



# postal bulletin

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PB 21703—December 15, 1988—24 Pages

## 15-Cent Healy Hall Postal Card

The 15-cent Healy Hall postal card goes on sale January 23, 1989, in Washington, DC. Healy Hall, named after Patrick Healy, is on the campus of Georgetown University. Healy was instrumental in transforming Georgetown from a quaint college to a leading university. The card is the newest issue in the Historic Preservation Series of postal cards.

**Do Not Place on Sale Before January 24, 1989**



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Collector information is on page 13.

**Supply.** Post offices with authorized philatelic centers will receive an automatic distribution. All other post offices should order sufficient quantities of this postal card to meet anticipated local philatelic demand. CAG A-G post offices requiring bulk quantities of this card should immediately submit Form 3216, *Requisition for Postal Cards—Bulk Quantities*, to the Government Printing Office using *Item 2218*.

All other post offices should immediately order the cards from their stamp distribution office on a separate Form 17-A, *Accountable Items Requisition From Stamp Distribution Office*.

—*Philatelic and Retail Services Dept., 12-15-88.*

**Correction**

## Examination Requirements: Markup Clerk, Automated

POSTAL BULLETIN 21701, 12-1-88, included two articles, *Examination Requirements: Markup Clerk, Automated* (page 2) and *Entrance Registers* (page 3), about the new performance examination requirement for markup clerk, automated positions. These two articles should be one article. The article, *Entrance Registers*, should follow immediately after the *Examination Requirements* article as a further explanation of the requirements.

—*Employee Relations Dept., 12-15-88.*

*All Personnel Processing Mail for Dispatch Abroad*

## Foreign Order No. 253

Keep all foreign order notices for use as reference.

Tentative decision and order No. 87-112, dated October 9, 1987, issued against the following is revoked in accordance with 39 C.F.R. § 952.7(b), and the complaint is dismissed. Postmasters of facilities processing or detaining mail addressed to the respondent for dispatch abroad shall resume normal dispatch of such mail and shall resume payment of postal money orders drawn to the order of the respondent.

The Institute for Vision Improvement  
P.O. Box 7840  
2000 Johannesburg  
Republic of South Africa

and at

P.O. Box E 425, Saint James,  
N.S.W. 2000, Australia

Installations may post this notice at the outgoing primary, and they must post it on the Foreign Order Board at all MSCs and designated International Exchange Offices.

—*Judicial Officer, 12-15-88.*

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PROPERTY OF

### FERS—Creditable Civilian Service

Beginning January 1, 1989, the rules governing creditable civilian service for Federal Employees' Retirement System (FERS) will change. If an employee is not contributing to the basic portion of FERS at any time from January 1, 1989 on, that time is not creditable for retirement purposes. In other words, noncareer time from January 1, 1989, on is not creditable civilian service under FERS. The Retirement Computation Date or the Thrift Savings Plan Service Computation Date does not include this noncareer time and a deposit cannot be made for this time.

**Example:** An individual is hired as a casual on November 5, 1988, and then receives another casual appointment on January 14, 1989. He or she later receives a career appointment on August 12, 1989. Upon appointment as career, all her or his service in 1988 is creditable under FERS, and a deposit may be made for the pre-1989 service. None of the service in 1989 prior to the career appointment is creditable because no FERS basic contributions were withheld.

The civilian service creditable under FERS follows:

- Service prior to January 1, 1989, that would be creditable under the Civil Service Retirement System (CSRS);
- Service from January 1, 1989 on, when contributions to the FERS basic were withheld;
- Service under CSRS prior to transferring to FERS;
- Service since becoming subject to FERS, provided total contributions for the service are not refunded.

Once employees are subject to FERS, whether mandatorily or through an election, if they separate from service and withdraw their retirement contributions, they forfeit all credit for the FERS time represented by those contributions. Even though they may be subsequently rehired, they receive no retirement credit for the prior service when FERS contributions were withdrawn, and no redeposit may be made.

If as a result of an election, an employee has a combination of CSRS frozen service and FERS service and withdraws his or her contributions, she or he may redeposit the CSRS contributions upon reemployment, but not the FERS contributions. The reemployed individual is again under FERS upon reemployment.

—Employee Relations Dept., 12-15-88.

### Canceled Wanted Circular

Destroy the wanted circular for Philip L. Cohen dated 10-20-80.—Inspection Service, 12-15-88.

### Refund of Trust Fund Accounts

Handbook F-1, *Post Office Accounting Procedures*, subchapter 730, Refund Disbursements, is being changed to eliminate the need for all trust fund refunds to be offset to AIC 126, Miscellaneous Nonpostal Revenue, and AIC 624, Refund of Miscellaneous Nonpostal Revenue. The next revision of Handbook F-1 will reflect these changes.

#### 730 Refund Disbursements

#### 731 Advance Deposit Amounts

##### 731.1 Customer Claim

• • • • •  
 .12 If the funds cannot be disbursed on the same day they are withdrawn from the customer advance deposit account, the accounting unit should enter them in AIC 075, Advance Deposit Awaiting Refund, until disbursed. When funds are disbursed, the accounting unit will offset the trust fund withdrawal with a money order or Treasury check. The funds with a copy of the customer letter are sent to the customer.

##### 731.2 Customer Inactivity

• • • • •  
 .22 If the funds cannot be disbursed on the same day they are withdrawn from the customer advance deposit account, the accounting unit should enter them in AIC 075, Advance Deposit Awaiting Refund, until disbursed. When funds are disbursed, the accounting unit will offset the trust fund withdrawal with a money order or Treasury check.

• • • • •  
 .24 When the balance is \$5 or less, it will be placed in AIC 126 until specifically requested by the customer.

—Dept. of the Controller, 12-15-88.

### APO Changes

Please make the following pencil changes to the table entitled Conditions Applied to Mail Addressed to Military Post Offices Overseas in POSTAL BULLETIN No. 21686, August 18, 1988, pages 16-23:

APO/FPO	Actions	Mailing restrictions
09148	Active Eff. 1-10-89.....	B-E2-E3-F-F1-I-N-R-U.

All field division postmasters/general managers must notify acceptance units of these changes.

—Mail Processing Dept., 12-15-88.

## 25-Cent Montana Statehood Commemorative Stamp

A 25-cent commemorative stamp honoring the centennial of Montana statehood goes on sale January 15, 1989, in Helena, Montana. The Montana Statehood stamp is based on renowned Western artist Charles M. Russell's oil painting, *C.M. Russell and Friends*. It is the first of five stamps commemorating statehood anniversaries in 1989. Others include North Dakota, Washington, South Dakota, and North Carolina.

**Do Not Place on Sale Before January 16, 1989**



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Issued in panes of 50.

Collector information is on page 11.

**Supply.** All post offices will receive their standard automatic-distribution quantities for a 50-subject commemorative stamp. *The Bureau of Engraving and Printing will not honor supplemental requisitions for Item 4452.*

Limited quantities of this stamp will be shipped to Regional Accountable Paper Depositories (RAPD) for filling supplemental orders. Stamp distribution offices (SDOs) requiring additional stamps may order them from the RAPD using separate Forms 17-A, *Accountable Items Requisition From Stamp Distribution Office*. All other post offices requiring additional stamps should immediately requisition them from their SDOs on separate Forms 17-A.

Before requisitioning additional stock, post offices should consider that they must deplete the stock before March 16, 1989, except authorized philatelic centers.

—*Philatelic and Retail Services Dept., 12-15-88.*

## 1989 Social Security Withholdings

The Social Security Administration has announced the following changes in the taxable gross wages and maximum contributions for 1989.

Taxable Gross Wages For OASDI/Medicare.....	\$48,000
OASDI Contribution Rate.....	6.06%
Maximum OASDI Contributions.....	\$2,908.80
Medicare Contribution Rate.....	1.45%
Maximum Medicare Contributions.....	\$696
Combined OASDI/Medicare Contribution Rate....	7.51%
Combined OASDI/Medicare Contributions .....	\$3,604.80

Both Medicare and old age, survivors, and disability insurance (OASDI) are paid on total earnings received. *All employees must pay Medicare.* In addition, noncareer employees, Federal Employees' Retirement System (FERS) employees and Civil Service Retirement System (CSRS) Offset (CSRS/FICA) employees must pay OASDI.

The OASDI contribution rate remains the same for 1989 as for 1988. As a result, career employees in either FERS or CSRS Offset will continue to contribute 0.94 percent (1.44 percent for postal inspectors) of their basic salary to either FERS basic or CSRS.—*Employee Relations Dept., 12-15-88.*

### POM Revision

#### Stamps by Mail

The Stamps by Mail program allows city delivery customers to purchase postal products through the mail. Offices must have a sufficient supply of Form 3227, *Stamps by Mail*, to fill customers' telephone requests for the form, to have the form available for use by customers in the retail lobby, and for distribution by the carrier to city delivery customers. To obtain copies of Form 3227, submit Form 7380, *Supply Center Requisition*, to the appropriate materiel distribution center.

The POSTAL OPERATIONS MANUAL (POM) revision follows:

#### 140 Other Retail and Related Functions

\* \* \* \* \*

#### 145 Stamps by Mail

The Stamps by Mail program is one of the Easy Stamp Services designed for city delivery customers who find it inconvenient to purchase postal products at a post office. Customers submit Form 3227, *Stamps by Mail*, to their carrier or deposit them in a collection box. Retail employees fill the orders the day they receive them so that city delivery carriers can deliver the stamps to the Customer the next day. Offices must have a sufficient supply of Form 3227 to fill customers' telephone requests for the form, to have the form available for use by customers in the retail lobby, and for distribution by the carrier to city delivery customers. To obtain copies of Form 3227, submit Form 7380, *Supply Center Requisition*, to materiel distribution centers.

—*Philatelic and Retail Services Dept., 12-15-88.*

**Accidents don't just happen—  
They are caused**

## HOLIDAY LEAVE SCHEDULES

Christmas Day, December 25, 1988, and New Year's Day, January 1, 1989, both fall on Sunday. In accordance with the **POSTAL OPERATION MANUAL (POM)** and the **Domestic Mail Manual (DMM)** Chapter 1, postal operations will be on holiday levels of service on Monday, December 26, 1988, and Monday, January 2, 1989. Eligible employees must be paid in accordance with **EMPLOYEE AND LABOR RELATIONS MANUAL (ELM)** 434.4, Holiday Leave Pay, and 434.5, Holiday Worked Pay, if eligible as set forth in these parts of the ELM. Under these regulations and the collective bargaining agreements, the following leave and compensation instructions apply to bargaining-unit employees.

### Full-Time Regular Schedule Employees (FTRs)

1. FTRs whose basic workweek includes Sunday as a scheduled workday will observe Sunday, December 25, and Sunday, January 1, as their holidays. Such FTRs whose basic workweek also includes Monday as scheduled workdays will receive administrative leave for hours not worked on Monday, December 26, and Monday, January 2, due to curtailment of operations.

2. FTRs whose scheduled off days are Sunday and a day other than Monday will observe Monday, December 26, and Monday, January 2, as their designated holidays.

3. FTRs whose scheduled off days are Sunday and Monday will observe Saturday, December 24, and Saturday, December 31, as their designated holidays.

**Note:** As many FTR city letter carriers as possible may be excused from duty on these Saturdays, as long as service standards are maintained. However, these Saturdays will be normal delivery days, and curtailment of delivery service on these days is not authorized.

4. FTRs who work on their designated Christmas holiday (Saturday, Sunday, or Monday) will receive Christmas work pay for that day. FTRs who work on their designated New Year's Day holiday will receive holiday work pay for that day.

### Part-Time Regular Schedule Employees (PTRs)

1. PTRs whose regular schedule includes Sunday as a workday will observe Sunday, December 25, and Sunday, January 1, as their holidays.

2. PTRs whose regular work schedules do not include Sunday as a workday but who are regularly scheduled on a minimum of 5 days in the service week will have designated holidays. These designated holidays will be observed on either December 24 or 26 and December 31 or January 2, in accordance with the principles applying to FTRs.

3. PTRs whose regular work schedules do not include Sunday as a workday and who do not have designated holidays by virtue of their not being regularly scheduled to work on at least 5 days in a service week are not eligible for holiday leave pay. However, such FTRs whose basic workweek also includes Monday as scheduled workdays will receive administrative leave for hours not worked on Monday, December 26, and Monday, January 2, due to curtailment of operations.

### Part-Time Flexible Schedule Employees (PTFs)

PTFs are not eligible for holiday leave pay, as a holiday differential is included in their basic hourly rate of pay. However, PTFs are entitled to Christmas work pay for all hours (up to 8) worked between midnight, Saturday, December 24, and midnight, Sunday, December 25.

**Note:** Holiday schedules must be posted by close of business Tuesday, December 20, for Christmas, and Tuesday, December 27, for New Year's Day.

—Employee Relations Dept., 12-15-88.

## Special Cancellations

Postmasters having 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 must not request them without application by the sponsors.

Cancellations	Period of use
Cerebral Palsy.....	Jan. 1 to Jan. 31, 1989.
March of Dimes.....	Jan. 1 to Jan. 31, 1989.
Nat'l Children's Dental Health...	Jan. 15 to Feb. 28, 1989.

—Rates and Classification Dept., 12-15-88.

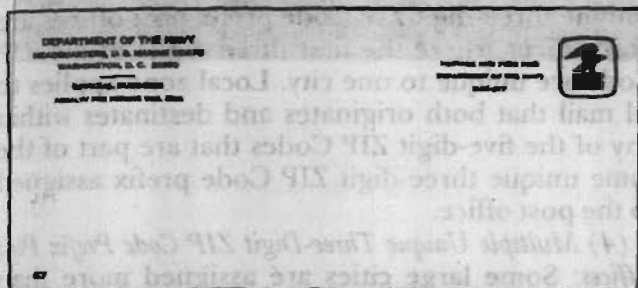
## Seasons Greetings

Your Employee Assistance Program (EAP) wants to take this opportunity to wish everyone a joyful, safe, and happy holiday season.

As the pace picks up, remember your EAP representative is available to give you information on dealing with a problem. Help is just a phone call away. If you need assistance, call your local EAP representative.

## U.S. MARINE CORPS PENALTY MAIL

The U.S. Marine Corps has informed the Postal Service that it has ceased using the standard penalty indicia format shown below as a method of mailing.



Since the Marine Corps will no longer pay for standard penalty indicia mail, post offices must refuse to accept mail using this format. Return to the sender as unpaid any Marine Corps standard penalty indicia piece found in the mail.

The Marine Corps mails under the Department of the Navy DOD-317 Standard Indicia. Only this mail is no longer acceptable and must be refused. Department of the Navy DOD-316 Standard Indicia mail is still acceptable and must *not* be refused. It is extremely important that post offices note this difference.

### Acceptable Marine Corps Mailings

Effective immediately, the only acceptable forms of indicia for Marine Corps penalty mail are postage meter stamps, permit imprint, postage stamps, embossed stamped envelopes, and reply mail. DOMESTIC MAIL MANUAL 137.273-137.277 describes the format and procedures for those acceptable methods.

The Marine Corps may continue to submit Express Mail under their assigned three-digit agency code (an optional five-digit agency cost code may

also be added for internal agency tracking purposes), by affixing a completed Label-11 to a Marine Corps envelope or a label containing a complete Marine Corps return address and the *pre-printed* phrases Official Business and Penalty for Private Use, \$300.

Post offices serving Marine Corps bases, recruiting stations, and other activities must closely monitor both outgoing and incoming mail for these activities and refuse to accept or return to sender all Marine Corps penalty mail in the standard penalty format or any mail not complying with the requirements for the acceptable methods listed above.

Advise Marine Corps personnel with questions on this matter to contact their Command Headquarters. Postal employees who have questions or who note continued violations of the requirements should contact their Rates and Classification Centers (RCC).

### Summary

Nine Department of Defense Agencies no longer authorize the use of the standard form of the penalty indicia for agency mailings. They are the U.S. Air Force, the U.S. Marine Corps, the Defense Communications Agency, the Defense Nuclear Agency, the National Security Agency, the Joint Staff (formerly known as the Joint Chiefs of Staff), the Office of the Inspector General, the Office of Civilian Health and Medical Program of the Uniformed Services (OCHAMPUS), and the Uniformed Services, University of the Health Sciences. Beginning January 1, 1989, this list includes the U.S. Army.

By the close of Government Fiscal Year 1989 (September 30, 1989), all remaining Department of Defense agencies will follow suit. Future POSTAL BULLETIN notices will announce these changes.

—Dept. of the Controller, 12-15-88.

### Correction

#### Telecommunications Services— Dial-Up Users

POSTAL BULLETIN 21701, 12-1-88, included the article, Telecommunications Services—Dial-Up Users (page 1). The article quoted an incorrect telephone number for the National Information Systems Support Center in Raleigh, North Carolina. The correct number is PEN 878-5001, not 879-5001.

—Information Resource Management Dept., 12-15-88.

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**Make sure that empty  
mailbag does not have a  
letter hidden in the bottom.  
It could be overlooked—  
and it could be yours!**

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## DMM Notice

## LOCAL ZONES

Effective with DOMESTIC MAIL MANUAL (DMM) Issue 29, 12-18-88, DMM section 122.71a is revised to define a local zone more precisely.

Fourth-class parcel post and bound printed mailers need to know what ZIP Code delivery areas qualify as the local zone for any city in the country. This DMM revision will enable mailers to determine easily the local zone for any post office.

DMM section 122.71a is revised as follows:

## 122.7 Postal Zones

## 122.71

**.71a** The local zone applies to mail deposited at any post office for delivery to addresses within the delivery area of that post office. The following specifications, by type of post office, are to be used to determine eligibility for local zone rates:

(1) *Single Five-Digit ZIP Code Post Offices:* Local zone applies to all mail that both originates and destines within the same five-digit ZIP Code area.

(2) *Multi-ZIP Coded Post Offices:* Local zone applies to all mail that both originates and destines within the five-digit ZIP Codes that are assigned to the multi-ZIP Coded post office. Although a multi-ZIP Coded post office serves more than one five-digit ZIP Code, the first three digits of these five-digit ZIP Codes are *not* unique to the multi-ZIP Coded post office and are shared by a number of other post offices. Only mail that both originates and destines within the five-digit ZIP Code deliv-

ery areas served by the multi-ZIP Coded post office is eligible for the local zone rate.

(3) *Unique Three-Digit ZIP Code Prefix Post Offices:* Unique three-digit ZIP Code prefix post offices are post offices where the first three digits of the ZIP Code are unique to one city. Local zone applies to all mail that both originates and destines within any of the five-digit ZIP Codes that are part of the same unique three-digit ZIP Code prefix assigned to the post office.

(4) *Multiple Unique Three-Digit ZIP Code Prefix Post Offices:* Some large cities are assigned more than one unique three-digit ZIP Code prefix. In these instances, the local zone applies to mail that both originates and destines within the five-digit ZIP Codes that are part of the unique three-digit ZIP Codes assigned to that specific post office.

(5) *Combination Five-Digit ZIP Code and Unique Three-Digit ZIP Code Prefix Post Office:* A city may have one or more unique three-digit ZIP Code prefixes, plus one or more additional five-digit ZIP Codes not part of the unique three-digit ZIP Code assigned to that post office. In this instance, the local zone applies to all mail that both originates and destines within all of the five-digit ZIP Codes that are part of the unique three-digit ZIP Codes, plus the separate five-digit ZIP Code delivery areas assigned to that post office.

**Note:** The *National Five-Digit ZIP Code and Post Office Directory* (Publication 65) provides a listing of all post offices and the ZIP Codes served by each post office. DMM Exhibit 122.63b contains a list of all unique three-digit ZIP Code prefix post offices.

—Rates and Classification Dept., 12-15-88.

### Undeliverable Third-Class Bulk Business Mail

Headquarters has received complaints regarding the improper handling of undeliverable third-class bulk business mail weighing over 1 ounce, bearing the mailer endorsement Address Correction Requested. To alleviate this problem, mail forwarding and return operations located at stations, branches, and associate offices, as well as computerized forwarding system units, should refer to the instructions outlined in DOMESTIC MAIL MANUAL, Exhibit 159.151d.

The Postal Service provides no forwarding or return service for this mail. Address Correction Service is provided on Form 3547, *Notice to Mailer of Correction in Address* (hardcopy or photocopy), or Form 3579, *Undeliverable Second-, Third-, and Fourth-class Matter*, whichever is suitable to the individual operation. The mailer must pay the address correction fee of 30 cents per piece.

—Delivery Services Dept., 12-15-88.

## DMM Notice

### Meter Reply Express Mail

Effective with DOMESTIC MAIL MANUAL (DMM) Issue 30, March 19, 1989, DMM 281.1, Meter Reply Express Mail, will be revised to allow mailers to use meter stamps to prepay reply postage on Express Mail service shipments of up to 70 pounds because Express Mail rates are now unzoned. The revision follows.

## 280 Payment of Postage

## 281 Express Mail

**281.2 Meter Reply Express Mail.** Meter stamps may be used to prepay postage on Express shipments up to a maximum of 70 pounds.

—Rates and Classification Dept., 12-15-88.

# SAFETY BULLETIN

No. 88-5

## SNOWBLOWER SAFETY

Each year at this time, many people experience injuries involving snowblowers. Accidents sometimes occur when individuals place their hands or feet inside the blower (while the machine is still running) to dislodge packed snow that has jammed the auger. Once cleared, the auger starts up rapidly and the individual's hand, finger, or foot can be mutilated or amputated by the blower or auger device.

Postal managers must provide proper and adequate training for all employees who operate snowblowers or snow removal equipment. Administer the training *before* employees operate this equipment. Instruct employees to follow the manufacturer's maintenance instructions and proper operating procedures.

In addition to training employees, postal managers must also ensure that equipment is properly stored. In the interest of fire prevention, gasoline snowblower engines should be allowed to cool and the gasoline drained if this equipment is stored in any enclosure for extended periods.

**Note:** *Only* trained individuals should maintain and operate this equipment.

PLEASE POST ON BULLETIN BOARD



Originating Office:  
Office of Safety and Health  
Employee Relations Department







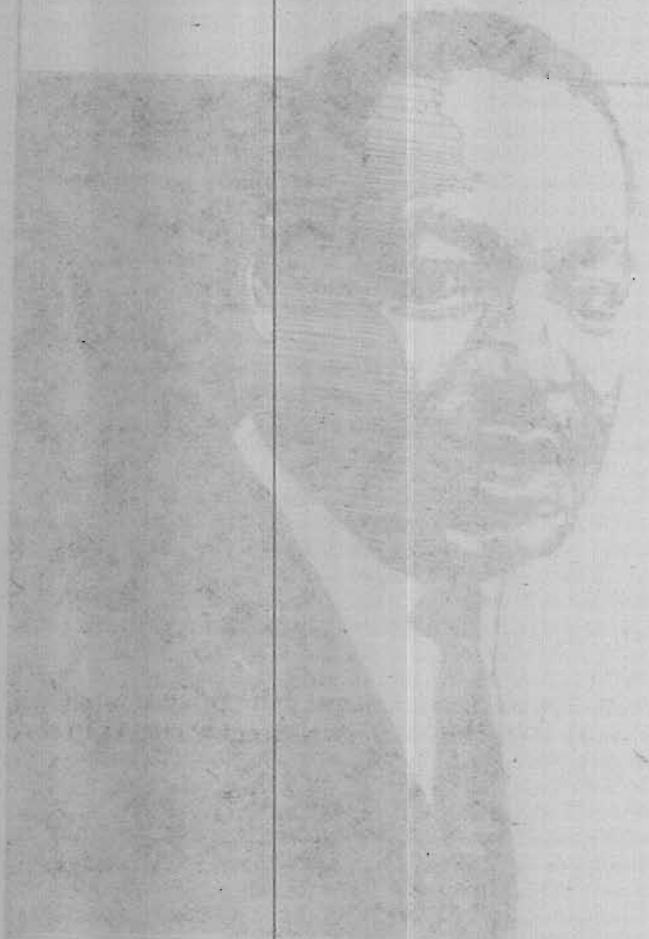
# This Office Will Be Closed January 16, 1989 To Observe

**Martin  
Luther  
King Jr.'s  
Birthday**





This Office  
Will Be Closed  
January 16, 1989  
To Observe



Martin  
Luther  
King Jr.'s  
Birthday



Copyright U.S. Postal Service 1988

Issue Date: January 15, 1989  
 First Day City: Helena, Montana  
 Designer, Art Director, and Typographer:  
 Bradbury Thompson, Design Coordinator for  
 the Citizens' Stamp Advisory Committee  
 Project Manager: Jack Williams, Program Manager,  
 Philatelic Design, U.S. Postal Service  
 Engravers: Thomas Hipschen (vignette) and  
 Michael J. Ryan (lettering), Bureau of Engraving  
 and Printing (BEP)  
 Modeler: Peter Cocci (BEP)  
 Printing Process: Offset/intaglio BEP  
 Colors: Magenta, yellow, cyan, and process black  
 (offset); brown and purple (intaglio)  
 Size: .84 x 1.41 in/21.3 x 25.8 mm (image area)  
 Plate Number: four offset, one intaglio  
 Stamps per Pane: 50  
 Marginal Markings: ©U.S. Postal Service 1988  
 Use Correct ZIP Code®

# Montana Statehood Commemorative Stamp

The Postal Service will pay tribute to the centennial of Montana Statehood by issuing a commemorative stamp January 15, 1989, in Helena, Montana. Montana Governor Stan Stephens and Associate Postmaster General Kenneth J. Hunter will dedicate the new stamp in the rotunda of the State Capitol. The first day of issue marks the 100th anniversary of a speech presented by territorial delegate Joseph K. Toole to the U.S. House of Representatives urging statehood for Montana. On November 8, 1889, Montana became the 41st state and Toole was elected its first governor.

Renowned Western artist Charles M. Russell based the Montana Statehood stamp on the oil painting, *C.M. Russell and Friends*. The Montana artist and former cowboy painted his favorite Montana landscape and elements of the old West, including himself, to capture the spirit of Big Sky Country. The stamp shows Russell in the foreground aboard a black horse, standing on a grassy knoll. Russell's left arm extends toward Square Butte and the spacious plains of central Montana. Five cowhands ride past Russell in the lower right.

Today, Montana is still as rugged and rewarding as ever. Instead of prospectors, the beautiful moun-

tains, lakes, and rivers now draw throngs of visitors to the state. The respect for land and family they find in Montana causes a good many to remain.

Procedures for ordering first day of issue cancellations follow.

*Customers Affixing Stamps.* The Postal Service encourages customers to purchase the Montana Statehood stamps and affix them to their envelopes. Covers bearing stamps receive preferential service. Customers must address envelopes on the right side at least 5/8 inch from the bottom and affix stamps approximately 1/4 inch from the top and right edges. Requests must be postmarked by February 14, 1989, and addressed: Customer-Affixed Envelopes, Montana Statehood Stamps, Postmaster, Helena, MT 59601-9991. No remittance is required.

*Postal Service Affixing Stamps.* The price is 25 cents per stamp. The Postal Service accepts 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 February 14, 1989, and addressed: Montana Statehood Stamps, Postmaster, Helena, MT 59601-9992.



After offices deplete local stocks of the item, it is available from all philatelic centers and by mail order from the Philatelic Sales Division for approximately 1 year after the date of issue. A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265-9997.

USPS Stamp Poster 88-78  
 Remove after February 14

PLEASE POST ON BULLETIN BOARD

Dear Sirs: This stamp is being issued in honor of a man who was born in Montana and died in Montana... [The rest of the text is upside-down and largely illegible due to the stamp's orientation.]



Copyright U.S. Postal Service 1968

# Montana Statehood Commemorative Stamp

This stamp is being issued in honor of a man who was born in Montana and died in Montana... [The rest of the text is upside-down and largely illegible.]

The Montana Statehood stamp is being issued to commemorate the 100th anniversary of the state's admission to the Union... [The rest of the text is upside-down and largely illegible.]

The stamp is available in 8-cent and 13-cent denominations. It is being issued to commemorate the 100th anniversary of the state's admission to the Union... [The rest of the text is upside-down and largely illegible.]

The 7-cent stamp will pay tribute to the state's... [The rest of the text is upside-down and largely illegible.]

After three months of work, the Postal Service has... [The rest of the text is upside-down and largely illegible.]

1968 Stamp Poster \$2.75  
Available after February 15

PLEASE POST ON BULLETIN BOARD





Copyright U.S. Postal Service 1988

Issue Date: January 23, 1989  
 First Day City: Washington, DC  
 Designer: John Morrell, Arlington, Virginia  
 Art Director: Derry Noyes, Design Coordinator for the Citizens' Stamp Advisory Committee  
 Typographer: Bradbury Thompson, Design Coordinator for the Citizens' Stamp Advisory Committee  
 Project Manager: Joe Brockert, Program Manager, Philatelic Design, U.S. Postal Service  
 Printing Process: Offset, Government Printing Office  
 Colors: Yellow, magenta, cyan, and black  
 Size: 3.5 x 5.5 in or 88.9 x 139.7 mm  
 Marginal Markings: ©U.S. Postal Service 1988

# Healy Hall Postal Card

The Postal Service will issue a 15-cent postal card January 23, 1989, saluting the 200th anniversary of the founding of Georgetown University. The card features Georgetown's Healy Hall and is the newest issue in the Historic Preservation Series of postal cards.

The first day of issue dedication ceremony will be held in Gaston Hall, a large auditorium within Healy Hall on the Georgetown University campus. Postmaster General Anthony M. Frank will be the featured speaker.

Healy Hall was named after Patrick Healy, whose dream of building a school renowned for its liberal arts education became Georgetown University. The design of the Healy Hall postal card is based on an original full color painting by Georgetown University art professor John Morrell. Making his philatelic debut, Morrell based his painting on old drawings of the building. Historic Preservation and USA 15 appear in black in a single line below the design.

The Historic Preservation Series was created to highlight our nation's historical structures. A postal card featuring Chicago's Hull House will be issued in this series later this year.

Procedures for ordering first day of issue cancellations follows.

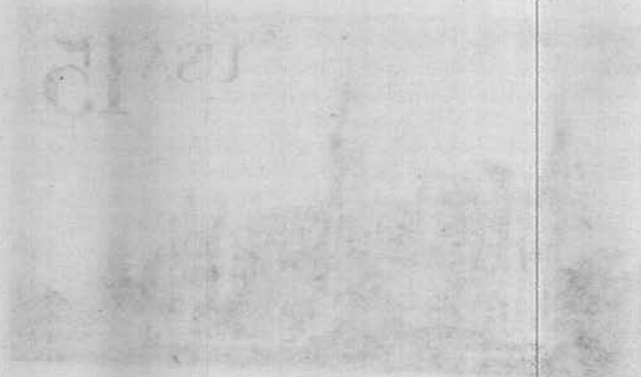
*Customers Providing Postal Cards.* Customers are encouraged to purchase the card (sold, outside of Washington, DC, primarily at philatelic centers only). Orders including cards receive preferential service. Customers should address cards at least 5/8 inch from the bottom. They may affix uncanceled stamps issued before January 23, 1989, but the Postal Service will not service cards bearing stamps issued after that date. First-day cancellation requests must be postmarked by February 22, 1989, and addressed: Customer Provided Postal Cards, Healy Hall Postal Card, Postmaster, Washington, DC 20066-9991.

*Postal Service Providing Postal Cards.* The price is 15 cents per card, and customers should send peelable return address labels for each card ordered. The Postal Service accepts personal checks in the exact amount up to the limit of 50 cards. Customers should not send cash or stamps. Orders must be postmarked by February 22, 1989, and addressed: Healy Hall Postal Card, Postmaster, Washington, DC 20066-9992.



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

USPS Stamp Poster 88-79  
 Remove after February 22



Copyright U.S. Postal Service 1982

# Healy Hall Postal Card

The Postal Service will issue a 15-cent postal card January 28, 1983, marking the 50th anniversary of the founding of Georgetown University. The card features Georgetown's Healy Hall and is the newest item in the Historic Preservation Series of postal cards.

The first day of issue dedication ceremony will be held at Healy Hall, a large, red-brick building which stands tall on the Georgetown University campus. Postmaster General Anthony J. Frank will be the keynote speaker.

Healy Hall was named after Patrick Healy, whose dream of building a school transferred to its liberal arts education became Georgetown University. The design of the Healy Hall postal card is based on an original full color painting by Georgetown University art professor John Mitchell, Healy's personal friend. Mitchell based his painting on the architectural drawings of the building. Historic Preservation Series postal cards appear in black ink on a white background.

The Historic Preservation Series was created to highlight our nation's historical landmarks. A postal card featuring Chicago's Hull House will be issued in the next few days.

Postage for airmail cards is 25 cents. Postage for regular postal cards is 15 cents. Postage for international postal cards is 30 cents. Postage for international airmail cards is 50 cents. Postage for international airmail cards is 50 cents. Postage for international airmail cards is 50 cents.

Postage for airmail cards is 25 cents. Postage for regular postal cards is 15 cents. Postage for international postal cards is 30 cents. Postage for international airmail cards is 50 cents. Postage for international airmail cards is 50 cents.

Postage for airmail cards is 25 cents. Postage for regular postal cards is 15 cents. Postage for international postal cards is 30 cents. Postage for international airmail cards is 50 cents. Postage for international airmail cards is 50 cents.

PLEASE POST ON BULLETIN BOARD



A postage stamp listing all available stamps and other philatelic items is available here on the Bulletin Board. Write to: Philatelic Bureau, P.O. Box 30255, Washington, D.C. 20045-0255.

21275 Spring Valley Road, Suite 200, Fairfax, VA 22031

### U.S.-CANADA MONEY ORDER CONVERSION RATES

Effective immediately, the rate for money orders issued for payment in Canada will be 1.00 U.S. dollar equals 1.18 Canadian. However, postal employees must verify a current rate when a customer wishes to purchase money orders payable in Canada with a total value in excess of \$3,500 (U.S.). The current Canadian exchange rate may be obtained by calling the St. Louis Postal Data Center (PDC) on (PEN or 314) 436-5099. When an employee issues a money order for payment in Canada, the issuing employee must enter the Canadian dollar amount in the Used for block of the money order. They should use the table on the left to convert from U.S. dollars to Canadian dollars, or the table on the right to convert from Canadian dollars to U.S. dollars.

U.S.-Canada Money Order Conversion Rates

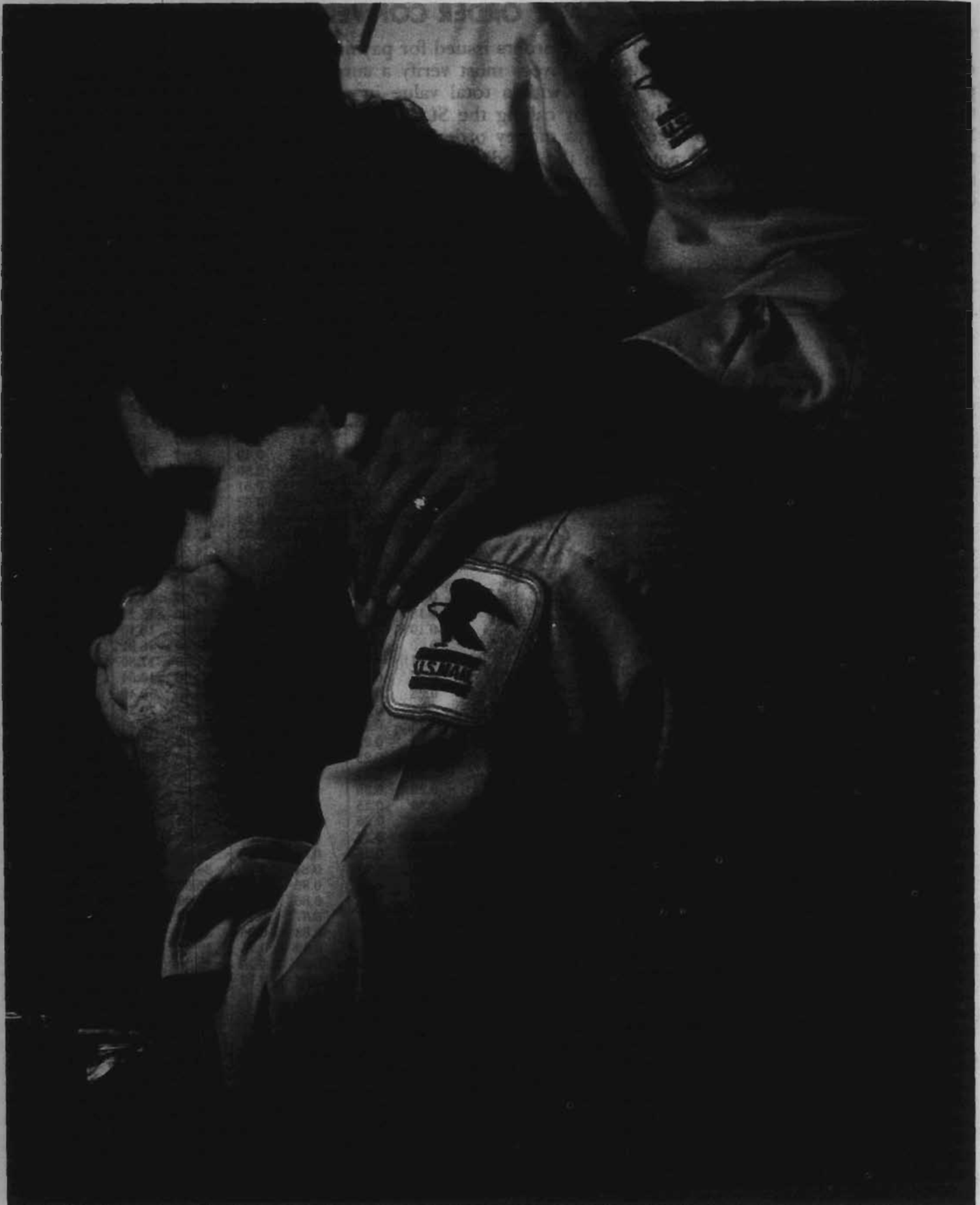
Canada-U.S. Money Order Conversion Rates

U.S.	Canada	U.S.	Canada	U.S.	Canada	U.S.	Canada
\$0.01	\$0.01	\$0.51	\$0.60	\$1.00	\$1.18	\$51.00	\$60.18
0.02	0.02	0.52	0.61	2.00	2.36	52.00	61.36
0.03	0.04	0.53	0.63	3.00	3.54	53.00	62.54
0.04	0.05	0.54	0.64	4.00	4.72	54.00	63.72
0.05	0.06	0.55	0.65	5.00	5.90	55.00	64.90
0.06	0.07	0.56	0.66	6.00	7.08	56.00	66.08
0.07	0.08	0.57	0.67	7.00	8.26	57.00	67.26
0.08	0.09	0.58	0.68	8.00	9.44	58.00	68.44
0.09	0.11	0.59	0.70	9.00	10.62	59.00	69.62
0.10	0.12	0.60	0.71	10.00	11.80	60.00	70.80
0.11	0.13	0.61	0.72	11.00	12.98	61.00	71.98
0.12	0.14	0.62	0.73	12.00	14.16	62.00	73.16
0.13	0.15	0.63	0.74	13.00	15.34	63.00	74.34
0.14	0.17	0.64	0.76	14.00	16.52	64.00	75.52
0.15	0.18	0.65	0.77	15.00	17.70	65.00	76.70
0.16	0.19	0.66	0.78	16.00	18.88	66.00	77.88
0.17	0.20	0.67	0.79	17.00	20.06	67.00	79.06
0.18	0.21	0.68	0.80	18.00	21.24	68.00	80.24
0.19	0.22	0.69	0.81	19.00	22.42	69.00	81.42
0.20	0.24	0.70	0.83	20.00	23.60	70.00	82.60
0.21	0.25	0.71	0.84	21.00	24.78	71.00	83.78
0.22	0.26	0.72	0.85	22.00	25.96	72.00	84.96
0.23	0.27	0.73	0.86	23.00	27.14	73.00	86.14
0.24	0.28	0.74	0.87	24.00	28.32	74.00	87.32
0.25	0.30	0.75	0.89	25.00	29.50	75.00	88.50
0.26	0.31	0.76	0.90	26.00	30.68	76.00	89.68
0.27	0.32	0.77	0.91	27.00	31.86	77.00	90.86
0.28	0.33	0.78	0.92	28.00	33.04	78.00	92.04
0.29	0.34	0.79	0.93	29.00	34.22	79.00	93.22
0.30	0.35	0.80	0.94	30.00	35.40	80.00	94.40
0.31	0.37	0.81	0.96	31.00	36.58	81.00	95.58
0.32	0.38	0.82	0.97	32.00	37.76	82.00	96.76
0.33	0.39	0.83	0.98	33.00	38.94	83.00	97.94
0.34	0.40	0.84	0.99	34.00	40.12	84.00	99.12
0.35	0.41	0.85	1.00	35.00	41.30	85.00	100.30
0.36	0.42	0.86	1.01	36.00	42.48	86.00	101.48
0.37	0.44	0.87	1.03	37.00	43.66	87.00	102.66
0.38	0.45	0.88	1.04	38.00	44.84	88.00	103.84
0.39	0.46	0.89	1.05	39.00	46.02	89.00	105.02
0.40	0.47	0.90	1.06	40.00	47.20	90.00	106.20
0.41	0.48	0.91	1.07	41.00	48.38	91.00	107.38
0.42	0.50	0.92	1.09	42.00	49.56	92.00	108.56
0.43	0.51	0.93	1.10	43.00	50.74	93.00	109.74
0.44	0.52	0.94	1.11	44.00	51.92	94.00	110.92
0.45	0.53	0.95	1.12	45.00	53.10	95.00	112.10
0.46	0.54	0.96	1.13	46.00	54.28	96.00	113.28
0.47	0.55	0.97	1.14	47.00	55.46	97.00	114.46
0.48	0.57	0.98	1.16	48.00	56.64	98.00	115.64
0.49	0.58	0.99	1.17	49.00	57.82	99.00	116.82
0.50	0.59			50.00	59.00	100.00	118.00
						200.00	236.00
						300.00	354.00
						400.00	472.00
						500.00	590.00
						600.00	708.00
						700.00	826.00

Canada	U.S.	Canada	U.S.	Canada	U.S.	Canada	U.S.
\$0.01	\$0.01	\$0.51	\$0.43	\$1.00	\$0.85	\$51.00	\$43.22
0.02	0.02	0.52	0.44	2.00	1.69	52.00	44.07
0.03	0.03	0.53	0.45	3.00	2.54	53.00	44.92
0.04	0.03	0.54	0.46	4.00	3.39	54.00	45.76
0.05	0.04	0.55	0.47	5.00	4.24	55.00	46.61
0.06	0.05	0.56	0.47	6.00	5.08	56.00	47.46
0.07	0.06	0.57	0.48	7.00	5.93	57.00	48.31
0.08	0.07	0.58	0.49	8.00	6.78	58.00	49.15
0.09	0.08	0.59	0.50	9.00	7.63	59.00	50.00
0.10	0.08	0.60	0.51	10.00	8.47	60.00	50.85
0.11	0.09	0.61	0.52	11.00	9.32	61.00	51.69
0.12	0.10	0.62	0.53	12.00	10.17	62.00	52.54
0.13	0.11	0.63	0.53	13.00	11.02	63.00	53.39
0.14	0.12	0.64	0.54	14.00	11.86	64.00	54.24
0.15	0.13	0.65	0.55	15.00	12.71	65.00	55.08
0.16	0.14	0.66	0.56	16.00	13.56	66.00	55.93
0.17	0.14	0.67	0.57	17.00	14.41	67.00	56.78
0.18	0.15	0.68	0.58	18.00	15.25	68.00	57.63
0.19	0.16	0.69	0.58	19.00	16.10	69.00	58.47
0.20	0.17	0.70	0.59	20.00	16.95	70.00	59.32
0.21	0.18	0.71	0.60	21.00	17.80	71.00	60.17
0.22	0.19	0.72	0.61	22.00	18.64	72.00	61.02
0.23	0.19	0.73	0.62	23.00	19.49	73.00	61.86
0.24	0.20	0.74	0.63	24.00	20.34	74.00	62.71
0.25	0.21	0.75	0.64	25.00	21.19	75.00	63.56
0.26	0.22	0.76	0.64	26.00	22.03	76.00	64.41
0.27	0.23	0.77	0.65	27.00	22.88	77.00	65.25
0.28	0.24	0.78	0.66	28.00	23.73	78.00	66.10
0.29	0.25	0.79	0.67	29.00	24.58	79.00	66.95
0.30	0.25	0.80	0.68	30.00	25.42	80.00	67.80
0.31	0.26	0.81	0.69	31.00	26.27	81.00	68.64
0.32	0.27	0.82	0.69	32.00	27.12	82.00	69.49
0.33	0.28	0.83	0.70	33.00	27.97	83.00	70.34
0.34	0.29	0.84	0.71	34.00	28.81	84.00	71.19
0.35	0.30	0.85	0.72	35.00	29.66	85.00	72.03
0.36	0.31	0.86	0.73	36.00	30.51	86.00	72.88
0.37	0.31	0.87	0.74	37.00	31.36	87.00	73.73
0.38	0.32	0.88	0.75	38.00	32.20	88.00	74.58
0.39	0.33	0.89	0.75	39.00	33.05	89.00	75.42
0.40	0.34	0.90	0.76	40.00	33.90	90.00	76.27
0.41	0.35	0.91	0.77	41.00	34.75	91.00	77.12
0.42	0.36	0.92	1.78	42.00	35.59	92.00	77.97
0.43	0.36	0.93	0.79	43.00	36.44	93.00	78.81
0.44	0.37	0.94	0.80	44.00	37.29	94.00	79.66
0.45	0.38	0.95	0.81	45.00	38.14	95.00	80.51
0.46	0.39	0.96	0.81	46.00	38.98	96.00	81.36
0.47	0.40	0.97	0.82	47.00	39.83	97.00	82.20
0.48	0.41	0.98	0.83	48.00	40.68	98.00	83.05
0.49	0.42	0.99	0.84	49.00	41.53	99.00	83.90
0.50	0.42			50.00	42.37	100.00	84.75
						200.00	169.49
						300.00	254.24
						400.00	338.98
						500.00	423.73
						600.00	508.47
						700.00	593.22

—Office of the Treasurer, 12-15-88.

SUBSTANCE ABUSE  
 TOGETHER  
 CALL YOUR LOCAL E.A.P. COUNSELOR



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**LET'S FIGHT  
SUBSTANCE ABUSE  
TOGETHER**

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CALL YOUR LOCAL E.A.P. COUNSELOR.



### INCORRECT P.O. BOX FEES

The fees for the payment of post office box rent increased on April 3, 1988. A number of post offices, particularly CAG L offices, have been charging their customers an incorrect rental fee.

One of the reasons for the error is that the Group 3 rates were incorrectly collected at some noncity delivery (NCD) post offices instead of the Group 2 fees.

All NCD offices must charge only the Group 2 fees, effective in August 1985 (see Exhibit A below).

*Rates and Classification Dept., 12-15-88.*

**EXHIBIT A**

All NCD offices  
MUST charge  
Group 2 fees

Group	Box size				
	1	2	3	4	5
Per semiannual period					
1	\$14.00	\$19.50	\$36.00	\$60.00	\$100.00
2	3.25	5.00	8.50	14.00	22.00
Per annual period					
3	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00

Domestic Mail Manual section 951.261

### MAIL ALERT

The mailings shown below will be deposited in the near future. Offices should attempt to honor the requested home delivery dates, but not at additional expense. Mailers wishing to participate in these alerts, for mailings of one million pieces or more, should contact the National Accounts Division at (202) 268-2207, no later than the 15th of the month preceding the month of the requested delivery dates.

Title on mailings	Class and type of mail	Requested delivery dates	Number of pieces	Distribution	Presort level	Comments
North Shore Animal League .....	3rd Flats and Letters.	December 27-28.	10 Million...	Nation-wide.	CR, 5-D.....	Sweepstakes mailing with printed deadline dates.
North Shore Animal League .....	3rd Flats and Letters.	January 2-6..	1,500,000 ...	Nation-wide.	CR, 5-D.....	Sweepstakes mailing with printed deadline dates.
Reader's Digest.....	1st.....	December 27 <sup>1</sup> .	11 Million...	Nation-wide.	CAR-RTE 5-Digit.	Gray Envelope printed with blue Personal.
Reader's Digest.....	1st.....	December 29 <sup>1</sup> .	14 Million...	Nation-wide.	CAR-RTE 5-Digit.	White glassine envelope with green diamond border. Most have gold metal bar showing through window, others a nickel.
Reader's Digest.....	3rd.....	December 30-31 <sup>1</sup> .	8 Million.....	Nation-wide.	CAR-RTE 5-Digit.	Brown envelope with green verified stamps showing through window.
Reader's Digest.....	3rd.....	December 30-31 <sup>1</sup> .	4 Million.....	Nation-wide.	CAR-RTE 5-Digit.	Brown kraft envelope with black diamond border.
Reader's Digest.....	3rd.....	December 30-31 <sup>1</sup> .	5 Million.....	Nation-wide.	CAR-RTE 5-Digit.	Brown envelope with metal sweepbill showing through window. Some are flats due to thick contents.

<sup>1</sup> Note: All bags and bundles will have requested delivery dates.  
CR-Carrier Route.  
5-D, 5-Digit ZIP Code.

—Marketing Dept., 12-15-88.

# Celebrate A Firesafe Holiday



For a safe enjoyable holiday, follow these Firesafety Tips:

1. Look out for the children.
2. Buy only safe toys.
3. Choose a fresh tree.
4. Check out lights.
5. Take care with candles.
6. Make your fireplace firesafe.



National Fire Protection Association



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Batterymarch Park, Quincy MA 02269  
Printed in U.S.A.

BR-17

**DECEMBER 1988**

**Have you seen any of these children?**

Participate in the NALC/USPS Child Alert Program. Tear out this page and carry it with you. If you have information on any of these missing children, tell your postal supervisor.



**Brandon Anthony Carsello**  
 Born: 04-04-82  
 Date Missing: 06-10-88  
 From: Las Vegas, NV



**Dolana Barbara Clark**  
 Born: 02-10-88  
 Date Missing: 08-02-88  
 From: Great Falls, MT



**Christine Green**  
 Born: 08-28-69  
 Date Missing: 04-23-85  
 From: Philadelphia, PA



**Ruth Ann Leamon**  
 Born: 02-25-66  
 Date Missing: 08-19-82  
 From: Modesto, CA



**Michael Lee Montelongo**  
 Born: 06-22-72  
 Date Missing: 07-12-77  
 From: San Benito, TX



**Daniel Godfrey Kenneth Owens**  
 Born: 06-18-80  
 Date Missing: 05-27-85  
 From: Salem, OR

**Please Call the National Center for Missing and Exploited Children—  
 HOT LINE 1-800-843-5678**

DECEMBER 1988

**Missing Children Poster Display Instructions**

Please display this poster prominently on bulletin boards in retail lobbies of main post offices, classified stations and branches. Please remove and discard previous versions. At their option, operators of contract postal units may display this poster.

Companion posters, authorized for display on bulletin boards maintained by employee organizations, appear periodically in *The Postal Record*, a publication for members of the National Association of Letter Carriers.

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by the National Center for Missing and Exploited Children. For policy and information on Postal Service support in efforts to recover missing children, see POSTAL BULLETIN 21536, page 1, October 17, 1985.

Missing Children Posters are available from the U.S. Postal Service *only* through periodic issues of the POSTAL BULLETIN.

From Dallas, TX  
Date Missing: 08-19-82  
Date Found: 07-15-82  
From Dallas, TX

From Dallas, TX  
Date Missing: 08-19-82  
Date Found: 07-15-82  
From Dallas, TX

From Dallas, TX  
Date Missing: 08-19-82  
Date Found: 07-15-82  
From Dallas, TX

— Please Call the National Center for Missing and Exploited Children —  
HOT LINE 1-800-543-5878



**Too much alcohol  
is a crash diet.**

**If you drink don't drive. If you drive don't drink.**



INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB 21702 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, listing invalid corporate account numbers for Express Mail. The numbers are arranged in a grid format, starting from 008802 in the top-left and ending at 064047 in the bottom-right.



**UNITED STATES POSTAL SERVICE**

WASHINGTON, DC 20260-1571  
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO  
AVOID PAYMENT OF POSTAGE, \$300

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

**FIRST-CLASS**

To order the **POSTAL BULLETIN**, follow instructions below and return this entire page.  
Do NOT detach the address label.

1. Postal Service Requisitions	2. Public Orders
<p><b>a. Missing Issues.</b> To order copies not received in regular distribution, call the Materiel Distribution Center at PEN 440-4211 or (201) 707-4211, ext. 211.</p> <p><b>b. Single Issue.</b> To order additional copies, send Form 7380, <i>Supply Center Requisition</i>, to the Materiel Distribution Center, Somerville, NJ 08877-9991.</p> <p><b>c. Quantity Changes.</b> Complete form below and send entire page, including mailing label, to: Document Control Division USPS Headquarters Washington, DC 20260-1571</p> <p><b>d. Address Changes.</b> Same as 1-c.</p>	<p><b>a. Source.</b> Superintendent of Documents U.S. Government Printing Office Washington, DG 20402-0001 Tel. (202) 783-3238</p> <p><b>b. Single Copy.</b> Complete form below and send this entire page and check or money order for \$1.50 per copy (payable to Superintendent of Documents) to address in 2-a above.</p> <p><b>c. Subscription.</b> Complete form below. Send this entire page and check or money order for \$71.00 (per year) to address in 2-a above.</p> <p><b>d. Address Changes.</b> Complete form below and send entire page to address in 2-a above.</p>

**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 (m/y)

Check one:

MasterCard  VISA accepted



**Effective Period:** POSTAL BULLETIN Articles are effective for 1 year unless articles change the text of permanent directives or unless otherwise specified. **Distribution:** USPS distributes the BULLETIN to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of BULLETIN articles appears in January, April, July, and October; a yearly index appears early the following year.