



postal bulletin

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Absentee Balloting Materials

Absentee balloting materials are a segment of official mail, governed by the provisions of DOMESTIC MAIL MANUAL (DMM) part 137. These materials are available without prepayment of postage as stated in DMM section 137.311.

During 1988, with federal primary and general elections forthcoming, absentee balloting materials must receive expeditious treatment in the mail, in accordance with legal requirements. Mailers may address these materials for delivery to any destination, either domestic or foreign, without postage prepayment.

Under no circumstances should installations return absentee balloting materials to election officials marked Returned For Postage. If questions arise about absentee balloting materials deposited in the mailstream, post offices should consult the instructions in DMM section 137.41. *They must not detain absentee balloting materials.*

—Rates and Classification Dept., 4-7-88.

Parcel post packages for Canada and Mexico, as well as other countries, must bear customs declarations

Overprinting: Delivery Notices/Receipts

A single, new form, Form 3849, *Delivery Notice/Reminder/Receipt*, is replacing Forms 3849-A, *Delivery Notice or Receipt*, and 3849-B, *Delivery Reminder or Receipt*. Offices may use current supplies of Forms 3849-A and B until exhausted.

Order for overprinting information such as post office, station or branch, address, business hours, telephone, etc., will be filled using the current Form 3849-A format until July 31, when the existing contract expires. All orders received after August 1 will be filled using the new contract for Form 3849, *Delivery Notice/Reminder/Receipt*.

The procedures for ordering these forms, along with overprinting, will not change. Offices must coordinate all overprinting requests with their Divisional Manager, Support Services Office. DOMESTIC MAIL MANUAL 158.4 includes further information.—Rates and Classification Dept., 4-7-88.

Correction

COLA Roll-In Option

The article in POSTAL BULLETIN 21663, 3-17-88, COLA Roll-In Option (page 4), contained several incorrect dates.

Eligible rural carriers must make their elections by April 15, 1988, not 1987 as stated in the Bulletin.

Those who elect to have their COLA become part of their basic pay will have it effective May 7, 1988, not November 7, 1988, as the notice on page 9 stated. Further, the last retirement computation date shown in the notice on page 9 should be 1-20-88, not 1-20-83.

—Employee Relations Dept., 4-7-88.

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\$5 PHEASANT REGULAR STAMP BOOKLET

The \$5 Pheasant regular stamp booklet goes on sale April 29, 1988, in Rapid City, South Dakota. It is the first booklet stamp printed by the American Bank Note Company under the terms of a contract awarded by the Postal Service on January 15, 1988.

Do Not Sell Before April 30, 1988



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Issued in two panes of 10 stamps.
Collector information is on page 2.

This stamp booklet is intended primarily for over-the-counter, Postal Service multicommodity vending machines, and consignment sales. Offices that receive both issues should vend both the Pheasant booklet and the \$5 Jack London booklet, to be issued May 3, through multicommodity machines. To the extent that inventories permit, consignment customers should be given the choice of Pheasant or Jack London booklets.

Another \$5 booklet will be issued in late May and a new \$3 booklet in early July to complete the full line of booklets available for sale. A future POSTAL BULLETIN will announce deployment of those booklets to vending machines and consignment.

Supply. Stamp Distribution Offices (SDOs) and those CAG A-C offices that received direct bulk shipments of nondenominated stamps will receive two separate automatic distributions. Each distri-

bution will be approximately one-half the total quantities of Earth booklets received, *Item 603*. They will receive the second shipment during the second week in May. Post offices with authorized philatelic centers will also receive an automatic distribution. SDOs will make no automatic distribution.

All other post offices must immediately submit Form 17-A, *Accountable Items Requisitioned from Stamp Distribution Office*, to their SDOs for a 4-week supply of Pheasant booklets, *Item 636*. They should submit a second Form 17-A during the second week in May for another 4-week supply.

After the two automatic distributions are completed, Accountable Paper Depositories (APDs) will receive additional supplies of Pheasant booklets. SDOs requiring additional stock after the second shipment must submit Form 17-A to their APD. All other post offices requiring additional stock must submit Form 17A to their SDO. These ordering instructions are in effect until further notice.

Except for meeting philatelic demand and stocking multi-commodity vending machines, postmasters shall deplete their inventory of the Earth booklets before selling this new item.

Offices must report all irregularities in the booklet trays and sealed cartons to the SDO on separate memorandums and provide the following information: quantity of booklets short/over, stencil numbers on the trays or carton (depending on where the shortage or overage occurs). They must return sealed cartons, trays, or booklets with the following irregularities to SDOs: shortages in sealed cartons; shortages of 25 or more booklets in individual trays; booklets containing less than 20 stamps, and booklet overages. Stamp Distribution Offices should consolidate all irregularities, including the returned stock, and forward them to: Pheasant Booklet Irregularity, Stamps Division, U.S. Postal Service, Washington, DC 20260-6751.

Offices must follow proper procedures in examining the cartons and trays. Irregularities in cartons and individual trays with shortages of 25 or more booklets will not be honored once the seal is broken.—*Philatelic and Retail Services Dept., 4-7-88.*

DOMESTIC ORDERS

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

State/city	Names covered	Products
MI, Grand Blanc 48439-0426	Success Group, P.O. Box 426	The sale of multilevel marketing plans.
MO, Cape Girardeau 63701-3502.	Chester Dale Niswonger and Mozark Foods, Inc., 1005 No. Kingshighway, Suite 211.	The mailing of solicitations in the guise of invoices.

—Judicial Officer, 4-7-88.

DMM Notice

Collect on Delivery (COD) Mail

Effective with DOMESTIC MAIL MANUAL (DMM) Issue 26, 4-3-88, section 914, *Collect on Delivery (COD) Mail*, is revised to simplify COD regulations and to ensure that all post offices follow the same procedures. No longer will post offices of different sizes use different forms and procedures to record the receipt and delivery of COD mail.

Highlights of the change follow:

1. Basic delivery instructions have been deleted from section 914. Reference is now made to 911.4, which covers the delivery of accountable mail.
2. Form 3814, *Record of COD Parcels Held for Delivery*, has been eliminated. Form 3849-B, *Delivery Reminder or Receipt*, will be used in its place until exhausted, then Form 3849, *Delivery Notice/Reminder/Receipt*, when it becomes available.
3. Form 3814-C, *Recording and Checking COD Parcels and Funds at Offices with 190-949 Revenue Units*, has been eliminated. Form 3867, *Registered, Express Mail, COD, and Certified Matter Received for Delivery*, will be used in its place.
4. Form 3818, *Authorization to Change COD Charges or Addressee*, has been eliminated. Mailers must now send a written request to the postmaster at the office of address to change the amount of COD charges or the name of the addressee. Offices will supply no form for this purpose.
5. Form 3850, *Record of Delivered Registered, Numbered Insured, Certified, and COD Mail*, has been eliminated. Form 3867, *Registered Express COD, and Certified Matter Received for Delivery*, will be used to record the delivery of all accountable mail.
6. Form 3868, *Carrier's Clearance Receipt*, has been eliminated. Form 3821, *Bulk Receipt for COD Mail and Funds*, has been renamed *Clearance Receipt*. It has also been revised to include the information on Form 3868.

Revisions to the forms mentioned above are below and on page 4 for reference. They may be reproduced locally until they are available in the supply centers.

—Rates and Classification Dept., 4-7-88.

25-Cent Penalty Mail Embossed Stamped Envelope

The 25-cent Penalty Mail embossed stamped envelope previously called the Official Mail Envelope, goes on sale April 11, 1988, in Washington, DC.

Do Not Sell Before April 12, 1988



OFFICIAL EMBOSSED
Penalty for Private Use \$200

Copyright U.S. Postal Service 1988

Collector information is on page 15.

This envelope is available in the 10-inch size only, both plain and window.

Supply. Only Stamp Distribution Offices authorized to process Penalty Mail requisitions from government agencies may order these envelopes. Those offices should immediately submit Form 3205, *Requisition for Plain Stamped Envelopes*, to the Stamped Envelope Agency, Williamsburg, PA 16693-0500, using *Item 110* for the regular and *Item 112* for the window. Prices per box lot of 500 follow: size 10 regular \$133.40, size 10 window \$134.

This envelope is also available with a printed return address for U.S. government agencies at \$3.50 more than the box lot prices listed above.

—Philatelic and Retail Services Dept., 4-7-88.

APO Changes

Installations should make the following pencil changes to the table, Conditions Applied to Mail Addressed to Military Post Offices Overseas, in POSTAL BULLETIN 21658, 2-11-88 (pages 3-10).

APO	Restrictions
09255 34030	A-BI B-G-M-N

Note: Offices must address all parcels destined for APO 34030 after April 1, 1988, as follows:

Name
DOS Location (ie., RIO)
Washington, DC 20521

All postmasters/general managers must notify acceptance units of this change.

—Mail Processing Dept., 4-7-88.

Post Office or Station		Date	
RECEIVED OF _____ the registered articles listed or total certified, COD, and Express Mail articles shown below; also signed receipts for such mail delivered.			
REGISTERED ARTICLE NOS.	Returned Articles	Delivery Receipts	TOTAL
Registered			
Certified			
Express Mail			
COD		Check	M.O.
Clearing Employee Signature			
COD Funds			

Complete a separate Form in duplicate for CODs. When COD's are totaled, delivering employee must immediately deposit a copy of this Form in designated box. This form must be retained by delivering employee for 3 months from last day of issue for CODs, 2 years if for Registered, Certified, or Express Mail.

JACK LONDON STAMP BOOKLETS

Three booklets of 25-cent Jack London stamps go on sale May 3, 1988, in San Francisco, California. The 25-cent Jack London Great American Series sheets stamp, originally issued January 11, 1986, has been adapted for use in three separate booklets. One booklet contains a pane of six stamps and sells for \$1.50. The second booklet contains two panes of six stamps and sells for \$3, and the third booklet contains two panes of 10 stamps and sells for \$5. The \$1.50 and \$3 booklets must be sold primarily through Postal Service-owned vending machines and privately owned vending machines. Sales to private vendors and for consignment should be in box lots of 300 booklets.

Do Not Sell Before May 4, 1988



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Collector information is on page 23.

Post offices with booklet or multicommodity vending machines should promote the sale of \$1.50 and \$3 booklets through vending machines for customers wishing to purchase those items. Installations should stock multicommodity vending machines with \$1.50, \$3, and \$5 booklets. Booklet machines should be stocked with \$3 booklets, whenever practical.

Supply. Only post offices with authorized philatelic centers will receive an automatic distribution of each booklet. These post offices should requisition additional booklets for vending machines, consignment, and over-the-counter sales.

Bulk Quantities. CAG A-G post offices requiring 1,500 or more booklets should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing in the quantities and item numbers listed below:

Less-Than-Bulk Quantities. All post offices requiring less than 1,500 booklets should immediately requisition the booklets from their designated stamp distribution offices on a separate Form 17-A, *Accountable Items Requisition from Stamp Distribution Office*.

Jack London Booklets

Order 1,500, 3,000, 4,500, and multiples of 4,500 books to maximum shown

Denomination	Item No.	Maximum Quantity	Vending books
Vending books of 6 stamps	25¢	605	45,000
Vending books of 12 stamps	25¢	614	45,000
Over-the-counter books of 20 stamps	25¢	634	135,000

—Philatelic and Retail Services Dept., 4-7-88.

Encourage mailers to attach a slip to articles enclosed in parcels showing name and address of sender and addressee

8.4-CENT NONPROFIT EMBOSSED STAMPED ENVELOPE

The 8.4-cent Constellation nonprofit embossed stamped envelope goes on sale April 12, 1988, in Baltimore, Maryland. The 8.4-cent denomination meets the new basic rate for authorized nonprofit organization mailings that became effective April 3, 1988. This envelope is available in 6¾ and 10 inch sizes, regular and window.

Envelopes for the nonprofit rate always have been considered precanceled items although they bore no actual precancellation. The 8.4-cent envelope features a decorative precancellation in keeping with the issue's nautical theme.

Do Not Sell Before April 13, 1988



Copyright U.S. Postal Service 1988

Collector information is on page 19.

Supply. Post offices with authorized philatelic centers will receive an automatic distribution of both sizes of regular and window envelopes. Those post offices should requisition additional quantities for their regular window transactions.

CAG A-G post offices requiring bulk quantities of this envelope must immediately submit Form 3205, *Requisition for Plain Stamped Envelopes*, to the Stamped Envelope Agency, Williamsburg, PA 16693-0500. Item numbers are listed on the charts

on pages 7 and 8. The agency will fill orders as manufacturing and distribution facilities permit. All other post offices should immediately requisition the envelopes on a separate Form 17-A, *Accountable Items Requisition From Stamp Distribution Office*, from their designated Stamp Distribution Offices.

Printed Stamped Envelopes. The Constellation envelope may also be purchased with a preprinted return address. Customers should indicate on Form 3203, *Printed Stamped Envelopes Order*, the sizes, item numbers, quantities, and cost of envelopes they are ordering. They should mail the form, with the correct remittance, in a preprinted business reply envelope furnished by the Postal Service or in a plain envelope addressed to the Stamped Envelope Agency, Williamsburg, PA 16693-0500. They must pay by check or money order (see pages 7 and 8 for prices). Postmasters should give customers whatever assistance necessary as they place direct orders for printed stamped envelopes. Customers will not receive the envelopes before April 12, 1988.

Offices should remove the charts on pages 7 and 8 from this Bulletin and copy it as necessary to provide one price list for plain envelopes and one price list for printed envelopes at each window location. The price list for plain stamped envelopes replaces Notice 17, *Plain Stamped Envelope Price List*, which will no longer be reprinted or stocked in the supply centers.

Note: The article in POSTAL BULLETIN 216664, 3-24-88 (page 4), *Selling Price of Plain Stamped Envelope* (second chart), incorrectly identified the heading of the second chart. It should have read, *Selling Price of Printed Stamped Envelopes*.

—*Philatelic and Retail Services Dept., 4-7-88.*

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.

U.S. POSTAL SERVICE

PLAIN STAMPED ENVELOPE PRICE LIST

April 1988

Kind	Size	Denomination	Item No.	Less Than 500-each	500	1,000
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First-Class Rates—Plain

Regular	6¾	25¢	651	30¢	\$131.40	\$262.80
	10	25¢	151	30¢	133.40	266.80
Window	6¾	25¢	652		132.00	264.00
	10	25¢	152		134.00	268.00

Nonprofit Rates—Plain

Precanceled	6¾	8.4¢	666		\$48.40	\$96.80
(Regular)	10	8.4¢	166		50.40	100.80
Precanceled	6¾	8.4¢	667		49.00	98.00
(Window)	10	8.4¢	167		51.00	102.00

SALES AT POST OFFICES

Regular envelopes are available in any quantity.

NONPROFIT ENVELOPES

Only nonprofit organizations or associations authorized under DOMESTIC MAIL MANUAL 623 that hold permits for the mailing of bulk third-class matter may purchase nonprofit envelopes. Precanceled envelopes are sold only in full box lots of 500.

WINDOW ENVELOPES

Window envelopes are sold only in full box lots of 500. All windows are 1½ inches wide and 4¾ inches long. The windows are located ¾ of an inch from the bottom of the envelope and 1 inch from the left edge.

ENVELOPE DIMENSIONS

Size No. 6¾ 3½" x 6½"
 Size No. 10 4½" x 9½"
 All dimensions may be plus or minus ⅛".

U.S. POSTAL SERVICE

PRICE LIST FOR PRINTED STAMPED ENVELOPES

April 1988

NONPROFIT ENVELOPES

Only nonprofit organizations or associations authorized under DOMESTIC MAIL MANUAL 623 that hold permits for the mailing of bulk third-class matter may purchase nonprofit envelopes. Precanceled envelopes are sold only in full box lots of 500.

WINDOW ENVELOPES

Window envelopes are sold only in full box lots of 500. All windows are 1 1/8 inches wide and 4 3/4 inches long. The windows are located 5/8 of an inch from the bottom of the envelope and 1 inch from the left edge.

ENVELOPE DIMENSIONS

Size No. 6 3/4 3 5/8" x 6 1/2"
 Size No. 10 4 1/8" x 9 1/2"
 All dimensions may be plus or minus 1/16".

PRINTING

Envelopes with printed return addresses are available directly from the U.S. Postal Service, Stamped Envelope Agency, Williamsburg, PA 16693-0500. Please ask window clerk for order form and Notice 18, *Printed Embossed Stamped Envelopes from the USPS*. The return address or other printing may be privately printed on plain stamped envelopes, in any style, provided at least 3 1/2 inches of clear space is left at the right end of the address side of the envelope.

Kind	Size	Denomination	Item No.	500	1,000
First-Class Rates—Printed					
Regular	6 3/4	25¢	651	\$134.90	\$269.80
	10	25¢	151	136.90	273.80
Window.....	6 3/4	25¢	652	135.50	271.00
	10	25¢	152	137.50	275.00
Nonprofit Rates—Printed					
Precanceled.....	6 3/4	8.4¢	666	\$51.90	\$103.80
(Regular)	10	8.4¢	166	53.90	107.80
Precanceled.....	6 3/4	8.4¢	667	52.50	105.00
(Window).....	10	8.4¢	167	54.50	109.00

SAFETY BULLETIN

No. 88-2

ELECTRIC HEATING CABLES

Installations commonly use electric heating cables to prevent freezing pipes in unheated areas and for melting snow and ice on roofs or pavements. Branch circuit breakers or fused safety switches are the usual electrical protection for the cables, which are available commercially or may be part of a designed system. Problems might develop when installations do not follow the manufacturer's instructions for using the cables. They should *never cross heating cables* because overlapped cables can produce hot spots that cause fires.

Installations typically use four types of heating cables:

- 1. Self-regulating with no thermostat.** These usually have a heat density of 3 watts per linear foot and, although warm to the touch, they will not burn. The cable is controlled by an on-off switch or plug. A change in temperature can change the heat density.
- 2. Thermostatically controlled with a thermostat built into the cable.** When the cable temperature reaches a predetermined limit, the power automatically shuts off. Heat density is 6 to 8 watts per linear foot.
- 3. No electrical current control device.** The control is in a plug or an on-off switch. Heat density is 3 watts per linear foot.
- 4. Thermostatically controlled sensing device for the temperature of the pipe.** In this case, the temperature of the pipe is monitored and the heater cable power is controlled to match the thermostat setting.

Heating cable used for roof snow and ice melting usually has a higher heat density of approximately 8 watts per linear foot. The controls may vary from on-off by a plug or switch to sophisticated sensors that measure the air, moisture, or the temperature of the cable.

Systems specifically designed for the building, with proper installation, are preferred wherever possible. Installations must procure heating cables from the local commercial market that are Factory Mutual (FM) approved, Underwriters Laboratories (UL) approved, or other nationally certified testing laboratory approved. They also must be installed in accord with applicable codes and manufacturer's instructions.

For additional information about electric heating cables, refer to Articles 424 and 426 of the National Electric Code.

PLEASE POST ON BULLETIN BOARD



Originating Office:
Office of Safety and Health
Employee Relations Department

EXPRESS MAIL INTERNATIONAL SERVICE—GREAT BRITAIN

Changes

Effective April 18, 1988, increased weight limits apply to Express Mail International Service (EMS) items sent to and from Great Britain and Northern Ireland.

Weight Limits

Maximum weight—66 pounds (30 kilograms).

Rates

An expanded rate chart with the new weights follows:

Pounds (up to and including)	On demand	Custom de-signed
1/2	\$15.00	\$23.00
1	18.00	26.00
2	25.50	33.50
3	30.00	38.00
4	34.50	42.50
5	39.00	47.00
6	43.50	51.50
7	48.00	56.00
8	52.50	60.50
9	57.00	65.00
10	61.50	69.50
11	66.00	74.00
12	70.50	78.50
13	75.00	83.00
14	79.50	87.50
15	84.00	92.00
16	88.50	96.50
17	93.00	101.00
18	97.50	105.50
19	102.00	110.00
20	106.50	114.50
21	111.00	119.00
22	115.50	123.50
23	120.00	128.00
24	124.50	132.50
25	129.00	137.00
26	133.50	141.50
27	138.00	146.00
28	142.50	150.50
29	147.00	155.00
30	151.50	159.50

Pounds (up to and including)	On demand	Custom de-signed
31	\$156.00	\$164.00
32	160.50	168.50
33	165.00	173.00
34	169.50	177.50
35	174.00	182.00
36	178.50	186.50
37	183.00	191.00
38	187.50	195.50
39	192.00	200.00
40	196.50	204.50
41	201.00	209.00
42	205.50	213.50
43	210.00	218.00
44	214.50	222.50
45	219.00	227.00
46	223.50	231.50
47	228.00	236.00
48	232.50	240.50
49	237.00	245.00
50	241.50	249.50
51	246.00	254.00
52	250.50	258.50
53	255.00	263.00
54	259.50	267.50
55	264.00	272.00
56	268.50	276.50
57	273.00	281.00
58	277.50	285.50
59	282.00	290.00
60	286.50	294.50
61	291.00	299.00
62	295.50	303.50
63	300.00	308.00
64	304.50	312.50
65	309.00	317.00
66	313.50	321.50

All other conditions of service remain unchanged. A future issue of the INTERNATIONAL MAIL MANUAL; Handbook DM-201, *Express Mail Service*; and Publication 273, *Express Mail International Service Guide*, will include this revision.

—Marketing Dept., 4-7-88.

The Postal Service mails some information directly to its employees and must keep its address files current. When your address changes, please send an up-to-date Form 1216, *Employee's Current Mailing Address*, to your personnel office so that you will receive all mailings.

EXPRESS MAIL INTERNATIONAL SERVICE—SPAIN

Effective immediately, Express Mail International Service is available to and from 8 additional cities in Spain. A complete list of the 78 cities and their postal codes to which Express Mail can be sent in Spain follows.

City	Postal code
Albacete.....	02001 to 02099
Alcala de Henares.....	28801 to 28809
Alcorcon.....	28921 to 28929
Algeciras.....	11201 to 11209
Alicante.....	03001 to 03099
Almeria.....	04001 to 04099
Avila.....	05001 to 05099
Badajoz.....	06001 to 06099
Badalona.....	08911 to 08919
Baracaldo*.....	48901 to 48909
Barcelona.....	08001 to 08099
Bilbao.....	48001 to 48099
Burgos.....	09001 to 09099
Caceres.....	10001 to 10099
Cadiz.....	11001 to 11099
Cartagena.....	30201 to 30210
Castellon.....	12001 to 12099
Ceuta.....	11701 to 11709
Ciudad Real.....	13001 to 13099
Cordoba.....	14001 to 14099
Cuenca.....	16001 to 16099
Elche*.....	03201 to 03209
El Ferrol.....	15401 to 15409
Gerona.....	17001 to 17099
Getafe.....	28901 to 28909
Gijon.....	33201 to 33219
Granada.....	18001 to 18099
Guadalajara.....	19001 to 19099
Hospitalet de Llobregat.....	08901 to 08909
Huelva.....	21001 to 21099
Huesca.....	22001 to 22099
Ibiza*.....	07800
Irun*.....	20300
Jaen.....	23001 to 23099
Jerez de la Frontera.....	11401 to 11409
La Coruna.....	15001 to 15099
La Laguna.....	38201 to 38209
Las Palmas.....	35001 to 35099
Leganes.....	28911 to 28919
Leon.....	24001 to 24099
Lerida.....	25001 to 25099
Logrono.....	26001 to 26099
Lugo.....	27001 to 27099
Madrid.....	28001 to 28099
Mahon*.....	07701 to 07709

City	Postal code
Malaga.....	29001 to 29099
Mataro*.....	08301 to 08309
Melilla.....	29801 to 29809
Mostoles.....	28931 to 28939
Murcia.....	30001 to 30099
Orense.....	32001 to 32099
Oviedo.....	33001 to 33099
Palencia.....	34001 to 34099
Palma de Mallorca.....	07001 to 07099
Pamplona.....	31001 to 31099
Pontevedra.....	36001 to 36099
Puerto Sta. Maria*.....	11500
Reus.....	43201 to 43209
Sabadell.....	08201 to 08209
Salamanca.....	37001 to 37099
San Sebastian*.....	20001 to 20099
Santa Coloma de Gramanet.....	08921 to 08929
Santa Cruz de Tenerife.....	38001 to 38099
Santander.....	39001 to 39099
Santiago de Compostela.....	15701 to 15709
Segovia.....	40001 to 40099
Sevilla.....	41001 to 41099
Soria.....	42001 to 42099
Tarragona.....	43001 to 43099
Tarrasa.....	08221 to 08229
Teruel.....	44001 to 44099
Toledo.....	45001 to 45099
Valencia.....	46001 to 46099
Valladolid.....	47001 to 47099
Vigo.....	36201 to 36219
Vitoria.....	01001 to 01099
Zamora.....	49001 to 49099
Zaragoza.....	50001 to 50099

*New cities.

When dispatching Express Mail International Service items to Spain, installations should make up bags as follows:

Barcelona: Badalona, Barcelona, Gerona, Hospitalet de Llobregat, Lerida, Mataro, Reus, Sabadell, Santa Coloma de Gramanet, Tarragona, and Tarrasa.

Madrid: All other cities.

All other conditions of service remain unchanged. A future issue of the INTERNATIONAL MAIL MANUAL and Publication 273, *Express Mail International Service Guide*, will include these additional cities.—Marketing Dept., 4-7-88.

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

EXPRESS MAIL INTERNATIONAL SERVICE—ZIMBABWE

New Service

Effective April 1, 1988, On Demand and Custom Designed Service is available to Zimbabwe. The basic features of Express Mail International Service (EMS) to Zimbabwe follow.

Services Available

Custom Designed
On Demand

Note: In Zimbabwe, Express Mail International Service (EMS) is called EMS Zimbabwe or Expedited Mail Service—Zimbabwe.

Weight and Size Limits

Maximum weight—44 pounds (20 kilograms)
Maximum length—24 inches (600 millimeters)
Maximum combined length and girth—36 inches (900 millimeters).

Areas Served

EMS is available *only* to Harare and Bulawayo.

Delivery

EMS items will generally be delivered the day of arrival at the exchange office for nondutiable items; dutiable items may take an extra 24 hours. Delivery is made from 12 to 4 p.m., Monday through Friday.

No Service Guarantee

Offices must tell customers that there is no service guarantee on any EMS item.

Country Code: ZW

Numerical Data Entry Code: 79

Custom Designed Initial Shipment Date

The initial shipment date (item 3 of Form 5637, *Express Mail Service Leg*) for Custom Designed Service agreements should be 17 days after the date one copy of the agreement is sent to:

The Director Posts, Expedited Mail Service,
P.O. Box 8061, Causeway, Zimbabwe.

Acceptable Items

All items admissible in international mail to Zimbabwe are accepted in EMS to Zimbabwe, including correspondence and business papers, merchandise samples, and merchandise. See the *Country Conditions for Mailing* for Zimbabwe in the INTERNATIONAL MAIL MANUAL for specific prohibitions and restrictions.

Acceptable Items and Customs Declaration

Items	Customs form/Required endorsement
Correspondence, business papers, and documents.	Form 2976, <i>Customs—Douane C1</i> and endorse item clearly next to mailing label as Business Papers.
Merchandise samples without commercial value.	Form 2976, <i>Customs—Douane C1</i> .
Merchandise and all articles subject to customs duty.	Form 2966-A, <i>Parcel Post Customs Declaration</i> .

Rates

Pounds (up to and including)	On demand	Custom designed
½	\$18	\$26
1	21	29
2	28	36
3	35	43
4	42	50
5	49	57
6	56	64
7	63	71
8	70	78
9	77	85
10	84	92
11	91	99
12	98	106
13	105	113
14	112	120
15	119	127
16	126	134
17	133	141
18	140	148
19	147	155
20	154	162
21	161	169
22	168	176
23	175	183
24	182	190
25	189	197
26	196	204
27	203	211
28	210	218
29	217	225
30	224	232
31	231	239
32	238	246
33	245	253
34	252	260
35	259	267
36	266	274
37	273	281
38	280	288
39	287	295
40	294	302
41	301	309
42	308	316
43	315	323
44	322	330

A future issue of the INTERNATIONAL MAIL MANUAL; Handbook DM-201, *Express Mail Service*; and Publication 273, *Express Mail International Service Guide*, will include this revision.

—Marketing Dept., 4-7-88.

New Sweden Brochure/ American Letter Folder

In conjunction with the joint issuance of stamps by the United States, Sweden, and Finland, two products are available in selected cities and by telephone and mail order from the Philatelic Sales Division. Customers may purchase the \$7.50 New Sweden Brochure from the division through June 30. The \$5 U.S./Sweden/Finland Joint Folder, the American Letter, is available through December 31. The stamps and products commemorate the 350th anniversary of the settlement of New Sweden in what is now Delaware.

The brochure and folder also will be on sale at post offices in cities that the King and Queen of Sweden will visit. The offices will sell the products only on the day of the royal visit, as listed below:

April 10—Washington, DC
 April 13—Wilmington, DE
 April 13—Philadelphia, PA
 April 14—Trenton, NJ
 April 14—Bridgeton, NJ
 April 14—Princeton, NJ
 April 15—New York, NY
 April 18—Detroit, MI
 April 19—Chicago, IL
 April 19—Chicago, IL
 April 20—Atlanta, GA
 April 21—Dallas, TX
 April 23—Houston, TX
 April 25—Los Angeles, CA

Offices in selected cities hosting related philatelic events will also sell the two items, including Gibbstown, New Jersey, and Bishop Hill, Illinois, a community founded by Swedish immigrants in 1846.

The Swedish Brochure and the American Letter are available at the Philatelic Center in the lobby of the U.S. Postal Service Headquarters, 475 L'Enfant Plaza SW., Washington, DC. In addition, the Philatelic Sales Division, Washington, DC 20265-9997, will accept both telephone and mail orders for the

Swedish Brochure (item 0805, \$7.50) and the American Letter (item 0824, \$5). Both types of orders are subject to a \$10 minimum and a 50-cent handling fee. The division accepts VISA and MasterCard orders by telephone at (703) 698-1522, Monday through Friday, between 8 a.m. and 8 p.m. Eastern Time.

The division also will accept telephone and mail orders for the mint 3,00 FIM Finnish stamp (item 0443, 75 cents each), produced in panes of 30; the mint SEK 21.60 Swedish stamp booklet (item 0442, \$3.60 per booklet), sold everywhere *only in full booklets* of six different stamps; and the mint 44-cent U.S. New Sweden airmail stamp (item 0197, 44 cents each), produced in panes of 50. The Swedish and Finnish stamps are available only through June 30.

Customers should pay mail order remittances with VISA or MasterCard, or with a U.S. Postal money order, check, or bank draft payable to the U.S. Postal Service. If they order all five products, the first line(s) of the address should read New Sweden Joint Issue Stamps and Products. Otherwise, the line should read New Sweden Joint Issue, followed by the names of the items specifically requested.

The New Sweden Brochure, a 16-page product of the Swedish Post Office, features numerous color illustrations and narrative in both English and Swedish that highlights Sweden's progress during the past 350 years and the contributions of Swedish-Americans to the success of this nation. Affixed to the brochure are a full booklet pane of the six Swedish stamps and a U.S. New Sweden stamp, with first-day cancellations applied.

The American Letter contains a 5¼ x 8-inch card, with one of each country's jointly issued stamps affixed and the first-day cancellations applied. The card also bears a message from the senior postal official of each of the three nations. The folder itself features engravings and text, in three languages, that includes a history of the founding of New Sweden.



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 88-17
 Remove after December 31

PLEASE POST ON BULLETIN BOARD

25-Cent Flag With Clouds Regular Stamp

The 25-cent Flag With Clouds regular sheet stamp goes on sale May 6, 1988, in Boxborough, Massachusetts.

Do Not Sell Before May 7, 1988



Copyright U.S. Postal Service 1988

Issued in panes of 100.

A future issue will include collector information.

Supply. Only post offices with authorized philatelic centers will receive an automatic distribution. Those post offices should requisition additional stamps for their regular window transactions. *All other post offices should order sufficient quantities to meet philatelic demand.*

Bulk Quantities. CAG A-G post offices requiring 50,000 or more stamps should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing, using *item 535*. They must submit requisitions in the standard ordering quantities for a 100-subject stamp, to the maximum of 10 million stamps per requisition.

Less-Than-Bulk Quantities. All other post offices requiring fewer than 50,000 stamps should immediately requisition them from their designated stamp distribution offices on a separate Form 17-A, *Accountable Items Requisitioned from Stamp Distribution Office*.

Except for meeting philatelic demand, postmasters shall deplete their inventory of the Earth stamps before selling this new item.

—Philatelic and Retail Services Dept., 4-7-88.

EMS Inquiry

When submitting an Express Mail International Service (EMS) inquiry, personnel should fill out PS Form 2861, *Express Mail International Service Inquiry—Reclamation*, completely. They should mark the nature of the inquiry (i.e., Not Delivered, Delayed, Other) and indicate whether the item is business papers or merchandise, if this information is available.—Marketing Dept., 4-7-88.

Cautionary Notice

EMS—Mexico

Some exchange offices report that they are receiving On Demand EMS shipments to Mexico for which no Form 5637, *Express Mail Corporate Account/Express Mail Service Leg*, has been completed. Offices must complete and forward Form 5637 to Mexico 10 days prior to the first day the customer mails an On Demand package to a Mexican address. After the initial 10-day wait, customers may then mail whenever they choose. They should address Forms 5637 to:

Department of Special Postal Services, Mexican Postal Service, San Antonio Abad 130-70, 06820 Mexico City, Mexico, Attention: Fernando Torres Barrera.—Marketing Dept., 4-7-88.

EMS Service—India

Effective April 2, 1988, all items admissible in international mail to India are accepted in Express Mail International Service (EMS) to India, including correspondence and business papers, merchandise samples, and merchandise. See the *Country Conditions for Mailing* for India in the INTERNATIONAL MAIL MANUAL for specific prohibitions and restrictions.

Acceptable Items and Customs Declaration

Items	Customs form/Required endorsement
Correspondence, business papers, computer data and checks.	No form required. Endorse item clearly next to mailing label as Business Papers.
Merchandise samples without commercial value.	Form 2966-A, <i>Parcel Post Customs Declaration</i> , and endorse item clearly next to mailing label as Merchandise Samples.
Merchandise and all articles subject to customs duty.	Form 2966-A, <i>Parcel Post Customs Declaration</i> , and endorse item clearly next to mailing label as Merchandise.

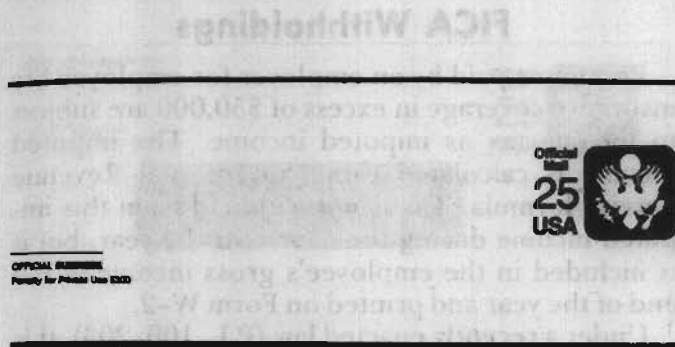
Note:

1. Coins, banknotes, currency notes, securities payable to bearer; travelers checks; manufactured or unmanufactured platinum, gold, or silver; precious stones; jewelry; and other valuable articles are *prohibited* in EMS shipments.

2. Import licenses and permits are required for import and export of goods in India. The addressee should obtain the required import licenses for all goods except those intended for personal use and not exceeding 100 rupees in value.

All other conditions of service remain unchanged. A future issue of the INTERNATIONAL MAIL MANUAL and Publication 273, *Express Mail International Service Guide*, will include this revision.

—Marketing Dept., 4-7-88.



Issue Date: April 11, 1988
 First Day City: Washington, DC
 Designer & Typographer:
 Bradbury Thompson, Riverside, Connecticut
 Art Director: Joe Brockert, Program Manager
 for Philatelic Design, U.S. Postal Service
 Printing process: Two-color flexography,
 Westvaco (U.S. Envelope Division)
 Colors: Blue (indicium) and black (lettering)
 Size: No. 10
 Marginal Markings: ©USPS 1988
 (on back of envelope)

25-Cent Penalty Mail Envelope

The 25-cent Penalty Mail envelope will be issued April 11 in Washington, DC. There is no first day of issuance ceremony, but the Postal Service offers first-day cancellations. The Penalty Mail envelope is valid only with federal government mail.

The Penalty Mail envelope design incorporates an image based on the Great Seal of the United States that the 22-cent version used earlier. The new design differs in other ways. On the 22-cent envelope, all inscriptions appeared in white printing within the borders of the stamped area. On the new envelope, the inscription Official Mail/25/USA is in black outside and to the left of the stamped area. Westvaco produced the Penalty Mail envelope in the No. 10 size only (standard and window varieties).

Ordering and First-Day Cancellations. Post offices and most philatelic centers will not sell the Penalty Mail envelope, which is available over-the-counter

at the Postal Service Headquarters Philatelic Center in Washington, DC. Customers should address mail orders: 25-Cent Penalty Mail Envelope, Item Numbers E110-Regular and E112-Window, Philatelic Sales Division, Washington, DC 20265-9997. The normal 50-cent handling fee and \$10 minimum purchase requirements apply.

Customers can obtain first-day cancellations by sending a peelable return address label for each envelope ordered. The Postal Service will then add the official government return address, affix the customer's label, and cancel the envelope.

The price is 30 cents per envelope. The Postal Service accepts personal checks, not cash or postage stamps. Customers must specify whether they want a standard or window envelope. Requests must be postmarked by June 9 and addressed: 25-Cent Penalty Mail Envelope, Postmaster, Washington, DC 20066-9992.



A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265-9997.

USPS Stamp Poster 88-18
 Remove after June 9

EMS—Israel

Effective April 15, 1988, Express Mail International Service (EMS) is available to and from all locations in Israel. When dispatching EMS items to Israel, installations should make up dispatches according to the following distribution scheme.

Exchange office	Post codes beginning with	Main cities
Jerusalem	9	Jerusalem Bet Shemesh
Tel Aviv-Yafo	4-8	Ashdod Ashqelon Bat Yam Beer Sheva Ben Gurion Airport Bene Beraq Givatayim Herzliyya Holon Kefar Sava Lod Netanya Petah-Tiqwa Raanana Ramat Gan Ramat HaSharon Ramla Rehovot Rishon/leZiyyon Tel Aviv-Yafo
Haifa	1-3	Afula Akko Hadera Haifa Nahariyya Qiryat Motzkin Tiberiade (Tiberias)

Items addressed to other localities and those without postal codes should be sent to Tel Aviv-Yafo.

All other conditions of service remain unchanged. A future issue of the INTERNATIONAL MAIL MANUAL and Publication 273, *Express Mail International Service Guide*, will include this change.

—Marketing Dept., 4-7-88.

FICA Withholdings

Premiums paid by an employer for employee life insurance coverage in excess of \$50,000 are subject to income tax as imputed income. The imputed income is calculated using an Internal Revenue Service formula. Tax is not withheld from this imputed income during the course of the year, but it is included in the employee's gross income at the end of the year and printed on Form W-2.

Under a recently enacted law (P.L. 100-203), this imputed income is now also subject to FICA withholding (Social Security and Medicare). However, in this instance, the withholdings from imputed income will be made on a pay-period basis, implemented with Pay Period 08-88 (checks dated 4-14-88). For information, earnings statements in each pay period will reflect the amount of imputed income. A year-to-date total will not be shown. The impact of this new withholding is minimal, as illustrated in the examples below.

Example 1: An employee is subject to FICA withholdings and has a regular pay period gross of \$1,800 and imputed income of \$20. Previously, the FICA withholding calculation for the pay period would have been $\$1,800 \times .0751$ (current FICA rate) = \$135.18. With the new change, the calculation is $\$1,820 \times .0751 = \136.68 . The employee's earnings statement will show the gross pay as \$1,800—not \$1,820.

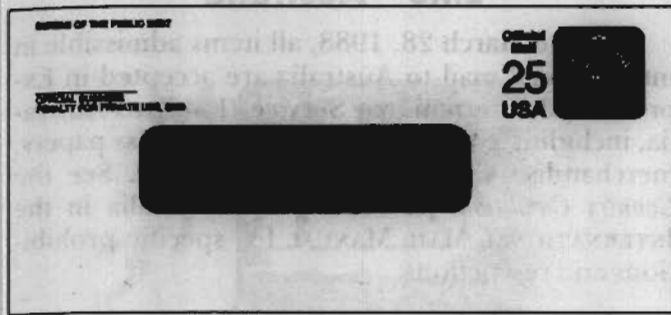
Example 2: An employee is subject to Medicare withholdings and has a regular pay period gross of \$1,200 and imputed income of \$3.50. Previously, the Medicare withholding for the pay period would have been $\$1,200 \times .0145$ (current Medicare rate) or \$17.40. With the new change, the calculation is $\$1,203.50 \times .0145 = \17.45 . The employee's earnings statement will show the gross pay as \$1,200—not \$1,203.50.

This change in the withholding formula has no effect on the maximum gross wages subject to Social Security/Medicare taxes, which remain at \$45,000 for Calendar Year (CY) 1988. Also, Form W-2 will continue to show the total imputed income subject to income taxes, each year, which this change will not affect.

Adjustments for FICA withholdings on imputed income for Pay Periods 1 through 7, 1988, if any, will be processed at a later date.

—Dept. of the Controller, 4-7-88.

**Orange airmail bags are used for priority mail.
Process them regularly. Ship them to the
concentration point nearest your installation.**



Issue Date: April 12, 1988
 First Day City: Washington, DC
 Designer: Bradbury Thompson,
 Riverside, Connecticut
 Art Director: Joe Brockert, Program Manager
 for Philatelic Design, U.S. Postal Service
 Printing Process: Two-color flexography,
 Westvaco (U.S. Envelope Division)
 Colors: Blue and black
 Size: 3 1/8 x 7 1/16 inches
 Marginal Markings: ©USPS 1988
 (on back of envelope)

25-Cent Savings Bonds Envelope

The 25-cent Savings Bonds envelope will be issued April 11 in Washington, DC. The envelope is for official use only. There is no first day of issuance ceremony, but the Postal Service offers first-day cancellations.

Westvaco produced the Savings Bonds envelope in the window variety only. The indicium for the Savings Bond envelope is similar to the 25-cent Penalty Mail envelope, but with imprinted rather than embossed Great Seal detail lines.

Ordering and First-Day Cancellations. Post offices and most philatelic centers will not sell the Savings Bonds envelope, which is available on a hand-back basis at the Postal Service Headquarters Philatelic Center in Washington, DC. Customers should ad-

dress mail orders: 25-Cent Savings Bonds Envelope, Item Number E108, Philatelic Sales Division, Washington, DC 20265-9997. The normal 50-cent handling fee and \$10 minimum purchase requirements apply.

Customers can obtain first-day cancellations by sending a peelable return address label for each envelope ordered. The Postal Service will then add the official government return address, affix the customer's label, and cancel the envelope.

The price is 30 cents per envelope. The Postal Service accepts personal checks, not cash or postage stamps. Requests must be postmarked by June 9 and addressed: 25-Cent Savings Bonds Envelope, Postmaster, Washington, DC 20066-9992.



A Philatelic Catalog, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265-9997.

USPS Stamp Poster 88-20
 Remove after June 9

PLEASE POST ON BULLETIN BOARD

Thrift Savings Plan Loans

When an employee applies for a loan from the Thrift Savings Plan, he or she will be sent a number of forms by the Thrift Savings Plan Service Office. Among these forms is TSP-22, Loan Payment Allotment Form. Section II of the form requests information concerning the office that will process the loan payment allotment request. Personnel must always complete this section as follows:

Name: Minneapolis Postal Data Center
Address: Twin Cities MN 55111-9000
Contact Person: Customer Support Branch
Phone Number: (612) 725-1222

Should an office receive a completed Form TSP-22 from the Thrift Savings Plan Service Office, it must forward it immediately to the Minneapolis Postal Data Center.

—Employee Relations Dept., 4-7-88.

Postmarking Ring Dies/Die Hubs

The Eastern Area Supply Center has awarded an Indefinite Quantity Requirements type contract, Number 337100-88-Z-Z005, to International Peripheral Systems (IPS) for engraved ring dies for Models M, HD-2, and Flier (F) canceling machines. The part numbers and current costs appear below.

A Materiel Logistics Bulletin containing ordering instructions will be issued to field procurement activities. Installations must *not* submit requirements for these items to the area supply centers.

USPS P/N	OEM P/N	Description	Model	Unit cost
133G.....	8003133	Ring Die, City, State, Zip.	Flier & M.....	\$48.71
1207G.....	8002957	Die Hub, Canceling Stripes.	Flier & M.....	69.87
1535G.....	8002978	Die Hub, COMM Message.	Flier & M.....	113.37
1536G.....	8002896	Die Hub, Return to Sender USPS Message.	Flier & M.....	114.02
681AG.....	8031089	APO Number Slug	Flier & M.....	12.01
100.....	8004100	Ring Die, City, State, Zip.	HD-2	47.81
102HD.....	8004102	Die Hub, USPS OR COMM Message.	HD-2	69.47
101XHD.....	8004101	Die Hub, Canceling Stripes.	HD-2	67.21
105HD.....	8004105	APO Number Slug	HD-2	17.94

The following ring die and die hubs for the newly manufactured canceling machines by IPS are also available on this contract.

USPS P/N	OEM P/N	Description	Model	Unit cost
	8013133	Ring Die, City, State, Zip.	Flier & M.....	\$51.87
	8013220	Adjustable Die Hub Canceling Stripes.	Flier & M.....	183.00
	8012978	Engraved Die Hub	Flier & M.....	231.14

—Procurement and Supply Dept., 4-7-88.

EMS—Australia

Effective March 28, 1988, all items admissible in international mail to Australia are accepted in Express Mail International Service (EMS) to Australia, including correspondence and business papers, merchandise samples, and merchandise. See the *Country Conditions for Mailing* for Australia in the INTERNATIONAL MAIL MANUAL for specific prohibitions and restrictions.

Acceptable Items and Customs Declaration

Items	Customs form/Required endorsement
Business papers/commercial documents.	No form required. Endorse item clearly next to mailing label as Business Papers.
Merchandise samples without commercial value, microfilm, microfiche, and computer data.	Form 2966-A, <i>Parcel Post Customs Declaration</i> .
Merchandise and all articles subject to customs duty.	Form 2966-A, <i>Parcel Post Customs Declaration</i> .

All other conditions of service remain unchanged. A future issue of the INTERNATIONAL MAIL MANUAL and Publication 273, *Express Mail International Service Guide*, will include this revision.

—Marketing Dept., 4-7-88.

ITIC-SNA Exchange Boards/ Software

The dial-up ports are being moved from the Comten 3690 Front-End Processors to the IBM 3725 Front-End Processors at the National Information Systems Development Center (NISDC) and the postal data centers (PDCs). This move is currently scheduled for completion by *April 16, 1988*. It affects all sites using an IBM-PC with an earlier version of the ITIC SNA EXCHANGE package that emulates RJE 3770 mode.

All affected sites must upgrade their software package or have it upgraded to Version 2.0, as follows:

1. *National Applications.* Software upgrades for national applications, i.e., CODES, SOARS, and CSMDS, are a joint effort between the NISDC, PDCs, and the system administrators/coordinators. This will identify and cover the majority of the ITIC 3770 users.

2. *Local Applications.* Individual ITIC 3770 users who are not covered under national applications must contact their Customer Support Branch at the host PDC immediately, to obtain the required upgraded software.

Since ITIC SNA 3270 users are not affected at this time, they will be upgraded at a later date in order to standardize the software versions used by the Postal Service.

An upcoming IRM Technical Bulletin will include further information.

—Information Resource Management, 4-7-88.



Issue Date: April 12, 1988
 First Day City: Baltimore, Maryland
 Designer and Typographer:
 Jerry Dadds, Baltimore, Maryland
 Art Director: Joe Brockert, Program Manager
 for Philatelic Design, U.S. Postal Service
 Modeler: Richard W. Salois, Westvaco
 Printing Process: Embossing and flexography
 (Westvaco, U.S. Envelope Division)
 Colors: Blue for stamped areas,
 dark gray outside of stamped area
 Sizes: No. 10 and No. 6¾ inch,
 standard and window
 Marginal Markings: ©USPS 1988

8.4-Cent Constellation Stamped Envelope

The 8.4-cent Constellation envelope will be issued on April 12 in Baltimore, Maryland. There is no first day of issuance ceremony, but the Postal Service offers first-day cancellations. The Postal Service has extended the standard first-day cancellation deadline an additional 30 days, because of this delayed announcement.

The envelope bears a 8.4-cent denomination, the nonprofit bulk third-class rate, which went into effect April 3. This regular issue item replaces the 8.4-cent Mayflower envelope and is available in No. 10 and No. 6¾ inch sizes, with and without windows.

The envelope, created by Jerry Dadds of Baltimore, Maryland—who also designed the Presidents Miniature Sheets (1986)—features a silhouette of the historic U.S. Navy frigate Constellation. Dadds' artwork depicts the ship and stylized gulls shown outside the stamped area, which indicate that the envelope is precanceled. The ship image and name are white, "dropped out" from the surrounding light-blue border. The inscriptions and gulls are black.

Customer-provided stationery. The Postal Service encourages customers to purchase the 8.4-cent Constellation envelope at post offices or philatelic centers. Customers must affix 16.6 cents additional postage to meet the minimum First-Class rate for letters and may use other uncanceled stamps issued before April 12. The envelopes should be addressed on the right side at least ⅝ inch from the bottom. Requests must be postmarked by July 8 and addressed: Customer Provided Stationery, Constellation Envelope, Postmaster, Baltimore, MD 21233-9991.

Postal Service-provided stationery. Customers should provide a peelable return address label for each Constellation envelope. The Postal Service will affix one 17-cent Dog Sled stamp to meet the First Class rate. The price is 31 cents per envelope requested, and the Postal Service accepts personal checks in the exact amount up to the limit of 50 envelopes. Customers must not send cash or postage stamps as payment. Orders must be postmarked by July 8 and addressed: Constellation Envelope, Postmaster, Baltimore, MD 21233-9992.

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 88-19
 Remove after May 21



FORMS UPDATE

This update lists all new, revised, and obsolete forms since POSTAL BULLETIN 21662, March 10, 1988. Forms are categorized as new, revised, and listed in order by number within each category. In the revised category, the third column indicates the date of the oldest issue that 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.

New Forms

Form number and date	Title
PS 1190-A, 3-88.....	Form 1190, <i>Assignment Status</i> (replaces PS 858, 4-77).
PS 1412-HLX, 11-87.	Accounting Period Financial Report for CAG H-L Post Offices.
PS 1482, 3-88.....	Information Services Budget Plan.
PS 1515-X, 3-88.....	Supplemental Forfeiture and Abandoned Property Report.
PS 1550-AX, 11-87...	Record of Postmaster/Officer-in-Charge—Daily Receipts and Disbursements.
OPM 1555, 6-87.....	Election of Coverage—Federal Employees' Retirement System.
SF 3105, 8-87.....	Documentation in Support of Disability Retirement Application (FERS).

Revised Forms

Form number and date	Title	Oldest usable date
PS 518, 11-87.....	Inspection Service Diary.....	5-87
PS 542, 11-87.....	Inquiry About a Registered Article or Insured Parcel or an Ordinary Article.	1-81
PS 969, 12-87.....	Disposal of Personal Property.	12-87
PS 1079, 12-87.....	Philatelic Product Physical Inventory Recap.	12-87
PS 1476, 11-87.....	PSDS EMP Items Transcript.	11-87
PS 2707, 1-88.....	Airport Mail Facility Review..	6-79
PS 2855, 12-87.....	Claim for Indemnity—International Registered and Insured Mail.	12-84
PS 2866, 2-88.....	Presort Verification Record...	2-88
PS 3313, 3-88.....	Credit Voucher.....	12-83
PS 3544, 11-87.....	Post Office Receipt for Money.	3-88
PS 3603, 11-87.....	Receipt for Postage Meter Settings.	3-86
PS 3701, 1-88.....	Delivery Survey.....	2-86
PS 3929, 1-88.....	Postal Vehicle Bulk Fueling Locations Questionnaire.	10-79
PS 3975, 3-88.....	Candidate's Referral List.....	3-88
PS 3975-B, 3-88.....	Applicant Referral List.....	3-88
PS 4012, 2-88.....	Brief of Rural Route Changes.	6-81
PS 4326, 12-87.....	USPS National Five Digit ZIP Code & Post Office Directory Order.	10-85
PS 4551, 3-88.....	Projected Fleet Requirements.	3-88

Revised Forms—Continued

Form number and date	Title	Oldest usable date
PS 4575-A, 12-87.....	Five Day Summary—Motor Vehicle Service Vehicle Utilization.	11-85
PS 5049, 2-88.....	Mail Found in Supposedly Empty Equipment.	6-75
PS 5186, 1-88.....	Mail Movement Routing Instructions.	1-88
PS 5420, 12-87.....	Certification of Insurance.....	5-86

Obsolete Forms

Form number and date	Title	Obsolete date
PS 858, 4-77.....	Form 1190, <i>Assignment Status</i> (replaced by PS 1190-A, 3-88).	3-22-88
PS 1912-D, 8-80.....	Headquarters and Headquarters Field Operating Plan—Inventory Commitments (not replaced).	3-28-88
PS 1912-G, 5-82.....	Operating Plan Transfer (not replaced).	3-28-88
PS 1912-H, 7-80.....	Headquarters and Headquarters Field Operating and Work Hour Plan (not replaced).	3-28-88
PS 1912-I, 6-78.....	Inspection Service Field Operating and Manhour Plan (not replaced).	3-28-88
PS 1912-RD, 7-79.....	Region and District Offices Operating Plan and Work Hour Plan (not replaced).	3-28-88
PS 1961, 10-85.....	Employee Uniform Allowance Statement (not replaced).	3-28-88
PS 2216, 6-79.....	Energy Consumption Report (not replaced).	3-22-88
PS 2866-C, 9-82.....	In-Depth Verification Summary Report (replaced by PS 2866, 2-88).	2-2-88
PS 3814-C, 9-75.....	Record of C.O.D. Parcels Received for Delivery (replaced by PS 3867, 3-88).	3-16-88
PS 3818, 7-87.....	Authorization to Change COD Charges or Addressee (not replaced).	3-28-88
PS 3850, 8-76.....	Record of Delivered Registered, Numbered Insured, Certified, and C.O.D. Mail (replaced by PS 3867, 3-88).	3-16-88
PS 3868, 11-83.....	Carrier's Clearance Receipt (replaced by PS 3821, 3-88).	3-16-88
PS 4942-B, 1-81.....	Work Order Summary and Work Performed at Home Office (not replaced).	3-10-88
WF 4-A, 1987.....	Employee's Withholding Allowance Certificate (not replaced).	3-28-88



Issue Date: April 29, 1988
 First Day City: Rapid City, South Dakota
 Designer: Chuck Ripper,
 Huntington, West Virginia
 Art Director: Jack Williams, Program Manager
 for Philatelic Design, U.S. Postal Service
 Typographer: Bradbury Thompson,
 Design Coordinator,
 Citizens' Stamp Advisory Committee
 Modeler: Richard C. Sennett
 Printing Process: Gravure,
 American Bank Note Company (ABN)
 Colors: Magenta, yellow, cyan, and black
 Image: 0.71 x 0.82 in/18.0 x 20.8 mm
 Stamps per Pane: 10
 Plate Numbers: Four single digits
 Marginal Markings: ©USPS 1988

\$5 Pheasant Regular Stamp Booklet

The new regular issue Pheasant booklet will be issued on April 29 in Rapid City, South Dakota, and becomes available the following business day at post offices nationwide. The brilliantly colored booklet features two panes of 10 stamps.

Chuck Ripper, the Huntington, West Virginia, artist responsible for last year's popular North American Wildlife stamps, designed the Pheasant stamp. The Postal Service selected Ripper, who also designed the booklet cover, to meet the requirements for a colorful, sharply detailed image with widespread popular appeal.

The Postal Service is issuing the Pheasant stamp as a response to mailers who expressed a preference for more color and variety in stamp booklets. Booklets are a convenient format, with service increasing in vending machines and over-the-counter sales. In general, the Postal Service will offer a greater variety of stamp booklets in the future.

Customers Affixing Stamps. The Postal Service encourages customers to purchase the Pheasant

booklet stamps and affix them to their envelopes. Covers bearing stamps receive preferential service. They should address envelopes at least $\frac{3}{8}$ inch from the bottom and affix stamps approximately $\frac{1}{4}$ inch from the top and right edges. Requests must be postmarked by May 28 and addressed: Customer-Affixed Envelopes, Pheasant Booklet, Postmaster, Rapid City, SD 57701-9991. No remittance is required.

Postal Service Affixing Stamps. Except for affixing stamps and addressing orders, follow the procedures above. The Postal Service will affix only single panes. Customers may use a standard $6\frac{3}{4}$ envelope and leave enough space on the envelope for the stamp pane and first-day cancellation. The price per cover is \$2.50 (for 10 stamps). The Postal Service accepts personal checks in the exact amount up to the limit of 50 envelopes, not cash or postage stamps. Orders must be postmarked by May 28 and addressed: Pheasant Booklet, Postmaster, Rapid City, SD 57701-9992.



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 88-21
 Remove after May 28

PLEASE POST ON BULLETIN BOARD



Issue Date: May 3, 1988
 First Day City: San Francisco, California
 Stamp Designer: Richard Sparks,
 Norwalk, Connecticut
 Cover Designer: Frank J. Waslick,
 Bureau of Engraving and Printing (BEP)
 Art Director: Howard Paine, Design Coordinator,
 Citizens' Stamp Advisory Committee
 Typographer: Bradbury Thompson
 Postal Service Manager: Jack Williams
 Engravers: Thomas Hipschen (vignette) (BEP),
 Dennis Brown (lettering and numerals) (BEP)
 Printing Process: Intaglio, BEP
 Color: Blue
 Image: (\$1.50 and \$3 versions)
 0.71 x 0.82 in/18.0 x 20.8 mm
 (\$5 version)
 0.71 x 0.82 in/18.0 x 20.8 mm
 Plate Number: One single digit
 Marginal Markings: ©U.S. Postal Service 1988

Jack London Stamp Booklet

The Postal Service will issue the 25-cent Jack London stamp in new booklet formats on May 3 in San Francisco, California. The London stamp was first issued in sheet form on January 11, 1986. Since the stamps are now available in a new variety, the Postal Service is offering first-day cancellations.

No first-day ceremony will be held, but customers may obtain cancellations at the main San Francisco Post Office or by mail order. The booklets cost \$1.50 (one pane of six stamps), \$3 (two panes of six), and \$5 (two panes of 10).

Adaptation to booklet format required the use of two new printing sleeves (one for six-stamp panes and one for 10-stamp panes). As a result, stamps in the \$1.50 and \$3 booklets are slightly larger overall than those in the \$5 booklet. Stamps in both booklet pane formats are a slightly different size than those produced in sheet format. The printed stamp images are identical in all cases, however. The three booklet cover designs are similar, but variations do exist in color, references to booklet value, and number of stamps included.

Customers Affixing Stamps. The Postal Service encourages customers to purchase the London book-

let stamps and affix them to their envelopes. Covers bearing stamps receive preferential service. They should 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 June 2 and addressed: Customer-Affixed Envelopes Jack London Booklet Stamps, Postmaster, San Francisco, CA 94188-9991.

Postal Service Affixing Stamps. Except for affixing stamps and addressing orders, follow the procedures above. The Postal Service will affix only single panes for each booklet version. The prices per cover are \$1.50 (for panes of six from the \$1.50 and \$3 booklets), and \$2.50 (for a Pane of 10 from the \$5 booklet). Customers may use a standard $6\frac{3}{4}$ inch envelope and leave enough space on the envelope for the stamp pane and first-day cancellation. The Postal Service accepts personal checks in the exact amount up to the limit of 50 covers, not cash or postage stamps. Orders must be postmarked by June 2 and addressed: Jack London Stamps, \$1.50/\$3 Booklet, Postmaster, San Francisco, CA 94188-9992, and/or Jack London Stamps, \$5 Booklet, Postmaster, San Francisco, CA 94188-9992.

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 88-22
 Remove after June 2

PLEASE POST ON BULLETIN BOARD



MAINTENANCE BULLETINS, MODIFICATION WORK ORDERS, SOFTWARE MODIFICATION ORDERS

(Published First and Second Quarters, Fiscal Year 1988)

MAINTENANCE BULLETINS

Number	Date	Subject
MMO-52-87.....	10-13-87	CON-CON Container Lock Staple Plate Problem, Contract 104230-87-V-0366.
MMO-53-87.....	10-14-87	Maintenance Information, Small Currency Changer, Model SCC-3.
MMO-54-87.....	10-14-87	Metric Hardware for Burroughs Optical Character Reader (OCR).
MMO-55-87.....	10-23-87	Ordering MS Handbooks.
MMO-56-87.....	11-2-87	Use of Leak Sealants in Heating Boilers.
MMO-57-87.....	11-2-87	Revision to MMO-35-87, Issued June 9, 1987, on ACDCS Maintenance Checklists and Staffing Criteria.
MMO-58-87.....	11-2-87	Reflective Tape for Motorist Mail Chutes.
MMO-59-87.....	11-6-87	Inspection and Replacement of the Bin Auger Guards for the Bell and Howell RA-9 Bar Code Sorter.
MMO-60-87.....	11-6-87	Repair Parts Support for Bell and Howell RA-9 Bar Code Sorter (Group Code 155).
MMO-61-87.....	11-20-87	Digilog 300 Protocol Analyzer Setup and Program Files.
MMO-62-87.....	11-20-87	Bell and Howell Bar Code Sorter, Computer Table Safety Chains (ECBD-87-E053).
MMO-63-87.....	11-27-87	Distribution of MMOs, MWOs, and SMOs.
MMO-64-87.....	11-27-87	MPLSM Shear Pin, Revised Specification (ECO 31 09).
MMO-65-87.....	11-30-87	Use of Hydrofluoric Acid.
MMO-1-88.....	01-15-88	Pitney Bowes Optical Character Reader/Channel Sorter (OCR/CS) Screen Assembly Replaceable Insert.
MMO-2-88.....	02-01-88	Metric Hardware Information for ECA OCR/CS and ECA BCS.
MMO-3-88.....	02-25-88	Container Repair Support and Reporting Plan.
MMO-4-88.....	02-19-88	Elevator Contract Specifications Changes.
MMO-5-88.....	02-22-88	Eastern Region Mail Container (ERMC) Rotary Latch.
MMO-6-88.....	02-26-88	RA-80 Disk Drive Ground Brush Assembly Replacement.
MMO-7-88.....	03-11-88	Procedures and telephone numbers to be used for obtaining maintenance from the technical support network.
MMO-8-88.....	03-11-88	Hourly Rates for Maintenance.
MMO-9-88.....	03-11-88	Interim Flats Canceler Maintenance Criteria.

MODIFICATION WORK ORDERS

MWO-19-87.....	10-7-87	DOC Continuous Flow System Emergency Stop Wiring Change (ECBD 87-0093).
MWO-20-87.....	10-23-87	MPLSM Console Modification (ECBD 87-E024).
MWO-21-87.....	11-2-87	Dispatch and Operational Control (DOC) Optoisolated I/O Adapter Card Chip Replacement, ECBD 87-0089.
MWO-22-87.....	11-2-87	Pitney Bowes OCR/CS, Replacement of LA38 Printer with LA210 and VT220 Terminal, ECBD 86-E069.
MWO-23-87.....	12-29-87	Burroughs Optical Character Reader (OCR) Modification to Diverter Assembly ECBD 87-E035.
MWO-1-88.....	01-5-88	UART Installation Instructions, ECBD 87-E123.
MWO-2-88.....	01-11-88	MPFSM Model 775 Tilted Tray Rack Bumper Modification, ECBD 85-E085.
MWO-3-88.....	03-4-88	Transport Cover Modifications for Burroughs OCR/CS ECB Directives 85-E108 and 85-E106.

SOFTWARE MODIFICATION ORDERS

SMO-6-87.....	12-11-87	Hard Disk Addition to Bell and Howell Bar Code Sorter (ECBD 87-S011).
SMO-7-87.....	12-17-87	Computer Forwarding System (CFS) Software Release N1.10.
SMO-1-88.....	01-05-88	BMC PCS Software Release 4.02, ECBD 87-S078.

—Engineering and Technical Support Dept., 4-7-88.

Pile sacks evenly to avoid damage and to conserve space

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 21665 article.

510,068,801 to 9,000	532,883,490 to 3,500	547,276,820 to	555,219,956 to
511,899,301 to 9,600	533,554,660 to 4,800	277,000	555,220,000
512,328,808 to 8,900	533,820,480 to 0,496	547,457,901 to	556,084,478 to 4,500
512,373,932 to 4,500	533,820,501 to 0,600	458,300	556,250,024 to 0,200
513,426,858 to 7,300	534,086,901 to 7,000	547,469,676 to 9,700	556,351,291 to 1,600
513,457,701 to 7,800	535,084,079 to 4,200	547,542,271 to	556,702,101 to 2,200
515,790,188 to 0,230	536,606,101 to 6,300	543,000	557,669,091 to 9,100
515,892,011 to 2,020	537,240,745 to 0,800	547,578,870 to 0,900	557,669,191 to 9,200
516,649,101 to 9,200	537,417,901 to 8,000	547,923,901 to	557,711,743 to 1,800
516,882,201 to 2,300	537,528,457 to 8,500	924,000	557,786,836 to 6,860
518,114,834 to 5,000	538,691,301 to 1,500	548,988,201 to 8,300	558,228,301 to 8,400
518,126,550 to 6,900	539,073,831 to 3,900	549,641,019 to 1,100	558,638,801 to 9,000
518,147,801 to 8,000	539,120,109 to 0,200	549,670,720 to 0,800	559,562,701 to
518,761,501 to 1,600	539,132,909 to 3,000	550,092,673 to 2,700	559,562,742
520,736,961 to 7,000	539,805,426 to 5,600	550,355,949 to	559,565,818 to
522,798,708 to 8,800	539,989,721 to 9,800	356,100	559,566,000
523,727,009 to 7,100	539,991,061 to 1,100	551,035,601 to	559,736,363 to 6,400
525,483,962 to 4,000	541,097,901 to	551,036,000	559,841,401 to 1,700
525,774,401 to 4,600	098,200	551,144,112 to 4,400	560,473,901 to 3,922
526,389,501 to 9,600	543,289,525 to	551,698,301 to 8,320	561,223,101 to 1,400
526,389,972 to	290,200	551,961,814 to 1,880	561,249,012 to 9,200
390,000	543,305,301 to 5,600	552,199,560 to	561,265,399 to 5,500
528,910,726 to 0,900	544,194,216 to 4,700	552,200,000	563,184,500 to 4,700
530,248,201 to 8,300	544,619,721 to	552,222,532 to 3,800	565,280,561 to 1,300
530,756,618 to 6,700	620,100	553,468,301 to 8,400	565,868,534 to 8,549
531,847,601 to 7,700	544,999,729 to 0,800	553,853,051 to 3,100	567,078,033 to 3,100
532,013,666 to 3,700	545,553,528 to 3,800	554,939,152 to 9,200	569,791,703 to 1,730
532,401,823 to 1,900	545,775,152 to 5,200	554,998,701 to 8,800	569,793,491 to 3,510



An
accident
happened
here

DIRECTIVES UPDATE

This update lists all new, revised, and obsolete directives since POSTAL BULLETIN 21662, March 10, 1988. 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-802, 1-88....	ADP System Operating Standards (replaces HBK ADP-2, 12-31-85).
HBK RE-12, 10-87 ...	Repair and Alteration Surveys (replaces HBK MS-6, 6-79).
LAB 14, 2-88.....	Nine-Digit Encoded Mail.
LAB 15, 2-88.....	Red Line.
POS 5, 3-88.....	Warning—Reusing Postage.
POS 15-A, 12-87	Express Mail International Service Half-Pound Rate (24x36).
POS 15-B, 12-87.....	Express Mail International Service Half-Pound Rate (14x21).
PUB 161, 10-87.....	Express Mail User's Guide.

Revised Directives

Document and date	Title	Oldest usable date
HBK M-32, TL9, 12-1-88.	Management Operating Data System for MOD I Offices.	12-1-88
HBK MS-110, TL2, 1-15-88.	Associate Office Postmaster's Facilities Maintenance Guidelines.	1-15-88
LAB 63, 1-88.....	Express Mail Outside Shipment.	5-82
NOT 42, 11-87.....	Express Mail Corporate Account Application.	8-86
PUB 174, 1-88.....	What You Should Know About Dogs and Dog Repellent.	10-86

Revised Directives—Continued

Document and date	Title	Oldest usable date
PUB 192, 3-88.....	Treasury of Stamps Album ...	3-88
PUB 201, 3-88.....	A Consumer's Directory of Postal Services and Products.	1-87

Obsolete Directives

Document and date	Title	Obsolete date
HBK ADP-2, 12-31-85.	ADP Operating Standards (replaced by HBK AS-802, 1-88).	2-3-88
HBK MS-6, 6-79.....	Repair and Alteration Surveys (replaced by HBK RE-12, 10-87).	1-7-88
NOT 217, 4-85.....	Express Mail Next Day Service (not replaced).	3-31-88
POS 108-A, 3-85	We Deliver Excellence for Less (14x21) (not replaced).	3-31-88
POS 108-B, 3-85.....	We Deliver Excellence for Less (24x36) (not replaced).	3-31-88
POS 196-A, 11-83	Express Mail Next Day Service (15x30) (not replaced).	3-31-88
POS 196-B, 11-83.....	Express Mail Next Day Service (33x72) (not replaced).	3-31-88
POS 196-C, 11-83	Express Mail Next Day Service (25x48) (not replaced).	3-31-88

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, 4-7-88.

POSTAL DEBTS OWED BY POSTAL EMPLOYEES

The local level is not processing in a timely manner many account receivables established by the Minneapolis Postal Data Center, reflecting debts owed the Postal Service by active employees. The Postal Service's cash management policy requires the prompt collection of these and all other debts. Each postmaster/installation head is responsible for collecting employee-owed debts as quickly as possible within the framework of the applicable

regulations in subchapters 450 and 460 of the EMPLOYEE AND LABOR RELATIONS MANUAL (see POSTAL BULLETIN 21568, 5-29-86).

A tracking system will be developed to keep each field division general manager/postmaster apprised of all outstanding debts owed by postal employees so they can take appropriate followup action.—*Dept. of the Controller, 4-7-88.*

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 21665 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.*

296 843 5473 to 5499	329 165 9000 to 9999	360 003 2454 to 2499	372 407 1025 to 1099
296 846 9858 to 9899	329 170 5151 to 5199	360 037 4500 to 4549	373 390 2301 to 2399
297 124 4700 to 4899	329 825 3306 to 3899	360 038 0502 to 0599	373 390 2518 to 2599
297 165 1450 to 1499	330 053 4777 to 4789	360 112 8583 to 8599	373 390 2604 to 2699
297 443 5000 thru	330 360 0989 to 0999	360 134 2600 to 2699	373 463 0902 to 0999
297 576 4999	330 402 2100 to 2199	360 135 5611 to 5699	374 022 8105 to 8199
297 907 0975 to 0999	330 726 8851 to 8891	360 135 8159 to 8199	374 692 8858 thru
297 914 6561 to 6599	330 982 3100 to 3199	360 172 1404 to 1499	8899
298 752 5500 to 5599	331 201 5539 to 5599	360 257 2100 to 2199	374 795 2118 to 2199
298 922 2116 to 2199	331 468 0700 to 0799	360 282 4600 to 4699	375 169 4400 thru
298 925 6733 to 6799	331 631 5705 to 6099	360 403 8453 to 8499	4599
299 022 0389 to 0399	331 643 7553 to 7599	360 418 0700 to 0799	375 637 9137 to 9199
299 099 9586 to 9599	331 890 8100 to 9099	360 419 6700 to 6799	375 637 9365 to 9999
299 134 8017 to 8299	331 960 6019 to 6199	360 535 5648 to 5657	375 744 7930 to 7999
299 445 0182 to 0199	331 966 6733 to 6799	360 762 9368 to 9399	376 850 0813
299 550 0776 to 0799	340 044 0851 to 0861	361 142 2817 to 2899	thru 0899
300 016 9813 to 9899	340 283 0024 to 0100	361 440 9240 to 9299	376 855 6764 to 6999
300 022 5100 to 5199	340 367 3100 to 3199	361 754 9300 to 9499	376 903 0721 to 0738
300 048 0096 to 0199	340 624 5530 to 5549	361 782 4204 to 4299	376 906 3206 to 3299
300 166 7227 to 7299	340 761 4101 to 4299	361 974 6812 to 6999	377 113 7461 to 7499
300 253 7063 to 7099	341 168 4000 to 4999	362 246 6800 to 6899	377 224 2300 to 2599
300 254 9700 thru	341 818 4173 to 4199	362 299 8900 to 8999	377 955 4285 thru
300 255 0199	341 999 8038 to 8052	362 861 3064 to 3099	4399
300 918 6700 to 6799	342 068 7623 to 7699	363 130 1575 to 1599	378 029 9347 to 9399
301 328 7905 to 7999	342 442 5051 to 5093	363 130 4500 to 4599	378 085 3679 to 3699
301 333 5000 to 5099	342 442 6402 to 6499	363 374 9010 to 9099	378 210 9090 to 9099
301 424 3477 to 3499	342 511 0441 to 0457	363 444 9333 to 9399	378 351 1063 to 1099
302 000 0000 thru	343 550 0510 to 0599	363 560 5050 to 5099	378 630 9489 to 9499
302 123 9999	344 091 7382 to 7499	363 851 4259 to 4299	378 630 9500 to 9599
320 208 3305 to 3499	344 130 6283 to 6299	363 853 7582 to 7799	379 128 9584 to 9599
320 624 7474 to 7499	344 175 9580 to 9589	363 861 7600 to 7899	379 509 2600 to 2699
320 783 7168 to 7199	344 850 1600 to 1699	363 904 4540 to 4999	379 679 8060 to 8099
321 401 5025 to 5034	346 654 0669 to 0699	363 922 5744 to 5799	379 843 5100 to 5199
321 670 1900 to 1999	346 693 2520 to 2599	363 930 9400 to 9699	380 093 9600 to 9699
322 013 7200 to 7299	347 338 4189 to 4199	363 965 7892 to 7999	380 165 1165 to 1199
322 722 7900 to 7999	347 458 7148 to 7199	364 467 6102 to 6199	380 489 6800 to 6899
323 854 0619 to 0699	347 492 6411 to 6499	364 826 1081 to 1099	380 572 1840 to 1899
323 854 0900 to 0999	347 641 3780 to 5699	365 512 9428 to 9499	381 077 3600 to 3699
325 097 0300 to 0399	347 645 0367 to 0399	365 693 4200 to 4299	381 325 4500 to 4599
325 465 7956 to 7999	347 696 3806 to 3899	365 842 7960 to 7999	381 540 9900 to 9999
325 645 2575 to 2599	348 010 8305 to 8399	365 997 7565 to 7699	381 604 2510 to 2699
325 734 5219 to 5299	348 036 3713 to 3799	366 205 2072 to 2099	381 645 9525 to 9599
325 739 7200 to 7399	348 036 4366 to 4599	366 772 6702 to 6799	381 924 0748 to 0799
325 934 0584 to 0599	348 412 9028 to 9099	366 998 7669 to 7681	383 156 6968 to 6999
326 181 8203 to 8299	348 535 1703 to 1728	367 303 6006 to 6099	383 156 7128 to 7199
326 231 8440 to 8499	348 714 5286 to 5299	367 396 9705 to 9799	383 156 7300 to 7999
326 231 8576 to 8599	348 755 7904 to 7999	367 396 9900 to 9999	383 299 2081 to 2099
326 231 8600 to 8999	349 116 6533 to 7499	367 428 8800 to 8999	383 314 3968 to 3999
326 231 9000 to 9299	349 389 9242 to 9299	367 519 6700 to 6899	383 892 1000 thru
326 687 6538 to 6564	349 392 8081 to 8099	368 371 3923 to 3999	1399
328 160 3235 to 3299	349 615 0000 to 0099	368 730 7825 to 7899	385 528 2400 to 2499
328 160 3304 to 3399	349 746 2056 to 2099	368 854 6200 to 6299	387 837 6300 to 6399
328 189 6539 to 6578	349 910 0000 to 0399	368 978 0561 to 0599	389 696 2400 to 2799
328 229 6407 to 6499	350 017 1652 to 2199	369 345 0188 to 0199	390 001 3182 to 3199
328 251 0600 to 0899	350 251 5100 to 5199	369 674 8141 to 8199	390 001 3500 to 3699
328 275 3170 to 3299	350 366 1104 to 1119	369 718 3783 to 3799	802 678 2605 to 2699
328 423 3448 to 3468	350 366 1145 to 1166	370 193 8257 to 8299	803 605 2840 to 2899
328 432 7367 to 7499	350 518 7350 to 7374	371 241 3118 to 3199	803 605 6300 to 6499
328 435 1989 to 1999	351 110 4900 to 4999	371 630 0100 to 0199	805 323 5006 to 5024
328 543 6745 to 6799	351 113 4615 to 4699	372 308 4180 to 4199	805 466 7255 to 7299
328 543 7400 to 7599	351 113 4800 to 4899	372 311 5400 to 5499	806 015 3885 to 3899
328 817 7879 to 7899	351 113 4900 to 4999	372 360 8303 to 8399	806 087 1100 to 1499
			990 117 5600 to 5999

All Postmasters

POLITICAL MAILINGS—ELECTION '88

Between now and the general election on November 8, 1988, the Postal Service will be called upon to accept and deliver numerous large political mailings. Individual candidates will initiate these mailings as well as local, state, and national campaign organizations. All postal managers must become thoroughly familiar with **POSTAL OPERATIONS MANUAL** section 454 (Political Campaign Mail). The following article highlights some of the major points in section 454.

Informing Mailers. Postmasters should know about potential campaign mailing activities in their areas and meet as necessary with candidates and committees to discuss their mailing plans. Postmasters should tell them how to prepare their bulk mailings and what happens if postal personnel, in verifying the mail, find it improperly prepared. Postal personnel may offer on-site assistance to observe mailings in preparation, especially by campaign volunteer help, and to identify problems in mail preparation and sack labeling *before* they submit mailings to the post office.

When dealing with potential mailers of political campaign material, Postal Service personnel should stress that they must deposit mail as early as possible before election day to ensure delivery before the election.

Experience shows that if personnel fully inform all mailers of postal requirements—and assure them equal and proper handling of their mailing—there will be no cause for criticism. It is especially important to inform political candidates and committees about requirements for bulk mail preparation.

Mail Processing. Personnel must process all political campaign mailings promptly and deliver them with equal care and attention.

They should give immediate attention to any reported delay in the processing of such mail and document all complaints and the action taken.

Required Records. Detailed records provide the basis for a documented explanation of any complaints alleging improper handling of mail. Thus, postmasters should make a record of each contact with potential mailers of political campaign material and include a general summary of the information provided. In addition, postmasters must keep documented records of any political campaign mailings either deposited at their offices or received for delivery that were too late for delivery. At a minimum, each documented record should include:

1. Name of Mailers
2. Date and time received for dispatch
3. Date and time received for delivery
4. Approximate number of any pieces not delivered before primary or general election day and the reasons why

Disclosure of Information. Personnel should answer requests for information from Postal Service records concerning political mailings as provided in regulations implementing the Freedom of Information Act. For example, it is permissible to disclose third-class special rate mail volumes as shown on Form 3602, *Statement of Mailing with Permit Imprints*, or the names of holders of particular permit imprint or postage meter permits. However, it is not permissible to disclose amounts in trust fund accounts or meter settings. Personnel should not compile information not regularly compiled for Postal Service use in response to requests. If personnel are uncertain about disclosing information concerning political mailings, they should consult regional counsel.

For more details about political campaign mail, see the revision of **POSTAL OPERATIONS MANUAL** section 454 in **POSTAL BULLETIN** 21572, 6-26-86 (page 15). —*Government Relations Dept., 4-7-88.*

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

DMM Notice

MAIL CLAIM CHECK SYSTEM

Effective with DOMESTIC MAIL MANUAL (DMM) Issue 26, DMM 158, Mail Claim Check System, is revised to improve this service and achieve significant cost reductions.

Summary of Change

The major change involves using only one form, Form 3849, *Delivery Notice/Reminder/Receipt*, to provide initial, second, and final notification of undelivered articles. It also serves as a delivery receipt and a claim check. In addition, this change provides for a system of filing by address rather than article number. The new Form 3849 replaces Forms 3849-A and 3849-B, which will be obsolete, but which installations may use until they exhaust supplies. The new form is similar to Form 3849-B.

Background/Benefits

Currently, Form 3849-A, *Delivery Notice or Receipt*, has a preprinted claim check number on it. Many post offices file undelivered items by this number. At these offices, customers must present a claim check, either Form 3849-A or 3849-B, *Delivery Reminder or Receipt*, to receive an undelivered article. If customers misplace the claim check, they must wait until the office personnel have time to search all items by customer name and address. In large offices, personnel may not complete the search on the same day as the inquiry. Customers often do not understand the reason for the delay, hindering the good customer relations the Postal Service wishes to develop. The search also may require additional work hours.

Currently, when a second notice is necessary, personnel must handwrite the claim check number in the space on the form. Illegible handwriting further complicates the retrieval process. Filing Form 3849 by address rather than article number would eliminate this problem.

Under the new procedure, each postmaster has the option to select a file storage system to meet the needs of their installation's size and volume. They will be able to file undelivered items by the last, or last two, numbers of the delivery address or alphabetically by street or customer name.

Because offices will store undelivered articles by address rather than article number, customers may claim items without a claim check, eliminating problems that result from lost claim checks or illegible claim check numbers.

Printing costs for Forms 3849-A and 3849-B, based on current usage, total \$587,093. By consolidating the information on one form, offices can cut costs almost in half. In addition to the annual savings in printing, post offices will only have to order and stock one form for the notice, reminder, and receipt of undeliverable or accountable items.

Procedure

After personnel issue a notice of attempted delivery, the article returns to the post office. A designated employee will:

1. Rubberstamp the returned article with a First Notice, Second Notice, Return Stamp (supply item #R291)
2. Fill in the appropriate dates
3. File the item away according to the number in the street address

Although these procedures include certain costs, the savings in printing far outweigh the costs associated with rubberstamping undeliverable mail, because a majority of accountable articles are delivered on the first attempt. Other DMM sections affected by these changes will be revised accordingly. They will be identified in DMM Issue 26.

DMM Issue 26 includes these changes.

—Rates and Classification Dept., 4-7-88.

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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)

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