



# postal bulletin

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## Contact by Census Personnel

Beginning May 12, 1989, Bureau of the Census personnel will contact and/or visit post offices, primarily in the southern and midwestern portions of the country, to gather further information in preparation for the 1990 Census.

Census personnel will inquire about the types of delivery routes as well as the style of addressing used in the delivery area. In addition, they will request identification of any seasonal delivery areas or areas that do not currently receive delivery.

Offices should cooperate with Census personnel to the extent possible. All normal provisions and regulations for releasing information apply. For example, do not release names and addresses of customers or residential post office box holders. ADMINISTRATIVE SUPPORT MANUAL (ASM) 352-353 and DOMESTIC MAIL MANUAL (DMM) 115.5 and 945-946 include regulations regarding the disclosure of information and the Privacy Act.

Direct questions to the division or management sectional center census coordinator.

—Delivery, Distribution, and Transportation Dept., 5-11-89.

## 15-Cent Seashore Postal Card

The 15-cent Seashore regular, single postal card goes on sale June 17 in Cape Hatteras, North Carolina.

The Seashore postal card is the fifth in the America the Beautiful Series. Other cards in the series, which pays tribute to America's regional beauty, include the Desert, the Wetlands, and the Mountains.

### Do Not Place on Sale Before June 19

A future issue of the POSTAL BULLETIN will include a photograph of the postal card and a stamp poster announcement.

**Supply.** Post offices with authorized philatelic centers will receive an automatic distribution. All other post offices should order sufficient quantities of this postal card to meet anticipated local philatelic demand.

The Government Printing Office will continuously maintain a supply of the Bison (single, sheet, reply, and banded) in addition to the Desert, Wetlands, and Seashore single postal cards. Those post offices located in a region offering natural scenery similar to that featured on the America the Beautiful Series postal cards must maintain a supply of those particular issues.

CAG A-G post offices requiring bulk quantities of this card should immediately submit Form 3216, Requisition for Postal Cards—Bulk Quantities, to the Government Printing Office using Item 2265.

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

—Philatelic and Retail Services Dept., 5-11-89.

### POM Revision

## Incoming Secondary Distribution and Training Schemes

Postal inspectors, during recent audits, found a substantial amount of incorrect schemes. Accordingly, the POSTAL OPERATIONS MANUAL (POM) is revised as follows:

### 436 Preferential Mail—Distribution, Dispatch, and Routing Procedures

\* \* \* \* \*

### 434 First-Class Mail

#### 434.1 Manual Letter Sortation

\* \* \* \* \*

### .13 Incoming Manual Distribution

\* \* \* \* \*

#### .132 Incoming Secondary

\* \* \* \* \*

Add:

c. The Address Programs Support or Address Information System units (as appropriate) must review all incoming secondary distribution and training schemes for accuracy at least annually.

—Operations Systems and Performance Dept., 5-11-89.

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## 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 April 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	Rate	Effective date	Locality	Rate	Effective date
<b>Alaska:</b>			<b>Northern Mariana Islands:</b>		
Adak <sup>1</sup> .....	\$25	01-01-88	Rota.....	76	01-01-88
Anaktuvuk Pass.....	140	01-01-88	Saipan.....	115	02-01-89
Anchorage.....	125	01-01-88	Tinian.....	68	01-01-88
Atkasuk.....	215	01-01-88	Other.....	20	01-01-88
Barrow.....	146	04-01-88	<b>Puerto Rico:</b>		
Bethel.....	135	02-01-89	Bayamon		
Bettles.....	110	01-01-88	05-16-12-15.....	133	11-01-88
Cold Bay.....	125	02-01-89	12-16-05-15.....	163	12-16-88
Coldfoot.....	122	01-01-88	Carolina		
College.....	122	02-01-89	05-16-12-15.....	133	11-01-88
Cordova.....	143	02-01-89	12-16-05-15.....	163	12-16-88
Dillingham.....	114	01-01-88	Fajardo (including Luquillo)		
Dutch Harbor-Unalaska.....	127	01-01-88	05-16-12-15.....	133	11-01-88
Eielson AFB.....	122	02-01-89	12-16-05-15.....	163	12-16-88
Elmendorf.....	125	01-01-88	Ft. Buchanan (including GSA Serv Ctr, Guaynabo)		
Fairbanks.....	122	02-01-89	05-16-12-15.....	133	11-01-88
Ft. Richardson.....	125	01-01-88	12-16-05-15.....	163	12-16-88
Ft. Wainwright.....	122	02-01-89	Roosevelt Roads		
Homer.....	115	01-01-88	05-16-12-15.....	133	11-01-88
Juneau.....	117	02-01-89	12-16-05-15.....	163	12-16-88
Katmai National Park.....	148	01-01-88	Sabana Seca		
Kenai.....	119	04-01-88	05-16-12-15.....	133	11-01-88
Ketchikan.....	119	02-01-89	12-16-05-15.....	163	12-16-88
King Salmon <sup>2</sup> .....	134	01-01-88	San Juan (including San Juan Coast Guard Units)		
Kodiak.....	118	01-01-88	05-16-12-15.....	133	11-01-88
Kotzebue <sup>2</sup> .....	143	04-01-88	12-16-05-15.....	163	12-16-88
Kuparuk Oilfield.....	127	01-01-88	Other.....	121	11-01-88
Murphy Dome <sup>2</sup> .....	122	02-01-89	<b>Virgin Islands of the U.S.</b>		
Noatak.....	143	04-01-88	05-01-11-30.....	144	05-01-88
Nome.....	129	01-01-88	12-01-04-30.....	180	01-01-88
Noorvik.....	143	04-01-88	Wake Island <sup>2</sup> .....	21	04-01-88
Petersburg.....	119	02-01-89	All other localities.....	20	01-01-88
Point Hope.....	160	01-01-88			
Point Lay.....	179	01-01-88			
Sand Point.....	103	01-01-88			
Seward.....	109	02-01-89			
Shemya AFB <sup>2</sup> .....	30	01-01-88			
Shungnak.....	143	04-01-88			
Sitka-Mt. Edgecombe.....	119	02-01-89			
Skagway.....	119	02-01-89			
Spruce Cape.....	118	01-01-88			
St. Mary's.....	100	01-01-88			
St. Paul Island.....	115	01-01-88			
Tanana.....	129	01-01-88			
Umiat.....	160	01-01-88			
Unalakleet.....	105	01-01-88			
Valdez.....	147	01-01-88			
Wainwright.....	165	01-01-88			
Walker Lake.....	136	01-01-88			
Wrangell.....	119	02-01-89			
Yakutat.....	110	01-01-88			
Other <sup>2, 4</sup> .....	94	02-01-89			
<b>American Samoa</b>	81	01-01-88			
Guam, M. I.....	122	06-01-88			
<b>Hawaii, Island of:</b>					
Hilo.....	70	01-01-88			
Other.....	91	01-01-88			
Kauai					
04-01-12-19.....	95	06-01-88			
12-20-03-31.....	127	01-01-88			
Oahu.....	116	06-01-88			
Other.....	91	06-01-88			
Johnston Atoll <sup>2</sup> .....	35	02-01-89			
Midway Island <sup>1</sup> .....	13	01-01-88			

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> 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.

<sup>4</sup> 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.

—Dept. of the Controller, 5-11-89.

### Postal Quarter III Philatelic Products Report

The Postal Quarter (PQ) III, Fiscal Year (FY) 1989 philatelic inventory survey begins on Saturday, June 3, 1989. It is imperative that all associate offices and management sectional centers (MSCs) complete, verify, and forward their reports according to schedule, because the final PQ III survey will not include delinquent figures.

Associate offices must submit all PQ III survey reports on Form 1079, *Philatelic Product Physical Inventory Recap* (see pages 19 and 20).

The reverse side of the form has directions for preparing it. Previous forms are obsolete. Offices should note that the Golden Moments Olympic Mint Set (Item 825) has been deleted (although it still may be sold, and revenue recorded on line 31), and that line 27, the Spring 1989 Commemorative Stamp Pack (Item 8905), the line 31 unit price, and all of line 32 are additions.

By June 9, 1989, all associate offices must forward the completed *Philatelic Product Physical Inventory Recap*, printed in this BULLETIN, to their MSC office. MSCs will use these forms to prepare a consolidated report using Form 1079-C, *Philatelic Product Inventory and Sales Report*, which the New York Postal Data Center will send to them the week of May 27. Any MSC that does not receive its form by June 1 should contact Mark Greco at (212) 613-8772 or PEN 664-8772.

All MSCs and divisions must forward their completed Form 1079-C on or before June 15 to:

New York Postal Data Center  
 Postal Accounts Branch—Philatelic Sales  
 1250 Broadway  
 New York, NY 10099-9125

The Philatelic and Retail Services Department is aware of and greatly appreciates the dedicated efforts of associate offices and MSC personnel to promote and sell philatelic products. However, it is important to remember that unless they complete and submit Forms 1079 on time, those persons and their facilities cannot receive proper credit for their work.—*Philatelic and Retail Services Dept., 5-11-89.*

### Withholding of Mail Orders

Enforced by postmasters at cities listed.

State/City	Names covered
PA, Saint Clair 17970-1133 .....	Any and All of Various Names other Than the Surnames of Butcavage, Fekete, 241 Chestnut Street.
OH, Dayton 45403-1529 .....	Any and All of Various Names other Than the Surnames of Bowles, Szeman, 1613 Radio Road, Apartment D.

—*Judicial Officer, 5-11-89.*

### 25-Cent Lou Gehrig Commemorative Stamp

The 25-cent Lou Gehrig commemorative stamp goes on sale June 10 in Cooperstown, New York. Gehrig was known as the "Iron Horse" and played an incredible 2,130 consecutive games, leaving a mark on the game and its fans that has yet to be broken.

As cleanup hitter behind Babe Ruth, Gehrig was the right hook in the most devastating one-two punch the game has known. In 13 consecutive seasons, Gehrig drove in 100 or more runs and batted 150 RBIs on seven occasions, setting an American League record with 184 in 1931. He later became the first 20th century player to hit four consecutive home runs in one game.

**Do Not Place on Sale Before June 12, 1989**



**Copyright U.S. Postal Service 1989**

Issued in panes of 50.  
 Collector information is on page 15.

*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 4462.*

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 August 11, 1989, except at authorized philatelic centers.

—*Philatelic and Retail Services Dept., 5-11-89.*

## \$1.00 JOHNS HOPKINS REGULAR STAMP

The \$1.00 Johns Hopkins regular stamp goes on sale June 7 in Baltimore, Maryland. The stamp honors the successful Maryland merchant, banker, and investor, who bequeathed \$7 million to found Johns Hopkins University, the School of Medicine and Hospital, and an affiliated training school for nurses. By 1873, Hopkins had outlined his wishes: to create a university dedicated to advanced learning and to establish a hospital that would administer the finest patient care, train superior physicians, and seek new knowledge for the advancement of medicine.

The stamp is being produced in the same format as the \$5.00 Bret Harte, 20-stamp miniature sheet (four rows of five stamps each). A single-digit number appears in each of the four corners on the selvage.

**Do Not Place on Sale Before June 8, 1989**



Issued in panes of 20 stamps.  
Collectors information is on page 13

*Supply.* Post offices with authorized philatelic centers will receive an automatic distribution in the following quantities.

Offices receiving four-position stock in these quantities	Will receive the \$1 Hopkins stamp in these quantities
20,000 .....	8,000
40,000 .....	16,000
125,000 .....	16,000
250,000 .....	16,000

*Bulk Quantities.* CAG A-G post offices requiring 20,000 or more stamps should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing using *Item 1090*. They must submit requisitions in the following quantities: 20,000, 40,000, 60,000, 80,000, 100,000—to the maximum of 200,000 stamps.

Post offices with authorized philatelic centers requiring additional select \$1.00 Hopkins stamps should requisition them from their regional accountable paper depository. *All other post offices should order sufficient quantities to meet philatelic demand.*

The Bureau will fill currently unfilled requisitions for the \$1.00 Bernard Revel stamp with the Johns Hopkins stamp.

*Less-Than-Bulk Quantities.* All other post offices requiring fewer than 20,000 stamps should requisition them immediately from their stamp distribution offices on a separate Form 17-A, *Accountable Items Requisition From Stamp Distribution Office*.

After July 7, stamp distribution offices will ship the \$1.00 Revel stamp in response to postmasters' requisitions until the stock is exhausted. Consequently, offices should not destroy the \$1.00 Revel stamps.—*Philatelic and Retail Services Dept., 5-11-89.*

## THRIFT SAVINGS PLAN OPEN SEASON

The next open season for the Thrift Savings Plan (TSP) will run from May 15, 1989 through July 31, 1989. All career employees hired prior to January 1, 1989, are eligible to participate in this open season.

### Elections

Civil Service Retirement System (CSRS) and CSRS Offset employees may submit an election form to begin contributing, stop contributing, or change the amount or percentage being contributed. Federal Employees' Retirement System (FERS) employees have the same option as CSRS employees. In addition, they may make an election to allocate their contributions between the three funds. FERS employees may allocate up to 40 percent of their current contributions to the C and/or F

funds. They must allocate at least 60 percent to the G fund.

The effective dates for elections made during this open season are July 1, 1989, July 15, 1989, and July 29, 1989.

### Distribution of Material

Beginning this open season, the TSP open season booklets will be replaced by a Summary Plan Description and an Open Season Update. The Summary Plan Description must be mailed to all career employees who are newly eligible to contribute to the Thrift Savings Plan this open season. To accomplish this, each division, MSC, and BMC will receive a listing of these newly eligible employees and a mailing label with the employee's home address.

**THRIFT SAVINGS PLAN OPEN SEASON—Continued**

The Open Season Update is to be made available to all previously eligible career employees. Election forms must be made available to all eligible employees. Summary Plan Descriptions, Open Season Updates, and election forms will be shipped directly to each division, MSC, and BMC.

**Participant Statements/Address Changes**

Employees with a Thrift Savings Plan account will receive a participant's statement from the Thrift Savings Plan in June. Statements will be mailed to the employee's address of record with the Postal Service. Employees with changed addresses must submit Form 1216, *Employee's Current Mailing Address*, to their personnel office as soon as possible. Any pending Forms 1216 must be promptly processed by personnel offices.

**Interfund Transfer of Contributions**

FERS employees who have previously contributed to the Thrift Savings Plan may make an inter-fund transfer. They may transfer a portion of their

previously invested contributions among the three funds. These employees will receive information and a transfer form directly from the Thrift Savings Plan. FERS employees who wish to make an inter-fund transfer must submit the form to the Thrift Savings Plan Service Office at the address on the form. The interfund transfer form must *not* be submitted to the Postal Service. Should an employee submit an interfund transfer form, it must be returned to the employee immediately. All information on interfund transfers will be sent to the employee's address with the Postal Service.

**Publicity**

The Thrift Investment Board shipped directly to each field division a supply of posters for this open season. Field divisions must insure that MSCs and BMCs under their jurisdiction receive some of the posters and that the posters receive as wide a distribution as possible. To assist in publicizing the TSP open season, post the notice on page 17 on all bulletin boards through July 31, 1989.

—Employee Relations Dept., 5-11-89.

*All Personnel Processing Mail for Dispatch Abroad*

**FOREIGN ORDER NO. 265**

Keep all foreign order notices as reference.

**Tentative Orders.** A tentative *Lottery Order* has been issued against the following:

**Federal Republic of Germany**

M. Weber KG  
P.O. Box 251  
Dudweilerstr. 86-88  
D-6600 Saarbrücken  
West Germany

**Canada**

Neweagle Club  
P.O. Box 77030  
3366 Kingsway  
Vancouver, B.C.  
Canada V5R 5T8

and

Order Reservations  
P.O. Box 77030  
3366 Kingsway  
Vancouver, B.C.  
Canada V5R 5T8

**Canada—Continued**

Canadian International Lotto Agency  
P.O. Box 4930  
Vancouver, B.C.  
Canada V6B 5J6  
and  
Subscription Dept.  
4930 VMPO  
Vancouver, B.C.  
Canada V6B 5J6

Do not dispatch any mail to the above. Place the mailpieces in a pouch which has been endorsed Foreign Order Mail and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029-A, New York, NY 10199-9543. Do not place any endorsement on the mailpieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 5-11-89.*

**ZIP Code Speeds and Simplifies Mail Handling.**  
**ZIP Code your mail.**

## MANAGEMENT ASSOCIATE PROGRAM RECRUITMENT

The Postal Service is recruiting for the Management Associate (MA) Program. This program is designed to provide participants who have exceptional management potential with intensive on-the-job developmental assignments and related training. The overall objective is to (1) achieve divisional objectives as they pertain to organizational goals, (2) effectively integrate all functions and organizational units, and (3) manage successfully a wide variety of personalities.

The last national recruitment for this program was in 1984. The program was revised recently to give divisions primary responsibility for developing MAs and to involve headquarters and the regions in the recruitment and selection process.

This division-based program differs from other management development programs: the Finance Management Associate Program is region-based and the Management Intern Program is Headquarters-based.

### A. Program Design

#### 1. Orientation

*a. Region.* The program begins with a regional orientation for MAs selected by divisions within the regional boundaries. This orientation includes an overview of the Postal Service from both an organizational and functional perspective, information on strategic goals and objectives, and information on key features of the Management Associate Program.

*b. Division.* The selecting division also provides an orientation, which includes opportunities to meet and interact with key managers and information on program administration.

**2. Length.** The length and content of each MA's program is tailored to his or her experience, interests, and management development needs. MAs are expected to complete the program within 36 months. The minimum program length is 18 months.

**3. Assignments.** MAs receive a variety of developmental experiences in various organizational settings, including postal operations, support functions, officer-in-charge (OIC) assignments, and postal and nonpostal education and training. Normally, assignments are 2 to 4 months in length.

### B. Compensation and Outplacement

#### 1. Compensation

*a.* MAs are compensated on a salary schedule developed specifically for the Management Associate Program. The schedule provides a salary range that has no grade levels, steps, or COLA. The salary range is \$22,000 to \$36,000. The beginning salary is determined on an individual basis depending on the MA's education, experience, and current salary.

*b.* In the event selected employees' base salary (salary plus COLA) exceeds the maximum program

range, they will retain their current salary upon entry into the program. Salary adjustments up to 15 percent in the form of increases to salary or lump sum payments are determined on the basis of performance evaluations and the MA's position in the range.

**2. Outplacement.** Target outplacement positions are staff or midlevel management positions at Executive and Administrative Schedule (EAS) levels 19-22. Normally, outplacement will occur no later than 36 months. The kind and level of outplacement position depends on the MA's particular qualifications and demonstrated performance and what is available at the time the MA is ready for outplacement.

*a. Noncompetitive Placement.* Placement in positions at the target levels is noncompetitive. However, MAs must meet the qualification requirements of the position.

*b. Competitive Placement.* MAs may compete for any position above the target levels for which they qualify. They are exempt from the 1-year time-in-grade restriction and any range of consideration stated in the vacancy announcement. They are also exempt from the provisions of section 544.82 in Handbook EL-311, *Personnel Operations*, which prohibit employees from applying for positions they temporarily fill for 60 days or more.

### C. Application

#### 1. Who May Apply

*a. General.* Postal employees may apply to any one of the regions that are recruiting. Nonpostal applicants may apply to those regions recruiting from the outside as well as from the inside. All applicants will be considered without regard to race, color, religion, sex, age, national origin, physical or mental disability, or other nonmeritorious factors or considerations.

*b. Minimum Requirements.* The minimum eligibility requirement is a bachelors degree from an accredited college or university plus 2 years supervisory experience, or an advanced degree. MAs must have completed all degree requirements before entering the program.

#### 2. How to Apply

*a. Application Package.* The application will not be considered complete until the applicant submits all required documents.

*b. Application Form.* Applicants must submit a completed Form 991-M, *Application for Management Associate Program*, which is available from personnel offices and sign the Mobility Statement, "I am available to travel and relocate during the program as necessary." Applicants should forward the form to the immediate supervisor for completion of page 10 of the application form and the next higher level manager's approval.

**MANAGEMENT ASSOCIATE PROGRAM RECRUITMENT—Continued**

*c. Transcripts.* Applicants must submit a legible copy of the official transcript from the college or university from which the highest degree was received. Applicants must ensure that transcripts are either included with their applications or forwarded by the college or university.

*d. Occupation/Academic References.* Nonpostal applicants must include letter(s) of reference from at least one but no more than three employers or professors.

*e. Foreign Degrees.* Applicants who have obtained degrees from foreign colleges or universities must submit an evaluation of their degree by a professional organization specializing in interpretation of foreign education credentials. Five private organizations that evaluate foreign educational credentials for employment and other purposes are listed below. All operate on a fee basis based on the extent of the education to be evaluated. The list is not exhaustive; there may be others that provide similar services.

- (1) Credentials Evaluation Service  
P.O. Box 66940  
Los Angeles, CA 90066
- (2) Educational Equivalency Evaluations  
World Education Services  
P.O. Box 745  
Old Chelsea Station  
New York, NY 10011
- (3) Educational Credentials Evaluators, Inc.  
P.O. Box 17499  
Milwaukee, WI 53217
- (4) International Consultants of Delaware, Inc.  
109 Barksdale Professional Center  
Newark, DE 19711  
International Consultants of Delaware, Inc.  
California Office  
P.O. Box 5399  
Los Angeles, CA 90721
- (5) Foundation of International Services, Inc.  
P.O. Box 230278  
Portland, OR 97223

**3. When and Where To Apply**

*a. Deadline.* Applications must be received no later than 35 days from the date of the publication of this POSTAL BULLETIN.

*b. Location*

(1) Individuals may apply to only one region, but may choose from any that are recruiting. Applicants should indicate on the application form, in order of preference, the divisions within the region where they wish to be considered. Finalists who are not selected by recruiting divisions may be referred to other regions. If applicants are interested in being considered by other regions, they should indicate this interest in their application materials.

(2) Applicants should send the completed application to the region of their choice, to the attention of Management Associate Program. Regional addresses are listed below. Under each is a list of the divisions recruiting MAs. The number in parentheses next to each division name indicates the number of available MA positions. An asterik indicates divisions recruiting from both outside and within the Postal Service.

**Central Region**

Regional Director, Human Resources  
U.S. Postal Service  
433 W. Van Buren Street  
Chicago, IL 60699-0840

- Chicago (1)
- Des Moines (1)
- \* Detroit (1)
- Indianapolis (1)
- \* Kansas City (1)
- \* Milwaukee (1)
- Minneapolis (1)
- \* North Suburban (1)
- \* Omaha (1)
- St. Louis (2)
- \* St. Paul (1)
- Wichita (2)

**Eastern Region**

Regional Director, Human Resources  
U.S. Postal Service  
P.O. Box 8601  
Philadelphia, PA 19197-0840

- Baltimore (1)
- Charleston (1)
- Cincinnati (2)
- Cleveland (2)
- Columbia (1)
- Greensboro (2)
- Harrisburg (2)
- Louisville (1)
- Northern VA (1-3)
- Philadelphia (2)
- Southern MD (1)
- South Jersey (2)

**Southern Region**

Regional Director, Human Resources  
U.S. Postal Service  
Mid-Memphis Tower  
1407 Union Ave.  
Memphis, TN 38166-0840

- \* Little Rock (2)
- \* New Orleans (1)
- \* Nashville (1)

## MANAGEMENT ASSOCIATE PROGRAM RECRUITMENT—Continued

### Western Region

Regional Director, Human Resources  
U.S. Postal Service  
850 Cherry Street  
San Bruno, CA 94099-0840

Honolulu (1)  
Long Beach (1)  
Los Angeles (1)  
Oakland (2)  
Phoenix (1)  
Portland (1)  
Salt Lake City (1)  
• San Francisco (2)  
San Jose (1)  
Seattle (1)  
Tucson (1)  
Van Nuys (1)

### D. Selection Process

**1. Criteria.** MAs are selected based on their application and the extent to which they demonstrate the factors listed below. In the space provided on the application form, applicants must address each factor in one concise paragraph. Also, they must demonstrate each one using examples from their work, learning, or other life experiences, including leisure, community involvement, etc.

*a. Human Relations:* Ability to behave in a way that indicates perception and consideration of the needs and feelings of others; ability to interact tactfully and relate well to others.

*b. Leadership:* Ability to promote cooperation and teamwork within a work or task group; ability to use appropriate interpersonal styles and participative management methods in guiding individuals or groups to accomplish a task; ability to inspire subordinates to achieve beyond their goals and objectives.

*c. Communication:* Ability to express information and ideas orally and in writing; ability to provide clear oral and written instructions, and to compose formal reports and correspondence.

*d. Action Orientation:* Ability to act decisively on one's own authority when timely action is needed; ability to take or initiate action that involves taking calculated risks to achieve a goal or objective; ability to recognize and take advantage of opportunities to further goals and objectives.

*e. Flexibility:* Ability to change behavior/modify position when new information suggests a change is needed or when obstructed by the attitudes, beliefs, opinions, or behavior of others; ability to maintain effectiveness in varying environments with various tasks, responsibilities, or people.

*f. Planning and Organizing:* Ability to establish an effective course of action for self and/or others in order to accomplish a specific goal, make assignments of personnel and appropriate use of resources; ability to allocate appropriate amounts of time to activities and maintain awareness of interrelationships of activities.

*g. Problem Analysis and Decision Making:* Ability to identify issues, secure relevant information from a variety of sources; ability to develop alternative and creative solutions to problems and to reach logical decisions.

The application will be used in evaluating written communication ability.

**2. Application Review.** A regional screening board reviews applications.

**3. Interviews.** A regional review committee conducts interviews.

**4. Final Selections.** The recruiting division manager/postmaster will make the final selections.

—Training and Development Dept., 5-11-89.

## NATIONAL BULK RATE MAIL VERIFICATION PROGRAM

The National Bulk Rate Mail Verification Program, in effect since July 1982, allows the Postal Service and mailers to more efficiently and effectively identify presort and mail makeup errors in bulk rate mailings.

Although the Postal Service could verify the correctness of the presortation and the makeup of every piece in a bulk mailing, and reject the mailing if it contained any errors, our policy has been to employ the sampling techniques set forth in the Handbook DM-102, *Bulk Mail Acceptance*. These sampling techniques are used to estimate the accuracy of a mailing's presort and makeup, and a presort verification tolerance level, i.e., the level of error identified in a sampling of the mailing that the Postal Service would tolerate before rejecting the mailing or requiring the mailer to rework the

mailing. Section 913 of DM-102 currently allows a mailer to have up to 10 percent error in presort and mail makeup and still have the mailings accepted at the bulk rates of postage.

While this program has improved the quality of presort and makeup, further improvements can be realized to further the Postal Service's service goals and cost containment efforts. To achieve this, the Postal Service plans to reduce the error tolerance level to 2 percent at a future time. As an interim step toward achieving this objective, the Postal Service will reduce the maximum allowable presort verification percentage of error to 5 percent, effective September 25, 1989.

Mailers will be allowed to have up to 5 percent error in presort and mail makeup, as identified by the sampling procedures in the Bulk Mail Accept-

## NATIONAL BULK RATE MAIL VERIFICATION PROGRAM—Continued

ance handbook. When it is determined that there are 5 percent or more errors in the sample taken in a mailing, the mailer will be given the option of reworking the mailing or paying the single piece rate on the percentage of the mailing estimated to be improperly prepared.

This change will be implemented during a 120-day transition period, beginning May 22, 1989, and ending September 24, 1989. During the transition period, post offices will ensure that at least two mailings from each customer are properly verified to identify existing errors. This will allow mailers sufficient lead time to correct those errors prior to the next mailing and to make any operational changes that may be necessary. During this transition period and after full implementation, customers will be made aware of all errors found in their mailings regardless of the percentage of error.

The change made in the National Bulk Rate Mail Verification Program relates *only* to the lowering of the presort verification tolerance level from 10 to 5 percent. All other bulk mail acceptance functions, such as the automatic rejection of a mailing for *critical* errors, remain unchanged.

### 120-Day Transition Period

The following procedures will be used by all post offices participating in the National Bulk Mail Verification Program during the transition period:

1. Continue to reject mailings where critical errors are identified. These *critical* types of errors include but are not limited to:

- a. Insufficient postage on deposit,
- b. Postage not paid,
- c. Fees not paid,
- d. Mail containers exceeding weight limits (i.e., sacks weighing over 70 pounds,
- e. Nonmailable matter,
- f. No permit imprint indicia on mailpiece,
- g. Mail ineligible at postage rate claimed.

2. Continue to reject those mailings identified as containing 10 percent or *more* errors in presort or mail makeup. As currently provided, the mailer will continue to have the option of reworking the mailing or paying the single piece rate on the percentage of the mailing estimated to be in error.

3. For those mailings identified as containing be-

tween 0 and 10 percent error (less than 10 percent but greater than 0 percent), provide customers with written documentation (Form 2866) of all errors found and provide assistance to those customers, where necessary, to show them how they may correct noted errors for future mailings. In addition, notify the customer of the new procedures.

4. Continue to accept those mailings identified as containing less than 10 percent errors in presort or mail makeup.

### After Transition Period

After the transition period all post offices participating in the National Bulk Mail Verification Program must use the following procedures:

1. Continue to reject mailings where they find any of the *critical* errors identified above.

2. Enforce the new 5 percent failure error allowance for all mailers. That is, when a mailing contains 5 percent or more errors, the mailer may rework the mailing or pay the single piece rate on the percentage of the mailing estimated to be in error.

3. When mailings are identified as containing between 0 percent and 5 percent (less than 5 percent but greater than 0 percent) errors in presort and/or mail makeup, provide customers with written documentation (Form 2866) of the errors found and provide assistance, where necessary, to those customers, showing them how they may correct errors for future mailings. This procedure enables mailers to improve the quality of presort and mail makeup and their mail preparation operations.

This change in the National Bulk Mail Verification Program is intended to reduce Postal Service handling and processing costs, improve service, and help maintain rate stability. It does *not* impact mail preparation regulations. This change will not affect those customers with effective quality control in their mailing operations and who submit properly prepared mailings. However, mailers submitting mailings that are not well prepared will clearly need to resolve existing problems so the Postal Service can accept their mailings.

A future revision to Chapter 9, Handbook DM-102, *Bulk Mail Acceptance*, will include these changes.—*Rates and Classification Dept.*, 5-11-89.

## DOMESTIC ORDERS

*False Representation.* Enforced by postmaster at city listed.

State/city	Names covered	Product
LA, Lafayette 70509-1848.....	International Home Mailers (IHM), P.O. Box 91848.	An envelope stuffing promotion.
LA, Lafayette 70502-3305.....	American Mailing Group (AMG), P.O. Box 3305.	An envelope stuffing promotion.

## 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 21723 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	349 392 8081 to 8099	368 371 3923 to 3999	385 599 7554 to 7575
302 123 9999	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	401 310 9505 to 9599
342 068 7623 to 7699	363 130 4500 to 4599	378 210 9090 to 9099	403 260 7000 to 7499
342 442 5051 to 5093	363 374 9010 to 9099	378 351 1063 to 1099	402 578 7876 to 7899
342 442 6402 to 6499	363 374 9010 to 9099	378 630 9489 to 9599	404 003 0300 to 0399
342 511 0441 to 0457	363 444 9333 to 9399	379 128 9584 to 9599	404 041 8838 to 8899
344 091 7382 to 7499	363 560 5050 to 5099	379 509 2600 to 2699	404 071 4268 to 4299
344 130 6283 to 6299	363 851 4259 to 4299	379 679 8060 to 8099	404 726 4500 to 4599
344 175 9580 to 9589	363 853 7582 to 7799	379 843 5100 to 5199	404 961 5001 to 5199
344 850 1600 to 1699	363 861 7600 to 7899	380 093 9600 to 9611	405 325 0188 to 0198
346 654 0669 to 0699	363 904 4540 to 4999	380 165 1165 to 1199	406 733 3000 to 3999
346 693 2520 to 2599	363 922 5744 to 5799	380 489 6800 to 6899	407 515 3343 to 3399
347 338 4188 to 4199	363 930 9400 to 9699	380 572 1840 to 1899	407 526 4000 to 4299
347 458 7148 to 7199	363 965 7892 to 7999	381 077 3600 to 3699	407 594 0412 to 0599
347 492 6411 to 6499	364 467 6102 to 6199	381 325 4500 to 4599	408 499 7700 to 7799
347 641 3780 to 3799	364 826 1081 to 1099	381 540 9900 to 9999	408 499 7900 to 7999
347 645 0367 to 0399	365 512 9428 to 9499	381 604 2510 to 2699	700 065 2570 to 2599
347 696 3806 to 3899	365 693 4200 to 4299	381 645 9525 to 9599	802 678 2605 to 2699
348 010 8305 to 8399	365 842 7960 to 7999	381 924 0748 to 0799	803 605 2840 to 2899
348 036 3713 to 3799	365 997 7565 to 7699	383 156 6968 to 6999	803 605 6300 to 6499
348 036 4366 to 4599	366 205 2072 to 2099	383 156 7128 to 7199	805 323 5006 to 5024
348 412 9028 to 9099	366 772 6702 to 6799	383 156 7300 to 7999	805 466 7255 to 7299
348 535 1703 to 1728	366 998 7669 to 7681	383 299 2081 to 2099	806 015 3885 to 3899
348 714 5286 to 5299	367 303 6006 to 6099	383 314 3968 to 3999	806 087 1100 to 1499
348 755 7904 to 7999	367 396 9705 to 9799	383 892 1000 to 1344	806 268 9275 to 9299
349 116 6533 to 7499	367 396 9900 to 9999	383 892 1382 to 1399	990 117 5600 to 5999
349 389 9242 to 9299	367 428 8800 to 8999	385 568 2330 to 2399	
	367 519 6700 to 6899		



Copyright U.S. Postal Service 1989

Issue Date: May 26, 1989  
 First Day City: Rosemont, Illinois  
 Designer: Ken Dallison, Indian River, Ontario, Canada  
 Typographer: Bradbury Thompson, Design Coordinator, Citizens' Stamp Advisory Committee  
 Postal Service Manager: Jack Williams, Program Manager for Philatelic Design  
 Engravers: Gary Chaconas (vignette), Robert G. Culin, Sr. (lettering and numerals), Gary Slaght ("Nonprofit 5-digit ZIP + 4" endorsement), Bureau of Engraving and Printing  
 Process: Intaglio (B Press, BEP)  
 Colors: Dark red (picture and type); Black ("Nonprofit 5-digit ZIP + 4" endorsement)  
 Image Area: 0.71 x 0.82 in/18.03 x 20.82 mm  
 Plate Number: One single digit on every 52nd stamp  
 Stamps per Coil: 500 and 3,000

## Tractor Precanceled Coil Stamp

The 7.1-cent Transportation Series stamp featuring a 1920s tractor will be reissued May 26 in Rosemont, Illinois. It will bear a "Nonprofit 5-digit ZIP + 4" endorsement and fulfill the rate for nonprofit mailers who apply the ZIP + 4 and presort to the first 5 digits.

The dedication ceremony will be held in conjunction with COMPEX '89, the Chicago area's largest philatelic exhibition. Assistant Postmaster General Gordon C. Morison and COMPEX President Charles Berg will be the featured speakers.

With the exception of the new endorsement, the design is identical to the 7.1-cent Tractor stamp issued February 6, 1987, in Sarasota, Florida.

The word "tractor" was formed by joining TRACtion and moTOR. Although these versatile machines have a wide variety of uses, the farm tractor is considered the most important because of the revolution it brought about in agricultural production. Early models were mechanical dinosaurs, using 1,000 pounds of weight to produce one horsepower. That changed dramatically in 1890 with the advent of the internal combustion engine. Suddenly, vast areas formerly relegated to livestock feed sprouted cash crops instead.

Procedures for first day cancellations follow.

*Customers Affixing Stamps:* The Postal Service encourages customers to purchase 7.1-cent Tractor stamps and affix them to their envelopes. Covers bearing stamps receive preferential service. All philatelic centers will sell the stamp but, as a limited use item, it may not be available at all post offices.

Customers must affix 17.9 cents additional postage to meet the minimum First-Class letter rate. They may use stamps issued before May 26, but the Postal Service will return unserviced covers bearing stamps issued after that date.

Customers should address envelopes on the right side at least 5/8 inch from the bottom and affix stamps approximately 1/4 inch from the top and right edges. Requests must be postmarked by June 25 and addressed: Customer Affixed Envelopes, Tractor Stamps, Postmaster, Rosemont, IL 60018-9991. No remittance is required.

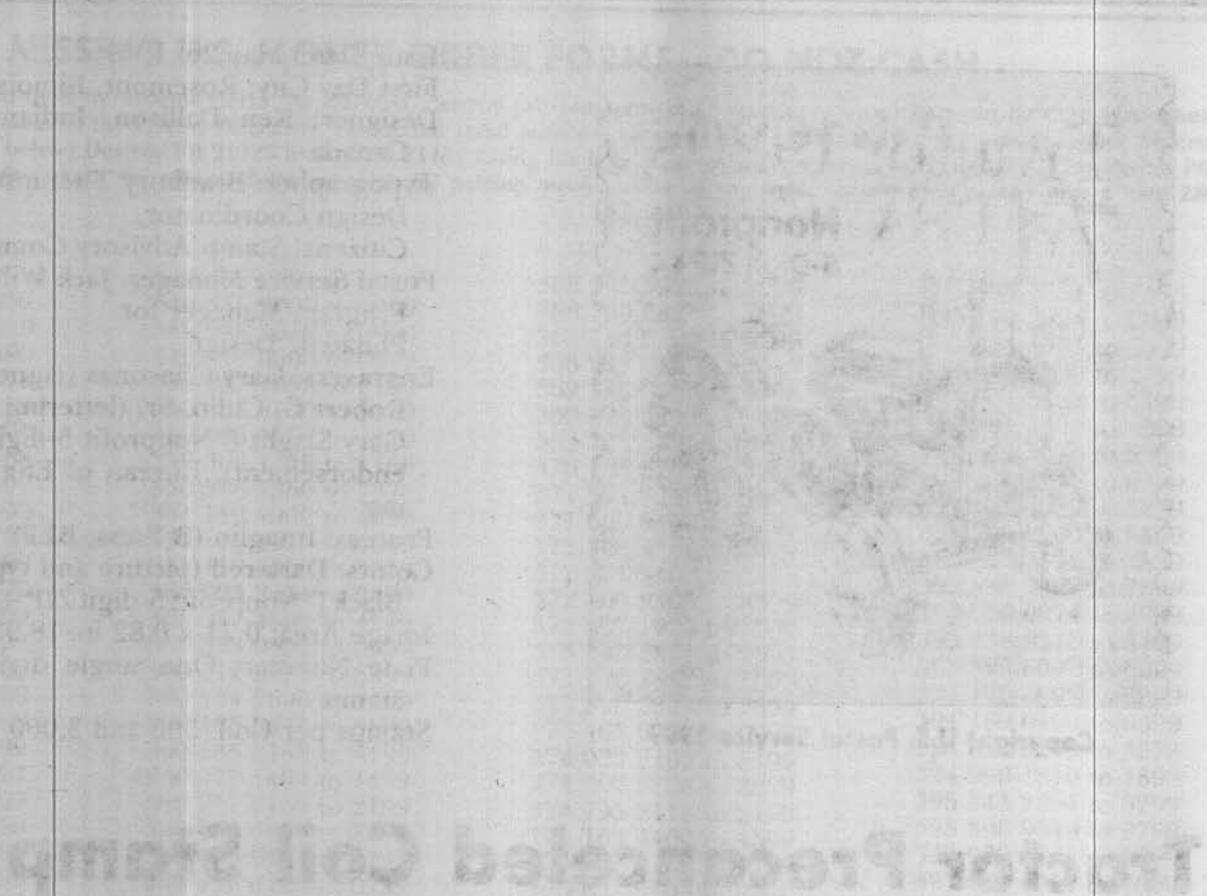
*Postal Service Affixing Stamps:* The Postal Service will affix two Tractor stamps and one 11-cent *Stutz Bearcat* to meet the First-Class rate. The price is 26 cents per envelope. The Postal Service accepts checks in the exact amount up to the limit of 50 envelopes. Customers should not send cash or postage stamps. Orders must be postmarked by June 25 and addressed: Tractor Stamps, Postmaster, Rosemont, IL 60018-9992.



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

USPS Stamp Poster 89-15  
 Remove after June 25

PLEASE POST ON BULLETIN BOARD



# Tractor Protected Coil Stamp

The 1954 Case 4000 tractor is a new design... It features a new engine, a new transmission, and a new set of gears. The tractor is designed for heavy work and is built to last. It is a true workhorse and is the best tractor you can buy for the money.

The Case 4000 tractor is a new design... It features a new engine, a new transmission, and a new set of gears. The tractor is designed for heavy work and is built to last. It is a true workhorse and is the best tractor you can buy for the money.

Case Tractor Co., Inc.  
 1000 North 10th Street  
 Moline, Illinois 61201

The Case 4000 tractor is a new design... It features a new engine, a new transmission, and a new set of gears. The tractor is designed for heavy work and is built to last. It is a true workhorse and is the best tractor you can buy for the money.

The Case 4000 tractor is a new design... It features a new engine, a new transmission, and a new set of gears. The tractor is designed for heavy work and is built to last. It is a true workhorse and is the best tractor you can buy for the money.



Copyright U.S. Postal Service 1989

Issue Date: June 7, 1989  
 First Day City: Baltimore, Maryland  
 Designer, Art Director, and Typographer:  
 Bradbury Thompson, Design Coordinator,  
 Citizens' Stamp Advisory Committee  
 Postal Service Manager: Joe Brockert,  
 Program Manager for Philatelic Design  
 Engravers: Dennis Brown (lettering);  
 Gary Chaconas (vignette), Bureau of  
 Engraving and Printing (BEP)  
 Modeler: Frank J. Waslick (BEP)  
 Printing Process: Intaglio (A press, BEP)  
 Colors: Blue  
 Image Area: 0.71 x 0.82 in/18.0 x 20.8 mm  
 Plate Number: One  
 Stamps per Pane: 100  
 Marginal Markings: ©U.S. Postal Service 1989  
 Use Correct ZIP Code®

## Johns Hopkins Regular Stamp

The Postal Service will issue a \$1.00 regular Great Americans Series stamp honoring Johns Hopkins on June 7 in Baltimore, Maryland. Postmaster General Anthony M. Frank will dedicate the new stamp at the Baltimore Convention Center during the opening ceremony for the centennial celebration of Johns Hopkins Hospital and University.

The stamp, designed by Bradbury Thompson and engraved in the characteristic Great Americans Series format, was based on a head and shoulders portrait of Hopkins.

Johns Hopkins a 19th century Maryland merchant, banker, and investor, bequeathed \$7 million to found a university, school of medicine and hospital, and an affiliated training school for nurses. These institutions are credited with revolutionizing American medicine.

By 1873, Hopkins had outlined his wishes: to create a university dedicated to advanced learning and to establish a hospital that would administer the finest patient care, train superior physicians, and seek new knowledge for the advancement of medicine. His radical plan to unite theory with practice forever changed the world of medicine by

requiring that rigid study be combined with research and patient care.

Today, as it has for 100 years, the hospital and university serve as a national model for education and modern medical care.

Procedures for ordering first day cancellations follow.

*Customers Affixing Stamps:* The Postal Service encourages customers to purchase \$1.00 Johns Hopkins stamps and affix them to their envelopes. Covers bearing stamps receive preferential service. Customers should address envelopes on the right side at least 5/8 inch from the bottom and affix stamps approximately 1/4 inch from the top and right edges. Requests must be postmarked by July 7 and addressed: Customer Affixed Envelopes, Johns Hopkins Stamp, Postmaster, Baltimore, MD 21233-9991. No remittance is required.

*Postal Service Affixing Stamps:* The price is \$1.00 per envelope. 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 July 7 and addressed: John Hopkins Stamps, Postmaster, Baltimore, MD 21233-9992.



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

USPS Stamp Poster 89-16  
 Remove after July 7

PLEASE POST ON BULLETIN BOARD



Copyright U.S. Postal Service 1968

# Johns Hopkins Regular Stamp

The Postal Service will issue a \$1.00 regular stamp featuring Johns Hopkins on June 7 in Baltimore, Maryland. Postmaster General Anthony M. Frank will dedicate the new stamp at the Baltimore Convention Center during the opening ceremony for the centennial celebration of Johns Hopkins Hospital and University.

The stamp, designed by Sheldon Thompson and engraved in the traditional "postmaster" style, features a portrait of Hopkins. Hopkins was born on a farm in the state of Maryland and moved to Baltimore in 1819. He founded a university, school of medicine, and an affiliated training school for nurses. These institutions are credited with revolutionizing American medicine.

In 1873, Hopkins had outlined his vision for a university dedicated to advanced learning and the creation of a hospital that would administer the best patient care, train superior physicians and feed new knowledge for the advancement of medicine. His radical plan for a new medical education forever changed the world of medicine.

requiring that each stamp be distributed with its own seal and postage meter. Today, as a law for 100 years, the postal and university serve as national model for the world and modern medical care. For orders for orders, see the illustrations that follow.

Customers should order the Post Stamp and regular customers to purchase \$1.00 Johns Hopkins stamps and affix them to their envelopes. Cover-bearing stamps receive postpaid service. Customers should address envelopes to the right side at least 3/8 inch from the bottom and affix stamps approximately 1/4 inch from the top and right edge. Returns must be postmarked by July 7 and addressed: Customer Affairs, Post Office, Johns Hopkins Stamp, Baltimore, Maryland, MD 21224-9941. No returns are required.

Johns Hopkins Stamp, the price is \$1.00 per envelope. The Post Stamp accepts orders in the exact amount up to the limit of 50 envelopes. Customers should not send cash or postage stamps. Orders must be postmarked by July 7 and be addressed: John Hopkins Stamp, Baltimore, MD 21224-9941.

Johns Hopkins Stamp, the price is \$1.00 per envelope. The Post Stamp accepts orders in the exact amount up to the limit of 50 envelopes. Customers should not send cash or postage stamps. Orders must be postmarked by July 7 and be addressed: John Hopkins Stamp, Baltimore, MD 21224-9941.

21224 Stamp Poster \$2.75  
Remove after July 7

A Funtastic Catalog listing all available stamps and other philatelic items is available from the Philatelic Sales Division, Washington, DC 20545-197X.





Copyright U.S. Postal Service 1989

Issue Date: June 10, 1989  
 First Day City: Cooperstown, New York  
 Designer: Bart Forbes, Dallas, Texas  
 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, magenta, blue, black, and line  
 green  
 Image Area: 0.81 x 1.41 in/21.3 x 35.8 mm  
 Plate Number: Five single digits preceded by the  
 letter "A"  
 Stamps per pane: 50  
 Marginal Markings: ©U.S. Postal Service 1989  
 Use Correct ZIP Code®

## Lou Gehrig Commemorative Stamp

The newest addition to the American Sports Series will honor one of baseball's legends, Lou Gehrig. The 25-cent commemorative stamp will be issued June 10 in Cooperstown, New York. The dedication ceremony will be held at the National Baseball Hall of Fame and Museum, in conjunction with its 50th anniversary celebration. Postmaster General Anthony M. Frank will be joined by A. Bartlett Giamatti, Commissioner of Major League Baseball, and Edward W. Stack, President of the National Baseball Hall of Fame and Museum, Inc., as the featured speakers.

Veteran designer Bart Forbes based his portrait of Gehrig on two photographs of the All-Star first baseman. The handsome, dimpled profile of Gehrig in Yankee pinstripes is taken from a picture owned by Mike Aronstein. The foreground figure of the left-handed-hitting slugger is from a 1939 photograph by Herman Seid.

Statistics are as much a part of baseball as gloves and bats, high fastballs and home runs. In this dusty sweaty game of numbers, only one record is secure—Gehrig's. The "Iron Horse" played an incredible 2,130 consecutive games.

As a cleanup hitter behind Babe Ruth, Gehrig was the right hook in the most devastating one-two punch the game has known. Gehrig drove in 100 or

more runs in 13 consecutive seasons and batted 150 RBIs on seven occasions, setting an American League record with 184 in 1931. The following year, he became the first 20th century player to hit four consecutive home runs in one game.

Procedures for ordering first-day cancellations follow.

*Customers Affixing Stamps:* The Postal Service encourages customers to purchase Lou Gehrig stamps and affix them to their envelopes. Covers bearing stamps receive preferential service. Envelopes should be addressed 5/8 inch from the bottom and stamps affixed 1/4 inch from the top and right edges. Requests must be postmarked by July 10 and addressed: Customer Affixed Envelopes, Lou Gehrig Stamp, Postmaster, Cooperstown, NY 13326-9991. No remittance is required.

*Postal Service Affixing Stamps:* Except for affixing stamps and addressing orders, follow the procedures above. The price is 25 cents per cover, and the Postal Service accepts personal checks in the exact amount up to the limit of 50 envelopes. Customers should not send cash or postage stamps. Orders must be postmarked by July 10 and addressed: Lou Gehrig Stamp, Postmaster, Cooperstown, NY 13326-9992.

After offices deplete local stocks of the item, it will be available from all philatelic centers and by mail order from the Philatelic Sales Division for approximately 1 year. 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 89-17  
 Remove after July 10

PLEASE POST ON BULLETIN BOARD



Portrait of a man, 1977

# Commemorative Stamps

The Postal Service has announced that it will issue a series of commemorative stamps to honor the 100th anniversary of the founding of the United States. The stamps will be issued in 1977 and will feature portraits of the Founding Fathers. The first stamp in the series will be issued on September 17, 1977, and will feature a portrait of George Washington. The stamps will be issued in denominations of 8-cent, 13-cent, and 18-cent. The stamps will be available in both perforated and imperforated forms. The stamps will be available in both perforated and imperforated forms. The stamps will be available in both perforated and imperforated forms.

The Postal Service has announced that it will issue a series of commemorative stamps to honor the 100th anniversary of the founding of the United States. The stamps will be issued in 1977 and will feature portraits of the Founding Fathers. The first stamp in the series will be issued on September 17, 1977, and will feature a portrait of George Washington. The stamps will be issued in denominations of 8-cent, 13-cent, and 18-cent. The stamps will be available in both perforated and imperforated forms. The stamps will be available in both perforated and imperforated forms. The stamps will be available in both perforated and imperforated forms.

After office hours, please call the Post Office at the following address: 1234 Main Street, Washington, D.C. 20540. For more information, please call 1-800-375-3737.

U.S. Stamp Office, 1234 Main Street, Washington, D.C. 20540





## THRIFT SAVINGS PLAN

### MAY-JULY OPEN SEASON

- The Thrift Savings Plan Open Season runs from May 15, 1989 through July 13, 1989.
- All career employees hired before January 1, 1989, are eligible to participate in the Thrift Savings Plan this Open Season.
- The effective dates for elections made during this open season are:
  - July 1, 1989 (Pay period 15)
  - July 15, 1989 (Pay Period 16)
  - July 29, 1989 (Pay Period 17)
- All Federal Employees' Retirement System (FERS) employees hired before July 1, 1988, all Civil Service Retirement System (CSRS) employees and CSRS Offset employees who have contributed to the Thrift Savings Plan will receive a statement of their accounts at their home addresses during June.
- If your address has changed, you must submit Form 1216, *Employee's Current Mailing Address*, to your personnel office in order to receive a statement.

**PLEASE POST ON ALL BULLETIN BOARDS THROUGH JULY 31, 1989**



# THRIFT SAVINGS PLAN

## MAY-JULY OPEN SEASON

- The Thrift Savings Plan Open Season runs from May 17, 1989 through July 31, 1989.
- All career employees hired before January 1, 1989, are eligible to participate in the Thrift Savings Plan during the open season.
- The effective dates for the open season are:
  - July 1, 1989 (Pay Period 1)
  - July 15, 1989 (Pay Period 2)
  - July 28, 1989 (Pay Period 3)
- All Federal Employees Retirement System (FERS) employees hired before July 1, 1988, all Civil Service Retirement System (CSRS) employees and CSRS offset employees who have contributed to the Thrift Savings Plan will receive a statement of their accounts at their home addresses during June.
- If your address has changed, you must submit Form 1216, Employee's Current Address, to your personnel office in order to receive a statement.

PLEASE POST ON ALL BULLETIN BOARDS THROUGH JULY 31, 1989

U.S. POSTAL SERVICE

**PHILATELIC PRODUCT PHYSICAL INVENTORY RECAP (FY 1989, PQ I)**

See Instructions on Reverse Before Completion

Reporting Retail Outlet/MSO		MSC Code	District Code	Finance No.	Reported Period			Ending Date
Line Reference (A)	Item Description and Number (B)	On Hand Beginning of Quarter (C)	Increase (Receipts and Adjustments) (D)	Decrease (Shipments and Adjustments) (E)	On Hand at End of Quarter (F)	Total Sold (C+D-E-F) (G)	Unit Selling Price (H)	TOTAL \$ 00 (I)
1	Presidential Stamp Sheets Set (5564)						\$7.92	
2	Classic Cars Maximum Cards, Mint (8801)						2.50	
3	Classic Cars Maximum Cards, Cancelled (8802)						3.75	
4	1988 Love Folder (8803)						4.50	
5	Wildlife Mint Set (8827)						16.95	
6	1982 Definitive Mint Set (8830)						7.50	
7	1984 Definitive Mint Set (8833)						4.00	
8	1983 Definitive Mint Set (8834)						6.25	
9	Bicentennial Inauguration Memento (8836)						4.95	
10	1987-88 Definitive Mint Set (8837)						13.95	
11	1981 Definitive Mint Set (Packet A) (8839)						8.50	
12	Folk Art & Crafts: An American Collection (8840)						9.95	
13	Deluxe Folk Art & Crafts: An American Collection (8841)						16.50	
14	\$3.00 Stamp Collecting Kits (850, 859-900, 928)						3.00	
15	\$2.50 Stamp Collecting Kits (851-58, 921-24, 929-31, 933)						2.50	
16	The Postal Service Guide to U.S. Stamps (15th Edition) (8863)						5.00	
17	1985 Commemorative Mint Set (8865)						8.00	
18	1987 Commemorative Mint Set (8867)						12.95	
19	1988 Commemorative Mint Set (8868)						14.50	
20	1981 Commemorative Mint Set (8881)						8.25	
21	1982 Commemorative Mint Set (8882)						6.50	
22	1983 Commemorative Mint Set (8883)						12.50	
23	1984 Commemorative Mint Set (8884)						10.25	
24	1986 Commemorative Mint Set (8886)						11.00	
25	Deluxe 1987 Commemorative Mint Set (8887)						20.95	
26	Deluxe 1988 Commemorative Mint Set (8888)						21.50	
27	Spring 1988 Commemorative Stamp Pack (8905)						3.95	
28	1982 U.S. Collecting Kit (8925)						2.00	
29	1987 Commemorative Stamp Club Collection (8946)						21.95	
30	Classic Cars Sales Poster (8898)						10.00	
31	Obsolete Items						1.00	
32	Field-Generated Products							

Prepared by (Print Name)

**TOTAL PHILATELIC SALES**

Signature and Date (Postmaster or Designee)

Title

## PROCEDURES AND INSTRUCTIONS FOR COMPLETING FORM 1079

## I. COPY DISTRIBUTION AND TIMING

AOs—Submit completed form to MSC one week after close of Quarter.  
 MSCs—Three weeks after close of Quarter submit consolidated report.

Where special regional instructions direct the MSC consolidated report to the Region for review prior to sending to PDC, these instructions should be followed.

## II. SPECIAL INSTRUCTIONS—FORM 1079

1. With reference to LINES 14, 15 and 28, please include only those items whose numbers are listed. Any inventory and sales information for other collecting kits should be included on LINE 31.
2. For LINES 31-32, also enter the dollar amount sold (Column I) under Column D and Column G ONLY, as if each inventory item cost \$1. Round off figures to the nearest whole dollar. (Entries must be made in both these columns to trigger computer operation.) It is not necessary to make any entries in Columns C, E or F on LINES 31-32.
3. Use only the issue of Form 1079 specified in the most recent POSTAL BULLETIN notice or other instructions for the PQ survey. Using earlier issues will adversely impact PDC key punching and other operations.

## III. GENERAL INSTRUCTIONS—FORM 1079

## 1. COLUMN (A) LINE REFERENCE

Self-explanatory.

2. COLUMN (B): Please refer to separate instructions listing the revisions and write-in entries, if any, needed in this column for the current survey.

## 3. COLUMN (C) ON HAND BEGINNING OF QUARTER

AO—Refer to previous quarter's report for "On Hand at End of Quarter"—Column F. Column C of this report must be the same as Column F of the previous quarter's report.

MSC—On consolidated report Column C must equal "On Hand at End of Quarter" of the previous quarter's report. Note this data comes preprinted on computerized Form 1079-C and should not be modified. Refer to separate instructions for details.

## 4. COLUMN (D) INCREASE/RECEIPTS AND ADJUSTMENTS

AO—Record totals by product received from MSC/SDO during the quarter.

MSC—Include only totals to those philatelic products received by the MSC/SDO from outside the MSC such as new products sent by contractor, transfers from Regional APD or from another MSC, during the quarter. DO NOT include shipments received from your AOs or stations and branches as returned stock.

## 5. COLUMN (E) DECREASE/SHIPMENTS AND ADJUSTMENTS

AO—Record totals by product shipped back to the MSC/SDO by the AO during the quarter. If any stock was returned for destruction at MSC/SDO, attach letter stating amount by products to your 1079 when returned to MSC.

MSC—Include only totals to those philatelic products shipped out of the MSC such as shipments to the Regional ADP or to other MSC/SDO. Do not include shipments to your AOs or stations and branches. Also any products that have been destroyed by Form 3238, *Destruction Certificate*, or items authorized for promotional use as displays are to be included in this column.

## 6. COLUMN (F) ON HAND AT END OF QUARTER

AO—Record actual item count of AOs' Main Stock and individual clerk stock. If clerk is on leave or otherwise unavailable at report time, count stock prior to departure, if possible.

MSC—Consolidate all AO, station and branch reports and include MSC/SDO Main Stock and Main Office individual clerk stock.

## 7. COLUMN (G) TOTAL SOLD

AO—Determine total of each product sold during quarter using following formula:

Columns (C+D-E-F)=total items sold.

MSC—Consolidate MSC, station and branch plus AO reports and use same formula as above to determine MSC total sold of each item.

## 8. COLUMN (H) UNIT SELLING PRICE

Self-explanatory.

## 9. COLUMN (I) TOTAL COLUMN

Please note it is not required for either the AO or the MSC to complete this column (Col G x Col H), since the computer program at the PDC automatically calculates the sales revenue dollars and enters them in the "TOTAL" column. Some AOs and MSC may want to manually calculate total sales dollars for the quarter for their own records and use. Where that is the case, they may optionally fill in the total column.

## IV. A REMINDER ON FORMS DISTRIBUTION

AOs keep a copy and send original to MSC. MSC keeps original AO reports, does consolidation, sends original to PDC, sends copies as per instruction at top of page and retains file copy for its records.

# BUCKLE UP



# America!

**MAY 22-29, 1989**

*The Winning Combination*

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB 21723 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 corporate account numbers for Express Mail. The numbers are arranged in a grid format, starting from 009643 in the top-left and ending at 060202 in the bottom-right.

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS—Continued

462533	551325	607085	678029	731889	753136	772909	794141	815072	895253	907422	931495	956218
462363	551422	607105	681046	731901	753199	772936	794157	816031	895256	907433	931507	956223
462394	551458	607136	681200	731983	753149	772940	794160	816037	898005	907519	931532	956235
462402	555009	607152	681217	735023	754011	772942	794161	816094	900197	907639	931570	956238
464098	553012	607171	681218	735031	754032	772945	794169	816238	900267	907694	931614	956242
464115	553048	607219	681320	735039	757137	772981	794178	826203	900347	907732	931632	956248
464146	555091	607248	681325	740009	757236	772991	794179	827018	900667	907760	931641	956248
464161	553536	607305	683003	740046	760264	772992	794189	833210	900412	907830	931825	956251
466507	553672	607319	688002	740057	760323	772993	794196	836715	900415	907845	931850	956272
468078	554702	607375	693010	740058	760326	773051	794203	836780	900433	907893	931915	956273
468087	554854	607477	701462	740325	760341	773058	794224	837080	900460	907933	931948	956277
468153	554956	607545	701606	740448	760440	773061	794232	837151	900525	907937	932512	956282
468167	554981	607648	701721	740473	760514	773074	794233	837148	900559	907958	932540	956284
468282	554982	607682	701847	740525	760524	773085	794243	837753	900573	910206	932542	956353
469150	557004	607720	705013	740546	760559	773096	794263	840036	900595	910223	932545	956359
471031	570089	607725	705042	741077	760560	773137	794276	840056	900615	911068	933023	956374
473000	571910	607750	705079	741083	761277	773138	794280	840066	900622	911099	933088	956377
473058	574007	607902	705081	741105	761482	773142	794297	840074	900624	912256	933089	956401
473058	574013	607976	706119	741114	761653	773152	794305	840123	900626	912259	933143	956404
473059	577040	609006	706200	741355	761687	773189	794313	840132	900644	912265	933160	956405
477049	585208	609113	708335	741408	763528	773198	794317	841246	900654	912296	933174	956404
479004	591018	610104	708385	741471	767542	773002	794321	841261	900664	912333	933183	956404
479031	591090	611146	708420	741514	770115	773003	794331	841279	900667	912354	933206	956497
479041	591098	611164	711285	741517	770326	777111	794343	841283	900673	912357	933226	956515
479062	591460	611166	711367	741529	770410	778004	794346	841289	900681	912362	933262	956593
479070	591750	616056	711410	741529	770410	780007	794347	841324	900703	912375	933266	956727
480034	591770	616069	711454	741743	770524	781011	794348	841338	900728	912390	933268	956724
480040	598509	616071	711546	741765	770614	781016	794354	841447	900750	914031	933283	956724
480079	598536	617600	712139	741787	770649	782040	797151	841452	900758	914045	933288	956724
480094	598537	618062	713040	741804	770686	782060	797162	841458	900781	914102	933288	956724
480216	600068	618071	713066	741824	770709	782111	799050	841458	900781	914102	933288	956724
480222	600095	622030	720005	741865	770790	782114	799162	841510	900782	914250	933288	956724
480260	600166	624019	724011	741991	770798	782141	799172	843016	900832	914271	933288	956724
480302	600175	624020	724017	742012	770814	782142	799217	843060	900836	914254	933288	956724
480312	600185	624022	724038	742038	770817	782179	799217	843060	900836	914254	933288	956724
480415	600301	624026	724039	742039	770855	782179	799217	843060	900836	914254	933288	956724
480588	600313	624037	726004	750116	771109	782329	800176	847018	900884	917828	933288	956724
480637	600318	624039	726006	750167	771149	782351	800197	847059	900895	917835	933288	956724
480716	600332	624040	729036	750243	771187	782409	800211	847061	900896	918082	933288	956724
480744	600337	624051	730029	750264	771193	782410	800197	847061	900896	918082	933288	956724
480764	600365	627025	730039	750272	771202	782418	801074	850024	900897	918221	933288	956724
480765	600479	627066	730036	750279	771217	782424	801061	850032	900937	920012	933288	956724
480812	600593	628074	730040	750301	771230	782466	801074	850114	900948	920088	933288	956724
480852	600605	631377	730045	750306	771251	782484	801097	850215	900957	920138	933288	956724
480862	600624	631402	730061	750307	771287	782486	801103	850272	901019	921372	933288	956724
480898	600640	631415	730082	750310	771303	782500	801197	850323	901023	921526	933288	956724
480958	600654	631416	730097	750317	771303	782500	801202	850363	901060	921580	933288	956724
482135	600656	631515	730107	750327	772006	784120	801212	850405	901112	921595	933288	956724
482402	600717	631519	730128	750364	772053	784151	802042	850452	901185	921654	933288	956724
482494	600739	631533	730158	750443	772067	784155	802109	850489	901277	921764	933288	956724
482741	600755	631644	730174	750449	772080	784186	802118	850503	901349	921775	933288	956724
483083	600760	631660	730230	750450	772224	784242	802127	850520	901382	921794	933288	956724
483139	600763	631668	730272	750455	772266	784253	802131	850549	901399	921805	933288	956724
485074	600780	631818	730277	750476	772312	785307	802178	850629	901413	921840	933288	956724
486036	600816	631848	730299	750478	772357	785346	802196	850666	901433	921881	933288	956724
486097	600896	631906	730314	750490	772357	785346	802220	850675	901504	921899	933288	956724
486110	600922	631945	730321	750531	772374	785387	802236	850675	901662	922066	933288	956724
488364	601020	637111	730330	750540	772374	785387	802250	850670	901669	922076	933288	956724
488458	601052	641143	730342	750541	772380	786011	802474	856104	901688	922164	933288	956724
490074	601057	641246	730343	750541	772388	786014	802484	856149	901693	924068	933288	956724
490126	601131	641320	730344	750655	772407	787347	802586	856186	901715	924122	933288	956724
490180	601150	641331	730365	750669	772417	787367	802716	856294	901800	924148	933288	956724
493011	601219	641398	730373	751035	772431	787569	802751	856297	901844	924171	933288	956724
494060	601238	641412	730403	751035	772440	787580	802823	856447	901924	924308	933288	956724
495144	601243	641446	731052	751057	772445	787592	802852	856462	901966	924352	933288	956724
495151	601413	641483	731250	751085	772452	787431	802881	856485	901975	925051	933288	956724
495179	601419	641558	731256	751085	772468	787439	802905	856081	901983	926031	933288	956724
495192	601479	641567	731276	751101	772485	787508	802931	856103	901990	926067	933288	956724
496040	601512	641668	731278	752047	772499	787540	802961	856131	902037	926087	933288	956724
508183	601564	641720	731290	752052	772504	787545	802976	856149	902037	926102	933288	956724
503188	601571	641728	731318	752052	772505	787558	803004	856186	902037	926115	933288	956724
503197	601582	641728	731323	752068	772517	787581	803071	856294	902048	926133	933288	956724
504265	601597	641783	731324	752068	772523	787583	803095	856297	902048	926155	933288	956724
515001	601634	641873	731325	752082	772528	787596	804027	856297	902048	926177	933288	956724
524079	601651	641901	731326	752082	772534	787659	804107	856297	902048	926177	933288	956724
524082	601654	641904	731326	752118	772534	787659	804107	856297	902048	926177	933288	956724
524092	601660	641904	731326	752133	772567	788006	805125	856297	902048	926177	933288	956724
526023	601670	641958	731442	752184	772568	788013	805130	856297	902048	926177	933288	956724
528016	601713	641967	731479	752201	772574	788028	805135	856297	902048	926177	933288	956724
532289	601804	652250	731492	752260	772577	788043	805142	856297	902048	926177	933288	956724
532336	601855	652570	731494	752283	772581	790002	805144	856297	902048	926177	933288	956724
532421	602010	658113	731504	752298	772598	790008	805173	856297	902048	926177	933288	956724
532471	602030	658122	731508	752303	772602	790028</						

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City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (mm/yy)

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MasterCard  VISA accepted



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