



postal bulletin

Published Since March 4, 1890

PS 21452—December 31, 1987—20 Pages

Message From the Postmaster General

NATIONAL POSTAL FORUM MERIT SCHOLARSHIP PROGRAM

I am pleased to announce that each year, beginning in 1988, the National Postal Forum, Inc., will sponsor 15 college scholarships for sons and daughters of U.S. Postal Service career employees through an annual nationwide scholarship competition conducted by the National Merit Scholarship Corporation (NMSC), an independent, nonprofit organization devoted exclusively to scholarship activities.

The NMSC will choose the National Postal Forum Merit Scholarship winners from among children of career U.S. Postal Service employees who qualify as Merit Program semifinalists on the basis of the 1986 PSAT/NMSQT scores and then advance to finalist standing by meeting additional requirements established and published by NMSC. The winners will be chosen on the basis of academic record, leadership and significant extracurricular accomplishments, test scores, and the high school's recommendation.

Students must be U.S. citizens who will complete high school and enter regionally accredited U.S. colleges in 1988 to pursue courses of study leading to one of the traditional baccalaureate degrees.

Each National Postal Forum Merit Scholarship award will be a renewable award of \$1,000 per year for up to 4 years of college undergraduate study or until baccalaureate degree requirements are complete, whichever occurs first. Other scholarship aid or an approved change in college choice will not affect the winner's annual stipend.

Any child of a career U.S. Postal Service employee who is a semifinalist in the 1988 Merit Scholarship Program (as announced in September 1987) should obtain an application form (available in early December) from any divisional Field Director, Human Resources, and return it to the National Postal Forum address shown on the form no later than January 30, 1988. The winners of the 1988 scholarship competition will be announced in March 1988.

Preston R. Tisch

PRESTON R. TISCH,
Postmaster General.

FPO Changes

Please make the following pencil changes to the table, Conditions Applied to Mail Addressed to Military Post Offices Overseas, in POSTAL BULLETIN 21637, 9-17-87, pages 11-18.

FPO	Footnote
34078	Not Active
09543	None

Notify all acceptance and gateway mail processing units of this change.

—Mail Processing Dept., 12-31-87.

CONTENTS

	Page
22-Cent James Weldon Johnson Commemorative Stamp	2
1988 Pay Dates, Leave Year, Organization Dues	7
Domestic First Flight Cachets	2
Domestic Orders	16
FPO Changes	1
Federal Income Tax Withholding	8
Foreign Order No. 228	10
Form 50: Dual Appointments	6
Freedom of Information Act	16
International Transit Time Survey	8
Invalid Express Mail Corporate Account Numbers	18
Maintenance Bulletins, Modification Work Orders, Software Modification Orders	13
Missing Money Orders—U.S.	14
Missing Money Orders—Canadian	12
National Postal Forum Merit Scholarship Program (Message From the Postmaster General)	1
Third-Class Bulk Business Mail Procedures	9
Transportation Contractor Employees	10
Unemployment Compensation	10

22-Cent James Weldon Johnson Commemorative Stamp

The 22-cent James Weldon Johnson commemorative postage stamp goes on sale February 2, 1988, in Nashville, Tennessee. Johnson's accomplishments as an educator, diplomat, lawyer, author, and lyricist represent a special balance between the creative and intellectual worlds.

The issue is the fifth stamp printed by a private firm under the terms of a contract awarded by the Postal Service on January 12, 1987, and the 34th printed by that firm since 1979.

Do Not Sell Before February 3, 1988



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Issued in panes of 50.
A future issue will include collector information.

Supply: Offices that normally receive 500 or fewer commemorative stamps will receive half their automatic distribution quantities, and all other post offices will receive approximately one-fourth of their automatic distribution quantities, based on a double-the-standard distribution for a 50-subject commemorative. This reduced automatic distribution is due to the proximity of the stamp's issue date to the planned rate change. As with all rate changes, it will be necessary to deplete inventories of outgoing prime rate stamps steadily, as the effective date of the rate change approaches. *The Bureau of Engraving and Printing or the Regional Accountable Paper Depositories will not honor supplemental requisitions for Item 434.*

—Philatelic & Retail Services Dept., 12-31-87.

Domestic First Flight Cachets

American Airlines

On or about January 18, 1988, American Airlines will inaugurate round-trip service between Chicago, Illinois, and Rochester, Minnesota. The following cancellations are available:

Chicago to Rochester
Rochester to Chicago

POSTAL OPERATIONS MANUAL 244.63 authorizes official cachet and philatelic treatment for the first flight service described above.

Customers must prepare covers for the flight according to the following instructions:

1. Address all covers with First-Class postage affixed.

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

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

4. The Postal Service will not accept aérogrammes and postal cards and limits cachets to 50 covers per customer per flight. Covers already postmarked and those not prepared in accordance with instructions will not receive cachets or cancellations.

Cachets to be applied by:	Send covers to:
Chicago Post Office	Postmaster Attn: First Flights Chicago, IL 60607-9998
Chicago Airport Mail Facility ...	Operations Manager USPS Airport Mail Facility Attn: First Flights O'Hare Airport Chicago, IL 60666-9998
Rochester Post Office	Postmaster Attn: First Flights Rochester, MN 55901-9998

—Philatelic & Retail Services Dept., 12-31-87.

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

THIRD-CLASS BULK BUSINESS MAIL PROCEDURES

The following procedures for handling third-class Bulk Business Mail (BBM) should facilitate reference by delivery unit personnel and ensure BBM proper and consistent treatment.

Color Coding Bulk Business Mail

BBM received from mail processing units that perform secondary distribution must retain the color code assigned by the processing unit. BBM received by associate offices performing their own secondary distribution should be color-coded based on the date and time of receipt at the associate office. Mail processing units or associate offices will color code BBM for stations or branches that perform secondary distribution based on date of receipt at the mail processing unit or associate office.

Report the mail as delayed if not delivered on the coded day or on the last day of any mailer-requested delivery dates, whichever is later. The Postal Service will attempt to meet mailers' requested delivery dates; however, offices should not disrupt normal processing operations or delay other mail solely to meet these requests.

Delivery of Simplified Address Bulk Business Mail

Deliver BBM with a simplified address format (occupant, resident, postal customer, with no specific street address or box number) as follows:

1. Rural and Highway Contract Routes. Deliver one piece per box beginning with the first box on the route. If the mailer provides sufficient pieces and no instructions to the contrary, deliver one per family. Carriers must bundle excess pieces and endorse a facing slip with "excess of requirements," their initials, and route number, then place the bundle(s) in a location designated by management. Redirect such excess mail until providing full rural and/or highway contract route coverage, or exhausting supplies.

2. City Routes. Deliver all pieces. If there are fewer mail pieces than deliveries, deliver one piece to each delivery along the prescribed line of travel until all pieces are delivered. If there are more mail pieces than deliveries, the delivery employee or supervisor must determine how many deliveries should receive more than one piece of the mailing. Make the determination concerning the number of deliveries and the number of pieces of mail before the actual delivery.

Example: Six bundles of 50 pieces each of BBM are addressed to resident or occupant with no specific street address on a route with 250 deliveries. One bundle of 50 requires duplicate delivery. Deliver two pieces to each of the first 50 customers along the line of travel and one to each of the remaining 200 deliveries. By determining the number of duplicate pieces in advance, the carrier can deliver the mail properly without covering the territory twice.

Note: *Simplified Address Format BBM* (John Doe or Current Resident/Occupant). If this type of mail is received for an apartment building, the duplicate pieces do not have to be determined in advance. The delivery employee can deliver them by simply placing the pieces into the appropriate receptacles, beginning with the first delivery, continuing through all the deliveries, and repeating the process until exhausting the building's supply.

Post Office Box and General Delivery. Deliver one piece per box (or general delivery customer) beginning with the first and repeating until supplies are exhausted.

Delivery of BBM to Apartments

Compare all mail, including BBM, intended for apartment dwellings addressed to customers without an apartment number, to a directory (where a directory is posted) or to the names on mail receptacles before determining them undeliverable. Deliver BBM to the apartment number appearing on the article. Place all mail in the appropriate compartment for each apartment or in an approved mail receptacle (*only* if it will not fit in the appropriate compartment). On city routes, deliver BBM addressed to "occupant" and having a building number but no apartment number to each customer, beginning with the first and repeating as necessary until exhausting supplies for the building.

Delivery of Mail With Exceptional Address Format

Deliver mail bearing the exceptional address format (example: Mr. John Doe or current resident/occupant) on the mailing label as addressed. This mail is undeliverable only if the house, apartment, office, or building is not occupied (in the case of post office boxes, not rented), or nonexistent. The delivery employee must endorse each piece "vacant" and place it with other UBBM mail that is bundled and left on the carrier's case (see section 9 for additional information).

Local Knowledge

Mail sometimes enters the postal system with an incomplete or incorrect address. At other times, mail is addressed to a physical location that is not a delivery point. Although processes exist to improve address quality, all postal employees must also remember that if the customer and delivery point are known, they must deliver the mail locally, regardless of class, unless other delivery instructions are specified on the mailpiece. Directory service, however, will only be provided in accordance with DOMESTIC MAIL MANUAL (DMM) 159.24. Do not return or dispose of mail unless absolutely necessary.

Noncity Delivery Offices

Noncity delivery offices must make every attempt to deliver mail if the intended customer is known.

The endorsement "Nondelivery office . . . street address insufficient for delivery" (or similar statements) is *not* authorized.

Treatment of Unendorsed Bulk Business Mail With Incorrect ZIP Codes

When an incorrect ZIP Code (not conforming with the Carrier Route Information System (CRIS) as required and not due to a Postal Service adjustment) results in unendorsed Bulk Business Mail arriving for delivery in the wrong unit, redirect the mail for delivery only when the delivery unit is within the building. Do not provide further transportation or handling.

Note: If mail was submitted in accordance with required CRIS schemes, redirect and deliver it in all cases. Make appropriate maintenance to Address Management System files. If errors were due to Postal Service adjustments, handle the mail in accordance with DMM 159.13.

DMM 661.2 requires that each piece of BBM include the correct ZIP + 4 code or the correct five-digit ZIP Code. The only exceptions are pieces bearing a simplified address in accordance with DMM 122.41 (applicable to rural and highway contract route boxholders, boxholders at offices without city or village carrier service, and, for city routes and post office boxholders, official matter mailed by governmental agencies); third-class mailings at the single piece rate; or keys and identification devices.

Example: Unendorsed BBM is incorrectly addressed for delivery in Annandale, VA 22030. The correct ZIP Code for Annandale is 22003. The BBM, distributed by ZIP Code, arrives in Fairfax, VA 22030 for delivery. The BBM is treated as undeliverable as addressed. It is not redirected to the Annandale post office or the central mail processing facility. If a #3 sack or more of BBM is involved, report the specific information about the error and the mailing to the National Zero Defects Reporting System before the BBM is treated as undeliverable-as-addressed.

Example: Unendorsed BBM is received with street names and the city/state/ZIP line of Fairfax, VA 22030. The streets are actually deliverable on carrier routes in Fairfax, VA 22033 and are accurately recorded in CRIS. The carrier routes for both zones are in the same building, and the mail is redirected and delivered. For volumes equivalent to a #3 sack or more, report the addressing error to the National Zero Defects System.

Note: This section does not apply to third-class matter mailed at the single piece rate. Single piece rate third-class mail that bears an incorrect ZIP Code should be redirected and delivered whenever possible.

National Zero Defects Reporting System

The National Zero Defects Reporting System identifies and complies deficiencies in mail prepa-

ration, makeup, and addressing for followup corrective action. The national system identifies areas of concern for large mailings, even though incidents are widely dispersed.

Reporting worksheets are available in standard size and as convenient pocket-sized reminder cards. Each includes the toll-free reporting number and brief, easy to follow instructions for reporting. Contact the Division Zero Defects Coordinator for information and reporting forms.

Note: Handle single piece third-class mail in accordance with DMM 690.

Undeliverable BBM

1. The term Unendorsed Bulk Business Mail replaced the term No Obvious Value Mail.

2. Carriers must bundle all undeliverable Unendorsed Bulk Business Mail (UBBM), endorse the top piece of each bundle with UBBM, the route number, and their initials, and leave the bundles at their cases.

3. A designated employee must review all bundles daily to ensure that only Unendorsed Bulk Business Mail is in the bundles. Employees must remove all bundles from carriers' cases before carriers return to the office.

4. Supervisors must make daily checks of the Unendorsed Bulk Business Mail bundles. They should check a sufficient number of routes to ensure that they review every route in the unit at least once each accounting period.

After the supervisor completes the reviews, a designated employee must remove the bundles from the carriers' cases before the carriers return to the office. Mail must not be disposed of at the carriers' cases.

5. The supervisors' review of this mail validates that the mail in the bundle is Undeliverable-as-Addressed. Supervisors should use all change of address information available (3982, 3575, 3546, 1564, 4232-A, carrier case labels, etc.). It is not necessary to examine each piece. A representative sample, approximately 10 percent, from throughout the bundle is sufficient.

6. Supervisors must share the results of reviews with employees. If reviews indicate that employees are placing deliverable mail in Undeliverable Unendorsed Bulk Business Mail bundles, make more frequent reviews until identifying and correcting the cause of the mishandling. Supervisors should encourage employee ideas and suggestions concerning solutions for recurring problems. When management identifies a specific mailing as a problem, report the appropriate information about the mailing to the Zero Defects Reporting System.

Address Correction Service

The Service provides address correction service only when a current *Change of Address Orders*, Form 3575, or *Forwarding Order Change Notice*, Form 3546, is on file. Addressing errors such as incorrect or

missing ZIP Codes, misspelled parts of the address, incorrect route designations on presorted mail pieces, etc., do not generate address correction service. If the intended addressee is known, such mail—all classes equally—is delivered. However, unendorsed BBM bearing incorrect ZIP Codes will only be redirected as provided in item 7 of this article.

Obvious Value

The obvious value concept is no longer applicable in the treatment of undeliverable-as-addressed third-class mail or Bulk Business Mail. The addressee may not request the forwarding of third-class mail or BBM. No forwarding or return service is available for unendorsed BBM.

The Postal Service will properly dispose of all unendorsed Undeliverable Bulk Business Mail. All unendorsed third-class mail paid at the single piece rate is returned to the sender.

Merchandise Samples

The postmaster is responsible for establishing a local procedure for monitoring the receipt, distribution, and delivery of detached address labels and merchandise samples and the disposal of excess items in those categories. The unit manager is responsible for supervising the prompt distribution and delivery of these items, as well as the handling and disposal of UAA and excess pieces.

Distribution clerks are responsible for the prompt distribution of detached address labels and samples to the proper carrier routes. In addition, they are also responsible for reviewing and disposing of undeliverable articles.

Duties

“Pre”-Delivery Duties. Upon receipt of the detached address labels in the delivery unit, distribute the labels by carrier routes. Upon receipt of the samples in the delivery unit, distribute to each route the detached address labels and an equal number of samples. If space is not available at the carrier case, place the samples at a suitable location.

“Post”-Delivery Duties. Undeliverable detached address labels addressed to vacant homes or apartments and endorsed vacant in accordance with the prevailing instructions, must be disposed of as waste unless the mailer has requested an “address correction” or some other method of handling. See DMM Exhibit 159.151 for valid customer endorsements.

Within 5 days after completing delivery, undeliverable or excess samples must be sent to the main office for handling as outlined in DMM Exhibit 159.438c.1&2.

Carriers are responsible for the prompt delivery of properly addressed articles and the handling of undeliverable-as-addressed articles.

Office Duties. Endorse undeliverable detached address labels with the reason for nondelivery in accordance with prevailing instructions.

Delivery Duties. Deliver all samples within the normal standard for ordinary third-class mail, after receipt of the detached labels and samples.

If a *sample** is too large for delivery into a customer's mailbox, leave it outside the box, provided it has adequate protection or is delivered in accordance with the instructions or known wishes of the addressee:

a. Deposit a sample too large for delivery into an approved apartment house receptacle in the rack underneath the boxes or on a nearby table or other location provided by the building management.

b. Whenever a sample is left outside the mailbox, use a rubber band to hold the sample and address card together.

c. When delivery cannot be accomplished, complete and leave Form 3849-A, *Delivery Notice or Receipt*, and return sample and card to the delivery unit.

*These instructions apply to samples only: place all other mail in the mail receptacle.

Detached Labels

Under no circumstances should a detached address label be delivered without the associated sample or mailpiece.

—*Delivery Services Dept., 12-31-87.*

FORM 50: DUAL APPOINTMENTS

POSTAL BULLETIN 21580, 8-21-86, authorized the dual appointment of Rural Carrier Reliefs (RCRs) and Postmaster Relief/Leave Replacements (PMR/LRs) in casual employee positions. That information about appointment and work schedules remains unchanged, except that it now applies to the Rural Carrier Associates (RCAs) as well. However, dual appointments of PMR/LRs to casual positions cause a payroll problem when both the positions are established under the same finance number. Therefore, it is necessary to establish special Form 50 processing procedures when dual employment involves more than one nonrural position in the same office.

The following list shows four typical job combinations by designation/activity code where this situation occurs. An asterisk indicates nonrural appointments.

Dual employee	Primary position	Second position	Third position
1.....	58/0*	6X/X*
2.....	75/0	58/0*	6X/X*
3.....	77/0	58/0*	6X/X*
4.....	78/0	58/0*	6X/X*

To avoid this situation in each of the above cases, establish the casual position under the field division or management sectional center (MSC) finance number. Transfer work hours to the office where the work was performed.

Example: An employee's primary position is a PMR/LR. To appoint this employee in a dual capacity as a casual at the same office, process the Form 50 using NOA code 959 (Dual Job Accession) to establish the secondary casual position under the finance number of the field division or MSC. Advise the postmaster to submit time and attendance information and Form 1236, *Loan, Transfer, and Training Hours*, to the division or MSC where the casual position was established. The work hours will then be transferred to the office where the employee actually works.

The Human Resources Information Systems Division will provide each affected field division with a list identifying where these situations now exist and with instructions for processing the required personnel actions to eliminate the payroll problems.

Section 323.6 of the EMPLOYEE AND LABOR RELATIONS MANUAL governs the use of employees in multiple positions. The following list of acceptable position combinations provides guidance in properly establishing dual appointments through the Form 50 process.

Acceptable Combinations

- Key:
 4X/X=Part-Time Flexible (PTF)
 58/0=Postmaster Relief/Leave Replacement (PMR/LR)
 58/9=Temporary Postmaster
 6X/X=Casual
 73/0=Substitute Rural Carrier
 75/0=Rural Carrier Relief (RCR)
 77/0=Auxiliary Rural Carrier
 78/0=Rural Carrier Associate (RCA)

Primary	Second	Third	Fourth	Comments
4X/X	77/0	73/0	
4X/X	77/0	
4X/X	73/0	
58/0	58/0	58/0	58/0	Must be established at four different finance numbers.
58/0	6X/X	Establish the 6X/X position in a different finance number from the 58/0.
73/0	6X/X	
73/0	58/0	
75/0	58/0	6X/X	Establish the 6X/X position in a different finance number from 58/0.
75/0	58/0	58/0	The two 58/0 positions must be established under different finance numbers.
75/0	58/0	
75/0	6X/X	
75/0	58/9	
77/0	73/0	
77/0	78/0	
77/0	58/0	6X/X	Establish the 6X/X position in a different finance number from 58/0.
77/0	6X/X	
77/0	58/0	
78/0	58/0	
78/0	58/0	6X/X	Establish the 6X/X position in a different finance number from 58/0.
78/0	58/0	58/0	The two 58/0 positions must be established under different finance numbers.
78/0	58/9	

A new directive, Handbook EL-301, *Guidelines for Processing Personnel Actions*, will incorporate these procedures. The handbook will replace Chapter 6 of the Handbook P-11, *Personnel Operations*, in the near future.—*Employee Relations Dept., 12-31-87.*

1988 PAY DATES, LEAVE YEAR, ORGANIZATION DUES

The following chart lists the pay periods for 1988. For the convenience of timekeepers, the biweekly pay periods have been divided into weeks, indicating the beginning and ending dates for each week.

LEAVE YEAR

The leave year always begins with the first day of the first full pay period in the calendar year. The chart below indicates that the 1988 leave will begin Pay Period 2, January 2, 1988, and will extend for 1 year, or 27 full pay periods, ending January 13, 1989 (Pay Period 2, 1989).

UNION AND EMPLOYEE ORGANIZATION DUES

Asterisks (*) indicate pay periods in which union and employee organization dues, for employees who have authorized them, will be deducted and the pay date of the check that reflects this deduction. Dues deductions occur in the first pay period that ends in each month. Exception: National Association of Letter Carriers (NALC) and American Postal Workers Union (APWU) dues are withheld each pay period.

1988 PAY PERIOD INCLUSIVE DATES

Pay Period	Week One	Week Two	Pay Date	Holidays
*01	12-19 to 12-25	12-26 to 01-01	*01-08	12-25 & 01-01
02	01-02 to 01-08	01-09 to 01-15	01-22	
03	01-16 to 01-22	01-23 to 01-29	02-05	01-18
*04	01-30 to 02-05	02-06 to 02-12	*02-19	
05	02-13 to 02-19	02-20 to 02-26	03-04	02-15
*06	02-27 to 03-04	03-05 to 03-11	*03-18	
07	03-12 to 03-18	03-19 to 03-25	04-01	
*08	03-26 to 04-01	04-02 to 04-08	*04-15	
09	04-09 to 04-15	04-16 to 04-22	04-29	
*10	04-23 to 04-29	04-30 to 05-06	*05-13	
11	05-07 to 05-13	05-14 to 05-20	05-27	
*12	05-21 to 05-27	05-28 to 06-03	*06-10	05-30
13	06-04 to 06-10	06-11 to 06-17	06-24	
*14	06-18 to 06-24	06-25 to 07-01	*07-08	07-04
15	07-02 to 07-08	07-09 to 07-15	07-22	
16	07-16 to 07-22	07-23 to 07-29	08-05	
*17	07-30 to 08-05	08-06 to 08-12	*08-19	
18	08-13 to 08-19	08-20 to 08-26	09-02	
*19	08-27 to 09-02	09-03 to 09-09	*09-16	09-05
20	09-10 to 09-16	09-17 to 09-23	09-30	
*21	09-24 to 09-30	10-01 to 10-07	*10-14	
22	10-08 to 10-14	10-15 to 10-21	10-28	10-10
*23	10-22 to 10-28	10-29 to 11-04	*11-10	
24	11-05 to 11-11	11-12 to 11-18	11-25	11-11
*25	11-19 to 11-25	11-26 to 12-02	*12-09	11-24
26	12-03 to 12-09	12-10 to 12-16	12-23	

1989 PAY PERIODS BEGIN

01	12-17 to 12-23	12-24 to 12-30	01-06	12-26
*02	12-31 to 01-06	01-07 to 01-13	*01-20	01-02

FEDERAL INCOME TAX WITHHOLDING

Beginning with Pay Period 1, 1988, payroll checks will reflect the changes in the federal income withholding tax and the value of the exemption. The exemption value has increased from \$73.08 to \$75. The following tax rate tables and computations are based on the employee's biweekly payroll.

Federal Income Withholding Tax Rate Tables

(a) Single Person, including head of household:
If the amount of wage is: The amount of income tax withheld shall be:
Not over \$40

Over	But not over		Of excess over
\$ 40	\$ 727	15%	\$ 40
727	1,700	\$102.98 plus 28%.....	727
1,700	3,905	375.44 plus 33%.....	1,700
3,905		1,108.09 plus 28%.....	3,905

(b) Married Person:
If the amount of wages is: The amount of income tax withheld shall be:
Not over \$117

Over	But not over		Of excess over
\$ 117	\$1,262	15%	\$ 117
1,262	2,883	\$171.63 plus 28%.....	1,262
2,883	7,118	625.56 plus 33%.....	2,883
7,118		2,023.11 plus 28%.....	7,118

You can predict or check your new withholding amount by following these steps:

1. Determine your normal biweekly gross salary from your earnings statement.

2. Multiply the number of exemptions you have claimed by the new exemption value, \$75. (The federal tax line on your earnings statement shows the number of exemptions you claimed. For example: S1= single with one exemption, M2= married with two exemptions.)

3. Subject the amount in (2) from the amount of gross biweekly wages in (1). This figure is the amount subject to withholding tax.

4. Find the range that includes this figure (3) on the new table and determine the percentages and the amounts withheld.

Example: A married employee is paid \$1,000 gross biweekly salary. This employee claims three exemptions (the earnings statement shows M3 on the federal tax line). Using the table, the employee can check the amount withheld for federal tax as follows:

1. Total biweekly gross wages	\$1,000
2. Three exemptions (three times the new exemption value, \$75).....	225
3. Amount subject to withholding (\$1,000 minus \$225 for exemptions)	775
4. According to the new tables, this figure falls in the "\$117-\$1,262" category in the Married column. So the employee computes:.....	
Tax on (\$775 minus \$117=\$658, at 15%).....	98.70
Total federal tax withheld on each biweekly payroll check	98.70

Note: This total may vary by a few cents due to rounding.—Dept. of the Controller, 12-31-87.

INTERNATIONAL TRANSIT TIME STUDY

The Declaration of Hamburg, adopted by the Hamburg Congress of the Universal Postal Union (UPU), includes a United States-sponsored resolution intended to improve mail service between members of the UPU. This resolution has led to a series of periodic international mail transit time surveys between selected countries. The United States, Bangladesh, Korea (Republic), India, and Iran (Islamic Republic) will conduct one of these surveys from January 18 to January 30, 1988.

Each day of the survey, the opening unit at Kennedy International Airport Air Mail Facility (AMF) will randomly select six pieces of air LC (letters), six pieces of AO (flats), and six pieces of air CP (parcels) from these countries. The unit will com-

plete the exchange office portion of a Transit Time Card (see Exhibit 1, page 9) and attach it to each piece of mail, mark the front of each piece with a large X, and return all pieces to the mail stream.

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

1. Remove the Transit Time Card and complete two blocks in the delivery portion: date of arrival of the item and date of presentation for delivery or advice to the addressee for correction (see Exhibit 1, page 9). Do not complete date of arrival of the dispatch note (CP-2).

2. Mail the card, which is preaddressed to the UPU. It requires no postage because it is official USPS mail.—Mail Processing Dept., 12-31-87.

EXHIBIT 1

To be completed by the office of exchange of destination Fold, then stick (address side inwards)!	Item concerned <input checked="" type="checkbox"/> LC <input type="checkbox"/> AO <input type="checkbox"/> CP		
	Office of posting	Place of destination	Date of posting
	Bombay, India	San Diego, CA	1-18-88
	Forwarding method		
	Mail concerned	<input type="checkbox"/> Surface <input checked="" type="checkbox"/> Air	<input type="checkbox"/> S.A.L.
	Dispatching office of exchange	Country	Date of dispatch
	Bombay	India	1-19-88
Administration(s) of transit			
N/A			
Office of exchange of destination	Country	Date of arrival	
San Francisco	California	1-25-88	
Date of dispatch to the delivery office (after any customs clearance)			
1-25-88			
To be completed by the delivery office	Date of arrival of the item	Date of arrival of the dispatch note (CP 2)	Date of presentation for delivery or advice to the addressee for collection
	1-26-88	N/A	1-26-88
	INSTRUCTIONS FOR THE DELIVERY OFFICE The transmission time of the attached item can be checked by means of this card. Your cooperation will help to improve the world postal service. Please remove the card, enter the necessary data and send it immediately BY AIRMAIL "ON POSTAL SERVICE" to the address given overleaf.		
UPU - CONTROL OF TRANSMISSION TIME Fold, then stick (address side inwards)!			



UNION POSTALE UNIVERSELLE

SERVICE DES POSTES



BUREAU INTERNATIONAL
 DE L'UNION POSTALE UNIVERSELLE
 3000 BERNE 15
 SUISSE

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

Your POSTAL SERVICE

All Personnel Processing Mail for Dispatch Abroad

FOREIGN ORDER NO. 228

Keep all foreign order notices for use as reference.

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

CANADA

Sussex International Services, Ltd.

P.O. Box 1002
12455 Harris Road
Pitt Meadows, B.C.
Canada V3Y 2B4

and

Bryan Decker
P.O. Box 9000
2620 Alliance St.
Abbotsford, B.C.
Canada V6B 5G7

Westcan Canada's Lottery Centre

DM Mail Services
P.O. Box 3640
349 West Georgia Street
Vancouver, B.C.
Canada V6B 3Y3

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

CANADA

Can Win
P.O. Box 80359
South Burnaby, B.C.
Canada V5H 3X6

CANADA—Continued

Sussex International Services, Ltd.

P.O. Box 69220
2411 E. Pender Street
and

Naomi Ragan
P.O. Box 69220
2411 E. Pender Street
Vancouver, B.C.
Canada V5K 4W5

Can Win
P.O. Box 66985
Station F
Vancouver, B.C.
Canada V5N 5L4

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 MSCs and designated International Exchange Offices.—*Judicial Officer, 12-31-87.*

Unemployment Compensation

The U.S. Department of Labor has revised SF-8, *Notice to Federal Employee About Unemployment Compensation*, to provide for federal agencies to record their code number, name, address, and telephone number of the office responsible for processing unemployment compensation forms (ES-931, 931-A, 934, and 936). For the Postal Service that office is the Minneapolis Postal Data Center. The code number for the Postal Service is 732.

The name, address, and telephone number of the Minneapolis Postal Data Center and Code 732 is overprinted on the form in the same manner as on the sample on page 11. Offices may order overprinted forms from area supply centers on Form 7380, *Supply Center Requisition*, through normal requisition procedures. They should destroy any supplies of the old SF-8 in stock as soon as the installation receives the revised SF-8 (Rev. 6-87) supply. All personnel offices and all Unemployment Compensation Coordinators must be aware of the revised SF-8.

—*Employee Relations Dept., 12-31-87.*

Transportation Contractor Employees

All employees are subject to the requirements of the Code of Ethical Conduct published in section 660 of the *EMPLOYEE AND LABOR RELATIONS MANUAL*. The code is designed to prevent employees from engaging in activity that might result in an actual conflict of interest, or in activity that creates the appearance of a conflict of interest.

Postal employees who are also employed either part-time or full-time by USPS transportation contractors *may* be in violation of the Code of Ethical Conduct because of the potential conflict of interest between the job of a Postal Service employee and the interests of a USPS transportation contractor. Such employment situations should be brought to the attention of the employee's postmaster.—*Mail Processing Dept., 12-31-87.*

SAFETY IS NO ACCIDENT

TAKE THIS FORM WITH YOU IF YOU GO TO FILE A CLAIM

UNEMPLOYMENT COMPENSATION FOR FEDERAL EMPLOYEES (UCFE) PROGRAM

NOTICE TO FEDERAL EMPLOYEE ABOUT UNEMPLOYMENT INSURANCE

This form has been given to you because (1) you have been separated from your job, or (2) you were placed in a nonpay status, or (3) your records have been transferred to a different payroll office.

Unemployment insurance (UI) for Federal workers. When unemployed, Federal workers may be entitled to UI benefits similar to those of workers in private industry. If you become unemployed or are in a nonpay status and want to FILE A CLAIM, go to the nearest LOCAL PUBLIC EMPLOYMENT SERVICE OFFICE of the STATE EMPLOYMENT SECURITY AGENCY to register for work and file your claim for UI. Your ELIGIBILITY for UI CANNOT be determined until AFTER you file a claim. DO NOT DELAY filing a UI claim; if you wait, your unemployment benefits may be reduced or you may not qualify for any benefits.

To help EXPEDITE your claim, take THIS FORM with you, your SOCIAL SECURITY ACCOUNT NUMBER CARD, the OFFICIAL NOTICE of your most recent SEPARATION or of your present NONPAY status (Standard Form 50 if available), EARNINGS and LEAVE statements, or similar documents that indicate you were employed by a Federal agency.

FEDERAL AGENCY will insert in the box:

1st line—Parent Federal Agency Name and 3 digit code number
2nd line—Major Component (if any)
3rd and 4th line—complete address to which all forms pertaining to a claim should be sent (ES-931, 931A, 934, 936, and notices of appeal, hearings, and determinations)

3 Digit Identification
FEDERAL AGENCY

	CODE NO. 732
Minneapolis Postal Data Center Attn: Payroll Processing Branch Twin Cities AMF, MN 55111-9630	

To be completed by the Federal Agency:

Contact Name/Office

Customer Support Branch

Telephone No. (include area code)

(612) 725-1222

KEEP THIS FORM and TAKE IT WITH YOU if you file a UCFE/UI claim for unemployed Federal workers provided by Federal law (U.S. CODE, Title 5, Chapter 85). For more information about UCFE/UI, read the REVERSE SIDE of this form.

Warning Notice—Unrecovered Missing Canadian Money Order Forms

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

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

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21649 article.

491,047,126 to 7,200	508,855,721 to 6,500	535,084,079 to 4,200	548,988,201 to 8,300
491,138,150 to 8,400	510,068,801 to 9,000	536,606,101 to 6,300	549,641,019 to 1,100
491,147,262 to 7,300	511,899,301 to 9,600	537,240,745 to 0,800	549,670,720 to 0,800
492,218,401 to 9,300	512,328,808 to 8,900	537,417,901 to 8,000	550,092,673 to 0,700
492,227,671 to 7,700	512,373,932 to 4,500	537,528,457 to 8,500	550,355,949 to
492,271,501 to 1,600	513,426,858 to 7,300	537,614,901 to 5,600	356,100
493,495,254 to 5,600	513,457,701 to 7,800	537,646,901 to 7,301	551,035,601 to
493,702,011 to 2,200	515,790,188 to 0,230	538,691,301 to 1,500	551,036,000
493,702,301 to 3,100	515,892,011 to 2,020	539,073,831 to 3,900	551,144,112 to 4,400
493,802,201 to 2,300	516,649,101 to 9,200	539,120,109 to 0,200	551,698,301 to 8,320
494,241,050 to 1,400	516,882,201 to 2,300	539,132,909 to 3,000	551,961,814 to 1,880
494,621,458 to 1,500	518,114,834 to 5,000	539,805,426 to 5,600	551,961,814 to 1,880
494,685,532 to 5,600	518,126,550 to 6,900	539,989,721 to 9,800	552,199,560 to
494,743,145 to 3,200	518,147,801 to 8,000	539,991,061 to 1,100	552,200,000
497,107,401 to 7,600	518,761,501 to 1,600	541,087,132 to 7,400	552,222,532 to 3,800
497,151,007 to 1,100	520,736,961 to 7,000	541,097,901 to	553,468,301 to 8,400
497,180,801 to 1,400	522,798,708 to 8,800	098,200	553,537,601 to 7,800
498,051,500 to 1,509	523,727,009 to 7,100	543,289,525 to	554,939,152 to 9,200
498,350,301 to 0,700	525,483,962 to 4,000	290,200	554,998,701 to 8,800
499,890,881 to 0,950	525,774,402 to 4,600	543,305,301 to 5,600	555,219,956 to
500,471,201 to 1,900	525,871,401 to 1,500	544,194,216 to 4,700	555,220,000
500,739,642 to 9,700	526,389,501 to 9,600	544,619,721 to	556,250,024 to 0,200
500,759,601 to	526,389,972 to	620,100	556,351,291 to 1,600
760,100	390,000	544,999,729 to 0,800	556,702,101 to 2,200
500,856,386 to 6,400	528,910,726 to 0,900	545,553,528 to 3,800	557,786,836 to 6,860
500,946,385 to 6,400	530,248,201 to 8,300	545,775,152 to 5,200	558,228,301 to 8,400
501,922,438 to 2,500	530,756,618 to 6,700	547,276,820 to	558,638,801 to 9,000
502,025,206 to 5,300	531,847,601 to 7,700	277,000	559,562,701 to
503,787,759 to 7,769	532,013,666 to 3,700	547,457,901 to	559,562,742
503,844,271 to 4,400	532,401,823 to 1,900	458,300	559,565,818 to
505,099,364 to 9,500	532,464,390 to 4,600	547,469,676 to 9,700	559,566,000
506,506,101 to 6,200	532,883,490 to 3,500	547,542,271 to	562,958,301 to 8,700
507,721,901 to 2,000	533,554,660 to 4,800	543,000	569,791,703 to 1,730
508,672,690 to 2,800	533,820,480 to 0,496	547,578,870 to 0,900	569,793,491 to 3,510
508,726,701 to 6,800	533,820,501 to 0,600	547,923,901 to	
508,726,823 to 7,000	534,086,901 to 7,000	924,000	

IT IS NEVER TOO LATE

★ TO JOIN THE TEAM ★

BUY U.S. SAVINGS BONDS

MAINTENANCE BULLETINS, MODIFICATION WORK ORDERS, SOFTWARE MODIFICATION ORDERS

MAINTENANCE BULLETINS
(Published Fourth Quarter, Fiscal Year 1987)

Number	Date	Subject
MMO-36-87	5-29-87	Test Decks for ECA OCR/CS Equipment.
MMO-37-87	6-10-87	Sack and Parcel Sorter Survey.
MMO-38-87	6-12-87	CFS Head Load Pads, 6030 Disk Drive.
MMO-39-87	7-10-87	101R Rotary Unit Bolt Reversal, ECBD 87-E046.
MMO-40-87	7-10-87	Reflective Tape for Motorist Mail Chutes.
MMO-41-87	7-10-87	Pedestal Failures—Neighborhood Delivery Collection Box Units (NDCBUs).
MMO-42-87	6-26-87	ECA Model 880 Bar Code Sorter Diverter Belt Alignment Procedure.
MMO-43-87	6-30-87	MPLSM Plastic Carts and Parts Numbers (ECBD 84-E091).
MMO-44-87	7-24-87	Bell and Howell Protective Railings.
MMO-45-87	7-24-87	Printer Buffer on Bell and Howell RA-9 Bar Code Sorter Apple Computer, ECBD 87-E059.
MMO-46-87	8-27-87	Test Decks for ECA OCR/CS Equipment (Revised); Replaces MMO-36-87.
MMO-47-87	8-27-87	Air Contract Data Collection System (ACDCS) 32K CMOS RAM Card, Configuration Strapping.
MMO-48-87	9-28-87	MPLSM Pickoff Head Modification (MWO-17-87) Correction and Update Information.
MMO-49-87	9-14-87	ECA OCR/CS and ECA BCS Drive Motor—Pulley and Belt Number Corrections.
MMO-50-87	10-16-87	Master Index of Effective Maintenance Bulletins, Modification Work Orders, and Software Modification Orders.
MMO-51-87	9-14-87	Computer Area Cleaning Orders.

MODIFICATION WORK ORDERS

Number	Date	Subject
MWO-11-87	7-14-87	Modification to MPFSM Startup Warning Light.
MWO-12-87	7-14-87	Modification to Pitney Bowes OCR/CS Reader Section Cover Assembly (RM9.1020.059-00E) ECBD 86-E137 (PMK-040).
MWO-13-87	8-10-87	Real Time Monitor for MCM-II II and M-36 Facer Cancelers ECBD 85-E249.
MWO-14-87	8-10-87	Mail Scanner Power Supply Filters Modification, ECBD 85-E303.
MWO-15-87	8-10-87	Bell and Howell Model RA-9 Bar Code Sorter Emergency Stop Switch Replacement and Rewiring, ECBD 84-E103.
MWO-16-87	8-21-87	Burroughs OCR/CS Slide Plate Mounting Screw Modification, ECBD 84-E032.
MWO-17-87	8-21-87	Pickoff Head Modification, MPLSM, All Models (ECBD 86-E029 R-1).
MWO-18-87	9-25-87	MPLSM Unitized Vacuum System Modification, ECBD 82-22.

SOFTWARE MODIFICATION ORDERS

Number	Date	Subject
SMO-4-87	6-16-87	Burroughs OCR/CS Software Release 87.1, ECBD 86-S220 and 86-S005.
SMO-5-87	9-03-87	Computer Forwarding System (CFS) Software Release N1.09, ECBD 87-S057.

—Engineering & Technical Support Dept., 12-31-87.

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

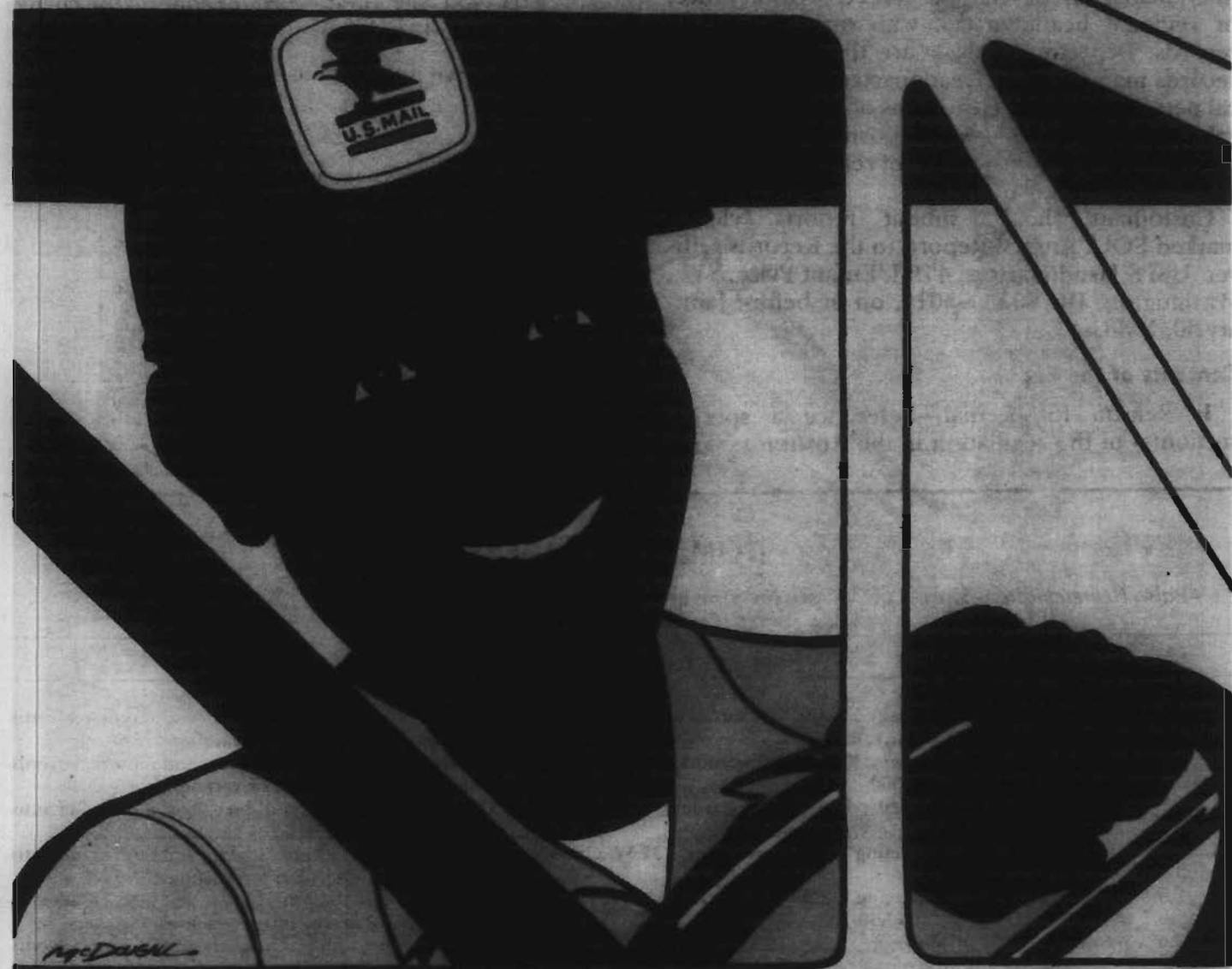
MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

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 21651 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	328 160 3304 to 3399	350 017 1652 to 2199	369 674 8141 to 8199
294 901 5400 to 5599	328 189 6539 to 6578	350 251 5100 to 5199	369 718 3783 to 3799
295 256 4605 to 4699	328 229 6407 to 6499	350 366 1104 to 1119	370 193 8257 to 8299
295 337 1915 to 1999	328 251 0600 to 0899	350 366 1145 to 1166	371 241 3118 to 3199
295 394 8000 to 8099	328 275 3170 to 3299	350 518 7350 to 7374	371 630 0100 to 0199
295 420 8030 to 8099	328 423 3448 to 3468	351 110 4900 to 4999	372 308 4180 to 4199
295 429 3300 to 3599	328 432 7367 to 7499	351 113 4615 to 4699	372 311 5400 to 5499
295 429 3700 to 3999	328 435 1989 to 1999	351 113 4800 to 4899	372 360 8303 to 8399
296 044 5800 to 5899	328 543 6745 to 6799	351 113 4900 to 4999	372 407 1025 to 1099
296 410 1323 to 1399	328 543 7400 to 7599	360 003 2454 to 2499	373 390 2301 to 2399
296 477 3926 to 3999	328 817 7879 to 7899	360 037 4500 to 4549	373 390 2518 to 2599
296 576 5232 to 5299	329 165 9000 to 9999	360 038 0502 to 0599	373 390 2604 to 2699
296 843 5473 to 5499	329 170 5151 to 5199	360 112 8583 to 8599	373 463 0902 to 0999
296 846 9858 to 9899	329 825 3306 to 3899	360 134 2600 to 2699	374 022 8105 to 8199
297 124 4700 to 4899	330 053 4777 to 4789	360 135 5611 to 5699	374 692 8858 thru
297 165 1450 to 1499	330 360 0989 to 0999	360 135 8159 to 8199	8899
297 443 5000 thru	330 402 2100 to 2199	360 172 1404 to 1499	374 795 2118 to 2199
297 576 4999	330 726 8851 to 8891	360 257 2100 to 2199	375 169 4400 thru
297 907 0975 to 0999	330 982 3100 to 3199	360 282 4600 to 4699	4599
297 914 6561 to 6599	331 201 5539 to 5599	360 403 8453 to 8499	375 637 9137 to 9199
298 752 5500 to 5599	331 468 0700 to 0799	360 418 0700 to 0799	375 637 9365 to 9999
298 922 2116 to 2199	331 631 5705 to 6099	360 419 6700 to 6799	375 744 7930 to 7999
298 925 6733 to 6799	331 643 7553 to 7599	360 535 5648 to 5657	376 850 0813
299 022 0389 to 0399	331 890 8100 to 9099	360 762 9368 to 9399	thru 0899
299 099 9586 to 9599	331 960 6019 to 6199	361 142 2817 to 2899	376 855 6764 to 6999
299 134 8017 to 8299	331 966 6733 to 6799	361 440 9240 to 9299	376 903 0721 to 0738
299 445 0182 to 0199	340 044 0851 to 0861	361 754 9300 to 9499	376 906 3206 to 3299
299 550 0776 to 0799	340 283 0024 to 0100	361 782 4204 to 4299	377 113 7461 to 7499
300 016 9813 to 9899	340 367 3100 to 3199	361 974 6812 to 6999	377 224 2300 to 2599
300 022 5100 to 5199	340 624 5530 to 5549	362 246 6800 to 6899	377 955 4285 thru
300 048 0096 to 0199	340 761 4101 to 4299	362 299 8900 to 8999	4399
300 166 7227 to 7299	341 168 4000 to 4999	362 861 3064 to 3099	378 029 9347 to 9399
300 253 7063 to 7099	341 818 4173 to 4199	363 130 1575 to 1599	378 085 3679 to 3699
300 254 9700 thru	341 999 8038 to 8052	363 130 4500 to 4599	378 210 9090 to 9099
300 255 0199	342 068 7623 to 7699	363 374 9010 to 9099	378 630 9489 to 9499
300 918 6700 to 6799	342 442 5051 to 5093	363 444 9333 to 9399	378 630 9500 to 9599
301 328 7905 to 7999	342 442 6402 to 6499	363 560 5050 to 5099	379 128 9584 to 9599
301 333 5000 to 5099	342 511 0441 to 0457	363 851 4259 to 4299	379 509 2600 to 2699
301 424 3477 to 3499	343 550 0510 to 0599	363 853 7582 to 7799	379 679 8060 to 8099
302 000 0000 thru	344 091 7382 to 7499	363 861 7600 to 7899	380 165 1165 to 1199
302 123 9999	344 130 6283 to 6299	363 904 4540 to 4999	380 489 6800 to 6899
320 208 3305 to 3499	344 175 9580 to 9589	363 922 5744 to 5799	380 572 1840 to 1899
320 624 7474 to 7499	344 850 1600 to 1699	363 930 9400 to 9699	381 077 3600 to 0699
320 783 7168 to 7199	346 654 0669 to 0699	363 965 7892 to 7999	381 325 4500 to 4599
321 401 5025 to 5034	346 693 2520 to 2599	364 467 6102 to 6199	381 540 9900 to 9999
321 670 1900 to 1999	347 338 4189 to 4199	364 826 1081 to 1099	381 604 2510 to 2699
322 013 7200 to 7299	347 458 7148 to 7199	365 512 9428 to 9499	381 645 9525 to 9599
322 722 7900 to 7999	347 492 6411 to 6499	365 693 4200 to 4299	381 924 0748 to 0799
323 854 0619 to 0699	347 641 3780 to 5699	365 842 7960 to 7999	383 156 6968 to 6999
323 854 0900 to 0999	347 645 0367 to 0399	365 997 7565 to 7699	383 156 7128 to 7199
325 097 0300 to 0399	347 696 3806 to 3899	366 205 2072 to 2099	383 156 7300 to 7999
325 465 7956 to 7999	348 010 8305 to 8399	366 772 6702 to 6799	383 299 2081 to 0099
325 645 2575 to 2599	348 036 3713 to 3799	366 998 7669 to 7681	383 314 3968 to 3999
325 734 5219 to 5299	348 036 4366 to 4599	367 303 6006 to 6099	383 892 1000 thru
325 739 7200 to 7399	348 412 9028 to 9099	367 396 9705 to 9799	1399
325 934 0584 to 0599	348 535 1703 to 1728	367 396 9900 to 9999	802 678 2605 to 2699
326 181 8203 to 8299	348 714 5286 to 5299	367 428 8800 to 8999	803 605 2840 to 2899
326 231 8440 to 8499	348 755 7904 to 7999	367 519 6700 to 6899	803 605 6300 to 6499
326 231 8576 to 8599	349 116 6533 to 7499	368 371 3923 to 3999	805 323 5006 to 5024
326 231 8600 to 8999	349 389 9242 to 9299	368 730 7825 to 7899	805 466 7255 to 7299
326 231 9000 to 9299	349 392 8081 to 8099	368 854 6200 to 6299	806 015 3885 to 3899
326 687 6538 to 6564	349 615 0000 to 0099	368 978 0561 to 0599	806 087 1100 to 1499
328 160 3235 to 3299	349 910 0000 to 0399	369 345 0188 to 0199	990 117 5600 to 5999

BE A DEFENSIVE DRIVER



Buckle Up and Drive Safely



FREEDOM OF INFORMATION ACT

The Postal Service must submit to Congress a report concerning the Freedom of Information Act (FOIA) for each calendar year.

Records custodians must submit reports if they declined to release information requested in writing citing the Freedom of Information Act. A Records Custodian is a postmaster or head of a facility, such as a postal data center, mailbag depository, management sectional center, division office, or regional headquarters, who maintains USPS records. Department heads are the custodians of records maintained at Headquarters. Senior medical personnel are the custodians of restricted medical records maintained within postal facilities. EAP counselors are the custodians of records pertaining to program participants.

Custodians should submit reports, clearly marked FOIA Annual Report, to the Records Officer, USPS Headquarters, 475 L'Enfant Plaza, SW., Washington, DC 20260-5010, on or before January 30, 1988.

Contents of the Report

1. Reason for Denial—Reference a specific section(s) of the regulation in the ADMINISTRATIVE

SUPPORT MANUAL (ASM) 352, but only sections 352.42 through 352.47.

2. Give the name and title or position of the USPS records custodian responsible for the denial.

3. Give the number of determinations not to comply with FOIA requests made during calendar year 1987.

4. Do not include denials of requests for change of address information.

The above information should appear as follows:

Reason for denial	Name and title of custodian	Denials ¹
352.42b.....	Mr. John Doe, Postmaster, Little Ark., MO.	3
352.42c(6)	Mr. John Doe, Postmaster, Little Ark., MO.	7
352.451.....	Mr. John Doe, Postmaster, Little Ark., MO.	1

¹ Number of denials based on this reference.

—Records Officer, 12-31-87.

DOMESTIC ORDERS

False Representation. Enforced by postmaster at city listed.

State/city	Names covered	Product
TX, San Antonio 78212-0500.	Georgio Freight Forwarders, Inc., 132 West Grayson.	The sale or distribution of boats and motors, advertising specialty products, or vacations.
TX, San Antonio 78212-0600.	Georgio Freight Forwarders, Inc., P.O. Box 12600.	The sale or distribution of boats and motors, advertising specialty products, or vacations.
TX, San Antonio 78213-1342.	Georgio Freight Forwarders, Inc., 11417 West Avenue, Suite 162.	The sale or distribution of boats and motors, advertising specialty products, or vacations.
TX, San Antonio 78212-0500.	Marketing Survey Associates, 132 W. Grayson..	The sale or distribution of boats and motors, advertising specialty products, or vacations.
TX, San Antonio 78213-1342.	Marketing Survey Associates, 11417 West Avenue, Suite 161.	The sale or distribution of boats and motors, advertising specialty products, or vacations.
TX, San Antonio 78215-1022.	Marketing Survey Associates, 2615 Broadway...	The sale or distribution of boats and motors, advertising specialty products, or vacations.
TX, San Antonio 78212-0500.	Marketing Survey Associates, P.O. Box 12500..	The sale or distribution of boats and motors, advertising specialty products, or vacations.

—Judicial Officer, 12-31-87.

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.



**Too much alcohol
is a crash diet.**

If you drink don't drive. If you drive don't drink.



INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS—Continued

901915	902725	913370	917834	924090	926804	931182	933092	945247	949081	958215	981554	995319
901923	907246	913396	921404	924134	926815	931321	937101	945291	949088	958246	981606	995328
901929	907305	913414	921414	924149	926849	931327	937232	945321	949093	958260	981613	997050
901931	907417	913467	921461	924194	926979	931336	937278	946178	949098	967037	981632	997062
901937	907427	913490	921535	924195	926994	931344	939041	947041	949128	968380	981637	997130
901938	907548	913497	921549	924230	927261	931380	940307	948041	950338	968382	981638	997135
901942	907550	913585	921551	924253	927367	931387	940330	949028	951221	968409	981660	997208
901943	910211	913605	921596	924262	927457	931395	940337	949033	951299	972267	981673	
901964	911048	913628	921616	924263	927522	931456	940940	949035	952042	972308	981693	
901965	911064	913691	921635	926574	928109	931469	941364	949043	954077	972463	981701	
901973	912248	913706	921656	926580	928422	931824	941373	949050	954078	972482	981703	
901979	912260	913912	921658	926654	928442	931862	941379	949060	954098	973214	981723	
901992	912500	917618	921746	926698	928449	931884	941391	949065	954123	974095	981768	
902554	913135	917814	922094	926749	928598	931943	941402	949067	954126	981493	992205	
902629	913328	917818	922117	926768	928665	931988	941452	949078	958137	981520	995275	

—Marketing Dept., 12-31-87.

65

Keep temperatures
no warmer than 65°
in the winter

78

Keep temperatures
no cooler than 78°
in the summer

UNITED STATES POSTAL SERVICE

WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

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

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

To order the **POSTAL BULLETIN**, follow instructions below and return this entire page.
Do NOT detach the address label.

1. Postal Service Requisitions	2. Public Orders
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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)

Check One:

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