



# postal bulletin

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Message From the Postmaster General

## World Post Day

I take special pleasure in joining the Universal Postal Union's (UPU) 169-member nations to reflect on the world's extraordinary international postal system by commemorating October 9, 1988, as World Post Day.

Each year, through the observance of World Post Day, postal administrations throughout the world spotlight the tremendous challenge we face in delivering international mail. It is not a day of self-congratulation, but a day on which countries—both large and small, with varying degrees of economic and social traditions—affirm a mutual commitment to seek better ways to serve the world's citizens. Without this progressive international postal system, the world's communication links would flounder.

For more than a century, our own Postal Service has played a major role in meeting the needs of mailers throughout the world. And, in 1989, the United States, holding true to its reputation as a world leader, will host the 169 UPU member countries during the 20th Universal Postal Congress. Next year's Congress is just one more way we can help foster postal solidarity throughout the world.

This year, on World Post Day, the women and men of the U.S. Postal Service can take pride as we pause to reflect on the enormity of our mission as the messengers of peace and good will, and the advocates of international commerce.

Or, to use the slogan of World Post Day as declared by the Universal Postal Union, we are the Postal Service . . . "Always and Everywhere."

*Anthony M. Frank*

ANTHONY M. FRANK,  
Postmaster General

## World Post Day—October 9

During the week of September 19, postmasters and managers of CAG A-L post offices and classified stations and branches will receive a full-color poster commemorating World Post Day, which postal administrations throughout the world will observe on October 9, 1988.

With the theme, Postal Service—Always and Everywhere, the poster is designed to highlight the far-reaching impact of our international mail system.

Upon receipt, postmasters and managers should display the poster in postal lobbies in accordance with **POSTAL OPERATIONS MANUAL 221.525**. Remove this item from display by October 17, 1988.—*International Postal Affairs Dept., 9-22-88.*



**Don't  
speed**

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## EXPRESS MAIL INTERNATIONAL SERVICE—BENIN

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

### Services Available

Custom Designed Service  
On Demand

**Note:** In Benin, EMS is Postexpres Benin—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 Cotonou.

### Delivery

Personnel will deliver EMS items the same day, Monday through Saturday. There is no delivery on Sundays and holidays.

### No Service Guarantee

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

### Country Code: BJ

### Numerical Data Entry Code: 90

### 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:

Section of Mail Processing  
Delivery and Inquiry Department  
Postal and Financial Services  
Cotonou  
Benin

### Acceptable Items

All items admissible in letter class international mail to Benin are accepted in EMS, including correspondence, business papers, merchandise samples, and merchandise. See Country Conditions of Mailing for Benin 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.

Items	Customs form/required endorsement
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> .

**Note:** Coins, banknotes, paper money, traveler's checks, precious stones, and jewelry are prohibited in EMS shipments.

### Rates

Pounds (up to and including)	On demand	Custom de- signed
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., 9-22-88.

*Message From the Postmaster General*

### EVALUATING LEADERSHIP PERFORMANCE

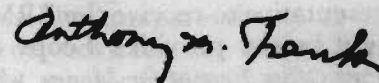
In 1982, the Postal Service initiated the Employee Involvement/Quality of Work Life (EI/QWL) process as a business strategy for changing the culture of the organization from predominantly autocratic to a more participative one. The primary objective of this process is to develop an awareness and understanding of the needs of others and a willingness to respond to those concerns so that we can better meet our operational, customer, and social needs.

We are seeing progress on this objective. However, to hasten this cultural change, we must create an environment that gives everyone the opportunity—craft, supervisor, manager, postmaster, and executive—to contribute to his or her maximum potential. One of the keys to creating and maintaining this environment is the effective utilization and administration of our systems for selecting and rewarding people. In recommending and/or approving a person—particularly a leader of people—for promotion or recognition, the selecting and/or rewarding officials should clearly establish that the person practices the concepts and principles of participative leadership on a daily basis.

I want to encourage rating, reviewing, and selecting officials to give serious consideration to the following factors when assessing performance, or when selecting a person for the position of supervisor, postmaster, manager, or executive. Does this person:

- treat others with dignity and respect?
- advocate and promote cooperative labor/management relations?
- demonstrate a strong commitment to the organization's Affirmative Action and Equal Employment Opportunity policies, including employment of the handicapped?
- involve employees in making decisions that affect them?
- encourage decisions to be made at the lowest possible level?
- have open and honest two-way communications with subordinates?
- use subordinates' errors as coaching opportunities to improve future performance?
- provide opportunities for individual challenge, a sense of accomplishment, and personal development?
- provide positive recognition for individuals and work groups who perform well?
- ensure that the unit or office works well as a team?
- encourage innovation and risk-taking?

A high level of leadership performance in these factors is essential for achieving increased commitment from our people and ensuring quality performance and the long-term future of the Postal Service. Consequently, I would like continuing emphasis on these factors.



ANTHONY M. FRANK,  
Postmaster General.

### DOMESTIC ORDERS

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

State/city	Names covered	Products
IA, Oskaloosa 52577-2215 .....	John E. Daleiden, 423 N. Third St.....	Get rich quick multilevel marketing, or any other work at home plans.
FL, Ft. Lauderdale 33319-4826.	Trans-American Institute, 4119 N. State Rd. 7, Suite 475.	Sexual potency pill.
DC, Washington 20090-0735..	U.S. Vital Statistics Record Service, P.O. Box 90735.	Obtaining Social Security numbers.

—Judicial Officer, 9-22-88.

## BUSINESS REPLY MAIL ACCOUNTING SYSTEM

The purpose of this notice is to clarify the new fee structure for Business Reply Mail (BRM) implemented on April 3 and to provide implementation procedures for the Business Reply Mail Accounting System (BRMAS). Special POSTAL BULLETIN 21666, 3-25-88, introduced the new fees and the requirements of the BRMAS program. The following information about BRMAS should assist in implementing the new system.

The intent of BRMAS is to provide an automated system to collect accounting data necessary to produce a Postage Due Statement. BRMAS is not for providing customers with sortation separations beyond the number they currently receive.

### Permits and Fees

The BRM annual permit and renewal fee is \$60 and applies to mailers not using a business reply advance deposit account. Those mailers using an advance deposit account must pay the annual combined permit and accounting fee of \$260 at each office where the mail is returned. When only the permit fee of \$60 is paid, it is charged to AIC 134. The combined \$260 permit and accounting fee is charged to AIC 116.

Some examples follow:

1. The ABC Co. has an existing permit and wants to establish a business reply account. They pay the combined permit and accounting fee of \$260 and may apply for a refund of \$5 per whole month of the unused portion of their existing permit.

2. Under DOMESTIC MAIL MANUAL (DMM) section 917.242a, a permit holder can distribute BRM through any post office for delivery at any post office. The permit holder does not have to pay an additional \$60 permit fee to distribute or return BRM through other post offices, provided:
  - a. The permit holder submits a written authorization to the other post offices involved for the authorized representative to receive the BRM.
  - b. The permit holder provides a copy of a valid Form 3544, *Post Office Receipt for Money*, which indicates which post office will process the BRM and that the mailer paid the BRM annual permit and renewal fee.

Under these circumstances, if mailers want to have returned BRM charged to a business reply advance deposit account at these other post offices, they must pay the full \$260 fee at each location where mail is returned.

3. In the case of an authorized agent who receives BRM for a number of valid permit holders, the agent will pay one \$260 BRM annual permit and accounting fee for all BRM received at the same delivery unit, provided all the funds are withdrawn from the same account.

4. When a permit holder with a business reply account desires a separation of charges, payment of a separate BRM annual permit and accounting fee

of \$260 is required for each separate billing. This procedure applies to all BRM including that processed under BRMAS. The payment by the permit holder of separate post office box rent or caller service fees does not provide separate billing, although it does provide physical separation of the mail. If a mailer has multiple BRM permits, the mailer must establish a separate business reply account for each permit.

### BRMAS Application Procedures

All mailers who want to participate in BRMAS must submit a letter of request to the postmaster or to the Manager, Mailing Requirements, at the post office to which the BRM pieces will be returned. This includes mailers who may already have unique ZIP + 4 Codes assigned to their BRM. All mailers must have a business reply advance deposit account and must have a Postal Service-assigned unique ZIP + 4 Code for each category (cards, 1 ounce and letters, 2 ounces) of their BRM.

Mailers should submit preproduction samples of their BRM to the Manager, Mailing Requirements, to ensure that they meet machinability, automation, and format requirements. At offices without this position, the postmaster should forward samples to the appropriate Management Sectional Center (MSC) or division for approval. Mailers who do not submit preproduction samples may receive approval to participate, but the office must inform them that if their mailpiece does not meet USPS BRMAS requirements, they are not eligible for the reduced fee.

Offices must make every effort to expedite this review process. They must notify mailers in writing that they are approved to participate. This notification will reflect the specific BRM categories and related ZIP + 4 Codes authorized for each BRM category.

Once a mailer is approved to participate, the mailer is entitled to pay the BRMAS per piece fee of 5 cents for qualifying mail. This fee applies to both automated sites that have the capability to produce a computer-generated bill through the BRMAS software, as well as to those sites that must manually calculate the appropriate charges. BRMAS fee eligibility applies to any customer who qualifies, regardless of whether or not the affected post office has BRMAS automated equipment in place.

### BRMAS Mail Processing

Under the BRMAS system, all calculations and billing will be at the automated site performing the last bar code sortation of value. BRMAS mail, with Form 3611-X, *Postage Due Statement for Automated BRM*, attached, will be forwarded to the appropriate delivery unit or delivery office. As a result, an automated site, such as a field division or manage-

## BUSINESS REPLY MAIL ACCOUNTING SYSTEM—Continued

ment sectional center, will be responsible for processing and producing bills for BRMAS mail for a large number of nonautomated sites within its service area. Since only full utilization of automation will yield the maximum economic benefits of BRMAS, offices should give priority to establishing all BRM customer data base files at automated sites.

USPS bar-code sorters will deposit in the mechanical or read reject stackers those rejected BRM cards and letters returned under the BRMAS system. Facilities should rerun mail rejected because of bar-code sorter mechanical problems as soon as possible. Personnel must not record billing information twice for these mailpieces. Mail rejected because of readability problems should be redirected to the appropriate operation for sortation purposes. After sortation, this mail must be forwarded to the appropriate postage due unit for the manual calculation of postage and fees.

A number of BRMAS participants will have mail addressed to post office boxes. They will have multiple ZIP Codes if more than one category of BRM is received. If a mailer has only one post office box, the mailer will receive one physical separation of mail, and not necessarily a separation of each ZIP Code. The mailer will have to apply and pay for additional post office boxes if he or she requires additional separations. BRMAS is only an automated billing system. Participation in BRMAS does not change the way BRM is presently separated.

Offices must produce three copies of Form 3611 after completing the sortation process at the bar-code sorter. The clerk responsible for producing these statements should distribute the copies as follows:

1. Copy 1 is the mailer's copy and goes along with the dispatched BRM pieces.
2. Copy 2 is forwarded to the postage due unit at the processing site.
3. Copy 3 is forwarded separately to the accounting unit at the processing site.

If the processing location differs from where BRM is delivered, and where the mailer has established the BRM advance deposit account, the postage due and accounting units at the automated site will independently separate all Forms 3611 by delivery post office. They will place Forms 3611 in envelopes and dispatch them to their respective counterparts at the post office maintaining the advance deposit account. This dual mailing establishes an internal control procedure and ensures that advance deposit accounts will be properly charged.

The clerk attaching the Form 3611 to the mail prior to dispatch should compare the Form 3611 with sample mailpieces. If the rate charged on Form 3611 is for a 1-ounce piece, the actual mailpiece should weigh 1 ounce. If not, the clerk should forward the mail to the appropriate postage due unit for the manual calculation of postage. The

clerk should annotate the erroneous automated bill to indicate that it is incorrect and invalid for billing purposes and send it and the mail to the appropriate postage due unit. Personnel must notify the appropriate accounting unit of this cancellation.

### BRMAS Postage Due Unit

In the postage due unit, each authorized BRMAS customer's advance deposit record must be clearly annotated as BRMAS to ensure the application of the correct rate of postage. The Form 3611 received from the BRMAS site will show the amount to be deducted from each account. The postage due unit may receive some BRMAS mail that could not be processed through the bar-code sorter and must therefore be counted and rated manually. After verifying from the deposit record that the piece is, in fact, BRMAS mail and on inspection appears to meet all BRMAS specifications, the piece must be rated at the BRMAS 5-cent per piece fee in addition to the applicable postage.

If the piece is BRMAS mail according to the records but has obvious errors such as no FIM or an erroneous bar code, it should be rated at the higher 8-cent per piece fee plus the applicable postage. An example of an erroneous bar code would be when the records indicate a particular bar code has been assigned to a mailer's 1-ounce pieces yet it appears on BRM cards. All pieces that are not BRMAS mail must be charged the higher 8-cent per piece fee.

At close of business, offices must submit Form 3083, *Trust Accounts Receipts and Withdrawals*, showing the total of BRM customer advance deposit account withdrawals, to the accounting unit. On the postage due unit Form 1412, *Daily Financial Report*, the clerk will enter the total from Forms 3611 to AIC 114, Postage Due Invoice, offset by AIC 468, BRM Advance Deposits Withdrawn. The accounting unit should compare the total of the Forms 3611 it received from the BRMAS site with the Forms 3611 supporting the Form 1412/3083 submitted by the postage due unit and reconcile any differences.

DMM section 917.342c states: Postage-due stamps or meter strips for the amount will be affixed to the mail or to Form 3582-A, *Postage Due Bill*. The stamps must be cancelled and delivered to the addressee with the mail when the amount is paid. This requirement is not applicable to BRMAS mail because Form 3611 is forwarded along with the mail and a deduction is made from the mailer's BRM advance deposit account using the copy of Form 3611 received from the BRMAS site. As noted on page 6, this DMM section is being revised to reflect the treatment of BRMAS mail.

The appropriate Manager of Mailing Requirements must be notified if a mailer continually has BRM pieces that must be processed manually. If the piece does not meet BRMAS specifications, it must be deleted from the system until it does. In

## BUSINESS REPLY MAIL ACCOUNTING SYSTEM—Continued

addition, the Manager of Mailing Requirements must know about pieces that physically do not match the category indicated in the mailer's data base.

For example, a piece may be in the data base as a 1-ounce letter based on what the mailer expected as a reply. However, the postage due clerk notes a significant number (2 percent or more of the total) of 2-ounce returns. The mailer must be notified and given the option of either deleting the piece from BRMAS and having the piece rated manually, or having the piece reclassified in the BRMAS data base as a 2-ounce piece. It is imperative that the postage due unit coordinate these problems with the Manager of Mailing Requirements so that they

are brought to the attention of the mailer for prompt and effective resolution.

### BRMAS Marketing

On March 21, 1988, the Office of Product Marketing, Marketing Department, sent BRMAS Guidelines to each region, division, and MSC Director of Marketing and Communications. These comprehensive guidelines contain procedures that field marketing activities may use to assist BRM customers in participating in the program. In addition, they outline the specific responsibilities of each involved marketing function.

—Rates and Classification Dept., 9-22-88.

### DMM Revision/Notice

#### BRMAS Card Stock Requirements

DOMESTIC MAIL MANUAL (DMM) section 917.622 states that mailers must meet minimum paper basis weight requirements for cards by October 1, 1988. Since there is a proposed modification to the basis weight under consideration, the Postal Service will not enforce this requirement until January 1, 1989.

Therefore, effective immediately, the DMM is changed as follows:

#### 917.62 Additional Physical Requirements

\* \* \* \* \*

**917.622 Cards.** Business reply cards prepared under the BRMAS system must be printed on paper stock with a minimum basis weight of 75 pounds for 500 sheets measuring 25 inches by 38 inches and have a thickness of at least .007 inch and not more than .011 inch.

**Exception:** The Postal Service will permit mailers to use existing paper stock meeting minimum thickness requirement of .007 inch, but not meeting the minimum basis weight outlined in 917.622, until January 1, 1989.

Effective with Issue 29, 12-18-88, the DMM is changed as follows:

**917.342c Affixing Stamps or Meter Strips.** Postage-due stamps or meter strips for the amount will be affixed to the mail or to Form 3582-A, *Postage Due Bill*. The stamps must be cancelled and delivered to the addressee with the mail when the amount is paid.

**Exception:** This requirement is not applicable to mail processed under the Business Reply Mail Accounting System (BRMAS) since the mailer receives a Form 3611, *Postage Due Statement for Automated BRM*, with the mail. The Form 3611 is also used to make the appropriate deductions from the mailer's Business Reply Advance Deposit Account.—Rates and Classification Dept., 9-22-88.

### Handbook PO-701 Revision

#### Fueling Policy— Commercial Retail Outlets

The policy for fueling U.S. Postal Service vehicles at commercial retail outlets was published in POSTAL BULLETIN 21382, 12-16-82. Effective immediately, that policy is changed to require all postal employees to use self-service pumps when fueling Postal Service-owned or -leased vehicles at commercial retail outlets.

The only exemptions to this policy are in communities that do not have self-service fuel pumps or are in states that prohibit them. However, should self-service fuel pumps become available, or if a state changes its laws, postal personnel must immediately change to the self-service feature.

Local postal management must establish a program ensuring that personnel check oil, water, and other fluids at least weekly, and replenish them as needed.

The next revision of Handbook PO-701, *Fleet Management*, will incorporate this policy change.

—Delivery Services Dept., 9-22-88.

#### APO/FPO Changes

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

APO/ FPO	Actions	Mailing restrictions
09221	ACTIVE .....	B-C-F-U
09463	NOT ACTIVE.....	
09483	ACTIVE .....	B-C-D-U
09523	ACTIVE .....	B-C-F-U (Listed twice)
34092	ACTIVE .....	NONE
34093	ACTIVE .....	NONE

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

—Mail Processing Dept., 9-22-88.

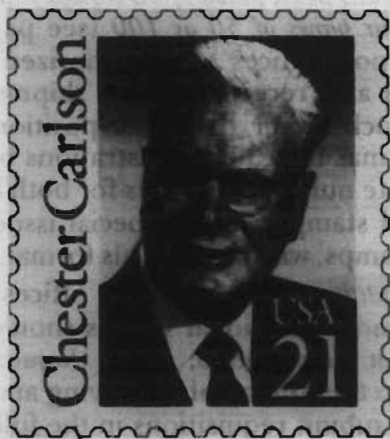
## 21-Cent Chester Carlson Regular Stamp

The 21-cent Chester Carlson regular stamp goes on sale October 21 in Rochester, New York. All other post offices must place this stamp issue on sale October 22. In 1938, Carlson—creator of the process later called xerography—revolutionized office copying by developing a method of producing a dry image without a chemical reaction. Today, this process has become an indispensable business tool used by millions of people around the world.

Although Carlson is not a household name, his invention has become one of the most profitable products of all time. However, those who knew him remember Carlson more for his determination, kindness, and extraordinary generosity.

The denomination represents the rate for postcards mailed from the United States to Canada that became effective on April 3.

**Do Not Place on Sale Before October 22**



Copyright U.S. Postal Service 1988

Issued in panes of 100.

Collector information is on page 13.

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

**Bulk Quantities:** CAG A-G post offices requiring 50,000 or more stamps should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing, using *Item 042*. Requisitions must be submitted in the standard ordering quantities for a 100-subject stamp to the maximum quantity of 2.5 million stamps per requisition.

**Less-Than-Bulk Quantities:** All other post offices requiring fewer than 50,000 stamps should requisition them immediately from their designated stamp distribution offices on a separate Form 17-A, *Accountable Items Requisition From Stamp Distribution Office*.—*Philatelic and Retail Services Dept.*, 9-22-88.

## Loaned, Transferred, and Training Hours

In response to increasing requests for weekly hours data to develop FLASH reports, the following actions related to the reporting and processing of loaned, transferred, and training (LTT) hours are in progress.

Effective Pay Period 21-88, September 24, 1988, the Loan, Transfer, and Training System (LTATS), input screens and all LTT hours, edits, and reports will be modified to allow weekly processing and use of Pay Location Codes in conjunction with the reporting Finance Number and Loaned To finance number.

Form 1236-A, *Weekly Loan, Transfer, and Training Hours*, was developed for use in lieu of Form 1236, *Loan, Transfer, and Training Hours*, for those offices that desire or are instructed to report loan, transfer, and training hours on a weekly basis. Form 1236-A is available from the supply centers.

The weekly reporting via Form 1236-A is optional. The normal Form 1236 (Pay Period version) continues on a pay period basis for offices not using the weekly Form 1236-A. The use of Pay Location Codes is applicable only to offices participating in the experimental Station/Branch National Work Hours Reporting System (NWRS) Reporting Project.

A personal computer version of LTATS (PC-LTATS) will be available for processing Forms 1236-A at PC City Time and Attendance Processing System (CTAPS) sites effective Week 1 of Pay Period 21-88. Use of PC-LTATS and Form 1236-A will enhance the local hours reporting capabilities provided by PC-CTAPS. Regional Directors of Finance received User Guides for PC-LTATS on July 20, 1988.

The LTATS User Guide has been changed to incorporate these changes. The Minneapolis Postal Data Center distributed it to Distributed Data Entry/Data Reporting sites the week of September 19, 1988.—*Dept. of the Controller*, 9-22-88.

## Undeliverable-as-Addressed Checks

The handling procedures for forwardable federal government checks when the recipient has moved need clarification. DOMESTIC MAIL MANUAL (DMM) 153.14 includes handling procedures for checks issued by the federal government.

Specifically, installations may not forward a federal government check to an individual who has moved but has not filed a change of address, even when the new address is known. However, if individuals have filed a change of address and the envelope has no instructions to the contrary, installations should forward federal government checks to the recipient.—*Delivery Services Dept.*, 9-22-88.

## 1988 CHRISTMAS SPECIAL ISSUE STAMPS

The 1988 25-cent Christmas stamps go on sale October 20. The contemporary Greetings issue, featuring a rural village scene, will be issued in Berlin, New Hampshire. The traditional issue, featuring a Madonna and Child by Botticelli, will be issued in Washington, DC. All other post offices must place this stamp issue on sale October 21. This year's Christmas stamps were produced in a new size format, developed in response to customers' requests for larger Christmas stamps that allow space for more attractive designs.

### Do Not Place on Sale Before October 21

Photographs identifying the announced stamp issues will appear in the stamp poster announcement.

**Supply:** All post offices will receive four automatic distributions, two for each issue (Greetings, *Item 547*, and Madonna and Child, *Item 548*).

	Stamp distribution offices	CAG A-G post offices
Greetings: 1st Shipment.....	Four times the standard quantity furnished on a 50-subject commemorative stamp.	Four times the standard quantity furnished on a 50-subject commemorative stamp.
	2nd Shipment .....	Standard automatic distribution quantity for a 50-subject commemorative stamp.
Madonna and Child: 1st Shipment.....	Two times the standard quantity furnished on a 50-subject commemorative stamp.	Two times the standard quantity furnished on a 50-subject commemorative stamp.
	2nd Shipment .....	Two times the standard quantity furnished on a

	Stamp distribution offices	CAG A-G post offices
	50-subject commemorative stamp.	50-subject commemorative stamp

The first set of printouts and invoices received by stamp distribution offices for the initial shipment will be dated October 14, and the second set November 4, 1988.

*These two Christmas issues initiate a new stamp size, about 50 percent larger than the 100-subject Christmas issues of 1986 and 1987 but smaller than the 50-subject commemorative stamps.* While each pane of these issues will contain 50 stamps, with the new size, the stamps are being packaged in cartons of 150,000 rather than the normal 125,000 per carton for commemorative issues.

*The new printing format (300 stamps per uncut press sheet) also results in six panes of 50 stamps rather than the customary four panes of 50 or 100 (see page 9).* Accordingly, post offices with authorized philatelic centers will also receive a single shipment of six-position stock rather than four-position stock of each Christmas issue. The illustrations below indicate the plate number positions for both horizontal and vertical stamps. Future special issues, including Love stamps, will also use this format.

**Bulk Quantities.** CAG A-G post offices requiring 25,000 or more additional stamps should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing. They must submit requisitions in the following ordering quantities: 25,000, 50,000, 75,000, 100,000, or 150,000—continuing with multiples of 150,000 to the maximum order of 5,050,000 stamps. The Bureau will hold requisitions for additional bulk quantities of Christmas stamps until the automatic distributions are completed.

**Less-Than-Bulk Quantities.** All other post offices requiring fewer than 25,000 stamps should immediately requisition them from their designated Stamp Distribution Office on a separate Form 17-A, *Accountable Items Requisition From Stamp Distribution Office.—Philatelic and Retail Services Dept., 9-22-88.*

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





**EXPRESS MAIL INTERNATIONAL SERVICE—PEOPLE'S REPUBLIC OF THE CONGO**

Effective September 15, 1988, On Demand and Custom Designed Service is available to the People's Republic of the Congo. The basic features of Express Mail International Service (EMS) to the People's Republic of the Congo follow.

**Services Available**

Custom Designed Service  
On Demand

**Note:** In the People's Republic of the Congo, EMS is called Postexpress.

**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 all locations.

**Delivery**

EMS items received by 6 p.m. will be delivered the next day, Monday through Saturday noon. Items received after 6 p.m. will be delivered the second day. There is no delivery after noon on Saturdays, and no delivery on Sundays and holidays.

**No Service Guarantee**

Tell customers that there is no service guarantee on any EMS item.

**Country Code: CG****Numerical Data Entry Code: 89****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:

General Directorate of the Office of Posts  
and Telecommunications  
Post Office Box 114  
Brazzaville  
People's Republic of the Congo

**Acceptable Items**

All items admissible in international mail to the People's Republic of the Congo are accepted in EMS, including correspondence and business papers, merchandise samples, and merchandise. See Country Conditions of Mailing for the People's Republic of the Congo 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> (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 de- signed
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., 9-22-88.



**This Office**

**Will Be Closed**

**Columbus Day**

**October 10, 1988**





Copyright U.S. Postal Service 1988

Issue Date: October 21, 1988  
 First Day City: Rochester, New York  
 Designer: Susan Sanford, Washington, DC  
 Typographer: Bradbury Thompson,  
 Design Coordinator,  
 Citizens' Stamp Advisory Committee  
 Art Director and Postal Service Manager:  
 Joe Brockert,  
 Program Manager for Philatelic Design  
 Engravers: Gary Chaconas (image),  
 John Masure (lettering),  
 Bureau of Engraving and Printing (BEP)  
 Printing Process: Intaglio (A press, BEP)  
 Colors: Purple/black  
 Image Area: 0.71 x 0.82 in/18.0 x 20.9 mm  
 Plate Number: One single digit  
 Stamps per Pane: 100  
 Marginal Markings: ©U.S. Postal Service 1988  
 Use Correct ZIP Code®

## 21-Cent Chester Carlson Regular Stamp

Chester Carlson—creator of the process later called xerography—is the subject of the newest Great Americans Series stamp. The Postal Service will issue the 21-cent definitive stamp on October 21 in Rochester, New York, in conjunction with events planned to celebrate the 50th anniversary of his invention. The denomination pays the rate for postcards mailed from the United States to Canada.

Carlson traced his idea to a job that he held with an electronics firm where he noticed that there were never enough copies of patent specifications and no easy way of getting more. Intrigued by the possibilities, he spent all his spare time in the public library pouring over every available text on imaging processes. In 1938, Carlson revolutionized office copying by developing a method of producing a dry image without a chemical reaction.

Today, this process is an indispensable business tool used by millions of people around the world. Although Carlson is not a household name, his invention has become one of the most profitable products of all time. But those who knew him remember Carlson more for his determination, kindness, and generosity.

Procedures for ordering first-day cancellations are as follows:

*Customers Affixing Stamps.* The Postal Service encourages customers to purchase the Chester Carlson stamps and affix them to their envelopes. They must affix at least 4-cents additional postage to meet the First-Class letter rate. Customers may use uncanceled stamps issued prior to October 21, but the Postal Service will return covers unserved bearing stamps issued after that date. They should address envelopes at least  $\frac{3}{8}$  of an 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 20 and addressed: Customer-Affixed Envelopes, Chester Carlson Stamp, Postmaster, Rochester, NY 14692-9991. No remittance is required.

*Postal Service Affixing Stamps.* Except for affixing stamps and addressing orders, follow the procedures above. The Postal Service will use one 4-cent Stagecoach stamp to meet the First-Class rate. The price is 25 cents 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 20 and addressed: Chester Carlson Stamp, Postmaster, Rochester, NY 14692-9992.



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 88-66  
Remove November 20

PLEASE POST ON BULLETIN BOARD



Copyright, U.S. Postal Service 1988

# 21-Cent Chester Carlson Regular Stamp

Chester Carlson—inventor of the xerox—has been honored in the subject of the cover of this issue. The 21-cent regular stamp on October 17 in honor of his invention will feature a portrait of the inventor. The denomination for the stamp is 21 cents, which is the same as the 21-cent postage rate for first-class mail.

The stamp is a regular stamp, which means it can be used for any purpose. It is not a postage meter stamp, which means it can be used for any purpose. It is not a postage meter stamp, which means it can be used for any purpose.

Today, this process is an indispensable business tool used by millions of people around the world. Although Carlson is not a household name, his invention has become one of the most important products of all time. But those who knew him recognized Carlson early for his development of the xerox process.

Postage for ordering certain cancellations is as follows:

Chester Carlson, 1899-1985. The stamp is a regular stamp, which means it can be used for any purpose. It is not a postage meter stamp, which means it can be used for any purpose.

The stamp is a regular stamp, which means it can be used for any purpose. It is not a postage meter stamp, which means it can be used for any purpose.

Today, this process is an indispensable business tool used by millions of people around the world. Although Carlson is not a household name, his invention has become one of the most important products of all time. But those who knew him recognized Carlson early for his development of the xerox process.

Postage for ordering certain cancellations is as follows:

A Philatelic Catalog listing all available stamps and other philatelic items is available here or from the Philatelic Sales Division, Washington, DC 20268-0987. 1987 Stamp Poster, 08-84. Remove November 30.



## 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 0S1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21689 article.

510,068,801 to 9,000	537,528,457 to 8,500	551,961,814 to 1,880	565,280,561 to 1,300
511,899,301 to 9,600	538,691,301 to 1,500	552,222,532 to 3,800	565,868,534 to 8,549
512,328,808 to 8,900	539,073,831 to 3,900	553,468,301 to 8,400	567,078,033 to 8,100
512,373,932 to 4,500	539,120,109 to 0,200	553,853,051 to 3,100	567,422,270 to 2,600
513,426,858 to 7,300	539,132,909 to 3,000	554,939,152 to 9,200	568,505,097 to 5,100
513,457,701 to 7,800	539,805,426 to 5,600	554,998,701 to 8,800	569,537,631 to
515,790,188 to 0,230	539,989,721 to 9,800	555,144,758 to 4,770	538,000
515,892,011 to 2,020	539,991,061 to 1,100	555,219,956 to	569,793,491 to 3,510
516,649,101 to 9,200	541,097,901 to	220,000	569,915,309 to 5,320
516,882,201 to 2,300	098,200	556,084,478 to 4,500	570,255,801 to 5,900
518,114,834 to 5,000	543,289,525 to	556,250,024 to 0,200	570,275,601 to 5,700
518,126,550 to 6,900	290,200	556,351,291 to 1,600	571,065,984 to
518,147,801 to 8,000	543,305,301 to 5,600	556,508,870 to 8,900	066,600
518,761,501 to 1,600	544,194,216 to 4,700	556,702,101 to 2,200	571,106,886 to
520,736,961 to 7,000	544,619,721 to	557,669,091 to 9,100	107,200
522,798,708 to 8,800	620,100	557,669,191 to 9,200	571,123,771 to 3,900
523,727,009 to 7,100	544,999,729 to 9,800	557,711,743 to 1,800	572,226,617 to 6,700
525,483,962 to 4,000	545,553,528 to 3,800	557,786,836 to 6,860	573,666,236 to 6,294
525,774,401 to 4,600	545,775,152 to 5,200	558,228,301 to 8,400	574,217,901 to 7,925
526,389,501 to 9,600	547,276,820 to	558,638,801 to 9,000	574,415,253 to 5,300
526,389,972 to	277,000	559,562,701 to 2,742	574,526,901 to
390,000	547,457,901 to	559,565,818 to	527,000
528,910,726 to 0,900	458,300	566,000	574,810,201 to
530,248,201 to 8,300	547,469,676 to 9,700	559,736,353 to 6,400	811,200
530,756,618 to 6,700	547,542,271 to	559,841,401 to 1,700	574,982,801 to
531,847,601 to 7,700	543,000	560,473,901 to 3,922	983,500
532,013,666 to 3,700	547,578,870 to 8,900	561,223,101 to 3,400	575,913,143 to 3,200
532,401,823 to 1,900	547,923,901 to	561,249,012 to 9,200	575,977,151 to 7,200
532,883,490 to 3,500	924,000	561,265,399 to 5,500	576,674,701 to 4,800
533,554,660 to 4,800	548,988,201 to 8,300	562,601,501 to 1,600	577,296,401 to 7,200
533,820,480 to 0,496	549,641,019 to 1,100	563,184,500 to 4,700	577,907,201 to 7,800
533,820,501 to 0,600	549,670,720 to 0,800	563,957,851 to 7,860	577,917,601 to 7,800
534,086,901 to 7,000	550,092,673 to 2,700	564,299,834 to	579,877,101 to 7,200
535,084,079 to 4,200	550,355,949 to	300,000	581,986,501 to 6,600
536,606,101 to 6,300	356,100	564,319,659 to 9,700	
537,240,745 to 0,800	551,144,112 to 4,400	565,045,232 to 5,245	
537,417,901 to 8,000	551,698,301 to 8,320	565,145,850 to 5,875	

IT IS NEVER TOO LATE

★ TO JOIN THE TEAM ★

BUY U.S. SAVINGS BONDS

DMM Notice

MAILING SUPPLEMENTS/THIRD-CLASS ENCLOSURES

Effective December 18, 1988, the DOMESTIC MAIL MANUAL (DMM) will be revised regarding the mailing of supplements and third-class enclosures with second-class publications as follows:

- 1. Permit the mailing of loose supplements with bound second-class publications when the supplement contains at least 25-percent nonadvertising and is endorsed Supplement to, followed by the name of the second-class publication or the name of the publisher.
2. Set size limits for all supplements and enclosures.
3. Prohibit permit imprints on all supplements.
4. Permit addressing of supplements under prescribed conditions.
5. Include a definition of a supplement.
6. Prescribe weight limit for the amount of third-class material that can be placed inside an addressed piece.
7. Allow the endorsement Second-Class to be on the addressed side of a polywrapped package rather than requiring it in the upper right corner of the address side when clear polyrap material is used.
8. Allow publishers to pay the applicable First-Class or third-class rate, based on the comparable second-class per piece rate category applicable to the copy of the publication containing the First-Class or third-class enclosure or attachment.

In Part 136, revise section 136.31 to read as follows:

Part 136 Mixed Classes of Mail

\* \* \* \* \*

136.3 Mailing Enclosures of Different Classes

136.31 With Second-Class Publications

136.311 General. Except as provided in 136.312, all enclosures mailed with a bound publication must be bound into the publication or securely affixed to a page of the publication. Enclosures mailed with an unbound publication must be combined with, and inserted within, the publication. Separate and independent pieces of nonincidental First-Class Mail (i.e., matter not qualifying as incidental First-Class attached mail under 136.4) and pieces of third-class mail may be mailed as enclosures with second-class publications.

.312 Loose Enclosures. Loose enclosures may be mailed together with a bound second-class publication only when:

- a. The enclosure and the second-class materials are totally enclosed in an envelope, plastic wrapper (polybag), or paper wrapper, or the enclosure and

the second-class materials are contained in a sleeve and the enclosures are inserted within the pages of the publication and held in place by tension, or secured in such a manner that they will not be separated from the publication while in the mails; and

b. For third-class matter, the total weight of all enclosed materials must not exceed the weight prescribed for third-class mail in 621.1(c)—it must be less than 16 ounces; and

c. The external dimensions of the enclosure may not exceed the external dimensions of the second-class publication; and

d. The publication and the enclosure must be prepared so that any permit imprint on the enclosure will not be visible to mail-handling personnel; and

e. If enclosed in a plastic wrapper or polybag, the second-class publication must be the top or bottom piece, must face out, and its title must be visible; and

f. The enclosure must not be addressed.

.313 Payment of Postage. The applicable First-Class or third-class rate, based on the comparable second-class per piece rate paid on the copy of the publication containing the enclosure or attachment, must be paid for the enclosed material. For example, if there are six copies for a carrier route and the carrier route rate is paid for each addressed second-class copy, the First- or third-class enclosure or attachment will also qualify for the carrier route rate. When more than one such piece of the same class of mail is enclosed with the publication, they may be treated as a single enclosure for the purpose of computing postage. The applicable First- or third-class postage may be placed on the enclosure by using precanceled stamps or meter stamps; or the postage may be placed on the outside envelope, wrapper, or cover by using precanceled stamps, meter stamps, or permit imprints. Postage at the second-class rates must be paid on the publication in the manner prescribed by 480.

.314 Marking Required. When postage for the enclosure is placed on the outside envelope, wrapper, or cover of a publication, the mailer must mark each piece as required by 136.325. Markings are not required when postage is placed on the enclosure.

In Part 425, revise 425.23 by adding a new section 425.234 to read as follows:

Part 425 What May Be Mailed at the Second-Class Rates

\* \* \* \* \*

425.2 Issues and Editions

\* \* \* \* \*



## MAILING SUPPLEMENTS/THIRD-CLASS ENCLOSURES—Continued

### 425.23 Editions

\* \* \* \* \*

**.234** When a supplement is included in copies of an edition, the publisher must submit a separate mailing statement for the edition.

\* \* \* \* \*

### 425.4 Supplements

#### .41 Definition

*a.* A supplement consisting of one or more printed sheets that are prepared as part of the second-class issue is eligible for second-class rates. Except as otherwise provided, it may contain nonadvertising matter, advertising matter, or both.

*b.* The supplement must be germane to the issue, having been omitted in the interest of space, time, or convenience.

**.42 General Conditions.** All supplements to a publication entered as second-class mail must meet the following conditions:

*a.* The nonadvertising and advertising content of the supplement is included when determining the percentages of advertising and nonadvertising matter in each issue.

*b.* The supplement may not bear a permit imprint.

*c.* Material prohibited as supplements may not be prepared as parts or sections.

*d.* A supplement may not be mailed by itself at the second-class rates of postage.

*e.* The external dimensions of the supplement may not exceed the external dimensions of the second-class publication.

*f.* Material that is not added to complete a copy of a second-class publication, or is not formed of printed sheets, or is otherwise ineligible for second-class rates cannot qualify as a supplement to a second-class publication. Among such materials are:

*(1) Independent Publications.* Independent publications may not be mailed as supplements. Examples include third- or fourth-class materials such as paperback books, hardback books, catalogs, and other second-class publications. The following characteristics provide evidence that the printed material is actually a separate publication: masthead, price, volume number, issue number, or stated frequency of issue. Items bearing an ISSN (International Standard Serial Number) that is not the same as the ISSN printed in the host second-class publication or an ISBN (International Standard Book Number) are deemed to be independent publications and may not be mailed as supplements. Materials that contain their own mastheads and do not bear the title of the

host second-class publication on the front cover page are not supplements.

*(2) Products and Product Samples.* Products and product samples are ineligible as supplements. Examples include: *(a)* stationery (such as pads of paper or blank printed forms); *(b)* cassettes; *(c)* floppy disks; *(d)* merchandise samples; *(e)* swatches of materials; *(f)* envelopes containing enclosures, other than receipts, orders for subscriptions, and incidental First-Class matter; and *(g)* wall, desk, and blank calendars. Properly prepared calendars of events may be included as supplements.

*(3) Other Publications of the Publisher.* Publications owned or controlled by a publisher of an existing second-class publication and used essentially for the advancement of any other business or calling of those who own or control it may not be mailed as supplements.

**.43 Loose Supplement to a Bound Publication.** A loose supplement may be mailed together with a bound publication when it meets all of the following conditions:

*a.* The combination is totally enclosed in an envelope, plastic wrapper (polybag), or paper wrapper; or the combination is contained in a sleeve and the supplement is inserted within the pages of the publication or secured in such a manner that it will not be separated from the publication while in the mails.

*b.* The supplement must bear the printed endorsement "Supplement to" followed by the name of the publication or the name of the publisher.

*c.* The supplement must contain at least 25 percent nonadvertising matter.

*Note:* A loose supplement to a bound publication may be addressed if that address is used as the delivery address for the publication. The address must be located in the manner as prescribed by Exhibit 452.1, and the address must be surrounded by a clear area.

**.44 Supplement to an Unbound Publication.** A supplement to an unbound publication must be combined with, and inserted within, the publication.

### 425.6 Enclosures

\* \* \* \* \*

Preparation methods include, but are not limited to:

\* \* \* \* \*

*e.* Inserted in an envelope that is either attached to, or enclosed (either loose or bound) within, the copies of a second-class publication.

*In Part 452, revise 452.1e and add a new 452.1g to read as follows:*

## MAILING SUPPLEMENTS/THIRD-CLASS ENCLOSURES—Continued

### Part 452 Addressing

#### 452.1 General Addressing

e. When addresses, including address strips, are placed on the wrapper or envelope, or directly on the copies, they must be placed in a visible position. When the address is placed on the wrapper, it must appear on a flat side and never on the fold.

g. Addresses, including address strips, may be placed on a label carrier (which may be card or paper stock), receipts and orders for subscriptions, incidental First-Class attachments, and supplements when totally enclosed in a plastic wrapper (polybag), subject to the following conditions:

(1) The label carrier must bear the following items of information: (a) The second-class imprint or the endorsement "Second-Class" in the upper right corner of the address side unless "Second-Class" is printed on the address side of the polybag; (b) the title of the second-class publication; and (c) the address to which the package can be returned if it is undeliverable as addressed and bears the endorsement "Return Postage Guaranteed."

(2) In addition to the items listed in (1) above, the label carrier may bear only the following additional items of information: (a) subscription renewal information; and (b) requests for address correction information from the addressee, provided the address is surrounded by a clear area on the label carrier (containing no information other than the address of the piece). In addition, the endorsement "Third-Class Mail Enclosed," or "First-Class Mail Enclosed," as appropriate, may be placed below the second-class imprint or the "Second-Class" endorsement.

*Note:* Advertising is permitted on the back of label carriers provided that the appropriate rate is paid on the advertising. The procedure for computing postage on such material is contained in 482.333.

(3) The address may be positioned on the label carrier in the manner shown in Exhibit 452.1. The label carrier must be securely affixed to the cover of the publication unless the label carrier is of sufficient size to prevent it from rotating inside the plastic wrapper.

(4) Addresses, including address strips, may be placed on receipts and orders for subscriptions and incidental First-Class attachments. Such receipts and orders for subscriptions and incidental First-Class attachments must be securely affixed to the cover of the publication, unless the receipt, order for subscription, or incidental First-Class attach-

ment is of sufficient size to prevent it from rotating inside the plastic wrapper. The address must be surrounded by a clear area.

(5) Addresses, including address strips, may be placed on loose supplements mailed with bound publications when that address is used as the delivery address and the address is surrounded by a clear area. Such supplements must be of sufficient size to prevent them from rotating inside the plastic wrapper.

*In Part 453, revise 453.2a to read as follows:*

### Part 453 Marking Requirements and Endorsements

#### 453.2 Endorsements and Other Markings

##### a. Wrappers and Covers:

(1) *Upper Right Corner.* Sealed or unsealed envelopes used as wrappers, clear plastic wrap, and sealed covers used to enclose publications must show a notice of entry in the upper-right corner of the address area. When a clear plastic wrap is used, the publication must be placed so that its title will always be visible.

(2) *Upper Left Corner.* At the publisher's option, the name of the publication followed immediately by the publication number furnished by the Office of Classification and Rates Administration, Rates and Classification Department, USPS Headquarters, and the mailing address to which undeliverable copies or change of address notices are to be sent may be shown in the upper-left corner. The publication number includes an alpha prefix and is to be within parentheses; for example: THE NATIONAL WEEKLY (ISSN 9876-543X) or THE COMMUNITY JOURNAL (USPS 123-456). See 455.2a, g, h, and i, and 453.2c for additional instructions. These endorsements may be printed directly on the outside of the publication, provided they can be recognized and read when the wrapper is in place, such as when the publisher uses clear plastic wrappers and opaque sleeves which only partially cover the publication.

(3) *Alternative.* As an alternative to printing the information in (1) and (2), only the words "Second-Class" (to show that second-class postage has been paid) need be printed in the upper-right corner of the address side of the publication, the upper-right corner of the address side of sealed or unsealed envelopes used as wrappers, the upper-right corner of the address side of opaque plastic wrap and sealed covers, or on the address side of clear plastic wrap.

—Rates and Classification Dept., 9-22-88.

**DIRECTIVES UPDATE**

This update lists all new, revised, and obsolete directives since POSTAL BULLETIN 21686, August 18, 1988. See Publication 23 for ordering instructions. The revised list shows the oldest usable date; the new list indicates if the new directive rescinds another; and the obsolete list indicates if and by what the directive was replaced.

**New Directives**

Document and Date	Title
HBK AS-707, 6-88 .....	USPS Procurement Handbook.
MI AS-360-88-11, 8-26-88.	Dedicated Telecommunications Circuit Utilization.
MI AS-360-88-13, 9-7-88.	Use and Dissemination of PEN Authorization Codes.
MI EL-350-88-6, 8-16-88.	FY 1988 PCES Performance Evaluations (replaces MI EL-350-87-4, 8-26-87).
NOT 54, 8-88 .....	Bomb Threat Card.
NOT 273, 7-88 .....	Rental Space Available in This Building.
POS 17-A, 1988 .....	The Easy Way to Move (24×36).
POS 17-B, 1988 .....	The Easy Way to Move (14×21).
PUB 406, 9-88 .....	Centralized Postage Payment (CPP) System/Second-Class Publications.

**Revised Directives**

Document and date	Title	Oldest usable date
HBK AS-701, TL6, 6-30-88.	Matériel Management (partial revision).	3-31-87
HBK AS-809, 6-88 .....	Directory of Information Resources User's Guide.	6-88
HBK F-33, TL40, 8-88.	Accounts Payable—St. Louis Postal Data Center.	8-88
HBK F-45A, TL5, 9-88.	In-Office Cost Sampling System: MSC/Post Office Reference.	9-88
HBK F-46, TL6, 9-24-88.	In-Office Cost Sampling System: Mail Identification Examples.	9-24-88
HBK F-55, 9-88 .....	Carrier Cost System—City Carrier Route Test Instructions.	9-88
HBK RE-5, TL3, 7-5-88.	Building and Site Security Requirements.	7-5-88
MAN DMM, Issue 28, 9-18-88.	DOMESTIC MAIL MANUAL .....	9-18-88

**Revised Directives—Continued.**

Document and date	Title	Oldest usable date
NOT 8-A, 9-88 .....	Change-of-Address Kit .....	9-88
NOT 107, 8-88 .....	Hazardous Materials! .....	8-88
NOT 125, 5-88 .....	Metering .....	5-88
POS 184, 10-88 .....	Energy Awareness Month ..	10-88

**Obsolete Directives**

Document and date	Title	Obsolete date
LAB 166, 5-87 .....	Buckle Up America (not replaced).	8-15-88
MI AS-510-83-5, 3-16-83.	Disposal of USPS Real Property (now in HBK RE-1).	8-31-88
MI EL-350-87-4, 8-26-87.	FY 1987 PCES Performance Evaluation (replaced by MI EL-350-88-6, 8-16-88).	8-15-88
NOT 17, 2-85 .....	Plain Stamped Envelope Price List (printed in POSTAL BULLETIN 11-13-86).	8-23-88
NOT 112, 1-87 .....	On-Site Meter Setting (replaced by NOT 125, 5-88).	7-7-88
POS 112, 6-82 .....	Post Office Boxes Available Now (replaced by POS 98-A, -B, and -C, 6-88).	8-15-88
POS 112-A, 11-82 .....	Post Office Boxes Available Now (Spanish version) (replaced by POS 98-A, -B, and -C, 6-88).	8-15-88
PUB 86, 7-81 .....	Establishing a Commercial Mail Receiving Agency (not replaced).	8-15-88
RI 935-G-108, (151), 9-8-76.	Capital Facilities Projects—Public Announcements (now in HBK RE-1).	8-31-88

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

—Office of Information Services, 9-22-88.

**Notice to Driver: Drive Courteously;  
Observe Traffic Regulations; Protect Children**

## FORMS UPDATE

This update lists all new, revised, and obsolete forms since POSTAL BULLETIN 21686, August 18, 1988. Forms are categorized as new, revised, or obsolete, and are listed in order by number within each category. In the revised category, the third column indicates the date of the oldest issue that may still be used. When only the current issue may be used, the revised issue date is listed. The obsolete category also shows if and by what the form was replaced.

## New Forms

Form number and date	Title
PS 1903-C, 7-88	Credit Invoice.
PS 4546, 5-88	Preventive Maintenance Inspection Checklist—Light Delivery Fleet.

## Revised Forms

Form number and date	Title	Oldest usable date
PS 17-R, 6-88	Recapitulation Sheet	6-88
PS 50, 5-88	Notification of Personnel Action.	3-87
PS 1017-A, 10-88	Time Disallowance Record.	11-82
PS 1079, 8-88	Philatelic Product Physical Inventory Recap (FY 1988, PQ IV).	8-88
PS 1571, 6-88	Undelivered Mail Report	7-77
PS 2568-A, 7-88	Equal Employment Opportunity Investigative Affidavit (Complainant).	7-88
PS 2569, 4-88	Equal Employment Opportunity Investigative Affidavit (Continuation Sheet).	9-84
PS 2570, 7-88	Informal Complaint of Discrimination.	7-88
PS 2988, 4-88	Waybill (C18)	2-86
PS 3077, 6-88	Request to Forward Salary Check.	6-88
PS 3168, 7-88	RAS Code Action Request.	7-88
PS 3510, 7-88	Application for Additional Entry, Reentry, or Special Rate Request for Second-Class Publication.	7-88
PS 3546, 6-88	Forwarding Order Change Notice.	6-88
PS 3614-A, 9-88	Application for a BRM Permit.	9-88
PS 3635-G, 9-88	Adjusting Postage and Fees for Official Mail.	9-88
PS 3648, 7-88	ZIP + 4 Bar Code and Facing Identification Mark Order.	8-86
PS 3849-D, 6-88	Notice to Sender of Undelivered C.O.D. Mail.	8-83
PS 4081, 7-88	Unfired Pressure Vessel Inspection Checklist.	1-80

## Revised Forms—Continued

Form number and date	Title	Oldest usable date
PS 4309, 8-88	Master Inventory Log (replaces PS 4309-X, 3-86).	3-86
PS 4585, 6-88	Postal Driver Accident Information.	3-71
PS 4916, 8-88	Auction Purchase Receipt	3-71
PS 4920, 6-88	Post Office Closing or Consolidation Proposal.	6-88
PS 5466, 6-88	Late Slip	12-82
PS 5949, 8-88	Evaluation of PCES Performance in FY '88.	8-88
PS 5949-A, 8-88	PCES Performance Objectives for FY '89.	8-88
PS 5955, 8-88	PCES Performance Award for FY '88 Performance.	8-88
PS 7416, 7-88	Notice of Termination of Lease.	7-88
PS 7418, 7-88	Real Estate Public Information Report.	7-88
PS 7422-B, 7-88	Lease Proposal Analysis—Cost and Income Approach.	7-88
PS 7422-D, 7-88	Sales Comparison Approach Adjustment.	7-88
PS 7422-E, 7-88	Individual Sales Data Sheet.	7-88
PS 7425-A, 7-88	Proposal Application and Acceptance for Purchase of Postal Service Real Property.	7-88
PS 7498, 7-88	Realty Survey Analysis	7-88
PS 7498-A, 7-88	Realty Survey Site Analysis.	7-88
PS 7498-B, 7-88	Realty Survey Analysis—Space.	7-88
SF 127, 7-86	Request for Official Personnel Folder (Separated Employee).	8-77
SF 2809-A, 7-87	Federal Employees' Health Benefits Statement.	7-87
SF 2817, 2-88	Life Insurance Election (FEGLI).	2-88

## Obsolete Forms

Form number and date	Title	Obsolete date
PS 2026, 9-82	Personal History Data (replaced by PS 2026-A and PS 2026-B, 6-88).	8-16-88
PS 2053-0, 11-79	Financial Audit Worksheet—Blank International Money Order Forms Reconciliation (not replaced).	8-23-88
PS 3760-X, 2-85	Wrapper Found Without Contents (replaced by PS 3760, Parcel Search Request, 7-87).	8-18-88

**FORMS UPDATE—Continued**

**Obsolete Forms—Continued**

Form number and date	Title	Obsolete date
PS 3923, 7-85 .....	Daily Delivery Operations Analysis (replaced by PS 3930, 9-87).	8-29-88
PS 3924, 7-85 .....	Daily Customer Services Operations Analysis (replaced by PS 3931, 9-87).	8-26-88
PS 5315, 6-86 .....	Report of Arrest or	9-12-88

**Obsolete Forms—Continued**

Form number and date	Title	Obsolete date
PS 6701, 2-84 .....	Identification—Internal Crimes (replaced by PS 7530, 6-88). Application for International Money Order (not replaced).	9-7-88

—Office of Information Services, 9-22-88.

**PERFORMANCE EVALUATION—EAS 20 AND ABOVE**

The timeframe for the annual Fiscal Year (FY) performance evaluation of regular process employees, Executive and Administrative Schedule (EAS) 20 and above, is the same as last year. Supervisors/managers should conduct evaluations in October and November to allow consideration of full FY 1988 performance and to give evaluators more time to provide feedback to employees. All merit increases are effective January 14, 1989. Form 2452-A, *Performance Evaluation for EAS Employees—General Form* (October 1986), and Form 2456, *Narrative of Work Accomplishments*, are available in the area supply centers. A revised Management Instruction, EL-370-88-7, *EAS Performance Evaluation Program*, will be issued this fall.

All supervisors/managers must conduct formal annual performance evaluations with all their employees covered by the EAS Performance Evaluation Program. For employees in the regular process, the performance evaluation begins with management requesting the employee to submit a narrative summary of work accomplished during the

past fiscal year. In addition to other work accomplished, the narrative must address the objectives established during the objective setting process.

The evaluation should cover overall performance during the entire fiscal year and include a candid assessment of performance against established objectives. The evaluator and employee are expected to have at least two discussions concerning performance. The first allows frank discussion of performance against objectives, with both parties open to the other's perception of work accomplished. The second discussion concerns the evaluator's written evaluation and performance rating.

The Minneapolis Postal Data Center will distribute labels and control listings the week of September 26. Approved evaluation packages must be in the Employee and Labor Relations Information Center (ELRIC) no later than December 16, 1988.

The ELRIC will computerize the merit pay matrix so it can generate the merit pay calculations based on the employee's merit rating. The matrix will appear in a future POSTAL BULLETIN.

—Employee Relations Dept., 9-22-88.

IT IS NEVER TOO LATE

★ TO JOIN THE TEAM ★

BUY U.S. SAVINGS BONDS

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB 21690 listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

Table with 13 columns of 9-digit numbers. The numbers are listed in a grid format, representing various corporate account numbers that are no longer valid.



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OFFICIAL BUSINESS

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AVOID PAYMENT OF POSTAGE \$300

FIRST-CLASS MAIL  
POSTAGE & FEES PAID  
USPS  
PERMIT NO. G-10

**FIRST-CLASS**

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Do **NOT** detach the address label.

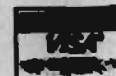
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**POSTAL BULLETIN ORDER FORM**

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

Check One:

MasterCard  VISA accepted.



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