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 Hom 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

Contents of Raport

- 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-ofaddress 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,	ter viela, isc
	Postmaster, Little	AL IS SHITTER
	Ark., MO.	profes Sunsey
352.42c(6)	Mr. John Doe,	mahre mano
Service of the servic	Postmaster, Little	Sture of MS
	Ark., MO.	SECTION DESIRE
352.451	Mr. John Doe,	CENTRAL PAR
WEST-STORY OF THE PARTY OF THE	Postmaster, Little	federal quin
- committee and	Ark., MO.	CHO I CHIEF I C.

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 morning m barers of il

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 Gode 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

SME

ZIP Code Areas Served

006-009
004, 005, 070-079, 088-119, 127
010-069, 120-126, 128, 129
080-087, 137-139, 169-199
150-168, 260-266, 439-447
200-239, 244, 254, 267, 268
298, 300-312, 317-319, 350-368,
373-374, 377-379, 399
679, 706, 710-712, 718, 733, 739,
747, 750-799, 885
240-243, 245-249, 270-297, 376
299, 313-316, 320-342, 346-347,
349
369-372, 375, 380-397, 700-705,
707-709, 713, 714, 716, 717, 719-
729
463, 464, 530-535, 537-539, 600-
611. 613
250-253, 255-259, 400-418, 421-
422, 425-427, 430-433, 437-438,
448-462, 469-474
500-516, 520-528, 612, 680-689
434-436, 465-468, 480-497
635, 640-653, 656-678,
498-499, 540-564, 566
420, 423, 424, 475-479, 614-620,
622-634, 636-639, 654, 655
690–693, 800–816, 820–831
889-892, 900-935
894-897, 936-966
995-999
967-969
835, 838, 970–978, 980–994
ZIP Code Areas Served
130-136, 140-149
749
570-577
565, 567, 580-588
590-599
832-834, 836-837, 840-847, 893,
898, 979
865, 870-875, 877-884

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 destinates 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 en- velope containing cou-
spirality son	Hippin au	ote min			THE PERSON NAMED IN	pons.

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 Hankbook EL-812, Employee Awareness—Hazardous Materials, dated March 1987:

 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				
SERVED THE STREET	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 \$
☐ Format 1: Official Zone Charts: Tape used for printing zone charts used in post offices	\$35/tape
☐ Format 2: Official Zone Charts:* Matrix generator tape	\$35/tape
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-rate First-Class (Priority), second-class, fourth-class (parcel post	
☐ 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	The state of the s
Please provide your mailing address below:	minus) (12, 9-5 vk nr 500kg, 10. Dens your system have a painter)
and the state of t	Deer your egten lave a modern?
Market and the same survey of the same to	chilips of the property of the first at 1800.
A Long State of the Control of the C	Being state and address policy
The Market of the State of the	The out make the part to the first
te on voice recent what around of free in see (blocks)	With the current software and fil

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.

1. I would be interes	ted in obtaining 2	zone chart info	ormation on a diskette.	ings to of
Tanan III	Yes	No_		20 C C C C C C C C C C C C C C C C C C C
2. I would be interes	ted in updating n	ny own zone c	harts.	Tanadi sast
THOUSACH ASSESSMENT	Yes	No_		
If the answer to eithe oting your responses in	the space provide	ed:	e complete the following	THE PROPERTY.
Tf was	own a computer?		and the second	
What is the make (i.e., IBM, C	e/model? Compac, MacIntos	sh)	Micro Zoge Chapter Vi official Zoge Chapter vi	A STRUCK THE CO.
What is its opera	ating system?	Na Sales Company		neglis un ler
What is the versi	ion of the operati		of falled seven association of the control of the c	
What is the men	nory capacity of yo, 512KB, 640KB,	our system?	n)	
	n have a hard dri		The second second second	0.002 1000 G
If yes, what capa (i.e., 10MB,	20MB, 30MB)		a menenggan dan bahan s	A STATE OF THE STATE OF
What software do yo	u have to enable	you to read a mework II)	text file?	
What number and six	ze of disk drives	does your syste		No.
Does your system have a	60KB, 1-5 ¼ in.			Stillery on Mi
Does your system have a				
Does your system suppor				d?
Does your system suppor	t color?	If yes, w	nat model monitor?	ne severe more
f your system uses a mor	nochrome monito	or, what model	}	
With the current softwa	are and files on	your system,	what amount of free	space (blocks)
2. If you do not own	a computer, will	you be purcha	asing one in the near fu	ture?
	/model and confi			



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.

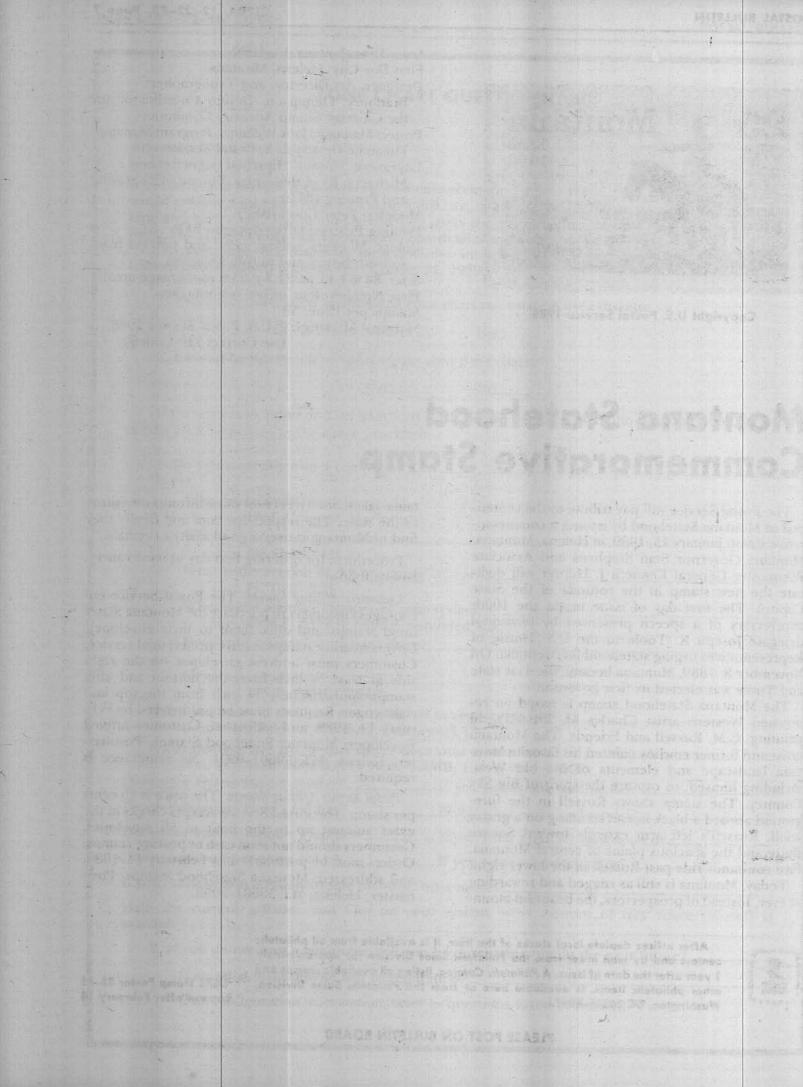
Customers Affixing Stamps. The Postal Service encourages customers to purchase the Montana Statehood stamps and affix them to their envelopes. Covers bearing stamps receive preferential service. Customers must address envelopes on the right side at least % inch from the bottom and affix stamps approximately ¼ 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



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. serve.	Box/Caller/Re-	
PS 1538-X, 7-88	Box Receipt.		
PS 5541-C, 9-88	Express Mail Service ment (continuous,		
PS 7409, 8–88	Notice of Acceptantion Services Controls posal.	ce-Transporta-	
PS 8020, 10-88	Report of Installation Officer-in-Charge).		
PS 8021, 10-88	Definitive Mint Set R		
PS 8022, 10-88	Definitive Mint Set C		

Revised Forms

Form number and date	Title	Oldest useble date
CA-3, 6-88	Report of Termination of Dis-	6-88
	ability and/or Payment.	
PS 512-A, 10-88	Inspection Service Employ- ment Report.	10-88
PS 1513, 11-88	Notification of Criminal Mon- etary 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.	2-7
PS 5443, 9-88	Contract Route Statement, Schedule, and Specifications.	6-8
PS 5463, 9–88	Highway Mail Transportation Performance Report.	3-80
PS 5479, 9-88	Contract Adjustments	11-80
PS 5908, 8–88	Driver Instructor/Examiner Certificate.	8-81
PS 5909, 8–88	Road Test Examiner's Certifi- cate.	8-8
PS 6075, 10-88	Status of Employee Benefits	10-8
PS 7340-A, 8-88	Shipping Instructions for Excess Property—Vehicle.	2-8
PS 7405, 7–88	Transportation Services Bid or Proposal and Contract.	7-8

-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 To- gether.	

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 Informa- tion System—Data Col- lection 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 Jane 19	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 Vehi- cles.	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	Participation of 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 Over- seas (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 Follow- ing (not replaced).	11-30-88
	Mark British Buries	

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.

THE RESERVE OF THE PERSON NAMED IN		III - SPECIFICATION - SERVICE - SERV	
State/city	Personal Ad	Names covered	Products
FI St Petershurg \$9700	5019	Erwin Koltay, d/b/a E. Koltay, Herbert Butler, Lee	A failure to furnish scheme.
and the second second		D. King, E-Z Rent, & Mark Walker, 5085 49th Avenue, North.	A laure to turnish 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	04 3800	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	(Bogsq	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 92231-099	Ó	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.

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, KIA OB1.

The new money order serial numbers consist of the first nine digit. The 10th digit is a check digit only. Destroy the PB 21702 article.

539,989,721 to 9,800	556,508,870 to 8,900	572,380,133 to 0,145
F00 001 001 . 1 100		
539,991,061 to 1,100	556,702,101 to 2,200	572,380,203 to 0,258
541,097,901 to	557,669,091 to 9,100	573,666,236 to 6,294
		573,702,655 to 2,700
		574,217,901 to 7,925
		574,415,253 to 5,300
		574,526,901 to
		527,000
		574,808,545 to 8,700
		574,810,201 to
		811,200
		574,982,801 to
		983,500
		575,311,297 to
		317,400
		575,716,653 to 6,800
		575,913,143 to 3,200
		575,977,151 to 7,200
		576,674,701 to 4,800
		577,296,401 to 7,200
		577,385,856 to
		386,100
		577,907,201 to 7,800
		577,917,601 to 7,800
		578,365,863 to 5,900
		578,649,083 to 9,100
		578,988,972 to
		989,400
		579,017,876 to 7,900
		579,458,901 to 9,400
		579,541,273 to 1,299
552,222,532 to 3,800	538,000	579,877,101 to 7,200
553,468,301 to 8,400	569,793,491 to 3,510	580, 20 7,301 to 7,770
		580,335,207 to 5,300
		580,337,901 to 8,000
		580,473,401 to
		474.000
555.219.956 to		580,562,401 to 2,500
		580,899,103 to 9,200
		581,341,293 to 1,400
		581,986,501 to 6,600
		584,862,862 to 3,900
	098,200 543,289,525 to 290,200 543,305,301 to 5,600 544,194,216 to 4,700 544,619,721 to 620,100 544,999,729 to 9,800 545,553,528 to 3,800 545,775,152 to 5,200 547,276,820 to 277,000 547,457,901 to 458,300 547,469,676 to 9,700 547,542,271 to 543,000 547,578,870 to 8,900 547,923,901 to 924,000 548,988,201 to 8,300 549,641,019 to 1,100 549,670,720 to 0,800 550,092,673 to 2,700 550,355,949 to 356,100 551,144,112 to 4,400 551,698,301 to 8,320 551,961,814 to 1,880 552,222,532 to 3,800 553,468,301 to 8,400 553,853,051 to 3,100 554,939,152 to 9,200 554,998,701 to 8,800 555,144,758 to 4,770 555,219,956 to 220,000 556,084,478 to 4,500 556,250,024 to 0,200 556,250,024 to 0,200 556,351,291 to 1,600	543,289,525 to 290,200 557,7669,191 to 9,200 557,711,743 to 1,800 290,200 557,786,836 to 6,860 558,428,301 to 8,400 558,628,301 to 9,000 544,619,721 to 620,100 558,638,801 to 9,000 545,553,528 to 3,800 559,565,818 to 566,000 545,775,152 to 5,200 559,841,401 to 1,700 547,276,820 to 277,000 561,223,101 to 3,400 547,469,676 to 9,700 561,249,012 to 9,200 458,300 547,542,271 to 563,184,500 to 4,700 547,578,870 to 8,900 547,578,870 to 8,900 547,578,870 to 8,900 547,923,901 to 924,000 549,670,720 to 0,800 550,355,949 to 550,092,673 to 2,700 565,280,561 to 1,300 551,144,112 to 4,400 565,280,561 to 1,300 551,144,112 to 4,400 567,422,270 to 2,600 551,698,301 to 8,320 568,505,097 to 5,100 553,853,051 to 3,000 555,222,532 to 3,800 554,998,701 to 8,800 555,219,956 to 0556,250,024 to 0,200 571,106,886 to 107,200 556,250,024 to 0,200 571,123,771 to 3,900

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



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.



INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB 21763 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 of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the

Corporate Account Number.

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018580	069658	102619 102747	146082	261004	300424	322509	334253	379214	452394 452466	495142	607209 607234 607349 607380 607382	701755
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021397	069894	102959	150043	272045	300538	323139	334831	381503	452619	525014	DU/441	705053
021510	069903 071600	102981 104063	152169 152287	272055 273052	300584	324021	334934	381573	454134	526020	607443	705060 705083
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021701 021844	071746 071888	104165 104209	152337	274013	300599	324250	335100	381713	454272 454312	532435	607679 607698	705128
021864	071910	105040	152594	274061 274093 275074	300617	325073	335602	381824	458004 460012	532480	607716	706104 706110
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023093	075183	105138 105206	165068 176065	282230	300794	327069	336199	392144	466526	532614 532627	607885 607996	708360 708363
023118	075214	105225	176068	282307	300802	327096	336506	392194	467013	532704	609011	708366
023190 024050	075289 076149	105241 105243	176094 181030	282230 282271 282307 292352 282354 282366	300814 300859 300915	327103	336770	392194 392254 392270 392292 392315	466526 466532 467013 468094 468127	532704 532707 537055	609015 611127	708366 708368 708376
024054	076238	106049	183002	282366	300915	327116 327128 327141	336856	392292	408103	537084	611131	708407
024056 024059	076284 077570	106189 106207	183010 191262	282463	300924	327141	336868	392315	468175	537084 537133	611135	711193
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026110	078071	108014 109127	191362	292270	301130	327231	339057	395215	468191 468202	551243 551254 551385	616052 616076	711508 711363
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027138	080114	111050	191684	294178	301210	327388	339088 339092 339352	402150 402219 402519	469105	551435	618087 618099	711409
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027237	080219	112230	192042	294233	301221	328135 328139	339400 339449	402327 402394	473006 473019	554530	618108 624048	711435 711438
027476	080233 080306	112787	192079	294243	301331	328162	339475	402406	473020	554678	629010	711442
028092 028123	080562	112877 113094	192102 192156	294262 294272	901385 901423	328167 328290	339489	402417 402441	473030 473043	554693 554788	631323 631497	711474 711505
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028226 028237	085135 085138	113310	192250 195070	294287	301447 301497 301583 301592	328332	339586 339604 339728	402502	473331	554933	631593 631604	722075 724024
028280 028346	085163	113340 113421	193131	294310	301583	328406	339728	402532 402547	479066	559035 573015	631781	724029
028346	089001 089087	113421	193131 193215 193222 193244 195072	294287 294289 294310 294323 294326	301592 301610	328421 328431	349426	402554 402560 402567 402585 402622 402625 405053	480088	577039	631821	725011
099949	089136	114140	193244	295048	301625	328443	352218	402567	480096	577043 577044	637102 641182	728001 729021
030090 031026	089162	114202	195072	295048 295106	301625 305559	328443 329096 329108	352247	402585	480126 480137	591600	641392	729024
033001	089213 089222	115187 115194	196009 198061	295155 295194 295197 295210 295216	303582 303584 303606	329108	352293 459905	402622	480137	591810	641411 641478	729026 730066
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044056 044074	090731 090911	115961	200703 207005	295243	303675	329183	356525	407009	480639 480787	600142	641856	731176
050009	090915	115060	207010	295284	303689	329200	358130	410068 410074	480801 480844	600184	641870	731237
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054046	100452	117281	208153	295342	303730	329216	358959	425009	480916	600279	641985	731339
056004	100440	117401	208173	290100	303756 303813	329240	358980	430025 430030 432100 432143 432164	480916 480920 480945	600413 600645	648116 652270	731378
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731625 731635	750203	752958	772369	787417 787428	802645	850160	900133	901883	913626	927593	945490	981700
731674	750214	752966	772457	787436	802664 802690	850171 850237	900170 900187	901901	913642	927607	945552	981729
731716	750265	752972	772755	787444	802693	850245	900273	901903 901974	913674 913679	928124 928199	945554 945582	981743
731741	750269	752980	772763	787477	802756	850252	900281	901980	913687	928234	946167	981760
731751	750277	752987	772806	787487	802770	850260	900303	902399	913784	928402	946214	981821
731753	750284	753036	772820	787494	802803	850311	900319	902435	913861	928471	946228	981858
731757	750288	753063	772830	787591	802805	850445	900329	902514	913890	928603	947028	981877
731758 731764	750302 750337	753083 753126	772921	787600 788001	802828	850586	900365	902575	913892	928661	948034	981914
731799	750350	757147	772969 772988	788015	802862 802863	850588 850622	900373 900385	902596	913918	928684	949068	981979
731821	750362	757170	773008	788039	802871	856013	900390	902666 902747	914055 914115	928759 928753	949119	981998
731822	750380	760318	773063	788042	802891	856014	900405	902750	914167	928781	950046	984122
731853	750394	760336	773072	791091	802896	856026	900429	902825	914173	951579	950295	984123
731872	750395	760428	773125	791206	802916	856083	900430	902834	917485	931402	950328	992154
751903	750406	760429	773202	791207	802937	856095	900443	902840	917544	931422	951032	992170
731904	750421	760443	777109	791289	802948	856116	900455	902943	917574	931431	951043	992176
751956	750511	760448	778058	794191	802949	856120	900466	903173	917579	931508	951061	992259
731970 731981	750538 750578	760465 760469	778060 778068	794249 794289	802986 802996	856136	900478	907021	917609	951572	951073	992296
731982	751036	760483	778076	794339	803101	856179 856190	900480 900483	907025 907027	917672	951581	951104	992312
740030	751065	760485	780005	794344	803102	856197	900485	907033	917707 917724	931812	951999	992337
740042	751075	760518	780023	794351	803113	856200	900488	907076	917745	931832 931839	952245 958164	992560
740075	751087	760522	780057	797059	803118	856203	900579	907170	917785	951952	958263	992385
740084	752001	761084	780058	797121	804042	856215	900585	907248	917806	931980	958270	992404
740106	752061	761291	781018	797134	804044	856261	900597	907260	917924	932520	958285	995248
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740382 741055	752170 752179	761422 761446	782017 782030	797527 799150	804047	856378	900623	907298	917940	933091	958305	995325
741132	752190	761466	782061	799187	805129 805140	856387 856403	900629 900632	907306	917959	933108	958316	995326
741239	752222	761490	782066	799215	805153	856437	900633	907441 907456	917970 918148	933172	960019	995329
741255	752226	761491	782101	800065	805166	860092	900634	907590	921428	933203 935100	968214 968249	995380
741332	752550	761498	782104	800065 800067	806101	871010	900683	907642	921449	937254	968360	995502
741448	752573	761519	782106	800096	809039	871029	800774	907674	921546	937308	968386	997065
741491	752580	761542	782112	800106	809076	871333	901068	907706	921669	937312	968451	997067
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741623 741652	752632 752639	761580 761610	782119	800206	809112	877101	901285	907742	922142	939089	968574	997119
741710	752641	761652	782123 782131	801075 801115	810010 813077	882119 883100	901294	907753	924112	939122	968586	997131
741731	752643	761668	782140	801130	814052	884103	901331 901348	907794 907920	924126	940124	968594 972505	997139
741736	752670	761669	782148	801149	815036	884105	901366	907975	924267	940326	972330	997156
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741811	752740	762050	782184	801171	816074	891323	901395	910251	924323	940418	972485	997173
741838	752760	765527	782321	801190	820838	895114	901438	911062	925018	940441	972504	997177
741866 741909	752777	770041	782401	801192	827017	895168	901550	911104	925033	940450	972619	997179
741919	752815 752816	770045 770451	782430	801241	837060	895224	901568	912273	925069	941330	972660	997194
741931	752817	770542	782453 782476	802017 802030	840137	895240	901621	912302	926529	941363	972693	997201
741951	752821	770914	782480	802069	841237 841358	898013 900010	901672 901674	912311	926699	941499	973129	997205
741984	752851	770979	787066	802074	. 841527	900016	901676	912312 913009	926900 926961	945277	974099 977035	997214
744015	752870	771138	787331	802107	846047	900024	901686	913122	926991	945342	977038	997232
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750145	752891	772021	787355	802545	847056	900040	901760	913384	927342	945407	981535	998131
750168	752898	772085	787358	802548	850026	900047	901818	913447	927402	945414	981556	555.51
750173 750175	752904	772087	787366	802570	850071	900091	901827	913492	927405	945427	981628	recoling !
130173	752936	772100	787386	802594	850146	900096	901833	913547	927540	945440	981646	

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