



postal bulletin

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Fire Prevention Week—1986

Fire causes more loss of life and property in the United States than all natural catastrophes combined. Fire is considered the second most frequent cause of accidental death in the home, surpassed only by accidents involving slips, trips and falls.

For calendar year 1985, the National Fire Protection Association reported that over 7,000 civilians died as a result of fires, a needless loss of life. Fortunately, there were no lives lost due to a building fire in the Postal Service.

Everyone would agree that fire safety is important for more than one week out of 52, but the purpose of Fire Prevention Week is to warn everyone of the dangers of fire and to encourage caution and prudence.

We observe Fire Prevention Week this year during October 5-11 because of the tragic Chicago Fire which destroyed a major part of that city in October of 1871, killing 250 persons and leaving more than 100,000 homeless. During this week, I am asking all supervisors and managers to take this opportunity to familiarize themselves with fire prevention and fire safety activities in the workplace and to instruct their employees accordingly.

Most fires are preventable. Every effort must be taken to ensure that fires do not occur in the Postal Service. Learn what you can do to help make your workplace and home free of fire hazards. Don't let the tragic effects of fire destroy your home or workplace. Together, we can prevent the losses fires can cause.

Preston R. Tisch

PRESTON R. TISCH,
Postmaster General.

\$1.10 Flag Stamp Vending Booklets

An announcement in POSTAL BULLETIN 21565, 5-8-86, restricted the requisitioning of \$1.10 Flag Stamp Vending Booklets to post offices having vending machines capable of vending only the \$1.10 booklets. An Item 13, *Routing Slip*, with certain information was to accompany Forms 3356, *Stamp Requisition—Bulk Quantities*, sent to the Bureau of Engraving and Printing by those offices when ordering the booklets.

Effective immediately, all postmasters requiring \$1.10 booklets because they have not yet received change-making machines to complement new vending machines may order the booklets from the Bureau of Engraving and Printing during their next scheduled requisition cycle. No Item 13 or other explanation need be submitted with the requisition.

Postmasters whose offices are equipped with vending machines and changers, making it possible to vend \$2.20 or \$4.40 booklets, should not order \$1.10 booklets except to meet genuine customer demand.—Marketing Dept., 10-2-86.

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*Handbook F-10 Revision***Approval of Relocation Real Estate Expenses**

Because of the field realignment, Section 773.21 of Handbook F-10, *Travel*, has been changed to read as follows:

773.2 How your claim will be reviewed and approved.

.21 Submit Form 4877, *Reimbursement of Real Estate Expenses—Change of Official Station*, with supporting documents to request reimbursement for sales or purchase expenses, for review, adjudication, and signature approval as follows:

- a. Transfers to and from Headquarters: to the General Manager, General Accounting Division, Department of the Controller, Headquarters. (This authority may be delegated only to the *Acting* General Manager, General Accounting Division, Department of the Controller, Headquarters);
- b. Transfers to and from Field Divisions: to the appropriate Field Division Controller. (This authority may be delegated only to an *Acting* Field Division Controller);
- c. Transfers to and from regional offices: to the General Manager, Accounting Systems Compliance;
- d. Headquarters-related field office transfers: to nearest associated city Field Division Controller; and
- e. Inspection Service transfers: to Regional Chief Inspector or Inspectors in Charge, as appropriate.

—Dept. of the Controller, 10-2-86.

Lock Container Pouch Shortage

Due to the increased demand for arrow locks by post offices nationwide, the Mail Equipment Shops is experiencing a critical shortage of lock container pouches. Return all *lock container pouches* to your local Mail Transport Equipment Centers. DO NOT USE LOCK POUCHES FOR STORING EQUIPMENT.

—Mail Processing Dept., 10-2-86.

*All Personnel Processing Mail for Dispatch Abroad***Foreign Order No. 175**

Keep all foreign order notices for use as reference.

Final Orders. The tentative *Lottery Orders* issued against the following have become final:

CANADA

Kenaston International
P.O. Box 48820
595 Burrard Street
and

Victoria Radley
P.O. Box 48820
595 Burrard Street
Vancouver, B.C.
V7B 1W9

Kenaston International
P.O. Box 23800
Vancouver AMF
and

Henry Forrest
P.O. Box 23800
Vancouver AMF
Vancouver, B.C.
V7X 1A6

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*, 10-2-86.

BUY U.S. SAVINGS BONDS

Make annual examinations of all locks and keys to assure that individual clerks' keys will not open locked drawers, safe compartments, or stamp cabinets of other employees.

IMM Revision

INTERNATIONAL PRIORITY AIRMAIL SERVICE

International Priority Airmail service was implemented on an interim basis in 30 cities on May 18, 1986. The final regulations, listed below, become effective October 3, 1986, and revise and replace those shown in PB 21566 (5-15-86) and PB 21567 (5-22-86). The regulations published in the *Federal Register* of September 3, 1986 (51 FR 31325) and the regulations stated below are *not* identical. Certain editorial and format changes have been made for purposes of clarity and to conform with other regulatory language in the INTERNATIONAL MAIL MANUAL (IMM). Effective October 3, 1986, the IMM is revised to add a new subchapter 280 as follows:

280 International Priority Airmail Service

281 Description

281.1 General

International Priority Airmail service is faster than regular international airmail service. It is available to bulk mailers of all LC and AO items that are sorted by the sender to the individual destination countries.

281.2 Qualifying Mail and Minimum Quantity Requirements

Any item falling into the LC or AO classifications, as defined in 141.2, which is prepared in compliance with the applicable mailing conditions set forth in this chapter, may be sent in this service. To qualify for the service, the sender must have a minimum volume of 200 items or 10 pounds of mail in one or both of these classifications. The minimum volume or weight criteria apply to the entire mailing and not to each country of destination. Pieces do not have to be of the same size and weight to qualify.

281.3 Dutiable Items

Dutiable items may be sent in LC letter packages or AO small packets if entered in accordance with the applicable rules set forth in this chapter for those classes of mail. Items entered under the parcel post (CP) classification, either ordinary or insured, may *not* be entered as International Priority Airmail.

281.4 Origin and Destination Locations

The service is available to all bulk mailers through designated gateway areas to all foreign countries, except Canada. Collection service is available in specified geographic locations. A listing of these areas is available from the Postal Service.

281.5 Special Services Not Available

The special services provided for in Chapter 3 are not available for items sent in this service.

282 Postage

282.1 Rate

The postage rate for this service is \$6.80 per pound (or any fraction of a pound). The tare weight (weight of the sack(s)) is not to be included in determining the weight of the mailing for postage calculation purposes.

282.2 Payment of Postage

Postage must be paid by postage stamps, by postage meter, by permit imprint, or through penalty mail billing procedures. When stamps or a meter are used, the postage must be affixed directly to the statement of mailing, PS Form 3652.

.21 Permit Imprint

Each item sent in this service must bear an indication that United States postage has been paid. Senders who are authorized use of one of the permit imprints specified in Exhibit 152.3 may use that permit imprint for items sent in this service.

.22 Other Postage Payment Methods

a. Senders who pay postage by stamps or meter will be assigned a sequential customer identification number for International Priority Airmail purposes only. No fee is to be charged in conjunction with the issuance of this customer identification number. A separate number will be assigned at each post office where a customer enters mail.

b. When payment is by stamps or meter, the postage is to be affixed to Copy 1 of the mailing statement, PS Form 3652. The individual pieces must be endorsed "U.S. INTERNATIONAL AIRMAIL POSTAGE PAID."

c. The required postage payment endorsement may be applied either by utilizing one of the authorized methods specified in DMM 145.3, or by utilizing an appropriate meter "ad plate" in combination with a meter impression showing a "zero" postage amount. The imprint may not be typewritten or handwritten.

283 Weight and Size Limits

The weight and size limits for LC items sent in this service are set forth in 223 and 233. The weight and size limits for AO items sent in this service are set forth in 243, 253, and 263.

284 Preparation Requirements

284.1 Addressing

See 122.

284.2 Marking**.21 Airmail**

The sender must mark PAR AVION or affix Label 19, *Airmail* PAR AVION, on the address side of each piece. The red, white and blue airmail border envelope is optional and may also be used for items sent in this service in addition to the required Airmail endorsement.

.22 Printed Matter

a. Each item containing printed matter and weighing more than four pounds must be marked with the words "PRINTED MATTER," "PRINTED MATTER—BOOKS," "PRINTED MATTER—CATALOGS," and "PRINTED MATTER—SECOND CLASS," as appropriate (see 244.2). If second-class publications are paid for by means of an advance deposit account, the imprint authorized under 244.21d may be used in lieu of the "PRINTED MATTER—SECOND CLASS" endorsement.

b. An item containing printed matter and weighing four pounds or less is not required to be marked with one of the endorsements referred to in 284.24a, but may be marked with such an endorsement at the discretion of the sender.

284.3 Sealing

Any item sent in this service may be sealed at the option of the sender.

284.4 Makeup Requirements for International Priority Airmail**.41 Sortation Requirements****.411 Country**

When there are six or more items for the same country (except Great Britain, Federal Republic of Germany and Mexico, see 284.412), they must be made up into a country package of six or more items. Each package must be labeled and faced in accordance with 284.414 and .415.

.412 Federal Republic of Germany, Great Britain, and Mexico

Items for these three countries must be made up into packages of six or more items in accordance with sortation instructions from the acceptance post office.

.413 Residue

Items remaining after packages have been made up as stated above must be made into mixed-country packages. A mixed-country package label, completed in accordance with 284.415 below, must be placed on the top item of each package.

.42 Facing of Pieces Within Package

All items in a package must be faced the same way with an address visible on the top copy, and facing up on each item.

.43 Package Labels

.431 A package label (facing slip) must be placed on the address side of the top item of each package. Pressure sensitive labels and the optional endorsement line used for domestic pre-sort mailings *must not* be used. For packages containing six or more items for each separation, the package label (facing slip) should be completed as follows:

Country Package Label

Line 1: Foreign Exchange Office

Line 2: Country of destination

Line 3: Mailer, Mailer Location

Example:

1150 VIENNA FLUG
AUSTRIA
RBA Company Washington DC

.432 For residue packages, the package label (facing slip) should be completed as follows:

Residue Package Label

Line 1: Appropriate U.S. Exchange Office

Line 2: Contents

Line 3: Mailer, Mailer Location

Example:

AMF Boston MA 021
Intl Priority Airmail-WKG
CPA Company Boston MA

284.5 Physical Characteristics and Requirements for Packages**.51 Thickness**

Packages of letter-size pieces should be no thicker than approximately a handful of mail, 4 to 6 inches thick.

.52 Securing

Each package must be securely tied. Placing rubber bands around the length and girth is the preferred method of securing packages of letter-size mail. Plastic strapping placed around the length and girth is the preferred method of securing packages of flat-size mail.

.53 Type of Mail

Letter-size and flat-size mail must be packaged separately. LC and AO mail classes may be commingled in a letter-size or flat-size mail package.

284.6 Sacking Requirements

.61 Country (Except Great Britain, Federal Republic of Germany and Mexico, See 284.62)

When there are 10 pounds or more addressed to the same country, the packages must be sacked in blue international airmail pouches and labeled to that country using PS Tag 116.

.62 Great Britain, Federal Republic of Germany and Mexico

When there are 10 pounds or more addressed to one of the required separations for Great Britain, the Federal Republic of Germany, or Mexico, the packages must be sacked in blue international airmail pouches and labeled in accordance with the sortation requirements provided by the acceptance post office.

.63 Residue

When, after all country sacks are prepared (including those for Great Britain, the Federal Republic of Germany and Mexico), there are packages remaining for different country destinations, they must be placed in equipment as directed by the acceptance post office and labeled as follows:

Residue Sack Label

Line 1: Acceptance Post Office

Line 2: Contents

Line 3: Mailer, Mailer Location

Example:

DIS Philadelphia PA 191
Intl Priority Airmail
ABC Store Philadelphia PA

.64 Physical Characteristics and Requirements for Sacks

The weight of the sack must not exceed 66 pounds.

Note.—The weight of tying, wrapping, and packaging materials is included in determining the weight of the mail enclosed in a sack. The blue international airmail pouch must be used for direct country sacks; residue (mixed-country) packages must be placed in whatever equipment is designated by the local acceptance office.

284.7 Customs Forms Requirements

.71 Letters, and Letter Packages. See 224.5

.72 Printed Matter. See 244.6

.73 Small Packets. See 264.5

DMM Revision

POSTAGE METERS

Effective immediately, Part 144 of the DOMESTIC MAIL MANUAL (DMM) is amended to:

(1) Prohibit the date of mailing for metered reply mail in the metered reply mail section.

(2) Specifically state that lost or stolen or unlicensed meters which are presented for examination or setting will be retained by the post office for return to the manufacturer.

(3) Add bulk mail acceptance units (BMAUs) to the list of units which are required to perform a quarterly verification of metered mail.

(4) Correct a reference.

The DMM is revised as follows:

144 Postage Meters and Meter Stamps

144.11 Use of Meter Stamps

.112 The date must not be shown on meter postmarks used to prepay reply postage.

144.3 Setting Meters

.313 Post offices must retain meters presented for setting or examination that have been reported as lost or stolen, or those that have not been authorized for use under a meter license and return them to the meter manufacturer for examination

144.342 Setting

.342i When a meter manufacturer's representative brings a meter to the post office for withdrawal, or reports a meter lost, stolen, recovered or found, he must provide a copy of an appropriate form. This must be forwarded to the post office where the meter files are kept. (See 144.37.)

144.6 Security

.61b All area mail-processing units, bulk mail acceptance units (BMAUs), and post offices which do initial distribution of originating mail must take a sampling of local metered or originating metered mail each quarter. This sampling must include letters and parcels, including parcels destined for distribution at bulk mail centers (BMCs) and also those bearing Postal Service meter stamps. This sampling is designed to detect:

- (1) Use of unauthorized meters.
- (2) Altered or counterfeit metered stamps.
- (3) Improper metered mail procedures by mailers, especially the use of incorrect postmarks.
- (4) Shortpaid mail.

The changes will be included in a future issue of the DMM.

—Rates & Classification Dept., 10-2-86.

IMM Revision

Swaziland—New Parcel Post Weight Limit

Effective immediately, the weight limit for air and surface parcel post to Swaziland is increased to 44 pounds. Previously, the weight limit was 22 pounds.

The applicable surface and air parcel post rates for the new 44 pound weight limit are shown below.

Air	Weight not over	Surface	Air	Weight not over	Surface
\$ 7.05	lbs. 0 4 ozs.	\$3.90	\$107.70	lbs. 20 0 ozs.	\$27.30
8.40	0 8	3.90	110.20	20 8	28.60
9.75	0 12	3.90	112.70	21 0	28.60
11.10	1 0	3.90	115.20	21 8	29.90
12.45	1 4	3.90	117.70	22 0	29.90
13.80	1 8	3.90	120.20	22 8	31.20
15.15	1 12	3.90	122.70	23 0	31.20
16.50	2 0	3.90	125.20	23 8	32.50
17.85	2 4	5.20	127.70	24 0	32.50
19.20	2 8	5.20	130.20	24 8	33.80
20.55	2 12	5.20	132.70	25 0	33.80
21.90	3 0	5.20	135.20	25 8	35.10
23.25	3 4	6.50	137.70	26 0	35.10
24.60	3 8	6.50	140.20	26 8	36.40
25.95	3 12	6.50	142.70	27 0	36.40
27.30	4 0	6.50	145.20	27 8	37.70
28.65	4 4	7.80	147.70	28 0	37.70
30.00	4 8	7.80	150.20	28 8	39.00
31.35	4 12	7.80	152.70	29 0	39.00
32.70	5 0	7.80	155.20	29 8	40.30
35.20	5 8	9.10	157.70	30 0	40.30
37.70	6 0	9.10	160.20	30 8	41.60
40.20	6 8	10.40	162.70	31 0	41.60
42.70	7 0	10.40	165.20	31 8	42.90
45.20	7 8	11.70	167.70	32 0	42.90
47.70	8 0	11.70	170.20	32 8	44.20
50.20	8 8	13.00	172.70	33 0	44.20
52.70	9 0	13.00	175.20	33 8	45.50
55.20	9 8	14.30	177.70	34 0	45.50
57.70	10 0	14.30	180.20	34 8	46.80
60.20	10 8	15.60	182.70	35 0	46.80
62.70	11 0	15.60	185.20	35 8	48.10
65.20	11 8	16.90	187.70	36 0	48.10
67.70	12 0	16.90	190.20	36 8	49.40
70.20	12 8	18.20	192.70	37 0	49.40
72.70	13 0	18.20	195.20	37 8	50.70
75.20	13 8	19.50	197.70	38 0	50.70
77.70	14 0	19.50	200.20	38 8	52.00
80.20	14 8	20.80	202.70	39 0	52.00
82.70	15 0	20.80	205.20	39 8	53.30
85.20	15 8	22.10	207.70	40 0	53.30
87.70	16 0	22.10	210.20	40 8	54.60
90.20	16 8	23.40	212.70	41 0	54.60
92.70	17 0	23.40	215.20	41 8	55.90
95.20	17 8	24.70	217.70	42 0	55.90
97.70	18 0	24.70	220.20	42 8	57.20
100.20	18 8	26.00	222.70	43 0	57.20
102.70	19 0	26.00	225.20	43 8	58.50
105.20	19 8	27.30	227.70	44 0	58.50

Weight limit: 44 pounds

Insert this new rate table in the country sheet for Swaziland. This change will be incorporated in a future revision to the IMM.

—Rates & Classification Dept., 10-2-86.

SAFETY IS NO ACCIDENT

Travel and Relocation Expenses of Transferred Employees

Section 106 of Public Law 99-234 adds a new section 5734 to Title 5, U.S. Code, entitled "Travel, Transportation, and Relocation Expenses of Employees Transferred from the Postal Service." It provides that postal employees transferred under section 1006 of Title 39, U.S.C., from the Postal Service to another federal agency for permanent duty may be authorized the same travel and relocation expenses and allowances authorized by Subchapter II of Chapter 57 of Title 5 for other transferred employees under that Subchapter.

This provision corrects an oversight in prior law which led the General Accounting Office to rule that Postal Service employees, despite having a statutory right to transfer to other agencies (39 U.S.C. 1006), were not entitled to the standard federal reimbursement for travel, transportation and relocation expenses when they transferred.

—Dept. of the Controller, 10-2-86.

ELM Revision

Employee Assistance Program (EAP)

EMPLOYEE AND LABOR RELATIONS MANUAL (ELM) 872.6 has been revised to reflect changes in EAP evaluation procedures resulting from the realignment. The ELM has been amended to read as follows:

870—Employee Assistance Program (EAP)

* * * * *

872.6 Evaluation

The EAP will be evaluated annually or more often, as needed. The purpose of these evaluations is to measure the efficiency and effectiveness of the program and to ensure that it is operating within established policy. In order to achieve this, evaluations will be accomplished as follows:

a. Evaluation teams for Division reviews will be initiated by the Division Field Director, Human Resources, and will include a medical officer, a Division Manager of Safety and Health Services, an EAP Supervisor, each from an area other than the one being reviewed. The Service Center Medical Director will be available to assist, or participate.

b. Responsibility to initiate and evaluate small MSC/EAP units within the Division may be delegated to the Division EAP Supervisor.

Note: The acquisition and handling of Restricted Information must be in accordance with Section 874.

This revision will be incorporated in a future issue of the ELM.

—Employee Relations Dept., 10-2-86.

DMM Revision

MAILER'S PRECANCEL POSTMARK AND PERMIT IMPRINTS

Effective immediately, sections 143.331(3), 143.333, 145.41, 145.5a, 145.5b, 145.5c and 145.5d of the DOMESTIC MAIL MANUAL (DMM) are revised and 143.331(4) is added to allow mailers the option of printing the endorsement *Mailed from ZIP Code*, followed by the 5-digit ZIP Code, in lieu of printing the name of the city and state of mailing in the mailer's precanceled postmark and the permit imprint.

The DMM is revised as follows:

143 Precanceled Stamps

* * * * *

143.3 Mailer's Precancel Postmark

* * * * *

.33 Format

.331 Upon approval by the MSC Manager/Postmaster, mailers may use a precancel postmark on adhesive postage stamps, postal cards and stamped envelopes. The pre-canceling imprint must include:

(1) The city, State, and 5-digit ZIP Code of the post office where the precancel permit is held and the mailings will be deposited.

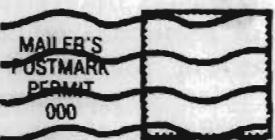
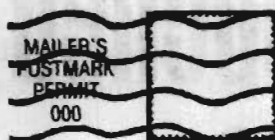
(2) The date of mailing.

(3) The permit number, preceded by the words "Mailer's Postmark", and sufficient cancellation lines to fully deface the postage; or

(4) In lieu of printing the city, state and 5-digit ZIP Code of the post office where the precancel permit is held, the precanceling imprint may show the endorsement "Mailed from ZIP Code", followed by the 5-digit ZIP Code.

* * * * *

.333 Mailers are authorized to use either design shown under Format A for their precanceled postmark. *Format A:*



.334 Format B may be used by mailers who presently have the die. New dies should not be made for Format B.

* * * * *

145 Permit Imprints (Mail Without Affixed Postage)

* * * * *

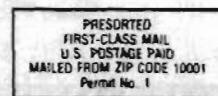
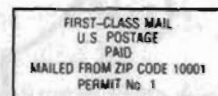
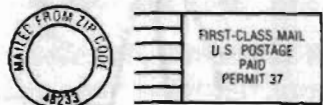
145.4 Content of Permit Imprints

.41 **First Class Mail.** Permit imprints must show city and State; *First-Class Mail; U.S. Postage Paid*; and permit number. They may show the mailing date, amount of postage paid or the number of ounces for which postage is paid. (See 145.5a.) The ZIP Code of the permit holder may be shown immediately following the name of the State or in a separate inscription reading *ZIP Code 00000* when it is possible to include the ZIP Code without creating uncertainty as to the permit holder's correct address or permit number. Instead of printing the city and state of mailing in the permit imprint, mailers may print the endorsement *Mailed from ZIP Code* followed by the 5-digit ZIP Code assigned to the postmaster at the office of mailing. *Note:* Only the postmaster's ZIP Code listed in Publication 65, *National Five-Digit ZIP Code and Post Office Directory*, may be printed in the permit imprint. Add the following formats to the sections as noted.

* * * * *

145.5 Format of Permit Imprints

a. First-Class Mail



**b. Second-, Third-, and Fourth-Class Mail
(Date and First Mail Omitted)**



U.S. POSTAGE
PAID 00
PERMIT No. 1



U.S. POSTAGE
PAID
PERMIT No. 1

U.S. POSTAGE
PAID
MAILED FROM
ZIP CODE 10001
PERMIT No. 1

BOUND PRINTED MATTER BLK. RT.
U.S. POSTAGE
PAID
MAILED FROM ZIP CODE 10001
PERMIT No. 1

FOURTH-CLASS BULK RATE
U.S. POSTAGE PAID
MAILED FROM ZIP CODE 10001
PERMIT No. 1

PRESORTED
SPECIAL FOURTH-CLASS RATE
U.S. POSTAGE PAID
MAILED FROM ZIP CODE 10001
PERMIT No. 1

c. Bulk Third-Class Mail



BULK RATE
U.S. POSTAGE
PAID
PERMIT No. 1



BULK MAIL
U.S. POSTAGE
PAID 00
PERMIT No. 1

BULK RATE
U.S. POSTAGE
PAID 00
MAILED FROM ZIP CODE 60607
PERMIT No. 1

**d. Special Rates for
Authorized Organizations Only**



NONPROFIT ORG.
U.S. POSTAGE
PAID
PERMIT No. 1



NONPROFIT ORG.
U.S. POSTAGE
PAID 00
PERMIT No. 1

These revisions will be included in a future issue of the DMM.

—Rates & Classification Dept., 10-2-86.



**An
accident
happened
here**

FUNCTIONALIZATION OF FINANCIAL PROCESSING

To improve service to customers and for increased efficiency and economy in supporting operations, Payroll, General Accounting, Accounts Payable, and Postmaster Accounts processing will be centralized in prime data centers. Each center will have functional expertise and can respond to customer problems and changes in a minimal amount of time.

Below is the schedule for the processing moves:

Function	Date	From	To
Accounts Payable.	Oct. 18, 1986.	Minn. PDC.....	San Mateo PDC
General Accounting.	Oct. 18, 1986.	Minn. PDC.....	New York PDC
		San Mateo PDC.	New York PDC
Payroll.....	Oct. 25, 1986.	San Mateo PDC.	Minn. PDC
Accounts Payable.	Nov. 22, 1986.	New York PDC.	San Mateo PDC
Postmaster Accounts.	Jan. 3, 1987.	Minn. PDC.....	New York PDC
		San Mateo PDC.	New York PDC
Payroll.....	Jan. 17, 1987.	New York PDC.	Minn. PDC

Pertinent instructions follow on the change of functions, with the exception of the Postmaster Accounts processes; those will be covered in a future POSTAL BULLETIN notice. Statements of Account reporting will remain unchanged until FY-87.

PAYROLL

The consolidation of all postal data center payroll processing functions currently performed and supported by the San Mateo Postal Data Center (PDC) will be transferred to the Minneapolis PDC Pay Period 23-86, October 25. It is essential, therefore, that all employees served by the San Mateo PDC and concerned with transmitting and/or receiving payroll related data in the form of timecards, reports, transactions affecting pay and other pertinent documents be aware and prepared to interact with the Minneapolis PDC.

Instructions regarding specific functions and related cutoff dates are outlined in the following paragraphs:

• **Timecards**

All timecards for Pay Period 22-86, ending October 24, 1986, must be submitted to the San Mateo Postal Data Center for processing Pay Period 22-86 salary payments.

All timecards for periods subsequent to Pay Period 22-86, beginning October 25, 1986,

except for those from CTAPS offices, should be sent to:

Minneapolis Postal Data Center
Payroll—Timecards
Twin Cities AMF, MN 55111-9000

It is imperative that Red Label 17A with the above address be used for this purpose. If Label 17A is not available, boxes or envelopes containing timecards must be annotated "Timecards—Rush." Any questions relating to timecards should be directed to (612) 725-1438, using either PEN or commercial lines.

The current procedure requiring the concentration of timecards at the MSC or other designated sites for submission to the PDC is not changed.

• **Distributed Data Entry/Distributed Reporting (DDE/DR)**

All San Mateo DDE/DR users will need new Minneapolis logon IDs to access the Minneapolis PDC. Users will need to key in "MNDDE" instead of "SMDDE" from the VTAM screen to access Minneapolis DDE applications.

All DDE/DR sites formerly supported by the San Mateo PDC will have to use their old San Mateo logon IDs and access the San Mateo PDC when inputting the Rural Time and Attendance Processing System (RTAPS), City Time and Attendance Processing System (CTAPS) and Loan, Transfer and Training System (LTATS) from October 25 through 27. Pay Period 23-86 processing will begin at the Minneapolis PDC on November 3, 1986, for CTAPS, and on November 8, 1986 for RTAPS and LTATS.

These users should start accessing the Minneapolis PDC, via their new logon IDs for inputting the Adjustment Processing System (APS) and On-line File Maintenance (OFM) on Thursday, October 30, 1986.

All problems and inquiries on the consolidation should be referred to Minneapolis Customer Support on PEN 725-4357 (PAL HELP), or on commercial lines (612) 726-9070.

• **Personnel- and Payroll-Related Documents**

Effective October 25, 1986 (Pay Period 23-86), all personnel- and payroll-related documents must be submitted to the Minneapolis PDC or to the respective DDE/DR sites, as appropriate. All payroll-related forms normally forwarded to the PDC should be mailed to:

Minneapolis Postal Data Center
Twin Cities AMF, MN 55111-9630
Attn: Payroll Processing Branch

Any questions relating to these forms should be directed to (612) 725-1438, using either PEN or commercial lines.

• All Retirement and Retirement Related Forms

As of October 25, 1986 (Pay Period 23-86), all offices previously serviced by the San Mateo PDC should begin sending retirement and separation related documents to:

Minneapolis Postal Data Center
Twin Cities AMF, MN 55111-9620
Attn: Retirement Branch

Envelopes should be annotated with the PS form number on the outside of the envelope, and should include only retirement and separation related forms. (Documents related to actions occurring in Pay Period 22 and prior should be mailed to the San Mateo PDC.) Any questions relating to retirement forms should be directed to (612) 725-1467, using either PEN or commercial lines.

• Loan, Transfer and Training Hours—PS Form 1236

Beginning with the Pay Period 23-86 processing, all non-DDE/DR sites served by the San Mateo PDC should begin sending PS Forms 1236 to:

Minneapolis Postal Data Center
Twin Cities AMF, MN 55111-9610
Attn: Payroll Control Branch

Envelopes should be annotated "PS Form 1236." Any questions relating to these forms should be directed to (612) 725-1447, using either PEN or commercial lines.

The current procedure requiring the concentration of Forms 1236 at the MSC or other designated sites for submission to the PDC is not changed.

ACCOUNTS PAYABLE ACTIVITIES

1. The following documents are to be submitted to the San Mateo PDC, using the appropriate ZIP + 4 number shown below, based on the Accounts Payable function move dates of October 18, 1986, for Minneapolis, PDC, and November 22, 1986, for New York PDC:

	ZIP + 4
Branch Manager (for supervisory activities related to documents shown below)	94497-9130
Invoices and related documents for: Utilities, Trash, Communications, etc. for those offices not reporting on a Statement of Account	94497-9131
Imprest fund replenishments (PS 1129)	94497-9132
Invoices for Medical payments, Medical agreements	94497-9133
Invoices for Tuition, Training, PS 1782 request for training	94497-9134
Payment to arbitrators, Attorney Fees	94497-9135
*All contracts, Purchase orders, BPAs and related documents (PS 7379A, B; Invoices, receiving reports, etc.)	94497-9136
<i>Exception—Purchase orders, contracts, etc. issued by Headquarters Office of Contracts and those issued by the Supply Centers. (See those noted for ZIP + 4 codes of 94497-9161 and 94497-9162).</i>	

	ZIP + 4
*Non-metered fuel Purchase orders and related documents	94497-9137
*Other Government Agency procurements except GPO printing	94497-9138
*Contract vehicle repairs—PS 7394, 7395, 4541	94497-9139
Invoices for credit card purchases	94497-9140
Credit card accruals (PS 4510)	94497-9141
*Vehicle Maintenance Facility Inventory orders and payments (PS 4508 & 4509)	94497-9142
*System Purchasing contracts (Boise-Cascade)	94497-9143
Branch Manager (for supervisory activities related to documents shown below)	94497-9150
Travel advances—Form 1011	94497-9151
Travel Vouchers—Regular travel (except Inspection Service)	94497-9152
Travel Vouchers—Inspection Service	94497-9153
Travel Vouchers—Relocation & PCES Mortgage Interest and Differential Request (Form 995)	94497-9154
Airline Billings for Employee travel—SF 1113 & GTS billings	94497-9155
Relocation Management Firm invoices	94497-9156
Tort claims—Forms 2198 and related documents	94497-9157
Employee claims and rewards	94497-9158
Government Bills of Lading (GBLs)	94497-9160
PS forms 7339 as well as listing and reports concerning inventories from supply centers	94497-9161
*Procurement documents issued by Supply Centers	94497-9162
*Purchase Orders, Contracts and related documents from Headquarters Office of Contracts	94497-9163
Government Printing Office—Forms 400, SF 1	94497-9164
<i>*SPECIAL NOTE: All contract award documents on FY-87 contracts must be sent to the San Mateo PDC (i.e., those procurement forms such as 7333s, 7334s, etc. that carry an "87" in the contract number block/field of the document). See Procurement Activities Section.</i>	
Accounting and Control	
Supervisor (for activities related to documents shown below)	94497-9120
General Ledger and other financial reports	94497-9121
"1902" (receivables) & 1903DZ (invoices)	94497-9122

2. Incentive and Suggestion Award, Forms 1727, and authorizations relative to the PCES Special Achievement Awards Program, are to be submitted to the General Manager, Payroll Systems Division, Minneapolis, MN PDC 55111-9600, as follows:

Effective October 18, 1986, offices previously served by the San Mateo PDC

Effective January 17, 1987, offices previously served by the New York PDC

3. Employee Deceased Claim forms and requests for Waiver of Claims for Erroneous Payments of Pay (as per ELM, Section 437) are to be submitted to the General Manager, Payroll Systems Division, Minneapolis, MN PDC 55111-9600, as follows:

Effective October 18, 1986, offices previously served by the San Mateo PDC

Effective January 1, 1987, offices previously served by the New York PDC

The San Mateo PDC will be available for internal USPS telephone inquiries regarding accounts payable matters from 8:00 a.m. Eastern Time Zone (5:00 a.m. Western Time Zone) to 7:30 p.m. Eastern Time Zone (4:30 p.m. Western Time Zone). All telephone inquiries should be directed to

Vendor Support Unit

PEN	COMMERCIAL
377-1455.....	(415) 377-1455
377-1456.....	(415) 377-1456
377-1457.....	(415) 377-1457
377-1458.....	(415) 377-1458
377-1459.....	(415) 377-1459

If you currently have access to the accounts payable modules in the Minneapolis and New York PDCs, your access authorization will be automatically transferred to the San Mateo PDC. Notification of this transfer should have been made to each user during the week of September 29, 1986 by the San Mateo PDC Security Officer.

If you have not previously had access to the accounts payable modules and wish to access accounts payable information on-line, call the San Mateo PDC Customer Support Branch on (415) 377-1110, on PEN or commercial lines, and they will provide the necessary instructions.

PDC DISBURSING OFFICER ACTIVITIES

All requests and forms relating to lost, stolen, mutilated or destroyed Treasury checks are to be sent to the Postal Data Center that originally issued the check, Attention: Disbursing Officer.

GENERAL ACCOUNTING ACTIVITIES

Effective with A/P01-87, financial reporting will be functionalized at the New York Postal Data Center. Reports will be mailed from this site to all users currently receiving them. Specifically, the reports are:

- Postal Service Financial Report (PSFR)
- Revenue and Expense Report
- National Workhours Report (NWRs)
- J.V. 213 Support Detail for USPS Financial Report

Any inquiries on these reports will now be directed to:

Director,
 New York Postal Data Center
 1250 Broadway
 New York, NY 10099-9120
 Attention: Manager, Postal Accounts Branch

PROCUREMENT ACTIVITIES

Until the actual accounts payable dates of transfer to the San Mateo PDC (Minneapolis on October 18 and the New York PDC on November 22, 1986), communications on contracts awarded before FY-87 should be directed to the current Postal Data Centers. All FY-87 contract awards (those with an "87" in the contract number year field) and payment inquiries about them will be processed by San Mateo PDC at the beginning of the fiscal year.

Inquiries—only authorized contracting officers, or their designees, may make accounts payable inquiries with the Postal Data Centers. Vendors will be directed to deal with the respective contracting officers and accordingly, vendors should make their inquiries directly to the appropriate contracting personnel or their designees. *All contract award documents will include a statement to this effect immediately.*

Reports—as a result of the realignment of USPS purchasing functions, certain previously awarded contracts will be assigned a newly created purchasing facility. A Form 7330 contract modification will be used to provide the vendor with the new contracting office location and the Administering Contract Office (ACO) code, which identifies the office responsible for administration of the contract. This three-character code will be used by the San Mateo PDC to ensure that information about these contracts is reflected in the following ACO reports:

- Missing Invoice
- Missing Receiving Reports
- Contract Payments
- Contract Status Report

Effective immediately, each award document is to contain the proper ACO code for the office which will administer the contract. A list of these ACO codes, along with instructions for their use, will be provided to each office by the procurement transition team.

CONTRACT CLOSEOUT

To improve the management of accounts payable information, and to avoid accumulation of unnecessary contract data, a new automative contract closeout procedure has been adopted. Effective immediately, if a contract has: (1) \$100 or less obligation remaining, (2) there has been no contract activity of any kind for 90 days from the required delivery date, (3) notice has not been received that the contract has become the subject of a claim, dispute, protest, termination or other action, and (4) the contract award type is not a G, R, J, K, or S, it may be closed out with notice to the contracting officer. For any contract for which there has been no contractual activity for 120 days following the required delivery date, the

contract may be closed out if notification is sent to the contracting officer indicating that the contract will be closed out unless a response is received directing otherwise in 30 days. All G and R contracts may be closed upon receipt of a final invoice at the end of their 2 year term.

The contracting office has the primary responsibility for proper contract administration, including contract closeout. Contracting personnel also remain responsible for prompt completion of related duties.

Retirements—Lump Sum Payments

On June 6, 1986, the President signed into law the new Federal Employees' Retirement System. The new legislation also includes changes to the Civil Service Retirement System (CSRS). Under this new law, employees who are retiring on a *nondisability* under CSRS may elect to receive their contributions to the retirement fund in a lump sum payment, rather than as part of their annuity. **THIS OPTION IS NOT AVAILABLE TO INDIVIDUALS WHO ARE RETIRING ON DISABILITY.** Eligible retirees who elect the lump sum option, will receive an actuarially determined lower annuity than they would have received, if their contributions were not taken in a lump sum payment.

To date, the Office of Personnel Management (OPM) has not issued regulations concerning the *specific* handling of the lump sum provision. However, OPM has made the following information available regarding lump sum payments:

1. OPM will contact directly each individual who retired on a non-disability basis on or after June 6, 1986, and offer them the option of taking a lump sum payment.

2. Married employees will be required to secure a waiver from their spouses in order to elect this alternative form of annuity.

3. Employees whose former spouses are entitled by court order to receive a portion of the employee's annuity or survivor annuity, based on their service, are ineligible for this alternative annuity form.

4. OPM has determined that survivor annuities for individuals who take the lump sum payment will be based on the unreduced annuity prior to the payment of the lump sum amount.

NOTE: Employees should be advised that the tax reform legislation, which is currently before the Congress, may affect the tax status of their refunded contributions.

Until OPM issues specific regulations on how to handle retirement requests resulting from the subject provision, process all retirements in the normal manner.

—Employee Relations Dept., 10-2-86.

CHANGE IN CAPITAL EQUIPMENT AND CLASSIFICATIONS

The level of capital equipment items is being increased from \$500 to \$1,000 at the beginning of FY-87. (Notification of this change and related changes in the Property Control Number system appeared in the September 25, 1986 POSTAL BULLETIN.) Form 7334, *Purchase Order*, with Property Control Numbers for items less than \$1,000 should no longer be sent to the PDC.

—Office of Data Processing, 10-2-86.

New Accounts for Payment of Medical Bills

A. Effective immediately, the following accounts will no longer be used in the payment of medical expenses:

1. AIC587, Account Number 52418, *Miscellaneous Supplies, Materials, and Services*, (previously used by installations to report on a Statement of Account).

2. Account Number 52419, *Miscellaneous Services—Paid at PDC*, (previously used by installations when submitting invoices to the PDC for payment).

B. Two new accounts have been established for payment of medical expenses. The new numbers and instructions for these accounts are as follows:

1. AIC577, Account Number 52427, *On-the-Job Injury or Illness*. Use this account number for payment of medical expenses which result from the examination and treatment of an employee who sustains an on-the-job injury or illness. Examples of these expenses include: office visits, x-rays, lab work, pharmaceutical bills, and fitness-for-duty examinations which are required because of on-the-job injury or illness.

2. AIC578, Account Number 52428, *Routine Medical Examinations*. Use this account for payment of medical expenses which are *not related* to an on-the-job injury or illness. Examples of these expenses include: preemployment physical examinations and fitness-for-duty examinations required for any condition not resulting from an on-the-job illness or injury.

Reminder: All medical bills should be routed through the finance section for payment in accordance with local procedures.

A Management Instruction, scheduled for future issuance, will provide guidance and policy in the area of medical bill certification. The account changes which are described above will be incorporated in future revisions to Handbooks F-1, *Financial Handbook for Post Offices*, and F-8, *General Classification of Accounts*.

—Employee Relations Dept., 10-2-86.

EXPRESS MAIL INTERNATIONAL SERVICE—SENEGAL

Effective immediately, Express Mail International Service will be available to Senegal. Both Custom Designed and On Demand services are offered. Express Mail International Service in Senegal is called International High Speed Mail.

Items not exceeding 44 pounds in weight, 36 inches in length, 27 inches in height and 79 inches in combined length and girth, are acceptable for dispatch ONLY to the locations noted below under "Areas Served." The country code for Senegal is SN and the numerical data entry code is 50.

The initial shipment date, Item 3 of Form 5637, *Express Mail Service Leg*, for Custom Designed Service agreements should be established as 17 days after the date one copy of the agreement is sent to: Monsieur le Directeur des Postes, Direction Generale de l'Office des Postes et Telecommunications du Senegal, 6, Boulevard Roosevelt, Dakar, SENEGAL.

Customers must be advised that, as with all Express Mail International items, there is no service guarantee connected with Express Mail International items sent to Senegal. The applicable rates and conditions of mailing are as follows:

Services Available

- Custom Designed
- On Demand

Acceptable Items and Customs Declaration

Any item admissible in international mail to Senegal is admissible in the Express Mail International Service to Senegal. See the Country Conditions for Mailing for Senegal in the INTERNATIONAL MAIL MANUAL for specific prohibitions and restrictions.

Items allowed	Customs form/required endorsement
Correspondence, business papers, and computer data.	None. Endorse items "Business Papers".
Merchandise samples without commercial value.	Form 2976, "Customs—Douane CI".
Merchandise or any item subject to customs duty.	Form 2966A, "Parcel Post Customs Declaration".

Rates

Pounds (up to and including)	On demand	Custom designed
1	\$23.00	\$31.00
2	27.90	35.90
3	32.80	40.80
4	37.70	45.70
5	42.60	50.60
6	47.50	55.50
7	52.40	60.40

Rates—Continued

Pounds (up to and including)	On demand	Custom designed
8	\$57.30	\$65.30
9	62.20	70.20
10	67.10	75.10
11	72.00	80.00
12	76.90	84.90
13	81.80	89.80
14	86.70	94.70
15	91.60	99.60
16	96.50	104.50
17	101.40	109.40
18	106.30	114.30
19	111.20	119.20
20	116.10	124.10
21	121.00	129.00
22	125.90	133.90
23	130.80	138.80
24	135.70	143.70
25	140.60	148.60
26	145.50	153.50
27	150.40	158.40
28	155.30	163.30
29	160.20	168.20
30	165.10	173.10
31	170.00	178.00
32	174.90	182.90
33	179.80	187.80
34	184.70	192.70
35	189.60	197.60
36	194.50	202.50
37	199.40	207.40
38	204.30	212.30
39	209.20	217.20
40	214.10	222.10
41	219.00	227.00
42	223.90	231.90
43	228.80	236.80
44	233.70	241.70

Areas Served

Express Mail International Service is available ONLY to the city of Dakar and its suburbs.

Delivery

Delivery of Express Mail International Service items will be made Monday through Saturday noon. There will be no deliveries made Saturday afternoon, Sunday or holidays. Delivery of merchandise items will take an additional 24 hours.

Weight Limit

44 pounds (20 kilograms)

Size Limit

Greatest Length: 36 inches (900 millimeters).
 Greatest Height: 27 inches (700 millimeters).
 Greatest Length and Girth Combined: 79 inches (2 meters).

A future revision to the INTERNATIONAL MAIL MANUAL will reflect this information.

—Marketing Dept., 10-2-86.

DRUG DEALERS

SHOULD HAVE NO
"BUSINESS"
IN THE
WORKPLACE...



SAY "NOPE" TO DOPE

Postmasters/Installation Heads

RANDOLPH-SHEPPARD VENDING MACHINE REPORT

An annual report is due at the MSC level by October 13 of the proceeds of every postal installation that has even a single coin-operated vending machine selling snacks, beverages, food, or tobacco. Postmasters must submit consolidated reports, including the proceeds from vending machines at branches, stations, etc. under their control, to appropriate MSC managers. MSC managers will consolidate the reports by State and forward them to division offices for further consolidation and prompt relay to the General Manager, Headquarters Personnel Division, Employee Relations Department, Washington, D.C. 20260-4264.

This report is required by Handbook EL-602, *Food Service Operation*, 470.

Submit reports in the format shown below:

Date: _____

Subject: Annual Report of Randolph-Sheppard Activity

From: Name of facility submitting this report:

To: _____ (See Handbook EL-602, 471.3)

For the fiscal year September 28, 1985, through September 26, 1986, vending machine income sharing and other activities related to the Randolph-Sheppard Act Amendments of 1974 at this facility are summarized below. This report is submitted in compliance with Handbook EL-602, 471.3.

Vending Machine Income				
Vending machine commissions received from commercial concessionaire (do not include the 1½% operating fee):	Vending machine receipts, if locally operated, after deducting the cost of goods sold, including reasonable maintenance cost:	Amount disbursed to state licensing agency:		
\$	\$	\$		
Applications From State Licensing Agency for Permits or Contracts to Operate Vending Facilities				
Number Pending at Beginning of Period	Total Number Received	Number Awarded to SLA	*Number Denied	Number Pending at End of Period
<p>The above data is taken from records on file in the office of:</p> <p>_____</p> <p style="text-align: right;">Signature: _____</p> <p style="text-align: right;">Title: _____</p> <p style="text-align: right;">Installation: _____</p> <p style="text-align: right;">Address: _____</p> <p>*Attach explanation of each denial</p>				

DMM Revision

Premetered Reply Envelopes for Express Mail

Effective immediately, DOMESTIC MAIL MANUAL (DMM) sections 144.112 and 281.2 are added to allow mailers to use premetered reply envelopes for Express Mail Service. Previously, the DMM prohibited the use of premetered reply envelopes for Express Mail Service. This DMM revision rescinds this policy and makes this service available to Express Mail customers as well as to those mailers sending First-Class Mail or single-piece special, fourth-class and Library-rate items. Now, original senders who require expedited service from addressees through Express Mail Service will be able to use premetered reply envelopes for bids, contracts, financial services and other day-to-day business transactions in the marketplace.

The DMM is revised as follows:

144 Postage Meters and Meter Stamps

144.1 Postage Meters

144.11 Use of Meter Stamps

* * * * *

144.112. Meter stamps may be used to prepay reply postage on:

1. Express Mail shipments up to a maximum of five pounds.
2. First-Class postcards, letters, and flats up to a maximum of 12 ounces.
3. Single-piece special fourth-class.
4. Library rate mail.

Chapter 2 Express Mail

* * * * *

280 Payment of Postage

281.1 Method. Mailers of Express Mail items may pay postage by adhesive stamps, meter stamps, or through the use of an Express Mail corporate account.

281.2 Meter Reply Express Mail. Meter stamps may be used to prepay reply postage on Express Mail shipments up to a maximum of five pounds.

(a) Mailers must place meter stamps directly on the envelope, tube or other mailing container which bears the return address of the meter license holder in an amount sufficient to prepay the appropriate postage in full.

(b) Reply mail prepaid by meter stamps will be delivered only to the address of the meter license holder. If the address is altered, the mail will be held for postage.

These revisions will be included in a future issue of the DMM.—Marketing Dept., 10-2-86.

ELM Revision

Third Party Recovery Action

Section 545.88, *Third Party Recovery Action*, was added to Subchapter 545 in the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM) via POSTAL BULLETIN 21476, 9-13-84. Sections 545.881 (last sentence) and 545.882 (b) of this subchapter have been revised to clarify the compensation procedures for court appearances which involve third party recoveries. There were no revisions to sections 545.882 (a), 545.883, or 545.884. However, since section 545.882 (a) contains the specific compensation provisions for court appearances involving third party recoveries, it is reprinted here for easy reference.

* * * * *

545.88 Third Party Recovery Action

.881 General. FECA provides that an employee who is required to appear as a party or witness in the prosecution of a third-party court action is in an active duty status while so engaged (5 U.S.C. 8131 (a) (2)). Therefore, when an employee assigns a third-party claim to the Postal Service and appears in court as a witness, or when an employee prosecutes a third-party claim in his own name and appears in court as a party, such an employee will be compensated for his court appearance as provided in 545.882.

.882 Compensation for Court Appearances

a. A postal employee who appears as a witness in a third-party action which has been assigned to the Postal Service is in an official duty status for the time spent in court (ELM 516.41), and for the time spent traveling between the court and the employee's work site. However, any time spent traveling between an employee's residence and the court is considered commuting time and, therefore, is not compensable.

b. An employee who prosecutes a third-party action in his own name is *not* in an official duty status as that term is defined in ELM 516.41. However, in order to implement the FECA provision requiring compensation of such an employee, the Postal Service will compensate that employee "as if he is in an official duty status." Accordingly, such an employee will be compensated to the same extent as that explained in section 545.882 (a), for the time spent traveling in court and for the time spent traveling between the court and the employee's work site. However, as further explained in 545.882 (a), and time spent traveling between the employee's residence and the court is considered commuting time and is not compensable.

These revisions will be incorporated in a future issue of the ELM.

—Employee Relations Dept., 10-2-86.

EXPRESS MAIL INTERNATIONAL SERVICE—CHILE

Effective immediately, Express Mail International Service will be available to Chile. Both Custom Designed and On Demand services are offered. Express Mail International Service in Chile is called CAI.

Items not exceeding 33 pounds in weight, 36 inches in length, and 79 inches in combined length and girth, are acceptable for dispatch ONLY to the locations noted below under "Areas Served." The country code for Chile is CL and the numerical data entry code is 57.

The initial shipment date, Item 3 of Form 5637, *Express Mail Service Leg*, for Custom Designed Service agreements should be established as 17 days after the date one copy of the agreement is sent to: General Manager, Postal Administration of Chile, Moneda Number 1025, 20 Piso, Santiago, CHILE.

Customers must be advised that, as with all Express Mail International items, there is no service guarantee connected with Express Mail International items sent to Chile. The applicable rates and conditions of mailing are as follows:

Services Available

- Custom Designed
- On Demand

Acceptable Items and Customs Declaration

Any item admissible in international mail to Chile is admissible in the Express Mail International Service to Chile. See the Country Conditions for Mailing for Chile in the INTERNATIONAL MAIL MANUAL for specific prohibitions and restrictions.

Items allowed	Customs form/required endorsement
Correspondence, business papers, and computer data.	None. Endorse items "Business Papers".
Merchandise samples without commercial value.	Form 2976, "Customs—Douane CI".
Merchandise or any item subject to customs duty.	Form 2966A, "Parcel Post Customs Declaration".

Rates

Pounds (up to and including)	On demand	Custom designed
1	\$23.00	\$31.00
2	27.90	35.90
3	32.80	40.80
4	37.70	45.70
5	42.60	50.60
6	47.50	55.50

Rates—Continued

Pounds (up to and including)	On demand	Custom designed
7	\$52.40	\$60.40
8	57.30	65.30
9	62.20	70.20
10	67.10	75.10
11	72.00	80.00
12	76.90	84.90
13	81.80	89.80
14	86.70	94.70
15	91.60	99.60
16	96.50	104.50
17	101.40	109.40
18	106.30	114.30
19	111.20	119.20
20	116.10	124.10
21	121.00	129.00
22	125.90	133.90
23	130.80	138.80
24	135.70	143.70
25	140.60	148.60
26	145.50	153.50
27	150.40	158.40
28	155.30	163.30
29	160.20	168.20
30	165.10	173.10
31	170.00	178.00
32	174.90	182.90
33	179.80	187.80

Areas Served

Express Mail International Service is available ONLY to the cities of Santiago and Valparaiso.

Delivery

Items will be delivered within 24 hours after arrival in Chile. Delivery will be made Monday through Friday noon and will be attempted for non-dutiable items ONLY on Saturday, Sunday and holidays. Addressees of items containing merchandise, or any other items subject to customs duty, will be notified by mail advice. Such items will have to be picked up at the designated Post Office.

Weight Limit

33 pounds (15 kilograms)

Size Limit

Greatest Length: 36 inches (900 millimeters).
 Greatest Length and Girth Combined: 79 inches (2 meters).

A future revision to the INTERNATIONAL MAIL MANUAL will reflect this information.

—Marketing Dept., 10-2-86.



Fire Prevention Week is observed in October. Practice fire prevention the year round.



ASM Revision

ASM 320, FORMS MANAGEMENT

ADMINISTRATION SUPPORT MANUAL (ASM) 320 has been updated to reflect changes due to the field realignment. These changes will be incorporated in ASM Transmittal Letter 5.

320 Forms Management

321 Definition

For purposes of Postal Service forms management, a form is a fixed arrangement of captioned spaces designed for entering prescribed data either directly on paper or in preparation for output on paper. A form is used for collecting, storing, or transmitting data to support managerial, administrative, and operational business processes. Forms may be either (a) preprinted and completed by manual, mechanical, or automated means or (b) printed on automated equipment after data has been entered and formatted. Therefore, in addition to the traditional paper version of a form, this definition includes those electronic screen displays and screen overlays that represent forms.

322 Classes of Forms

322.1 Postal Forms

.11 Postal Service (PS) Forms. PS forms are officially prescribed and approved by Headquarters and are used by one or more elements of the postal organization on a nationwide or Headquarters basis. These forms are listed in Pub. 22, *Forms Catalog*, which gives their supply source.

.12 Temporary (X) Forms. The letter X following a form number indicates that the form is experimental, temporary, or for one-time use. These forms are not listed in Publication 22 or in the monthly POSTAL BULLETIN article, "Forms Update." If an X form is revised or reprinted (thereby indicating continuing use), the X designation is dropped.

.13 Local Forms. Local forms are designed by field units for local USPS use only. See 324.12 for development and coordination of local forms.

.14 Automated Forms

.141 Form Facsimile. This is an exact copy of the preprinted form. This output may or may not have variable data merged with it when it is printed.

.142 Form Mock-up. This is a close representation of the preprinted version, having the same language and data elements but different typefaces. This output may or may not have variable data merged with it when it is printed.

.143 Formatted Data. This category deals only with the variable data output which is arranged to be printed by the computer printer, word proces-

sor printer, etc., in the correct layout to fill in a preprinted form, facsimile, or mock-up.

322.2 Other Government Forms

.21 Standard Forms (SF). Standard forms are prescribed and printed by a Federal government agency and approved by the General Services Administration (GSA) or prescribed by the General Accounting Office (GAO) for use by other agencies.

.22 Optional Forms (OF). Optional forms are approved and prescribed by the GSA for the optional use of two or more government agencies.

.23 Other Agency Forms. These forms are approved and prescribed by other government agencies and used by the Postal Service in matters relating to those specific agencies. The form number usually contains a special designator to identify it; for example, SSA (Social Security Administration) Form 35.

322.3 Exception. Form letters are considered a duplicating method of producing correspondence and are excluded from the forms classification.

323 Responsibilities

323.1 Document Control Division

The Document Control Division (DCD), Office of Information Management, Information Resource Management Department, manages the forms system. This includes establishing standards for the submission, review, approval, and identification of PS forms. In addition, DCD evaluates the need for a form, analyzes and designs it, and coordinates its use and disposition. DCD's objectives for the forms management system include:

a. Analyzing requirements to ensure that proposed forms support appropriate programs.

b. Reducing or simplifying paperwork by developing forms (new or revised) to support specific objectives which are *user friendly* and economical.

c. Eliminating unnecessary forms by simplifying, consolidating, and standardizing existing forms.

d. Standardizing data elements for ease in collection, processing, and retrieval of data.

e. Facilitating forms automation to eliminate unnecessary generation of paper records.

323.2 Headquarters

Headquarters groups and departments are responsible for defining requirements for their forms, clearing the drafts, and ensuring that their forms are stocked in sufficient quantity to meet the needs of the prescribed users by responding to Form 1661, *Document Replenishment Notice*, from the Eastern Area Supply Center.

323.3 Regions

The individual field divisions are the designated Forms Liaison offices for coordinating forms management policy for each Division. DCD will provide assistance and guidance in the performance of this function. See 324.12(b) for further instructions for numbering local forms.

323.4 Data Centers

The directors (or designees) of the Minneapolis, New York, San Mateo, St. Louis, and Wilkes-Barre Postal Data Centers; Washington Data Support Site; and National Information Systems Development Center are the designated forms liaisons and are responsible for coordinating forms management policy for their centers. DCD will provide assistance and guidance in the performance of this function. See 324.12(c) for further instructions for numbering data center forms.

323.5 All Headquarters and Field Installations

All installations must act directly in response to Headquarters-initiated instructions or directives (POSTAL BULLETIN articles, Management Instructions, handbooks, etc.) concerning completing or processing a form.

324 Development, Coordination, and Clearance

324.1 Development

.11 PS Forms. Headquarters approves the requirement for and the design of new or revised PS forms. DCD analyzes and designs the form and assigns the number identifying the form.

.12 Local Forms. All requests for local forms must be submitted to the Field Division General Manager/Postmaster or data center director using Form 794-A, *Field Request for New or Revised Forms*, with a sketch of the proposed new form (or a marked copy of the existing form to be revised). After a form proposal has been submitted:

a. If the request for the form is not approved, the Field Division General Manager/Postmaster or data center director will return it to the originator with appropriate notations.

b. If the form is approved, a local form number will be assigned. Form numbers must be printed in the lower left corner of the form and must indicate (1) the budget authorization (BA) code (i.e., 4D = Chicago) of the Division approving the form; (2) the local number, in chronological order, assigned to the form; (3) the issue date; and (4) optionally, the ZIP + 4 Code of the organization that is prescribing the use of the form. For example: 3C-42, June 1986 (60607-9995). BA codes may be obtained from the Field Division's finance unit. They are also listed in MI AS-320-86-4, "Local Forms Management."

c. Data centers follow similar procedures in assigning form numbers. Form numbers must be printed in the lower left corner of the form and

must indicate (a) the data center approving the form, (b) the local number assigned to the form, and (c) the issue date. For example: SLPDC-56, May 1984. Use the following acronyms when creating new or revising existing forms:

- (1) Minneapolis PDC—MNPDC
- (2) New York PDC—NYPDC
- (3) San Mateo PDC—SMPDC
- (4) St. Louis PDC—SLPDC
- (5) Wilkes-Barre PDC—WBPDC
- (6) Washington Data Support Site—WDSS
- (7) National Information Systems Development Center—NISDC

d. If a local form affects more than one Region or data center, the form must be developed through DCD as a national form and given a PS number. Local forms are not listed in Publication 22 and they are not stocked in the supply centers.

.13 Automating PS Forms

.131 Local offices and individuals may automate forms, but must coordinate their efforts with DCD. Send a copy of the automated form to DCD to ensure that:

a. No other organization creates a program to generate a previously automated form; and

b. Automated forms are available to all users. (A future edition of Pub. 22, *Forms Catalog*, will provide information on how to access programs for the individual automated forms.)

.132 The following criteria apply to automated forms:

a. All automated forms must contain the exact data elements as the corresponding printed form.

b. Each of these data elements must appear on the automated form in the same position as on the printed form.

c. Automated forms must have the same form number and date as the printed form. In addition, the ZIP + 4 of the creating organization must be added after the form number and date. For example, "Form 1012, April 1986, 10099-9500" indicates that the Management Services Division at the New York PDC automated the form.

d. Automated forms must be processed like printed paper forms. Therefore, all signatures on the automated form must be originals.

e. Automate only the most current version of a form. Check Publication 22 and the POSTAL BULLETIN "Forms Update" articles to determine the latest edition.

f. Automated forms must comply with the guidelines issued by the Records Officer. (See 353.232.)

g. Exceptions to this policy may be approved, on an individual basis, by DCD and the originating organization.

324.2 Coordination and Clearance

The originating office must obtain the necessary clearances from other affected departments

before a new or revised form can be approved by DCD. Examples of required clearances follow:

a. Forms that will affect wages, hours, and other terms and conditions of employment, or that concern any work and/or time standards or studies relating to any bargaining unit employees, must be cleared (1) for PS forms, through the Assistant Postmaster General, Labor Relations Department, and the Assistant Postmaster General, Department of the Controller, or (2) for local forms, through the appropriate Regional Director of Employee and Labor Relations.

b. Forms that collect information about individuals (such as name or social security number) directly from those individuals must be reviewed for Privacy Act considerations and approved by the Records Officer, USPS Headquarters. (See 353.232 for details.)

c. Forms that will be stocked in the supply centers must be approved by the Supply Branch, Office of Materiel Management, Procurement and Supply Dept., on Form 794, *Forms Approval Request*.

d. Forms that contain a return address must be approved by the Customer and Field Support Division, Rates and Classification Department, and the Address Information Systems Division, Delivery Services Department, for the appropriate address format (including FIM bars).

e. Any forms that are completed by a member of the public, including USPS customers, contractors, applicants for postal employment, etc., must be cleared by the Records Office for paperwork reduction consideration.

325 Restrictions

325.1 Overprinting

Do not overprint slogans, publicity information, trademarks, service marks, or personal identification (e.g., local postmaster's name) on PS forms without prior approval from DCD. Overprinting of common fill-in information on forms (e.g., facility name, address, and telephone number) by tickometer, addressograph, computer, or other duplicating equipment may be approved by the Field Division General Manager/Postmaster or data center director.

325.2 Field Printing

Do not print or otherwise reproduce PS forms locally without prior approval from DCD and the

Printing Division, Office of Headquarters Services, Procurement and Supply Department, Headquarters. (See ASM 370.)

325.3 Modifying PS Forms

Do not make local modifications or revisions to PS forms without prior approval from DCD.

326 Ordering Forms

326.1 Forms Update

The monthly POSTAL BULLETIN article, *Forms Update*, lists changes in forms used by the Postal Service nationwide. The list reflects only the forms that are available from the supply center and does not include experimental forms or forms designed for limited or local use. Forms that are not stocked in the supply centers are distributed directly to the offices required to use them, so are not listed.

326.2 Limitations on Ordering

Do not order forms your organization is not required to use. Do not order more copies of required forms than necessary. Refer to Publication 22 for ordering information and supply sources.

327 Retaining Completed Forms

327.1 General

A completed form becomes an official Postal Service record. The creation, maintenance, disposal, disclosure, and protection of Postal Service records are governed by ASM 350 and its supporting handbooks.

327.2 Retention Periods

ASM 351 describes the various conditions which can alter record retention times. Exhibit 351.31, *Records Retention Schedule*, lists the most widely held Postal Service records and their retention periods. The retention period for forms is based upon the related records under consideration and not necessarily upon the data collected on the form. Because the conditions for record retention vary, it is not feasible to print retention periods on forms.

—IRM, Office of Information Management, 10-2-86.

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

Discontinuance of Postage Due Stamps

Effective immediately, postage due stamps will no longer be used. Procedures are changed to eliminate the use of postage due stamps on postage due mail. Regular postage stamps must now be used for short paid mail. Existing stock on hand should be handled in accordance with subchapter 550 of Handbook F-1, *Financial Handbook for Post Offices*.

Handbook F-1 is revised as follows:

542 Over-the-Counter Customer Pickup

When customers call at a window unit for postage due mail, collect the amount due; then affix postage stamps or meter strip. Cancel the postage stamps before giving the mail to the customer.

543 Trust Accounts

For Business Reply and Postage Due advance deposit accounts, use postage stamps, meter strips, or Form 3582-C, *Postage Due Invoice*, as appropriate.

544 Carrier Delivery—City, Rural and Star Route

544.1 General

Post offices must not use postage stamps or meter strips on mail for delivery by carrier except as specified in part 543. Postage due mail must be consigned to city, rural, and highway contract route carriers on a Form 3584, *Postage Due Log* (Figure 5-11). Use the same form to clear carriers of responsibility.

This revision will be in a future update of Handbook F-1.—*Dept. of Controller, 10-2-86.*

DM-201 Revision

Premetered Express Mail

Effective immediately, Handbook DM-201, *Express Mail Service*, is revised to allow the use of prepaid meter reply postage on Express Mail shipments which do not exceed five pounds. The revisions to DM-201 are as follows:

114 Postage Payment for Express Mail Services

114.1 Methods of Payment. Postage and fees for Express Mail services must be prepaid by one of the following methods:

- a. Meter stamps;
- b. Adhesive stamps;
- c. Express Mail Corporate Account (requires agreement between customer and Postal Service);
- d. Federal Government agency control number with penalty mail indicia required; or
- e. Penalty indicia control number for official mail of the U.S. Postal Service.

114.2 Premetered Express Mail. Meter stamps may be used to prepay reply postage on Express Mail shipments which do not exceed five (5) pounds. Meter stamps must be placed directly on the envelope, tube, or other mailing container which bears the return address of the meter license holder in the amount sufficient to prepay the appropriate postage in full. Reply mail prepaid by meter stamps will be delivered only to the address of the meter license holder. If the address is altered, the mail will be held for postage.

These changes will be incorporated into a future revision to Handbook DM-201.

—*Marketing Dept., 10-2-86.*

DOMESTIC ORDER

False Representation. Enforced by Postmaster at city listed.

State/City	Names Covered	Product
OH, Canton 44767-0001	IHS Department of Unclaimed Funds and Benefits. IHS Department of Unclaimed Funds. Department of Unclaimed Funds and Benefits. Department of Unclaimed Funds 287 State Street, North.	The providing of information relating to unclaimed funds and benefits.

—*Judicial Officer, 10-2-86.*

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INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB 21586 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.

010051	117368	303592	335253	402105	600501	741485	801028	926874
018115	132115	303601	335274	402155	600613	750029	802032	926877
018193	146027	303659	335315	402278	601054	750668	802512	926903
019033	165038	303688	335361	402281	601239	752522	802516	926911
021064	191321	314543	335553	405060	601247	752523	809033	926921
021330	191405	317120	335571	405063	601604	752572	832107	927143
021388	191460	325124	335590	405066	602011	752589	836100	927289
021462	191506	327060	336010	405067	605417	752607	844008	927331
060033	200417	327081	336011	441466	607099	752611	850049	927373
065080	207023	328101	336018	452056	607115	752620	850414	927403
069264	207074	328117	336026	452057	607571	760337	850441	937038
069343	207081	328130	336042	452302	607597	761234	856010	937201
070548	207083	328148	336092	454150	607599	761316	856014	945218
070550	207089	328159	336108	461006	607637	773031	901091	948032
070574	208053	328166	336111	462061	620012	773033	901467	949030
071567	208063	329073	336158	462177	620013	773034	901518	950141
073032	209005	331146	336168	462191	620019	773035	901569	954090
079376	212238	331183	336284	462208	620020	773060	901588	958133
101015	212244	331303	336285	468041	631185	777101	901614	958144
101118	212272	331487	336304	468072	631337	780030	901634	968178
101454	220109	331582	336308	468077	631349	780031	902400	968209
101969	221080	331621	336365	480335	641263	780033	907221	968215
104023	232100	331626	336413	486031	658136	780049	910201	968215
105031	232117	331633	336852	486034	664100	780051	910213	968220
105032	280039	334110	337027	489034	701502	780055	913365	968221
105033	281046	334216	337060	503167	701558	782226	913424	968226
105034	282181	335043	337096	524064	705006	782229	913454	968227
105062	282208	335055	338106	524066	711084	782298	917022	968229
109121	282221	335078	338107	544200	711315	782335	917531	972290
109124	282242	335086	339002	551195	712144	782342	922059	973111
110028	283134	335111	339012	554540	713040	785090	926647	981422
111073	294138	335167	358150	577032	729034	787273	926660	984071
113059	294159	335174	372196	591190	731301	787309	926664	988018
114092	295059	335197	372231	597500	731348	787327	926758	992032
115835	297009	335198	372256	600029	741383	794130	926765	992171
117126	303443	335214	372257	600073	741399	794195	926827	997078
117235	303583	335252	386012	600380	741401	801017	926872	997107

—Marketing Dept., 10-2-86.



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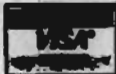
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Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:

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