



postal bulletin

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25-Cent Letter Carriers Commemorative Stamp

The 25-cent Letter Carriers commemorative stamp goes on sale August 30 in Milwaukee, Wisconsin. The stamp commemorates the centennial anniversary of the National Association of Letter Carriers (NALC).

The stamp design features three smiling letter carriers, two men and a woman, dressed in seasonal attire emphasizing the motto: Neither snow, nor rain, nor heat, nor gloom of night stays these couriers from the swift completion of their appointed rounds.

The letter carrier is, for most Americans, the one representative of the government who touches their lives 6 days a week, every year. Carriers bring the hard copy of life—from birth and wedding announcements to cards of condolence, from monthly bills to birthday greetings. Their daylong delivery routes take them to big cities and small across the U.S.A.

Do Not Place on Sale Before August 31, 1989



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Issued in panes of 40.

Collector information is on page 19.

Supply. All post offices will receive their standard automatic distribution quantities for a 40-subject commemorative stamp. *Because a private contractor printed this issue, the Bureau of Engraving and Printing will not honor supplemental requisitions for Item 4469.*

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 October 31, 1989, except at authorized philatelic centers.

—Philatelic and Retail Services Dept., 7-27-89.

Legends Baseball Scrapbook and Stamp Album

An additional printing of 50,000 of the Legends Baseball Scrapbook and Stamp Album (Item 8831) will be shipped to the Philatelic Sales Division and to the five regional accountable paper depositories (RAPDs) beginning August 3. Stamp distribution offices (SDOs) should submit orders to their RAPDs for any additional quantities they may need.

SDOs must not request more than the total quantity of orders or reorders they have received from associate offices, stations, and branches and have been unable to fill. Do not order based on anticipated future sales. This product should sell out by mid-September.

—Philatelic and Retail Services Dept., 7-27-89.

Correction

Postal Inspector Recruitment

The Inspection Service Exam Questionnaire/Application included with the Postal Inspector Recruitment article in POSTAL BULLETIN 21734, 7-20-89 (page 15), included a deleted question. The questionnaire/application reappears on page 21 with question 13 deleted and question 14 renumbered.

In addition, the ZIP Code in the examination specialist's address is incorrect. The correct ZIP Code is 22303-0505.—Inspection Service, 7-27-89.

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DIRECTIVES UPDATE

This update lists all new, revised, and obsolete directives since POSTAL BULLETIN 21730, June 22, 1989. See Publication 223 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-301, 06-89	Guidelines for Processing Personnel Actions
MI AS-360-89-5, 05-17-89	USPS Facsimile Network (FAXNET) (replaces MI AS-840-88-8, 06-08-88)
MI AS-860-88-20, 12-30-88	Automated Data Processing Resource Management System (ADPRMS)
MI PO-530-89-3, 03-24-89	Screening Mailhandling Contract Employees
NOT 41, 03-89	National Deliverability Index
PUB 27, 08-89	A Postal Service Guide to Retail Lobby Management

Revised Directives

Document and date	Title	Oldest usable date
HBK AS-810, 04-89	IRM Information for Field Divisions.	04-89
HBK DM-105, 07-89	Dead Letter Branch Operations.	07-89
MAN DMM, 06-18-89	DOMESTIC MAIL MANUAL, Issue 31.	06-18-89
NOT 4, 06-89	Sampling Instructions for Form 103, Franked Mail—Outside Washington Subsystem.	05-88
NOT 4-A, 06-89	Administrative Procedures for Form 103, Franked Mail—Outside Washington Subsystem.	05-88
NOT 8-A, 04-89	Change-of-Address Kit.....	04-89
NOT 52, 05-89	Street Letter Box Painting Specifications.	04-84

Revised Directives—Continued

Document and date	Title	Oldest usable date
NOT 225, 04-89	How to Complete Form 3925..	04-89
TAG 165-B, 01-89	Parcel Post for Tuesday Delivery—Do Not Delay.	12-84

Obsolete Directives

Document and date	Title	Obsolete date
HBK AS-304, 08-86	Records Office Guidelines for System Development (replaced by HBK AS-805, 02-89).	06-30-89
HBK RE-11, 05-84	Maintenance of Post Office Buildings (replaced by HBK MS-110, 01-15-88).	06-30-89
MI AS-510-84-10, 05-22-84	Minor Building Repair and Alteration Projects (not replaced).	06-30-89
MI AS-510-84-13, 08-10-84	Site Selection for Major Postal Facilities (not replaced).	06-30-89
MI AS-710-81-10, 06-17-81	Bulk Procurement of Vehicle Fuel (covered in ASM TL4, 10-15-82).	06-28-89
MI AS-840-88-8, 06-08-88	USPS Facsimile Network (FAXNET) (replaced by MI AS-360-89-5, 05-17-89).	05-19-89
NOT 33, 04-88	International Mail Services (not replaced).	06-26-89
PUB 29, 11-81	Express Mail Zone Chart Director—Custom Designed Service (not replaced).	06-20-89
RI 934-T-160, Filing No. 581, 08-23-76	Regional Logistics Orders (not replaced).	07-17-89

Note: It is important to order items with the type of identification used by the materiel 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, 7-27-89.

All Offices With Rural Delivery

INSPECTION OF RURAL ROUTES

The National Count of Mail on all rural routes will be conducted this year from September 5 to October 2. In conjunction with, or just prior to, this mail count, *all* rural routes must be inspected.

The definition, purpose, and frequency of this inspection are in Chapter 5 of Handbook M-37, *Rural Delivery Carriers Duties and Responsibilities*. Offices must complete Form 4248, *Rural Route Inspection Report* (August 1988), for each route. Instructions for completing Form 4248 were distributed to division and management sectional center (MSC) representatives at regional training sessions in June.

Delivery units must send copy 1 (PDC) and copy

2 (MSC) of each completed Form 4248 to the appropriate MSC. MSCs must ensure the proper and accurate completion of one Form 4248 for each rural route. Upon verification, consolidate all forms into one package and submit, not later than October 16, to:

U.S. Postal Service
Address Information Center
Attn: Rural Delivery Project
6060 Primacy Parkway, #101
Memphis, TN 38188-0001

—Delivery, Distribution, and
Transportation Department, 7-27-89.

POM/Poster 7 Revision

REGULATION OF CONDUCT ON POSTAL PROPERTY

Effective June 12, 1989, the Postal Service amends the POSTAL OPERATIONS MANUAL (POM) 221.6, Conduct on Postal Property, by (a) revising regulations concerning inspection of items brought onto or taken off of postal property, (b) adding possession of a controlled substance (except when permitted by law) to the list of prohibited actions on that property, and (c) adding prohibitions against discrimination based on age, reprisal, or physical or mental handicap.

As summarized in the Federal Register Final Rule (5-12-89): "The changes bring postal regulations on this subject into full harmony with existing state and federal laws prohibiting the unauthorized possession of controlled substances."

PM 221.6 is amended as follows:

221.6 Conduct on Postal Property

.61 General. The rules and regulations outlined in 221.62 through 221.68 apply to all real property under the charge and control of the Postal Service, to all tenant agencies, and to all persons entering in or on such property. Poster 7 sets forth these rules and regulations and shall be and kept posted at a conspicuous place on all such property.

.62 Admission to Property

.621 Inspection. Purses, briefcases, and other containers brought into, while on, or being removed from the property are subject to inspection. However, items brought directly to a postal facility's customer mailing acceptance area, and which are properly mailed, are not subject to inspection, except as provided by section 115 of the DOMESTIC MAIL MANUAL. A person arrested for violation of this section may be searched incident to that arrest.

.622 Recording Presence. Except as otherwise ordered, properties must be closed to the public after normal business hours. Properties also may be closed to the public in emergency situations and at such other times as may be necessary for the orderly conduct of business. Admission to properties

during periods when such properties are closed to the public may be limited to authorized individuals who may be required to sign the register and display identification documents when requested by security force personnel or other authorized individuals.

.65 Specific Restrictions

.653 Alcoholic Beverages and Drugs. A person under the influence of an alcoholic beverage or any drug which has been defined as a "controlled substance" may not enter postal property or operate a motor vehicle on postal property. The possession, sale, or use of any "controlled substance" (except when permitted by law) or the sale or use of any alcoholic beverage (except as authorized by the Postmaster General or designee) on postal premises is prohibited. The term "controlled substance" is defined in Section 802 of Title 21, United States Code.

.66 Nondiscrimination. There must be no discrimination by segregation or otherwise against any person or persons because of race, color, religion, national origin, sex, age (persons 40 years of age or older are protected), reprisal (discrimination against a person for having filed or for having participated in the processing of an EEO complaint—29 CFR 1613.261-262), or physical or mental handicap, in furnishing, or by refusing to furnish to such person or persons the use of any facility of a public nature, including all services privileges, accommodations, and activities provided thereby on postal property.

A future issue of the POM will include these changes.

A new edition of Poster 7, Rules and Regulations Governing Conduct on Postal Property, will reflect these changes. All current editions of Poster 7 are now obsolete and must be removed from display. A revised Poster 7 appears on pages 16 and 17 for local reproduction and posting until a new Poster 7 is available.—*Inspection Service, 7-27-89.*

RURAL ROUTES—EMA SCHEDULES

In accordance with the provisions of Article 9, Section 2.I.3 of the Rural Carrier National Agreement, the rural carrier equipment maintenance allowance (EMA) will be increased, effective July 1, 1989 (Pay Period 15-89), from 31 cents per mile to 31.5 cents per mile. The EMA is now 31.5 cents per mile or a minimum of \$12.60 per day, whichever is greater.

Employees providing auxiliary assistance or serving on auxiliary routes (auxiliary rural carriers, rural carrier reliefs, rural carrier associates, and

auxiliary assistants under provisions of Article 9, Section 2.I.5) will receive an EMA of 31.5 cents per mile or \$3.75 per hour, whichever is greater, not to exceed the amount provided in the Special Equipment Maintenance Schedule for the route stops and miles.

The EMA schedules on page 27 supersede all previously published EMA schedules. The Optional Equipment Allowance (OEMA) rate of .412 cents per mile remains the same.

—*Employee Relations Dept., 7-27-89.*

FORMS UPDATE

This update lists all new, revised, and obsolete forms since POSTAL BULLETIN 21730, June 22, 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 number and date	Title
PS 182-G, 01-89	Integrated Logistics Support System Training Certificate.

Revised Forms

Form Number and date	Title	Oldest usable date
PS 1531, 05-89	Contract Unit Payment Authorization.	05-89
PS 1668, 05-89	Shipping Instructions (Printing and Binding Material).	09-85
PS 1957-A, 05-89	International Airmail Tag Request.	05-89
PS 2007-A, 05-89	Window Transaction Record	12-79
PS 2800, 05-89	Postal Service Board of Contract Appeals Subpoena.	06-81
PS 2880, 04-89	Physical Inventory Certification/Adjustments.	04-89
PS 3575-A, 04-89	New Address Verification Card (part of NOT 8-A).	03-87
PS 3237, 05-89	Stamp Stock Destruction Committee Notice of Appointment.	05-89
PS 3502, 04-89	Application for Second-Class Mail Privileges.	06-87
PS 3510, 03-89	Application for Additional Entry, Reentry, or Special Rate Request for Second-Class Publication.	07-88
PS 3602-A, 04-89	Record of Meter Register Readings.	01-83
PS 3820, 05-89	Sale or Destruction of Perishable Mail.	04-82
PS 4796, 02-89	Maintenance Employee Orientation Checklist.	05-71
PS 4871, 03-89	Miscellaneous Expense Allowance Claim.	04-85
PS 5603, 05-89	Diskette Processing Request Form—ZIP + 4 Coding, Carrier Route Identification, Address Standardization.	05-89
PS 7364, 04-89	Serviceable Property Tag (Excess).	02-85
PS 7380, 03-89	MDC Supply Requisition.....	03-87
PS 7429, 02-89	Supplier's Mailing List Application.	02-89
PS 7431, 05-89	Requisition for Pressure Sensitive Labels and Rack Headers.	09-80

Obsolete Forms

Form Number and date	Title	Obsolete date
PO 869-1A, 01-81	National Letter Mail Index—Hourly Increment Listing (not replaced).	07-03-89
PO 869-1B, 01-81	National Letter Mail Index—Sampling Schedule Chart (not replaced).	07-03-89
PO 869-1C, 01-81	National Letter Mail Index—Sampling Schedule (not replaced).	07-03-89
PO 869-1D, 01-81	National Letter Mail Index—Daily Vehicle Schedule (not replaced).	07-03-89
PO 869-2A, 05-81	National Letter Mail Index—Data Collection Form (not replaced).	07-03-89
PO 869-4A, 07-81	Late Arriving Managed Mail Survey—Data Collection and Data Entry (not replaced).	07-03-89
PO 869-4B, 07-81	Late Arriving Managed Mail Survey—Survey Week Total MMP Count—FHP (MODS DATA) (not replaced).	07-03-89
PO 869-4C, 07-81	Late Arriving Managed Mail Survey—Quality Control Work Hours (not replaced).	07-03-89
PO 869-4D, 07-81	Late Arriving Managed Mail Survey—ODIS Data—Originating MMP (not replaced).	07-03-89
PS 99-X, 01-80	Time and Attendance Report (not replaced).	07-06-89
PS 163-X, 06-73	Unused Meter Postage Revenue (not replaced).	07-06-89
PS 942-X, 08-82	Undeliverable as Addressed Mail Survey (not replaced).	07-06-89
PS 1358-X, 04-84	Mass Log-On ID Request for Computer ID (not replaced).	07-10-89
PS 1780-X, 05-84	Musculoskeletal Assessment Program (MAP) Data Report (not replaced).	06-22-89
PS 1781-X, 05-84	Musculoskeletal Assessment Program (MAP) Log (not replaced).	06-22-89
PS 2210-X, 01-84	Third-Class Bulk Mail Survey (not replaced).	07-06-89
PS 2420-X, 06-83	Supplemental Experience Statement—Nurse (not replaced).	06-22-89
PS 2946-X, 03-79	AMF Publication Schedule and Receipt Log (replaced by PS 2866, 02-88).	07-06-89
PS 2949-A, 10-83	Letter Bill, C-12, Reconciliation Report (not replaced).	07-11-89
PS 3536-XX, 06-78	Alternative Postage Payment Procedures (not replaced).	06-22-89
PS 3537-XX, 07-78	Annual Verification of Publisher's Records (not replaced).	06-22-89
PS 2873-X, 12-83	Entry Post Office Log of In-Plant Verification Test Mailings (not replaced).	06-22-89
PS 3849-X, 05-85	Insured Mail Report (not replaced).	06-22-89

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All Offices With Rural Delivery

NATIONAL COUNT OF MAIL ON ALL RURAL ROUTES

In accordance with the provisions of the 1988 USPS-NRLCA National Agreement, a 24-day National Count of Mail on *all* rural routes will be conducted September 5 through October 2, 1989. The mail counts will follow the provisions of Chapter 5, Methods Handbook M-37, *Rural Delivery Carriers Duties and Responsibilities*, (inclusive of transmittal letter 2, dated 5-1-83). This article presents exceptions to these instructions.

Offices should interpret all instructions referring to 12 days, as 24 days. Instructions regarding count days on mileage routes should also be adjusted as appropriate. Mail count procedures will be the same for all days of the count, and installations must count all mail for the entire period.

Local Conferences. Postmasters must hold joint conferences with supervisors and rural carriers to discuss mail count procedures and instructions. *Hold this conference no later than Saturday, August 19, 1989.*

Form 4241, Rural Delivery Statistics Report. Use only the August 1988 edition of Form 4241. Follow the instructions below to ensure proper data recording.

Do not record Parcel Post Locker and Neighborhood Delivery and Collection Box Units (NDCBU) Collection Compartment data in Column R, Other Suitable Allowances. Instead, use Columns 32 through 36 at the top of the revised form to record this information. Record the total number of collection compartments and parcel lockers served daily. For example, if a route serves 10 NDCBUs with outgoing mail receptacles, 010 would be recorded in columns 32-34. If five lockers are located in conjunction with the 10 NDCBUs, and each locker contains two parcel post compartments, 10 would be recorded in columns 35-36.

One markup credit (Column J) is given for each bundle of excess boxholders. If a carrier receives three sets of boxholders and has excess in each set, the carrier prepares three bundles, attaches a facing slip to each bundle endorsed In Excess of Requirements, and is credited with three markups.

Officials must conduct weekly safety talks and record the actual time required (usually 5 minutes per week) in Column R, Other Suitable Allowances. Weekly safety talks must be recorded and explained on Form 4239, *Count of Mail (Rural Route)*, and Form 4241, *Rural Delivery Statistics Report*. This instruction was published in POSTAL BULLETIN 21580, 8-21-86, but not yet incorporated in Handbook M-37.

Do not record actual time entries in column R, Other Suitable Allowances, for USPS-owned or -leased vehicles. See Column I of Additional Information for complete instructions on recording USPS vehicle data.

Recording of daily start, leave, return, and end

time entries on Form 4241 is no longer required. All time data is calculated from Form 4240, *Rural Carrier Trip Report*, and the totals recorded in section F, Additional Information, at the bottom of Form 4241.

Follow the instructions below to complete the Additional Information section of Form 4241.

A. Report Type. Place a checkmark in the appropriate block if the Form 4241 reflects a national count, special count, or an amendment to a previously submitted Form 4241.

B. Families Served. Enter the total number of families served in this block. For example, record 325 families as 0325.

C. Locked Pouch Stops. Record the total number of daily locked pouch stops in this block. If a carrier provides locked pouch service to one or more intermediate offices or makes more than one stop to deliver or dispatch locked pouch service at an intermediate office, show the total number of stops served daily in this column. Locked pouch stops should be identified on the reverse of the form.

D. Mail Withdrawal. Place a checkmark in the Yes block when a carrier withdraws all mail from distribution cases. Place a checkmark in the No block if an employee other than the carrier withdraws all mail.

E. Central Markup. Place a checkmark in the Yes block if undeliverable as addressed (UAA) mail from the route is processed by the Central Markup Unit (CMU) or Computerized Forwarding System (CFS).

F. Time Used During the Count. Record the total time represented by the start, leave, return, and end time entries (as recorded on Form 4240) during the count period. Record separately all Office, Route, and Net Total time used, as well as any Auxiliary Assistance time provided the route. Also record all time spent by the carrier waiting for mail and/or counting mail. For example, if during a 12-day count a total of 41 hours and 45 minutes were spent in the performance of all office activities, record 41.75 in this column. The same procedure applies to Route time, Net Total time, Auxiliary Assistance time, and Waiting and Counting time. Show only time used by the carrier counting mail. Include Intermediate Office time in the total office time calculation and subtract it from total route time.

G. Current Detour—Detour Miles. Place a checkmark in the appropriate block to identify whether the route is currently serving a detour. Show the total daily miles (to two decimal places) traveled by the carrier to serve the detour. For example, if the route is currently serving a detour requiring an additional 3.75 miles, record 0375 in this block.

NATIONAL COUNT OF MAIL ON ALL RURAL ROUTES—Continued

H. Seasonal Route Data. Follow the instructions below for Seasonal Routes. If this is not a seasonal route; place a checkmark in the No block and go to Block I, Equipment Maintenance Allowance.

1. *Seasonal Route.* If this is a seasonal route, place a checkmark in the Yes block and complete the remaining blocks.

2. *In Season.* If the route miles, boxes, stops, and volume data recorded at the top of Form 4241 represents a route *In Season*, place a checkmark in the Yes block.

3. *Not in Season.* If the route miles, boxes, stops, and volume data recorded at the top of Form 4241 represents a seasonal route *Not In Season*, place a checkmark in the No block.

4. *Seasonal Miles.* Record the number of miles traveled daily on the seasonal portion of the route. For example, if a 24 mile route serves a seasonal portion of 13.2 miles, record 1320 in this block.

5. *Seasonal Boxes.* Record the number of regular and centralized boxes on the seasonal portion of the route.

I. Equipment Maintenance Allowance. Place a checkmark in the appropriate block to indicate the Equipment Maintenance Allowance (EMA) authorization for the route. If the carrier provides his or her own vehicle, place a checkmark in the EMA block. If the carrier declined a USPS vehicle offered to the route, the route is compensated with optional EMA and a checkmark is placed in the OEMA block. If the route is assigned a USPS vehicle, place a checkmark in the Govt. Veh. block. (Do not record the actual time associated with functions relative to the USPS vehicle.)

Note: If a USPS vehicle is assigned to the route and the fueling location is not on the carrier's line of travel, add additional deviation mileage to the Daily Route Miles on Form 4003, *Official Rural Route Description*. Deviation is the miles in hundredths to and from the fueling station, from the official line of travel. Manually calculate this time and add it to the authorized mileage of the route using the following formula. Deviation miles X Daily Rt. Miles X 6 divided by 100 miles divided by 6.

1. In no instance will a rural route using an employer-provided vehicle be increased in weekly evaluation by less than 30 minutes.

2. If the vehicle is removed from the route, deduct the time granted for vehicle-related functions and adjust the route to reflect the new evaluation.

J. Conversion to Regular Status. This block applies only to auxiliary routes. If, as the result of an official mail count, a route evaluates over 34:59 and a checkmark is placed in the Yes block, the route will be automatically converted to regular status on the effective date of the count. A checkmark placed in the No block will maintain the routes auxiliary status.

K. Date of Local Conference. Record the date the precount conference was held with the regular carrier assigned to the route in this block.

L. High/Low Option. Any rural carrier whose route may be classified in more than one evaluated classification may elect the higher option if:

1. The requirements of the USPS-NRLCA National Agreement, Article 9.2.8 are met, and

2. Column M (explained below) is checked Yes.

M. Leave Commitment. If an eligible carrier elects the higher option, she or he must sign the leave commitment block. By signing this block, the carrier commits the use of sufficient annual leave to ensure total actual work hours do not exceed 2080 during the guarantee period. If the carrier signs this block, place a checkmark in the Yes block. If the carrier elects not to sign this block, place a checkmark in the No block. The route will be evaluated based on the *low* option. **Note:** Signing this statement fulfills the requirements of Article 9.2.8.a (2) of the USPS-NRLCA National Agreement.

Completion Requirements/Timeframes. Officials must complete two Forms 4241 for each route during the count period. Complete one for the first 2 weeks of the count and one for the last 2 weeks. At the completion of week four, transfer the information recorded on both Forms 4241 to Form 4241-X. (See page 13 of this Bulletin.)

—Delivery, Distribution, and Transportation Dept., 7-27-89.

Make annual examinations of all locks and keys to assure that individual clerks' keys will not open locked drawers, safe compartments, or stamp cabinets of other employees.

U.S. Postal Service						Post Office, State and ZIP + 4 Code												
RURAL DELIVERY STATISTICS REPORT (Follow instructions in Section 525.2 of Methods Handbook M-37.)																		
Management Sectional Center				MSC ZIP Code			Carrier's Name			Social Security No.								
										Cols. → 10-18								
Date of Count From-Through		Finance No.		Route No.	Route Miles (Hundredths)		Regular Boxes	Centralized Boxes	NDCBU Coll. Boxes	Parcel Lockers	Vehicle Stops							
Cols. →		(11-8)		(7-9)	(19-23)		(24-27)	(28-31)	(32-34)	(35-38)	(37-39)							
Week	Letter Size (A)	Papers Magazines and Catalogs (B)		Parcels (C)	Box Holders (D)		Reg. Cert. Ins. Spec. Exp. (F)	COD Customs Due Del. (G)	Change of Add. (H)	Mark-Ups (J)	Forms 3878 or 3868 (K)							
1 - 2																		
3 - 4																		
Total																		
Cols. →	(10-14)		(15-19)		(20-23)		(24-28)		(29-31)	(32-34)	(35-38)	(37-40)	(41-43)					
Week	M.O. Applications (L)	Letter Size and Flats Coll. (M)	Ord. Ins. PP Coll. (N)	Reg. & Cert Coll. (O)	Postage Due (P)	Loading in Actual Minutes (Q)	Other Suitable Allow (R)	Pur. Stamp Stock (S)	Return Receipts See Instr. (T)	Auth. Daily Dismounts (Total) (U)	Total Distance of Auth. Daily Dismount Del. (Post) (V)	Locked Pouch Weight (Z)						
1 - 2																		
3 - 4																		
Total																		
Cols. →	(10-12)		(13-17)		(18-20)		(21-23)		(24-26)		(27-29)		(30-33)	(34-36)	(36-37)	(38-41)	(42-48)	(49-51)
(A)	<input type="checkbox"/> National	<input type="checkbox"/> Special	<input type="checkbox"/> Amended	(G)	Current Detour	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(S)	High Option	<input type="checkbox"/> Yes	<input type="checkbox"/> No							
(B)	Families Served				Detour Miles (Hund.)				(R)	Leave Commitment	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
(C)	Number of Locked Pouch Stops				Seasonal Route?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			In the event that I am eligible to elect a higher route classification, I agree to use sufficient annual leave during the guarantee period to assure that my total actual work hours will not exceed 2,000 during the guarantee period.								
(D)	Mail Withdrawal	<input type="checkbox"/> Yes	<input type="checkbox"/> No		In season?	<input type="checkbox"/> Yes	<input type="checkbox"/> No											
(E)	Central Mark-Up	<input type="checkbox"/> Yes	<input type="checkbox"/> No		(H)	Seasonal miles (hundreds)												
	Time Used During Count (Hrs. & Hund.)					Regular boxes												
	Office Time					Central boxes				Carrier's Signature								
(F)	Routes Time (less lunch)					<input type="checkbox"/> EMA	<input type="checkbox"/> OEMA	<input type="checkbox"/> Govt. Veh.		CERTIFIED TO BE CORRECT								
	Net Total Time					(J)	If 35:00 Plus Convert to Regular	<input type="checkbox"/> Yes	<input type="checkbox"/> No		Carrier's Signature							
	Auxiliary Assist. Used						Local Conference Date											
	Waiting and Counting Time																	

PS Form 4241X, OCT. 1989

All Entries in Column "R" Must Be Justified On Reverse.

(Discard previous edition)

IT IS NEVER TOO LATE
★ TO JOIN THE TEAM ★
BUY U.S. SAVINGS BONDS

Ring Dies and Die Hubs

June 20, 1989, was the last date to submit delivery orders against the contract with Pitney Bowes for engraved ring dies and die hubs for Models D, K, and G cancelling machines; engraved die hubs (not requiring artwork) for Mark-II and M-36 Facer/Canceller; engraved ring dies for 5300 and R Series meter machines.

All requests for those items received by Procurement and Materiel Management Service Centers/Offices (P&MMSCs/SOs) and divisions after June 20 should be forwarded to:

Contracts Branch, USPS
VA Depot 152, Route 206, Bldg T-1
Somerville, NJ 08877-9993

The Contracts Branch at Somerville will issue all delivery orders for normal and emergency requirements against the pending replacement contract. Postal Service Headquarters will issue delivery orders for special requirements.

Pitney Bowes will return orders received after June 20 to the requesting office for resubmission to the Contracts Branch, Somerville, under the new contract.

Personnel should submit all requests on Form 4636, *Postmarking Dies and Engraved Station Die Hubs Requisition*, with a Form 7381, *Requisition for Supplies, Services, or Equipment*, and a preaddressed label 41V. Should requesting offices want acknowledgement from the contractor, they should include a preaddressed return envelope.

—Procurement and Supply Dept., 7-27-89.

DMM Notice

Eliminating Forms 15/15E Filing Requirements

Because of a change in the Postal Service's methods for collecting data on second-class mail, publishers of second-class publications are no longer required to file Form 15, *Second-Class Publisher's Statement of Number of Copies*, and Form 15-E, *Second-Class Publications to Foreign Destinations—Postage Affixed at the Periodical Rate*. Current DOMESTIC MAIL MANUAL (DMM) 425.8 will be deleted and a revised version of 425.9 will be renumbered as 425.8, effective with DMM Issue 32, 9-17-89.

The revised DMM 425.8 will specify that a publisher will be notified by certified mail when the filing or publishing requirements of 425.7 have not been met, and that 10 days after receipt of the certified notice the publisher's eligibility to mail at second-class rates will be suspended until the requirements are met.

—Rates and Classification Dept., 7-27-89.

Handbook F-1 Reminder

Indebtedness Payroll Deduction

Recent inquiries concerning the proper procedures to initiate payroll deductions to liquidate employee indebtedness suggest the reprint of the following article that appeared in POSTAL BULLETIN 21692, 9-29-88 (page 4).

When payroll deductions to liquidate employee indebtedness are necessary, the installation manager/postmaster submits Form 3239, *Payroll Deduction Authorization To Liquidate Postal Service Indebtedness*, and Form 1902, *Justification for Billing Accounts Receivable*, to the Minneapolis Postal Data Center (MPDC).

At the same time, remove the indebtedness amount from AIC 814, Suspense, and enter it to AIC 636, Miscellaneous Receivables, in the Accountbook or Daily Financial Statement. List each Form 1902 amount in the *Remarks* block on the reverse of the Statement of Account.

Handbook F-1, *Post Office Accounting Procedures*, section 474.14 (February 29, 1988) is changed to read:

.14 The postmaster or designee will sign the Form 1902 and enter the appropriate title. Send the original and duplicate with Form 3229 to the Minneapolis PDC, Accounting and Sensitized. File the triplicate copy. *Amounts held in Suspense, AIC 814, must be removed and entered in AIC 636 on the same date the Forms 1902 and 3239 are submitted to the Minneapolis PDC. List each Form 1902 amount contained in AIC 636 in the Remarks section on the Reverse of the Statement of Account.*—Dept. of the Controller, 7-27-89.

Correction

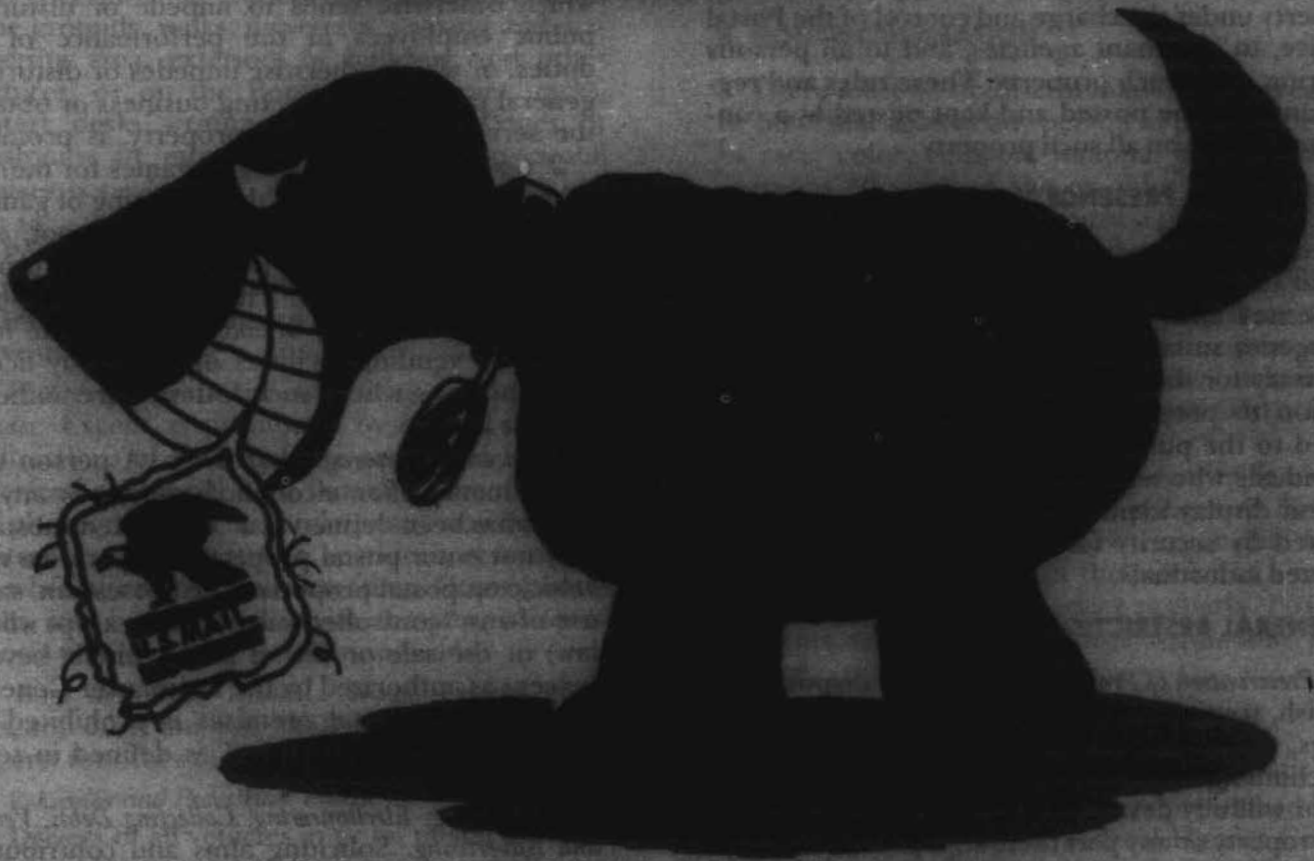
Stamp Poster 89-24

The article, Stamp Poster 89-24 (*North Carolina Statehood Commemorative Stamp*), in POSTAL BULLETIN 21732, 7-6-89 (page 15), incorrectly referred to North Carolina's centennial. The stamp commemorates North Carolina's bicentennial.

—Philatelic and Retail Services Dept., 7-27-89.

Notify your supervisor if your equipment does not provide proper security for funds and stamp stock.

His bite is worse than his bark.



Report all dangerous animals to your supervisor.





RULES AND REGULATIONS

Pursuant to authority of law, the Postal Service has adopted the following rules and regulations to govern the conduct of persons on postal property:

A. APPLICABILITY

These rules and regulations apply to all real property under the charge and control of the Postal Service, to all tenant agencies, and to all persons entering or on such property. These rules and regulations shall be posted and kept posted at a conspicuous place on all such property.

B. RECORDING PRESENCE

Except as otherwise ordered, properties must be closed to the public after normal business hours. Properties also may be closed to the public in emergency situations and at such times as may be necessary for the orderly conduct of business. Admission to properties when such properties are closed to the public may be limited to authorized individuals who may be required to sign the register and display identification documents when requested by security force personnel or other authorized individuals.

C. GENERAL RESTRICTIONS

1. *Preservation of Property.* Improperly disposing of rubbish, spitting, creating any hazard to persons or things, throwing articles of any kind from a building, climbing upon the roof or any part of a building, or willfully destroying, damaging, or removing any property or any part thereof, is prohibited.

2. *Conformity with Signs and Directions.* All persons in and on property shall comply with official signs of a prohibitory or directory nature, and with the directions of security force personnel or other authorized individuals.

3. *Inspection.* Purses, briefcases, and other containers brought into, while on, or being removed from the property are subject to inspection. However, items brought directly to a postal facility's customer mailing acceptance area and deposited in the mail are not subject to inspection, except as provided by section 115 of the DOMESTIC MAIL MANUAL. A person arrested for violation of this section may be searched incident to that arrest.

D. SPECIFIC RESTRICTIONS

1. *Disturbances.* Disorderly conduct, or conduct which creates loud and unusual noise, or which obstructs the usual use of entrances, foyers, corridors, offices, elevators, stairways, and parking lots, or which otherwise tends to impede or disturb the public employees in the performance of their duties, or which otherwise impedes or disturbs the general public in transacting business or obtaining the services provided on property, is prohibited.

2. *Gambling.* Participating in games for money or other personal property, the operating of gambling devices, the conduct of a lottery or pool, or the selling or purchasing of lottery tickets, is prohibited on postal premises. This prohibition does not apply to the vending or exchange of state lottery tickets at vending facilities operating by licensed blind persons where such lotteries are authorized by state law.

3. *Alcoholic Beverages and Drugs.* A person under the influence of an alcoholic beverage or any drug which has been defined as a "controlled substance" may not enter postal property or operate a motor vehicle on postal property. The possession, sale, or use of any "controlled substance" (except when by law) or the sale or use of any alcoholic beverage (except as authorized by the Postmaster General or designee) on postal premises is prohibited. The term "controlled substance" is defined in section 802 of title 21 U.S.C.

4. *Soliciting, Electioneering, Collecting Debts, Vending, and Advertising.* Soliciting alms and contributions, campaigning for election to any public office, collecting private debts, commercial soliciting and vending, and the display or distribution of commercial advertising on postal premises are prohibited. This prohibition does not apply to:

a. Commercial activities performed under contract with the Postal Service or pursuant to the provisions of the Randolph-Sheppard Act;

b. Posting notices on bulletin boards as authorized in POSTAL OPERATIONS MANUAL 221.525;

c. The solicitation of Postal Service and other federal military and civilian personnel for contributions by recognized agencies as authorized by the Manual on Fund Raising Within the Federal Serv-

GOVERNING CONDUCT ON POSTAL PROPERTY

ice issued under Executive Order 10927 of March 13, 1961.

5. *Depositing Literature.* The depositing or posting of handbills flyers, pamphlets, signs, posters, placards, or other literature except official postal and other governmental notices and announcements on the grounds, walks, driveways, parking and maneuvering area, exteriors of building and other structures, or on the floors, walls, stairs, racks, counters, desks, writing tables, window ledges, or furnishings, in interior public areas on postal premises is prohibited. This prohibition does not apply to:

a. Posting notices on bulletin boards as authorized in 221.525, POSTAL OPERATIONS MANUAL.

b. Interior space assigned to tenants for their exclusive use.

6. *Photographs for News, Advertising, or Commercial Purposes.* Except as prohibited by official signs or the directions of security force personnel or other authorized personnel or a federal court order or rule, photographs for news purposes may be taken in entrances, lobbies, foyers, corridors, or auditoriums when used for public meeting. Other photographs may be taken only with the permission of the local postmaster or installation head.

7. *Dogs and Other Animals.* Dogs, except guide dogs, and other animals, shall not be brought upon property for other than official purposes.

8. *Vehicular and Pedestrian Traffic*

a. Drivers of all vehicles in or on postal premises shall drive in a careful and safe manner at all times and shall comply with signals and directions of security force personnel, other authorized individuals, and all posted traffic signs.

b. The blocking of entrances, driveways, walks, loading platforms, or fire hydrants is prohibited.

c. Parking without authority, parking in unauthorized locations or in locations reserved for other persons, or continuously in excess of 18 hours without permission, or contrary to the direction of posted signs is prohibited. The section may be supplemented by the postmaster or installation head from time to time by the issuance and posting of specific traffic directives as may be required. When

so issued and posted, such directives shall have the same force and effect as if made a part thereof.

9. *Weapons and Explosives.* No person while on property shall carry firearms, other dangerous or deadly weapons, or explosives, either openly or concealed, except for official purposes.

E. NONDISCRIMINATION

There must be no discrimination by segregation or otherwise against any person or persons because of race, color, religion, national origin, sex, age (persons 40 years of age or older are protected), reprisal (discrimination against a person for having filed or for having participated in the processing of an EEO complaint—29 CFR 1613.261-262), or physical or mental handicap, in furnishing, or by refusing to furnish to such person or persons the use of any facility of a public nature, including all services, privileges, accommodations, and activities provided on postal property.

Members of the U.S. Postal Security Force shall exercise the powers of special policemen provided by 40 U.S.C. 318 and shall be responsible for enforcing the regulations in this notice in a manner that will protect Postal Service property. Postal Inspectors may likewise enforce regulations in this notice.

F. PENALTIES AND OTHER LAW

1. Alleged violations of these rules and regulations are heard and the penalties prescribed herein are imposed, either in a Federal District Court or by a federal magistrate in accordance with applicable court rules. Questions regarding such rules should be directed to the regional counsel for the region involved.

2. Whoever shall be found guilty of violating the rules and regulations in this notice while on property under the charge and control of the Postal Service is subject to fine of not more than \$50 or imprisonment of not more than 30 days or both. Nothing contained in these rules and regulations shall be construed to abrogate any other federal laws or regulations or any state or local laws and regulations applicable to any area in which the property is situated.



THIS OPEN DOOR INVITES TRAGEDY

Keep all doors shut and seat belts buckled when driving





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Letter Carriers Commemorative Stamp

A new 25-cent Letter Carriers commemorative stamp honoring the men and women who carry America's mail to over 100 million delivery points will be issued August 30 in Milwaukee, Wisconsin. The dedication ceremony will be held in conjunction with the centennial celebration of the National Association of Letter Carriers (NALC) at the Mecca, the Milwaukee Exposition and Convention Center. Postmaster General Anthony M. Frank will be joined by NALC President Vincent Sombrotto as the featured speakers.

Milwaukee was the site of the first meeting of letter carriers in 1889, which resulted in the formation of the NALC.

The stamp design by Jack Davis, one of America's most famous illustrators, features three smiling carriers on the stamp, two men and a woman. Dressed in a variety of seasonal attire, the design emphasizes the motto: Neither snow, nor rain, nor heat, nor gloom of night stays these couriers from the swift completion of their appointed rounds.

The letter carrier is, for most Americans, the one representative of the government who touches their lives 6 days a week, every year. Carriers bring the hard copy of life—from birth and wedding announcements to cards of condolence, from monthly bills to birthday greetings.

Issue Date: August 30, 1989
 First Day City: Milwaukee, WI
 Designer: Jack Davis, St. Simons Island, Georgia
 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: Blue, yellow, magenta, and black
 Image Area: 1.105 x 1.44 in/28.0 x 36.6 mm
 Plate Number: Four single digits preceded
 by the letter A
 Stamps per Pane: 40
 Marginal Markings: ©U.S. Postal Service 1989
 Use Correct ZIP Code®

Most carriers begin the day well before the sun rises, checking change of address orders and placing thousands of letters, cards, and parcels in sequence before embarking on daylong routes that take them to big cities and small whiststops, beachfront shops and Main Streets all across the USA.

Procedures for ordering first-day cancellations follow.

Customers Affixing Stamps: The Postal Service encourages customers to purchase Letter Carriers stamps and affix them to their envelopes. Covers bearing stamps receive preferential service. Customers should address envelopes $\frac{5}{8}$ inch from the bottom and affix stamps $\frac{1}{4}$ inch from the top and right edges. Requests must be postmarked by September 29 and addressed: Customer Affixed Envelopes, Letter Carriers Stamp, Postmaster, Milwaukee, WI 53203-9991. 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 September 29 and addressed: Letter Carriers Stamp, Postmaster, Milwaukee, WI 53203-9992.

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 89-26
 Remove after September 29

PLEASE POST ON BULLETIN BOARD

James Earl Ray, 34, of
 1001 S. Main St.,
 Salt Lake City, Utah, was
 arrested on the night of
 Oct. 15, 1967, by
 FBI agents in London.
 He was charged with
 the murder of Dr. Martin
 Luther King Jr. in
 Memphis, Tenn., on
 April 4, 1968.



Ray was arrested in London
 on the night of Oct. 15, 1967,
 by FBI agents. He was charged
 with the murder of Dr. Martin
 Luther King Jr. in Memphis,
 Tenn., on April 4, 1968.
 Ray was arrested in London
 on the night of Oct. 15, 1967,
 by FBI agents. He was charged
 with the murder of Dr. Martin
 Luther King Jr. in Memphis,
 Tenn., on April 4, 1968.

Letter Carrier
 Common to all
 The letter carrier is a
 member of the postal
 service who delivers
 mail to homes and
 businesses. They are
 responsible for the
 timely delivery of
 mail to the recipient.
 Letter carriers are
 employed by the
 United States Postal
 Service. They are
 responsible for the
 timely delivery of
 mail to the recipient.
 Letter carriers are
 employed by the
 United States Postal
 Service. They are
 responsible for the
 timely delivery of
 mail to the recipient.

After a long and hard day of
 work, the letter carrier
 returns home. He is
 tired but satisfied with
 his work. He has
 delivered the mail to
 every house on his
 route. He is proud of
 his job and the service
 he provides to the
 community.

Washington, DC 20540



MISSING U.S. MONEY ORDER FORM - DO NOT CASH

Inspection Service Exam Questionnaire/Application

Name (Last, First, MI)	Date of Birth	Social Security Number
Home Address (No., Street, City, State, ZIP + 4)		Home Phone (Give Area Code)
Place of Employment (City, State, ZIP + 4)		Work Phone Number
Check box corresponding to languages in which you are fluent: <input type="checkbox"/> Spanish <input type="checkbox"/> Chinese <input type="checkbox"/> Japanese <input type="checkbox"/> Tagalog		Date of Postal Employment

Successful candidates for the position of Postal Inspector must meet the following requirements. If you answer "No" to any of these questions, you should NOT apply for the written examination. ALL requirements must be met by July 31, 1989. If you recently have taken and passed the Inspection Service entry examination, there is no need to be retested.

1. Are you a current career US Postal Service employee? Have you been for the previous one year? Or, are you a current career US Postal Service employee with a second language proficiency in one of the above four languages and with one year of full time continuous work experience with a former employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you possessed a valid state driver's license for two or more years? Can you qualify for OF-346, US Government Motor Vehicle Operator's Identification Card?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Are you willing to investigate sensitive issues in the personal lives of others?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Are you willing to undergo a thorough pre-employment investigation of your personal background?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Are you between the ages of 21 and 35?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Do you have a Baccalaureate (four-year) degree from an accredited college or university?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Are you in good physical condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Do you understand that you may be relocated anywhere in the Continental United States, Puerto Rico, Alaska, and Hawaii?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Are you willing to carry a firearm?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Are you willing to work in undesirable areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Are you willing to work an irregular schedule? For example, you may be required to work nights, Saturdays, and Sundays with the possibility of extended absences from home.	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Are you a United States citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Do you have effective oral and written communication skills?	<input type="checkbox"/> Yes <input type="checkbox"/> No

The answers I have given are accurate to the best of my knowledge.	Signature	Date
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Privacy Act Statement The collection of this information is authorized by 39 USC 401, 1001. This information will be used to consider employees for assignment and promotion. As a routine use, this information may be disclosed to a Congressional office at your request, to the Equal Employment Opportunity Commission (EEOC) for the investigation of an EEO complaint, to the office of Management and Budget for review of private relief legislation, to a law enforcement organization for investigative or prosecution proceedings, to a labor organization as required by the National Labor Relations Act and, where pertinent, in a legal proceeding to which the Postal Service is party. Completion of this form is voluntary. However, if you do not provide this information, you may not receive consideration for this position. All qualified candidates will receive consideration for employment without regard to race, religion, color, national origin, sex, political affiliations, age, marital status, physical disability, or membership or non-membership in an employee organization. The law (39 USC 1002) prohibits political and certain other recommendations for appointments, promotions, assignments, transfers, or designations of persons in the Postal Service.

APPLICANT: Submit this form to your designated examination specialist.
 EXAMINER: After the examination has been completed, you must submit this form to your regional chief postal inspector.



Inspection Service Exam Questionnaire Application

Name (Last, First, MI) _____
 Date of Birth _____
 Postal Address (Street, City, State, ZIP) _____
 Present Employer (Name, Address, City, State, ZIP) _____
 Check the appropriate box regarding your status: Former Present

Successful candidates for the position of Postal Inspector must meet the following requirements and answer "No" to any of these questions you should NOT apply for the position. All requirements must be met by July 31, 1957. If you require time taken and passed the inspection Service entry examination, there is no need to be retested.

1. Are you a citizen of the United States or have you taken the oath of citizenship? (If you are a citizen of another country, you must have taken the oath of citizenship in the United States.)
2. Have you ever been convicted of a crime involving moral turpitude or any other crime involving dishonesty or breach of trust? (If you have been convicted of a crime involving moral turpitude, you must have been pardoned, annulled, or the conviction set aside.)
3. Are you under a court order, judgment, or decree that prohibits you from holding a position of trust or confidence in the Federal Government?
4. Are you under a court order, judgment, or decree that prohibits you from holding a position of trust or confidence in any Federal agency?
5. Are you under a court order, judgment, or decree that prohibits you from holding a position of trust or confidence in any State or local government?
6. Do you have a criminal record, including traffic offenses, that would disqualify you from holding a position of trust or confidence in the Federal Government?
7. Are you under a court order, judgment, or decree that prohibits you from holding a position of trust or confidence in any Federal agency?
8. Do you understand that you may be required to travel to other parts of the country and to work on weekends and holidays?
9. Are you willing to work in a position of trust or confidence in the Federal Government?
10. Are you willing to work in a position of trust or confidence in the Federal Government, including in a position of trust or confidence in the Federal Government?
11. Are you willing to work in a position of trust or confidence in the Federal Government, including in a position of trust or confidence in the Federal Government?
12. Do you have any other information that you wish to provide to the Postal Service?

The answers to these questions will be used to determine your eligibility for the position of Postal Inspector. If you are not eligible, you will be notified by the Postal Service.

Privacy Act Statement
 The collection of this information is authorized by 5 U.S.C. 552. The information will be used to determine your eligibility for the position of Postal Inspector. As a condition of this information, you are authorized to release this information to the Postal Service and to the Department of Justice for the purpose of conducting background checks. You are also authorized to release this information to the Department of Justice for the purpose of conducting background checks. You are also authorized to release this information to the Department of Justice for the purpose of conducting background checks.

APPLICANT: I certify that the information provided on this application is true and correct to the best of my knowledge and belief. I understand that any false information provided on this application may result in disqualification and may be subject to criminal and civil penalties.

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 21733 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	351 113 4800 to 4999	372 308 4180 to 4199	391 783 3020 to 3599
302 123 9999	360 003 2454 to 2499	372 311 5400 to 5499	391 792 6100 to 6199
329 170 5151 to 5199	360 037 4500 to 4549	372 360 8303 to 8399	392 854 8500 to 8899
329 825 3306 to 3899	360 038 0502 to 0599	372 407 1025 to 1099	393 584 7566 to 7699
330 053 4777 to 4789	360 112 8583 to 8599	373 390 2301 to 2399	393 650 0074 to 0099
330 360 0989 to 0999	360 134 2600 to 2699	373 390 2518 to 2599	393 838 8316 to 8499
330 402 2100 to 2199	360 135 5611 to 5699	373 390 2604 to 2699	393 893 6007 to 6099
330 726 8851 to 8891	360 135 8159 to 8199	373 463 0902 to 0999	394 126 6907 to 6999
330 982 3100 to 3199	360 172 1404 to 1499	374 022 8105 to 8199	394 189 0405 to 0599
331 201 5539 to 5599	360 257 2100 to 2199	374 692 8858 to 8899	394 822 3243 to 3278
331 468 0700 to 0799	360 282 4600 to 4699	374 768 2600 to 2699	394 990 1810 to 1899
331 631 5705 to 6099	360 403 8453 to 8499	374 795 2118 to 2199	395 343 3264 to 3299
331 643 7553 to 7599	360 418 0700 to 0799	375 169 4400 to 4599	395 396 9649 to 9799
331 890 8100 to 9099	360 419 6700 to 6799	375 637 9137 to 9199	395 970 3240 to 3299
331 960 6019 to 6199	360 535 5648 to 5657	375 637 9365 to 9999	397 622 4054 to 4099
331 966 6733 to 6799	360 762 9368 to 9399	375 744 7930 to 7999	397 819 8902 to 8999
340 044 0851 to 0861	361 142 2817 to 2899	375 829 3400 to 3499	398 149 7200 to 7699
340 283 0024 to 0100	361 440 9240 to 9299	375 851 9100 to 9199	399 156 7119 to 7199
340 367 3100 to 3199	361 754 9300 to 9499	376 850 0813 to 0899	399 203 5064 to 5099
340 624 5530 to 5549	361 782 4204 to 4299	376 855 6764 to 6999	399 296 9909 to 9999
340 761 4101 to 4299	361 974 6811 to 6999	376 903 0721 to 0738	399 792 7775 to 7799
341 168 4000 to 4999	362 246 6800 to 6899	376 906 3206 to 3299	399 792 8300 to 8399
341 818 4173 to 4199	362 299 8900 to 8999	377 113 7461 to 7499	399 396 8935 to 8999
341 999 8038 to 8052	362 861 3064 to 3099	377 224 2300 to 2599	399 396 8935 to 8999
342 068 7623 to 7699	363 130 1575 to 1599	377 955 4285 to 4399	400 427 1051 to 1999
342 442 5051 to 5093	363 130 4500 to 4599	378 029 9347 to 9399	401 045 1505 to 1549
342 442 6402 to 6499	363 374 9010 to 9099	378 085 3679 to 3699	401 045 1571 to 1599
342 511 0441 to 0457	363 444 9333 to 9399	378 210 9090 to 9099	401 294 2700 to 2799
344 091 7382 to 7499	363 560 5050 to 5099	378 351 1063 to 1099	401 310 9505 to 9599
344 130 6283 to 6299	363 851 4259 to 4299	378 630 9489 to 9599	403 260 7000 to 7499
344 175 9580 to 9589	363 853 7582 to 7799	379 128 9584 to 9599	403 578 7876 to 7899
344 850 1600 to 1699	363 861 7600 to 7899	379 509 2600 to 2699	403 125 6744 to 6799
346 654 0669 to 0699	363 904 4540 to 4999	379 679 8060 to 8099	403 685 8600 to 8699
346 693 2520 to 2599	363 922 5744 to 5799	379 843 5100 to 5199	404 003 0300 to 0399
347 338 4188 to 4199	363 930 9400 to 9699	380 093 9600 to 9611	404 041 8838 to 8899
347 458 7148 to 7199	363 965 7892 to 7999	380 165 1165 to 1199	404 071 4268 to 4299
347 492 6411 to 6499	364 467 6102 to 6199	380 489 6800 to 6899	404 347 5356 to 5399
347 641 3780 to 3799	364 826 1081 to 1099	380 572 1840 to 1899	404 347 5548 to 5599
347 645 0367 to 0399	365 512 9428 to 9499	381 077 3600 to 3699	404 726 4500 to 4599
347 696 3806 to 3899	365 693 4200 to 4299	381 325 4500 to 4599	404 961 5001 to 5199
348 010 8305 to 8399	365 842 7960 to 7999	381 540 9900 to 9999	405 325 0188 to 0198
348 036 3713 to 3799	365 997 7565 to 7699	381 604 2510 to 2699	406 009 4572 to 4586
348 036 4366 to 4599	366 205 2072 to 2099	381 645 9525 to 9599	406 260 6830 to 6899
348 412 9028 to 9099	366 772 6702 to 6799	381 924 0748 to 0799	406 733 3000 to 3999
348 535 1703 to 1728	366 998 7669 to 7681	383 156 6968 to 6999	407 594 0412 to 0599
348 714 5286 to 5299	367 303 6006 to 6099	383 156 7128 to 7199	407 692 9100 to 9299
348 755 7904 to 7999	367 396 9705 to 9799	383 156 7300 to 7999	408 499 7700 to 7799
349 116 6533 to 7499	367 396 9900 to 9999	383 299 2081 to 2099	408 499 7900 to 7999
349 389 9242 to 9299	367 428 8800 to 8999	383 314 3968 to 3999	411 924 4000 to 4599
349 392 8081 to 8099	367 519 6700 to 6899	383 892 1000 to 1344	700 065 2570 to 2599
349 615 0000 to 0099	368 371 3923 to 3999	383 892 1382 to 1399	802 678 2605 to 2699
349 746 2056 to 2099	368 730 7825 to 7899	385 568 2330 to 2399	803 605 2840 to 2899
349 910 0000 to 0399	368 854 6200 to 6299	385 599 7554 to 7575	803 605 6300 to 6499
350 017 1652 to 2199	368 978 0561 to 0599	385 774 2024 to 2099	805 323 5006 to 5024
350 251 5100 to 5199	369 345 0188 to 0199	387 314 5574 to 5599	805 466 7253 to 7299
350 366 1104 to 1119	369 674 8141 to 8199	389 696 2400 to 2799	806 015 3885 to 3899
350 366 1145 to 1166	369 718 3783 to 3799	390 001 3182 to 3199	806 087 1100 to 1499
350 518 7350 to 7374	370 193 8257 to 8299	390 001 3500 to 3699	806 268 9275 to 9299
351 110 4900 to 4999	371 241 3118 to 3199	390 545 5974 to 5999	806 534 3400 to 3477
351 113 4615 to 4699	371 630 0100 to 0199	391 104 6146 to 6199	990 117 5600 to 5999

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
Sears Retail.....	Third, Flats...	7-31-8-2	10 million	Nationwide ...	CARRT, SEC SEG, Address.	Or Current Resident endorsement.
Williams-Sonoma, A Catalog for Cooks, August 1989.	Third, Flats...	8-1-8-3	2 million	Nationwide ...	CARRT, 5-Digit, Basic.	Origin of Mailing—Foote & Davies Atlanta, Front cover: Apple Pie; Back cover: Bucket and Candles.
JC Penney Men's Workwear.	Third, Catalog.	8-3-8-5	1 million	Nationwide ...	CARRT, 5 Digit.	Origin Mailing RRD/Spartanburg, SC.
Consumers Distributing Fall Catalog.	Third, Flats...	8-3-8-5	3 million	Northeast, Eastern Region.	CARRT, 5 Digit, Palletized.	Cover reads: Don't Waste Time Shopping Price—We Did It for You—Consumers.
FEDCO Reporter	Third	8-4-8-7	2 million	So. California.	CARRT, 5 Digit.	Origin, R.R. Donnelley & Sons, Torrance, CA.
I. Magnin Momentum Autumn 1989.	Third, catalog.	8-5-8-8	1.6 million	Nationwide ...	CARRT, 5 Digit, Basic.	Origin—Ringier America, Brookfield, WI.
Oreck Vacuum.....	Third, Flats...	8-5-8-8	5 million	Nationwide ...	CARRT, 5 Digit.	Self-mailer.
JC Penney Campus '89 Sale.	Third, Flats...	8-5-8-8	6 million	Nationwide ...	CARRT	Harte-Hanks of Garden Grove, CA.
Carol Wright	Bulk Business Mail.	8-5-8-8	30 million	Nationwide ...	CARRT	6x9 in natural kraft envelope.
Kids Mart 6-Day Back to School Sale.	Third, Flat, Glossy 4-color tab.	8-10-8-12	1 million	Nationwide ...	CARRT, 5 Digit, Residual.	Sale begins 8-15 or Current Resident endorsement on the label. Requested delivery dates printed on piece.
Smith Corona PWP 7,000..	Third, Flats...	8-10-8-12	1 million	Nationwide ...	CARRT, 5 Digit.	Self-mailer.
Interior Directions	Third, Flats...	8-10-8-12	1 million	Nationwide ...	CARRT, 5 Digit.	Self-mailer.
You Are a First Round Winner!	Third-Class, Letter.	8-11-8-14	1.2 million	Nationwide ...	CARRT, 5 Digit, Basic.	6x9 in brown kraft envelope.
JC Penney General Sale	Third, Catalog.	8-15-8-17	8 million	Nationwide ...	CARRT, 5 Digit.	Origin Mailing, RRD/Spartanburg, SC.
August Coop	Third, Flats...	8-16-8-18	5 million	Nationwide ...	CARRT, 5 Digit.	Envelope with silver or gold borders.
JC Penney Furniture Sale/Custom Decorating.	Third, Flats...	8-16-8-18	10 million	Nationwide ...	CARRT	Harte-Hanks in Garden Grove, CA and Houston, TX.
The ELKS Magazine	Third, Bulk Business.	8-16-8-25	1.5 million	Nationwide ...	CARRT, 5 Digit, Basic.	The ELKS magazine membership mailing.
Wear-Guard.....	Third, Flats...	8-21-8-23	1.7 million	Nationwide ...	CARRT, 5 Digit.	7½x10 in, 72 pages or Current Occupant endorsement.
Sears, Retail.....	Third, Flats...	8-21-8-23	5 million	Nationwide ...	CARRT, SEC SEG, Address.	Or Current Resident endorsement.
Best '89 Labor Day Celebration.	Third	8-21-8-24	8.8 million	Nationwide ...	CARRT	Mail is verified and accepted in-plant.
Billy Graham Letter	Third, Letter.	8-21-9-1	2.4 million	Nationwide ...	CARRT, 5 Digit.	3½x7½ in envelope from Minneapolis, MN.
JC Penney, Fernand Aubry Cosmetics.	Third, Flats...	8-22-8-24	1 million	Nationwide ...	CARRT	Harte-Hanks in Cincinnati, OH.
Fall Collections	Third, Flats...	8-24-8-26	1.3 million	Nationwide ...	CARRT, 5 Digit.	26-page catalog.
Amstrad PC.....	Third, Flats...	8-24-8-26	1 million	Nationwide ...	CARRT, 5 Digit.	Self-mailer.

MAIL ALERT—Continued

Title on mailings	Class and type of mail	Requested delivery dates	Number of pieces	Distribution	Presort level	Comments
September Vogue.....	Second Class.	8-25—8-29	1 million	Nationwide ...	BASIC, 5 Digit.	3.4 pounds—90% palletized/plant load.
Sears "P" Catalog	Third BBM, Flats.	8-25—9-1	13 million	Nationwide ...	CARRT.....	96-page catalog 8x10 1/4 in.
Panasonic Catalog	Third, Flats...	8-26—8-29	1 million	Nationwide ...	CARRT, 5 Digit.	12-page catalog.
DECISION Magazine	Third, Flats...	8-28—9-1	1.7 million	Nationwide ...	CARRT, 5 Digit.	8 1/4 x 10 1/4 in, 44-page tabloid from Minneapolis, MN.
JC Penney Home Shopping.	Third, Letter.	8-29—9-6	1.4 million	Nationwide ...	CARRT, 5 Digit.	Origin Mailing, Calmark Chicago.

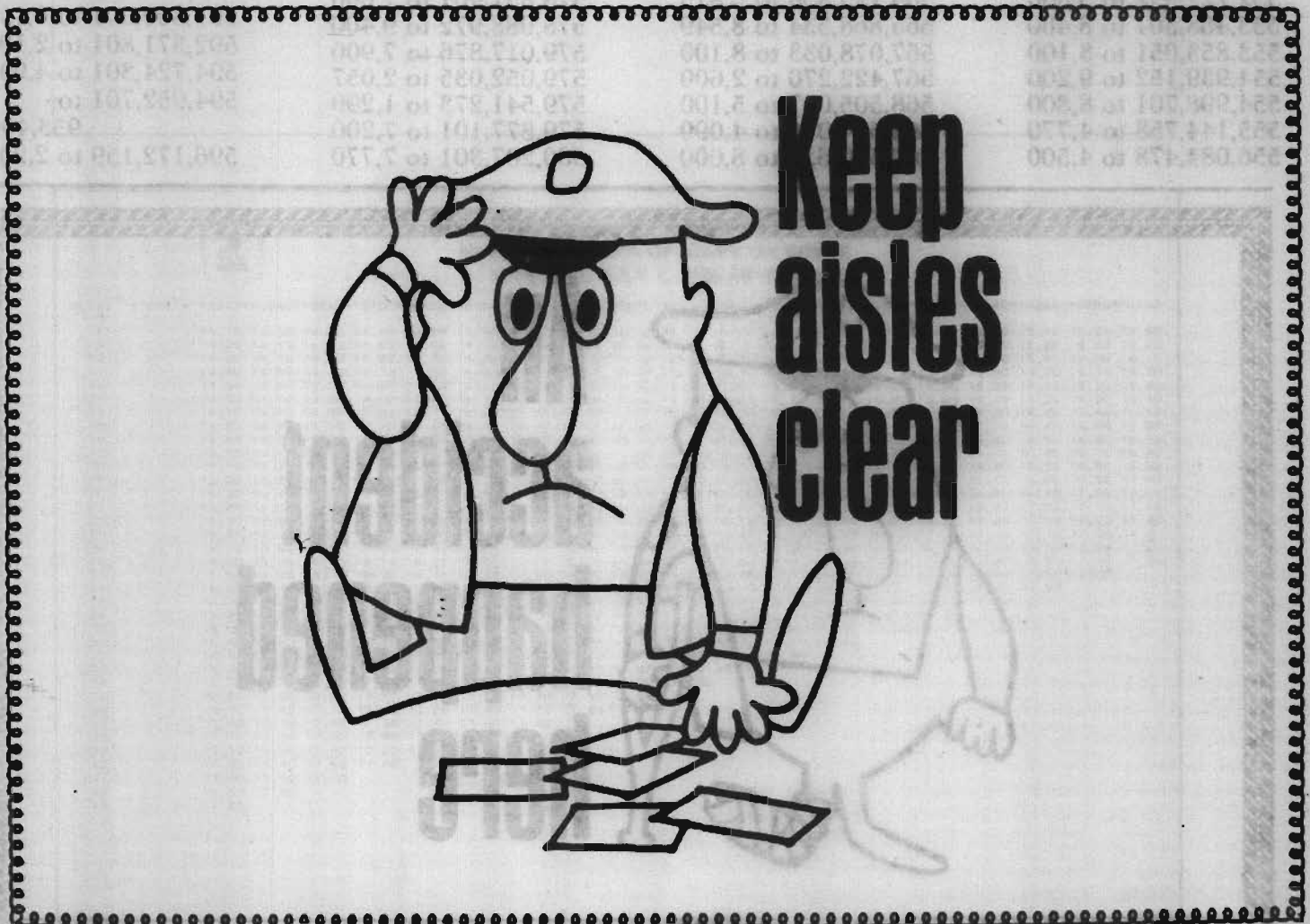
—Marketing Dept., 7-27-89.

DOMESTIC ORDER

False Representation. Enforced by postmaster at city listed.

State/city	Names covered	Product
Vt, Burlington 05402-5729	Tri-State Yellow Pages, P.O. Box 5729	Mailing solicitations in the guise of invoices.

—Judicial Officer, 7-27-89.



Warning Notice—Unrecovered Missing Canadian Money Order Forms

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

The following money orders are void and should not be cashed: (1) All card type orders. (2) New Style orders 000,000,001-399,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, K1A 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21734 article.

541,097,901 to 8,200	556,250,024 to 0,200	569,791,703 to 1,730	580,335,207 to 5,300
543,289,525 to 290,200	556,351,291 to 1,600	569,793,491 to 3,510	580,337,901 to 8,000
543,305,301 to 5,600	556,508,870 to 8,900	569,915,309 to 5,320	580,473,401 to 4,000
544,194,216 to 4,700	557,669,091 to 9,100	570,275,601 to 5,700	580,562,401 to 2,500
544,619,721 to 620,100	557,669,191 to 9,200	571,065,984 to 6,600	580,899,103 to 9,200
544,999,729 to 9,800	557,711,743 to 1,800	571,106,886 to 7,200	581,171,918 to 2,400
545,553,528 to 3,800	557,786,836 to 6,860	571,123,771 to 3,900	581,341,293 to 1,400
545,775,152 to 5,200	558,228,301 to 8,400	572,226,617 to 6,700	581,986,501 to 6,600
547,276,820 to 7,000	558,638,801 to 9,000	572,380,133 to 0,145	584,314,756 to 5,000
547,457,901 to 8,300	559,562,701 to 2,742	572,380,203 to 0,258	584,834,505 to 4,600
547,469,676 to 9,700	559,565,818 to 6,000	573,666,236 to 6,294	584,862,862 to 3,900
547,542,271 to 3,000	559,736,353 to 6,400	574,217,901 to 7,925	584,947,247 to 7,300
547,578,870 to 8,900	559,841,401 to 1,700	574,415,253 to 5,300	584,963,232 to 3,300
547,923,901 to 4,000	560,473,901 to 3,922	574,526,901 to 7,000	585,948,403 to 9,000
548,988,201 to 8,300	561,223,101 to 3,400	574,810,201 to 1,200	586,432,013 to 2,500
549,641,019 to 1,100	561,249,012 to 9,200	574,982,801 to 3,500	586,543,860 to 3,900
549,670,720 to 0,800	561,265,399 to 5,500	575,311,297 to 7,400	586,830,748 to 0,800
550,092,673 to 2,700	562,601,501 to 1,600	575,913,143 to 3,200	589,005,217 to 5,300
550,355,949 to 6,100	563,184,500 to 4,700	575,977,151 to 7,200	589,876,801 to 6,900
551,144,112 to 4,400	563,957,851 to 7,860	576,674,701 to 4,800	590,230,567 to 0,600
551,698,301 to 8,320	564,299,834 to 300,000	577,385,856 to 6,100	590,242,301 to 2,400
551,961,814 to 1,880	564,319,659 to 9,700	577,907,201 to 7,800	590,242,301 to 2,400
552,222,532 to 3,800	565,045,232 to 5,245	578,365,863 to 5,900	590,973,597 to 4,000
553,468,301 to 8,400	565,145,850 to 5,875	578,649,083 to 9,100	591,724,456 to 4,500
553,853,051 to 3,100	565,868,534 to 8,549	578,857,401 to 7,600	591,860,001 to 0,100
554,939,152 to 9,200	567,078,033 to 8,100	578,988,972 to 9,400	592,371,801 to 2,100
554,998,701 to 8,800	567,422,270 to 2,600	579,017,876 to 7,900	594,724,301 to 4,900
555,144,758 to 4,770	567,422,270 to 2,600	579,052,035 to 2,057	594,952,701 to 953,400
556,084,478 to 4,500	568,505,097 to 5,100	579,541,273 to 1,299	596,172,159 to 2,200
	568,574,080 to 4,099	579,877,101 to 7,200	
	569,537,631 to 8,000	580,207,301 to 7,770	



An
accident
happened
here



SPECIAL EQUIPMENT MAINTENANCE ALLOWANCE SCHEDULE—RURAL ROUTES
MAXIMUM NUMBER OF STOPS ON ROUTE
EFFECTIVE JULY 1, 1989 (PP 15-89)

Table with columns for MILES and STOPS, containing a grid of numerical values representing maintenance allowances for various mileages and stop counts.



SPECIAL EQUIPMENT MAINTENANCE ALLOWANCE SCHEDULE—RURAL ROUTES
MAXIMUM NUMBER OF STOPS ON ROUTE
EFFECTIVE JULY 1, 1989 (PP 15-89)

Table with columns for MILES and STOPS, containing a grid of numerical values representing maintenance allowances for various mileages and stop counts.

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB 21734 listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

Table with 13 columns of 9-digit numbers, listing invalid corporate account numbers from 010052 to 028195.

INVALID EXETER MAN CORPORATE ACCOUNT

Table with multiple columns of numbers, likely a routing or account list, partially obscured by the cartoon character.



Don't do your fun on an.

McDowell



INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS—Continued

802386	809154	850043	860061	900282	902715	913901	926633	932052	945385	950363	958340	981816
802772	812006	850123	860067	900574	902741	913905	926636	932504	945416	950371	958354	981869
802773	812007	850129	860108	900581	902768	913908	926681	933131	945424	950397	958362	981911
802778	812008	850135	860115	900606	902769	913960	926711	933258	945430	951029	958388	981938
802821	813041	850152	871079	900647	902771	914021	926850	933287	945434	951064	958427	983013
802870	813045	850174	871314	900679	902774	914038	926867	935062	945452	951072	958429	983013
802966	813047	850183	871323	900726	902781	914039	926930	935094	945462	951089	958430	984074
803056	813233	850266	881106	900732	902787	914086	927253	935139	945483	951116	959007	984100
803068	815054	850279	882114	900746	902815	914105	927343	937335	945488	951124	959022	984129
803070	816038	850365	891200	900751	902883	914277	927372	937428	945493	951130	960030	984143
803130	816056	850390	891206	900763	902884	917682	927392	939051	945507	951140	968571	989042
803145	816072	850415	891225	900785	902940	918002	927459	939069	945508	951242	972232	989059
803152	816117	850416	891228	900826	902958	918012	927545	939083	945509	951280	972238	989060
804084	816224	850443	891235	900907	902985	918018	927550	939109	945524	951347	972270	989060
804104	825450	850455	891240	900917	903015	920010	927592	939117	945535	952201	972352	992283
804105	833250	850471	891265	900921	903103	920033	928201	939118	945544	952209	972355	992285
805078	836310	850472	891277	900965	903301	920050	928485	939137	945568	952221	972488	992324
805088	836720	850518	891280	900981	903524	920118	928686	940469	945615	952230	972594	992378
805099	837120	850527	891305	901003	907114	920261	928690	940481	945687	952232	972727	992379
805138	840061	850531	891307	901004	907173	921455	928697	940491	946153	952253	972752	992390
805139	840070	850540	891317	901054	907334	921684	928768	941002	946157	952257	973223	992493
805148	840122	850552	891318	901189	907335	921689	928796	941282	946170	953001	973228	995272
805152	840125	850578	891325	901506	907522	921722	928799	941303	946180	953006	973250	995396
805186	841292	850582	891326	901520	907669	921737	928821	941371	946181	953238	973251	995396
805209	841294	850584	891332	901620	907727	921744	931332	941494	946187	953248	974130	995463
805215	841343	850590	891341	901641	907763	921757	931396	941518	946188	958149	980026	995484
805220	841357	850602	891348	901809	907783	921924	931513	941560	946197	958159	980030	995491
805224	841368	850631	891351	901855	907812	921966	931514	941579	946215	958161	980033	995505
805233	841431	850646	891359	901867	907851	922042	931523	941606	947034	958178	980034	995585
805248	841545	850648	891365	901876	910216	922088	931530	941607	948047	958191	980064	995633
805267	841573	856153	891376	901926	910291	922108	931539	945273	948057	958236	980093	997096
806012	841603	856256	891405	901932	912242	922119	931619	945281	948058	958241	980124	997158
806041	841625	856276	891429	902390	912294	924157	931625	945323	950009	958291	980152	998111
806071	841647	856316	895185	902431	913673	924218	931636	945324	950033	958295	981213	998111
806099	843033	856369	895238	902564	913702	924274	931827	945337	950165	958298	981517	999204
809002	847045	856425	900057	902565	913729	925057	931886	945338	950168	958302	981518	
809019	850016	856469	900208	902595	913745	926038	931922	945344	950179	958309	981541	
809064	850039	856486	900237	902652	913759	926079	931937	945353	950315	958319	981687	
809138	850042	860015	900278	902661	913870	926156	931955	945383	950317	958335	981772	

—Marketing Dept., 7-27-89.

POSTAL BULLETIN ORDER FORM

Postal Facility, Country, or Postcode: _____

Attention (if needed): _____

Name of Applicant: _____

City: _____

Country: _____

Order Card No. (if used): _____

Check one: MasterCard VISA Other _____

Effective Period: _____

Postal Bulletin Order Form

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WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

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AVOID PAYMENT OF POSTAGE, \$300

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

FIRST-CLASS

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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 (MM/YY)

Check one:

MasterCard VISA accepted



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