



# postal bulletin

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## COD: Additional Common Errors in Check Acceptance

POSTAL BULLETIN 21625, 6-25-87, contained a page 1 article describing frequent errors occurring under the new COD check acceptance policy. Reports of problems concerning two additional areas have been received. To avoid these, all employees responsible for delivering COD articles and handling payments received should be aware of the following procedures:

1. When a customer pays by check, employees do not collect a money order fee. If a customer prepares a check and inadvertently includes the money order fee in addition to the COD charges due the sender, **employees must not alter the amount written on the check.** Contact the customer and ask the customer to reissue the check in the correct amount. If the customer declines, make a notation on the back of the COD tag and forward the check to the mailer.

2. Employees must record two forms of acceptable identification on the back of the check. When doing so, do *not* use rubber stamps with endorsements restricting the check for deposit to the postmaster's bank account even if these rubber stamps bear lines for recording customer identification.

—Rates & Classification Dept., 7-23-87.

## International Mail— Airmail Parcel Post

International surface exchange offices are receiving parcel post packages which bear airmail postage. The majority of these parcels are properly marked for airmail service, yet have been sent to international surface exchange offices. Those offices dispatch only mail for surface transportation.

Mail acceptance personnel must ensure that parcel post packages intended for airmail service are endorsed PAR AVION on the address side to the left of the destination address. Label 19, AIR-MAIL PAR AVION, may be used. A second endorsement should be placed on the back of the item. If the mailer fails to mark an airmail item, the accepting clerk must affix Label 19 or handstamp the item. Items prepaid at airmail rates and not marked or labeled by the sender or accepting clerk must not be returned for marking or labeling but must be treated as airmail.

Items prepaid for airmail service, whether marked or not, found in the surface mail system must be placed in the airmail system.

—Rates & Classification Dept., 7-23-87.

## Statue of Liberty Cover and Card

The Statue of Liberty Cover and Card philatelic product, *Item 804*, will be removed from sale on August 20. This product was distributed to Philatelic Centers in December 1985 and, subsequently, some other offices received the product as well. By September 3, all remaining quantities of *Item 804* are to be returned to the main stock from which they were distributed, using a Form 17, *Stamp Requisition*. By September 17, use Form 17 also to return all remaining quantities in the main stocks to Stamp Distribution Offices (SDOs).

The covers are to be held in the SDO stock until further notice. The SDOs are to confirm that all offices which received shipments of *Item 804* return their unsold inventory, and each SDO is to prepare a report identifying: (1) the total number of *Item 804* that have been returned, and (2) the number that were in the SDO stock that were never distributed to associate offices. Each SDO must prepare a report and send it by October 1 to:

U.S. Postal Service  
Philatelic Marketing Division  
Room 5630  
475 L'Enfant Plaza, S.W.  
Washington, D.C. 20260-6755

All lobby promotional material for this product should be removed from display by August 20, 1987.—*Philatelic Affairs Dept.*, 7-23-87.

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## Correction

**International Surface Airlift**

POSTAL BULLETIN 21627, 7-9-87, announcing the new International Surface Airlift Service (ISAL) expansion, quoted the M-Bag discount rate incorrectly. The discount is 20 percent for M-Bag service not 20 cents.—*Marketing Dept.*, 7-23-87.

**AUTO THEFT  
PREVENTION TIPS**

Lock your car and take the keys with you at all times. Never leave the keys in an unattended car even if you are only running a quick errand or dropping off a package.

Avoid parking in unattended parking lots for a long period of time. A car is five times more likely to be stolen from an unattended lot than from the street or from an attended lot.

If you leave your car in an attended lot, give the parking lot attendant *only* the ignition key.

Never attach an identification tag to your key ring. If the keys are lost or stolen, the tag will lead the thief to your home.

At night, park only in a well-lighted area with pedestrian traffic.

**DMM/Handbook F-1 Revisions**

The following changes to the F-1 Handbook, *Post Office Accounting Procedures*, and the DOMESTIC MAIL MANUAL (DMM) are effective immediately.

**F-1 Handbook**

Add the following section 436.33:

**436.33 Contractors.** Verification of the accountability of contractors shall be made no less than once each Postal Fiscal Year. This is the closing balance stamp accountability on the Form 1412.

**DMM**

DMM 144.741b is revised as follows:

**144.741b.** A meter operator is responsible for all postage printed by a meter while it is checked into his service; and for locking the machine and safeguarding the key during temporary absences. When a window clerk is relieved, the Form 3602-PO should be completed and another Form 3602-PO initiated by the relief clerk. The procedure should be used even if the postage meter will not be assigned to another window clerk during his absence.—*Dept. of the Controller*, 7-23-87.

## Handbook PO-417 Revision

**Opening and Pouching**

Transmittal Letter 1, dated 4/8/87, of Handbook PO-417, *Opening and Pouching*, contained an error. Section 514c specified incorrectly that employees working in a rack operation were to toss large or heavy objects overhand. Tossing parcels overhand would be a safety hazard and could damage the parcels. Therefore, effective immediately, Handbook PO-417 is revised as follows:

**510 Rack Operation****514 Distribution—Large or Heavy Objects**

When distributing large or heavy objects, employees should perform the following:

- a. Pick the article up with two hands.
- b. Read the ZIP Code.
- c. Place in the correct container.
- d. Watch the article until it is correctly disposed.
- e. Repeat steps a through d.

This change will appear in a future edition of Handbook PO-417.

—*Engineering & Technical Support Dept.*, 7-23-87.

**If the address on your mailing label of Postal Life or Postal Leader is incorrect, complete Form 1216, Employee's Current Mailing Address. This form is available from your Personnel Office. Return the completed form to your Personnel Office for processing. No other form can be used for this purpose.**

## Reminder to Supervisors

**FERS Election Forms**

Mailing of the Federal Employees' Retirement System (FERS) Transfer Information to all Civil Service Retirement System (CSRS) employees is complete. This information includes a three-part *Election of Coverage* form (OPM Form 1555) with instructions to verify receipt by completing part 1 immediately and returning it to the supervisor. The instructions further advise that the employee submit part 2, along with part 3, to the supervisor after the employee makes his FERS election decision. Supervisors must immediately forward all parts of this form to the personnel section and follow local procedures for routing these forms.

—*Employee Relations Dept.*, 7-23-87.

### EXPRESS MAIL COD

On July 6, 1987, the Board of Governors approved implementation of a change to postal regulations which will allow postal customers to use Collect-On-Delivery (COD) service in conjunction with Express Mail service. **The regulation becomes effective at 12:01 a.m. on July 26, 1987.** Highlights of the change include the following:

1. The maximum amount collectible from the recipient will be \$500.
2. Indemnity for failure to collect charges will be limited to \$500, but \$50,000 document reconstruction insurance will be included.
3. Both Express Mail and COD fees must be paid.
4. Both the Express Mail label and the COD tag must be affixed to each article.
5. Corporate accounts may be used to pay both Express Mail postage and COD fees.
6. Waiver of signature will not apply.
7. Articles will be held at the post office for a period of five days before being returned, unless the article is refused, or unless the mailer requests a longer retention period (no later than 30 days).
8. Claims for loss may not be filed until 45 days, but not later than 90 days from the date of mailing.

Effective July 26, 1987, the following DOMESTIC MAIL MANUAL (DMM) changes are made in conjunction with this change:

#### 149 Indemnity Claims

#### 149.2 General Instructions for Filing Claims on Insured, COD and Registered Mail

##### .22 When to File

**.221 General.** Indemnity claims must be filed within one year from the date the article was mailed. Express Mail COD claims must be filed within 90 days from the date of mailing.

*The remainder of this section is unchanged.*

##### .222 Loss Claims

**a. Insured and COD.** The mailer may not file a claim until 30 days after the date of mailing for insured articles and 45 days after the date of mailing for COD articles. This includes articles sent as Express Mail COD shipments.

*The remainder of this section is unchanged.*

#### 149.5 Express Mail Claims

##### .51 How to File

##### .513 When to File

**a. Loss Claims.** Claims for loss may be filed no earlier than seven days following the date of mailing, 45 days after the date of mailing for articles with COD service. All claims must be filed within 90 days of the date of mailing.

##### .514 Required Information

*Add the following sentences to the end of 149.514a:*

If the article was sent Express Mail COD, the mailer must also provide the original COD receipt. Endorse the COD receipt **Claim Filed**, date stamp, and initial it. Return the COD receipt to the customer and instruct the customer to keep it until the claim has been settled.

*Add new section .515 as follows:*

**.515 Verifying Delivery.** Verify delivery records on all Express Mail claims. Attach a copy of the delivery receipt to the claim form. Search COD tags for records of delivery of Express Mail COD shipments. If no record is found, search Express Mail delivery receipts.

### Chapter 2 Express Mail

#### 260 Preparation Requirements

#### 262 Express Mail Custom Designed Service

*Add the following sentence to the end of 262.2:*

Waiver of signature is not available for Express Mail COD shipments.

#### 263 Express Mail Next Day Service

*Add the following sentence to the end of 263.2:*

Waiver of signature is not available for Express Mail COD shipments.

#### 290 Ancillary Services

#### 291 Forwarding, Holding, and Return

**291.2 Holding.** Hold Express Mail shipments for five working days if undeliverable or unclaimed and the sender provides no specific instructions. Hold an Express Mail COD shipment for five days before

returning it, unless the article is refused, or the mailer has specified that the article be held longer (not to exceed 30 days).

*Renumber 293-296 as 294-297, and add new 293 as follows:*

### 293 COD Service

**293.1 Express Mail COD Service.** COD service may be purchased for Express Mail (see 914.175).

**293.2 Assignment and Delivery.** Assign and deliver Express Mail COD in accordance with Handbook DM 201, *Express Mail Service*, 240 and DMM 914. After the money order or check has been sent to the mailer, attach the Express Mail receipt to the tag, send them to the Express Mail Unit for recording, and then to the claims and inquiry unit for filing with COD tags. For those offices that maintain the COD tags, the Express Mail office must make a photocopy of the COD tag for filing with the Express Mail delivery receipt. Once completed, return the COD tag to the delivery office. Retain COD tags with Express Mail delivery receipts attached for two years.

### 295 Insurance and Indemnity

#### 295.1 General

*Add the following sentence at the end of section 295.1:*

See 914.175 for limitations of indemnity for Express Mail COD service.

*Change 296.2 as follows:*

#### 296 Claims Procedures

**296.2 Claims for Insurance.** Insurance claims must be filed within 90 days of the date of mailing. The mailer's original receipt copy of mailing label must be included with the claim file. The mailer's original COD receipt must also be submitted if Express Mail COD service was used (see 149.514a). Use Form 5690, *Express Mail Application for Indemnity*. Forward completed forms to the Director, Postal Data Center, P.O. Box 14677, St. Louis, Missouri 63180-9144 (see 149.51).

## Chapter 9 Special Services

### 914 Collect on Delivery Mail

#### 914.1 Description

##### .17 Additional Services

**.171 Restricted Delivery.** *Add the following to the end of the section:*

Restricted delivery service is not available with Express Mail COD service.

*Add new section 914.175 as follows:*

**.175 Express Mail COD.** Any article sent COD may also be sent by Express Mail. Handle such mail in the same manner as Express Mail. The maximum amount collectible from the addressee on an individual article is \$500, and indemnity for failure to collect or issue payment will be limited to \$500. See 292-295 for indemnity for loss, damage, or rifling of Express Mail COD articles. Express Mail postage (see Exhibits 212-214) as well as the appropriate COD fees (see 914.2) must be paid. Both the Express Mail label and COD tag must be affixed to each article. Enter the Express Mail number as the COD number on the COD tag.

#### 914.2 Fees

**.21 In Addition to Postage.** Collect On Delivery fees are:

*Add an asterisk after "coverage desired" and add the following sentence at the bottom of the box.*

\*For Express Mail COD shipments, collect the fee for the amount to be collected only. Express Mail insurance covers up to \$500 merchandise insurance.

#### 914.4 Mailing

##### .41 Preparation for Mailing

**.411.** COD articles must be identified by a number which the mailer will put on each section of the COD tag. The postmaster will assign a series of numbers using Form 3857, *Assignment of Number Blocks for Registered, Insured, Certified, and COD Mail*. When Express Mail COD service is used, the Express Mail number also becomes the COD number, and is entered on each section of the COD tag.

*The remainder of this section is unchanged.*

*Add the following sentence to the end of .412:*

Agreements will not be authorized for mail sent by Express Mail COD service.

**.434 Large COD Mailing.** With the exception of Express Mail COD service articles where each article is individually verified, the following procedures for acceptance of large COD mailings must be followed for companies that regularly maintain a high degree of accuracy in preparing the mailing bill:

*The remainder of this section is unchanged.*

**914.5 Delivery**

**.51 Procedure**

Change 914.51b as follows:

b. Except for COD Express Mail COD shipments, if one of the following two conditions are met, the local postmaster may restrict delivery as follows:

*The remainder of this section is unchanged.*

**933 Restricted Delivery**

**933.1 Purpose.** Insert the following before the last sentence: Restricted delivery service is not available with Express Mail COD service.

Add the following new section 227 to Handbook DM 201, *Express Mail Handbook*:

**DM 201, Express Mail Handbook**

**227 Express Mail COD Service**

**227.1 Description.** Collect On Delivery (COD) is available with Express Mail service (see Exhibit 227 on page 7 of this Bulletin). Customers can mail an article for which they have not been paid through Express Mail service and have the price of the article and the cost of the postage collected from the addressee/addressee agent upon delivery. The amount collected is returned to the mailer by either a postal money order, if cash is collected, or by check paid directly to the mailer. The maximum amount collected from the recipient for this service cannot exceed \$500.

**.11 Scope of Service.** Express Mail COD service is available with Next Day Service, Same Day Airport Service and Custom Designed Service. Express Mail COD service is not available with Express Mail Military service shipments addressed to an APO/FPO location.

**.12 Fees.** In addition to the Express Mail postage, the fees for Express Mail COD service are:

Amount to be collected*	COD fees
\$0.01 to \$25 .....	\$1.50
25.01 to 50 .....	1.80
50.01 to 100 .....	2.10
100.01 to 200 .....	2.40
200.01 to 300 .....	3.00
300.01 to 400 .....	3.70
400.01 to 500 .....	4.70

\*Restricted delivery is not available with Express Mail COD service.

**.13 Payment of Postage and Fees.** Postage and fees must be prepaid. Express Mail COD shipments can be paid by stamps, postage meter stamps or through an Express Mail Corporate Account. The

COD fee will be based on the total amount of COD charges to be collected. With Express Mail COD service, the COD fee is charged only on the amount to be collected from the addressee/addressee agent.

**227.2 Additional Services**

**227.21 Insurance and Indemnity.** Express Mail COD shipments are insured against loss, damage or rifling at no additional cost. Indemnity for loss, damage or rifling is the same for Express Mail service and is explained in DMM 292-295. Indemnity for failure to collect or issue payment is limited to \$500.

**.22 Filing Limitations.** Claims for lost shipments cannot be filed until 45 days after the date of mailing. Insurance claims must be filed within 90 days of the date of mailing. The mailer's original receipt copy of the mailing label and the COD receipt must be included with the claim file.

**.23 Return Receipts.** Return Receipt Service is available with Express Mail COD service. Fees are outlined in DMM 932.2.

**.24 Restricted Delivery.** Restricted Delivery is not available with the Express Mail COD service.

**227.3 Acceptance Procedures**

**.31 Postage.** Express Mail postage, as well as the appropriate COD fee must be prepaid. Payment can be made by stamps, postage meter stamps or through an Express Mail Corporate Account.

**.32 Conditions.** Express Mail COD shipments for Next Day Service, Same Day Airport Service and Custom Designed Service are accepted in the same manner as outlined in the appropriate DM 201 sections with the exception or addition of the following:

a. Enter the Express Mail label serial number on the COD tag (Form 3816, *C.O.D. Article—Delivery Employee Coupon/Mailing Office Coupon/Mailer's Receipt* or 3816a-S, *C.O.D. Card—Firm Mailings*).

b. Affix the COD tag directly above the mailing label.

c. Enter the COD fee in the space below the Return Receipt block on the Express Mail label.

d. Using the COD stamp, imprint the COD legend within the "From" section on (1) the Service Analysis and Proof of Delivery label and (2) Customer Receipt label. (See exhibit 227).

**.33 Waiver of Signature.** The Waiver of Signature option cannot be used in conjunction with Express Mail COD service.

**227.4 Delivery Procedures**

**.41 Delivery.** Express Mail COD shipments for Next Day Service, Same Day Airport Service and Custom Designed Service are delivered in the same manner as outlined in the appropriate DM 201 sec-

tions with the exception or addition of the following:

a. When delivering an Express Mail COD shipment advise the addressee/addressee's agent of the following:

1. An Express Mail COD article is available for delivery.

2. The amount to be collected is \$\_\_\_\_\_.

3. Payment must be made either by cash or check\* payable to the mailer.

\*For payment by check, advise the addressee that the check must be endorsed to the sender—*Checks may not be made payable to the U.S. Postal Service.*

b. Collect the total amount entered on the COD tag. Also collect the money order fee if payment is made in cash.

c. After receiving the total amount to be collected, the delivery employee must:

1. Have the addressee/addressee agent sign the Express Mail label and COD tag and then

2. Complete the destination section on the Express Mail label and complete the sign the back of the COD tag.

3. Remove the Service Analysis and Proof of Delivery label and the COD tag.

4. Present Express Mail shipment to the Addressee.

d. Return both the Express Mail label (Proof of Delivery & Service Analysis) and COD tag to the delivery office.

**.42 Attempted Delivery.** If the Express Mail COD shipment cannot be delivered for any reason, the delivery employee must:

a. Leave a notice of attempted delivery on Form 3849-A, *Delivery Notice or Receipt* or Form 3849-C, *Express Mail—Notice of Attempted Delivery*.

b. Annotate Form 3849-A or C with the date the article will be redelivered unless the addressee/addressee agent advises otherwise.

c. Complete the attempted delivery section on the Express Mail label.

d. Return Express Mail COD shipment to delivery office.

e. If the article is not picked up or if the addressee/addressee agent does not request that the article be held for pickup, or held for delivery on a specified day, a second attempt to deliver will be made on the next regular delivery day.

After the second delivery attempt, a second *Notice of Attempted Delivery* will be issued. If the shipment is not claimed or its redelivery requested, it will be returned at the expiration of the period stated by the sender, or after 5 days, if no period is stated.

### 227.5 Delivery Offices

**.51 Retention Period.** Hold an Express Mail COD shipment for five days before returning it, unless the article is refused, or the mailer has specified that the article be held longer (not to exceed 30 days).

**.52 Disposition.** After the money order or check has been sent to the mailer of an Express Mail COD shipment, the delivery office will staple the COD tag to the Express Mail delivery receipt and forward them to the Express Mail office for delivery receipt data recording.

### 227.6 Express Mail Offices

Once the delivery information has been recorded into the EMRS, the Express Mail Manager/Coordinator must ensure that the Express Mail label and COD tag are forwarded to the Claims and Inquiry Unit for filing with COD tags. For those offices that maintain the COD tags, the Express Mail office must make a photo copy of the COD tag for filing with the Express Mail delivery receipt. Once completed, return the COD tag to the delivery office. Express Mail COD tags and delivery receipts are retained for two years.

These changes will appear in DMM Issue 24, 9-20-87, and in a future issue of Handbook DM 201.

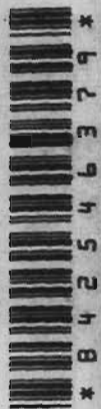
—Rates & Classification Dept./  
Marketing Dept., 7-23-87.



You can find a list of all postal and other Government agency forms in Pub 22, **Forms Catalog**, by number and title. Use Form PS 7380, **Supply Center Requisition**, to order your copies of Pub 22.

EXHIBIT 227

POST OFFICE TO ADDRESSEE EXPRESS MAIL NEXT DAY SERVICE



**ORIGIN**

Post Office ZIP Code

Postage \$

Return Receipt Fee \$

Weight lbs. oz.

Total Postage & Fees \$

**ACCEPTANCE**

Accepted for next day delivery

Accepted for this destination after deposit deadline for next day delivery therefore for delivery by second day

International On Demand: Country Code

**Account Number**

Express Mail Corporate Account No.

Federal Agency Control No.

**FROM:**

**TO:**

**DESTINATION**

Date of Delivery

Time of Delivery

A.M. P.M.

Signature of Addressee or Agent

**DELIVERY WAS ATTEMPTED**

Date:

Time:

A.M. P.M.

Signature of Delivery Employee

**WAIVER OF SIGNATURE AND INDEMNITY**

I wish delivery to be made without obtaining the signature of the addressee or the addressee's agent and authorize the delivery employee to sign that the shipment was delivered and understand that the signature of the delivery employee will constitute valid proof of delivery.

SIGNED:

MAILING LABEL-Service Analysis & Proof of Delivery

**TO:**

Telephone Number:

PRESS HARD YOU ARE MAKING 4 COPIES

**FROM:**

**HOLD FOR:**

Name & Firm

**AT:**

Branch/Station

City State ZIP

Sender must notify addressee of claim location-see Publication 272.

EXPRESS MAIL NEXT DAY SERVICE



POST OFFICE TO POST OFFICE

A 44574006

**ORIGIN:**

Initials of Receiving Clerk

P.O. ZIP Code

Date in Time in

Return Receipt Service (Additional fee required)  To Whom & Date Del

Weight lbs.

Postage & Fees \$

**SERVICE GUARANTEE:**

At the request of the addressee or the originator, the carrier will deliver the mail to the addressee's office, if it is available by 10:00 a.m. of the next business day for each day of the week. This guarantee is provided at the originator's option. If the carrier is unable to deliver by 10:00 a.m. of the next business day, the carrier will deliver the mail by the next business day. For more information, see the Service Manual, Chapter 1, Section 1.1.

**INSURANCE COVERAGE:**

For details, see the Domestic Mail Manual for regulations of coverage.

For international insurance, see the International Mail Manual for regulations of coverage.

For details on international insurance, see the International Mail Manual, Chapter 1, Section 1.1.

- Signature is required upon delivery.
- Claims for delay, loss, damage or injury must be made within 90 days. Claim forms may be obtained at the post office of mailing.
- This receipt must be presented when a claim is filed.

EXPRESS MAIL SERVICE Customer Receipt

U.S. & P.O. 1985-498-005 Label 11A (12-85)

REMOVE copies 1 & 2 with this stub (Postal Service Personnel Only)

## 10-Cent Red Cloud Regular Stamp

The 10-cent Red Cloud regular stamp will be placed on sale August 15, 1987, in Red Cloud, NE. Red Cloud, Oglala Sioux Indian Chief, led a successful campaign to halt the use of the Bozeman Trail which crossed a popular Sioux hunting ground. Red Cloud's courage and leadership, as well as that of other American Indian tribal chiefs, provided the foundation for negotiations with the United States government.

**Do Not Sell Before August 17, 1987**



Copyright U.S. Postal Service 1987

Issued in panes of 100.

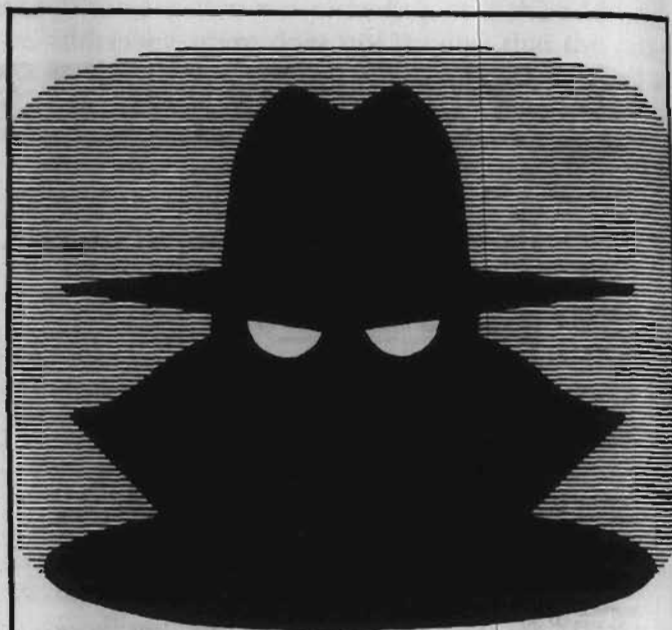
Collector information is on page 11.

**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 for *Item 010*. Requisitions must be submitted in the standard ordering quantities for a 100-subject stamp to the maximum of 2.5 million stamps per requisition. The Bureau has exhausted their supply of the 10-cent Russell stamp. Unfilled requisitions currently at the Bureau for the 10-cent Russell stamp will be filled with the 10-cent Red Cloud stamp.

*After September 17, 1987, Stamp Distribution Offices are to ship the 10-cent Richard Russell stamp in response to postmasters' requisitions until the stock is exhausted. Consequently, no Richard Russell stamps are to be destroyed.*

**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., 7-23-87.*



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



**Don't  
Speed**

**Accidents don't just happen—  
They are caused**



## POSTAGE STAMP AFFIXER DECENTRALIZATION

The procurement of postage stamp affixers is being decentralized to procure supplies of the item more quickly in quantities needed to satisfy local demand. The decentralized procurement activity will treat postage stamp affixers as retail items. The following procedures will change postage stamp affixers (*Item 835*) from an accountable philatelic to a retail product. Additionally, procurement responsibilities for this item also change from Headquarters to Field Divisions.

### ACCOUNTABILITY

Because retail products are not accountable, all post offices with stamp affixers on hand must make the following entries to accountability records:

1. *Unit Reserve Stocks and Stamps Credits.* Return all stamp affixers to arrive in the main stock no later than August 13, 1987. Account for the items as returned stock on the reverse of Form 17, *Stamp Requisition*.

2. *Main Stock.* Record all returned stamp affixers in the main stock accountability records as of August 14, 1987. Multiply the number of units on hand by \$20.95 to derive the value of all stamp affixers in inventory. Enter the result as a reduction, *Postage Stock Revaluation*, on Form 3958, *Main Stock (or Unit Reserve Stock) Transaction Record*. The accounting unit will enter the amount as a reduction entry on Form 3959, *Daily Recap—Stamp Stock Transactions*, and to AIC 171, *Postage Stock—Revaluation*, in the disbursement section of the Accountbook, offset by a decrease to AIC 805, *Postage Stock*.

CAG K and L post offices, after determining the value of postage affixers in inventory, must record their value as a decrease to accountability in Part Six—*Daily Stamp Stock Record* in the Accountbook. Enter the same value to AIC 171, *Postage Stock—Revaluation*, in the disbursement section of the Accountbook, offset by a decrease to AIC 805, *Postage Stock*.

After making inventory adjustments, post offices may distribute postage stamp affixers from the main stock as retail items.

### PROCUREMENT DECENTRALIZATION

*Purchasing Authority.* To meet local customer demand effectively, procurement authority is now decentralized. Headquarters will no longer procure postage stamp affixers. Procurement authority is delegated to the Field Divisions. However, the Regions may retain this authority if they think it appropriate. This decentralization is in keeping with the move towards increased field autonomy.

Stamp Distribution Offices (SDO's) will consolidate the requirements of associate Offices and notify the appropriate Field Division or regional level for a central procurement. Field Divisions are the final level of contract authority for stamp af-

fixers. *Stamp Distribution Offices may not requisition affixers independently.*

*Ordering.* Field Divisions, or Regions, may obtain affixers from the Data-Link Corporation under Master Agreement No. 104230-87-H-0035 at an acquisition price of \$9.22 each.

They should submit appropriate requisitions directly to the manufacturer, Data-Link Corporation, Post Office Box 310, Santee, CA 92071-0310. The requisition should refer to the Postal Service master agreement number and pricing.

*Suggested Ordering Quantities.* Facilities should order stamp affixers in increments of 12 (i.e., 12, 24, 36, 48, 60, 72, etc.). Individual shipping cartons contain 12 units each, and master cartons contain 36 units each.

*Shipping.* With each requisition, the ordering office must include a list of destinations outlining the quantities each will receive. The contractor is responsible for packaging, labeling, and delivering stamp affixers to an entry post office for delivery.

### INTERNAL CONTROLS

The affixer's high value warrants internal controls for sales measurement and tracking purposes. Accordingly, offices should report all sales of this product in AIC 093, *Retail Product Sales*, on Form 1412-A, *Daily Financial Report*. Additionally, they must also still include them on the quarterly Form 1079, *Philatelic Product Physical Inventory Recap*, to help track the number of affixers available for sale.

### RETURN POLICY

The current 1-year return policy for affixers remains in effect. The retail clerk will stamp the purchase date with a round dater in the space available on the side of the stamp affixer carton to establish the beginning of the 1-year warranty period. The warranty will be printed on the top of each carton.

During the warranty period, customers may return defective units, in the original dated package, to any post office selling the product. They should receive new stamp affixers without charge. Put the replacement stamp affixer in the original dated package to keep the warranty in effect for the remainder of the 1-year period.

Each defective unit should be returned—in the package from the new unit provided to the customer, clearly marked "Defective"—to the SDO using Item 13, *Routing Slip*, or a memorandum. SDO's should hold defective units until the close of each postal quarter and return them by registered mail to the manufacturer, Data-Link Corporation.

With each registered package include a cover letter stating how many defective units are enclosed and a preaddressed returned penalty label for the manufacturer to use in returning new units. Retain a copy of the letter and the registered mail

receipt. When the new units are received, date stamp the copy and retain it on file for 1 year.

### PRICE SETTING AUTHORITY

To ensure the U.S. Postal Service maintains price comparability with the private sector, price-setting authority remains at Headquarters.

Offices with information showing affixers selling at prices higher than the Postal Service should forward it to the Stamps Division, U.S. Postal Service Headquarters, Room 5666, 475 L'Enfant Plaza West, SW, Washington, DC 20260-6751. Head-

quarters will review this information and, adjust pricing as appropriate.

The current \$20.95 selling price remains in effect at all postal facilities until they receive a future *POSTAL BULLETIN* notice.

### PROMOTIONAL MATERIALS

SDO's will receive updated screenline merchandiser posters for lobby promotion for distribution to appropriate post offices with each price adjustment.—*Philatelic Affairs Dept.*, 7-23-87.

## Treasury Department Checks

August Social Security supplemental income checks and VA compensation and pension checks normally delivered on the first of the month are scheduled to be delivered on Friday, July 31.

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

Postmaster: Requested delivery date is the 31st day of the month.

The civil service annuity, public debt interest and railroad retirement checks are to be delivered on Saturday, August 1. The railroad retirement checks will be released from AFC, BFC, CFC, KFC, PFC and SFC. The civil service annuity and public debt interest checks will be released from the CFC. The envelopes will bear the legend:

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

Postmasters and supervisors are asked to plan to complete delivery of these checks on the dates specified above.—*Mail Processing Dept.*, 7-23-87.

## FERS: Retirement Annuity Dates

Under the Federal Employees' Retirement System (FERS), annuities for employees separating under optional retirement do not become effective until the first day of the month following separation. For example, the annuity of an employee who retires on August 1 will not become effective until September 1.

Employees with retirement counseling responsibilities should advise employees contemplating optional retirement under FERS of this provision. The only exceptions are for death, disability, and discontinued service, which permit the annuity to begin on the day following the last day in a pay status.—*Employee Relations Dept.*, 7-23-87.

## Thrift Savings Plan

A final bulletin board reminder notice concerning the Thrift Savings Plan, July enrollment, appears on page 15. All offices should post this notice immediately in all work areas to provide maximum exposure.—*Employee Relations Dept.*, 7-23-87.

### IMM Revision

## International Mail—Requests

Effective immediately, the International Claims and Inquiries Offices, listed in *INTERNATIONAL MAIL MANUAL (IMM) 931.21*, will process requests for recall or change of addresses, telegraphic inquiries, and certain applications for postage refunds. The IMM is revised as follows:

1. In Exhibit 363.1, under the column titled Service Requested, change "At the Office of Classification and Rates Administration, USPS Headquarters, Washington, DC 20260-5360" to "At the International Claims and Inquiries Office (ICIO) (see 931.21), when the request is sent to the foreign administration by either:"

2. Change section 364.22b to read: Send the application, facsimile, and any other required documentation to the International Claims and Inquiries Office that serves the country of destination (see 931.21).

3. Change section 927.3 to read: If the sender requests that the inquiry be sent by telegraph or cable, the request must be accompanied by an amount sufficient to pay the telegraphic or cable charges. If a reply by telegraph or cable is desired, the sender must pay the charges both ways. Such requests should be forwarded to the appropriate International Claims and Inquiries Office (see 931.21).

4. Change section 944.2 to read: When there is reason to believe the other country is at fault, or when the request relates to mail originating in another country, forward the application with the wrapper and all supporting papers to the appropriate International Claims and Inquiries Office (see 931.21).—*Rates & Classification Dept.*, 7-23-87.



Copyright U.S. Postal Service 1987

Issue Date: August 15, 1987  
 First Day City: Red Cloud, Nebraska  
 Designer: Robert Anderson  
 Lexington, Massachusetts  
 Art Director: Dick Sheaff, Design Coordinator,  
 Citizens' Stamp Advisory Committee  
 Typographer: Bradbury Thompson,  
 Design Coordinator,  
 Citizens' Stamp Advisory Committee  
 Engravers: Joseph S. Creamer, Jr.,  
 BEP (vignette)  
 Robert G. Culin, Sr., BEP (lettering)  
 Modeler: Clarence Holbert,  
 Bureau of Engraving and Printing  
 Printing Process: Intaglio, BEP  
 Color: Red (reddish-brown), PMS 193  
 Size: 0.71 x .82 inches/18.03 mm x 20.82 mm  
 (image area); 0.84 x .99 inches/  
 21.33 mm x 25.14 mm (overall)  
 Plate Number: One single digit  
 Stamps per Pane: 100  
 Marginal Markings: ©"U.S. Postal Service 1987"  
 and "Use Correct ZIP Code"®

## Red Cloud Regular Stamp

A 10-cent Great Americans Series regular stamp honoring Sioux Indian Chief, Red Cloud, will be issued on August 15. The first day ceremony will take place in Red Cloud, Nebraska.

Red Cloud was born in 1822, near North Platte, Nebraska, and later became Chieftain of the Oglala Sioux Indians. Protesting the elimination of the buffalo and, thus, the livelihood of his tribe, he led a successful campaign to halt the opening of the Bozeman Trail which crossed a popular Sioux hunting ground. Red Cloud's courage and leadership provided the foundation for negotiations with the United States government.

The design, by Robert Anderson, is based on photographs obtained from the Smithsonian Institution. The Red Cloud stamp is the 38th in the Great Americans Series.

Procedures for ordering first day cancellations are as follows:

**Customers Affixing Stamps:** Customers are encouraged to purchase the Red Cloud stamps and affix them to their envelopes. Covers bearing stamps will be given preferential service. At least 12 cents additional postage must be affixed to covers to

meet the minimum First-Class letter rate (four cents for post cards). Uncanceled stamps issued prior to August 15 may be used, but covers bearing stamps issued after that date will be returned unserved. Envelopes should be addressed on the right side at least  $\frac{1}{8}$  inch up from the bottom. Stamps should be affixed in the upper right corner approximately  $\frac{1}{4}$  inch from the top and right edges. Requests must be postmarked by September 14, and addressed: Customer-Affixed Envelopes, Red Cloud Stamp, Red Cloud, NE 68970-9991.

**Postal Service Affixing Stamps:** Except for affixing stamps and addressing orders, follow the procedures above. The Postal Service will affix two 10-cent Red Cloud stamps and a single two-cent Locomotive stamp to meet the First-Class rate, unless customers specifically request that three Red Cloud stamps be applied. The price is 22 cents per cover requested (30 cents if three Red Cloud stamps are requested). Personal checks in the exact amount will be accepted up to the limit of 50 covers. Cash should not be sent as payment. Orders must be postmarked by September 14, and addressed: Red Cloud Stamp, Postmaster, Red Cloud, NE 68970-9992.

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 87-22  
 Remove after September 14

PLEASE POST ON BULLETIN BOARD



## Correction

**Sectional Center Facility Changes**

POSTAL BULLETIN 21626, 7-2-87, included DOMESTIC MAIL MANUAL Exhibit 122.63c (see pages 13 and 14), Sectional Center Facilities Serving a Single Three-Digit ZIP Code Area.

The exhibit incorrectly showed the "SCF" designator for labeling. For Sectional Center Facilities Serving a Single Three-Digit ZIP Code Area, the first line of the label should show only the city, two-letter State abbreviation, and the SCF code of the SCF as shown in Exhibit 122.63c.

DOMESTIC MAIL MANUAL (DMM) Exhibit 122.63c and the appropriate DMM sections are revised as follows:

**367 Preparation of Presort First-Class and First-Class Carrier Route Mailings**

\* \* \* \* \*

**367.2 Sortation Requirements for Qualifying Presort First-Class Pieces**

\* \* \* \* \*

**.23 Three-Digit Packages and SCF Trays**

\* \* \* \* \*

**.232 Trays.** Three-digit packages plus any five-digit and city packages not trayed, as provided for by 367.212 and 367.222 and which are destined for the same sectional center facility (SCF), must be prepared in SCF trays. A list of SCFs serving one three-digit ZIP Code area and the three-digit ZIP Code area served by each is shown in Exhibit 122.63c. A list of SCFs serving more than one three-digit ZIP Code area and the three-digit ZIP Code areas served by each is shown in Exhibit 122.63d. Each tray must be labeled in accordance with Exhibits 122.63c and 122.63d, and the label must be firmly affixed to the end of the tray. SCF trays must be labeled in the following manner:

Line 1: See Exhibits 122.63c and 122.63d for the appropriate destination line.

Line 2: Class, contents.

Line 3: Mailer name, city, and two-letter State abbreviation for mailer's location.

Example:

SCF PHILADELPHIA PA 190  
FCM PRESORTED  
FR Q MAILERS BALTIMORE MD

Presorted mail left over after filling SCF trays must be prepared in packages. It is recommended, but not required, that these packages be placed in Area Distribution Center (ADC) trays. If ADC trays are not prepared, packages must be placed in Mixed ADC trays.—*Mail Processing Dept., 7-23-87.*

*All Personnel Processing Mail for Dispatch Abroad*

**Foreign Order No. 208**

Keep all foreign order notices for use as reference.

**TENTATIVE ORDER**

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

**CANADA**

Empress Marketing  
Box 34060  
2405 Pine Street  
Vancouver, B.C.  
Canada V6J 4M1

**FINAL ORDERS**

The tentative *Lottery Order* or *False Representation Order* issued against the following has become final:

**CANADA**

Rexford International  
P.O. Box 34250  
2405 Pine St.

and

Larry Karlen  
P.O. Box 34250  
2405 Pine St.  
Vancouver, B.C.  
Canada V6J 4Z5

Sussex International  
P.O. Box 80500  
6025 Sussex Street  
and

Charles Hass  
P.O. Box 80500  
6025 Sussex Street  
Burnaby, B.C.  
Canada V5H 3X9

Can Win  
P.O. Box 24964  
Station C  
Vancouver, B.C.  
Canada V5T 4G3

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

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 7-23-87.*

EXHIBIT 122.63c

SECTIONAL CENTER FACILITIES SERVING A SINGLE THREE-DIGIT ZIP CODE AREA

ZIP CODE	LABEL TO—	ZIP CODE	LABEL TO—
043	AUGUSTA ME 043	397	COLUMBUS MS 397
054	BURLINGTON VT 054	420	PADUCAH KY 420
067	WATERBURY CT 067	423	OWENSBORO KY 423
076	HACKENSACK NJ 076	427	ELIZABETHTOWN KY 427
077	RED BANK NJ 077	439	STEUBENVILLE OH 439
079	SUMMIT NJ 079	456	CHILlicoTHE OH 456
103	STATEN ISLAND NY 103	457	ATHENS OH 457
104	BRONX NY 104	458	LIMA OH 458
109	MONSEY NY 109	469	KOKOMO IN 469
115	WESTERN NASSAU NY 115	472	COLUMBUS IN 472
119	RIVERHEAD NY 119	473	MUNCIE IN 473
127	MONTICELLO NY 127	474	BLOOMINGTON IN 474
128	GLENS FALLS NY 128	475	WASHINGTON IN 475
129	PLATTSBURG NY 129	478	TERRE HAUTE IN 478
136	WATERTOWN NY 136	479	LAFAYETTE IN 479
147	JAMESTOWN NY 147	492	JACKSON MI 492
156	GREENSBURG PA 156	496	TRAVERSE CITY MI 496
158	DUBOIS PA 158	497	GAYLORD MI 497
163	OIL CITY PA 163	504	MASON CITY IA 504
167	BRADFORD PA 167	505	FORT DODGE IA 505
179	POTTSVILLE PA 179	508	CRESTON IA 508
216	EASTON MD 216	512	SHELDON IA 512
217	FREDERICK MD 217	513	SPENCER IA 513
218	SALISBURY MD 218	514	CARROLL IA 514
226	WINCHESTER VA 226	520	DUBUQUE IA 520
227	CULPEPER VA 227	521	DECORAH IA 521
228	HARRISONBURG VA 228	525	OTTUMWA IA 525
239	FARMVILLE VA 239	526	BURLINGTON IA 526
242	BRISTOL VA 242	539	PORTAGE WI 539
245	LYNCHBURG VA 245	544	WAUSAU WI 544
249	LEWISBURG WV 249	545	RHINELANDER WI 545
254	MARTINSBURG WV 254	546	LA CROSSE WI 546
260	WHEELING WV 260	547	EAU CLAIRE WI 547
261	PARKERSBURG WV 261	548	SPOONER WI 548
262	BUCKHANNON WV 262	549	OSHKOSH WI 549
266	GASSAWAY WV 266	559	ROCHESTER MN 559
268	PETERSBURG WV 268	560	MANKATO MN 560
285	KINSTON NC 285	561	WINDOM MN 561
294	CHARLESTON SC 294	562	WILLMAR MN 562
295	FLORENCE SC 295	563	SAINT CLOUD MN 563
304	SWAINSBORO GA 304	564	BRAINERD MN 564
305	GAINESVILLE GA 305	565	DETROIT LAKES MN 565
306	ATHENS GA 306	566	BEMIDJI MN 566
315	WAYCROSS GA 315	567	THIEF RIVER FALLS MN 567
316	VALDOSTA GA 316	572	WATERTOWN SD 572
317	ALBANY GA 317	573	MITCHELL SD 573
323	TALLAHASSEE FL 323	574	ABERDEEN SD 574
324	PANAMA CITY FL 324	575	PIERRE SD 575
325	PENSACOLA FL 325	576	MOBRIDGE SD 576
326	GAINESVILLE FL 326	577	RAPID CITY SD 577
338	LAKELAND FL 338	582	GRAND FORKS ND 582
339	FT MYERS FL 339	583	DEVILS LAKE ND 583
354	TUSCALOOSA AL 354	584	JAMESTOWN ND 584
359	GADSDEN AL 359	585	BISMARCK ND 585
362	ANNISTON AL 362	586	DICKINSON ND 586
363	DOTHAN AL 363	587	MINOT ND 587
364	EVERGREEN AL 364	588	WILLISTON ND 588
376	JOHNSON CITY TN 376	592	WOLF POINT MT 592
382	MCKENZIE TN 382	593	MILES CITY MT 593
383	JACKSON TN 383	594	GREAT FALLS MT 594
384	COLUMBIA TN 384	595	HAVRE MT 595
385	COOKEVILLE TN 385	596	HELENA MT 596
387	GREENVILLE MS 387	597	BUTTE MT 597
388	TUPELO MS 388	598	MISSOULA MT 598
389	GRENADA MS 389	599	KALISPELL MT 599
394	HATTIESBURG MS 394	606	CHICAGO IL 606
395	GULFPORT MS 395	609	KANKAKEE IL 609
396	MC COMB MS 396	613	LA SALLE IL 613

## SECTIONAL CENTER FACILITIES SERVING A SINGLE THREE-DIGIT ZIP CODE AREA—Continued

ZIP CODE	LABEL TO—	ZIP CODE	LABEL TO—
614	GALESBURG IL 614	773	CONROE TX 773
617	BLOOMINGTON IL 617	775	PASADENA TX 775
623	QUINCY IL 623	778	BRYAN TX 778
624	EFFINGHAM IL 624	779	VICTORIA TX 779
628	CENTRALA IL 628	785	MC ALLEN TX 785
629	CARBONDALE IL 629	792	CHILDRESS TX 792
634	HANNIBAL MO 634	805	LONGMONT CO 805
635	KIRKSVILLE MO 635	811	ALAMOSA CO 811
636	FLAT RIVER MO 636	812	SALIDA CO 812
637	CAPE GIRARDEAU MO 637	813	DURANGO CO 813
638	SIKESTON MO 638	816	GLENWOOD SPRINGS CO 816
639	POPLAR BLUFF MO 639	820	CHEYENNE WY 820
646	CHILLICOTHE MO 646	822	WHEATLAND WY 822
647	HARRISONVILLE MO 647	823	RAWLINS WY 823
648	JOPLIN MO 648	824	WORLAND WY 824
653	SEDALIA MO 653	825	RIVERTON WY 825
667	FT SCOTT KS 667	826	CASPER WY 826
673	INDEPENDENCE KS 673	827	GILLETTE WY 827
675	HUTCHINSON KS 675	828	SHERIDAN WY 828
676	HAYS KS 676	833	TWIN FALLS ID 833
677	COLBY KS 677	855	GLOBE AZ 855
678	DODGE CITY KS 678	859	SHOW LOW AZ 859
686	COLUMBUS NE 686	860	FLAGSTAFF AZ 860
687	NORFOLK NE 687	863	PRESCOTT AZ 863
688	GRAND ISLAND NE 688	864	KINGMAN AZ 864
689	HASTINGS NE 689	874	FARMINGTON NM 874
690	MC COOK NE 690	877	LAS VEGAS NM 877
691	NORTH PLATTE NE 691	878	SOCORRO NM 878
692	VALENTINE NE 692	879	TRUTH OR CONSEQUENCES NM 879
693	ALLIANCE NE 693	880	LAS CRUCES NM 880
703	THIBODAUX LA 703	881	CLOVIS NM 881
704	HAMMOND LA 704	882	ROSWELL NM 882
705	LAFAYETTE LA 705	883	CARRIZO NM 883
706	LAKE CHARLES LA 706	884	TUCUMCARI NM 884
712	MONROE LA 712	893	ELY NV 893
716	PINE BLUFF AR 716	898	ELKO NV 898
717	CAMDEN AR 717	922	PALM SPRINGS CA 922
719	HOT SPRINGS NATL PK AR 719	930	OXNARD CA 930
724	JONESBORO AR 724	935	MOJAVE CA 935
725	BATESVILLE AR 725	939	SALINAS CA 939
726	HARRISON AR 726	955	EUREKA CA 955
727	FAYETTEVILLE AR 727	959	MARYSVILLE CA 959
728	RUSSELLVILLE AR 728	960	REDDING CA 960
729	FORT SMITH AR 729	969	AGANA GU 969
734	ARDMORE OK 734	973	SALEM OR 973
735	LAWTON OK 735	974	EUGENE OR 974
736	CLINTON OK 736	975	MEDFORD OR 975
738	WOODWARD OK 738	976	KLAMATH FALLS OR 976
744	MUSKOGEE OK 744	977	BEND OR 977
745	MC ALESTER OK 745	978	PENDLETON OR 978
747	DURANT OK 747	982	EVERETT WA 982
749	POTEAU OK 749	985	OLYMPIA WA 985
754	GREENVILLE TX 754	988	WENATCHEE WA 988
756	LONGVIEW TX 756	989	YAKIMA WA 989
757	TYLER TX 757	993	PASCO WA 993
758	PALESTINE TX 758	997	FAIRBANKS AK 997
759	LUFKIN TX 759	998	JUNEAU AK 998
762	DENTON TX 762	999	KETCHIKAN AK 999
763	WICHITA FALLS TX 763		

ATTENTION

ATTENTION

## THRIFT SAVINGS PLAN MAY-JULY OPEN SEASON

- JULY ENROLLMENT PERIOD WILL CLOSE ON JULY 31.
- FOR DETAILS, SEE THRIFT SAVINGS PLAN BOOKLET (GREEN COVER).
- TO ENROLL YOU MUST SUBMIT AN ELECTION FORM TO YOUR PERSONNEL OFFICE BY CLOSE OF BUSINESS JULY 31.
- IF YOU ARE A CSRS EMPLOYEE:
  - A DECISION TO JOIN THE THRIFT PLAN IS NOT A DECISION TO JOIN FERS.
  - FERS ELECTION IS A SEPARATE DECISION.
  - FERS OPEN SEASON RUNS THROUGH DECEMBER 31.
- THE NEXT THRIFT PLAN OPEN SEASON WILL BE NOVEMBER 15, 1987, TO JANUARY 31, 1988.
- IF YOU HAVE ANY QUESTIONS ON THE THRIFT PLAN OR FERS, CONTACT YOUR PERSONNEL OFFICE IMMEDIATELY.

POST ON ALL BULLETIN BOARDS THROUGH JULY 31





## CERTIFICATION AND SUBMISSION OF INVOICES FOR PAYMENT

All employees who certify invoices for submission to the San Mateo Postal Data Center (PDC) for payment must follow the procedures previously published in POSTAL BULLETINS 21594, 11-20-86, and 21604, 1-29-87.

1. Verify the vendor's invoice for accuracy. Check that the goods ordered were received and that the calculations are correct.

2. Review the vendor's invoice carefully to guard against double billing. Be sure that the vendor has *not* billed for the same service on another invoice.

3. Certify the *original* invoice by stamping, typing, or handwriting the text and all the information called for in the box below:

I certify that goods or services described have been received and the invoice is correct and proper for payment.	
Signature and Title of Approving Official	
Postal Facility	Finance Number
Purchase Order Number	
Date Items Received	
Date of Certification	

*Note:* Offices may order stamps for this purpose by using Form 1567, *Requisition for Rubber and Steel Stamps Only*.

4. Send the original, certified invoice to the San Mateo PDC, addressed to the ZIP + 4 appropriate for the type of invoice, according to the following list:

	ZIP + 4
<b>Branch Manager</b> (for supervisory activities related to documents shown below).....	94497-9130
Invoices and related documents for: Utilities, Trash, Communications, etc. for those offices not reporting on a Statement of Account.....	94497-9131
Imprest fund replenishments (PS 1129).....	94497-9132
Invoices for Tuition, Training, PS 1782 request for training.....	94497-9134
Payments to arbitrators, Attorney Fees.....	94497-9135
All contracts, Purchase orders, BPAs and related documents.....	94497-9136

*Exception*—Purchase orders, contracts, etc. issued by Headquarters Office of Contracts and those issued by the Supply Centers. (See those noted for ZIP + 4 codes of 94497-9161 and 94497-9162).

	ZIP + 4
Non-metered fuel Purchase orders and related documents.....	94497-9137
Other Government Agency procurements except GPO printing.....	94497-9138
Contract vehicle repairs—PS 7394, 7395, 4541.....	94497-9139
Invoices for credit card purchases.....	94497-9140
Vehicle Maintenance Facility Inventory orders and payments (PS 4508 & 4509).....	94497-9142
System Purchasing contracts (Boise-Cascade).....	94497-9143
<b>Branch Manager</b> (for supervisory activities related to documents shown below).....	94497-9150
Travel advances—Form 1011.....	94497-9151
Travel Vouchers—Regular travel (except Inspection Service).....	94497-9152
Travel Vouchers—Inspection Service.....	94497-9153
Travel Vouchers—Relocation & PCES Mortgage Interest and Differential Request (Form 995).....	94497-9154
Airline Billings for Employee travel—SF 1113 & GTS billings.....	94497-9155
Relocation Management Firm invoices.....	94497-9156
Tort claims—Forms 2198 and related documents.....	94497-9157
Employee claims and rewards.....	94497-9158
Government Bills of Lading (GBLs).....	94497-9160
PS forms 7339 as well as listing and reports concerning inventories from supply centers.....	94497-9161
Procurement documents issued by Supply Centers.....	94497-9162
Purchase Orders, Contracts and related documents from Headquarters Office of Contracts.....	94497-9163
Government Printing Office—Forms 400, SF 1.....	94497-9164
<b>Accounting and Control:</b>	
Supervisor (for activities related to documents shown below).....	94497-9120
Reports and related processing (Accounts Payable only).....	94497-9121
"1902" (receivables) & 1903DZ (invoices).....	94497-9122

5. Only authorized contracting officers or their designees may inquire about purchase orders and contracts. Other inquiries by postal employees (regarding such matters as travel, training, imprest fund replenishments, etc.) are also handled at these numbers. Vendors must deal only with their respective contracting officers who will use the following San Mateo PDC numbers.

	Pen	Commercial
377-1455.....	(415) 377-1455	(415) 377-1455
377-1456.....	(415) 377-1456	(415) 377-1457
377-1457.....	(415) 377-1458	(415) 377-1458
377-1458.....	(415) 377-1459	(415) 377-1459
377-1459.....		

—Dept. of the Controller/  
Procurement & Supply Dept., 7-23-87.

## Warning Notice—Unrecovered Missing Canadian Money Order Forms

(To be posted and used by window clerks. As directed, destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New Style orders 000,000,001-399,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, K1A 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21625 article.

491,047,126 to 7,200	505,099,364 to 9,500	528,910,726 to 0,900	543,305,301 to 5,600
491,138,150 to 8,400	506,506,101 to 6,200	530,248,201 to 8,300	544,194,216 to 4,700
491,147,262 to 7,300	507,721,901 to 2,000	530,756,618 to 6,700	544,619,721 to
492,218,401 to 9,300	508,672,690 to 2,800	531,847,601 to 7,700	620,100
492,227,671 to 7,700	508,726,701 to 6,800	532,013,666 to 3,700	544,999,729 to 800
492,271,501 to 1,600	508,726,823 to 7,000	532,401,823 to 1,900	545,553,528 to 3,800
493,495,254 to 5,600	508,855,721 to 6,500	532,464,390 to 4,600	545,775,152 to 5,200
493,702,011 to 2,200	510,068,801 to 9,000	532,883,490 to 3,500	547,276,820 to
493,702,301 to 3,100	511,899,301 to 9,600	533,554,660 to 4,800	277,000
493,802,201 to 2,300	512,328,808 to 8,900	533,820,480 to 0,496	547,457,901 to
494,241,050 to 1,400	512,373,932 to 4,500	533,820,501 to 0,600	458,300
494,621,458 to 1,500	513,426,858 to 7,300	534,086,901 to 7,000	547,469,676 to 9,700
494,685,532 to 5,600	513,457,701 to 7,800	534,773,300 to 3,400	547,542,271 to
494,743,145 to 3,200	515,790,190 to 0,230	535,084,079 to 4,200	543,000
497,107,401 to 7,600	515,892,011 to 2,020	536,606,101 to 6,300	547,578,870 to 900
497,151,007 to 1,100	516,649,101 to 9,200	537,417,901 to 8,000	547,923,901 to
497,180,801 to 1,400	516,882,201 to 2,300	537,614,901 to 5,600	924,000
498,051,500 to 1,509	518,114,834 to 5,000	537,646,901 to 7,301	548,988,201 to 8,300
498,350,301 to 0,700	518,126,550 to 6,900	538,691,301 to 1,500	549,641,019 to 1,100
499,890,881 to 0,950	518,147,801 to 8,000	539,073,831 to 3,900	549,670,720 to 0,800
500,471,201 to 1,900	518,761,501 to 1,600	539,120,109 to 0,200	550,355,949 to
500,739,642 to 9,700	520,736,961 to 7,000	539,132,909 to 3,000	550,356
500,759,601 to	522,798,708 to 8,800	539,805,426 to 5,600	551,144,112 to 4,400
760,100	523,727,009 to 7,100	539,989,721 to 9,800	551,961,814 to 1,880
500,856,384 to 6,400	525,483,962 to 4,000	539,991,061 to 1,100	553,468,301 to 8,400
500,946,385 to 6,400	525,774,402 to 4,600	541,087,132 to 7,400	554,998,701 to
501,922,438 to 2,500	525,871,401 to 1,500	541,097,901 to	800,100
502,025,206 to 5,300	526,389,501 to 9,600	098,200	557,786,836 to 860
503,787,759 to 7,769	526,389,972 to	543,289,525 to	
503,844,271 to 4,400	390,000	290,200	

### DOMESTIC ORDERS

*False Representation.* Enforced by Postmasters at cities listed.

State/city	Names covered	Product
PA, Ambler 19002-0030.....	M.J.G. and M.J.G. Publications, P.O. Box 30 ....	Work-at-home schemes.
PA, Dresher 19025-0605.....	Success and Success Systems, P.O. Box 605 .....	Work-at-home schemes.

—Judicial Officer, 7-23-87.



**PREVENT THEFT**

**LOCK DELIVERY  
VEHICLE DOORS**



Copyright U.S. Postal Service 1987

Issue Date: August 25, 1987  
 First Day City: Twain Harte, California  
 Designer: Arthur Lidov  
 Poughquag, New York  
 Engravers: Thomas Hipschen (portrait),  
 Thomas Bakos (portrait)  
 Bureau of Engraving and Printing  
 Modeler: Esther Porter,  
 Bureau of Engraving and Printing  
 Typographer: Bradbury Thompson,  
 Design Coordinator, Citizens'  
 Stamp Advisory Committee  
 Printing Process: Intaglio, by the  
 Bureau of Engraving and Printing  
 Color: Brown (PMS 484U)  
 Image Area: 0.71 x 0.82 inches/18.03 x 20.82 mm  
 Plate Numbers: Single-digit numbers in the  
 corners of each pane  
 Marginal Markings: © U.S. Postal Service 1986

## \$5.00 Bret Harte Regular Stamp

The \$5.00 Bret Harte regular or definitive stamp in the Great Americans Series will be issued on August 25, the author's birthday, in Twain Harte, California.

The Harte stamp will be available for sale the following day at most postal facilities and Philatelic Centers across the nation.

The Harte issue will be made available in a new format of 20-stamp panes which will have plate numbers in all four corners. The new format is designed to reduce destruction costs at the Philatelic Sales Division and Philatelic Centers, where demand for plate blocks is heavy. To obtain a plate block of a stamp with a denomination of \$1 or more requires purchase of only four stamps. In the previous format for high-value definitive stamps, only a single plate block of four stamps could be obtained from each pane, leaving 96 others which had to be sold or destroyed.

But each pane of 20 Harte stamps can yield four plate blocks, leaving only four individual stamps to be sold or destroyed.

Procedures for ordering first-day cancellations are as follows:

*Customers Affixing Stamps:* The Postal Service encourages customers to purchase the Bret Harte stamps and affix them to their envelopes. Customers should address envelopes on the right side at least 5/8 inch from the bottom. They should affix stamps in the upper right corner 1/4 inch from the top and right edges. Requests must be postmarked by September 24 and addressed: Customer-Affixed Envelopes, Bret Harte Stamp, Postmaster, Twain Harte, CA 95383-9991.

*Postal Service Affixing Stamps:* Except for affixing stamps and addressing orders, follow the procedures above. The price is \$5.00 per stamp, and the post office will accept personal checks in the exact amount up to the limit of 50 envelopes. Orders must be postmarked by September 24 and addressed: Bret Harte Stamp, Postmaster, Twain Harte, CA 95383-9992.

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 87-23  
 Remove after September 24



## MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below) Destroy PB 21627 listing, PB 21461 listing for B Old Style (Gray) remains valid. Retain C Counterfeit PB 21470 listing. **Reminder**—check for altered dollar amounts by holding money order to the light. Do not cash money orders with ZIP 99099.

248 128 4904 to 4999	301 328 7905 to 7999	342 442 6402 to 6499	363 861 7600 to 7899
285 406 1011 to 1099	301 333 5000 to 5099	342 511 0441 to 0457	363 904 4540 to 4999
288 498 4400 to 4499	301 424 3477 to 3499	343 550 0510 to 0599	363 922 5744 to 5799
288 498 4600 to 4999	302 000 0000 thru	344 091 7382 to 7499	363 930 9400 to 9699
288 823 7647 to 7699	302 123 9999	344 130 6283 to 6299	363 965 7892 to 7999
288 823 7772 to 7799	320 208 3305 to 3499	344 175 9580 to 9589	364 467 6102 to 6199
288 998 5000 to 9999	320 624 7474 to 7499	344 850 1600 to 1699	364 826 1081 to 1099
289 172 4400 to 4499	320 783 7168 to 7199	346 654 0669 to 0699	365 512 9428 to 9499
289 172 4546 to 4599	321 401 5025 to 5034	346 693 2520 to 2599	365 693 4200 to 4299
289 177 2000 to 2199	321 670 1900 to 1999	347 338 4189 to 4199	365 842 7960 to 7999
289 657 9041 to 9099	322 013 7200 to 7299	347 458 7148 to 7199	365 997 7565 to 7699
289 860 7471 to 7493	322 722 7900 to 7999	347 492 6411 to 6499	366 205 2072 to 2099
290 248 0321 to 0399	323 854 0619 to 0699	347 641 3780 to 5699	366 772 6702 to 6799
290 503 0076 to 0099	323 854 0900 to 0999	347 696 3806 to 3899	366 998 7669 to 7681
290 746 6731 to 6999	325 097 0300 to 0399	347 645 0367 to 0399	367 303 6006 to 6099
290 827 0055 to 0099	325 465 7956 to 7999	348 010 8305 to 8399	367 396 9705 to 9799
291 191 7500 to 7599	325 645 2575 to 2599	348 036 3713 to 3799	367 396 9900 to 9999
291 497 2837 to 2899	325 734 5219 to 5299	348 036 4366 to 4599	367 428 8800 to 8999
291 656 6243 to 6299	325 739 7200 to 7399	348 412 9028 to 9099	367 519 6700 to 6899
291 770 1687 to 1699	325 934 0584 to 0599	348 535 1703 to 1728	368 371 3923 to 3999
292 220 0000 to 0099	326 181 8203 to 8299	348 714 5286 to 5299	368 730 7825 to 7899
293 295 3257 to 3399	326 231 8440 to 8499	348 755 7904 to 7999	368 854 6200 to 6299
293 332 5664 to 5699	326 231 8576 to 8599	349 116 6533 to 7499	368 978 0561 to 0599
294 372 7226 to 7299	326 231 8600 to 8999	349 389 9242 to 9299	369 345 0188 to 0199
294 372 7347 to 7499	326 231 9000 to 9299	349 615 0000 to 0099	369 674 8141 to 8199
294 698 9842 to 9899	326 687 6538 to 6564	349 910 0000 to 0399	369 718 3783 to 3799
294 794 9075 to 9099	328 160 3235 to 3299	350 017 1652 to 2199	370 193 8257 to 8299
294 794 9200 to 9299	328 160 3304 to 3399	350 251 5100 to 5199	371 241 3118 to 3199
294 901 5400 to 5599	328 189 6539 to 6578	350 366 1104 to 1119	371 630 0100 to 0199
295 256 4605 to 4699	328 229 6407 to 6499	350 366 1145 to 1166	372 308 4180 to 4199
295 337 1915 to 1999	328 251 0600 to 0899	351 110 4900 to 4999	372 311 5400 to 5499
295 394 8000 to 8099	328 275 3170 to 3299	351 113 4615 to 4699	372 360 8303 to 8399
295 420 8030 to 8099	328 423 3448 to 3468	351 113 4800 to 4899	372 407 1025 to 1099
295 429 3300 to 3599	328 432 7367 to 7499	351 113 4900 to 4999	373 390 2301 to 2399
295 429 3700 to 3999	328 435 1989 to 1999	360 003 2454 to 2499	373 390 2518 to 2599
296 044 5800 to 5899	328 543 6745 to 6799	360 037 4500 to 4549	373 390 2604 to 2699
296 410 1323 to 1399	328 543 7400 to 7599	360 038 0502 to 0599	373 463 0902 to 0999
296 477 3926 to 3999	328 817 7879 to 7899	360 112 8583 to 8599	374 022 8105 to 8199
296 576 5232 to 5299	329 165 9000 to 9999	360 134 2600 to 2699	374 795 2118 to 2199
296 843 5473 to 5499	329 170 5151 to 5199	360 135 5611 to 5699	375 637 9137 to 9199
296 846 9858 to 9899	329 825 3306 to 3899	360 135 8159 to 8199	375 637 9365 to 9999
297 124 4700 to 4899	330 053 4777 to 4789	360 172 1404 to 1499	375 744 7930 to 7999
297 165 1450 to 1499	330 360 0989 to 0999	360 257 2100 to 2199	376 850 0813
297 443 5000 thru	330 402 2100 to 2199	360 282 4600 to 4699	thru 0899
297 576 4999	330 726 8851 to 8891	360 403 8453 to 8499	376 855 6764 to 6999
297 907 0975 to 0999	330 982 3100 to 3199	360 418 0700 to 0799	376 906 3206 to 3299
297 914 6561 to 6599	331 201 5539 to 5599	360 419 6700 to 6799	377 113 7461 to 7499
298 752 5500 to 5599	331 468 0700 to 0799	360 535 5648 to 5657	377 224 2300 to 2599
298 922 2116 to 2199	331 631 5705 to 6099	360 762 9368 to 9399	377 955 4285 thru
298 925 6733 to 6799	331 643 7553 to 7599	361 142 2817 to 2899	377 955 4399
299 022 0389 to 0399	331 890 8100 to 9099	361 440 9240 to 9299	378 210 9090 to 9099
299 099 9586 to 9599	331 960 6019 to 6199	361 754 9300 to 9499	378 630 9390 to 9399
299 134 8017 to 8299	331 966 6733 to 6799	361 782 4204 to 4299	378 630 9489 to 9599
299 445 0182 to 0199	340 044 0851 to 0861	361 974 6812 to 6999	379 509 2600 to 2699
299 550 0776 to 0799	340 283 0024 to 0100	362 246 6800 to 6899	380 572 1840 to 1899
300 016 9813 to 9899	340 367 3100 to 3199	362 299 8900 to 8999	802 678 2605 to 2699
300 022 5100 to 5199	340 624 5530 to 5549	363 130 1575 to 1599	803 605 2840 to 2899
300 048 0096 to 0199	340 761 4101 to 4299	363 130 4500 to 4599	803 605 6300 to 6499
300 166 7227 to 7299	341 168 4000 to 4999	363 374 9010 to 9099	805 323 5006 to 5024
300 253 7063 to 7099	341 818 4173 to 4199	363 444 9333 to 9399	805 940 1640 to 1649
300 254 9700 thru	341 999 8038 to 8052	363 560 5050 to 5099	806 015 3885 to 3899
300 255 0199	342 068 7623 to 7699	363 851 4259 to 4299	806 087 1100 to 1499
300 918 6700 to 6799	342 442 5051 to 5093	363 853 7582 to 7799	990 117 5600 to 5999

DMM Revision

**MIXED STATES LABELING LISTS**

DOMESTIC MAIL MANUAL (DMM) Issue 24, 9-20-87, will contain revisions to Exhibits 122.63 p-r to clarify that their use, is based on the three-digit ZIP Code prefix of the office of mailing. The heading of each exhibit will be revised to direct the user to locate the three-digit ZIP Code prefix of the office of mailing in the Originating ZIP Codes column and to label Mixed States sacks to the facility shown on the same line in the Label to — column.

**120 Preparation for Mailing**

\* \* \* \* \*

**122 Delivery Address**

\* \* \* \* \*

**122.6 ZIP Code System**

\* \* \* \* \*

**.63 Assignment of ZIP Codes**

\* \* \* \* \*

**Exhibit 122.63p—Originating Mixed States Labeling List for Mailer-Prepared Second-Class Publications**

*(Delete the fourth paragraph and replace with the following.)*

To determine the correct top (destination) line for labels being prepared for containers of "mixed states" mail:

1. Determine the ZIP Code of the *origin* post office (i.e., the post office where the mail will be entered and postage paid);
2. Locate the first three digits of that ZIP Code under "Originating ZIP Codes" in the left column;
3. Read across the line to the entry under "Label to —" in the right column;
4. Use this entry as the top line of the label for all "Mixed States" containers in the mailing.

*Note:* Unlike exhibits 122.63 a-o, this exhibit is to be used based on the three-digit ZIP Code prefix of the post office where the mailing is deposited.

**Exhibit 122.63q—Originating Mixed States Labeling List for Mailer-Prepared Third-Class Letter and Third- and Fourth-Class Flat-Size Mail**

*(Delete the fourth paragraph and replace with the following.)*

To determine the correct top (destination) line for labels being prepared for containers of "mixed states" mail:

1. Determine the ZIP Code of the *origin* post office (i.e., the post office where the mail will be deposited and postage paid);
2. Locate the first three digits of that ZIP Code under "Originating ZIP Codes" in the left column;
3. Read across the line to the entry under "Label to —" in the right column;
4. Use this entry as the top line of the label for all "Mixed States" containers in the mailing.

*Note:* Unlike exhibits 122.63 a-o, this exhibit is to be used based on the three-digit ZIP Code prefix of the post office where the mailing is deposited.

\* \* \* \* \*  
**Exhibit 122.63r—Originating Mixed States Labeling List for Mailer-Prepared Third- and Fourth-Class Irregular Parcels**

*(Delete the fourth paragraph and replace with the following.)*

To determine the correct top (destination) line for labels being prepared for containers of "mixed states" mail:

1. Determine the ZIP Code of the *origin* post office (i.e., the post office where the mail will be deposited and postage paid);
2. Locate the first three digits of that ZIP Code under "Originating ZIP Codes" in the left column;
3. Read across the line to the entry under "Label to —" in the right column;
4. Use this entry as the top line of the label for all "Mixed States" containers in the mailing.

*Note:* Unlike exhibits 122.63 a-o, this exhibit is to be used based on the three-digit ZIP Code prefix of the post office where the mailing is deposited.

\* \* \* \* \*  
Until the revised exhibits are published in DMM 24, 9-20-87, mailing requirements and bulk mail acceptance personnel should ensure that all customers understand these labeling lists and use them correctly.

—Rates & Classification Dept., 7-23-87.

**Pile sacks evenly to avoid damage and to conserve space**

## INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB 21628 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.

009102	075152	146089	294189	331127	336157	392244	532325	678005
009571	075153	146091	295063	331156	336158	402227	532357	681109
012118	076094	146170	295073	331188	336159	402244	532466	701500
016020	076148	148216	295085	331208	336190	402256	549028	701506
016482	076169	152188	295086	331226	336223	402279	549051	705005
018165	077501	171050	295137	331252	336289	402289	549067	705023
018254	077523	171057	295162	331290	336305	402291	554521	708295
018285	080020	171065	295175	331521	336397	402349	554554	711213
018292	089130	174050	300033	331559	336475	402373	554595	711215
018348	089141	176056	300036	331612	336518	405051	554612	711226
021032	101032	180030	303452	331617	336592	405069	554687	711229
021100	101187	180033	303546	331642	336636	405073	570017	711242
021239	101287	184001	303563	331661	337047	405082	581036	711244
021287	101325	187003	303573	331724	337095	421010	581043	711255
021312	101443	187008	303668	331725	337110	422005	591800	711267
021318	101598	191359	303742	331834	337155	430019	600022	711281
021347	101636	191393	303880	331839	337157	432028	600058	711282
021349	101736	191408	303910	331841	337256	432215	600411	711307
021419	101750	191410	303917	331849	339017	436057	600633	711324
021421	101830	191466	303918	331855	339083	436111	600702	711327
021431	101831	191479	303956	331858	339112	437008	600983	711335
021437	101907	191516	303967	331868	339308	441430	601022	711345
021454	101956	191589	312134	331875	339313	441445	601077	711369
021536	102123	191599	317064	331899	339314	441478	601099	711373
021571	102139	193132	320603	331916	339328	441538	601227	711380
021600	102145	198043	320739	331919	339343	441546	601249	711382
021641	102151	200377	322353	331932	339351	441613	601374	711386
023034	102156	200406	322357	331952	352250	450034	601611	711387
023035	102210	200460	322377	331976	358526	451026	604700	711396
023060	102236	200484	322390	331983	364005	452170	604713	712088
024022	102417	207001	322404	333765	366118	452339	607169	712098
024030	102591	207087	322409	333808	366128	452347	607251	712106
025027	102755	208048	322411	333827	366129	452361	607489	712112
028059	102947	208070	322412	333852	372245	462216	609013	712127
029092	105181	208087	322415	333983	372261	462237	611117	713042
029115	106283	212257	322424	334213	372296	466516	616045	731253
029148	107004	212264	322460	334226	372315	469114	616050	731347
029173	110045	212292	322462	334233	381134	471006	616065	731435
041015	110060	212319	322481	334291	381333	477026	618085	731535
041044	110150	212337	322489	334413	381341	477030	625011	741055
041053	111067	220093	322495	335027	381342	479038	628034	741424
044008	112142	221061	322531	335039	381405	480206	628040	741439
044016	112317	221076	323054	335064	381436	480322	631319	741455
048002	112392	221086	325110	335080	381465	480332	631346	741484
060080	112427	221120	325482	335150	381489	480358	641212	741487
061092	113082	222054	325483	335191	381492	480385	641229	741490
061099	114145	223068	327108	335242	381511	480428	641241	741620
065042	114716	223071	328138	335317	381519	482139	641258	741656
065055	115850	240505	328144	335346	381520	485085	641311	741658
065113	115876	240506	328190	335408	381524	485095	641316	741708
065118	117236	258002	328254	335410	381535	488023	641363	741741
065137	122114	280042	328358	335449	381543	490069	641405	741747
066094	122122	282203	328359	335466	381552	495084	641407	744014
069363	122144	283155	329064	335473	381567	507054	641999	750106
069397	122146	283156	329076	335543	381577	511680	658159	750129
069404	123020	292193	329126	335562	381612	528015	662134	750132
071511	142043	294157	331071	335622	381654	532201	662250	750160
071552	142154	294170	331073	336125	381660	532277	662512	751029
075117	142176	294184	331107	336148	381677	532319	670007	

**INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS—Continued**

752313	761330	772663	782390	802504	891273	912239	921543	939078
752469	761342	778052	782392	802602	891287	913628	921552	945397
752533	761345	780026	782393	802643	895115	913704	921570	949053
752536	761349	780029	782396	802654	895133	917524	921581	949092
752553	761366	780038	782397	802668	<b>900046</b>	917526	921593	949094
752568	761367	780039	782399	802678	900444	917545	922025	950135
752571	761374	780041	782400	802727	900950	917623	922034	950193
752583	761376	780042	782408	802733	901149	917627	924117	950216
752616	761387	780044	782413	802751	901157	917669	924137	950222
752627	761390	780050	782414	802753	901244	917748	924143	950225
752630	761402	780053	782419	802780	901278	917776	924150	950233
752640	761405	781010	782457	803042	901289	917809	924156	950250
752653	761434	782147	782461	804051	901304	917810	925053	950256
752675	761458	782242	785316	806031	901374	921058	926690	950271
752679	762029	782244	787326	809016	901432	921312	926697	950271
752681	762031	782245	787349	809017	901528	921328	926792	950301
752704	763072	782246	787372	809019	901540	921354	926831	951119
752707	765518	782249	787383	809032	901581	921364	926883	951176
752713	767509	782252	787385	809040	901594	921366	926890	951202
752736	767514	782254	787394	809042	901624	921393	926907	951209
752757	769507	782255	787409	809045	901648	921395	926944	951220
754800	769517	782256	787438	810003	901673	921396	927267	951224
757129	770020	782262	788465	810004	901705	921398	927285	951232
757131	770061	782264	790246	814009	901718	921401	927306	951249
757157	770308	782266	791086	815037	901720	921405	927329	951257
760257	770432	782268	791096	824005	901732	921408	927439	951259
760271	770583	782273	791106	824006	901765	921409	927443	951277
760278	770617	782274	791211	831006	901786	921411	928157	952200
760282	770778	782280	794090	837090	901870	921412	928484	953071
760284	770806	782281	797125	841005	902315	921413	928504	954111
760285	770909	782284	797135	841268	902382	921415	928513	958084
760309	770943	782285	797136	841339	902394	921417	928541	958202
760322	770990	782293	<b>800062</b>	847009	902397	921426	928581	959001
760328	771007	782295	800068	850029	902416	921443	928585	959010
760354	772012	782304	800070	850047	902425	921446	928631	972150
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760365	772052	782319	800095	850118	902448	921467	931136	972271
760377	772065	782322	800124	850247	902506	921472	931368	972301
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761259	772170	782325	801036	856159	902554	921475	931934	972339
761269	772244	782350	801058	871234	907277	921478	931950	972399
761270	772311	782368	801090	871309	907480	921479	931960	981452
761287	772387	782371	801137	882003	910214	921489	931995	984069
761296	772404	782379	801141	883004	910232	921495	933102	992121
761301	772478	782380	802451	891202	911007	921508	933113	
761306	772509	782381	802463	891238	911091	921517	937215	
761326	772533	782388	802498	891242	911101	921528	939063	

—Marketing Dept., 7-23-87.



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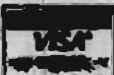
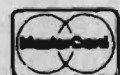
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