



# postal bulletin

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## Absentee Balloting Materials

Until the general election in November, and perhaps beyond, election officials throughout the country will be depositing absentee balloting materials in the mails to enable those persons described in DOMESTIC MAIL MANUAL (DMM) 137.311a, b, and c to apply for registration and to vote by absentee ballot.

At all times, and especially during this period, it is essential that post office acceptance and delivery units provide election officials maximum cooperation and assistance to ensure that every absentee ballot is accepted, dispatched, and delivered as expeditiously as possible.

*Absentee balloting materials are mailable without prepayment of postage to any destination, domestic or foreign. See DMM 137.311. They must not be detained or treated as unpaid mail.*

Illustrations of what the address side of absentee balloting materials should look like appear in DMM Exhibits 137.341 and 137.342. However, some election officials have quantities of old stock on hand that do not have the address side printed precisely as shown in these DMM exhibits. These older absentee balloting materials are also acceptable for mailing without postage payment.

Postal managers at acceptance and delivery units must ensure that absentee balloting materials are not detained for any reason. They must refer any questions concerning possible abuse or impropriety to the Rates and Classification Center (RCC) as directed by DMM 137.41. See DMM 132 for RCC locations and their respective service areas.

In most states, absentee ballots are counted if they arrive before the polls close on election day. Some election officials complain that some post offices do not process mail received at the post office after certain times of the day. As a result, when absentee ballots arrive later but before poll closing time, they are not delivered until the day after the election and remain uncounted. Post offices must make every effort to process all absentee ballots received through election day and allow election officials the opportunity to take delivery of them before the polls close.

Again, postal managers are expected to cooperate with local election officials if asked to provide this special assistance on election day to ensure that all absentee ballots are delivered in time to be counted.—*Rates and Classification Dept., 10-13-88.*

## Health Benefits Enrollments

A recent audit disclosed that some employees are listing ineligible persons as family members on their SF 2809, *Health Benefits Registration Form*, when registering for Self and Family Federal Employees' Health Benefits (FEHB) coverage.

Family members, for health benefits registration purposes, are defined in Part B, Item 2, of SF 2809. Individuals registering for Self and Family coverage should proceed as follows.

List your spouse first, then your unmarried dependent children under age 22, including (a) legally adopted children, (b) recognized children born out of wedlock, and (c) stepchildren and foster children who live with you in a regular parent-child relationship. Include also any unmarried child over 22 who became disabled before age 22 and who, because of the disability, is incapable of self-support. (Attach a doctor's certificate for a disabled child age 22 or over, if one is not already on file.) Enrollees are specifically advised *not to list parents or others who are not eligible family members.*

An intentional false statement on a *Health Benefits Registration Form* or willful misrepresentation relative thereto is a violation of the law. This warning is clearly stated in Part E of SF 2809. Additionally, employees found in violation of this statute may be subject to disciplinary action.

Employees who need to review the current family members listed on their SF 2809, *Health Benefits Registration Form*, should contact their employing office for assistance.

The notice on page 13 must be posted on all bulletin boards.—*Employee Relations Dept., 10-13-88.*

## Canceled Wanted Circular

Destroy the Wanted Circular on Paul Douglas Wallace dated 1-14-88. The subject was arrested 7-31-88.—*Inspection Service, 10-13-88.*

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**BUY U.S. SAVINGS BONDS**

All Postmasters

**POLITICAL MAILINGS—ELECTION '88**

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

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

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

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

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

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

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

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

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

For more details about political campaign mail, see the revision of **POSTAL OPERATIONS MANUAL** section 454 in **POSTAL BULLETIN** 21572, 6-26-86 (page 15).—*Government Relations Dept., 10-13-88.*

# ABSENTEE BALLOTING MATERIALS

MUST NOT BE DETAINED OR

TREATED AS UNPAID MAIL

SEE 137.41 DMM

## 1987-88 DEFINITIVE MINT SET

The 1987-88 *Definitive Mint Set*, Item 837, will go on sale on November 14 at all post offices that sell philatelic products, at all philatelic centers, and by mail order from the Philatelic Sales Division, Washington, DC 20265-9997. All CAG A-H offices and their classified stations and branches will receive a colorful poster to promote the mint set.

Priced at \$13.95, the mint set contains 47 stamps with a total face value of \$9.38. They represent 39 different issues. The set includes 45 single stamps (including 26 coil singles and five booklet pane singles) and a booklet pane pair of stamps (Owl and Grosbeak). The set does *not* include the \$8.75 Express Mail stamp or the \$5 Bret Harte stamp, but it does include a card that customers may use to order those stamps from the Philatelic Sales Division to complete the set. The set also includes special mounts for the stamps and a 32-page album featuring illustrated background information on each stamp subject, including Express Mail and Bret Harte.

As with previous mint sets, separate contractors will ship the stamp packets (which are accountable) in cartons of 100 (four bundles of 25 each) and the albums in cartons of 100 to stamp distribution offices (SDOs). They will be shipped in two waves, beginning November 2. Offices should place the sets on sale as soon as they receive them. Because

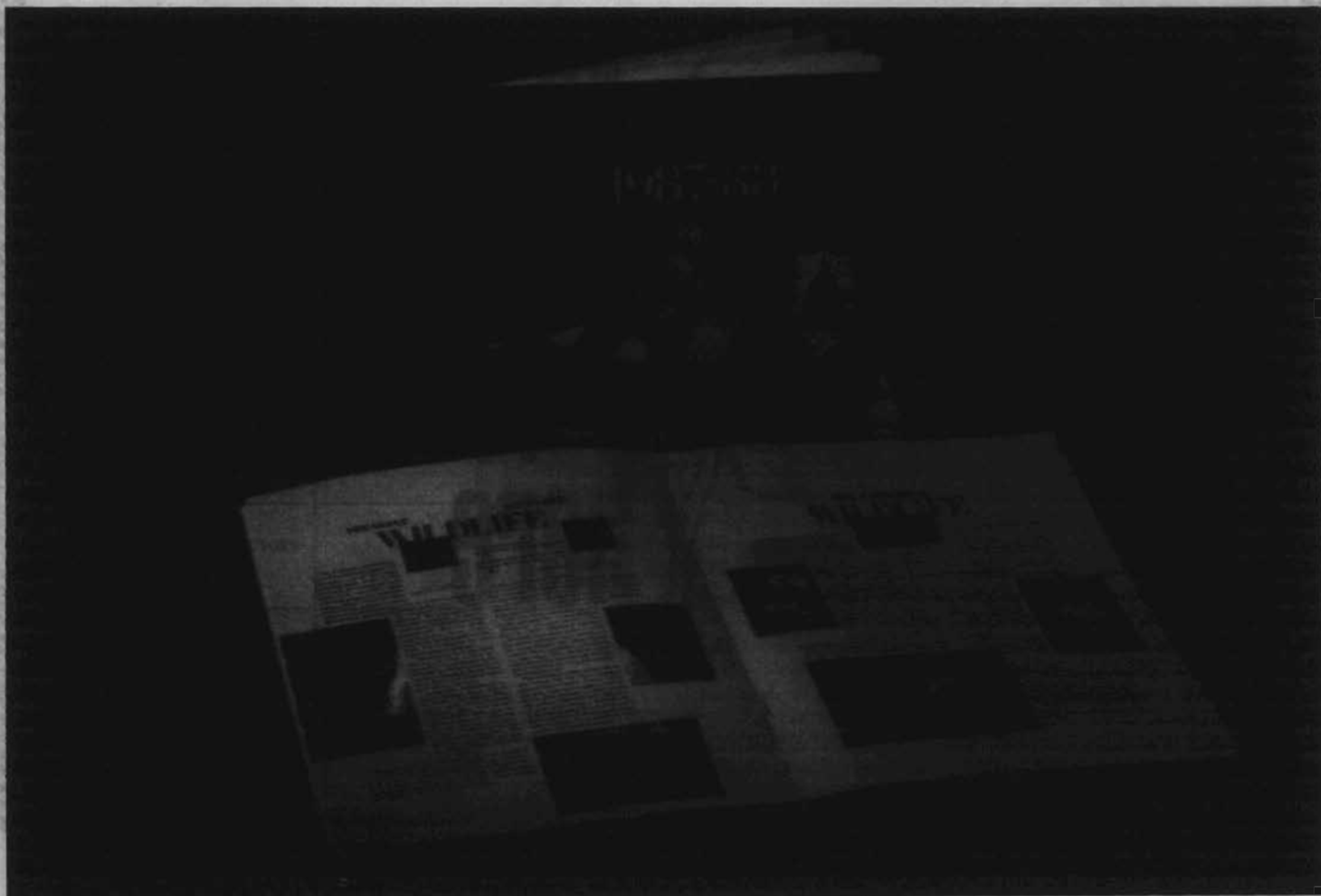
only 100,000 of these mint sets have been produced, SDOs will receive quantities that are approximately one-sixth to one-fifth the quantities they will receive of the 1988 *Commemorative Mint Set*, for example.

SDOs and accountable paper depositories (APDs) must verify receipt of equal quantities of the stamp packets and albums. Installations should report any differences between quantities shown on the *Advice of Shipment* and those actually received, as outlined in Handbook F-1, *Post Office Accounting Procedures*, section 426.3.

Post offices should place initial orders for the mint sets with SDOs immediately, using Form 17-A, *Accountable Items Requisition From Stamp Distribution Office*. Post offices should keep in mind the limited quantities available and should order no more than 15 to 20 percent of the quantity they ordered of the 1988 *Commemorative Mint Set*, for example. SDOs must plan the initial distribution of mint sets carefully to ensure that all requesting offices receive the mint sets by the on-sale date.

Offices should report all sales of these mint sets in AIC 092, *Philatelic Product Sales*, and on Form 1412-A, *Daily Financial Report*, and include them on the quarterly Form 1079, *Philatelic Product Physical Inventory Recap*, as required.

—Philatelic and Retail Services Dept., 10-13-88.



### EAS Merit Pay Program

The matrices for use in determining merit pay adjustments for executive and administrative schedule (EAS) employees in Fiscal Year (FY) 1989 appear on pages 5 and 6. Both matrices are identical to last year's.

As with last year's program, all merit increases and/or lump sums for EAS-20 and above employees are effective the first pay period beginning in the new calendar year, i.e., January 14, 1989. These adjustments will appear in paychecks on February 3, 1989. Approved evaluation packages for EAS-20 and above employees' FY 1988 performance must be in the Employee and Labor Relations Information Center (ELRIC) no later than December 16, 1988, to ensure timely processing of merit adjustments.

Using these matrices, field personnel can calculate merit adjustments for their own information; however, for pay purposes, the ELRIC will computerize the matrices and generate merit pay calculations automatically, based on employees' merit ratings.—*Employee Relations Dept., 10-13-88.*

### Special Cancellations

Postmasters with any of the special cancellation die hubs listed below are authorized to use them for the periods designated. At the end of the period, they should withdraw the die hubs from use and store them. Postmasters who do not have these special die hubs may not request them without application by the sponsors.

Cancellations	Period of use
National Philanthropy Day .....	Nov. 1 to Nov. 30, 1988.
American Education Week .....	Nov. 10 to Nov. 30, 1988.
TB and Lung (Christmas Seals).	Nov. 12 to Dec. 31, 1988.
Seat Belts .....	Nov. 1 to Dec. 31, 1988.
Autistic Children.....	Dec. 1 to Dec. 31, 1988.

—*Rates and Classification Dept., 10-13-88.*

**The orange and blue pouch is to be used for Express Mail Service only.**



**An  
accident  
happened  
here**

FY 1989 MERIT PAY PROGRAM  
MERIT MATRIX FOR EMPLOYEES IN EAS GRADES 1-19

WHEN PERFORMANCE RATING IS:	and, WHEN BASIC SALARY PRIOR to INCREASE is at STEP: (MIDPOINT)								
	1	2	3	4	5	6	7	8	9 or above
OUTSTANDING	2 Steps	2 Steps	2 Steps	2 Steps	1 Step Plus 1 Step in Lump Sum	1 Step Plus 1 Step in Lump Sum	1 Step Plus 1/2 Step in Lump Sum	1 Step Plus 1/2 Step in Lump Sum	2/3 Step in Lump Sum
VERY GOOD	1 Step Plus 1/4 Step in Lump Sum	1 Step Plus 1/4 Step in Lump Sum	1 Step Plus 1/4 Step in Lump Sum	1 Step Plus 1/4 Step in Lump Sum	1 Step Plus 1/4 Step in Lump Sum	1 Step	1 Step	1 Step	1/2 Step in Lump Sum
GOOD	1 Step	1 Step	1 Step	1 Step	1 Step	1 Step	1 Step	1 Step	1/3 Step in Lump Sum
SATISFACTORY	1 Step	1 Step	1/3 Step in a Lump Sum						No Increase
UNACCEPTABLE	No Increase								

TO use the chart:

1. Locate the person's performance rating.
2. Determine the person's salary step prior to the merit increase, and go across to the appropriate block.

FY 1989 MERIT PAY PROGRAM  
MERIT MATRIX FOR EAS EMPLOYEES IN GRADE 20 AND ABOVE  
(FOR FY 1988 PERFORMANCE)

WHEN PERFORMANCE RATING IS:	and, WHEN BASIC SALARY as a PERCENT of MIDPOINT PRIOR to INCREASE is: (MIDPOINT)					
	N/A	91%	97%	103%	109%	Max or above
OUTSTANDING	8%	7%	6%	5%	4% Basic up to max. Balance in Lump Sum up to 2% of maximum.	2% in Lump Sum
VERY GOOD	5%	4%	3%	3%	3% Basic up to max. Balance in Lump Sum up to 1.5% of maximum.	1.5% in Lump Sum
GOOD	4%	3%	2%	2%	1.5% Basic up to max. Balance in Lump Sum up to 1% of maximum.	1% in Lump Sum
SATISFACTORY	1%	1%	1% in a Lump Sum			0%
UNACCEPTABLE	No Increase					

Merit increase and lump sum amounts will be computed automatically by the ELRIC, based on the employee performance evaluation ratings.

CHART 1

EAS PERFORMANCE EVALUATION PROGRAM  
SALARY RANGES FOR FY 1989 MERIT INCREASE MATRIX  
REGULAR PROCESS

1. Match employee's grade and BASIC salary to appropriate column in Chart 1, then go to Chart 2, below:

EAS GRADE	A Minimum (Basic) to Less Than 91.0%	B 91.0% to Less Than 97.0%	C 97.0% to Less Than 103.0%	D 103.0% to Less Than 109.0%	E 109.0% and Less Than Maximum	F Maximum or Above
20	35,205 - 37,415	37,416 - 39,882	39,883 - 42,349	42,350 - 44,816	44,817 - 47,028	47,029 and above
21	36,868 - 39,226	39,227 - 41,812	41,813 - 44,399	44,400 - 46,985	46,986 - 49,344	49,345 and above
22	38,615 - 41,127	41,128 - 43,839	43,840 - 46,550	46,551 - 49,262	49,263 - 51,776	51,777 and above
23	40,429 - 43,122	43,123 - 45,966	45,967 - 48,809	48,810 - 51,653	51,654 - 54,348	54,349 and above
24	42,290 - 45,213	45,214 - 48,194	48,195 - 51,175	51,176 - 54,156	54,157 - 57,081	57,082 and above
25	44,284 - 47,412	47,413 - 50,538	50,539 - 53,665	53,666 - 56,791	56,792 - 59,921	59,922 and above
26	46,702 - 49,715	49,716 - 52,993	52,994 - 56,272	56,273 - 59,550	59,551 - 62,564	62,565 and above
27	49,174 - 52,141	52,142 - 55,579	55,580 - 59,016	59,017 - 62,454	62,455 - 65,423	65,424 and above

CHART 2

FY 1989 EAS PERFORMANCE EVALUATION PROGRAM MERIT INCREASE MATRIX

2. Match employee's merit rating with applicable column (A - F) from Chart 1 to determine merit increase percentage:

Merit Rating	A Percentage to Be Applied	B Percentage to Be Applied	C Percentage to Be Applied	D Percentage to Be Applied	E Percentage to Be Applied	F Percentage to Be Applied
OUTST.	8.0% Basic	7.0% Basic	6.0% Basic	5.0% Basic	4.0% Basic *	8.0% Lump Sum
V GOOD	5.0% Basic	4.0% Basic	3.0% Basic	3.0% Basic	3.0% Basic **	5.0% Lump Sum
GOOD	4.0% Basic	3.0% Basic	2.0% Basic	2.0% Basic	1.5% Basic **	4.0% Lump Sum
SATIS.	1.0% Basic	1.0% Basic	1.0% Lump Sum	1.0% Lump Sum	1.0% Lump Sum	0.0%
UNACC.	No Increase	No Increase	No Increase	No Increase	No Increase	No Increase

\* 4.0% Basic increase up to maximum. However, for an OUTSTANDING rating ONLY, if the 4% basic increase would cause the employee's basic salary to exceed the maximum basic salary for the grade, the basic salary is increased to the maximum basic salary and the remaining amount, up to 1.5% of the maximum basic salary, is paid as a lump sum.

\*\* Basic salary increase, up to, but not to exceed, the maximum basic salary of the grade.

## YEAR-END PERSONNEL ACTIONS FOR CASUALS

The following procedures govern the year-end hiring, termination, reappointment, or conversion to career status of casual employees in CAG A-K post offices. The procedures also apply to all dual casual appointments. Form 50, *Notification of Personnel Action*, will document all personnel actions for casuals. However, *special data processing programs at the Employee and Labor Relations Information Center (ELRIC) will reduce the preparation of Form 50 worksheets by the employing offices.*

Offices must use these procedures to minimize additional personnel action processing during this period. Failure to follow these instructions by some installations in past years caused duplication of efforts and time-consuming corrective action in both the personnel office and ELRIC operations.

*Exception:* These procedures do not apply to offices that process Forms 50 through the Human Resources Information System (HRIS).

### Definitions

1. *Christmas Casuals.* For purposes of automated year-end Form 50 processing, Christmas casuals are all those whose accession actions are *effective* on December 1, 1988, or later, or whose Form 50 accession actions ELRIC *receives* on December 1 or later. They may work for any period not to exceed (NTE) December 31, 1988, and will be terminated automatically on that date. Employees who have already served in two 90-day casual appointments before December 1 must be limited to a 21-day appointment during December. Procedures for Christmas casuals appear below.

2. *Non-Christmas Casuals.* Casuals other than Christmas casuals are all those *on the rolls before* December 1, 1988. For purposes of this notice, refer to them as non-Christmas casuals. Process all non-Christmas casuals in one of three ways:

- a. Conversion to Career, effective Pay Period 26-88 or 01-89
- b. Termination effective December 31, 1988, or earlier
- c. Reappointment to a new 90-day term effective January 1, 1989

The procedures for non-Christmas casuals follow the next section.

### Procedures for Christmas Casuals

1. *Accessions.* All casual appointments that ELRIC *receives* on December 1, 1988, or later will be hired NTE December 31, 1988. Offices should consider these appointments as Christmas casuals for purposes of automatic termination and statistical reporting. They should hire all Christmas casuals with Occupation Code 5201-1001 at the rates authorized for that office.

A minimum amount of data is necessary to appoint Christmas casuals. Offices need complete

only those items indicated by an X on Form 50-B, *Request for Personnel Action* (see example on page 21).

*Installations must make every effort to batch and submit all accession Forms 50-B for Christmas casuals to the ELRIC by November 22, 1988.* Employing offices should explain to Christmas casuals that they may be employed by only one office. If a Christmas casual applies at a second office, the ELRIC will return the Form 50 marked, *currently employed by another office.*

2. *Changes.* Christmas casuals cannot be extended, reappointed, or converted to a career appointment. They must be separated from their Christmas casual position by Form 50 before processing any other personnel action.

3. *Terminations.* The ELRIC will automatically produce a separation Form 50 for all Christmas casuals and distribute them to the appropriate installation. If the employee's last day worked is earlier than December 31, 1988, the office should enter the last day in pay status in the Remarks section of the processed Form 50 before issuing it to the employee and filing it in the official personnel folder (OPF).

If it is necessary to separate a Christmas casual for cause, the employing office should accomplish the action using normal Form 50 procedures.

### Procedures for Non-Christmas Casuals

1. *Accessions.* Process all non-Christmas casual accessions (90-day casuals hired before December 1, 1988) by a Form 50 worksheet through the ELRIC using normal processing procedures. The effective date must be before December 1.

2. *Changes and Terminations.* On or about December 3, 1988, the ELRIC will distribute to each management sectional center (MSC) a listing by finance number of all non-Christmas casuals on the rolls as of November 30, 1988. The special year-end casual listing replaces any other Form 50 worksheet for these employees, except separation for cause actions. The listing will be headed *Special Year-End Casual Listing.*

Offices must complete, sign, and return these listings to the ELRIC not later than December 16, 1988. They must request one of three types of personnel actions under each casual employee record on the listing—(1) Reappointment, effective January 1, 1989; (2) Termination, effective December 31, 1988; or (3) Conversion to Career, effective December 3 or December 17, 1988, or January 2, 1989. Provide additional necessary information in the normal way on a Form 50 worksheet.

a. *Reappointment.* Offices may reappoint the employee, effective January 1, 1989, to a new 90-day period of employment as a casual, Occupation Code 5201-1001, at the rates authorized for that

## YEAR-END PERSONNEL ACTIONS FOR CASUALS—Continued

office. In the space provided on the listing, enter the letter R for reappointment.

*b. Conversion to Career.* The employee's non-Christmas casual appointment may be converted to a career appointment effective December 3 or December 17, 1988, in accordance with subchapter 260, Handbook P-11, *Personnel Operations*. In such cases, offices must prepare a normal Form 50 worksheet and submit it to the ELRIC for timely processing. On the Special Year-End Casual Listing, enter the letter C to indicate that the office is processing conversion by the normal Form 50 procedures. If a casual employee's career conversion date is effective January 2, 1989, and the employee is scheduled to work as a casual on January 1, offices must reappoint the employee to a new casual position effective January 1, 1989, via the Special Year-End Casual Listing and process the conversion to a career position through normal personnel action processing procedures.

*c. Termination.* All non-Christmas casuals not reappointed or converted to career must be terminated on or before December 31, 1988. On the *Special Year-End Casual Listing*, offices should enter the letter T under the name of those to be terminated. If the last day in pay status is on or before December 15, enter that date in a month, day, year format in the space provided. Otherwise, the office should enter the last day in a pay status in the Remarks section of the processed Form 50 before issuing it to the employee and filing it in the OPF.

*3. Processing Special Year-End Casual Listings.* The MSC manager must collect, verify, consolidate, and approve the completed *Special Year-End Casual Listings* and send them to the ELRIC no later than December 15, 1988. The ELRIC will automatically produce conversion, reappointment, and separation Forms 50 from the completed *Special Year-End Casual Listings* and conversion worksheets (if any).

—Employee Relations Dept., 10-13-88.

## 65-CENT H.H. "HAP" ARNOLD REGULAR STAMP

The 65-cent H.H. "Hap" Arnold regular stamp goes on sale November 5 in Gladwyne, Pennsylvania. All other post offices must place this stamp, which will be issued in panes of 100, on sale November 6. The denomination represents the First-Class letter rate for 3 ounces.

"Hap" Arnold was one of the most important military men during World War II. As commanding general of the U.S. Army, he was in charge of nearly 2,500,000 troops and over 75,000 aircraft. In 1949, President Harry S. Truman appointed General Arnold a five-star general of the Air Force, the first such commission ever granted. Later he served in key military positions, where he was influential in planning the strategy that resulted in the Allied victory.

### Do Not Place on Sale Before November 6

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

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

*Bulk Quantities.* CAG A-G post offices requiring 50,000 or more stamps should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing, using *Item 065*. They must submit requisitions 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 stamp distribution office on a separate Form 17-A, *Accountable Items Requisition From Stamp Distribution Office*.

—Philatelic and Retail Services Dept., 10-13-88.

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





**This Office  
Will Be Closed  
Veterans Day  
November 11, 1988**





Copyright U.S. Postal Service 1988

Issue Date: October 26, 1988  
 First Day City: Redmond, Washington  
 Designer: Chris Calle, Ridgefield, Connecticut  
 Typographer: Bradbury Thompson,  
 Design Coordinator,  
 Citizens' Stamp Advisory Committee  
 Art Director and Postal Service Manager:  
 Jack Williams, Program Manager for  
 Philatelic Design  
 Engravers: Gary Chaconas (image),  
 Michael Ryan (lettering),  
 Bureau of Engraving and Printing (BEP)  
 Printing Process: Intaglio, (B press, BEP)  
 Colors: Blue (picture and vignette),  
 red (ZIP + 4 endorsement)  
 Image Area: 0.71 x 0.82 in/18.0 x 20.8 mm  
 Plate Number: One single digit  
 on every 52nd stamp  
 Stamps per Coil: 500 and 3,000  
 (precanceled only)

## Tandem Bicycle Regular Coil Stamp

The Postal Service will issue a new 24.1-cent Transportation Series coil stamp featuring the tandem bicycle on October 26 in Redmond, Washington. The dedication ceremony will be at Sahalee Country Club in Redmond.

Early tandem bicycles were designed for a dual purpose. They served as "sociables," allowing a gentleman to take a lady for an all-day excursion. Or, they could speed two gentlemen across a great distance as they shared the effort—riding in-line, much like today's tandems.

Today, these fanciful bicycle machines continue to inspire mechanical invention and improvisation. Nowhere else in cycling is there so much experimentation and modification, which makes tandems exciting. Tandem bicycles have a certain mystique that sets them apart from other bicycles. Propelled by the power of two, their speed is dazzling. Crafted by painstaking production methods, their purchase price and maintenance costs can be prohibitive. Moreover, their scarcity usually draws a double-take stare from observers.

Procedures for ordering first-day cancellations follow.

**Customers Affixing Stamps.** The Postal Service encourages customers to purchase the 24.1-cent Tandem bicycle stamps and affix them to their envelopes. Covers bearing stamps receive prefer-

ential service. All philatelic centers will sell the stamp but, as a limited use item, it may not be available at all post offices.

Customers must affix at least .9 cents additional postage to meet the minimum First-Class letter rate. They may use stamps issued before October 26, but the Postal Service will return covers unscratched bearing stamps issued after that date.

Customers should address envelopes at least  $\frac{5}{8}$  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 25 and addressed: Customer-Affixed Envelopes, Tandem Bicycle Stamp, Postmaster, Redmond, WA 98052-9991. No remittance is required.

**Postal Service Affixing Stamps.** Except for affixing and addressing orders, follow the procedures above. The Postal Service will affix one 24.1-cent Tandem Bicycle stamp and one 1-cent Omnibus stamp to meet the First-Class rate. The price is 26 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 25 and addressed: Tandem Bicycle Stamp, Postmaster, Redmond, WA 98052-9992.

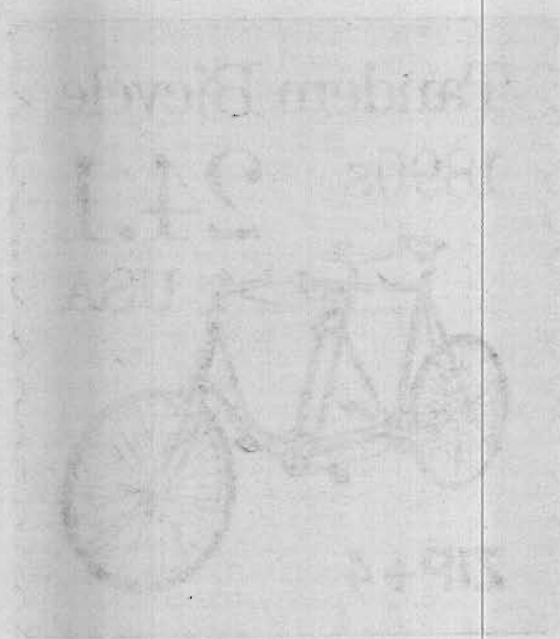


A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265-9997.

USPS Stamp Poster 88-72  
 Remove after November 25

PLEASE POST ON BULLETIN BOARD

Philatelic Society of Washington  
 1400 14th Street, N.W.  
 Washington, D.C. 20004  
 Telephone: 276-1111  
 Postmaster: Please send address changes to  
 Stamp Bulletin, P.O. Box 1000,  
 Washington, D.C. 20004



Copyright U.S. Postal Service 1955

# Tandem Bicycle Regular Coil Stamp

The Postal Service will issue a new 24-cent  
 stamp on October 25, 1955, featuring the  
 design of the bicycle stamp issued in 1954.  
 The design is a regular coil stamp, which  
 means it will be issued in a coil of 100  
 stamps. The stamp is a regular coil stamp,  
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 will be issued in a coil of 100 stamps.

The Postal Service will issue a new 24-cent  
 stamp on October 25, 1955, featuring the  
 design of the bicycle stamp issued in 1954.  
 The design is a regular coil stamp, which  
 means it will be issued in a coil of 100  
 stamps. The stamp is a regular coil stamp,  
 which means it will be issued in a coil of  
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 will be issued in a coil of 100 stamps.

National Bureau of Philatelic Literature, 1000 14th Street, N.W., Washington, D.C. 20004

# ATTENTION ALL CAREER EMPLOYEES

## FEDERAL EMPLOYEES' HEALTH BENEFITS (FEHB) PROGRAM

### Family Members—Self and Family FEHB Enrollments

Only family members may be listed on Standard Form 2809, *Health Benefits Registration Form*. Family members, for this purpose, include an enrollee's:

- Spouse
- Unmarried dependent children under age 22, including legally adopted children, recognized children born out of wedlock, and stepchildren and foster children who live with the enrollee in a regular parent-child relationship
- Any unmarried child over 22 who became disabled before age 22 and is incapable of self-support because of the disability

**Do not list parents or others who are not eligible family members on the registration form. The listing of ineligible persons is a violation of law and an employee doing so may be subject to discipline.**

Contact your employing office if you need to revise the list of family members on your SF 2809, *Health Benefits Registration Form*.

**PLEASE POST ON ALL BULLETIN BOARDS**

# ATTENTION ALL CAREER EMPLOYEES

## FEDERAL EMPLOYEES' HEALTH BENEFITS (FEBH) PROGRAM

### Family Members—Self and Family FEBH Enrollments

Only family members may be listed on standard Form 2809. Family members' own family members for the purpose include an employee's spouse, dependent children, and disabled children.

- Spouse
- Unmarried dependent children under age 22, including legally adopted children, recognized children born out of wedlock, and stepchildren and foster children who live with the employee in a regular parent-child relationship.
- An unmarried child over 22 who became disabled before age 22 and is unable of self-support because of the disability.

Do not list parents or others who are not eligible family members on the registration form. The listing of ineligible persons is a violation of law and an employee doing so may be subject to discipline.

Contact your employing office if you need to revise the list of family members on your SF 2809. Health Benefit Registration Form.

PLEASE POST ON ALL BULLETIN BOARDS

## NATIONAL POSTAL CLEANUP WEEK

The second National Postal Cleanup Week of 1988 is October 24-28. The cleanup campaign reminds all managers, supervisors, and postmasters to stress continued improvements in the overall appearance of postal facilities as well as a safe working environment. All employees must realize that cleanup is everyone's job. This campaign provides an opportunity to assess local environments and the image they portray to customers.

The campaign primarily emphasizes disposing of nonrepairable, unused obsolete equipment and certain records and files; returning excess supplies and equipment to storage or supply centers; and cleaning all interior and exterior areas of the building. In addition, it emphasizes all areas of customer contact. Facilities should have clean, neat lobby areas, in good repair; vending equipment in good condition and properly stocked; relay and collection boxes in good condition; and delivery vehicles that project a positive image of the Postal Service.

The following procedures provide the basic criteria for accomplishing the campaign. The 50-item inspection checklist on pages 17 and 18 should provide assistance. All managers, postmasters, or designated representatives must complete the checklist for all buildings under their jurisdiction and file the completed checklist at the local post office. They should begin preparation now to have the cleanup in full swing when the campaign starts.

### Records Disposal

**Review Officer.** Managers should appoint a records review officer at each office and at those sections of larger offices that accumulate major files.

**Control Schedules.** Offices should review records control schedules in the relevant directives and handbooks, as well as current records preservation instructions in effect. Records preservation instructions take precedence over records control schedules. They should not destroy records covered by such instructions until they receive specific notice to do so. They should direct questions about the retention or disposition of specific records to the Records Office at Headquarters (contact Sheila Allen, PEN (202) 268-4869).

**Eligible Records.** Offices should follow instructions and destroy records eligible for disposal. They should transfer from active office space to inactive storage areas records not required for active reference and not yet eligible for disposal in accordance with ADMINISTRATIVE SUPPORT MANUAL (ASM) 351.6. They must destroy records containing information about individuals, not simply discard them as waste, in accordance with ASM 351.7.

**Forms and Publications.** Personnel should review supplies of blank forms, publications, etc.; destroy superseded and obsolete copies; and return to stock unneeded current copies.

### Equipment and Supplies

The following procedures should help offices deal with their equipment and supplies. They should search for and identify:

1. Unreported excess equipment and supplies
2. Poorly utilized equipment and space
3. Idle equipment not a part of valid reserve stocks
4. Misused equipment
5. Nonrepairable and obsolete equipment not in use (Initiate disposal action.)
6. Unserviceable equipment that is economically repairable (Initiate work order and repair action to restore inservice condition for reuse.)

### Scrap

1. Do not retain items that are not economically repairable. It is seldom profitable for the USPS to repair or sell low cost items (e.g., with an acquisition cost of \$50 or less) in a damaged, nonoperable condition.

2. Dispose of junk and scrap material immediately. Arrange for on-site pickup if economical or move the material directly to local area dumps after obtaining authorization for local disposal from the officials listed in ASM 728.2 and Handbook AS-701, *Materiel Management*, chapter 7. Use municipal or postal vehicles when available to transport junk or scrap to local area dumps. When such vehicles are unavailable, use private services.

3. In the case of inventoried capital items, prepare Form 969, *Disposal of Personal Property*, and process it according to procedures in ASM 728.35 and Handbook AS-701, chapter 7.

### Misused or Unused Equipment

1. If installations did not use equipment items during the 1987 Christmas mailing season, they should assume that no valid requirement exists and take appropriate steps to reallocate or dispose of the unused items.

2. Issue instructions immediately to eliminate use of rarely used mailhandling equipment, particularly skids, nutting trucks, and hampers, and place them in appropriate storage areas.

3. Locate and inspect major items of equipment—conveyors, hamper dumpers, twine-tying machines, and canceling machines—and take one or more of the following actions:

- a. Put them to proper use immediately.
- b. Tag as appropriate and place in proper storage when the equipment cannot be used:
  - (1) Consolidate storage where feasible
  - (2) Identify standby and seasonal requirements
  - (3) Isolate and report excess (see ASM 727.3 and Handbook AS-701, chapter 6)
- c. Repair items that are economically repairable
- d. Dispose of the item

## NATIONAL POSTAL CLEANUP WEEK—Continued

### Stored, Intermingled Property

1. Locate and inspect idle equipment and material now intermingled in various storage areas.
2. Upon inspection, segregate material and take one or more of the following actions:
  - a. Put to use
  - b. Properly store:
    - (1) Consolidate storage where feasible
    - (2) Identify standby and seasonal requirements
    - (3) Isolate and report excess (see ASM 727.3 and Handbook AS-701, chapter 6)
  - c. Repair item
  - d. Dispose of item

### Supplies

1. Offices may return bulk quantities of new, unused General Services Administration (GSA) stores stock items in original containers to GSA supply depots. The GSA will credit the USPS at current GSA Stores Stock Catalog prices. Offices should make arrangements with GSA for the return, documentation, and credit for excess GSA stores stock items (see ASM 727.34 and Handbook AS-701, chapter 6).
2. Because many excess supplies and forms may be obsolete, offices must check with the supply centers before returning these excess items to them.

They must not ship excess supplies and forms to the supply centers until they receive approval of their request (see ASM 727.33 and Handbook AS-701, chapter 6).

### Update Records

1. Update excess listings of retained equipment (see ASM-727.5 and Handbook AS-701, chapter 6).
2. Report changes in accountability for capital equipment disposed of on Form 969 when required.

Report all quantities of mail transport equipment items at Equipment Inventory Reporting (EIRS) locations on the EIRS system in accordance with Handbook PO-502, *Container Methods*. Transportation management offices (TMOs) and regions should redistribute any surplus mail transport equipment (MTE) quantities based on this reported information.

In accordance with the bulk mail center/management sectional center (BMC-MSC) supply plan, field units must return excess quantities (that exceed maximum stock levels) to the designated concentration center area, mail bag depository (MBD) (PO Handbook 502) or use it to supply the facility's customers.

—Engineering and Technical Support Dept., 10-13-88.

## 23-CENT MARY CASSATT REGULAR STAMP

The 23-cent Mary Cassatt regular stamp goes on sale November 4 in Philadelphia, Pennsylvania. All other post offices must place this stamp, which will be issued in panes of 100, on sale November 5. The denomination meets the 2nd ounce letter rate for international surface mail.

Many considered Mary Cassatt—an American artist—the greatest woman painter. She studied art at the Pennsylvania Academy of Fine Arts and in France, then opted to branch out on her own, copying the old masters. Her work so impressed Edgar Degas that the artist invited her to join the Impressionists. Cassatt's paintings—exhibited at museums around the country—generally depict women and children engaged in the common activities of everyday life.

### Do Not Place on Sale Before November 5

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

**Supply.** Only post offices with authorized philatelic centers will receive an automatic distribution. 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 043**. They must submit requisitions 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 stamp distribution office on a separate Form 17-A, *Accountable Items Requisition From Stamp Distribution Office*.

—Philatelic and Retail Services Dept., 10-13-88.



INSPECTION CHECKLIST

POST OFFICE		DATE OF INSPECTION		INSPECTED BY		
EVALUATION FACTOR			YES	NO	COMMENTS	
A. EXTERIOR	1. Is the flag on display clean, and in good condition?					
	2. Is the flagpole in good condition and is the halyard functional?					
	3. Have interior and exterior of windows been cleaned?					
	4. Are the exterior areas and approach free of litter and extraneous material?					
	5. Are the doors painted or polished (as applicable)?					
	6. If applicable, are lawns cut and shrubbery trimmed?					
	7. Is the dock area clean?					
B. LOBBY	8. Are the vestibule and patrol area floors clean?					
	9. Are the lobby walls clean? Have all notices taped to walls, columns, etc. been removed?					
	10. Are all lobby postings restricted to bulletin boards?					
	11. Is the screen line clean?					
	12. Is the box line clean and polished?					
	13. Is the lobby lighting clean, functional and adequate?					
	14. Is the wall clock face clean?					
	15. Are lobby wastepaper baskets available and lined?					
	16. Are the customer desks clean?					
	17. Are sand urns and ashtrays available?					
	18. Are the required lobby signs posted?					
C. OFFICES	19. Has extraneous material been removed from tops of cabinets, corners, etc.?					
	20. Have obsolete forms and supplies been destroyed?					
	21. Have excess quantities of current materials been returned to supply centers?					
D. WORKROOM	22. Is the window clerk counter area neat and clean?					
	23. Is the workroom floor clean?					
	24. Are separation cases clean and painted?					
	25. Are emergency exit accesses clear and free?					

INSPECTION CHECKLIST (Continued)

EVALUATION FACTOR		YES	NO	COMMENTS
D. WORKROOM (Cont.)	26. Has extraneous matter been removed from tops of cases and cabinets?			
	27. Are walls, ducts and ceilings clean?			
	28. Are trash containers in the workroom available, in ample supply, lined, and clean?			
	29. Are ash trays available?			
	30. Are walls free of postings, tape, etc.?			
	31. Are visual aids in good condition, clean, and are they necessary?			
	32. Has the area been purged of all excess equipment?			
	33. Are venetian blinds or window coverings functional and clean?			
	34. Are window sills free of material and clean?			
	35. Are heating and/or ventilating equipment, grilles, etc., clean?			
E. LUNCHROOM/LOCKER ROOM	36. Are breakout passages free and clear of equipment and material?			
	37. Are tops of lockers clean and free of debris?			
	38. Are the inside of lockers neat and clean? (Spot Check)			
	39. Are table tops clean?			
	40. Are vending machines and the floor around them clean?			
	41. Are lights clean?			
F. GENERAL	42. Are rest rooms clean?			
	43. Are towels, soap, and toilet tissue available?			
	44. Are toilet fixtures in good condition and functional?			
	45. Are delivery vehicles clean and free of unneeded material?			
	46. Are equipment and materials stored and inventoried by category?			
	47. Are custodial and/or office supplies consolidated and neatly stored?			
	48. Is all window glass intact?			
	49. Do the conditions observed reflect that the employees are co-operating satisfactorily in keeping the building clean and neat?			
	50. Have the rules and guidelines regarding wearing of uniforms been reviewed with employees and are employees complying?			

## Warning Notice—Unrecovered Missing Canadian Money Order Forms

(To be posted and used by window clerks. As directed, destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New Style orders 000,000,001-399,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, K1A 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21693 article.

510,068,801 to 9,000	539,073,831 to 3,900	554,939,152 to 9,200	569,537,631 to 538,000
511,899,301 to 9,600	539,120,109 to 0,200	554,998,701 to 8,800	569,793,491 to 3,510
512,328,808 to 8,900	539,132,909 to 3,000	555,144,758 to 4,770	569,915,309 to 5,320
512,373,932 to 4,500	539,805,426 to 5,600	555,219,956 to 220,000	570,255,801 to 5,900
513,426,858 to 7,300	539,989,721 to 9,800	556,084,478 to 4,500	570,275,601 to 5,700
513,457,701 to 7,800	539,991,061 to 1,100	556,250,024 to 0,200	571,065,984 to 066,600
515,790,188 to 0,230	541,097,901 to 098,200	556,351,291 to 1,600	571,106,886 to 107,200
515,892,011 to 2,020	543,289,525 to 290,200	556,508,870 to 8,900	571,123,771 to 3,900
516,649,101 to 9,200	543,305,301 to 5,600	556,702,101 to 2,200	572,226,617 to 6,700
516,882,201 to 2,300	544,194,216 to 4,700	557,669,091 to 9,100	573,666,236 to 6,294
518,114,834 to 5,000	544,619,721 to 620,100	557,669,191 to 9,200	573,702,655 to 2,700
518,126,550 to 6,900	544,999,729 to 9,800	557,711,743 to 1,800	574,217,901 to 7,925
518,147,801 to 8,000	545,553,528 to 3,800	557,786,836 to 6,860	574,415,253 to 5,300
518,761,501 to 1,600	545,775,152 to 5,200	558,228,301 to 8,400	574,526,901 to 527,000
520,736,961 to 7,000	547,276,820 to 277,000	558,638,801 to 9,000	574,808,545 to 8,700
522,798,708 to 8,800	547,457,901 to 458,300	559,562,701 to 2,742	574,810,201 to 811,200
523,727,009 to 7,100	547,469,676 to 9,700	559,565,818 to 566,000	574,982,801 to 983,500
525,483,962 to 4,000	547,542,271 to 543,000	559,736,353 to 6,400	575,311,297 to 317,400
525,774,401 to 4,600	547,578,870 to 8,900	559,841,401 to 1,700	575,913,143 to 3,200
526,389,501 to 9,600	547,923,901 to 924,000	560,473,901 to 3,922	575,977,151 to 7,200
526,389,972 to 390,000	548,988,201 to 8,300	561,223,101 to 3,400	576,674,701 to 4,800
528,910,726 to 0,900	549,641,019 to 1,100	561,249,012 to 9,200	577,296,401 to 7,200
530,248,201 to 8,300	549,670,720 to 0,800	561,265,399 to 5,500	577,907,201 to 7,800
530,756,618 to 6,700	550,092,673 to 2,700	561,265,399 to 5,500	577,917,601 to 7,800
531,847,601 to 7,700	550,355,949 to 356,100	562,601,501 to 1,600	579,458,901 to 9,400
532,013,666 to 3,700	551,144,112 to 4,400	562,601,501 to 1,600	579,877,101 to 7,200
532,401,823 to 1,900	551,698,301 to 8,320	563,184,500 to 4,700	580,207,301 to 7,770
532,883,490 to 3,500	551,961,814 to 1,880	563,957,851 to 7,860	580,337,901 to 8,000
533,554,660 to 4,800	552,222,532 to 3,800	564,299,834 to 300,000	580,473,401 to 474,000
533,820,480 to 0,496	553,468,301 to 8,400	564,319,659 to 9,700	581,986,501 to 6,600
533,820,501 to 0,600	553,853,051 to 3,100	565,045,232 to 5,245	
534,086,901 to 7,000		565,145,850 to 5,875	
535,084,079 to 4,200		565,280,561 to 1,300	
536,606,101 to 6,300		565,868,534 to 8,549	
537,240,745 to 0,800		567,078,033 to 8,100	
537,417,901 to 8,000		567,422,270 to 2,600	
537,528,457 to 8,500		568,505,097 to 5,100	
538,691,301 to 1,500			

**PREVENT THEFT**

**USE STOLEN MONEY ORDER LIST - KNOW ENDORSER**



## 1988 COMMEMORATIVE MINT SETS—REGULAR AND DELUXE

### Commemorative Mint Set

The 1988 Commemorative Mint Set, Item 868, goes on sale October 27 at all post offices that sell philatelic products, at all philatelic centers, and by mail order from the Philatelic Sales Division, Washington, DC 20265-9997.

Priced at \$14.50, the mint set contains 40 stamps with a total face value of \$10.03. They represent 22 different issues. The set includes 23 single stamps (including the Love and Christmas stamps and booklet pane singles of each of the four Special Occasions designs), three blocks of four, and one booklet pane of five (Classic Cars). The set also includes special mounts for the stamps and a 36-page album that features illustrated background information on each stamp subject.

The mint set costs \$12.50, a \$2.00 discount, through February 28, 1989. Promotional counter displays for the set will include discount coupons, which customers fill out and hand to clerks to request the discount. *Clerks are advised that customers seeking the discount do not have to supply the information requested on the coupon if they do not wish to do so.* Clerks should send accumulated coupons on a regular basis to the Philatelic Marketing Division, Room 5630, 475 L'Enfant Plaza, Washington, DC 20260-6755.

As with previous mint sets, separate contractors will ship the stamp packets (which are accountable) in cartons of 100 (four bundles of 25 each) and the albums separately in cartons of 100 to stamp distribution offices (SDOs). Most SDOs will receive two stamp packet shipments and two album shipments. SDO quantities will reflect estimated needs based on sales-to-date of the 1987 Commemorative Mint Set.

SDOs and accountable paper depositories must verify receipt of equal quantities of the stamp pack-

ets and albums. Installations should report any differences between quantities shown on the *Advice of Shipment* and those actually received, as outlined in Handbook F-1, *Post Office Accounting Procedures*, section 426.3.

Post offices should place initial orders for the mint sets with SDOs immediately, using Form 17-A, *Accountable Items Requisition From Stamp Distribution Office*. All CAG A-K offices and their classified stations and branches will receive a colorful counter display with a holiday theme to promote the mint set.

### Deluxe Commemorative Mint Set

In addition to the regular (softcover) edition of the 1988 Commemorative Mint Set, the Postal Service will also market a deluxe edition. The deluxe version has a hardbound cover and a handsome dust jacket. The deluxe 1988 Commemorative Mint Set, Item 888, will be available for \$21.50 in early November. The discount does not apply to the deluxe edition.

Because quantities of Item 888 are limited, post offices should place deluxe edition orders of only about 5 percent of their softcover edition orders.

All philatelic centers and selected larger offices will receive a colorful counter display by early November to promote editions of the mint set.

### Sales Reporting

Offices should report all sales of these mint sets in the AIC 092, *Philatelic Product Sales*, and on the 1412-A, *Daily Financial Report*, and include them in the quarterly Form 1079, *Philatelic Product Physical Inventory Recap*, as required.

—Philatelic and Retail Services Dept., 10-13-88.





NOTIFICATION OF PERSONNEL ACTION

EFFECTIVE DATE  
XX-XX-XX

SEQUENCE NO.

SOCIAL SECURITY NO.  
XXX-XX-XXXX

EMPLOYEE COPY

EMPLOYEE INFORMATION

EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

LAST NAME		FIRST NAME		INIT.	DATE OF BIRTH			VET. PRIS.	PRIOR CDS	TSP BLS	LIFE INS.	RET PLAN
X		X X		X	XX-XX-XX			X				
LEAVE COMP.		SERVICE DATES (ENTER ON DUTY)		RETIREMENT COMP.		TSP-SCD		NEXT STEP (PP-YR)		NOT TO BE USED (PP-YR)		EMP. STATUS
LEAVE DATA (CHANGE PP-YR)		TYPE		RSC		GRADE/STEP		SAVED PROTECTED DATA (PP-YR)		HOURS	MILES	SP CODE
CAREER CONDITIONAL DATE		SGL ARMY (PP-YR)		PROZEN CDS		CRSL MIL SERV		ACADEMIC DATA (CODE, LEVEL, YEAR, DISCIPLINE)		POSTAL LIFE		RETIRED MILITARY
MAILING ADDRESS—STREET/BOX/APT. NO.				CITY		ST.	ZIP + 4		DUTY STATION NAME			
X				X X		X	XX XXXX-XXXX					

POSITION INFORMATION

FINANCE NO.		EMPLOYER OFFICE NAME		ZIP + 4		PAY LOC.	
XX-XXXX						XXX	
DUTY STATION FINANCE NO.		LABOR DISTR.	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE
		XX	XX/X				

NATURE OF PERSONNEL ACTION

RURAL CARRIER DATA

NOA	NATURE OF ACTION DESCRIPTION		AUTHORITY		MERIT ANNIV.
XXX					
REMARKS	CODE	CODE	CODE	CODE	

SERVICE HISTORY INFORMATION

NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRAD/STEP	SALARY
			XXX-XXX	CASUAL			X.XX

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AUTHORIZATION
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DATE
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OFF FINANCE NO.
XX-XXXX

### INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB 21693 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.

009546	069352	102975	112325	112667	192057	292249	327242	333799	335867	337112	395210	480460
009596	069544	102976	112327	112670	192133	292274	327268	333811	335882	337113	402350	480471
009651	069648	103021	112328	112678	193199	292303	327275	333826	335886	337120	402406	480504
009672	069668	103047	112331	112686	193230	293078	328118	333895	335892	337122	402420	480536
010213	069694	103053	112332	112693	195066	293079	328128	333923	335895	337138	402422	480537
012125	069772	103067	112335	112694	195067	293201	328129	333964	335896	337158	402441	480737
012148	069786	104180	112337	112696	196050	294272	328132	333984	335924	337160	402462	480752
016320	069826	105029	112339	112722	197008	294283	328151	334003	335927	337193	402502	480779
016453	069894	105040	112340	112785	197009	294286	328161	334026	335937	337203	402560	480789
016622	071468	105080	112345	112814	198055	294323	328237	334225	335951	337212	405060	480790
016701	071520	105084	112348	113379	198067	294329	328244	334230	335958	337260	405111	480810
016816	071564	105135	112350	113393	200416	295083	328323	334481	335971	337262	410062	480810
018180	071665	105138	112353	114127	200433	295089	328337	334518	336006	337285	410063	480835
018235	071691	105144	112357	114156	200434	295115	328365	334539	336033	337287	411005	480865
018240	071758	105290	112362	114195	200491	295129	328372	334655	336044	337293	420019	480975
018277	075090	106047	112368	115133	200547	295155	328386	334669	336091	337305	421021	482311
018293	075115	106241	112369	115900	200562	295184	328431	334679	336107	337310	428009	482328
019053	075209	107034	112371	117145	200652	295197	329180	334688	336112	337311	425100	482348
019080	075250	107053	112378	117165	200683	295206	329205	334751	336146	337313	430029	482357
019087	075268	109014	112381	117171	200687	295210	329237	334751	336147	337314	430037	482457
019135	076290	109125	112384	117178	200715	295275	329276	334859	336167	337317	432151	482628
019150	076291	109254	112386	117190	200738	295280	329293	334918	336183	337320	432151	485053
021168	080068	110073	112388	117192	200741	300037	330001	334938	336210	337321	432161	485072
021496	080198	110095	112394	117216	207003	300070	330017	335015	336219	337327	432166	485099
011497	085013	110255	112404	117232	207050	300093	330084	335032	336221	337328	432236	486103
021512	085067	111049	112409	117237	207147	300248	330104	335076	336228	337330	432243	489221
021553	085068	111057	112412	117242	207151	300454	330126	335087	336230	337333	432246	489258
021582	089103	111060	112414	117248	207176	300506	330132	335105	336239	337335	432250	490054
021727	089144	111079	112415	117257	207193	300538	330151	335109	336266	337339	432254	490116
021848	089150	111082	112416	117294	208009	300579	330223	335148	336271	337343	432255	490170
021874	089153	111083	112418	117362	208089	300610	330288	335158	336279	337355	432260	495062
021890	089232	111088	112431	117363	208124	300652	330291	335159	336283	337359	432264	495066
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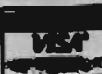
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