



postal bulletin

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Message From the Postmaster General

Safety Policy Statement

The Postal Service's most important resource is its people. Because accidents cause pain and suffering to employees and their families, it is important for each one of us to work safely and prevent accidents.

Accidents also are costly in terms of damaged mail and equipment, worker's compensation payments, scheduling to compensate for the loss of the injured person, and replacement costs. They lessen our productivity and detract from our reliability. At a time when the Postal Service faces increased challenges in the marketplace, we cannot accept these consequences.

Safety is good business. I am asking each of you to join me in making a commitment to and becoming actively involved in our safety and health program. Every employee has the responsibility to work safely and to avoid accidents.

I am asking each Division General Manager/Postmaster to undertake aggressively full compliance with all applicable safety and health regulations. Particular emphasis should be placed on the identification and correction of deficiencies that could result in accidents. All managers and supervisors should insist on proper work procedures.

We must all accept the personal responsibility to work safely, for our own benefit as well as for the good of the Postal Service.

Preston R. Tisch

PRESTON R. TISCH,
Postmaster General.

Make sure that empty mailbag does not have a letter hidden in the bottom. It could be overlooked—and it could be yours!

Joint Labor-Management Safety and Health Committees

A. Establishment

Field Divisions are reminded that each installation with 50 or more employees must have Joint Labor-Management Safety and Health Committees, in accordance with applicable labor-management agreements. Installations with fewer than 50 employees may establish similar committees as appropriate.

B. Requirements

Unions and management must have equal representation on the committees. Each committee member must receive an orientation (as shown in ELM 817.3) and training on the duties and responsibilities of the committee. Committees must conduct meetings at least on a quarterly basis; however, meetings may be held more frequently, if necessary. Committee members may not discuss individual grievances at these meetings. Minutes for each meeting must be prepared and retained in accordance with ELM 815.2.

—Employee Relations Dept., 1-22-87.

CONTENTS

	Page
14-Cent Julia Ward Howe Regular Stamp	12
2-Cent Mary Lyon Regular Stamp	11
Accident Report Procedures	2
Air Stop Overspray Elimination	18
Canada-U.S. Money Order Conversion Rates	17
Carrier Transportation Agreements	2
Discipline for Safety Violations	3
Disposal of Personal Property	12
Domestic Orders	3
Employee Claims	19
Fiscal Handbook F-1 Revision	24
Foreign Order No. 187	12
Health Benefits—Withdrawal of Plans	2
Holiday Poster (<i>Washington's Birthday</i>)	15
Instructions for Recording Scheme Training, Testing, and Qualifying Hours	18
International First Flight Cachet	11
Invalid Express Mail Corporate Account Numbers	27
Joint Labor-Management Safety and Health Committees	1
Multi-Zip Coded Post Offices Update (<i>DMM Revision</i>)	2
New Parcel Post Customs Forms 2966B and 2966E	2
Proper Forms for Refund of Retirement Deductions	19
Safety Policy Statement (<i>Message From the Postmaster General</i>)	1
Spoiled Money Orders and Voucher Facsimiles	24
Stamp Poster 87-4 (<i>Mary Lyon Regular Stamp</i>)	13
Statue of Liberty Joint Issue Folder (<i>Reminder</i>)	18
Treasury Department Checks	18

New Parcel Post Customs Forms 2966B and 2966E

The July 1986 edition of Form 2966E, *Envelope*, has replaced the document carrier (envelope) for the February 1985 edition of Form 2966B, *Parcel Post Customs Declaration and Dispatch Note*.

The new document carrier, Form 2966E, *Envelope*, is in the area supply centers. It is a clear polyethylene envelope with a resealable flap. The envelope should carry Form 2966B, *Parcel Post Customs Declaration and Dispatch Note*, also revised to include minor editorial changes, a reduced size, and a serialized number. (See Exhibits A and B on pages 3 and 4.)

The area supply centers have stocks of the July 1986 editions of Form 2966B, *Parcel Post Customs Declaration and Dispatch Note*, and Form 2966E, *Envelope*. Post offices should immediately order sufficient quantities of the July 1986 editions to meet their needs. **Note:** Forms 2966B and 2966E are numbered separately but must be ordered and used together.

Form 2966B and Form 2966E are to be used on parcel post items mailed to countries that specify the use of Form 2966B in the "Customs Forms Required" section of the country listings in the INTERNATIONAL MAIL MANUAL. Form 2966A, *Parcel Post Customs Declaration* (pressure-sensitive label), continues to be required for parcel post mailed to certain countries. See the "Customs Forms Required" section for the country to which the item is mailed.

Upon receipt of the July 1986 edition of Forms 2966B and 2966E, destroy all copies of the February 1985 edition of Form 2966B.

—Rates & Classification Dept., 1-22-87.

Accident Report Procedures

Effective immediately, the Management Sectional Center (MSC) safety officer must forward the original (copy 1) of Form 1769, *Accident Report*, to the Employee and Labor Relations Information Center (ELRIC) within 4 calendar days after receiving it. MSC safety officials must file and retain a legible copy 2 of Form 1769.

This procedure modifies the current submission procedures that appear in the instructions on the form.—Employee Relations Dept., 1-22-87.

DMM Revision

Multi-ZIP Coded Post Offices Update

DOMESTIC MAIL MANUAL (DMM) Exhibit 122.63a., Optional Multi-ZIP Coded Post Offices (see pages 5-10), is revised to include additional multi-ZIP Coded offices not included in PB 21598, 12-18-86.

A future DMM revision will incorporate these changes.—Mail Processing Dept., 1-22-87.

Carrier Transportation Agreements

Effective immediately, post offices and stations (including Postal Service Data System (PSDS) offices) must use Form 4570, *Vehicle Time Record*, to record data related to vehicle operation under Carrier Transportation Agreements (Drive-out contracts). This data is needed for the National Accident Reporting System.

In general, follow the instructions in Handbook M-52, *Fleet Management*, section 213.1, Form 4570, *Vehicle Time Record* (exception: both PSDS and non-PSDS offices must use Form 4570 to report vehicle operation under Carrier Transportation Agreements). A summary of these instructions follows, with additional details relevant to nonpostal vehicles:

1. Enter 0000 in *Make/Model Code*.
2. Enter 0001997 in *Vehicle No.*
3. Enter date, operator's name, and route number.
4. Record odometer readings and clock rings and compute and enter mileage.

At the end of the accounting period:

1. Compute the total miles operated and enter the figure both in the space provided on the back of Form 4570 and on the Vehicle Utilization Worksheet against vehicle number 0001997.

2. Send the Vehicle Utilization Worksheet to the appropriate vehicle maintenance facility (VMF) for entry into the Vehicle Management Accounting System (VMAS).

A future issue of Handbook M-52, *Fleet Management*, will include this procedure.

—Delivery Services Dept., 1-22-87.

Health Benefits— Withdrawal of Plans

The Office of Personnel Management (OPM) has notified the US Postal Service of the withdrawal of four health plans that participated in the Federal Employees Health Benefits (FEHB) Program for the first time in 1987. The withdrawn plans are:

1. HCA Care—South Carolina (Code P2)
2. Personal Health of Puget Sound—Washington (Code L6)
3. HMO America—South Florida (Code D8)
4. HMO America—Michigan (Code G8)

If any enrollments have been accepted for the above plans, the employee must be notified *immediately* and given the opportunity to select another plan.

In addition, a new Standard Form (SF) 2809, *Health Benefits Registration*, must be submitted for each affected employee with an annotation in the remarks area to reflect that an SF 2809 was previously submitted for a plan that later withdrew from the program.

—Employee Relations Dept., 1-22-87.

EXHIBIT A

Form 2966-E (Envelope)

UNITED STATES POSTAL SERVICE
 PS Form 2966-E, July 1986
 CP5

DISPATCH NOTE, CUSTOMS DECLARATION ENCLOSED
 BULLETIN D' EXPÉDITION DÉCLARATION EN INCLUS

DISCIPLINE FOR SAFETY VIOLATIONS

This article clarifies the administration of discipline for safety violations.

Article 16, Discipline Procedures, of the National Agreement clearly makes disciplinary action appropriate for safety rule violations, unacceptable safety performance, and failure to perform work as instructed. Management has the contractual right to discipline employees for unsafe practices, whether those practices result in an accident or not.

Supervisors and managers must take necessary, effective action to correct unsafe practices. When

conducting any discussions or taking disciplinary action relating to safety, managers and supervisors must cite the safety rules or regulations violated or performance failures so that employees can correct unsafe practices. Disciplinary action must be appropriate to the infraction, not dependent on whether an accident occurred.

Supervisors and managers should also understand, however, that postal policy prohibits disciplinary action that may discourage accident reports or the filing of a claim for compensable injury with the Office of Workers' Compensation Programs.—*Employee Relations Dept., 1-22-87.*

DOMESTIC ORDERS

False Representation and Lottery. Enforced by Postmasters at cities listed.

State/city	Names covered	Product
MD, Bethesda 20814-0860.....	Landover Contact Lens Center, P.O. Box 5860.	The sale of contact lenses.
MD, Marlow Heights 20748-0971.	Landover Contact Lens Center, P.O. Box 1300.	The sale of contact lenses.
AZ, Phoenix 85016-7946.....	Genitab Research Center, 2515 East Thomas ...	The sale of Genitab, Super Strength Genitab, P.E.S. (Penis Enlargement System), S.P.E. (Super Pumpit Enlarger), S.F.S. (Spanish Fly Sugar), H.O.P. (Hard-On-Pills), and I.F.O. (Instant Firming Oil), and any other product advertised as a sexual stimulant or enhancement.

—*Judicial Officer, 1-22-87.*

EXHIBIT B

Form 2966-B, *Parcel Post Customs Declaration and Dispatch Note*

DETACH STUB BEFORE MAILING

☆ U.S. GOVERNMENT PRINTING OFFICE: 1985-180-436

United States Postal Service

No. **412254**

INSTRUCTIONS

FROM Expéditeur		Sender's Instructions If parcel is undeliverable: Dispositions de l'expéditeur En cas de non-livraison	
		<input type="checkbox"/> Return to sender Renvoyer à l'origine <small>(NOTE: Parcel will be returned by surface and at sender's expense.)</small>	
TO Destinataire		<input type="checkbox"/> Forward to: Réexpédié à <input type="checkbox"/> Abandon Abandonné	
QTY.	Itemized List of Contents <small>Please Print</small>	VALUE (US \$)	
Signature of Sender		Date	
Insured No./Numéro d'assurance		Weight/Poids	
		lbs.	ozs.
Insured Amount (US\$)	Gold Francs	SDR/DTS	Postage

- Using a ballpoint pen, the sender must complete all items except shaded areas. (Shaded areas for postal use).
- Your signature on the front of the declaration certifies that the particulars given are correct and that the package does not contain any dangerous substance or article prohibited by postal regulations.
- If package is to be insured, state insured amount to postal employee. Postal employee will complete appropriate sections (shaded areas), and will apply a postmark on Copy 3.
- After completion, remove stub, and insert Copies 1, 2, and 3, into envelope (*P.S. Form 2966-E*). Peel off cover and affix the envelope to the package, preferably on the address side, and seal flap.

EXHIBIT 122.63a

OPTIONAL MULTI-CODED POST OFFICES

Second-, third-, and fourth-class bulk rate mailings may be sorted to the following optional multi-coded cities:

STATE	ZIP CODES	CITY NAME	
AL	35020-23	BESSEMER	
	35401-06, 86, 87	TUSCALOOSA	
	35601-03, 99	DECATUR	
	35630-33	FLORENCE	
	35901-05, 99	GADSDEN	
	36201-06	ANNISTON	
AK	36301-04	DOTHAN	
	99501-24, 40, 93, 95	ANCHORAGE	
	99701-03, 05-16	FAIRBANKS	
AZ	99734, 55, 67, 75, 90		
	85201-12	MESA	
	85220, 78, 90	APACHE JUNCTION	
	85224-27, 40, 44, 48-49	CHANDLER	
	85251-71	SCOTTSDALE	
	85281-87, 89	TEMPE	
	85301-12	GLENDALE	
	85351-52, 72-75	SUN CITY	
	85364-69	YUMA	
	86004, 11, 15, 17-18, 24, 38	FLAGSTAFF	
	AR	71601-13	PINE BLUFF
		71901-14, 34, 51	HOT SPRINGS NATL PK
72114-19		NORTH LITTLE ROCK	
72701-03, 41		FAYETTEVILLE	
72712-16		BENTONVILLE	
72901-16, 23		FORT SMITH	
CA	90210-13	BEVERLY HILLS	
	90221-24	COMPTON	
	90230-32	CULVER CITY	
	90240-42	DOWNEY	
	90247-49	GARDENA	
	90254, 77-78	REDONDO BEACH	
	90291-96, 99	VENICE	
	90601-10, 12	WHITTIER	
	90620-24	BUENA PARK	
	90711-16	LAKELAND	
	90731-34	SAN PEDRO	
	91302, 64-67, 70-71, 99	WOODLAND HILLS	
	91303-09	CANOGA PARK	

STATE	ZIP CODES	CITY NAME
CA	91320, 59-63	THOUSAND OAKS
	91323-30	NORTHRIDGE
	91340-46	SAN FERNANDO
	91708-10	CHINO
	91718-20	CORONA
	91722-24	COVINA
	91731-35	EL MONTE
	91744-49	LA PUENTE
	91761-62, 64	ONTARIO
	91765-69	POMONA
	91775-78	SAN GABRIEL
	91790-93	WEST COVINA
	92008-09	CARLSBAD
	92010-13	CHULA VISTA
	92020-22, 90	EL CAJON
	92025-27	ESCONDIDO
	92041-44	LA MESA
	92054-56	OCEANSIDE
	92077-78	SPRING VALLEY
	92083-84	VISTA
	92262-64	PALM SPRINGS
	92307-08	APPLE VALLEY
	92343-44	HEMET
	92373-74	REDLANDS
	92605, 15, 46-49	HUNTINGTON BEACH
	92613, 64-69	ORANGE
	92626-28	COSTA MESA
	92631-35	FULLERTON
	92640-45	GARDEN GROVE
	92651-54, 56-57, 77	LAGUNA BEACH
92658-63	NEWPORT BEACH	
92675, 90-93	SAN JUAN CAPISTRANO	
92678-79, 88	TRABUCO CANYON	
93001-09	VENTURA	
93030-35, 39	OXNARD	
93062-65, 97, 99	SIMI VALLEY	
93277-79, 91	VISALIA	
93454-56	SANTA MARIA	
93534-39	LANCASTER	
93550-51	PALMDALE	

EXHIBIT 122.63a—Continued

STATE	ZIP CODES	CITY NAME	STATE	ZIP CODES	CITY NAME	
CA	93637-39	MADERA	FL	32301-17, 99	TALLAHASSEE	
	93901-15, 62	SALINAS		32401-10, 61	PANAMA CITY	
	94014-17	DALY CITY		32501-23, 59, 73-76, 81-98	PENSACOLA	
	94035, 39-43	MOUNTAIN VIEW		32548-49	FT WALTON BEACH	
	94061-65	REDWOOD CITY		32570-72	MILTON	
	94086-89	SUNNYVALE		32601-14	GAINESVILLE	
	94518-24, 27, 29	CONCORD		32650-52	INVERNESS	
	94536-39	FREMONT		32670-78	OCALA	
	94540-46, 52, 57	HAYWARD		32701, 14-15, 17-18	ALTAMONTE SPRINGS	
	94558-59, 81	NAPA		32703-04, 19	APOPKA	
	94577-79	SAN LEANDRO		32707-08, 30	CASSELBERRY	
	94589-92	VALLEJO		32720-24	DE LAND	
	94595-98	WALNUT CREEK		32725, 28, 38-63	ORANGE CITY	
	94901-15	SAN RAFAEL		32741-43, 58	KISSIMMEE	
	95050-55	SANTA CLARA		32748-49, 88	LEESBURG	
	95060-66	SANTA CRUZ		32750, 79	LONGWOOD	
	95201-13	STOCKTON		32780-83, 96	TITUSVILLE	
	95339-44, 48	MERCED		32789-93	WINTER PARK	
	95350-56	MODESTO		32901-09, 19, 35-40, 51	MELBOURNE	
	95401-07	SANTA ROSA		32922-27, 30	COCOA	
	95610-11, 21	CITRUS HEIGHTS		32952-54	MERRITT ISLAND	
	95661, 78 & 95746	ROSEVILLE		32960-65	VERO BEACH	
	95915, 40, 65-66, 80	OROVILLE		33010-16	HIALEAH	
	95926-29, 73, 76	CHICO		33019-29, 81-84	HOLLYWOOD	
	95945-46, 49	GRASS VALLEY		33030-35, 39, 90-92	HOMESTEAD	
	96001-03, 49, 99	REDDING		33054-56	OPA-LOCKA	
	CO	80001-05		ARVADA	33060-69, 71-75	POMPANO BEACH
		80010-17, 40-45		AURORA	33401-18	WEST PALM BEACH
		80030, 97		WESTMINSTER	33425, 35-37	BOYNTON BEACH
		80110-12, 50-55		ENGLEWOOD	33427-29, 31-34, 99	BOCA RATON
		80120-27, 60-62, 65-66		LITTLETON	33441-42	DEERFIELD BEACH
		80401-19		GOLDEN	33444-47	DELRAY BEACH
		80521-26, 53		FORT COLLINS	33448-54, 82-85	FORT PIERCE
		80537-39		LOVELAND	33458, 68-69, 77-78	JUPITER
		80631-39		GREELEY	33460-67	LAKE WORTH
		81001-19		PUEBLO	33472-74	OKEECHOBEE
81501-06		GRAND JUNCTION	33494-97	STUART		
CT		06050-53	NEW BRITAIN	33505-08, 29, 34201-03, 80- 82	BRADENTON	
		06430-32	FAIRFIELD	33512, 26, 73, 34298	BROOKSVILLE	
		06701-49	WATERBURY	33515-20, 46, 75, 34279	CLEARWATER	
		06777, 93-94	WASHINGTON DEPOT	33540-44, 34294	LARGO	
	06810-13, 16-17	DANBURY				
	06830-31, 36	GREENWICH				
06850-59	NORWALK					
DE	19711-18, 25-26	NEWARK				
FL	32014-23, 29, 98	DAYTONA BEACH				
	32084-86	SAINT AUGUSTINE				

EXHIBIT 122.63a—Continued

STATE	ZIP CODES	CITY NAME	
FL	33552-53, 34291	NEW PORT RICHEY	
	33562, 67-68, 34288	PORT RICHEY	
	33577-83, 34240-43, 77-78	SARASOTA	
	33589-90, 34286	TARPON SPRINGS	
	33595-96, 34284	VENICE	
	33801-09	LAKELAND	
	33880-83, 88	WINTER HAVEN	
	33901-18	FORT MYERS	
	33927, 38, 48-55	PUNTA GORDA	
	33939-42, 62-64, 99	NAPLES	
	34248-49, 83	ZEPHYRHILLS	
	GA	30007, 60-69, 90	MARIETTA
		30030-38, 89	DECATUR
		30071, 91-93	NORCROSS
		30075-77	ROSWELL
		30083, 86-88	STONE MOUNTAIN
		30084-85	TUCKER
30133-35		DOUGLAS-VILLE	
30207-08		CONYERS	
30254, 63-65		NEWNAN	
30274, 96		RIVERDALE	
30501-06		GAINESVILLE	
30601-13		ATHENS	
30720-22		DALTON	
31028, 56, 88, 93, 98-99		WARNER ROBINS	
31520-24		BRUNSWICK	
31601-05, 98-99		VALDOSTA	
31701-08		ALBANY	
31709-10	AMERICUS		
31792, 99	THOMASVILLE		
31793-94	TIFTON		
GU	96910-19, 21-30	AGANA	
	96706-07, 96862	EWA BEACH	
HI	83201-06, 09	POCATELLO	
	83401-03, 15	IDAHO FALLS	
ID	83651-53, 86-87	NAMPA	
	60004-09	ARLINGTON HEIGHTS	
IL	60016-18, 57	DES PLAINES	
	60067, 74, 78	PALATINE	
	60076-77	SKOKIE	
	60079, 85-87	WAUKEGAN	
	60103, 07	BARTLETT	
	60120-23, 70	ELGIN	
	60160-65	MELROSE PARK	
	60172-73, 92-96	ROSELLE	
	60187-89	WHEATON	
	60431-36	JOLIET	

STATE	ZIP CODES	CITY NAME	
IL	60453-59	OAK LAWN	
	60504-07, 68	AURORA	
	60515-17	DOWNERS GROVE	
	60540, 65-66	NAPERVILLE	
	61820-21	CHAMPAIGN	
	62201-08	EAST SAINT LOUIS	
	62220-25	BELLEVILLE	
	62521-26	DECATUR	
	IN	46011-18	ANDERSON
		46320-27	HAMMOND
46514-17		ELKHART	
46544-45		MISHAWAKA	
46901-02		KOKOMO	
46952-53		MARION	
47201-03		COLUMBUS	
47302-07		MUNCIE	
47801-12		TERRE HAUTE	
47901-07		LAFAYETTE	
KS	66044-46	LAWRENCE	
	66061-62	OLATHE	
KY	67501-05	HUTCHINSON	
	41011-19, 41901	COVINGTON	
LA	41071-76	NEWPORT	
	42001-03	PADUCAH	
	42301-03	OWENSBORO	
	70001-11, 33, 55	METAIRIE	
	70053-54, 56	GRETNA	
	70062-65	KENNER	
	70301-02, 10	THIBODAUX	
	70360-64	HOUMA	
	70401-04	HAMMOND	
	70458-61	SLIDELL	
70501-09	LAFAYETTE		
MD	70601-29	LAKE CHARLES	
	71101-10, 15-66	SHREVEPORT	
	71111-13, 71-72	BOSSIER CITY	
	71201-13	MONROE	
	71301-15	ALEXANDRIA	
	20707-08	LAUREL	
	20715-16	BOWIE	
	20743-48, 90	SOUTHERN MARYLAND FAC	
	20780-88	HYATTSVILLE	
	20813-17, 92, 94	BETHESDA	
20850-58	ROCKVILLE		
20877-79, 98-99	GAITHERS-BURG		
MA	21044-46	COLUMBIA	
	01013-22	CHICOPEE	
	01432-33	AYER	
	01840-45	LAWRENCE	
	01850-54	LOWELL	
	01901-08, 10, 64	LYNN	
	02540-41, 43	FALMOUTH	
	02714, 40-48	NEW BEDFORD	

EXHIBIT 122.63a—Continued

STATE	ZIP CODES	CITY NAME	STATE	ZIP CODES	CITY NAME
MA	02720-26 02760-63	FALL RIVER NORTH ATTLEBORO	NE	68801-03	GRAND ISLAND
MI	48007, 83-84, 98-99	TROY	NV	89431-33	SPARKS
	48008-12, 25	BIRMINGHAM	NH	03060-63	NASHUA
	48013, 48302-03	BLOOMFIELD HILLS	NJ	07011-15	CLIFTON
	48018, 24	FARMINGTON		07017-19	EAST ORANGE
	48033, 53-59, 48304	PONTIAC		07042-44	MONTCLAIR
	48034, 37, 75-76, 86	SOUTHFIELD		07050-52	ORANGE
	48043-46	MOUNT CLEMENS		07060-63	PLAINFIELD
	48060-61, 48301	PORT HURON		07065-67	RAHWAY
	48063-64, 48308	ROCHESTER		07070-75	RUTHERFORD
	48066, 48305	ROSEVILLE		07090-92	WESTFIELD
	48067-73	ROYAL OAK		07450-52	RIDGEWOOD
	48077-78, 87, 48310-11	UTICA		07601-08	HACKENSACK
	48080-82	SAINT CLAIR SHORES		07631-32	ENGLEWOOD
	48089-93	WARREN		08002-03, 34, 08358	CHERRY HILL
	48103-09	ANN ARBOR		08540-44	PRINCETON
	48120-26, 28	DEARBORN		08723-24	BRICK
	48150-54	LIVONIA		08753-57	TOMS RIVER
	48184-88	WAYNE		08817-20, 37	EDISON
	48197-98	YPSILANTI		08861-63	PERTH AMBOY
	48601-08, 63	SAGINAW	NM	87501-09, 38, 40	SANTA FE
	48706-08, 10	BAY CITY		88001-08	LAS CRUCES
	49001-09	KALAMAZOO	NY	10550-59	MOUNT VERNON
	49014-17	BATTLE CREEK		11001-05	FLORAL PARK
	49201-04	JACKSON		11020-27	GREAT NECK
	49423-24	HOLLAND		11550-54, 88	HEMPSTEAD
	49440-45, 70	MUSKEGON		11580-83	VALLEY STREAM
MN	55303-04	ANOKA		11702-04, 07	BABYLON
	55343-45	HOPKINS		12180-83	TROY
	55901-05, 38	ROCHESTER		13088-90	LIVERPOOL
MS	38701-04, 31, 55, 82	GREENVILLE		14424-25	CANANDAI- GUA
	39301-09	MERIDIAN	NC	27260-64	HIGH POINT
	39401-07	HATTIESBURG		27801-04	ROCKY MOUNT
	39501-07	GULFPORT		27834-36, 58	GREENVILLE
	39530-35	BILOXI		27893-94	WILSON
	39701-05	COLUMBUS		28052-54	GASTONIA
MO	63011, 21-22	BALLWIN		28301-09	FAYETTE- VILLE
	63031-34	FLORISSANT		28401-07	WILMINGTON
	63042-45	HAZELWOOD		28601-03	HICKORY
	63301-03	SAINT CHARLES	OH	44035-39	ELYRIA
	64050-58	INDEPEND- ENCE		44052-55	LORAIN
	65201-29, 99	COLUMBIA		44221-24	CUYAHOGA FALLS
MT	59401-06, 14, 40, 76	GREAT FALLS		44481-86	WARREN
	59801-12	MISSOULA		45011-26	HAMILTON
				45042-44	MIDDLETOWN
				45801-09, 19, 54	LIMA
			OK	73013, 34, 83	EDMOND
				73069-72	NORMAN
				73501-07, 58	LAWTON
				73701-06	ENID
				74003-06	BARTLESVILLE

EXHIBIT 122.63a—Continued

STATE	ZIP CODES	CITY NAME	STATE	ZIP CODES	CITY NAME
OK	74011-14	BROKEN ARROW	TN	37130-33	MURFREESBORO
	74017-18	CLAREMORE		37311-12, 20, 64	CLEVELAND
	74066-67	SAPULPA		37601-15	JOHNSON CITY
	74074-78	STILLWATER		37660-65	KINGSPORT
	74354-55	MIAMI		37813-16	MORRISTOWN
	74361-62	PRYOR		38301-05, 14	JACKSON
	74401-03	MUSKOGEE		38501-03	COOKEVILLE
	74464-65	TAHLEQUAH	TX	75006-08, 10-11	CARROLLTON
	74467, 77	WAGONER		75040-47	GARLAND
	74501-02	MC ALESTER		75050-53	GRAND PRAIRIE
	74601-04	PONCA CITY		75015-16, 38-39, 60-63	IRVING
	74701-02	DURANT		75028, 56, 67	LEWISVILLE
OR	97005-07, 75-77	BEAVERTON		75023-24, 74-75, 86	PLANO
	97030, 80	GRESHAM		75080-85	RICHARDSON
	97034-35	LAKE OSWEGO		75116, 37-38	DUNCANVILLE
	97123-24	HILLSBORO		75134, 46	LANCASTER
	97301-14	SALEM		75149-50, 80-82	MESQUITE
	97330-33, 39	CORVALLIS		75501-07	TEXARKANA
	97401-05, 12, 40, 55	EUGENE		75601-08	LONGVIEW
	97477-78, 82	SPRINGFIELD		75652-53	HENDERSON
	97501-04	MEDFORD		75662-63	KILGORE
	97526-27, 43	GRANTS PASS		75670-71	MARSHALL
	97601-03, 25	KLAMATH FALLS		75701-13	TYLER
	97701-09	BEND		75801-02	PALESTINE
PA	15130-35	MC KEESPORT		75901-02	LUFKIN
	15901-15, 45	JOHNSTOWN		75961-63	NACOGDOCHES
	16601-03	ALTOONA		76003-07, 10-19, 94	ARLINGTON
	16801-05	STATE COLLEGE		76021-22	BEDFORD
	18015-18	BETHLEHEM		76039-40	EULESS
	18640-44	PITTSTON		76051, 92	GRAPEVINE
	19013-16	CHESTER		76053-54	HURST
	19037, 63-65, 86, 91	MEDIA		76201-06	DENTON
	19053-59	LEVITTOWN		76301-11	WICHITA FALLS
	19082-84	UPPER DARBY		76501-03, 08	TEMPLE
	19380-83	WEST CHESTER		76540-46	KILLEEN
	19401-09	NORRISTOWN		76901-06, 08-09	SAN ANGELO
RI	02860-65	PAWTUCKET		77301-05, 84-85	CONROE
	02879-83	WAKEFIELD		77325, 38-39, 45-47, 96	HUMBLE
	02886-89	WARWICK		77373, 79-83, 86-91	SPRING
SC	29150-54	SUMTER		77429, 33	CYPRESS
	29301-18	SPARTANBURG		77449-50, 91-92	KATY
	29401-25	CHARLESTON		77459, 89	MISSOURI CITY
	29501-04	FLORENCE		77478-79, 87	SUGAR LAND
	29577-79	MYRTLE BEACH		77501-08	PASADENA
	29601-16	GREENVILLE		77520-22	BAYTOWN
	29621-24	ANDERSON		77550-53	GALVESTON
	29902, 04-05	BEAUFORT		77581, 84, 88	PEARLAND
	29925, 28, 38, 48	HILTON HEAD		77590-92	TEXAS CITY
SD	57701-09	RAPID CITY			
TN	37040-44	CLARKSVILLE			

EXHIBIT 122.63a—Continued

STATE	ZIP CODES	CITY NAME	STATE	ZIP CODES	CITY NAME		
TX	77640-43	PORT ARTHUR	VA	23450-67	VIRGINIA		
	77801-06	BRYAN				BEACH	
	77901-05	VICTORIA			23601-07, 28, 30	NEWPORT NEWS	
	78040-44	LAREDO				HAMPTON	
	78130-33	NEW BRAUNFELS			23651-70	PETERSBURG	
		MC ALLEN			23801-05	ROANOKE	
	78501-04	BROWNSVILLE			24001-50	LYNCHBURG	
	78520-26	HARLINGEN			24501-15	DANVILLE	
	78550-52	GEORGE-TOWN		WA	24540-43	AUBURN	
	78626-28	LEANDER				98002-03, 23, 47, 54, 63, 71	BELLEVUE
	78641, 45	ROUND ROCK				98004-09	BOTHELL
	78664, 80-81	SAN MARCOS				98011-12, 21, 41	KENT
	78666-67	MIDLAND				98031-32, 35, 42, 64	KIRKLAND
	79701-12	BIG SPRING				98033-34, 83	LYNNWOOD
	79720-21	ODESSA				98036-37, 46	REDMOND
	79760-68	OREM				98052-53, 73, 82	RENTON
	UT	84057-59			SANDY		98055-58
84070, 91-92		WEST JORDAN			98201-08	BELLINGHAM	
84084, 88		PROVO			98225-27	BREMERTON	
VA	84601-04	FAIRFAX			98310-15, 37	PUYALLUP	
	22021, 30-39	FALLS CHURCH			98371-74	OLYMPIA	
	22040-48	HERNDON			98501-07	VANCOUVER	
		MC LEAN			98660-68, 82, 84-86	YAKIMA	
	22070-71, 90-96	MANASSAS	WI		98901-09	KENNEWICK	
	22101-09	SPRINGFIELD				99336-37	SHEBOYGAN
	22110-11	WOODBRIDGE			53081-83	KENOSHA	
	22115, 50-53, 56, 58-61	FREDERICKSBURG			53140-42	WAUKESHA	
	22191-99	CHARLOTTESVILLE			53151, 86-88	JANESVILLE	
	22401-05	CHESAPEAKE			53542, 45-47	LA CROSSE	
		SUFFOLK			54601-03	EAU CLAIRE	
	22901-10				54701-03	OSHKOSH	
	23320-25			WY	54901-06	APPLETON	
	23434-38					54911-15, 19	CHEYENNE
						82001-09	CASPER
					82601-15, 30, 38		

2-Cent Mary Lyon Regular Stamp

The 2-cent Mary Lyon regular stamp goes on sale February 28, 1987, in South Hadley, Massachusetts. Mary Lyon, an educator, is being honored in conjunction with the 150th anniversary of Mount Holyoke College, which Lyon founded.

Do Not Sell Before March 2, 1987



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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. 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. CAG A-G post offices requiring 50,000 or more stamps should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing, using *Item No. 052*. Requisitions must be submitted in the standard ordering quantities for a 100-subject stamp to the maximum of 2.5 million stamps per requisition. Any unfilled requisitions currently at the Bureau for the 2-cent Stravinsky will be filled with the 2-cent Mary Lyon stamp.

Less-Than-Bulk Quantities. All other post offices requiring fewer than 50,000 stamps should requisition them immediately from their designated stamp distribution offices on a separate Form 17A, *Accountable Items Requisitioned from Stamp Distribution Office*.—Philatelic Affairs Dept., 1-22-87.

International First Flight Cachet

Official cachet and philatelic treatment are available for Delta Airlines' inaugural flight from Atlanta, Georgia, via Portland, Oregon, to Tokyo, Japan. Cancellations will be from Atlanta, Georgia, to Tokyo, Japan, and from Portland, Oregon, to Tokyo, Japan. The Atlanta and Portland Post Offices and the Atlanta Airport Mail Facility and the Portland Air Mail Facility will apply the cachets.

Section 244.63 in the *POSTAL OPERATIONS MANUAL* describes how to prepare the covers to be sent on the flight:

1. Address all covers with postage affixed at 44 cents per half ounce.

2. Allow a clear space, 2½ by 2½ inches on the lower portion of the envelope and to the left of the address, for the cachet. Provide an additional 1½ inches to the left of the innermost stamp to permit a clear postmark. Each envelope should contain a filler of postal card thickness to assure good impressions of the cancellations.

3. Place the covers in outer envelopes and mail them to reach the office applying the cachet no later than 3 days before the scheduled date of the flight. Write "First Flight Covers" in the lower left corner of the outer envelopes.

4. Aerogrammes and postal cards will not be accepted. There is a limit of 50 covers per customer per flight. Covers already postmarked and those not prepared in accordance with instructions will not receive cachets or cancellations.

5. Send the covers to:

Postmaster
First Flights
Atlanta, GA 30304-9998

Operations Manager
Airport Mail Facility
First Flights
William B. Hartsfield
International Airport
Atlanta, GA 30320-9998

Postmaster
First Flights
Portland, OR 97208-9998

Operations Manager
Portland International Airport
Portland, OR 97238-9703.

—Philatelic Affairs Dept., 1-22-87.

Green security pouches must be returned to concentration points—not stored in hampers

14-Cent Julia Ward Howe Regular Stamp

The 14-cent Julia Ward Howe regular stamp goes on sale February 12, 1987, in Boston, Massachusetts. Howe, a social reformer, is perhaps best known as the author of the "The Battle Hymn of the Republic," first published in the *Atlantic Monthly* in February 1862.

Do Not Sell Before February 13, 1987



Copyright U.S. Postal Service 1987

Issued in panes of 100.

Collector information will appear in a future issue.

Supply. An automatic distribution will be made to post offices with authorized philatelic centers only. 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. CAG A-G post offices requiring 50,000 or more stamps should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing, using **Item No. 044**. Post offices must submit requisitions in the standard ordering quantities for a 100-subject stamp to the maximum of 2.5-million stamps per requisition. The 14-cent Howe stamp will replace the current 14-cent Lewis stamp. The Bureau will fill requisitions received after January 23, 1987, for the 14-cent Lewis with the 14-cent Howe stamp.

Less-Than-Bulk Quantities. All other post offices requiring fewer than 50,000 stamps should requisition them immediately from their designated stamp distribution offices on a separate Form 17A, *Accountable Items Requisitioned from Stamp Distribution Office*.—*Philatelic Affairs Dept., 1-22-87.*

All Personnel Processing Mail for Dispatch Abroad

Foreign Order No. 187

Keep all foreign order notices for use as reference.

FINAL ORDER

The Tentative Order issued against the following has become final:

CANADA

Empress Marketing
Box 77050, 3366 Kingsway

and

BOX 77050
3366 Kingsway

at

Vancouver, B.C.
Canada V5R 5T4

Do not dispatch any mail to the above. Place the mail pieces in a pouch 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 MSC's and designated International Exchange Offices.

—*Judicial Officer, 1-22-87.*

Disposal of Personal Property

Frequently, at the time of disposal of capital personal property, an undepreciated amount is written off to expense. Sound accounting practice requires that the write-off occur at the time of disposal. Delayed write-offs may impact the budget adversely.

Accordingly, the Directors of Procurement and Materiel Management Service Centers must ensure that property officers or designated employees:

1. Furnish advance notice to the Division Controller by memorandum at the time they decide to dispose of a property item.
2. Prepare an authorized Form 969, *Disposal of Personal Property*, at the time they remove the property item from service.
3. Send copies of authorized Form 969 to the Division Controllers and Regional Managers of Budget and Financial Analysis.

The Division Controllers and Regional Managers of Budget and Financial Analysis or their designees will use the information copies to confirm that the disposal of an item of property occurred as planned.—*Dept. of the Controller, 1-22-87.*

BUY U.S. SAVINGS BONDS



Copyright U.S. Postal Service 1984

Issue Date: February 28
 First Day City: South Hadley, Massachusetts
 Designer: Ron Adair
 Richardson, Texas
 Art Director: Jack Williams
 Modeler: Clarence Holbert
 Typographer: Bradbury Thompson
 Engravers: Joseph S. Creamer, Jr. (vignette)
 Robert G. Culin, Sr. (lettering and numerals)
 Printing Process: Intaglio
 Color: Blue
 Image Area: 0.71 x 0.82 inches or
 18.03 mm x 20.82 millimeters
 Plate Number: Single digit
 Stamps per Pane: 100
 Selvage: ©United States Postal Service, 1984 and
 Use Correct ZIP Code®

Mary Lyon Regular Stamp

Pioneer women's educator Mary Lyon will be featured on a 2-cent Great Americans Series regular stamp to be issued February 28 in South Hadley, Massachusetts, home of Mount Holyoke College, which she founded.

Ron Adair of Richardson, Texas, designed the stamp, the 37th in the series. He also designed the 15-cent Everett Dirksen and 20-cent John Hanson commemorative stamps, both issued in 1981, and the 1-cent Margaret Mitchell stamp in the Great Americans Series, issued in 1986.

Mary Lyon's efforts were a major factor in the spread of higher education for women in the United States. The strongest influence on elementary and secondary education in the East during the mid-1800's came through the many students from Mary Lyon's schools who went out to teach.

She organized Wheaton College in 1834 in Norton, Massachusetts, and founded Mount Holyoke in 1837 by raising more than \$12,000—enough to construct a 5-story building that housed a faculty of four and a first class of 80 young women.

When she died 12 years later, she left behind a permanent institution of advanced education endowed with \$68,000 worth of gifts, filled with able students, and staffed by a corps of dedicated teachers.

Procedures for ordering first day cancellations are as follows:

Customers affixing stamps: Customers are encouraged to purchase the Mary Lyon stamps and affix them to their envelopes. Covers with stamps already affixed will receive preferential service. At least 20-cents additional postage must be affixed to covers to meet the minimum First-Class letter rate. Uncanceled stamps issued prior to February 28 may be used, but covers bearing stamps issued after that date will be returned unserviced.

Covers should be addressed on the right side at least $\frac{3}{8}$ of an inch up from the bottom, with stamps affixed in the upper right corner approximately $\frac{1}{4}$ inch from the top and right edges.

Requests must be postmarked by March 30 and addressed: Customer-Affixed Envelopes, Mary Lyon Stamp, Postmaster, South Hadley, MA 01075-9991. No remittance is required.

Postal Service affixing stamps: Except for affixing stamps and addressing orders, follow the procedures above. The cost is 22 cents per envelope, and personal checks in the exact amount will be accepted up to the limit of 50 covers. Orders should be postmarked by March 30 and addressed: Mary Lyon Stamp, Postmaster, South Hadley, MA 01075-9992.



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 87-4
 Remove after March 30

PLEASE POST ON BULLETIN BOARD



**This Office
Will Be Closed
in Observance of
Washington's Birthday
February 16, 1987**



This Office

Will Be Closed

in Observance of

Washington's Birthday

February 16, 1987

CANADA-U.S. MONEY ORDER CONVERSION RATES

Effective immediately, the rate for money orders issued for payment in Canada will be 1.00 U.S. Dollar equals 1.36 Canadian. However, postal employees must verify a current rate when a customer wishes to purchase money orders payable in Canada with a total value in excess of \$3,200. The current Canadian exchange rate may be obtained by calling the St. Louis PDC on (PEN or 314) 436-5099. When a money order is issued for payment in Canada, the issuing employee must enter the Canadian dollar amount in the "USED FOR" block of the money order.

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

U.S.-Canada Money Order Conversion Rates

U.S.	Canada	U.S.	Canada	U.S.	Canada	U.S.	Canada
\$0.01	\$0.01	\$0.51	\$0.69	\$1.00	\$1.36	\$51.00	\$69.36
0.02	0.03	0.52	0.71	2.00	2.72	52.00	70.72
0.03	0.04	0.53	0.72	3.00	4.08	53.00	72.08
0.04	0.05	0.54	0.73	4.00	5.44	54.00	73.44
0.05	0.07	0.55	0.75	5.00	6.80	55.00	74.80
0.06	0.08	0.56	0.76	6.00	8.16	56.00	76.16
0.07	0.10	0.57	0.78	7.00	9.52	57.00	77.52
0.08	0.11	0.58	0.79	8.00	10.88	58.00	78.88
0.09	0.12	0.59	0.80	9.00	12.24	59.00	80.24
0.10	0.14	0.60	0.82	10.00	13.60	60.00	81.60
0.11	0.15	0.61	0.83	11.00	14.96	61.00	82.96
0.12	0.16	0.62	0.84	12.00	16.32	62.00	84.32
0.13	0.18	0.63	0.86	13.00	17.68	63.00	85.68
0.14	0.19	0.64	0.87	14.00	19.04	64.00	87.04
0.15	0.20	0.65	0.88	15.00	20.40	65.00	88.40
0.16	0.22	0.66	0.90	16.00	21.76	66.00	89.76
0.17	0.23	0.67	0.91	17.00	23.12	67.00	91.12
0.18	0.24	0.68	0.92	18.00	24.48	68.00	92.48
0.19	0.26	0.69	0.94	19.00	25.84	69.00	93.84
0.20	0.27	0.70	0.95	20.00	27.20	70.00	95.20
0.21	0.29	0.71	0.97	21.00	28.56	71.00	96.56
0.22	0.30	0.72	0.98	22.00	29.92	72.00	97.92
0.23	0.31	0.73	0.99	23.00	31.28	73.00	99.28
0.24	0.33	0.74	1.01	24.00	32.64	74.00	100.64
0.25	0.34	0.75	1.02	25.00	34.00	75.00	102.00
0.26	0.35	0.76	1.03	26.00	35.36	76.00	103.36
0.27	0.37	0.77	1.05	27.00	36.72	77.00	104.72
0.28	0.38	0.78	1.06	28.00	38.08	78.00	106.08
0.29	0.39	0.79	1.07	29.00	39.44	79.00	107.44
0.30	0.41	0.80	1.09	30.00	40.80	80.00	108.80
0.31	0.42	0.81	1.10	31.00	42.16	81.00	110.16
0.32	0.44	0.82	1.12	32.00	43.52	82.00	111.52
0.33	0.45	0.83	1.13	33.00	44.88	83.00	112.88
0.34	0.46	0.84	1.14	34.00	46.24	84.00	114.24
0.35	0.48	0.85	1.16	35.00	47.60	85.00	115.60
0.36	0.49	0.86	1.17	36.00	48.96	86.00	116.96
0.37	0.50	0.87	1.18	37.00	50.32	87.00	118.32
0.38	0.52	0.88	1.20	38.00	51.68	88.00	119.68
0.39	0.53	0.89	1.21	39.00	53.04	89.00	121.04
0.40	0.54	0.90	1.22	40.00	54.40	90.00	122.40
0.41	0.56	0.91	1.24	41.00	55.76	91.00	123.76
0.42	0.57	0.92	1.25	42.00	57.12	92.00	125.12
0.43	0.58	0.93	1.26	43.00	58.48	93.00	126.48
0.44	0.60	0.94	1.28	44.00	59.84	94.00	127.84
0.45	0.61	0.95	1.29	45.00	61.20	95.00	129.20
0.46	0.63	0.96	1.31	46.00	62.56	96.00	130.56
0.47	0.64	0.97	1.32	47.00	63.92	97.00	131.92
0.48	0.65	0.98	1.33	48.00	65.28	98.00	133.28
0.49	0.67	0.99	1.35	49.00	66.64	99.00	134.64
0.50	0.68			50.00	68.00	100.00	136.00
						200.00	272.00
						300.00	408.00
						400.00	544.00
						500.00	680.00
						600.00	816.00
						700.00	952.00

Canada-U.S. Money Order Conversion Rates

Canada	U.S.	Canada	U.S.	Canada	U.S.	Canada	U.S.
\$0.01	\$0.01	\$0.51	\$0.38	\$1.00	\$0.74	\$51.00	\$37.50
0.02	0.01	0.52	0.38	2.00	1.47	52.00	38.24
0.03	0.02	0.53	0.39	3.00	2.21	53.00	38.97
0.04	0.03	0.54	0.40	4.00	2.94	54.00	39.71
0.05	0.04	0.55	0.40	5.00	3.68	55.00	40.44
0.06	0.04	0.56	0.41	6.00	4.41	56.00	41.18
0.07	0.05	0.57	0.42	7.00	5.15	57.00	41.91
0.08	0.06	0.58	0.43	8.00	5.88	58.00	42.65
0.09	0.07	0.59	0.43	9.00	6.62	59.00	43.38
0.10	0.07	0.60	0.44	10.00	7.35	60.00	44.12
0.11	0.08	0.61	0.45	11.00	8.09	61.00	44.85
0.12	0.09	0.62	0.46	12.00	8.82	62.00	45.59
0.13	0.10	0.63	0.46	13.00	9.56	63.00	46.32
0.14	0.10	0.64	0.47	14.00	10.29	64.00	47.06
0.15	0.11	0.65	0.48	15.00	11.03	65.00	47.79
0.16	0.12	0.66	0.49	16.00	11.76	66.00	48.53
0.17	0.13	0.67	0.49	17.00	12.50	67.00	49.26
0.18	0.13	0.68	0.50	18.00	13.24	68.00	50.00
0.19	0.14	0.69	0.51	19.00	13.97	69.00	50.74
0.20	0.15	0.70	0.51	20.00	14.71	70.00	51.47
0.21	0.15	0.71	0.52	21.00	15.44	71.00	52.21
0.22	0.16	0.72	0.53	22.00	16.18	72.00	52.94
0.23	0.17	0.73	0.54	23.00	16.91	73.00	53.68
0.24	0.18	0.74	0.54	24.00	17.65	74.00	54.41
0.25	0.18	0.75	0.55	25.00	18.38	75.00	55.15
0.26	0.19	0.76	0.56	26.00	19.12	76.00	55.88
0.27	0.20	0.77	0.57	27.00	19.85	77.00	56.62
0.28	0.21	0.78	0.57	28.00	20.59	78.00	57.35
0.29	0.21	0.79	0.58	29.00	21.32	79.00	58.09
0.30	0.22	0.80	0.59	30.00	22.06	80.00	58.82
0.31	0.23	0.81	0.60	31.00	22.79	81.00	59.56
0.32	0.24	0.82	0.60	32.00	23.53	82.00	60.29
0.33	0.24	0.83	0.61	33.00	24.26	83.00	61.03
0.34	0.25	0.84	0.62	34.00	25.00	84.00	61.76
0.35	0.26	0.85	0.62	35.00	25.74	85.00	62.50
0.36	0.26	0.86	0.63	36.00	26.47	86.00	63.24
0.37	0.27	0.87	0.64	37.00	27.21	87.00	63.97
0.38	0.28	0.88	0.65	38.00	27.94	88.00	64.71
0.39	0.29	0.89	0.65	39.00	28.68	89.00	65.44
0.40	0.29	0.90	0.66	40.00	29.41	90.00	66.18
0.41	0.30	0.91	0.67	41.00	30.15	91.00	66.91
0.42	0.31	0.92	0.68	42.00	30.88	92.00	67.65
0.43	0.32	0.93	0.68	43.00	31.62	93.00	68.38
0.44	0.32	0.94	0.69	44.00	32.35	94.00	69.12
0.45	0.33	0.95	0.70	45.00	33.09	95.00	69.85
0.46	0.34	0.96	0.71	46.00	33.82	96.00	70.59
0.47	0.35	0.97	0.71	47.00	34.56	97.00	71.32
0.48	0.35	0.98	0.72	48.00	35.29	98.00	72.06
0.49	0.36	0.99	0.73	49.00	36.03	99.00	72.79
0.50	0.37			50.00	36.76	100.00	73.53
						200.00	147.06
						300.00	220.59
						400.00	294.12
						500.00	367.65
						600.00	441.18
						700.00	514.71

*Reminder***Statue of Liberty Joint Issue Folder**

The Statue of Liberty Joint Issue Folder (Item 803), a philatelic product, should have been withdrawn from sale on December 31, 1986. All unsold folders are to be handled according to *Financial Handbook for Post Offices*, F-1, Section 553.

In addition, Stamp Distribution Offices (SDO's) should prepare a brief memorandum stating the quantity of folders sold. They should send this memorandum no later than January 30, 1987, to: United States/France Joint Issue Folder, Philatelic Marketing Division, Room 5360, U.S. Postal Service, 475 L'Enfant Plaza SW., Washington, DC 20260-6355. SDO's should also forward a completed copy of the Destruction Certificate, Form 3238, with the memorandum for any unsold folders destroyed.—*Philatelic Affairs Dept.*, 1-22-87.

Treasury Department Checks

February Social Security supplemental income checks and Veterans' Administration (VA) compensation and pension checks normally delivered on the first of the month will be delivered on Friday, January 30.

The Austin, Birmingham, Chicago, Kansas City, Philadelphia, and San Francisco Financial Centers (AFC, BFC, CFC, KFC, PFC, SFC) will release the supplemental security income checks to the Postal Service. The AFC will release the VA compensation and pension checks. The envelopes will bear the legend:

POSTMASTER: Requested delivery date is the 30th day of the month.

The civil service annuity, public debt interest, and railroad retirement checks should be delivered on Monday, February 2. The AFC, BFC, CFC, KFC, PFC, and SFC will release the railroad retirement checks. The CFC will release the civil service and public debt interest checks. The envelopes will bear the legend:

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

The Social Security checks will arrive on the normal delivery date, Tuesday, February 3. The envelopes will bear the legend:

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

Postmasters and supervisors are asked to complete delivery of these checks on the dates specified above.—*Mail Processing Dept.*, 1-22-87.

Instructions for Recording Scheme Training, Testing, and Qualifying STTQ Hours

The following instructions should remind payroll offices of the proper accounting procedures for recording employee hours spent in Scheme Training, Testing, and Qualifying (STTQ).

When a senior bidder passes the examination and accepts the position, the accounting or adjustment clerk in each office must transfer all work hours related to STTQ to a training account, using the appropriate training Labor Distribution Code).

1. Offices on the Distributed Data Entry/Data Reporting (DDE/DR) System (both timecard and PSDS) should make this transfer using the Loan Transfer and Training (LTAT) System.

2. Offices not on DDE/DR should make the transfer as follows:

a. Timecard offices: submit a Form 1236, *Loan, Transfer, and Training Hours*, to the DDE/DR site for entry.

b. PSDS offices: input Y5 transactions.

POSTAL BULLETIN 21407, 6-9-86, originally contained these instructions, which were subsequently included in section 424.8 of Handbook F-21, *Time and Attendance*, TL-30, dated February 1, 1985, for timecard offices. The next revision of Handbook F-22, *PSDS Time and Attendance*, for Postal Source Data System (PSDS) offices will also include them.

—*Dept. of the Controller*, 1-22-87.

Air Stop Overspray Elimination

Air Stop Codes will no longer be oversprayed on Sack/Tray labels effective December 12, 1986, with label print requests (Form 1578-B, *Requisition for Non-Standard Facing Slips or Labels*) received at the computerized label printing branch at the Western Area Supply Center.

With the use of ACT Tags that clearly display the air stop code, the overspray procedure provides only a marginal benefit in dispatching mail to air carriers, because of the misrouting potential created by the synchronization difficulties of the printing equipment used to produce the oversprayed labels.

Air stop codes will continue to be printed on the right side of the label. Present software is being modified to highlight the air stop code with asterisks. Thus, for example, the code will appear near the right edge of the label as ****IAD**** or ****ABQ**** or ****LAX****, etc.

This change has no impact on present ordering procedures. Label clerks should continue to provide all information presently required for ordering labels on Form 1578-B.

—*Mail Processing Dept.*, 1-22-87.

Proper Forms for Refund of Retirement Deductions

Background

The Office of Personnel Management (OPM) is revising Standard Form 2802 (SF 2802), *Application for Refund of Retirement Deductions*, because of provisions in the Spouse Equity Act. (See POSTAL BULLETIN 21555, 2-27-86, page 8, XC1.)

Postal Data Centers (PDC's) are urging the use of correct forms for retirement deductions refunds to permit timely processing of refund applications. OPM has issued two temporary forms for interim use until the revised SF 2802 is available:

1. OPM Form 1425, *Application for Refund of Retirement Deductions* (REV April 1986).

2. OPM Form 1537, *Current/Former Spouse's Notification of Application for Refund of Retirement Deductions Under the Civil Service Retirement System (1986)*.

The Supply Centers do not stock these forms; they are temporary forms that *must be reproduced locally*. Reproduced copies of the forms on pages 20 through 23 must be made available to employees who wish to apply for a refund of retirement contributions. Previous editions (May 1985) should be destroyed.

Availability

Until the revised SF 2802 is available, employing offices must supply a copy of OPM Form 1425 to all separated employees who wish to apply for a refund. *Existing supplies of SF 2802 should also be destroyed.*

Employees required to notify current and/or former spouses of their application for refund must use OPM Form 1537. Employing offices must provide refund applicants a copy of OPM Form 1537 upon request.

Reminder

Employees must complete all items on OPM Form 1425, including item 17, Address for Mailing Refund Checks.

—Employee Relations Dept., 1-22-87.

Employee Claims

The Postal Service realignment has resulted in changes in the submission and adjudication of employee claims. Therefore, effective immediately, Part 645 of the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM) is amended as follows:

* * * * *

645.3 Submission and Initial Decisions

Employees submit claims based on the installation to which they are assigned. Submission of claims and initial determinations are as follows:

a. *Field Units*. All such units, including Field Division Headquarters, submit claims to the General Manager, Field Division, who makes the initial decision.

b. *Regional Headquarters*. Submit claims to the Regional Director, Human Resources, who makes the initial decision.

c. *Headquarters and Related Units*. These offices, including the Inspection Service, Transportation Management Sectional Centers, Procurement and Materiel Management Offices, etc., submit claims to the General Manager, Headquarters Personnel Division, who makes the initial decision.

645.4 Disposition

The disposition of claims depends on the initial decision:

a. *Allowed Claims*. A settlement check is forwarded to the claimant. When a claim is only partially paid, a written explanation accompanies the check.

b. *Denied Claim*. A written explanation of the reason for the decision is forwarded to the claimant.

645.5 Appeal

Claimants may appeal a denial by writing to the Assistant Postmaster General, Employee Relations Department, within 15 days of the receipt of the letter of denial. Reasons and documentation must be furnished. The decision of the reviewer is final and there is no further administrative appeal.

The next issue of the ELM will incorporate these changes.—Employee Relations Dept., 1-22-87.

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



APPLICATION FOR REFUND OF RETIREMENT DEDUCTIONS

CIVIL SERVICE RETIREMENT SYSTEM

Form Approved
OMB No. 3206-0128
Expires 8/31/86

To avoid delay in payment: (1) Complete application in full; (2) Typewrite or print in ink.

1. Name (Last, first, middle)	2. Date of birth (Month, day, year)	3. Social Security Number	4. Are you a citizen of the United States of America?	Yes No
5. List all other names you have used (including maiden name, if applicable)		6. Previous applications filed (indicate by "X")	Retirement Annuity Refund	Deposit or Redeposit Voluntary Contributions

7 List below all of your civilian and military service for the United States Government or District of Columbia				Indicate whether CS retirement deductions were withheld from your salary (Check One)		Have you paid deposit or redeposit for any period, including military service, after 1956? (Check One)		
Department or Agency (including bureau, branch, or division where employed)	Location of Employment (City, State, and ZIP Code)	Title of Position	Periods of Service		Withheld	Not Withheld	Full or Partially Paid	Not Paid
			Beginning Date	Ending Date				

8. Have you accepted any further employment with the Federal or District of Columbia government (or arranged for such employment) to become effective within 31 days from the ending date of your last period of service?	Yes <input type="checkbox"/> No <input type="checkbox"/>	9. If you answer "Yes" to item 8, are Civil Service Retirement deductions being withheld (or will they be withheld) from your salary during such employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>	10. Date of new appointment (Expected date if not yet reemployed)	11. Department or agency, including bureau, branch, or division, in which you are (or will be) employed	12. Location of new employment (City, State, and ZIP Code)	Yes <input type="checkbox"/> No <input type="checkbox"/>	16. APPLICANT CERTIFICATION I understand that I am not legally entitled to receive a refund if I am reemployed or otherwise assigned to a position under the Civil Service Retirement System within 31 days of separating from my most recent position. I agree to notify OPM if I am employed again within this time period and will return or repay any refund paid to me under those circumstances. I hereby certify that all statements in this application, including any information I have given on the back, are true to the best of my belief and knowledge and that the tax withholding election made here reflects my wishes.
				Your signature (Do not print)		Date		

WARNING—Any intentional false statement in this application or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001)

13. Indicate below whether you wish to have Federal income tax withheld from the interest portion of your refund: <input type="checkbox"/> Withhold Federal income tax from the interest portion of my refund payment. <i>If you elect withholding, the amount withheld will be 5% of the total interest payable.</i> <input type="checkbox"/> Do not withhold Federal income tax from the interest portion of my refund payment.		14. Are you now married? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>		15. Have you ever been divorced? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Give name of current spouse		In the space provided on the back of this form list all living former spouses to whom you were married for at least 9 months.	

17. ADDRESS FOR MAILING REFUND CHECK		Telephone Number (Including area code)	
Number and Street			
City, State, and ZIP Code			

FOR AGENCY USE ONLY			
I certify that this agency received this Standard Form 2802 on the date shown below.			
Signature of Agency Official		Date Received	
Title		Agency Payroll Office Number	
<p style="text-align: center;">WE CANNOT AUTHORIZE PAYMENT IF THIS ADDRESS IS ERASED OR OTHERWISE CHANGED</p> <p>NOTE: This application should not be offered to a financial institution or other person as collateral or security for a loan. The retirement law [5 U.S.C. 8344(a)] provides that an employee's retirement contributions are not assignable. A former employee must apply for refund personally and payment must be made directly to him or her. However, outstanding debts to the U.S. Government can, at the Government's request, be withheld from a refund, provided all legal requirements are met.</p> <p style="text-align: center;">See the back of this form for important information concerning your application for refund of retirement deductions and for a Privacy Act Statement.</p>			

If you answered "yes" in item 15, list all living former spouses to whom you were married for at least 9 months.

Name of Former Spouse	Date of Marriage (Mo, day, yr)	Date of Divorce (Mo, day, yr)

NOTIFICATION TO CURRENT AND FORMER SPOUSES OF YOUR REFUND APPLICATION

The Civil Service Retirement law provides that your retirement contributions may be refunded to you ONLY if you notify the following persons that you are applying for a refund:

- any current spouse (including any person from whom you are legally separated) and
- any former spouse.

You are not required to notify a former spouse if you were not married to that person for a total of at least 9 months or you do not have a total of at least 18 months of civilian service subject to retirement deductions.

You should provide a copy of OPM Form 1537, *Current/Former Spouse's Notification of Application for Refund of Retirement Deductions*, (which you may get from your employing office) to (1) your current spouse, if any, and (2) if you have at least 18 months of civilian service subject to retirement deductions, each former spouse you listed above. The current or former spouse must sign the form and have the signature witnessed by two persons. You cannot be one of the witnesses.

In addition, the law provides that payment of your refund is subject to the terms of any court order (related to a divorce or legal separation) that expressly relates to any portion of your refund, if the payment of the refund would end the entitlement of a spouse or former spouse to a survivor annuity or a portion of your annuity. A court order cannot bar payment of a refund if you do not have a future Civil Service annuity entitlement.

Attach all signed and witnessed notification forms to your refund application.

If your current or former spouse refuses to acknowledge the notification or you are otherwise unable to obtain the acknowledgement, you must submit one of the following:

1. Affidavits signed by two individuals who witnessed your attempt to personally notify the current or former spouse. The witnesses must attest that they saw you give or try to give (personally) the

notification form to your current or former spouse to whom your purpose should have been clear.

- OR 2. The current mailing address of the current or former spouse. (You may use the box at the end of this column to give the address.) OPM will attempt to notify (by certified mail return receipt requested) the current or former spouse at the address you give. OPM will not pay you the refund until we receive the signed return receipt. If the notice is undeliverable at the address you give, your refund may not be paid unless you subsequently show that the notification requirement should be waived as described below. If you decide you want OPM to make notification, it will cause a 6- to 8-week delay in the payment of your refund.

If you do not know the current whereabouts of a spouse or former spouse, the Office of Personnel Management may waive the requirement to notify that person. A waiver may be granted if you submit with your refund application:

1. A determination by a court or administrative agency empowered to make such determinations that the person is missing; OR
2. Notarized statements from yourself and two other persons (one of whom is unrelated to you) stating that the person's whereabouts are unknown and detailing efforts to locate the person.

I have been unable to notify the following current or former spouse. (Enter name and current mailing address, including ZIP code, of the current or former spouse.)

Notice to Applicant

1. If you have more than 5 years of service, you may be entitled to annuity rights which will be forfeited by payment of this refund unless you are later reemployed subject to the Civil Service Retirement law. (Note: payment of the refund will end any eligibility your former spouse(s) may have to coverage under the Federal Employees Health Benefits Program.)
2. If you were separated on or after October 1, 1956, from a position subject to the Civil Service Retirement law, refund of retirement deductions is prohibited unless your separation occurred and your application is received by your employing agency or the Office of Personnel Management at least 31 days before the earliest commencing date of any annuity for which you are eligible.
3. Refund of retirement deductions is also prohibited if you are currently employed in a position subject to Civil Service Retirement deductions or will be so employed within 31 days from the date of the separation on which your claim for refund is based.
4. Your refund is not payable until at least 31 days have passed since your separation.
5. Interest will be paid on your refund if you have more than 1 year, but fewer than 5 years, of service.

Federal Tax Withholding

Although the refund of your contributions to the Civil Service Retirement fund is not subject to Federal income tax, any interest paid on your contributions is taxable in the year that it is paid, unless you transfer the interest portion of your refund to another eligible retirement plan. If you elect

not to have Federal tax withheld, or if you do not have enough Federal tax withheld, you may be responsible for payment of estimated tax. In addition, you may incur penalties under the estimated tax rules if your withholdings and estimated tax payments are not sufficient.

Privacy Act Statement

Title 5, U.S. Code, Chapter 83, Civil Service Retirement, authorizes solicitation of this information. The data you furnish will be used to determine your eligibility to receive a refund of retirement deductions.

This information may be shared with national, state, local, or other charitable or social security administrative agencies to determine and issue benefits under their programs, or with law enforcement agencies when they are investigating a violation or potential violation of the civil or criminal law.

Executive Order 9397 (November 22, 1943) authorizes use of the Social Security number to distinguish you and people with similar names. Furnishing your Social Security number, as well as other data, is voluntary, but if you do not do this, OPM may be unable to determine your eligibility to receive a refund of retirement deductions.

Where to File Your Application

1. If you have been separated 30 days or less, this application should be forwarded to the office in which you were last employed.
2. If you have been separated more than 30 days, forward this application to the Office of Personnel Management, Civil Service Retirement System, Employee Service and Records Center, Boyers, PA 16017.

Current/Former Spouse's Notification of Application for Refund of Retirement Deductions Under the Civil Service Retirement System

PRIVACY ACT STATEMENT

Public Law 98-615, which established current and former spouse notification requirements, authorizes solicitation of this information. The information furnished will be used to satisfy the notification requirements of Public Law 98-615. This information may be shared with national, state, local, or other charitable or social security administrative agencies to determine and issue benefits under their programs or when they are investigating a violation

or potential violation of the civil or criminal law. Executive Order 9397 (November 22, 1943) authorizes use of the Social Security Number to distinguish between the applicant and people with similar names. Furnishing the Social Security Number, as well as other data, is voluntary, but failure to do so may result in our inability to refund the retirement deductions.

If you apply for a refund of retirement deductions after May 6, 1985, you must notify your current spouse. Also, you must notify any former spouse if the following conditions apply:

1. You have 18 months of service subject to retirement deductions (including previously refunded service); and
2. You were married to the former spouse for at least 9 months.

PART 1--To Be Completed by Applicant

INSTRUCTIONS: To notify each current or former spouse of your application for a refund of your retirement deductions, complete Part 1 with your name, date of birth and Social Security Number and have the current or former spouse complete Part 2. The current or former spouse's signature must be witnessed in Part 3.

You may not be a witness. After Parts 2 and 3 have been completed, the form must be returned to you for attachment to your refund application. (Use a separate form for current spouse and each former spouse.)

Name	Date of Birth	Social Security Number
------	---------------	------------------------

PART 2--To Be Completed by Current or Former Spouse

INSTRUCTIONS: Complete Part 2 and have two witnesses complete Part 3 and then return the form to the applicant. Payment of the refund of retirement deductions will end any entitlement you may have to a survivor annuity or portion of any annuity to which the applicant would otherwise have been entitled (unless the applicant's entitlement is restored through later Federal employment). If a court order expressly relates to the applicant's

retirement deductions and you believe that payment of the refund would end a court-ordered entitlement you have to a survivor annuity or to a portion of an annuity to which the above-named person is entitled, see the information on the back regarding such court orders. (Complete Part 2 and have the witnesses complete Part 3 even if you are submitting a court order.)

I have read the paragraph above and I understand that the above-named individual is applying for a refund of civil service retirement deductions.	Signature (Do Not Print)	Name (Type or Print)	Date Signed
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PART 3--To Be Completed by Witnesses

We, the undersigned, certify that Part 2 of this form was signed by the current or former spouse of the person named in Part 1 in our presence.

Signature	Date Signed	Signature	Date Signed
Name of Witness (Type or Print)		Name of Witness (Type or Print)	
Address (Number and Street)		Address (Number and Street)	
City, State and ZIP Code		City, State and ZIP Code	

Information About Sending Court Orders to the Office of Personnel Management (OPM)

If you are legally separated or divorced from the person named in Part 1, you should know that a refund would end your potential entitlement to a survivor annuity and to any portion of any annuity to which the applicant would be entitled. If you have a court order that expressly relates to any portion of the applicant's retirement deductions (contributions), you should send a copy of the court order to OPM with a cover letter giving:

1. The name, date of birth, and Social Security Number of the person applying for the refund;
2. Your statement that the court order has not been amended, superseded, or set aside;
3. Your name, date of birth, and mailing address; and
4. If any payments to you are subject to termination upon your remarriage, a statement that either (1) you have remarried and the date of the remarriage or (2) that you have not remarried and that you will notify OPM within 15 days of a remarriage should you remarry in the future.

If the court order gives you a survivor annuity after the death of the applicant, also attach a copy of your birth certificate, if available.

The court order can be honored ONLY if it is received before the refund is paid to the applicant. Payment of the refund will end any entitlement you may have to a survivor annuity or a portion of any annuity to which the applicant would otherwise have been entitled. Payment of the refund will also end any eligibility you may have to coverage under the Federal Employees Health Benefits Program.

Send a copy of the court order and your cover letter to the following address and complete the blocks below:

Office of Personnel Management
Civil Service Retirement System
Employee Service and Records Center
ATTN: Refunds
Boyers, PA 16017

NOTE: A former spouse who remarries before reaching age 55 is not entitled to a survivor annuity. (Termination of the remarriage does not restore a former spouse's entitlement to a survivor annuity.) Remarriage does not affect a former spouse's court-ordered right to receive a portion of an annuity during the annuitant's lifetime, unless the court order provides otherwise.

I believe I have a court order that meets the criteria described above. I am IMMEDIATELY submitting a copy of the court order and the required cover letter to the address provided above.

Signature (Do Not Print)

Date Signed

Date of Court Order

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Employees assigned to answer telephones must be courteous, helpful, and offer all assistance possible.

Fiscal Handbook F-1 Revision

Explanation and Distribution. In January a complete revision of Handbook F-1 will be distributed. Handbook F-1, formerly titled *Financial Handbook for Post Offices*, has been retitled and reorganized into a basic and specialized handbooks, as listed below:

Handbook F-1, *Post Office Accounting Procedures*. The printer will distribute to all post offices.

Handbook F-47, *Symbol 9500 Treasury Checks*. The printer will distribute copies to Field Division Controllers, who will redistribute to post offices using Symbol 9500 Treasury checks.

Handbook F-48, *Bulk Requisitioning and Management Sectional Center Accountable Paper Functions*. The printer will distribute directly to CAG A-G post offices.

Handbook F-49, *Federal Food Coupons*. The printer will distribute these to Field Division Controllers for redistribution to participating post offices.

Handbook F-50, *Examination of Stamp Credits and Main or Unit Reserve Stocks*. The printer will distribute to all post offices.

Handbook F-51, *Computerized Meter Resetting System*. The printer will distribute copies to all CAG A-G post offices. CAG H-L post offices having Computerized Meter Resetting System (CMRS) postage meters should submit a request for a copy of the F-51 to the Eastern Area Supply Center.

Questions, Comments, Orders. Instructions regarding questions and comments contained in the transmittal letters of the handbooks must be followed. Requisition instructions are summarized below:

Post offices that need Handbooks F-1, F-48, F-50, and F-51 and do not receive them by February 3 must request copies on Form 7380, *Supply Center Requisition*, from the Eastern Area Supply Center.

(**Note:** Post offices that do not handle food coupons (F-49), Symbol 9500 Treasury checks (F-47), or postage meters (F-51), need not requisition those handbooks.)

Post offices requiring Handbooks F-47 and F-49 must contact their Field Division Controller.

The handbooks incorporate the changes in POSTAL BULLETINS through January 8, 1987.

—Dept. of the Controller, 1-22-87.

Spoiled Money Orders and Voucher Facsimiles

Review the following procedures for processing spoiled money orders and voucher facsimiles. *Do not make any exceptions to the spoiled money order procedures.* When money order vouchers are missing, accountability demands that the issuing office verify data requirements. Verification is performed by manual data entry from voucher facsimiles submitted by the issuing office. This notice describes the reporting format.

A. Spoiled Money Orders

1. Spoiled money orders are to be destroyed, (POSTAL BULLETIN 21527, 8-15-85, page 10).

2. Only the manager or other designated employee is authorized to destroy spoiled money orders.

3. *On day of issue.* When a money order is spoiled on the day of issue, the clerk will (a) destroy the customer receipt and voucher; (b) mark the money order *spoiled*; and (c) submit it according to procedures on Form 1412A or 1412B, *Daily Financial Report*, to the manager or designated employee.

The manager or designated employee will destroy the spoiled money order only after verifying the clerk's Form 1412.

4. *After the date of issue.* Reference DOMESTIC MAIL MANUAL (DMM) 941.152(b) for instructions on processing money orders returned after the date of issue.

B. Voucher Facsimiles

1. When a money order voucher is missing, post offices must prepare a proper facsimile of it. (See F1, *Financial Handbook for Post Offices*, 683)

2. Mail the completed facsimile of a missing voucher at once. Do not submit the facsimiles with the weekly voucher shipments.

3. Mail facsimiles directly to the Money Order Division, Post Office Box 14975, St. Louis, MO 63182-9312.

4. Give carbons to the customers. Do not send carbons or slips of paper of different sizes to the Money Order Division (See DMM, 941.134).

5. See page 25 of this bulletin for a sample facsimile/mailed. Photocopy, as needed.

—Rates & Classification Dept., 1-22-87.

Employees assigned to answer telephones must be courteous, helpful, and offer all assistance possible

USPS FACSIMILE M.O. VOUCHER

--	--	--	--	--	--	--	--	--	--	--

Serial No.
(Include 11th Digit if known)

--	--	--	--	--

Year Month Day
Date

--	--	--	--	--	--

Post Office
ID

			*	
--	--	--	---	--

Amount

Tape all edges

Tape all edges

Preparer's
Signature _____

P. O.
CAG _____

Complete this form for missing vouchers. Send directly to
Money Order Division, P.O. Box 14975, St. Louis, MO 63182-9412.

DO NOT MIX THIS FACSIMILE WITH VOUCHERS.

DO NOT SEND THIS FACSIMILE IN THE WEEKLY VOUCHER SHIPMENT

fold on dotted line

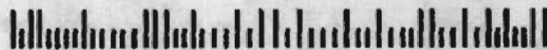
UNITED STATES POSTAL SERVICE



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

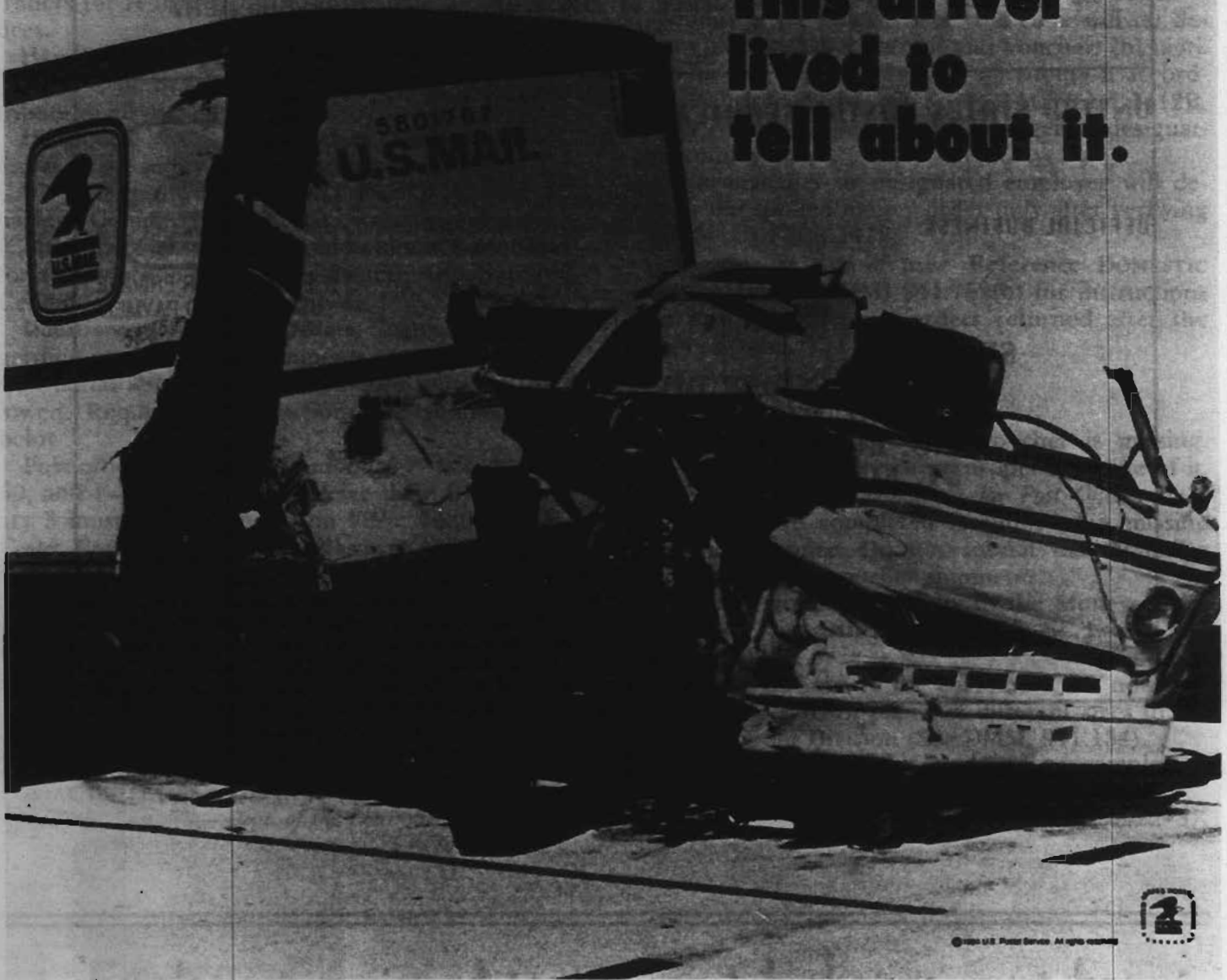
OFFICIAL BUSINESS

**SEND TO:
MONEY ORDER DIVISION
POSTAL DATA CENTER
P.O. BOX 14975
ST. LOUIS, MO 63182-9412**



SEAT BELTS SAVE LIVES

**This driver
lived to
tell about it.**



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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 21602 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.

010057	132038	334043	405079	554550	705075	772149	900775	927406
011029	170103	334057	422004	554553	705171	772150	900841	927409
019057	186010	334070	427003	554557	713027	772151	901317	927414
021203	191397	334206	432193	554582	713038	772152	901383	927420
021258	191442	334207	436081	559006	713039	772153	901425	927430
021269	191457	334229	436102	577030	721010	772154	901449	928405
021295	191463	334247	441556	577036	731252	772155	901456	928488
021337	191478	334251	441559	581041	731300	772156	901496	928488
021423	191522	334287	441598	581581	731333	772157	901497	931333
021539	191533	335066	449001	600033	731392	772197	901522	931915
023023	191547	335099	452032	600064	741366	772250	901616	931964
025014	191561	335147	452310	600066	741378	772274	901625	931972
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122126	333774	393047	551199	681205	772144	891303	927347	
122143	333845	405070	554511	701998	772145	895111	927361	
122155	334039	405074	554543	701999	772148	900080	927383	

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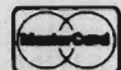
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