



postal bulletin

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PB 21500—August 21, 1986—28 Pages

\$1.00 Dr. Bernard Revel Regular Stamp

A \$1.00 regular stamp honoring Dr. Bernard Revel will be placed on sale September 23, 1986, in New York, NY. Dr. Revel, an innovator in higher education, was the first president of Yeshiva University in New York. He established the university's educational philosophy of combining secular and religious studies

Do Not Sell before September 24, 1986



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Issued in panes of 100.

Collector information is on page 13.

Supply. An automatic distribution will be made to post offices with authorized philatelic centers only. Refer to POSTAL BULLETIN 21555, 2-27-86, for automatic quantities being shipped. Those post offices should requisition additional stamps for their regular window transactions. *All other post offices are encouraged to order sufficient quantities to meet philatelic demand.*

Bulk Quantities. Post offices with 950 or more revenue units requiring 50,000 or more stamps should immediately submit Form 3356, *Stamp Requisition-Bulk Quantities*, to the Bureau of Engraving and Printing, *using item number 091*. Requisitions must be submitted in the standard ordering quantities for a 100-subject stamp to the maximum of 2.5 million stamps per requisition.

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

—Marketing Dept., 8-21-86.

New Bulk Third-Class Sacking Requirements

All mailers of bulk third-class mail and all Postal Service employees are reminded that August 23, 1986 is the end of the transition period for implementing the new bulk third-class sacking requirements, described in POSTAL BULLETIN 21562, 4-17-86.

Implementation of the new sacking requirements is essential to avoid a strain on sack sorting capacity at Postal Service facilities, during the peak autumn mailing period. A strain on capacity could have negative effects on service and increase sack handling costs. Accordingly, all mailers are expected to be in compliance with the new regulations on August 24, 1986.

All Post Offices have been provided with procedures for accepting bulk third-class mailings after the August 24, 1986, mandatory compliance date. Customers are encouraged to work closely with their local post office when preparing and entering bulk third-class mailings after August 24, 1986. —Mail Processing Dept., 8-21-86.

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*ELM and P-11 Revision***DUAL APPOINTMENTS**

EMPLOYEE AND LABOR RELATIONS MANUAL (ELM) 323.6 is being revised to authorize the dual appointment of Rural Carrier Relief (RCR) and Postmaster (PM) Relief/Leave Replacement in casual employee positions. Handbook P-11, *Personnel Operations*, 614.82 will be revised to include RCR and PM Leave Replacements.

RCRs (designation 75-0), and PM Relief/Leave Replacements (designation 58-0), may be appointed to dual positions as casuals to meet operational needs, under the following conditions:

A. Appointment Requirements

1. RCRs and PM Relief/Leave Replacements who are considered for dual appointments as casuals must meet the eligibility requirements for casual employment as provided in Handbook P-11, 261.32, 261.33.

2. Article 7 of the APWU, NALC, and NAPOMH National Agreements provides the definition and use of the supplemental work force. Casuals are limited to two 90-day terms of casual employment in a calendar year. In addition to such employment, casuals may be reemployed during the Christmas period for not more than 21 days. Therefore, RCRs and PM Relief/Leave Replacements may be appointed to dual positions as casuals for only two 90-day terms of casual employment in a calendar year, and a 21-day term of employment during the Christmas period.

B. Pay Administration

1. RCRs and PM Relief/Leave Replacements who are appointed in dual positions as casuals will be paid the appropriate salary rate for work in each position. Any overtime will be paid at the appropriate Fair Labor Standard Act (FLSA) rate. Any FLSA overtime that may be due as a result of combining the weekly hours worked in both positions will be paid as an automatic adjustment the following pay period. Such overtime cost will be charged to the RCR position.

2. When work is performed in both the RCR position and the casual position during the same pay period, separate checks will be issued for the RCR work and the casual work. Work hours will be properly reported for each category and applicable finance number(s).

3. When work is performed in both the PM Relief/Leave Replacement (primary position) and

the casual position (secondary position) during the same pay period, only one check will be issued. The check will carry the finance number of the primary position. The total hours and dollars paid for performing in both positions will be charged to the finance number and labor distribution code of the primary position. The casual work hours may be reported as loaned hours from the primary job finance number to the secondary job finance number on Form 1236, *Transfer Loan and Training Hours*.

Note: Refer to ELM 323.615 and Chapter 4 for additional information.

C. Work Schedules

1. RCR and PM Relief/Leave Replacement work schedules as casuals must not interfere with their primary function of providing relief or replacement duties.

2. Tracking work hours for employees who are appointed to dual positions is essential to controlling the payment of FLSA overtime. This is particularly important when work is performed at two different installations. Each installation head must closely monitor work hours and coordinate work schedules.

D. Processing Forms 50

1. Use Nature of Action (NOA) Code 959 (Dual Job Accession) for RCRs who are appointed to dual positions as casuals. The RCR position will remain the primary position (Suffix Code 1); and the casual position will become the secondary position (Suffix Code 2). Refer to Handbook P-11, 614.81.

2. For PM Relief/Leave Replacements who are appointed to dual positions as casuals; complete Form 50-B, *Request for Personnel Action* and use NOA Code 959 (Dual Job Accession). The PM Relief/Leave Replacement will remain the primary position (Suffix Code 1); and the casual position will become the secondary position (Suffix Code 2). Refer to Handbook P-11, 614.81.

3. Use NOA Code 960 (Termination of Dual Position) to terminate the casual position. Refer to Handbook P-11, 614.83.

These changes will be incorporated in future transmittal letters to the ELM and Handbook P-11.—*Employee Relations Dept., 8-21-86.*

**Notice to Driver: Drive Courteously;
Observe Traffic Regulations; Protect Children**

ELM Revision

MEDICAL SERVICES

EMPLOYEE AND LABOR RELATIONS MANUAL (ELM) subchapter 860, *Medical Services*, has been revised to reflect policy and procedural changes as a result of the realignment.

860 Medical Services

861 Scope

861.1 The U.S. Postal Service is committed to establishing a comprehensive occupational medical program consisting of preventive and remedial care designed to deal constructively with health and safety of employees as they relate to the workplace. The program's medical services include:

- a. A concerted effort in preventive measures.
- b. Care of acute injury or illness.
- c. Disability rehabilitation.
- d. Evaluation for continuous vocational placement.
- e. Coordination with the Employee Assistance Program (EAP) in the identification and diagnosis of substance abuse (drugs and alcohol), including counseling and referral of employees to local community federally-approved drug or alcohol treatment agencies/centers when appropriate.

861.2 The program establishes an overall and uniform approach throughout the Postal Service with respect to occupational health services and health related programs.

862 Policies and Objectives

862.1 Policy. It is the policy of the Postal Service to provide and maintain work environments which are conducive to and promote the good health and safety of all employees. To furnish the highest quality treatment for employees, medical facilities will be staffed with licensed physicians and/or registered nurses, and such other professional medical personnel as is appropriate.

862.2 Objective. To assure a safe and healthful workplace by providing the highest standards of occupational medical care, advice, and treatment. These services will include, but will not be limited to, the following activities:

- a. Conducting preemployment medical examinations.
- b. Evaluating medical records of applicants and employees.
- c. Treating employee injuries and illnesses.
- d. Conducting fitness-for-duty examinations.
- e. Providing recommendations regarding physical capabilities, limitations, accommodation, and rehabilitation of handicapped employees or applicants.
- f. Providing immunization services and participating in community health programs such as:

blood pressure, glaucoma, and diabetes surveys, and blood bank programs.

g. Providing preventive medical programs in health counseling, education, and training.

h. Helping to prevent injuries and conserve sick leave.

i. Collecting epidemiologic data to detect statistical trends in occupational illness or injury.

862.3 Medical Facilities

.31 Medical Unit. A medical unit is a unit in a postal facility staffed with a medical officer(s) and nurse(s) who provide medical services within that facility and other offices in the assigned geographic area.

.32 Health Unit. A Health unit is a unit in a postal facility staffed with one or more nurses who provide medical services within that facility.

863 Staffing and Functional Responsibilities

863.1 General

.11 Field Division General Managers/Postmasters implement the Medical Program, and are responsible for ensuring adequate medical staffing at medical and health units. The Field Division medical officer reports to the Field Director, Human Resources. If no medical officer exists in an MSC, the medical officer in the Field Division will provide functional guidance.

.12 Division and MSC boundaries must be observed and maintained in the assignment of a medical officer for the administration of the medical program.

863.2 Staffing

.21 General. The USPS medical staffing consists of a National Medical Director, Service Center Medical Directors, Medical Officers (full-time and part-time), contract physicians, head nurses, and nurses. Licensed technicians are authorized as needed for x-rays, physiotherapy and laboratory functions. (See Handbook P-11, *Personnel Operations*, Chapter 3).

.22 Qualifications. All physicians must have a current unlimited license to practice medicine in a state, District of Columbia, Commonwealth of Puerto Rico, or a territory of the United States. All nurses must have a current RN certification.

863.3 Administrative and Functional Responsibilities

.31 Medical Directors

.311 The National Medical Director (a) plans and develops national policy for the medical program, (b) provides guidance to the Service Center Medical Directors, and (c) evaluates Divi-

sion medical programs. The National Medical Director is administratively responsible to the Director, Office of Safety and Health.

.312 Service Center Medical Directors provide functional assistance to Division medical officers. Service Center Medical Directors are administratively responsible to the Director, Office of Safety and Health.

.32 Medical Officers

.321 Reporting Responsibility. Field Division medical officers are administratively responsible to the Field Director, Human Resources. Medical officers in MSCs within a Field Division are administratively responsible to the Director of E&LR and receive functional guidance from the Field Division Medical Officer.

.322 Premises. Generally, full-time and part-time medical officer's work must be performed on postal premises or under the direction of the Postal Service.

.323 Work Schedules. As specified in 661.42, ". . . An employee may not engage in outside employment or other activity, which will interfere with the duties and responsibilities of Postal Service employment. . . ." Consequently, work schedule requirements appear below.

a. Full-Time Medical Officer. A medical officer who is employed as a full-time physician is usually scheduled to work a minimum of 8 hours per day, 5 days per week.

b. Part-Time Medical Officer. A medical officer who is employed as a part-time physician is usually scheduled to work a minimum of 20 hours per week. Except for occasional changes in the workload, this minimum should be observed. Consideration should be given by local management to the use of contract physician services, if their requirements are generally less than 20 hours per week. Management and the part-time medical officer will establish a mutually agreeable work schedule, normally 4 hours a day, 5 days a week.

.324 Duties. Medical officers perform the following duties:

a. Manage professional services in the medical unit.

b. Provide treatment of employees.

c. Conduct physical examinations and review examinations performed by other physicians outside the Postal Service.

d. Issue standing orders for all the nursing staff in their area of responsibility and where no medical officer is in place.

e. Visit all health units in their assigned area at least every 6 months.

f. Establish medical records.

g. Make rounds on the workroom floor at regular intervals; evaluate working conditions to identify and recommend solutions to potential health and safety problems.

h. Monitor the medical status of employees returned to duty through the rehabilitation program at intervals of 2-4 weeks as indicated.

i. Coordinate with EAP relative to the identification and diagnosis of substance abuse (drugs and alcohol).

j. Maintain a list of approved Drug Rehabilitation Centers. Counsel and refer employees to drug or alcohol treatment agencies/centers in coordination with EAP personnel.

k. Review all serious job-related injuries and fatalities to help determine if a medical condition contributed to the injury or fatality. (See ELM 823.11 & 823.21.)

l. Work with the employee relations staff and coordinate medical activity with safety and injury compensation staffs.

m. Participate in management meetings, particularly those related to safety and health activities.

n. Serve as consultant/expert witness in administrative appeal proceedings, as required.

.33 Contract Physician. A currently licensed physician, under agreement with USPS, designated to perform specified medical services on a fee basis in areas:

a. Where there is no coverage by a postal medical officer;

b. Where the medical officer is on annual or sick leave; or

c. In areas distant from the medical unit for emergencies, i.e., serious injuries or dog bites.

.34 Nurses. Nurses are administratively responsible to the head nurse, if applicable, or to the Manager, Safety and Health Services in a Field Division office. Nurses in an MSC, associate office, or BMC report administratively to the head nurse, if applicable, or to the Sectional Center Director, E&LR, or to the Director of Support in a BMC. Functional direction is provided by a medical officer. The following duties are performed by nurses:

a. Provide professional nursing care to employees.

b. Administer medications at the direction of a physician.

c. Assist medical officer in conducting examinations.

d. Maintain medical records.

e. Counsel and refer employees to EAP personnel and other health related programs. (See Handbook EL-806, *Health and Medical Service*, for additional functional responsibilities and duties.)

f. Additional duties for head nurse are stated in the job description for occupational health nurses.

864 Physical Examinations

864.1 Preemployment

.11 It is mandatory that all applicants for career, temporary, or casual employment have a medical examination before placement, and for conversion to positions with different physical re-

quirements than their present positions. (See Handbook P-11, part 322, for exceptions and scheduling procedures.)

864.2 Examining Physicians

.21 USPS. Postal medical officers perform the examination at a USPS medical unit within reasonable commuting distance from the applicant's home or at the postal installation where employment is sought.

.22 Other. Use of a private physician by an applicant will be at no expense to USPS. All preemployment medical examinations performed by private physicians are reviewed by a conveniently located USPS medical officer or a contract physician. When neither are available, a USPS nurse may review the examination report for completeness.

.23 Determination of Suitability. See Handbook P-11, 324.

864.3 Fitness for Duty (See Handbook P-11, 343.)

.31 A fitness-for-duty examination is required in determining whether an employee is able to perform the duties of the position because of medical reasons, i.e., disability, occupational/non-occupational injury, or illness.

.32 Management can order fitness-for-duty examinations at any time and repeat, as necessary, to safeguard the employee or co-worker. Specific reasons for the fitness-for-duty should be stated by the referring official.

.33 A specific test or consultation may be required in the judgment of the examining medical officer. The indications will be documented as part of the report.

867 General Procedures

867.1 Agreements

.11 Special. The National Medical Director is responsible for the medical specifications of contracts requiring periodic physical examinations for a special category of employees (e.g., PCES) as required by management.

.12 Medical Surveys. Medical surveillance of employees who are exposed to toxic substances, e.g., asbestos and PCBs, is normally negotiated by the Field Division Medical Officer. Such surveys must be coordinated with the Service Center Medical Director.

.13 Contract Physicians. The Field Division medical officer authorizes all agreements and renewals for medical services with contract physicians and/or clinics using Form 7314, *Medical Agreement*. Where there is no Field Division medical officer in place, the Service Center Medical Director will perform this function. The Form 7314 is signed by the Field Division General Manager/Postmaster. This responsibility will not be delegated.

.14 Health Agreements. These agreements are negotiated between the USPS and other Federal agencies to provide medical services to those agencies at USPS facilities. The Division medical officer and facility manager are responsible for approving such agreements.

867.2 Malpractice. Malpractice insurance is not available for postal medical personnel. Representation in civil or criminal proceedings will be provided in accordance with ELM 667.2.

867.3 Preservation of Privacy

Preservation of the privacy of medical records is a direct responsibility of the medical officer/nurse. (See Handbook E1-806, Chapter 2.) In facilities where no medical personnel are assigned, the medical officer will arrange with the installation head to properly secure the medical records. Where there is no medical officer the Service Center Medical Director will perform this function.

867.4 Medical Training (See ELM 740.)

.41 The USPS authorizes training for employees to upgrade or maintain proficiency in their current positions.

.42 Continuing medical education is encouraged by:

a. Attendance at seminars and medical meetings to improve the professional skills of medical officers and nurses in occupational medicine.

b. CPR (training with annual re-certification) is required for all medical personnel. This training will be at Postal Service expense.

.43 Requests for medical training by medical personnel are to be submitted through the employee's supervisor to the appropriate approving official at the installation.

867.5 Conflict of Interest

.51 Full-time medical personnel must not accept any postal employee as a private patient. Medical personnel are defined as physicians, nurses, and other professional personnel. This rule applies to new patients and does not affect physician/patient relationships that were in existence prior to the issuance of this subchapter. The exception is where an existing private relationship creates an actual conflict of interest as defined in ELM 661.42, in which case the relationship must be terminated.

.52 Postal medical officers who are treating postal employees in the scope of their duties may not refer employees to their private practice or a relative. Relative is defined in Handbook P-11, 312.323.

.53 Part-time and contract medical personnel may treat postal employees privately within the bounds of the general ethical conduct standard (661.42) which provides that outside employment

may not interfere with the duties and responsibilities of postal service employment. Specifically, part-time or contract medical personnel may not:

- a. Serve as the private physician to, or treat in private practice, postal employees sustaining occupational injuries or illnesses.
- b. Continue to treat postal employees for a

non-job-related injury or illness when the employee initially sought treatment while the physician, nurse, etc., was acting in an official capacity with the Postal Service.

These revisions will be incorporated in the next transmittal letter of the ELM.

—Employee Relations Dept., 8-21-86.

POST-1956 MILITARY SERVICE CREDIT DEPOSITS

I. BACKGROUND

Information and guidelines concerning Post-1956 military service credit deposits were published in POSTAL BULLETINS 21371, 9-30-82; 21391, 2-17-83; 21416, 8-11-83; 21423, 9-29-83; 21435, 12-8-83; 21554, 2-20-86; Notice 203, April 1983 and on page 15 of this Postal Bulletin under the heading National Retirement Counseling System.

II. ACCRUING INTEREST

The law provides for an interest-free grace period after which interest is accrued and compounded annually. Interest for employees subject to the Civil Service Retirement System will be charged starting October 1, 1986 or 3 years from the initial date of appointment under CSR.

A. Pre-October 1, 1983

Employees who were first employed under the CSR system before October 1, 1983 will have interest added to any unpaid post-1956 military deposit as of October 1, 1986. Since interest is accrued and compounded on an annual basis, the first calculation of interest for these employees will be made on the Interest Accrual Date (IAD) of October 1, 1985, but will be computed and applied only to the unpaid balance as of September 30, 1986.

B. Post-September 30, 1983

For employees who were first employed under CSR after September 30, 1983, the IAD is the third anniversary date of the employee's first appointment subject to CSRS. For example, the IAD for an individual first employed under the CSRS on October 16, 1983, is October 16, 1986. If such an individual has a balance due in his military deposit account as of the close of business on October 15, 1986, interest will be charged for the period running from October 16, 1985, through October 15, 1986, and annually, thereafter. No interest is charged when an account balance is paid in full before the IAD.

C. Rate of Interest

The interest rate for post-1956 service credit

deposits is a variable rate. This variable rate is determined every year by the Secretary of the Treasury on the basis of the average yield of investments purchased by the CSR Fund during the previous calendar year. The interest rate for 1985 was 13% and for 1986, the rate is 11.125%.

D. Method for Computing Interest

In computing interest for a post-1956 military service deposit, the beginning and ending dates will generally not coincide with the calendar year. Generally, two different interest rates will be used in the interest computation. Each rate will apply to the portion of the year-long interest computation period which falls in the calendar year related to that particular rate.

III. VERIFYING CSR APPOINTMENT DATE

A. Incorrect Dates

A substantial number of military deposit accounts appear to have incorrect "first appointment under CSR" dates for the employee's. This is a result of erroneous dates entered in Item 7 of PS Form 2805, Military Deposit Worksheet. The form was revised in May 1986 to clarify the appropriate date to be entered in Item 7. Employing offices should use the May 1986 edition and destroy the previous edition.

B. Verification Lists

The PDCs will be forwarding lists to each division for distribution to each postal installation within the division that identify every employee who has an active military deposit account with the PDC. Installations will be required to verify the "first appointment under CSR date" for every employee on the list.

The correct date for this purpose is the initial date of appointment under CSR. If the date listed is incorrect, the correct date must be entered on the list. This is of utmost importance because this date will be the basis for determining the IAD and proper interest computation for that particular employee. Divisions must ensure that all lists are returned to the Manager of the Retirement Branch of the appropriate PDC no later than September 19, 1986.

—Employee Relations Dept., 8-21-86.

Pile sacks evenly to avoid damage and to conserve space

NATIONAL STAMP COLLECTING MONTH SPECIAL DIE HUBS

Postmasters of the 65 offices listed below are requested to use their National Stamp Collecting Month special cancellation die hubs from September 1 through October 31, 1986, to promote this year's program. They should be used on Mark II and M-36 facer-canceler machines, which process the heaviest volume of mail.

In addition to the die hubs distributed from 1981 through 1985, each of the listed offices will receive a new one in the near future. Each shipment will include instructions on its use. The new die hubs carry the message, "Celebrate National Stamp Collecting Month," promoting the 1986 theme, "Celebrate a Century of Organized Stamp Collecting in the United States." As in previous promotions, all of the National Stamp Collecting Month die hubs must be withdrawn from use after October 31 and securely stored for future use.

The offices which have the die hubs are:

Birmingham, AL 35203-9998
 Phoenix, AZ 85026-9998
 Los Angeles, CA 90052-9998
 Sacramento, CA 95813-9998
 San Diego, CA 92199-9998
 San Francisco, CA 94101-9998
 San Jose, CA 95101-9998
 Santa Ana, CA 92711-9998
 Oakland, CA 94615-9998
 Van Nuys, CA 91409-9998
 Denver, CO 80202-9998
 Hartford, CT 06101-9998
 Washington, DC 20013-9998
 Jacksonville, FL 32203-9998
 Miami, FL 33152-9998
 Tampa, FL 33630-9998
 Atlanta, GA 30304-9998
 Des Moines, IA 50318-9998
 Indianapolis, IN 46206-9998
 Chicago, IL 60607-9998
 North Suburban, IL 60199-9998
 South Suburban, IL 60499-9998
 Louisville, KY 40231-9998

Boston, MA 02109-9998
 Baltimore, MD 21233-9998
 Prince Georges, MD 20790-9998
 Detroit, MI 48233-9998
 Royal Oak, MI 48068-9998
 Minneapolis, MN 55401-9998
 St. Paul, MN 55101-9998
 Kansas City, MO 64108-9998
 St. Louis, MO 63155-9998
 Charlotte, NC 28228-9998
 Omaha, NE 68108-9998
 Camden, NJ 07102-9998
 Newark, NJ 08101-9998
 North Jersey, NJ 07099-9998
 Albany, NY 12212-9998
 Brooklyn, NY 11202-9998
 Buffalo, NY 14240-9998
 Hicksville, NY 11802-9998
 New York, NY 10001-9998
 Rochester, NY 14692-9998
 Queens, NY 11351-9998
 Westchester, NY 10550-9998
 Cincinnati, OH 45234-9998
 Cleveland, OH 44101-9998
 Columbus, OH 43216-9998
 Oklahoma City, OK 73125-9998
 Tulsa, OK 74103-9998
 Portland, OR 92708-9998
 Harrisburg, PA 17105-9998
 Philadelphia, PA 19104-9998
 Pittsburgh, PA 15219-9998
 Southeastern, PA 19399-9998
 Providence, RI 02904-9998
 Memphis, TN 38101-9998
 Dallas, TX 75260-9998
 Houston, TX 77201-9998
 San Antonio, TX 78284-9998
 Salt Lake City, UT 84199-9998
 Northern Virginia, VA 22081-9998
 Richmond, VA 23232-9998
 Seattle, WA 98109-9998
 Milwaukee, WI 53203-9998

—Philatelic Marketing Div., 8-21-86.

**Orange airmail bags are used for priority mail.
 Process them regularly. Ship them to the
 concentration point nearest your installation.**

POST OFFICE CHANGES NUMBER 14

[Supplemental to 1986 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	011500 015390	36013 36013	AL AL	Cecil Mathews	Montgomery Montgomery	Cecil	Post Office Place Name	5-20-86 5-20-86	Post Office discontinued. Establish as a Place Name. Retain ZIP Code. Use Cecil, AL 36013 as last line of address.
OLD NEW	012970 015580	36737 36761	AL AL	Farmersville Minter	Lowndes Lowndes	Farmersville	Post Office Place Name	5-20-86 5-20-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Farmersville, AL 36761 as last line of address.
OLD NEW	114140	32137	FL	Howey in the Hills	Lake		Post Office	2-01-86	Establish city delivery at Howey in the Hills, FL.
OLD NEW	118925	33635	FL	Tampa	Hillsborough	Town'n Country (New Delivery Area).	Classified Branch	7-01-86	New ZIP Code assigned to Delivery Area.
OLD NEW	118925	33634	FL	Tampa	Hillsborough	Hilldale (New Delivery Area).	Classified Station	7-01-86	New ZIP Code assigned to Delivery Area.
OLD NEW	119720	32797	FL	Yalaha	Lake		Post Office	2-01-86	Establish city delivery at Yalaha, FL.
OLD NEW	142900	96733	HI	Kahului	Maui	Dairy Road	Box unit	7-01-86	New ZIP Code assigned to Post Office Boxes.
OLD NEW	151950 158350	83290 83290	ID ID	Conda Soda Springs	Caribou Caribou	Conda	Post Office Place Name	7-01-85 7-01-85	Post Office discontinued. Establish as a Place Name. Retain ZIP Code. Use Conda, ID 83890 as last line of address.
OLD NEW	167416	62794	IL	Springfield	Sangamon	Main Office (Post Offices Boxes).	Post Office	6-01-86	New ZIP Code assigned to Post Office Boxes.
OLD NEW	199713	67278	KS	Wichita	Sedgwick	Southeast (Post Office Boxes).	Classified Station	7-01-86	New ZIP Code assigned to Post Office Boxes.
OLD NEW	204960 206816	41450 41448	KY KY	Maggard Salyersville	Magoffin Magoffin	Maggard	Post Office Place Name	8-22-86 8-22-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Maggard, KY 41450 as last line of address.
OLD NEW	205580 264052	41355 41339	KY KY	Ned Jackson	Breathitt Breathitt	Ned	Post Office Place Name	8-24-86 8-24-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Ned, KY 41355 as last line of address.
OLD NEW	206296 203732	41654 41636	KY KY	Price Hi Hat	Floyd Floyd	Price	Post Office Place Name	6-30-86 6-30-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Price, KY 41656 as last line of address.
OLD NEW	206428 202788	41251 41219	KY KY	Redbush Flatgap	Johnson Johnson	Redbush	Post Office Place Name	6-30-86 6-30-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Redbush, KY 41219 as last line of address.

POST OFFICE CHANGES NUMBER 14—Continued

[Supplemental to 1986 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	207868 201740	41856 41731	KY KY	Ulvah..... Cornettsville.....	Letcher..... Letcher..... Ulvah.....	Post Office..... Place Name.....	6-30-86 6-30-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Ulvah, KY 41731 as last line of address.
OLD NEW	214446 217787	70746 70776	LA LA	Iberville..... Saint Gabriel.....	Iberville..... Iberville..... Iberville.....	Post Office..... Place Name.....	8-01-86 8-01-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Iberville, LA 70776 as last line of address.
OLD NEW	231908 238082	21624 21624	MD MD	Claiborne..... Saint Michaels.....	Talbot..... Talbot..... Claiborne.....	Post Office..... Community Post Office.....	8-08-86 8-08-86	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Claiborne, MD 21624 as last line of address.
OLD NEW 558815 07474 NJ Wayne..... Passaic..... Main Office (Post Office Boxes)..... Post Office..... 7-01-86 New ZIP Code assigned to Post Office Boxes.
OLD NEW	350915 350915	11717 11717	NY NY	Brentwood..... Brentwood.....	Suffolk..... Suffolk.....	West Brentwood..... Edgewood.....	Classified Branch..... Classified Branch.....	8-01-86 8-01-86 Branch Name changed.
OLD NEW 355825 09599 NY New York..... New York..... FPO 09599..... Classified Branch..... 9-01-86 FPO established.
OLD NEW	358515 352985	13846 13846	NY NY	Treadwell..... Franklin.....	Delaware..... Delaware..... Treadwell.....	Post Office..... Community Post Office.....	8-15-86 8-15-86	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Treadwell, NY 13846 as last line of address.
OLD NEW 403472 97028 OR Government Camp..... Clackamas..... Timberline Lodge..... Community Post Office..... 8-01-86 Establish Community Post Office.
OLD NEW	472304 472304	37323 37322	TN TN	Decatur..... Decatur.....	Meigs..... Meigs.....	Big Spring..... Big Spring.....	Community Post Office..... Place Name.....	1-31-86 1-31-86	Community Post Office and ZIP Code discontinued. Retain as Place Name.
OLD NEW	485710 481625	79058 79058	TX TX	Masterson..... Channing.....	Moore..... Moore..... Masterson.....	Post Office..... Place Name.....	5-31-86 5-31-86	Post Office discontinued. Establish as a Place Name. Retain ZIP Code. Use Masterson, TX 79058 as last line of address.
OLD NEW 497174 84605 UT Provo..... Utah..... East Bay..... Classified Station..... 1-01-87 Classified Station and ZIP Code established.
OLD NEW 499588 84088 UT West Jordan..... Salt Lake..... Post Office..... 1-01-87 New ZIP Code assigned to Delivery Area.
OLD NEW	552232 556306	26835 26847	WV WV	Dorcus..... Petersburg.....	Grant..... Grant..... Dorcus.....	Post Office..... Place Name.....	8-15-86 8-15-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Dorcus, WV 26847 as last line of address.
OLD NEW	553618 552520	26368 26346	WV WV	Hebron..... Ellenboro.....	Pleasants..... Pleasants..... Hebron.....	Post Office..... Place Name.....	8-01-86 8-01-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Hebron, WV 26346 as last line of address.

22-Cent T.S. Eliot Commemorative Stamp

The 22-cent T.S. Eliot commemorative postage stamp will be placed on sale September 26, 1986, in St. Louis, MO. T.S. Eliot was an American born British poet, playwright and critic. He dominated the course of poetry and ideas of poetry between World Wars I and II and among the many honors bestowed upon him was the Nobel Prize for literature in 1948.

Do Not Sell Before September 27, 1986



Copyright U.S. Postal Service 1986

Issued in panes of 50.

Will be published in a future bulletin.

Supply. All post offices will receive their standard automatic-distribution quantity for a 50-subject commemorative stamp. Since the total quantity of this stamp will be distributed automatically, *supplemental requisitions will not be honored at the Bureau of Engraving and Printing for Item 409.*

Stamp distribution offices requiring additional stamps may order them from their Regional Accountable Paper Depositories using separate Forms 17A, *Accountable Items Requisition from Stamp Distribution Office*. All other post offices requiring additional stamps should immediately requisition them from their stamp distribution office on separate Forms 17A.—*Marketing Dept., 8-21-86.*

Area Supply Centers Requisitioning Delays

The physical inventories for supplies and repair parts will be taking place between September 12-26, 1986, at the Area Supply Centers. Installations could experience a delay in receiving their ordered supplies/repair parts during this time frame. Extreme emergency requisitioning may be submitted during this period.

—*Procurement and Supply Dept., 8-21-86.*

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., 8-21-86.*

Reminder

International Mail— Insurance for Parcel Post

All acceptance employees are reminded that customers who want to insure international parcel post must complete Form 2966-A, *Parcel Post Customs Declaration*, or Form 2966-B, *USA Parcel Post Customs Declaration and Dispatch Note*. It is particularly important that the information concerning insurance is completed on these forms.

Currently, Form 2966-A only requires the weight, postage, and insured value in U.S. dollars to be entered by the acceptance clerk.

Form 2966-B (the shaded area of the form) requires the following:

- 1) The insured amount must be written in words.
- 2) The insurance number.
- 3) The weight expressed in pounds and ounces.
- 4) The insured amount expressed in U.S. dollars, gold francs, and SDR's.
- 5) The amount of postage.

The insured amount is converted from U.S. dollars to gold francs and SDRs by referring to the Conversion Table, Appendix C in the *INTERNATIONAL MAIL MANUAL*.

Customs declarations must be complete in order to avoid unnecessary delay in the country of destination.

—*Rates & Classification Dept., 8-21-86.*



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Issue Date: September 15, 1986
 First Day City: Washington, D.C.
 Designer: Christopher Calle
 Stamford, Connecticut
 Art Director: Howard Paine, Design Coordinator,
 Citizens' Stamp Advisory Committee
 Typographer: Dick Sheaff, Design Coordinator,
 Citizens' Stamp Advisory Committee
 Modeler: Clarence Holbert
 Engravers: Joseph Creamer (vignette)
 Robert Culin, Sr. (lettering and numerals)
 Process: Intaglio
 Color: Blue
 Size: 0.71 x 0.82 inches/18.03 mm x 20.82 mm
 (image area), 0.84 x 0.99 inches/21.33 mm x
 25.14 mm (overall)
 Plate Number: One single digit
 Stamps per Pane: 100
 Selvage: ©U.S. Postal Service 1986
 Use Correct ZIP Code®

Dr. Paul Dudley White Regular Stamp

A 3-cent Great Americans Series stamp honoring eminent cardiologist Paul Dudley White will be issued on September 15 in Washington, D.C.

Christopher Calle based his design for the single-colored blue stamp on a photograph of Dr. White taken in 1969 by Fabian Bachrach.

White, the son of a family physician, was born in Roxbury, Massachusetts, in 1886. He earned his M.D. from the Harvard Medical School in 1911 and became a teaching fellow there in 1914.

Following the death of his sister from rheumatic fever, he embarked on a lifelong study of the heart and circulatory system. For decades a leading authority on cardiovascular disease and a pioneer in its diagnosis, treatment and prevention, White is today recognized as the "Father of American Cardiology."

During a half century of medical practice, Dr. White observed thousands of cardiac cases and conducted numerous studies in the field. He was one of the first to use the electrocardiograph, and his research did much to speed the development of new diagnosis and treatment procedures. His book, *Heart Disease*, first published in 1931, was regarded as a standard text on the subject.

Following President Eisenhower's collapse from a heart attack in 1955, White was called in as a consultant to the attending physicians. Because of his candor and ability to discuss the President's condition in terms that laymen could understand, he quickly became spokesman for the group.

While reassuring the nation of the President's recovery, White also took the opportunity to edu-

cate the nation on the risks of heart disease. To a large degree, his warnings led to a heightened interest in nutrition, exercise and general prevention that continues to grow today.

Paul Dudley White died in Boston on October 31, 1973.

Procedures for ordering first day cancellations are as follows:

Customers Affixing Stamps: Customers are urged to buy stamps and affix them to their covers. At least 19 cents additional postage must be affixed to meet the minimum First-Class rate for letters. Uncanceled stamps issued prior to September 15 may be used for that purpose. Envelopes to which stamps issued after September 15 are affixed will be returned unserved. Envelopes should be addressed on the right side at least $\frac{5}{8}$ of an inch up from the bottom and mailed by October 15 to Customer-Affixed Envelopes, Dr. Paul Dudley White Stamp, Postmaster, Washington, DC 20066-9991. No remittance is required.

Postal Service Affixing Stamps: The Postal Service will affix stamps when requested to do so, and will use one Dr. Paul Dudley White stamp and one 20-cent Fire Pumper stamp to meet the minimum First-Class rate. The cost is 23 cents per envelope, and personal checks in the exact amount will be accepted up to the limit of 50 covers. Do not send cash. Postage stamps are unacceptable as payment. Orders must be post-marked by October 15 and addressed to Dr. Paul Dudley White Stamp, Postmaster, Washington, DC 20066-9992.

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 86-24
 Remove after October 15

PLEASE POST ON BULLETIN BOARD





Copyright U.S. Postal Service 1986

Issued Date: September 23, 1986

First Day City: New York, New York

Designer: Tom Broad

Chevy Chase, Maryland

Art Director: Derry Noyes, Design Coordinator,
Citizens' Stamp Advisory Committee

Typographer: Bradbury Thompson, Design Coordinator,
Citizens' Stamp Advisory Committee

Modeler: Peter Cocci

Engravers: Kenneth Kipperman (vignette)

Robert Culin, Sr.

(lettering and numerals)

Printing Process: Intaglio

Color: Blue

Size: 0.71 x 0.82 inches/18.03 mm x 20.82 mm
(image area), 0.84 x 0.99 inches/21.33 mm x
25.14 mm (overall)

Plate Number: One single digit

Stamps per Pane: 100

Selvage: ©U.S. Postal Service 1986

Use Correct ZIP Code®

Dr. Bernard Revel Regular Stamp

A \$1.00 stamp honoring Dr. Bernard Revel, scholar and educator, will be issued on September 23 in New York City.

The stamp design is based on a portrait of Revel provided by Yeshiva University, which is celebrating its centennial anniversary. Dr. Revel served as Yeshiva's president for 25 years until his death in 1940. During his tenure, enrollment at Yeshiva increased tremendously, and today the university boasts a student body of 7,000 members.

Under Revel's leadership a high school, the Talmudical Academy, Yeshiva College and a graduate school of higher Jewish learning for the training of rabbinic leaders and teachers were established as adjuncts to the Rabbi Isaac Elchanan Theological Seminary in New York City.

A highly regarded Talmudic scholar, he implemented an innovative curriculum which combined Jewish studies with a secular program emphasizing the arts, sciences and humanities. His efforts enabled thousands of Jewish immigrants to adapt to their new land while continuing their traditional religious education.

Revel came to the United States in 1906. He studied first at the Rabbi Isaac Elchanan Theological Seminary and then at the University of

Pennsylvania. After receiving a master of arts degree from New York University, he acquired a doctor of philosophy degree from Dropsie College in Philadelphia. He became a United States citizen in 1912, and in 1915 he was named president of Yeshiva, where a graduate school now is named in his honor.

Procedures for ordering first day cancellations are as follows:

Customers Affixing Stamps. Customer are urged to buy stamps and affix them to their covers. All covers must be addressed on the right side at least $\frac{3}{8}$ of an inch up from the bottom. Insert a filler of postal card thickness in each envelope and mail covers by October 23 to Customer-Affixed Envelopes, Dr. Bernard Revel Stamp, Postmaster, New York, NY 10016-9991. No remittance is required.

Postal Service Affixing Stamps: The Postal Service will affix stamps when requested to do so. Mail orders by October 23 to Dr. Bernard Revel Stamp, Postmaster, New York, NY 10016-9992. The cost is \$1.00 for each stamp requested submitted. Personal checks in the exact amount will be accepted for orders up to the limit of 50 covers. Do not send cash. Postage stamps are unacceptable as payments.

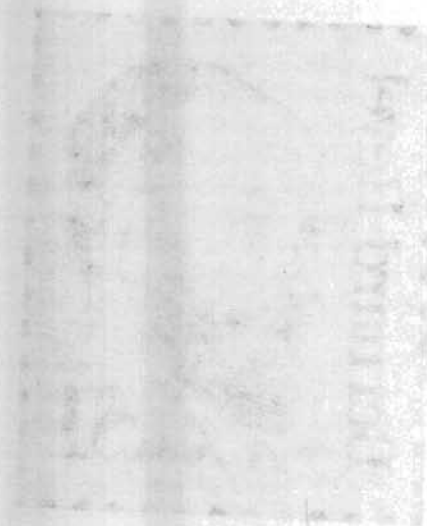
A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, D.C. 20265-9997.

USPS Stamp Poster 86-25
Remove after October 23

PLEASE POST ON BULLETIN BOARD



31300 5-21-55 Page 13



Copyright ©, Royal Society, 1955

The Bernard Revel Regular Stamp

Transmittal. After receiving a number of similar devices from New York University, the regular stamp of Bernard Revel was designed. He became a United States citizen in 1912, and in 1917 he was named president of the American Library Association. He died in 1955. The stamp is 1 1/2 inches wide and 1 1/4 inches high. It features a portrait of Bernard Revel, facing right. The portrait is enclosed in a rectangular border. Below the portrait, the text reads: 'BERNARD REVEL' and '1912-1955'. The stamp is perforated on all sides.

The Bernard Revel Regular Stamp is a 1 1/2 x 1 1/4 inch stamp, featuring a portrait of Bernard Revel, facing right. The portrait is enclosed in a rectangular border. Below the portrait, the text reads: 'BERNARD REVEL' and '1912-1955'. The stamp is perforated on all sides. It is a regular stamp, meaning it is not a postage stamp. It is a commemorative stamp, meaning it is issued to mark a special event or occasion. It is a regular stamp, meaning it is not a postage stamp. It is a commemorative stamp, meaning it is issued to mark a special event or occasion.

U.S. Post Office, New York, N.Y. 10011-5001

A regular stamp is one that is used for postage. It is a regular stamp, meaning it is not a postage stamp. It is a commemorative stamp, meaning it is issued to mark a special event or occasion.

NATIONAL RETIREMENT COUNSELING SYSTEM

A. Semi-annual Annuity Estimates

The National Retirement Counseling System (NARECS) provides, on a semiannual basis, computer generated annuity estimates for employees eligible for optional retirement.

The semiannual printouts of the Annuity Estimate (Report No. AAF-240P1) will be distributed during the week of August 25, 1986. When the annuity estimates are available, employing offices are to advise employees who are eligible to retire of the availability of the printouts by posting a general announcement on bulletin boards or through employee newsletters. Do nothing that would be viewed as coercing an employee to retire. Optional retirement is a purely personal decision on the employee's part.

B. Retirement Counseling

In advising employees of their annuity estimates, emphasize that it is only an estimate and the Office of Personnel Management (OPM) computes the official annuity rate after retirement.

Personnel with retirement counseling responsibilities should make every effort to provide information and retirement counseling to eligible employees considering retirement. Such information should prove helpful in making their transition into retirement a smooth one. In addition to a complete explanation of the information on the annuity estimate (amount of retirement, terminal leave payment, health and life insurance, etc.) and other pertinent information, please advise retiree eligibles of the following:

1. Commencing Date of Optional Retirement

a. The retirement law provides that annuities based on optional (voluntary) retirement will commence on the first day of the month after separation (or the first day of the month after the employee's last day in a pay status), provided the age and service requirements for annuity eligibility are met. The retirement law also provides that for those who voluntarily retire on day 1, 2, or 3 of the month, annuity will begin either on the day after separation or the day after the last day in a pay status provided the service and age requirements for eligibility to an immediate annuity are met. For example, if the employee retires on October 3, and the last day in pay status is October 3, annuity will begin on October 4; if retirement is October 3, and the last day in pay status is October 1, annuity will begin October 2. However, if the employee retires anytime between October 4 and October 31 (and the last day in pay status is in October), the annuity will begin November 1.

b. Employees should carefully consider the retirement law's provisions concerning the commencement date of annuities in selecting their

retirement date. Also they should weigh the advantages and disadvantages of the effective date of retirement on leave accrual (terminal leave lump-sum payment) and the other relevant factor.

2. Deposit for Post-1956 Military Service

An individual who was first employed under the Civil Service Retirement System on or after October 1, 1982, will not receive CSR credit for post-1956 military service unless a deposit for the military service is made to the CSR Fund. An individual who was first employed under the Civil Service Retirement System before October 1, 1982, has the option of either (a) making the deposit for post-1956 military service or (b) receiving credit as in the past and having the annuity recomputed at age 62 to eliminate the post-1956 military service if the individual is eligible for Social Security.

Post-1956 military service deposits for those hired under the Civil Service Retirement System will have interest added to any unpaid deposit as of October 1, 1986. *No interest will be charged for a deposit paid in full by September 30, 1986. Employees currently having payroll deductions made for a post-1956 deposit are reminded that the last payroll deduction credited to the employee's military deposit account prior to October 1, 1986, will be made in Pay Period 19.* Employees first employed under the Civil Service Retirement between September 30, 1983 and December 31, 1983 will not have interest added to their unpaid balances until 3 years from their initial appointment date, for example, an employee first hired on November 15, 1983 will not have interest added to any unpaid post-1956 military deposit account until November 15, 1986.

The interest rate for post-1956 service credit deposits is a variable rate. This variable rate is determined each year by the Secretary of the Treasury on the basis of the average yield of investments purchased by the CSR Fund during the previous calendar year. The interest rate for 1985 was 13% and for 1986, the rate is 11.125%.

Employees hired on or after January 1, 1984 who are currently under the CSR/Social Security System will be subject to the new Federal Employees Retirement System (FERS) which becomes effective January 1, 1987. OPM is responsible for developing regulations for administering FERS. Employees who will be mandatorily subject to FERS and who wish to pay the post-1956 military deposit should wait until these regulations are published. Employees who will be mandatorily covered by FERS and who have completed paying the military deposit may be entitled to a refund of the difference between the 7% required under CSR and the 3% required under FERS. OPM is currently developing regulations in this regard which will be issued as soon after receipt

as possible. Employees who will be subject to FERS and are currently paying a deposit at the 7% rate rather than the lower rate required under FERS may (a) complete the deposit and await OPM regulations governing refunds, or (b) terminate the withholding until OPM publishes procedures for accepting deposits under FERS.

Installations heads must ensure that the revised notice to all employees which appears on page 17 of this bulletin is posted on all bulletin boards in a prominent place and remains there until suspended. This bulletin board notice replaces the one which appeared in Postal Bulletin 21554, 2-20-86, page 9.—Employee Relations Dept., 8-21-86.

SF-46 OBSOLETE

The Office of Personnel Management has replaced the traditional SF-46, *U.S. Government Motor Vehicle Operator's Identification Card*, with the OF-346 (same title). See example below.

All licensing requirements which previously applied to the SF-46 also apply to the OF-346. However, there is no need to replace current SF-46s with the new form; replace with the new form as the employee's SF-46 expires.

OF 346 11/85 USOPM FPM Chapter 930		U.S. Government Motor Vehicle Operator's Identification Card		Card No.	Restrictions
Name of Operator (Not Transferable)		Sex	Signature of Operator (Not valid until signed)		QUALIFIED TO OPERATE Type Vehicle and/or Equipment Capacity Qualifying Official
Date of Birth	Social Security No.		Name and Location of Issuing Unit		
Height	Weight	Hair Color	Eye Color		OTHER RECORDS (Optional)
Date Issued		Date Expires			
Signature and Title of Issuing Official					
The holder of this card is qualified to operate U.S. Government vehicles and/or equipment specified, subject to the restrictions set forth on the other half of this card. Card must be carried at all times when operating Government vehicles.					NSN 7540-00-834-3999 50346-101

IT IS NEVER TOO LATE

★ TO JOIN THE TEAM ★

BUY U.S. SAVINGS BONDS

Notice to All Employees

CIVIL SERVICE RETIREMENT

Service Credit Deposits For Post-1956 Military Service

The Omnibus Budget Reconciliation Act of 1982 (Public Law 97-253) established new requirements for credit for Post-1956 military service for Civil Service Retirement (CSR) purposes. The law distinguishes between employees employed before and after October 1, 1982.

Employed Before October 1, 1982

Individuals who first became employed in a position under the CSR System before October 1, 1982, have the option of either (1) making the deposit for post-1956 military service or (2) receiving credit as in the past (without making the deposit) and having their annuity recomputed at age 62 to eliminate post-1956 military service if they are eligible for Social Security old-age or survivor benefits. Included are individuals who were, previous to October 1, 1982, covered under the CSR System and again employed under the CSR System on or after October 1, 1982.

Employed on or After October 1, 1982

Individuals who first became employed under the CSR System on or after October 1, 1982, will receive credit for their post-1956 military service only if a deposit for the military service is made.

Individuals hired under the dual retirement system on or after January 1, 1984 who will be mandatorily subject to the new retirement system (FERS) will receive credit for their post-1956 military service only if a deposit is made under FERS.

Amount of Deposit

The deposit under CSR will be 7 percent of basic military pay received, plus interest accruing after a grace period. The interest-free grace period ends either **September 30, 1986**, or within 3 years after the date the individual first becomes employed in a position under the CSR System.

For individuals mandatorily subject to FERS the deposit will be 3% of basic military pay. The interest-free grace period will extend until either January 1, 1989 or 2 years after the initial appointment, whichever is later.

Payment Procedures

Employees who wish to make service credit deposits for their post-1956 service may elect, at their option to make such deposits in either a lump-sum payment, installment payments, or through payroll deductions.

Employees who wish to make a service credit deposit should evaluate their own individual situation to determine whether such deposits would prove advantageous.

Employees interested in making such a deposit should contact their personnel office for additional instructions.

Instructions regarding deposits under the FERS will be distributed upon receipt from OPM. Individuals who will be mandatorily covered by FERS and wish to make post-1986 military deposit should wait for further instructions.

NOTE: Once an employee has made a service credit deposit, only the Office of Personnel Management has the authority to refund service credit deposits.

PLEASE POST ON ALL BULLETIN BOARDS

*All Post Offices With Rural Delivery***SPECIAL COUNT OF MAIL ON SELECTED RURAL ROUTES**

In accordance with the provisions of the USPS-National Rural Letter Carriers' Association (NRLCA) 1984 National Agreement, a special count of mail on selected rural routes must be conducted from September 17 through 30, 1986. This is a two week count and only one PS Form 4241, *Rural Delivery Statistics Report*, must be completed and submitted to the appropriate Postal Data Center (PDC) at the conclusion of the count.

Mail counts must be conducted in accordance with the provisions of Chapter 5 of Handbook M-37, *Rural Delivery Carriers Duties and Responsibilities*. Previously published changes to these instructions are reprinted in a separate article on page 20 of this bulletin. Chapter 5 was updated by transmittal letter 2 dated 5-1-83 and by POSTAL BULLETIN 21457, 5-10-84, and 21471, 8-16-84.

Postal managers in offices where special counts will be conducted must be provided with rural route count training as necessary.

NRLCA State Stewards must be notified of the date, time and locations of any Management Sectional Center (MSC) Special Count training sessions that will be conducted in their state. Each State Steward will be allowed Administrative leave to attend one of these sessions. State Stewards will be allowed to attend other MSC Special Count training sessions in their state provided that they take approved annual leave or LWOP.

Mail count procedures and instructions must be discussed with supervisors and rural carriers involved in the special count of mail no later than September 2, 1986. Managers must be instructed to review Chapter 5 of the M-37.

Per Article 9, Section 2.C.13 of the USPS-NRLCA National Agreement, all routes which have experienced substantial route adjustments including route consolidations involving a service change of four (4) hours or more since their last official mail count, and those which experienced 240 minutes in substantial service changes normally attributed to growth since their last official

mail count, will be counted during this period provided the changes were effective by the end of Pay Period 17-86.

In addition, any route which has not been counted and has experienced 120 minutes or more of salary changes due to substantial services changes or route adjustments, and the box density of the route has been increased to twelve (12) or more boxes per mile, will be counted in accordance with the L route provisions contained in the National Agreement (page 96, #7).

This year there are two additional special mail count criteria. In the Rural Route Review process, where routes are identified as having 120 minutes of additional incremental volume or 240 minutes of substantial service changes and incremental volume combined, special mail counts are authorized in accordance with the procedures outlined in the review instructions.

Immediate steps must be taken to identify those rural routes eligible for a special count.

Form 4239, *Count of Mail (Rural Route)*, must be completed daily for each route. The totals must be transferred from this form to the Form 4241, *Rural Delivery Statistics Report*, on a daily basis. Form 4239 will be utilized during the entire count. The postmaster or supervisor will be responsible for the completion of the daily Form 4239 and transfer of the information to the Form 4241.

In accordance with Section 522.32 of the M-37, the carriers must be given an opportunity to review Form 4241 before being requested to sign.

At offices where counts are to be conducted, all Forms 4241 must be completed, reviewed and submitted to their respective MSC by close of business October 14.

Note to MSCs: Do not hold these forms at the MSC until all the forms have been completed. Submit forms to the PDC as soon as they are reviewed.—*Delivery Services Dept., 8-21-86.*

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

*All Post Offices With Rural Delivery***Handbook M-37 Revisions**

Handbook M-37, *Rural Delivery Carriers Duties and Responsibilities*, was revised in POSTAL BULLETIN 21457, 5-10-84, and 21471, 8-16-84. These revisions are being reprinted to ensure that post offices use correct procedures during the special mail count of selected rural routes being conducted September 17-30. The revisions are as follows:

525 Mail Count Forms**525.12 Worksheet for Counting**

q. Column R—Other Suitable Allowance

(1) A reasonable time allowance may be claimed for unusual conditions or for other services rendered on a daily or weekly basis that are not accounted for under the normal work functions. This does not include time for vehicle breakdowns. Items for which time is claimed under this heading must be authorized by management and must be of a recurring daily or weekly nature. Weekly safety talks should be conducted and the actual time required (usually five minutes per week) recorded in Column R.

(7) A credit of 1 minute per compartment per week will be given for collection compartments located in centralized delivery equipment. This credit must be entered on the sixth and twelfth days of the mail count in Column R and explained in the Comments section. The collection compartment is not to be counted and entered as a centralized box in the "centralized boxes block." Mail collected from these compartments must be treated as collection box mail. Do not count or enter this mail in Column M, Letter Size and Flats Collected. Credit will also be given for parcel post locker receptacles. The credit, 2 minutes for each parcel post receptacle per week, will also be entered on the sixth and twelfth days of the mail count in Column R.

(8) All entries in Column R require justification in Comments section.

Future revisions of this handbook will incorporate these changes.

—Delivery Services Dept., 8-21-86.

**We have mailbags, many,
'tis true: But to get their full
use depends solely on you.**

Inspection of Rural Routes

All rural routes must be inspected in conjunction with, or just prior to, the Special Count of Mail on selected rural routes, which will be conducted from September 17-30, 1986.

A PS Form 4248, *Rural Route Annual Inspection Report*, must be completed for each route whether or not the route is scheduled for a special count of mail. It will be necessary to make a pen and ink correction to the September 1984 edition of this form. The Intermediate Offices question (answer blocks 51 and 52) must be changed to read "Number of Intermediate Offices Served." The instructions issued by Headquarters in August 1984 must be used in the completion of this form. The definition, purpose, and frequency of this inspection are found in Chapter 5 of Handbook M-37, *Rural Delivery Carriers Duties and Responsibilities*.

After completing Forms 4248, delivery units must send the copy of each form marked "Postal Data Center (PDC)" to their respective Management Sectional Center (MSC).

MSCs must ensure that a Form 4248 is properly completed for each rural route in the MSC. When this has been accomplished (not later than October 15), MSCs must submit the PDC copies of all Forms 4248 to:

U.S. Postal Service
Address Information Center
Attn: Rural Delivery Project
6060 Primacy Parkway, #101
Memphis, TN 38188-0001

—Delivery Services Dept., 8-21-86.

*DMM Revision***Box Rent Payment Policy**

Effective immediately, the DOMESTIC MAIL MANUAL (DMM) 951.2 is revised to allow the acceptance of post office box rental payments of up to 90 days in advance of the due date. Rental payments of more than 90 days in advance may be accepted at the discretion of the Postmaster or Station or Branch Manager.

The DMM is revised as follows:

951.2 Rental Fees

.275 Renewal of Service. Boxholders, during the last ninety days of their rental period, may pay their rent for the ensuing period(s). Rental payments of more than ninety days in advance may be accepted at the discretion of the Postmaster or Station or Branch Manager. Boxholders paying group 1 or 2 fees may pay rent for their next one or two semi-annual periods. Boxholders paying group 3 fees must pay for a full annual period.

—Department of the Controller/
Rates & Classification Dept., 8-21-86.

Posters—"The new Postal Service. We're changing."

In late August all post offices and classified stations and branches will be receiving two posters on the theme, "The new Postal Service. We're changing."

The posters are entitled "We're taken for granted" and "We move mountains for you."

Posters are to be prominently displayed in LOBBY and WORKROOM areas from time of receipt through September 1986.

Because these posters are being distributed automatically to post offices, they will not be stocked in the supply centers.

—Communications Dept., 8-21-86.

Form Revision

Form 1769, Accident Report, Revision

A. *Revised Items.* Form 1769 has been revised. Major changes to the form include:

1. The use of NCR (no carbon required) paper which will result in black copies instead of blue; thereby, allowing for better duplication.

2. The revised data elements for the following items:

a. Item 8, *Meets Serious Accident Reporting Requirements*, was changed to read: *Was On-Site Investigation Conducted by Immediate Supervisor?*

b. Item 19, *Was Accident Under Repair or Construction?*, was changed to read: *Route/Schedule Operation Number.*

3. Previous "reserved" items with the following assigned data elements:

a. Item 34, *Area of Impact.*

b. Item 50, *Was Employee On Overtime Status?*

c. Item 55, *LDC Code.*

d. Item 60, *Is A JSA On File?*

e. Item 61, *Preventive Action.*

4. Revised instructions for Item 24, *Item Causing Actual Damage or Injury*, to include approximately 24 additional codes for mechanized equipment.

B. *Use.* The revised form must not be used until the beginning of fiscal year (FY) 1987, September 27, 1986. Use the revised form (edition date, June 1986) to report all accidents which occur on or after FY 1987. Use the current form (edition date, February 1984) for all accidents which occur prior to FY 1987 and are reported for FY 1986.

C. *Distribution and Supply.* A supply of the revised form will be automatically distributed to all Divisions, sectional centers, bulk mail centers, and independent post offices. Divisions and sectional centers are responsible for making subsequent distributions to their associate offices. Additional copies of this form will be available at the area supply centers in September.—Office of Safety & Health, 8-21-86.

DMM Revision

Bulk Bound Printed Matter

Effective August 17, 1986, Section 723.21, DOMESTIC MAIL MANUAL, is revised to clarify postage computation procedures for matter which is mailed at the bulk bound printed matter rates. The clarification specifies that mailers may use the formula and data, provided in Exhibit 711.2a, to compute postage to four decimal places, and round postage up to three decimal places (up to the next tenth of a cent). Mailers who do not wish to use the formula and data provided in Exhibit 711.2a to compute the bulk bound printed matter postage may, as a convenience, use the applicable rates in Exhibits 711.2b and 711.2c.

Chapter 7—Fourth-Class Mail

* * * * *

720 Classification

* * * * *

723.2 Bulk Bound Printed Matter

* * * * *

.21 Requirements. The bulk bound printed matter rates are applied to mailings of 300 or more pieces of fourth-class bound printed matter of identical weight and size. When postage is paid by permit imprint, mailings of pieces of nonidentical weight may only be made at bulk zone rates when authorized by the Rates and Classification Center (RCC) serving the office of mailing, in accordance with 145.8 or 145.9. If the applicable piece rate is affixed to each piece, pieces of nonidentical weight may be mailed at the applicable bulk rates if the mailing meets all applicable bulk rate requirements. Mailers who have been authorized by the RCC (serving the office of mailing) to pay the bulk bound printed matter rate for nonidentical weight pieces by permit imprint or meter stamp may compute the postage by using the following formula: Using Exhibit 711.2a, section B, multiply the weight of each piece by the applicable per pound zone rate, then add the applicable piece rate to the pound rate. The postage may be rounded up to three decimal places (up to the next tenth of a cent). Mailers who do not wish to use a formula to compute the bulk bound printed matter postage may use the applicable rates in Exhibits 711.2b and 711.2c.

* * * * *

This change will be incorporated in a future revision of the DMM.

—Rates & Classification Dept., 8-21-86.



All Personnel Processing Mail For Dispatch Abroad

FOREIGN ORDER NO. 171

Keep all foreign order notices for use as reference.

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

CANADA

Kenaston International
P.O. Box 48820
595 Burrard Street
and
Victoria Radley
P.O. Box 48820
595 Burrard Street
Vancouver, B.C.

Kenaston International
P.O. Box 23800
Vancouver AMF
and
Henry Forrest
P.O. Box 23800
Vancouver AMF
Vancouver, B.C.

Granger of Canada
P.O. Box 46500
3760 W. 10th Ave.
and

Robert Julen
P.O. Box 46500
Postal Station G
3760 W. 10th Ave.
Vancouver, B.C.

Final order. The tentative *Lottery Order* issued against the following has become final:

CANADA

Santex International
P.O. Box 4800
349 W. Georgia St.
and

Ruth Danvers
P.O. Box 4800
349 W. Georgia St.
Vancouver, B.C.

C.I.C. Agencies Ltd.
P.O. Box 997
Postal Station A
Kelowna, B.C.

CANADA—Continued

Kenaston International
P.O. Box 80400
6025 Sussex St.
and
K. J. Willard
P.O. Box 80400
6025 Sussex St.
Burnaby, B.C.

Bastion Services
P.O. Box 2680
349 W. Georgia Street
and
Edith Chapin
P.O. Box 2680
349 W. Georgia Street
Vancouver, B.C.

Rainbow Services
65 East Mall
and
William Charles II
65 East Mall
Toronto, Ontario

Westbury International
P.O. Box 4800
349 W. Georgia St.
and
Patrick Dorand
P.O. Box 4800
349 W. Georgia St.
Vancouver, B.C.

HONG KONG

Tribune Publishing Corporation
T.S.T.P.O. Box 91441
Kowloon, Hong Kong

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029-A, New York, NY 10199-9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 8-21-86.*

MAINTENANCE BULLETINS

From March 15, 1986, through June 6, 1986, the following *Maintenance Bulletins* were published and distributed by the Maintenance Technical Support Center, Office of Maintenance Management (MTSC/OMM):

Number	Date	Subject
MMO-13-86	3-24-86	Cooling Fans, Replacement and Maintenance
MMO-14-86	3-17-86	UBM SPLSM Bushing Installation on Gate Frame Assembly; ECBD 86-E015
MMO-15-86	3-24-86	M-36 Die Shaft Assemblies
MMO-16-86	4-11-86	PSDS Floor Scale Controller Transmit Switch Replacement
MMO-17-86	4-14-86	BMC Chain Lubricators, Air Relief Valve Replacement
MMO-18-86	4-14-86	Automated Dispatch Systems, Serial Numbers 0580 through 0691, 1986 Buy (512 Series)
MMO-19-86	4-18-86	Eddy Current Testing of Central Chiller Evaporator and Condenser Tubes
MMO-20-86	4-18-86	Material Safety Data Sheet M3 Database
MMO-21-86	4-18-86	Defective Motor Follower and Terminal Assembly on Model PCM-21 Postal Commodity (Vending) Machine (OEM 140-7013, NSN 3550-00-000-8830)
MMO-22-86	4-21-86	Parts Availability for Computer Assisted Keyboard Trainers (CAKT I and II)
MMO-23-86	4-21-86	Empty Switch Covers for Commodity Vending Machines, Models PCM-21, 21-CE-64, and 21-CE-72
MMO-24-86	4-25-86	MPFSM Console Clutch/Brake Assembly (New Design, ECBD 83-E052)
MMO-25-86	5-16-86	Elimination of NDCBU Lock (Item 0910C) from Supply Inventory
MMO-26-86	5-16-86	Field Repair of Equipment Using Metric Nutsert Threaded Inserts
MMO-27-86	5-15-86	Electrical Bonding of ACDCS, Continuous Flow Systems (CFS) to Decrease the Cold Weather Static Problem

Number	Date	Subject
MMO-28-86	5-23-86	Rerouting of Burroughs OCR/CS Stacker Drive Motor Wires
MMO-29-86	5-23-86	Back Angle Adjustment Failures on MPLSM, CFS, and General Clerical Use Chairs Manufactured by DataStor, Inc., Contract 104290-85-V-H038
MMO-30-86	6-5-86	Interim ECA OCR/CS Maintenance Criteria

MODIFICATION WORK ORDERS

Number	Date	Subject
MWO-5-86	4-25-86	STI Mercury Wetted Relay PCB, ECBD 86-E085
MWO-6-86	5-26-86	MPFSM 775 Turn-End Interlock Switch Modification ECBD 86-E059
MWO-7-86	5-26-86	MPFSM 775-End Modules Jam Reduction Modifications ECBDs 84-E111 and 84-E112

SOFTWARE MODIFICATION ORDERS

Number	Date	Subject
SMO-3-86	4-13-86	Computerized Forwarding System; Software Release M5.02, ECBD #86-5026
SMO-4-86	4-25-86	GMS Software, ECBD 85-S212
SMO-5-86	5-30-86	Computer Forwarding System (CFS); Software Release N1.03 (ECBD 86-S161)

—Engineering and Technical Support Dept., 8-21-86.

Orange airmail bags are used for priority mail. Process them regularly. Ship them to the concentration point nearest your installation.

Second-Class Mail—Vogue Magazine

The September, October and November issues of *Vogue* magazine weigh between 1 and ½ and 3 pounds per copy. *Vogue* magazine is a palletized and plant loaded mailing.

Process and deliver *Vogue* expeditiously to meet our service commitments for surface preferential mail. The following are the mailing dates by issue.

Issue	Mailing dates
September.....	8/19-8/24
October.....	9/16-9/21
November.....	10/14-10/19

—Mail Processing Dept., 8-21-86.

Telephone Numbers for the Eastern Area Supply Center

Numerous telephone calls are being received through the switchboard at the Eastern Area Supply Center. This has resulted in some inconvenience and many calls transferred.

For those offices on the PEN system, the telephone numbers to call for requisition problems are 440-2211 or 440-2213. You will receive faster service and reduce the number of commercial calls that must be handled.

—Procurement and Supply Dept., 8-21-86.

City Directory Listings

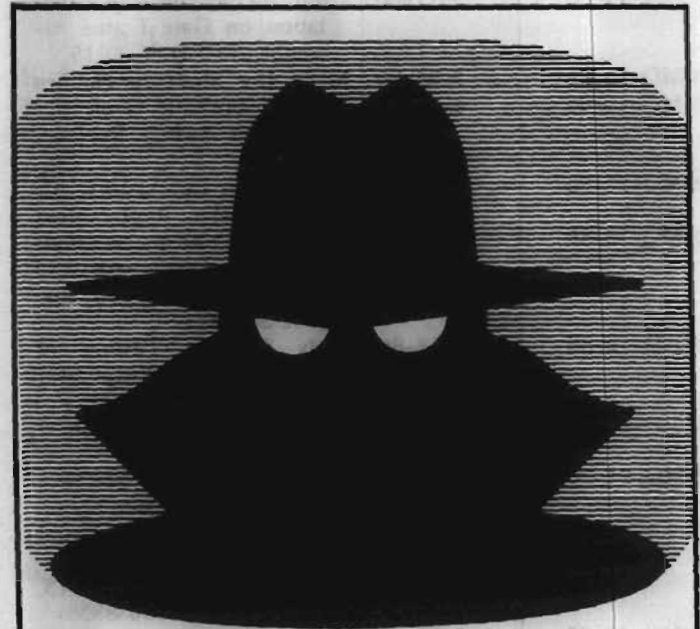
Post offices receiving requests for employee listings, or for updating existing lists having to do with city directories, are reminded that all such requests should be forwarded to the USPS Records Officer, Room 8121, 475 L'Enfant Plaza, SW, Washington, DC 20260-5010. See ADMINISTRATIVE SUPPORT MANUAL 352.415.

—Records Office, 8-21-86.

Wanted Circulars Canceled

Destroy the following Wanted Circulars:
 JOHN ESLIE WISER; issued 05/30/85
 MARCY RAMOS LUNA; issued 04/24/84
 STUART OAKES; issued 06/01/83
 CLAUDE LEE KEENAN; issued 06/26/84
 ERICA BENNETT; no date of issue.

—Inspection Service, 8-21-86.



Shortcuts used to logon to a computer system can be shortcuts to a security violation. Do not store Logon ID's and passwords using "record and playback" type features on terminals or other automation equipment. Passwords must be maintained as confidential and must be supplied personally each time a system access is required. Refer to Management Instruction AS850-85-1, issued 01-10-85.

Encourage mailers to attach a slip to articles enclosed in parcels showing name and address of sender and addressee

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 21578 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.*

269 419 8661 to 8699	290 746 6731 to 6999	323 854 0900 to 0999	347 696 3806 to 3899
271 186 6453 to 6463	290 827 0055 to 0099	325 097 0300 to 0399	347 645 0367 to 0399
279 022 5467 to 5499	291 191 7500 to 7599	325 465 7956 to 7999	348 036 3713 to 3799
280 255 8618 to 8647	291 497 2837 to 2899	325 645 2575 to 2599	348 036 4366 to 4599
281 119 4800 to 4999	291 656 6243 to 6299	325 734 5219 to 5299	348 412 9028 to 9099
281 128 0237 to 0299	291 770 1687 to 1699	325 739 7200 to 7399	348 535 1703 to 1728
281 496 8376 to 8399	292 220 0000 to 0099	325 934 0584 to 0599	348 714 5286 to 5299
282 336 2000 to 2499	293 295 3257 to 3399	326 181 8203 to 8299	348 755 7904 to 7999
282 532 1100 to 1199	293 332 5664 to 5699	326 231 8440 to 8499	349 389 9242 to 9299
282 625 7560 to 7581	294 372 7226 to 7299	326 231 8576 to 8599	349 615 0000 to 0099
282 786 5300 to 5399	294 372 7347 to 7499	326 231 8600 to 8999	349 910 0000 to 0399
282 888 9400 to 9528	294 698 9842 to 9899	326 231 9000 to 9299	360 003 2454 to 2499
282 950 8000 to 8999	294 794 9075 to 9099	326 687 6538 to 6564	360 037 4500 to 4549
283 016 9846 to 9899	294 794 9200 to 9299	328 160 3235 to 3299	360 038 0502 to 0599
283 322 3449 to 3499	294 901 5400 to 5599	328 160 3304 to 3399	360 112 8583 to 8599
283 368 9471 to 9499	295 256 4605 to 4699	328 189 6539 to 6578	360 134 2600 to 2699
283 369 1800 to 1899	295 337 1915 to 1999	328 229 6407 to 6499	360 135 5611 to 5699
283 459 4125 to 4199	295 394 8000 to 8099	328 251 0600 to 0899	360 135 8159 to 8199
283 459 4280 to 4299	295 420 8030 to 8099	328 275 3170 to 3299	360 172 1404 to 1499
283 583 1377 to 1399	295 429 3300 to 3599	328 423 3448 to 3468	360 282 4600 to 4699
283 583 1400 to 1499	295 429 3700 to 3999	328 432 7367 to 7499	360 403 8453 to 8499
283 646 6500 to 6699	296 044 5800 to 5899	328 435 1989 to 1999	360 418 0700 to 0799
283 869 6900 to 6999	296 410 1323 to 1399	328 543 6745 to 6799	360 419 6700 to 6799
283 885 3000 to 3199	296 477 3926 to 3999	328 543 7400 to 7599	360 535 5648 to 5657
283 927 6358 to 6399	296 576 5232 to 5299	328 817 7879 to 7899	360 762 9368 to 9399
283 990 4000 to 4199	296 843 5473 to 5499	329 165 9000 to 9999	361 142 2817 to 2899
284 125 2431 to 2699	296 846 9858 to 9899	329 170 5151 to 5199	361 754 9300 to 9499
284 413 5078 to 5499	297 124 4700 to 4899	329 825 3306 to 3899	361 782 4204 to 4299
284 677 6432 to 6499	297 165 1450 to 1499	330 053 4777 to 4789	362 299 8900 to 8999
284 893 3362 to 3399	297 443 5000 thru	330 360 0989 to 0999	363 130 1575 to 1599
284 907 0935 to 0999	297 576 4999	330 402 2100 to 2199	363 130 4500 to 4599
285 011 6122 to 6139	297 907 0975 to 0999	330 726 8851 to 8891	363 374 9010 to 9099
285 011 6141 to 6199	297 914 6561 to 6599	330 982 3100 to 3199	363 444 9333 to 9399
285 028 6847 to 6899	298 752 5500 to 5599	331 201 5539 to 5599	363 560 5050 to 5099
285 353 6899 to 6913	298 922 2116 to 2199	331 468 0700 to 0799	363 851 4259 to 4299
285 370 9400 to 9499	298 925 6733 to 6799	331 631 5705 to 6099	363 853 7582 to 7799
285 406 1011 to 1099	299 022 0389 to 0399	331 643 7553 to 7599	363 861 7600 to 7899
285 508 9680 to 9699	299 099 9586 to 9599	331 890 8100 to 9099	363 904 4540 to 4999
285 508 9813 to 9899	299 134 8017 to 8299	331 960 6019 to 6199	363 922 5744 to 5799
285 667 6900 to 6999	299 445 0182 to 0199	331 966 6733 to 6799	363 930 9400 to 9699
285 739 7600 to 7699	299 550 0776 to 0799	340 044 0851 to 0861	363 965 7892 to 7999
285 841 7300 to 7599	300 016 9813 to 9899	340 283 0024 to 0100	364 467 6102 to 6199
286 361 4362 to 4599	300 022 5100 to 5199	340 367 3100 to 3199	364 826 1081 to 1099
286 366 7304 to 7799	300 048 0096 to 0199	340 624 5530 to 5549	365 693 4200 to 4299
286 517 2828 to 2899	300 166 7227 to 7299	340 761 4101 to 4299	365 842 7960 to 7999
286 980 9355 to 9399	300 253 7063 to 7099	341 168 4000 to 4999	365 997 7565 to 7699
287 112 9320 to 9399	300 254 9700 thru	341 818 4173 to 4199	366 205 2072 to 2099
287 171 3334 to 3399	300 255 0199	341 999 8038 to 8052	366 772 6702 to 6799
287 867 5524 to 5599	300 918 6700 to 6799	342 442 5051 to 5093	366 998 7669 to 7681
288 246 6658 to 6699	301 328 7905 to 7999	342 442 6402 to 6499	367 303 6006 to 6099
288 498 4400 to 4499	301 333 5000 to 5099	342 511 0441 to 0457	367 396 9705 to 9799
288 498 4600 to 4999	301 424 3477 to 3499	343 550 0510 to 0599	367 396 9900 to 9999
288 823 7647 to 7699	302 000 0000 thru	344 091 7382 to 7499	367 428 8800 to 8999
288 823 7772 to 7799	302 123 9999	344 130 6283 to 6299	368 371 3923 to 3999
288 998 5000 to 9999	320 208 3305 to 3499	344 175 9580 to 9589	368 854 6200 to 6299
289 172 4400 to 4499	320 624 7474 to 7499	344 850 1600 to 1699	369 674 8141 to 8199
289 172 4546 to 4599	320 783 7168 to 7199	346 654 0669 to 0699	369 718 3783 to 3799
289 177 2000 to 2199	321 401 5025 to 5034	346 693 2520 to 2599	802 678 2605 to 2699
289 657 9041 to 9099	321 670 1900 to 1999	347 338 4189 to 4199	803 605 2840 to 2899
289 860 7471 to 7493	322 013 7200 to 7299	347 458 7148 to 7199	803 605 6300 to 6499
290 248 0321 to 0399	322 722 7900 to 7999	347 492 6411 to 6499	805 323 5006 to 5024
290 503 0076 to 0099	323 854 0619 to 0699	347 641 3780 to 5699	990 117 5600 to 5999

ELM Revision

UNIFORM AND WORK CLOTHES PROGRAM

The purpose of this article is to announce revisions to the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM) 583, *Authorized Uniforms and Combinations of the Regular Uniform and Work Clothes Program*. The following provides details and explanations of the changes to both programs:

I. Work Clothes Program

The Work Clothes Program currently provides for the purchase of light blue shirts. However, effective October 1, 1986, dark blue shirts also will be authorized for purchase.

II. Regular Uniform Program

A. Warm Weather Shirt. A shirt designed for use with the warm weather uniform has been designed for delivery and other personnel specified in ELM 583.1 (a), (b), and (d). The shirt has a finished bottom and is designed to be worn *outside* of the trousers which will allow air to circulate under the shirt and provide more comfort during hot weather. This shirt is not to be worn tucked in or worn with any outer garment (e.g., sweater, jacket, etc.) except raingear. The shirt also has been designed with three pockets; it has one pocket over the left breast area and two at the bottom edge of the garment (one on each side).

Note: This garment was originally scheduled for release on September 1, 1986; however, technical problems in manufacturing the patterns for this garment has caused a delay in production. Therefore, this item will be authorized for reimbursement effective November 1, 1986.

B. Raingear. It was previously announced in POSTAL BULLETIN 21509, 4-11-85, that the rain cape would be discontinued effective December 1, 1987. However, a decision was made to continue the authorization of this item indefinitely. It will continue to be authorized for purchase after December 1, 1986.

C. Footwear. The provisions are as follows:

1. *Specifications.* New specifications have been

developed for footwear worn by USPS personnel under this program. According to these specifications, soles and heels for all footwear must meet certain slip-resistant standards; boots must also meet certain water-resistant standards. The new specifications also require tie-type shoes with a minimum of four pairs of eyelets.

2. *Identification.* To help employees and supervisors clearly identify the footwear as meeting USPS specifications, each item will be labeled on the outside with a small black tag with green lettering which reads "SR/USA". *This tag must not be removed.* All footwear purchased after December 31, 1986, must meet the new specifications (except the tag requirement). Footwear purchased after May 2, 1987, must bear the identification tag.

3. *Vendor Certification.* Vendors are required to certify that all uniform items meet USPS specifications. Accordingly, vendors must certify that all footwear, which is sold between January 1 and May 2, 1987, meets the new USPS specifications. The only footwear which may be worn after December 31, 1987 is that which is manufactured according to the new specifications.

D. Cold Weather Cap. A knit "watch cap" with a face mask is a new item which has been added to the cold weather uniform. This cap is designed with the USPS emblem on the cuff and may be worn with the face mask either covering the face or folded inside. Installation heads may still authorize the use of the current face mask, in conjunction with other headgear, if severe climatic conditions warrant.

Reminder: Employees may submit their suggestions, complaints, and observations concerning uniforms and work clothes, through appropriate channels, i.e., the Labor Relations Department USPS Headquarters or their union representatives, to the National Joint Labor Management Uniform Control Committee.

The above provisions will be incorporated in the appropriate sections of ELM 583 in a future transmittal letter.—*Labor Relations Dept., 8-21-86.*

DOMESTIC ORDERS

False Representation. Enforced by Postmasters at cities listed.

State/city	Names covered	Product
OH, E. Cleveland 44112-4163.	Mail Order Inc., 1199 Carlyon.....	Work at home/envelope stuffing plans.
CT, Greenwich 06836-9990....	Met Pharmacal Corp., P.O. Box 2554.....	The sale of Reduce—All 2020.

—*Judicial Officer, 8-21-86.*

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB 21579 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.

018115	105034	221100	335253	441466	601372	770501	850447	927304
021081	111073	222105	335283	451023	601604	770512	850449	927331
021159	113059	232100	335315	452056	602011	770526	856010	927373
021222	114092	232117	335361	452057	602025	770592	856014	931888
021259	115835	281046	335571	452276	607099	770657	882074	931937
021325	117146	282181	336042	454110	607570	770710	901405	931950
021368	117235	282208	336108	454132	607571	770770	901467	937201
021455	117253	294138	336111	454146	607597	770842	901513	937205
021462	117347	294159	336139	454150	607637	772158	901518	940281
021559	117368	295059	336193	460006	631185	772159	901569	941145
023024	125007	297009	336259	461006	631337	772160	901634	941307
023027	139007	303586	336308	462191	631349	772161	902391	941350
024013	139008	303611	336413	462208	658129	772162	902400	945246
030631	139014	314536	336602	462211	658136	772163	907221	950141
060033	139015	314543	336626	462213	664100	772164	913327	950169
066060	139016	325078	336852	462215	666101	772165	913382	954090
066080	146027	327060	337060	468072	674100	772166	913424	958133
069264	152167	327081	337074	468077	701502	773031	913451	958144
069343	165038	328101	337096	480335	705006	773033	913454	959007
070548	191321	328117	338106	486032	705008	773034	913483	960014
070574	191405	328130	338107	486034	708259	773035	917022	968178
073032	191431	328148	358150	486053	711084	773060	917135	968209
077511	191435	328164	372196	489034	711276	780051	917518	968215
079376	191460	331146	372231	503149	712144	782229	917531	968220
080004	191506	331183	372256	503167	713040	782251	917567	968221
080011	200417	331303	372257	523007	729034	785090	917666	968222
100749	200423	331487	386012	551198	731287	787273	918001	968226
101015	207023	331573	402105	554540	741410	787309	924064	968227
101118	207074	331582	402155	577032	741485	794088	926660	968229
101283	207081	331626	402176	591150	750111	797132	926664	972290
101454	207083	331633	402278	591190	750668	801017	926740	981422
101587	207089	334037	405054	597500	752522	801028	926758	981482
101724	208053	324216	405063	600029	757122	802032	926765	981503
101872	208063	335019	405064	600032	760274	802505	926866	981548
101938	209005	335048	405066	600073	760337	802512	926872	984061
101969	212233	335055	405072	600213	770084	802516	926874	984071
104023	212238	335077	405075	600380	770123	809033	926877	988018
105019	212256	335086	405076	600613	770272	841109	926903	992157
105031	220109	335111	410022	601054	770283	841189	926921	997078
105032	221065	335174	432208	601239	770377	841212	927143	997107
105033	221080	335197	436069	601247	770426	850414	927289	

—Marketing Dept., 8-21-86.

**Be sure that the appropriate ZIP Code is entered
on Form 3575, Change of Address Order**

UNITED STATES POSTAL SERVICE

WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE \$300

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

FIRST-CLASS

To order the POSTAL BULLETIN, follow instructions below and return this entire page.
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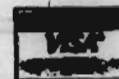
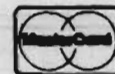
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Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (if needed)	Customer's Home Phone ()	Customer's Office Phone ()
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:

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