



# postal bulletin

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## Processing Contractual Documentation

Every year, the Postal Service buys a wide variety of goods and services from many suppliers. Timely payment for these commodities is a paramount obligation owed these suppliers. In addition, interest payments may be due suppliers if the Postal Service does not meet its contractual commitments. By promptly processing contractual documentation, the Service may avoid this unnecessary cost and maintain good relations with suppliers.

To meet this commitment, facilities must process all contract documents and receiving reports quickly, accurately, and efficiently. They *must not* hold invoices and receiving reports at any point in the payment line. They must affix all necessary certifications to the documentation and forward it to the next destination as quickly as possible. Some simple rules to follow include:

- Date stamp (with the date received at the facility) all contract documentation like invoices, delivery tickets, etc.
- Act on the documentation immediately, by either:
  - approving and sending the documentation forward
  - promptly resolving any irregularities

The following directives contain further information on this subject:

- Publication 41, *Procurement Manual*;
- Handbook AS-707, *USPS Procurement Handbook*;
- Management Instruction AS 710-87-15, *Receiving Reports and Payments to Vendors for Supply and Service Contracts*.

—Dept. of the Controller/  
Procurement and Supply Dept., 9-15-88.

## Occupational Injuries/Illnesses

During October, all field offices with 100 work years or more of employment in the regular work force should receive National Accident Reporting System (NARS) Report PBA030P1, Post Office Totals for Accounting Period 13, Fiscal Year 1988.

According to Occupational Safety and Health Administration (OSHA) regulations, offices must post the report for 30 days for employees to see and must retain it for 5 years thereafter.

—Employee Relations Dept., 9-15-88.

## Sale Poster Test—1988 Classic Cars

The U.S. Postal Service is test marketing a new product, the sale poster. The first one tested is the 1988 Classic Cars sale poster, item 898, priced at \$10. A limited quantity of this poster was introduced in Detroit on August 25 at the Classic Cars stamp booklet first day of issue ceremony.

The Postal Service will produce and ship additional quantities (approximately 4,000 for each region) to each of the five regional Accountable Paper Depositories (RAPDs) by the end of September. Each poster will be rolled, wrapped in plastic, and shipped in cartons of 100 to the RAPDs.

The Regional Directors of Marketing and Communications will contact participating offices about ordering procedures and marketing ideas for this product. They will allow for maximum creativity in promoting and selling this exciting new product line.—*Philatelic and Retail Services Dept.*, 9-15-88.

### Correction

## Missing Children Poster

POSTAL BULLETIN 21685, 8-11-88 (page 21), included an incorrect Date Missing for Raymond James Franco. He disappeared on 11-14-87, not 11-14-83.—*Office of Information Services*, 9-15-88.

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## Health Benefits Open Season

The Office of Personnel Management (OPM) has announced an open season enrollment period for the Federal Employees' Health Benefits Program (FEHB)—to be held November 14 through December 9, 1988. Enrollment changes are effective December 31, 1988.

During an open season, eligible employees not enrolled in an FEHB health plan may enroll. As a general rule, noncareer employees, such as casuals and substitute rural carriers, are not eligible to enroll. For certain exceptions to these rules, see *EMPLOYEE AND LABOR RELATIONS MANUAL 521.2*. Employees already enrolled may change plans, options, types of enrollment (self and family), or any combination of these changes.

Future editions of the *POSTAL BULLETIN* will include premium rates and additional information concerning the 1988 FEHB open season.

—*Employee Relations Dept., 9-15-88.*

## Maintenance at Leased Facilities

Owners of buildings leased to the Postal Service remain liable for many of the repairs needed at post offices. The terms of each lease describe which repairs are the lessor's (owner's) responsibility and which, if any, are the responsibility of the Postal Service. Section 720 of Handbook RE-1, *Realty Acquisition and Management*, and Chapter 7 of Handbook MS-110, *Associate Office Postmaster's Facilities Maintenance Guidelines*, describe how postmasters go about getting lessors to perform repairs that the lease requires them to do.

If unable to get a lessor to perform repairs, the postmaster must refer the matter to the field division support services office. That office will contract for repairs within its authority limitation of \$100,000 and refer those projects larger than \$100,000 to the appropriate facilities organization.

This is a new function for the support services office and a change for post offices. In the past, repair requests were sent to facilities offices. The facilities service centers will provide training to the appropriate division personnel before the September 24, 1988, effective date of field division assumption of lessor-deferred maintenance responsibility.—*Facilities Dept., 9-15-88.*

## Form 1769, Accident Report

Safety offices must ensure that all Forms 1769, *Accident Report* (including any amendments and deletions), are completed and forwarded to the Employee and Labor Relations Information Center (ELRIC) by September 28 for inclusion in the Fiscal Year (FY) 1988 year-end reports.

FY 1988 year-end reports will not include accident reports received after September 28. The ELRIC will return all reports received after the close-out date to the division, for renumbering and resubmission to the ELRIC for FY 1989 accident statistics.—*Employee Relations Dept., 9-15-88.*

*Correction*

## Postal Fiscal Year 1988: Closing Instructions

The article, *Postal Fiscal Year 1988: Closing Instructions*, in *POSTAL BULLETIN 21689*, 9-8-88 (page 8), incorrectly stated, in section 9. OMAS Transactions, that transactions after August 26 will not be included in PSFR for A/P 01-89. The sentence should read:

Transactions dated after August 26 will be included in PSFR for A/P 01-89.

In addition, the forms on pages 10-12 include an incorrect *POSTAL BULLETIN* number. The Bulletin that includes the closing instructions is 21689, not 21690.—*Dept. of the Controller, 9-15-88.*

## Carousel Memories Poster

A counter display designed to promote the hobby of stamp collecting and to attract the interest of casual collectors is scheduled to be shipped to CAG A-J offices, sectional centers, divisions, and philatelic centers on or about October 1. The theme for the Carousel Memories promotion is *Take a Ride With an Old Friend*. The display includes take-one self-mailers offering a free Carousel Memories poster with every mail order for a mint block-of-four Carousel Animals stamps.

The Carousel Memories promotion is designed to work in conjunction with National Stamp Collecting Month (NSCM) and to enhance the visibility and sale of Carousel Animals stamps.

Instructions for the lobby display and take-one inserts follow:

- As soon as you receive the counter display and supply of take-one inserts, prominently display them, placing the take-one coupons in the pocket on the display.
- Place the display where customers will easily see it and have access to the inserts.
- Remove the display from the lobby when the supply of take-one coupons is exhausted. Sixty-five inserts will accompany each easel.

—*Philatelic and Retail Services Dept., 9-15-88.*

## FPO Change

Please make the following pencil changes to the table entitled *Conditions Applied to Mail Addressed to Military Post Offices Overseas*, listed in *POSTAL BULLETIN 21686*, dated August 18, 1988, pages 16-23:

APO/FPO	Mailing restrictions
96661	None.

All Field Division General Manager/Postmasters must notify acceptance units of these changes.

—*Mail Processing Dept., 9-15-88.*



All Personnel Processing Mail for Dispatch Abroad

### Foreign Order No. 249

Keep all foreign order notices for use as reference.

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

#### Canada

Worldwide Winners Enterprises, Ltd.  
No. 35310, 2021 West 42nd Ave.  
Vancouver, B.C.  
Canada V6M 4G5

and

Ivan Zimmer  
P.O. Box 10,500  
11841—224th Street  
Maple Ridge, B.C.  
Canada V6B 5G7

Do not dispatch any mail to the above. Place the mailpieces in a pouch endorsed Foreign Order Mail and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029-A, New York, NY 10199-9543. Do not place any endorsement on the mailpieces themselves.

Offices may post this notice at the outgoing primary, and they must post it on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 9-15-88.*

### MSC Consolidations/USPS Field Structure Realignment

POSTAL BULLETIN 21670, 4-28-88 (page 4), incorrectly listed the Pensacola Management Sectional Center (MSC) under the Little Rock Division instead of the New Orleans Division.

Effective May 6, 1988, the following MSCs combined in the Central Region:

MSC Jackson, MI (492) with MSC Lansing, MI (488-489).

Lansing, MI ..... 488-489, 492

Effective July 2, 1988, the Ashland, KY MSC (411-412, 415-418), which has been part of the Charleston, WV Division, became part of the Louisville, KY Division.

Send or call any additions or corrections to Gloria Collins, Operating Policies Office, Operations Support Group, 475 L'Enfant Plaza SW., Washington, DC 20260-7010, PEN: 268-2872.

A complete MSC list, including the physical locations of these offices, appears on pages 17 through 24.—*Operations Support Group, 9-15-88.*

### Correction

### Express Mail Labels 11-B/F— New Edition

Express Mail Labels 11-B/F in POSTAL BULLETIN 21688, 9-1-88 (page 4), incorrectly identified EMRS as the Express Mail Reporting System. In this context, the correct meaning is the Electronic Marketing Reporting System. Thus, those sentences should read:

Of these service indicators, only Next Day or Second Day is necessary for determining service performance in the Electronic Marketing Reporting System (EMRS). The origin and destination ZIPs within the EMRS files determine the performance scores of major markets (before noon delivery).

—*Marketing Dept., 9-15-88.*

### Clarification

### Official Capacity Vehicles

POSTAL BULLETIN 21675, 6-2-88 (page 2), included an article, Official Capacity Vehicles, that needs the following clarification.

The article emphasized that postal-owned or leased vehicles driven by nonpostal personnel are not insured. The U.S. Postal Service is self-insured. When nonpostal personnel operate postal vehicles, they are not covered and may be held personally liable for all damages and injuries resulting from an accident.

For further clarification, only Postal Career Executive Service (PCES) employees or their designees may authorize nonpostal personnel to operate postal vehicles (when repairs, servicing, or road testing are necessary). PCES employees should be aware that the U.S. Postal Service does not accept any liability for damages and injuries caused by contractors or their employees while they are driving postal vehicles.

—*Delivery Services Dept., 9-15-88.*

### Withholding Mail Orders

Enforced by postmasters at cities listed.

State/city	Names covered
OR, Albany 97321-0613 .....	Shelly Kraus, P.O. Box 2329.
OR, Albany 97321-0099 .....	Michael B. Hendricks, P.O. Box 345.
AZ, Scottsdale 85253-1424 .....	Your Credit Concern, 10231 N. Scottsdale Road, Suite 135.
OR, Albany 97321-0154 .....	Ronda K. Bearden, P.O. Box 531.

—*Judicial Officer, 9-15-88.*

## EXPRESS MAIL INTERNATIONAL SERVICE—MADAGASCAR

Effective August 15, 1988, On Demand and Custom Designed Service is available to Madagascar. The basic features of Express Mail International Service (EMS) to Madagascar follow.

### Services Available

Custom Designed Service  
On Demand

**Note:** In Madagascar, EMS is called Malaika.

### Weight and Size Limits

Maximum weight—44 pounds (20 kilograms)  
Maximum length—36 inches (900 millimeters)  
Maximum combined length and girth—79 inches  
(2 meters)

### Areas Served

EMS is available to Antananarivo, Majunga, and Tamatave.

### Delivery

EMS items addressed to Madagascar will be delivered within 24 to 48 hours after arrival Monday through Friday and up to 12 noon on Saturday. Personnel will not attempt delivery on Sundays or holidays.

### No Service Guarantee

Customers must be told that there is no service guarantee on any EMS item.

**Country Code:** MG

**Numerical Data Entry Code:** 85

### 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:

Postal Administration—Telephone 220.49  
International Postal Affairs Division—Telephone 243.98  
Telex: 22250 MINPTT MG—101 Antananarivo, Madagascar

### Acceptable Items

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

### Acceptable Items and Customs Declaration

Items	Customs form/required endorsement
Correspondence and business papers.	Form 2976, <i>Customs—Douane CI</i> (Green label).
Merchandise samples without commercial value.	Form 2976, <i>Customs—Douane CI</i> (Green label).
Merchandise and all articles subject to customs duty.	Form 2966-A, <i>Parcel Post Customs Declaration—United States of America</i> .

### Rates

Pounds (up to and including)	On demand	Custom designed
½	\$18.00	\$26.00
1	21.00	29.00
2	28.00	36.00
3	35.00	43.00
4	42.00	50.00
5	49.00	57.00
6	56.00	64.00
7	63.00	71.00
8	70.00	78.00
9	77.00	85.00
10	84.00	92.00
11	91.00	99.00
12	98.00	106.00
13	105.00	113.00
14	112.00	120.00
15	119.00	127.00
16	126.00	134.00
17	133.00	141.00
18	140.00	148.00
19	147.00	155.00
20	154.00	162.00
21	161.00	169.00
22	168.00	176.00
23	175.00	183.00
24	182.00	190.00
25	189.00	197.00
26	196.00	204.00
27	203.00	211.00
28	210.00	218.00
29	217.00	225.00
30	224.00	232.00
31	231.00	239.00
32	238.00	246.00
33	245.00	253.00
34	252.00	260.00
35	259.00	267.00
36	266.00	274.00
37	273.00	281.00
38	280.00	288.00
39	287.00	295.00
40	294.00	302.00
41	301.00	309.00
42	308.00	316.00
43	315.00	323.00
44	322.00	330.00

Future issues of the IMM; Handbook DM-201, *Express Mail Service*; and Publication 273, *Express Mail International Service Guide*, will include this revision.—Marketing Dept., 9-15-88.





Copyright U.S. Postal Service 1988

Issue Date: October 4, 1988  
 First Day City: Terre Haute, Indiana  
 Designer: Ned Seidler, Hampton Bay, New York  
 Typographer: Bradbury Thompson,  
 Design Coordinator  
 Citizens' Stamp Advisory Committee (CSAC)  
 Art Director: Howard Paine,  
 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)  
 Modeler: V. Jack Ruther (BEP)  
 Printing Process: Offset/intaglio (D press, BEP)  
 Colors: Magenta, yellow, cyan, purple, black (off-  
 set); black (intaglio)  
 Image Area: 1.26 x 1.82 in/32.0 x 46.2 mm  
 Plate Numbers: Five offset/one intaglio  
 Stamps per pane: 20  
 Marginal Markings: ©U.S. Postal Service 1988  
 Use Correct ZIP Code®

## \$8.75 Express Mail Stamp

The Postal Service will issue a new \$8.75 Express Mail stamp featuring an American bald eagle on October 4 in Terre Haute, Indiana. The dedication ceremony will be held at the Hulman Regional Airport, hub of the Postal Service's nationwide network for transporting Express Mail and Priority Mail.

Following the tradition established with the 1987 Bret Harte stamp, this \$8.75 Express Mail issue is produced in the miniature sheet format of 20 stamps per pane. The miniature sheet format yields four plate blocks, leaving only four individual stamps to be sold. Previous stamps intended for use with Express Mail were issued in a booklet format only.

Since its inception, Express Mail, the original overnight service, has continued to increase the number of options it provides customers. The recent rate change created a new rate category for Express Mail, discounting the cost for mailing letter-size items from \$10.75 to \$8.75. This year the Postal Service added On-Demand pickup service to allow customers to call during business hours and have their Express Mail shipments picked up by a letter carrier. Although the stamp is intended primarily for use on Express Mail items, customers

may also use it as postage for other types of mail.

Procedures for ordering first-day cancellations follow:

*Customers Affixing Stamps:* The Postal Service encourages customers to purchase the Express Mail stamps and affix them to their envelopes. Covers bearing stamps will 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 address envelopes at least  $\frac{5}{8}$  inch from the bottom and affix stamps in the upper right corner approximately  $\frac{1}{4}$  inch from the top and right edges. Requests must be postmarked by November 3 and addressed: Customer-Affixed Envelopes, \$8.75 Express Mail Stamp, Postmaster, Terre Haute, IN 47807-9991. No remittance is required.

*Postal Service Affixing Stamps:* Except for affixing and addressing orders, follow the procedures above. The price is \$8.75 per cover, 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 November 3 and addressed: \$8.75 Express Mail Stamp, Postmaster, Terre Haute, IN 47807-9992.



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 88-65  
 Remove after November 3

PLEASE POST ON BULLETIN BOARD

MASSACHUSETTS

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/18/2001 BY 60322 UC/MLP

# MADAGASCAR—JUVENILE



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## 8.75 Express Mail Stamp

Express Mail Stamp  
8.75 Express Mail Stamp  
The 8.75 Express Mail Stamp is a new addition to the U.S. Postal Service's stamp series. It is a rectangular stamp with a white background and a black border. The stamp features a black and white photograph of a young child, possibly a girl, looking directly at the camera. The word "USA" is printed in large, bold, black letters in the lower right corner of the stamp. The stamp is designed to be used for mailing mail to Madagascar.

Express Mail Stamp  
8.75 Express Mail Stamp  
The 8.75 Express Mail Stamp is a new addition to the U.S. Postal Service's stamp series. It is a rectangular stamp with a white background and a black border. The stamp features a black and white photograph of a young child, possibly a girl, looking directly at the camera. The word "USA" is printed in large, bold, black letters in the lower right corner of the stamp. The stamp is designed to be used for mailing mail to Madagascar.

## EXPRESS MAIL INTERNATIONAL SERVICE—SIERRA LEONE

Effective August 15, 1988, On Demand and Custom Designed Service is available *to*, but not *from*, Sierra Leone. Service from Sierra Leone is not available but may be established in the future. The basic features of Express Mail International Service (EMS) to Sierra Leone follow.

### Services Available

Custom Designed Service  
On Demand

**Note:** In Sierra Leone, EMS is Express Mail Service (EMS).

### Weight and Size Limits

- Maximum weight—44 pounds (20 kilograms)
- Maximum length—36 inches (900 millimeters)
- Maximum combined length and girth—79 inches (2 meters)

### Areas Served

EMS is available only to Freetown.

### Delivery

EMS items will be delivered within 1 hour after arrival at the exchange office. Personnel will not deliver items on Sundays and public holidays.

### No Service Guarantee

Personnel must tell mailers that there is no service guarantee on any EMS item.

**Country Code:** SL

**Numerical Data Entry Code:** 87

### 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:

Mr. K. K. S. Daramy  
Director of Postal Services  
Department of Postal Services  
Freetown  
Sierra Leone

### Acceptable Items

All items admissible in international mail to Sierra Leone are accepted in EMS, including correspondence and business papers, merchandise samples, and merchandise. The Country Conditions for Mailing for Sierra Leone in the INTERNATIONAL MAIL MANUAL (IMM) include specific prohibitions and restrictions.

### Acceptable Items and Customs Declaration

Items	Customs form/required endorsement
Correspondence, business papers, computer data, and advertising material.	Form 2976, <i>Customs—Douane C1</i> (Green label) and endorse item clearly next to mailing label as Business Papers.
Merchandise samples without commercial value.	Form 2976, <i>Customs—Douane C1</i> (Green label).
Merchandise and all articles subject to customs duty.	Form 2966-A, <i>Parcel Post Customs Declaration—United States of America</i> .

### Rates

Pounds (up to and including)	On demand	Custom designed
¼	\$18.00	\$26.00
1	21.00	29.00
2	28.00	36.00
3	35.00	43.00
4	42.00	50.00
5	49.00	57.00
6	56.00	64.00
7	63.00	71.00
8	70.00	78.00
9	77.00	85.00
10	84.00	92.00
11	91.00	99.00
12	98.00	106.00
13	105.00	113.00
14	112.00	120.00
15	119.00	127.00
16	126.00	134.00
17	133.00	141.00
18	140.00	148.00
19	147.00	155.00
20	154.00	162.00
21	161.00	169.00
22	168.00	176.00
23	175.00	183.00
24	182.00	190.00
25	189.00	197.00
26	196.00	204.00
27	203.00	211.00
28	210.00	218.00
29	217.00	225.00
30	224.00	232.00
31	231.00	239.00
32	238.00	246.00
33	245.00	253.00
34	252.00	260.00
35	259.00	267.00
36	266.00	274.00
37	273.00	281.00
38	280.00	288.00
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44	322.00	330.00

Future issues of the IMM; Handbook DM-201, *Express Mail Service*; and Publication 273, *Express Mail International Service Guide*, will include this revision.—Marketing Dept., 9-15-88.



## EXPRESS MAIL INTERNATIONAL SERVICE—MALAWI

Effective August 15, 1988, On Demand and Custom Designed Service is available to, but not from, Malawi. Service from Malawi may be established in the future. The basic features of Express Mail International Service (EMS) to Malawi follow.

### Services Available

Custom Designed  
On Demand

**Note:** In Malawi, EMS is called Express Mail Service (EMS).

### Weight and Size Limits

Maximum weight—44 pounds (20 kilograms)  
Maximum length—36 inches (900 millimeters)  
Maximum combined length and girth—79 inches  
(2 meters)

### Areas Served

EMS is available only to Blantyre, Chichiri, Lilongwe, Limbe, Mzuzu, and Zomba.

### Delivery

EMS items arriving Tuesday through Friday will be delivered the same day. Personnel will deliver items arriving Saturday and Sunday the following Monday morning.

### No Service Guarantee

Personnel must tell mailers that there is no service guarantee on any EMS item.

**Country Code:** MW

**Numerical Data Entry Code:** 86

### 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:

Controller of Postal Services  
Post Office Box 30500  
Lilongwe 3  
Malawi

### Acceptable Items

All items admissible in international mail to Malawi are accepted in EMS, including correspondence and business papers, merchandise samples, and merchandise. The Country Conditions for Mailing for Malawi in the INTERNATIONAL MAIL MANUAL (IMM) include 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> (Green label) and endorse item clearly next to mailing label as Business Papers.
Merchandise samples without commercial value.	Form 2976, <i>Customs—Douane C1</i> (Green label).
Merchandise and all articles subject to customs duty.	Form 2966-A, <i>Parcel Post Customs Declaration—United States of America</i> .

### Rates

Pounds (up to and including)	On demand	Custom designed
¼	\$18.00	\$26.00
1	21.00	29.00
2	28.00	36.00
3	35.00	43.00
4	42.00	50.00
5	49.00	57.00
6	56.00	64.00
7	63.00	71.00
8	70.00	78.00
9	77.00	85.00
10	84.00	92.00
11	91.00	99.00
12	98.00	106.00
13	105.00	113.00
14	112.00	120.00
15	119.00	127.00
16	126.00	134.00
17	133.00	141.00
18	140.00	148.00
19	147.00	155.00
20	154.00	162.00
21	161.00	169.00
22	168.00	176.00
23	175.00	183.00
24	182.00	190.00
25	189.00	197.00
26	196.00	204.00
27	203.00	211.00
28	210.00	218.00
29	217.00	225.00
30	224.00	232.00
31	231.00	239.00
32	238.00	246.00
33	245.00	253.00
34	252.00	260.00
35	259.00	267.00
36	266.00	274.00
37	273.00	281.00
38	280.00	288.00
39	287.00	295.00
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44	322.00	330.00

Future issues of the IMM; Handbook DM-201, *Express Mail Service*; and Publication 273, *Express Mail International Service Guide*, will include this revision.—Marketing Dept., 9-15-88.



## \$8.75 Express Mail Stamp

The \$8.75 Express Mail stamp goes on sale on October 4 in Terre Haute, Indiana. The denomination meets the rate for Express Mail letter-size items, which became effective April 3, 1988. Since its inception, Express Mail has increased the number of options it provides to customers. This year the Postal Service added On-Demand pickup service to allow customers to call during business hours and have their Express Mail shipments picked up by a letter carrier.

Following the tradition established with the Bret Harte stamp, the \$8.75 Express Mail issue is produced in the miniature sheet format of 20 stamps per pane. The miniature sheet format yields four plate blocks, leaving only four individual stamps to be sold. Previous stamps intended for use with Express Mail were issued in a booklet format only.

**Do Not Place on Sale Before October 5, 1988**



Copyright U.S. Postal Service 1988

Issued in panes of 20.

Collector information is on page 5.

**Supply:** Only post offices with authorized philatelic centers will receive an automatic distribution in the following quantities. *All other post offices must order sufficient quantities to meet philatelic demand.*

Offices receiving four-position stock in these quantities	Will receive the \$8.75 Express Mail stamp in these quantities
20,000	2,000
140,000	4,000
125,000	10,000
250,000	20,000

**Bulk Quantities:** CAG A-G post offices requiring 10,000 or more stamps should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing, using **Item 101**. They must submit requisitions in the following quantities: 10,000, 20,000, 30,000, 40,000, 70,000—to the maximum order of 70,000 stamps.

**Less-Than-Bulk Quantities:** All other post offices requiring fewer than 10,000 stamps should requisition them immediately from designated stamp distribution offices on a separate Form 17-A, *Accountable Items Requisition From Stamp Distribution Office*.

—Philatelic and Retail Services Dept., 9-15-88.

## EMS—Mexico

Effective immediately, regular On Demand Service to the areas served in Mexico is available. Ten-day advance notice and completion of Form 5637, *Express Mail Service Log*, is no longer required.

**Note:** All other conditions of service remain unchanged.

Future issues of the INTERNATIONAL MAIL MANUAL and Publication 273, *Express Mail International Service Guide*, will include this revision.

—Marketing Dept., 9-15-88.

## EMS—South Africa

Effective immediately, Express Mail International Service (EMS) is available to and from Randburg, with postal codes 2125 and 2194, within the delivery area for Johannesburg.

**Note:** All other conditions of service remain unchanged.

Future issues of the INTERNATIONAL MAIL MANUAL and Publication 273, *Express Mail International Service Guide*, will include this revision.

—Marketing Dept., 9-15-88.

## Window Clerks—Qualifying Examination/Evaluation Form

Employees who enrolled in the Standard Training Program for Newly Appointed Window Clerks on or after September 17, 1988, are to be administered the new end-of-training Window Clerk Examination, Form A or B (Test 421). Evaluate the employees' on-the-job (OJT) performance on revised Form 2528, *Window Clerk's On-The-Job Evaluation* (January 1988) (see pages 13 through 16).

The Window Clerk Examination, Forms A and B, will be available at the National Test Administration Center (NTAC) after October 1, 1988. Form 2528 is available from the Training Materials Distribution Center, 10229 Southard Drive, Beltsville, Maryland 20705-2150.

Retain a sufficient supply of Form 2528 (August 1982) to complete the OJT evaluations of employees who enroll in the Standard Training Program for Newly Appointed Window Clerks before September 17, 1988. Also, retain a sufficient supply of Series 003 and 004, Window Clerk Examination (O/N 421), to examine these employees upon completion of their training. Return these examinations and associated examination materials immediately after administering them.

Destroy surplus Forms 2528 (August 1982) after October 1. Immediately return surplus Series 003 and 004, O/N 421 examinations and associated examination materials to NTAC in envelopes labeled **Obsolete Unused Materials**.

—Training and Development Dept., 9-15-88.

## EXPRESS MAIL INTERNATIONAL SERVICE—SOMALIA

Effective August 15, 1988, On Demand and Custom Designed Service is available to Somalia. The basic features of Express Mail International Service (EMS) to Somalia follow.

### Services Available

Custom Designed Service  
On Demand:

**Note:** In Somalia, EMS is called Express Mail Service (EMS).

### Weight and Size Limits

Maximum weight—44 pounds (20 kilograms)  
Maximum length—36 inches (900 millimeters)  
Maximum combined length and girth—79 inches (2 meters)

### Areas Served

EMS is available only to Mogadishu.

### Delivery

EMS items addressed to Somalia will be delivered within a minimum of 3 hours and a maximum of 2 days after their arrival at the exchange office. Personnel will attempt delivery on Saturdays and Sundays but not on Fridays and holidays.

### No Service Guarantee

Customers must be told that there is no service guarantee on any Express Mail International Service item:

**Country Code:** SO

**Numerical Data Entry Code:** 88

### 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:

Head of EMS Service  
Ministry of Posts and Telecommunications  
Mogadishu  
Somalia

### Acceptable Items

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

### Acceptable Items and Customs Declaration

Items	Customs form/required endorsement
Correspondence and business papers.	Form 2976, <i>Customs—Douane C1</i> (Green label) 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—United States of America</i> .

### Rates

Pounds (up to and including)	On demand	Custom designed
1/4	\$18.00	\$26.00
1	21.00	29.00
2	28.00	36.00
3	35.00	43.00
4	42.00	50.00
5	49.00	57.00
6	56.00	64.00
7	63.00	71.00
8	70.00	78.00
9	77.00	85.00
10	84.00	92.00
11	91.00	99.00
12	98.00	106.00
13	105.00	113.00
14	112.00	120.00
15	119.00	127.00
16	126.00	134.00
17	133.00	141.00
18	140.00	148.00
19	147.00	155.00
20	154.00	162.00
21	161.00	169.00
22	168.00	176.00
23	175.00	183.00
24	182.00	190.00
25	189.00	197.00
26	196.00	204.00
27	203.00	211.00
28	210.00	218.00
29	217.00	225.00
30	224.00	232.00
31	231.00	239.00
32	238.00	246.00
33	245.00	253.00
34	252.00	260.00
35	259.00	267.00
36	266.00	274.00
37	273.00	281.00
38	280.00	288.00
39	287.00	295.00
40	294.00	302.00
41	301.00	309.00
42	308.00	316.00
43	315.00	323.00
44	322.00	330.00

Future issues of the IMM; Handbook DM-201, *Express Mail Service*; and Publication 273, *Express Mail International Service Guide*, will include this revision.—Marketing Dept., 9-15-88.



**EXPRESS MAIL INTERNATIONAL SERVICE—INDIA**

Effective immediately, Express Mail International Service is available to and from Lucknow, India. A complete list of the 17 cities and their postal codes to which Express Mail can be sent in India follows.

City	Postal Code
Agartala.....	799001-799007.
Ahmedabad.....	380001-380010, 380012-380016, 380018, 380019, 380021-380028, 380050, 382352, 382350, 382340, 382346, 382348, 382350, 382352, 382405, 382414, 382415, 382450, 382440, 382443, 382445, 382449, 382475.
Bangalore.....	560001-560023, 560025-560034, 560038, 560040-560044, 560046, 560047, 560050-560055, 560057, 560058, 560068-560072, 560075, 560076, 560078-560082, 560084-560086.
Bombay.....	400001-400022, 400024-400029, 400031-400035, 400037-400039, 400043, 400049-400052, 400054-400072, 400075-400090, 400092-400099, 400101-400104.
Calcutta.....	700001-700034, 700037-700048, 700053-700055, 700060, 700062, 700063, 700067-700069, 700071-700073, 700075, 700078, 700082, 700085-700089, 700092.
Cochin.....	682001TP-682006, 682009, 682011-682020, 682023-682026, 682029, 682031, 682032, 682035.
Delhi/New Delhi.....	110001-110029, 110031-110035, 110037, 110044-110046, 110048, 110049, 110051-110060, 110062-110067, 110083, 110091, 110092, 110094.
Guwahati.....	781001, 781003-781014, 781016, 781018T, 781018-781022, 781024, 781025, 781029, 781032.
Hyderabad.....	500001-500008, 500012, 500013, 500016-500018, 500020, 500022-500029, 500034, 500036, 500038, 500041, 500044, 500045, 500048, 500049, 500178, 500195, 500253, 500258, 500264-500267, 500361, 500371, 500380, 500457, 500463, 500482, 500484, 500486, 500659, 500873, 500890.
Indore.....	452001-452009, 452012.
Jaipur.....	302001-302006, 302011-302013, 302015-302017.
Kanpur.....	208001-208026.
*Lucknow.....	226001-226009, 226011, 226016-226020, 227105, 227132.
Madras.....	600001-600018, 600020-600026, 600028-600036, 600038-600042, 600049, 600078, 600079, 600081-600087, 600090, 600092-600095, 600097, 600099, 600102, 600104-600108, 600111-600113.
Pune.....	411001-411014, 411016-411022, 411026-411032, 411035-411040, 411042, 411044, 411052.
Silchar.....	788001-788007, 788009.
Vadodara.....	390001-390019.

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

—Marketing Dept., 9-15-88.

**DOMESTIC ORDER**

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

State/city	Names covered	Product
MD, Forest Hill 21050-0343...	Lipscomb Enterprises, P.O. Box 343.....	A work-at-home scheme.

—Judicial Officer, 9-15-88.

**ZIP Code Speeds and Simplifies Mail Handling.**

**ZIP Code your mail.**

**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 21688 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 99999.

298 925 6733 to 6799	331 468 0700 to 0799	360 282 4600 to 4699	375 169 4400 to 4599
299 022 0389 to 0399	331 631 5705 to 6099	360 403 8453 to 8499	375 637 9137 to 9199
299 099 9586 to 9599	331 643 7553 to 7599	360 418 0700 to 0799	375 637 9365 to 9999
299 134 8017 to 8299	331 890 8100 to 9099	360 419 6700 to 6799	375 744 7930 to 7999
299 445 0182 to 0199	331 960 6019 to 6199	360 535 5648 to 5657	375 829 3400 to 3499
299 550 0776 to 0799	331 966 6733 to 6799	360 762 9368 to 9399	375 851 9100 to 9199
300 016 9813 to 9899	340 044 0851 to 0861	361 142 2817 to 2899	376 850 0813 to 0899
300 022 5100 to 5199	340 283 0024 to 0100	361 440 9240 to 9299	376 855 6764 to 6999
300 048 0096 to 0199	340 367 3100 to 3199	361 754 9300 to 9499	376 903 0721 to 0738
300 166 7227 to 7299	340 624 5530 to 5549	361 782 4204 to 4299	376 906 3206 to 3299
300 253 7063 to 7099	340 761 4101 to 4299	361 974 6811 to 6999	377 113 7461 to 7499
300 254 9700 through	341 168 4000 to 4999	362 246 6800 to 6899	377 224 2300 to 2599
300 255 0199	341 818 4173 to 4199	362 299 8900 to 8999	377 955 4285 to 4399
300 913 0010 to 0099	341 999 8038 to 8052	362 861 3064 to 3099	378 029 9347 to 9399
300 918 6700 to 6799	342 068 7623 to 7699	363 130 1575 to 1599	378 085 3679 to 3699
301 328 7905 to 7999	342 442 5051 to 5098	363 130 4500 to 4599	378 210 9090 to 9099
301 333 5000 to 5099	342 442 6402 to 6499	363 374 9010 to 9099	378 351 1063 to 1099
301 333 5000 to 5099	342 511 0441 to 0457	363 444 9333 to 9399	378 630 9489 to 9499
301 424 3477 to 3499	344 091 7382 to 7499	363 560 5050 to 5099	378 630 9500 to 9599
302 000 0000 through	344 130 6283 to 6299	363 851 4259 to 4299	379 128 9584 to 9599
302 123 9999	344 175 9580 to 9589	363 853 7582 to 7799	379 509 2600 to 2699
320 208 3305 to 3499	344 850 1600 to 1699	363 861 7600 to 7899	379 679 8060 to 8099
320 624 7474 to 7499	346 654 0669 to 0699	363 904 4540 to 4999	379 843 5100 to 5199
320 783 7168 to 7199	346 693 2520 to 2599	363 922 5744 to 5799	380 093 9600 to 9611
321 401 5025 to 5034	347 338 4188 to 4199	363 930 9400 to 9699	380 165 1165 to 1199
321 607 1900 to 2199	347 458 7148 to 7199	363 965 7892 to 7999	380 489 6800 to 6899
322 013 7200 to 7299	347 492 6411 to 6499	364 467 6102 to 6199	380 572 1840 to 1899
322 722 7900 to 7999	347 641 3780 to 3799	364 826 1081 to 1099	381 077 3600 to 3699
323 854 0619 to 0699	347 645 0367 to 0399	365 512 9428 to 9499	381 325 4500 to 4599
323 854 0900 to 0999	347 696 3806 to 3899	365 693 4200 to 4299	381 540 9900 to 9999
325 097 0300 to 0399	348 010 8305 to 8399	365 842 7960 to 7999	381 604 2510 to 2699
325 465 7956 to 7999	348 036 3713 to 3799	365 997 7565 to 7699	381 645 9525 to 9599
325 645 2575 to 2599	348 036 4366 to 4599	366 205 2072 to 2099	381 924 0748 to 0799
325 734 5219 to 5299	348 412 9028 to 9099	366 772 6702 to 6799	383 156 6968 to 6999
325 739 7200 to 7399	348 535 1703 to 1728	366 998 7669 to 7681	383 156 7128 to 7199
325 934 0584 to 0599	348 714 5286 to 5299	367 303 6006 to 6099	383 156 7300 to 7999
326 181 8203 to 8299	348 755 7904 to 7999	367 396 9705 to 9799	383 299 2081 to 2099
326 231 8440 to 8499	349 116 6533 to 7499	367 396 9900 to 9999	383 314 3968 to 3999
326 231 8576 to 8599	349 389 9242 to 9299	367 428 8800 to 8999	383 892 1000 to 1399
326 231 8600 to 8999	349 392 8081 to 8099	367 519 6700 to 6899	385 568 2330 to 2399
326 231 9000 to 9299	349 615 0000 to 0099	368 371 3923 to 3999	385 774 2024 to 2099
326 687 6538 to 6564	349 746 2056 to 2099	368 730 7825 to 7899	387 314 5574 to 5599
328 160 3235 to 3299	349 910 0000 to 0399	368 854 6200 to 6299	389 696 2400 to 2799
328 160 3304 to 3399	350 017 1652 to 2199	368 978 0561 to 0599	390 001 3182 to 3199
328 189 6539 to 6578	350 251 5100 to 5199	369 345 0188 to 0199	390 001 3500 to 3699
328 229 6407 to 6499	350 366 1104 to 1119	369 674 8141 to 8199	390 545 5974 to 5999
328 275 3170 to 3299	350 366 1145 to 1166	369 718 3783 to 3799	391 783 3020 to 3599
328 423 3448 to 3468	350 518 7350 to 7374	370 193 8257 to 8299	392 854 8500 to 8899
328 432 7367 to 7499	351 110 4900 to 4999	371 241 3118 to 3199	393 584 7566 to 7599
328 435 1989 to 1999	351 113 4615 to 4699	371 630 0100 to 0199	393 584 7600 to 7699
328 543 6745 to 6799	351 113 4800 to 4899	372 308 4180 to 4199	394 990 1810 to 1899
328 543 7400 to 7599	351 113 4900 to 4999	372 311 5400 to 5499	395 343 3264 to 3299
328 817 7879 to 7899	360 003 2454 to 2499	372 360 8303 to 8399	395 396 9649 to 9799
329 165 9000 to 9999	360 037 4500 to 4549	372 407 1025 to 1099	802 678 2605 to 2699
329 170 5151 to 5199	360 038 0502 to 0599	373 390 2301 to 2399	803 605 2840 to 2899
329 825 3306 to 3899	360 112 8583 to 8599	373 390 2518 to 2599	803 605 6300 to 6499
330 053 4777 to 4789	360 134 2600 to 2699	373 390 2604 to 2699	805 323 5006 to 5024
330 360 0989 to 0999	360 135 5611 to 5699	373 463 0902 to 0999	805 466 7255 to 7299
330 402 2100 to 2199	360 135 8159 to 8199	374 022 8105 to 8199	806 015 3885 to 3899
330 726 8851 to 8891	360 172 1404 to 1499	374 692 8858 to 8899	806 087 1100 to 1499
330 982 3100 to 3199	360 257 2100 to 2199	374 795 2118 to 2199	990 117 5600 to 5999
331 201 5539 to 5599			





## WINDOW CLERK'S ON-THE-JOB TRAINING EVALUATION

1. Trainee's Name (Last, First, and MI)	Office of Assignment
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On pages 2-3, identify the training activities assigned the trainee by placing a check in the CHECK IF ASSIGNED column. Rate the trainee's performance on each checked training activity. Ratings are to reflect, as accurately as possible, the quality, accuracy, timeliness and courtesy with which the trainee performed the activity. Use the rating definitions below when assessing the level of the trainee's performance on individual training activities (items 6 through 17). Next, complete items 3, 4, and 18, and have the trainee complete item 5.

**A. Superior.** The activity is performed in a timely, professional manner, in accordance with postal procedures and policies, and with little supervision. For an activity involving the public, the activity is performed courteously, correctly, and promptly. Overall performance of the activity substantially contributes to the effectiveness and image of the unit.

**B. Satisfactory.** The activity is performed in accordance with postal procedures and policies and with sufficient timeliness to meet the requirements of the position. Supervision may be needed on the more difficult parts of the activity. For any activity involving the public, the activity is performed courteously and correctly. Overall performance of the activity contributes to the window unit's effectiveness.

**C. Marginal.** The quality, accuracy and/or timeliness with which the activity is performed meets minimal expectations. Assistance or supervision may be needed on routine parts of the activity. For an activity involving the public, the activity is performed courteously, but improvements are needed in the quality, accuracy, and/or timeliness of the work.

**D. Unsatisfactory.** The quality, accuracy, and/or timeliness with which the activity is performed is inadequate or results in problems that adversely affect the window unit. Assistance or supervision is needed on routine parts of the activity. For an activity involving the public, the activity is performed in such a way as to cause complaints or reflect negatively on the window unit.

3. **OJT Instructor's Certification.** I certify that the trainee was assigned the on-the-job training activities checked on this form.

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

4. **Manager's Certification.** I certify that the trainee was assigned the training activities checked on this form; the trainee's performance on these activities has been observed and rated; and the results of this evaluation have been communicated to the trainee. My evaluation of the trainee's overall performance is:

Superior (3 points)     
  Satisfactory (2 points)     
  Marginal (1 point)     
  Unsatisfactory (0 points)

NOTE: Comments to support ratings of marginal or unsatisfactory must be provided on back of form.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

5. **Trainee's Acknowledgement.** I, \_\_\_\_\_, trainee, was assigned the training activities checked on this form, and the results of this evaluation have been communicated to me. Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Training Activity	Check If Assigned	Performance				OJT Instructor Initials
		Superior	Satisfactory	Marginal	Unsatisfactory	
<b>6. Accountability and Security</b>						
a. Follows procedures for ensuring security of cash drawer, postage, postal stationery, money orders, accountable mail, and other accountable forms/paper						
b. Follows procedures for ensuring security of window equipment, such as money order imprinters, postage meters, and meter setting equipment						
c. Counts money, stamps, and stamped paper						
d. Uses electronic/programmable scales and equipment to compute costs for postal products and services						
e. Uses nonelectronic/nonprogrammable scales and equipment to compute costs for postal products and services						
f. Collects money for postal products and services and makes change						
g. Follows security procedures when accepting checks and cashing money orders						
h. Replenishes/returns stock according to needs of window unit using Form 17						
i. Submits Form 1412-A and documents to support or prove the financial transactions recorded on it						
<b>7. Accepting Domestic Mail</b>						
a. Provides information on classes of domestic mail						
b. Affixes postage/endorsements and cancels stamps, when appropriate						
c. Places mail articles in designated container or area for dispatch						
<b>8. Accepting Domestic and International Express Mail using Express Mail directory, and verifying/completing appropriate parts of label</b>						
<b>9. Accepting International Mail</b>						
a. Provides information on categories of international mail						
b. Accepts postal union mail						
c. Accepts parcel post mail						
d. Checks customs declaration forms for completeness						
e. Affixes postage/endorsements and cancels stamps, when appropriate						



Training Activity	Check If Assigned	Performance				OJT Instructor Initials
		Superior	Satisfactory	Marginal	Unsatisfactory	
10. Selling Stamps and Postal Stationery						
11. Selling Philatelic and Retail Items, and Migratory Bird Stamps						
12. Providing Special Services						
a. Sells certificate of mailing						
b. Sells and accepts certified mail						
c. Sells and accepts C.O.D. mail						
d. Sells and accepts insured mail (numbered and unnumbered)						
e. Sells and accepts registered mail						
f. Sells and accepts special delivery mail						
g. Sells and accepts special handling mail						
13. Selling and Cashing Postal Money Orders						
a. Sells domestic money orders						
b. Cashes domestic/international money orders						
c. Provides international money order services						
14. Window Delivery of Accountable Mail						
a. Delivers notified, general delivery, hold and accountable mail						
b. Affixes and cancels postage due stamps on postage due items and customs						
15. Operating and Setting Postage Meters						
a. Operates post office meter including changing date						
b. Completes Form 3802-PO and verifies readings						
c. Performs control checks and sets commercial postage meters						
16. Accepting/Processing P.O. Box/Caller Applications						
17. Accepting Claim Forms						
a. Accepts claims for refunds of postage and fees						
b. Accepts Express Mail claims						
c. Accepts insured claims						
d. Accepts mail loss/rifling claims						
e. Accepts registered claims						

18. Use this space to provide comments about the trainee's performance. You must provide comments for ratings of marginal or unsatisfactory.

*(This area contains a large grid for providing performance comments. The grid is mostly blank in this scan.)*

**Scoring**

**Window Clerk's On-The-Job Evaluation:**

Superior .....	3 Points
Satisfactory .....	2 Points
Marginal .....	1 Point
Unsatisfactory .....	0 Points

**Window Clerk's Score on Examination O/N 421:**

Superior (90% or more) .....	3 Points
Satisfactory (80% to 89%) .....	2 Points
Marginal (70% to 79%) .....	1 Point
Unsatisfactory (69% or less) .....	0 Points

**Note:** The combined points from the on-the-job evaluation and examination O/N 421 must total four (4) or more points for final selection and assignment to a window clerk position.



## MANAGEMENT SECTIONAL CENTERS

The following list includes independent post offices (POs) and airmail facilities (AMFs) (marked \*)—which are not management sectional centers (MSCs)—reporting directly to the divisions.

Total Divisions: 74. Total MSCs: 133.

### NORTHEAST REGION

#### ALBANY, NY DIVISION

30 Old Karner Road  
Albany, NY 12288-9998 .....120-123  
PEN: 8-562-2201  
Comm: 8-(518) 452-2201

115 Henry Street  
Binghamton, NY 13902-9998 .....137-139  
PEN: 8-882-2142  
Comm: 8-(607) 773-2642

16 Hudson Avenue  
Glen Falls, NY 12801-9998 .....128-129  
PEN: 8-631-9911

5640 E. Taft Road  
Syracuse, NY 13220-9998 .....130-132, 136  
PEN: 8-952-3501  
Comm: 8-(315) 470-3501

100 Pitcher Street  
Utica, NY 13504-9998 .....133-135  
PEN: 8-950-9301  
Comm: 8-(315) 797-9420

#### BOSTON, MA DIVISION

25 Dorchester Avenue  
Boston, MA 02205-9998 .....020-022  
PEN: 8-(617) 654-5007  
Comm: 8-(617) 654-5007

#### Middlesex-Essex MSC

462 Washington Street  
Woburn, MA 01888-9998 .....018-019, 055  
PEN: 8-834-9762

#### BROOKLYN, NY DIVISION

217 Cadman Plaza East  
Brooklyn, NY 11201-9998 .....103, 111-112  
PEN: 8-652-3610  
Comm: 8-(718) 854-3610

#### BUFFALO, NY DIVISION

1200 William Street  
Buffalo, NY 14240-9998 .....140-143, 147  
PEN: 8-437-2400  
Comm: 8-(716) 846-2400

#### 1335 Jefferson Road

Rochester, NY 14692-9998 .....144-146, 148-149  
PEN: 8-963-5800  
Comm: 8-(716) 263-5800

#### NEWARK, NJ DIVISION

2 Federal Square  
Newark, NJ 07102-9998 .....070-073  
PEN: 8-340-5586  
Comm: 8-(201) 596-5586

#### NEW BRUNSWICK, NJ DIVISION

U.S. Postal Service  
New Brunswick, NJ 08901-9998 .....088-089  
PEN: 8-636-3264  
Comm: 8-(201) 819-3264

076 Huyler Street  
South Hackensack, NJ 07606-9998 .....076  
PEN: 8-691-7712

194 Ward Street  
Paterson, NJ 07510-9998 .....074-075, 078  
PEN: 8-691-4570

171 Broad Street  
Red Bank, NJ 07701-9998 .....077  
Comm: 8-(201) 741-9200

61 Maple Street  
Summit, NJ 07701-9998 .....079  
Comm: 8-(201) 277-1737

680 U.S. Highway 130  
Trenton, NJ 08650-9998 .....085-087  
PEN: 8-433-3003  
Comm: 8-(609) 581-3003

#### NEW YORK, NY DIVISION

James A. Farley Bldg., Rm. 3016  
New York, NY 10199-9998 .....090-098, 100-102, 104  
PEN: 8-330-3600  
Comm: 8-(212) 330-3600

#### CARIBBEAN, PR DIVISION

GPO Box 3367  
San Juan, PR 00936-9998 .....006-009  
PEN: 8-(809) 753-4624

#### HARTFORD, CT DIVISION

141 Weston Street  
Hartford, CT 06101-9998 .....060-062, 067  
PEN: 8-646-6050  
Comm: 8-(203) 524-6050

#### 50 Brewery Street

New Haven, CT 06511-9998 .....063-066  
PEN: 8-643-7000

#### HICKSVILLE, NY DIVISION

U.S. Postal Service  
Hicksville, NY 11805-9998 .....005, 115, 117-119  
PEN: 666-2710  
Comm: 8-(516) 755-2710

#### MANCHESTER, NH DIVISION

955 Goffs Falls Road  
Manchester, NH 03103-9998 .....030-034, 036-037  
PEN: 8-841-4000  
Comm: 8-(603) 644-4000

## MANAGEMENT SECTIONAL CENTERS—Continued

202 Harlow Street  
Bangor, ME 04401-9998 .....044, 046-047, 049  
PEN: 8-835-2011

125 Forest Avenue  
Portland, ME 04101-9998 .....040-043, 045, 048  
PEN: 8-830-8529

80 Daniel Street  
Portsmouth, NH 03801-9998 .....035, 038-039  
PEN: 8-(603) 431-1300

**PROVIDENCE, RI DIVISION**  
24 Corliss Street  
Providence, RI 02904-9998 .....027-029  
PEN: 8-838-6951  
Comm: 8-(401) 276-6951

120 Commercial Street  
Brockton, MA 02403-9998 .....023-026  
PEN: 8-844-1856

4 East Central Street  
Worcester, MA 01613-9998 .....014-017  
PEN: 8-836-3600

**QUEENS, NY DIVISION**  
41-65 Main Street  
Flushing, NY 11351-9998 .....110, 113-114, 116  
PEN: 8-633-4710  
Comm: 8-(718) 670-4710

Kennedy AMF\*  
AMF Bldg. 250  
Kennedy Airport, NY 11430-9998 .....003  
PEN: 8-665-9600

**SPRINGFIELD, MA DIVISION**  
1883 Main Street  
Springfield, MA 01101-9998 .....010-013  
PEN: 8-833-6528  
Comm: 8-(413) 731-0528

11 Elmwood Avenue  
Burlington, VT 05401-9998 .....052, 054, 056-057  
PEN: 8-870-1115

Sykes Avenue  
White River Junction, VT 05001-9998 .....050-051, 053,  
058-059  
PEN: 8-832-3246

**WESTCHESTER, NY DIVISION**  
230 East Sandford Boulevard  
Mt. Vernon, NY 10551-9998 .....004, 105-109  
PEN: 8-674-7196  
Comm: 8-(914) 964-7196

55 Mansion Street  
Poughkeepsie, NY 12601-9998 .....124-127  
PEN: 8-883-5426  
Comm: 8-(914) 452-3421

427 West Avenue  
Stamford, CT 06910-9998 .....068-069  
Comm: 8-(203) 326-2201

**EASTERN REGION**

**BALTIMORE, MD DIVISION**  
900 E. Fayette Street  
Baltimore, MD 21233-9998 .....210-212, 214-215, 217, 219  
PEN: 8-956-4260  
Comm: 8-(301) 347-4260

147 Quigey Boulevard  
Wilmington, DE 19850-9998 .....197-199, 216, 218  
PEN: 8-487-8227  
Comm: 8-(302) 323-2227

**CHARLESTON, WV DIVISION**  
1002 Lee Street, East  
Charleston, WV 25301-9998 .....250-253, 258-259, 266  
PEN: 8-924-0601  
Comm: 8-(304) 357-0601

301 North Street  
Bluefield, WV 24701-9998 .....246-249, 255-257  
PEN: 8-544-1241  
Comm: 8-(304) 327-8678

500 W. Pike Street  
Clarksburg, WV 26301-9998 .....254, 261-265, 267-268  
PEN: 8-552-7700  
Comm: 8-(304) 623-7700

419 Rutherford Avenue, NE  
Roanoke, VA 24022-9998 .....240-243, 245  
PEN: 8-937-8750  
Comm: 8-(703) 985-8750

**CINCINNATI, OH DIVISION**  
1591 Dalton Street  
Cincinnati, OH 45234-9998 .....410, 450-452, 459, 470  
PEN: 8-684-5400  
Comm: 8-(513) 684-5400

1111 E. Fifth Street  
Dayton, OH 45401-9998 .....453-455, 458  
PEN: 8-774-1235

**CLEVELAND, OH DIVISION**  
2400 Orange Avenue  
Cleveland, OH 44101-9998 .....440-441  
PEN: 8-292-4573  
Comm: 8-(216) 443-4573

675 Wolf Ledges Parkway  
Akron, OH 44309-9998 .....442-443, 446-447  
PEN: 8-293-0404

99 South Walnut Street  
Youngstown, OH 44501-9998 .....439, 444-445  
PEN: 8-291-6820

**COLUMBIA SC DIVISION**  
1601 Assembly Street  
Columbia, SC 29201-9998 .....290-292  
PEN: 8-677-4600  
Comm: 8-(803) 733-4600

4290 Daley Avenue  
Charleston, SC 29423-9998 .....294-295  
PEN: 8-668-4368



**MANAGEMENT SECTIONAL CENTERS—Continued**

600 W. Washington Street  
Greenville, SC 29602-9998 .....293, 296  
PEN: 8-230-8302

301 Green Street  
Fayetteville, NC 28302-9998 .....283-285  
PEN: 8-679-2312

**COLUMBUS, OH DIVISION**  
850 Twin Rivers Drive  
Columbus, OH 43216-9998 .....430-433, 448-449, 456  
PEN: 8-943-4266  
Comm: 8-(614) 469-4266

435 S. St. Clair Street  
Toledo, OH 43601-9998 .....434-436  
PEN: 8-979-1802

900 McIntire Avenue  
Zanesville, OH 43701-9998 .....437-438, 457  
PEN: 8-771-2800

**GREENSBORO, NC DIVISION**  
900 East Market Street  
Greensboro, NC 27420-9998 .....270-274, 286  
PEN: 8-629-1201  
Comm: 8-(919) 271-5598

2901 So. I-85  
Charlotte, NC 28228-9998 .....280-282, 287-289, 297  
PEN: 8-672-4444

310 New Bern Avenue  
Raleigh, NC 27611-9998 .....275-279  
PEN: 8-671-3600

**HARRISBURG, PA DIVISION**  
813 Market Street  
Harrisburg, PA 17105-9998 .....169-172, 177-178  
PEN: 8-589-2300  
Comm: 8-(717) 257-2300

1400 Harrisburg Pike  
Lancaster, PA 17604-9998 .....173-176, 179, 195-196  
PEN: 8-484-6900  
Comm: 8-(717) 396-6900

1000 Postal Road  
Lehigh Valley, PA 18001-9998 .....180-188  
PEN: 8-346-3209  
Comm: 8-(215) 266-3209

**LOUISVILLE, KY DIVISION**  
1420 Gardiner Lane  
Louisville, KY 40231-9998 .....400-402, 471  
PEN: 8-352-1814  
Comm: 8-(502) 454-1814

1140 Carter Avenue  
Ashland, KY 41101-9998 .....411-412, 415-418  
PEN: 8-921-2100  
Comm: 8-(606) 327-2100

311 E. 11th Street  
Bowling Green, KY 42101-9998 .....421-422, 427  
PEN: 8-351-4202

301 East Center Street  
Corbin, KY 40701-9998 .....407-409, 425-426  
PEN: 8-622-9966

1088 Nandino Boulevard  
Lexington, KY 40511-9998 .....403-406, 413-414  
PEN: 8-355-6784

800 Sycamore Street  
Evansville, IN 47708-9998 .....420, 423-424, 476-477  
PEN: 8-352-3401

**PHILADELPHIA, PA DIVISION**  
30th & Market Streets  
Philadelphia, PA 19104-9998 .....190-192, 213  
PEN: 8-680-5221  
Comm: 8-(215) 596-5221

**PITTSBURGH, PA DIVISION**  
1001 California Avenue  
Pittsburgh, PA 15290-9998 .....150-154, 156, 260  
PEN: 8-726-7771  
Comm: 8-(412) 359-7771

2108 East 38th Street  
Eric, PA 16515-9998 .....158, 160-165, 167  
PEN: 8-759-3700  
Comm: 8-(814) 898-7300

111 Franklin Street  
Johnstown, PA 15901-9998 .....155, 157, 159, 166, 168  
PEN: 8-723-4952  
Comm: 8-(717) 257-2300

**RICHMOND, VA DIVISION**  
1801 Brook Road  
Richmond, VA 23232-9998 .....224-225, 230-232, 238-239  
PEN: 8-982-6201  
Comm: 8-(804) 775-6201

1155 Seminole Trail  
Charlottesville, VA 22906-9998 .....227-229, 244  
PEN: 8-551-7610  
Comm: 8-(804) 978-7610

**MSC Northern Virginia**  
8409 Lee Highway  
Merrifield, VA 22081-9998 .....220-223, 226  
PEN: 8-393-6600  
Comm: 8-(703) 698-6600

600 Church Street  
Norfolk, VA 23501-9998 .....233-237  
PEN: 8-931-2101  
Comm: 8-(804) 629-2231

**SOUTH JERSEY, NJ DIVISION**  
421 Benigno Boulevard  
Bellmawr, NJ 08031-9998 .....080-084  
PEN: 8-488-4000  
Comm: 8-(609) 933-4000

1000 W. Valley Road  
Southeastern, PA 19399-9998 .....189, 193-194  
PEN: 8-483-6401  
Comm: 8-(215) 964-6401

**MANAGEMENT SECTIONAL CENTERS—Continued****SOUTHERN MARYLAND DIVISION**

9210 Edgeworth Drive  
 Capitol Heights, MD 20790-9998 .....206-209  
 PEN: 8-763-7600  
 Comm: 8-(301) 386-7600

900 Brentwood Road, NE\*  
 Washington, DC 20066-9998 .....200, 202-205  
 PEN: 8-636-1200  
 Comm: 8-(202) 636-1200

**SOUTHERN REGION****ATLANTA, GA DIVISION**

3900 Crown Road, SW  
 Atlanta, GA 30304-9998 .....300-303, 305-306, 311, 399  
 PEN: 8-236-7300  
 Comm: 8-(404) 765-7300

**BIRMINGHAM, AL DIVISION**

351 N. 24th Street  
 Birmingham, AL 35203-9998 .....350-352, 354-355, 362  
 PEN: 8-229-0201  
 Comm: 8-(205) 521-0201

3408 Wall Triana Highway  
 Huntsville, AL 35813-9998 .....356-359  
 PEN: 8-873-0211  
 Comm: 8-(205) 772-0211

2256 E. South Boulevard  
 Montgomery, AL 36119-9998 .....360-361, 367-368  
 PEN: 8-534-7570

451 College Street  
 Macon, GA 31213-9998 .....310, 312, 316-319  
 PEN: 8-237-8401

**DALLAS, TX DIVISION**

401 Dallas/Ft. Worth Turnpike  
 Dallas, TX 75260-9998 .....750-754  
 PEN: 8-734-4445  
 Comm: 8-(214) 760-4445

4600 Mark IV Parkway  
 Fort Worth, TX 76161-9998 .....760-764  
 PEN: 8-335-1000

**HOUSTON, TX DIVISION**

401 Franklin Avenue  
 Houston, TX 77201-9998 .....770-778  
 PEN: 8-495-3000  
 Comm: 8-(713) 226-3000

**JACKSON, MS DIVISION**

460 Briarwood Drive, Suite 101  
 Jackson, MS 39206-9998 .....369, 390-393  
 PEN: 8-490-5754  
 Comm: 8-(601) 968-5754

1715 Odom Street  
 Alexandria, LA 71301-9998 .....713-714  
 PEN: 8-497-4601

750 Florida Street  
 Baton Rouge, LA 70821-9998 .....705-708  
 PEN: 8-681-0393

General Mail Facility  
 2400 Texas Avenue  
 Shreveport, LA 71102-9998 .....710-712  
 PEN: 8-493-2200

**JACKSONVILLE, FL DIVISION**

1100 Kings Road  
 Jacksonville, FL 32203-9998 .....320-323, 326  
 PEN: 8-964-2771  
 Comm: 8-(904) 359-2771

2 North Fahm Street  
 Savannah, GA 31401-9998 ...298-299, 304, 308-309, 313-315  
 PEN: 8-248-4654

**LITTLE ROCK, AR DIVISION**

4700 East McCain Boulevard  
 Little Rock, AR 72231-9998 .....716-722  
 PEN: 8-642-6600  
 Comm: 8-(501) 945-6600

3318 S. 74th  
 Fort Smith, AR 72917-9998 .....726-729  
 PEN: 8-740-6410  
 Comm: 8-(501) 484-6410

310 East Street  
 Jonesboro, AR 72401-9998 .....724-725  
 PEN: 8-277-4700

2100 W. Martin Luther King Blvd.  
 Tyler, TX 75702-9998 .....755-759  
 PEN: 8-748-2491

**MEMPHIS, TN DIVISION**

555 S. Third Street  
 Memphis, TN 38101-9998 .....375, 380-383, 723  
 PEN: 8-222-2315  
 Comm: 8-(901) 521-2315

515 South Thomas Street  
 Tupelo, MS 38801-9998 .....386-389, 397  
 PEN: 8-224-4413

**MIAMI, FL DIVISION**

2200 NW 72nd Avenue  
 Miami, FL 33152-9998 .....330-333, 340  
 PEN: 8-350-0477  
 Comm: 8-(305) 591-0477

3200 Summit Boulevard  
 West Palm Beach, FL 33406-9998 .....334, 339, 349  
 PEN: 8-824-2001

**NASHVILLE, TN DIVISION**

525 Royal Parkway  
 Nashville, TN 37229-9998 .....370-372, 384-385  
 PEN: 8-852-9252  
 Comm: 8-(615) 885-9252

6050 Shallowford Road  
 Chattanooga, TN 37401-9998 .....307, 373-374  
 PEN: 8-854-8200

1237 East Weisgarber Road  
 Knoxville, TN 37950-9998 .....376-379  
 PEN: 8-853-4544

**NEW ORLEANS, LA DIVISION**

701 Loyola Avenue  
 New Orleans, LA 70113-9998 .....700-701, 703-704  
 PEN: 8-682-1022  
 Comm: 8-(504) 589-1022



**MANAGEMENT SECTIONAL CENTERS—Continued**

12220 Highway 49 North  
Gulfport, MS 39503-9998 .....394-396  
PEN: 8-499-4131

250 St. Joseph Street  
Mobile, AL 36601-9998 .....363-366  
PEN: 8-537-5901

1400 W. Jordan Street  
Pensacola, FL 92501-9998 .....324-325  
PEN: 8-947-9102

**OKLAHOMA CITY, OK DIVISION**  
320 SW Fifth Street  
Oklahoma City, OK 73125-9998 .....730-731, 737, 748  
PEN: 8-736-6261  
Comm: 8-(405) 278-6261

501 S. Fifth Street  
Lawton, OK 73501-9998 .....734-736, 738  
PEN: 8-736-6340

333 West Fourth Street  
Tulsa, OK 74101-9998 .....740-741, 743-747, 749  
PEN: 8-745-6868

1515 Avenue G  
Lubbock, TX 79402-9998 .....739, 790-794  
PEN: 8-738-7801

**SAN ANTONIO, TX DIVISION**  
10410 Perrin-Bietel Road  
San Antonio, TX 78284-9998 .....780-782, 788  
PEN: 8-730-8580  
Comm: 8-(512) 657-8580

300 E. Ninth Street  
Austin, TX 78710-9998 .....733, 786-787, 789  
PEN: 8-770-1173

809 Nueces Bay Boulevard  
Corpus Christi, TX 78408-9998 .....779, 783-785  
PEN: 8-574-2201

430 West State Hwy. 6  
Waco, TX 76702-9998 .....765-769, 795-796  
PEN: 8-768-6501

**TAMPA, FL DIVISION**  
5201 Spruce Street  
Tampa, FL 33630-9998 .....335-338, 342, 346  
PEN: 8-826-0601  
Comm: 8-(813) 877-0601

10401 Tradeport Drive  
Orlando, FL 32862-9998 .....327-329  
PEN: 8-820-6203

**CENTRAL REGION**

**CHICAGO, IL DIVISION**  
Main Post Office  
433 W. Van Buren Street  
Chicago, IL 60607-9998 .....606  
PEN: 8-765-3000  
Comm: 8-(312) 765-3000

**AMF O'HARE\***  
O'Hare Airport, IL 60666-9998 Only  
PEN: 8-366-2175

**DENVER, CO DIVISION**  
1823 Stout Street, Rm. 413  
Denver, CO 80202-9998 .....800-807  
PEN: 8-297-6169  
Comm: 8-(303) 297-6169

241 N. 4th Street  
Grand Junction, CO 81501-9998 .....813-816  
PEN: 8-322-3411  
Comm: 8-(303) 244-3411

2110 Capital Avenue  
Cheyenne, WY 82001-9998 .....820-831  
PEN: 8-328-6501  
Comm: 8-(307) 772-6501

**DES MOINES, IA DIVISION**  
1165 Second Avenue  
Des Moines, IA 50381-9998 .....500-503, 506-508  
PEN: 8-861-7650  
Comm: 8-(515) 283-7650

615 Sixth Avenue, SE  
Cedar Rapids, IA 52401-9998 .....520-528, 612  
PEN: 8-863-2940

214 Jackson Street  
Sioux City, IA 51101-9998 .....504-505, 510-514  
PEN: 8-866-6401

**DETROIT, MI DIVISION**  
1401 West Fort Street  
Detroit, MI 48233-9998 .....481-482  
PEN: 8-226-8605  
Comm: 8-(313) 226-8605

200 W. 2nd Street  
Royal Oak, MI 48067-9998 .....480, 483  
PEN: 8-371-6512

**GRAND RAPIDS, MI DIVISION**  
225 Michigan Street, NW  
Grand Rapids, MI 49501-9998 .....493-496  
PEN: 8-973-1562  
Comm: 8-(616) 776-1562

250 E. Boulevard Drive  
Flint, MI 48502-9998 .....484-485  
PEN: 8-974-1506

1121 Miller Road  
Kalamazoo, MI 49001-9998 .....490-491  
PEN: 8-374-7200

4800 Collins Road  
Lansing, MI 48924-9998 .....488-489, 492  
PEN: 8-376-8872

1233 S. Washington Street  
Saginaw, MI 48605-9998 .....486-487, 497  
PEN: 8-975-5709

**INDIANAPOLIS, IN DIVISION**  
Post Office Box 9998  
Indianapolis, IN 46206-9998 .....460-462, 472  
PEN: 8-333-2691  
Comm: 8-(317) 464-6451

1501 S. Clinton Street  
Fort Wayne, IN 46802-9998 .....467-468, 473  
PEN: 8-331-7399

## MANAGEMENT SECTIONAL CENTERS—Continued

1499 Martin Luther King Drive Gary, IN 46401-9998 .....463-464 PEN: 8-888-8000	OMAHA, NE DIVISION 1124 Pacific Street Omaha, NE 68108-9998 .....515-516, 680-681, 686-687 PEN: 8-864-5304 Comm: 8-(402) 978-4604
3450 State Road 26 East Lafayette, IN 47901-9998 .....469, 479 PEN: 8-383-9202	700 R Street Lincoln, NE 68501-9998 .....683-685, 688-689 PEN: 8-541-1600
424 S. Michigan Street South Bend, IN 46624-9998 .....465-466 PEN: 8-338-8450	300 East Third Street North Platte, NE 69101-9998 .....690-693 PEN: 8-581-3144
30 North Seventh Street Terre Haute, IN 47808-9998 .....474-475, 478 PEN: 8-339-9312	500 East Boulevard Rapid City, SD 57701-9998 .....575-577 PEN: 8-781-6724
KANSAS CITY, MO DIVISION 315 West Pershing Road Kansas City, MO 64108-9998 .....640-641, 644-647, 649 PEN: 8-755-9103 Comm: 8-(816) 374-9103	320 S. Second Avenue Sioux Falls, SD 57101-9998 .....570-574 PEN: 8-782-4261
511 E. Walnut Street Columbia, MO 65201-9998 .....623, 634, 635, 650-653 PEN: 8-276-7201	ST. LOUIS, MO DIVISION 1720 Market Street St. Louis, MO 63155-9998 .....620, 622, 630-631, 633 PEN: 8-436-4114 Comm: 8-(314) 436-4114
870 Boonville Avenue Springfield, MO 65801-9998 .....636-639, 648, 654-658 PEN: 8-754-0101	ST. PAUL, MN DIVISION 180 East Kellogg Boulevard St. Paul, MN 55101-9998 .....540, 550-551, 559 PEN: 8-788-3300 Comm: 8-(612) 293-3300
MILWAUKEE, WI DIVISION 345 West St. Paul Avenue Milwaukee, WI 53203-9998 .....530-532, 534 PEN: 8-362-2301 Comm: 8-(414) 291-2301	2800 W. Michigan Street Duluth, MN 55806-9998 .....556-558, 563-564, 566 PEN: 8-783-2500
300 Packerland Drive Green Bay, WI 54303-9998 .....498-499, 541-543 Comm: 8-(414) 498-3900	126 N. Barstow Street Eau Claire, WI 54701-9998 .....546-548 PEN: 8-784-6460
3902 Milwaukee Street Madison, WI 53714-9998 .....535, 537-539 PEN: 8-325-1217	SOUTH SUBURBAN, IL DIVISION 6801 West 73rd Street South Suburban, IL 60499-9998 .....604-605 PEN: 8-361-5431 Comm: 8-(312) 563-5431
1025 W. 20th Avenue Oshkosh, WI 54901-9998 .....544-545, 549 PEN: 8-367-0233	1301 E. Main Street Carbondale, IL 62901-9998 .....624, 628-629 PEN: 8-959-3802
MINNEAPOLIS, MN DIVISION First and Marquette Minneapolis, MN 55401-9998 .....553-554, 560-562 PEN: 8-626-4400 Comm: 8-(612) 349-4400	600 N. Neil Street Champaign, IL 61820-9998 .....609, 618-619 PEN: 8-958-5180
220 East Rosser Avenue Bismarck, ND 58501-9998 .....583-588 PEN: 8-785-6501	95 State Street Peoria, IL 61601-9998 .....614-617 PEN: 8-360-8821
657 2nd Avenue N. Fargo, ND 58102-9998 .....580-582, 565, 567 PEN: 8-786-6110	2105 E. Cook Street Springfield, IL 62703-9998 .....625-627 PEN: 8-955-7211
NORTH SUBURBAN, IL DIVISION 8999 West Palmer Street North Suburban, IL 60199-9998 .....600-603 PEN: 8-326-5010 Comm: 8-(312) 451-5001	WICHITA, KS DIVISION 7117 West Harry Street Wichita, KS 67276-9998 .....667, 670-673, 675, 678-679, PEN: 8-732-4649 660-662 Comm: 8-(316) 946-4649
5225 Harrison Avenue Rockford, IL 61125-9998 .....610-611, 613 PEN: 8-363-4801	



## MANAGEMENT SECTIONAL CENTERS—Continued

424 S. Kansas Avenue  
Topeka, KS 66603-9998 .....664-666, 668-669, 674, 676-677  
PEN: 8-752-9152

210 E. Pikes Peak Avenue  
Colorado Springs, CO 80901-9998 .....808-812  
PEN: 8-323-2323  
Comm: 8-(303) 570-5323

### WESTERN REGION

**ANCHORAGE, AK DIVISION**  
3720 Barrow Street  
Anchorage, AK 99599-9998 .....995-996  
Comm: 8-(907) 261-5410

1257 Mail Trail  
Fairbanks, AK 99701-9998 .....997  
Comm: 8-(907) 474-0722

709 W. Ninth Street  
Juneau, AK 99801-9998 .....998-999  
Comm: 8-(907) 586-7138

**HONOLULU, HI DIVISION**  
P.O. Box 30888  
3600 Aolele Street  
Honolulu, HI 96820-0888 .....967-969  
PEN: 8-550-3700  
Comm: 8-(808) 423-3700

**LONG BEACH, CA DIVISION**  
2300 Redondo Avenue  
Long Beach, CA 90809-9998 .....906-908  
PEN: 8-794-2200  
Comm: 8-(213) 494-2200

Inglewood MSC  
13031 W. Jefferson Boulevard  
Marina Del Rey, CA 90311-9998 .....902-905  
PEN: 8-962-1100  
Comm: 8-(213) 301-1100

**LOS ANGELES, CA DIVISION**  
900 East Gage Avenue  
Los Angeles, CA 90052-9998 .....900-901  
PEN: 8-686-1200  
Comm: 8-(213) 586-1200

**OAKLAND, CA DIVISION**  
1675 7th Street  
Oakland, CA 94615-9998 .....945-948  
PEN: 8-467-8222  
Comm: 8-(415) 874-8222

North Bay MSC  
1150 No. McDowell Blvd.  
Petaluma, CA 94999-9998 .....949, 954  
PEN: 8-452-5300  
Comm: 8-(707) 778-5300

**PHOENIX, AZ DIVISION**  
4949 E. Van Buren Street  
Phoenix, AZ 85026-9998 .....850, 852-853  
PEN: 8-261-3109  
Comm: 8-(602) 225-3109

110 N. Agassiz Street  
Flagstaff, AZ 86001-9998 .....859-860, 863-864  
PEN: 8-766-7311  
Comm: 8-(602) 766-7311

1001 East Sunset Road  
Las Vegas, NV 89199-9998 .....889-891  
PEN: 8-598-6600  
Comm: 8-(702) 361-9200

**PORTLAND, OR DIVISION**  
715 NW Hoyt Street  
Portland, OR 97208-9998 .....970-972, 978, 986  
PEN: 8-422-2500  
Comm: 8-(503) 294-2500

520 Williamette Street  
Eugene, OR 97401-9998 .....974-976  
PEN: 8-420-3601  
Comm: 8-(503) 341-3601

1050 25th Street, SE  
Salem, OR 97301-9998 .....973, 977  
PEN: 8-424-4710  
Comm: 8-(503) 370-4710

**SACRAMENTO, CA DIVISION**  
2000 Royal Oaks Drive  
Sacramento, CA 95813-9998 .....942, 956-958  
PEN: 8-448-4301  
Comm: 8-(916) 921-4301

407 C Street  
Marysville, CA 95901-9998 .....959  
PEN: 8-461-2336  
Comm: 8-(916) 742-2336

1647 Yuba Street  
Redding, CA 96001-9998 .....955, 960  
PEN: 8-450-5500  
Comm: 8-(916) 246-5500

2000 Vassar Street  
Reno, NV 89510-9998 .....894-895, 897, 961  
PEN: 8-474-1613  
Comm: 8-(702) 788-0613

3131 Arch Airport Road  
Stockton, CA 95212-9998 .....952-953  
PEN: 8-473-6333  
Comm: 8-(209) 983-6333

**SALT LAKE CITY, UT DIVISION**  
1760 W. 2100 South  
Salt Lake City, UT 84199-9998 .....840-847, 893, 898  
PEN: 8-586-2301  
Comm: 8-(801) 974-2301

841 South 26th Street  
Billings, MT 59101-9998 .....590-595  
PEN: 8-584-5701  
Comm: 8-(406) 657-5701

1100 W. Kent Street  
Missoula, MT 59806-9998 .....596-599  
PEN: 8-585-2210  
Comm: 8-(406) 329-3620

770 South 13th Street  
Boise, ID 83708-9998 .....833, 836-837, 979  
PEN: 8-554-4200  
Comm: 8-(208) 383-4200

730 E. Clark Street  
Pocatello, ID 83201-9998 .....832, 834  
PEN: 8-578-0800  
Comm: 8-(208) 233-0800

## MANAGEMENT SECTIONAL CENTERS—Continued

<b>SAN DIEGO, CA DIVISION</b>		<b>SEATTLE, WA DIVISION</b>	
2535 Midway Drive		415 First Avenue, North	
San Diego, CA 92199-9998 .....	920-921	Seattle, WA 98109-9998 .....	980-982, 987
PEN: 8-890-3201		PEN: 8-442-6299	
Comm: 8-(619) 221-3201		Comm: 8-(206) 442-6299	
1331 South E Street		703 E. Trent Avenue	
San Bernardino, CA 92403-9998 .....	922-925	Spokane, WA 99202-9998 .....	835, 838, 990-994
PEN: 8-791-9303		PEN: 8-446-0333	
Comm: 8-(714) 387-9303		Comm: 8-(509) 459-0333	
<b>SAN FRANCISCO, CA DIVISION</b>		<b>TACOMA, WA DIVISION</b>	
1300 Evans Avenue		4001 S. Pine Street	
San Francisco, CA 94188-9998 .....	940-941, 943-944, 962-966	Tacoma, WA 98413-9998 .....	983-985, 988-989
PEN: 8-462-5000		PEN: 8-390-6001	
Comm: 8-(415) 550-5002		Comm: 8-(206) 756-6001	
<b>SAN JOSE, CA DIVISION</b>		<b>TUCSON, AZ DIVISION</b>	
1750 Lundy Avenue		1501 S. Cherrybell Avenue	
San Jose, CA 95101-9998 .....	939, 950-951	Tucson, AZ 85726-9998 .....	855-857, 879-880
PEN: 8-463-6750		PEN: 8-762-5100	
Comm: 8-(408) 437-6750		Comm: 8-(602) 620-5100	
3400 Pegasus Drive		1135 Broadway, NE	
Bakersfield, CA 93380-9998 .....	932-933	Albuquerque, NM 87101-9998 .....	865, 870-875, 877-878, 881-884
PEN: 8-961-6102		PEN: 8-571-3950	
Comm: 8-(805) 392-6102		Comm: 8-(505) 848-3950	
1900 E Street		5300 E. Paisano Drive	
Fresno, CA 93706-9998 .....	936-938	El Paso, TX 79910-9998 .....	797-799, 885
PEN: 8-464-7600		PEN: 8-573-7504	
Comm: 8-(209) 487-7600		Comm: 8-(915) 775-7504	
<b>SANTA ANA, CA DIVISION</b>		<b>VAN NUYS, CA DIVISION</b>	
3101 W. Sunflower		15701 Sherman Way	
Santa Ana, CA 92799-9998 .....	926-928	Van Nuys, CA 91409-9998 .....	913-916, 935
PEN: 8-996-6203		PEN: 8-968-6606	
Comm: 8-(714) 662-6203		Comm: 8-(818) 908-6606	
Alhambra MSC		600 N. Lincoln Avenue	
14730 Don Julian Road		Pasadena, CA 91109-9998 .....	910-912
City of Industry, CA 91899-9998 .....	917-918	PEN: 8-797-7102	
PEN: 8-795-0297		Comm: 8-(818) 304-7102	
Comm: 8-(818) 810-0297		 	
 		<b>836 Anacapa Street</b>	
 		Santa Barbara, CA 93102-9998 .....	
 		930-931, 934	
 		PEN: 8-960-2251	
 		Comm: 8-(805) 564-2251	





**Easy to prevent. Hard to stop!**

October is Fire Prevention Month.



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Table with 16 columns of 9-digit numbers, listing invalid corporate account numbers for Express Mail shipments.





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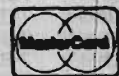
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