....	Sweeper (Model 140E3B)
Tennant Company.....	Sweeper (Model 210E)
Tennant Company.....	Sweeper (Model 240EH)
Tennant Company.....	Scrubber (432ES)
Tennant Company.....	Sweeper/Rider (Model 240)
Tennant Company.....	Sweeper/Rider (Model 265)
Tennant Company.....	Sweeper/Rider (Model 255)

—Engineering & Technical Support and Procurement & Supply Depts., 12-26-85.

DMM Revision

FORWARDING AND RETURN SERVICES

Note: The following information must be shared with all employees handling undeliverable-as-addressed mail.

Effective immediately, DOMESTIC MAIL MANUAL (DMM) 159, 492, 691, 791, and 793 are amended to clarify and enhance the regulations governing mail forwarding and return services.

Exhibit 159.151 is revised to clearly and accurately reflect the new forwarding and return rules and to specify permissible endorsements and two abbreviations for endorsements used on third- and fourth-class mail. The endorsements are *Forwarding and Return Postage Guaranteed—Address Correction Requested*, and *Do Not Forward—Address Correction Requested—Return Postage Guaranteed*.

159.212 is revised to clarify that a sender's endorsement guaranteeing forwarding postage on fourth-class mail will be honored only if the addressee has also guaranteed forwarding postage.

159.221f specifies that fourth-class mail is only forwarded locally or when the recipient guarantees forwarding postage.

159.331 adds last two sentences for general information.

159.412 is revised to show that post and postal cards which cannot be forwarded or returned are now sent to a dead letter branch.

492.2 is revised to specify the return of Form 3579, *Undeliverable 2nd, 3rd, 4th Class Matter*.

492.3 is added to provide a general description of Address Change Service.

691 has been restructured for clarity and conciseness, to reorganize the use of the *Do Not Forward* endorsement, and to ensure that the weighted fee for forwarding and return service is not charged when the forwarding is not caused by a customer's move.

791 is revised to clarify the return service for fourth-class mail.

793 is revised to clarify the method used when preparing address correction notification.

The DMM is revised as follows:

159 Undeliverable Mail

159.1 Mail Undeliverable-As-Addressed

.16 **Processing.** All undeliverable-as-addressed (UAA) mail must be processed within 24 hours after receipt at the markup unit. Forms 3579, *Undeliverable 2nd, 3rd, 4th Class Matter*, will be mailed to publishers once a week.

159.2 Forwarding

.21 Change of Address Order

.212 **Guarantee to Pay Forwarding Postage.** When completing Form 3575, the addressee has the option of guaranteeing to pay forwarding postage on fourth-class mail. Even if the addressee agrees to pay forwarding postage for

fourth-class mail, the addressee is not required to accept each article; it is the addressee's option to refuse any piece of fourth-class mail. Such refusal does not revoke the original request to have fourth-class mail forwarded; however, if the addressee wishes to revoke the original request to pay forwarding postage for fourth-class mail, the addressee must request the postmaster to send Form 3546, *Notice to Change Forwarding Order*, to the postmaster at the old address, requesting that the forwarding of fourth-class mail be discontinued. On third- and fourth-class mail, the sender may request forwarding service by using the endorsement, *Forwarding and Return Postage Guaranteed*. On fourth-class mail, this request will be honored only if the addressee has guaranteed forwarding postage.

159.22 Forwardable Mail

.221 Classes

.221f. Fourth-class mail locally or when the recipient has guaranteed to pay the forwarding postage.

159.3 Address Correction Service, Address Change Service, and Return

.33 Return

.331 **Availability of Return Service.** Undeliverable-as-addressed Express Mail and First-Class Mail (including zone rated Priority Mail and postal and postcards) that cannot be forwarded or cannot be delivered as addressed are returned to the sender at no additional charge whenever possible. Mail of all other classes may be returned to the sender if they bear the appropriate endorsement guaranteeing the return postage. These endorsements are located in the appropriate chapters of this manual.

159.4 Disposition of Articles Found Loose in the Mail

.41 Treatment at Local Postal Facility

.412 Disposition of Undeliverable Mail

a. All Express Mail, First-Class Mail (including postal and postcards), third-class single piece-rate mail and fourth-class mail which cannot be forwarded or returned is sent to a dead letter branch or dead parcel branch for disposition.

m. Samples of merchandise are destroyed or sold immediately.

Exhibit 159.151a—Treatment of Undeliverable Express Mail, First-Class Mail including Postal and Postcards, and First-Class Zone Rated (Priority) Mail.

Mailer Endorsement	USPS Action
No endorsement.....	Forward at no charge (months 1-12).* If undeliverable, return to sender with reason for nondelivery.
Address Correction Requested, or Do Not Forward.	Do Not Forward. Provide address correction or reason for nondelivery on mailpiece. Return entire mailpiece at no charge to sender.
Forwarding and Address Correction Requested.	Forward at no charge (months 1-12).* If undeliverable, return to sender with reason for nondelivery attached at no charge. Charge the address correction fee if separate address correction is provided to mailer.

*Until October 1986, First-Class Mail will be forwarded for 18 months.

Notes:

These regulations apply to mail associated with a customer's change of address. Do *not* provide *temporary* change of address information at any time.

The following endorsements or their variations are not authorized for First-Class Mail:

- Forwarding and Return Postage Guaranteed.*
- Forwarding and Return Postage Guaranteed, Address Correction Requested.*
- Return Postage Guaranteed.*

Exhibit 159.151b—Treatment of Undeliverable Second-Class Mail

Mailer Endorsement	USPS Action
No Endorsement.....	Forward at no charge for 60 days. After 60-day period, provide separate address correction or reason for nondelivery; charge address correction fee.
Return Postage Guaranteed.....	Forward at no charge for 60 days. After 60-day period, return item to sender with new address or reason for nondelivery attached; charge the single piece third- or fourth-class rate.

Notes:

These regulations apply to mail associated with a customer's change of address. Do *not* provide *temporary* change of address information at anytime.

The following endorsements or their variations are not authorized for second-class mail:

- Address Correction Requested.*
- Forwarding and Address Correction Requested.*
- Do Not Forward.*
- Forwarding and Return Postage Guaranteed.*
- Forwarding and Return Postage Guaranteed, Address Correction Requested.*

Chapter 4—Second-Class Mail

492 Address Correction Service

492.2 Sending Notification. After the last sentence add "Forms 3579, *Undeliverable 2nd, 3rd, 4th Class Matter*, will be mailed to publishers at a minimum of once per week."

492.3 Address Change Service (ACS)

a. ACS is designed to centralize, automate and

improve the processing of address correction requests (Form 3579) for second-class mailers. The ACS process involves the transmission of change of address information to a central point where the changes are consolidated onto a magnetic tape filed by publication identifier. These records are sequentially organized by USPS assigned publication codes and distributed to each participating publication.

b. ACS is available to publishers of second-class mailable matter who maintain their address records on computers. For further information write to:

Exhibit 159.151c—Treatment of Undeliverable Third-Class Bulk Business Mail—Weighing 1 Ounce or Less (Forwarded Up to 12 Months)

Mailer Endorsement	USPS Action
No Endorsement or Do Not Forward.	No forwarding or return service is provided.
Address Correction Requested	No forwarding service is provided. Return entire mailpiece with address correction or reason for nondelivery; charge the first ounce single piece third-class rate, do not charge the address correction fee.
Forwarding and Return Postage Guaranteed.	Forward at no charge. If mail is not forwardable, return the entire mailpiece with reason for nondelivery; charge the appropriate third-class weighted fee.*
Forwarding and Return Postage Guaranteed, Address Correction Requested.**	Forward at no charge. If separate address correction notice is provided, charge the address correction fee. If mail in not forwardable, return the entire mailpiece with reason for nondelivery; charge the appropriate third-class weighted fee.*
Do Not Forward, Address Correction Requested, Return Postage Guaranteed.***	Do Not Forward. Return entire mailpiece with the new address or reason for nondelivery; charge the first ounce single piece third-class rate, do not charge the address correction fee.

*The weighted fee is the appropriate single piece third-class rate multiplied by a factor of 2.733. The fee is used during months 1-12 when forwarding is unsuccessful and the mailpiece is returned to the sender. During months 13-18 charge this fee on mailpieces endorsed *Forwarding and Return Postage Guaranteed* or *Forwarding and Return Postage Guaranteed, Address Correction Requested*.

**The authorized abbreviation for this endorsement is *FWD & RET Postage Guaranteed—ACR*.

***The authorized abbreviation for this endorsement is *Do Not Forward—ACR-RPG*.

Notes:

These regulations apply to mail associated with a customer's change of address. Do not provide temporary change of address information at any time.

The following endorsements or their variations are not authorized for third-class mail:

- Forwarding and Address Correction Requested.*
- Return Postage Guaranteed.*

Address Change Service
Address Information Center
6060 Primacy Parkway, Suite 101
Memphis, TN 38188-0002

Chapter 6—Third-Class Mail

- 690 Ancillary Service**
- 691 Forwarding and Return**

691.1 No forwarding or return services are provided on bulk business mail (bulk third-class) without an endorsement. Unendorsed single piece third-class mail will be returned to the sender with the new address or reason for nondelivery. *Note:* single piece third-class mail endorsed *Do Not Forward* will not be forwarded or returned. Single piece third-class mail endorsed *Address Correction Requested* will not be forwarded, and generally, will not be returned to sender.

691.2 Insured third-class mail will be treated as though endorsed *Forwarding and Return Postage Guaranteed*.

691.3 Undeliverable third-class mail bearing the endorsement *Forwarding and Return Postage Guaranteed* will be forwarded for 12 months when the new address is known. No forwarding postage will be charged to the recipient. During months 13-18, the piece will not be forwarded; however, it will be returned with the correct forwarding address or the reason for nondelivery attached. The third-class weighted fee described in 691.5 will be charged on all mail so endorsed that is returned during months 1-18.

691.4 If the endorsement *Forwarding and Return Postage Guaranteed, Address Correction Requested* is used, the mail will be forwarded for the first 12 months if the forwarding address is known. A separate address correction notice (Form 3547) will be sent to the mailer, and the appropriate address correction fee will be charged (see 612.2). No forwarding postage will be charged to the recipient. If the piece is not forwardable, it will be returned. During months 13 through 18, the piece will be returned with the correct forwarding address or the reason for nondelivery attached.

Exhibit 159.151d—Treatment of Undeliverable Third-Class Bulk Business Mail—Weighing 1 Ounce or Less (Forwarded Up to 12 Months)

Mailer Endorsement	USPS Action
No Endorsement or Do Not Forward.	No forwarding or return service is provided.
Address Correction Requested	No forwarding service is provided. If address correction is provided, charge the address correction fee.
Forwarding and Return Postage Guaranteed.	Forward at no charge. If mail is not forwardable, return the entire mailpiece with reason for nondelivery; charge the appropriate third-class weighted fee.*
Forwarding and Return Postage Guaranteed, Address Correction Requested.**	Forward at no charge. If separate address correction notice is provided, charge the address correction fee. If mail is not forwardable, return the entire mailpiece with reason for nondelivery; charge the appropriate third-class weighted fee.*
Do Not Forward, Address Correction Requested, Return Postage Guaranteed.***	Do Not Forward. Return entire mailpiece with the new address or reason for nondelivery; charge the appropriate single piece third-class rate, do not charge the address correction fee.

*The weighted fee is the appropriate single piece third-class rate multiplied by a factor of 2.733. The fee is used during months 1-12 when forwarding is unsuccessful and the mailpiece is returned to the sender. During months 13-18 charge this fee on mailpieces endorsed *Forwarding and Return Postage Guaranteed* or *Forwarding and Return Postage Guaranteed, Address Correction Requested*.

**The authorized abbreviation for this endorsement is *FWD & RET Postage Guaranteed—ACR*.

***The authorized abbreviation for this endorsement is *Do Not Forward—ACR-RPG*.

Notes:

These regulations apply to mail associated with a customer's change of address. Do not provide temporary change of address information at any time.

The following endorsements or their variations are not authorized for third-class mail:

Forwarding and Address Correction Requested.

Return Postage Guaranteed.

691.5 Whenever mail endorsed *Forwarding and Return Postage Guaranteed* or *Forwarding and Return Postage Guaranteed—Address Correction Requested* is returned to the sender as outlined in 691.1 and 691.2, or 691.2, the mailer will pay the weighted fee, the appropriate single piece third-class rate multiplied by a factor of 2.733. This factor is derived from the ratio of the number of third-class pieces nationwide that are successfully forwarded to the number of these pieces that cannot be forwarded and are returned. There is no charge for the "on piece" address correction provided. The weighted fee, as described, is used only in the case of a customer's relocation. The weighted fee should not be applied in cases where a customer has not moved.

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Chapter 7—Fourth-Class Mail

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791 Forwarding and Return

Fourth-class mail will be forwarded locally for

one year at no charge. (For forwarding purposes, *Local* is defined as the same single-ZIP coded or multi-ZIP coded post office.) Nonlocal forwarding for one year will be provided upon the recipient's guarantee on Form 3575, *Change of Address Order*, to pay forwarding postage. Undeliverable fourth-class mail bearing the endorsement *Forwarding and Return Postage Guaranteed* is forwarded when the new address is known. Forwarding postage will be collected from the addressee. The recipient may refuse to pay the forwarding postage on any piece of fourth-class mail and still continue to have other fourth-class mail forwarded. Form 3546, *Notice to Change Forwarding Order*, will only be used if the addressee refuses to pay for forwarding of all fourth-class mail and requests the postmaster of the new address to notify the postmaster of the old address that they no longer wish forwarding service on fourth-class mail. The single piece rates and conditions are applicable to the forwarding and returning of fourth-class

**Exhibit 159.151e—Treatment of Undeliverable Third-Class Mail Single Piece Rate
(Forwarded Up to 12 Months)**

Mailer Endorsement	USPS Action
No Endorsement	No forwarding service is provided.
Do Not Forward	Return the mailpiece to the sender at the single piece third-class rate, with the reason for nondelivery or the new address; do not charge the address correction fee.
Address Correction Requested	No forwarding or return service is provided.
Forwarding and Return Postage Guaranteed.	No forwarding service is provided. If the mailpiece weighs one ounce or less, return the entire piece with the new address or the reason for nondelivery; charge the third-class single piece rate. Pieces over one ounce will receive an address correction notice via Form 3579; charge the address correction fee.
Forwarding and Return Postage Guaranteed, Address Correction Requested.**	Forward at no charge. If mail is not forwardable, return the entire mailpiece with reason for nondelivery, charge the appropriate third-class weighted fee.*
Do Not Forward, Address Correction Requested, Return Postage Guaranteed.***	Forward at no charge. If separate address correction notice is provided, charge the address correction fee. If mail is not forwardable, return the entire mailpiece with reason for nondelivery; charge the appropriate third-class weighted fee.*
	Do Not Forward. Return entire mailpiece with the new address or reason for nondelivery; charge the appropriate single piece third-class rate, do not charge the address correction fee.

*The weighted fee is the appropriate single piece third-class rate multiplied by a factor of 2.733. The fee is used during months 1-12 when forwarding is unsuccessful and the mailpiece is returned to the sender. During months 13-18 charge this fee on mailpieces endorsed *Forwarding and Return Postage Guaranteed* or *Forwarding and Return Postage Guaranteed, Address Correction Requested*.

** The authorized abbreviation for this endorsement is *FWD & RET Postage Guaranteed—ACR*.

***The authorized abbreviation for this endorsement is *Do Not Forward—ACR-RPG*.

Notes:

These regulations apply to mail associated with a customer's change of address. Do not provide temporary change of address information at any time.

The following endorsements or their variations are not authorized for third-class mail:

- Forwarding and Address Correction Requested*
- Return Postage Guaranteed*

items mailed at the single piece, presort, and bulk rates. If the piece cannot be forwarded because the new address is not known, it will be given return service (see 792). During months 13-18, the piece will be returned with the correct new (forwarding) address or the reason for nondelivery attached.

notify the sender. The address correction fee is charged. Form 3579 or a markup label utilizing the customer's old address will be prepared for mailing to the sender in an envelope in the same manner that address correction notices are prepared for mailing to second-class publishers. *Exception:* When address labels are affixed to plastic wrappers, or a window address format is used on a mailing piece, making compliance with the foregoing instructions difficult, Form 3547, *Notice to Mailer of Correction in Address*, will be substituted to provide the requested information.

793 Address Correction

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

- a. When a piece bears the endorsement *Address Correction Requested*, Form 3579, *Undeliverable 2nd, 3rd, 4th Class Matter*, or a markup label is used to

—Delivery Services Dept., 12-26-85.

Exhibit 159.151f—Treatment of Undeliverable Fourth-Class Mail Including Parcel Post (Forwarded Up to 12 Months)

Mailer Endorsement	USPS Action
No Endorsement	Forward locally at no charge; forward out of town only if addressee guaranteed postage. If undeliverable or addressee refuses to pay postage, return mailpiece with new address of reason for nondelivery; charge both forwarding (where attempted) and return postage.
Do Not Forward	No forwarding or return service is provided.
Address Correction Requested	Forward locally at no charge; forward out of town only if addressee guaranteed postage. If forwarded, provide a separate address correction notice; charge address correction fee. If mailpiece is undeliverable, return it to sender with reason for nondelivery; charge the appropriate single-piece fourth-class rate.
Forwarding and Return Postage Guaranteed.	Forward locally at no charge, forward out of town only if addressee guaranteed postage. If undeliverable or addressee refused to pay postage, return to mailer with new address or reason for nondelivery; charge both the forwarding (where attempted) and return postage.
Forwarding and Return Postage Guaranteed, Address Correction Requested.**	Forward locally at no charge; forward out of town only if addressee guaranteed postage. Provide separate address correction to mailer; charge address correction fee. If mail is not forwardable, return the entire mailpiece with reason for nondelivery; charge the appropriate single piece fourth-class rate.
Do Not Forward, Address Correction Requested, Return Postage Guaranteed.***	Do Not Forward. Return entire mailpiece with the new address or reason for nondelivery; charge the appropriate single piece fourth-class rate.

*The weighted fee is the appropriate single piece third-class rate multiplied by a factor of 2.733. The fee is used during months 1-12 when forwarding is unsuccessful and the mailpiece is returned to the sender. During months 13-18 charge this fee on mailpieces endorsed *Forwarding and Return Postage Guaranteed*, or *Forwarding and Return Postage Guaranteed, Address Correction Requested*.

**The authorized abbreviation for this endorsement is *FWD & RET Postage Guaranteed—ACR*.

***The authorized abbreviation for this endorsement is *DNF-ACR—Return Postage Guaranteed*.

Notes:

These regulations apply to mail associated with a customer's change of address. Do not provide temporary change of address information at any time.

The following endorsements or their variations are not authorized for third-class mail:

Forwarding and Address Correction Requested.

Return Postage Guaranteed.



PREVENT THEFT

**LOCK DOORS AND
WINDOWS AT NIGHT**

TEST WEIGHTS FOR DAILY USE AT RETAIL WINDOWS

Test Weight Set

USPS contractor, Troemner, Inc., of Philadelphia, Pennsylvania has begun supplying one set of certified test weights to *each* retail site, including Contract Postal Units.

Each weight set comes in its own case and includes both a five-pound weight and one-ounce weight, enclosed in a rugged molded plastic case.

Instructions for Use

Instructions for using the test weights are inside the lid of the case. The purpose of using these weights is to spot possible weighing errors that can occur between the required annual testing. To summarize the rules for using the weights:

1. Once the certified weights are available, any local procedures using non-certified weights for scale calibration should be discontinued;
2. Test each retail scale (rate classifier) daily, with the test weights, in addition to zero-balancing;
3. Report apparent problems to MSC scale technicians immediately;
4. Remove faulty equipment from service.

Receiving Report

A Postal Service Receiving Report (Business Reply Penalty Card) is furnished within each package containing test weights. These reports must be completed and mailed by a retail supervisor at each receiving unit. The address of the Retail Division at Headquarters is pre-printed on the card.

Schedule

Shipments began in October, using a ZIP Code sequenced distribution list. Northeast Regional

sites received the first shipments. Some Southern and Central Regional sites and all Western Regional sites will receive their sets after Christmas.

Why?

After a retail scale (the correct name is "rate classifier")* is placed in service, local retail managers are responsible for ensuring its continued accuracy.

You know if a zero-balanced weighing device is accurate only after comparing its readings to known weights. Annual testing by scale technicians, who use full sets of certified weights, is still essential. See regulations on "Checking Scales for Accuracy" in 424.3, *POSTAL OPERATIONS MANUAL*.

Daily zero-balancing prevents some errors. However, daily use of the certified weights, provides a simple, uniform way of spotting retail weighing equipment that appears to need service. Scale technicians are expected to respond immediately, repairing or removing from service any device that appears to malfunction.

Postal retail rate classifiers *display* weights in increments of $\frac{1}{10}$ th ounce. When the measured weight of an article of mail puts it *very* close to the cross-over point between two possible rates, the classifier displays the lower weight and rate. This feature averts disputes with customers and overpayments that might be caused by scale design or human error.

***Note: Rate Classifiers**—Weights and rates displayed on Integrated Retail Terminals (IRTs) and other retail electronic devices are programmed to give customers the benefit of reasonable doubt about correct weights and rates. Unlike weights measured by true "scales", the weight displayed by these "rate classifiers" is rarely exactly the weight measured.

—Delivery Services Dept., 12-26-85.

IT IS NEVER TOO LATE

★ TO JOIN THE TEAM ★

BUY U.S. SAVINGS BONDS

UNIFORM PROGRAM—LICENSED VENDOR LISTING

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

Vendor	Street Address	City	State	Zip + 4
AF's Shoe Repair.....	3 East Court St.....	Kankakee.....	IL	60901-3835
Collegiate Sports.....	2009 Veirs Mill Rd.....	Rockville.....	MD	20851-1824
Dayhoff's Shoe Center.....	304 N. Main.....	Roswell.....	NM	88201-4725
Evans Dept. Store.....	128-30 Gardiners Ave.....	Levittown.....	NY	11758-3785
Fleet Feet.....	Westwood Shopping Center, 2020-20 W. Pensacola St.	Tallahassee.....	FL	32304-3142
H&M Shoe Store #5.....	1033 N. Emmet St.....	Charlottesville.....	VA	22901-3690
Heaberlin, Edw. F.....	30 Pennsylvania St.....	Carlisle.....	IA	50047-7713
Lloyd Gotchy Shoes.....	44 W. First St.....	Reno.....	NV	89501-1497
Lloyd Gotchy Shoes.....	Carson Mall, 1301 S. Carson St.	Carson City.....	NV	89701-5209
Medical Emblem Co.....	1132 Targee St.....	Staten Island.....	NY	10304-4302
New Paltz Boot Co.....	324 Rt. 32 N.....	New Paltz.....	NY	12561-9533
Norman's Apparel and Uniforms.	9 Revere Rd.....	Quincy.....	MA	02169-5313
Raszeja, Ray.....	1720 S. 29th St.....	Milwaukee.....	WI	53215-2246
Red Wing Shoe Store.....	9223 Archibald Ave.....	Rancho Cucamonga.....	CA	91730-5207
Second Sole.....	2750 Soquel Ave.....	Santa Cruz.....	CA	95062-1409
Sonoma Sport.....	201 W. Napa St.....	Sonoma.....	CA	95476-6621
Sportsman's Shop.....	1532 Pacific Ave.....	Santa Cruz.....	CA	95060-3903
The Shoe Box Ltd.....	1130 Mills St.....	Black Earth.....	WI	53515-0000
Tiller Uniform Supply.....	2817 Jewett St.....	Highland.....	IN	46322-1617
Timberland Factory Outlet.....	42 Main St.....	Freeport.....	ME	04032-1211
Track 'n Trail.....	183 Santa Rosa Plaza.....	Santa Rosa.....	CA	95401-0000
Tradehome Shoe Store.....	Southbridge Mall.....	Mason City.....	IA	50401-0000
Uniforms Plus.....	1416 S. I-H 35.....	Round Rock.....	TX	78681-6649
Universal/John's Uniforms.....	146 Speedwell Ave.....	Morristown.....	NJ	07960-3882
Woodruff's Footwear.....	206 N. Main.....	Oshkosh.....	WI	54901-4815

—Labor Relations Dept., 12-26-85.

INTELPOST® SERVICE...
THE FASTEST MAIL ON EARTH.



OUTSTANDING HANDICAPPED POSTAL EMPLOYEES

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

The Postmaster General will present the awards in appreciation of the nominees' special achievements and contributions which have increased economy, productivity, and efficiency. The presentations will be made in Washington, D.C., on May 15, 1986. Travel costs and per diem for the finalists' attendance at the awards ceremony will be paid by the regional headquarters sponsoring the nominee. Travel costs and per diem will also be paid for the authorized official accompanying the finalist, the finalist immediate family members, and any other escorts required to assist the finalist in travel.

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

Recommendations may be submitted by any unit employing a physically or mentally handicapped person. Post offices or other independent installations within the region may submit a recommendation to the Regional Director, Employee and Labor Relations, not later than February 7, 1986. Headquarters groups and/or departments and Headquarters related units will submit recommendations to the General Manager, Headquarters Personnel Division, not later than February 7, 1986. The Regional Postmaster General and the General Manager, Headquarters Personnel Division, or their designees, will evaluate the recommendation, select a winner, and forward their nomination, along with background and photographs to the Manager, Selection Systems

Administration Branch, Room 9671, Employee Relations Department, U.S. Postal Service, Washington, D.C. 20260-4256, no later than March 14, 1986, for final selection of the Service-wide award.

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

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

2. Personal data prepared in the following format:

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

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

c. Home address;

d. Date of birth;

e. Social Security number;

f. Veterans preference, if applicable;

g. Date entered on duty—Postal Service;

h. Total years Postal Service;

i. Total years of other Federal service;

j. Educational background;

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

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

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

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

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

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

—Employee Relations Dept., 12-26-85.



PREVENT THEFT

TEST YOUR BURGLAR ALARM

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB 21545 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	170073	314116	336317	482171	601380	770513	880016	940238
018088	171054	327067	336328	482176	601630	770545	880017	940267
018107	191321	328116	336344	482185	601675	770566	895107	940285
019025	191403	328119	336452	482189	605021	770573	900627	941091
021297	191412	329029	337005	482190	605076	770582	901016	941116
021330	191426	331063	337018	489032	607264	770591	901056	941199
021342	193101	331439	337062	495044	607593	770810	901066	941227
021383	196015	331470	372228	496030	607622	770818	901079	941241
028035	200311	331489	374087	503164	622040	770854	901099	941246
054018	200412	331546	376070	520029	631221	773011	901125	941257
054520	200432	331550	381381	528006	631318	782215	901130	941273
065056	207015	331585	393041	528010	631325	782230	901131	941283
069215	220063	331586	402202	532082	666062	782253	901133	945233
069234	220069	333286	402222	532114	672099	784102	901186	945250
069239	221058	333336	402234	532146	681101	785003	901202	945254
069246	221068	333372	403009	532152	701077	785032	901235	945255
071047	232002	333373	403011	532190	706035	785040	901247	945257
077510	232074	333700	404100	532194	706060	785046	901296	945261
078103	232078	333705	405048	532197	706073	785049	901302	945266
086002	232111	333707	405050	532222	708065	787237	901321	946096
086003	232113	333713	414001	532231	711194	787264	902384	948026
100016	247029	334002	420010	532235	711195	787302	911015	948028
100436	271007	334116	423004	548001	730019	787303	917491	950161
100884	271075	334142	432069	548002	750077	787310	917515	951145
100889	274086	334169	432076	548003	750094	790082	917517	951160
100932	274120	334177	432115	549045	752027	797113	917522	951167
100947	275025	334178	432118	591051	752236	799045	917527	951179
101131	275026	335017	432129	591200	752552	799067	921331	951188
101175	275052	335031	432130	591400	757207	799078	921343	954203
101195	276038	335033	432142	600003	770032	799084	926568	954207
101491	276209	335062	441395	600039	770044	799128	926583	972215
104029	276213	335073	441405	600059	770071	799142	926595	972227
104055	276230	335142	452251	600099	776093	799143	926598	974057
105068	276231	335161	452272	600102	770218	815031	926641	975015
106953	277305	335560	452300	600109	770249	837052	926661	981327
107100	279014	336019	460001	600112	770258	840026	926666	981349
112088	280033	336025	461003	600177	770273	841054	926668	981398
114085	282194	336030	468057	600211	770296	841233	926745	981424
117187	288002	336053	478007	600923	770300	850327	926751	981500
117203	288003	336068	480305	600982	770301	850395	926753	988015
117223	292176	336096	480321	601061	770312	850398	928110	992093
122103	296098	336152	482118	601073	770342	850425	931069	997106
122106	296112	336302	482151	601093	770359	856006	940147	997115
152132	296121	336316	482170	601222	770459	871140	940191	

—Customer Services Dept., 12-26-85.

Do not mix empty brown mailbags with regular canvas sacks. Pack them in like-size brown mailbags.

POST OFFICE CHANGES NUMBER 2

[Supplemental to 1985 National Five Digit ZIP Code and Post Office Directory.]

Data	Fi- nance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station, Branch, or Unit	Unit Type	Effective Date	Comments/Action
OLD NEW	010430 010430	36503 36503	AL AL	Atmore..... Atmore.....	Limestone..... Escambia.....	Holman..... Holman.....	Place Name..... Place Name.....	7-31-85 7-31-85	To correct county name.
OLD NEW	041971 042493	71634 71634	AR AR	Collins..... Dermott.....	Drew..... Drew..... Collins.....	Post Office..... Community Post Office.....	11-22-85 11-22-85	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Collins, AR 71634 as last line of address.
OLD NEW	057878 057878	92678 92679	CA CA	Trabuco Canyon..... Trabuco Canyon.....	Orange..... Orange.....	Post Office..... Post Office.....	1-01-86 1-01-86	Post Office ZIP Code changed to 92679. Retain ZIP Code 92678 for Post Office boxes at Main Office.
OLD NEW 057878 92688 CA Trabuco Canyon..... Orange..... Main Office (New Delivery Area). Post Office..... 1-01-86 New ZIP Code assigned to delivery area.
OLD NEW	114500 114500	33458 33469	FL FL	Jupiter..... Jupiter.....	Palm Beach..... Palm Beach.....	Tequesta..... Tequesta.....	Classified Branch..... Classified Branch.....	1-01-86 1-01-86	Delivery areas served by Main Office and branch shared the same ZIP Code 33458. Establish ZIP Code 33469 for branch.
OLD NEW 114500 33477 FL Jupiter..... Palm Beach..... Main Office (New Delivery Area). Post Office..... 1-01-86 New ZIP Code assigned to delivery area. Jupiter, FL will become multicoded Post Office.
OLD NEW	121826 125764	30709 30731	GA GA	Cloudland..... Menlo.....	Chattooga..... Chattooga..... Cloudland.....	Post Office..... Place Name.....	11-16-85 11-16-85	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Cloudland, GA 30731 as last line of address.
OLD NEW	190713 198063	67419 67401	KS KS	Bavaria..... Salina.....	Saline..... Saline..... Bavaria.....	Post Office..... Place Name.....	1-01-86 1-01-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Bavaria, KS 67401 as last line of address.
OLD NEW	207352 208240	41458 41472	KY KY	Stacy Fork..... West Liberty.....	Morgan..... Morgan..... Stacy Fork.....	Post Office..... Place Name.....	10-30-85 10-30-85	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Stacy Fork, KY 41472 as last line of address.
OLD NEW	226120 226120	04062 04062	ME ME	North Windham..... Windham.....	Cumberland..... Cumberland.....	Post Office..... Post Office.....	9-28-85 9-28-85	Post Office name changed. Use Windham, ME 04062 as last line of address.
OLD NEW	228340 226120	04082 04082	ME ME	South Windham..... Windham.....	Cumberland..... Cumberland..... South Windham.....	Post Office..... Classified Station.....	9-28-85 9-28-85	Post Office converted to Station.
OLD NEW	286726 284280	65686 65686	MO MO	Reeds Spring..... Kimberling City.....	Stone..... Stone.....	Kimberling City.....	Community Post Office..... Post Office.....	10-08-85 10-08-85	Community Post Office discontinued. Retain ZIP Code 65686. Post Office established. Use Kimberling City, MO 65686 as last line of address.
OLD NEW 330030 08543 NJ Princeton..... Mercer..... Main Office (Post Office Boxes). Post Office..... 1-01-86 New ZIP Code assigned to Post Office boxes located at Main Office.
OLD NEW 306352 27615 NC Raleigh..... Wake..... Six Forks..... Classified Station..... 7-01-86 Station established. New ZIP Code 27615 assigned.

POST OFFICE CHANGES NUMBER 3 - CONTINUED

POST OFFICE CHANGES NUMBER 2—Continued

[Supplemental to 1985 National Five Digit ZIP Code and Post Office Directory.]

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station, Branch, or Unit	Unit Type	Effective Date	Comments/Action
OLD NEW	360352	27624	NC	Raleigh.....	Wake.....	Six Forks Boxes.....	Classified Station.....	11-29-85	New ZIP Code assigned to Post Office boxes located at Station.
OLD NEW	368712	27114	NC	Winston-Salem.....	Forsyth.....	Manor Station.....	Classified Branch.....	11-29-85	Branch established. New ZIP Code 27114 assigned.
OLD NEW	372880 373552	58534 58540	ND ND	Emmet..... Garrison.....	McLean..... McLean..... Emmet.....	Post Office..... Place Name.....	11-25-85 11-25-85	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Emmet, ND 58540 as last line of address.
OLD NEW	372704 372704	58234 58227	ND..... ND.....	Edinburg..... Edinburg.....	Pembia..... Pembia.....	Gardar..... Gardar.....	Community Post Office..... Place Name.....	12-20-85 12-20-85	Community Post Office converted to a Place Name and ZIP Code changed. Use Gardar, ND 58227 as last line of address.
OLD NEW	398778 390297	73094 73094	OK OK	Washita..... Anadarko.....	Caddo..... Caddo..... Washita.....	Post Office..... Community Post Office.....	12-1-85 12-1-85	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Washita, OK 73094 as last line of address.
OLD NEW	401104 406368	97903 97903	OR OR	Brogan..... Ontario.....	Malheur..... Malheur..... Brogan.....	Post Office..... Community Post Office.....	8-10-85 8-10-85	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Brogan, OR 97903 as last line of address.
OLD NEW	464896 469738	57358 57385	SD SD	Lane..... Woomsocket.....	Jerauld..... Jerauld..... Lane.....	Post Office..... Place Name.....	11-18-85 11-18-85	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Lane, SD 57385 as last line of address.
OLD NEW	487575 489245	77674 77856	TX TX	Ridge..... Franklin.....	Robertson..... Robertson..... Ridge.....	Post Office..... Place Name.....	11-15-85 11-15-85	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Ridge, TX 77856 as last line of address.
OLD NEW	489635 487980	78165 78165	TX TX	Wetmore..... San Antonio.....	Bexar..... Bexar..... Wetmore.....	Post Office..... Community Post Office.....	11-08-85 11-08-85	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Wetmore, TX 78165 as last line of address.
OLD NEW	563640 567510	53030 53081	WI WI	Haven..... Sheboygan.....	Sheboygan..... Sheboygan..... Haven.....	Post Office..... Place Name.....	12-21-85 12-21-85	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Haven, WI 53081 as last line of address.
OLD NEW	567510	53083	WI	Sheboygan.....	Sheboygan.....	Sheboygan (New Delivery Area).	Post Office.....	7-1-86	New ZIP Code assigned to delivery area.
OLD NEW	567710 561170	53087 53006	WI WI	South Byron..... Brownsville.....	Fond du Lac..... Fond du Lac..... South Byron.....	Post Office..... Place Name.....	12-21-85 12-21-85	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use South Byron, WI 53006 as last line of address.
OLD NEW	575624 576556	82936 82936	WY WY	Lonetree..... Mountain View.....	Uinta..... Uinta..... Lonetree.....	Post Office..... Place Name.....	3-01-85 3-01-85	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Lonetree, WY 82936 as last line of address.

—Delivery Services Dept., 12-26-85.



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Love Special Stamp

A new 22-Cent Love stamp will be issued January 30 in New York City. The new stamp will go on sale nationwide the following business day. Jim Henson and Muppet character Rowlf The Dog will host the ceremony. Jim Henson is the creator of the Muppets, popular puppet characters of the "Sesame Street" and "Fraggle Rock" TV programs.

Graphics artist Saul Mandel of Jericho, New York, has captured the language of love in the vertically oriented postage stamp with his depiction of a cuddly looking puppy.

This is the fifth Love stamp the Postal Service has issued. The first Love stamp was issued in 1973 in Philadelphia. Its motif was a block letter representation of the word "Love," and was designed by contemporary artist Robert Indiana.

As with previous Love stamps, the 1986 issue is a special stamp which

Issue Date: January 30, 1986
 First Day City: New York City
 Designer: Saul Mandel
 Jericho, New York
 Art Director: Jack Williams, Postal Service Program Manager for Philatelic Design
 Typographer: Bradbury Thompson, Riverside, Connecticut
 Modeler: Peter Cocci, Bureau of Engraving and Printing
 Process: Gravure
 Colors: Magenta, cyan, yellow, black and violet
 Image Area: 1.44 x 0.84 inches or 36.5 x 21.3 millimeters
 Plate Numbers: One group of five digits
 Stamps per Pane: 50
 Salvage: ©U.S. Postal Service 1985
 Use Correct ZIP Code®

means that it will be available in larger quantities and for a longer period of time than commemorative issues.

Procedures for ordering first day cancellations are as follows:

Customers are urged to purchase 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 March 1 to: Customer-Affixed Envelopes, Love stamp, Postmaster, New York, NY 10001-9991. No remittance is required.

The Postal Service will affix stamps when requested to do so. Mail orders by March 1 to Love Stamp, Postmaster, New York, NY 10001-9992. 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 85-62
 Remove after March 1

PLEASE POST ON BULLETIN BOARD

POST OFFICE CHANGES NUMBER 2—Continued
 Your District Code and Office Location

Effective Date	Post Type	Office Name	Office Code	Office Location
1-1-56	Post Office	Washington, D.C.	10001-9999	Washington, D.C.
1-1-56	Post Office	New York, N.Y.	10001-9999	New York, N.Y.
1-1-56	Post Office	Philadelphia, Pa.	19101-9999	Philadelphia, Pa.
1-1-56	Post Office	Los Angeles, Calif.	90001-9999	Los Angeles, Calif.
1-1-56	Post Office	Chicago, Ill.	60601-9999	Chicago, Ill.
1-1-56	Post Office	San Francisco, Calif.	94101-9999	San Francisco, Calif.
1-1-56	Post Office	Portland, Ore.	97201-9999	Portland, Ore.
1-1-56	Post Office	Seattle, Wash.	98101-9999	Seattle, Wash.
1-1-56	Post Office	Denver, Colo.	80201-9999	Denver, Colo.
1-1-56	Post Office	Phoenix, Ariz.	85001-9999	Phoenix, Ariz.
1-1-56	Post Office	San Diego, Calif.	92101-9999	San Diego, Calif.
1-1-56	Post Office	San Jose, Calif.	95101-9999	San Jose, Calif.
1-1-56	Post Office	San Antonio, Tex.	78201-9999	San Antonio, Tex.
1-1-56	Post Office	Fort Worth, Tex.	76101-9999	Fort Worth, Tex.
1-1-56	Post Office	Dallas, Tex.	75201-9999	Dallas, Tex.
1-1-56	Post Office	Houston, Tex.	77001-9999	Houston, Tex.
1-1-56	Post Office	Austin, Tex.	78701-9999	Austin, Tex.
1-1-56	Post Office	San Marcos, Tex.	78601-9999	San Marcos, Tex.
1-1-56	Post Office	Waco, Tex.	76701-9999	Waco, Tex.
1-1-56	Post Office	Victoria, Tex.	77901-9999	Victoria, Tex.
1-1-56	Post Office	Beaumont, Tex.	77701-9999	Beaumont, Tex.
1-1-56	Post Office	Port Arthur, Tex.	77601-9999	Port Arthur, Tex.
1-1-56	Post Office	Baytown, Tex.	77501-9999	Baytown, Tex.
1-1-56	Post Office	Galveston, Tex.	77550-9999	Galveston, Tex.
1-1-56	Post Office	Springer, Tex.	77401-9999	Springer, Tex.
1-1-56	Post Office	Freeport, Tex.	77545-9999	Freeport, Tex.
1-1-56	Post Office	Port Neches, Tex.	77629-9999	Port Neches, Tex.
1-1-56	Post Office	Baytown, Tex.	77520-9999	Baytown, Tex.
1-1-56	Post Office	Baytown, Tex.	77521-9999	Baytown, Tex.
1-1-56	Post Office	Baytown, Tex.	77522-9999	Baytown, Tex.
1-1-56	Post Office	Baytown, Tex.	77523-9999	Baytown, Tex.
1-1-56	Post Office	Baytown, Tex.	77524-9999	Baytown, Tex.
1-1-56	Post Office	Baytown, Tex.	77525-9999	Baytown, Tex.
1-1-56	Post Office	Baytown, Tex.	77526-9999	Baytown, Tex.
1-1-56	Post Office	Baytown, Tex.	77527-9999	Baytown, Tex.
1-1-56	Post Office	Baytown, Tex.	77528-9999	Baytown, Tex.
1-1-56	Post Office	Baytown, Tex.	77529-9999	Baytown, Tex.
1-1-56	Post Office	Baytown, Tex.	77530-9999	Baytown, Tex.
1-1-56	Post Office	Baytown, Tex.	77531-9999	Baytown, Tex.
1-1-56	Post Office	Baytown, Tex.	77532-9999	Baytown, Tex.
1-1-56	Post Office	Baytown, Tex.	77533-9999	Baytown, Tex.
1-1-56	Post Office	Baytown, Tex.	77534-9999	Baytown, Tex.
1-1-56	Post Office	Baytown, Tex.	77535-9999	Baytown, Tex.
1-1-56	Post Office	Baytown, Tex.	77536-9999	Baytown, Tex.
1-1-56	Post Office	Baytown, Tex.	77537-9999	Baytown, Tex.
1-1-56	Post Office	Baytown, Tex.	77538-9999	Baytown, Tex.
1-1-56	Post Office	Baytown, Tex.	77539-9999	Baytown, Tex.
1-1-56	Post Office	Baytown, Tex.	77540-9999	Baytown, Tex.
1-1-56	Post Office	Baytown, Tex.	77541-9999	Baytown, Tex.
1-1-56	Post Office	Baytown, Tex.	77542-9999	Baytown, Tex.
1-1-56	Post Office	Baytown, Tex.	77543-9999	Baytown, Tex.
1-1-56	Post Office	Baytown, Tex.	77544-9999	Baytown, Tex.
1-1-56	Post Office	Baytown, Tex.	77545-9999	Baytown, Tex.
1-1-56	Post Office	Baytown, Tex.	77546-9999	Baytown, Tex.
1-1-56	Post Office	Baytown, Tex.	77547-9999	Baytown, Tex.
1-1-56	Post Office	Baytown, Tex.	77548-9999	Baytown, Tex.
1-1-56	Post Office	Baytown, Tex.	77549-9999	Baytown, Tex.
1-1-56	Post Office	Baytown, Tex.	77550-9999	Baytown, Tex.

Love Special Stamp

A new 22-cent Love stamp will be issued January 30 in New York City. The new stamp will go on sale nationwide the following business day. Jim Henson and Muppet character Rowf The Dog will host the ceremony. Jim Henson is the creator of the Muppet, popular puppet characters of the "Sesame Street" and "Puppet Rock" TV programs.

Graphics artist Saul Mandel of Jericho, New York, has captured the language of love in the vertically oriented postage stamp with his depiction of a cuddly-looking puppy.

This is the first Love stamp the Postal Service has issued. The first Love stamp was issued in 1973 in Philadelphia. It was a block letter representation of the word "Love," and was designed by contemporary artist Robert Indiana.

As with previous Love stamps, the 1986 issue is a special stamp which



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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 20262-9997.

PLEASE POST ON BULLETIN BOARD



—Delivery Service Dept. 12-16-85

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 21545 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	284 677 6432 to 6499	297 124 4700 to 4899	330 053 4777 to 4789
269 419 8661 to 8699	284 893 3362 to 3399	297 165 1450 to 1499	330 360 0989 to 0999
269 942 9300 to 9999	284 907 0935 to 0999	297 443 5000 thru	330 402 2100 to 2199
269 943 0000 to 0999	285 011 6122 to 6139	297 576 4999	330 726 8851 to 8891
271 186 6453 to 6463	285 011 6141 to 6199	297 907 0975 to 0999	330 982 3100 to 3199
274 372 3943 to 3999	285 028 6847 to 6899	297 914 6561 to 6599	331 201 5539 to 5599
274 507 3213 to 3299	285 353 6899 to 6913	298 752 5500 to 5599	331 468 0700 to 0799
274 609 4285 to 4299	285 370 9400 to 9499	298 922 2116 to 2199	331 631 5705 to 6099
274 990 9045 to 9099	285 406 1011 to 1099	298 925 6733 to 6799	331 643 7553 to 7599
275 628 6344 to 6399	285 508 9680 to 9699	299 022 0389 to 0399	331 890 8100 to 9099
276 100 9400 to 9899	285 508 9813 to 9899	299 099 9586 to 9599	331 960 6019 to 6199
276 256 9083 to 9099	285 667 6900 to 6999	299 134 8017 to 8299	331 966 6733 to 6799
276 540 8653 to 8699	285 739 7600 to 7699	299 445 0182 to 0199	340 044 0851 to 0861
277 121 1000 to 2999	285 841 7300 to 7599	299 550 0776 to 0799	340 283 0024 to 0100
277 138 2424 to 2499	286 361 4362 to 4599	300 016 9813 to 9899	340 367 3100 to 3199
277 182 3933 to 3999	286 366 7304 to 7799	300 022 5100 to 5199	340 624 5530 to 5549
277 579 5683 to 5699	286 517 2828 to 2899	300 048 0096 to 0199	340 761 4101 to 4299
278 329 7023 to 7099	286 980 9355 to 9399	300 166 7227 to 7299	341 168 4000 to 4999
278 329 7119 to 7199	287 112 9320 to 9399	300 253 7063 to 7099	341 818 4173 to 4199
278 364 7000 to 7099	287 171 3334 to 3399	300 254 9700 thru	341 999 8038 to 8052
278 965 4400 to 4499	287 867 5524 to 5599	300 255 0199	342 442 5051 to 5093
278 965 4900 to 4917	288 246 6658 to 6699	300 918 6700 to 6799	342 442 6402 to 6499
278 965 5300 to 5499	288 498 4400 to 4499	301 328 7905 to 7999	342 511 0441 to 0457
279 022 5467 to 5499	288 498 4600 to 4999	301 333 5000 to 5099	346 654 0669 to 0699
279 083 2729 to 2799	288 823 7647 to 7699	302 000 0000 thru	346 693 2520 to 2599
279 256 2135 to 2199	288 823 7772 to 7799	302 123 9999	347 338 4189 to 4199
279 436 9365 to 9399	288 841 7243 to 7399	320 208 3305 to 3499	347 458 7148 to 7199
279 795 6200 to 6399	288 998 5000 to 9999	320 624 7474 to 7499	347 492 6411 to 6499
279 941 8435 to 8499	289 172 4400 to 4499	320 783 7168 to 7199	347 641 3780 to 5699
280 255 8618 to 8647	289 172 4546 to 4599	321 401 5025 to 5034	347 696 3806 to 3899
280 261 3139 to 3199	289 177 2000 to 2199	321 670 1900 to 1999	347 645 0367 to 0399
280 340 7356 to 7899	289 657 9041 to 9099	322 013 7200 to 7299	348 036 3713 to 3799
280 619 5719 to 5732	289 860 7471 to 7493	322 722 7900 to 7999	348 412 9028 to 9099
281 104 4550 to 4599	290 248 0321 to 0399	323 854 0619 to 0699	360 037 4500 to 4549
281 119 4800 to 4999	290 503 0076 to 0099	323 854 0900 to 0999	360 038 0502 to 0599
281 128 0237 to 0299	290 746 6731 to 6999	325 097 0300 to 0399	360 112 8583 to 8599
281 496 8376 to 8399	290 827 0055 to 0099	325 465 7956 to 7999	360 135 8159 to 8199
282 292 5000 to 5399	291 191 7500 to 7599	325 645 2575 to 2599	360 134 2600 to 2699
282 304 0900 to 0999	291 497 2837 to 2899	325 734 5219 to 5299	360 135 5611 to 5699
282 336 2000 to 2499	291 656 6243 to 6299	325 739 7200 to 7399	360 135 8159 to 8199
282 361 5000 to 5099	291 770 1687 to 1699	325 934 0584 to 0599	360 172 1404 to 1499
282 532 1100 to 1199	292 220 0000 to 0099	326 181 8203 to 8299	360 282 4600 to 4699
282 625 7560 to 7581	293 295 3257 to 3399	326 231 8440 to 8499	360 403 8453 to 8499
282 786 5300 to 5399	293 332 5664 to 5699	326 231 8576 to 8599	360 418 0700 to 0799
282 888 9400 to 9528	294 372 7226 to 7299	326 231 8600 to 8999	360 419 6700 to 6799
282 950 8000 to 8999	294 372 7347 to 7499	326 231 9000 to 9299	360 535 5648 to 5657
283 016 9846 to 9899	294 698 9842 to 9899	326 687 6538 to 6564	360 762 9368 to 9399
283 322 3449 to 3499	294 794 9075 to 9099	328 160 3235 to 3299	361 142 2817 to 2899
283 368 9471 to 9499	294 794 9200 to 9299	328 160 3304 to 3399	362 299 8900 to 8999
283 369 1800 to 1899	294 901 5400 to 5599	328 189 6539 to 6578	363 374 9010 to 9099
283 459 4125 to 4199	295 256 4605 to 4699	328 229 6407 to 6499	363 444 9333 to 9399
283 459 4280 to 4299	295 337 1915 to 1999	328 251 0600 to 0899	363 851 4259 to 4299
283 566 7600 to 7699	295 394 8000 to 8099	328 275 3170 to 3299	363 853 7582 to 7799
283 583 1377 to 1399	295 420 8030 to 8099	328 423 3448 to 3468	363 861 7600 to 7899
283 583 1400 to 1499	295 429 3300 to 3599	328 432 7367 to 7499	364 467 6102 to 6199
283 646 6500 to 6699	295 429 3700 to 3999	328 435 1989 to 1999	366 772 6702 to 6799
283 869 6900 to 6999	296 044 5800 to 5899	328 543 6745 to 6799	802 678 2605 to 2699
283 885 3000 to 3199	296 410 1323 to 1399	328 543 7400 to 7599	803 605 2840 to 2899
283 927 6358 to 6399	296 477 3926 to 3999	328 817 7879 to 7899	803 605 6300 to 6499
283 990 4000 to 4199	296 576 5232 to 5299	329 165 9000 to 9999	805 323 5006 to 5024
284 125 2431 to 2699	296 843 5473 to 5499	329 170 5151 to 5199	990 117 5600 to 5999
284 413 5078 to 5499	296 846 9858 to 9899	329 825 3306 to 3899	

