



postal bulletin

Published Since March 4, 1880

PB 21718—March 30, 1989—20 Pages

25-Cent South Dakota Statehood Commemorative Stamp

A 25-cent commemorative stamp honoring the centennial of South Dakota statehood goes on sale May 3 in Pierre, South Dakota. South Dakota was admitted as the 40th state on November 2, 1889.

The stamp features a pioneer woman in a blue dress and white apron, standing in front of a sod house. Two open blooms of pink and lavender pastel surround the yellow center of South Dakota's state flower, the pasque, in the stamp's left foreground.

The sod house represents one of the frontier's best examples of American ingenuity. Created from necessity because there were few trees and very little timber, pioneers used earthen blocks to build their frontier homes.

Do Not Place on Sale Before May 4, 1989



Copyright U.S. Postal Service 1989

Issued in panes of 50.

Collector information is on page 7.

Supply. All post offices will receive their standard automatic distribution quantities for a 50-subject commemorative stamp. *Because a private contractor printed this issue, the Bureau of Engraving and Printing will not honor supplemental requisitions for Item 4461.*

Regional accountable paper depositories (RAPDs) will receive limited quantities of this stamp for filling supplemental orders. Stamp distribution offices (SDOs) requiring additional stamps should order them from the RAPDs 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 July 4, 1989, except at authorized philatelic centers.

—*Philatelic and Retail Services Dept., 3-30-89.*

Clarification

Sale of Surplus Postal Vehicles

POSTAL BULLETIN 21697, 11-3-88 (page 1), revised previous policy concerning the sale of surplus postal vehicles to postal employees.

Motor vehicle service (MVS) drivers may purchase surplus postal vehicles on the same basis as other postal employees who are not rural carriers (only at a fixed price, and only after they have been on sale to the public for 10 days).

—*Operations Systems and Performance Dept., 3-30-89.*

Savings Bonds Campaign Materials

Beginning April 7, all postal facilities will receive promotional materials and authorization cards for the 1989 U.S. Savings Bonds Campaign. The packages of promotional materials, addressed to the manager/postmaster, contain canvasser handbooks and employee brochures. Package labels include the statement—Please Hold for Bond Campaign Coordinator.

All pay locations will receive preprinted authorization cards. If installations do not receive these materials by April 21, contact the regional campaign coordinator.

—*Employee Relations Dept., 3-30-89.*

CONTENTS

	Page
25-Cent South Dakota Statehood Commemorative Stamp.....	1
25-Cent Stamp Vending Packets.....	3
Business Reply Mail (<i>DMM Notice</i>).....	3
Directives Update.....	12
Domestic Order.....	2
Exceptional Address Format and Endorsements (<i>Reminder</i>).....	2
Filing of Dues Withholding Forms (<i>ELM Revision</i>).....	13
Forms Update.....	11
Hand Presses: Contract.....	2
Invalid Express Mail Corporate Account Numbers.....	18
Mail Alert.....	15
Maintenance Bulletins, Modification Work Orders, Software Modification Orders.....	14
Missing Children Poster.....	9
Missing Money Orders—U.S.....	16
Nonforeign Per Diem Rate Changes.....	4
Pay Changes—Postal Police Officers.....	13
Poster 75, <i>Your Federal Lawmakers (POM Revision)</i>	2
Postmarking Ring Dies/Die Hubs (<i>Revision</i>).....	13
Sale of Surplus Postal Vehicles (<i>Clarification</i>).....	1
Savings Bonds Campaign Materials.....	1
Stamp Poster 89-12 (<i>Executive Branch Bicentennial Commemorative Stamp</i>).....	5
Stamp Poster 89-13 (<i>South Dakota Statehood Commemorative Stamp</i>).....	7
Travel Expense—Detail Assignment.....	3
Withholding of Mail Orders.....	3

POM Revision

Poster 75, Your Federal Lawmakers

Poster 75, *Your Federal Lawmakers*, is a required posting in all post offices, classified stations, and classified branches. The names of the Members of Congress are updated every 2 years following congressional elections. Normally, this update is completed in February or early March of an odd-numbered year and is accomplished after a congressionally printed Official List of Members is issued. Distribution of updated posters to all post offices can be expected by mid-April.

POSTAL OPERATIONS MANUAL (POM) 221.527 discusses Poster 75 and, as a result of the 1986 field realignment, portions of 221.527 are revised as follows:

220 Lobby Management

* * * * *

221.5 Lobby Space Utilization

* * * * *

221.527 Voting Information and Communication With Federal Lawmakers

* * * * *

d. Format and Size Restrictions. Poster 75 is a standard-size notice available from the Field Division Director of Marketing and Communications. Other notices may not contain any partisan political messages or symbols designed to influence the outcome of an election; including, but not limited to, photographs or other likenesses of incumbents or candidates for any public office. The notices must be no larger than 8½ by 11 inches. Names and addresses of federal legislators may not appear larger than ¼ inch (18-point type) type.

* * * * *

g. Distribution. Poster 75 will be updated by the Government Relations Department. Camera-copy material for each state poster will be distributed to the Field Division Directors of Marketing and Communications, who will be responsible for reproduction and distribution to all associate offices and classified units under the administrative jurisdiction of the Field Division. Information concerning Type A notices will be published periodically in the POSTAL BULLETIN.

A future revision of the POM will include this revision.—*Government Relations Dept., 3-30-89.*

Hand Presses: Contract

A contract has been awarded for the following hand presses:

Item	Price
PS Item 0814A, with tensioning lever used on lead/cord seals (Supply Item 0815)	\$36.65
PS Item 0814B Plier Type, used on tin band seals (Supply Items 0816A and 0816B)	25.80
PS Item 0814C, Plier Type, used to seal postage meter machines	24.20

Requisitioning Procedures. Authorized offices may request hand presses on Form 7381, *Requisition for Supplies, Services, or Equipment*, forwarded through the Division Support Services Office to the Control Branch (Supplies and Equipment), Materiel Distribution Center, Somerville, NJ 08877-9993.

Requesters should specify lettering instructions for up to 14 characters (seven on the top die, and seven on the bottom die) for Items 0814A and 0814B (e.g., US MAIL/AMF LACA). Limit lettering for Item 0814C to four characters on the bottom die only. The top die is always engraved USPS.

Requesters should attach a preaddressed Label 41V to each request, including all destination information (e.g., consignee's name, room number, etc.).—*Procurement and Supply Dept., 3-30-89.*

Reminder

Exceptional Address Format and Endorsements

The cooperation of all mailers should be solicited to ensure that by March 31, 1989, all mailpieces will be in compliance with the new regulations pertaining to the exceptional address format and endorsements used to request address correction and return service. (See DOMESTIC MAIL MANUAL sections 122.17 and 122.422.)

The requested type of handling is often not provided to mailpieces because the endorsements or the exceptional address format are not shown in the prescribed manner on those pieces. The Postal Service can only accommodate its customers when they are clear about how they want their mail handled. Please advise customers that the new requirements were adopted for their benefit and it is in their best interest to comply with them.

—*Rates and Classification Dept., 3-30-89.*

DOMESTIC ORDER

False Representation. Enforced by postmaster at city listed.

State/city	Name covered	Product
TX, Arlington 76010-1209.....	Australian Potency Institute or API Ltd., 806 E. Abram Street, Suite 313.	The advertisement and sale of the product Priapusol.

—*Judicial Officer, 3-30-89.*

25-Cent Stamp Vending Packets

Headquarters has contracted for the packaging of the following commemorative packets of 20 stamps each. *These packets are for use in multicommodity vending machines only.*

Supply. Stamp distribution offices (SDOs) may order these items through their regional accountable paper depository in full carton quantities of 2,500 packets or boxes of 500 packets. All other postmasters should order these items from their SDO in boxes of 500 packets using Form 17-A, *Accountable Items Requisition From Stamp Distribution Office.*

Item No.	Description	Available
9689	25-cent Washington Statehood	3-22-89
9641	25-cent Montana Statehood	5-18-89
9644	25-cent South Dakota Statehood	5-25-89
9648	25-cent House of Representatives	6-8-89
9649	25-cent U.S. Senate	6-22-89
9653	25-cent Executive Branch	6-29-89
9658	25-cent Lou Gehrig	7-20-89
9659	25-cent Love (1989)	(¹)
9660	25-cent Ernest Hemingway	8-3-89
9645	25-cent North Carolina Statehood	8-31-89
9654	25¢ Letter Carriers	9-14-89
9655	25¢ Bill of Rights	9-27-89
9657	25¢ Prehistoric Animals	10-12-89

¹To be announced at a later date.

—*Philatelic and Retail Services Dept., 3-30-89.*

Withholding of Mail Orders

Enforced by postmasters at cities listed.

State/city	Names covered
OH, Glendord 43739-9612.....	Any and All of Various Names Other than the Surname of Volland, 16421 Laurel Hill Road, S.E.
OH, Cincinnati 45240-1611....	Any and All of Various Names Other than the Surname of Kahn, Box 510, 1623 W. Kemper Road.

—*Judicial Officer, 3-30-89.*

DMM Notice

Business Reply Mail

Effective with DOMESTIC MAIL MANUAL (DMM) Issue 31, 6-18-89, part 917, *Business Reply Mail*, is revised. The change affects existing postal regulations on paper stock requirements for business reply cards processed under the automated Business Reply Mail Accounting System (BRMAS). The new rule, in DMM 917.6, *BRMAS Automation Requirements*, establishes a minimum paper basis weight for BRMAS cards, permits the inclusion of unbleached pulp in the paper, and also permits the inclusion of groundwood if the paper is coated.

The change was published as a final rule in the *Federal Register* of February 15, 1989.

—*Rates and Classification Dept., 3-30-89.*

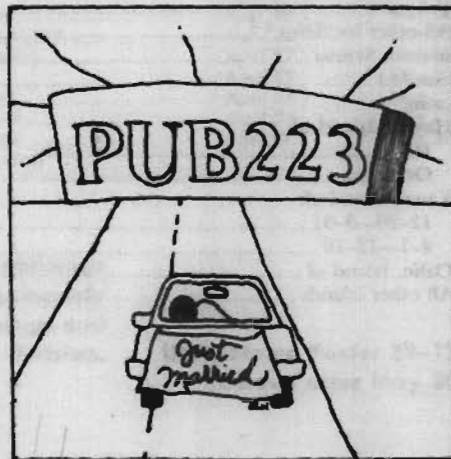
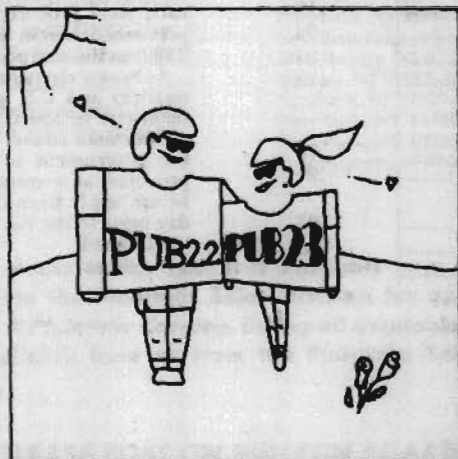
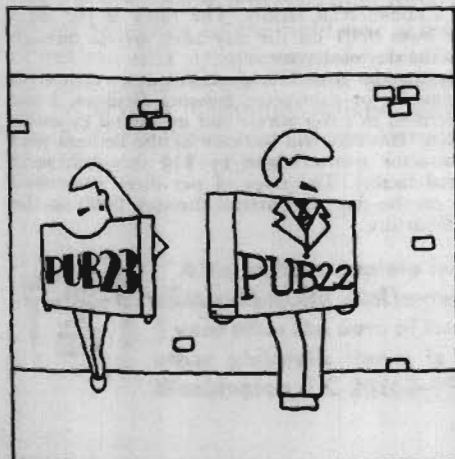
Travel Expense—Detail Assignment

Effective immediately, travel expenditures incurred by employees on detail assignments, who are performing work for another office or organization, are to be charged to account 51403 when Form 1012, *Travel Voucher*, or SF Form 1164, *Claim for Reimbursement for Expenditures on Official Business*, is prepared. A detail assignment is defined to cover any employee assigned to a position in another organization or to a special task force or project that involves reimbursable travel from their normal duty station. However, expenses of employees on authorized travel, away from their permanent duty station, who are performing duties related to their permanent assignment *are not* recorded in this account.

Account 51403 was established in Accounting Period 01, and Handbook F-8, *General Classification of Accounts*, and the associated postal data center account master file has been updated. These expenses will roll up into line 3c of the Postal Service Financial Report (PSFR).

Note: Employees on official travel who are performing duties related to their permanent assignment will continue to record expenses in account 51401 (with the appropriate subaccount number).

—*Dept. of the Controller, 3-30-89.*



NONFOREIGN PER DIEM RATE CHANGES

Changes in per diem rates prescribed for official travel in Alaska, Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and possessions of the United States were effective February 1, 1989. Employees traveling to these locations may use either the following rates or be reimbursed in accordance with subchapter 210 of Handbook F-10, *Travel*. These locations are considered high cost localities for the purpose of determining the quarterly per diem rate under 210.

Locality	Maximum rate	Locality	Maximum rate
Alaska:		Johnston Atoll ²	
Adak ¹	\$25	Midway Island ¹	\$35
Anaktuvuk Pass	140	Northern Mariana Islands:	
Anchorage	125	Rota	76
Atkasuk	215	Saipan	115
Barrow	146	Tinian	68
Bethel	135	All other islands	20
Bettles	110	Puerto Rico:	
Cold Bay	125	Bayamon:	
Coldfoot	122	12-16-5-15	163
College	122	5-16-12-15	133
Cordova	143	Carolina:	
Deadhorse	(5)	12-16-5-15	163
Dillingham	114	5-16-12-15	133
Dutch Harbor-Unalaska	127	Fajardo (including Luquillo):	
Eielson AFB	122	12-16-5-15	163
Elmendorf	125	5-16-12-15	133
Fairbanks	122	Ft. Buchanan (including GSA Service Center, Guaynabo):	
Ft. Richardson	125	12-16-5-15	163
Ft. Wainwright	122	5-16-12-15	133
Homer	115	Roosevelt Roads:	
Juneau	117	12-16-5-15	163
Katmai National Park	148	5-16-12-15	133
Kenai	119	Sabana Seca:	
Ketchikan	119	12-16-5-15	163
King Salmon ²	134	5-16-12-15	133
Kodiak	118	San Juan (including San Juan Coast Guard units):	
Kotzebue ³	143	12-16-5-15	163
Kuparuk Oilfield	127	5-16-12-15	133
Murphy Dome ³	122	All other localities	
Noatak	143	Virgin Islands of U.S.:	
Nome	129	12-1-4-30	180
Noorvik	143	5-1-11-30	144
Petersburg	119	Wake Island ²	
Point Hope	160	All other localities	
Point Lay	179	20	
Prudhoe Bay	(5)	20	
St. Paul Island	115	1 Commercial facilities are not available. The per diem rate covers charges for meals in available facilities plus an additional allowance for incidental expenses and will increase by the amount paid for government quarters by the traveler. For Adak, Alaska: on any day when the traveler does not use government quarters but obtains quarters at a construction camp, a daily travel per diem allowance of \$69 is prescribed to cover the cost of lodging, meals, and incidental expenses.	
Sand Point	103	2 Commercial facilities are not available. Only government-owned and contractor-operated quarters and mess are available at this locality. This per diem rate is the amount necessary to defray the cost of lodging, meals, and incidental expenses.	
Seward	109	3 On any day when the traveler uses U.S. government or contractor quarters and U.S. government or contractor messing facilities, a per diem rate of \$13 is prescribed to cover meals and incidental expenses at Shemya AFB and the following Air Force Stations: Cape Lisburne, Cape Newenham, Cape Roomanzof, Clear, Cold Bay, Fort Yukon, Galena, Indian Mountain, King Salmon, Kotzebue, Murphy Dome, Sparrevohn, Tatalina, and Tin City. This rate will increase by the amount paid for U.S. government or contractor quarters and by \$4 for each meal procured at a commercial facility. The rates of per diem prescribed herein apply from 0001 on the day after arrival through 2400 on the day prior to the day of departure.	
Shemya AFB ⁴	30	4 On any day when the traveler uses U.S. government or contractor quarters and U.S. government or contractor messing facilities, a per diem rate of \$34 is prescribed to cover meals and incidental expenses at Amchitka Island, Alaska. This rate will increase by the amount paid for government or contractor quarters and by \$10 for each meal procured at a commercial facility. The rates of per diem prescribed herein apply from 0001 on the day after arrival through 2400 on the day prior to the day of departure.	
Shungnak	143	5 Deleted.	
Sitka-Mt. Edgecombe	119		
Skagway	119		
Spruce Cape	118		
St. Mary's	100		
Tanana	129		
Tok	(5)		
Umiat	160		
Unalakleet	105		
Valdez	147		
Wainwright	165		
Walker Lake	136		
Wrangell	119		
Yakutat	110		
All other localities ^{3 4}	94		
American Samoa			
Guam M.I.			
Hawaii:			
Hawaii, Island of:			
Hilo	70		
Other	91		
Kauai, Island of:			
12-20-3-31	127		
4-1-12-19	95		
Oahu, Island of			
All other islands	91		

—Dept. of the Controller, 3-30-89.



Copyright U.S. Postal Service 1989

Issue Date: April 16, 1989
 First Day City: Mount Vernon, Virginia
 Designer: Howard Koslow, East Norwich, New York
 Art Director and Typographer: Howard Paine,
 Design Coordinator, Citizens' Stamp Advisory Committee
 Postal Service Manager: Joe Brockert,
 Program Manager, Philatelic Design
 Engravers: Thomas Hipschen (vignette),
 Michael J. Ryan (lettering),
 Bureau of Engraving and Printing (BEP)
 Modeler: Frank J. Waslick (BEP)
 Printing Process: Offset/intaglio (D Press, BEP)
 Colors: Yellow, red, blue-black (offset); olive (intaglio)
 Image Area: 0.84 x 1.41 in./21.3 x 35.8 mm
 Plate Numbers: Three offset, one intaglio
 Stamps per Pane: 50
 Marginal Markings: ©U.S. Postal Service 1989
 Use Correct ZIP Code®

Executive Branch Bicentennial Commemorative Stamp

A commemorative stamp, honoring the bicentennial of the executive branch, will be issued April 16, in Mount Vernon, Virginia. The dedication ceremony will take place at Washington's home in conjunction with a reenactment of his departure for New York City for his inauguration exactly 200 years before. The Postal Service will offer pictorial postmarks at 18 locations along the route Washington followed.

The format of Howard Koslow's stamp design is similar to his work on the U.S. House and U.S. Senate stamps. The central vignette features a head-and-shoulders detail from a bronze statue of Washington that stands on the site of the first inauguration at Federal Hall National Memorial in New York City.

Washington was notified that he had been unanimously elected President just 2 days before he left Mount Vernon for New York. He believed that the reactions of people along the way would foreshadow the success or failure of his presidency. He had no need to worry. Inhabitants of every town rushed out to cheer along his journey north, and at every crossroad Washington stopped to exchange greetings. By the time he reached Philadelphia, 20,000 citizens "lined every fence, field, and avenue" wishing him good luck.

Procedures for ordering first day cancellations follow.

Customers Affixing Stamps. Covers bearing the executive branch stamps receive preferential service. Customers must address envelopes on the right side at least 3/8 inch from the bottom and affix stamps approximately 1/4 inch from the top and right edges. Requests must be postmarked by May 16 and addressed: Customer-Affixed Envelopes, Executive Branch Stamp, Postmaster, Mount Vernon, VA 22121-9991. 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 May 16 and addressed: Executive Branch Stamp, Postmaster, Mount Vernon, VA 22121-9992.

Inaugural Journey Postmarks. A pictorial postmark will be used along the route of Washington's journey from Mount Vernon to New York City. Post offices must receive mail orders within 30 days from the postmark date. They must be addressed: Inaugural Journey Postmark, Postmaster, City, State, and ZIP Code. Customers must affix First-Class postage to each cover.

Post Office	Postmark	Deadline
Mount Vernon, VA 22121-9998 (also first day)	April 16	May 16
Alexandria, VA 22313-9998	April 16	May 16
Washington, DC 20007-9998	April 16	May 16
(Georgetown)		
Laurel, MD 20708-9998	April 16	May 16
Baltimore, MD 21233-9998	April 17	May 17
Towson, MD 21204-9998	April 18	May 18
Perryville, MD 21903-9998	April 18	May 18
Christiana, DE 19702-9998	April 19	May 19
Wilmington, DE 19850-9998	April 19	May 19
Chester, PA 19013-9998	April 20	May 20
Philadelphia, PA 19104-9998	April 20	May 20
Trenton, NJ 08650-9998	April 21	May 21
Princeton, NJ 08540-9998	April 22	May 22
New Brunswick, NJ 08901-9998	April 22	May 22
Woodbridge, NJ 07095-9998	April 22	May 22
Rahway, NJ 07065-9998	April 23	May 23
Elizabeth, NJ 07207-9998	April 23	May 23
New York, NY 10199-9998	April 23	May 23
New York, NY 10199-9998	April 30	May 30
(Inauguration Bicentennial)		



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 89-12
 Remove after May 30

APRIL 1989



Copyright U.S. Postal Service 1989

Issue Date: May 3, 1989
 First Day City: Pierre, South Dakota
 Designer: Marian Henjum,
 Sioux Falls, South Dakota
 Typographer: Bradbury Thompson,
 Design Coordinator,
 Citizens' Stamp Advisory Committee
 Art Director and Postal Service Manager:
 Jack Williams, Program Manager
 for Philatelic Design
 Modeler: Richard Sennett
 Printing Process: Gravure
 (American Bank Note Company)
 Colors: Yellow, red, blue, and black
 Image Area: 0.84 x 1.41 in/21.3 x 35.8 mm
 Plate Numbers: Four
 Stamps per Pane: 50
 Marginal Markings: ©U.S. Postal Service 1989
 Use Correct ZIP Code®

South Dakota Statehood Commemorative Stamp

A 25-cent commemorative stamp honoring the centennial of South Dakota statehood will be issued May 3 in Pierre, South Dakota. South Dakota Governor George S. Mickelson and Michael J. Shinay, Executive Assistant to the Postmaster General, will dedicate the new stamp during a ceremony on the steps of the state capitol.

The South Dakota stamps will be presented to a horseman acting as a Pony Express rider who will deliver them to the Pierre Airport where they will be transferred to a Waco biplane and flown to Elk Point, near the starting location of the centennial wagon train. The stamps and a pictorial cancellation will be available at post offices along the 2,600 mile wagon train route.

The battle for statehood in the Dakota Territory was a lengthy and lively one. Many frontier settlers favored a split along the Missouri River, creating an East and a West Dakota. Some preferred designating the 46th latitudinal parallel as the boundary between a North and a South Dakota.

The question of statehood was hotly debated during the presidential campaign of 1888. Republicans favored statehood while Democrats opposed it. When Republican Benjamin Harrison was victorious at the polls, outgoing Democrat Grover Cleveland hastened to sign the Omnibus Enabling Act that established the procedure for South Dakota and five other states to join the Union.

On November 2, 1889, President Harrison shuffled the South Dakota and North Dakota statehood proclamations and declared, "They were born together—they are one and I will make them twins." No one knows which state was actually signed into law first. By mutual agreement, North Dakota was designated the 39th state and South Dakota the 40th.

Procedures for ordering first day cancellations follow.

Customers Affixing Stamps. The Postal Service encourages customers to purchase the South Dakota Statehood stamps and affix them to their envelopes. Covers bearing stamps receive preferential service. Customers must address envelopes on the right side at least 3/8 inch from the bottom and affix stamps approximately 1/4 inch from the top and right edges. Requests must be postmarked by June 2 and addressed: Customer Affixed Envelopes, South Dakota Statehood Stamps, Postmaster, Pierre, SD 57501-9991. 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 June 2 and addressed: South Dakota Statehood Stamps, Postmaster, Pierre, SD 57501-9992.



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 89-13
 Remove after June 2

PLEASE POST ON BULLETIN BOARD

Director, U.S. Postal Service
 Washington, DC 20262-9001
 Attention: Director
 Telephone: (202) 268-2000
 Fax: (202) 268-2000
 TDD: (202) 268-2000
 Telex: 2534
 Cable: USPS
 Website: www.usps.gov



Copyright U.S. Postal Service 1988

South Dakota Statehood Commemorative Stamp

A 35-cent commemorative stamp honoring the centennial of South Dakota statehood will be issued on May 1, 1989. The stamp will feature a portrait of Governor George S. Mitchell and the state seal. The stamp will be available in both 35-cent and 15-cent denominations. The 15-cent stamp will be available in both 15-cent and 35-cent denominations. The stamp will be available in both 15-cent and 35-cent denominations. The stamp will be available in both 15-cent and 35-cent denominations.

On November 2, 1888, President Harrison declared the South Dakota and North Dakota territories to be states and declared "They will be no other—nor are any and I will have them so." No one knows which state was actually the first to be admitted to the Union and South Dakota is designated the 39th state and North Dakota the 40th.

Procedures for ordering the new commemorative stamp follow:

Customers should place the stamp order on a separate card to purchase the South Dakota statehood stamp and will then be sent to the appropriate address. Customers must address orders on the right side of the card to the bottom and the stamp order on the left side of the card to the top and right edge. Customers must place the stamp order on the left side of the card to the top and right edge. Customers must place the stamp order on the left side of the card to the top and right edge. Customers must place the stamp order on the left side of the card to the top and right edge.

Orders must be postmarked by June 2 and addressed to: Dakota's 100th Anniversary Stamp, P.O. Box 27101, Sioux Falls, SD 57101-0101. No return is required.

When orders are placed, the price is \$1.00 per stamp. The 15-cent stamp will be \$1.00 and the 35-cent stamp will be \$1.00. Customers should not expect to receive a refund on postage stamps.

Orders must be postmarked by June 2 and addressed to: Dakota's 100th Anniversary Stamp, P.O. Box 27101, Sioux Falls, SD 57101-0101.

Please Post on Sulfur Board
 Remove after June 2
 27101-0101



APRIL 1989

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.



Tammy Mae Newton
 Born: 3-05-72
 Date Missing: 5-07-88
 From: Scio, OR



Brendan James Peters
 Born: 9-16-80
 Date Missing: 8-19-88
 From: Santa Ana, CA



Collin Jeffrey Rosenheck
 Born: 8-08-81
 Date Missing: 1-30-88
 From: Los Angeles, CA



Amber Swartz-Garcia
 Born: 8-19-80
 Date Missing: 6-03-88
 From: Pinole, CA



Candi Elizabeth Talarico
 Born: 4-12-84
 Date Missing: 6-04-88
 From: Sacramento, CA



Tanisha Bernice Verastegui
 Born: 8-28-79
 Date Missing: 8-19-83
 From: San Francisco, CA

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

APRIL 1989

Have you seen any of these children?

Participate in the NALC's Child Alert Program. Tell out in your area and carry it with you. If you have information on any of these missing children, tell your postal supervisor.

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.

—Please Call the National Center for Missing and Exploited Children—
HOT LINE 1-800-843-5278

FORMS UPDATE

This update lists all new, revised, and obsolete forms since POSTAL BULLETIN 21713, February 23, 1989. 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 No. and date	Title
PS 2131, 1-89	Uncollectable Check Report.
PS 8007, 12-88	Procurement Quality Feedback Report.
PS 8018, 10-18	Vending Equipment Service System—Location Equipment Inventory.
PS 8024, 2-89	Change Request.

Revised Forms

Form No. and date	Title	Oldest usable date
CA 8, 10-88	Claim for Continuing Compensation on Account of Disability.	10-88
CA 16, 10-88	Authorization for Examination and/or Treatment.	10-88
PS 546, 12-88	Post Office Telephone Number Register.	1-79
PS 1079, 2-89	Philatelic Product Physical Inventory Recap (FY 1989, PQ I).	2-89
PS 1482, 1-89	Information Services Budget Plan.	5-88
PS 1519, 1-89	Vesting of Title in the United States.	1-89
PS 1661, 1-89	Document Replenishment Notice.	8-84
PS 2112, 1-89	Palmprint Impressions	9-74
PS 2562, 12-88	Injury Compensation Program—Notice of Potential Third Party Claim.	
PS 2568-B, 1-89	Equal Employment Opportunity Investigative Affidavit (Witness).	4-80
PS 3294, 12-88	Cash and Stamp Stock Count and Summary.	7-86

Revised Forms—Continued

Form No. and date	Title	Oldest usable date
PS 3815, 1-89	Plant-Load Authorization Application and Worksheet.	1-89
PS 4015-B, 2-89	Rural Carrier Agreement To Terminate Guarantee.	2-89
PS 4315, 12-88	Evaluation of Routes for Motorization.	4-85
PS 4772, 12-88	Equipment Inventory—History Record.	11-85
PS 5674, 12-88	EMS—Express Mail International Service Manifest.	4-85
PS 5954, 2-89	PCES Special Achievement Award Nomination.	2-89
PS 7319, 2-89	Contractor's Statement of Contingent or Other Fees.	2-89
PS 7370, 12-88	Request for Funds Transfer.	12-88
PS 7381, 1-89	Requisition for Supplies, Services, or Equipment.	6-84
PS 7449-D, 1-89	Form of Acknowledgment for Attorneys in Fact.	12-74
PS 7468-B, 12-88	Short Form—Cost Statement.	12-88
PS 7538, 1-89	Case Activity Report—Audit.	6-88

Obsolete Forms

Form No. and date	Title	Obsolete date
PS 3-B, 6-82	Originating Bulk Rate Third-Class Mailings (not replaced).	3-9-89
PS 64-1, 4-81	Consolidation of Time Reports for Transfer Offices (not replaced).	3-9-89
PS 781, 5-81	Originating U.S. Postal Service Registered Penalty Mail (not replaced).	3-9-89
PS 2248, 1-86	Monetary Payroll Adjustment (not replaced).	3-9-89
PS 3815-A, 7-86	Plant Load Cost Analysis (replaced by PS 3815, 1-89).	2-6-89
PS 4528, 7-87	Vehicle Defect Report (replaced by VMAS report).	3-9-89

—Office of Information Services, 3-30-89.

Insurance claims may be filed at any post office, branch, or station. They do not have to be filed at the office of mailing or the office of address.

DIRECTIVES UPDATE

This update lists all new, revised, and obsolete directives since POSTAL BULLETIN 21713, February 23, 1989. 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 EL-311, 2-1-89.....	Personnel Operations (replaces HBKs P-11, except Chapter 6, and P-30).
MI AS-710-89-3, 2-1-89 ...	USPS Small, Minority, and Woman-Owned Business Enterprise Program (replaces MI AS-710-82-9, 11-24-82).
MI AS-840-89-1, 3-24-89 ..	Corporate Software License with Oracle Corporation for Standard Field Computer (SFC) Applications.
MI AS-840-89-2, 3-1-89	Corporate Software License for FOCUS.
MI FM-530-88-3, 12-30-88.	Official Vehicle Use in a Normal Duty (Non-Travel) Status (replaces MI AS-720-87-1 (Revised), 3-12-87).
MI FM-910-88-5, 12-30-88.	Decision Analysis Compliance—Facility Projects (replaces MI AS-520-82-4, 3-19-82).
MI PO-530-89-5, 1-31-89..	Processing Trailer Damage Claims (replaces MI PO-530-88-2, 12-12-88).
MI PO-730-89-2, 2-14-89..	Accident Investigation and Tort Claim Activities—A New Approach.

Revised Directives

Document and date	Title	Oldest usable date
HBK AS-809 TL3, 4-89.	System Develop Methodology (SDM).	4-89
HBK EL-328, 12-31-88.	Guide to EAS Performance Evaluation.	12-31-88
HBK EL-810, 2-89..	OSHA Programs.....	2-83
LAB 59-A, 6-88.....	Last Collection 5 PM.....	4-84
MAN DMM, 3-19-89.	DOMESTIC MAIL MANUAL, Issue 30.	3-19-89
NOT 225, 2-89.....	How to Complete Form 3925.	2-89
PUB 32-A, 12-88.....	USPS Glossary of ADP Terms.	12-88
TAG 165-A, 1-89....	Parcel Post for Monday Delivery—Do Not Delay.	12-84
TAG 165-C, 1-89....	Parcel Post for Wednesday Delivery—Do Not Delay.	12-84
TAG 165-D, 1-89....	Parcel Post for Thursday Delivery—Do Not Delay.	12-84

Revised Directives—Continued

Document and date	Title	Oldest usable date
TAG 165-E, 1-89	Parcel Post for Friday Delivery—Do Not Delay.	12-84
TAG 165-F, 1-89	Parcel Post for Saturday Delivery—Do Not Delay.	12-84

Obsolete Directives

Document and date	Title	Obsolete date
HBK MS-8, VOL B, 1-78.	ZIP Mail Translator, Model 304A, Type II, Echelon 1 & 2, Job Guide (not replaced).	3-6-89
HBK MS-8, VOL C, 1-78.	ZIP Mail Translator, Model 304A, Type II, Echelon 2, Troubleshooting (not replaced).	3-6-89
HBK P-11, 5-1-84 (except Chapter 6).	Personnel Operations (replaced by HBK EL-311, 2-1-89).	1-27-89
HBK P-30, 5-1-75...	Conducting Postal Employment and Placement Examinations (replaced by HBK EL-311, 2-1-89).	1-27-89
LAB 94, 6-85.....	USPS Property—Owned (not replaced).	3-6-89
LAB 94-A, 6-85.....	USPS Property—Leased (not replaced).	3-6-89
LAB 94-B, 6-85.....	USPS Property—Loaned (not replaced).	3-6-89
LAB 95, 9-85.....	USPS Property—Custody (not replaced).	3-6-89
MI AS-520-82-4, 3-19-82.	Decision Analysis Compliance (replaced by MI FM-910-88-5, 12-30-88).	2-15-89
MI AS-710-82-9, 11-24-82.	The U.S. Postal Service Minority Business Enterprise Program (replaced by MI AS-710-89-3, 2-1-89).	2-3-89
MI AS-720-87-1, 3-12-87.	Guidelines on Use of Official Vehicles (replaced by MI FM-530-88-3, 12-30-88).	1-31-89
MI FM-110-86-4, 12-1-86.	Local Area Mail Volume Projection Studies (LAMPS) (not replaced).	2-23-89
MI PO-530-88-2, 12-12-88.	Processing Trailer Damage Claims (replaced by MI PO-530-89-1, 1-31-89).	2-17-89
NOT 20-A, 7-82	Guide to Addressing (replaced by NOT 221, 5-85).	3-10-89
NOT 223, 8-85.....	How to Complete Form 3923 (replaced by Form PS 3930, 9-87).	3-1-89

DIRECTIVES UPDATE—Continued

Obsolete Directives—Continued

Obsolete Directives—Continued

Document and date	Title	Obsolete date
NOT 224, 8-85.....	How to Complete Form 3924 (replaced by Form PS 3931, 9-87).	3-1-89
NOT 250, 7-83.....	How to Pick a Package Deal (not replaced).	3-10-89
NOT 251, 8-83.....	Sending Valuable Items Through the Mail (not replaced).	3-10-89
NOT 252, 8-83.....	Services That Provide You Proof of Mailing or Delivery (not replaced).	3-10-89
NOT 258, 2-84.....	Registered Mail (not replaced).	3-10-89
NOT 259, 2-84.....	Certified Mail (not replaced).	3-10-89

Document and date	Title	Obsolete date
POS 200, 10-85.....	Mailing Something of Value? (not replaced).	3-1-89
PUB 30, 4-84.....	Addressing for Automation Diagnostic Examples (replaced by PUB 25, 8-88).	3-10-89
PUB 323, 1-84.....	ZIP + 4 Case History—University of Kentucky (not replaced).	3-9-89

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

—Office of Information Services, 3-30-89.

Revision

ELM Revision

Postmarking Ring Dies/Die Hubs

Filing of Dues Withholding Forms

An indefinite quantity, requirements-type contract (337100-88-Z-Z012) has been awarded to Pitney Bowes, Inc., for engraved ring dies and die hubs for Model G, D, and K canceling machines. This contract also includes engraved die hubs with Postal Service messages only (not requiring any artwork) for Mark II and M-36 facer/cancelers and ring dies for postage meter machines, Models 5300 and R.

Effective immediately, all forms authorizing or revoking dues withholding will be kept as permanent records in the official personnel folder (OPF). EMPLOYEE AND LABOR RELATIONS MANUAL (ELM) 925.51 has been revised as follows:

Headquarters will provide ordering procedures to the regional procurement and materiel management service centers in a Materiel Logistics Bulletin.

925.51 All SF 1187, *Authorization of Deduction of Union Dues* (as provided by the various eligible postal organizations as specified in Chapter 923), and SF 1188, *Cancellation of Organization Dues From Payroll Withholdings*, will be filed with the permanent documents on the right side of the employee's official personnel folder (OPF).

—Employee Relations Dept., 3-30-89.

Submit all requirements for these items to your Division Support Services office, not to the materiel distribution centers.

Pay Changes—Postal Police Officers

Part No.	Model	Unit cost
217.....	G.....	\$45.85
217G.....	G.....	70.00
218A.....	G.....	71.20
218E.....	G.....	83.90
218.....	G.....	46.80
218H.....	G.....	55.75
76.....	D.....	70.00
77A.....	D.....	76.10
77D.....	D.....	65.60
77.....	D.....	53.40
76S.....	D.....	47.50
76F.....	D.....	10.50
76.....	K.....	70.00
225A.....	K.....	147.00
225.....	K.....	124.40
07413(3580568).....	Mark II & M-36.....	85.00
07410(5393012).....	Meter Mach. 5300 Series.....	20.25
07411(228068).....	Meter Mach. R Series.....	20.25

The new salary schedules appear on page 17. These instructions apply to employees covered by the 1987-1991 USPS-Federation of Postal Police Officers (FPPO) National Agreement.

General Increase. In accordance with Article 9, section 9.01 of the subject agreement, effective April 8, 1989, Pay Period (PP) 9-89, employees covered by the Postal Police Officers' (PPO) Schedule will receive a \$250 per year general increase, applied to all grades and steps.

Implementation. The increase discussed in this Bulletin is effective on April 8, 1989 (PP 9-89), and will appear in paychecks distributed on April 28, 1989.—Employee Relations Dept., 3-30-89.

—Procurement and Supply Dept., 3-30-89.

BUY U.S. SAVINGS BONDS

MAINTENANCE BULLETINS, MODIFICATION WORK ORDERS, SOFTWARE MODIFICATION ORDERS

Published in the Fourth Quarter, Fiscal Year (FY) 1988; and the First and Second Quarters, FY 1989

Number	Date	Subject
MAINTENANCE BULLETINS		
MMO-24-88	06-06-88	Bell and Howell Bar Code Sorter, Alignment and Adjustments to Read A & B Field Mail.
MMO-25-88	06-06-88	MPFSM 775 Jam and Emergency Stop Automatic Restart.
MMO-26-88	06-20-88	In-line Fuses for MCM-II Facer Canceler Ink Pumps (ECBD-85-E054).
MMO-27-88	06-23-88	Burnishing.
MMO-28-88	07-05-88	Computer Room Cleaning.
MMO-29-88	07-11-88	Diagnostics for ACDCSF Digital Equipment Corporation (DEC) Computer.
MMO-30-88	07-11-88	Installation of Allen Bradley (AB) W57 Motor Controller Heaters in MPLSM Unitized Vacuum System.
MMO-31-88	07-15-88	Potential Safety Hazard on Pitney Bowes OCR/CS, Upper Guide Assembly NPB.1050.055.00, NSN 7490-01-000-5546 (ECBD-88-E072).
MMO-32-88	07-28-88	Auger Assembly Rebuild Procedures: ECA Model 885 OCR/CS and Model 880 BCS.
MMO-33-88	07-28-88	ECA BCS Under Stacker Tray Shelf-Design Update.
MMO-34-88	07-28-88	Part Number Correction/Clarification to MCM-II Ink Pumps Fuse Modification.
MMO-35-88	06-20-88	ECA OCR/CS SDPV Module Alignment/Adjustment Procedures.
MMO-36-88	09-15-88	Ordering MS Handbooks.
MMO-37-88	08-01-88	Edger-Feeder Inclined Conveyor Belt Enhancement (ECBD-88-E022).
MMO-38-88	08-01-88	Jam Control Retrofit on M-36 Facer Canceler (ECBD-82-E027).
MMO-39-88	08-08-88	Nine-Pocket Circuit Card Repair.
MMO-40-88	08-08-88	Disinfecting Instructions and Biological Specimen Cleanup Procedures.
MMO-41-88	09-02-88	Interim MLOCR (ECA) Maintenance Criteria.
MMO-42-88	09-09-88	ZDL-1 Memory Board—Power Fail Potentiometer Adjustment.
MMO-43-88	09-14-88	New Telephone Numbers for Maintenance Technical Support Center (MTSC).
MMO-44-88	09-27-88	MPLSM Hidden Letters.
MMO-45-88	09-28-88	TK50 Tape Drives Used on Electrocom Automation Multiline Optical Character Reader (ECA MLOCR).
MMO-46-88	10-14-88	Revision to HBK MS-65, <i>Maintenance Management</i> , Class B Offices.
MMO-47-88	10-21-88	Envelope Reflectance Meter, Photographic Sciences Model Repair Support.
MMO-48-88	10-21-88	MPLSM Flipped Mail.
MMO-49-88	11-02-88	National Ordering Agreements (NOAs) and Postal Supply Schedules (PSS).
MMO-50-88	12-30-88	Master Index of Effective Maintenance Bulletins, Modification Work Orders, and Software Modification Orders.
MMO-51-88	11-02-88	Material Safety Data Sheets for OCR Ink, Makeup Ink, and Cleaner.
MMO-52-88	09-26-88	Training on Electrostatic Discharge (ESD).
MMO-53-88	11-23-88	Interim MPLSM (WITH ESP/ZMT OR EZR) Maintenance Criteria.
MMO-54-88	11-10-88	NMICS Equipment Acronyms and Class Codes PSDS Field Device Replacement and MODS Scale Systems (FDRS/MODSS).
MMO-55-88	11-10-88	Replacement of Defective Lock Cams on American Locker Parcel Lockers.
MMO-56-88	11-18-88	Operating Guidelines for the Security Technicians Network (STN).
MMO-57-88	11-21-88	Safety Training Modules Safety Films List of Pertinent MMOs for Building Services.
MMO-58-88	12-30-88	Replacement of Defective Lock Cams on ARA Parcel Lockers.
MMO-59-88	12-30-88	Anti-Intrusion Devices of Safes and Vaults.
MMO-1-89	01-20-89	Safety Guard for MPLSM Jog Cord Switch.
MMO-2-89	01-20-89	Model 1800 and 2900 Lockbox Modification.
MMO-3-89	01-20-89	Replacement Ball Detent Assemblies for Upper Shelf Safety Stop Arm Installation on GPMCs.
MMO-4-89	01-20-89	Maintenance of Bell and Howell Bar Code Sorter Reader Transport Assembly.
MMO-5-89	01-20-89	Hourly Rates for Maintenance.
MMO-6-89	01-23-89	Removal of Bar Code Interference Adapters from Bell and Howell RA-9 Bar Code Sorters.
MMO-7-89	(¹)	Reserved for Tech Support Network Procedures and Phone Numbers.
MMO-8-89	02-10-89	Operational Maintenance Activity for ElectroCom (ECA) MLOCR/CS.
MMO-9-89	02-27-89	Parts Information for Upper Drive Assembly-Canceler, Part Number 157860-91, on M-36 Facer Canceler.

MODIFICATION WORK ORDERS

MWO-14-88	06-06-88	Addition of Mail Knockdown Bracket to Model 500 and Model 500A Edger-Feeders, ECBD-85-E057.
MWO-15-88	06-20-88	Removal of Capacitor C1 on Bell and Howell RA-9 Bar Code Sorter (ECBD-88-E031).
MWO-16-88	06-20-88	MPFSM Air Tank Changes.
MWO-17-88	(²)	
MWO-18-88	07-29-88	Burroughs OCR/CS Prescan Modification, ECBD-86-E114.
MWO-19-88	09-09-88	GPMC Upper Shelf Safety Stop Arm Installation, Engineering Change Order 3141.
MWO-20-88	10-25-88	MPFSM Top Cover and Stopline Modification (ECBD-84-E107).

MAINTENANCE BULLETINS, MODIFICATION WORK ORDERS, SOFTWARE MODIFICATION ORDERS—Continued

Number	Date	Subject
MWO-21-88.....	12-02-88	MCM-II B2 and B3 Facer Cancelers Sensor Plate Cooling Fan Filter Modification (ECBD-85-E058).
MWO-22-88.....	12-02-88	Additional Screen for Reader Fan Assembly on Pitney Bowes OCR/CS (ECBD-87-E052).
MWO-23-88.....	12-15-88	Burroughs OCR/CS Recognition Unit Modification, ECBD-88-S123.
MWO-24-88.....	01-03-89	Optical Filter Addition to Bar Code Reader on ECA Bar Code Sorter (ECBD-88-127).
MWO-25-88.....	01-03-89	Rewiring Reader Video Logic Rack Fans on Pitney Bowes OCR/CS (ECBD-86-E146).
MWO-1-89.....	02-13-89	ACDCS Continuous Flow System (CFS) Chain Guard (ECBD-87-C061).
MWO-2-89.....	03-07-89	MPFSM Turn End Guide Modification (ECBD-86-E136).
MWO-3-89.....	03-07-89	Security Improvement for Postal Vending Consoles PVC-1 (ECBD-87-E063).
MWO-4-89.....	02-27-89	ECA OCR Clutch-Brake Fan Filter Installation (ECBD-88-E036).

SOFTWARE MODIFICATION ORDERS

SMO-4-88.....	07-15-88	Computer Forwarding System (CFS) Software Release N2.01, ECBDs 88-S035, 88-S053, 88-S054, and 88-S083.
SMO-5-88.....	10-14-88	MPFSM 775 Flat Sorting Machine Software Release Version 1103.22 and 1153.22 (ECBDs 88-S042 and 88-S043).
SMO-6-88.....	11-09-88	National Directory Support System (NDSS) Software Release V1.4.
SMO-7-88.....	12-02-88	Modification to Add B-Field Read Capability to Portable POSTNET Decoder, ECBD-88-S121.
SMO-8-89.....	12-15-88	Burroughs OCR/CS Recognition Unit Modification, ECBD-88-S123.
SMO-1-89.....	01-12-89	Computer Forwarding System (CFS I) Software Release N2.02, ECBD 88-S117, 88-S118, and 89-S020.
SMO-2-89.....	02-27-89	Computer Forwarding System (CFS I) Software Release N2.A3, ECBD 89-S022, 89-S056.

¹ Distribution pending.
² Number cancelled.

—Engineering and Technical Support Dept., 3-30-89.

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 an 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
Fernand Aubry Cosmetics	Third, brochure	4-1-4-4	1,000,000	National	CARRT	JC Penney.
Infants	Third, brochure	4-5-4-7	1,700,000	National	CARRT	JC Penney.
Million Dollar Jewelry	Third, brochure	4-7-4-10	4,200,000	National	CARRT	JC Penney.
Furniture/Custom Decorating	Third, booklet	4-13-4-15	10,000,000	National	CARRT	JC Penney.
Revlon Cosmetics	Third, brochure	4-18-4-20	1,000,000	National	CARRT	JC Penney.
Jewelry & Cosmetics	Third, booklet	4-19-4-21	7,000,000	National	CARRT	JC Penney.
Home Gifts for Mother's Day	Third, flat	4-25-4-27	10,000,000	National	CARRT	JC Penney.
Window Coverings	Third, flat	4-26-4-28	1,900,000	National	CARRT	JC Penney.

—Marketing Dept., 3-30-89.

ZIP Code Speeds and Simplifies Mail Handling.

ZIP Code your mail.

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below) Destroy PB 21715 listing. PB 21461 listing for B Old Style (Gray) remains valid. Retain C Counterfeit PB 21470 listing. **Reminder**—check for altered dollar amounts by holding money order to the light. Do not cash money orders with ZIP 99099.

302 000 0000 to	348 036 4366 to 4599	366 772 6702 to 6799	383 156 7128 to 7199
302 123 9999	348 412 9028 to 9099	366 998 7669 to 7681	383 156 7300 to 7999
325 734 5219 to 5299	348 535 1703 to 1728	367 303 6006 to 6099	383 299 2081 to 2099
325 739 7200 to 7399	348 714 5286 to 5299	367 396 9705 to 9799	383 314 3968 to 3999
325 934 0584 to 0599	348 755 7904 to 7999	367 396 9900 to 9999	383 892 1000 to 1344
326 181 8203 to 8299	349 116 6533 to 7499	367 428 8800 to 8999	383 892 1382 to 1399
326 231 8440 to 8499	349 389 9242 to 9299	367 519 6700 to 6899	385 568 2330 to 2399
326 231 8576 to 9299	349 392 8081 to 8099	368 371 3923 to 3999	385 599 7554 to 7575
326 687 6538 to 6564	349 615 0000 to 0099	368 730 7825 to 7899	385 774 2024 to 2099
328 160 3235 to 3299	349 746 2056 to 2099	368 854 6200 to 6299	387 314 5574 to 5599
328 160 3304 to 3399	349 910 0000 to 0399	368 978 0561 to 0599	389 696 2400 to 2799
328 189 6539 to 6578	350 017 1652 to 2199	369 345 0188 to 0199	390 001 3182 to 3199
328 229 6407 to 6499	350 251 5100 to 5199	369 674 8141 to 8199	390 001 3500 to 3699
328 275 3170 to 3299	350 366 1104 to 1119	369 718 3783 to 3799	390 545 5974 to 5999
328 423 3448 to 3468	350 366 1145 to 1166	370 193 8257 to 8299	391 104 6146 to 6199
328 432 7367 to 7499	350 518 7350 to 7374	371 241 3118 to 3199	391 783 3020 to 3599
328 435 1989 to 1999	351 110 4900 to 4999	371 630 0100 to 0199	391 792 6100 to 6199
328 543 6745 to 6799	351 113 4615 to 4699	372 308 4180 to 4199	392 854 8500 to 8899
328 543 7400 to 7599	351 113 4800 to 4999	372 311 5400 to 5499	393 584 7566 to 7699
328 817 7879 to 7899	360 003 2454 to 2499	372 360 8303 to 8399	393 650 0074 to 0099
329 165 9000 to 9999	360 037 4500 to 4549	372 407 1025 to 1099	393 838 8316 to 8499
329 170 5151 to 5199	360 038 0502 to 0599	373 390 2301 to 2399	393 893 6007 to 6099
329 825 3306 to 3899	360 112 8583 to 8599	373 390 2518 to 2599	394 126 6907 to 6999
330 053 4777 to 4789	360 134 2600 to 2699	373 390 2604 to 2699	394 189 0405 to 0599
330 360 0989 to 0999	360 135 5611 to 5699	373 463 0902 to 0999	394 822 3243 to 3278
330 402 2100 to 2199	360 135 8159 to 8199	374 022 8105 to 8199	394 990 1810 to 1899
330 726 8851 to 8891	360 172 1404 to 1499	374 692 8858 to 8899	395 343 3264 to 3299
330 982 3100 to 3199	360 257 2100 to 2199	374 795 2118 to 2199	395 396 9649 to 9799
331 201 5539 to 5599	360 282 4600 to 4699	375 169 4400 to 4599	395 970 3240 to 3299
331 468 0700 to 0799	360 403 8453 to 8499	375 637 9137 to 9199	397 622 4054 to 4099
331 631 5705 to 6099	360 418 0700 to 0799	375 637 9365 to 9999	397 819 8902 to 8999
331 643 7553 to 7599	360 419 6700 to 6799	375 744 7930 to 7999	398 149 7200 to 7699
331 890 8100 to 9099	360 535 5648 to 5657	375 829 3400 to 3499	399 156 7119 to 7199
331 960 6019 to 6199	360 762 9368 to 9399	375 851 9100 to 9199	399 296 9909 to 9999
331 966 6733 to 6799	361 142 2817 to 2899	376 850 0813 to 0899	399 792 7775 to 7799
340 044 0851 to 0861	361 440 9240 to 9299	376 855 6764 to 6999	399 792 8300 to 8399
340 283 0024 to 0100	361 754 9300 to 9499	376 903 0721 to 0738	399 396 8935 to 8999
340 367 3100 to 3199	361 782 4204 to 4299	376 906 3206 to 3299	399 396 8935 to 8999
340 624 5530 to 5549	361 974 6811 to 6999	377 113 7461 to 7499	400 427 1051 to 1999
340 761 4101 to 4299	362 246 6800 to 6899	377 224 2300 to 2599	401 045 1505 to 1549
341 168 4000 to 4999	362 299 8900 to 8999	377 955 4285 to 4399	401 045 1571 to 1599
341 818 4173 to 4199	362 861 3064 to 3099	378 029 9347 to 9399	401 294 2700 to 2799
341 999 8038 to 8052	363 130 1575 to 1599	378 085 3679 to 3699	403 260 7000 to 7499
342 068 7623 to 7699	363 130 4500 to 4599	378 210 9090 to 9099	404 003 0300 to 0399
342 442 5051 to 5093	363 374 9010 to 9099	378 351 1063 to 1099	404 071 4268 to 4299
342 442 6402 to 6499	363 444 9333 to 9399	378 630 9489 to 9599	404 961 5001 to 5199
342 511 0441 to 0457	363 560 5050 to 5099	379 128 9584 to 9599	405 325 0188 to 0198
344 091 7382 to 7499	363 851 4259 to 4299	379 509 2600 to 2699	407 515 3343 to 3399
344 130 6283 to 6299	363 853 7582 to 7799	379 679 8060 to 8099	407 526 4000 to 4299
344 175 9580 to 9589	363 861 7600 to 7899	379 843 5100 to 5199	404 961 5001 to 5199
344 850 1600 to 1699	363 904 4540 to 4999	380 093 9600 to 9611	407 594 0412 to 0599
346 654 0669 to 0699	363 922 5744 to 5799	380 165 1165 to 1199	700 065 2570 to 2599
346 693 2520 to 2599	363 930 9400 to 9699	380 489 6800 to 6899	802 678 2605 to 2699
347 338 4188 to 4199	363 965 7892 to 7999	380 572 1840 to 1899	803 605 2840 to 2899
347 458 7148 to 7199	364 467 6102 to 6199	381 077 3600 to 3699	803 605 6300 to 6499
347 492 6411 to 6499	364 826 1081 to 1099	381 325 4500 to 4599	805 323 5006 to 5024
347 641 3780 to 3799	365 512 9428 to 9499	381 540 9900 to 9999	805 466 7255 to 7299
347 645 0367 to 0399	365 693 4200 to 4299	381 604 2510 to 2699	806 015 3885 to 3899
347 696 3806 to 3899	365 842 7960 to 7999	381 645 9525 to 9599	806 087 1100 to 1499
348 010 8305 to 8399	365 997 7565 to 7699	381 924 0748 to 0799	806 268 9275 to 9299
348 036 3713 to 3799	366 205 2072 to 2099	383 156 6968 to 6999	990 117 5600 to 5999

POSTAL POLICE OFFICERS' SCHEDULE

FULL-TIME ANNUAL RATES
EFFECTIVE APRIL 8, 1989 (PP 9-89)

RSC Y

PPO GRADE		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)		
	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
5	Basic	20,441	22,576	24,248	24,513	24,781	25,046	25,315	25,580	25,848	26,116	26,382	26,650	26,915	27,183
	COLA	2,018	2,018	2,558	2,558	2,558	2,558	2,558	2,558	2,558	2,558	2,558	2,558	2,558	2,558
	Base	22,459	24,594	26,806	27,071	27,339	27,604	27,873	28,138	28,406	28,674	28,940	29,208	29,473	29,741
6	Basic	22,076	23,176	24,897	25,186	25,476	25,766	26,055	26,345	26,635	26,924	27,214	27,507	27,796	28,086
	COLA	2,018	2,018	2,558	2,558	2,558	2,558	2,558	2,558	2,558	2,558	2,558	2,558	2,558	2,558
	Base	24,094	25,194	27,455	27,744	28,034	28,324	28,613	28,903	29,193	29,482	29,772	30,065	30,354	30,644

STEP INCREASE WAITING PERIODS (IN WEEKS)

Steps (From-To)=>	B-C	C-D	D-E	E-F	F-G	G-H	H-I	I-J	J-K	K-L	L-M	M-N	N-O
Grades 5 - 6	96	44	44	44	44	44	44	44	34	34	26	26	24

NOTE: General Increase - \$250 per year

***** RETIREE ELIGIBLE SCHEDULE *****

POSTAL POLICE OFFICERS' SCHEDULE

FULL-TIME ANNUAL RATES
EFFECTIVE APRIL 8, 1989 (PP 9-89)

RSC Y1

PPO GRADE		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)		
	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
5	Basic	21,335	23,470	25,683	25,948	26,216	26,481	26,750	27,015	27,283	27,551	27,817	28,085	28,350	28,618
	COLA	1,123	1,123	1,123	1,123	1,123	1,123	1,123	1,123	1,123	1,123	1,123	1,123	1,123	1,123
	Base	22,458	24,593	26,806	27,071	27,339	27,604	27,873	28,138	28,406	28,674	28,940	29,208	29,473	29,741
6	Basic	22,970	24,070	26,332	26,621	26,911	27,201	27,490	27,780	28,070	28,359	28,649	28,942	29,231	29,521
	COLA	1,123	1,123	1,123	1,123	1,123	1,123	1,123	1,123	1,123	1,123	1,123	1,123	1,123	1,123
	Base	24,093	25,193	27,455	27,744	28,034	28,324	28,613	28,903	29,193	29,482	29,772	30,065	30,354	30,644

STEP INCREASE WAITING PERIODS (IN WEEKS)

Steps (From-To)=>	B-C	C-D	D-E	E-F	F-G	G-H	H-I	I-J	J-K	K-L	L-M	M-N	N-O
Grades 5 - 6	96	44	44	44	44	44	44	44	34	34	26	26	24

NOTE: General Increase - \$250 per year

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB 21717 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, listing invalid Express Mail Corporate Account Numbers.

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.