



# postal bulletin

Published Since March 4, 1980

PB 21664—March 24, 1988—16 Pages

## FERS Election Forms

Office of Personnel Management (OPM) Form 1555, *Election of Coverage (FERS)*, is available from the Eastern and Western Area Supply Centers. In certain specific cases—when an employee makes an election to transfer to the Federal Employees' Retirement System (FERS) subsequent to January 1, 1988—the employee must complete OPM Form 1555 (see POSTAL BULLETIN 21654, 1-14-88 (page 8), for details). To requisition election forms, employees should use Form 7380, *Supply Center Requisition*.—*Employee Relations Dept., 3-24-88.*

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The orange and blue pouch is for Express Mail Service only. Keep these pouches in service—return them to concentration point.

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## Form 3227, Stamps by Mail

Form 3227, *Stamps by Mail*, is revised to reflect the rate increase and for distribution to the supply centers before the rate increases. Offices should submit orders to the area supply centers before this date to insure an adequate supply when the rates change.

A complete revision of the form is in progress to correct the address format, increase the item selection, improve the envelope design, and incorporate suggestions for improvements received from the field. This revised form will probably be available in July 1988. As a result, orders for the form revised for the rate change should *not* exceed a 3-month supply.

Management Instruction PO-210-86-2, 10-31-86, includes stamps by mail procedures.

—*Philatelic & Retail Services Dept., 3-24-88.*

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Store stamp credits in a security container, safe, or vault after tour of duty has ended.

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## Correction

### COLA Roll-In Option

POSTAL BULLETIN 21663, 3-17-88 (page 4), included an article, COLA Roll-In Option, for rural carriers. The article stated that employees must make an election by April 15, 1987. The correct date is April 15, 1988.

—*Employee Relations Dept., 3-24-88.*

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### National Red Letter Co-Op Coupon Mailing

Metromail will enter its nationwide multimillion piece Red Letter co-op coupon mailing from March 20-25. This mailing contains time-sensitive coupons and direct response promotion material. The 6 x 9 inch mail piece is brown with red and black lettering. The mailing is palletized and made up to the carrier route level.

The facing slips on each bundle requests delivery upon receipt. Metromail requests that delivery be completed during the week of March 28.

—*Mail Processing Dept., 3-24-88.*

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Prevent bulk stamp shipment delays—Verify that item number and quantity entered on bulk stamp requisitions are correct.

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## RATE CHANGES: POSTAGE STAMPS/STATIONERY ITEMS

The following instructions pertain to the availability of stamps and postal stationery for postage rate changes that become effective April 3, 1988. Postmasters must ensure that all sales outlets have a supply of the new First-Class rate postage stamp (nondenominated Earth Stamp) and stamped paper by the effective date.

### 25-Cent (E) Earth Series

A nondenominated regular postage stamp with the selling value of 25 cents goes on sale in Washington, DC, on March 22, 1988. The stamps were printed without denomination because of the uncertainty about the new rate changes and the production and distribution lead time required to implement the proposed postage rate changes. This stamp is for domestic use only; *it may not be used for international mail.*

**Do Not Sell Before March 23, 1988**



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Issued in sheets of 100; coils of 100, 500, 3000; book of 20. Collector information is on page 5.

**Supply.** Earth stamps will arrive in early March at all CAG A-C offices that were surveyed in 1985 to develop shipment quantities of nondenominated stamp stock. Those shipments will go directly to Stamp Distribution Offices (SDOs) and CAG A-C offices.

As part of that survey, CAG D-L post offices partially completed and submitted Form 17-A, *Accountable Items Requisitioned from Stamp Distribution Office*, to their SDOs for the quantity of nondenominated stamps needed to implement a rate change. Those SDOs should have retained those forms and processed them when the Stamps Division advised SDOs to ship the stamps to associate offices. If any SDO has not shipped the stamps to associate offices, it must do so immediately.

Additional limited supplies of Earth stamps in sheets, books, and coils of 100 are available from

the Bureau of Engraving and Printing (BEP). CAG A-G post offices requiring additional bulk quantities may submit their Forms 3356, *Stamp Requisition—Bulk Quantities*, to BEP. Requisition quantities must be in the standard ordering multiples. Other offices should requisition additional stamps as needed from their designated SDOs.

Before ordering additional Earth stamps from BEP, post offices must consider the quantities they requested in the 1985 survey. Item numbers for ordering additional stamps follow:

Quantity	Item No.
Panes of 100 .....	098
Books of 20 .....	603
Coils of 100 .....	706
Coils of 500 .....	707 (not available from BEP)
Coils of 3,000 .....	708 (not available from BEP)

Post offices may also order the current 25-cent Breadwagon in coils of 100 (*Item 724*), coils of 500 (*Item 789*), coils of 3,000 (*Item 753*), and the 25-cent Jack London regular sheet (*Item 025*). They must submit requisitions in the standard ordering multiples.

### One-Cent, Two-Cent, and Three-Cent Stamps

There will be no automatic distribution of one-cent, two-cent, and three-cent stamps. Postmasters were advised by a February 9, 1988, memorandum to requisition two-cent and three-cent makeup rate stamps needed to implement the rate change immediately. If the makeup rates were other than two-cent and three-cent stamps, those requisitions submitted to the Stamps Division would be processed for the *appropriate* makeup rates. Postmasters who have not ordered supplies of the appropriate makeup rates should do so immediately. CAG A-G post offices may order the appropriate makeup rate stamps in bulk quantities from BEP, and other post offices from their SDOs.

	Panes of 100	Coils of 500	Coils of 3,000
One-cent .....	Item 051	704	705
Two-cent .....	052	729	730
Three-cent .....	053	731	732
		783	784
		762	763

The maximum quantity per requisition in effect for the above makeup rate stamps is waived for this situation. Offices may use a single requisition to order stamps in proper multiples to any quantity. *BEP will convert requisitions for three-cent coil stamps to exhaust supplies of the oldest stamp issue.*

Second ounce rate coils of 100—20-cent stamps (*Item 715*) are being shipped to the Regional Accountable Paper Depositories (APDs). Each SDO must submit a separate Form 17-A to its APD until further notice. All other post offices must submit a separate Form 17-A to their SDOs.

The following items are also available in limited quantities from BEP:

Item No.	Description
520.....	20-cent Flag sheet stamps
022.....	20-cent Truman sheet stamps
063.....	15-cent Holmes sheet stamps
055.....	15-cent Flag sheet stamps
716.....	Coils of 500—20-cent Flag stamps
728.....	Coils of 3,000—20-cent Fire Pumper Stamps

CAG A-G offices requiring bulk quantities of the above items must requisition on Forms 3356 in the standard ordering quantities.

**25-Cent Thirteen Star Envelope**

The Thirteen Star embossed stamped envelope goes on sale March 26, 1988, in Star, Mississippi. This envelope will be available in sizes 6¾ and 10 inches, regular and window.

**Do Not Sell Before March 28, 1988**



**Copyright U.S. Postal Service 1988**

A future issue will include collector information.

**Supply:** SDOs were surveyed in 1985 to develop shipment quantities for a 12-week supply. The envelopes will be shipped to SDOs in three shipments, each comprising a 4-week supply.

An automatic distribution of both sizes, regular and window envelopes, will also be made to post offices with authorized philatelic centers.

CAG A-G post offices requiring bulk quantities of this envelope must submit Form 3205, *Requisition for Plain Stamped Envelopes*, to the Stamped Envelope Agency, Williamsburg, Pennsylvania. They should limit initial requisitions to an 8-week supply. All other post offices are to requisition the envelopes on a separate Form 17-A from their designated SDOs immediately. SDOs should consider the quantity requested on the 1985 survey form before requisitioning additional bulk quantities.

The chart below lists item numbers. Offices will receive their requisitions for additional stock as quickly as manufacturing and distribution permit.

*Self-Service Postal Centers.* The 25-cent size 6¾ inch stamped envelopes, item 650, are banded in units of five envelopes and sell for \$1.50.

*Printed Stamped Envelopes.* This envelope is also available with a printed return address for customers. Customers should indicate the new item number, size, denomination, and price on blank lines of the present Form 3203, *Printed Stamped Envelopes Order*, when placing orders. They should mail the form with the proper remittance, in a pre-printed reply envelope or in a plain envelope addressed to the Stamped Envelope Agency, Williamsburg, PA 16693-0500. They must pay by check or money order. The chart below lists the prices. A new Form 3203, *Printed Stamped Envelopes Order*, including the 25-cent Star envelope prices and item numbers, will be available as soon as possible.

**E-Series Penalty Coil**

A Penalty Mail coil postage stamp with a selling value of 25-cents goes on sale March 22, 1988, in Washington, DC. This stamp is available in coils of 100 only and will implement the rate change until the regular denominated Official Mail coil stamp becomes available.

**Do Not Sell Before March 23, 1988**



**Copyright U.S. Postal Service 1988**

Collector information is on page 9.

**Supply:** Only SDOs authorized to process Official Mail requisitions from government agencies may order these stamps. Those offices should immediately submit Forms 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing, using *Item 709*. They must requisition the standard ordering multiples.

Upon receipt of the new Form 3203, offices should dispose of all previous issues of the form. Postmasters must give customers whatever assistance necessary as they place direct orders for printed stamped envelopes. Completed orders will not be shipped before March 26, 1988.

**Selling Price of Plain Stamped Envelopes**

Kind	Size	Denomination	Item No.	Prices		
				Less than 500 each	500	1000
Regular .....	6%	25 cents.....	651	\$0.30	\$131.40	\$262.80
	10	25 cents.....	151	0.30	133.40	266.80
Window.....	6%	25 cents.....	652	.....	132.00	264.00
	10	25 cents.....	152	.....	134.00	268.00

**Selling Price of Plain Stamped Envelopes\***

Kind	Size	Denomination	Item No.	Prices	
				500	1000
Regular ..	6%	25 cents.....	651	\$134.90	\$269.80
	10	25 cents.....	151	136.90	273.80
Window.	6%	25 cents.....	652	135.50	271.00
	10	25 cents.....	152	137.50	275.00

\*Printed stamped envelopes will be furnished within the usual 4 weeks after placing order.

**15-Cent America the Beautiful Postal Card**

The 15-cent America the Beautiful—Buffalo single postal cards go on sale March 28, 1988, in Buffalo, Wyoming.

**Do Not Sell Before March 29, 1988**



America the Beautiful USA 15

**Copyright U.S. Postal Service 1988**

A future issue will include collector information.

**Supply:** Post offices with authorized philatelic centers will receive automatic distribution of the single cards. All post offices were surveyed in 1987

to develop shipment quantities for a 30-day supply of single postal cards. The quantities requested will be distributed in two identical shipments, providing a 60-day supply for each office surveyed. These shipments will be in cartons of 10,000.

**Sheet Cards.** The initial supply of America the Beautiful sheet postal cards are available only at the Regional Accountable Paper Depositories (APDs). Each SDO must submit a separate Form 17-A to its APD for an 8-week supply. All other post offices requiring the sheet cards must submit separate Forms 17-A to their SDOs for a 4-week supply. The chart below lists item numbers. All CAG A-G post offices requiring more stock than the initial quantities should immediately submit Forms 3216, *Requisition for Postal Cards—Bulk Quantities*, to the Government Printing Office. They will fill requisitions as quickly as manufacturing and distribution permit. All other post offices requiring additional quantities should requisition them on a separate Form 17-A from their designated SDOs.

*Before ordering additional postal cards from the Government Printing Office, post offices must consider the quantities they requested in the 1987 survey and the sheet cards ordered from their APD.*

**Reply Cards.** A future POSTAL BULLETIN will announce the availability of reply cards.

**Self-Service Postal Centers.** The 15-cent single postal cards, item 290, are banded in units of five cards and sell for 75 cents.

**America the Beautiful—Cut Single, Sheet, and Reply**

Type	Denomination	Item No.	Ordering level	Maximum per requisition
Regular, cut.	15¢	266	2,000, 5,000, 10,000, and multiples of 10,000 to maximum.	5,000,000
Regular, sheets of 40.	15¢	270	Multiples of 10,000.	2,500,000
Reply.....	30¢	280	1,000, 2,000, 5,000, and multiples of 5,000 to maximum.	500,000
Banded .....	15¢	290	Multiples of 2,000.	50,000

—Philatelic & Retail Services Dept., 3-24-88.



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## E (Earth) Stamp

The E stamp was issued on March 22 to correspond with a new domestic First-Class postage rate implemented shortly thereafter. The stamp is in sheet, coil, and booklet formats and became available at post offices nationwide on March 23.

The stamp, the fifth nondenominated "letter" issue produced by the Postal Service, breaks tradition by incorporating a pictorial design—a dramatic and colorful view of Earth from space. Designed by Robert T. McCall, veteran space stamp designer from Paradise Valley, Arizona, the image comes from an original painting based on composite photographs provided by the National Aeronautic and Space Administration (NASA). The subject, Earth, was chosen to correspond with the letter E.

The Postal Service produced the stamps over the last three years and stored them for use with a future postage rate change. As with the A, B, C, and D items, issuance of the E stamps ensures that the mailing public has adequate supplies of First-Class postage until denominated products appear.

E stamps are for use within the United States only. International mail use is prohibited.

The Postal Service will not issue nondenominated postal cards or envelopes in the E series but will

Issue Date: March 22, 1988

First Day City: Washington, DC

Designer: Robert McCall, Paradise Valley, Arizona

Art Director and Typographer:

Bradbury Thompson,

Citizens' Stamp Advisory Committee

Postal Service Manager: Jack Williams,

Program Manager for Philatelic Design

Modeler: Esther F. Porter,

Bureau of Engraving and Printing (BEP)

Printing Process: Gravure (BEP—Andreotti Press)

Colors: Red, blue, yellow, and black

Image Area: .71 x .82 in./18.03 x 20.82 mm

Plate Numbers: Four single digits

Stamps per Pane: 100

Stamps per Booklet: 20

Stamps per Coil: 100, 500, and 3,000

Marginal Markings: ©U.S. Postal Service 1986,

Use Correct ZIP Code®

create denominated versions once rates are established.

*Customers Affixing Stamps:* The Postal Service encourages customers to purchase the E stamps and affix them to their envelopes. Covers bearing stamps receive preferential service. Customers must address envelopes on the right side at least  $\frac{5}{8}$  inch from the bottom and affix stamps approximately  $\frac{1}{4}$  inch from the top and right edges. Requests must be postmarked by May 21 and addressed: Customer-Affixed Envelopes, E Stamps, Postmaster, Washington, DC 20066-9991. No remittance is required.

*Postal Service Affixing Stamps:* Except for affixing stamps and addressing orders, follow the procedures above. The price is 25 cents per stamp requested. Customers must clearly indicate whether they want pane stamps, coil stamps, or full booklet panes. The Postal Service will only affix full booklet panes of 10 stamps. The Postal Service accepts personal checks in the exact amount up to the limit of 50 envelopes. Customers should not send cash or postage stamps. Orders must be postmarked by May 21 and addressed: E Stamps, Postmaster, Washington, DC 20066-9992.

After offices deplete local stocks of the item, it is available from all philatelic centers and by mail order from the Philatelic Sales Division for approximately 1 year after the date of issue. A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265-9997.



USPS Stamp Poster 68-12

Remove after May 21

PLEASE POST ON BULLETIN BOARD

## DMM Notice

**RATES: SECOND-CLASS NONSUBSCRIBER/NONREQUESTER COPIES**

DOMESTIC MAIL MANUAL (DMM) Issue 26, will contain the following clarifying revisions to the regulations governing the mailing of nonsubscriber or nonrequester copies.

**411.2 Regular Rates**

**.21 General.** Rates in 411.22 through 411.25 apply to all presorted copies of publications mailed by publishers or news agents except for:

a. Copies that qualify for one of the preferred rates contained in 411.3; and

b. Nonrequester and nonsubscriber copies that exceed the 10 percent allowance in 411.411 and 411.412 and are not presorted and commingled in a mailing that contains requester or subscriber copies. (See 411.422 for applicable rates for noncommingled nonrequester and noncommingled nonsubscriber copies exceeding the 10 percent allowance.)

\* \* \* \* \*

**411.3 Preferred Rates**

\* \* \* \* \*

**411.32 In-County Rates**

\* \* \* \* \*

**.322 Nonsubscriber Copies.** During a calendar year, the total number of nonsubscriber copies mailed at the in-county rates may not exceed 10 percent of the number of subscriber copies of the publication mailed at the in-county rates.

**Note:** The weight of nonsubscriber copies mailed at in-county rates must be included in the determination of the 10 percent nonsubscriber allowance by weight in 411.413 and 411.414.

\* \* \* \* \*

(Delete sections 411.36 and 411.37. Insert new 411.36 as follows.)

**.36 Nonsubscriber Copies.** See the restrictions in 411.322, 411.413, and 411.414.

**411.4 Nonsubscriber and Nonrequester Copies Mailed by Publishers and News Agents****.41 Ten Percent Allowance for Nonrequester and Nonsubscriber Copies**

**.411 Nonrequester Copies.** For publications authorized second-class mail privileges under the provisions of 422.6, up to 10 percent of the total weight of copies mailed to requesters during the calendar year may be mailed to nonrequesters at the second-class regular rates provided: a) those copies would have been eligible for second-class regular rates if mailed to requesters; and b) the copies are presorted in accordance with second-class regulations. Nonrequester copies within the 10 percent weight limit do not need to be commingled

in a mailing with requester copies to be eligible for the regular rates. (See 411.42 for rates applicable to nonrequester copies exceeding the 10 percent weight allowance. Also see 425.225 and 425.226 for limits on the number of copies of an issue that may be distributed to nonrequesters under the publication's second-class mail privileges.)

**.412 Nonsubscriber Copies Mailed at Regular Rates.** Nonsubscriber copies may be mailed at the second-class regular rates up to 10 percent of the total weight of copies mailed to subscribers during the calendar year provided: a) those copies would have been eligible for second-class regular rates if mailed to subscribers; and b) the copies are presorted in accordance with second-class regulations. Nonsubscriber copies within the 10 percent weight limit do not need to be commingled in a mailing with subscriber copies to be eligible for the regular rates. (See 411.42 for rates applicable to nonsubscriber copies mailed in excess of the 10 percent weight allowance. Also see 425.225 and 425.226 for limits on the number of copies of an issue that may be distributed to nonsubscribers under the publication's second-class mail privileges.)

**.413 Nonsubscriber Copies Mailed at Preferred Rates.** Nonsubscriber copies, up to 10 percent of the total weight of copies mailed to subscribers during the calendar year, may be mailed at preferred rates provided: a) the nonsubscriber copies would have been preferred mail if mailed to subscribers; and b) the copies are presorted in accordance with second-class regulations. Nonsubscriber copies mailed in excess of the 10 percent weight limit are not eligible for any preferred rates, including in-county rates. Also, to qualify for the regular second-class rates, the nonsubscriber copies exceeding the 10 percent weight allowance must be part of a presorted commingled mailing (one that includes subscriber copies) in order to qualify for regular rates (see 411.421). (See also 425.225 and 425.226 for limits on the number of copies of an issue that may be distributed to nonsubscribers under the publication's second-class mail privileges.)

**Note:** Nonsubscriber copies may be mailed at the preferred in-county rates only in accordance with 411.322, which prescribes a limit of 10 percent of the total number of subscriber copies of the publication mailed at the in-county rates during the calendar year. However, once the 10 percent calendar year weight limit for nonsubscriber copies that may be mailed at preferred rates is exceeded, nonsubscriber copies cannot be mailed at in-county rates, even if the total number of nonsubscriber copies mailed at in-county rates has not yet exceeded 10 percent of the total number of subscriber copies mailed at the in-county rates during the calendar year.

**.414 Nonsubscriber Copies of Publications Mailed at Both Preferred Rates and Regular Rates.**

For publications mailed at in-county rates and/or science of agriculture rates, as well as regular rates, once the total weight of nonsubscriber copies mailed during the calendar year (regardless of whether mailed at in-county, science of agriculture, or regular rates) exceeds 10 percent of the total weight of copies mailed to subscribers during the calendar year, further mailings of nonsubscriber copies are not eligible for any preferred rates. Also, nonsubscriber copies exceeding the 10 percent weight allowance must be part of a presorted commingled mailing (one that includes subscriber copies); in order to qualify for the regular second-class rates (see 411.421).

**411.42 Nonrequester and Nonsubscriber Copies Mailed in Excess of the 10 Percent Weight Allowance**

**.421 Commingled Excess Nonrequester and Nonsubscriber Copies.** Nonsubscriber or nonrequester copies, exceeding 10 percent of the total weight of copies mailed to subscribers or requesters during the calendar year, are eligible for the regular rates when they are presorted and commingled with subscriber or requester copies (included in a presorted mailing that contains subscriber or requester copies).

**.422 Noncommingled Excess Nonrequester and Nonsubscriber Copies.** A mailing that consists entirely of nonsubscriber or nonrequester copies that exceed the allowance of 10 percent of the total weight of copies mailed to subscribers or requesters during the calendar year, is not eligible for the second-class rates. Such noncommingled nonsubscriber or noncommingled nonrequester copies that exceed the 10 percent calendar year weight allowance are subject to Express Mail, or First-, third-, or fourth-class rates, as appropriate. Noncommingled nonsubscriber or noncommingled nonrequester copies that exceed the 10 percent weight allowance may be mailed at a bulk third- or fourth-class rate, provided all the requirements specified for mailing at the bulk rate are met.

**Note:** If all copies in a mailing are to nonsubscribers or nonrequesters, and some of the copies are within the 10 percent limit while the remainder exceeds the 10 percent limit, the portion that exceeds the 10 percent limit is not eligible for the second-class rates. The nonsubscriber or nonrequester copies exceeding the 10 percent limit must be charged at the appropriate Express Mail, or First-, third-, or fourth-class rate.

**411.5 Mailings by the General Public and Copies Returned to Publishers.** The applicable single-piece third-class or single-piece fourth-class rate is charged on copies of publications mailed by the general public (persons other than publishers or registered news agents) and on copies returned to publishers.

**422.2 General Publications**

**.221 List of Subscribers.** Change the last sentence to read: Copies sent in fulfillment of such nominal rate subscriptions must be considered nonsubscriber copies and are subject to the appropriate rates for nonsubscriber copies in 411.322 and 411.4.

**426 Copies Not Paid for or Requested by the Addressee**

**.1 Sample Copies.** Sample copies are nonsubscriber or nonrequester copies and may be mailed at the rates and under the conditions specified in 411.322 and 411.4.

**.2 Nonsubscriber or Nonrequester Copies Addressed in the Simplified Manner.** Nonsubscriber or nonrequester copies may be mailed to boxholders with each copy addressed in the simplified manner shown in 122.41. Copies so addressed must be mailed to each boxholder on a rural or highway contract route, or to each boxholder at post offices not having city letter carrier service. Copies mailed in this manner may not be mailed only to nonsubscribers or only to nonrequesters. If such a mailing results in a subscriber or requester receiving a copy in addition to his or her subscriber or requester copy, the additional copy is considered a nonsubscriber or nonrequester copy.

**.3 Copies Paid for by Advertisers or Mailed for Advertising Purposes.** Copies paid for by advertisers or others for advertising purposes are nonsubscriber or nonrequester copies. Copies mailed for advertising purposes under arrangements with advertisers, or others, and copies mailed by a publisher acting as an agent for an advertiser are nonsubscriber or nonrequester copies. Such nonsubscriber or nonrequester copies are subject to the applicable rates as provided in 411.322 and 411.4.

**.4 Copies Paid for as Gifts.** A portion of the subscription list may consist of the names of persons whose subscriptions were paid by other individuals as gifts. Such gift subscriptions are considered subscriber copies. Subscriptions paid by advertisers or other interested persons to promote their own interests and subscriptions given free by the publisher are not gift subscriptions but are considered nonsubscriber or nonrequester copies. Such nonsubscriber or nonrequester copies are subject to the applicable rate as provided in 411.322 and 411.4.

**.5 Exchange Copies.** A minor portion of the subscription list may consist of publishers to whom copies are sent in return for exchange copies of the recipients' publications. Only one copy may be sent to each publisher. Such exchange copies are considered subscriber or requester copies.

**.6 Expired Subscriptions.** Copies may be mailed at the appropriate rates of postage (regular and/or preferred) for subscriber copies (see 410) for 6 months after a subscription has expired, if the pub-

lisher makes a good faith attempt to obtain payment or a promise of payment for a renewal during the 6-month period. However, such copies are not considered paid subscriber copies for purposes of: (a) determining eligibility for second-class privileges in 422.221 and 422.223; (b) determining the subscriber base upon which 10 percent nonsubscriber limits in 411.322 and 411.4 are computed; or (c) for determining if an issue is a bona fide issue of a second-class publication as prescribed in 425.225 and 425.226.

**.7 Complimentary Copies.** All complimentary copies, including copies sent in fulfillment of subscriptions given free by the publisher, are considered nonsubscriber or nonrequester copies. They are subject to the rates and conditions prescribed in 411.322 and 411.4.

**.8 Advertisers' Proof Copies.** One complete copy of each issue may be mailed at the applicable subscriber rates in 410 to each advertiser in the issue to prove that the advertisement(s) has been printed. Alternatively, the proof copy may be mailed to a representative or agent of the advertiser. Such copies are considered subscriber or requester copies for rate and second-class eligibility purposes. If more than one proof copy is sent to any one advertiser (or representative or agent of the advertiser) in an issue, the additional copies sent will be considered nonsubscriber or nonrequester copies and will be subject to the applicable rates in 411.322 and 411.4.

**.9 Copies Mailed by Printer.** Copies mailed by a printer to a publisher are chargeable with postage at the applicable third- or fourth-class rate (see 610 and 710).

#### 482 Mailing Statement (See Exhibits 482a-i)

**.1 Computing Postage.** Second-class postage is computed on Form 3541, *Statement of Mailing—Second-Class Publications*, and/or Form 3541-A, *Statement of Mailing—Second-Class/Requester Publications*. Requester publications must use Form 3541-

A. Other second-class publications may use Form 3541 for all subscriber copies and for nonsubscriber copies that do not exceed the 10 percent limits in 411.322, and 411.4. Nonsubscriber copies mailed in excess of the weight limit of 10 percent of the total weight of copies mailed to nonsubscribers during the calendar year that are presented as part of a presorted mailing containing subscriber or requester copies, as prescribed in 411.421, must be reported on Form 3541-A. Publishers must submit the appropriate mailing statements with the first mailing of each issue, except that postmasters will, upon request, authorize publishers of publications that are regularly printed on sheets of uniform weight to submit one mailing statement at the end of each calendar month for mailings made during that month. The publisher is responsible for ensuring that all postal rates claimed on Form 3541 or 3541-A are correct, and that all copies qualify for the rates claimed.

#### 620 Classification

##### 621 Description

##### 621.1 General

b. Not entered as second-class mail (except as provided in 411.422, 411.5, 424.5, 425.1, 425.3, and 426.9); and

#### 720 Classification

##### 721 General Provisions Applicable to All Fourth-Class Mail

##### 721.1 Description

c. Not entered as second-class mail (except as provided for in 411.422, 411.5, 424.5, 425.1, 425.3, and 426.9).

A future revision of the DMM will include these changes.—*Rates & Classification Dept., 3-24-88.*

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

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Copyright U.S. Postal Service 1988

Issue Date: March 22, 1988  
 First Day City: Washington, DC  
 Designer and Typographer: Bradbury Thompson  
 Art Director: Joe Brockert,  
 Program Manager, Philatelic Design,  
 U.S. Postal Service  
 Modeler: Ronald C. Sharpe,  
 Bureau of Engraving and Printing  
 Printing Process: Offset lithography  
 Colors: Red, blue, and process black  
 Stamps per Coil: 100

# E-Series Penalty Mail Stamp

An E-Series Penalty Mail coil stamp was issued in conjunction with the E (Earth) sheet, coil, and booklet stamps on March 22 in Washington, DC. The stamp, which carries no denomination, is valued at 25 cents and will implement the new domestic rate for First-Class Mail. The Penalty Mail stamp may be used only with federal government mail.

The E-Series Penalty Mail stamp is similar to previous official mail stamps but has two distinguishing features. It is printed entirely by offset lithography, making it the first U.S. postage stamp produced entirely in offset. It is also on prephosphored paper, the first full-production issue produced in this manner.

**Ordering And First-Day Cancellations:** Post offices and most philatelic centers will not sell the Penalty Mail stamp. It is available on a hand-back basis at the Philatelic Center at Postal Service Headquar-

ters in Washington, D.C. Customers should address Mail orders: E-Series Penalty Mail Stamps, Postmaster, Washington, DC 20066-9992. The Postal Service charges 50-cents to handle each mail order.

Because Penalty Mail stamps are not sold in post offices, customers cannot affix their own stamps to receive cancellations. In addition, envelopes to which the Postal Service affixes the stamps must have a U.S. government return address. Therefore, customers should place U.S. Postal Service, Washington, DC 20066, Official Business in three lines in the upper left corner.

The return address may be printed, typewritten, rubberstamped, or on a gummed label. Customers may not write the return address in longhand. Additionally, they must address all envelopes and cards in the lower right corner for return to customers.

After offices deplete local stocks of the item, it is available from the Philatelic Sales Division for approximately 1 year. A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265-9997.

USPS Stamp Poster 88-13  
 Remove after May 21



All Personnel Processing Mail for Dispatch Abroad

**FOREIGN ORDER NO. 237**

Keep all foreign order notices for reference.  
**Tentative Orders.** A tentative *Lottery Order* has been issued against the following:

**CANADA**

Sussex International Services, Ltd.  
 P.O. Box 960  
 5010-48th Ave.  
 Delta, B.C.  
 Canada V4K 4L3

and

Ken Metcalf  
 P.O. Box 7500  
 867 Goldstream Ave.  
 Victoria, B.C.  
 Canada V6B 5G7

Neweagle Club  
 P.O. Box 13111  
 349 West Georgia Street  
 Vancouver, B.C.  
 Canada V6B 4W6

and

Ron Wilcox, Jr.  
 P.O. Box 13111  
 349 West Georgia Street  
 Vancouver, B.C.  
 Canada V6B 4W6

Sanjak Subscriptions  
 Box 23306  
 Vancouver A.M.F.  
 Canada V7B IV7

**CANADA—Continued**

and

Helen Welsh, Director of Subscriptions  
 Box 23306  
 Vancouver A.M.F.  
 Canada V7B IV7

**Final Order.** The Tentative Order issued against the following has become final:

**CANADA**

Neweagle Club  
 P.O. Box 2120  
 Vancouver, B.C.  
 Canada V6B 3T5

and

Steve Wells  
 Box 4820  
 Vancouver, B.C.  
 Canada V6B 4A4

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.

Installations may post this notice at the outgoing primary, and they must post it on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 3-24-88.*

**DOMESTIC ORDERS**

*False Representation.* Enforced by postmaster at city listed.

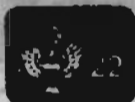
State/city	Names covered	Products
TX, Arlington 76006-4603.....	William Haywood & Various and Unknown Names, 1861 East Brown Blvd., No. 615.	A credit card scheme.
TX, Arlington 76006-4603.....	Robert Johnson & Various and Unknown Names, 1861 East Brown Blvd., No. 628.	A credit card scheme.
TX, Arlington 76006-4603.....	Troy Lewman & Various and Unknown Names, 1861 East Brown Blvd., No. 622.	A credit card scheme.

—*Judicial Officer, 3-24-88.*



**INTELPOST** SM

BUREAU OF THE PUBLIC DEBT



OFFICIAL BUSINESS  
PENALTY FOR PRIVATE USE, \$300

CONTAINS U.S.  
SAVINGS BOND

Issue Date: March 22, 1988  
 First Day City: Washington, DC  
 Designer and Typographer: Bradbury Thompson  
 Art Director: Joe Brockert,  
 Program Manager, Philatelic Design,  
 U.S. Postal Service  
 Printing process: Two-color flexography,  
 Westvaco (U.S. Envelope Division)  
 Colors: Blue and black

Copyright U.S. Postal Service 1988

# E-Series Savings Bonds Envelope

An E-Series Savings Bonds envelope was issued on March 22 in Washington, DC, in conjunction with the E-Series (Earth) sheet, coil, and booklet stamps. An E-Series Penalty Mail stamp was also issued that day. The Postal Service produced the envelope, with a postage value of 25 cents, solely for disbursing Savings Bonds by authorized agents.

*Ordering Information.* Post offices and most philatelic centers will not sell the Savings Bonds envelope.

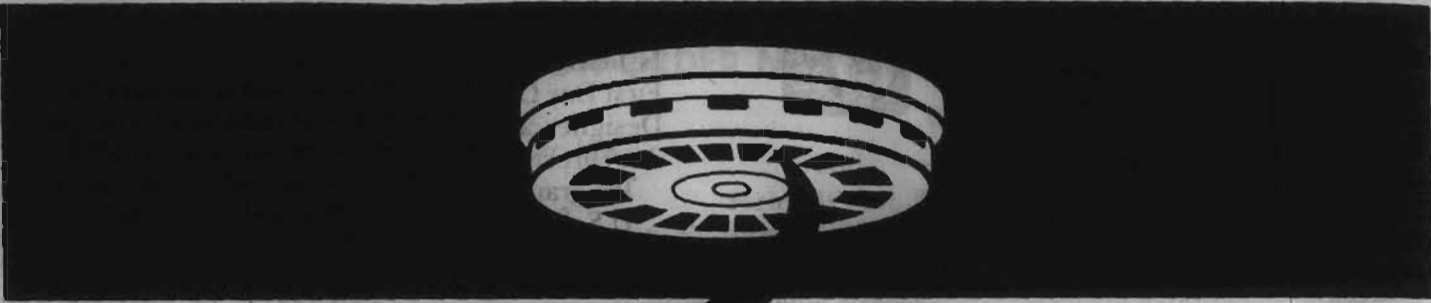
Customers may obtain mint and canceled versions at the Postal Service Headquarters Philatelic Center, or by sending a stamped, self-addressed Number 10 envelope to: E-Series Savings Bonds Envelope, Postmaster, Washington, DC 20066-9992. The price is 30 cents for both the canceled and mint versions. Requests must be postmarked by May 21.



After offices deplete local stocks of the item, it is available by mail order from the Philatelic Sales Division for approximately 1 year. A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20268-9997.

USPS Stamp Poster 88-14  
 Remove after May 21

PLEASE POST ON BULLETIN BOARD



**Where there's SMOKE there's FIRE**

Use smoke detectors. They save lives. Yours and your loved ones.



### 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 21663 article.

510,068,801 to 9,000	532,883,490 to 3,500	547,276,820 to 277,000	555,219,956 to 555,220,000
511,899,301 to 9,600	533,554,660 to 4,800	547,457,901 to 458,300	556,084,478 to 4,500
512,328,808 to 8,900	533,820,480 to 0,496	547,469,676 to 9,700	556,250,024 to 0,200
512,373,932 to 4,500	533,820,501 to 0,600	547,542,271 to 543,000	556,351,291 to 1,600
513,426,858 to 7,300	534,086,901 to 7,000	547,578,870 to 0,900	556,702,101 to 2,200
513,457,701 to 7,800	535,084,079 to 4,200	547,923,901 to 924,000	557,669,091 to 9,100
515,790,188 to 0,230	536,606,101 to 6,300	548,988,201 to 8,300	557,669,191 to 9,200
515,892,011 to 2,020	537,240,745 to 0,800	549,641,019 to 1,100	557,711,743 to 1,800
516,649,101 to 9,200	537,417,901 to 8,000	549,670,720 to 0,800	557,786,836 to 6,860
516,882,201 to 2,300	537,528,457 to 8,500	550,092,673 to 2,700	558,228,301 to 8,400
518,114,834 to 5,000	538,691,301 to 1,500	550,355,949 to 356,100	558,638,801 to 9,000
518,126,550 to 6,900	538,691,301 to 1,500	551,035,601 to 551,036,000	559,562,701 to 559,562,742
518,147,801 to 8,000	539,073,831 to 3,900	551,144,112 to 4,400	559,565,818 to 559,566,000
518,761,501 to 1,600	539,120,109 to 0,200	551,698,301 to 8,320	559,736,363 to 6,400
520,736,961 to 7,000	539,132,909 to 3,000	551,961,814 to 1,880	559,841,401 to 1,700
522,798,708 to 8,800	539,805,426 to 5,600	552,199,560 to 552,200,000	560,473,901 to 3,922
523,727,009 to 7,100	539,989,721 to 9,800	552,222,532 to 3,800	561,223,101 to 1,400
525,483,962 to 4,000	539,991,061 to 1,100	553,468,301 to 8,400	561,249,012 to 9,200
525,774,401 to 4,600	541,097,901 to 098,200	553,853,051 to 3,100	563,184,500 to 4,700
526,389,501 to 9,600	543,289,525 to 290,200	554,939,152 to 9,200	565,280,561 to 1,300
526,389,972 to 390,000	543,305,301 to 5,600	554,998,701 to 8,800	565,868,534 to 8,549
528,910,726 to 0,900	544,194,216 to 4,700		569,791,703 to 1,730
530,248,201 to 8,300	544,619,721 to 620,100		569,793,491 to 3,510
530,756,618 to 6,700	544,999,729 to 0,800		
531,847,601 to 7,700	545,553,528 to 3,800		
532,013,666 to 3,700	545,775,152 to 5,200		
532,401,823 to 1,900			

IT IS NEVER TOO LATE

★ TO JOIN THE TEAM ★

BUY U.S. SAVINGS BONDS





**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.

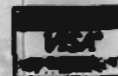
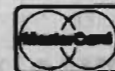
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**POSTAL BULLETIN ORDER FORM**

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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