



postal bulletin

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Message From the Postmaster General

Sexual Harassment Policy Statement

The U.S. Postal Service is committed to provide a work environment free of sexual harassment.

Sexual harassment in any of its several forms is improper and unlawful conduct, and the Postal Service will not tolerate its presence in the workplace. Employees who are found to have engaged in sexual harassment should expect serious disciplinary action, including removal. Any of the following may constitute sexual harassment:

- Making submission to or rejection of unwelcome sexual advances or requests for sexual favors a basis for an employment decision;
- Deliberate or repeated, unsolicited and unwelcome remarks with a sexual connotation or physical contacts of a sexual nature; or
- A sustained hostile and abusive work environment so severe that it changes the terms and conditions of one's employment.

Postal employees who believe that they are the victims of sexual harassment may seek relief through the equal employment opportunity complaint process, the grievance-arbitration procedure for bargaining unit employees provided for in the applicable collective bargaining agreements, or the grievance procedure for nonbargaining unit employees. Any possible criminal conduct should be reported to the Postal Inspection Service. If an employee elects not to pursue a complaint through one of these established procedures, he or she may also bring the situation to the attention of impartial supervisors or managers at an appropriate organizational level.

Preston R. Tisch

PRESTON R. TISCH,
Postmaster General.

APO Opening

Please make the following pencil changes to the table, "Conditions Applied to Mail Addressed to Military Post Offices Overseas," in POSTAL BULLETIN 21637, September 17, 1987, pages 11-18.

APO		Footnote
	34028	B-D-F-M
FPO	09542	G

Notify all acceptance units of this change.

—Mail Processing Dept., 12-17-87.

Military Mail Acceptance Problems

Before accepting mail addressed to Military Postal Units overseas, personnel must check "Conditions Applied to Mail Addressed to Military Post Offices Overseas" (see POSTAL BULLETIN 21637, 9-17-87, pages 11-18). Please take particular note of the restrictions for APO New York 09614: B-E2-E3-F-F1-1-N-R-U.

—Mail Processing Dept., 12-17-87.

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*All Window Acceptance Units***INSURANCE—INTERNATIONAL MAIL**

International air and surface exchange offices continue to receive insured international mail that should not be insured.

Insurance is only available for items paid at the parcel post rate of postage (air or surface) and only to certain countries. Insurance is not available for items paid at the letter/letter package rates, small packet rates, regular printed matter rates, books

Afghanistan
Albania
Angola
Bahrain
Benin
Bolivia
Brazil
Brunei
Burkina Faso
Cayman Islands
Central African Republic
Chile
Colombia
Comoros
Costa Rica
Cuba
Dominica
Dominican Republic
East Timor
Ecuador
El Salvador

Equatorial Guinea
Gabon
Guatemala
Haiti
Honduras
Indonesia
Israel
Jamaica
Jordan
Kampuchea
Kiribati
Korea, Democratic Peoples Republic
Lao
Lebanon
Lesotho
Libya
Maldives
Malta
Mauritius
Mexico
Mongolia

Mozambique
Nepal
Panama
Paraguay
Peru
Pitcairn Islands
Rwanda
Saudi Arabia
Seychelles
Solomon Islands
South Africa
Tonga
Tristan da Cunha
Turks & Caicos Islands
Tuvalu
Uruguay
Vanuatu
Venezuela
Vietnam
Zaire

and sheet music rates, and publishers' periodicals rates. To ensure proper acceptance of international mail, postal employees should always check the individual Country Listing in the **INTERNATIONAL MAIL MANUAL**.

Insurance is *not* available to the following countries, and offices must not offer insurance for mail addressed to these countries:

—Rates & Classification Dept., 12-17-87.



**An
accident
happened
here**

Message From the Postmaster General

USPS Affirmative Action/Equal Employment Opportunity Policy Statement

It is the policy of the United States Postal Service to provide equal opportunities to all individuals in all matters of employment, including recruitment, hiring, promotion, transfer, reassignment, training, job security, benefits, and separation. Consideration of race, color, religion, sex, national origin, age (40 and above), and physical or mental handicap in any employment decision is prohibited and will not be tolerated.

The Postal Service is an equal opportunity employer, and it is our objective to make equal employment a way of life in this organization. In order to accomplish this objective, it must be fully supported by all postal management with nondiscriminatory policies, procedures, and practices throughout every level of the organization.

An integral part of our equal employment opportunity effort is the Affirmative Action Program, including the special emphasis programs that focus on the issues involving handicapped, Hispanics, and women. These programs assist all employees to develop their skills and improve their career potential. The Affirmative Action Plan further supports our overall objective, and postal managers must take initiative to ensure that the goals and actions set forth in our plans reach all functional areas and are practiced at all levels of the work force. Executives, managers, and supervisors all share responsibility for the successful implementation of our Affirmative Action Program.

As we pursue our mission of providing mail service in a prompt, courteous, and efficient manner, we must extend this same enthusiasm and dedication to our affirmative action efforts. I am committed to this policy, and I am sure that each postal executive, manager, and supervisor joins me in this commitment.

Preston R. Tisch

PRESTON R. TISCH,
Postmaster General.

BUY U.S. SAVINGS BONDS

22-Cent Georgia Statehood Commemorative Stamp

The 22-cent Georgia Statehood commemorative postage stamp goes on sale January 2, 1988, in Atlanta, Georgia. This stamp issue commemorates the 200th anniversary of Georgia statehood.

The Georgia Stamp is the third stamp printed by a private firm under the terms of a contract awarded by the Postal Service on January 12, 1987, and the 32nd printed by that firm since 1979.

Do Not Sell Before January 4, 1988



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Issued in panes of 50.
Collector information is on page 13.

Supply. All post offices will receive standard automatic distribution quantities for a 50-subject commemorative stamp. The Bureau of Engraving and Printing will not honor for supplemental requisitions **Item 430**.

Regional Accountable Paper Depositories (RAPD) will receive limited quantities of this stamp for filling supplemental orders. Stamp distribution offices requiring additional stamps may order them from their RAPD using separate Forms 17-A, *Accountable Items Requisitioned from Stamp Distribution Office*. All other post offices requiring additional stamps should immediately requisition them from their stamp distribution offices on separate Forms 17-A.

Before requisitioning additional stock, all post offices, except authorized philatelic centers, should consider that they must deplete the stock before March 2, 1988.

—Philatelic & Retail Services Dept., 12-17-87.

22-Cent Australia Bicentennial Commemorative Stamp

The United States and Australia will issue stamps jointly on January 26, 1988, in celebration of Australia's bicentennial. The United States will place its 22-cent commemorative on sale in Washington, DC, and the Australian issue will go on sale in Sydney. Both stamps commemorate the bicentennial of the founding of the first European settlement in Australia.

Do Not Sell Before January 27, 1988



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Issued in panes of 40.

A future issue will include collector information.

Supply. All post offices will receive their standard automatic-distribution quantities for a 40-subject commemorative stamp. The Bureau of Engraving and Printing will not honor supplemental requisitions for *Item 433* because the total quantity of this stamp is distributed automatically.

Stamp distribution offices requiring additional stamps may order them from their Regional Accountable Paper Depositories (RAPD) using separate Forms 17-A, *Accountable Items Requisitioned from Stamp Distribution Office*. All other post offices requiring additional stamps should immediately requisition them from their stamp distribution offices on separate Forms 17-A.

Before requisitioning additional stock, offices should consider that they must deplete the stock before March 26, 1988, except at authorized philatelic centers.

—*Philatelic & Retail Services Dept., 12-17-87.*

Check Registers

The requirement to prepare a check register was eliminated as of December 20, 1986, for the following reason.

The Postal Service accepts hundreds of millions of checks each year and sends them to the bank in 35,000 daily bank deposits. Approximately 260 bank deposit days mean about 9 million bank deposits. Of these, less than 500 deposits are reported lost, stolen, or destroyed nationwide. Some of those reported lost or stolen are eventually recovered.

The cost of check register preparation far outweighs the benefit of recovering funds from each check in lost, stolen, or destroyed deposits.

Postmasters should instruct their window personnel to stop preparing the check register. If a deposit is lost, follow the instructions in section 333.4, Handbook F-1, *Post Office Accounting Procedures*, which should recover check amounts considered significant.—*Dept. of the Controller, 12-17-87.*

Reader's Digest Mailing

Reader's Digest has scheduled Phase II of their Winter Sweepstakes mailing, consisting of First-Class advance notices (letters and postcards) and First-Class and third-class sweepstake letters. They completed Phase I of their mailing December 1, 1987.

All advance notices will be mailed First-Class, presorted in green nylon pouches or trays, and tagged, "Requested Home Delivery, December 23, 1987." The First-Class sweepstake letters will be carrier-routed, five-digit presorted where qualified, appropriately labeled, and tagged, "Requested Home Delivery, December 26, 1987." The third-class sweepstake letters will be carrier-routed, five-digit presorted where qualified, and tagged, "Requested Home Delivery, December 30, 1987."

This mailing is an annual event for the Reader's Digest Association. In previous years, they had some deliverable and/or forwardable pieces erroneously returned to them. Each delivery and Computerized Forwarding System (CFS) unit must deliver all this mail, if possible, and forward it as appropriate if a valid change of address is on file. They should return the First-Class letters and postcards to Reader's Digest, Pleasantville, New York 00401-0001, only if they cannot deliver or forward them.

Units should attempt delivery on, but not before, the "Requested Home Delivery" dates for the sweepstakes letters.

—*Delivery Services Dept., 12-17-87.*

SAFETY IS NO ACCIDENT

POST OFFICE CHANGES NUMBER 3

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station, Branch, or Unit	Unit Type	Effective Date	Comments
OLD NEW	050258	94531	CA	Antioch	Contra Costa	Main Office	Post Office	11-01-87	Establish a new ZIP Code for post office boxes.
OLD NEW	057600	92555	CA	Sun City	Riverside	Main Office	Post Office	7-01-88	Establish a new ZIP Code for a delivery area of Sun City, CA.
OLD NEW	076980	81636	CO	Parachute	Garfield	Battlement Mesa	Contract Branch	11-01-87	Establish a new ZIP Code for post office boxes. Establish a new contract branch for Parachute, CO. Use Battlement Mesa as the last line of address.
OLD NEW	170660	47403	IN	Bloomington	Monroe	Main Office	Post Office	7-01-88	Establish a new ZIP Code for a delivery area of Bloomington, IN.
OLD NEW	170660	47404	IN	Bloomington	Monroe	Main Office	Post Office	7-01-88	Establish a new ZIP Code for a delivery area of Bloomington, IN.
OLD NEW	170660	47408	IN	Bloomington	Monroe	Woodbridge	Classified Branch	7-01-88	Establish a new ZIP Code for a delivery area of Bloomington, IN.
OLD NEW	182052	51503	IA	Council Bluffs	Pottawattamie	Main Office	Post Office	7-01-88	Establish a new ZIP Code for a delivery area of Council Bluffs, IA.
OLD NEW	182412	50993	IA	Des Moines	Polk	Capital Square	Classified Station	12-01-87	Establish a new ZIP Code for post office boxes. Establish a new classified station for Des Moines, IA.
OLD NEW	202912 204912	40432 40447	KY KY	Foxtown McKee	Jackson Jackson	Main Office Main Office	Post Office Post Office	11-12-87 11-12-87	Post office discontinued and ZIP Code retired. Establish Foxtown as a place name. Use Foxtown, KY 40447 as the last line of address.
OLD NEW	264590	55346	MN	Hopkins	Hennipin	Main Office	Post Office	7-01-88	Establish a new ZIP Code for a delivery area of Hopkins, MN.
OLD NEW	264590	55347	MN	Hopkins	Hennipin	Main Office	Post Office	7-01-88	Establish a new ZIP Code for a delivery area of Hopkins, MN.
OLD NEW	314080	89009	NV	Henderson	Clark	Main Office	Post Office	11-01-87	Establish a new ZIP Code for post office boxes.
OLD NEW	318240	89434	NV	Sparks	Washoe	Vista	Classified Station	7-01-88	Establish a new ZIP Code for a delivery area of Sparks, NV. Establish a new classified station for Sparks, NV.
OLD NEW	318240	89436	NV	Sparks	Washoe	Vista	Classified Station	7-01-88	Establish a new ZIP Code for a delivery area of Sparks, NV. Establish a new classified station for Sparks, NV.
OLD NEW	338475	08755	NJ	Toms River	Ocean	Main Office	Post Office	7-01-88	Establish a new ZIP Code for a delivery area of Toms River, NJ.
OLD NEW	358970	13603	NY	Watertown	Jefferson	Main Office	Post Office	1-01-88	Establish a new ZIP Code for a delivery area of Watertown, NY.

OLD NEW	373952 373952	58020 58040	ND ND	Crete Gwinner	Sargent Sargent	Main Office Main Office	Community Post Post Office	11-27-87 11-27-87	Community post office discontinued and ZIP Code retired. Establish Crete, ND as a place name. Use Crete, ND 58040 as the last line of address.
OLD NEW	381792	43236	OH	Columbus	Franklin	Air Mail Facility	Classified Station	1-01-88	Establish a new ZIP Code for post office boxes.
OLD NEW	413144 412640	15543 15538	PA PA	Glencoe Fairhope	Somerset Somerset	Main Office Main Office	Post Office Post Office	11-12-87 11-12-87	Post office discontinued and ZIP Code retired. Establish Glencoe, PA as a place name. Use Glencoe, PA 15538 as the last line of address.
OLD NEW	437140	02921	RI	Providence	Providence	Garden City	Classified Branch	1-01-88	Establish a new ZIP Code for a delivery area of Garden City, RI. Use Cranston, RI as the last line of address.
OLD NEW	476132	37129	TN	Murfreesboro	Rutherford	Main Office	Post Office	1-01-88	Establish a new ZIP Code for a delivery area of Murfreesboro, TN.
OLD NEW	497820	84093	UT	Sandy	Salt Lake	Main Office	Post Office	7-01-88	Establish a new ZIP Code for a delivery area of Sandy, UT.
OLD NEW	497820	84094	UT	Sandy	Salt Lake	Main Office	Post Office	7-01-88	Establish a new ZIP Code for a delivery area of Sandy, UT.
OLD NEW	557788 551368	24979 24927	WV WV	Stony Bottom Cass	Pocahontas Pocahontas	Main Office Main Office	Post Office Post Office	11-09-87 11-09-87	Post office discontinued and ZIP Code retired. Use Cass, WV 24927 as the last line of address.
OLD NEW	558034 554780	26640 26629	WV WV	Tesla Little Birch	Braxton Braxton	Main Office Main Office	Post Office Post Office	11-09-87 11-09-87	Post office discontinued and ZIP Code retired. Use Little Birch, WV 26629 as the last line of address.

—Delivery Services Dept., 12-17-87.

Special Cancellations

Postmasters having any of the special cancellation die hubs listed below are authorized to use them for the periods designated. At the end of the period, withdraw the die hubs from use and store them. Postmasters who do not have these special die hubs must not request them without application by the sponsors.

Cancellations	Period of use
Cerebral Palsy.....	Jan. 1 to Jan. 31, 1988
March of Dimes.....	Jan. 1 to Jan. 31, 1988
Nat'l Children's Dental Health...	Jan. 15 to Feb. 28, 1988

—Rates & Classification Dept., 12-17-87.

Correction

Health Benefits Open Season

This notice corrects health benefits enrollment code information published in POSTAL BULLETIN 21642, 10-22-87, page 37.

Make the following pen and ink changes to the U.S. Postal Service Health Benefits Schedule.

1. Change Enrollment Code No. EB1/EB2 to C11/C12 (Independent Health Association—Hudson Valley).

2. Change Enrollment Code No. C11/C12 to EB1/EB2 (Independent Prepaid Health Plans).

—Employee Relations Dept., 12-17-87.

Postmarking Ring Dies/Die Hubs

Postal facilities ordering postage meters (heads and bases) PSIN 07407 and 07408 from the area supply centers Rapid Equipment Deployment Inventory (REDI), as well as offices presently in possession of postage meter machines, should not contact manufacturers for engraved ring dies or die hubs. Materiel Logistics Bulletin MLB 87-006, 7-30-87, has part numbers, costs, and specific ordering procedures. If the bulletin is unavailable, contact the Procurement and Materiel Management Service Office.

Offices receiving their postage meter machines (heads and bases) from USPS Contract 479990-87-V-S001, awarded to Pitney Bowes, should include that information on their requisition/delivery order. Sufficient quantities of the ring dies were purchased with the equipment to support the ordering offices.

—Procurement & Supply Dept., 12-17-87.

Social Security Check Intercept Program

The Social Security Administration, the Treasury Department, and the Postal Service are participating in a Check Intercept program as authorized under DOMESTIC MAIL MANUAL section 152.71 (see POSTAL BULLETIN 21612, 3-26-87, page 4). When it is necessary to intercept a check, the destination post office receives a mailgram instructing it to return the check to the Department of the Treasury Regional Financial Center. Offices should follow the following instructions:

1. Social Security checks intercepted under this Check Intercept program are in buff-colored envelopes with the legend "S" printed on the bottom left-hand corner. Do *not* intercept Supplemental Security Income checks in blue envelopes.

2. Before intercepting a Social Security check, make sure that all identifying information, including the *claim number*, is exactly as shown in the mailgram.

3. Return the check to the Department of the Treasury in its original envelope. Annotate "C.I." on this envelope. Do not open the envelope. Do *not* enclose the check envelope in another envelope.

4. Do not return the checks by registered or certified mail.

5. Offices will receive a separate mailgram for each check intercepted.

6. Treat mailgrams as you would Form 1509, *Sender's Application for Recall of Mail*, and retain it for 1 year. Do not return it with the Social Security check.—Marketing Dept., 12-17-87.

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

STAMPS AND STAMPED PAPER ANNOUNCED FOR 1988

(Additional stamps and stationery items will be added to this schedule to meet the anticipated rate in 1988.)

Issue Date	Subject	City of Issuance
Jan. 6	22¢ Georgia Statehood	Atlanta, GA 30304
Jan. 9	22¢ Connecticut Statehood	Hartford, CT 06101
Jan. 10	22¢ Winter Olympics	Anchorage, AK 99502
Jan. 26	22¢ Australia (joint issue)	Washington, DC 20066
Feb. 2	22¢ James Weldon Johnson (Black Heritage Series)	Nashville, TN 37202
Feb. 5	22¢ Cats (block of four)	New York, NY 10199
Feb. 6	22¢ Massachusetts Statehood	Boston, MA 02205
Feb. 15	22¢ Maryland Statehood	Annapolis, MD 21401
Feb. 29	3¢ Conestoga Wagon (Transportation Series)	Conestoga, PA 17516
*Mar. —	14¢ Blair House (postal card)	Washington, DC 20066
Mar. 4	22¢ Knute Rockne (American Sports Series)	Notre Dame, IN 46556
Mar. 29	—¢ New Sweden (joint issue/airmail rate)	Wilmington, DE 19850
May 23	—¢ South Carolina Statehood	Columbia, SC 29201
June 13	—¢ Francis Ouimet	Boston, MA 02205
June 21	—¢ New Hampshire Statehood	Concord, NH 03301
*June 25	—¢ Virginia Statehood	—
*July —	—¢ Love	Pasadena, CA 91109
July 4	—¢ Iowa Territory (postal card)	Burlington, IA 52601
July 15	—¢ Northwest Territory (postal card)	Marietta, OH 45750
July 26	—¢ New York Statehood	Albany, NY 12212
*Aug. —	—¢ Classic Autos (booklet of five designs)	Detroit, MI 48233
*Aug. —	—¢ Summer Olympics	—
Sept. 20	—¢ Hearst Castle (postal card)	San Simeon, CA 93452
Oct. 1	—¢ Carousel Animals	Sandusky, OH 44870
*Oct. 20	—¢ Christmas Contemporary	—
Oct. 20	—¢ Christmas Traditional	Washington, DC 20066
Oct. 27	—¢ Federalist Papers (postal card)	New York, NY 10199
Nov. 5	—¢ General Hap Arnold (Great Americans Series)	Gladwyne, PA 19035
UNDETERMINED		
	—¢ Buffalo Bill Cody	Cody, WY 82414
	—¢ Dr. Harvey Cushing	—
	—¢ Antarctic Explorers (block of four)	—

(The denominations for many issues have been omitted due to the possibility of a rate change.)

*Date and/or site has yet to be determined.

This list is subject to change and will be updated as necessary in the *POSTAL BULLETIN*. A more detailed listing with complete first-day servicing instructions and deadlines for submitting requests may be obtained by sending a stamped, self-addressed envelope to Stamped Paper Announcement, Philatelic Sales Division, Washington, DC 20265-9997. The *Philatelic Catalog*, listing all available stamps and other philatelic items, also is available from the Philatelic Sales Division.

PLEASE POST ON BULLETIN BOARD

STAMPS AND STAMPED PAPER ANNOUNCED FOR 1938

Additional stamps and stamped paper will be added to this schedule as they are announced.

1. 4-cent

1938

PLEASE POST ON BULLETIN BOARD



This Office

Will Be Closed

Martin Luther King, Jr.'s

Birthday

January 18, 1988



This Office

Will Be Closed

Martin Luther King, Jr.'s

Birthday

January 18, 1988



Copyright U.S. Postal Service 1987

Issue Date: January 6, 1988
 First Day City: Atlanta, Georgia
 Designer: Greg Harlin, Annapolis, Maryland
 Art Director: James Dean, Design Coordinator,
 Citizens' Stamp Advisory Committee
 Modeler: Richard Sennett
 (American Bank Note Company)
 Printing Process: Gravure
 Colors: Red, yellow, blue, and black
 Size: 0.84 x 1.41 in / 21.3 x 35.8 mm (image area)
 0.99 x 1.56 in / 25.3 x 39.4 mm (overall)
 Plate Number: Four single digits preceded by the
 letter A
 Stamps per Pane: 50
 Marginal Markings: ©U.S. Postal Service 1987
 Use correct ZIP Code®

Georgia Statehood Commemorative Stamp

Atlanta's distinctive skyline rises behind the lush image of a live oak on the first stamp issued in 1988. The 22-cent Georgia Statehood stamp, which goes on sale January 6 in Atlanta, is the seventh in the U.S. Constitution Anniversary Series.

Georgia native Greg Harlin designed the stamp printed by the American Bank Note Company. Along the bottom of the design, in two lines of type, January 2, 1788, appears in black and Georgia in red. In the upper left corner 22 USA is in black lettering.

In 1732, King George II of England granted a charter to a 20-member corporation for the territory that includes present-day Georgia. Chief among the trustees was General James Edward Oglethorpe who, along with a group of about 100 settlers, established the settlement of Savannah in 1733.

From its founding, until about 1900, its economy was based largely on agriculture. For much of the 19th century, cotton was the economic mainstay. But the development of manufacturing accelerated in the early 20th century and today contributes a major share of the state's personal income.

The pacemaker for modern Georgia is Atlanta, the capital and largest city. Rebuilt in a short time after it was destroyed in the Civil War, Atlanta has

become the principal center of transportation, commerce, and finance in the southeastern United States.

Procedures for ordering first-day cancellations are as follows:

Customers Affixing Stamps: The Postal Service encourages customers to purchase the Georgia Statehood stamps and affix them to their envelopes. Covers bearing stamps receive preferential service. Customers should address envelopes on the right at least $\frac{3}{8}$ of an inch from the bottom and affix stamps in the upper right corner $\frac{1}{4}$ inch from the top and right edges. Requests must be postmarked by February 5 and addressed: Customer-Affixed Envelopes, Georgia Statehood Stamp, Postmaster, Atlanta, GA 30304-9991. 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 Postal Service will accept personal checks in the exact amount up to the limit of 50 envelopes. Do not send cash or postage stamps. Orders must be postmarked by February 5 and addressed: Georgia Statehood Stamp, Postmaster, Atlanta, GA 30304-9992.

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 88-1
Remove after February 5

PLEASE POST ON BULLETIN BOARD



OUTSTANDING HANDICAPPED POSTAL EMPLOYEE

The U.S. Postal Service presents a servicewide award annually to an outstanding USPS handicapped employee. USPS also presents appropriate awards to the outstanding handicapped employee at Headquarters and in each region.

The Postmaster General awards the honors in appreciation of the nominee's special achievements and contributions that have increased economy, productivity, and efficiency. The presentations will take place in Washington, DC, on May 18, 1988. The division sponsoring the nominee pays travel costs and per diem for the finalist who attends the awards ceremony. Travel costs and per diem are also paid for the authorized division official accompanying the finalist, the finalist's immediate family members, and any other escorts required to assist with the honoree's travel.

All severely physically or mentally handicapped employees with at least 2 years of postal employment are eligible. Since the awards recognize excellence, nominees must, in spite of their disabilities, have demonstrated outstanding achievement for 2 years that clearly exceeds requirements for their respective postal occupations.

Any unit employing a physically or mentally handicapped person may submit recommendations directly to the Field Director, Human Resources, at their respective division. The General Manager/Postmaster and the Field Director, Human Resources, or their designees, evaluate the recommendations, select a winner, and forward their nomination, along with background and photographs, to the Regional Director, Human Resources, not later than February 19, 1988.

Headquarters groups and/or departments and Headquarters-related units submit recommendations to the General Manager, Headquarters Personnel Division, not later than February 19, 1988. The Regional Postmaster General and the General Manager, Headquarters Personnel Division, or their designees, evaluate the recommendations, select a winner, and forward their nomination, along with background and photographs, to the Manager, Selection Systems Administration

Branch, U.S. Postal Service, Employee Relations Department, Room 9671, Washington, DC 20060-4256, no later than March 25, 1988, for final selection of the servicewide award.

Divisions, Headquarters groups and/or departments, and Headquarters-related units must prepare their nomination packages properly. They must base the recommendations on individual effort only and relay the following information:

1. A narrative justification covering job performance and examples of demonstrated courage and initiative that served as an inspiration to others. It should include a full description of the individual's handicap.

2. Personal data prepared in the following format:

- a. Name of post office, organizational unit, and location where the employee works
- b. Name, grade (level and step), and job title of the employee
- c. Home address
- d. Date of birth
- e. Social Security number
- f. Veterans preference, if applicable
- g. Date entered on duty—Postal Service
- h. Total years at Postal Service
- i. Total years of other federal service
- j. Education background
- k. Previous Postal Service recognition (awards, etc.), if not fully covered in narrative
- l. Community service, if not fully covered in narrative
- m. Community recognition (professional associations, organizations, etc.), if not fully covered in narrative
- n. Other biographical data, for example, family, hobbies, military service, place of birth.

3. One 8 x 10-inch glossy print (black and white) of the nominee at work.

4. A release signed by the nominee authorizing use of the pictures and the narrative, including personal data, for program promotion.

—Employee Relations Dept., 12-17-87.

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



Copyright U.S. Postal Service 1987

Issue Date: January 9
 First Day City: Hartford, Connecticut
 Designer: Christopher Calle
 Ridgefield, Connecticut
 Art Director: Joe Brockert, Program Manager for
 Philatelic Design, U.S. Postal Service
 Typographer: Bradbury Thompson, Design Coor-
 dinator, Citizens' Stamp Advisory Committee
 Modeler: Ronald C. Sharp, Bureau of Engraving
 and Printing (BEP)
 Engravers: Thomas P. Hipschen (vignette)
 Michael J. Ryan (lettering), BEP
 Process: Offset/intaglio
 Colors: Orange, green, tan, and blue (offset)
 Black and red (intaglio)
 Image Area: 1.41 x 84 in/35.8 x 21.3 mm
 Plate Numbers: Four offset/one intaglio (black)
 Stamps per Pane: 50
 Salvage: ©U.S. Postal Service 1987
 Use Correct ZIP Code ®

Connecticut Statehood Commemorative Stamp

A 19th century harbor scene appears on the design of a commemorative stamp salute to the State of Connecticut, which celebrates its 200th anniversary in 1988. The first day of issue is January 9 in Hartford, the state capital.

Connecticut ratified the U.S. Constitution on January 9, 1788, becoming the fifth state to enter the Union. Months earlier, its delegation had taken a vital role in resolving the single most divisive issue at the constitutional convention in Philadelphia—the ratio of legislative representation between smaller and larger states.

The resulting agreement, now known as the Connecticut Compromise, granted each state an equal vote in the Senate, with representation in the House based on population. It was a wonderfully simple solution that ensured ultimate passage of the Constitution, and that endures today as a testament to the canny pragmatism of the Connecticut Yankee.

Connecticut also has been a leader in business and trade. In its early years, shipbuilding was particularly important. In homage to its rich maritime

heritage, the Connecticut stamp design pictures the "Charles W. Morgan," a full-masted whaling ship that survives today in Mystic Seaport.

Customers Affixing Stamps: The Postal Service encourages customers to purchase the 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 February 8 and addressed: Customer-Affixed Envelopes, Connecticut Statehood Stamp, Postmaster, Hartford, CT 06101-9991. 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 Postal Service accepts personal checks in the exact amount up to the limit of 50 envelopes, not cash or postage stamps. Orders must be postmarked by February 8 and addressed: Connecticut Statehood Stamp, Postmaster, Hartford, CT 06101-9992.

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 88-2
 Remove after February 8



PLEASE POST ON BULLETIN BOARD

DMM Notice

OPTIONAL MULTI-ZIP CODED POST OFFICES

DOMESTIC MAIL MANUAL (DMM) Issue 26, 3-20-88, will include the following changes in Exhibit 122.63a, Optional Multi-ZIP Coded Post Offices. These are a result of the ZIP Code changes in Florida, and second-, third-, and fourth-class bulk rate mailings may be sorted accordingly. For the entire Florida section of the list see below. The new or changed listings are in bold type.

—Rates & Classification Dept., 12-17-87.

EXHIBIT 122.63a OPTIONAL MULTI-ZIP CODED POST OFFICES

(Florida Listings Only)

ZIP Codes	City Name	ZIP Codes	City Name
FL 32014-23, 29, 98	DAYTONA BEACH	33444-47, 83-84	DELRAY BEACH
32084-86	SAINT AUGUSTINE	33455, 75	HOBE SOUND
32301-17, 99	TALLAHASSEE	33458, 68-69, 77-78	JUPITER
32401-10, 61	PANAMA CITY	33460-67	LAKE WORTH
32501-23, 59, 73-76, 81-98	PENSACOLA	33801-09	LAKELAND
32548-49	FT WALTON	33880-83, 88	WINTER HAVEN
32570-72	MILTON	33923, 59	BONITA SPRINGS
32601-14	GAINESVILLE	33901-19, 90-91	FORT MYERS
32650-52	INVERNESS	33931-32	FORT MYERS BEACH
32670-78	OCALA	33927, 38, 48-55, 80-83	PUNTA GORDA
32701, 14-15, 17-18	ALTAMONTE SPRINGS	33939-42, 61-64, 99	NAPLES
32703-04, 12	APOPKA	33936, 71	LEHIGH ACRES
32707-08, 30	CASSELBERRY	33937, 69	MARCO
32720-24	DE LAND	34201-10, 80-82	BRADENTON
32725, 28, 38, 63	ORANGE CITY	34217-18	BRADENTON BEACH
32741-43, 58	KISSIMMEE	34223-24, 95	ENGLEWOOD
32748-49, 88	LEESBURG	34220-21	PALMETTO
32750, 79	LONGWOOD	34230-43, 77-78	SARASOTA
32780-83, 96	TITUSVILLE	34248-49, 83	ZEPHYRHILLS
32789-93	WINTER PARK	34284-87, 92-93	VENICE
32901-09, 19, 35-40, 51	MELBOURNE	34274-75	NOKOMIS
32922-27, 30	COCOA	34601-14	BROOKSVILLE
32952-54	MERRITT ISLAND	34615-30	CLEARWATER
32960-65	VERO BEACH	34697-98	DUNEDIN
32010-16	HIALEAH	34640-49	LARGO
33019-29, 81-84	HOLLYWOOD	34652-56	NEW PORT RICHEY
33030-35, 39, 90-92	HOMESTEAD	34682-85	PALM HARBOR
33054-56	OPA LOCKA	34664-66	PINELLAS PARK
33060-69, 71-76	POMPANO BEACH	34667-74	PORT RICHEY
33401-19	WEST PALM BEACH	34688-91	TARPON SPRINGS
33424-26, 35-37	BOYNTON BEACH	34945-54, 81-88	FORT PIERCE
33427-29, 31-34, 86-87, 96-99	BOCA RATON	34957-58	JENSEN BEACH
33441-43	DEERFIELD BEACH	34972-74	OKEECHOBEE
		34994-97	STUART

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

All Personnel Processing Mail for Dispatch Abroad

FOREIGN ORDER NO. 227

Keep all foreign order notices for use as reference.

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

UNITED KINGDOM

Professor Frank George, Ph.D.
110-111 Strand
London
United Kingdom WC2R 0AA

CANADA

Rexford International Enterprises, Ltd.
P.O. Box 24629
111 E. 10th Ave.
Vancouver, B.C.
Canada V5T 4E2

and

Opal Dalton
P.O. Box 4102
1029 Ridgeway
Coquitlam, B.C.
Canada V3J 7L9

Can Win
P.O. Box 67250, Station O
Vancouver, B.C.
Canada V5W 3Y8

Can Win
P.O. Box 35308, Station E
Vancouver, B.C.
Canada V6M 4G5

Final Orders. The Tentative Decision and Order issued against the following has become final:

CANADA

Empress Marketing
Box 58070
1360 S.W. Marine Drive
Vancouver, B.C.
Canada V6P 6C5

NETHERLANDS

Tribune Publishing Corporation
Prins Hendrikkade 48
Amsterdam 1012 A.C.
Netherlands

FEDERAL REPUBLIC OF GERMANY

Hans Herzog
Alsterdorfer Strasse 326
D-2000 Hamburg 60
W. Germany

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

This notice may be posted at the outgoing primary, and it must be posted on the Foreign Order Board at all MSC's and designated International Exchange Offices.—*Judicial Officer, 12-17-87.*

DOMESTIC ORDER

False Representation. Enforced by postmaster at city listed.

State/city	Name covered	Product
AZ, Phoenix 85008-4410.....	Harold Jewell, Jewell Century Home Business, 4139 East McDowell.	An income opportunity program.

—*Judicial Officer, 12-17-87.*

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

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB 21649 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.

011004	100014	176010	295069	331466	335422	337197	441484	485068
011030	100085	180012	295131	331532	335430	337215	441490	486040
011044	100289	181021	295135	331539	335431	337219	441534	486048
011053	101152	191535	295142	331568	335434	337241	441537	489202
013096	101215	191567	295147	331686	335438	338110	441562	489213
016602	101259	191680	295185	331727	335446	339032	441576	489222
018273	101403	200478	295268	331741	335483	339040	441581	489229
019040	101477	200507	296191	331817	335488	339048	441592	490059
019092	101543	200607	300233	331821	335510	339119	441608	490075
021535	101606	200641	303514	331901	335522	339355	441704	495049
021567	101607	207032	303524	331943	335561	339423	441731	495058
021589	101669	207086	303590	333625	335568	339425	441742	495073
021749	101689	207088	303929	333658	335582	352227	441757	495077
027159	101817	207093	303940	333675	335583	352244	441760	495088
029044	101958	207119	303947	333752	335585	352259	441770	495090
029178	101998	207137	303960	333761	335586	365003	441783	495095
029208	102126	207173	303970	333809	335615	366108	443077	495109
032461	102325	208012	314590	333813	335644	366113	443120	495130
037006	102808	208078	317119	333846	335661	366148	449004	496036
037007	103022	208118	317135	333886	335766	372181	452279	503137
037008	104064	208155	320715	333938	335780	372212	452405	503176
037009	105005	208163	320729	333991	335835	372251	452460	504260
037010	108011	208178	320761	334038	336017	372281	452480	506001
037011	110133	209004	322342	334079	336024	381490	452516	507052
038128	110155	209009	322362	334181	336032	392097	454166	511650
038152	110272	209026	322382	334223	336070	392101	454178	511690
041037	111118	209035	322420	334280	336072	392131	460010	524063
041054	112244	209037	322427	334288	336132	392149	461008	524072
044017	112476	209039	322432	334421	336133	392150	461009	527003
049005	112567	209045	322433	334601	336194	392169	461010	532354
049011	114199	212072	322476	334602	336196	392182	462151	532438
049017	115029	212113	322505	335009	336213	392201	462173	532442
060052	117121	212297	322566	335023	336353	392228	462197	532455
061081	117153	212350	322605	335029	336371	392250	462203	532457
065043	117175	220094	324106	335067	336373	394200	462204	532497
065069	117234	220104	325111	335092	336390	402308	462219	537045
065076	117697	221121	325115	335112	336407	402324	462234	537066
065148	120132	221123	325360	335223	336444	402355	462239	537068
066075	120140	235125	327122	335239	336451	402356	462246	541006
069278	122163	240504	327305	335250	336453	402359	468066	549104
069305	125018	240509	328100	335251	336463	402371	468074	549106
069365	125120	257101	328206	335255	336503	402378	468093	551138
069369	126005	257104	328215	335279	336509	402395	468098	551264
069427	129019	271030	328317	335289	336515	405092	473004	554519
069435	142184	272036	328320	335301	336526	405104	473021	554535
069451	142197	272040	329075	335305	336537	405107	474041	554551
069536	142200	282252	329111	335308	336551	410028	478014	554552
069550	146092	283161	329137	335313	336569	421016	478029	554576
069575	146138	283163	329158	335323	336633	423011	480323	554579
075084	146140	292151	331046	335325	336692	427006	480461	554590
076077	146142	292191	331049	335333	336813	430013	480521	554640
076164	146171	292195	331052	335336	337020	432214	480581	554659
076247	152149	293066	331082	335339	337032	436079	480769	554670
080054	152245	293093	331117	335345	337049	441061	482182	577034
080062	152340	294171	331144	335357	337085	441408	482212	581065
080095	165048	294174	331151	335371	337092	441426	482318	591003
085085	170089	294179	331196	335379	337172	441434	482436	591250
100005	170096	294190	331224	335390	337186	441453	482440	591350
100006	175050	294201	331278	335417	337190	441462	485063	

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS—Continued

598518	661048	731273	760262	782324	850291	901829	921656	941452
598524	662252	731300	760389	782404	850433	901871	921658	945247
600010	666220	731350	760401	782433	850437	901885	921667	945291
600046	672133	731358	760407	782458	856070	901887	921746	945321
600059	672144	731372	761297	782490	856090	901895	922094	946178
600063	672146	731381	761300	782492	856107	901914	922117	947041
600201	672157	731419	761394	785301	856109	901923	924090	947041
600282	672209	731465	761404	787393	856145	901929	924134	949033
600816	672224	731489	761407	787427	856155	901937	924136	949043
600912	672226	731516	761430	787513	856170	901949	924149	949050
601057	672237	731553	761494	794096	856213	901973	924168	949078
601086	681110	731562	761501	794152	856223	901976	924194	951221
601105	681132	731638	762462	794153	871328	902462	924230	952042
601178	681166	731660	767505	800115	874034	902554	924253	954214
601656	681175	731900	769032	801019	891218	902624	924262	958137
601881	681224	735019	770645	801046	891222	902625	924263	958215
604606	701433	740024	770682	801067	895153	902725	926574	958246
604620	701568	741038	770923	801084	900241	907246	926654	958260
604705	701581	741059	770958	801119	900476	907265	926698	958260
605414	701660	741060	772022	801145	901026	907305	926768	967037
605440	705001	741506	772033	801160	901133	907417	926979	968380
607210	705011	741567	772063	801186	901180	907427	926994	968382
611115	705016	741568	772067	802582	901196	907548	927261	968409
612024	705019	741602	772068	802628	901206	907550	927457	972267
616057	705032	741607	772089	802646	901250	910211	928109	972272
616061	705063	741639	772097	802647	901291	911064	928442	972308
616064	706094	741659	772107	802648	901333	912248	928449	972482
616066	708283	741704	772186	802657	901334	912260	928665	973214
617102	708318	741840	772206	802695	901336	912500	931182	974095
618077	708331	741850	772216	802703	901345	913135	931321	974095
618079	711146	741929	772234	802806	901353	913328	931327	981493
627030	711166	741946	772272	802809	901362	913409	931336	981554
628012	711214	750154	772333	802850	901387	913414	931344	981606
628027	711233	750200	772337	802872	901441	913490	931380	981613
628038	711234	750205	772584	802883	901442	913585	931387	981632
628051	711274	750292	772600	802902	901447	913605	931395	981637
628077	711304	750926	772632	802922	901507	913628	931456	981660
629025	711331	752555	772650	804057	901517	913691	931824	981673
631380	711332	752559	772665	805049	901530	913706	931862	981693
631391	711341	752592	772702	809065	901567	913912	931943	981703
631396	711357	752593	772712	810002	901573	917618	933092	981723
631425	711393	752651	772714	813013	901605	917814	937101	981723
631426	711414	752656	772771	816036	901626	917818	937278	995275
641313	711441	752664	772786	824569	901726	917834	939041	995319
641486	711448	752685	772810	840060	901735	921392	940307	995328
641497	712039	752691	772822	841377	901741	921404	940330	995334
641554	712116	752701	772832	846026	901762	921414	940337	997050
641650	712122	752846	778062	846031	901775	921441	940940	997062
641676	712123	752848	780060	850036	901784	921535	941364	997130
652190	712131	757132	781013	850063	901787	921549	941373	997135
658141	713020	757143	781015	850166	901789	921551	941379	997208
658158	713048	757144	782241	850239	901790	921600	941391	997208
660602	727033	757151	782294	850249	901812	921616	941402	

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