



postal bulletin

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Message From the Deputy Postmaster General

BULK BUSINESS MAIL

Service to our customers has never been better and delivery of First-Class Mail remains at a high level. Surveys show the public believes the Postal Service is "getting better," and I know we inside the Service feel the same way.

Today, I want to ask you to make Bulk Business Mail—the fastest growing class of mail—the success story of 1987.

This year, two out of every five pieces of mail we deliver will fall within the Bulk Business Mail category. Twenty cents of every dollar paid to our employees comes from this class of mail. The time has come to make a renewed commitment to move and deliver this mail in a timely, consistent manner.

Bulk business mailers need and deserve reliable nationwide service. It obviously hurts sales if we deliver too late, and even too early delivery can harm marketing strategies. The key to mailers' and our success is *timely, consistent service*.

Bulk Business Mail is used by a variety of people and businesses—small and large. Handicapped, elderly, shut-ins, and rural area customers depend on this mail for services they may not otherwise be able to use. Shopping by mail also serves a real need for the time-pressed population of today.

Bulk Business Mail is a vital part of the postal system, and it is growing at a greater rate than any other class of mail. Bulk Business Mail also stimulates postal growth. Do you know that a response to a book club advertisement can, in a 12-16 month period, generate 12-16 additional pieces of First-Class Mail, 13-23 pieces of Bulk Business Mail, or 8-14 fourth-class packages? This can mean as much as an additional \$5.96 in postal revenue from one piece of Bulk Business Mail.

Clearly, Bulk Business Mail is a major source of our growth and very important to the economic health of the Postal Service and the nation's economy. Moving and delivering Bulk Business Mail require the proper allocation of resources and a good effort by every person in the Postal Service. We must make that commitment to provide Bulk Business Mail with timely, consistent service that we can point to with pride as we do for other classes of mail.

MICHAEL S. COUGHLIN,
Deputy Postmaster General.

A copy of this message is available on page 7 for posting on office bulletin boards.

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DMM Revision

Post Office Box Fee Groups

Effective immediately, DOMESTIC MAIL MANUAL (DMM) 951.06, Record of Boxholders, is amended by the addition of 951.63 to require verification that a customer is still eligible for a Group 2 fee at a facility required to charge Group 1 fees. The DMM is revised as follows:

951 Post Office Box (P.O. Box) Service

* * * * *

951.6 Record of Boxholders

* * * * *

951.63 Verification. Facilities charging Group 1 fees under 951.222a must review their inventory list for boxholders who are being charged Group 2 fees to ensure that those boxholders are still eligible for those fees. Postmasters or their designees must ask all Group 2 boxholders who have had a box for more than a year to verify that the information on their Forms 1093 is still current or to update their forms. If the boxholder is no longer eligible for the Group 2 fees, but has already paid those fees for the current or next period, do not charge the difference. The facility must charge the Group 1 fee, however, beginning with the next period for which the fee is due.

A future issue of the DMM will include this revision.—*Rates & Classification Dept., 2-19-87.*

Reminder

Books and Sound Recordings

POSTAL BULLETIN 21601, 1-8-87, page 21, cited the revised DOMESTIC MAIL MANUAL (DMM) 159.564, *Disposal of Books and Sound Recordings*, which describes new procedures for handling those items found loose in the mail.

In accordance with these procedures, Bulk Mail Centers will send this merchandise to certain designated release facilities, which will arrange to return the items to requesting publishers and distributors. Postmasters and managers are encouraged to develop local release arrangements that will benefit both the Postal Service and the requesters.

Postal Service headquarters will notify the designated release facilities shortly before March 1 and will send each of them a list of publishers and distributors to whom the particular facility should release specified merchandise. As soon as a facility is identified as a designated release facility, its postmaster and managers should carefully review these procedures to ensure efficient implementation of this important program.

—*Rates & Classification Dept., 2-19-87.*

**Commemorative Mint Set
Reevaluation**

On March 1, 1987, the price of the 1986 *Commemorative Mint Set* (Item No. 886) will change from \$9.50 to \$11.00. The discount price of \$9.50 was part of a promotional effort to increase sales during the first few months, and it was charged into postmasters' accountability at \$9.50 each. All offices having this philatelic product in inventory should increase their accountability according to the instructions below.

Supervisors at all facilities selling the 1986 *Commemorative Mint Set* should count quantities on hand at the close of business on February 28, 1987. They then multiply the number of mint sets by \$1.50 (the difference between the old and new price) and enter the result on the Return Stamps side of Form 17, *Stamp Requisition*. Next, the supervisors enter the total on Form 17 on the facility's Form 1412-A, *Daily Financial Report*, as a write-in to AIC 841, Stamps Received, and forward Form 17 and Form 1412-A to the Accountbook Section. This step increases the facility's accountability to reflect the new price of \$11.00.

When the Accountbook unit receives Form 1412-A and Form 17, it should make a write-in entry to AIC 171, *Postage Stock—Reevaluation*, on the Receipts Section of the Accountbook or *Daily Financial Statement*, which is offset by an increase to AIC 805, *Postage Stock—Inventory*, in the Analysis Section. The unit should retain Form 17 and other supporting documents.

—*Philatelic Affairs Dept., 2-19-87.*



NATIONAL RETIREMENT COUNSELING SYSTEM

A. Semi-Annual Annuity Estimates

The National Retirement Counseling System (NARECS) provides, on a semi-annual basis, computer-generated annuity estimates for employees eligible for optional retirement under the Civil Service Retirement System (CSRS).

The semi-annual printouts of the Annuity Estimate (Report No. AAF-240P1) will be distributed during the week of February 23, 1987. When the annuity estimates are available, employing offices are to advise employees who are eligible to retire of the availability of the printouts by posting a general announcement on bulletin boards or through employee newsletters. Do nothing that would be viewed as coercing an employee to retire. Optional retirement is a purely personal decision on the employee's part.

B. Retirement Counseling

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

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

1. Commencing Date of Optional Retirement

The retirement law provides that annuities based on optional (voluntary) retirement will commence on the first day of the month after separation (or the first day of the month after the employee's last day in a pay status), provided the

age and service requirements for annuity eligibility are met. The retirement law also provides that for those who voluntarily retire on day 1, 2, or 3 of the month, annuity will begin either on the day after separation or the day after the last day in a pay status provided the service and age requirements for eligibility to an immediate annuity are met. For example, if the employee retires on April 3, and the last day in pay status is April 3, annuity will begin on April 4; if retirement is April 3, and the last day in pay status is April 1, annuity will begin April 2. However, if the employee retires anytime between April 4 and April 30 (and the last day in pay status is after April 4), the annuity will begin May 1.

2. Alternative Forms of Annuity: Lump Sum Payments

The POSTAL BULLETIN (see PB 21580, 8-21-86) article, "National Retirement Counseling System," dated August 21, 1986, informed employees about retirement law changes that give employees retiring after June 6, 1986, on a non-disability basis, the option of choosing a lump sum payment at retirement with a reduced monthly annuity.

The Office of Personnel Management (OPM) now indicates that procedures do not require an employee to choose when he submits SF Form 2801, *Application for Immediate Retirement*. Instead OPM will provide employees with final calculations on a regular annuity and a lump sum/reduced annuity after it processes their retirement files. At that time, OPM will also supply an election form and the spousal consent form needed to process the lump sum annuity.

Because the law became effective June 6, 1986, OPM will contact all employees who have retired since then to give them the opportunity to choose an alternative form of annuity. The POSTAL BULLETIN will publish future information from OPM.—*Employee Relations Dept., 2-19-87.*

DOMESTIC ORDERS

False Representation. Enforced by Postmasters at cities listed.

| State/city | Names covered | Product |
|-------------------------------|---|--|
| MO, Springfield 65801-0029 .. | Modern Concepts, H.S.J. Box 29 | The sale of a medical benefit program. |
| MO, Springfield 65801-0029 .. | Modern Concepts, Inc., H.S.J. Box 29 | The sale of a medical benefit program. |
| MO, Springfield 65801-8243 .. | The Real Estate Agents Association & R.E.A.A., H.S.J. Box 8243. | The sale of a medical benefit program. |
| MO, Springfield 65801-8334 .. | Independent Truckers Association & I.T.A., H.S.J. Box 8334. | The sale of a medical benefit program. |

—*Judicial Officer, 2-19-87.*

**Reckless driving never determines who's right . . .
only who's left**

2-CENT REENGRAVED LOCOMOTIVE COIL STAMP

A reengraved version of the 2-cent Locomotive coil stamp will be placed on sale in coils of 3,000 on March 6, 1987, in Milwaukee, Wisconsin.

Reengraving was required to begin producing the stamp on the "B" press after the Bureau of Engraving and Printing dismantled the Cottrell presses. The "B" press utilizes a one-piece printing cylinder and produces stamps whose dimensions differ from those printed on the multiple-plate Cottrell presses.

Do Not Sell Before March 7, 1987



Copyright U.S. Postal Service 1982

Issued in coils of 3,000.

Collector information is on page 13.

Supply. Post offices with authorized philatelic centers will receive an automatic distribution of coils of 3,000. The automatic distribution is based on the Bureau of Engraving and Printing's four-position schedule for a 50-subject commemorative stamp. Accordingly, the quantities of coils post offices will receive are as follows:

| Offices receiving four-position stock in these quantities | Will receive coils in these quantities |
|---|--|
| 20,000-125,000 | 8 |
| 250,000-750,000 | 16 |

Note: In order to identify the reengraved Locomotive coil from the original coil printing, the reengraved shipments are labeled Press B on the cartons. Because of the ample supply of the 2-cent Locomotive in coils of 500, the initial production of the reengraved Locomotive stamp is in coils of 3,000 only.

Stamp distribution offices requiring additional stock of the reengraved Locomotive coil must submit a separate Form 17A, *Accountable Items Requisition From Stamp Distribution Office*, to their Regional Accountable Paper Depositories requesting *Item 730-B*. All other post offices requiring the reengraved coil must immediately submit a separate Form 17A to their Stamp Distribution Offices using the above item number. Form 3356, *Stamp Requisition—Bulk Quantities*, received at the Bureau of Engraving and Printing for the reengraved Locomotive will be filled with the original 2-cent Locomotive until stock is exhausted.

—Philatelic Affairs Dept., 2-19-87.

INTERNATIONAL MAIL TRANSIT TIME SURVEY

The Declaration of Hamburg, adopted by the Hamburg Congress of the Universal Postal Union (UPU), includes a United States sponsored resolution intended to improve mail service between member countries of the UPU. This resolution has led to a series of periodic international mail transit time surveys between selected countries. The United States, Switzerland, and the Federal Republic of Germany will conduct one of these surveys from March 9 to March 21, 1987.

Each day of the survey, the opening units at AMF Kennedy, AMF Los Angeles, and AMF O'Hare will:

1. Randomly select eight pieces of air LC (letters), 8 pieces of AO (flats), and eight pieces of CP (parcels) from these countries.

2. Complete the exchange office portion of a Transit Time Card and attach it to the reverse

side of each piece of mail (see Exhibit A on page 5).

3. Mark the front of each piece of mail, as shown in Exhibits A and B on pages 5 and 6, to draw the delivery unit's attention.

4. Return all pieces with survey cards attached to the mail stream and process normally.

When a delivery unit receives one of these mail pieces, it must:


1. Remove the Transit Time Card and complete two blocks in the delivery office portion: "Date of arrival of the item" and "Date of presentation for delivery or advice to the addressee for correction" (see exhibits). Do not complete "Date of arrival of the dispatch note (CP-12)."

2. Mail the card. (It is preaddressed to the UPU and requires no postage because it is official USPS mail.)—Mail Processing Dept., 2-19-87.

I. FRONT (side to be completed—must face outward when attached to mail)


| | | | | | |
|--|---|---|----------------------------|---|-----------------------------|
| To be completed by the office of exchange of destination (address side inwards!) Fold, then stick (address side inwards!) | Item concerned <input checked="" type="checkbox"/> LC <input type="checkbox"/> AO <input type="checkbox"/> CP | | | UPU - CONTROL OF TRANSMISSION TIME Fold, then stick (address side inwards!) | |
| | Office of posting Osaka, Japan | Place of destination San Diego, CA | Date of posting 11-4-86 | | |
| | Forwarding method <input type="checkbox"/> Surface <input checked="" type="checkbox"/> Air <input type="checkbox"/> S.A.L. | | | | |
| | Mail concerned | Dispatching office of exchange Tokyo | Country Japan | | Date of dispatch 11-5-86 |
| | Administration(s) of transit N/A | | | | |
| | Office of exchange of destination San Francisco | Country California | Date of arrival 11-8-86 | | |
| Date of dispatch to the delivery office (after any customs clearance) 11-9-86 | | | | | |
| Date of arrival of the item 11-10-86 | Date of arrival of the dispatch note (CP 2) N/A | Date of presentation for delivery or advice to the addressee for collection 11-11-86 | | | |
| INSTRUCTIONS FOR THE DELIVERY OFFICE The transmission time of the attached item can be checked by means of this card. Your cooperation will help to improve the world postal service. Please remove the card, enter the necessary data and send it immediately BY AIRMAIL "ON POSTAL SERVICE" to the address given overleaf. | | | | | |
| To be completed by the delivery office | | | | | |

II. BACK (address for return of card to UPU—must face inwards during control)



UNION POSTALE UNIVERSELLE

SERVICE DES POSTES



LIFTPOST
PAR AVION VIA AEREA

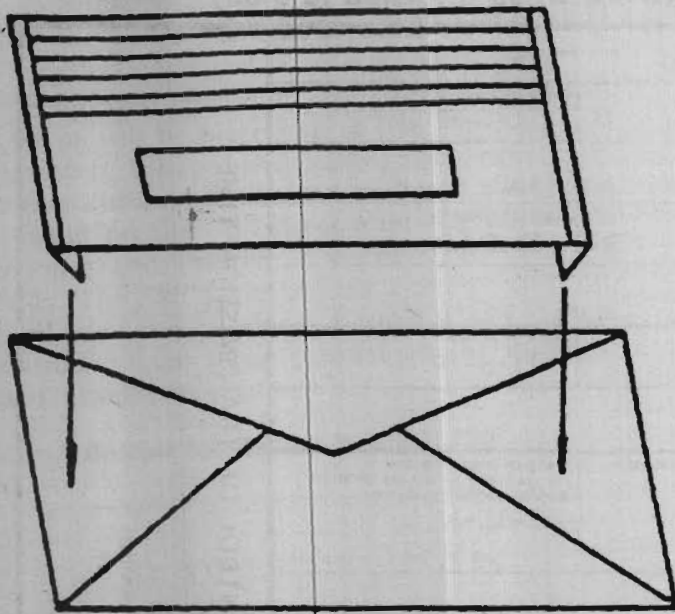
BUREAU INTERNATIONAL
DE L'UNION POSTALE UNIVERSELLE

3000 BERNE 15
SUISSE

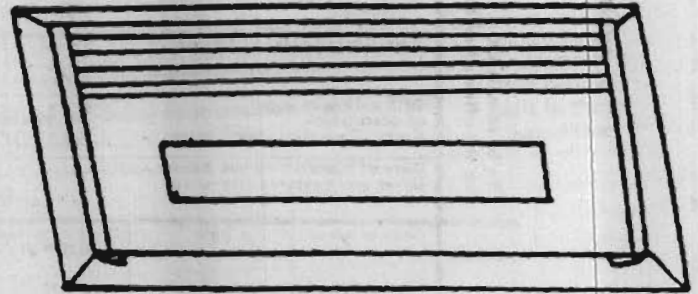
With the aim of constantly improving our service to you, we have checked the time taken to transmit your item. Thank you for your understanding.

Your POSTAL SERVICE

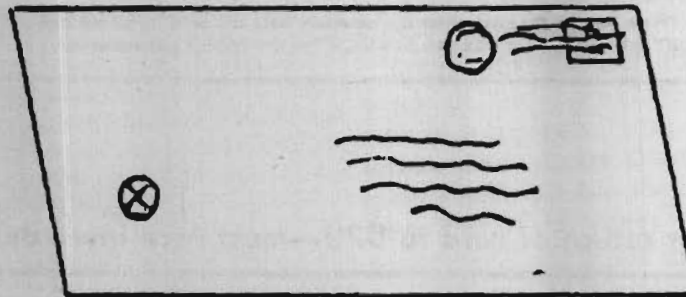
I. Letter



Fold the two adhesive strips back Moisten

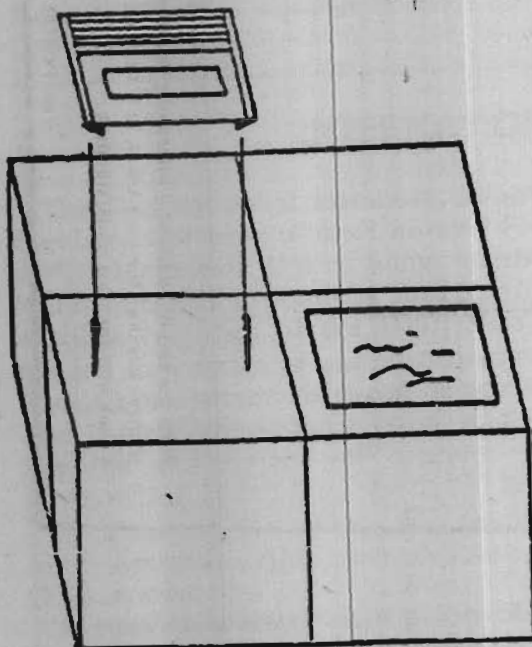


Stick the card on the back of the envelope with the side to be completed facing out

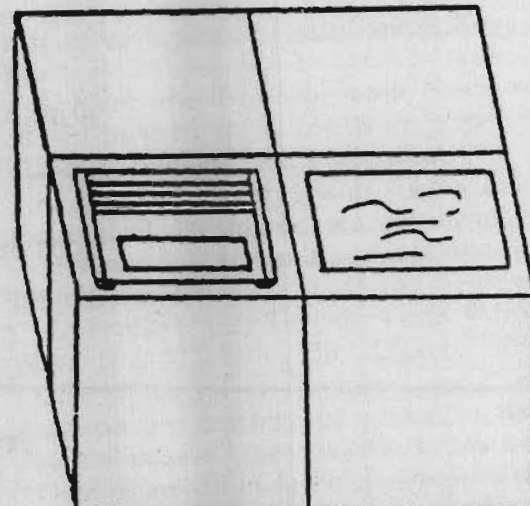


Make a mark on the front of the letter to draw attention to the card in the back

II. Postal parcel or bulky AO item



Fold the two adhesive strips back Moisten



Stick the card near the address on the parcel with the side to be completed facing out

Message From the Deputy Postmaster General

BULK BUSINESS MAIL

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MICHAEL S. COUGHLIN,
Deputy Postmaster General

NONFOREIGN PER DIEM RATE CHANGES AS OF DECEMBER 1, 1986

Changes in per diem rates prescribed for official travel in Alaska, Hawaii, the Commonwealth of Puerto Rico, and possessions of the United States effective December 1, 1986. Employees traveling to Alaska, Hawaii, Puerto Rico, and U.S. possessions have the option of using either the following rates or being reimbursed in accordance with Section 210 of the F-10 Handbook, *Travel*. These locations are considered "high cost" localities for the purpose of determining the quarterly per diem rate under Section 210.

| Locality | Maximum rate |
|---|--------------|
| Alaska: | |
| *Adak ¹ | \$89.00 |
| Anaktuvuk Pass..... | 140.00 |
| Anchorage..... | 122.00 |
| Atkasuk..... | 215.00 |
| Barrow..... | 144.00 |
| Bethel..... | 124.00 |
| Cold Bay..... | 120.00 |
| Coldfoot..... | 122.00 |
| College..... | 105.00 |
| Cordova..... | 113.00 |
| Deadhorse..... | 113.00 |
| Dillingham..... | 114.00 |
| Dutch Harbor-Unalaska..... | 127.00 |
| Eielson AFB..... | 105.00 |
| Elmendorf..... | 122.00 |
| Fairbanks..... | 105.00 |
| Ft. Richardson..... | 122.00 |
| Ft. Wainwright..... | 105.00 |
| Juneau..... | 109.00 |
| Katmai National Park..... | 148.00 |
| Kenai..... | 119.00 |
| Ketchikan..... | 113.00 |
| King Salmon ³ | 134.00 |
| Kodiak..... | 110.00 |
| Kotzebue ³ | 126.00 |
| Murphy Dome ³ | 105.00 |
| Noatak..... | 126.00 |
| Nome..... | 136.00 |
| Noorvik..... | 126.00 |
| Petersburg..... | 113.00 |
| Point Hope..... | 160.00 |
| Point Lay..... | 179.00 |
| Prudhoe Bay..... | 113.00 |
| Sand Point..... | 103.00 |
| Shemya AFB ³ | 30.00 |
| Shungnak..... | 126.00 |
| Sitka-Mt. Edgecomb..... | 113.00 |
| Skagway..... | 113.00 |
| Spruce Cape..... | 110.00 |
| St. Mary's..... | 100.00 |
| Tanana..... | 136.00 |
| Valdez..... | 136.00 |
| Wainwright..... | 165.00 |
| Wrangell..... | 113.00 |
| *Yakutat..... | 110.00 |
| All other localities ³ | 91.00 |
| American Samoa..... | 81.00 |
| Guam M.I..... | 93.00 |

| Locality | Maximum rate |
|--|--------------|
| Hawaii: | |
| Hawaii, Island of: | |
| Hilo..... | \$59.00 |
| Other..... | 84.00 |
| Oahu, Island of..... | 98.00 |
| All Other Islands..... | 84.00 |
| Johnston Atoll ² | 23.00 |
| Midway Islands ¹ | 13.00 |
| Puerto Rico: | |
| Bayamon: | |
| 12-16-5-15..... | 134.00 |
| 5-16-12-15..... | 107.00 |
| Carolina: | |
| 12-16-5-15..... | 134.00 |
| 5-16-12-15..... | 107.00 |
| Fajardo (incl. Luquillo): | |
| 12-16-5-15..... | 134.00 |
| 5-16-12-15..... | 107.00 |
| Ft. Buchanan (incl. GSA Service Center, Guaynabo): | |
| 12-16-5-15..... | 134.00 |
| 5-16-12-15..... | 107.00 |
| Roosevelt Roads: | |
| 12-16-5-15..... | 134.00 |
| 5-16-12-15..... | 107.00 |
| Sabana Seca: | |
| 12-16-5-15..... | 134.00 |
| 5-16-12-15..... | 107.00 |
| San Juan (incl. San Juan Coast Guard Units): | |
| 12-16-5-15..... | 134.00 |
| 5-16-12-15..... | 107.00 |
| All other localities..... | 107.00 |
| Virgin Islands of U.S.: | |
| 12-1-4-30..... | 156.00 |
| 5-1-11-30..... | 126.00 |
| Wake Island ³ | 20.00 |
| All other localities..... | 20.00 |

¹ Commercial facilities are not available. The per diem rate covers charges for meals in available facilities plus an additional allowance for incidental expenses and will increase by the amount paid for Government quarters by the traveler. For Adak, Alaska—when Government quarters are not utilized, and quarters are obtained at the Simone Construction, Inc., camp—a daily travel per diem allowance of \$71.50 is prescribed to cover the cost of lodging, meals, and incidental expenses at this facility.

² Commercial facilities are not available. Only Government-owned and contractor-operated quarters and mess are available at this locality. This per diem rate is the amount necessary to defray the cost of lodging, meals, and incidental expenses.

³ On any day when U.S. Government or contractor quarters and U.S. Government or contractor messing facilities are used, a per diem rate of \$13 is prescribed to cover meals and incidental expenses at Shemya AFB and the following Air Force Stations: Cape Lisburne, Cape Newenham, Cape Romanzof, Clear, Fort Yukon, Galena, Indian Mountain, King Salmon, Sparrevohn, Tatalina, and Tin City. This rate increases by the amount paid for U.S. Government or contractor quarters and by \$4 for each meal procured at a commercial facility. The rates of per diem prescribed herein apply from 0001 on the day after arrival through 2400 on the day prior to the day of departure.

* Indicates a new locality or change in the maximum rate.

—Dept. of the Controller, 2-19-87.

REQUESTS FOR BOXHOLDER INFORMATION

Summary

This instruction announces procedures for providing boxholder information from Form 1093, *Application for Post Office Box or Caller Service*, to a member of the public when that information is required to enable court papers such as a summons or subpoena to be served on a boxholder. No fee is charged for providing this information. These procedures are in accordance with ADMINISTRATIVE SUPPORT MANUAL (ASM) 352.44f(2). (See POSTAL BULLETIN 21560, 4-3-86, page 5, "Amendments to Freedom of Information Act Regulations.")

For the purpose of this instruction, a requester is defined as: (a) a person authorized by law to serve legal process; (b) an attorney representing a client on whose behalf service will be made; or (c) a party to the legal action who is not represented by an attorney but who is representing himself.

Requests from members of the public for boxholder information for purposes other than service of legal process should be handled according to ASM 352.44e.

This instruction does not apply to Federal, State, or local government agencies. Agencies needing customer address information in the performance of their official duties should follow the procedures in POSTAL BULLETIN 21539, 11-7-85, page 9.

The convenient suggested format on page 11 provides requesters with the specific items of information they must supply before the post office discloses the boxholder information. It may be reproduced on the requester's letterhead stationery, if desired. This format is *not* mandatory. Requesters may use a different format if they so choose. However, the format used *must* contain all the required information.

The Postal Service is authorized to require that requesters supply certain information before a noncommercial use boxholder's name and/or street address can be disclosed to a member of the public for service of legal process. This authority is found in Title 39, Code of Federal Regulations, Section 265.6(d)(6)(ii).

Submission of Requests

Requesters must comply with the following instructions when submitting requests for boxholder information:

a. Make the request in writing and mail or submit it to the postmaster at the post office serving the particular post office box in question.

b. Give the name of the boxholder, if known, and the complete box address, including ZIP Code.

c. Provide *all* the following information:

(1) Capacity of requester, e.g., process server, attorney, or party representing himself in the legal action.

(2) A citation of the statute or regulation that empowers the requester to serve process, if pertinent.

(3) The names of all known parties to the litigation.

(4) The court in which the case has been or will be heard.

(5) The docket or other identifying number, if one was issued.

(6) The capacity in which the boxholder is to be served, e.g., defendant or witness.

(7) A brief description of the nature of the litigation, e.g., domestic relations, personal injury, property damage, indebtedness.

(8) A certification that the name or address is needed and will be used solely for service of legal process in connection with actual or prospective litigation.

Requesters are *not* required to submit requests in duplicate or to furnish a return envelope.

Processing of Requests

Upon receipt of the request, the postmaster will:

a. Check to see that the requester has sent the request to the correct office and supplied all required information.

b. Forward the request to the correct post office, if necessary.

c. If the request lacks any of the required information, return it to the requester specifying the deficiency.

d. Provide the street address (and name, if requested) as recorded on the boxholder's application, Form 1093.

e. Postmark the request and return it to the requester in the return envelope, if one was provided. If not, return in a penalty envelope. Do not return it postage due.

f. Maintain an accounting of the disclosure (see ASM 353.31). The suggested format for the disclosure accounting is a log showing the date of the disclosure, the boxholder's name and box number, and the name and address of the requester. Retain the disclosure accounting for 5 years from the date of the disclosure.

Reminder to Postmasters

In responding to these requests, (a) do *not* provide copies of Form 1093, even if requested, [ASM 352.44e(3)]; and (b) do not charge any fee for this information.

—Records Office, 2-19-87.

(Suggested Format)

To: Postmaster

Date: _____

Request for Boxholder Information

Please furnish the name and/or street address of the following boxholder:

Name (if known) _____

P.O. Box _____

City, State, ZIP Code _____

The following information is provided in accordance with 39 CFR 265.6(d)(6)(ii):

1. Capacity of requester (e.g., process server, attorney, party representing himself):

2. Statute or regulation that empowers me to serve process, if pertinent:

3. The names of all known parties to the litigation:

4. The court in which the case has been or will be heard:

5. The docket or other identifying number if one has been issued:

6. The capacity in which the boxholder is to be served (e.g., defendant or witness):

7. A brief description of the nature of the litigation (e.g., domestic relations, personal injury, property damage, indebtedness):

I certify that the above information is true and that the name and/or street address of the boxholder is needed and will be used solely for service of legal process in connection with actual or prospective litigation.

Signature _____

Address _____

Printed Name _____

City, State, ZIP Code _____

(Unnecessary if contained in letterhead.)

For Post Office Use Only

The name and/or street address as recorded on the boxholder's application (Form 1093):

Name _____

P.O. Box _____

City, State, ZIP Code _____

Postmark



INTELPOST Service to the People's Republic of China

On March 1, 1987, the People's Republic of China will join the INTELPOST service network. With this addition, 29 countries are now on the INTELPOST service network. The People's Republic of China offers the following delivery service options for INTELPOST service messages.

Time Difference

| | East-ern | Central | Moun-tain | Pacif-ic | Ha-waii |
|-------------------|----------|---------|-----------|----------|---------|
| Beijing, | | | | | |
| Guangzhou | +13 | +14 | +15 | +16 | +18 |
| Shenzhen, Zhuhai, | | | | | |
| Shanghai | +12 | +13 | +14 | +15 | +17 |

Area Served

Beijing (Peking), Guangzhou (Canton), Zhuhai, Shenzhen, and Shanghai.

Delivery Services Available

All times are local People's Republic of China times.

| Delivery Mode | Time Lapse Between Document Receipt and Delivery | Cutoff Time For Same Day Delivery |
|--|--|---|
| A (Regular Delivery). | Messages received will be delivered next day or third day. | |
| B (Special Delivery). | Messages received by 0000-1600 (Beijing Time) will be delivered the same day. Messages received by 1600-2400 (Beijing Time) will be delivered the next day. | 0000-1600. |
| E (Window Pickup with telephone advice). | Addressees will be informed through telephone to pick up message right after receipt. | 0800-1900 hours 7 days a week in post offices with INTELPOST service. |

Maximum Paper Size: 8.5" x 14".

National Public Holidays: 1/1, 2/9, 5/1, 10/1.

—Marketing Dept., 2-19-87.

Treasury Department Checks

March Social Security supplemental income checks and Veterans' Administration (VA) compensation and pension checks normally delivered on the first of the month are scheduled for delivery on Friday, February 27.

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, and the AFC will release the VA compensation and pension checks. The envelopes will bear the legend:

Postmaster: Requested delivery date is the 27th day of the month.

The civil service annuity, public debt interest, and railroad retirement checks should be delivered on Monday, March 2. The AFC, BFC, CFC, KFC, PFC, and SFC will release the railroad retirement checks and the CFC will release the civil service annuity 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 be delivered on the normal delivery date, Tuesday, March 3. The envelopes will bear the legend:

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

Postmasters and supervisors should plan to complete delivery of these checks on the dates specified above.—*Mail Processing Dept., 2-19-87.*

Correction

Thrift Savings Plan

An important line was omitted in the "Thrift Savings Plan" article in last week's POSTAL BULLETIN 21606, 2-12-87. The paragraph that starts, "Beginning July 1, the contribution rates are:" should continue:

1. \$1 for every \$1 contributed up to the first 3 percent of basic pay;
2. \$.50 for every \$1 of contributions exceeding 3 percent but not more than 5 percent of basic pay."

Please correct your copy by adding the line that begins "1."—*Employee Relations Dept., 2-19-87.*

BUY U.S. SAVINGS BONDS

Locomotive 1870s

2 USA



Copyright U.S. Postal Service 1982

Issue Date: March 6

First Day City: Milwaukee, Wisconsin

Designer: David Stone

Chapel Hill, North Carolina

Typographer: Bradbury Thompson

Engravers: Michael J. Ryan (lettering)

Gary M. Chaconas (vignette)

Printing Process: Intaglio

Color: Black

Image Area: 0.71 x 0.82 inches/18.03 mm x
20.82 mmPlate Number: One single digit on every 52nd
stamp in coilStamps per coil: 3,000 (initial printing),
500 (planned printing)

Reengraved Locomotive Coil Stamp

The reengraved 2-cent Locomotive coil stamp in the Transportation Series will be issued March 6. Milwaukee, Wisconsin, will host the first day of issue ceremony. Reengraving of the Locomotive coil was necessary because the Bureau of Engraving and Printing ceased using Cottrell presses. The Bureau's B press now produces coil stamps.

The original Locomotive stamp, also printed in black, included "USA 2c" in one line of type at the top left beneath "Locomotive 1870." The altered reengraved version reads "2 USA," and the "2" is now about twice the size of "USA." In addition, one plate number appears on every 52nd reengraved stamp, compared to one number on every 24th stamp in the original design.

The *Philatelic Catalog* order number for the reengraved Locomotive stamp is N730. Procedures for ordering first-day cancellations are as follows:

Customers Affixing Stamps: The Postal Service encourages customers to purchase the reengraved Locomotive stamps and affix them to their enve-

lopes. They must affix at least 20-cents additional postage to meet the First-Class letter rate. Customers may use uncanceled stamps issued prior to March 6, but covers bearing stamps issued after that date will be returned unserved. They should address envelopes on the right side at least $\frac{5}{8}$ inch from the bottom and affix stamps in the upper right corner $\frac{1}{4}$ inch from the top and right edges. Requests must be postmarked by April 5 and addressed: Customer-Affixed Envelopes, Reengraved Locomotive Stamp, Postmaster, Milwaukee, WI 53201-9991.

Postal Service Affixing Stamps: Except for affixing stamps and addressing orders, follow the procedures above. One 20-cent Fire Pumper coil stamp will be added to covers to meet the letter rate for First-Class Mail. The price is 22 cents per envelope, and the office may accept personal checks in the exact amount up to the limit of 50 covers. Orders must be postmarked by April 5 and addressed: Reengraved Locomotive Stamp, Postmaster, Milwaukee, WI 53201-9992.



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 87-7
Remove after April 5

PLEASE POST ON BULLETIN BOARD

INTERNATIONAL SURFACE MAIL: EXCHANGE OFFICE TRANSFER

Effective March 14, 1987, the International Surface Mail Exchange Office in New Orleans, Louisiana, will be discontinued and the responsibility for processing the mail transferred to the New Jersey International and Bulk Mail Center (NJI&BMC). The principal effect of this change on postal facilities and mailers is an adjustment in the labeling and routing of the mail. The change does not affect current distribution requirements.

All postal facilities and mailers making up foreign surface mail for Africa and Central and South America should discontinue the routing code 702 on March 14 on all country direct sacks of international surface mail and replace it with 099, the routing code for the NJI&BMC. Facilities and mailers should label sacks made up by geographic area for Africa or Central and South America to "Foreign Center NJ 099." *Affected postal facilities and mailers should immediately order new labels, if necessary, that properly reflect these changes.*

This change does not affect other geographic areas currently sent to the NJI&BMC, which will continue to be dispatched accordingly. (Note that the facility name changes to reflect its New Jersey location. Geographic separations currently labeled to Foreign Center NY 099 should change to Foreign Center NJ 099 on future label orders.)

A listing by geographic area of the countries involved and specific instructions by class or category on the makeup requirements follows:

GEOGRAPHIC SEPARATIONS

A. Central and South America

| | |
|---------------|-----------|
| Argentina | Guatemala |
| Belize | Guyana |
| Bolivia | Honduras |
| Brazil | Nicaragua |
| Chile | Panama |
| Colombia | Paraguay |
| Costa Rica | Peru |
| Ecuador | Uruguay |
| El Salvador | Venezuela |
| French Guiana | |

B. Africa

| | |
|---------------------|-------------------|
| Algeria | Equatorial Guinea |
| Angola* | Ethiopia |
| Benin | Ghana |
| Botswana | Guinea |
| Burkina Faso | Ivory Coast |
| Burundi | Gabon* |
| Cameroon | Gambia* |
| Canary Islands* | Kenya |
| Cape Verde Islands | Lesotho |
| Central African Rep | Liberia |
| Chad | Libya |
| Congo | Madagascar* |
| Djibouti | Madeira Islands* |
| Egypt | Malawi |

| | |
|----------------------|------------------|
| Mali | Somalia* |
| Mauritania | South Africa |
| Mauritius | Southwest Africa |
| Morocco | Sudan |
| Mozambique | Suriname |
| Namibia | Swaziland |
| Niger | Tanzania |
| Nigeria | Togo |
| Reunion Island | Tristan Da Cunha |
| Rwanda | Tunisia |
| Sao Tome & Principe* | Uganda |
| St. Helena | Zaire |
| Senegal | Zambia |
| Sierra Leone | Zimbabwe |

*These countries, currently sent to the NJI&BMC and assigned to the Europe geographic separation, should now be included in the Africa geographic separation.

MAKEUP AND LABELING

A. Surface LC Mail

Origin offices should route LC mail to their assigned International Airmail Exchange Office commingled with International Airmail. Origin offices should not distribute Surface LC. The Airmail Exchange Office will separate the mail by *Geographic Area*. The geographic separations for Africa and Central and South America will be trayed, if sufficient volume exists, or pouched, and labeled as follows:

Example: LC Mail for Africa

Foreign Center NJ 099
 LC—Africa EWR
 From:

Example: LC Mail for Central and South America

Foreign Center NJ 099
 LC—C&SA EWR
 From:

Surface LC mail is dispatched to the Surface Exchange Office in the First-Class Mail transportation network. Trays or pouches dispatched to the NJI&BMC via air should be routed to AMF Newark NJ (EWR). The tray or pouch labels must

be color-coded as overnight committed First-Class Mail (regardless of the assigned commitment for regular First-Class Mail).

B. Registers

International surface registers for destinations in Africa and Central and South America will be handled in the same manner as domestic registers. They are billed and dispatched to New York, NY 100. Do not bill or dispatch registers directly to the NJI&BMC. The actual makeup should follow the priority order below, depending upon originating volume:

1. Separated by geographic area;
2. Commingled with other International Surface registers sent to New York, NY 100 (i.e., Europe, Mid-East); or
3. Commingled with New York, NY 100 destinating domestic registers.

Example:

| | |
|--------------|-----|
| New York, NY | 100 |
| Foreign | |
| From: | |

C. AO Mail

Publishers' Periodicals should receive comparable processing as domestic 2C mail; other categories of AO mail receive comparable processing as 3C or Special Fourth-Class, as appropriate.

AO mail for Africa and Central and South America will be separated into bundles, sacked, and labeled as follows:

1. Heavy volume country directs (average daily volume of 10 pounds or more).
2. If volume does not warrant country directs, separate residue mail by geographic area (Africa or Central and South America). *No mixed bundles (more than one geographic separation) are permitted.*
3. Direct sacks to country destination should be made up, if volume warranted, and labeled, using light blue labels, as follows:

Example: Direct Country Sack to Argentina

| | |
|-----------|---------|
| Argentina | 099 |
| PRINTS—AO | DISP NO |
| From: | |

Example: Direct Country Sack of Publishers Periodicals

| | |
|--------------|---------|
| Egypt | 099 |
| 2C PRINTS AO | DISP NO |
| From: | |

All direct country sacks dispatched to the NJI&BMC must have the routing code 099.

4. When volume does not warrant direct country sacking, sack direct country and/or geographic bundles by geographic area and label them as follows:

Example: Publishers' Periodicals for Central and South America. *Label color—Pink.*

| | |
|-------------------|-----|
| Foreign Center NJ | 099 |
| 2C—C&SA | |
| From: | |

Example: AO mail other than Publishers' Periodicals for Africa. *Label color—White.*

| | |
|-------------------|-----|
| Foreign Center NJ | 099 |
| AO—Africa | |
| From: | |

D. CP Mail (Parcel Post)

Surface parcels require no distribution. Parcels for destinations in Africa and Central and South America may be commingled with parcels for the other geographic destinations assigned to the NJI&BMC. Label CP sacks with a white label as follows:

| | |
|-------------------|-----|
| Foreign Center NJ | 099 |
| PP | |
| From: | |

BMC's or other offices preparing parcels for dispatch must pay special attention to ensure that AO mail is not commingled with the parcels. Certain AO mail may resemble parcel post in size and shape. PS Form 2966-A, *Parcel Post Customs Declaration*, or PS Form 2966-B, *Parcel Post Customs Declaration and Dispatch Note*, usually identify parcels. However, occasionally these documents are erroneously placed on AO mail. Notwithstanding the existence of a Customs Declaration, if the piece is endorsed Small Packet, AO, Printed Matter, Books, or a similar endorsement, it is considered AO and dispatched to the exchange office according to the instructions for AO mail.

For further information on the makeup of international surface mail, refer to the POSTAL OPERATIONS MANUAL, Section 451.3. The INTERNATIONAL MAIL MANUAL, Section 244.5, has the distribution requirements for mailers preparing Publishers' Periodicals.

All Personnel Processing Mail For Dispatch Abroad

Foreign Order No. 190

Keep all foreign order notices for use as reference.

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

CANADA

Lancaster International
P.O. Box 65999
2160 Commercial Dr.
and

Darren Carliss
P.O. Box 65999
2160 Commercial Dr.
Vancouver, B.C.
Canada V5N 5L4

Neweagle Club
P.O. Box 2980
and

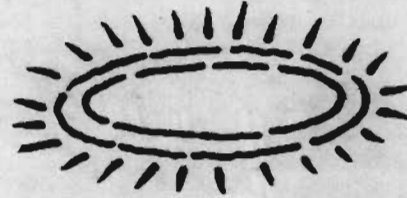
George Kim
P.O. Box 2980
Vancouver, B.C.
Canada V6B 3T8

Lancaster International
P.O. Box 2030
5432—12th Ave.
and

R.E. Devlin
P.O. Box 2030
5432—12th Ave.
Delta, B.C.
Canada V4M 4A3

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 MSC's and designated International Exchange Offices.—*Judicial Officer, 2-19-87.*

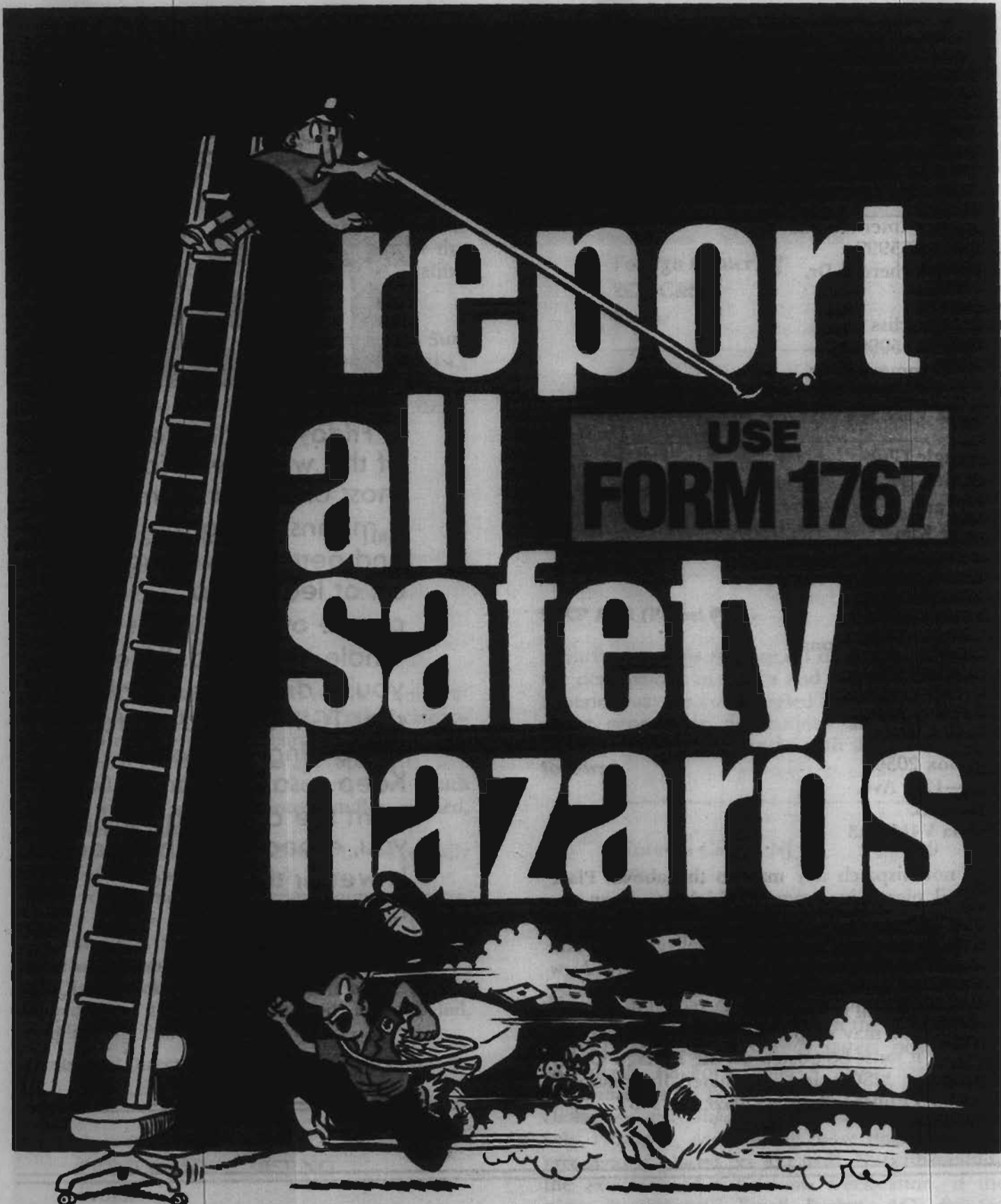


TGIF

Friday signals the end of the workweek for most of us. For many, it means hitting the road and getting away from it all, at least for a couple of hours if not the whole weekend. When you're driving, remember that TGIF also stands for Tail Gating Is Fatal. Keep a safe distance from the car ahead of you, especially if the road is wet or the driving is hazardous.



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



report all safety hazards

USE
FORM 1767



INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB 21606 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 | 122143 | 329046 | 364004 | 485083 | 641268 | 761318 | 805059 | 925024 |
| 011029 | 122155 | 329068 | 366105 | 486057 | 641282 | 762033 | 806017 | 926623 |
| 019057 | 128503 | 329092 | 366114 | 489033 | 641286 | 770347 | 813077 | 926679 |
| 021064 | 136071 | 331002 | 366119 | 489206 | 641289 | 770638 | 814014 | 926709 |
| 021203 | 170103 | 331166 | 366125 | 489207 | 641298 | 770720 | 816023 | 926747 |
| 021258 | 186010 | 331214 | 372241 | 490060 | 641300 | 770828 | 841059 | 926748 |
| 021269 | 191343 | 331340 | 372267 | 495050 | 641308 | 770836 | 841084 | 926886 |
| 021337 | 191397 | 331385 | 372302 | 507048 | 641350 | 770902 | 841234 | 926935 |
| 021539 | 191442 | 331549 | 374031 | 507053 | 641512 | 770962 | 841238 | 926947 |
| 023023 | 191468 | 331560 | 379200 | 511700 | 641524 | 770976 | 841254 | 926990 |
| 025014 | 191478 | 331667 | 381150 | 532244 | 658132 | 772003 | 841260 | 927292 |
| 027053 | 191522 | 331681 | 381345 | 532259 | 658152 | 772005 | 841299 | 927313 |
| 028070 | 191533 | 333774 | 381389 | 532260 | 662131 | 772015 | 841307 | 927347 |
| 031013 | 191547 | 333803 | 381393 | 532266 | 662132 | 772025 | 846024 | 927361 |
| 038094 | 191561 | 333845 | 381407 | 532267 | 662300 | 772030 | 846031 | 927406 |
| 041023 | 198034 | 334043 | 381411 | 532270 | 662401 | 772042 | 856012 | 927409 |
| 041027 | 200060 | 334057 | 381449 | 532280 | 666900 | 772050 | 875011 | 927420 |
| 053004 | 200401 | 334070 | 381456 | 532290 | 672127 | 772073 | 875017 | 927430 |
| 054008 | 200503 | 334206 | 381469 | 532302 | 681205 | 772136 | 882007 | 928182 |
| 064048 | 207015 | 334207 | 392106 | 551152 | 701491 | 772147 | 891109 | 928405 |
| 064050 | 207082 | 334247 | 392118 | 551153 | 701511 | 772197 | 891201 | 928430 |
| 064057 | 208080 | 334251 | 392132 | 551155 | 701551 | 772211 | 891210 | 928474 |
| 065109 | 212125 | 334287 | 392166 | 551156 | 701998 | 772250 | 891260 | 928488 |
| 067012 | 212235 | 335066 | 393024 | 551158 | 701999 | 772255 | 891303 | 931831 |
| 067013 | 212270 | 335093 | 393047 | 551159 | 705075 | 772269 | 891311 | 931915 |
| 069276 | 220064 | 335183 | 402210 | 551160 | 708278 | 772274 | 895111 | 931972 |
| 069279 | 220068 | 335186 | 402280 | 551162 | 711182 | 772279 | 900080 | 931979 |
| 070560 | 220075 | 335190 | 405074 | 551163 | 711208 | 772282 | 900775 | 933087 |
| 071528 | 220081 | 335243 | 421005 | 551165 | 711240 | 772286 | 900839 | 933097 |
| 071530 | 220102 | 335245 | 422004 | 551168 | 711268 | 772322 | 900841 | 933110 |
| 071540 | 221060 | 335249 | 426008 | 551171 | 711271 | 772377 | 901317 | 937226 |
| 071545 | 221096 | 335326 | 427001 | 551176 | 711273 | 772416 | 901408 | 937232 |
| 071565 | 221099 | 335365 | 427003 | 551177 | 711284 | 782282 | 901425 | 937232 |
| 072318 | 222035 | 335415 | 432190 | 551179 | 711334 | 782336 | 901449 | 939032 |
| 075082 | 223060 | 335416 | 432241 | 551182 | 711347 | 782345 | 901496 | 939035 |
| 075093 | 240055 | 335442 | 436081 | 551183 | 711348 | 782346 | 901497 | 939038 |
| 075096 | 240507 | 335573 | 436102 | 551184 | 713027 | 782403 | 901616 | 939042 |
| 076067 | 245203 | 336005 | 441480 | 551199 | 713038 | 782415 | 901625 | 939056 |
| 078023 | 245204 | 336007 | 441556 | 551205 | 721010 | 784116 | 901655 | 939066 |
| 080014 | 282215 | 336028 | 441559 | 554511 | 722063 | 784136 | 901679 | 940287 |
| 080033 | 283132 | 336054 | 441622 | 554543 | 723019 | 787351 | 901769 | 941294 |
| 100736 | 294072 | 336079 | 449001 | 554557 | 731252 | 787413 | 902196 | 941353 |
| 101018 | 294129 | 336099 | 452032 | 559006 | 731300 | 790001 | 902435 | 946125 |
| 101060 | 303020 | 336156 | 452321 | 570006 | 731333 | 791069 | 902455 | 949074 |
| 101313 | 303397 | 336189 | 452358 | 577030 | 731392 | 791092 | 902486 | 950173 |
| 101321 | 303523 | 336193 | 452408 | 577036 | 731431 | 791227 | 902546 | 950176 |
| 101581 | 303575 | 336263 | 454057 | 581041 | 731452 | 794007 | 902724 | 950197 |
| 101602 | 303589 | 336265 | 454069 | 581581 | 731453 | 794040 | 910200 | 950208 |
| 102064 | 303594 | 336310 | 462117 | 600010 | 731507 | 794050 | 913430 | 951178 |
| 102179 | 303599 | 336330 | 462159 | 600038 | 741366 | 794138 | 913435 | 951185 |
| 105075 | 303619 | 336418 | 462162 | 600101 | 741385 | 800000 | 913521 | 951208 |
| 110071 | 303622 | 336447 | 466502 | 600140 | 741395 | 800100 | 917530 | 951231 |
| 112097 | 303868 | 337004 | 466504 | 600277 | 741397 | 800118 | 917604 | 953072 |
| 113050 | 314127 | 337008 | 479034 | 600382 | 741473 | 801021 | 917629 | 967001 |
| 113055 | 314129 | 337056 | 479036 | 600613 | 741518 | 801033 | 917658 | 968262 |
| 113088 | 314546 | 337078 | 480275 | 600615 | 741565 | 801037 | 921232 | 973093 |
| 114075 | 314550 | 337089 | 480331 | 600704 | 752621 | 801060 | 921320 | 973106 |
| 114103 | 318001 | 337126 | 480338 | 613106 | 752650 | 801082 | 921339 | 973131 |
| 114150 | 325072 | 337169 | 480357 | 614001 | 760286 | 801106 | 921349 | 977024 |
| 115873 | 325107 | 339047 | 480423 | 622071 | 760296 | 802484 | 921350 | 981360 |
| 117154 | 327080 | 339326 | 482160 | 624010 | 760299 | 802532 | 921359 | 981546 |
| 117205 | 327098 | 352217 | 482179 | 631309 | 760313 | 802567 | 921363 | 981558 |
| 117408 | 327125 | 352232 | 482195 | 631358 | 760367 | 802588 | 921371 | 981585 |
| 120117 | 327140 | 361053 | 482201 | 641250 | 761260 | 802638 | 921499 | 981593 |
| 122118 | 327147 | 363113 | 482254 | 641254 | 761273 | 802673 | 921560 | 992167 |
| 122126 | 329020 | 364003 | 482358 | 641256 | 761312 | 804029 | 924074 | |

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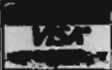
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| | | |
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| Postal Facility, Company, or Personal Name | Old Quantity | New Quantity |
| Attention Line (if needed) | Customer's Home Phone () | Customer's Office Phone () |
| Street Address | Name of Approving Manager | |
| City, State, ZIP + 4 | Signature of Approving Manager | |
| Country (if needed) | Credit Card No. (if used) | Exp. Date (Mo/Yr) |

Check One:

MasterCard VISA accepted.



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