



postal bulletin

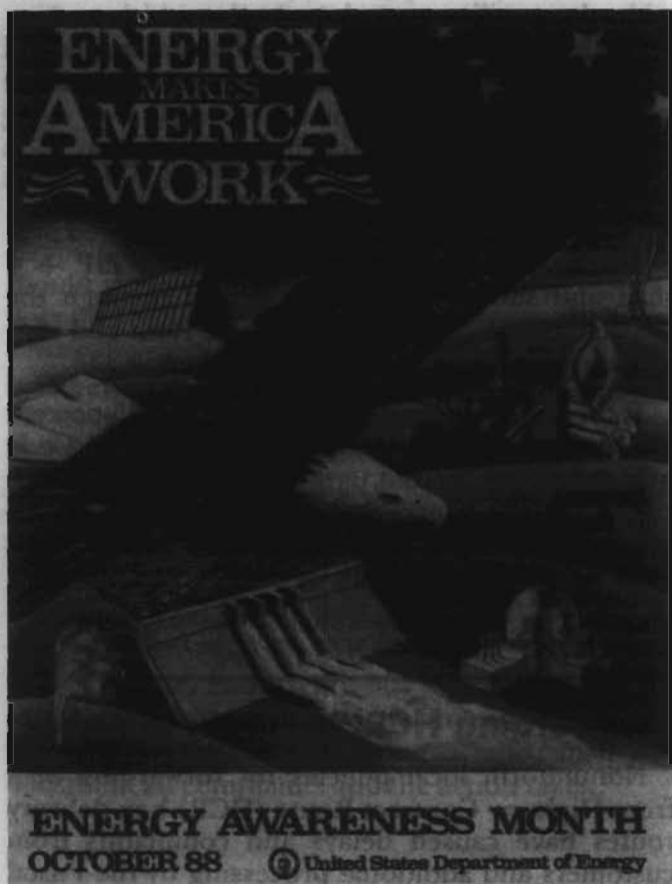
Published Since March 4, 1880

PB 21688—September 1, 1988—24 Pages

American Energy Awareness Month

The Interagency Federal Energy Policy Committee has designated October 1-31, 1988, as American Energy Awareness Month. The Postal Service will contribute to the observance by distributing energy posters with the message, Energy Makes America Work.

Installations should display these posters the entire month of October. Energy conservation is one way that everyone can help keep costs down.



—Engineering and Technical Support Dept., 9-1-88.

Correction

Plain Stamped Envelope Price List

The Plain Stamped Envelope Price List in POSTAL BULLETIN 21686, 8-18-88 (page 4), contained two errors. The Nonprofit Rates—Plain for regular precanceled envelopes, Item 166, should read \$50.40 (not \$50) for lots of 500 and \$100.80 (not \$100) for lots of 1,000. Please enter the correct numbers on the list.

—Philatelic and Retail Services Dept., 9-1-88.

All Offices With Rural Delivery

Inspection of Rural Routes

The special count of mail on select rural routes will be conducted this year from September 17-30. In conjunction with, or just prior to, this special mail count, all rural routes, even those routes not being counted, must be inspected.

The definition, purpose, and frequency of this inspection are in Chapter 5 of Handbook M-37, *Rural Delivery Carriers Duties and Responsibilities*. Supervisors of rural routes must complete Form 4248, *Rural Route Inspection Report* (June 1987 edition), for each rural route. Instructions for completing Form 4248 have been distributed to divisions and management sectional centers (MSCs).

Delivery units must send copy 1 and copy 2 of each completed Form 4248 to the appropriate MSC. MSCs must ensure the proper and accurate completion of one Form 4248 for each rural route. Upon verification, MSCs must consolidate all forms into one package and submit it, not later than October 15, to: U.S. Postal Service, Address Information Center, Attn: Rural Delivery Project, 6060 Primacy Parkway, #101, Memphis, TN 38188-0001.

—Delivery Services Dept., 9-1-88.

Christmas Mailing Dates

Poster 19, *Mailing Dates for Christmas*, appears on page 17. The supply centers will not stock Poster 19, which has been distributed on a selected basis to divisional offices.

Installations may reproduce the poster and post it on their bulletin boards.

—Mail Processing Dept., 9-1-88.

CONTENTS

	Page
American Energy Awareness Month	1
Christmas Mailing Dates	1
Domestic Orders	4
EMS—Pakistan	2
Express Mail Labels 11-B/F—New Edition	4
Forms Update (<i>Correction</i>)	12
Forwarding HCR Box Delivery Mail	2
Inspection of Rural Routes	1
Invalid Express Mail Corporate Account Numbers	22
Missing Money Orders—Canadian	18
Missing Money Orders—U.S.	20
National POW/MIA Recognition Day	12
Plain Stamped Envelope Price List (<i>Correction</i>)	1
Political Mailings—Election '88 (<i>All Postmasters</i>)	3
Post Office Changes Number 9	8
Special Count of Mail on Select Rural Routes	6
Stamp Poster 88-63 (<i>20.5-Cent Fire Engine Regular Coil Stamp</i>)	13
Stamp Poster 88-64 (<i>5.3-Cent Elevator Regular Coil Stamp</i>)	15
Stamps Recalled From Philatelic Outlets	12
Tag 44, <i>Sack Contents Warning</i>	12
ZIP + 4 Coding Verification	2

ZIP + 4 CODING VERIFICATION

Employees must use the following instructions to verify, in a combined ZIP + 4 Presort and Presort First-Class mailing, that at least 85 percent of the pieces bear a ZIP + 4 code as required by DOMESTIC MAIL MANUAL (DMM) sections 365 and 366.

If all the mailpieces bear postage at the ZIP + 4 presort rate or if postage for the mailing is paid by permit imprint, the mailer must provide a detailed listing as described in DMM 365.331b. The only exception allowed is when the mailer is authorized to submit a summary listing in accordance with DMM 365.331c and 365.332-365.336.

When mailers prepare a detailed listing for a mailing cycle, they must present it with the first mailing in that cycle. If the detailed listing for the mailing or mailing cycle shows that at least 85 percent of the pieces bear a ZIP + 4 Code, employees should verify its accuracy by comparing the information on the listing with that obtained from actual counts of all pieces addressed to at least two delivery areas (five-digit or three-digit).

Employees must not accept the mailing at the ZIP + 4 rates if either (1) the piece count shown or the documentation is in error by three or more pieces, or (2) the category of pieces claimed (five-digit versus ZIP + 4 Coded) on the documentation is different from that found by examining the actual pieces for at least two delivery areas. In such a case, the mailer has the option of (1) correcting either the mailing or the detailed listing, as necessary, or (2) paying the Presort First-Class rate of postage on the entire mailing.

If the mail is prepared under the provisions of DMM 366 (no five-digit sort), the mailer must rework it to qualify for a Presort rate or pay postage at the single-piece First-Class rate since the mailing cannot qualify for the Presorted First-Class rate.

If the detailed listing for the mailing or the mailing cycle shows that less than 85 percent of the pieces bear a ZIP + 4 Code, employees must not accept the mailing at the ZIP + 4 Presort rate. They should give the mailer the option of either (1) reworking the mailing to remove the excess five-digit-coded pieces and submit new documentation, or (2) paying a higher rate of postage on the entire mailing.

If the mail is prepared under the provisions of DMM 366 (no five-digit sort), mailers must pay postage at the single-piece First-Class rate because the mailing cannot qualify for the Presorted First-Class rate, or the mailer must rework the mailing to qualify for a Presort rate.

If a summary listing is authorized and submitted with the mailing, employees should determine from the mailing statement whether the mailer has claimed that 85 percent of the pieces in the mailing bear a ZIP + 4 Code.

Note: The postmaster (or designated representative) must visit the mailer's premises quarterly to verify that the mailer is following the approved procedures for determining the percent of ZIP + 4 mail and submit a quarterly report through the management sectional center to the rates and classification center, as required by DMM 365.335.

If the summary listing shows less than 85 percent of the pieces in the mailing bear a ZIP + 4 Code and the pieces are not part of a mailing cycle, employees must not accept the mailing at the ZIP + 4 rate. However, if the pieces are part of a mailing cycle of which 85 percent of the pieces bear a ZIP + 4 Code, the mailing may qualify for the ZIP + 4 rate.—*Rates and Classification Dept., 9-1-88.*

EMS—Pakistan

Effective immediately, Express Mail International Service (EMS) is available to and from 11 additional cities in Pakistan. Mailers can now send mail to the following 20 cities in Pakistan:

Abbottabad	Kotri
Attock	Lahore
Bahawalpur	Mardan
Faisalabad	Multan
Gujranwala	Peshawar
Gujrat	Quetta
Hyderabad	Rawalpindi
Islamabad	Sahiwal
Jhelum	Sialkot
Karachi	Sukkur

All other conditions of service remain unchanged. Future issues of the INTERNATIONAL MAIL MANUAL and Publication 273, *Express Mail International Service Guide*, will include the additional cities.

—*Marketing Dept., 9-1-88.*

Forwarding HCR Box Delivery Mail

Nonuniform local policies for forwarding mail from Highway Contract Route (HCR) box delivery routes have caused delays and complaints from customers and additional processing by the Postal Service. Mail forwarded by HCR box delivery contractors must follow the same forwarding procedure as mail forwarded by rural and city delivery route carriers from the same office.

For example, if an office sends rural and city route mail requiring forwarding service to a Computer Forwarding System (CFS) unit, they must also send HCR mail requiring forwarding service to the CFS unit. Offices must treat all mail requiring forwarding service from the same office uniformly without differing by route type.

—*Mail Processing Dept., 9-1-88.*

SAFETY IS NO ACCIDENT

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., 9-1-88.*

Protect your back
 As you raise that sack,
 Just bend your knees,
 And you'll lift with ease.

EXPRESS MAIL LABELS 11-B/F—NEW EDITION

Due to rate and classification changes implemented on April 3, Express Mail labels 11-B and 11-F, *Post Office to Addressee Service*, have been revised with new issue dates of either April 1988 (without MOD 11 numbering) or July 1988 (with the new MOD 11 check digit numbering system). After depletion of existing supplies of these labels, the new labels will be available through the materiel distribution centers (area supply centers).

The Manager, Technical Sales and Services, must ensure that the following information regarding the new labels is brought to the attention of all acceptance and delivery employees and those employees involved in handling Express Mail.

When accepting Express Mail shipments, the changes affect the following blocks on the label: Origin, Destination, Delivery Was Attempted, Acceptance, Account Number, Waiver of Signature, and Postage. The text pertaining to Service Guarantee, Insurance Coverage, and Claims also have revisions. A new section regarding the Privacy Act states that the USPS may use the customer's name and address to send customers updated information about Express Mail service.

The Acceptance block includes major changes. Acceptance clerks must indicate whether the item has been accepted for Next Day or Second Day Delivery, by noon (to designated ZIP Codes on the major market network) or 3 p.m., or whether they are accepting the article for Express Mail Military or International Service. Of these service indicators, only Next Day or Second Day is necessary for determining service performance in the Express Mail Reporting System (EMRS). The origin and destination ZIPs within the EMRS files determine the performance scores of major markets (before noon delivery).

For Express Mail Military Service (EMMS) shipments, the acceptance clerk must check the EMMS box, the Second Day Delivery box, and the by 3 p.m. box. If the shipment is accepted after the local cutoff time for EMMS, employees must check and

circle the Second Day Delivery box to indicate a 3-day delivery standard.

The Origin, Destination, and Delivery Was Attempted blocks now have checkoff boxes for a.m. or p.m. designations. The Waiver of Signature block includes the addition of a clause stating "(if in the judgment of the delivery employee, the article can be left in a secure location)." The Postage block has an additional box for Collect on Delivery (COD) fees in addition to the box for Return Receipt fees. The COD fee box is tinted so that acceptance and data entry personnel can easily distinguish it from the Return Receipt fee box at a glance. An area for the Federal Agency Account Number is now to the right of the space for the Express Mail Corporate Account Number in the same block.

If a customer inadvertently checks off any of the boxes in the Acceptance block indicating an inappropriate level of service, the acceptance clerk completing the label must completely mark through the incorrect block and then check off the correct block, *before returning the customer receipt*. The accuracy of the information in the acceptance block is critical to determining whether a customer merits a refund.

Customers using Label 11-F and depositing prepaid Express Mail in a collection box or handing it to postal personnel will find that a new feature in lieu of the tear-off stub on Label 11-B. The addressee's copy of the label now has a perforated section. When the label is peeled away from the backing, a section containing the Express Mail label number remains on the adhesive backing, enabling the customer to retain a copy of the Express Mail label number until the USPS returns the customer copy. If so desired, the customer can then peel the label number strip from the backing and maintain a short-term logging system.

A future revised handbook DM-201, *Express Mail Service*, will include these changes.

—Marketing Dept., 9-1-88.

DOMESTIC ORDERS

False Representation. Enforced by postmasters at cities listed.

State/city	Names covered	Products
GA, Atlanta 30305-1840	National Sales Training Programs, 3277 Roswell Road, Suite 712.	Bills or invoices for merchandise or services.
PA, Philadelphia 19103-4513..	Robinson & Robinson Marketers & Robinson Love Assoc., 1930 Chestnut Street, Suite 908.	Work-at-home scheme.
NY, Alexandria Bay 13607-0670.	Mike Mondor & World Hotel and Resort Guide, P.O. Box 670.	The mailing of solicitations in the guise of bills or invoices.
NY, Alexandria Bay 13607-0278.	Mike Mondor & International Industrial Trade Directory, P.O. Box 278.	The mailing of solicitations in the guise of bills or invoices.

—Judicial Officer, 9-1-88.

POST OFFICE TO ADDRESSEE EXPRESS MAIL NEXT DAY SERVICE



M B 627

▲ Fold and Detach Stub Here ▲

Customer:

Please tear off this stub and keep it for reference when depositing prepaid Express Mail Next Day Service shipments in Express Mail collection boxes or when giving prepaid Express Mail Next Day Service shipments to Postal Service personnel. Affix the remaining label set to your shipment. **DO NOT REMOVE THE CUSTOMER COPY.** It will be completed and mailed back to you. For reference, write on this stub the date that the shipment was mailed and initial the stub (if deposited in an Express Mail collection box). Deadlines for deposit for next day delivery differ according to the destination. To ensure next day delivery consult your local Express Mail Directory.

PRIVACY ACT: Your name and address may be used by the Postal Service to send you updated information about Express Mail service. You may request removal of your name and address from our mailing list by writing Assistant Postmaster General, Marketing Department, USPS, Washington, DC 20260-6300. Authority: 39 U.S.C. 401, 403, 404.

Additional information on Express Mail Service can be obtained at any post office or by writing USPS Headquarters, Washington, DC 20260-6334.

Date Mailed:

initials:

Service Guarantee:

If this shipment is mailed at designated USPS Express Mail service facilities on or before the specified deposit time for overnight delivery to the addressee, it will be delivered to the addressee or agent before noon or 3:00 p.m. the next day. Upon application by the mailer, USPS will refund the postage for this shipment if it is not delivered before noon or 3:00 p.m. of the next day, unless delivery was attempted, but could not be made, or because this shipment was delayed by strike or work stoppage. Consult your local Express Mail directory for morning and afternoon delivery areas. See The Domestic Mail Manual, Chapter 2, for details. Signature of the addressee, addressee's agent, or delivery employee is required upon delivery. Express Mail International Service mailings are not covered by this service guarantee. See the International Mail Manual for details.

Insurance Coverage:

(See section 295 of the Domestic Mail Manual for exclusions of coverage, such as negotiable items and consequential loss.)

(1) **Merchandise Insurance.** Merchandise is insured against loss, damage or rifling up to a maximum of \$500. Indemnity will not be paid for spoilage of perishable items.

(2) **Document Reconstruction Insurance.** Non-negotiable documents are insured against loss, damage or rifling up to \$50,000 per piece subject to a limit of \$500,000 per occurrence.

(3) The maximum indemnity payable for negotiable items, cash, currency, or bullion is \$15.

Claims:

- Claims for delay, loss, damage or rifling must be made within 90 days. Claim forms may be obtained and filed at any post office.
- The Customer Receipt must be presented when a claim is filed.

EXPRESS MAIL LABELS 11-B/F—NEW EDITION

* N B 2 5 5 6 2 7 0 5 3 U S *	ORIGIN	Date In:	Postage \$	DESTINATION	Date of Delivery	Time of Delivery	A.M. P.M.	
	Post Office ZIP Code	Time In: A.M. P.M.	Return Receipt \$		X Signature of Addressee or Agent			
	Initials of Receiving Clerk	Weight lbs. oz.	Fees		DELIVERY WAS ATTEMPTED	Date:	Time:	A.M. P.M.
	ACCEPTANCE		Total Postage & Fees \$		Signature of Delivery Employee		1.	2.
<input type="checkbox"/> Next Day Delivery or <input type="checkbox"/> Second Day Delivery <input type="checkbox"/> By 12 Noon or <input type="checkbox"/> By 3:00 P.M. <input type="checkbox"/> Express Mail Delivery Service <input type="checkbox"/> International Express Mail Country Code _____		Express Mail Corporate Account No.:	Federal Agency Account No.:	Waiver of Signature and Indemnity (Domestic Only) I wish delivery to be made without obtaining the signature of the addressee or the addressee's agent (if in the judgment of the delivery employee, the article can be left in a secure location) and I authorize the delivery employee to sign that the shipment was delivered and understand that the signature of the delivery employee will constitute valid proof of delivery.				
FROM:				MAILING LABEL—Service Analysis & Proof of Delivery				
				TO: Telephone Number: _____				

*All Offices With Rural Delivery***SPECIAL COUNT OF MAIL ON SELECT RURAL ROUTES**

In accordance with the provisions of Article 9.2.C.12 of the 1988 National Agreement between the United States Postal Service and the National Rural Letter Carriers' Association, a 12-day Special Count of Mail on *select* rural routes will be conducted from September 17-30, 1988. The mail count follows the provisions of Chapter 5 of Handbook M-37, *Rural Delivery Carriers Duties and Responsibilities*. Mail count procedures are the same for all days of the count for all qualifying routes.

Mail Count Procedures

Local Conferences. Postmasters must hold joint conferences with supervisors and involved rural carriers to discuss mail count procedures and instructions. *Hold this conference no later than Friday, September 2, 1988.*

Form 4241, Rural Delivery Statistics Report. Use only the June 1987 edition of Form 4241. Mail count instructions issued since the last revision and issuance of Handbook M-37 follow. Please ensure that these instructions are followed in conjunction with those in Handbook M-37.

1. Do not record parcel post locker and neighborhood delivery and collection box unit (NDCBU) collection compartment data in column R, Other Suitable Allowances. Instead, use columns 31-35 at the top of the form to record this information.

Record the total number of collection compartments and parcel lockers served daily. For example, if a route serves 10 NDCBUs with outgoing mail receptacles, record 010 in columns 31-33. If five parcel lockers are located in conjunction with the 10 NDCBUs, and each locker contains two parcel post compartments, record 10 in columns 34-35.

2. Each bundle of excess boxholders receives one markup credit (column J). If a carrier receives three sets of boxholders and has excess in each set, the carrier prepares three bundles, attaches a facing slip to each bundle endorsed In Excess of Requirements, and is credited with three markups.

3. Officials must conduct weekly safety talks and record the actual time required (usually 5 minutes per week) in column R, Other Suitable Allowances. They must record and explain weekly safety talks on Form 4239, *Count of Mail (Rural Route)*, and Form 4241, *Rural Delivery Statistics Report*.

4. Do not record actual time entries in column R, Other Suitable Allowances, for USPS owned or leased vehicles. See column I of Additional Information for complete instructions on recording USPS vehicle data.

5. It is necessary to calculate the locked pouch weight (column Z) manually. To calculate this data, add the total weight of all pouches for the entire count period and divide it by 12 days. Then divide the daily weight by the average number of daily

locked pouch stops from Form 4241, line C, Additional Information Section. Enter the average daily weight in columns 48-50 (column Z, Locked Pouch Weight).

6. Recording of daily start, leave, return, and end time entries on Form 4241 is not required. All time data is calculated from Form 4240, *Rural Carrier Trip Report*, and the totals recorded in section F, Additional Information, at the bottom of Form 4241.

Follow the instructions below to complete the Additional Information section of Form 4241.

A. Report Type. Place a checkmark in the appropriate block if Form 4241 reflects a national count, special count, or an amendment to a previously submitted Form 4241. All counts conducted this September are special mail counts.

B. Families Served. Enter the total number of families served in this block. For example, record 325 families as 0325.

C. Locked Pouch Stops. Record the total number of daily Locked Pouch Stops in this block. If a carrier provides locked pouch service to one or more intermediate offices or makes more than one stop to deliver or dispatch locked pouch service at an intermediate office, show the total number of stops served daily in this column. Identify locked pouch stops on the reverse of the form.

D. Mail Withdrawal. Place a checkmark in the yes block when a carrier withdraws all mail from distribution cases. Place a checkmark in the no block if an employee other than the carrier withdraws all mail.

E. Central Markup. Place a checkmark in the yes block if undeliverable as addressed (UAA) mail from the route is processed by the central markup unit (CMU) or computerized forwarding system (CFS).

F. Time Used During the Count. Record the total time represented by the start, leave, return, and end time entries (as recorded on Form 4240) during the count period. Record separately all office, route, and net total time used, as well as any auxiliary assistance time provided the route. Also record all time spent by the carrier waiting for mail and/or counting mail. For example, if during a 12-day count the carrier spent a total of 41 hours and 45 minutes in the performance of all office activities, record 04175 in this column. The same procedure applies to route time, net total time, auxiliary assistance time, and waiting and counting time. Show only time used by the carrier counting mail. Include intermediate office time in the total office time calculation and subtract it from total route time.

G. Current Detour—Detour Miles. Place a checkmark in the appropriate block to identify whether the route is currently serving a detour. Show the total

daily miles (to 2 decimal places) traveled by the carrier to serve the detour. For example, if the route is currently serving a detour requiring an additional 3.75 miles, record 0375 in this block.

H. Seasonal Route Data. Follow the instructions below for seasonal routes. If this is not a seasonal route, place a checkmark in the no block and go to block I, Equipment Maintenance Allowance.

Seasonal Route. If this is a seasonal route, place a checkmark in the yes block and complete the remaining blocks.

In Season. If the route miles, boxes, stops, and volume data recorded at the top of Form 4241 represents a route *in season*, place a checkmark in the yes block.

Not In Season. If the route miles, boxes, stops, and volume data recorded at the top of Form 4241 represents a seasonal route *not in season*, place a checkmark in the no block.

Seasonal Miles. Record the number of miles traveled daily on the seasonal portion of the route. For example, if a 24-mile route serves a seasonal portion of 13.20 miles, record 1320 in this block.

Seasonal Boxes. Record the number of regular and centralized boxes on the seasonal portion of the route.

I. Equipment Maintenance Allowance. Place a checkmark in the appropriate block to indicate the equipment maintenance allowance (EMA) authorization for the route. If the carrier provides his or her own vehicle, place a checkmark in the EMA block. If the carrier declined a USPS vehicle offered to the route, the route is compensated with optional EMA and a checkmark is placed in the OEMA block. If the route is assigned a USPS vehicle, place a checkmark in the Govt. Veh. block. (Do not record the actual time associated with functions relative to the USPS vehicle.)

Note: If a USPS vehicle is assigned to the route and the fueling location is not on the carrier's line of travel, add additional deviation mileage to the daily route miles on Form 4003, *Official Rural Route Description*. Deviation is the miles in hundredths to and from the fueling station, from the official line of travel. Manually calculate this time and add it to the authorized mileage of the route using the following formula: deviation miles times daily rt. miles times 6 divided by 100 miles divided by 6. In no instance will a rural route using an employer-provided vehicle be increased in weekly evaluation by less than 30 minutes. If the vehicle is removed from the route, deduct the time granted for vehicle-related functions and adjust the route to reflect the new evaluation.

J. Conversion to Regular Status. This block applies only to auxiliary routes. If, as the result of an official mail count, a route evaluates over 34:59 and a checkmark is placed in the yes block, the route will be automatically converted to regular status on the effective date of the count. A checkmark placed in

the no block will maintain the route's auxiliary status.

K. Date of Local Conference. Record the date the precount conference was held with the regular carrier assigned to the route in this block.

L. High/Low Option. Any rural carrier whose route may be classified in more than one evaluated classification may elect the higher option if the requirements of the USPS-NRLCA National Agreement, article 9.2.C.8 are met and column 13 (explained below) is checked yes.

M. Leave Commitment. If an eligible carrier elects the higher option, she or he must sign the leave commitment block. By signing this block, the carrier commits the use of sufficient annual leave to ensure total actual work hours do not exceed 2080 during the guarantee period. If the carrier signs this block, place a checkmark in the yes block. If the carrier elects not to sign this block, place a checkmark in the no block. The route will be evaluated based on the *Low* option.

Note: Signing this statement fulfills the requirements of article 9.2.C.8.a (2) of the USPS-NRLCA National Agreement.

Completion Requirements/Timeframes

The postmaster or supervisor is responsible for completing Form 4239 daily and transferring the information to Form 4241. The postmaster must complete and review this form by October 4, 1988.

In accordance with Handbook M-37, section 522.32, a carrier must receive an opportunity to review Form 4241 for 2 full days before being requested to sign. *The carrier's review of Form 4241 must be completed by October 6, and all forms submitted to the division or management sectional center (MSC) by October 7.*

All data must be entered into the direct data entry (DDE) system. Data input cannot begin before October 12 and must be completed by October 26. *Do not* submit Forms 4241 to the postal data center (PDC). *The MSC retains the PDC copy of this form.*

MSCs should notify NRLCA state stewards of the date, time, and locations of MSC Special Count training sessions conducted in their state. Allow each state steward administrative leave to attend one of these sessions. State stewards may attend other MSC Special Count training sessions provided they take approved annual leave or leave without pay (LWOP).

Option Election—Rural Routes Not Being Counted

Carriers on routes not being counted that are eligible for an option election must receive an opportunity to elect a higher/lower route classification. The POSTAL BULLETIN will publish procedures for electing an option change on these routes in early October.—*Delivery Services Dept., 9-1-88.*

POST OFFICE CHANGES NUMBER 9

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station, Branch, or Unit	Unit Type	Effective Date	Comments
OLD	015070	36774	AL	St. Clair.....	Lowndes.....	Main Office.....	Community Post Office.	4-9-88	Community post office and ZIP Code discontinued. Establish a place name. Use St. Clair, AL 36752 as last line of address.
NEW	015070	36752	AL	Lowndesboro.....	Lowndes.....	St. Clair.....	Place Name.....	4-9-88	
OLD	010580	36002	AL	Armstrong.....	Macon.....	Main Office.....	Post Office.....	1-1-88	Post office and ZIP Code discontinued. Establish a place name. Use Armstrong, AL 36089 as last line of address.
NEW	018320	36089	AL	Union Springs.....	Macon.....	Armstrong.....	Place Name.....	1-1-88	
OLD	056108	95725	CA	Smithflat.....	El Dorado.....	Main Office.....	Community Post Office.	2-10-87	Community post office and ZIP Code discontinued. Establish a place name. Use Smithflat, CA 95667 as last line of address.
NEW	056108	95667	CA	Placerville.....	El Dorado.....	Smithflat.....	Place Name.....	2-10-87	
OLD	056678	95801	CA	Sacramento.....	Sacramento.....	Main Office.....	Post Office.....	3-1-88	ZIP Code discontinued. Use Sacramento, CA 95812 as last line of address.
NEW	056678	95812	CA	Sacramento.....	Sacramento.....	Main Office.....	Post Office.....	3-1-88	
OLD	056678	95802	CA	Sacramento.....	Sacramento.....	Main Office.....	Post Office.....	3-1-88	ZIP Code discontinued. Use Sacramento, CA 95812 as last line of address.
NEW	056678	95812	CA	Sacramento.....	Sacramento.....	Main Office.....	Post Office.....	3-1-88	
OLD	056678	95803	CA	Sacramento.....	Sacramento.....	Main Office.....	Post Office.....	3-1-88	ZIP Code discontinued. Use Sacramento, CA 95812 as last line of address.
NEW	056678	95812	CA	Sacramento.....	Sacramento.....	Main Office.....	Post Office.....	3-1-88	
OLD	056678	95804	CA	Sacramento.....	Sacramento.....	Main Office.....	Post Office.....	3-1-88	ZIP Code discontinued. Use Sacramento, CA 95812 as last line of address.
NEW	056678	95812	CA	Sacramento.....	Sacramento.....	Main Office.....	Post Office.....	3-1-88	
OLD	056678	95805	CA	Sacramento.....	Sacramento.....	Main Office.....	Post Office.....	3-1-88	ZIP Code discontinued. Use Sacramento, CA 95812 as last line of address.
NEW	056678	95812	CA	Sacramento.....	Sacramento.....	Main Office.....	Post Office.....	3-1-88	
OLD	056678	95806	CA	Sacramento.....	Sacramento.....	Main Office.....	Post Office.....	3-1-88	ZIP Code discontinued. Use Sacramento, CA 95812 as last line of address.
NEW	056678	95812	CA	Sacramento.....	Sacramento.....	Main Office.....	Post Office.....	3-1-88	
OLD	056678	95807	CA	Sacramento.....	Sacramento.....	Main Office.....	Post Office.....	3-1-88	ZIP Code discontinued. Use Sacramento, CA 95812 as last line of address.
NEW	056678	95812	CA	Sacramento.....	Sacramento.....	Main Office.....	Post Office.....	3-1-88	
OLD	056678	95808	CA	Sacramento.....	Sacramento.....	Main Office.....	Post Office.....	3-1-88	ZIP Code discontinued. Use Sacramento, CA 95812 as last line of address.
NEW	056678	95812	CA	Sacramento.....	Sacramento.....	Main Office.....	Post Office.....	3-1-88	
OLD	056678	95809	CA	Sacramento.....	Sacramento.....	Main Office.....	Post Office.....	3-1-88	ZIP Code discontinued. Use Sacramento, CA 95812 as last line of address.
NEW	056678	95812	CA	Sacramento.....	Sacramento.....	Main Office.....	Post Office.....	3-1-88	
OLD	056678	95810	CA	Sacramento.....	Sacramento.....	Main Office.....	Post Office.....	3-1-88	ZIP Code discontinued. Use Sacramento, CA 95812 as last line of address.
NEW	056678	95812	CA	Sacramento.....	Sacramento.....	Main Office.....	Post Office.....	3-1-88	
OLD	056678	95811	CA	Sacramento.....	Sacramento.....	Main Office.....	Post Office.....	3-1-88	ZIP Code discontinued. Use Sacramento, CA 95812 as last line of address.
NEW	056678	95812	CA	Sacramento.....	Sacramento.....	Main Office.....	Post Office.....	3-1-88	
OLD	079182	81436	CO	Uravan.....	Montrose.....	Main Office.....	Post Office.....	5-12-88	Post office and ZIP Code discontinued. Use Naturita, CO 81422 as last line of address.
NEW	076450	81422	CO	Naturita.....	Montrose.....	Main Office.....	Post Office.....	5-12-88	
OLD	079576	80050	CO	Westminister.....	Adams.....	Main Office.....	Post Office.....	7-1-89	Establish a new ZIP Code for a delivery area. Westminister will become a multicoded city.
NEW	079576	80051	CO	Westminister.....	Adams.....	Main Office.....	Post Office.....	7-1-89	
OLD	079576	80050	CO	Westminister.....	Adams.....	Main Office.....	Post Office.....	7-1-88	Establish a new ZIP Code for post office boxes.
NEW	079576	80055	CO	Westminister.....	Adams.....	Main Office.....	Post Office.....	7-1-88	

OLD NEW	079576 079576	80030 80036	CO CO	Westminister	Adams	Main Office	Post Office	7-1-88 7-1-88	Establish a new ZIP Code for post office boxes. Establish a new classified station for Westminister, CO.
				Westminister	Adams	Harris Park	Classified Station		
OLD NEW	129031 127634	30672 30662	GA GA	Vanna	Hart	Main Office	Post Office	5-28-88 5-28-88	Post office and ZIP Code discontinued. Use Royston, GA 30662 as last line of address.
				Royston	Franklin	Main Office	Post Office		
OLD NEW	150925 150925	83708 83788	ID ID	Boise	Ada	Cole Village	Classified Station	10-1-88 10-1-88	Establish a new ZIP Code for a delivery area.
				Boise	Ada	Cole Village	Classified Station		
OLD NEW	164968 164968	60153 60154	IL IL	Maywood	Cook	Westchester	Classified Branch	7-1-89 7-1-89	Establish a new ZIP Code for a delivery area.
				Maywood	Cook	Westchester	Classified Branch		
OLD NEW	190363 195269	66836 66858	KS KS	Antelope	Marion	Main Office	Post Office	6-20-88 6-20-88	Post office and ZIP Code discontinued. Establish a place name. Use Antelope, KS 66858 as last line of address.
				Lincolntville	Marion	Antelope	Place Name		
OLD NEW	200896 200896	42101 42103	KY KY	Bowling Green	Warren	Main Office	Post Office	1-1-89 1-1-89	Establish a new ZIP Code for a delivery area. Bowling Green, KY, will become a multicoded city.
				Bowling Green	Warren	Main Office	Post Office		
OLD NEW	200896 200896	42101 42104	KY KY	Bowling Green	Warren	Main Office	Post Office	1-1-89 1-1-89	Establish a new ZIP Code for a delivery area. Bowling Green, KY, will become a multicoded city.
				Bowling Green	Warren	Main Office	Post Office		
OLD NEW	203396 204052	41330 41339	KY KY	Guerrant	Breathitt	Guerrant	Post Office	8-20-88	Post office and ZIP Code discontinued. Establish a place name. Use Guerrant, KY 41339 as last line of address.
				Jackson	Breathitt	Guerrant	Place Name		
OLD NEW	206360 204328	41846 41828	KY KY	Puncheon	Knott	Main Office	Post Office	8-27-88 8-27-88	Post office and ZIP Code discontinued. Establish a place name. Use Puncheon KY 41828 as last line of address.
				Kite	Knott	Puncheon	Place Name		
OLD NEW	205096 206816	41453 41465	KY KY	Mashfork	Magoffin	Main Office	Post Office	9-10-88 9-10-88	Post office and ZIP Code discontinued. Establish a place name. Use Mashfork, KY 41465 as last line of address.
				Salersville	Magoffin	Mashfork	Place Name		
OLD NEW	208348 208340	42654 42653	KY KY	Wiborg	McCreary	Main Office	Post Office	9-11-88 9-11-88	Post office and ZIP Code discontinued. Establish a place name. Use Wiborg, KY 42653 as last line of address.
				Whitley City	McCreary	Wiborg	Place Name		
OLD NEW	224920 229525	04052 04095	ME ME	Maplewood	York	Main Office	Post Office	3-18-88 3-18-88	Post office and ZIP Code discontinued. Establish a place name. Use Maplewood, ME 04095 as last line of address.
				West Newfield	York	Maplewood	Place Name		
OLD NEW	233528 233528	20879 20882	MD MD	Gaithersburg	Montgomery	Montgomery Village	Classified Branch	7-1-89 7-1-89	Establish a new ZIP Code for a delivery area.
				Gaithersburg	Montgomery	Montgomery Village	Classified Branch		
OLD NEW	233528 233528	20877 20884	MD MD	Gaithersburg	Montgomery	Asbury Methodist Home	Community Post Office	8-1-88 8-1-88	Establish a new ZIP Code for post office boxes.
				Gaithersburg	Montgomery	Asbury Methodist Home	Community Post Office		
OLD NEW	233528 233528	20878 20885	MD MD	Gaithersburg	Montgomery	Diamond Farms	Classified Branch	8-1-89 8-1-89	Establish a new ZIP Code for post office boxes.
				Gaithersburg	Montgomery	Diamond Farms	Classified Branch		
OLD NEW	233528 233528	20879 20886	MD MD	Gaithersburg	Montgomery	Montgomery Village	Classified Branch	8-1-88 8-1-88	Establish a new ZIP Code for post office boxes.
				Gaithersburg	Montgomery	Montgomery Village	Classified Branch		
OLD NEW	238478 238478	20907 20908	MD MD	Silver Spring	Montgomery	Main Office	Post Office	8-1-88 8-1-88	Establish a new ZIP Code for post office boxes. Establish a new classified station for Silver Spring, MD.
				Silver Spring	Montgomery	Leisure World	Classified Station		

POST OFFICE CHANGES NUMBER 9—Continued

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station, Branch, or Unit	Unit Type	Effective Date	Comments
OLD NEW	238478 238478	20907 20911	MD MD	Silver Spring Silver Spring	Montgomery Montgomery	Main Office Silver Spring Finance Centre.	Post Office Classified Station	8-1-88 8-1-88	Establish a new ZIP Code for post office boxes. Establish a new classified station for Silver Spring, MD.
OLD NEW	253920 253920	49508 49512	MI MI	Grand Rapids Grand Rapids	Kent Kent	Kentwood Kentwood	Classified Branch Classified Branch	7-1-89 7-1-89	Establish a new ZIP Code for a delivery area.
OLD NEW	253920 253920	49506 49546	MI MI	Grand Rapids Grand Rapids	Kent Kent	Station C Station C	Classified Station Classified Station	7-1-89 7-1-89	Establish a new ZIP Code for a delivery area.
OLD NEW	253920 253920	49508 49548	MI MI	Grand Rapids Grand Rapids	Kent Kent	Kentwood Kentwood	Classified Branch Classified Branch	7-1-89 7-1-89	Establish a new ZIP Code for a delivery area.
OLD NEW	277997 271495	38669 38669	MS MS	Sherard Clarksdale	Coahoma Coahoma	Main Office Sherard	Post Office Community Post Office.	5-20-88 5-20-88	Post office discontinued. Retain ZIP Code. Establish a community post office. Use Sherard, MS 38669 as last line of address.
OLD NEW	307425 304305	68969 68969	NE NE	Ragan Holdrege	Harlan Harlan	Main Office Ragan	Post Office Community Post Office.	6-3-88 6-3-88	Post office discontinued. Retain ZIP Code. Establish a community post office. Use Ragan, NE 68969 as last line of address.
OLD NEW	308570 309180	69220 69220	NE NE	Sparks Valentine	Cherry Cherry	Main Office Sparks	Post Office Community Post Office.	8-22-88 8-22-88	Post office discontinued. Retain ZIP Code. Establish a community post office. Use Sparks, NE 69220 as last line of address.
OLD NEW	350490 357170	13610 13610	NY NY	Barnes Corners Rodman	Lewis Lewis	Main Office Barnes Corners	Post Office Community Post Office.	5-10-88 5-10-88	Post office discontinued. Retain ZIP Code. Establish a community post office. Use Barnes Corners, NY 13610 as last line of address.
OLD NEW	358745 357580	13161 13147	NY NY	Venice Center Scipio Center	Cayuga Cayuga	Main Office Venice Center	Post Office Place Name	6-14-88 6-14-88	Post office and ZIP Code discontinued. Establish a place name. Use Venice Center, NY 13147 as last line of address.
OLD NEW	352430 358580	12424 12424	NY NY	East Jewett Tannersville	Green Green	Main Office East Jewett	Post Office Place Name	10-18-86 10-18-86	Post office discontinued. Retain ZIP Code. Establish a place name. Use East Jewett, NY 12424 as last line of address.
OLD NEW	366992 366992	28459 28487	NC NC	Shallotte Shallotte	Brunswick Brunswick	Main Office South Brunswick	Post Office Classified Branch	7-1-89 7-1-89	Establish a new ZIP Code for a delivery area.
OLD NEW	366992 366992	28459 28468	NC NC	Shallotte Shallotte	Brunswick Brunswick	Main Office South Brunswick	Post Office Classified Branch	7-1-89 7-1-89	Establish a new ZIP Code for a delivery area.
OLD NEW	366992 366992	28459 28469	NC NC	Shallotte Shallotte	Brunswick Brunswick	Main Office South Brunswick	Post Office Classified Branch	7-1-89 7-1-89	Establish a new ZIP Code for a delivery area.
OLD NEW	366992 366992	28459 28470	NC NC	Shallotte Shallotte	Brunswick Brunswick	Main Office South Brunswick	Post Office Classified Branch	1-1-89 1-1-89	Establish a new ZIP Code for post office boxes.
OLD NEW	373808 373808	58201 58203	ND ND	Grand Forks Grand Forks	Grand Forks Grand Forks	Main Office Main Office	Post Office Post Office	7-1-89 7-1-89	Establish a new ZIP Code for a delivery area. Grand Forks will become a multicoded city.

OLD NEW	411196 411196	17011 17001	PA PA	Camp Hill Camp Hill	Cumberland Cumberland	Main Office Main Office	Post Office Post Office	7-1-88 7-1-88	Establish a new ZIP Code for post office boxes.
OLD NEW	419224 416524	15491 15473	PA PA	Whitsett Perryopolis	Fayette Fayette	Main Office Whitsett	Post Office Place Name	8-20-88 8-30-88	Post office and and ZIP Code discontinued. Establish a place name. Use Whitsett, PA 15473 as last line of address.
OLD NEW	418724 418724	19481 19484	PA PA	Valley Forge Valley Forge	Montgomery Montgomery	Main Office Main Office	Post Office Post Office	7-1-88 7-1-88	Establish a new ZIP Code for post office boxes.
OLD NEW	418724 418724	19481 19485	PA PA	Valley Forge Valley Forge	Montgomery Montgomery	Main Office Main Office	Post Office Post Office	7-1-88 7-1-88	Establish a new ZIP Code for post office boxes.
OLD NEW	460324 462772	57425 57437	SD SD	Artas Eureka	Campbell McPherson	Main Office Artas	Post Office Place Name	8-20-88 8-20-88	Post office and ZIP Code discontinued. Establish a place name. Use Artas, SD 57437 as last line of address.
OLD NEW	514968 512952	24108 24087	VA VA	Lafayette Elliston	Montgomery Montgomery	Main Office Lafayette	Post Office Place Name	8-6-88 8-6-88	Post office and and ZIP Code discontinued. Establish a place name. Use Lafayette, VA 24087 as last line of address.
OLD NEW	518820 519042	25165 25169	VA VA	Syringa Topping	Middlesex Middlesex	Main Office Syringa	Post Office Place Name	9-5-88 9-5-88	Post office and and ZIP Code discontinued. Establish a place name. Use Syringa, VA 25169 as last line of address.
OLD NEW	550336 552112	24809 24828	WV WV	Asco Davy	McDowell McDowell	Main Office Asco	Post Office Place Name	7-9-88 7-9-88	Post office and and ZIP Code discontinued. Establish a place name. Use Asco, WV 24828 as last line of address.
OLD NEW	554524 555124	25629 25635	WV WV	Landville Man	Logan Logan	Main Office Landville	Post Office Place Name	7-9-88 7-16-88	Post office and and ZIP Code discontinued. Establish a place name. Use Landville, WV 25635 as last line of address.
OLD NEW	552154 558940	25618 25654	WV WV	Dehue Logan	Logan Logan	Main Office Dehue	Post Office Place Name	10-1-88 10-1-88	Post office and and ZIP Code discontinued. Establish a place name. Use Dehue, WV 25654 as last line of address.

—Delivery Services Dept., 9-1-88.

Stamps Recalled From Philatelic Outlets

As of August 31, 1988, the Philatelic Sales Division will no longer sell the following postage stamps and stationery items:

Item No.	Description
627.....	\$4.40 Constitution booklet.
208.....	14-cent Frances Vigo postal card.
239.....	35-cent Twain/Halley's Comet aerogramme.
646, 146, 647, and 147.....	8.5-cent Mayflower envelopes.
631, 131, 632, 132, and 631.....	22-cent Bison envelopes.
512.....	\$2.00 National Stamp Collecting Souvenir card.
316.....	\$7.50 Cinnamon Teal Migratory Hunting and Conservation stamp.

After August 31, philatelic outlets must handle any stock of the above items remaining according to Handbook F-1, *Post Office Accounting Procedures*, section 450.

The following stamps were no longer available at the Philatelic Sales Division after June 30, 1988:

Item No.	Commemoratives
412.....	22-cent Enrico Caruso.
413.....	22-cent Michigan Statehood.
414.....	22-cent Pan Am Games.
415.....	22-cent Jean DuSable.

Philatelic outlets must return the listed commemorative stamps immediately to the main vault and handle them according to section 450. The Inspection Service will give attention to this area during audit review.

—*Philatelic and Retail Services Dept., 9-1-88.*

Expedite Service— Save Money—Process Mailbags Frequently

Correction

Forms Update

The Forms Update in POSTAL BULLETIN 21686, 8-18-88 (page 13), included an incorrect title for PS Form 3499. Form 3499 is titled, *Operations Analysis Report* (June 1988), not *Statement of Receipts and Disbursements (Employee Social and Recreational Funds)*. The oldest usable date is 1-80, not 11-87.

—*Office of Information Services, 9-1-88.*

National POW/MIA Recognition Day

National POW/MIA Recognition Day is Friday, September 16. The Veterans Administration, which is sponsoring the day, has produced a poster that it is mailing to post offices on September 1. Offices may place the poster on their bulletin boards until the end of September.

—*Office of Information Services, 9-1-88.*



Tag 44, Sack Contents Warning

Effective immediately, Publication 52, *Acceptance of Hazardous, Restricted, or Perishable Matter*, is revised to specify that personnel must use Tag 44 on any mail sack or other consolidation device containing a hazardous material.

Publication 52 is revised as follows:

Chapter 2, General Guidelines

- • • • •
- 230 Special Requirements**
- 231 General Requirement**

Any sack or other consolidation device, containing a hazardous article, must have a Tag 44, *Sack Contents Warning*, attached. Remove Tag 44 when the hazardous article is no longer in the sack or consolidation device.

232 Air Shipments

232.1 Put all hazardous articles designated for air movement in sacks or other consolidation devices identified with a Tag 44, or handle it as outside pieces regardless of size, weight, etc. Handle the matter so it can be tendered to the air carrier as outside pieces at least 2 hours in advance of scheduled departure. (See Handbook FO-507, *Air Contract Administrative Procedures*, sections 352 and 452, for procedures to follow when dispatching hazardous materials.)

Sections 231.2, 231.3, 232, and 233 are renumbered 232.2, 232.3, 233, and 234, respectively.

—*Rates and Classification Dept., 9-1-88.*



Copyright U.S. Postal Service 1988

20.5-Cent Fire Engine Regular Coil Stamp

The Postal Service will issue a new 20.5-cent Transportation Series coil stamp featuring a fire engine on September 28 in San Angelo, Texas. The dedication ceremony will take place on the parade grounds of the Fort Concho National Historic Landmark.

The denomination meets the single-piece rate for First-Class mailings presorted by the ZIP + 4 Code.

As it became obvious in the early part of the 20th century that self-propelled equipment would quickly replace horse-drawn models, a new and specialized field of fire engine manufacturing began to flourish. As buildings grew taller, major cities required big rigs with large capacity pumps and ladders. However, some manufacturers continued to produce equipment needed by the volunteer fire departments of smaller cities and rural towns. Together, the two facets of America's fire apparatus industry served the needs of the growing country and ultimately became the supplier to the world.

Procedures for ordering first day cancellations follow:

Customers Affixing Stamps: Customers are encouraged to purchase the 20.5-cent Fire Engine stamps and affix them to their envelopes. Covers bearing stamps receive preferential service. All philatelic

Issue Date: September 28, 1988
 First Day City: San Angelo, Texas
 Designer: Chris Calle,
 Ridgefield, Connecticut
 Typographer: Bradbury Thompson,
 Design Coordinator,
 Citizens' Stamp Advisory Committee
 Art Director and Postal Service Manager:
 Jack Williams, Program Manager for
 Philatelic Design
 Modeler: Clarence Holbert,
 Bureau of Engraving and Printing (BEP)
 Engravers: Thomas Hipschen (image);
 Gary Slaght (lettering) (BEP)
 Printing Process: Intaglio (B press, BEP)
 Colors: Red (picture and type),
 Black (ZIP + 4 Presort endorsement)
 Image Area: 0.71 x 0.82 in/18.0 x 20.8 mm
 Plate Number: One single digit
 on every 52nd stamp
 Stamps per coil: 500 and 3,000 (precanceled only)

centers will sell the stamp. However, because it is a limited use item, it may not be available at all post offices.

Customers must affix 4.5-cents additional postage to meet the minimum First-Class letter rate. They may use stamps issued before September 28, but the Postal Service will return unserved covers bearing stamps after that date.

Customers should address envelopes at least 5/8 inch from the bottom and affix stamps in the upper right corner approximately 1/4 inch from the top and right edges. Requests must be postmarked by October 28 and addressed: Customer-Affixed Envelopes, Fire Engine Stamp, Postmaster, San Angelo, TX 76902-9991. No remittance is required.

Postal Service Affixing Stamps: Except for affixing and addressing orders, follow the procedures above. The Postal Service will affix one Fire Engine stamp and one 5-cent Milk Wagon stamp to meet the First-Class rate. The price is 26 cents per envelope, and 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 October 28 and addressed: Fire Engine Stamp, Postmaster, San Angelo, TX 76902-9992.



A Philatelic Catalog, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265-9917.

USPS Stamp Paster 68-63
 Remove after October 28

PLEASE POST ON BULLETIN BOARD

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Regular Coil Stamp 20.5-Cent Fire Engine

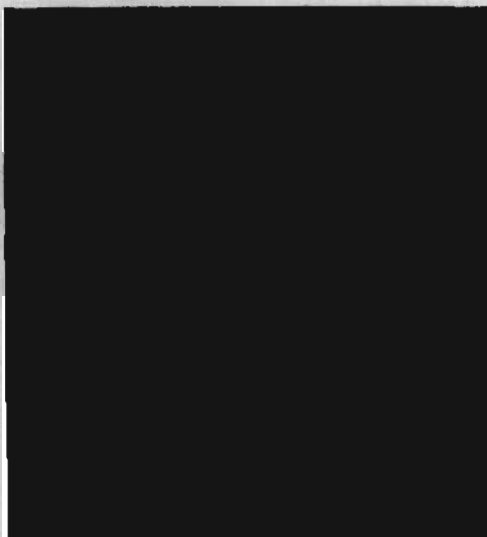
This stamp will also be available for sale in a separate coil stamp sheet. The sheet will contain 10 stamps and will be available for sale in the same manner as the regular coil stamp. It is expected that the sheet will be available for sale in the same manner as the regular coil stamp.

A limited number of orders for this stamp will be available for sale in the same manner as the regular coil stamp. It is expected that the limited number of orders will be available for sale in the same manner as the regular coil stamp.

[Faint, mostly illegible text in the middle section]

This stamp will be available for sale in the same manner as the regular coil stamp. It is expected that the stamp will be available for sale in the same manner as the regular coil stamp.

Customers should be notified by October 28 and addressed: The Post Office, Boston, MA 02117. Orders must be placed by October 28 and addressed: The Post Office, Boston, MA 02117. The stamp will be available for sale in the same manner as the regular coil stamp.



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Issue Date: September 16, 1988
 First Day City: New York, New York
 Designer: Lou Nolan, McLean, Virginia
 Typographer: Bradbury Thompson,
 Design Coordinator,
 Citizens' Stamp Advisory Committee (CSAC)
 Art Director: Derry Noyes,
 Design Coordinator (CSAC)
 Postal Service Manager: Joe Brockert,
 Program Manager for Philatelic Design
 Engravers: Gary Chaconas (image),
 Dennis Brown (lettering),
 Bureau of Engraving and Printing (BEP)
 Printing Process: Intaglio, (B press, BEP)
 Colors: Black (picture and type)
 Red (Nonprofit/Carrier Route Sort)
 Image Area: 0.71 x 0.82 in/18.0 x 20.9 mm
 Plate Number: One single digit on every
 52nd stamp
 Stamps per coil: 500 and 3,000 (precanceled only)

5.3-Cent Elevator Regular Coil Stamp

The Postal Service will issue the 5.3-cent Elevator stamp on September 16 in New York City. The dedication ceremony will be at the Waldorf Astoria Hotel. The denomination is intended for nonprofit third-class mailers who presort to the carrier route.

Initially, steam-powered elevators lifted coal from underground mines. By 1850, commercial elevators carried freight, followed closely by hydraulic models. Both had two major disadvantages: they were slow and their installation required deep and extensive excavation.

During that period, elevators were used almost exclusively for freight because the pull rope kept breaking. It was not until Elisha Graves Otis designed a safety brake that passengers regained enough confidence to ride to the upper floors of hotels, stores, and workplaces.

Today, elevators move the equivalent of the world's population every 3 days. The greatest challenges to engineers now concern shortages of space. One ingenious solution uses sky-lobby, which divides the building into tiers, another the double-deck elevator, which doubles capacity by loading and unloading passengers on two levels at once.

Procedures for ordering first day cancellations follows.

Customers Affixing Stamps: The Postal Service encourages customers to purchase the Elevator

stamps and affix them to their envelopes. Covers bearing stamps receive preferential service. All philatelic centers will sell the stamp, but as a limited use item, it may not be available at every post office.

Customers must affix at least 19.7-cents additional postage to meet the minimum First-Class letter rate. They may use stamps issued before September 16, but the Postal Service will return covers unserviced bearing stamps issued after that date.

Customers should address envelopes at least $\frac{1}{2}$ inch from the bottom and affix stamps approximately $\frac{1}{4}$ inch from the top and right edges. Requests must be postmarked by October 16 and addressed: Customer-Affixed Envelopes, Elevator Stamp, Postmaster, New York, NY 10199-9991. No remittance is required.

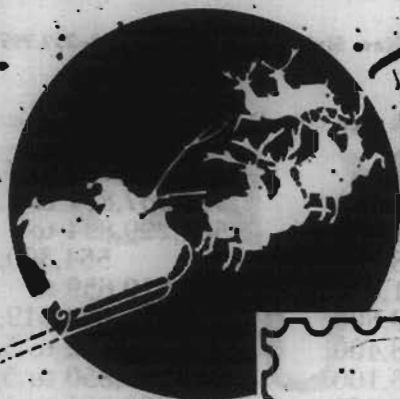
Postal Service Affixing Stamps: Except for affixing stamps and addressing orders, follow the procedures above. The Postal Service will affix two Elevator stamps and one 15-cent Tugboat stamp to meet the First-Class rate. The price is 26 cents per envelope, and the Postal Service accepts personal checks in the exact amount up to the limit of 50 envelopes. Customers should not send cash or postage stamps. Orders must be postmarked by October 16 and addressed: Elevator Stamp, Postmaster, New York, NY 10199-9992.



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 88-64
 Remove after October 16

PLEASE POST ON BULLETIN BOARD



Don't miss Christmas

It's never too early to mail packages overseas or to the military

INTERNATIONAL & MILITARY MAIL

OUTBOUND AIR MAIL

DESTINATION	AIR PARCELS & PRIORITY	AIR LETTERS & CARDS	PAL	SAM
Africa	Nov 21	Dec 2	Nov 9	Oct 27
Alaska	Dec 7	Dec 7	Dec 1	Nov 23
Hawaii	Dec 7	Dec 7	—	—
Australia	Nov 21	Nov 24	Nov 23	Nov 7
Caribbean	Dec 9	Dec 9	Nov 24	Nov 21
Europe	Dec 2	Dec 2	Nov 23	Nov 14
Far East	Dec 2	Dec 2	Nov 23	Nov 14
Greenland	Dec 2	Dec 2	Nov 23	Nov 14
Middle East	Nov 21	Nov 24	Nov 9	Nov 2
Southeast Asia	Nov 21	Nov 21	Nov 9	Nov 2
Central & South America	Dec 5	Dec 5	Nov 23	Nov 14

Offices outside the Continental United States, such as Puerto Rico, the Virgin Islands, Hawaii, Alaska, and the Trust Territories, should advise customers of actual posting dates to ensure that Christmas mail en route to other countries is available in the Continental United States by the dates listed above.

OUTBOUND SURFACE

DESTINATION	INTERNATIONAL	MILITARY
Africa	Oct 3	Oct 31
Alaska	—	Nov 23
Hawaii	—	Nov 23
Australia	Oct 3	Oct 16
Caribbean	Nov 4	Nov 7
Europe	Nov 4	Oct 16
Far East	Oct 14	Oct 16
Greenland	—	Oct 31
Middle East	Oct 14	Oct 31
Southeast Asia	Oct 3	Oct 31
Central & South America	Nov 4	Nov 7

MILITARY MAIL INBOUND

DESTINATION	PRI	LTR	PAL	SAM
U.S. Gateway	Dec 11	Dec 11	Dec 7	Dec 2



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 21686 article.

510,068,801 to 9,000	537,240,745 to 0,800	550,355,949 to	563,184,500 to 4,700
511,899,301 to 9,600	537,417,901 to 8,000	356,100	563,957,851 to 7,860
512,328,808 to 8,900	537,528,457 to 8,500	551,144,112 to 4,400	564,299,834 to
512,373,932 to 4,500	538,691,301 to 1,500	551,698,301 to 8,320	564,300,000
513,426,858 to 7,300	539,073,831 to 3,900	551,961,814 to 1,880	564,319,659 to
513,457,701 to 7,800	539,120,109 to 0,200	552,222,532 to 3,800	564,319,700
515,790,188 to 0,230	539,132,909 to 3,000	553,468,301 to 8,400	565,045,232 to 5,245
515,892,011 to 2,020	539,805,426 to 5,600	553,853,051 to 3,100	565,145,850 to 5,875
516,649,101 to 9,200	539,989,721 to 9,800	554,939,152 to 9,200	565,280,561 to 1,300
516,882,201 to 2,300	539,991,061 to 1,100	554,998,701 to 8,800	565,868,534 to 8,549
518,114,834 to 5,000	541,097,901 to	555,144,758 to 4,770	567,078,033 to 8,100
518,126,550 to 6,900	098,200	555,219,956 to	567,422,270 to 2,600
518,147,801 to 8,000	543,289,525 to	555,220,000	568,505,097 to 5,100
518,761,501 to 1,600	290,200	556,084,478 to 4,500	569,537,631 to
520,736,961 to 7,000	543,305,301 to 5,600	556,250,024 to 0,200	569,538,000
522,798,708 to 8,800	544,194,216 to 4,700	556,351,291 to 1,600	569,793,491 to 3,510
523,727,009 to 7,100	544,619,721 to	556,508,870 to 8,900	569,915,309 to 5,320
525,483,962 to 4,000	620,100	556,702,101 to 2,200	570,275,601 to
525,774,401 to 4,600	544,999,729 to 9,800	557,669,091 to 9,100	570,275,700
526,389,501 to 9,600	545,553,528 to 3,800	557,669,191 to 9,200	571,065,984 to
526,389,972 to	545,775,152 to 5,200	557,711,743 to 1,800	571,066,600
390,000	547,276,820 to	557,786,836 to 6,860	571,106,886 to
528,910,726 to 0,900	277,000	558,228,301 to 8,400	107,200
530,248,201 to 8,300	547,457,901 to	558,638,801 to 9,000	571,123,771 to 3,900
530,756,618 to 6,700	458,300	559,562,701 to	573,666,236 to 6,294
531,847,601 to 7,700	547,469,676 to 9,700	559,562,742	574,526,901 to
532,013,666 to 3,700	547,542,271 to	559,565,818 to	527,000
532,401,823 to 1,900	543,000	559,566,000	574,810,201 to
532,883,490 to 3,500	547,578,870 to 8,900	559,736,353 to 6,400	811,200
533,554,660 to 4,800	547,923,901 to	559,841,401 to 1,700	574,982,801 to
533,820,480 to 0,496	924,000	560,473,901 to 3,922	983,500
533,820,501 to 0,600	548,988,201 to 8,300	561,223,101 to 3,400	575,977,151 to 7,200
534,086,901 to 7,000	549,641,019 to 1,100	561,249,012 to 9,200	576,674,701 to 4,800
535,084,079 to 4,200	549,670,720 to 0,800	561,265,399 to 5,500	577,296,401 to 7,200
536,606,101 to 6,300	550,092,673 to 2,700	562,601,501 to 1,600	577,917,601 to 7,800

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★ TO JOIN THE TEAM ★

BUY U.S. SAVINGS BONDS

**SURE,
ON YOUR SALARY
YOU CAN AFFORD
TO TRY COCAINE**

**BUT REMEMBER, COCAINE
IS SO ADDICTIVE
YOU CAN GET 'HOOKED' WITH
ONLY ONE USE
AND NO ONE CAN
AFFORD A COCAINE HABIT**

SAY 'NOPE' TO DOPE

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 21686 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.

298 925 6733 to 6799	331 631 5705 to 6099	360 418 0700 to 0799	375 637 9137 to 9199
299 022 0389 to 0399	331 643 7553 to 7599	360 419 6700 to 6799	375 637 9365 to 9999
299 099 9586 to 9599	331 890 8100 to 9099	360 535 5648 to 5657	375 744 7930 to 7999
299 134 8017 to 8299	331 960 6019 to 6199	360 762 9368 to 9399	375 829 3400 to 3499
299 445 0182 to 0199	331 966 6733 to 6799	361 142 2817 to 2899	375 851 9100 to 9199
299 550 0776 to 0799	340 044 0851 to 0861	361 440 9240 to 9299	376 850 0813 through
300 016 9813 to 9899	340 283 0024 to 0100	361 754 9300 to 9499	0899
300 022 5100 to 5199	340 367 3100 to 3199	361 782 4204 to 4299	376 855 6764 to 6999
300 048 0096 to 0199	340 624 5530 to 5549	361 974 6811 to 6999	376 903 0721 to 0738
300 166 7227 to 7299	340 761 4101 to 4299	362 246 6800 to 6899	376 906 3206 to 3299
300 253 7063 to 7099	341 168 4000 to 4999	362 299 8900 to 8999	377 113 7461 to 7499
300 254 9700 through	341 818 4173 to 4199	362 861 3064 to 3099	377 224 2300 to 2599
300 255 0199	341 999 8038 to 8052	363 130 1575 to 1599	377 955 4285 through
300 913 0010 to 0099	342 068 7623 to 7699	363 130 4500 to 4599	4399
300 918 6700 to 6799	342 442 5051 to 5093	363 374 9010 to 9099	378 029 9847 to 9399
301 328 7905 to 7999	342 442 6402 to 6499	363 444 9333 to 9399	378 085 3679 to 3699
301 333 5000 to 5099	342 511 0441 to 0457	363 560 5050 to 5099	378 210 9090 to 9099
301 424 3477 to 3499	344 091 7382 to 7499	363 851 4259 to 4299	378 351 1063 to 1099
302 000 0000 through	344 130 6283 to 6299	363 853 7582 to 7799	378 630 9489 to 9499
302 123 9999	344 175 9580 to 9589	363 861 7600 to 7899	378 630 9500 to 9599
320 208 3305 to 3499	344 850 1600 to 1699	363 904 4540 to 4999	379 128 9584 to 9599
320 624 7474 to 7499	346 654 0669 to 0699	363 922 5744 to 5799	379 509 2600 to 2699
320 783 7168 to 7199	346 693 2520 to 2599	363 930 9400 to 9699	379 679 8060 to 8099
321 401 5025 to 5034	347 338 4188 to 4199	363 965 7892 to 7999	379 843 5100 to 5199
321 607 1900 to 2199	347 458 7148 to 7199	364 467 6102 to 6199	380 093 9600 to 9611
322 013 7200 to 7299	347 492 6411 to 6499	364 826 1081 to 1099	380 165 1165 to 1199
322 722 7900 to 7999	347 641 3780 to 3799	365 512 9428 to 9499	380 489 6800 to 6899
323 854 0619 to 0699	347 645 0367 to 0399	365 693 4200 to 4299	380 572 1840 to 1899
323 854 0900 to 0999	347 696 3806 to 3899	365 842 7960 to 7999	381 077 3600 to 3699
325 097 0300 to 0399	348 010 8305 to 8399	365 997 7565 to 7699	381 325 4500 to 4599
325 465 7956 to 7999	348 036 3713 to 3799	366 205 2072 to 2099	381 540 9900 to 9999
325 645 2575 to 2599	348 036 4366 to 4599	366 772 6702 to 6799	381 604 2510 to 2699
325 734 5219 to 5299	348 412 9028 to 9099	366 998 7669 to 7681	381 645 9525 to 9599
325 739 7200 to 7399	348 535 1703 to 1728	367 303 6006 to 6099	381 924 0748 to 0799
325 934 0584 to 0599	348 714 5286 to 5299	367 396 9705 to 9799	383 156 6968 to 6999
326 181 8203 to 8299	348 755 7904 to 7999	367 396 9900 to 9999	383 156 7128 to 7199
326 231 8440 to 8499	349 116 6533 to 7499	367 428 8800 to 8999	383 156 7300 to 7999
326 231 8576 to 8599	349 389 9242 to 9299	367 519 6700 to 6899	383 299 2081 to 2099
326 231 8600 to 8999	349 392 8081 to 8099	368 371 3923 to 3999	383 314 3968 to 3999
326 231 9000 to 9299	349 615 0000 to 0099	368 730 7825 to 7899	383 892 1000 through
326 687 6538 to 6564	349 746 2056 to 2099	368 854 6200 to 6299	1399
328 160 3235 to 3299	349 910 0000 to 0399	368 978 0561 to 0599	385 568 2330 to 2399
328 160 3304 to 3399	350 017 1652 to 2199	369 345 0188 to 0199	385 774 2024 to 2099
328 189 6539 to 6578	350 251 5100 to 5199	369 674 8141 to 8199	387 314 5574 to 5599
328 229 6407 to 6499	350 366 1104 to 1119	369 718 3783 to 3799	389 696 2400 to 2799
328 275 3170 to 3299	350 366 1145 to 1166	370 193 8257 to 8299	390 001 3182 to 3199
328 423 3448 to 3468	350 518 7350 to 7374	371 241 3118 to 3199	390 001 3500 to 3699
328 432 7367 to 7499	351 110 4900 to 4999	371 630 0100 to 0199	390 545 5974 to 5999
328 435 1989 to 1999	351 113 4615 to 4699	372 308 4180 to 4199	391 783 3020 through
328 543 6745 to 6799	351 113 4800 to 4899	372 311 5400 to 5499	3599
328 543 7400 to 7599	351 113 4900 to 4999	372 360 8303 to 8399	392 854 8500 to 8899
328 817 7879 to 7899	360 003 2454 to 2499	372 407 1025 to 1099	393 584 7566 to 7599
329 165 9000 to 9999	360 037 4500 to 4549	373 390 2301 to 2399	393 584 7600 to 7699
329 170 5151 to 5199	360 038 0502 to 0599	373 390 2518 to 2599	395 343 3264 to 3299
329 825 3306 to 3899	360 112 8583 to 8599	373 390 2604 to 2699	802 678 2605 to 2699
330 053 4777 to 4789	360 134 2600 to 2699	373 463 0902 to 0999	803 605 2840 to 2899
330 360 0989 to 0999	360 135 5611 to 5699	374 022 8105 to 8199	803 605 6300 to 6499
330 402 2100 to 2199	360 135 8159 to 8199	374 692 8858 through	805 323 5006 to 5024
330 726 8851 to 8891	360 172 1404 to 1499	8899	805 466 7255 to 7299
330 982 3100 to 3199	360 257 2100 to 2199	374 795 2118 to 2199	806 015 3885 to 3899
331 201 5539 to 5599	360 282 4600 to 4699	375 169 4400 through	806 087 1100 to 1499
331 468 0700 to 0799	360 403 8453 to 8499	4599	990 117 5600 to 5999



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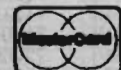
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Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

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MasterCard VISA accepted.



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