



# postal bulletin

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Message From the Postmaster General

## Safety Policy Statement

I should like to take this opportunity to affirm my personal commitment to the Postal Service's safety and health program. At this time, when the Postal Service faces increased challenges in the marketplace, we must take advantage of every means possible to remain competitive. A strong safety and health program, emphasizing the prevention of accidents, will help us reach this goal.

Accidents drain our resources and reduce our efficiency by depriving us of our major resource—our people. Accidents and injuries to postal personnel cause pain and suffering to them and their families.

Accidents are also costly. Each accident costs the Postal Service in terms of damaged mail and equipment, workers' compensation payments, overtime needed to compensate for the loss of the injured person, and the supervisors' time spent investigating and preparing accident reports. They lessen our productivity and detract from our reliability.

Safety is good business. I am asking each of you for your commitment to and active involvement in our safety and health program. Working safely not only benefits the Postal Service, but also provides real personal benefits to all of us.

ALBERT V. CASEY,  
Postmaster General.

## Electric Space Heaters—Safety Alert

The General Services Administration (GSA) advises that a number of fires have been occurring in electric space heater NSN 4520-00-555-8696, Model HF-12GT, manufactured by Patton Electric, New Haven, Indiana. GSA asks all customers to remove the item from service while the cause of the fires is being determined.

GSA requests postal installations with space heaters manufactured by Patton to send a written report listing the quantities on hand, the GSA contract number, and date of manufacture to Debra Lisek, Office of Contract Management (5FQC), 230 South Dearborn Street, Chicago, Illinois 60604-1503, telephone (commercial) (312) 353-1504. The above office will provide disposition instructions to those customers submitting reports before July 1, 1986, which cite this safety alert. Reporting offices must also include a complete address and commercial telephone number.—*Procurement and Supply Dept., 4-17-86.*

Forms 1784-A, B and C

## Safety and Health Inspection Checklist and Deficiency Report

Forms 1784-A, and B, *Safety and Health Inspection Checklist* and Form 1784-C, *Safety and Health Deficiency Report*, have been revised and are available from area supply centers. Order forms as necessary using Form 7380, *Supply Center Requisition*. Upon receipt of the revised Forms 1784 (February 1986 edition), all previous issues will be obsolete.

Use the revised forms to conduct and document required safety and health inspections, and quarterly fire safety inspections. Additional instructions regarding the use of Form 1784 and the procedures for conducting safety and health or fire inspections, are contained in sections 825 and 852 of the *EMPLOYEE & LABOR RELATIONS MANUAL*.—*Employee Relations Dept., 4-17-86.*

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*Message From the Postmaster General*

## NATIONAL VOLUNTEER WEEK

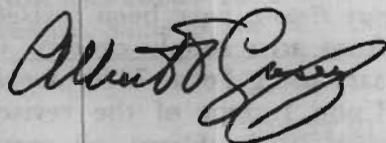
**April 20-26, 1986**

April 20-26 has been designated National Volunteer Week by the President to recognize groups and individuals who help their communities through voluntary services.

The spirit of voluntarism has long been a part of postal history. This year, I am proud to announce that the Carrier Alert Program sponsored jointly by the Postal Service, the National Association of Letter Carriers and the National Association of Rural Letter Carriers is a recipient of the 1986 President's Volunteer Action Award. The Carrier Alert Program is an outstanding example of volunteer programs sponsored by the Postal Service and supported by postal people.

During National Volunteer Week, postal installations throughout the nation will recognize employees who have been selected to receive the Community Service Award. Formally, the Community Service Award recognizes a few postal people who are nominated, but I know that more than 765,666 postal people support community projects through the Combined Federal Campaign and other traditional community programs.

I take great pleasure in acknowledging postal people who are volunteers. Through their humanitarian efforts, they make a difference in the community that reflects well on the Postal Service as an organization and on themselves as individuals.



ALBERT V. CASEY,  
*Postmaster General*



## Express Mail

Several incidents have come to our attention recently that indicate a lack of attention to proper Express Mail handling procedures. These incidents must be corrected immediately.

When dumping Express Mail pouches, make every effort to ensure that the pouch is completely empty. Employees must "elbow" these pouches, removing all contents and eliminating the possibility of late delivery.

### USPS Express Mail Envelopes and Containers

Acceptance employees should encourage customers to use USPS supplied Express Mail mailing envelopes and containers, particularly in those instances where customers are mailing Express Mail shipments in #10 envelopes. Express Mail mailing labels are generally larger than #10 envelopes and the adhesive on portions overlapping the envelope can cause the shipment to stick to other mail or to the inside of pouches. Also, Express Mail accepted in plain envelopes and containers may not be readily recognizable as Express Mail and may be erroneously entered into a nonexpedited mail stream for processing. Caution all USPS personnel accepting Express Mail in other than USPS supplied envelopes and containers to be alert to this possibility. Ensure that Express Mail enters and remains in the Express Mail distribution and transportation network.

Postmasters should bring these matters to the attention of all Express Mail acceptance and distribution personnel to ensure we maintain our high level of Express Mail performance.

—*Delivery Services Dept., 4-17-86.*

### Reminder

## Requisitioning of Supplies From the Western Area Supply Center

With the view toward improving supply support, the present cyclic ordering procedure for obtaining supplies is waived.

On March 3, 1986, all postal installations served by the Western Area Supply Center were authorized to order their supplies on an as-needed basis and disregard the cyclic requisitioning schedule.

A like ordering procedure was initiated at the Eastern Area Supply Center in July 1985. The procedure is to continue.

The need for offices to maintain a large inventory of supplies will no longer be necessary with this new ordering procedure. The turnaround time from supply center receipt of orders to delivery is about 15 days. Accordingly, offices should maintain no more than a 1-month level of supplies.

A survey form will be shipped with each supply order. Postal installations are to complete and return the form promptly.

—*Procurement & Supply Dept., 4-17-86.*



## U.S. PRESIDENTS SOUVENIR MINIATURE STAMP SHEETS

Four 1986 U.S. Presidents miniature sheets will be placed on sale May 22, 1986, in Chicago, IL during AMERIPEX 86, the international philatelic show. Each of the four miniature sheets contains nine 22-cent stamps. Thirty-five stamps feature deceased U.S. Presidents and a 36th stamp depicts the Presidential residence, the White House. In the selvage of each miniature sheet are the words "Presidents of the United States," the Roman numeral "I," "II," "III," or "IV," to indicate the sheet number and the name, location and date of AMERIPEX 86. (A sample of Sheet I is shown below.) Each of the stamps will be in the standard vertical commemorative format, but there will be no plate numbers. *The stamps will be sold only in complete sets containing all four miniature sheets at a cost of \$7.92.*

Collector information is on page 19.

**Supply.** All post offices will receive an automatic distribution of one set 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. Offices that currently receive less than a carton of select stock will receive 625 sets per philatelic center; those receiving one to three cartons of select stock will receive 2,500 sets and the remaining offices 5,000 sets. There are no provisions for reordering additional stock of this stamp, **Item 564**. Postal data centers will be furnishing Stamp Distribution Offices with the necessary documents to make subsequent distributions to associate offices.

The Bureau of Engraving and Printing will insert each set in a special preprinted envelope. *The sets are not to be removed from the envelopes since the stamps will be sold in complete sets only.* There will be 25 sets shrinkwrapped to a pack and a carton will contain 25 packs or a total of 22,500 stamps.—Marketing Dept., 4-17-86.

**Do Not Sell Before May 23, 1986**

Presidents of  
the United States: I



**AMERIPEX 86**  
International  
Stamp Show  
Chicago, Illinois  
May 22-June 1, 1986

Copyright U.S. Postal Service 1986

**PREVENT THEFT**

**LOCK DELIVERY  
VEHICLE DOORS**



## CANADA-U.S. MONEY ORDER CONVERSION RATES

Effective immediately, the rate for money orders ISSUED for payment in CANADA will be 1.00 U.S. Dollar equals 1.38 Canadian. However, postal employees must use a more current rate when a customer wishes to purchase money orders payable in Canada with a total value in excess of \$3,200. The current Canadian exchange rate may be obtained by calling 202-268-2879. If you have any other questions regarding money orders, call 202-268-5181. When a money order is issued for payment in Canada the issuing employee must enter the Canadian dollar amount in the "USED FOR" block of the money order.

Use the table on the left to convert from U.S. dollars to Canadian, or the table on the right to convert from Canadian dollars to U.S.

**U.S.-CANADA MONEY ORDER CONVERSION RATES**

U.S.	Canada	U.S.	Canada	U.S.	Canada	U.S.	Canada
\$0.01	\$0.01	\$0.51	\$0.70	\$1.00	\$1.38	\$51.00	\$70.38
0.02	0.03	0.52	0.72	2.00	2.76	52.00	71.76
0.03	0.04	0.53	0.73	3.00	4.14	53.00	73.14
0.04	0.06	0.54	0.75	4.00	5.52	54.00	74.52
0.05	0.07	0.55	0.76	5.00	6.90	55.00	75.90
0.06	0.08	0.56	0.77	6.00	8.28	56.00	77.28
0.07	0.10	0.57	0.79	7.00	9.66	57.00	78.66
0.08	0.11	0.58	0.80	8.00	11.04	58.00	80.04
0.09	0.12	0.59	0.81	9.00	12.42	59.00	81.42
0.10	0.14	0.60	0.83	10.00	13.80	60.00	82.80
0.11	0.15	0.61	0.84	11.00	15.18	61.00	84.18
0.12	0.17	0.62	0.86	12.00	16.56	62.00	85.56
0.13	0.18	0.63	0.87	13.00	17.94	63.00	86.94
0.14	0.19	0.64	0.88	14.00	19.32	64.00	88.32
0.15	0.21	0.65	0.90	15.00	20.70	65.00	89.70
0.16	0.22	0.66	0.91	16.00	22.08	66.00	91.08
0.17	0.23	0.67	0.92	17.00	23.46	67.00	92.46
0.18	0.25	0.68	0.94	18.00	24.84	68.00	93.84
0.19	0.26	0.69	0.95	19.00	26.22	69.00	95.22
0.20	0.28	0.70	0.97	20.00	27.60	70.00	96.60
0.21	0.29	0.71	0.98	21.00	28.98	71.00	97.98
0.22	0.30	0.72	0.99	22.00	30.36	72.00	99.36
0.23	0.32	0.73	1.01	23.00	31.74	73.00	100.74
0.24	0.33	0.74	1.02	24.00	33.12	74.00	102.12
0.25	0.35	0.75	1.04	25.00	34.50	75.00	103.50
0.26	0.36	0.76	1.05	26.00	35.88	76.00	104.88
0.27	0.37	0.77	1.06	27.00	37.26	77.00	106.26
0.28	0.39	0.78	1.08	28.00	38.64	78.00	107.64
0.29	0.40	0.79	1.09	29.00	40.02	79.00	109.02
0.30	0.41	0.80	1.10	30.00	41.40	80.00	110.40
0.31	0.43	0.81	1.12	31.00	42.78	81.00	111.78
0.32	0.44	0.82	1.13	32.00	44.16	82.00	113.16
0.33	0.46	0.83	1.15	33.00	45.54	83.00	114.54
0.34	0.47	0.84	1.16	34.00	46.92	84.00	115.92
0.35	0.48	0.85	1.17	35.00	48.30	85.00	117.30
0.36	0.50	0.86	1.19	36.00	49.68	86.00	118.68
0.37	0.51	0.87	1.20	37.00	51.06	87.00	120.06
0.38	0.52	0.88	1.21	38.00	52.44	88.00	121.44
0.39	0.54	0.89	1.23	39.00	53.82	89.00	122.82
0.40	0.55	0.90	1.24	40.00	55.20	90.00	124.20
0.41	0.57	0.91	1.26	41.00	56.58	91.00	125.58
0.42	0.58	0.92	1.27	42.00	57.96	92.00	126.96
0.43	0.59	0.93	1.28	43.00	59.34	93.00	128.34
0.44	0.61	0.94	1.30	44.00	60.72	94.00	129.72
0.45	0.62	0.95	1.31	45.00	62.10	95.00	131.10
0.46	0.63	0.96	1.32	46.00	63.48	96.00	132.48
0.47	0.65	0.97	1.34	47.00	64.86	97.00	133.86
0.48	0.66	0.98	1.35	48.00	66.24	98.00	135.24
0.49	0.68	0.99	1.37	49.00	67.62	99.00	136.62
0.50	0.69			50.00	69.00	100.00	138.00
						200.00	276.00
						300.00	414.00
						400.00	552.00
						500.00	690.00
						600.00	828.00
						700.00	966.00

**CANADA-U.S. MONEY ORDER CONVERSION RATES**

Canada	U.S.	Canada	U.S.	Canada	U.S.	Canada	U.S.
\$0.01	\$0.01	\$0.51	\$0.37	\$1.00	\$0.72	\$51.00	\$36.96
0.02	0.01	0.52	0.38	2.00	1.45	52.00	37.68
0.03	0.02	0.53	0.38	3.00	2.17	53.00	38.41
0.04	0.03	0.54	0.39	4.00	2.90	54.00	39.13
0.05	0.04	0.55	0.40	5.00	3.62	55.00	39.86
0.06	0.04	0.56	0.41	6.00	4.35	56.00	40.58
0.07	0.05	0.57	0.41	7.00	5.07	57.00	41.30
0.08	0.06	0.58	0.42	8.00	5.80	58.00	42.03
0.09	0.07	0.59	0.43	9.00	6.52	59.00	42.75
0.10	0.07	0.60	0.43	10.00	7.25	60.00	43.48
0.11	0.08	0.61	0.44	11.00	7.97	61.00	44.20
0.12	0.09	0.62	0.45	12.00	8.70	62.00	44.93
0.13	0.09	0.63	0.46	13.00	9.42	63.00	45.65
0.14	0.10	0.64	0.46	14.00	10.14	64.00	46.38
0.15	0.11	0.65	0.47	15.00	10.87	65.00	47.10
0.16	0.12	0.66	0.48	16.00	11.59	66.00	47.83
0.17	0.12	0.67	0.49	17.00	12.32	67.00	48.55
0.18	0.13	0.68	0.49	18.00	13.04	68.00	49.28
0.19	0.14	0.69	0.50	19.00	13.77	69.00	50.00
0.20	0.14	0.70	0.51	20.00	14.49	70.00	50.72
0.21	0.15	0.71	0.51	21.00	15.22	71.00	51.45
0.22	0.16	0.72	0.52	22.00	15.94	72.00	52.17
0.23	0.17	0.73	0.53	23.00	16.67	73.00	52.90
0.24	0.17	0.74	0.54	24.00	17.39	74.00	53.62
0.25	0.18	0.75	0.54	25.00	18.12	75.00	54.35
0.26	0.19	0.76	0.55	26.00	18.84	76.00	55.07
0.27	0.20	0.77	0.56	27.00	19.57	77.00	55.80
0.28	0.20	0.78	0.57	28.00	20.29	78.00	56.52
0.29	0.21	0.79	0.57	29.00	21.01	79.00	57.25
0.30	0.22	0.80	0.58	30.00	21.74	80.00	57.97
0.31	0.22	0.81	0.59	31.00	22.46	81.00	58.70
0.32	0.23	0.82	0.59	32.00	23.19	82.00	59.42
0.33	0.24	0.83	0.60	33.00	23.91	83.00	60.14
0.34	0.25	0.84	0.61	34.00	24.64	84.00	60.87
0.35	0.25	0.85	0.62	35.00	25.36	85.00	61.59
0.36	0.26	0.86	0.62	36.00	26.09	86.00	62.32
0.37	0.27	0.87	0.63	37.00	26.81	87.00	63.04
0.38	0.28	0.88	0.64	38.00	27.54	88.00	63.77
0.39	0.28	0.89	0.64	39.00	28.26	89.00	64.49
0.40	0.29	0.90	0.65	40.00	28.99	90.00	65.22
0.41	0.30	0.91	0.66	41.00	29.71	91.00	65.94
0.42	0.30	0.92	0.67	42.00	30.43	92.00	66.67
0.43	0.31	0.93	0.67	43.00	31.16	93.00	67.39
0.44	0.32	0.94	0.68	44.00	31.88	94.00	68.12
0.45	0.33	0.95	0.69	45.00	32.61	95.00	68.84
0.46	0.33	0.96	0.70	46.00	33.33	96.00	69.57
0.47	0.34	0.97	0.70	47.00	34.06	97.00	70.29
0.48	0.35	0.98	0.71	48.00	34.78	98.00	71.01
0.49	0.36	0.99	0.72	49.00	35.51	99.00	71.74
0.50	0.36			50.00	36.23	100.00	72.46
						200.00	144.93
						300.00	217.39
						400.00	289.86
						500.00	362.32
						600.00	434.78
						700.00	507.25



## DMM Revision

**NEW BULK THIRD-CLASS SACKING REQUIREMENTS**

Effective April 20, 1986, DOMESTIC MAIL MANUAL (DMM) 622 and 667 are revised to incorporate a new set of sacking requirements for bulk third-class mail. These new sacking requirements are designed to eliminate mailers' preparation of lightweight sacks of bulk third-class mail which over the years have created inefficiencies in postal operations.

**Summary of Changes**

In general, the new regulations will increase the minimum sacking requirements for most sacks of bulk third-class mail from current levels to 125 pieces or 15 pounds of mail. Also, under the new regulations, carrier route and 5-digit mail will qualify for the discounted rates when sacked to 3-digit destinations. These changes affect only bulk third-class sacking requirements. The minimum quantity required per mailing remains unchanged at 200 pieces or 50 pounds of mail. Similarly, packaging requirements are unchanged.

**Third-Class Sacks Survey**

The new regulations are based upon a survey of third-class sacks and a study which analyzed the current minimum sacking requirements for bulk third-class mail. The sacking survey was undertaken to determine the characteristics of current bulk third-class sacks. The results of this survey showed that lightweight sacks of bulk third-class mail make up a substantial portion of our sack handling workloads.

The minimum sacking study was designed to examine our current sacking requirements to determine a more economical set of sacking requirements for bulk third-class mail which, in turn, would lower operating costs and help relieve sack sorting capacity problems at bulk mail centers (BMCs) and other facilities. The results of this study indicated that the current minimum sacking requirements for bulk third-class mail are significantly below the levels that were determined to be the most economical. The new sacking requirements, presented below, are based on the results of this study.

As noted above, the new regulations will produce lower operating costs and help to relieve the strain on BMC sack sorting capacities. They should also provide benefits for mailers. The new regulations will reduce the number of sacks prepared by mailers, and this should result in lower preparation costs for mailers. Also, the reduction in required sack preparations will lower sack demand providing relief from sack shortages experienced by many mailers.

**Transition Period**

A transition period of 120 days will be provided for mailers. Compliance with the new regulations becomes mandatory on **August 24, 1986**. During the transition period mailers may choose to prepare mailings in accordance with the preparation requirements currently appearing in the DMM, or they may prepare mailings in accordance with the new regulations. Mailers of third-class bulk mailings will not have mailings rejected during the transition period for failure to meet the new 125-piece/15-pound minimum sacking requirements. Postal Service acceptance and verification procedures are being formulated and will be published prior to the August 24, 1986, mandatory compliance date.

The DMM is revised as follows:

**Chapter 3—Third-Class Mail**

\* \* \* \* \*

**622 Third-Class Bulk Mail**  
**622.1 Eligibility**
**.11 Carrier Route Presort Level**

*a. Minimum Quantity.* Each mailing must consist of at least 200 pieces or 50 pounds of mail presorted to carrier routes in accordance with 667.3. Each piece must be part of a group of 10 or more pieces packaged to the same carrier route, rural route, highway contract route, post office box section, or general delivery unit. Packages must be placed in either a carrier route, 5-digit carrier routes, or 3-digit carrier routes sack. Each sack must contain a minimum of 125 pieces or 15 pounds of qualifying carrier route packages to be eligible for the carrier route presort level rate.

*Exception:* Saturation mailers of carrier route presorted mail may, at their option, prepare 5-digit carrier routes sacks containing fewer than the 125 pieces or 15 pounds of mail for those 5-digit ZIP Code areas that do not have a sufficient number of residential deliveries to meet the 125 piece minimum at a 90 percent saturation level. A saturation mailing is defined as a mailing sent to at least 90 percent of the total residential addresses within a 5-digit ZIP Code area.

*b. Residual.* Those pieces not part of a group of 10 or more pieces packaged to a particular carrier route, or those which are part of a group of 10 or more pieces packaged to a particular carrier route but which cannot be placed in sack containing a minimum of 125 pieces or 15 pounds of qualifying mail, are residual pieces. Residual pieces may be included in a carrier route presort rate mailing and may bear the Carrier Route Presort endorsement subject to the following provisions:

(1) Residual pieces do not count towards the minimum quantity requirements for the carrier route presort level rate.

(2) The number of residual pieces to any single 5-digit ZIP Code area may not exceed 5 percent of the total qualifying presorted carrier route pieces addressed to that 5-digit area.

(3) Residual pieces are not eligible for the carrier route presort level rate and must have postage paid at the appropriate third-class "basic" level bulk rate.

(4) Residual pieces must be prepared in accordance with 667.3.

## 622.12 Five-Digit Presort Level

### .12 Five-Digit Presort Level

*a. Minimum Quantity.* Each mailing must consist of at least 200 pieces or 50 pounds of qualifying mail presorted to 5-digit destinations. Each piece must be part of a package of 10 or more pieces to the same 5-digit ZIP Code destination and the packages must be placed in a 5-digit, unique 3-digit city or 3-digit sack as follows:

(1) Five-digit sacks must contain a minimum of 125 pieces or 15 pounds of mail.

*Exception:* Five-digit sacks containing 10 or more pounds of mail which are part of a machinable parcel mailing prepared in accordance with 667.2, will qualify for the 5-digit presort rate level.

(2) For unique 3-digit multi-ZIP Code cities listed in Exhibit 122.63b, mailers may commingle different 5-digit packages of 10 or more pieces in unique 3-digit city sacks providing:

(a) Each sack contains at least 125 pieces or 15 pounds of mail, and

(b) Three-digit city packages are NOT included in the sack, and

(c) 125 pieces or 15 pounds of mail for a single 5-digit ZIP Code (within the unique 3-digit city) must be sacked separately.

(3) Three-digit sacks must contain a minimum of 125 pieces or 15 pounds of mail with a minimum of 50 pieces or 10 pounds to each 5-digit ZIP Code destination contained within the 3-digit sack.

*Note*—Sacks containing fewer than 125 pieces or less than 15 pounds of mail will NOT be accepted. Fifty pieces or 10 pounds of mail for a 5-digit destination will qualify for the 5-digit presort level rate when prepared in packages and bundles presented on pallets in accordance with 667.

## 667.1 Preparation Requirements for Basic Rate

## .13 Sacking Requirements

### .131 General

*a. Sack Preparation.* Packages must be sorted and sacked to destinations in accordance with 667.132a through 667.132h. Mailers must note on the mailing statement submitted with the mailing whether the 125 piece or 15 pound minimum, or both, were used as the basis for preparing the entire mailing in sacks.

#### *Exceptions:*

(1) If authorized to bundle or palletize, mailers must prepare packages and bundles in accordance with 667.5 or 667.6.

(2) Mailers who Express Mail drop ship bulk third-class mailings in accordance with 136.7 may prepare sacks containing fewer than 125 pieces or less than 15 pounds of mail.

*b. Sack Label Color.* Sack labels must be white or manila (other colors will not be accepted).

*c. Sack Weight.* No more than 70 pounds of mail may be placed in any sack.

### .132 Sortation

*a. 5-Digit Sacks.* When there are 125 pieces or 15 pounds of mail packaged to the same 5-digit ZIP Code destination, the packages MUST be placed in a 5-digit sack labeled to the 5-digit destination. Five-digit sacks containing fewer than 125 pieces or less than 15 pounds of mail will NOT be accepted. Each sack must be labeled in the following manner:

Line 1: City, State and 5-digit destination.  
 Line 2: Contents.  
 Line 3: Office of Mailing.  
 Sample: PHILADELPHIA PA 19118  
 3C FLATS  
 BOSTON MA

*Note:* If a mailing consists of both machinable parcels and irregular parcels as defined in 128 and as provided for in 622.14, the contents line of 5-digit sack labels must read "3C MACH and IRREG." When there are 10 pounds of material for a 5-digit ZIP Code destination, it must be placed in a 5-digit sack. Sacks containing less than 10 pounds of mail may be prepared. Pieces in a 5-digit sack that contains machinable and irregular parcels need not be packaged as required by 667.121b.

*b. Optional City Sacks.* If after preparing required 5-digit sacks, there are 125 pieces or 15 pounds of mail packaged to the multi-ZIP Coded cities listed in Exhibit 122.63a, mailers are encouraged to place those packages into city sacks. City sacks containing fewer than 125 pieces or less than 15 pounds will NOT be accepted. Each sack must be labeled in the following manner:

Line 1: City, State and Lowest 5-digit ZIP Code.  
 Line 2: Contents.  
 Line 3: Office of Mailing  
 Sample: AURORA IL 60504  
 3C LTRS  
 BOSTON MA



*Note:* An optional city sack may contain both machinable and irregular parcels (as defined in 128) when there are at least 10 pounds of material for the optional city sack. The contents line for optional city sack labels for sacks which are part of a mailing containing machinable and irregular parcels must read "3C MACH AND IRREG." Pieces in an optional city sack that contains both machinable and irregular parcels need not be packaged as required by 667.121c.

*c. 3-Digit Sacks.* When after preparing required 5-digit and optional city sacks, there are 125 pieces or 15 pounds of mail packaged to the same 3-digit ZIP Code destination, the packages **MUST** be placed in a 3-digit sack labeled to the 3-digit destination. Three-digit sacks containing fewer than 125 pieces or less than 15 pounds of mail will **NOT** be accepted. Each sack must be labeled in the following manner:

- Line 1: City, State and 3-digit ZIP Code prefix.
- Line 2: Contents.
- Line 3: Office of Mailing.
- Sample: PHILADELPHIA PA 191  
3C FLTS  
ROCHESTER NY

*d. Optional SCF Sacks.* When, after preparing required 5-digit, optional city, and required 3-digit sacks, there are 125 pieces or 15 pounds of mail packaged to post offices in the same sectional center facility (SCF) service areas listed in 122.63d, mailers are encouraged to place the packages into SCF sacks. SCF sacks containing fewer than 125 pieces or less than 15 pounds of mail will **NOT** be accepted. Each sack must be labeled in the following manner:

- Line 1: Name and State of SCF and Lowest 3-digit ZIP Code for that SCF.
- Line 2: Contents.
- Line 3: Office of Mailing.
- Sample: SCF PHILADELPHIA PA 190  
3C FLATS  
BOSTON MA

*Note:* A list of all SCFs serving more than one 3-digit ZIP Code area, the first three digits of all ZIP Codes served by these facilities, and the principal 3-digit ZIP Code prefix that is to be used on SCF sack labels is contained in Exhibit 122.63d.

*e. Optional SDC Sacks.* When, after preparing required 5-digit, optional city, required 3-digit and optional SCF sacks, there are 125 pieces or 15 pounds of mail addressed to post offices in the same state distribution center (SDC) service areas listed in Exhibits 122.63g and 122.63h, mailers are encouraged to prepare SDC sacks. SDC sacks containing fewer than 125 pieces or less than 15 pounds will **NOT** be accepted. Each sack must be labeled in the following manner:

- Line 1: Name and 2-Letter State Abbreviation of SDC for Destination Area and ZIP Code (3-digit or 5-digit as appropriate).
- Line 2: Contents and 2-Letter State Abbreviation.

- Line 3: Office of Mailing.
- Sample: DIS PITTSBURGH PA 150  
3C FLTS PA  
SAN FRANCISCO CA

*f. State Sacks.* When, after preparing required 5-digit, optional city, required 3-digit optional SCF, and optional SDC sacks, there are 125 pieces or 15 pounds of mail packaged to the same state, the packages **MUST** be placed into state sacks. Sacks containing fewer than 125 pieces or less than 15 pounds may be prepared. Each sack must be labeled in accordance with Exhibits 122.63j, 122.63k, or 122.63l, as applicable, and in the following manner:

- Line 1: Name and 2-Letter State Abbreviation of SDC for State of Destination and ZIP Code (3-digit or 5-digit as appropriate).
- Line 2: Contents and 2-Letter State Abbreviation.
- Line 3: Office of Mailing.
- Sample: DIS KANSAS CITY MO 640  
3C LTRS MO  
SCRANTON PA

*g. Mixed States Sacks.* If, after all required and optional sacks have been prepared, there are packages remaining for more than one state, the mail must be placed into **MIXED STATES** sacks. Each **MIXED STATES** sack must be labeled in the following manner:

- Line 1: Mixed States Distribution Location.
- Line 2: Contents followed by the words "MIXED STATES".
- Line 3: Office of Mailing.
- Sample: DIS CHICAGO IL 606  
3C LTRS MXD STATES  
CHICAGO IL

*Note:* The last sack in a mailing may not necessarily be a **MIXED STATES** sack. For example, if there are 10 pieces remaining for a 3-digit ZIP Code area, which could not be placed in any of the required or optional sacks prepared, those pieces must be placed in a sack and labeled to the 3-digit ZIP Code destination. Equally, the last sack of a mailing could be for any level of sortation and is dependent upon the mail remaining after all required and optional sacks have been prepared. The last sack must be labeled to the appropriate destination depending on the mail for which the sack was prepared.

*h. Loose Pack Sack.* The term "loose pack sack" refers to the placement of unpackaged, unbound mail pieces in a receptacle such as a mail sack. Management Sectional Center (MSC) managers may authorize mailers to loose pack pieces in full No. 3 sacks without packaging when all material in a sack would normally be "worked" at the point where the sack is opened, e.g., if a 3-digit sack contains no more than nine pieces for any one 5-digit destination. Pieces must be placed to maintain orientation of the pieces while in transit. Mailers desiring to loose pack pieces must request authorization through the post office of mailing.

Note: The following abbreviations may be used on the contents line of sack and pallet labels for basic rate level mailings:

LETTERS.....	LTRS
FLATS.....	FLTS
MIXED.....	MXD
DIGIT.....	DG

## 667.2 Machinable Parcel Preparation Requirements

### .22 Sacking Requirements

**.221 5-Digit Sacks.** When there are 10 or more pounds of mail addressed to the same 5-digit ZIP Code destination, it may be placed in 5-digit sacks. Sacks containing less than 10 pounds of mail will NOT be accepted. Each sack must be labeled in the following manner:

Line 1: City, State and 5-Digit Destination.  
 Line 2: Contents.  
 Line 3: Office of Mailing.  
 Sample: BINGHAMTON NY 13901  
 3C MACH  
 WASHINGTON DC

### .222 Destination Bulk Mail Center (BMC) Sacks.

If, after preparing 5-digit sacks there are 10 pounds or more of mail to a destination BMC delivery area, it must be placed in a destination BMC sack. Each sack must be labeled in the following manner:

Line 1: Destination BMC and 2-Letter State Abbreviation and ZIP Code.  
 Line 2: Contents.  
 Line 3: Office of Mailing.  
 Sample: BMC CHICAGO IL 608  
 3C MACH  
 ATLANTA GA

## 667.3 Preparation Requirements for Carrier Route Presort Level Rate

### .31 Packaging

**.312 Residual Packages.** All residual packages MUST be labeled with a Red label "D" to facilitate postal verification and handling and be placed in 3-digit carrier routes sacks. Residual packages MUST be prepared in one of the following ways:

a. Residual packages of 10 or more pieces to the same carrier (those which could not be placed in a sack containing at least 125 pieces or 15 pounds of mail) must be labeled with a Red Label "D" and placed in a 3-digit carrier routes sack. In addition to the Red Label "D", residual carrier packages may also be labeled to the carrier route in accordance with 667.311 a or b.

b. Residual pieces of fewer than 10 pieces to a single carrier route may be secured in packages in accordance with 667.311. In addition to the Red Label "D" residual carrier packages may also be labeled to the carrier route in accordance with 667.311 a or b.

c. Residual pieces for an individual carrier route not packaged to a carrier route as provided in 667.312a or 667.312b, must be made up into 5-digit packages.

### .32 Sacking

#### .321 General.

a. **Sack Preparation.** All qualifying packages of 10 or more pieces to the same carrier route must be placed in sacks in accordance with 667.322 through 667.324. Mailers must note on the mailing statement submitted with the mailing whether the 125 piece or 15 pound minimum, or both, were used as the basis for preparing the entire mailing in sacks.

#### Exceptions:

(1) If authorized to bundle or palletize, mailers must prepare packages and bundles in accordance with 667.5 or 667.6.

(2) Mailers who Express Mail drop ship bulk third-class mailings in accordance with 136.7 may prepare sacks containing fewer than 125 pieces or less than 15 pounds of mail.

b. **Sack Label Color.** Sack labels must be white or manila (other colors will not be accepted).

c. **Sack Weight.** No more than 70 pounds of mail may be placed in any sack.

**.322 Carrier Route Sacks.** When there are 125 pieces or 15 pounds of qualifying mail to the same carrier route the mail should be placed in a Carrier Route sack. Carrier Route sacks containing fewer than 125 pieces or less than 15 pounds of mail for the same carrier route will NOT be accepted. Each sack must be labeled in the following manner:

Line 1: City, State and 5-Digit ZIP Code Destination.  
 Line 2: Contents and Carrier Route, Rural Route, Post Office Box Section, Highway Contract Route, or General Delivery Unit.  
 Line 3: Office of Mailing.  
 Sample: SAN FRANCISCO CA 94133  
 3C LTRS—CR 18  
 PORTLAND OR

**.323 Five-Digit Carrier Routes Sacks.** When, after preparing all Carrier Route sacks, there are 125 pieces or 15 pounds of qualifying mail to different carrier routes within the same 5-digit ZIP Code area the mail must be placed in 5-digit Carrier Routes sacks labeled to the 5-digit ZIP Code destination. Five-Digit Carrier Routes sacks containing fewer than 125 pieces or less than 15 pounds of mail may only be prepared under the following exception:



**Exceptions:** Saturation mailers of carrier route presorted mail may, at their option, prepare 5-digit Carrier Routes sacks containing fewer than 125 pieces or less than 15 pounds of mail for those 5-digit ZIP Code areas that do not have a sufficient number of residential deliveries to meet the 125 piece minimum at a 90 percent saturation level. A saturation mailing is defined as a mailing sent to at least 90 percent of the total residential addresses within a 5-digit ZIP Code area. Five-Digit Carrier Routes sacks must be labeled in the following manner:

- Line 1: City, State and 5-digit ZIP Code Destination.
- Line 2: Contents followed by the words CARRIER ROUTES.
- Line 3: Office of Mailing.
- Sample: SAN FRANCISCO CA 94133  
3C LTRS CR RTS  
SYRACUSE NY

**.324 Three-Digit Carrier Routes Sacks.** When, after preparing all Carrier Route and required 5-digit Carrier Routes sacks, there are 125 pieces or 15 pounds or more of qualifying mail to different carrier routes within the same 3-digit ZIP Code area, they MUST be placed in 3-digit Carrier Routes sacks and labeled to the 3-digit ZIP Code destination.

*Note:* All packages of residual pieces must be placed in 3-digit Carrier Routes sacks labeled to the 3-digit ZIP Code destination. Each 3-digit Carrier Routes sack must be labeled in the following manner:

- Line 1: City, State and 3-digit ZIP Code Prefix.
- Line 2: Contents followed by the words MIXED CARRIER ROUTES.
- Line 3: Office of Mailing.
- Sample: BINGHAMTON NY 137  
3C FLATS MXD CR RTS  
WASHINGTON DC

*Note:* The following abbreviations may be used on the contents line of sack and pallet labels for carrier route presort rate level mailings:

LETTERS.....	LTRS
FLATS.....	FLTS
MIXED.....	MXD
DIGIT.....	DG
CARRIER ROUTE.....	CR
CARRIER ROUTES.....	CR RTS
RURAL ROUTE.....	RR
POST OFFICE BOX SECTION.....	PO BOX SECT
HIGHWAY CONTRACT ROUTE.....	HC
GENERAL DELIVERY UNIT.....	GD

**667.4 Preparation Requirements for 5-Digit Presort Level Rate.**

**.42 General.**

**a. Sack Preparation.** All packages of 10 or more pieces to the same 5-digit ZIP Code destination

must be placed in sacks containing a minimum of 125 pieces or 15 pounds of mail and must be prepared in accordance with 667.421 through 667.423. Mailers must note on the mailing statement submitted with the mailing whether the 125 piece or 15 pounds minimum, or both, were used as the basis for preparing the entire mailing in sacks.

**Exceptions:**

(1) If authorized to bundle or palletize, mailers must prepare packages and bundles in accordance with 667.5 or 667.6.

(2) Mailers who Express Mail drop ship bulk third-class mailings in accordance with 136.7 may prepare sacks containing fewer than 125 pieces or less than 15 pounds of mail. However, all other preparation requirements must be met to qualify for the 5-digit presort rate level.

**b. Sack Label Color.** Sack labels must be white or manila (other colors will not be accepted).

**c. Sack Weight.** No more than 70 pounds of mail may be placed in any sack.

**.421 5-Digit Sacks.** When there are 125 pieces or 15 pounds of qualifying 5-digit mail for the same 5-digit destination, it MUST be placed in a 5-digit sack. Five-digit sacks containing fewer than 125 pieces or less than 15 pounds of qualifying mail will NOT be accepted. Each sack must be labeled in the following manner:

- Line 1: City, State and 5-digit ZIP Code destination.
- Line 2: Contents.
- Line 3: Office of Mailing.
- Sample: ARLINGTON VA 22202  
3C LTRS  
BOSTON MA

**.422 Unique 3-Digit City Sacks.** Mailers may commingle different 5-digit packages of 10 or more pieces for unique 3-digit cities listed in Exhibit 122.63b into unique 3-digit city sacks providing:

(a) Each sack contains at least 125 pieces or 15 pounds of mail, and

(b) Three-digit city packages are NOT included in the sack, and

(c) 125 pieces or 15 pounds of mail for a single 5-digit ZIP Code (within the unique 3-digit city) must be sacked separately.

Each unique 3-digit city sack must be labeled in the following manner:

- Line 1: City, State and unique 3-digit ZIP Code Prefix.
- Line 2: Contents followed by the words "MIXED 5-DIGIT PKGS".
- Line 3: Office of Mailing.
- Sample: BINGHAMTON NY 139  
3C LTRS MXD 5-DG PKGS  
PHILADELPHIA PA

**.423 3-Digit Sacks.** When, after preparing all required 5-digit and unique 3-digit city sacks, there are 125 pieces or 15 pounds of qualifying 5-digit mail to different 5-digit ZIP Code destinations within a 3-digit ZIP Code area, it **MUST** be placed in 3-digit sacks. To qualify for the 5-digit presort level rate there must be a minimum of 50 pieces or 10 pounds of 5-digit mail for any 5-digit ZIP Code separation within the 3-digit sack. **ONLY** qualifying 5-digit packages may be placed in these 3-digit sacks. Each 3-digit sack must be labeled in the following manner:

Line 1: City, State and 3-digit ZIP Code  
Prefix.

Line 2: Contents followed by the words  
"MIXED 5-DIGIT PKGS".  
Line 3: Office of Mailing.  
Sample: BINGHAMTOM NY 137  
3C LTRS MXD 5-DG PKGS  
PHILADELPHIA PA

*Note:* The following abbreviations may be used on the contents line of sack and pallet labels for 5-digit presort rate level mailings:

LETTERS.....	LTRS
FLATS.....	FLTS
MIXED.....	MXD
DIGIT.....	DG

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

—Rates & Classification Dept., 4-17-86.



**Keep  
aisles  
clear**



## DMM Revision

**POSTAGE RATE CHANGES FOR SUBSIDIZED CATEGORIES OF MAIL**

On April 7, 1986, the President signed the Consolidated Omnibus Budget Reconciliation Act of 1985 which included certain revisions to the laws concerning eligibility for preferred rates of postage. On April 8, 1986, the Governors of the Postal Service announced that new preferred rates in accordance with the statutory changes will become effective at **12:01 a.m., April 20, 1986.**

The new rates take into account the original reductions in revenue-forgone appropriations which have already been enacted, plus the elimination of the limited-circulation rates for regular-rate and science of agriculture second-class publications. Effective April 20, 1986, all copies of regular-rate and science of agriculture second-class publications qualifying for second-class mailing privileges and mailed to destinations outside the county of publication will be subject to the applicable level A, level B, or level C per-piece rate, and the level D, level E and level F rates will be eliminated.

**Summary of Changes**

DOMESTIC MAIL MANUAL (DMM) 411.211 through 411.214 are renumbered as 411.22 through 411.25.

DMM 411.321b is revised to read: The number of copies of such issue distributed within the county of publication is at least one more than one-half of the total paid circulation of such issue.

DMM 411.322 is revised by replacing weight with number.

DMM 468.1 is revised to specify that the applicable rates in 411.2 and 411.33 through 411.35 apply when copies which are delivered at destinations within the county of publication do not qualify for in-county rates.

All copies of regular-rate and science of agriculture publications may qualify for the nonadvertising adjustment provided for in DMM 411.25.

DMM 411.36 and 411.37 will be deleted and DMM 411.38 and 411.39 will be renumbered as 411.36 and 411.37, respectively.

**Mailing Statements**

A revised edition of Form 3541, *Statement of Mailing—2nd Class Pubs Except Requester Publications*, is to be mailed as soon as possible to all post offices which are authorized to accept mailings of copies of second-class publications. The correct applicable postage rates must be written on the April 1985 edition of that form until the revised Form 3541 is distributed.

**Acceptance of Meter Stamps**

Postage meter users may have on hand pieces for mailing which bear the old postal rates. Pieces

presented for mailing which bear metered postage at the old rates may be accepted for mailing until June 22, 1986, providing the additional postage is paid as described below:

a. The difference in postage between the meter stamps affixed and the new rates must be paid before the mailing is accepted. This difference in postage may be paid by affixing a postage meter stamp or tape to the individual pieces of mail, or by affixing regular postage stamps of a meter tape, for the total postage difference, rounded to the next higher full cent, to Form 3602-PC, *Statement of Mailing, Bulk Rates*. Weigh Room personnel will verify the computations on Form 3602-PC, assure that the proper additional postage is affixed, and cancel the postage stamps (if used).

b. Postmasters at offices other than the office of origin finding these meter stamps in the mail stream are to assume that the difference in postage was paid at the time of mailing.

**Acceptance of 3.4-, 4.9-, and 6.0-Cent Stamps for Special Bulk Third-Class Mailings**

Precanceled permit holders may have a supply of 3.4-, 4.9-, and 6.0-cent precanceled stamps on hand when the new special bulk third-class rates are implemented. These stamps will be accepted until Oct. 19, 1986, providing the additional postage is paid as described below.

The 3.4-cent stamp may be used for carrier route mailings which qualify for the 5.5-cent rate; the 4.9-cent stamp may be used for 5-digit mailings which qualify for the 7.1-cent rate; and the 6.0-cent stamp may be used for basic rate mailings which qualify for the 8.5-cent rate.

The difference in postage between these stamps and the new rates must be paid before the mailing is accepted. This difference in postage may be paid by affixing a postage meter stamp or tape to the individual pieces of mail, or by affixing regular postage stamps or a meter tape, for the total postage difference, rounded to the next higher full cent, to Form 3602-PC, *Statement of Mailing, Bulk Rates*. Weigh Room personnel will verify the computations on Form 3602-PC, assure that the proper additional postage is affixed, and cancel the postage stamps (if used).

**Refund of Excess Postage**

Some mailers may have already prepared matter which bears meter stamps or precancelled stamps based on the old higher rate for mailing after April 19, 1986. If the postage affixed is in excess of the reduced rates of postage that are to be collected after April 19, 1986:

a. The mailer is entitled to a postage refund when the mailings are verified, accepted, and released for processing.

b. Those mailers are to be given a full postage refund for the difference between the postage affixed and the applicable rate.

c. The applications for refund are to be processed in accordance with the provisions of DMM 147.26.

Effective 12:01 a.m., April 20, 1986, the DMM is revised as follows:

**Chapter 4—Second-Class Mail**

**410 Rates and Fees**

**411 Rates**

\* \* \* \* \*

**411.2 Regular Rates**

**.21 General**

The rates in 411.2 apply to all commingled copies of publications which do not qualify for one of the preferred rates contained in 411.3. (See 411.4 for rates for copies which are not commingled and presorted as subscriber or requester copies.)

**.22 Per-Pound Rates.** Rates per pound or fraction of a pound:

	<i>Cents</i>
<i>Nonadvertising portion</i> .....	11.8
<i>Advertising portion:</i>	
Zones 1 and 2 .....	15.8
Zone 3 .....	16.6
Zone 4 .....	18.2
Zone 5 .....	20.7
Zone 6 .....	23.3
Zone 7 .....	26.0
Zone 8 .....	28.9

**.23 Per-Piece Rates.** The three per-piece rates reflect the level of presort. The sortations which must be accomplished to qualify for these rates are prescribed in 467.

	<i>Cents</i>
<i>Level A—Basic.</i> Pieces not qualifying for Level B—5 digit or Level C—Carrier (3-digits which are not unique 3-digit cities, SCF, states, mixed states) .....	12.3
<i>Level B—5-digit.</i> Packages of six or more addressed pieces for a 5-digit, a unique 3-digit city, or a multi-ZIP Coded city destination listed in Exhibit 122.63 .....	9.6
<i>Level C—Carrier.</i> Packages of six or more addressed pieces for carrier route or finer sort destinations ...	7.8

**.24 Intra-SCF Rate.** Pieces in properly prepared carrier route, five-digit, optional city, three-digit, or sectional center facility (SCF) packages of six or more addressed pieces for delivery within the SCF of mailing may qualify for the intra-SCF rate. This rate equals the applicable per-piece rate, minus 1 cent per addressed piece. SCFs and the areas served by each are in Exhibits 122.63c and 122.63d.

*Note:* Copies of second-class publications which do not qualify for Level B—5-digit or Level C—Carrier must meet second-class Presort requirements to be eligible for second-class rates. (See 460.)

**.25 Nonadvertising Adjustment.** The nonadvertising adjustment applies to regular-rate and science-of-agriculture publications. It is determined by dividing the nonadvertising percent by 100. The decimal is multiplied by .03, and the result

(nonadvertising factor) is rounded up to four decimal places. The rounded nonadvertising factor is multiplied by the number of addressed pieces mailed at the outside-county per-piece rates in 411.23. The nonadvertising adjustment amount is subtracted before the total postage charge is determined.

**411.3 Preferred Rates**

**.31 General.** There are four preferred rates. They are:

- a. In-County.
- b. Special Nonprofit.
- c. Classroom.
- d. Science-of-Agriculture.

**.32 In-County Rates**

**.321 Subscriber Copies.** In-county rates apply to subscribers' copies of any issue of a second-class publication (except a requester publication) when they are entered within the county of publication for delivery to addresses within that county if either of the following conditions is met:

- a. The total paid circulation of such issue is less than 10,000 copies.
- b. The number of copies of such issue distributed within the county of publication is at least one more than one-half of the total paid circulation of such issue.

*Note:* Publications authorized second-class mailing privileges under the provisions of 422.3 and 422.4 must comply with the circulation requirements of this section. See 422.32c, 422.33 and 422.4c.

**.322 Nonsubscriber Copies.** During a calendar year, the total number of nonsubscriber copies mailed at the in-county rates may not exceed 10 percent of the number of subscribers' copies of the publication mailed at the in-county rates.

\* \* \* \* \*

**.325 Rates.** In-County rates are:

	<i>Cents</i>
Per Pound .....	9.1
Per Piece:	
<i>Level J—Not Presorted to Carrier Route</i> .....	4.9
<i>Level K—Presorted to Carrier Route.</i> Packages of six or more addressed pieces for carrier route or finer sort destinations .....	3.1

\* \* \* \* \*

**.33 Special Nonprofit Rate**

**.331 Per Pound Rates.** Rates per pound or fraction of a pound:

	<i>Cents</i>
<i>Nonadvertising portion</i> .....	8.5
<i>Advertising portion:</i>	
Zones 1 and 2 .....	11.3
Zone 3 .....	12.6
Zone 4 .....	14.7
Zone 5 .....	17.8
Zone 6 .....	21.1
Zone 7 .....	25.0
Zone 8 .....	28.3

*Note:* The advertising zone rates are applicable to issues in which the advertising portion exceeds 10 percent. Issues containing 10 percent or less advertising will be computed at the nonadvertising rate.



**.332 Per Piece Rates.** The three per piece rates reflect the level of presort. The sortations that must be accomplished to qualify for these rates are prescribed in 468.

	Cents
<i>Level G—Basic—</i> Pieces not qualifying for Level H—5-Digit or Level I—Carrier (3-Digits which are not unique 3-digit cities, SCF, states, mixed states).....	8.7
<i>Level H—5-Digit—</i> Packages of six or more addressed pieces for 5-digit, a unique 3-digit city, or multi-ZIP Coded city destinations listed in Exhibit 122.63.....	6.1
<i>Level I—Carrier—</i> Package of six or more addressed pieces for carrier route or finer sort destinations...	4.2

**.34 Classroom**

**.341 Per Pound Rates.** Rates per pound or fraction of a pound:

	Cents
<i>Nonadvertising portion</i> .....	7.4
<i>Advertising portion:</i>	
Zones 1 and 2.....	9.8
Zone 3.....	10.9
Zone 4.....	12.9
Zone 5.....	16.0
Zone 6.....	19.3
Zone 7.....	23.1
Zone 8.....	26.6

**.342 Per Piece Rate.** The per piece rate is 6.6 cents.

**.352 Per Pound.** Rates per pound or fraction of a pound.

	Cents
<i>Nonadvertising portion</i> .....	11.8
<i>Advertising portion:</i>	
Zones 1 and 2.....	11.3
Zone 3.....	16.6
Zone 4.....	18.2
Zone 5.....	20.7
Zone 6.....	23.3
Zone 7.....	26.0
Zone 8.....	28.9

**.353 Per Piece Rates.** The three per piece rates reflect the level of presort. The sortations that must be accomplished to qualify for these rates are prescribed in 460.

	Cents
<i>Level A—Basic.</i> Pieces not qualifying for Level B—5-Digit or Level C—Carrier (3-Digits which are not unique 3-Digit cities, SCF, states, mixed states).....	12.3
<i>Level B—5-Digit.</i> Packages of six or more addressed for 5-Digit, a unique 3-Digit city, or multi-ZIP Coded city destinations listed in Exhibit 122.63.....	9.6
<i>Level C—Carrier.</i> Packages of six or more addressed pieces for carrier route or finest sort destinations.....	7.8

Delete 411.36 (411.361, 411.362, 411.363, 411.364) and 411.37 (411.371, 411.372, 411.373, 411.374).

Renumber 411.38 as 411.36 and 411.39 as 411.37.

**.36 Nonsubscriber Copies Sent at a Preferred Rate.** Except as provided in 411.322, nonsubscriber copies mailed at any time during the calendar year up to 10 percent of the total weight of copies mailed to subscribers during the calendar year are preferred mail and subject to the preferred mail rates, provided the nonsubscriber copies would have been preferred mail if mailed to subscribers.

**.37 Commingled Nonsubscriber Copies.** Except as provided in 411.322, commingled nonsubscriber copies in excess of 10 percent of the total weight of copies mailed to subscribers are subject to the regular rates in 411.2.

**426 Copies Not Paid for by the Addressee**

**426.1 Sample Copies**

**.11 Mailing Conditions.** Complete copies of regular issues or editions may be mailed as samples at second-class rates under the following conditions:

a. Sample copies of a publication may be mailed at any time during a calendar year at the same rates as subscriber copies (see 410) up to a limit of 10 percent of the total weight of the copies mailed to subscribers during the calendar year. Copies mailed at all offices of entry are included in this determination.

b. Except as provided in 411.322, sample copies mailed in excess of the 10 percent limit must be mailed at regular rates (see 411.36 and 411.37).

**426.2 Copies Paid for By Advertisers**

(Change the reference in the last line 411.21 to 411.2).

**426.3 Copies Paid for As Gifts**

(Change the reference in the last line 411.21 to 411.2).

**426.5 Expired Subscriptions**

(Change the reference in the second to last line 411.21 to 411.2).

**426.6 Complimentary Copies**

(Change the reference in the last line 411.21 to 411.2).

**447.6 Distribution Records for Presort Level B, C, H, I, and K (See 468)**

(Delete levels E and F).

**462 Preparation Requirements for the Carrier Route Level Rates (Levels C, I, and K)**

(Delete level F).

**462.4 Preparation of Nonqualifying Portion**

(In the third line *delete* level F).

**463 Preparation Requirements for the Five-Digit Level Rates (Levels B and H)**

(*Delete* level E).

**463.4 Preparation of Nonqualifying Portion**

(In the third line *delete* level E).

**468 Special Preparation Requirements or Options for Presort-Level Discount-Rated Pieces (Levels B, C, H, I, and K)**

**468.1 General.** There are several different piece rates provides for pieces mailed outside the county of publication (except pieces mailed at the classroom rate) and for pieces mailed within the county of publication, which reflect the level of Presort. Presort levels A (basic), B (five-digit), and C (carrier) are provided for pieces mailed at the regular, commingled nonsubscriber, and science-of-agriculture rates mailed to destinations outside the county of publication. Presort levels G (basic), H (five-digit), and I (carrier) are provided for pieces mailed at the special nonprofit rates mailed to destinations outside the county of publication. Presort levels J (basic) and K (carrier) are provided for pieces eligible for within-county rates.

*Exception:* All mailed copies of second-class publications which are entered within the county of publication for delivery to addresses within that county are subject to the applicable rates in 411.2 and 411.33 through 411.35 when those copies do not qualify for in-county rates in 411.32.

**468.2 Qualification Requirements**

a. *Five-Digit Rates.* (*Delete* Level E in the first line).

b. *Carrier Rates.* (*Delete* Level F in the first line).

(1) Proper Makeup. (*Delete* level D in the second to last line).

**468.3 Documentation Requirements**

(*Delete* levels E and F in the third line)

a. (*Delete* level D in the fourth line, level E in the fifth line, and level F in the sixth line).

b. (*Delete* levels E and F in the fifth line).

**468.4 Combining More Than One Second-Class Publication**

.41 More than one second-class publication may be combined to meet the volume per sack or bundle requirement for the Presort-level discount piece rates. To qualify for levels B and C piece rates, copies of each issue in the combined mailing must be mailed to destinations outside the county of publication or be a requester publication. To qualify for levels H (five-digit) and I (carrier) rates, each publication must be authorized the special nonprofit rate. To qualify for the level K (carrier) rate, the copies of each publication in the mailing must be eligible for the in-county rates at the post office of mailing.

**Chapter 6.—Third-Class Mail**

**610 Rates and Fees**

**611 Rates**

**611.2 Bulk Rates** (See Exhibit 611.2 a and b)



**PREVENT THEFT**

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**REQUIRE IDENTIFICATION IN ALL MAIL-HANDLING AREAS**



**SPECIAL RATES FOR AUTHORIZED NONPROFIT ORGANIZATIONS ONLY—See 623.**

Pieces which weigh *more* than 3.4783 ounces and are mailed at the 5-digit or basic rate are subject to the per pound rate and the applicable per piece rate.

Presort Level	Rate Per Pound or Fraction (cents)	Minimum Rate Per Piece (cents)
Basic.....	25.3 plus ..... 3.0 per piece	8.5
5-digit .....	25.3 plus ..... 1.6 per piece	7.1
Carrier Route.....	25.3.....	5.5

Pieces which are *equal to or weigh less* than 3.4783 ounces, or 0.21740 pound, or 98.610 grams must be paid at the prescribed minimum per piece rate for each presort level.

*Exception:* When the postage computed at the bulk third-class rate is higher than a fourth-class rate for which the matter and the mailing could qualify except for weight, the fourth-class rate may be paid without the necessity of adding needless additional weight. *Example:* A piece which weighs less than 1 pound and which meets all prescribed requirements, other than weight, for fourth-class bound printed matter may be mailed at the fourth-class bound printed matter rate. All other requirements of bulk third-class remain applicable.

Exhibit 611.2b—Third-Class (Special Rates)

# Get into the Swing of Things—Slowly!

Spring training isn't just for professional athletes. Warm up. Stretch out. Exercise muscles that you haven't used all winter.

Don't try to belt one out of the park the first time at bat. Save overhand smashes for later in the tennis match. Don't try to drive the ball 275 yards off the first tee.

Get into the swing of things slowly. It's better for your game and your well-being.



Up to oz.	CAR-RT rate (cents)	5-digit rate (cents)	Basic rate (cents)	Up to oz.	CAR-RT rate (cents)	5-digit rate (cents)	Basic rate (cents)
1.0	5.5	7.1	8.5	9.6	15.2	16.8	18.2
2.0	5.5	7.1	8.5	9.7	15.4	17.0	18.4
3.0	5.5	7.1	8.5	9.8	15.5	17.1	18.5
3.4	5.5	7.1	8.5	9.9	15.7	17.3	18.7
3.5	5.6	7.2	8.6	10.0	15.9	17.5	18.9
3.6	5.7	7.3	8.7	10.1	16.0	17.6	19.0
3.7	5.9	7.5	8.9	10.2	16.2	17.8	19.2
3.8	6.1	7.7	9.1	10.3	16.3	17.9	19.3
3.9	6.2	7.8	9.2	10.4	16.5	18.1	19.5
4.0	6.4	8.0	9.4	10.5	16.7	18.3	19.7
4.1	6.5	8.1	9.5	10.6	16.8	18.4	19.8
4.2	6.7	8.3	9.7	10.7	17.0	18.6	20.0
4.3	6.8	8.4	9.8	10.8	17.1	18.7	20.1
4.4	7.0	8.6	10.0	10.9	17.3	18.9	20.3
4.5	7.2	8.8	10.2	11.0	17.4	19.0	20.4
4.6	7.3	8.9	10.3	11.1	17.6	19.2	20.6
4.7	7.5	9.1	10.5	11.2	17.8	19.4	20.8
4.8	7.6	9.2	10.6	11.3	17.9	19.5	20.9
4.9	7.8	9.4	10.8	11.4	18.1	19.7	21.1
5.0	8.0	9.6	11.0	11.5	18.2	19.8	21.2
5.1	8.1	9.7	11.1	11.6	18.4	20.0	21.4
5.2	8.3	9.9	11.3	11.7	18.5	20.1	21.5
5.3	8.4	10.0	11.4	11.8	18.7	20.3	21.7
5.4	8.6	10.2	11.6	11.9	18.9	20.5	21.9
5.5	8.7	10.3	11.7	12.0	19.0	20.6	22.0
5.6	8.9	10.5	11.9	12.1	19.2	20.8	22.2
5.7	9.1	10.7	12.1	12.2	19.3	20.9	22.3
5.8	9.2	10.8	12.2	12.3	19.5	21.1	22.5
5.9	9.4	11.0	12.4	12.4	19.7	21.3	22.7
6.0	9.5	11.1	12.5	12.5	19.8	21.4	22.8
6.1	9.7	11.3	12.7	12.6	20.0	21.6	23.0
6.2	9.9	11.5	12.9	12.7	20.1	21.7	23.1
6.3	10.0	11.6	13.0	12.8	20.3	21.9	23.3
6.4	10.2	11.8	13.2	12.9	20.4	22.0	23.4
6.5	10.3	11.9	13.3	13.0	20.6	22.2	23.6
6.6	10.5	12.1	13.5	13.1	20.8	22.4	23.8
6.7	10.6	12.2	13.6	13.2	20.9	22.5	23.9
6.8	10.8	12.4	13.8	13.3	21.1	22.7	24.1
6.9	11.0	12.6	14.0	13.4	21.2	22.8	24.2
7.0	11.1	12.7	14.1	13.5	21.4	23.0	24.4
7.1	11.3	12.9	14.3	13.6	21.6	23.2	24.6
7.2	11.4	13.0	14.4	13.7	21.7	23.3	24.7
7.3	11.6	13.2	14.6	13.8	21.9	23.5	24.9
7.4	11.8	13.4	14.8	13.9	22.0	23.6	25.0
7.5	11.9	13.5	14.9	14.0	22.2	23.8	25.2
7.6	12.1	13.7	15.1	14.1	22.3	23.9	25.3
7.7	12.2	13.8	15.2	14.2	22.5	24.1	25.5
7.8	12.4	14.0	15.4	14.3	22.7	24.3	25.7
7.9	12.5	14.1	15.5	14.4	22.8	24.4	25.8
8.0	12.7	14.3	15.7	14.5	23.0	24.6	26.0
8.1	12.9	14.5	15.9	14.6	23.1	24.7	26.1
8.2	13.0	14.6	16.0	14.7	23.3	24.9	26.3
8.3	13.2	14.8	16.2	14.8	23.5	25.1	26.5
8.4	13.3	14.9	16.3	14.9	23.6	25.2	26.6
8.5	13.5	15.1	16.5	15.0	23.8	25.4	26.8
8.6	13.6	15.2	16.6	15.1	23.9	25.5	26.9
8.7	13.8	15.4	16.8	15.2	24.1	25.7	27.1
8.8	14.0	15.6	17.0	15.3	24.2	25.8	27.2
8.9	14.1	15.7	17.1	15.4	24.4	26.0	27.4
9.0	14.3	15.9	17.3	15.5	24.6	26.2	27.6
9.1	14.4	16.0	17.4	15.6	24.7	26.3	27.7
9.2	14.6	16.2	17.6	15.7	24.9	26.5	27.9
9.3	14.8	16.4	17.8	15.8	25.0	26.6	28.0
9.4	14.9	16.5	17.9	15.9	25.2	26.8	28.2
9.5	15.1	16.7	18.1	16.0	25.3	26.9	28.3

Exhibit 611.2d—Individually Metered Mail—Special Rates



**Chapter 7.—Fourth-Class Mail**

710 Rates and Fees

711 Rates

Kind of mail	Rate (without regard to zone)		
	First pound or fraction of a pound	Each additional pound or fraction through 7 pounds	Each additional pound or fraction over 7 pounds
Books; printed music; bound volumes of academic theses; sound recordings; periodicals; other library materials; museum and herbarium materials; 16-millimeter or narrower width films, filmstrips, transparencies, slides, microfilms, scientific or mathematical kits, instruments, or other devices; also, catalogs, guides or scripts for some of these materials. See 725.....	54¢	19¢	10¢

**Exhibit 711.4.—Library Rates**

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

—Rates & Classification Dept., 4-17-86.

# IS IT LOCKED?



It only takes a second for both of you

Don't take the chance

**LOCK YOUR VEHICLE!**

Country - Province - Class - Year

1954-55-56-57-58-59-60

Make (without brand name)

Year of  
production  
of motor  
vehicle

Additional  
year of  
production  
of motor  
vehicle

Year of  
production  
of motor  
vehicle

Year of  
production  
of motor  
vehicle

It is pointed out that the purpose of this  
report is to provide information on the  
production of motor vehicles in the  
United States and possessions for the  
years 1954 through 1960. It is not  
intended to provide information on the  
production of motor vehicles in other  
countries or on the production of motor  
vehicles in the United States for the  
years 1951 through 1953.

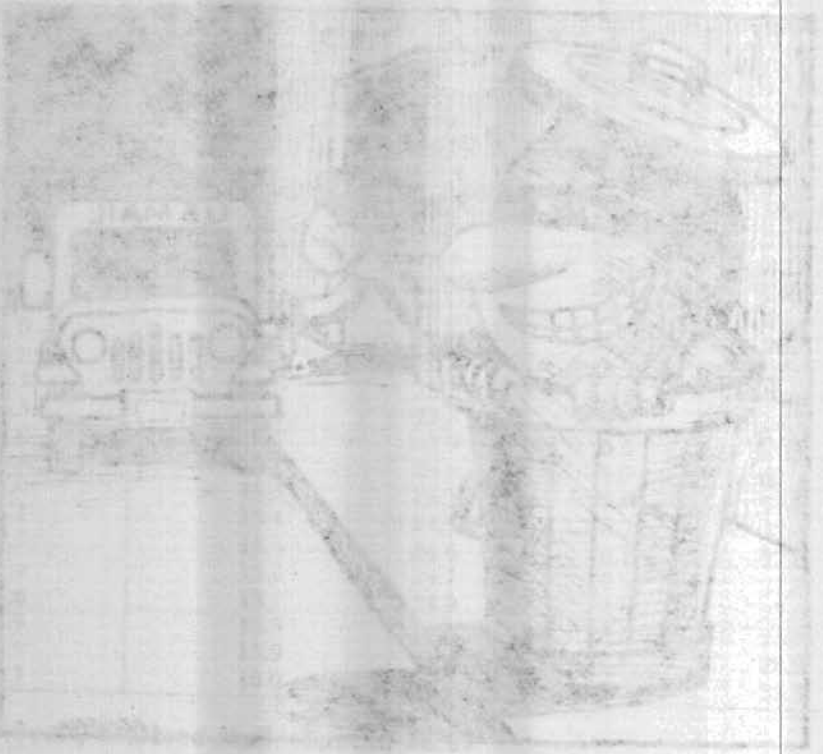
Table 1 - Motor Vehicle Production

This table will be included in the report to be filed

# IS IT LOCKED?

It only takes a  
second for both  
of you  
Don't take the  
chance

LOOK YOUR  
VEHICLE!





# Presidents Souvenir

## Sheet Stamps

### Stamp Poster 86-11

Presidents of  
the United States: I



AMERIPEX 86  
International  
Stamp Show  
Chicago, Illinois  
May 22-June 1, 1986

Presidents of  
the United States: II



AMERIPEX 86  
International  
Stamp Show  
Chicago, Illinois  
May 22-June 1, 1986

Presidents of  
the United States: III



AMERIPEX 86  
International  
Stamp Show  
Chicago, Illinois  
May 22-June 1, 1986

Presidents of  
the United States: IV



AMERIPEX 86  
International  
Stamp Show  
Chicago, Illinois  
May 22-June 1, 1986



Issue Date: May 22  
 First Day City: Chicago, Illinois  
 Designer: Jerry Dadds  
 Baltimore, Maryland  
 Art Director: Howard Paine, Design Coordinator,  
 Citizens' Stamp Advisory Committee  
 Typographer: Bradbury Thompson, Design Coordinator,  
 Citizens' Stamp Advisory Committee  
 Engravers: (Vignettes)  
 Thomas R. Hipschen, Sheet I; John  
 S. Wallace, Sheets II and III; Gary  
 Chaconas, Sheet IV (Lettering);  
 John C. Masure, all sheets  
 Modeler: Esther Porter, Bureau of Engraving and  
 Printing

Printing Process: Offset/Intaglio Combination  
 Colors: Tan, red, black (offset portion)  
 Blue (intaglio portion) Sheet I  
 Green (intaglio portion) Sheet II  
 Brown (intaglio portion) Sheet III  
 Dark Blue (intaglio portion) Sheet IV  
 Size: .84 inches x 1.44 inches/ 21.3 mm x 36.57  
 mm (image area) .99 inches x 1.56 inches/  
 25.1 mm x 39.6 mm (overall size) 4.72 inches  
 x 8.05 inches/ 119.9 mm x 204.7 mm (sheet  
 size)  
 Plate Numbers: None  
 Marginal Markings: ©1986 U.S. Postal Service  
 (on each sheet)

# Presidents Souvenir Sheet Stamps

Four souvenir miniature stamp sheets honoring deceased U.S. Presidents will be issued on May 22 during AMERIPEX '86, the international philatelic show to be held in Rosemont, Illinois, a suburb of Chicago. The 22-cent commemorative stamps will go on sale in post offices nationwide the following day, May 23.

Deputy Postmaster General Jackie A. Strange will be the principal speaker for the 11:00 a.m. first day of issue ceremony at the Rosemont/O'Hare Conference Center.

First-time stamp artist Jerry Dadds of Baltimore, Maryland, designed the four sheets containing 36 stamps under the direction of Howard Paine, a design coordinator for the Citizens' Stamp Advisory Committee. After hours of carefully researching hundreds of old paintings, etchings and photographs, Dadds executed the designs in the woodcut style that has become his artistic trademark.

Thirty-five of the stamps feature portraits of the deceased Presidents and a 36th stamp depicts the Presidential residence, the White House. Above each President's portrait is a facsimile of his signature and listed below are the years of his administration.

A copyright inscription will appear in the lower right corner of each sheet, but there will be no plate numbers. The stamps will be sold *only in complete sets* containing all four miniature sheets at a cost of \$7.92.

America's postage stamps have featured U.S. Presidents since 1847 when the first adhesive stamp featuring the familiar Gilbert Stuart portrait of George Washington was issued. In fact, prior to 1900, much of the Post Office Department's stamp inventory consisted of issues depicting Presidents, with Washington, Thomas Jefferson, Andrew Jackson and Abraham Lincoln being the most popular subjects.

The philatelic tradition of honoring Presidents on postage is a reflection of Americans' deep respect for the prestigious office and the distinguished individuals who have occupied it.

Procedures for ordering first day cancellations are as follows:

*Customers affixing stamps:* Customers are asked to purchase the Presidents stamps at their local post offices and affix them to their envelopes. Customers can affix single stamps or full sheets to envelopes for canceling purposes. All envelopes must be addressed on the right side at least  $\frac{5}{8}$  of an inch up from the bottom, and peelable return address labels are recommended. However, as an exception to standard Postal Service policy for this issue only, customers may enclose a stamped self-addressed envelope for the return of items under cover. The deadline for ordering first day of issue cancellations will be extended to 60 days from the date of issuance, instead of the usual 30 days. Requests for cancellations of full sheets should be postmarked no later than JULY 21 and addressed to PRESIDENTS STAMPS, FULL SHEET CANCELLATIONS, POSTMASTER, CHICAGO, IL 60607-9900. Requests for cancellations of less than full sheets (single stamps, blocks of four, etc.) should be postmarked no later than JULY 21 and addressed to PRESIDENTS STAMPS, SINGLE STAMP CANCELLATIONS, POSTMASTER, CHICAGO, IL 60607-9901. No remittance is required. (CUSTOMERS PLEASE NOTE: Although the actual site of AMERIPEX '86 is Rosemont, Illinois, general recognition for the exhibition site is Chicago. For that reason, the first day of issue cancellation will read "CHICAGO, IL," and not "ROSEMONT, IL.")

*Postal Service affixing stamps:* The Postal Service will *not* affix stamps for this issue. All envelopes which are sent to the Postal Service without stamps affixed will be returned unserved.



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 86-11  
 Remove after July 21

PLEASE POST ON BULLETIN BOARD





## AIDS GUIDELINES

The Postal Service guidelines on Acquired Immune Deficiency Syndrome (AIDS) follows the recommendations of the Center for Disease Control (CDC). This article provides guidance to postal managers and employees on AIDS as it affects the workplace, and is effective upon issuance.

### I. GUIDELINES

#### A. Transmission of AIDS

1. *Transmissible Modes.* The CDC indicates that transmission of AIDS does not result from casual contact between people. The chief modes of transmission are through sexual contact with an infected person, the use of contaminated needles by chronic drug abusers, injection of contaminated blood or blood products, and by transmission of the infection to a baby through the mother's milk, or placental blood.

2. *Identified Non-Transmissible Modes.* The non-sexual person-to-person contact that occurs in the workplace does not pose a risk of transmission. Shaking hands, hugging, coughing, sneezing, sharing toilet facilities, or being in the same room has not been identified as a means of transmitting this disease.

#### B. CPR Precaution

No known cases of AIDS have been reported as transmitted through Cardiopulmonary Resuscitation (CPR). As a recommended precaution, postal employees who are certified in CPR, and who may be required to perform mouth-to-mouth resuscitation, will use mouth pieces or gauze screening.

#### C. Treatment of Affected Employees

Employees with AIDS are to be treated in the same manner as employees with other serious illnesses. Determinations regarding an individual

employee's ability to work will be handled consistent with the provisions of Section 340 of Handbook P-11, *Personnel Operations*. All postal personnel are reminded that information about an employee's medical condition is personal and confidential and that unauthorized disclosure of such information is prohibited.

### II. EDUCATION

#### A. Outside Resources

All postal employees should be aware of the known facts about AIDS. The following resources are available and follow the guidelines of CDC.

- AIDS Hot Line, Center for Disease Control, 1-800-447-AIDS.
- State Department of Health, Office of Public Information or regional business groups on health, i.e., New York Business Group on Health (212) 808-0550.
- Shanti Project, (415) 559-9644.

#### B. Postal Assistance

Other materials may be used as long as the information is consistent with CDC guidelines. Professional postal medical staff are also available to managers and employees for consultation and assistance.

### III. IMPLEMENTATION

Providing information and guidance to employees about AIDS will be at the discretion of the Division Manager. There is a great deal yet to be learned about AIDS. There is no known cure or specific treatment at this time. The CDC recommendations represent current knowledge on AIDS. As this knowledge changes, CDC will update its recommendations and these guidelines will be revised accordingly.

—Employee Relations Dept., 4-17-86.

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



**THEY DON'T  
CALL IT  
"DOPE"  
FOR  
NOTHING  
IF YOU HAVE A DRUG  
PROBLEM, DON'T BE A DOPE  
GET HELP**



## SELF-DEVELOPMENT TRAINING OPPORTUNITIES

### Background

In June 1980, self-developmental training opportunities which were offered on a noncompensable basis, were suspended for all employees. Effective immediately, self-developmental training will again be made available on a phased basis. This will enable the training and development system to absorb the increased workload resulting from this training in a reasonable manner.

### FLSA Requirements

Generally, time spent by employees in training programs need not be counted as compensable hours of work under FLSA if *all* of the following criteria are met:

1. Participation in the training is outside the employee's regular working hours;
2. Participation is voluntary;
3. The training is not directly related to the employee's job; and
4. The employee does not perform any productive work during such participation.

### Determining Job Relation

Relatedness to a specific job must be determined on a case-by-case basis. If the course is directly related to the employee's current job to the extent that it is designed to improve performance, rather than preparing for another job, the time spent by the employee in completing such a course is considered to be hours of work under FLSA. Therefore, the employee would be ineligible to take the course on a noncompensable basis.

### Exception

The third requirement does not apply in the following situations:

Even if training is clearly related to an employee's job or paid for by the employer, *voluntary* participation *outside* of working hours need not be compensated if the course corresponds to courses offered in a college or vocational school. However, the course content, like that of other instruction in bona fide institutions of learning, must not be tailored to any peculiar requirements of a particular employer or of the particular job held by the individual employee.

Employees qualify for this exception if the knowledge or skill(s) they obtain from the training will enable them to gain or continue employment with any employer. If the course is, in fact, established on this basis, time spent in taking it would not be considered compensable regardless of the fact that the training might be directly related to an employee's job.

### Training Availability

Specific training programs will be made available nationally on a noncompensable basis to all eligible employees. Employee enrollments in this training must be authorized by management in compliance with current procedures.

A correspondence course entitled AM-PM, *Administrative Management for Postmasters*, is the first such course available under this program. Additional training programs will be made available based on the capacity of the national training system to absorb the demand. Course availability will be announced in future POSTAL BULLETINS when the system can accommodate more enrollments.—*Employee Relations Dept., 4-17-86.*

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IT IS NEVER TOO LATE

★ TO JOIN THE TEAM ★

BUY U.S. SAVINGS BONDS

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# SELF-DEVELOPMENT TRAINING OPPORTUNITIES

## Executive

The self-development training program is designed to help you in the following areas:

1. **Self-awareness** - Understanding your own strengths and weaknesses, and how they affect your performance. This is achieved through various exercises and self-reflection techniques.

2. **Goal setting** - Establishing clear, measurable, and achievable goals for your professional development. This involves identifying your long-term vision and breaking it down into short-term objectives.

3. **Time management** - Learning to prioritize tasks, manage your schedule effectively, and avoid procrastination. This is crucial for maximizing your productivity and achieving your goals.

4. **Communication skills** - Improving your verbal and written communication abilities, including active listening, public speaking, and conflict resolution. Effective communication is essential for leadership and team collaboration.

5. **Decision-making** - Developing the ability to analyze complex situations, weigh options, and make informed decisions. This involves understanding your own biases and using logical reasoning.

6. **Stress management** - Identifying the sources of stress in your life and learning techniques to manage and reduce it. This includes relaxation techniques, time management, and seeking support when needed.

7. **Continuous learning** - Cultivating a mindset of lifelong learning and staying current in your field. This can be achieved through reading, attending seminars, and taking courses.

8. **Networking** - Building a strong professional network of mentors, peers, and industry contacts. This can provide valuable insights, opportunities, and support throughout your career.

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**IF YOU HAVE A DRUG**

**BUY U.S. SAVINGS BONDS**

**★ TO JOIN THE TEAM ★**

**AND NEVER OUTGROW IT**



## INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB 21561 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.

010004	109017	294131	336037	489200	705166	770621	856016	926638
010012	110049	294143	336042	490041	711218	770636	882071	926731
010300	112091	303161	336043	490045	713036	770640	891104	926752
011010	112129	303278	336049	498011	722053	770641	891223	926775
014310	113084	303374	336077	500010	723003	770644	901037	926777
016230	114071	303408	336225	503160	731241	770658	901080	926800
016260	115831	303483	336323	505100	741273	770717	901118	926801
018129	115847	303508	336628	511625	741412	770718	901161	926812
019037	115851	303511	337037	520025	741421	770783	901173	926812
019044	117134	303531	337038	522008	750090	770799	901187	926845
021360	117138	303537	337080	532223	750102	770831	901201	927022
021401	117163	303539	381008	537057	752194	770870	901226	927311
021449	117164	303565	381050	551123	752483	770882	901233	931889
021491	117225	303578	381147	551133	752496	770956	901266	935020
023016	117298	303624	381158	551186	752530	773050	901272	937070
023018	122046	303634	381244	554508	760259	782221	901297	937104
024014	122050	314118	381267	554513	760261	782240	901301	941312
025005	122104	314534	381306	554533	760269	782259	901322	945237
027033	122109	314542	381359	591900	760281	782272	901329	950143
033018	122111	319005	381361	600058	761286	784125	901391	951143
038080	122115	325106	382004	600608	762006	787301	901412	951169
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069220	142041	328104	402076	600689	770043	791064	902082	951189
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079378	191413	331647	432186	607116	770191	800069	913299	981293
080115	191492	331700	439201	607263	770199	801009	913344	981511
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101727	253057	335037	468053	658101	770419	837053	921321	995230
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108005	282193	335246	480307	701463	770589	850360	924107	997110
109002	294061	335566	480315	705116	770612	850405	926462	

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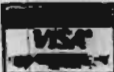
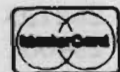
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