



postal bulletin

Published Since March 4, 1880

PB 21704—December 22, 1988—16 Pages

25-Cent A. Philip Randolph Commemorative Stamp

The 25-cent commemorative stamp honoring labor leader A. Philip Randolph goes on sale February 3, 1989, in New York City. The Postal Service has focused on the achievements of Black Americans every year since 1978. The A. Philip Randolph commemorative stamp, the 12th in the Black Heritage Series, will be issued in conjunction with Black History Month.

Do Not Place on Sale Before February 4, 1989



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Issued in panes of 50.

A future issue will include collector information.

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 4453.*

Regional Accountable Paper Depositories (RAPDs) will receive limited quantities of this stamp 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, offices should consider that they must deplete the stock before April 4, 1989, except authorized philatelic centers.

—*Philatelic and Retail Services Dept., 12-22-88.*

Correction

Stamp Poster 88-78 (Montana Statehood Commemorative Stamp)

Stamp Poster 88-78 (Montana Statehood Commemorative Stamp) in *POSTAL BULLETIN* (PB) 21703, 12-15-88 (page 11) incorrectly identified the designer of the 25-cent Montana Statehood stamp. The second paragraph should begin: The Montana Statehood stamp is based on renowned Western artist Charles M. Russell's oil painting, *C.M. Russell and Friends.*

All installations should replace the poster from PB 21703 on their bulletin boards with the corrected poster on page 7.

—*Philatelic and Retail Services Dept., 12-22-88.*

Correction

Holiday Leave Schedules

The article, *Holiday Leave Schedules*, in *POSTAL BULLETIN* 21703, 12-15-88 (page 4), included an error in the section, *Part-Time Regular Schedule Employees (PTRs).* The last sentence should read: However, such PTRs (*not 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 programs.

—*Employee Relations Dept., 12-22-88.*

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Freedom of Information Act— Annual Report

The Postal Service must submit to Congress a report concerning the Freedom of Information Act (FOIA) for each calendar year.

Who must Submit a Report?

Records custodians must submit reports if they declined in 1988 to release any information requested in writing citing FOIA. A records custodian is a postmaster or head of a facility such as a postal data center, mailbag depository, management sectional center, division office, or regional headquarters, who maintains USPS records. Department heads are the custodians of records maintained at Headquarters. Senior medical personnel are the custodians of restricted medical records maintained within postal facilities. Employee Assistance Program (EAP) counselors are the custodians of records pertaining to program participants.

Submission of Reports

Custodians should submit reports, clearly marked FOIA Annual Report, to the Records Officer, USPS Headquarters, 475 L'Enfant Plaza, SW., Washington, DC 20260-5010, on or before January 31, 1989.

Contents of Report

1. Reason for Denial—Reference a specific section(s) of the regulation in the ADMINISTRATIVE SUPPORT MANUAL (ASM) 352, but only sections 352.42 through 352.47.

2. Give the name and title or position of the USPS records custodian responsible for the denial.

3. Give the number of determinations not to comply with FOIA requests that were made during calendar year 1988.

4. Do not include denials of requests for change-of-address information.

Please submit the required information in the following format:

Reason for denial	Name and title of custodian	Denials ¹
352.42b	Mr. John Doe, Postmaster, Little Ark., MO.	3
352.42c(6)	Mr. John Doe, Postmaster, Little Ark., MO.	7
352.451	Mr. John Doe, Postmaster, Little Ark., MO.	1

¹ Number of denials based on this reference.

—Records Officer, 12-22-88.

DMM Notice

Revised Zone Charts

Newly revised zone charts will be implemented nationally for all zone-rated mail, effective January 1, 1989. The revised zone charts include three new three-digit ZIP Code Areas: 321 for Jacksonville, FL; 347 for Orlando, FL; and 919 for San Diego, CA.

DOMESTIC MAIL MANUAL (DMM) Issue 30, 3-19-89, Exhibit 722.1, Within BMC (Intra-BMC/ASF) Rate ZIP Code Service Areas (see page 3), will be amended to show the following change:

Jacksonville.....299, 313-316, 320-342, 346-347, 349

Electronic postal scales zone chart modifications will not be available by January 1, 1989. Therefore, those post offices with integrated retail terminals (IRTs) may temporarily use the following ZIP Codes until the IRTs are updated with current Zone Chart information:

- Use ZIP Code 320 for new ZIP Code 321
- Use ZIP Code 327 for new ZIP Code 347
- Use ZIP Code 920 for new ZIP Code 919

Any post offices with questions concerning IRTs should contact their management sectional center (MSC) IRT coordinator.

The Director, Marketing and Communications, at each field division is responsible for printing and distributing updated zone charts to the postal facilities within the field division's service area. Zone chart master copies were sent to each division for duplication on November 22, 1988. Directors should make the necessary printing arrangements to make the January 1, 1989, deadline. If a field division does not receive the zone chart shipment, contact the Customer and Field Support Division, Office of Classification and Rates Administration, Postal Service Headquarters, telephone (202) 268-5300 or PEN 268-5300.

The Postal Service offers zone charts on computer tapes, at \$35 each, and computer-printed hard copy, at \$15 per set. Page 5 includes a copy of the form for ordering the computer tapes and/or printed hard copy zone charts. The public may receive the zone chart for their address, free of charge, from their local post office.

As part of the zone chart distribution program, the Postal Service is considering two enhancements—to provide zone charts on a diskette and to provide users with the information necessary to update their own charts. The second part of the customer order is a questionnaire (see page 6) asking all postal customers to complete and return no later than January 31, 1989. This questionnaire will assist the Postal Service in determining customer interest.

Customers should send the order form and questionnaire to: United States Postal Service, Zone Chart Data Order Center, 1250 Broadway, New York, NY 10095-9599.

—Rates and Classification Dept., 12-22-88.

Exhibit 722.1

Within BMC (Intra-BMC/ASF) Rate ZIP Code Service Areas

BMC	ZIP Code Areas Served
Puerto Rico.....	006-009
New Jersey.....	004, 005, 070-079, 088-119, 127
Springfield.....	010-069, 120-126, 128, 129
Philadelphia.....	080-087, 137-139, 169-199
Pittsburgh.....	150-168, 260-266, 439-447
Washington.....	200-239, 244, 254, 267, 268
Atlanta.....	298, 300-312, 317-319, 350-368, 373-374, 377-379, 399
Dallas.....	679, 706, 710-712, 718, 733, 739, 747, 750-799, 885
Greensboro.....	240-243, 245-249, 270-297, 376
Jacksonville.....	299, 313-316, 320-342, 346-347, 349
Memphis.....	369-372, 375, 380-397, 700-705, 707-709, 713, 714, 716, 717, 719-729
Chicago.....	463, 464, 530-535, 537-539, 600-611, 613
Cincinnati.....	250-253, 255-259, 400-418, 421-422, 425-427, 430-433, 437-438, 448-462, 469-474
Des Moines.....	500-516, 520-528, 612, 680-689
Detroit.....	434-436, 465-468, 480-497
Kansas City.....	635, 640-653, 656-678,
Minneapolis/St. Paul.....	498-499, 540-564, 566
St. Louis.....	420, 423, 424, 475-479, 614-620, 622-634, 636-639, 654, 655
Denver.....	690-693, 800-816, 820-831
Los Angeles.....	889-892, 900-935
San Francisco.....	894-897, 936-966
Alaska.....	995-999
Hawaii.....	967-969
Seattle.....	835, 838, 970-978, 980-994
ASF	ZIP Code Areas Served
Buffalo.....	130-136, 140-149
Oklahoma City.....	730-732, 734-738, 740-746, 748, 749
Sioux Falls.....	570-577
Fargo.....	565, 567, 580-588
Billings.....	590-599
Salt Lake City.....	832-834, 836-837, 840-847, 893, 898, 979
Albuquerque.....	865, 870-875, 877-884
Phoenix.....	850-860, 863-864

Note: Intra-BMC/ASF Rates (see Exhibit 711.13) apply to parcel post mail that both originates within one of the BMC or ASF service areas described above, or within Alaska, Hawaii, or Puerto Rico, and destines within the same area.

DMM Notice

Refusal of Mail Delivery

DOMESTIC MAIL MANUAL (DMM) section 153.1 enumerates the conditions governing the delivery, refusal, and return of mail matter. The Postal Service may *not* withhold domestic mail from delivery if it is properly addressed and otherwise deliverable. The fact that an addressee may not want to receive a certain class of domestic mail is no exception.

A customer/addressee who wants to refuse a piece of mail must write *Refused* on the piece and return it to the carrier. Each individual piece that is otherwise deliverable must be handled in that manner.

Some local postal managers are developing local forms or using other methods to help addressees refuse mail before it is offered for delivery. Except in limited circumstances, postal regulations prohibit refusal of mail before it is offered to the addressee.

All postal managers must immediately stop the practice of withholding delivery of deliverable mail before offering it to the addressee.

—Delivery Services Dept., 12-22-88.



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
Carol Wright.....	3rd Class.....	January 3-5...	45 Million.....	Nationwide ...	Carrier Route ...	6" x 9" light brown kraft envelope containing coupons.

—Marketing Dept., 12-22-88.

Cautionary Notice—Military Mail

Some acceptance units are refusing mail addressed for FPO 34093. FPO 34093 is an active military address and was listed in *POSTAL BULLETIN*, 21691, 9-22-88 (page 6). Employees are reminded to make this change to the table entitled Conditions Applied to Mail Addressed to Military Post Offices Overseas in PB 21686, dated 8-18-88.

All acceptance units should pay close attention to the listing of changes affecting military Zip Codes in the *POSTAL BULLETIN*. Failure to observe military postal address changes can cause servicemen and women, including their dependents, not to receive mail at an overseas post or on a ship at sea.

All personnel must make sure that members of the military receive their mail during this holiday season and throughout 1989.

—*Mail Processing Dept., 12-22-88.*

Vending Equipment Auditing Form

A need for a standardized form for the financial examination of vending equipment has existed since the obsolescence of Form 613-L. Its replacement, Form 3293, *Retail Vending Credit Examination*, is now available for order through the materiel distribution centers (formerly supply centers). The new form is for auditing all retail vending equipment.

Offices should disseminate information about this form to all postmasters, servicing personnel, supervisors, and managers responsible for vending equipment. Order the new form using Form 7380, *Supply Center Requisition*. The unit of issue is by exact quantity needed, not to exceed 500 forms per order.—*Stamps Division, 12-22-88.*

DMM Notice

Money Orders

Effective with *DOMESTIC MAIL MANUAL (DMM) Issue 30, 3-19-88*, DMM 941, Money Orders, will be revised as follows:

941.62 Through Alleged Forgery. When improper payment is alleged, the purchaser or payee must notify the Money Order Division, Postal Data Center, P.O. Box 14965, St. Louis, MO 63182-9423. Upon notification, the Money Order Division will send the payee a Claim/Questionnaire form to be completed only by the payee. As soon as the Money Order Division receives the photocopy of the improperly cashed money order and the completed Claim/Questionnaire form, the purchaser or payee will be reimbursed if there is no question as to the validity of the claim, unless the domestic money order was sent to a foreign country. Reimbursement for a domestic money order sent to a foreign country requires a longer processing period. This is because a refund is required from the presenting institution prior to reimbursement to the purchaser or payee.

—*Dept. of the Controller, 12-22-88.*

Handbook EL-812— Hazardous Materials

Installations must make the following pen and ink changes to Handbook EL-812, *Employee Awareness—Hazardous Materials*, dated March 1987:

1. Page 4. Change the flashpoint for flammable liquids from 21-99 degrees F to 21-140 degrees F.

2. Page 4. Change the flashpoint for combustible liquids from 100-200 degrees F to 141-200 degrees F.

3. Page 6. Change the Office of Classification and Rates Administration ZIP Code to 20260-5360.

4. Page 17:

a. Change the New York Rates and Classification Center's address and phone number to 1250 Broadway, New York, New York 10095-9599, PEN: 664-8741.

b. Change the Memphis Rates and Classification Center's address and phone number to 1 North Front Street, Memphis, Tennessee 38165-9599, PEN: 720-2213.

5. Page 18. Change the San Bruno Rates and Classification Center's address to 1200 Bay Hill Avenue, San Bruno, California 94096-9599

The first two changes incorporate new definitions of flammability and combustibility instituted by the International Air Transport Association. The Postal Service has adopted the new definitions for acceptance of hazardous materials into the mails. Installations should continue to use commonly used definitions of flammable and combustible liquids adopted by other organizations, such as the National Fire Protection Association or the Occupational Safety and Health Administration, for other safety-related activities, such as labeling of containers, hazardous materials storage, etc.

—*Employee Relations Dept., 12-22-88.*

Form 7380, Supply Center Requisition

Offices submitting Forms 7380, *Supply Center Requisition*, to the materiel distribution centers (formerly, supply centers) are asked to mail these requisition forms in EP-194 envelopes. They allow machine opening of requisitions without slicing off a portion of the requisition as occurs with smaller envelopes.

EP-194 envelopes are available for requisitioning on Form 7380 from your respective materiel distribution center.

—*Office of Materiel Management, 12-22-88.*

**Handle indemnity claims and
claim status inquiries promptly**

ORDER FORM FOR U.S. POSTAL SERVICE ZONE CHART DATA

The U.S. Postal Service has the capability to provide zone chart information on a magnetic tape for your convenience. The format description and the procedure for requesting a copy of the tape are as follows:

Data Characteristics—By Format Number			
	Format 1	Format 2	Format 3
Recording Mode	EBCDIC	EBCDIC	EBCDIC
Record Length	25	2,001	8
Blocksize (Factor)	3,000(120)	2,001(1)	800(100)
Record Format	Undefined	Undefined	Undefined
Tape Density	1600 bpi	1600 bpi	1600 bpi
Tape Type	9-TR	9-TR	9-TR
Label Type	Not Labeled	Not Labeled	Not Labeled

- | Check appropriate blocks: | Cost | Copies | Total \$ |
|--|-----------|--------|----------|
| <input type="checkbox"/> Format 1: Official Zone Charts:* Tape used for printing zone charts used in post offices | \$35/tape | _____ | _____ |
| <input type="checkbox"/> Format 2: Official Zone Charts:* Matrix generator tape | \$35/tape | _____ | _____ |
| <input type="checkbox"/> Format 3: Official Zone Charts:* Similar to format 1 tape but without printing requirements | \$35/tape | _____ | _____ |

*Official Zone Charts cover the following classes of zone-rated mail:
 First-Class (Priority), second-class, fourth-class (parcel post)

- | | | | |
|---|----------|-------|-------|
| <input type="checkbox"/> Official Zone Charts: Complete printed set | \$15/set | _____ | _____ |
|---|----------|-------|-------|

Please make your check for this amount payable to: U.S. Postal Service Total _____

Send your check and this order form to:
 United States Postal Service
 Zone Chart Data Order Center
 1250 Broadway, New York, NY 10095-9599

Please provide your mailing address below:

Telephone No: (Commercial) (212) 613-8576 (PEN) 664-8576.

ZONE CHART QUESTIONNAIRE

Attention Postal Customer:

The Postal Service is considering two enhancements to the official zone chart program. One would provide zone chart information on a diskette, in addition to the currently available magnetic tape and hard copy. The second would give users the ability to update their own zone charts by using Postal Service-provided geographic coordinates and program formulation.

To determine the extent of potential user interest, we ask that you provide us with the following information no later than January 31, 1989:

1. I would be interested in obtaining zone chart information on a diskette.

Yes _____ No _____

2. I would be interested in updating my own zone charts.

Yes _____ No _____

If the answer to either or both questions is yes, please complete the following questionnaire by noting your responses in the space provided:

1. Do you currently own a computer? _____

If yes:

What is the make/model? _____

(i.e., IBM, Compac, MacIntosh)

What is its operating system? _____

(i.e., MS DOS, O/S 2)

What is the version of the operating system? _____

(i.e., PC DOS 3.3)

What is the memory capacity of your system? _____

(i.e., 256KB, 512KB, 640KB, extended mem)

Does your system have a hard drive? _____

If yes, what capacity? _____

(i.e., 10MB, 20MB, 30MB)

What software do you have to enable you to read a text file? _____

(i.e., Word Perfect, Wordstar, Framework II)

What number and size of disk drives does your system have? _____

(i.e., 2-5 ¼ in. 360KB, 1-5 ¼ in. 1.2MB, 1-3 ½ in. 1.44MB)

Does your system have a printer? _____ If yes, what make and model? _____

Does your system have a modem? _____ If yes, what make and model? _____

Does your system support graphics? _____ If yes, what graphics card is used? _____

Does your system support color? _____ If yes, what model monitor? _____

If your system uses a monochrome monitor, what model? _____

With the current software and files on your system, what amount of free space (blocks) is available? _____

2. If you do not own a computer, will you be purchasing one in the near future? _____

If so, what make/model and configuration? _____

(For configuration information, refer to questions asked in item 1.)



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.

The Montana Statehood stamp is based on renowned Western artist Charles M. Russell's 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 $\frac{5}{8}$ inch from the bottom and affix stamps approximately $\frac{1}{4}$ 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

FORMS UPDATE

This update lists all new, revised, and obsolete forms since POSTAL BULLETIN 21700, 11-24-88. Forms are categorized as new, revised, or obsolete and are listed in order by number within each category. In the revised category, the third column indicates the date of the oldest issue that may still be used. When only the current issue may be used, the revised issue date is listed. The obsolete category also shows if and by what the form was replaced.

New Forms

Form number and date	Title
PS 1093-X, 7-88	Application—P.O. Box/Caller/Reserve.
PS 1538-X, 7-88	Box Receipt.
PS 5541-C, 9-88	Express Mail Service Pickup Statement (continuous, pinfeed).
PS 7409, 8-88	Notice of Acceptance—Transportation Services Contract Bid or Proposal.
PS 8020, 10-88	Report of Installation (Postmaster or Officer-in-Charge).
PS 8021, 10-88	Definitive Mint Set Reply Card.
PS 8022, 10-88	Definitive Mint Set Order Card.

Revised Forms

Form number and date	Title	Oldest usable date
CA-3, 6-88	Report of Termination of Disability and/or Payment.	6-88
PS 512-A, 10-88	Inspection Service Employment Report.	10-88
PS 1513, 11-88	Notification of Criminal Monetary Imposition.	11-88
PS 1727, 9-88	Award Recommendation/Authorization.	7-87
PS 2550, 10-88	Call In Notice	3-80

Revised Forms—Continued

Form number and date	Title	Oldest usable date
PS 3018, 10-88	Affidavit of Applicant for Issuance of a Duplicate U.S. Postal Service Check Without the Execution of an Undertaking of Indemnity.	3-82
PS 3227-R, 9-88	Stamp Purchase Order	4-88
PS 3601, 9-88	Application to Mail Without Affixing Postage Stamps.	7-80
PS 3861-A, 10-88	Numbered Loss Claim Filed by Mailer or Addressee.	10-88
PS 3971, 10-88	Request for or Notification of Absence.	5-85
PS 4027, 9-88	Petition for Change in Rural Delivery.	10-81
PS 4242, 7-88	ZIP + 4 Code State Directory Order Form for Mail Order Use.	7-88
PS 4248, 8-88	Rural Route Inspection Report.	8-88
PS 4587, 10-88	Repair, Replace, and/or Dispose of Postal-Owned Vehicle Request.	6-84
PS 4869, 6-88	Building Inventory	8-82
PS 5111-A, 6-88	Placard for Destination Trailer	2-77
PS 5443, 9-88	Contract Route Statement, Schedule, and Specifications.	6-87
PS 5463, 9-88	Highway Mail Transportation Performance Report.	3-88
PS 5479, 9-88	Contract Adjustments	11-80
PS 5908, 8-88	Driver Instructor/Examiner Certificate.	8-88
PS 5909, 8-88	Road Test Examiner's Certificate.	8-88
PS 6075, 10-88	Status of Employee Benefits	10-88
PS 7340-A, 8-88	Shipping Instructions for Excess Property—Vehicle.	2-85
PS 7405, 7-88	Transportation Services Bid or Proposal and Contract.	7-88

—Office of Information Services, 12-22-88.

Correction

Missing Children Poster

The December 1988 Missing Children Poster in POSTAL BULLETIN 21703, 12-15-88 (page 19), had an incorrect birth date for Dolana Barbara Clark. The correct date is 2-10-79, not 1988.

—Information Resource Management Dept., 12-22-88.

Correction

DMM Labeling Requirement Revisions

POSTAL BULLETIN 21702, 12-8-88 (page 14), listed an incorrect address line for Paterson, NJ, in DMM Labeling Requirement Revisions, DOMESTIC MAIL MANUAL Exhibit 122.63p. The correct address is DIS PATERSON NJ 074, not MXD.

—Mail Processing Dept., 12-22-88.

Sack Tag 160A-F

POSTAL BULLETIN 21511, 4-25-85, advised that Sack Tag 160A-F received from Ascot Tag and Label Company, Inc., were of inferior quality and unusable. Bulk mail centers (BMCs) receiving these tags were to hold them until further notice. The legal action involving these items has now ended; therefore, BMCs holding these tags may now dispose of them.—Mail Processing Dept., 12-22-88.

Correction

Local Zones

The article, Local Zones, in POSTAL BULLETIN 21703, 12-15-88 (page 6), had an incorrect effective date for the DOMESTIC MAIL MANUAL (DMM) revisions to section 122.71a. The correct effective date is DMM Issue 30, March 19, 1989, not Issue 29.—Rates and Classification Dept., 12-22-88.

DIRECTIVES UPDATE

This update lists all new, revised, and obsolete directives since POSTAL BULLETIN 21700, 11-24-88. See Publication 23 for ordering instructions. The revised list shows the oldest usable date; the new list indicates if the new directive rescinds another; and the obsolete list indicates if and by what the directive was replaced.

New Directives

Document and date	Title
HBK F-53A, TL1, 9-88	Management Operating Data System Procedural Compliance Reference Guide.
MI EL-370-88-7, 10-12-88.	EAS Performance Evaluation Program (replaces MI EL-370-87-5, 9-29-87).
MI EL-710-88-8, 11-1-88.	Managerial Training Program.
MI FM-640-88-4, 10-22-88.	Payment for or Acceptance of Meals.
MI PO-440-88-4, 10-21-88.	Publication Watch—Revised Form and Procedures.
NOT 109, 3-88	Manifest Mailing System.
POS 22, 10-88	Let's Fight Substance Abuse Together.

Revised Directives

Document and date	Title	Oldest usable date
HBK DM-103, TL5, 9-24-88.	Penalty Mail (partial revision).	11-22-86
HBK M-61, 9-88.	Origin-Destination Information System—Data Collection Procedures.	9-88
HBK PO-504, 9-1-88.	Highway Contract Routes—Box Delivery Services.	9-1-88
LAB 70, 9-88	Safety Check and Vehicle Dimensions.	9-88
LAB 87, 8-88	Registered Outside	3-71

Revised Directives—Continued

Document and date	Title	Oldest usable date
MAN DMM, 12-18-88.	DOMESTIC MAIL MANUAL, Issue 29.	12-18-88
MAN IMM, 10-5-88.	INTERNATIONAL MAIL MANUAL, Issue 6.	10-6-88
NOT 70, 8-88	Privacy Act Notice	8-88
NOT 140, 10-88	Sale!! Surplus Postal Vehicles.	7-82
NOT 198, 8-88	Express Mail Drop-Ship Service.	2-87
NOT 221, 9-88	Addressing for Success	9-88

Obsolete Directives

Document and date	Title	Obsolete date
LAB 44, 11-85	Vehicle Dimensions (replaced by LAB 70, 9-88).	9-7-88
MI EL-370-87-5, 9-29-87.	EAS Performance Evaluation Program (replaced by MI EL-370-88-7, 10-12-88).	10-24-88
POS 82-A, 11-80.	INTELPOST—The Fastest Way to Send Mail Overseas (not replaced).	11-30-88
POS 82-B, 11-80.	INTELPOST Services are Available at This Station (not replaced).	11-30-88
POS 82-C, 11-80.	INTELPOST Services are Available at the Following (not replaced).	11-30-88

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

—Office of Information Services, 12-22-88.

DOMESTIC ORDERS

False Representation. Enforced by postmasters at cities listed.

State/city	Names covered	Products
FL, St. Petersburg 33709-5913	Erwin Koltay, d/b/a E. Koltay, Herbert Butler, Lee D. King, E-Z Rent, & Mark Walker, 5085 49th Avenue, North.	A failure to furnish scheme.
FL, St. Petersburg 33709-5912	Erwin Koltay, d/b/a E. Koltay, Herbert Butler, Lee D. King, E-Z Rent, & Mark Walker, 4910 49th Avenue, North.	A failure to furnish scheme.
IL, Chicago 60606-7007	Erwin Koltay, d/b/a E. Koltay, Herbert Butler, Lee D. King, E-Z Rent, & Mark Walker, 323 South Franklin Bldg., Suite E-138.	A failure to furnish scheme.
UT, Salt Lake City 84111-4331	Erwin Koltay, d/b/a E. Koltay, Herbert Butler, Lee D. King, E-Z Rent, & Mark Walker, 369 East 900 South.	A failure to furnish scheme.
CA, Calexico 92231-0990	Erwin Koltay, d/b/a E. Koltay, Herbert Butler, Lee D. King, E-Z Rent, & Mark Walker, P.O. Box 990.	A failure to furnish scheme.

—Judicial Officer, 12-22-88.

Warning Notice—Unrecovered Missing Canadian Money Order Forms

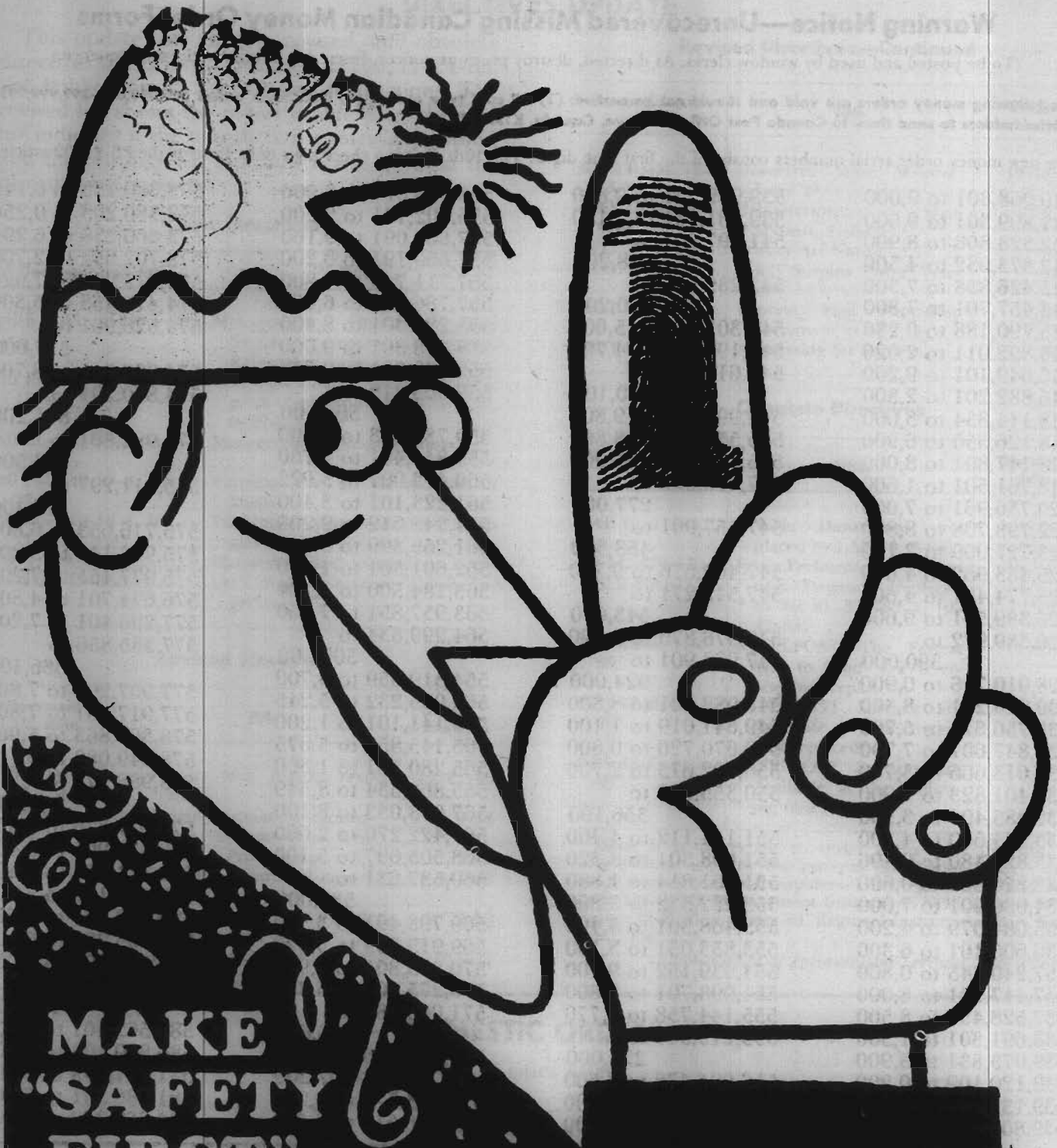
(To be posted and used by window clerks. As directed, destroy previous notices. Insert any interim notices in sequence.)

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 21702 article.

510,068,801 to 9,000	539,989,721 to 9,800	556,508,870 to 8,900	572,380,133 to 0,145
511,899,301 to 9,600	539,991,061 to 1,100	556,702,101 to 2,200	572,380,203 to 0,258
512,328,808 to 8,900	541,097,901 to	557,669,091 to 9,100	573,666,236 to 6,294
512,373,932 to 4,500	098,200	557,669,191 to 9,200	573,702,655 to 2,700
513,426,858 to 7,300	543,289,525 to	557,711,743 to 1,800	574,217,901 to 7,925
513,457,701 to 7,800	290,200	557,786,836 to 6,860	574,415,253 to 5,300
515,790,188 to 0,230	543,305,301 to 5,600	558,228,301 to 8,400	574,526,901 to
515,892,011 to 2,020	544,194,216 to 4,700	558,638,801 to 9,000	527,000
516,649,101 to 9,200	544,619,721 to	559,562,701 to 2,742	574,808,545 to 8,700
516,882,201 to 2,300	620,100	559,565,818 to	574,810,201 to
518,114,834 to 5,000	544,999,729 to 9,800	566,000	811,200
518,126,550 to 6,900	545,553,528 to 3,800	559,736,353 to 6,400	574,982,801 to
518,147,801 to 8,000	545,775,152 to 5,200	559,841,401 to 1,700	983,500
518,761,501 to 1,600	547,276,820 to	560,473,901 to 3,922	575,311,297 to
520,736,961 to 7,000	277,000	561,223,101 to 3,400	317,400
522,798,708 to 8,800	547,457,901 to	561,249,012 to 9,200	575,716,653 to 6,800
523,727,009 to 7,100	458,300	561,265,399 to 5,500	575,913,143 to 3,200
525,483,962 to 4,000	547,469,676 to 9,700	562,601,501 to 1,600	575,977,151 to 7,200
525,774,401 to 4,600	547,542,271 to	563,184,500 to 4,700	576,674,701 to 4,800
526,389,501 to 9,600	543,000	563,957,851 to 7,860	577,296,401 to 7,200
526,389,972 to	547,578,870 to 8,900	564,299,834 to	577,385,856 to
390,000	547,923,901 to	300,000	386,100
528,910,726 to 0,900	924,000	564,319,659 to 9,700	577,907,201 to 7,800
530,248,201 to 8,300	548,988,201 to 8,300	565,045,232 to 5,245	577,917,601 to 7,800
530,756,618 to 6,700	549,641,019 to 1,100	565,141,101 to 1,200	578,365,863 to 5,900
531,847,601 to 7,700	549,670,720 to 0,800	565,145,850 to 5,875	578,649,083 to 9,100
532,013,666 to 3,700	550,092,673 to 2,700	565,280,561 to 1,300	578,988,972 to
532,401,823 to 1,900	550,355,949 to	565,868,534 to 8,549	989,400
532,883,490 to 3,500	356,100	567,078,033 to 8,100	579,017,876 to 7,900
533,554,660 to 4,800	551,144,112 to 4,400	567,422,270 to 2,600	579,458,901 to 9,400
533,820,480 to 0,496	551,698,301 to 8,320	568,505,097 to 5,100	579,541,273 to 1,299
533,820,501 to 0,600	551,961,814 to 1,880	569,537,631 to	579,877,101 to 7,200
534,086,901 to 7,000	552,222,532 to 3,800	538,000	580,207,301 to 7,770
535,084,079 to 4,200	553,468,301 to 8,400	569,793,491 to 3,510	580,335,207 to 5,300
536,606,101 to 6,300	553,853,051 to 3,100	569,915,309 to 5,320	580,337,901 to 8,000
537,240,745 to 0,800	554,939,152 to 9,200	570,255,801 to 5,900	580,473,401 to
537,417,901 to 8,000	554,998,701 to 8,800	570,275,601 to 5,700	474,000
537,528,457 to 8,500	555,144,758 to 4,770	571,065,984 to	580,562,401 to 2,500
538,691,301 to 1,500	555,219,956 to	066,600	580,899,103 to 9,200
539,073,831 to 3,900	220,000	571,106,886 to	581,341,293 to 1,400
539,120,109 to 0,200	556,084,478 to 4,500	107,200	581,986,501 to 6,600
539,132,909 to 3,000	556,250,024 to 0,200	571,123,771 to 3,900	584,862,862 to 3,900
539,805,426 to 5,600	556,351,291 to 1,600	572,226,617 to 6,700	

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



**MAKE
"SAFETY
FIRST"
YOUR NUMBER ONE
NEW YEAR'S RESOLUTION**



Treasury Department Checks

January Supplemental Security Income checks and Veterans Administration checks normally delivered on the first of the month are scheduled for delivery on Friday, December 30. The envelopes will bear the legend:

Postmaster: Requested delivery date is the 30th day of the month.

Civil Service annuity and Railroad Retirement checks are scheduled for delivery on Tuesday, January 3. The envelopes will bear the legend:

Postmaster: Requested delivery date is the 1st day of the month or the first delivery date thereafter.

The Social Security benefit checks are scheduled for delivery on the normal delivery date, Tuesday, January 3. The envelopes will bear the legend:

Postmaster: Requested delivery date is the 3rd day of the month.

—Mail Processing Dept., 12-22-88.

Mail Alert Information

New procedures have been developed for publishing mail alerts in the **POSTAL BULLETIN**. These procedures provide a more effective medium for both mailers and the Postal Service to collect and disseminate information about upcoming mailings that have significant impact on postal operations.

Mail Alerts assist the USPS in processing and delivering upcoming mailings that will have a widespread impact on operations. Therefore, the Postal Service reserves these mail alerts for mailings of at least one million pieces.

The **POSTAL BULLETIN** will publish mail alerts approximately once a month. The National Accounts Division at Headquarters will coordinate these articles and must receive the data no later than the 15th of the month preceding the month of the requested delivery date.

When postal facilities receive Bulletins with mail alert information, they should post a copy of the alert in a place convenient for those who need the information to plan and implement processing and delivery operations.

Mailers who wish to participate in these mail alerts should contact the National Accounts Division at (202) 268-2207.

—Marketing Dept., 12-22-88.



An accident happened here

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB 21703 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 12 columns of 9-digit numbers. The numbers are listed in a grid format, starting from 000002 in the top-left and ending with 062009 in the bottom-right. Each row contains 12 numbers, with some numbers in the first few columns being partially obscured by a vertical line.

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS—Continued

Table with 14 columns of invalid express mail corporate account numbers. The numbers range from 751616 in the first column to 981698 in the last column, with subsequent columns containing similar ranges of numbers.

—Marketing Dept., 12-22-88.

A large, faint, and mostly illegible form or stamp area located at the bottom of the page, possibly a routing slip or administrative form.

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.

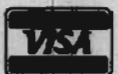
1. Postal Service Requisitions	2. Public Orders
<p>a. Missing Issues. To order copies not received in regular distribution, call the Materiel Distribution Center at PEN 440-4211 or (201) 707-4211, ext. 211.</p> <p>b. Single Issue. To order additional copies, send Form 7380, <i>Supply Center Requisition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

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.