



postal bulletin

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22-Cent. Massachusetts Statehood Commemorative Stamp

The 22-cent Massachusetts Statehood commemorative postage stamp goes on sale February 6, 1988, in Boston, Massachusetts. This stamp issue commemorates the 200th anniversary of Massachusetts statehood.

Do Not Sell Before February 8, 1988



Copyright U.S. Postal Service 1987

Issued in panes of 50.

A future issue will include collector information.

Supply. Offices that normally receive 500 or fewer commemorative stamps will receive their normal distribution quantities; offices receiving 650 to 950 stamps on a double-the-standard distribution will receive a standard distribution. All other post offices will receive approximately one-fourth 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 435.*

—Philatelic & Retail Services Dept., 1-14-87.

Correction

Annual Fees: Single Invoice

Form 3621-A, *Renewal Notice for Annual Fees*, that accompanied the article, "Annual Fees: Single Invoice," in *POSTAL BULLETIN* 21651, 12-24-87, should have included a sample cover envelope. The form reappears on page 3 in this issue, with the sample envelope on the reverse side (page 4).

—Rates & Classification Dept., 1-14-88.

Energy Conservation

The approach of a new year is an opportune time to rededicate our efforts for energy conservation. Each employee can contribute to this important program. The benefits are twofold—saving energy and saving dollars.

The Postal Service consistently has led in reducing energy consumption and that leadership must continue. We owe it to ourselves, our children, and our country to help conserve our natural resources.

—Engineering & Technical Support Dept., 1-14-88.

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Address Corrections—Form 3579

All personnel who handle Form 3579, *Undeliverable 2nd, 3rd, 4th Class Matter*, should verify the address in the publication's Publishers Identification Statement prior to returning address corrections for the publication. Second-class publications frequently move their processing operations for address corrections. An example is Time, Inc., which moved its operation to Tampa, Florida, from Chicago, Illinois, in November 1987.

Computerized Forwarding System (CFS) units that maintain second-class publication address files on floppy disks must be especially careful to update the addresses whenever a publisher's fulfillment operation moves.

Up-to-date address lists eliminate costly additional handling for the Postal Service and provide quality service to second-class mail customers.

—*Delivery Services Dept., 1-14-88.*

Unclaimed Government Property

Unclaimed government property bearing a National Stock Number (NSN) (a 13-digit number displayed in character groups of 4-2-3-4, e.g., 1234-00-567-0089, imprinted on cartons, tags, or directly on the item) must be sent to the appropriate concentration point for return to the federal supply system in accordance with DOMESTIC MAIL MANUAL 159.439. The facilities in columns A and B must send NSN material to concentration points in column C, as follows:

Column A	Column B	Column C
Bulk Mail Center (Designated Alternate Site Post Office Loose-in-the-Mail Unit (LIM)). Atlanta, Chicago, Cincinnati, Dallas (Ft. Worth), Des Moines, Detroit, Greensboro, Jacksonville, Kansas City, Memphis, Minneapolis/St. Paul, New Jersey, Philadelphia, Pittsburgh, St. Louis, Springfield, Washington.	Dead Parcel Branch. Atlanta, St. Paul, New York, Philadelphia.	Concentration Point. Philadelphia Dead Parcel Branch.
Denver, San Francisco, Seattle. Los Angeles (Los Angeles).	San Francisco	San Francisco Dead Parcel Branch. Los Angeles Post Office, Loose-in-the-Mail Unit.

—*Rates & Classification Dept., 1-14-88.*

Directives Update

This update lists all new, revised, and obsolete directives since POSTAL BULLETIN 21649, 12-10-87. Publication 23 includes ordering instructions. The revised list shows the oldest usable date; the new list indicates if the new directive rescinds another; and the obsolete list indicates if and by what the directive was replaced.

New Directives

Document and Date	Title
HBK AS-810, 11-87 ... MI AS-360-87-18, 11-6-87.	IRM Information for Field Divisions. Guidelines for Authorization of Official Telephone Service at Private Residence.

Revised Directives

Document and Date	Title	Oldest Usable Date
NOT 44-A, 10-87	Express Mail Same Day Airport Service.	10-87
NOT 82-A, 1-88	INTELPOST Service Directory and User's Guide.	2-87

Obsolete Directives

Document and Date	Title	Obsolete Date
NOT 211, 1-83	INTELPOST Self-Mailer (not replaced).	1-5-88

Note: It is important to order items with the type of identification used by the supply center computers. HBK represents Handbook; LAB, Label; MI, Management Instruction; NOT, Notice; POS, Poster; PUB, Publication; RI, Regional Instruction; SGN, Sign; TAG, Tag.


—*Office of Customer Support, 1-14-88.*

Speed Limits

Drivers of Postal Service vehicles must obey all posted speed limits. Postal Service vehicles include postal-owned, -leased, and rural route vehicles. This policy also applies to contractor-operated vehicles and vehicles driven under drive-out agreements. Handbook PO-701, *Fleet Management*, which will replace Handbook M-52 soon, will include this policy.—*Delivery Services Dept., 1-14-88.*

SAFETY IS NO ACCIDENT

RENEWAL NOTICE FOR ANNUAL FEES


TYPE OF SERVICE	PERMIT NUMBER(S)	FEE AMOUNT	FEE'S PAID CURRENT YEAR	FEE'S DUE FOR UPCOMING YEAR
Business Reply Permit Fee(s)		50.00		
 Business Reply Accounting Fee(s)		160.00		
First-Class Presort Fee(s)		50.00		
Third-Class Bulk Mailing Fee(s)		50.00		
Special Fourth-Class Presort Fee(s)		50.00		
Merchandise Return Permit Fee(s)		50.00		

TOTAL AMOUNT ENCLOSED

Telephone Number where we can contact you if necessary

Please indicate in the last column the services you will use next year. Total the fees and return this notice, with your check in the total amount, to the Postmaster (address shown on the reverse side of this notice). Make check payable to "U.S. Postal Service" or Postmaster.

Thank you for your business this past year, I look forward to meeting your postal needs as we move into the upcoming year.

 Mailers who receive more than 1000 BRM pieces will achieve cost savings by paying the (optional) BRM Accounting Fee. The savings are 16 cents per piece.

Postmaster

RETURN ADDRESS

UNITED STATES POSTAL SERVICE



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

OFFICIAL BUSINESS

THIS SAMPLE IS NOT INTENDED AS A SELF-MAILER.

TO: . . .

**(POSTMASTER
ADDS MAILER'S ADDRESS.)**

SAFETY BULLETIN

No. 88-1

SNOWBLOWER SAFETY

Each year at this time, many persons experience injuries involving snowblowers. Accidents sometimes occur when individuals place their hands or feet inside of the blower (while the machine is still running) to dislodge packed snow that has jammed the auger. Once cleared, the auger starts up rapidly and the individual's hand, finger, or foot can be mutilated or amputated by the blower or auger device.

Postal managers must provide proper and adequate training for all employees who operate snowblowers or snow removal equipment. Training must be administered *before* employees operate this equipment. Instruct employees to follow the manufacturer's operating and maintenance instructions and proper operating procedures.

In addition to training employees, postal managers must also ensure that equipment is properly stored. In the interest of fire prevention, gasoline snowblower engines should be allowed to cool and the gasoline drained, if this equipment is stored in any enclosure for extended periods.

Note: Only trained individuals should maintain and operate this equipment.

PLEASE POST ON BULLETIN BOARD



Originating Office:
Office of Safety and Health
Employee Relations Department

COLLECTING REVENUE DEFICIENCIES

All concerned employees should become familiar with the information and guidelines relating to procedures for the uniform and expeditious handling of revenue deficiencies as they apply to second-class mail and mail bearing permit imprints.

Documenting the Deficiency

The postal inspector or other postal employee who discovers a revenue deficiency must document the amount and the circumstances involved in a memorandum to the postmaster. The amount of the deficiency cited in the letter to the customer will be posted immediately to AIC 119, *Revenue Deficiency Found*. This AIC is a receipt entry only and cannot be used on the disbursement side of the accountbook. The general ledger account number is 41511.

Collection by Postmaster

Postmasters must take immediate action to collect amounts due. The postmaster must send a letter to the customer indicating the amount and basis of the deficiency and requiring payment 30 days from the customer's receipt of the letter. The letter must instruct the customer that a statement of intention to pay, or a formal appeal contesting the deficiency, must be made within 15 days of receipt of the letter.

The letter must also advise the customer that in the event an appeal is not filed within 15 days, the letter will constitute the final agency decision on the existence and amount of the deficiency. The letter should be delivered to the customer via certified mail—return receipt requested. If such delivery cannot be made within 30 days (if for example, the customer refuses to sign for certified mail), a duplicate letter must be delivered as First-Class Mail. The postmaster must make a written record of the date of delivery and the previous attempts to deliver it.

If no appeal is filed and the deficiency is not collected within 45 days of delivery of the letter, the postmaster must refer the case to the Field Division Controller. Copies of all letters to the customer must be sent to the General Manager, Rates and Classification Center (RCC). A second copy is sent to the Inspection Service if the revenue deficiency was discovered by a postal inspector.

If the revenue deficiency is paid or partial payments (see E) are received after the Field Division Controller has been notified that a revenue deficiency exists, the postmaster must promptly advise the Controller.

Appeal Process

An appeal of a deficiency notice must be in writing, addressed to the postmaster. Postmasters will forward all appeals immediately to the General

Manager, Rates and Classification Center (RCC), who will advise the customer and the postmaster of the final agency decision concerning the deficiency. This notification should occur within 30 days after the receipt of any additional information or assistance requested by the General Manager. The postmaster will not initiate collection action before the RCC's decision on the appeal.

Based upon the facts and regulations involved, the General Manager's decision will specify whether a deficiency should be assessed, and if so, its amount. A complete statement supporting the decision must be included.

Customer Responsibility to Respond

Customers must fully respond to all Postal Service correspondence concerning revenue deficiency matters within 15 days. Failure to respond within that time will be assumed as customer agreement that the assessed deficiency is correct, and that the amount is due.

Payment of Deficiencies

The full amount due should be paid in a lump sum. When warranted, the deficiency may be settled through equal monthly payments for up to 3 years, with interest computed each month on the unpaid balance. The interest rates to be applied (as set by the Secretary of the Treasury) will be published in the *POSTAL BULLETIN* before each new calendar year.

An agreement to pay a deficiency by installments must be in writing and should include a provision for the acceleration of the balance due upon default in the payment of any installment. (Advice should be sought from the Field Division Controller before entering into such agreements.)

Uncollected Deficiencies

Postmasters must forward uncollected deficiency cases to the Field Division Controller as soon as the customer's response period has ended, or when the customer refuses to pay the amount due.

For permit imprint and second-class mailings, after a final agency decision, postmasters will apply the amount of the uncollectable deficiency against the customer's appropriate advance deposit account so that monies deposited for future mailings will first be applied against the amount owed for previous mailings. All future mailings must be prepaid.

The Field Division Controller, with advice from the Regional Counsel, if necessary, will promptly attempt to collect outstanding amounts that exceed those in the advance deposit account. If such efforts are unsuccessful, the field Division Controller will refer the matter to the Regional Counsel for legal action.

If customers, in discussions with Field Division Controllers, offer to pay a partial amount in lieu of the full amount (or seek total relief), the Controller has authority to deny the request. If the Controller believes that a partial payment should be accepted, the Controller must document this recommendation to the Regional Director, Finance. The Regional Director will decide whether to accept a settlement offer or to accept a request for total relief.

1. The customer must provide detailed financial records sufficient for the Regional Director, Finance to make such determination if the basis for the requested relief is financial hardship. *Postal employees will not initiate an offer to settle disputed deficiency cases for less than the full amount.*

2. In making a decision, the Controller may consider whether the underpayment: (a) was made because of incorrect instructions given *in writing* by a postmaster or Mail Classification Manager or (b) existed before a previous Postal Service review of a customer's second-class circulation and mailing records.

If the Regional Director, Finance, decides to accept a settlement offer, the Field Division Controller will establish a payment schedule and interest charges for the deficiency and will advise the customer, the Postmaster, and the General Manager, RCC, of the amount due. The field Division Controller will also advise these same officials if the Regional Director, Finance, grants total relief for a postage deficiency.

In handling deficiency cases, Finance personnel are not to revise the amount due to the Postal Service as determined by the General Manager, Rates and Classification Center. That amount due was established as a final agency decision.

For uncollected deficiencies, the Regional Director, Finance, will either:

1. hold the postmaster responsible for the deficiency in whole or in part, or
2. relieve the postmaster of accountability for the deficiency.

The Postal Data Center must be informed of the necessary accounting adjustments.

—Rates & Classification Dept., 1-14-88.

U.S. Savings Bonds

Effective February 1, 1988, Pay Period 04-88, the Department of the Treasury has directed that the Postal Service no longer offer the \$50 and \$75 bond denominations to new participants in the payroll savings plan. For new participants, the minimum denomination is \$100, with a purchase price of \$50.

Individuals currently participating in a payroll savings plan at the \$50 and \$75 level may continue to purchase such bonds, increase their allotments, and effect changes in addresses or inscriptions. However, these individuals may not add additional \$50 or \$75 bonds to their current allotment.

—Dept. of the Controller, 1-14-88.

DMM Notice

Mixed States Package Label

A new pressure-sensitive Mixed States package label is now available in the supply centers, for use on all packages of letters or flats containing mail made up according to the Mixed States Labeling Lists found in DOMESTIC MAIL MANUAL (DMM) Exhibits 122.63p, 122.63q, and 122.63r. It is tan, with "MS" printed on it.

Mailers who need the label should obtain a supply from their post office. Effective with DMM Issue 26, 3-20-88, mailers *must* use this label or the mixed states optional endorsement line on the top copy of each package.

—Mail Processing Dept., 1-14-88.

Handbook DM-201 Revision

Express Mail Service

The following italicized changes to Handbook DM-201, *Express Mail Service*, are being made to clarify the definition of a service failure on Express Mail Same Day Airport (C Label) Service.

430 Procedures at Destination Airport Mail Facility (AMF)

* * * * *

432 Receipt Procedures

* * * * *

432.3 Late Shipment. A shipment that is late because of a strike or work stoppage, government action beyond the control of the Postal Service or air carriers, or delay or cancellation of flights is *not considered a service failure*. Describe the cause of the late shipment on the Service Analysis/Proof of Delivery copy of Label 11C, *Express Mail Same Day Airport*.

* * * * *

734 Same Day Airport Service

Express Mail Same Day Airport Service shipments that are not available for pickup by the date and time specified on Label 11C or 11H are considered service failures, except as provided for in 432.3.—Mail Processing Dept., 1-14-88.

FERS TRANSFERS

Although the open season for transferring to the Federal Employee Retirement System (FERS) ended December 31, 1987, the Postal Service will offer individual employees a 6-month opportunity to choose to transfer to FERS. These subsequent elections will be processed via Form 50, *Notification of Personnel Action*, not through the Distributed Data Entry/Data Reporting (DDE/DR) site.

Administrative Error

If an employee was erroneously placed in FERS rather than the Civil Service retirement System (CSRS) or the CSRS Offset, the error must be corrected immediately. The employee has 6 months after the error is corrected to decide whether to transfer to FERS or remain in CSRS or the Offset.

Conversion to Career

When employees convert to career status, they must enroll in the correct retirement system. If, at the time of the conversion to career, the employee has 5 or more years of creditable civilian service prior to January 1, 1987, the employee goes into the CSRS Offset (retirement plan Code 5), regardless of when he or she converts to career. Employees placed in the CSRS Offset have 6 months from the date of the conversion to career to elect whether they wish to transfer to FERS or remain in the CSRS Offset.

Whenever a new employee has previous creditable service, several factors determine the appropriate retirement system. If CSRS covered the employee fully when he or she separated, then the length of the break in service is a consideration:

1. *Break in service of less than 366 days.* If the break in service is less than 366 days, the employee returns to CSRS (retirement plan Code 1) and has 6 months to elect whether he or she wishes to transfer to FERS or remain in his or her current retirement plan.

2. *Break in service of more than 365 days.* When an employee is rehired after a break in service of more than 365 days, the individual's total creditable civilian service is considered. If the employee has 5 or more years of creditable civilian service before January 1, 1987, he or she is placed in the CSRS Offset (retirement plan Code 5) and has 6 months to elect to transfer to FERS or stay in his or her current retirement system. Conversely, if the employee does not have a minimum 5 years of creditable civilian service prior to January 1, he or she is placed in FERS (retirement plan Code 8).

Processing Elections to Transfer to FERS

Whenever an employee in the above situations elects to transfer to FERS, subsequent to January 1, 1988, a Form 50 must be processed, using NOA 803, *Change in Retirement Plan*. The retirement plan chosen depends on whether the employee has frozen CSRS time (see last section) when he or she elects a plan.

The following retirement plan codes may be used in Form 50's element 13:

8—FERS, used whenever an employee has no frozen civilian CSRS service.

9—FERS, same as 8 but only for Postal Inspectors.

A—FERS, used only when an employee elects FERS and has frozen civilian CSRS service.

B—FERS, same as A but only for Postal Inspectors.

Form 50 must also, when appropriate, include information in elements 17, 40, and 41. POSTAL BULLETIN 21616, 4-23-87, "Personnel Action Requirements for New Employees," provided instructions on element 17.

Element 40, frozen CSRS, is used only when a CSRS employee or a CSRS Offset employee transfers to FERS with a minimum 5 years creditable civilian service. Frozen CSRS service must appear in years/months/days.

Element 41, Creditable Military Service, appears as years/months of service, not days. For an employee who transfers to FERS with no frozen CSRS service, this element is completed only when the employee has military service before 1957 or has completed a deposit for his post-1956 military service. The same applies to employees automatically placed in FERS.

For employees who transfer to FERS with frozen CSRS service, element 41 is completed in the following cases:

- Employee with military time prior to 1957
- Employee first hired as career prior to October 1, 1982
- Employee first hired after October 1, 1982, with completed post-1956 military service deposit

All elections to convert to FERS from employees in the above described circumstances require that the employee complete OPM Form 1555, *Election of Coverage*, and process Form 50.

The restrictions described in POSTAL BULLETIN 21591, 10-30-86, "FERS-Retirement/FICA Codes," still apply. The following retirement plan codes are valid for use in element 13:

Code	Coverage
1	CSRS
2	FICA
3*	CSRS
4	Excluded
5	CSRS Offset (CSRS/FICA)
6*	CSRS Offset (CSRS/FICA)
7	Reserved
8	FERS
9*	FERS
A	FERS (Elected—Frozen Service)
B*	FERS (Elected—Frozen Service)

*Postal inspectors only.

Frozen CSRS Time

CSRS employees who transfer to FERS and have 5 or more years of creditable CSRS civilian service on the effective date of the transfer will have all such service "frozen." Upon retirement, the employee's total annuity will include a CSRS annuity based on this CSRS frozen service. It is important, therefore, that this service is properly calculated and recorded.

For this purpose, creditable civilian service includes:

- All service that has been subject to the normal 7 percent retirement contribution to CSRS. In the case of a law enforcement employee, the contribution rate has been 7.5 percent.
- Service for which there was no retirement contribution, such as a casual employee, temporary employee, or a rural carrier relief, etc.

- Service for which the employee received a refund contribution from CSRS.

Note: For those employees currently covered by CSRS Offset, the service that has been subject to the 1.3 percent retirement contribution to CSRS is *not* included in the calculations of frozen CSRS time.

The CSRS frozen service should be expressed in terms of total years/months/days, and this information should be recorded in element 40. For example, if an employee has a total of 15 years, 10 months, and 7 days of frozen CSRS time, record "15-10-07 FROZEN CSRS" in element 40.

Note: If the review of the OPF indicates that the employee has less than five years of creditable CSRS civilian service, enter "00-00-00 NONFROZEN" in section 5.

—Employee Relations Dept., 1-14-88.

DOMESTIC ORDERS

False Representation. Enforced by postmasters at cities listed.

State/city	Names covered	Products
MN, Bloomington 55420-4732.	Minneapolis-St. Paul Yellow Page Directory, 9925 Lyndale Avenue S., Suite 314.	The solicitation of advertisements to be placed in any directory or other publication.
IA, Des Moines 50322-6466....	The Iowa Directory, 9743 University, Suite 331.	The solicitation of advertisements to be placed in any directory or other publication.
NE, Lincoln 68501-3435.....	Nebraska Yellow Pages Directory, 2310 N. First, Suite 1B, P.O. Box 83435.	The solicitation of advertisements to be placed in any directory or other publication.

—Judicial Officer, 1-14-88.

IT IS NEVER TOO LATE

★ TO JOIN THE TEAM ★

BUY U.S. SAVINGS BONDS

22-Cent Cats Commemorative Stamps

The block of four 22-cent Cats commemorative postage stamps goes on sale February 12, 1988, in New York, New York. This issue is the sixth stamp printed by the American Bank Note Company under a contract awarded by the Postal Service on January 12, 1987, and the 35th printed by that firm since 1979.

Do Not Sell Before February 13, 1988



Copyright U.S. Postal Service 1987

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. Because the total quantity of this stamp will be distributed automatically, the Bureau of Engraving and Printing will not honor supplemental requisitions for *Item 438*.

The Bureau will ship limited quantities of this stamp to Regional Accountable Paper Depositories (RAPD) 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, offices should consider that they must deplete stock before April 12, 1988, except authorized philatelic centers.—*Philatelic & Retail Services Dept., 1-14-88.*

Forms Update

This update lists all new, revised, and obsolete forms since POSTAL BULLETIN 21649, 12-10-87. Forms are categorized as new, revised, or obsolete, and are listed in order by number within each category. In the revised category, the third column indicates the date of the oldest issue which may still be used. When only the current issue may be used, the revised issue date is listed. The obsolete category also shows if and by what the form was replaced.

Revised Forms

Form Number and Date	Title	Oldest Usable Date
PS 7379, 11-87.....	Receiving Report.....	2-73
SF 2819, 5-87.....	Notice of Conversion Privilege.	10-85

Obsolete Forms

Form Number and Date	Title	Oldest Usable Date
PS 904, 1-80.....	United States Savings Bond Schedule (not replaced).	12-7-87
PS 1547, 12-71.....	Vacation Period Selection (not replaced; unnumbered version to be copied locally from POSTAL BULLETIN 21649, 12-3-87).	12-4-87
PS 4232, 9-84.....	Customer's Name and Address (not replaced).	12-4-87

—Office of Customer Support, 1-14-88.

Mailer Sack and Tray Labels

The National Bulk Rate Mail Verification Program, implemented in 1982, identified serious problems with the preparation of sack labels used on customer-prepared bulk rate mailings. To correct this situation, the Postal Service instituted a review process to screen customer label orders for Service-prepared labels.

Division and Management Sectional Center (MSC) Managers of Mailing Requirements must approve all customer requisitions for sack and tray labels, including requisitions prepared by account representatives for mailers, before forwarding new requisitions to the Computerized Label Printing Branch (CLPB), Topeka, Kansas.

—Rates & Classification Dept., 1-14-88.

Pile sacks evenly to avoid damage and to conserve space



**This Office
Will Be Closed
in Observance of
Washington's Birthday
February 15, 1988**

DMM Notice

APPLICATION PROCEDURES FOR SECOND-CLASS ADDITIONAL ENTRY

Effective with DOMESTIC MAIL MANUAL (DMM) Issue 26, 3-20-88, section 442, *Additional Entry Applications*, will recommend that publishers request additional entry points at least 40 days prior to the desired effective date. This will give the Postal Service time to review the transportation, processing, and distribution systems at the additional offices. Since it is much more efficient to evaluate staffing and equipment requirements prior to deposit of the mail than it is to do so afterward, this will enable the Postal Service to provide any resources needed for the additional volumes.

Further, in instances where the Postal Service has already established transportation service contracts according to a publication's previous distribution plan, advance notice will allow the Postal Service to amend or, if necessary, cancel, those contracts more economically.

The text of the DMM revision follows:

442 Additional Entry Applications**442.1 General****.11 Application Procedure**

.111 Method. Publishers may request the establishment or cancellation of an additional entry by submitting Form 3510, *Application for Additional Entry, Reentry, or Special Rate Request for Second-Class Publication Applicant*, to the postmaster of the original entry post office for the publication involved.

.112 Accompanying Documentation. The application must detail the distribution plan (i.e., the volume and ZIP Code ranges to be deposited) that pertains to each additional entry requested, and detail the disposition of copies described in the distribution plan for any additional entry being cancelled. Two copies of the most recent issue of the publication must accompany the application. These must contain an amended identification statement (see 455.2) or a representation of how the identification statement will be amended in a specific future issue.

.113 Date of Submission. In order to permit timely adjustment of transportation without penalty to the Postal Service, requests for establishment, modification, or cancellation of an additional entry should be submitted no less than 40 days prior to the requested effective date.

.12 Eligibility as an Additional Entry Office. The additional entry office must be a post office; other postal facilities (such as branches, stations, non-postal contract offices, transfer hubs, etc.) will not be authorized as points for additional entry. See Publication 65, *National Five-Digit ZIP Code and Post Office Directory*, to determine whether a particular postal facility is a post office.

.13 Concurrent Filings

.131 With Original Entry (Under 441). Publishers may concurrently apply for second-class mail privileges (original entry) under 441 as well as for additional entry, although separate forms and fees are required for each (see 412.1).

.132 Multiple Additional Entry Actions (Under 442). Publishers may request the concurrent establishment, modification, and/or cancellation of more than one additional entry by filing a single Form 3510 and paying a single fee, provided:

a. all required information is supplied concerning each entry; and

b. the effective dates for the additional entry actions cover a span of not more than 30 calendar days.

.133 Other Additional Entry Actions (Under 442). The publisher must submit a separate Form 3510 (with the applicable fees) for each additional entry action under 442 that cannot meet the requirements of 442.132.

.134 With Reentry (Under 443 or 444). The publisher must submit a separate Form 3510 (with the applicable fees) for each reentry action under either section 443 or 444. The publisher who changes a publication's frequency of issuance by reentry under 444 must also file a separate Form 3510 and pay the appropriate fee if any modifications are being made to the publication's distribution plan other than the change in frequency of issuance.

442.2 Restrictions

.21 Same County. An additional entry will be authorized at a post office located in the same county as the office of original entry only if the publication is entirely or partly produced or prepared for mailing at the additional entry office (see 445 for application for exceptional dispatch).

.22 Transportation and Mail Processing Restrictions. An additional entry will be authorized only at a post office where transportation and mail processing resources (e.g., equipment and physical characteristics) are adequate to enable the mailings to be efficiently and economically handled in postal transportation, distribution, and processing systems.

.23 Contractual Limitations. Except as provided by 442.113, additional entry actions will not be authorized if the effective date requested by the publisher would cause the Postal Service to incur additional costs under the terms of existing contracts for transportation serving the affected entry office(s).

442.3 Processing and Ruling on Applications

.31 Submission to Local Post Office. Upon receipt of Form 3510, the original entry postmaster must ensure it is complete and accurate, collect the applicable fee, and forward the original form with its supporting documentation through the MSC to the Transportation Management Service Center (TMSC) serving the original entry post office. The origin TMSC will send copies of the form (and the distribution plan) to each TMSC whose service area includes a post office affected by the requested additional entry action. (**Note:** A post office (original or additional entry) is considered "affected" if it is listed on the Form 3510 either as added or cancelled as an entry office or if its authorized distribution plan is modified.)

.32 Review by Transportation Management Service Center (TMSC). Under the coordination of the Manager of the origin TMSC, the Manager of each TMSC notified of the requested action must determine whether adequate transportation services and mail processing resources (e.g., equipment and physical characteristics) exist to support the additional entry action requested.

.33 Clarification or Adjustment. The Manager, Transportation Management Service Center, may ask the publisher to make adjustments in the distribution plan submitted with the additional entry request, or to submit additional information in support of the request. Further, the General Manager, Rates and Classification Center, may ask the publisher for additional information or evidence to complete or clarify the application. The publisher's failure to furnish such information is sufficient grounds to deny the application.

.34 Recommendation by Transportation Management Service Center (TMSC). After completing the review described in 442.32, the Manager of the origin TMSC will forward a recommended decision to the General Manager, Rates and Classification Center. For each additional entry request, the TMSC will submit its copy of Form 3510; all copies of the publication and other material that accompanied the request; a written recommendation that the request be approved, approved as adjusted, or denied; and supporting documentation for any recommendation that the publisher's request be approved as adjusted or denied.

.35 Ruling on Additional Entry Applications. After review of the Transportation Management Service Center's recommendation, the General Manager, Rates and Classification Center, serving the applicant's original entry post office, rules on all applications for additional entry.

.36 Granting the Application. If the General Manager, Rates and Classification Center (RCC) grants the application, the RCC will send the written notice of authorization to the original and additional entry office postmasters involved.

.37 Effective Date. Subject to the restrictions in 442.2, the effective date of an additional entry authorization will be that requested by the publisher. However, if recommended by the Manager, Transportation Management Service Center, that date may be deferred as necessary until sufficient transportation services or mail processing resources are in place to support the action requested. If the deferral is due to contractual limitations (see 442.23), the publisher's requested effective date will be approved only with (a) the approval of the Manager(s), Transportation Management Service Center(s), serving the additional entry office(s) affected by the action(s); and (b) the publisher's agreement to reimburse the Postal Service for any cost incurred due to modification or cancellation of contracted transportation services.

.38 Denying the Application. If the General Manager, Rates and Classification Center (RCC), denies an application for additional entry, the RCC will send the written notice of denial to the publisher, specifying the reasons for the denial. The RCC will also provide a copy to the entry office postmasters involved. The denial becomes effective 15 days from the publisher's receipt of the notice unless, within that time, the publisher files an appeal, through the Rates and Classification Center, to the Director, Office of Classification and Rates Administration, USPS Headquarters, Washington, DC 20260-5360, who will issue the final agency decision.

442.4 Use of Authorized Entries

.41 Specific Distribution. Publishers must specify the distribution plan (i.e., the volume and ZIP Code ranges to be deposited) for copies to be entered at each entry post office. Once the entry and its distribution plan are authorized, copies must be deposited in accordance with the authorized distribution plan, except as provided by 442.462.

.42 Schedule and Frequency of Use

.421 General. Publishers may establish additional entries for the scheduled deposit of regular, special, or back issues or for unscheduled "contingency" use in emergency situations. A mailing must be deposited at each additional entry point at least once each calendar year.

.422 Regular Issues. Regular issues are those produced in compliance with the publication's authorized frequency of issuance (see 421.2). When applicable, publishers must specify on Form 3510 how the distribution plan required by 442.41 will vary during the year, specifically describing, for example, anticipated changes in the distribution plan, such as periodic fluctuations in, or transfers of, volume or mailing activity, or scheduled temporary consolidation of entries.

.423 Special Issues. Special issues are those produced as part of the publication's authorized fre-

quency, but which differ from regular issues in physical size, volume of mailing, or scheme of distribution. Publishers must specify a separate distribution plan on Form 3510 for special issues if it is different from that for regular issues.

.424 Back Issues. Back issues are those no longer in current production but which are distributed from stock in response to specific requests. Publishers must specify a separate distribution plan on Form 3510 for back issues if it is different from that for regular issues.

.425 Contingency Entries. Publishers may designate certain entry post offices in their distribution plan on Form 3510 for use only in contingency (emergency) situations when conditions beyond the control of the publisher prevent use of other authorized entry points. The following conditions apply to their use:

a. To the maximum extent practicable, upon the availability of such information, but not less than 10 calendar days in advance of the intended use, publishers must advise the original entry postmaster, the additional entry post office(s), and the Transportation Management Service Center(s) affected, of the volume and distribution plan of all mailings that will be entered, as well as the expected duration of the contingency use.

b. A mailing must be deposited at each contingency entry at least once every calendar year.

c. In order for the Postal Service to provide economical and timely service, contingency entries must not be established or used in lieu of permanent alterations to authorized distribution plans that may be requested under 442.1, 442.46, or 442.47.

.43 Payment of Postage. Postage must be prepaid and available for all copies to be entered at an additional entry post office prior to the release of the mailing.

.44 Publishers' Responsibilities

.441 Distribution Plans. Publishers must ensure that their mailings comply with authorized distribution plans. An entry office will not accept copies that do not comply with the distribution plan authorized for that entry. See 442.46 for procedures to modify an entry.

.442 Filings

a. Publishers are responsible for timely submission of all forms and supporting documentation by which they seek to establish, modify, or cancel an additional entry.

b. Publishers must file Form 3510 and pay the appropriate fee to modify a distribution plan as needed when they wish to cancel additional entry points that will no longer be used or at which a mailing has not been deposited during the previous calendar year (see 442.47).

c. If an additional entry authorization at a post office is revoked for nonuse, mail that had been authorized entry at that office may not be deposited elsewhere until the publisher submits and pays the appropriate fee for a Form 3510 to cancel the

unused additional entry and modify the distribution plan for the publication accordingly.

.45 Post Office Responsibilities

.451 Original Entry Post Office. The postmaster of the original entry post office *must*:

a. examine mailings and accompanying documents to ensure that copies of a publication are mailed in conformance with the authorized distribution plan;

b. notify additional entry post offices of the respective distribution plans authorized for them (i.e., ZIP Code ranges authorized to be entered at each additional entry);

c. notify the publisher of all irregularities detected in examining, verifying, or accepting mailings;

d. initiate appropriate action to correct irregularities;

e. review and submit Form(s) 3510 in a timely manner (see 442.31); and

f. advise the publisher of the effective date(s) of any actions requested under 442.

.452 Additional Entry Post Office. The postmaster at each post office where a publication is authorized additional entry *must*:

a. examine mailings and accompanying documents to ensure that copies of a publication authorized entry at that office are mailed only in accordance with the authorized distribution plan (i.e., ZIP Code ranges authorized to be entered at each additional entry);

b. ensure that publishers provide the required advance notification of changes in an authorized distribution plan (see .462 for temporary changes or .461 for permanent changes);

c. refuse to accept mailings not in conformance with the authorized distribution plan;

d. defer implementation of any changes in an authorized distribution plan until all affected post offices and Transportation Management Service Center(s) are notified and, if required, authorization is received from the Rates and Classification Center and/or Transportation Management Service Center;

e. notify the postmaster of the original entry post office of any irregularities detected in mailings of a publication.

.46 Modifications of an Entry

.461 Permanent Changes or Temporary Changes for More Than One Issue. Except as provided by 442.462, publishers may modify the use of an authorized entry post office (such as the frequency, volume, or distribution plan of copies entered at that entry) only after submitting Form 3510 (see 442.1) and receiving Postal Service approval.

.462 Limited Temporary Changes. When a change will affect only the distribution plans of two existing authorized entry post offices for one specific issue of a publication, the following criteria apply:

a. Publishers who wish to temporarily change the office of entry for specific copies of one specific issue of a publication from one existing authorized

entry post office to another may do so by submitting a letter that details the specific issue, the date(s) and duration of mailing of the issue, the entry offices, and the volume and distribution area (ZIP Codes) affected by the modification. This letter must be submitted to the postmaster of the original entry and additional entry office(s) affected for the issue of the publication involved with copies to all Transportation Management Service Center(s) involved.

b. Publishers should submit their requests for changes in distribution plans as soon as practicable to permit timely and economical adjustment of Postal Service processing and transportation systems. At least 10 calendar days notice is required before implementation of a limited temporary change to the distribution plan at an authorized additional entry for a specific issue of a publication.

c. Limited temporary modification to a publication's authorized distribution plan will be approved as of the effective date requested by the publisher, except as provided by 442.37.

d. In order for the Postal Service to provide economical and timely service to publishers, limited temporary changes must not be used in lieu of permanent alterations to authorized distribution plans that may be requested under 442.1, 442.461, or 442.47.

e. The postmaster of the original entry post office will obtain the concurrence of the additional entry office(s) and Transportation Management Service Center(s) affected prior to approving a limited temporary change to a publication's distribution plan under this section.

.47 Cancellation or Restoration of Additional Entries

.471 Cancellation by Separate Action. Publishers must submit Form 3510 (see 442.11) and pay the appropriate fee (see 412.1) to cancel an additional entry that will no longer be used.

.472 Cancellation as Part of Changes to a Distribution Plan. Whenever a modification to a distribution plan (see 442.46) will result in nonuse of an additional entry, that entry must be specifically cancelled as part of the additional entry action. If a publisher fails to file Form 3510 to cancel an authorized additional entry for nonuse, either separately or as part of another action, that additional entry will be revoked.

.473 Restoration. Publishers wishing to restore additional entry authorizations cancelled or revoked previously for nonuse (see 442.442) may do so only through submission of Form 3510 (see 442.11) and the payment of the appropriate fee (see 412.1).—*Rates & Classification Dept., 1-14-88.*

NATIONAL WORK HOUR REPORTING SYSTEM

The structural reorganization of management sectional centers requires a minor change to the National Work Hour Reporting System (NWRS).

Effective Pay Period 3, Accounting Period (A/P) 5, Fiscal Year 1988 (January 16, 1988), NWRS will have a Labor Distribution Code (LDC) change as follows:

Change	LDC	Definition/description
Deleted....	19	(Activities formerly listed under LDC 19 now appear under LDC 79.)
Added.....	79	Bulk Mail Acceptance—all nonsupervisory hours used in bulk mail weighing and acceptance; administration of optional, alternative, and standard postage payment procedures; detection of short-paid and misclassified mail. Also, includes hours of employees who devote 4 or more hours in a day to verification of presort or revenue protection activities.

In addition, LDC 70 (Supervision—Marketing & Communications) and LDC 97 (Training—Marketing & Communications) will be validated for all CAG A-G offices.

The following Management Operating Data (MOD) operation numbers have been reassigned from LDC 19 to LDC 79:

Operation	Description
001	Platform Acceptance and Weighers Unit.
839	Bulk Mail Verification.

Postal Data Center (PDC) employee master records and Postal Source Data System (PSDS) employee master records will have automatic changes of bulk mail acceptance employees from LDC 19 to 79.

Offices must manually convert all Bulk Mail Acceptance supervisors in LDC 10 to LDC 70, effective Pay Period 3, using the procedures outlined in Handbook F-2, *Functional Management*, parts 312 and 313. Timecard offices must use block 99 of the timecard for week one of Pay Period 3. Postal Source Data System offices must use Transaction 86.

Also effective A/P 5, the "Special Interim" NWRS work hour report will be discontinued.

—Dept. of the Controller, 1-14-88.

JANUARY 1988

Have you seen any of these children?

Participate in the NALC/USPS Child Alert Program. Tear out this page and carry it with you. If you have information on any of these missing children, tell your postal supervisor.



Allen Briscoe, Jr.
 Born: 12/05/69
 Date missing: 12/13/85
 From: Philadelphia, PA



Tinze Lucinda Huels
 Born: 04/06/67
 Date missing: 10/27/84
 From: Hillsborough County, FL



Cheyella Rainbow Nielsen
 Born: 08/12/70
 Date missing: 10/04/86
 From: Durango, CO



Jesse Mark Rinker
 Born: 12/31/84
 Date missing: 05/04/87
 From: Alberta, Canada



Shannon Lee Potter
 Born: 07/20/70
 Date missing: 03/03/84
 From: Baltimore, MD



William Charles Cordes
 Born: 07/11/68
 Date missing: 03/23/84
 From: Placer County, CA

**Please Call the National Center for Missing and Exploited Children—
 HOT LINE 1-800-843-5678**

Missing Children Poster Display Instructions

Please display this poster prominently on bulletin boards in retail lobbies of main post offices, classified stations and branches. Please remove and discard previous versions. At their option, operators of contract postal units may display this poster.

Companion posters, authorized for display on bulletin boards maintained by employee organizations, appear periodically in *The Postal Record*, a publication for members of the National Association of Letter Carriers.

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by the National Center for Missing and Exploited Children. For policy and information on Postal Service support in efforts to recover missing children, see POSTAL BULLETIN 21536, page 1, October 17, 1985.

Missing Children Posters are available from the U.S. Postal Service *only* through periodic issues of the POSTAL BULLETIN.

CANADA-U.S. MONEY ORDER CONVERSION RATES

Effective immediately, the rate for money orders issued for payment in Canada will be 1.00 U.S. Dollar equals 1.28 Canadian. However, postal employees must verify a current rate when a customer wishes to purchase money orders payable in Canada with a total value in excess of \$3,500 (U.S.). The current Canadian exchange rate may be obtained by calling the St. Louis Postal Data Center (PDC) on (PEN or 314) 436-5099. When a money order is issued for payment in Canada the issuing employee must enter the Canadian dollar amount in the "Used for" block of the money order. Use the table on the left to convert from U.S. dollars to Canadian, or the table on the right to convert from Canadian dollars to U.S. dollars.

U.S.-CANADA MONEY ORDER CONVERSION RATES

CANADA-U.S. MONEY ORDER CONVERSION RATES

U.S.	Canada	U.S.	Canada	U.S.	Canada	U.S.	Canada
\$0.01	\$0.01	\$0.51	\$0.65	\$1.00	\$1.28	\$51.00	\$65.28
0.02	0.03	0.52	0.67	2.00	2.56	52.00	66.56
0.03	0.04	0.53	0.68	3.00	3.84	53.00	67.84
0.04	0.05	0.54	0.69	4.00	5.12	54.00	69.12
0.05	0.06	0.55	0.70	5.00	6.40	55.00	70.40
0.06	0.08	0.56	0.72	6.00	7.68	56.00	71.68
0.07	0.09	0.57	0.73	7.00	8.96	57.00	72.96
0.08	0.10	0.58	0.74	8.00	10.24	58.00	74.24
0.09	0.12	0.59	0.76	9.00	11.52	59.00	75.52
0.10	0.13	0.60	0.77	10.00	12.80	60.00	76.80
0.11	0.14	0.61	0.78	11.00	14.08	61.00	78.08
0.12	0.15	0.62	0.79	12.00	15.36	62.00	79.36
0.13	0.17	0.63	0.81	13.00	16.64	63.00	80.64
0.14	0.18	0.64	0.82	14.00	17.92	64.00	81.92
0.15	0.19	0.65	0.83	15.00	19.20	65.00	83.20
0.16	0.20	0.66	0.84	16.00	20.48	66.00	84.48
0.17	0.22	0.67	0.86	17.00	21.76	67.00	85.76
0.18	0.23	0.68	0.87	18.00	23.04	68.00	87.04
0.19	0.24	0.69	0.88	19.00	24.32	69.00	88.32
0.20	0.26	0.70	0.90	20.00	25.60	70.00	89.60
0.21	0.27	0.71	0.91	21.00	26.88	71.00	90.88
0.22	0.28	0.72	0.92	22.00	28.16	72.00	92.16
0.23	0.29	0.73	0.93	23.00	29.44	73.00	93.44
0.24	0.31	0.74	0.95	24.00	30.72	74.00	94.72
0.25	0.32	0.75	0.96	25.00	32.00	75.00	96.00
0.26	0.33	0.76	0.97	26.00	33.28	76.00	97.28
0.27	0.35	0.77	0.99	27.00	34.56	77.00	98.56
0.28	0.36	0.78	1.00	28.00	35.84	78.00	99.84
0.29	0.37	0.79	1.01	29.00	37.12	79.00	101.12
0.30	0.38	0.80	1.02	30.00	38.40	80.00	102.40
0.31	0.40	0.81	1.04	31.00	39.68	81.00	103.68
0.32	0.41	0.82	1.05	32.00	40.96	82.00	104.96
0.33	0.42	0.83	1.06	33.00	42.24	83.00	106.24
0.34	0.44	0.84	1.08	34.00	43.52	84.00	107.52
0.35	0.45	0.85	1.09	35.00	44.80	85.00	108.80
0.36	0.46	0.86	1.10	36.00	46.08	86.00	110.08
0.37	0.47	0.87	1.11	37.00	47.36	87.00	111.36
0.38	0.49	0.88	1.13	38.00	48.64	88.00	112.64
0.39	0.50	0.89	1.14	39.00	49.92	89.00	113.92
0.40	0.51	0.90	1.15	40.00	51.20	90.00	115.20
0.41	0.52	0.91	1.16	41.00	52.48	91.00	116.48
0.42	0.54	0.92	1.18	42.00	53.76	92.00	117.76
0.43	0.55	0.93	1.19	43.00	55.04	93.00	119.04
0.44	0.56	0.94	1.20	44.00	56.32	94.00	120.32
0.45	0.58	0.95	1.22	45.00	57.60	95.00	121.60
0.46	0.59	0.96	1.23	46.00	58.88	96.00	122.88
0.47	0.60	0.97	1.24	47.00	60.16	97.00	124.16
0.48	0.61	0.98	1.25	48.00	61.44	98.00	125.44
0.49	0.63	0.99	1.27	49.00	62.72	99.00	126.72
0.50	0.64			50.00	64.00	100.00	128.00
						200.00	256.00
						300.00	384.00
						400.00	512.00
						500.00	640.00
						600.00	768.00
						700.00	896.00

Canada	U.S.	Canada	U.S.	Canada	U.S.	Canada	U.S.
\$0.01	\$0.01	\$0.51	\$0.40	\$1.00	\$0.78	\$51.00	\$39.84
0.02	0.02	0.52	0.41	2.00	1.56	52.00	40.63
0.03	0.02	0.53	0.41	3.00	2.34	53.00	41.41
0.04	0.03	0.54	0.42	4.00	3.13	54.00	42.19
0.05	0.04	0.55	0.43	5.00	3.91	55.00	42.97
0.06	0.05	0.56	0.44	6.00	4.69	56.00	43.75
0.07	0.05	0.57	0.45	7.00	5.47	57.00	44.53
0.08	0.06	0.58	0.45	8.00	6.25	58.00	45.31
0.09	0.07	0.59	0.46	9.00	7.03	59.00	46.09
0.10	0.08	0.60	0.47	10.00	7.81	60.00	46.88
0.11	0.09	0.61	0.48	11.00	8.59	61.00	47.66
0.12	0.09	0.62	0.48	12.00	9.38	62.00	48.44
0.13	0.10	0.63	0.49	13.00	10.16	63.00	49.22
0.14	0.11	0.64	0.50	14.00	10.94	64.00	50.00
0.15	0.12	0.65	0.51	15.00	11.72	65.00	50.78
0.16	0.13	0.66	0.52	16.00	12.50	66.00	51.56
0.17	0.13	0.67	0.52	17.00	13.28	67.00	52.34
0.18	0.14	0.68	0.53	18.00	14.06	68.00	53.13
0.19	0.15	0.69	0.54	19.00	14.84	69.00	53.91
0.20	0.16	0.70	0.55	20.00	15.63	70.00	54.69
0.21	0.16	0.71	0.55	21.00	16.41	71.00	55.47
0.22	0.17	0.72	0.56	22.00	17.19	72.00	56.25
0.23	0.18	0.73	0.57	23.00	17.97	73.00	57.03
0.24	0.19	0.74	0.58	24.00	18.75	74.00	57.81
0.25	0.20	0.75	0.59	25.00	19.53	75.00	58.59
0.26	0.20	0.76	0.59	26.00	20.31	76.00	59.38
0.27	0.21	0.77	0.60	27.00	21.09	77.00	60.16
0.28	0.22	0.78	0.61	28.00	21.88	78.00	60.94
0.29	0.23	0.79	0.62	29.00	22.66	79.00	61.72
0.30	0.25	0.80	0.63	30.00	23.44	80.00	62.50
0.31	0.24	0.81	0.63	31.00	24.22	81.00	63.28
0.32	0.25	0.82	0.64	32.00	25.00	82.00	64.06
0.33	0.26	0.83	0.65	33.00	25.78	83.00	64.84
0.34	0.27	0.84	0.66	34.00	26.56	84.00	65.63
0.35	0.27	0.85	0.66	35.00	27.34	85.00	66.41
0.36	0.28	0.86	0.67	36.00	28.13	86.00	67.19
0.37	0.29	0.87	0.68	37.00	28.91	87.00	67.97
0.38	0.30	0.88	0.69	38.00	29.69	88.00	68.75
0.39	0.30	0.89	0.70	39.00	30.47	89.00	69.53
0.40	0.31	0.90	0.70	40.00	31.25	90.00	70.31
0.41	0.32	0.91	0.71	41.00	32.03	91.00	71.09
0.42	0.33	0.92	0.72	42.00	32.81	92.00	71.88
0.43	0.34	0.93	0.73	43.00	33.59	93.00	72.66
0.44	0.34	0.94	0.73	44.00	34.38	94.00	73.44
0.45	0.35	0.95	0.74	45.00	35.16	95.00	74.22
0.46	0.36	0.96	0.75	46.00	35.94	96.00	75.00
0.47	0.37	0.97	0.76	47.00	36.72	97.00	75.78
0.48	0.38	0.98	0.77	48.00	37.50	98.00	76.56
0.49	0.38	0.99	0.77	49.00	38.28	99.00	77.34
0.50	0.39			50.00	39.06	100.00	78.13
						200.00	156.25
						300.00	234.38
						400.00	312.50
						500.00	390.63
						600.00	468.75
						700.00	546.88

All Personnel Processing Mail For Dispatch Abroad

FOREIGN ORDER NO. 229

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 9022
10688 King George Highway
Surrey, B.C.
Canada V3T 5N7

and

Greg Isherwood
P.O. Box 30
45 Mary St.
Port Moody, B.C.
Canada V6B 5G7

Rexford International Enterprises, Ltd.

P.O. Box 82360
474 Macdonald St.
North Burnaby, B.C.
Canada V5C 5P8

and

Brenda Lawrey
P.O. Box 2000
11841—224th St.
Maple Ridge, B.C.
Canada V6B 5G7

Rexford International Enterprises, Ltd.

P.O. Box 94375
6871 No. 3 Road
Richmond, B.C.
Canada V6Y 3P7

and

Lorraine Gilder
P.O. Box 58409
1360 S.W. Marine Dr.
Vancouver, B.C.
Canada V6B 5G7

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

SWITZERLAND

Postdata

Telex Communication Systems Est.
P.O. Box 350 FL-9490
Vaduz/Switzerland

CANADA

Empress Marketing
Box 46600
3760 W. 10th Ave.
Vancouver, B.C.
Canada V6R 4G8

Rexford International Enterprises, Ltd.

P.O. Box 2050
5432—12th Ave.
Delta, B.C.
Canada V4M 4A6

and

Brenda Lawrey
P.O. Box 2000
11841—224th Street
Maple Ridge, B.C.
Canada V6B 5G7

Can Win

P.O. Box 77020
Station S

and

Can Win
P.O. Box 77020
Station K
Vancouver
Canada V5R 5Y2

Canadian International Lotto Agency
Subscription Department

P.O. Box 2400
Vancouver, B.C.
Canada V6B 4S7

and

2400 VMPO
Vancouver, B.C.
Canada V6B 4G3

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, 1-14-88.*



INTELPOSTSM

DMM Notice

Sectional Center Facilities

Effective with DOMESTIC MAIL MANUAL (DMM) Issue 26, 3-20-88, Exhibits 122.63c, *Sectional Center Facilities Serving a Single Three-Digit ZIP Code Area*, and 122.63d, *Sectional Center Facilities Serving More Than One Three-Digit ZIP Code Prefix Area*, are revised as follows:

EXHIBIT 122.63c

Sectional Center Facilities Serving a Single Three-Digit ZIP Code Area

ZIP Code	Label to-
Add:	
012	PITTSFIELD MA 012
049	WATERVILLE ME 049
111	LONG ISLAND CITY NY 111
112	BROOKLYN NY 112
765	TEMPLE TX 765
810	PUEBLO CO 810

EXHIBIT 122.63d

Sectional Center Facilities Serving More Than One Three-Digit ZIP Code Prefix Area

ZIP Codes	Label to-
Change:	
010-011,013	SCF SPRINGFIELD MA 010
040-042,045,048	SCF PORTLAND ME 040
035-037,050-053,056-059	SCF WHITE RIVER JCT VT 050
300-303,311,399	SCF ATLANTA GA 300
766-767	SCF WACO TX 766
808-809	SCF COLORADO SPRINGS CO 808
Delete:	
036,051-053	SCF BRATTLEBORO VT 053
111-112	SCF BROOKLYN NY 112

—Mail Processing Dept., 1-14-88.

DMM Notice

Company Permit Imprints

Effective with DOMESTIC MAIL MANUAL (DMM) Issue 26, 3-20-88, section 145.44, *Company Permit Imprints for Any Class of Mail*, is revised to require a complete domestic return address on all mailpieces with a company style permit imprint.

A complete return address enables the Postal Service to contact the mailer promptly when it is necessary to inspect or audit a mailer's records in accordance with DMM 145.44. The term *domestic* will be added to ensure that use of an international or foreign address does not impede the Postal Service's ability to contact mailers who use the company style permit imprint.

—Rates & Classification Dept., 1-14-88.

Bulk Business Mail

POSTAL BULLETIN 21652, 12-31-87 (page 3), contained "Third-Class Bulk Business Mail Procedures," an article about bulk business mail (BBM) handling instructions for reference by delivery unit personnel. Installations have inquired about the section headed "Delivery of Simplified Address Bulk Business Mail," Item 2, City Routes, the Note section. It does not establish new acceptance procedures. Domestic Mail Manual (DMM) 122.41 establishes the conditions for acceptance of simplified address mail on city delivery routes and in post office box sections within city delivery offices, and they remain unchanged.

The example in the same section, should begin with Current Resident/Occupant.

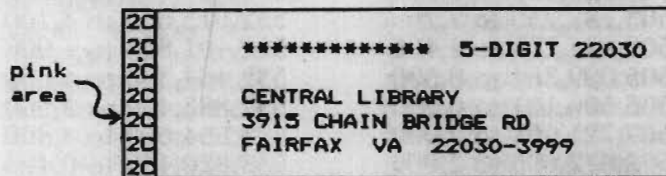
—Delivery Services Dept., 1-14-88.

DMM Notice

Second-Class Mail Identification

In cooperation with the second-class mailing industry, effective with DOMESTIC MAIL MANUAL (DMM), Issue 26, 3-20-88, second-class mailers will have the option of placing a pink vertical identification stripe on their second-class address labels. If used, it must be placed along the left-hand edge of the label and may consist of either a strip of solid pink or a strip of pink "2C" characters printed vertically on the address label.

Example:



All mail processing and delivery personnel must be informed that some mailers will be using the pink identification stripe as a means of easy recognition for second-class mail. Because this is being authorized on an optional basis, employees are reminded that all second-class mail, whether or not it is identified with a pink stripe, must receive surface preferential handling.

The DMM will be revised as follows:

452 Addressing

452.1 General Addressing

d. White or other light-colored paper must be used for address labels. Mailers may choose to place a pink stripe on the address label. If used, it must be placed along the left-hand side of the label. This stripe must be no wider than 1/4 inch and may consist of either a strip of solid pink or a strip of pink "2C" characters printed vertically on the label. This option is limited to second-class publications only. All other mail classes are restricted from its use.—Mail Processing Dept., 1-14-88.

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 000,000,001-999,999,999. 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	552,199,560 to
494,685,532 to 5,600	518,126,550 to 6,900	539,989,721 to 9,800	552,200,000
494,743,145 to 3,200	518,147,801 to 8,000	539,991,061 to 1,100	552,222,532 to 3,800
497,107,401 to 7,600	518,761,501 to 1,600	541,087,132 to 7,400	553,468,301 to 8,400
497,151,007 to 1,100	520,736,961 to 7,000	541,097,901 to	553,537,601 to 7,800
497,180,801 to 1,400	522,798,708 to 8,800	098,200	554,939,152 to 9,200
498,051,500 to 1,509	523,727,009 to 7,100	543,289,525 to	554,998,701 to 8,800
498,350,301 to 0,700	525,483,962 to 4,000	290,200	555,219,956 to
499,890,881 to 0,950	525,774,402 to 4,600	543,305,301 to 5,600	555,220,000
500,471,201 to 1,900	525,871,401 to 1,500	544,194,216 to 4,700	556,250,024 to 0,200
500,739,642 to 9,700	526,389,501 to 9,600	544,619,721 to	556,351,291 to 1,600
500,759,601 to	526,389,972 to	620,100	556,702,101 to 2,200
760,100	390,000	544,999,729 to 0,800	557,711,743 to 800
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	



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

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 21653 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	328 275 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 2513 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 8103 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	377 209 8279 to 8499
300 022 5100 to 5199	340 624 5530 to 5549	362 246 6800 to 6899	377 224 2300 to 2599
300 048 0096 to 0199	340 761 4101 to 4299	362 299 8900 to 8999	377 955 4285 thru
300 166 7227 to 7299	341 168 4000 to 4999	362 861 3064 to 3099	4399
300 253 7063 to 7099	341 818 4173 to 4199	363 130 1575 to 1599	378 029 9347 to 9399
300 254 9700 thru	341 999 8038 to 8052	363 130 4500 to 4599	378 085 3679 to 3699
300 255 0199	342 068 7623 to 7699	363 374 9010 to 9099	378 210 9090 to 9099
300 918 6700 to 6799	342 442 5051 to 5093	363 444 9333 to 9399	378 351 1063 to 1099
301 328 7905 to 7999	342 442 6402 to 6499	363 560 5050 to 5099	378 630 9489 to 9499
301 333 5000 to 5099	342 511 0441 to 0457	363 851 4259 to 4299	378 630 9500 to 9599
301 424 3477 to 3499	343 550 0510 to 0599	363 853 7582 to 7799	379 128 9584 to 9599
302 000 0000 thru	344 091 7382 to 7499	363 861 7600 to 7899	379 509 2600 to 2699
302 123 9999	344 130 6283 to 6299	363 904 4540 to 4999	379 679 8060 to 8099
320 208 3305 to 3499	344 175 9580 to 9589	363 922 5744 to 5799	380 165 1165 to 1199
320 624 7474 to 7499	344 850 1600 to 1699	363 930 9400 to 9699	380 489 6800 to 6899
320 783 7168 to 7199	346 654 0669 to 0699	363 965 7892 to 7999	380 572 1840 to 1899
321 401 5025 to 5034	346 693 2520 to 2599	364 467 6102 to 6199	381 077 3600 to 0699
321 670 1900 to 1999	347 338 4189 to 4199	364 826 1081 to 1099	381 325 4500 to 4599
322 013 7200 to 7299	347 458 7148 to 7199	365 512 9428 to 9499	381 540 9900 to 9999
322 722 7900 to 7999	347 492 6411 to 6499	365 693 4200 to 4299	381 604 2510 to 2699
323 854 0619 to 0699	347 641 3780 to 5699	365 842 7960 to 7999	381 645 9525 to 9599
323 854 0900 to 0999	347 645 0367 to 0399	365 997 7565 to 7699	381 924 0748 to 0799
325 097 0300 to 0399	347 696 3806 to 3899	366 205 2072 to 2099	383 156 6968 to 6999
325 465 7956 to 7999	348 010 8305 to 8399	366 772 6702 to 6799	383 156 7128 to 7199
325 645 2575 to 2599	348 036 3713 to 3799	366 998 7669 to 7681	383 156 7300 to 7999
325 734 5219 to 5299	348 036 4366 to 4599	367 303 6006 to 6099	383 299 2081 to 0099
325 739 7200 to 7399	348 412 9028 to 9099	367 396 9705 to 9799	383 314 3968 to 3999
325 934 0584 to 0599	348 535 1703 to 1728	367 396 9900 to 9999	383 892 1000 thru
326 181 8203 to 8299	348 714 5286 to 5299	367 428 8800 to 8999	1399
326 231 8440 to 8499	348 753 7904 to 7999	367 519 6700 to 6899	386 624 1412 to 1599
326 231 8576 to 8599	349 116 6533 to 7499	368 371 3923 to 3999	386 883 8936 to 8999
326 231 8600 to 8999	349 389 9242 to 9299	368 730 7825 to 7899	802 678 2605 to 2699
326 231 9000 to 9299	349 392 8081 to 8099	368 854 6200 to 6299	803 605 2840 to 2899
326 687 6538 to 6564	349 615 0000 to 0099	368 978 0561 to 0599	803 605 6300 to 6499
328 160 3235 to 3299	349 910 0000 to 0399	369 345 0188 to 0199	805 323 5006 to 5024
328 160 3304 to 3399	350 017 1652 to 2199	369 674 8141 to 8199	805 466 7255 to 7299
328 189 6539 to 6578	350 251 5100 to 5199	369 718 3783 to 3799	806 015 3885 to 3899
328 229 6407 to 6499	350 366 1104 to 1119	370 193 8257 to 8299	806 087 1100 to 1499
328 251 0600 to 0899	350 366 1145 to 1166	371 241 3118 to 3199	990 117 5600 to 5999

UNITED STATES POSTAL SERVICE

WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
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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.

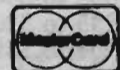
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POSTAL BULLETIN ORDER FORM

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

Check One:

MasterCard VISA accepted.



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