



postal bulletin

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Postal Quarter IV Philatelic Product Reports

The Postal Quarter (PQ) IV, Fiscal Year (FY) 1987 philatelic inventory survey begins on Saturday, September 26. Associate offices must submit all PQ IV survey reports on Form 1079, *FY '87 IV Philatelic Product Physical Inventory Recap* (see pages 3 and 4). The reverse side of the form has directions for preparing it. Previous forms are obsolete.

All reporting levels must give particular care in preparing the forms to ensure that PQ IV, FY '87 reports reflect the same numbers in Column C (On Hand at Beginning of Quarter) as listed for products in Column F (On Hand at End of Quarter) on the PQ III, FY '87 forms.

By October 3, all associate offices must forward the completed *Philatelic Product Physical Inventory Recap* to their MSC or Division office. They will use the forms to prepare a consolidated report on Form 1079-C, *Philatelic Product Inventory and Sales Reporting*, which the New York Postal Data Center (PDC) will send them the week of September 19.

All MSC's and Divisions must forward their consolidated Form 1079-C on or before Tuesday, October 10, 1987, to the New York PDC and to 1079-C, Philatelic Marketing Division, Attn: Cathy Caggiano, Room 5630, USPS Headquarters, Washington, DC 20260-6755.

All associate offices and MSC's must complete, verify, and forward their reports according to schedule because the final Quarter IV report will not include delinquent figures.

—*Philatelic Affairs Dept., 8-27-87.*

Correction

International Priority Airmail Service Network

POSTAL BULLETIN 21633, 8-20-87 (page 22), incorrectly omitted New Orleans, LA, ZIP Code area 701, as an acceptance area that may provide collection service for International Priority Airmail.

—*Marketing Dept., 8-27-87.*

Wanted Circular Canceled

Postmasters should destroy the wanted circular on Vernon Dale Metts, dated 07-28-86. Postal Inspectors arrested him on August 13, 1987.

—*Inspection Service, 8-27-87.*

Holiday Posting Requirement Change

Managers and supervisors should be aware that there has been a negotiated change to Article 11, Section 6, in the 1987 National Agreements with the Joint Bargaining Committee, the Mail Handlers' Union, and the Data Centers. Under the 1987 Agreements, management must determine the number and categories of employees needed for each holiday and post the schedule the *Tuesday* preceding the service week in which the holiday falls. The 1984 Agreement required a *Wednesday* posting.

To avoid any possible concern relative to the relationship between the effective dates of these agreements and the posting requirements for the Labor Day holiday on September 7, management should observe the new *Tuesday* posting requirement only for the mail handlers' contract whose holiday posting provision is in effect. Employees covered by the USPS/American Postal Workers Union-National Association of Letter Carriers National Agreement and the USPS/APWU Data Centers Agreement require a *Wednesday* posting.

—*Labor Relations Dept., 8-27-87.*

Expedite Service— Save Money—Process Mailbags Frequently

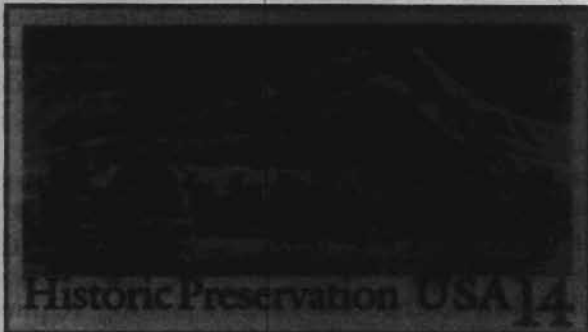
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14-Cent Timberline Lodge Postal Card

The 14-cent Timberline Lodge commemorative postal card goes on sale September 28, 1987, in Timberline, Oregon. Timberline Lodge, celebrating its 50th anniversary, is one of the most popular resort locations in the Northwest. It was built as part of the massive Works Progress Administration (WPA) and Civilian Conservation Corps (CCC) programs, which employed hundreds of builders, architects, and artisans at the height of the Great Depression.

Do Not Sell Before September 29, 1987



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Collector information is on page 6.

Supply. Only post offices with philatelic centers will receive an automatic distribution. All other post offices should order sufficient quantities of this postal card to meet anticipated local philatelic demand. CAG A-G post offices requiring bulk quantities should immediately submit Form 3216, *Requisition for Postal Cards—Bulk Quantities*, to the Government Printing Office using *Item 203*. All other post offices should immediately order from their Stamp Distribution Offices on a separate Form 17, *Accountable Items Requisition from Stamp Distribution Office*.—*Philatelic Affairs Dept., 8-27-87.*

14-Cent Take Pride in America Postal Card

The 14-cent Take Pride in America commemorative postal card goes on sale September 22, 1987, in Jackson, Wyoming.

Do Not Sell Before September 23, 1987



Take Pride in America 14 USA

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Collector information is on page 25.

Supply. Only post offices with philatelic centers will receive an automatic distribution. All other post offices should order sufficient quantities of this postal card to meet anticipated local philatelic demand. CAG A-G post offices requiring bulk quantities should immediately submit Form 3216, *Requisition for Postal Cards—Bulk Quantities*, to the Government Printing Office using *Item 207*. All other post offices should immediately order from their Stamp Distribution Offices on a separate Form 17, *Accountable Items Requisition from Stamp Distribution Office*.—*Philatelic Affairs Dept., 8-27-87.*

DOMESTIC ORDERS

False Representation and/or Lottery. Enforced by postmasters at cities listed.

State/city	Names covered	Product
NV, Las Vegas 89102-5816..... CA, Sacramento 95814-3502 ..	Certified Records Bureau, 3540 West Sahara ... Certified Records Bureau, 1008 Tenth Street, Department 418.	Certified legal copies of marriage certificate forms. Certified legal copies of marriage certificate forms.
MI, Flint 48507-2146	Robert S. Updike, Jr., and Kay Updike, d/b/a Success, 3906 S. Dort Hwy., #441.	The sale of money-making plans.

—*Judicial Officer, 8-27-87.*

**Process Express Mail pouches daily—
Return all surplus to nearest concentration point**

U.S. POSTAL SERVICE							See Instructions on Reverse Before Completion	
FY '87 PQ IV PHILATELIC PRODUCT PHYSICAL INVENTORY RECAP								
Reporting Retail Outlet/MSC		MSC Code	District Code	Finance No.	Reported Period			Ending Date
Line Reference (A)	Item Description and Number (B)	On Hand Beginning of Quarter (C)	Increase (Receipts and Adjustments) (D)	Decrease (Shipments and Adjustments) (E)	On Hand at End of Quarter (F)	Total Sold (C+D-E-F) (G)	Unit Selling Price (H)	TOTAL \$ 00 (I)
01	U.S. Collecting Kit (925)						\$2.00	
02	American Revolution Kit (931) Animal Kit (933)						2.50	
03	Spirit of America Kit (924) Science and Scientists Kit (930)						2.50	
04	Soccer Kit (858) Sport Kit (929)						2.50	
05	Famous Persons Kit (921) 30 Stamps, 30 Countries Kit (923)						2.50	
06	Transportation Kit (922) Conquest of Air Kit (851)						2.50	
07	Creatures of the Sea Kit (852) Ships Kit (853)						2.50	
08	1984 Summer Games Kit (854) Winter Olympics Kit (857)						2.50	
09	Auto Kit (855) Costumes Kit (858)						2.50	
10	Outer Space Kit (928)						3.00	
11	1983 U.S. Collecting Kit (850) 1984 U.S. Collecting Kit (859)						3.00	
12	1985 U.S. Collecting Kit (860)						3.00	
13	1982 Commemorative Mint Set (882)						6.50	
14	1983 Commemorative Mint Set (883)						12.50	
15	1984 Commemorative Mint Set (884)						10.25	
16	1985 Commemorative Mint Set (885)						8.00	
17	1981 Definitive Mint Set (Packet A) (839)						6.50	
18	1982 Definitive Mint Set (830)						7.50	
19	1983 Definitive Mint Set (834)						6.25	
20	1984 Definitive Mint Set (833)						4.00	
21	The Postal Service Guide to U.S. Stamps (13th Edition) (861)						5.00	
22	1986 Commemorative Mint Set (886)						11.00	
23	Golden Moments Olympic Mint Set (825)						16.95	
24	Postage Stamp Affixer (835)						20.95	
25	Wildlife Mint Set (827)						16.95	
26	Presidential Mint Set (811)						10.00	
27	Presidential Stamp Sheets Set (564)						7.92	
28	1981 Commemorative Mint Set (881)						8.25	
29								

Prepared by (Print Name)

Signature and Date (Postmaster or Designee)

TOTAL PHILATELIC SALES



Title

PROCEDURES AND INSTRUCTIONS FOR COMPLETING FORM 1079

I. COPY DISTRIBUTION AND TIMING

AOs—Submit completed form to MSC one week after close of Quarter.
 MSCs—Three weeks after close of Quarter submit consolidated report.

Where special regional instructions direct the MSC consolidated report to the Region for review prior to sending to PDC, these instructions should be followed.

II. SPECIAL INSTRUCTIONS—FORM 1079

1. With reference to LINE 01 on the form, please include only item 925. Do not include any inventory of older \$2.00 collecting kits such as "U.S. Stamp—1st Edition", "Space", "Animal Kingdom", "World of Sports", "Birds and Butterflies", "Masterworks", "U.S. Stamps—2nd Edition", "50 Countries", "Diamonds", "Travel", "Flags", and "Flower" Collecting Kits. These are Items 930, 907, 909-912, 915-920.
2. Note the consolidation of all of the \$2.50 collecting kits. Please make this consolidation at the associate offices. DO NOT include any items that have been taken off sale.
3. Use *only* the issue of Form 1079 specified in the most recent POSTAL BULLETIN notice or other instructions for the PQ survey. Using earlier issues will adversely impact PDC key punching and other operations.

III. GENERAL INSTRUCTIONS—FORM 1079

1. COLUMN (A) LINE REFERENCE

Self-explanatory.

2. **COLUMN (B):** Please refer to separate instructions listing the revisions and write-in entries, if any, needed in this column for the current survey.

3. COLUMN (C) ON HAND BEGINNING OF QUARTER

AO—Refer to previous quarter's report for "On Hand at End of Quarter"—Column F. Column C of this report must be the same of Column F of the previous quarter's report.

MSC—On consolidated report Column C must equal "On Hand at End of Quarter" of the previous quarter's report. Note this data comes preprinted on computerized Form 1079-C and should not be modified. Refer to separate instructions for details.

4. COLUMN (D) INCREASE/RECEIPTS AND ADJUSTMENTS

AO—Record totals by product received from MSC/SDO during the quarter.

MSC—Include *only* totals to those philatelic products received by the MSC/SDO from outside the MSC such as new products sent by contractor, transfers from Regional APD or from another MSC, during the quarter. DO NOT include shipments received from your AOs or stations and branches as returned stock.

5. COLUMN (E) DECREASE/SHIPMENTS AND ADJUSTMENTS

AO—Record totals by product shipped back to the MSC/SDO by the AO during the quarter. If any stock was returned for destruction at MSC/SDO, attach letter stating amount by products to your 1079 when returned to MSC.

MSC—Include *only* totals to those philatelic products shipped out of the MSC such as shipments to the Regional ADP or to other MSC/SDO. Do *Not* include shipments to your AOs or stations and branches. Also any products that have been destroyed by Form 3238, *Destruction Certificate*, or items authorized for promotional use as displays are to be included in this column.

6. COLUMN (F) ON HAND AT END OF QUARTER

AO—Record actual item count of AOs' Main Stock and individual clerk stock. If clerk is on leave or otherwise unavailable at report time, count stock prior to departure, if possible.

MSC—Consolidate all AO, station and branch reports and include MSC/SDO Main Stock and Main Office individual clerk stock.

7. COLUMN (G) TOTAL SOLD

AO—Determine total of each product sold during quarter using following formula:

Columns (C+D-E-F)=total items sold.

MSC—Consolidate MSC, station and branch plus AO reports and use same formula as above to determine MSC total sold of each item.

8. COLUMN (H) UNIT SELLING PRICE

Self-explanatory.

9. COLUMN (I) TOTAL COLUMN

Please note it is *not required* for either the AO or the MSC to complete this column (Col G x Col H), since the computer program at the PDC automatically calculates the sales revenue dollars and enters them in the "TOTAL" column. Some AOs and MSC may want to manually calculate total sales dollars for the quarter for their own records and use. Where that is the case, they may optionally fill in the total column.

IV. A REMINDER ON FORMS DISTRIBUTION

AOs keep a copy and send original to MSC. MSC keeps original AO reports, does consolidation, sends original to PDC, sends copies as per instruction at top of page and retains file copy for its records.

17.5-CENT RACING CAR COIL STAMP

The 17.5-cent Racing Car coil stamp goes on sale September 25, 1987, in Indianapolis, Indiana. This denomination reflects the rate for presorted ZIP + 4 mail.

Do Not Sell Before September 26, 1987



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Issued in coils of 100 (uncanceled), coils of 500 and 3,000 (precanceled).

Collector information is on page 23.

Supply. Post offices with authorized philatelic centers will receive an automatic distribution of 100-stamp coils based on the Bureau of Engraving and Printing's four-position schedule for a 50-subject commemorative stamp. The quantities of coils of 100 for (Item 700) follow.

Offices receiving four-position stock in these quantities	Will receive coils in these quantities
20,000	200
40,000	400
125,000	800
250,000	1,600
750,000	1,600

Only offices with philatelic centers will receive an automatic distribution of 100-stamp coils. Other offices may requisition them in response to specific customer requests.

The Bureau of Engraving and Printing will not honor supplemental requisitions for the 100-stamp coils. Regional Accountable Paper Depositories (RAPD) will receive limited quantities of these coils to fill supplemental orders from Stamp Distribution Offices in support of their philatelic centers or in support of other offices responding to specific customer requests.

Precanceled Bulk Quantities. CAG A-G post offices requiring this stamp in precanceled form should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing in the following quantities: coils of 500 (Item 774); 200 coils, 400 coils, and multiples of 400 coils to a maximum of 2,000 coils; coils of 3,000 (Item 755); 32 coils, 64 coils, and multiples of 64 coils to a maximum of 768 coils.

See section 243, Handbook F-48, *Bulk Requisition and MSC Accountable Paper Function*, for proper procedures when ordering precanceled stamps. The memorandum described in that section must accompany Form 3356.

Less-Than-Bulk Quantities. All other post offices requiring fewer than the above bulk quantities of precanceled stamps should requisition them immediately from their designated Stamp Distribution Office on a separate Form 17-A.

—Philatelic Affairs Dept., 8-27-87.



PREVENT THEFT

USE STOLEN MONEY ORDER LIST - KNOW ENDORSER



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Issue Date: September 28, 1987
 First Day City: Timberline, Oregon
 Designer: Walter DuBois Richards,
 New Canaan, Connecticut
 Art Director and Typographer:
 Bradbury Thompson, Design Coordinator,
 Citizens' Stamp Advisory Committee,
 Riverside, Connecticut
 Project Manager: Frank Thomas, Postal Service
 Program Manager for Philatelic Design
 Printing Process: Multicolor offset, Government
 Printing Office
 Colors: Yellow, magenta, cyan, and black
 (process colors)
 Size: 3.5 x 5.5 in or 88.9 x 138.7 mm
 Marginal Markings: ©USPS 1986

Timberline Lodge Postal Card

A 14-cent Historic Preservation Series postal card honoring the 50th anniversary of Timberline Lodge will be issued on September 28 in Timberline, Oregon. The postal card will be available the next business day at post offices nationwide.

The 14-cent postal stationery item is the latest in the series that commemorates notable examples of historic American architecture, registered as National Historic Landmarks. Previous issues include the Dominguez Adobe at the Rancho San Pedro in California, the Salt Lake Temple, and the Old Post Office in Washington, DC.

The design, created by Walter DuBois Richards of New Canaan, Connecticut, features a front view portrait of the snow-dusted lodge, predominately colored in blue and white. In the background, Mt. Hood looms majestically.

Timberline Lodge was built as part of the massive Works Progress Administration (WPA), which employed hundreds of builders, architects, and artisans at the height of the Great Depression. Pounded year after year by 100-mile an hour winds, embraced by 30-foot snowdrifts, the lodge, built with pride and purpose, stands today as a testament to the spirit and skill of its designers, builders, and artists.

For 50 years, Timberline Lodge, resting at the 6,000-foot level timberline of snowcapped Mt. Hood in the Mt. Hood National Forest, has served

as a source of year-round recreation and as a constant reminder of the interactive relationship between nature, people, and their work.

Procedures for ordering first-day cancellations follow.

Customer-Provided Stationery: The Postal Service encourages customers to purchase the 14-cent Timberline Lodge postal cards at post offices and philatelic centers. Customers who provide their own cards receive preferential cancellation service. They should address the postal cards at least $\frac{5}{8}$ of an inch from the bottom and affix uncanceled postage stamps issued prior to September 28 to the Timberline Lodge postal cards. However, the Service will return cards bearing stamps issued after September 28. Requests must be postmarked no later than October 28 and addressed: Customer-Provided Postal Cards, Postmaster, Timberline, OR 97028-9991. No remittance is required.

Postal Service-Provided Stationery: Customers should provide a peelable return address label for each Timberline Lodge postal card requested to eliminate the necessity of postal personnel having to apply return addresses. The price is 14 cents for each card, and the Postal Service accepts personal checks in the exact amount up to the limit of 50 cards, but do not send cash or postage stamps. Orders must be postmarked no later than October 28 and addressed: Timberline Lodge Postal Card, Postmaster, Timberline, OR 97028-9992.



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 87-33
 Remove after October 28

PLEASE POST ON BULLETIN BOARD

ELM Revision

INJURY COMPENSATION PROGRAM

POSTAL BULLETIN (PB) 21633, 8-20-87 (page 7), included the first half of the updated Injury Compensation Program from the EMPLOYEE AND LABOR RELATION MANUAL (ELM). New Federal regulations governing the administration of the Federal Employees' Compensation Act became effective June 1, 1987.

This Bulletin concludes ELM subchapter 540, which has been amended throughout to include the new regulations and revised to clarify 546.4 and to correct minor codification errors. This material supersedes the revision published in PB 21605, 2-5-87.

A future issue of the ELM will include these revisions. In the interim, offices should retain and refer to the version that began in last week's Bulletin and concludes below.

545.7 Long-Term Disability**.71 Proper Forms**

.711 If medical evidence shows disability resulting from a traumatic injury is expected to continue beyond 45 days and compensation is desired after the expiration of the 45-day period, the employee and the control office/point personnel complete a Form CA-7. The employee completes the front side of the Form CA-7 and the control office/point personnel completes the reverse side. The completed form is then filed with the OWCP district office not less than 5 working days before the termination of the 45 days.

.712 If the disability is a result of an occupational disease or illness, a Form CA-7 is completed and submitted to the OWCP not later than 5 days after the period claimed.

.713 In instances of either traumatic injury or occupational disease or illness, subsequent claims are made on a Form CA-8/20a, *Claim for Continuing Compensation on Account of Disability and Attending Physician's Report*. This form is provided to claim compensation for additional periods of time after Form CA-7 is submitted to the OWCP. Employees are responsible for submitting the CA-8. Without receipt of such a claim, the OWCP has no knowledge of a continuing wage loss. Therefore, while disability continues:

a. The employee submits a claim using Form CA-8 every 2 weeks until the employee is otherwise instructed by the OWCP.

b. The employee completes and signs the face of the form and the control office/point completes the reverse side.

c. The employee is responsible for submitting or arranging for the submission of medical evidence in support of the claim. Form CA-20a is attached for this purpose.

d. The control office/point forwards the completed Form CA-8 and any other accompanying

medical reports to the OWCP within 5 working days upon receipt from the employee.

.72 Waiting Period. The employee is advised that there is a waiting period of 3 calendar days before OWCP compensation begins. The 3-day waiting period may not be satisfied by using sick or annual leave; the employee must be in a nonpay status. This 3-day waiting period does not apply if the disability extends beyond 14 days.

Examples:

a. In the case of an occupational disease or illness, compensation is not payable for the first 3 days of disability, unless the disability extends beyond 14 days.

b. In the case of traumatic injury, the 3-day waiting period begins immediately after the end of the 45-day continuation of pay period. Again, the waiting period does not apply if the disability continues for more than 14 days after the expiration of the 45-day continuation of pay period.

.73 Employees' Rights. As stated in 544.14, an employee may elect to have regular pay continued for up to 45 days or to use annual leave or sick leave. The control office/point ensures that the employee is informed of the following:

a. *Continuation of Pay.* A traumatically injured employee may request continuation of regular pay for the first 45-calendar days of disability. Such pay is subject to taxes and all other usual payroll deductions. If an employee elects continuation of regular pay and the claim is subsequently denied, the employee may treat the days for which regular continuation of pay was received as sick or annual leave, if such leave is available. An employee may file a request for waiver of claim for erroneous payment (see ELM 437).

b. *Sick or Annual Leave*

(1) The 45-day continuation of pay runs from the time lost beyond the day or shift of injury, and it is not extended by the use of annual or sick leave.

(2) Leave is limited to the amount that the employee has accrued.

(3) An employee may subsequently request COP in lieu of previously requested sick and/or annual leave. However, such a request must be made within 1 year of the date that leave was used, or within 1 year of the date OWCP approved the claim, whichever is later.

(4) An employee who elects to use sick or annual leave during the 45-day period in which continuation of regular pay is available, is not entitled to buy back that leave with later compensation payments.

(5) Pay that is attributable to the leave period is subject to taxes and other usual payroll deductions.

(6) An employee may use sick or annual leave after the 45-day regular pay continuation period

expires, or during a period of disability due to an occupational illness. In such cases, the employee may be entitled to buy back the leave with compensation payments.

545.8 Third-Party Liability

.81 Purpose. This section instructs control office/point personnel on how to collect damages from a third party who is responsible for causing an injury to a postal employee receiving benefits under the Federal Employees' Compensation Act (FECA), 5 USC 8101-50, as a result of that injury.

.82 Background

.821 The FECA provides that if the injury or death (which is compensable under the Act) is caused by a third party, the United States Department of Labor (DOL) may require an employee receiving benefits under FECA to:

a. Assign to the United States any right of action he may have to force the third party to pay damages or assign any right the employee may have to share in money received in satisfaction of a liability claim; or

b. Prosecute the action in his own name.

.822 Any employee who refuses to assign right of action to the United States or prosecute an action in his own name when required to do so by the Secretary of Labor, may be denied compensation by DOL.

.823 The Agreement between the Director, Office of Workers' Compensation Programs (OWCP), DOL, and the USPS provides that to more efficiently and effectively accomplish the stated purpose of the FECA, OWCP agrees that the Postal Service may administratively pursue collection of damages from the third party who is responsible for the injury sustained by a Postal Service employee in all cases of traumatic injury except:

a. Where the injury results in the death of the employee;

b. When the injury occurred outside of the United States or Canada;

c. When the third party is a common carrier;

d. When malpractice or product liability is involved; or

e. Where injuries are sustained by more than one employee in the same incident (group injuries).

.83 Definitions and Use of Terms. The definitions in this section to 545.8 only and do not change the terms of the Act, the regulations of the Department of Labor, or other sections of the ELM.

a. The *Act* and *FECA* mean the Federal Employees' Compensation Act, 5 USC 8101, *et seq.*

b. *Assignment* means a written agreement whereby the employee or beneficiary transfers his right to recover damages from a third party to the USPS and such offer is accepted by the USPS.

c. *Beneficiary* means an individual who is entitled to a benefit under the Act.

d. *Benefits or Compensation* means benefits or compensation and continuation of pay which is paid or payable because of loss of wages, ability to earn wages; money paid in the form of scheduled compensation, medical diagnostic and treatment services supplied pursuant to the Act; money paid because of death; and certain payments to individuals who are participating in an approved vocational rehabilitation program.

e. *Claim* means an assertion in writing of an individual's entitlement to benefits under or pursuant to the Act.

f. *Claimant* means an individual whose claim for entitlement to benefits under the Act has been filed.

g. *Control Officer* means the head of the control office and is (1) the injury compensation supervisor/specialist if an injury compensation unit is available and staffed; or (2) an appropriate designated supervisor if no injury compensation supervisor/specialist is available.

h. *Control Point Supervisor* means an individual designated by the installation head in those installations that do not have an injury compensation supervisor or specialist.

i. *Department or DOL* means the United States Department of Labor.

j. *Employee* means all employees of the United States Postal Service, or a beneficiary.

k. *Injury or Traumatic Injury* means a wound or other condition of the body caused by external force, including stress or strain. The injury must be identifiable as to time and place of occurrence and member or function of the body affected, and be caused by a specific event or incident or series of events or incidents within a single day or work shift.

l. *Legal Liability* means a determination that a third party is responsible for the payment of money damages to an injured employee.

m. *Negligence* means the failure of a third party to act as an ordinary prudent person would act under the same or similar circumstances, and such failure is the proximate cause of an injury to an employee.

n. *OWCP* means the Office of Workers' Compensation Programs, Employment Standards Administration, of the Department of Labor.

o. *Prosecute* means any action taken to recover damages from the third party.

p. *Serious Injury* means a personal injury which results in death, dismemberment, significant disfigurement, a fracture, or permanent loss of use of a body organ, member function, or system.

q. *Third Party* means a person or organization, other than the United States and its agencies, who is believed to be responsible for injury to a postal employee while in the performance of his employment.

r. *Tort* means the wrongful act committed by a third party which is done intentionally or negligently and which causes injury to an employee.

.84 Responsibility. The Division General Manager/Postmaster or head of a major postal installation will establish a control office to carry out the responsibilities outlined in these instructions. At installations that do not have an injury compensation unit, the installation head will designate an appropriate supervisor as the control point individual responsible for carrying out these instructions. Control officers must ensure that control point personnel are properly trained to carry out the responsibility of making third-party recoveries.

.85 Third-Party Recovery Action

.851 Upon receipt of Form CA-1, *Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation*, the control officer or control point supervisor reviews the form to determine if a third party is involved in the injury to the employee and whether the third party could be responsible for the injury.

.852 Third-party cases for which a claim is filed on Form CA-2, *Federal Employee's Notice of Occupational Disease and Claim for Compensation*, must be identified and forwarded to DOL. DOL will continue to be responsible for third-party recoveries in these cases. The control officer or control point supervisor monitors the progress of the DOL action and obtains periodic status reports until these cases are closed.

.853 Although a third-party recovery case can arise from many circumstances in which a third-party did, or failed to do, something which resulted in the injury or death of an employee, the most common circumstances are, but not limited to:

- a. Automobile accidents.
- b. Animal attacks.
- c. Tripping, slipping, and falling on sidewalks, steps, and other portions of nonfederal property.
- d. Defective machinery, automobiles, and equipment.
- e. Physical attacks and other assaults.
- f. Defects in leased postal premises.

.854 Investigation

a. When a possible third-party recovery case is identified, the control officer or control point supervisor should coordinate an investigation of the incident.

b. When possible, obtain a detailed, written statement from:

(1) The injured employee, if the Form CA-1 is not sufficient to determine third-party liability or otherwise inadequate.

(2) Any witness to the incident.

(3) Any other person who may be acquainted with the facts or is identified as having pertinent information.

c. The name, address, and telephone number of the third party.

d. A detailed description of the place where the incident occurred, and all the circumstances concerning the incident.

e. If an investigation of the incident was previously made by the local police, USPS Vehicle Services, USPS safety personnel, Inspection Service, or any other organization, obtain a copy of the reports and the investigative file.

f. Consult Handbook M-19, *Accident Investigation—Tort Claims*, for information and procedures regarding investigative techniques and guides.

.855 In all cases when it appears that a third-party recovery is a possibility, a completed Form 2562, *Injury Compensation Program—Notice of Potential Third-Party Claim* (Exhibit 545.855), should be obtained from the injured employee. If the claim has already been submitted to OWCP, a copy of the completed form should be forwarded to that office with the employee's claim for benefits—as soon as possible after it is received from the employee (see 545.41 for submission of claims to OWCP). Do not delay the submission of the claim to OWCP, pending receipt of third-party information. When the DOL is responsible for making the third-party recovery (see 545.823), no action to recover should be taken by the control officer.

.856 In all cases when DOL is responsible for making a recovery, the control officer or control point supervisor will monitor the progress of the Department of Labor's action and obtain periodic status reports until the case is closed. Any such cases which are closed without a payment from the third-party will be referred to the Manager, Safety and Health Services.

.857 When a third-party collection responsibility has been assumed by the Postal Service, forward copies of all letters issued, together with other pertinent third-party claim documents, to the District Office, OWCP. The control officer or control point supervisor should then proceed as follows when the employee is represented by an attorney:

a. If the answer to the question on Form 2562, *Does the employee or beneficiary(ies) intend to take action against the third-party?* is Yes, and the Form 2562, or other information available, shows that the employee is represented by an attorney, forward the following to the employee's attorney:

(1) Sample letter A, *Notice to Attorney of Government's Lien* (Exhibit 545.857a1), with the papers and forms referred to in that letter.

(2) Sample letter B, *Request for Status and Transmittal of Information* (Exhibit 545.857a2).

b. If a response to sample letter A is not received within 90 days after mailing, contact the attorney who is representing the postal employee directly in an effort to obtain a status report on the progress of the case. Status reports from the postal employee's attorney should be obtained as frequently as is considered necessary by the control officer or control point supervisor. If no reply is received from the attorney within 90 days after any request for a status report has been made, send a followup letter to the attorney. If there is no response after 15 days, contact the employee regarding status of cases. If recovery still has not been made, either:

(1) send case to Manager, Safety & Health Services, for further action or

(2) monitor progress if case is still in process of recovery.

c. Upon receipt of notification from the postal employee's attorney that the case has been terminated:

(1) By payment of damage to the employee: Obtain settlement sheet, Form 2556, *Third-Party Statement of Recovery* (Exhibit 545.857c), and payment due the Postal Service. Verify the accuracy of Form 2556 and forward settlement sheet in accordance with section 545.873 of these procedures.

(2) Without payment of any damage to the Postal Service, the control officer or control point supervisor will verify the nature of termination and either close the file or attempt to obtain a voluntary assignment if the case appears to have merit.

.858 Employee Not Represented by Attorney

a. If the answer to the question on the Form 2562, *Does the employee or beneficiary(ies) intend to take action against the third-party?* is Yes, and the Form 2562 or other information shows that the employee desires to pursue the recovery himself, and is not represented by an attorney, furnish the employee sample letter C, *Notice to Employee of Government's Lien* (Exhibit 545.858a), and mail sample letter D, *Notice to Third-Party of Government's Lien* (Exhibit 545.858b), to the third-party insurer.

b. At least every 60 days after the date sample letter C was given the employee, check with the employee to determine the status of the case.

c. If a recovery has not been made within 6 months after the accident, or if prior to that time there is information that the action on the claim has been terminated, contact the employee for status of recovery action. If the employee has decided not to pursue or has been unsuccessful in the recovery attempt, proceed in accordance with 545.859d of these procedures.

d. When a recovery statement (see Form 2557, *Employee's Third-Party Recovery Statement* (Exhibit 545.858c)), is recovery from the employee, review it for accuracy, take the necessary action to correct any errors, and forward the recovery statement together with the payment, in accordance with 545.873 of these procedures.

.859 Employee Not Pursuing Third-Party Action

a. If the answer to the question on Form 2562, *Does the employee or beneficiary(ies) intend to take action against the third-party?* is No, or the employee is undecided or it is unclear what action the employee contemplates, the control officer or control point supervisor will furnish the employee with sample letter E, *Request for Information from Employee and Notice of Government's Lien* (Exhibit 545.859a), and Form 2559, *Third-Party Claim—Information Request* (Exhibit 545.859b).

b. If Form 2559 is not received within 15 days, contact the employee directly or through the em-

ployee's supervisor to determine what action the employee intends to take against the third-party.

c. If the employee advises that he will seek recovery against the third-party, proceed in accordance with 545.857, or .858, as appropriate.

d. If the employee indicates that he will not seek recovery against the third party, or is unable to decide what action he will take, the control officer or control point supervisor should ask the employee whether he would agree to assign his claim against the third party to the Postal Service by signing Form 2577, *Assignment of Claim to the USPS* (Exhibit 545.859c). If the employee declines to make the assignment, the control officer or control point supervisor should refrain from saying or doing anything to the employee which could be regarded as pressuring or coercing the employee to agreeing to the assignment. The control officer or control point supervisor should point out that the Postal Service is not ordering or directing the employee to either sue or assign the claim, but may advise the employee that:

(1) By assigning his claim to the Postal Service, the employee will enable the Postal Service to attempt to shift the financial liability for the employee's injury from the Postal Service to the true wrongdoer, i.e., the third-party.

(2) The ultimate recovery which the employee will realize for his injury cannot possibly be reduced by his agreeing to the assignment. An employee is entitled to a minimum of 20% of the net recovery after the expense of the recovery (attorney's fees, property damage, and court costs only) have been deducted. In addition, any surplus amount realized in the third-party action which exceeds the amount of the employee's compensation payments and the expense of realization or collection, will be paid to the employee.

(3) DOL is authorized to require an assignment of the claim and to terminate his compensation payments if he refuses to pursue or assign what appears to be a valid third-party claim.

(4) If the employee continues to refuse to pursue or assign his claim, then the control officer or control point supervisor should refer the file to the Manager, Safety & Health Services. Use Form 2560 to transmit the file. No further action to obtain an assignment should be taken by the control officer or control point supervisor after the file is referred.

e. Upon receipt of an assignment of the employee's claim on Form 2577, send sample letter F, *Notice of Assignment of Postal Employee's Claim, and Request for Settlement* (Exhibit 545.859d), to the third party, and his insurer, if known.

f. When a reply to sample letter F is received, the control officer or control point supervisor should proceed to attempt to negotiate a settlement of the government's and the employee's claim. (See 545.87, *Settlement of Claims*.)

g. Contact Manager, Safety & Health Services, if it is felt that assistance is necessary.

.86 Release of Information

.861 All records, medical and other reports, statements of witnesses, and other papers relating to the injury or death of an employee or other person entitled to compensation or benefits under the Act are sensitive in nature, and no employee of the Postal Service may disclose information from or pertaining to the records to any person, except as directed in these instructions. Upon the employee's death, records lose much of their sensitivity, i.e., the Privacy Act no longer applies to them. Release of records on deceased employees should be guided by the USPS release of information guidelines (ADMINISTRATIVE SUPPORT MANUAL (ASM) 352).

.862 If (a) an employee, or (b) in the case of death, an employee's beneficiary, or (c) the authorized representative of an employee or beneficiary requests information from the Postal Service in connection with a third-party recovery case, refer the request to the control officer or control point supervisor, who permits the requester to examine the records of the case.

.863 When the control officer or control point supervisor, based upon consultation with the medical officer, determines that release of medical reports directly to the employee clearly is not in the best interest of the employee, the control officer or control point supervisor should release the information to the employee's personal physician, only upon receipt of written authorization from the employee.

.864 In honoring requests, the control officer or control point supervisor discloses only that information which is germane to the request and the third-party action.

.865 Information requested for use in third-party recovery cases by persons who are interested in third-party action, other than the employee or other legal representative, may be released only upon written authorization of the employee or of the authorized representative. Direct all such requests to the control officer or the control point supervisor.

.866 Any employee of the Postal Service who is served with a demand by federal or state courts, or other administrative bodies, for records or information relating to third-party recovery matters shall promptly, and without awaiting appearance before the court or other authority, contact the Manager, Safety & Health Services, and/or Regional Counsel for instructions concerning the response to the demand.

.87 Settlement of Claims

.871 Employee Pursuing Collection of Damages from Third Party. The Postal Service, with certain adjustments, is entitled to collect from the proceeds paid to an employee by a third party the amount of compensation and medical and related expenses paid by DOL on behalf of the employee.

Therefore, when information is received that a third-party recovery is imminent, the control officer or control point supervisor will contact DOL for an up-to-date statement of all disbursements made by DOL and advise the employee or his attorney of those disbursements if settlement has not been made. If settlement has already been made, Form 2556, *Third Party Statement of Recovery*, should be reviewed to see that the total disbursements made by DOL have been accurately computed.

.872 Employee Not Pursuing Third-Party Recovery. When the postal employee has indicated that he does not wish to pursue a recovery from a third party and has been requested to and has signed Form 2577, *Assignment of Claim to the USPS*, the Postal Service with certain adjustments, is entitled to recover from the third party or his insurer, the compensation and medical and related expenses, paid by DOL on behalf of the employee. In addition, the Postal Service is entitled to collect on behalf of the employee those damages to which the employee may be entitled. Such damages may consist of payment for pain and suffering sustained by the employee, any damage to the employee's personal property, and out-of-pocket expense not covered by FECA benefits. Upon recovery, the employee will be provided with a copy of Form 2556, which indicates the employee's total entitlement. Further, the control officer or the control point supervisor should ensure that the OWCP district office is provided with copies of all documents pertaining to the recovery.

.873 Disbursement of Recovered Third-Party Funds. When a settlement is made, the control officer or control point supervisor will make disbursement of the funds as follows:

a. When the third-party check includes OWCP payments only, send check and Form 2556 or 2557, as applicable, directly to the OWCP unless the check is made payable to the Postal Service. If this is the case, deposit the check and issue a Treasury check or no-fee money order to the OWCP.

b. When the third-party check includes OWCP payments and the employee's share, payments issued in installments, COP that has been collected in error, or checks made payable to the postmaster, the following procedures apply:

(1) Deposit the check/monies in the postmaster's trust account.

(2) Request a receipt Form 3544, *Post Office Receipt for Money*. Include the employee's name and OWCP claim number on the receipt.

(3) Forward a memorandum (see Exhibit 545.873a—Sample letter G) to the accounting office advising them of the proper disbursement to be made along with Form 2556 or 2557, whichever is applicable.

(4) Have the accounting office issue a no-fee money order or Treasury check, which will include the employee's name and OWCP claim number, to the appropriate parties, i.e., OWCP and postal employee.

c. For installment payments made by the third party, disbursement should be issued at periodic intervals (3 or 6 months) to the postal employee until the total expected monies from the third party are collected.

.874 Settlement Verification. The control officer or control point supervisor will furnish the Manager, Safety & Health Services, a copy of the Form 2556 or Form 2557 on all recoveries made.

.875 Control Point Supervisor Requirements. All efforts on the part of control point supervisors concerning these instructions, to include case closure, settlement, or assistance, must be coordinated with the assigned control office.

.876 Recovery Assistance. When the control office desires any advice on matters relating to the settlement of a third-party recovery case, or other legal matters, contact the appropriate Manager, Safety & Health Services, or Regional Counsel.

.877 Delegation of Authority. The following are authorized to accept voluntary assignments of employee's claim against third parties and sign releases on behalf of the Postal Service when requested by the third party or insurance carrier.

- a. Manager, Injury Compensation Branch
- b. Manager, Safety & Health Services
- c. Control Officer
- d. Control Point Supervisor
- e. Regional Counsel
- f. Assistant General Counsel, Claims Division

.88 Third-Party Recovery Action

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

.882 Compensation for Court Appearances

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

b. An employee who prosecutes a third-party action in his own name is *not* in an official duty status as that term is defined in ELM 516.41. However, in order to implement the FECA provision requiring compensation of such an employee, the Postal Service will compensate that employee "as if he was in an official duty status." Accordingly, such an

employee will be compensated to the same extent as that explained in section 545.882 (a), for the time spent in court and for the time spent traveling between the court and the employee's work site. However, as further explained in 545.882 (a), any time spent traveling between the employee's residence and the court is considered commuting time and is not compensable.

.883 Documentation of Court Appearances. An employee who is prosecuting a third-party action in his own name and who appears in court must document the time required to appear in court on the memorandum, *Third-Party Court Appearance Sheet* (see Exhibit 545.883a). The employee is considered in an active duty status; therefore, a Form 3971 is not required. Rather, the hours on the time card for third-party appearances are recorded as work *only*, and not as court leave or any other type leave. The completed memorandum is to be returned to the area compensation specialist or other designated official, as appropriate.

.884 Case Preparation. An employee who is prosecuting a third-party action in his own name is *not* treated as if in an official duty status for the time spent developing the case. Any time used for this purpose, within the employee's regular work schedule, is charged to annual leave or LWOP.

545.9 Extended Leave Cases

.91 General. An employee who suffers a job-related injury or illness for which OWCP compensation is being received should be granted LWOP/IOD for an initial period of up to 1 year from the date OWCP compensation began.

.92 Extensions. If the employee is unable to return to work at the end of the 1 year period on LWOP/IOD, the LWOP/IOD may be extended for successive additional periods of up to 6 months. Extensions are granted only if it appears that the employee is likely to return to work within the period of the extension.

.93 Separations. If it is not likely that the employee will be able to return to work at the end of one year of LWOP/IOD or during the authorized extended period, the employee may be separated. Before any employee who is on the rolls of the OWCP can be separated, the postal official must submit a comprehensive report to the Director, Office of Safety & Health, at Headquarters with appropriate recommendations and all the documentation needed to support the recommendations. The employee must be retained on the rolls of the Postal Service pending a decision.

.94 Deciding Appropriate Action. In considering the action to take in matters involving extended leave, the installation head sends Form 2573, *Inquiry on Claim Status*, in duplicate, to the appropriate OWCP district office; and, upon receiving a completed Form 2573 from OWCP, does one of the following:

a. Extends LWOP/IOD for an additional period, at the end of which an additional determination must be made;

b. Authorizes a fitness-for-duty examination by a medical officer as provided in 547.31, .32, and .33, if OWCP does not respond within a maximum of 60 days or if OWCP's response does not explain the situation; or

c. Request permission to terminate LWOP/IOD as required in .93; and

d. Terminates LWOP/IOD after receiving permission from the Director, Office of Safety & Health, at Headquarters as follows:

(1) If the employee has 5 or more years of creditable civilian service, inform the employee of retirement rights. Allow the employee 14-calendar days to file a retirement application under the Civil Service Retirement Act.

(2) If the employee does not file a retirement application within the 14-day period, terminate LWOP/IOD and take action to separate the employee as described in ELM 365 and 568.

(3) If the employee has less than 5 years creditable civilian service, terminate LWOP/IOD and take action to separate the employee as described in 365.

546 Reemployment of Employees Injured On Duty

546.1 Law

.11 **General.** The USPS has legal responsibilities to employees with job-related disabilities under 5 USC 8151 and the Office of Personnel Management's (OPM) regulations, as outlined below.

.12 Disability Fully Overcome Within 1 Year

.121 **Obligation.** When an employee fully overcomes the injury or disability within 1 year after the commencement of compensation payments from OWCP, or after compensable disability recurs, the USPS must give an employee the right to resume employment in the former or equivalent position.

.122 **Rights and Benefits.** Upon reemployment, all rights and benefits which an employee would have had or acquired in the former position, had there been no injury or disability, must be restored.

.13 Disability Fully Overcome More Than 1 Year

.131 **Obligation.** When an employee has fully overcome the injury or disability more than 1 year after compensation began, the USPS must give an employee priority consideration for reemployment into the former position or an equivalent one. The names of all former employees who fully recover from their compensable disabilities *more than 1 year* after compensation begins must be entered on a reemployment list in two groups:

a. *Group one* will include all those former employees who are entitled to 10-point veteran preference.

b. *Group two* will include all other former employees who fully recover from their compensable disabilities in more than 1 year. Persons in *group one* will be considered for employment before persons in *group two*; and persons in *group two* will be considered before other sources of recruitment, such as transfers from other agencies, reinstatements, or appointments from hiring registers.

.132 **Rights and Benefits.** The same as 546.122.

.14 Disability Partially Overcome

.141 **Obligation.** When an employee has partially overcome the injury or disability, the USPS has the following obligation:

a. **Current Employees.** When an employee has partially overcome a compensable disability, the USPS must make every effort toward assigning the employee to limited duty consistent with the employee's medically defined work limitation tolerance (see 546.611). In assigning such limited duty, the USPS should minimize any adverse or disruptive impact on the employee. The following considerations must be made in effecting such limited duty assignments:

(1) To the extent that there is adequate work available within the employee's work limitation tolerances; within the employee's craft; in the work facility to which the employee is regularly assigned; and during the hours when the employee regularly works; that work constitutes the limited duty to which the employee is assigned.

(2) If adequate duties are not available within the employee's work limitation tolerances in the craft and work facility to which the employee is regularly assigned, within the employee's regular hours of duty, other work may be assigned within that facility.

(3) If adequate work is not available at the facility within the employee's regular hours of duty, work outside the employee's regular schedule may be assigned as limited duty. However, all reasonable efforts shall be made to assign the employee to limited duty within the employee's craft and to keep the hours of limited duty as close as possible to the employee's regular schedule.

(4) An employee may be assigned limited duty outside of the work facility to which the employee is normally assigned, only if there is not adequate work available within the employee's work limitation tolerances at the employee's facility. In such instances, every effort will be made to assign the employee to work within the employee's craft, within the employee's regular schedule, and as near as possible to the regular work facility to which the employee is normally assigned.

b. **Former Employees.** When a former employee has partially recovered from a compensable injury or disability, the USPS must make every effort toward reemployment consistent with medically defined work limitation tolerances. Such an employee may be returned to any position for which he is quali-

fied, including a lower-grade position than that which the employee held when compensation began.

.142 Rights and Benefits upon Partial Recovery

a. Seniority. Former or current career employees who are either reemployed or reassigned respectively into bargaining unit positions, will be credited with seniority in accordance with the collective bargaining agreements covering the position to which they are assigned.

b. Probationary Period. Reemployed individuals who have completed their probationary periods, or would have completed their probationary periods but for their compensable injuries, will not be required to serve a new probationary period.

c. Leave Credit. Former employees who were eligible to accrue leave under ELM 510 will be credited with the total time compensation was received from the OWCP for purposes of computing leave rate accrual upon reemployment.

d. Retirement. Former employees who were covered by the Civil Service Retirement Act (see ELM 560) will be credited with the time spent on the OWCP compensation in computing retirement credit.

e. Salary Determination. The following salary restoration criteria must be met (*Note:* The term "Grade/Step," as used below, means "Grade/Salary" for individuals in a nonstep salary schedule):

(1) *Reemployment to the Former Grade/Step.* Those individuals who are reemployed into a position with the same grade/step as held at the time of injury or disability will receive the current salary for that grade/step from the appropriate salary schedule.

(2) *Reemployment to a Higher Grade.* Those individuals who are reemployed to a position with a grade higher than that of the position held at the time of injury or disability, will be placed in the higher grade at the current salary for the grade/step held at the time of injury or disability. If that salary is between steps in the higher grade, the individual's salary will be increased to the next higher step.

(3) *Reemployment to a Lower Grade/Step:*

(a) *Salary Below Maximum of Lower Grade.* The individual will be placed in any higher step in the lower grade which is less than one full step above the current salary for the grade/step of the position held at the time of injury or disability.

(b) *Salary Above Maximum of Lower Grade.* In those cases where the current salary for the grade/step held at the time of injury or disability exceeds the maximum salary of the lower grade position, the employee will be afforded a saved rate at the higher grade/step salary. These saved-rate provisions apply for an indefinite period and are subject to the rules of the salary schedule to which assigned for the following employees:

(a) to former career employees who are being reemployed under 546.42,

(b) to limited duty career employees,

(c) to current career employees who have accepted a job offer and are reassigned to a lower grade due to a job-related injury.

(4) *Reemployment to a Position in a Different Salary Schedule.* When an individual is reemployed to a position in a salary schedule which is different from the schedule under which he was paid at the time of injury or disability, once reemployed, the individual will be treated under the rules applicable to the salary schedule to which reemployed:

(a) The individual will be reemployed at the grade appropriate for the position to which reemployed.

(b) The individual will be placed in any higher step in the new grade which is less than one full step above the current salary for the grade/step of the position held at the time of injury or disability.

(c) If reemployment is to a nonstep schedule, the individual will be placed at a salary equal to the current salary for the grade/step of the position held at the time of injury or disability.

(d) If the current salary for the grade/step held at the time of injury or disability exceeds the maximum salary of the new grade, the individual will be given a saved rate. These saved-rate provisions apply for an indefinite period and are subject to the rules of the salary schedule to which assigned.

(f) *Former Position Under Different Salary Schedule.* Where the position held at the time of injury or disability is no longer under the same salary schedule, the current salary for the former grade/step will be determined by:

(1) Field Director, Human Resources, for field and regional positions.

(2) Office of Compensation, Headquarters, for Headquarters and administrative support facilities.

g. Step Increases. Upon reemployment, the partially recovered and permanently, partially disabled individuals begin a new waiting period for step increases.

.143 Relocation Consideration

a. Scope. When a former partially recovered employee is receiving OWCP compensation and is being considered for reemployment, but has permanently relocated to a new geographic area since the time of his compensable injury, every effort must be made to reemploy the individual at a postal facility within the area of his present place of residence. Any offer to reemploy in a different location will be considered only after all reasonable attempts have been made to rehire within the area of the employee's present place of residence.

b. Expenses. If an employee accepts a reemployment offer but would incur relocation expenses as a result of this acceptance, any expenses which the OWCP determines reasonable and necessary may be paid by the OWCP from the Employees' Compensation Fund.

546.2 Collective Bargaining Agreements

.21 Compliance. Reemployment under this section will be in compliance with applicable collective bargaining agreements. Individuals so reemployed will receive all appropriate rights and protection under the applicable collective bargaining agreement.

.22 Contractual Considerations

.221 Scope. Collective bargaining agreement provisions for filing job vacancies and promotions, and procedures relating to retreat rights due to reassignment, will be complied with before an offer of employment is made to a former postal employee on the OWCP rolls for more than 1 year.

.222 Reemployment. A former employee will be offered reemployment in a residual vacancy (a vacancy which has been posted for bid or application and for which there are no successful bidders or applicants), or may work as an unassigned regular or as a part-time flexible. Regional Directors, Human Resources, (APMG, Employee Relations, for Headquarters and Administrative Support Facilities (ASFs) may waive minimum qualification requirements (including written examinations) in individual cases for former employees injured on duty who are being considered for reemployment. A waiver is granted when there is evidence (including that submitted by the medical officer) that the employee can be expected to perform satisfactorily in the position within 90 days after assignment.

.23 Types of Appointments

.231 Former career employees will be reemployed as career full-time or part-time employees.

.232 Former substitute rural carriers will be reemployed as substitute rural carriers or in any other position for which they qualify.

.233 Former casual and temporary employees will be reemployed as casual or temporary employees. Upon satisfactory demonstration of ability to meet job requirements during two 90-day casual appointments or one 180-day temporary appointment, the employee's status may be noncompetitively converted to a career appointment (NOA 501).

546.3 Restoration Rights. OPM is responsible for implementing the regulations contained in 5 USC 8151. These regulations are codified in 5 CFR Part 353. 5 USC 8151(a) provides that an individual, injured or disabled on duty, who resumes employment with the USPS, is to be credited with the time during which compensation was received for purposes of certain rights and benefits based upon length of service.

546.4 Employee Appeal Rights. Current or former employees who believe they did not receive the proper consideration for restoration, or were improperly restored, may appeal to the Merit Systems Protection Board under the entitlements set forth in Title 5 CFR, Part 353.

546.5 Retirement Considerations

.51 Status. Pursuant to the Civil Service Retirement Act, a former employee who applied for and received Civil Service disability retirement status will cease to be an annuitant upon reemployment and restoration of that individual's wage earning capacity.

.52 Reinstatement of Eligibility

.521 If an annuitant, reemployed under the procedures in this section, is later found unable to successfully perform in the new position due to the original compensable injury or disability, and is again separated, the employee will be entitled to the restoration of disability retirement status under the Civil Service Retirement Act.

.522 If an employee becomes disabled for the position due to a new injury or disability after entry into that position, the employee would have a right to apply for a new Civil Service disability retirement status.

.53 Refunded Retirement Deductions. A former employee who withdrew retirement deductions based on previous employment, may redeposit the amount refunded, plus interest, after reemployment to a position from which retirement deductions are withheld.

.54 Notification. Upon reemployment of a disability annuitant (or in advance, if possible), the appointing officer must notify the Office of Personnel Management, Retirement and Insurance Group, Room 3305, Attention: Adjudication Division, Washington, DC 20415-0001. The notification must include the individual's name, Social Security number, date of birth, Civil Service Annuity claim number (CSA-Civil Service Account), date of reemployment, Form 2485, *Medical Examination and Assessment*, whether retirement deductions will be made from the salary for the position to which reemployed.

546.6 Reemployment Procedures

.61 OWCP Referrals. OWCP will make referrals of current and former postal employees who may be candidates for reemployment.

.611 Work Limitation Tolerances. The individual's physician of record, or other physician selected by the individual or OWCP, will furnish OWCP with a definitive medical summary, clearly documenting the medical limitations that will have to be accommodated.

.612 OWCP Evaluation. The OWCP District Medical Director evaluates the work limitation tolerances, submitted by the physician of record, and upon concurrence, refers them to the USPS for consideration.

.62 USPS Medical Review**.621 Reemployment Physical Examination**

a. The medical officer will evaluate fully all medical records referred to the USPS from the OWCP district offices.

b. A complete physical examination, paid for by the USPS, will be required by the appointing officer. The result of the physical examination will be documented on Forms 2485, *Medical Examination and Assessment*, and 2489, *Identification of Physical/Mental Disability*.

c. The medical officer will make a statement of concurrence with the OWCP documented medical limitations or further restrict the former employee's work limitation tolerances. The medical officer can in no way liberalize the medical limitations tendered by the OWCP district offices.

.622 Special Considerations

a. An individual who is referred for reemployment consideration by OWCP may have some degree of concurrent disability which is not caused by or related to the original job injury or disability. The medical officer should examine for any concurrent medical condition that might prevent the individual from performing the duties of the position for which the individual is being considered.

b. The medical officer will carefully evaluate all concurrent disabilities and include their potential impact in the recommendation for reemployment to the appointing official.

c. All former employees, now permanently and partially disabled, have some type of residual handicap. The medical officer who conducts the physical examination, is responsible for assigning the correct handicap code as defined in Handbook P-11, *Personnel Operations*, Chapter 6.

.63 Offer of Appointment

.631 Evaluation. Upon receipt and evaluation of the OWCP referral containing documented medical limitations, and evaluation of the medical officer's recommendations, the appointing official will determine if a reemployment offer can be made.

.632 Interview. During the preemployment interview, the appointing officer will ensure that the individual receives the following information:

a. In-depth analysis of medical limitations and the individual's responsibility to work within the prescribed work limitation tolerances.

b. If applicable, the status of injury compensation and disability retirement benefits and future eligibility.

c. A full explanation of all restoration rights and benefits (see 546.3).

d. Full particulars regarding the position, including title, duties, grade, salary, location of work assignment, and all other information required in a preemployment interview. (See Handbook P-11.)

e. Instructions for completion and submission of any required employment forms.

.633 Processing Personnel Actions. The reemployment of former employees who are injured or disabled on duty requires uniform information on Form 50-B, *Request for Personnel Action (Processing Copy for New Hires Only)*, before forwarding to the Employee and Labor Relations Information Center. (See 612.5 of Handbook P-11.)

.64 Employee's Refusal of Job Offer. When a current or former employee is offered suitable employment or reemployment by the USPS (i.e., employment or reemployment that the OWCP has deemed suitable) or if the current or former employee is offered appropriate employment, that individual is obligated to return to such employment. However, if the current/former employee refuses an offer of suitable employment/reemployment, the appointing official must do the following:

a. Offer the individual an opportunity to sign a declination of employment.

b. Advise the individual that the effect of such a refusal may result in the termination or reduction of compensation benefits by the Department of Labor.

c. Notify the OWCP district office by telephone of the declination and the reasons given.

d. Within 2 working days, forward a full written summary of the current/former employee's interview, including the signed declination and medical evaluations or other pertinent information, to the OWCP district office. The OWCP is then responsible for notifying the Office of Personnel Management when the individual's disability retirement status is to be evaluated.

.65 Management's Refusal to Reemploy. The appointing official may not be able to accommodate the former employee for medical reasons or other considerations. If the former employee will not be reemployed, the appointing officer must:

a. Notify the Division General Manager/Postmaster with written justification stating specific reasons for refusal to reemploy. If the Division General Manager/Postmaster agrees with the appointing officer's refusal to reemploy, then he must seek final concurrence from the Director, Office of Safety & Health, at Headquarters. With the final concurrence; proceed to b.

b. Notify the employee in writing of that fact, with a copy to the OWCP; and

c. Include a paragraph informing the individual of the right to appeal to the Merit Systems Protection Board.

547 Return to Duty

547.1 Therapy Obligations. The installation head must ensure that an employee reports for scheduled therapy treatment.

The employee must be advised that failure to keep appointments with a physician or hospital is a form of absenteeism. Control office/point personnel will report failures to keep appointments to the OWCP district office.

547.2 Medical Reports

.21 Progress reports received from the attending physician may show the employee is capable of some work during convalescence or after medical treatment has been completed.

.22 If not, the control office/point personnel will submit a Form CA-17 to the attending physician or the OWCP, to request information concerning the employee's availability for limited duty.

.23 If the attending physician submits a medical report, Form CA-17, indicating that the employee is medically capable of performing some of the normal duties for a limited number of hours, or other work of a different nature than the employee's former assignment, the installation head must make every reasonable effort to place the employee in an appropriate assignment.

547.3 Fitness-For-Duty Determination

.31 Determining Fitness. The fact that an injured or ill employee is scheduled for a series of treatments or appointments with a physician or hospital does not, by itself, establish that the employee is not fit-for-duty in the interim. Control personnel will recommend, upon medical justification, to the installation head that any employee being treated by a physician or hospital be required to report to a USPS medical unit (or contract equivalent) for a fitness-for-duty examination. Only an installation head is authorized to approve a fitness-for-duty examination.

.32 Examination Report. This physical examination may include the parts of the anatomy being treated, provided the examination in no way disturbs or interferes with the treatment regimen. The results of this examination will be brought to the attention of the OWCP district office for consideration.

.33 Physician Report Questions. If the medical officer questions the medical procedures and/or determination of the employee's attending physician, no administrative action may be taken to change the employee's compensation or employment status until the medical issue is settled.

.34 Resolving Determination. The following procedures apply only to fitness-for-duty determinations incident to an on-the-job injury or illness. Fitness-for-duty determinations for other purposes are not covered by this instruction.

a. The physician or hospital must, for each visit of the employee, make a professional statement, using Form CA-17, showing the employee is either:

- (1) Fit-for-duty; or
- (2) Fit for limited duty, and the work tolerance limitations due to the injury; or
- (3) Not fit for duty with an expected return-to-duty date.

b. If the physician or hospital is unable to predict an employee's fitness for duty on either a short-term or long-term basis, the control office/point supervisor may request information from the OWCP by sending Form 2573, *Inquiry on Claim Status*, in duplicate, to the OWCP district office. If OWCP does not respond within a maximum of 60 days, or if the OWCP response does not explain the situation, a fitness-for-duty examination may be recommended to the installation head as provided in 547.31, .32, and .33. However, a fitness-for-duty examination can be initiated at any time to determine the duty status of the injured employee.

c. If the results of the fitness-for-duty examination disagree with the findings of the attending physician, the matter, along with justification for the USPS position, is referred by the control office/point supervisor to the OWCP district director for resolution.

d. A fitness-for-duty determination is not limited to the employee's regular duties, but should be based on whether the employing installation has any temporary alternative duties available which the employee may safely perform.

—Employee Relations Dept., 8-27-87.

IT IS NEVER TOO LATE

★ TO JOIN THE TEAM ★

BUY U.S. SAVINGS BONDS



Copyright U.S. Postal Service 1987

Issue Date: September 17, 1987
 First Day City: Philadelphia, Pennsylvania
 Designer: Howard Koslow,
 East Norwich, New York
 Art Director and Typographer: Howard Paine,
 Design Coordinator, Citizens' Stamp
 Advisory Committee
 Modeler: Esther F. Porter,
 Bureau of Engraving and Printing (BEP)
 Engraver: Robert G. Culin, Sr., BEP (lettering)
 Process: Web Nine-Color Intaglio/Offset
 (902-D), BEP
 Color: Yellow, magenta, cyan, black, and
 dark blue (offset), black (intaglio)
 Image Area: 0.84 x 1.44 in or 21.3 x 35.8 mm
 Plate Numbers: Six-digit offset/one-digit intaglio
 Stamps per Pane: 50
 Salvage: ©U.S. Postal Service 1987
 Use Correct ZIP Code®

Signing of the Constitution Commemorative Stamp

A 22-cent commemorative stamp recognizing the 200th anniversary of the Signing of the United States Constitution will be issued September 17 in Philadelphia, Pennsylvania. The dedication ceremony is in conjunction with the "We the People 200" celebrations that day in Philadelphia.

The design, by Howard Koslow of East Norwich, New York, offers a modern graphic treatment meant to suggest the signing of the document. Part of the first page of the Constitution, featuring the Preamble, appears in the background, with a hand holding a quill pen superimposed over it. Although the fourth page was the one actually signed, it is not easily recognizable and, therefore, the stamp depicts the page clearly showing the words, "We the People." Mr. Koslow's previous work includes the Brooklyn Bridge, the Tennessee Valley Authority (TVA), and the Rural Electrification Administration (REA) stamps.

This stamp is the last philatelic item of 1987 to honor the Constitution. Other issues include the Constitutional Convention postal card (May 25), the Drafting of the Constitution booklet stamps (August 28), and individual stamps for the statehood bicentennials of Delaware (July 4), New

Jersey (September 11), and Pennsylvania (August 26).

Procedures for ordering first-day cancellations follow.

Customers Affixing Stamps: The Postal Service encourages customers to purchase the Signing of the Constitution stamps and affix them to their envelopes. Covers with stamps affixed receive preferential service. They should address covers on the right side at least $\frac{1}{8}$ of an inch up from the bottom and affix stamps in the upper right corner approximately $\frac{1}{4}$ inch from the top and right edges. Requests must be postmarked by October 17 and addressed: Customer-Affixed Envelopes, Signing of the Constitution Stamp, Postmaster, Philadelphia, PA 19104-9991. No remittance is required.

Postal Service Affixing Stamps: Except for affixing stamps and addressing orders, follow the procedures above. The cost is 22 cents per stamp requested, and the service accepts personal checks in the exact amount up to the limit of 50 covers. Orders should be postmarked by October 17 and addressed: Signing of the Constitution Stamp, Postmaster, Philadelphia, PA 19104-9992. No remittance is required.



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 87-29
 Remove after October 17

PLEASE POST ON BULLETIN BOARD



Copyright U.S. Postal Service 1987

Issue Date: September 21, 1987
 First Day City: New York, New York
 Designer: Lou Nolan,
 McLean, Virginia
 Art Director: Jack Williams,
 Postal Service Program,
 Manager for Philatelic Design
 Typographer: Bradbury Thompson,
 Design Coordinator,
 Citizens' Stamp Advisory Committee
 Modeler: Esther Porter,
 Bureau of Engraving and Printing (BEP)
 Printing Process: Offset/Intaglio, D Press, BEP
 Colors: Brown, red, green, and black (offset)
 Black (intaglio)
 Image Area: 0.84 x 1.44 in or 21.3 x 36.6 mm
 Plate Number: Five single digits
 Stamps per Pane: 50
 Marginal Markings: ©U.S. Postal Service 1987,
 Use Correct ZIP Code®

Certified Public Accountants Commemorative Stamp

A 22-cent commemorative stamp honoring the 100th anniversary of the accounting profession in the United States will be issued September 21 in New York City. The first day of issue ceremony is at Radio City Music Hall during the opening of the American Institute of Certified Public Accountants' (AICPA) 5-day centennial membership meeting and exposition.

Lou Nolan, a McLean, Virginia artist whose stamp design credits include the 17-cent Dog Sled and 3.4-cent School Bus Transportation Series issues, designed the stamp.

The need for accurate recordkeeping dates back 5,000 years when people maintained records of receipts and disbursements on clay tablets. However, accounting as it exists today had its origins in 15th-century Italy.

In the last century, the certified public accountant's responsibilities have grown from the simple reporting of financial information to detailed consultation on all types of business decisions. In recent years, advances in computer technology have revolutionized the profession by reducing the time and costs of performing accounting services and by enabling CPA's to make more informed audit decisions. In turn, business and government

have benefited from the profession's expanded ability to serve in an increasingly complex economy.

Procedures for ordering first-day cancellations follow.

Customers Affixing Stamps: The Postal Service encourages customers to purchase the Certified Public Accountants stamps and affix them to their envelopes. Covers bearing stamps receive preferential service. They should address envelopes on the right side at least 5/8 of an inch from the bottom and affix stamps in the upper right corner approximately 1/4 inch from the top and right edges. Requests must be postmarked by October 21 and addressed: Customer-Affixed Envelopes, Certified Public Accountants Stamps, Postmaster, New York, NY 10001-9991. No remittance is required.

Postal Service Affixing Stamps: Except for affixing stamps and addressing orders, follow the procedures above. The price is 22 cents per stamp requested, and the service accepts personal checks in the exact amount up to the limit of 50 envelopes. Cash and postage stamps are unacceptable as payment. Orders must be postmarked by October 21 and addressed: Certified Public Accountants Stamp, Postmaster, New York, NY 10001-9992.



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 87-30
 Remove after October 21

PLEASE POST ON BULLETIN BOARD

INCREASE IN TRAVEL PER DIEM RATES

Effective immediately, the following key cities and/or areas are classified as high cost localities (all other cities are average cost localities). The cities, also listed in POSTAL BULLETIN 21592, 11-6-86 (page 16), now include 22 new key cities (see asterisks).

State/city locality ¹	County and/or other defined location ^{2 3}	State/city locality ¹	County and/or other defined location ^{2 3}
California		Massachusetts	
*Death Valley.....	Inyo	Andover.....	Essex
Los Angeles.....	Los Angeles, Kern, Orange, Ventura Counties; Edwards AFB; Naval Weapons Center and Ordinance Test Station, China Lake	Boston.....	Middlesex, Norfolk, Suffolk
		Martha's Vineyard/ Nantucket.....	Dukes, Nantucket
*Palm Springs.....	Riverside	Michigan	
Sacramento.....	Sacramento	*Detroit.....	Wayne
San Diego.....	San Diego	Nevada	
San Francisco.....	San Francisco, Alameda, Contra Costa, Marin	Las Vegas.....	Clark County, Nellis AFB
		New Jersey	
San Jose.....	Santa Clara	Atlantic City.....	Atlantic
San Mateo.....	San Mateo	*Eatontown.....	Monmouth County, Fort Monmouth
*Santa Barbara.....	Santa Barbara	*Newark.....	Bergen, Essex, Hudson, Passaic, Union
*Santa Cruz.....	Santa Cruz		
**South Lake Tahoe.....	Dorado	*Ocean City/Cape May.....	Cape May
*Yosemite Nat'l Park.....	Mariposa	*Princeton/ Trenton.....	Mercer
Colorado		New Mexico	
Aspen.....	Pitkin	*Cloudcroft.....	Otero
Boulder.....	Boulder	*Santa Fe.....	Santa Fe
Denver.....	Denver, Adams, Arapahoe, Jefferson	New York	
*Keystone/ Silverthorne.....	Summit	*Monticello.....	Sullivan
Vail.....	Eagle	New York City.....	The boroughs of Bronx, Brooklyn, Manhattan, Queens, Staten Island; Nassau, Suffolk Counties
Connecticut		*Saratoga Springs....	Saratoga
Hartford.....	Hartford, Middlesex	White Plains.....	Westchester
*Salisbury.....	Litchfield	Ohio	
District of Columbia		Cleveland.....	Cuyahoga
Washington, DC.....	Cities of Alexandria, Falls Church, Fairfax; counties of Arlington, Loudoun, Fairfax in Virginia; and counties of Montgomery and Prince Georges in Maryland	Pennsylvania	
Florida		Philadelphia.....	Philadelphia County; city of Bala Cynwyd in Montgomery County
Miami.....	Dade, Monroe	*Valley Forge.....	Chester
Georgia		Rhode Island	
Atlanta.....	Clayton, De Kalb, Fulton, Cobb	Newport.....	Newport
Illinois		South Carolina	
Chicago.....	Du Page, Cook, Lake	Hilton Head.....	Beaufort
Louisiana		Texas	
New Orleans.....	Parishes of Jefferson, Orleans, Plaquemines, St. Bernard	Dallas/Fort Worth ...	Dallas, Tarrant
Maryland		Houston.....	Harris County, L. B. Johnson Space Center, Ellington AFB
(See also the District of Columbia)		Virginia	
*Baltimore.....	Baltimore, Harford	(See also the District of Columbia)	
*Columbia.....	Howard	*Williamsburg	
*Ocean City.....	Worcester	Washington	
		Seattle.....	King

Office of Accounting, 8-27-87.

Insurance claims may be filed at any post office, branch, or station. They do not have to be filed at the office of mailing or the office of address.

5-CENT MILK WAGON COIL STAMP

The 5-cent Milk Wagon coil stamp goes on sale September 25, 1987, in Indianapolis, Indiana

Issued in coils of 100 and 3000.

Collector information is on page 23.



Copyright U.S. Postal Service 1987

Supply. Post offices with authorized philatelic centers will receive an automatic distribution of 100-stamp coils based on the Bureau of Engraving and Printing's four-position schedule for a 50-subject commemorative stamp. The quantities of coils of 100 (*Item 751*) follow:

Offices receiving four-position stock in these quantities	Will receive coils in these quantities
20,000	200
40,000	400
125,000	800
250,000	1,600
750,000	1,600

Only offices with philatelic centers will receive an automatic distribution of 100-stamp coils. Other offices may requisition them in response to specific customer requests.

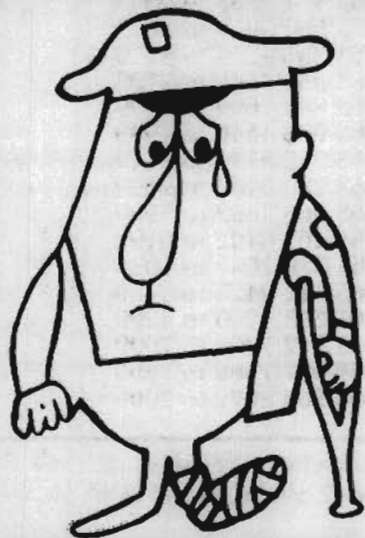
The Bureau of Engraving and Printing will not honor supplemental requisitions for the 100-stamp coils. Regional Accountable Paper Depositories (RAPD) will receive limited quantities of these coils to fill supplemental orders from Stamp Distribution Offices to support their philatelic centers or other offices responding to specific customer requests.

All other post offices should order sufficient quantities of the coils of 3,000 Milk Wagon stamps to meet anticipated local philatelic demand. The Bureau of Engraving and Printing will fill any unfilled orders for the 5-cent Motorcycle coil with the Motorcycle coil. Because of an ample supply of the 5-cent Motorcycle coils of 500, the initial production of the Milk Wagon stamp is in coils of 100 and 3,000 only.

Bulk Quantities. Post offices with 950 or more revenue units requiring the 5-cent Milk Wagon stamp in coils of 3,000 in bulk quantities should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing using *Item 752*. They should submit in the following quantities: 32 coils, 64 coils, and multiples of 64 coils to the maximum of 320 coils.

Less-Than-Bulk Quantities. All post offices requiring less than the above bulk quantities should immediately requisition the coils of 3,000 from their designated Stamp Distribution Offices on a separate Form 17-A, *Accountable Items Requisition from Stamp Distribution Office*.

—Philatelic Affairs Dept., 8-27-87.



An accident happened here

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 21633 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	323 854 0900 to 0999	347 696 3806 to 3899	366 772 6702 to 6799
285 406 1011 to 1099	325 097 0300 to 0399	347 645 0367 to 0399	366 998 7669 to 7681
290 827 0055 to 0099	325 465 7956 to 7999	348 010 8305 to 8399	367 303 6006 to 6099
291 191 7500 to 7599	325 645 2575 to 2599	348 036 3713 to 3799	367 396 9705 to 9799
291 497 2837 to 2899	325 734 5219 to 5299	348 036 4366 to 4599	367 396 9900 to 9999
291 656 6243 to 6299	325 739 7200 to 7399	348 412 9028 to 9099	367 428 8800 to 8999
291 770 1687 to 1699	325 934 0584 to 0599	348 535 1703 to 1728	367 519 6700 to 6899
292 220 0000 to 0099	326 181 8203 to 8299	348 714 5286 to 5299	368 371 3923 to 3999
293 295 3257 to 3399	326 231 8440 to 8499	348 755 7904 to 7999	368 730 7825 to 7899
293 332 5664 to 5699	326 231 8576 to 8599	349 116 6533 to 7499	368 854 6200 to 6299
294 372 7226 to 7299	326 231 8600 to 8999	349 389 9242 to 9299	368 978 0561 to 0599
294 372 7347 to 7499	326 231 9000 to 9299	349 392 8081 to 8099	369 345 0188 to 0199
294 698 9842 to 9899	326 687 6538 to 6564	349 615 0000 to 0099	369 674 8141 to 8199
294 794 9075 to 9099	328 160 3235 to 3299	349 910 0000 to 0399	369 718 3783 to 3799
294 794 9200 to 9299	328 160 3304 to 3399	350 017 1652 to 2199	370 193 8257 to 8299
294 901 5400 to 5599	328 189 6539 to 6578	350 251 5100 to 5199	371 241 3118 to 3199
295 256 4605 to 4699	328 229 6407 to 6499	350 366 1104 to 1119	371 630 0100 to 0199
295 337 1915 to 1999	328 251 0600 to 0899	350 366 1145 to 1166	372 308 4180 to 4199
295 394 8000 to 8099	328 275 3170 to 3299	351 110 4900 to 4999	372 311 5400 to 5499
295 420 8030 to 8099	328 423 3448 to 3468	351 113 4615 to 4699	372 360 8303 to 8399
295 429 3300 to 3599	328 432 7367 to 7499	351 113 4800 to 4899	372 407 1025 to 1099
295 429 3700 to 3999	328 435 1989 to 1999	351 113 4900 to 4999	373 390 2301 to 2399
296 044 5800 to 5899	328 543 6745 to 6799	360 003 2454 to 2499	373 390 2518 to 2599
296 410 1323 to 1399	328 543 7400 to 7599	360 037 4500 to 4549	373 390 2604 to 2699
296 477 3926 to 3999	328 817 7879 to 7899	360 038 0502 to 0599	373 463 0902 to 0999
296 576 5232 to 5299	329 165 9000 to 9999	360 112 8583 to 8599	374 022 8105 to 8199
296 843 5473 to 5499	329 170 5151 to 5199	360 134 2600 to 2699	374 795 2118 to 2199
296 846 9858 to 9899	329 825 3306 to 3899	360 135 5611 to 5699	375 637 9137 to 9199
297 124 4700 to 4899	330 053 4777 to 4789	360 135 8159 to 8199	375 637 9365 to 9999
297 165 1450 to 1499	330 360 0989 to 0999	360 172 1404 to 1499	375 744 7930 to 7999
297 443 5000 thru	330 402 2100 to 2199	360 257 2100 to 2199	376 850 0813
297 576 4999	330 726 8851 to 8891	360 282 4600 to 4699	thru 0899
297 907 0975 to 0999	330 982 3100 to 3199	360 403 8453 to 8499	376 855 6764 to 6999
297 914 6561 to 6599	331 201 5539 to 5599	360 418 0700 to 0799	376 903 0721 to 0738
298 752 5500 to 5599	331 468 0700 to 0799	360 419 6700 to 6799	376 906 3206 to 3299
298 922 2116 to 2199	331 631 5705 to 6099	360 535 5648 to 5657	377 113 7461 to 7499
298 925 6733 to 6799	331 643 7553 to 7599	360 762 9368 to 9399	377 224 2300 to 2599
299 022 0389 to 0399	331 890 8100 to 9099	361 142 2817 to 2899	377 955 4285 thru
299 099 9586 to 9599	331 960 6019 to 6199	361 440 9240 to 9299	4399
299 134 8017 to 8299	331 966 6733 to 6799	361 754 9300 to 9499	378 029 9347 to 9399
299 445 0182 to 0199	340 044 0851 to 0861	361 782 4204 to 4299	378 210 9090 to 9099
299 550 0776 to 0799	340 283 0024 to 0100	361 974 6812 to 6999	378 630 9390 to 9399
300 016 9813 to 9899	340 367 3100 to 3199	362 246 6800 to 6899	378 630 9489 to 9599
300 022 5100 to 5199	340 624 5530 to 5549	362 299 8900 to 8999	379 128 9584 to 9599
300 048 0096 to 0199	340 761 4101 to 4299	363 130 1575 to 1599	379 509 2600 to 2699
300 166 7227 to 7299	341 168 4000 to 4999	363 130 4500 to 4599	379 679 8060 to 8099
300 253 7063 to 7099	341 818 4173 to 4199	363 374 9010 to 9099	380 489 6800 to 6899
300 254 9700 thru	341 999 8038 to 8052	363 444 9333 to 9399	380 572 1840 to 1899
300 255 0199	342 068 7623 to 7699	363 560 5050 to 5099	381 077 3600 to 0699
300 918 6700 to 6799	342 442 5051 to 5093	363 851 4259 to 4299	381 540 9900 to 9999
301 328 7905 to 7999	342 442 6402 to 6499	363 853 7582 to 7799	381 924 0748 to 0799
301 333 5000 to 5099	342 511 0441 to 0457	363 861 7600 to 7899	383 156 6968 to 6999
301 424 3477 to 3499	343 550 0510 to 0599	363 904 4540 to 4999	383 156 7050 to 7099
302 000 0000 thru	344 091 7382 to 7499	363 922 5744 to 5799	383 156 7128 to 7199
302 123 9999	344 130 6283 to 6299	363 930 9400 to 9699	383 156 7300 to 7999
320 208 3305 to 3499	344 175 9580 to 9589	363 965 7892 to 7999	802 678 2605 to 2699
320 624 7474 to 7499	344 850 1600 to 1699	364 467 6102 to 6199	803 605 2840 to 2899
320 783 7168 to 7199	346 654 0669 to 0699	364 826 1081 to 1099	803 605 6300 to 6499
321 401 5025 to 5034	346 693 2520 to 2599	365 512 9428 to 9499	805 323 5006 to 5024
321 670 1900 to 1999	347 338 4189 to 4199	365 693 4200 to 4299	805 940 1640 to 1649
322 013 7200 to 7299	347 458 7148 to 7199	365 842 7960 to 7999	806 015 3885 to 3899
322 722 7900 to 7999	347 492 6411 to 6499	365 997 7565 to 7699	806 087 1100 to 1499
323 854 0619 to 0699	347 641 3780 to 5699	366 205 2072 to 2099	990 117 5600 to 5999



Copyright U.S. Postal Service 1987

Issue Date: September 25
 First Day City: Indianapolis, Indiana
 Designers: Racing Car—Tom Broad, Chevy Chase, Maryland;
 Milk Wagon—Lou Nolan, McLean, Virginia
 Engravers: Racing Car—Gary Slaght (lettering), Gary Chaconas (picture);
 Milk Wagon—Dennis Brown (lettering), Gary Chaconas (picture);
 the Bureau of Engraving and Printing
 Typographers: Racing Car—Bradbury Thompson, Design Coordinator, Citizens' Stamp Advisory Committee; Milk Wagon—Lou Nolan
 Modelers: Racing Car—Peter Cocci, Milk Wagon—Clarence Holbert, Bureau of Engraving and Printing
 Printing Process: Intaglio (B Press), Bureau of Engraving and Printing
 Colors: Racing Car—Purple (PMS 268U), red for precancel lettering (PMS 186U); Milk Wagon—gray (PMS 425U)
 Image Area: 0.71 x 0.82 in./18.03 x 20.82 mm
 Plate Number: One single digit on every 52nd stamp in each coil
 Stamps per coil: Racing Car—100 (mint), 500 and 3,000 (precanceled); Milk Wagon—100 and 3,000

Racing Car, Milk Wagon Coil Stamps

The 17.5-cent Racing Car and 5-cent Milk Wagon coil stamps, the latest additions to the Transportation Series, will be issued on September 25 in Indianapolis, Indiana. The purple Racing Car stamp is in both mint and precanceled versions, with "ZIP + 4" and "Presort" appearing in two lines of red ink on the precanceled stamps.

The Racing Car stamp accommodates the growing number of mailers who prepare their mail to meet ZIP + 4 Presort requirements. The Milk Wagon stamp is for use in multiples or in combination with other issues to make up a variety of rates. The 17.5-cent Racing Car stamp, featuring the 1911 Marmon "Wasp," the first car to win the Indianapolis 500 race, accommodates the growing number of mailers who have converted to ZIP + 4 operations.

The Postal Service decided to shift printing of 5-cent coil stamps from the Cottrell or A Press to the B Press at the Bureau of Engraving and Printing. It selected a new design, the Milk Wagon, in lieu of reengraving the current Railroad Handcar design to accommodate the B Press.

Procedures for ordering first-day cancellations follow:

Customers Affixing Stamps: The Postal Service encourages customers to purchase the Racing Car and Milk Wagon stamps and affix them to their envelopes. They must affix at least 5-cents additional postage to Racing Car envelopes and at least 17-cents additional postage to Milk Wagon envelopes to meet the minimum First-Class rate for letters. Customers should address envelopes on the right side at least 5/8 inch from the bottom and affix stamps in the upper right corner 1/4 inch from the top and right edges. Requests must be postmarked by October 25 and addressed: Customer-Affixed Envelopes, Racing Car (or Milk Wagon) Stamp, Postmaster, Indianapolis, IN 46206-9991.

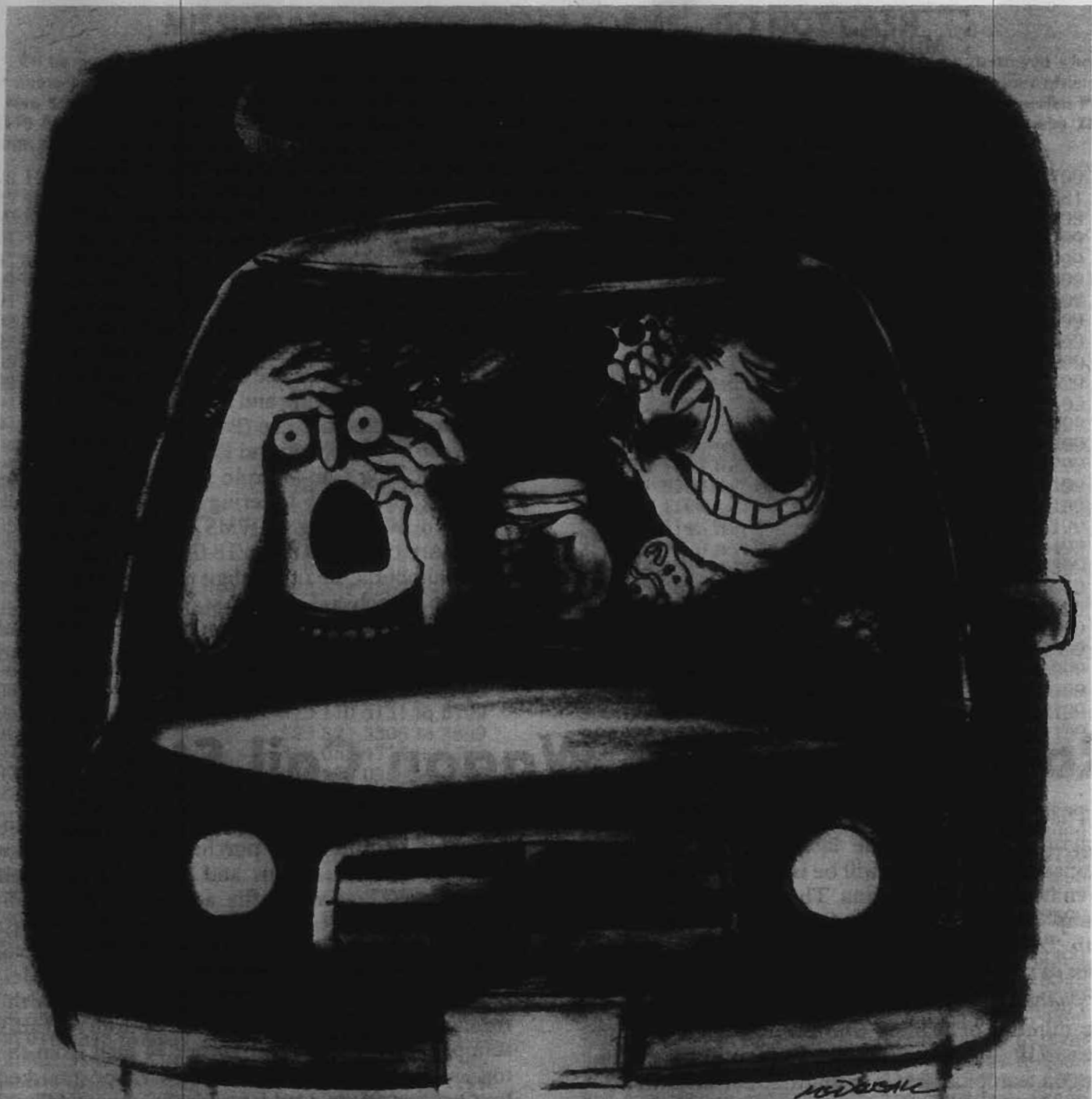
Postal Service Affixing Stamps: Except for affixing stamps and addressing orders, follow the procedures above. The Postal Service will affix stamps when requested to do so and will use one 17.5-cent Racing Car stamp and one 5-cent Milk Wagon stamp to meet the minimum First-Class rate. The cost is 23 cents per envelope submitted, and the Postal Service will accept personal checks in the exact amount up to the limit of 50 envelopes. Orders must be postmarked by October 25 and addressed: Racing Car/Milk Wagon Stamps, Postmaster, Indianapolis, IN 46206-9992.

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 87-31
 Remove after October 25



PLEASE POST ON BULLETIN BOARD



**The life of the party
can be deadly
behind the wheel**





Take Pride in America 14 USA

Copyright U.S. Postal Service 1987

Issue Date: September 22
 First Day City: Jackson, Wyoming
 Designer: Lou Nolan,
 McLean, Virginia
 Art Director: Derry Noyes,
 Design Coordinator,
 Citizens' Stamp Advisory Committee
 Project Manager: Joe Brockert,
 Program Manager, Philatelic Design,
 U.S. Postal Service
 Printing Process: Multicolor offset,
 Government Printing Office
 Colors: Yellow, magenta, cyan, and black
 Size: 3.5 x 5.5 in or 88.9 x 139.7 mm
 Marginal Markings: ©USPS 1987

Take Pride in America Postal Card

The Postal Service will issue a 14-cent postal card with the theme "Take Pride in America" on September 22 at the National Elk Refuge in Jackson, Wyoming. "Take Pride in America" is a national public awareness campaign to encourage people to take pride in the nation's natural and cultural resources, sponsored by the Department of the Interior and supported by 11 Federal departments and agencies, 41 States, two U.S. Territories, and hundreds of private sector groups.

The National Elk Refuge, winter home for about 7,500 elk near the southern base of the Grand Tetons, is celebrating both its 75th anniversary and its selection by the Department of the Interior as a first-prize winner for its voluntary community beautification effort called "Pride in Jackson Hole."

Launched by President Ronald Reagan in his 1986 State of the Union message, "Take Pride in America" became a major campaign to ensure the wise use and stewardship of public lands, natural resources belonging to all Americans. Hundreds of groups and thousands of people have taken steps to fight and, where possible, correct abuses against the hundreds of millions of acres of public lands. Civic clubs plant trees to combat erosion. Youth groups clean up wetlands and restore animal habitats. Preservation societies staff tours, remove litter, and lecture against vandalism and the destructive use of parks and public lands.

Procedures for ordering first-day cancellations are as follows:

Customer-Provided Stationery: The Postal Service encourages customers to purchase the 14-cent Take Pride in America postal cards at post offices and philatelic centers. Customers who provide their own cards receive preferential cancellation service. They should address postal cards at least $\frac{5}{8}$ inch from the bottom. Customers may also affix uncanceled postage stamps issued prior to September 22 to the Take Pride in America postal cards. However, the Service will return cards bearing stamps issued after September 22 unserviced. Requests must be postmarked no later than October 22 and addressed: Customer-Provided Postal Cards, Postmaster, Jackson, WY 83001-9991. No remittance is required.

Postal Service-Provided Stationery: Customers should provide a peelable return address label for each Take Pride in America postal card requested so postal personnel will not have to apply return addresses. The price is 14 cents for each card, and the Postal Service accepts personal checks in the exact amount up to the limit of 50 cards, not cash or postage stamps. Orders must be postmarked no later than October 22 and addressed: Take Pride in America Postal Card, Postmaster, Jackson, WY 83001-9992.

After post offices deplete local stocks of the item, it will be available from all Philatelic Centers and by mail order from the Philatelic Sales Division for approximately 1 year after the date of issue. 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 87-32
 Remove after October 22



PLEASE POST ON BULLETIN BOARD

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB 21633 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	076120	187003	300033	331188	336190	381520	495052	662250
011070	076148	187008	300036	331208	336307	381524	495081	670007
012118	076169	191359	303159	331226	336320	381539	495084	670010
016020	077501	191393	303452	331252	336338	381543	511680	672210
016482	077568	191410	303497	331521	336394	381552	522009	672225
018285	100720	191449	303546	331559	336397	381567	528015	678005
018292	101295	191466	303573	331612	336432	381577	532201	681105
018353	101348	191472	303668	331617	336472	381612	532316	681106
019036	101568	191599	303742	331642	336499	381654	532319	681108
021032	101695	191613	303842	331661	336554	381660	532325	681109
021100	101794	191630	303843	331724	336563	381663	532466	681131
021287	101831	191641	303880	331725	336592	381677	549028	681207
021312	102411	191687	303910	331839	336636	392140	549051	681208
021327	102417	198043	303913	331841	337088	392244	549058	681227
021347	102683	200406	303917	331849	337102	402256	554551	701489
021349	102755	200460	303918	331855	337244	402279	554554	701504
021431	105015	200484	303920	331858	337519	402338	554595	701573
021437	105120	212214	303956	331868	339001	402349	554687	701574
021534	105181	212264	303967	331875	339030	402364	570017	701587
021536	106053	212292	314082	331899	339060	402411	570625	705005
021557	106283	212335	314566	331916	339082	405069	570626	708295
021571	107004	212337	314592	331919	339083	405082	581036	711213
021600	110045	221061	317130	331932	339084	410010	598519	711215
021641	110060	221071	322357	331952	339099	421009	600022	711226
021667	110115	221076	322377	331976	339105	421014	600058	711229
021811	112103	222054	322390	331983	339115	430031	600200	711242
023026	112142	235124	322462	333808	339308	432028	600636	711244
023050	112392	258002	322481	333841	339314	432128	600758	711255
024033	112427	270007	322489	333852	339321	432169	600818	711267
024044	112488	271019	322495	333887	339343	432230	601022	711281
025007	113056	272014	322531	333967	339351	432233	601062	711301
025027	113212	272068	325030	333983	358526	432289	601077	711307
027099	113216	272073	325035	334205	364005	436057	601202	711324
027100	114144	272080	325099	334226	336120	441435	601249	711327
028050	114170	273081	325112	334281	366128	441445	601374	711335
028059	114716	274010	325122	334286	366129	441478	601755	711369
029180	115874	274013	325127	334291	366141	441546	604700	711382
029200	115876	274018	325442	335027	372123	441613	604713	711386
029225	115898	274020	325482	335039	372243	441617	607101	711387
030791	115899	274062	325852	335064	372261	443106	607230	711396
041053	115949	274106	327054	335080	372266	447057	607251	712098
044033	117198	274109	327057	335150	372268	447066	607310	712106
048002	117274	274114	327152	335191	372270	450034	607595	712112
060080	117285	274117	327154	335242	372280	451026	609013	712127
061092	117313	274122	327186	335272	372291	452170	616045	713042
061099	117449	274125	328141	335291	372296	452347	618085	722067
061103	117600	274131	328190	335343	372297	452357	625006	727031
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065052	122114	282203	328222	335373	372304	452381	628034	731591
065055	122122	282306	328253	335408	372315	452388	628040	741055
065118	122144	283155	328254	335410	372320	452407	631319	741423
065137	122146	283156	328262	335449	381134	466516	631349	741455
066011	132111	286012	328357	335466	381333	468104	641212	741460
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069231	152342	292193	328361	335595	381405	480206	641274	741603
069248	170090	294140	328365	335606	381423	480390	641316	741620
069405	171057	294157	329064	335622	381436	480428	641330	741656
069486	171063	294170	329126	335666	381465	480469	641359	741658
069616	174050	294177	329147	336004	381466	482222	641405	741708
071511	176056	295138	331071	336006	381485	482224	641407	741726
071711	180030	295162	331073	336075	381489	482332	641449	741741
075117	180033	295175	331107	336118	381492	490069	641999	741747
076094	184001	296134	331127	336159	381511	492015	658159	741825
076102	186007	296139	331156	336173	381519	493009	662134	

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS—Continued

741827	761269	772170	787394	809030	895115	913681	928633	950323
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750091	761296	772179	787411	809040	900046	913727	928693	950331
750129	761301	772182	791096	809042	900444	913746	931136	950365
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752313	761344	772262	797136	810003	901289	917748	931911	951193
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752533	761366	772311	800071	824005	901385	917810	931960	951220
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752568	761374	772323	800095	831006	901426	921058	933102	951248
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752583	761387	772358	800119	837100	901446	921450	933132	951272
752590	761390	772387	801027	841240	901540	921564	933134	951277
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752630	761434	772404	801090	847009	901633	922025	939061	952211
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752653	762029	772430	802446	850051	901673	922034	939067	958084
752675	762031	772438	802463	850062	901696	924085	939069	958125
752679	763072	772455	802524	850081	901740	924120	939078	958202
752681	765518	772473	802555	850247	901772	924137	939085	958266
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752707	767534	772509	802589	856079	901870	925053	945397	972229
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760309	770943	780034	805033	891241	911091	927329	950222	995210
760322	770990	782205	806014	891242	911101	927439	950225	995216
760328	772012	782279	806031	891255	912224	927516	950236	995220
760354	772038	782350	806038	891256	912239	928157	950238	995234
760365	772045	782381	806056	891262	912258	928198	950250	995278
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760377	772054	782461	809009	891274	913328	928503	950260	
760393	772065	785103	809016	801281	913393	928513	950277	
760409	772070	785316	809020	891297	913469	928541	950297	
760418	772125	787349	809024	891307	913616	928627	950301	
761259	772146	787385	809026	891340	913628	928631	950302	

—Marketing Dept., 8-27-87.



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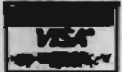
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Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

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