



# postal bulletin

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Message From the Postmaster General

## World Post Day

World Post Day, October 9, 1989, commemorating the founding of the Universal Postal Union (UPU), has a special meaning for us this year as we prepare to host the organization's 20th Universal Postal Congress.

The U.S. Postal Service is pleased to join the other 169 member postal administrations in saluting 115 years of monumental achievements by the UPU. Today, thanks to the present international postal network embodied by the member nations of the UPU, the world enjoys an efficient and effective postal system.

The observance of World Post Day brings into sharper focus the challenge of sustaining and advancing the commitment of so many nations of diverse size, economies, and traditions to make the system work. It is a day for all postal administrations to re-dedicate themselves to that mission.

It is also a day to recall the major contribution the U.S. Postal Service has made in meeting the needs of mailers in every part of the world for more than a century. As a leader in international mail, it is fitting that the U.S. Postal Service will host the Universal Postal Congress in Washington, DC, November 13 through December 14, 1989. It marks the first time the event has been held in this country since 1897, and provides us with an opportunity to help formulate the rules by which mail will be exchanged among nations for the next 5 years.

I commend all Postal Service employees for the vital roles they have played in the furthering of international commerce and communication. And I call upon you on World Post Day to continue those efforts as international mail grows in importance as an instrument to facilitate business and promote peace and understanding around the globe.

ANTHONY M. FRANK,  
Postmaster General.

## World Post Day—October 9

Postmasters and managers of CAG A-L post offices, classified stations, and branches will receive a full-color poster commemorating World Post Day, which postal administrations throughout the world will observe on October 9, 1989. The poster will be mailed the week of September 18.

With the theme, *Postal Service—Always and Everywhere*, the poster is designed to highlight the far-reaching impact of the international mail system. At the same time, it will spotlight the 20th Universal Postal Union Congress to be held in Washington, DC, from November 13 to December 14, 1989 (please see the message from the Postmaster General on this page).

Upon receipt, postmasters and managers should display the poster in postal lobbies in accordance with **POSTAL OPERATIONS MANUAL 221.525**. Remove this item from display by October 16, 1989.—*International Postal Affairs Dept., 9-21-89.*

### DMM Notice

## Revenue Deficiencies

Effective with **DOMESTIC MAIL MANUAL (DMM) Issue 33, 12-17-89**, section 148.2 is revised to recognize that, in addition to a General Manager, Rates and Classification Center, any general manager of a division in the Office of Classification and Rates Administration may assess a revenue deficiency.—*Rates and Classification Dept., 9-21-89.*

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**DIRECTIVES UPDATE**

This update lists all new, revised, and obsolete directives since POSTAL BULLETIN 21740, August 31, 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 AS-707F, 07-89	Contracting for Contract Postal Units
HBK PO-140, 06-89	Business Reply Mail Accounting System
HBK PO-422, 07-89	Mail Processing Operating Plans for BMCs and ASFs
HBK PO-514, 06-89	Express Mail Military Service
MI EL-350-89-04, 08-24-89	FY 1989 PCES Performance Evaluations (replaces MI EL-350-88-6, 08-16-88)
PUB 404-C, 09-89	EAS Applicant Information

**Revised Directives**

Document and date	Title	Oldest usable date
HBK EL-907, 01-19-88	Agreement Between USPS and APWU Covering Headquarters Operating Services Division and Facilities Services Section, Merrifield, Virginia (01-19-88-11-20-90).	01-19-88
HBK F-46, TL7, 09-89	In-Office Cost Sampling System—Mail Identification Examples.	09-89

**Revised Directives—Continued**

Document and date	Title	Oldest usable date
HBK F-55, 09-89	Carrier Cost System: City Carrier Route Test Instructions (use 09-88 edition until FY '89 ends).	09-88
HBK F-56, 09-89	Carrier Cost System: Rural Carrier Route Test Instructions (use 09-88 edition until FY '89 ends).	09-88
NOT 25, 06-89	Postal Accounting Period Planning Schedule, Postal Fiscal Year 1990.	06-89
NOT 231, 06-89	Free Loan Films.....	06-89
POS 19, 08-89	Mail Early—Military and International Mail.	08-89
PUB 223, 07-89	Directives and Forms Catalog..	07-89

**Obsolete Directives**

Document and date	Title	Obsolete date
HBK PO-511, 03-84	Driver Screening Control System User's Guide (replaced by St. Louis PDC computer printout).	08-21-89
MI EL-350-88-6, 08-16-88	FY 1988 PCES Performance Evaluations (replaced by MI EL-350-89-4, 08-24-89).	08-25-89
POS 2, 10-85	Christmas Mail Early (not replaced).	08-29-89
POS 2-A, 10-85	Christmas Mail Early (not replaced).	08-29-89

**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, 9-21-89.

IT IS NEVER TOO LATE

★ TO JOIN THE TEAM ★

BUY U.S. SAVINGS BONDS

1989 CHRISTMAS SPECIAL ISSUE STAMPS

The 1989 25-cent Christmas stamps go on sale October 19. The contemporary stamp, featuring a sleigh filled with brightly wrapped packages, will be issued in Westport, Connecticut. The traditional stamp, featuring a Madonna and Child by Carracci, will be issued in Washington, DC. This year's Christmas stamps also were produced in booklets of 20.

Do Not Place on Sale Before October 20, 1989



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Issued in panes of 50.

A future issue will include collector information.

**Supply.** All post offices will receive four automatic distributions, two for each issue (Sleigh, *Item 5540*, Madonna and Child, *Item 5541*).

	Stamp distribution offices	All other post offices
Sleigh: 1st shipment .....	Two times the standard quantity furnished on a 50-subject commemorative stamp.	Two times the standard quantity furnished on a 50-subject commemorative stamp.
2nd shipment.....	Three times the standard quantity furnished on a 50-subject commemorative stamp.	Three times the standard quantity furnished on a 50-subject commemorative stamp.

**Bulk Quantities.** Because a private contractor printed the Sleigh Christmas stamp, the Bureau of Engraving and Printing will not honor supplemental requisitions. Stamp distribution offices (SDOs) requiring additional quantities of the Sleigh Christmas issue must order from their regional accountable paper depositories using Form 17-A, *Accountable Items Requisition From Stamp Distribution Offices*. All other post offices must order from their SDOs using Form 17-A.

	Stamp distribution offices	All other post offices
Madonna: 1st shipment .....	Two times the standard quantity furnished on a 50-subject commemorative stamp.	Two times the standard quantity furnished on a 50-subject commemorative stamp.
2nd shipment.....	Two times the standard quantity furnished on a 50-subject commemorative stamp.	Two times the standard quantity furnished on a 50-subject commemorative stamp.

**Bulk Quantities.** CAG A-G post offices requiring 25,000 or more additional stamps should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing. They must submit requisitions in the following ordering quantities: 25,000, 50,000, 75,000, 100,000, 150,000—continuing with multiples of 150,000 to the maximum quantity of 5,100,000 stamps. The Bureau will hold requisitions for additional bulk quantities of Christmas stamps until the automatic distributions are completed.

**Less-Than-Bulk Quantities.** All other post offices requiring less-than-bulk quantities should immediately requisition them from their designated SDO on a separate Form 17-A.

The first set of printouts and invoices received by SDOs for initial shipment will be dated October 16, and the second set, November 13, 1989.

These two Christmas issues are the same size as the 1988 Christmas stamps. *While each pane of these Christmas stamps will contain 50 stamps, the new size necessitated the stamps being packaged in cartons of 150,000 stamps rather than the normal 125,000 stamps per carton for commemorative issues.*

The printing format (300 stamps per uncut press sheet) also results in six panes of 50 stamps rather than the customary four panes of 50. *Accordingly, post offices with authorized philatelic centers also will receive a single shipment of six-position stock rather than four-position stock of each Christmas issue.*

—Philatelic and Retail Services Dept., 9-21-89.

## FORMS UPDATE

This update lists all new, revised, and obsolete forms since POSTAL BULLETIN 21739, August 24, 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 2603-S, 07-89	TRACS 3S—Surface
PS 3639, 08-89	Mailer's Running Summary—Optional Procedure
PS 8041-X, 08-89	Maintenance Work Order Request
PS 8042-X, 08-89	Employee Daily Travel Card
PS 8043-X, 08-89	Equipment Downtime Log
PS 8044-X, 08-89	Employee Daily Activity Card
PS 8045-X, 08-89	Reactive Maintenance Call Register

### Revised Forms

Form number and date	Title	Oldest usable date
CA 35-A, 08-88	Evidence Required in Support of a Claim for Occupational Diseases.	08-85

### Revised Forms—Continued

Form number and date	Title	Oldest usable date
PS 1190, 09-89	Request for Systems Analysis/Programming Services.	07-89
PS 2866, 06-89	Presort Verification Record.....	06-89
PS 3101, 08-89	Registered Receipt for Outgoing Mail.	12-86
PS 3404, 02-89	Request for Data.....	03-87
PS 3541-A, 05-89	Statement of Mailing—Second-Class/Requester Publications.	04-88
PS 4597, 06-89	Issuance of Tool Kit—Auto Mechanic.	09-87
PS 4905, 06-89	Building Operation and Maintenance Evaluation.	06-86
PS 5949, 08-89	Evaluation of PCES Performance in FY 1989.	08-89
PS 5949-A, 08-89	PCES Performance Objectives for FY 1990.	08-89
PS 5955, 08-89	PCES Performance Award for FY 1989 Performance.	08-89
PS 7530, 06-89	Case Activity Report—Internal Crimes.	06-88
PS 7531, 06-89	Case Activity Report—External Crimes.	06-88
SF 2818, 01-89	Continuation of Life Insurance Coverage.	01-89

### Obsolete Forms

Form number and date	Title	Obsolete date
PS 4597-A, 09-83	Issuance and Inventory of Supplemental Metric Tool Kit—Auto Mechanic (replaced by PS 4597, 06-89).	09-12-89

—Office of Information Services, 9-21-89.



# Don't Speed

## 25-Cent AMERICA Commemorative Stamp

The 25-cent AMERICA commemorative stamp goes on sale October 12 in San Juan, Puerto Rico. The stamp commemorates the 500th anniversary of the discovery of America. Joining the U.S. Postal Service in celebrating the anniversary are the postal administrations from the 23-member nations of the Postal Union of the Americas and Spain (PUAS). A 45-cent airmail stamp also will be issued in conjunction with the commemorative stamp. Issued on Columbus Day around the world, these first issues in the AMERICA Series mark the beginning of a 4-year philatelic celebration.

**Do Not Place On Sale Before October 13, 1989**



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

Issued in panes of 50.

A future issue will include collector information.

**Supply.** All post offices will receive their standard automatic distribution quantities for a 50-subject commemorative stamp. *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 December 13, 1989, except at authorized philatelic centers.

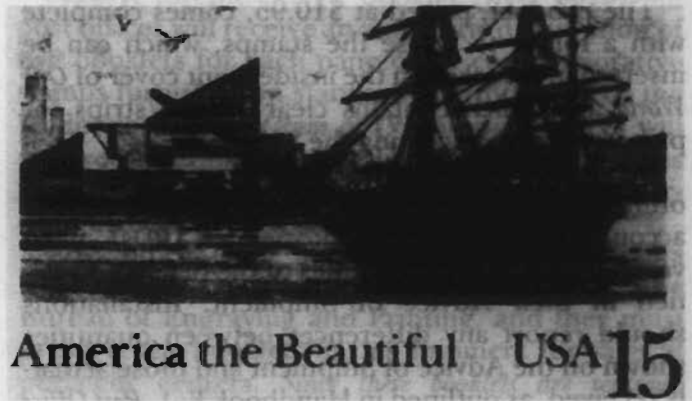
—Philatelic and Retail Services Dept., 9-21-89.

## 15-Cent America the Beautiful Postal Card

The 15-cent Baltimore City regular postal card goes on sale October 7 in Baltimore, Maryland. Baltimore's popular Inner Harbor is the focal point for the postal card. Baltimore is the second of four cities to be honored on America the Beautiful Series postal cards. New York and Washington, DC, will be featured on separate cards to be issued this November during WORLD STAMP EXPO '89. The cities represent places of interest that might easily be visited by delegates to the 20th Universal Postal Union Congress convening in our nation's capital in November and December.

This card is the eighth in the America the Beautiful Series, which has honored the Prairie, Desert, Wetlands, Mountains, Seashore, Woodlands, and the city of Philadelphia.

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



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

Collector information is on page 11.

**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. However, *limited* quantities will be available.

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 2227*.

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., 9-21-89.

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**Expedite Service—  
Save Money—Process  
Mailbags Frequently**

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## Our World: International Images of Nature

*Our World: International Images of Nature*, Item No. 8822, will go on sale October 9 at all philatelic centers, most post offices that normally sell philatelic products, and by mail order.

All CAG A-L offices and their classified stations and branches will receive a colorful poster by late October to promote *Our World*, as well as the 16th edition of *The Postal Service Guide to U.S. Stamps*, the *1989 U.S. Commemorative Mint Set*, the *Wildlife Mint Set*, and *Folk Art & Crafts: An American Collection*.

*Our World* is designed to promote stamp collecting internationally by including a variety of stamps from around the world that focus on an important topic. Enhanced by 30 beautiful stamps from far-flung regions, informative text in four languages, and magnificent photographs, this attractive 16-page book captures the essence of vital creatures and climates from several countries.

The product, priced at \$10.95, comes complete with a folder to house the stamps, which can be inserted in a pocket on the inside front cover of *Our World* and which contains clear acetate strips for protecting and displaying the 30 stamps.

The book will be shipped to stamp distribution offices (SDOs) in two waves. SDOs and regional accountable paper depositories (RAPDs) must verify receipt of the quantities of the product specified in their Advice of Shipment. Installations should report any differences between quantities shown on the Advice of Shipment and those actually received, as outlined in Handbook F-1, *Post Office Accounting Procedures*, section 426.3.

Post offices should place initial orders for *Our World* with their SDOs immediately, using Form 17-A, *Accountable Items Requisition From Stamp Distribution Office*. SDOs must plan the initial distribution to ensure that all requesting offices receive a reasonable portion of their order by the on-sale date.

Offices should report all sales of this product in AIC 092, *Philatelic Product Sales*, and on Form 1412-A, *Daily Financial Report*, and include them on the quarterly Form 1079, *Philatelic Product Physical Inventory Recap*, as required.

—*Philatelic and Retail Services Dept.*, 9-21-89.

*All Personnel Processing Mail for Dispatch Abroad*

## Foreign Order No. 280

Keep all foreign order notices for use as reference.

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

### Belgium

Project Rainbow  
P.O. Box 52  
1940 St. Stevens  
Woluwe  
Belgium

and

Client Services  
P.O. Box 52  
1940 St. Stevens  
Woluwe  
Belgium

### Canada

Express Marketing Services  
#330-720 6th Street  
New Westminster, B.C.  
Canada V3L 3C5

and

Canadian Group Services  
#330-720 6th Street  
New Westminster, B.C.  
Canada V3L 3C5

Do not dispatch any mail to the above. Place the mailpieces in a pouch 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.

Installations may post this notice at the outgoing primary, and they must post it on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer*, 9-21-89.



Latest Index in PB 21735, 7-27-89.

## DOMESTIC ORDERS

*False Representation/Lottery and False Representation.* Enforced by Postmasters at cities listed.

State/city	Names covered	Product
NY, Champlain 12919-0417....	Morley Sobcuff and City Yellow Pages, P.O. Box 417.	Solicitations in the guise of invoices.
CA, Canoga Park 91303-2600.	J.D. Sales, 6433 Topanga Canyon Boulevard, Suite 189.	Solicitations for sales manuals.
CA, Sacramento 95825-7684..	J.D. Sales, 2443 Fair Oaks Boulevard, Suite 148.	Solicitations for sales manuals.

—*Judicial Officer*, 9-21-89.

## 45-Cent AMERICA Airmail Stamp

The 45-cent AMERICA airmail stamp goes on sale October 12 in San Juan, Puerto Rico. The stamp commemorates the 500th anniversary of the discovery of America. Joining the U.S. Postal Service in celebrating the anniversary are the postal administrations from the 23 member nations of the Postal Union of the Americas and Spain (PUAS). A 25-cent commemorative stamp also will be issued in conjunction with the airmail stamp. Issued on Columbus Day around the world, these first issues in the AMERICA Series mark the beginning of a 4-year philatelic celebration.

**Do Not Place on Sale Before October 13, 1989**



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

Issued in panes of 50.

A future issue will include collector information.

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

**Bulk Quantities.** CAG A-G post offices requiring 25,000 or more stamps should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing, using **Item 5575**.

The Bureau of Engraving and Printing will continue to fill orders for the 45-cent AMERICA stamp until the stock is exhausted. Once depleted, it will convert unfilled requisitions to the current airmail stamp. Inventory of the 45-cent French Revolution stamp has been depleted.

**Less-Than-Bulk Quantities.** All other post offices requiring fewer than 25,000 stamps should requisition them immediately from their designated stamp distribution office on a separate Form 17-A, *Accountable Items Requisition From Stamp Distribution Office*. —*Philatelic and Retail Services Dept., 9-21-89.*

## \$5 Christmas Booklets

The \$5 Christmas stamp booklets go on sale October 19. The contemporary booklet stamp, featuring a sleigh filled with brightly wrapped packages, will be issued in Westport, Connecticut. The traditional booklet stamp, featuring a Madonna and Child by Carracci, will be issued in Washington, DC. This year's Christmas stamps were produced in booklet and sheet format.

**Do Not Place on Sale Before October 20, 1989**

(Please refer to page 3 for photographs.)

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

Issued in panes of 50.

A future issue will include collector information.

**Supply.** for the Sleigh booklet (**Item 6618**), all post offices will receive an automatic distribution of five booklets for each pane of 50 commemorative stamps furnished on standard distribution. For the Madonna booklet (**Item 6619**), all post offices will receive an automatic distribution of two booklets for each pane of 50 commemorative stamps furnished on a standard distribution.

Post offices with authorized philatelic centers will receive a second automatic shipment from the Bureau of Engraving and Printing, and they must preserve the booklets in this shipment for sales at philatelic centers. *Since these booklets are seasonal issues, limited inventories will be available at the Bureau for filling supplemental requisitions. Supplemental requisitions for bulk quantities of these booklets will be held until the automatic distributions are completed.*

**Note:** Postmasters also must consider current inventories of the 1988 Christmas vending packets prior to ordering these booklets for vending machine use.

**Bulk Quantities.** CAG A-G post offices requiring 1,500 or more Christmas booklets should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing. They must submit requisitions in the standard ordering quantities for regular booklets to the maximum quantity of 135,000 stamps per requisition.

**Less-Than-Bulk Quantities.** All other post offices requiring fewer than 1,500 booklets should immediately requisition them from their designated stamp distribution office on a separate Form 17-A, *Accountable Items Requisition From Stamp Distribution Office*. —*Philatelic and Retail Services Dept., 9-21-89.*

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**The orange and blue pouch is to be used for Express Mail Service only.**

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## USPS Stamp Ornaments

*USPS Stamp Ornaments*, Item Nos. 8812 and 8813, will go on sale October 20, primarily by mail order. However, about 25 of the Postal Service's 75 divisions have ordered quantities of the ornaments for sale at local post offices. Those ornaments contain special engraving on the back exclusive to those divisions.

All CAG A-J offices and their classified stations and branches will receive a colorful poster by late October to promote *USPS Stamp Ornaments* and the *Stampin'* board game, Item No. 8824, along with a supply of mail-order coupons.

Those offices that do not stock the ornaments and/or the game will receive philatelic revenue credit for mail orders from ZIP Codes within their area from the Philatelic Sales Division. Those offices are urged to inform and encourage their philatelic and window clerks to offer the mail-order coupons to any customers who inquire about these products. Clerks may make photocopies of the coupons if their supplies run low.

Priced at \$12.95 each, the two styles of charming, silver-plated *USPS Stamp Ornaments* feature the Christmas Contemporary stamp (Item No. 8812) and Christmas Traditional stamp (Item No. 8813) encased in crystal-clear domes of epoxy. Styled as clusters of native American holly leaves and berries, the ornaments are approximately 3 x 4-1/2 in. Using a special, patent-pending process, each ornament's stamp is first sealed in protective plastic and then mounted on a miniature plate of crimson-red aluminum.

A brief description of the stamp and the artist is etched on the reverse of the ornament. Each ornament, including the ones made exclusively for the Postal Service divisions, is engraved with an identification code noting the source and the quantity produced.

Only 15,000 of the Christmas Contemporary and 10,000 of the Christmas Traditional stamps were used in *USPS Stamp Ornaments* made for Postal Service Headquarters for mail order purposes. Thus, their engraved codes read HQS/15,000 and HQS/10,000.

Each *USPS Stamp Ornament* comes in a special gift box with a length of red ribbon for hanging the ornament and a small folder describing the significance of the ornament and background information on the Christmas stamps.

Offices that stock the exclusive division *USPS Stamp Ornaments* should report all sales of these items in AIC 092, Philatelic Product Sales, and on Form 1412-A, *Daily Financial Report*, and include them on the quarterly Form 1079, *Philatelic Product Physical Inventory Recap*, as required.

—Philatelic and Retail Services Dept., 9-21-89.

## Treasury Department Checks

October Supplemental Security Income checks and Veteran's Administration checks normally delivered on the first of the month are scheduled for delivery on Friday, September 29. The envelopes will bear the legend:

Postmaster: Requested delivery date is the 29th day of the month.

Civil Service annuity and Railroad Retirement checks are scheduled for delivery on Monday, October 2. The envelopes will bear the legend:

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

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

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

—Delivery, Distribution, and Transportation Dept., 9-21-89.

## Cashing U.S. Treasury Checks

Title X of the Competitive Equality Banking Act of 1987 (PL 100-86) establishes new time limits for cashing U.S. Treasury checks and for filing claims for nonreceipt or lost and stolen checks. Currently, time limits for cashing these checks and for filing claims are indefinite in duration.

Under PL 100-86, U.S. Treasury checks issued on or after October 1, 1989, must be cashed or deposited (negotiated) within 12 months after the check issuance date. Failure to negotiate the check within 12 months will result in cancellation of the check by the Department of the Treasury. (Checks issued before October 1, 1989, which remain uncashed as of September 30, 1990, will also be canceled by the Department of the Treasury.) Additionally, PL 100-86 establishes a 1-year limit, effective October 1, 1989, for claiming all nonreceipt, or lost and stolen checks.

To alert postal employees of the Department of the Treasury changes, all postal installations are requested to place the notice on page 13 at strategic points within the facility.

—Dept. of the Controller, 9-21-89.



## STAMPIN' BOARD GAME

The *Stampin' Board Game*, Item No. 8824, will go on sale October 1 at all philatelic centers, at 90 to 100 selected post offices in each region, and by mail order.

However, all CAG A-J offices and their classified stations and branches will receive a colorful poster by late October to promote this innovative new product and the USPS Stamp Ornaments, Item Nos. 8812 and 8813. These offices will also receive a supply of mail-order coupons.



Offices that do not stock the game and/or the ornaments will receive philatelic revenue credit from the Philatelic Sales Division for mail orders from ZIP Codes within their areas. Those offices should inform their philatelic and window clerks of these products and encourage them to offer the mail-order coupons to any customers who inquire about the products. Clerks may make photocopies of the coupons if their supplies run low.

Participating philatelic centers and offices with display space available are urged to open and display the board game.

Priced at \$13.95, *Stampin'* is an exciting, educational game designed for two to four people, age 8 to adult. The object of the game is to acquire two sets of four stamp cards (out of 15 sets in the game), and a variety of strategies come into play. Players will discover the beauty of more than 60 U.S. stamp designs while they wheel and deal to acquire key cards by trading and using stamp cash to buy and sell at auction.

*Stampin'* includes a colorful gameboard, 62 stamp cards, 120 stamp cash bills, eight keeper/demand cards, four USPS Eagle playing pieces, a pair of dice, complete rules, and a copy of the Postal Service's 32-page pamphlet, *Introduction to Stamp Collecting*.

The field supply of *Stampin'* was mailed to the five regional accountable paper depositories (RAPDs) the week of September 11-15. The RAPDs, in consultation with Regional Directors of Marketing and Communication, will select the offices in each region that will receive *Stampin'* and will ship quantities in time for them to go on sale October 1.

Participating philatelic centers and offices may reorder from their RAPD *if and when* their supplies run low.

RAPDs must verify receipt of quantities of *Stampin'* as recorded on their *Advice of Shipment*. Installations should report any differences between quantities shown on the *Advice of Shipment* and those actually received, as outlined in Handbook F-1, *Post Office Accounting Procedures*, section 426.3.

Offices must report all sales of these games in AIC 092, Philatelic Product Sales, and on Form 1412-A, *Daily Financial Report*, and include them on the quarterly Form 1079, *Philatelic Product Physical Inventory Recap*, as required.

—*Philatelic and Retail Services Dept.*, 9-21-89.

### ELM Notice

## ILL/INJURED EMPLOYEES

The following text is being added to subchapter 350 of the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM). This language clarifies Article 13, Assignment of Ill or Injured Regular Workforce Employees, which has been accepted by arbitrators, that light duty assignments do not include a guarantee of work hours per day or per week.

### 355 Light Duty Assignments

#### 355.1 Voluntary Requests

Any full-time regular or part-time flexible employee recuperating from a serious illness or injury and temporarily unable to perform the assigned duties may voluntarily submit a written request to the installation head for temporary assignment to a light duty assignment.

Any ill or injured full-time regular or part-time flexible employee having a minimum of 5 years of postal service, or any full-time regular or part-time flexible employee who sustained injury on duty, regardless of years of service, while performing the assigned duties can submit a voluntary request to the installation head for permanent reassignment to a light duty assignment.

Voluntary requests are made in accordance with the applicable collective bargaining agreement.

#### 355.2 No Guarantee

The light duty provisions of the various collective bargaining agreements between the U.S. Postal Service and the postal unions do not guarantee any employee who is on a light duty assignment any number of hours of work per day or per week.

—*Employee Relations Dept.*, 9-21-89.

## Dinosaur Sale Poster

The Dinosaur Sale Poster, Item Number 8899, was erroneously printed on inferior paper stock and damaged in packaging.

A new Dinosaur poster is being printed and should be distributed on or about October 1, along with a new Advice of Shipment. The new poster will also be assigned Item Number 8899. The revised poster can be distinguished from the defective poster by the UPC/price label. *The label on the packaging of the revised poster will be printed in green. The defective poster label was black.*

Those outlets with the defective Dinosaur posters in inventory should take the following actions:

1. *Retail Outlets.* Collect all the Dinosaur posters from stamp credits. Immediately return them to the main stock, using Form 17, *Stamp Requisition*.

2. *Post Offices.* Consolidate all the Dinosaur posters in the main stock. Hold them for return to the stamp distribution office during the week of October 9-13. List the value of the returned stock in AIC 501, *Postage Stock Shipped*, and reduce stamp accountability accordingly. Also record the quantities shipped on the applicable Form 3295, *Daily Record of Stamps, Stamped Paper, and Nonpostal Stamps on Hand*.

3. *Stamp Distribution Offices.* Record the value of all the defective Dinosaur posters in AIC 005, *Postage Stock Received*, and increase stamp accountability accordingly. The custodian of the main stock must account for all the defective posters shipped from his or her inventory. Once all defective posters have been accounted for, dispose of the posters in accordance with section 450, *Handbook F-1, Post Office Accounting Procedures*.

—*Philatelic and Retail Services Dept., 9-21-89.*

All Post Offices

## Perception Poster

Installations have recently received a workroom poster entitled *Perceptions, make the right moves—for our customers! Forward mail promptly*. This poster (see page 21) is part of a series of customer-oriented perception posters in the Consumer Advocate's continuing program of educating employees to customers' needs and expectations.

Installations should display the poster prominently in the appropriate workroom areas in post offices, stations and branches, and CFS units, to remind employees of how they help shape the USPS image in the eyes of the customer, and of the importance of the service they provide customers on a daily basis.—*Consumer Affairs Dept., 9-21-89.*

## Performance Evaluation— EAS 20 and Above

The timeframe for the annual Fiscal Year (FY) performance evaluation of regular process employees, Executive and Administrative Schedule (EAS) 20 and above, will be from the beginning of Pay Period (PP) 21 through the end of PP 25.

Supervisors/managers must conduct evaluations during October and November to allow consideration of full FY 1989 performance and to give themselves more time to provide feedback to employees. All merit pay adjustments will be effective January 13, 1990. Form 2452-A, *Performance Evaluation for EAS Employees—General Form* (October 1986), and Form 2456, *Narrative of Work Accomplishments*, are available in the materiel distribution centers. Management Instruction, EL 370-88-7, *EAS Performance Evaluation Program*, issued in 1988 will remain in effect.

All supervisors/managers must conduct formal annual performance evaluations with all their EAS 20 and above employees covered by the EAS Performance Evaluation Program. The evaluation should cover overall performance during the entire fiscal year and include a candid assessment of year-long performance against established objectives. Emphasis in the evaluation process is placed on comparing performance against stated objectives and other work. Evaluators must ensure that the work accomplished during the year supports the organization's goals and must comment specifically concerning the employees' achievements.

For employees in the regular process, the performance evaluation begins with management requesting the employee to submit a narrative summary of work accomplished during the past fiscal year. The evaluator and employee are expected to have at least two discussions concerning performance against objectives, with both parties open to the other's perception of work accomplished. The second discussion concerns the evaluator's written evaluation and performance rating.

The Minneapolis Postal Data Center will distribute labels and control listings the week of September 25. Approved evaluation packages must be in the Employee and Labor Relations Information Center (ELRIC) no later than December 15, 1989.

The ELRIC will computerize this matrix so it can generate the merit pay calculations based on the employee's merit rating. The merit pay matrix will appear in the *POSTAL BULLETIN* of October 12, 1989.—*Employee Relations Dept., 9-21-89.*



# INTELPOST<sup>SM</sup>



America the Beautiful USA 15

Copyright U.S. Postal Service 1989

Issue Date: October 7, 1989  
 First Day City: Baltimore, Maryland  
 Designer: Bart Forbes, Dallas, Texas  
 Typographer: Bradbury Thompson,  
 Design Coordinator, Citizens' Stamp  
 Advisory Committee (CSAC)  
 Art Director: Derry Noyes (CSAC)  
 Printing Process: Offset lithography,  
 Government Printing Office  
 Colors: Yellow, magenta, cyan, and black .  
 Size: 3.5 x 5.5 in/88 x 139 mm  
 Copyright: ©USPS 1989

## Baltimore City Postal Card

An America the Beautiful Series postal card, honoring the city of Baltimore, will be issued there on October 7. The card is being issued in conjunction with Baltimore's annual Fells Point Festival. There is no first day of issue ceremony, but the Postal Service is offering a first day cancellation.

The postal card, designed by Bart Forbes, features Baltimore's popular Inner Harbor that includes the National Aquarium and the U.S. Navy frigate, *Constellation*.

Baltimore is the second of four cities to be honored on America the Beautiful Series postal cards. A postal card honoring Philadelphia will be issued there September 25. New York and Washington, DC, will be featured on separate cards to be issued this November during WORLD STAMP EXPO '89. The cities were selected to highlight those places that might easily be visited by delegates to the 20th Universal Postal Union Congress, convening in the nation's capital in November and December.

Procedures for ordering first-day cancellations follow.

*Customers Providing Stationery.* As the Baltimore

City postal card may not be available at some post offices, the Postal Service recommends that customers purchase the cards from philatelic centers or by mail order from the Philatelic Sales Division, referencing Item 2227.

Customers who provide their own cards receive preferential service. They should address cards at least 5/8 inch from the bottom. Customers may also affix uncanceled stamps issued on or before October 7, 1989. The Postal Service will return unserved cards bearing stamps issued after that date. Requests must be postmarked by November 6 and addressed: Customer-Provided Stationery, Postmaster, Baltimore, MD 21233-9991. No remittance is required.

*Postal Service Providing Stationery.* Customers should provide a peelable return label for each postal card. The price is 15 cents per card, and the Postal Service accepts personal checks in the exact amount up to the limit of 50 items. Customers should not send cash or postage stamps. Orders must be postmarked by November 6 and addressed: Baltimore City Postal Card, 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 89-32  
 Remove after November 6

PLEASE POST ON BULLETIN BOARD



Photograph of the Baltimore City Post Office building, showing its grand architecture and central entrance.

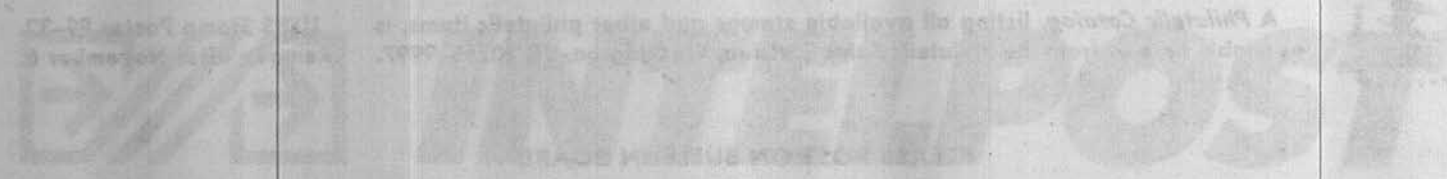
# Baltimore City Postal Card

The Baltimore City Postal Card is a new addition to the Postal Service's line of products. It is a small, rectangular card that can be used to send messages to friends and family members. The card is made of high-quality paper and features a beautiful design that is unique to Baltimore. The design includes a map of the city and a list of the names of the streets and neighborhoods. The card is available in both English and Spanish. It is a great way to keep in touch with loved ones and to share the beauty of Baltimore with the world.

The Baltimore City Postal Card is a great way to send a message to friends and family members. It is a small, rectangular card that can be used to send messages to friends and family members. The card is made of high-quality paper and features a beautiful design that is unique to Baltimore. The design includes a map of the city and a list of the names of the streets and neighborhoods. The card is available in both English and Spanish. It is a great way to keep in touch with loved ones and to share the beauty of Baltimore with the world.

The Baltimore City Postal Card is a new addition to the Postal Service's line of products. It is a small, rectangular card that can be used to send messages to friends and family members. The card is made of high-quality paper and features a beautiful design that is unique to Baltimore. The design includes a map of the city and a list of the names of the streets and neighborhoods. The card is available in both English and Spanish. It is a great way to keep in touch with loved ones and to share the beauty of Baltimore with the world.

The Baltimore City Postal Card is a new addition to the Postal Service's line of products. It is a small, rectangular card that can be used to send messages to friends and family members. The card is made of high-quality paper and features a beautiful design that is unique to Baltimore. The design includes a map of the city and a list of the names of the streets and neighborhoods. The card is available in both English and Spanish. It is a great way to keep in touch with loved ones and to share the beauty of Baltimore with the world.





## TREASURY CHECK CHANGES

- All checks issued on or after October 1, 1989, will have the legend:

**VOID AFTER ONE YEAR**

- Checks dated October 1, 1989, and later must be cashed or deposited within 1 year of the issue date. Failure to cash or deposit within 1 year will result in cancellation.
- Payees must make claims for nonreceipt or lost and stolen Treasury checks within 1 year of the issue date beginning October 1, 1989.

**PLEASE POST ON ALL BULLETIN BOARDS THROUGH NOVEMBER 30, 1989**



## TREASURY CHECK CHANGES

All checks issued on or after October 1, 1989, will have the legend:

**VOID AFTER ONE YEAR**

Checks dated October 1, 1989, and later must be cashed or deposited within 1 year of the issue date. Failure to cash or deposit within 1 year will result in cancellation.

Payers must make claims for nonreceipt or loss and stop Treasury checks within 1 year of the issue date beginning October 1, 1989.

PLEASE POST ON ALL BULLETIN BOARDS THROUGH NOVEMBER 30, 1989

## CODING ACCURACY SUPPORT SYSTEM

A list of commercial firms that have qualified as certified vendors of the Coding Accuracy Support System (CASS) follows. These businesses have met Postal Service matching accuracy standards to provide five-digit ZIP Code, ZIP + 4 code, and/or Carrier Route Information System (CRIS) matching services to potential clients. To remain on the list, recertification is required at 6-month intervals. Currently qualified firms are shown here under the category of service they offer.

### ZIP + 4 CODE MATCHING SERVICE

**Certified Through August 1989**

Ken Cachat  
Direct List Technology Inc  
1590 N Brian St  
Orange CA 92667-3406  
(714) 974-3663  
GROUP1 EZ9 (19.88.01)

Paul H. Thoburn  
Foote & Davies Inc  
3101 McCall Dr  
Atlanta GA 30340-2807  
(404) 451-4511  
M.A.P. (5.6)

David L. Sprow  
Gancom Inc  
209 Senate Ave  
Camp Hill PA 17011-2325  
(717) 763-7226  
GROUP1 EZ9 (19.88.01)

Jennie Montgomery  
LPC Inc  
1200 Roosevelt Rd  
Glen Ellyn IL 60137-6098  
(312) 932-7000  
FINALIST (5.7)

John T Westdyk  
Mailing Services Inc  
1319 N Broad St  
Hillside NJ 07205-2404  
(201) 355-2300  
GROUP1 EZ9 (19.88.01)

Larry R Miklusak  
Metromail Corp  
360 E 22nd St  
Lombard IL 60148-4924  
(312) 620-3300  
LPC FINALIST (5.4)

Lawrence E Webb  
Phoenix Data Processing Inc  
645 Blackhawk Dr  
Westmont IL 60559-1198  
(312) 654-4400  
LPC FINALIST (5.4)

Nancy Burns  
Rexnord Data Systems  
4701 W Greenfield Ave  
Milwaukee WI 53214-5310  
(414) 643-2224  
GROUP1 (19.88.01)

John A Tesoro  
Scientific Developments Inc  
800 Kinderkamack Rd  
Oradell NJ 07649-1564  
(201) 265-9333  
AMS. EAGLE (2.0)

**Certified Through September 1989**

Paul Sisung  
American Data Associates  
100 American Wy St  
Detroit MI 48209-2955  
(313) 842-4000  
GROUP1 EZ9 (19.88.01)

David Kosmo  
ARC Tangent  
121 Gray Ave Ste 203  
Santa Barbara CA 93101-1831  
(805) 965-7277  
ACCUMAIL (1.01)

Brien Taylor  
Harte Hanks Direct Marketing  
100 Alco Pl  
Baltimore MD 21227-2090  
(301) 247-0666  
NCOA ZIP4 (89.02)

Greg Zillig  
IC Systems Inc  
444 E Hwy 96  
St Paul MN 55127-2557  
(612) 483-0585  
GROUP1 EZ9 (19.88.01)

George Nichols  
Myriad Systems Inc  
3750 N I44  
Oklahoma City OK 73112-6600  
(405) 946-3395  
GROUP1 CODE1 (19.88.01)

Chuck Hauber  
PIC  
125 Armstrong Rd  
Des Plaines IL 60018-2413  
(312) 299-2300  
GROUP1 CODE1 (19.88.01)

Kew Taybi  
R L Polk & Co  
400 Pike St  
Cincinnati OH 45202-4280  
(513) 381-3885  
Z4 PLUS BATCH SEQ (1.0.2)  
Z4 PLUS RANDOM ACCESS (1.0.2)

Ron Hochheimer  
R R Donnelley & Sons (Selectronic Services)  
1815 S Prairie Ave  
Chicago IL 60616-1319  
(312) 567-0448  
LPC FINALIST (5.6)

Erich Priester  
Wiland Services  
6707 Winchester Cir  
Boulder CO 80301-3598  
(303) 530-0606  
MATCHMASTER PLUS (03 89)

**Certified Through October 1989**

Kim Renner  
First Data Resources  
10825 Farnam Dr  
Omaha NE 68154-3277  
(402) 399-7265  
CD-ROM ZIP4 (8901)

Dale Ibis  
May & Speh  
1501 Opus Pl  
Downers Grove IL 60515-5727  
(312) 719-0399  
LPC FINALIST (5.6)

Dennis J Reed  
TRW Target Marketing Services  
901 N International Pky Ste 191  
Richardson TX 75081-2874  
(214) 699-1271  
GROUP1 EZ9 (19.88.01)

**Certified Through November 1989**  
Todd Butler  
Butler Business Services Inc  
PO Box 503  
St Marys OH 45885-0503  
(800) 237-7914  
POSTALSOFT (1.7)

Chris Doyle  
Computerized Mailing Systems Inc  
300 Second St NW  
St Paul MN 55112-3242  
(612) 636-6265  
GROUP1 EZ9 (19.88.01)

David L Sprow  
Gancom Inc  
209 Senate Ave  
Camp Hill PA 17011-2325  
(717) 763-7226  
GROUP1 CODE1 (19.88.01)

Bob Baker  
Intellitek Computer Corp  
833 Nandino Blvd  
Lexington KY 40511-1202  
(606) 259-1366  
INTELLITEK ZIP4 (1.0)

Robert Jason  
Landex Computer Services Inc  
1111 W Homestead Rd  
Lehigh Acres FL 33936-6001  
(813) 369-5802  
GROUP1 CODE1 (19.88.01)

Patrick Jones  
List Maintenance Corp  
111 Business Park Dr  
Armonk NY 10504-1737  
(914) 273-6380  
GROUP1 EZ9 (18.87.02)

**CODING ACCURACY SUPPORT SYSTEM—Continued**

Sharon Norton  
Manus Services Corp  
1130 Rainier Ave S  
Seattle WA 98144-2842  
(206) 325-2200  
GROUP1 EZ9 (19.88.01)

Joe Balaban  
Pagex Systems Inc  
77 W Sheffield Ave  
Englewood NJ 07631-4815  
(201) 871-0800  
GROUP1 EZ9 (19.88.01)

David Moore  
Sears Roebuck and Co  
400 Golf Mill Ctr  
Chicago IL 60684-0001  
(312) 875-0659  
FINALIST (5.7)

**Certified Through December 1989**

Rodney Joffe  
American Computer Group  
3599 Cahuenga Blvd W  
Los Angeles CA 90068-1303  
(213) 876-4900  
GROUP1 CODE1 (19.88.01)

Stephen Ruddy  
Anchor Computer Inc  
1900 New Hwy  
Farmingdale NY 11735-1509  
(516) 293-6100  
GROUP1 CODE1 (19.88.01)

Mike Byerly  
Bacompt Systems Inc  
8561 Zionsville Rd  
Indianapolis IN 46268-1511  
(317) 875-8585  
GROUP1 CODE1 (19.88.01)

Lee W Klempen  
Compass Information Systems  
6767 Portwest Dr 190  
Houston TX 77024-8013  
PLUSFOUR (1.01)

Rose Hamilton  
First Data Resources  
7302 Pacific St  
Omaha NE 68115-5400  
(402) 399-3611  
ZIP4—NCOA (8901)

Gary Wallman  
Image Printing Systems  
7915 North 81st St  
Milwaukee WI 53223-3830  
(414) 355-0314  
GROUP1 EZ9 (19.88.01)

Gilbert Rios  
Lee Datamail  
1617 Terre Colony Ct  
Dallas TX 75212-6297  
(214) 630-6941  
GROUP1 CODE1 (19.88.01)

Lynn Currin  
R L Polk & Co Mkt Svcs Div  
6400 Monroe Blvd  
Taylor MI 48180-1814  
(313) 292-3200  
NCOA/ZIP4 (88.02)

Kathleen Koci  
Sungard Computer Services  
1285 Drummers Ln  
Wayne Pa 19087-1586  
(215) 341-8778  
GROUP1 EZ9 (19.88.01)

**Certified Through January 1990**

Ron Janis  
Accurate Marketing Systems Inc  
45 Eisenhower Dr  
Paramus NJ 07652-1416  
(201) 712-5311  
AMS EAGLE (2.0)

Rick Fidler  
Communication Concepts Inc  
1044 Polinski Rd  
Ivyland PA 18974-1534  
(215) 672-6900  
GROUP1 EZ9 (19.88.01)

Alan Dailey  
Comnet Adms  
397 Herndon Pky Ste 1  
Herndon VA 22070-4821  
(703) 478-9410  
GROUP1 EZ9 (19.88.01)

Jerry Taylor  
Computerized Data Systems  
4301 NW 63rd Ste 103  
Oklahoma City OK 73116-1504  
(405) 842-5384  
GROUP1 EZ9 (19.88.01)

Verna Sprowls  
Credit Bureau Marketing  
8440 Westpark  
Houston TX 77063-5888  
(713) 954-6458  
LPC FINALIST (5.7)

W R Weisshaar  
Donnelley Marketing  
1235 N Ave  
Nevada IA 50201-1419  
(515) 382-8202  
NCOA340 (3.0)

Bill McGlynn  
Magi Direct Inc  
3 Westchester Plz  
Elmsford NY 10523-1695  
(914) 592-4646  
GROUP1 EZ9 (19.88.01)

Rick Fidler  
Marketing Communications Systems  
1044 Pulinski Rd  
Ivyland PA 18974-1534  
(215) 672-6900  
GROUP1 EZ9 (19.88.01)

Michael Thole  
MBS Multimode  
7 Norden Ln  
Huntington Station NY 11746-2139  
(516) 673-5600  
LPC FINALIST (5.7)

Janet Anderson  
Phoenix Data Processing  
645 Blackhawk Dr  
Westmont IL 60559-1198  
(312) 654-4400  
LPC FINALIST (5.7)

Michael J Fitzgerald  
PSA Inc  
8800 Edgeworth Dr  
Capiol Heights MD 20743-3711  
(301) 350-5600  
GROUP1 CODE1 (19.88.01)

Kew Taybi  
R L Polk & Co  
400 Pike St  
Cincinnati OH 45202-4280  
(513) 381-3885  
IXIP (8901)

Janet Shockley  
Sacred Heart League  
PO Box 300  
Walls MS 38680-0300  
(601) 781-1360  
GROUP1 CODE1 (19.88.01)

**Certified Through February 1990**

Rob Klan  
Commercial Data Center Inc  
3180 Kettering Blvd  
Dayton OH 45439-1924  
(513) 294-2707  
GROUP1 CODE1 (19.88.01)  
GROUP1 EZ9 (19.88.01)

James Schemmel  
Communications Data Svcs  
112 Tenth St  
Des Moines IA 50309-4296  
(515) 246-6824  
LPC FINALIST (5.7)

Mike Talbott  
FDC Inc  
9900 Bren Dr E Ste 201  
Minnetonka MN 55343-4411  
(612) 936-5233  
NCOA ZIP4 (6-89)

Paul H Thoburn  
Foote and Davies Inc  
3101 McCall Dr  
Atlanta GA 30340-2899  
(404) 451-4511  
MAP (5.7)

Dana Lowry  
Group I Software  
6404 Ivy Ln Ste 500  
Greenbelt MD 20770-1400  
(301) 982-2000  
EZ9 (09.01.00)  
CODE1 (09.01.00)



**CODING ACCURACY SUPPORT SYSTEM—Continued**

Jennie Montgomery  
LPC Inc  
1200 Roosevelt Rd  
Glen Ellyn IL 60137-6098  
(312) 932-7000  
LPC FINALIST (5.7)  
FINAL 9 (5.7)

Bob Samusevich  
Metromail Corporation  
360 E 22nd St  
Lombard IL 60148-4924  
(312) 620-3300  
GROUP1 EZ9 (09.01.00)

Gary Sage  
Sage Systems Inc  
6475 28th St Ste 220  
Grand Rapids MI 49506-6917  
(616) 940-8311  
GROUP1 CODE1 (19.88.01)

John T Westdyk  
Mailing Services Inc  
1319 N Broad St  
Hillside NJ 07205-2404  
(201) 355-2300  
GROUP1 EZ9 (19.88.01)

Pat Pinto  
Reo Packaging Co  
2740 W 79th St  
Chicago IL 60652-1784  
(312) 471-1800  
LPC FINALIST (5.7)

Ken Murphy  
The Mail Box Inc  
3700 Pipestone Rd  
Dallas TX 75212-6194  
(214) 688-0331  
GROUP1 CODE1 (19.88.01)

**CARRIER ROUTE INFORMATION SYSTEM (CRIS) MATCHING SERVICE**

**Certified Through September 1989**

David Kosmo  
ARC Tangent  
121 Gray Ave Ste 203  
Santa Barbara CA 93101-1831  
(805) 965-7277  
GROUP1 ACCUMAIL (1.01)

Todd Butler  
Butler Business Services Inc  
PO Box 503  
St Marys OH 45885-0503  
(800) 237-7914  
POSTALSOFT (1.7)

Chet Heineck  
Data Methods Inc  
3798 Lowell Blvd  
Denver CO 80211-2759  
(303) 458-7361  
DMICRIS (1.0)

Ken Cachat  
Direct List Technology Inc  
1590 N Brian St  
Orange CA 92667-3406  
(714) 974-3663  
GROUP 1 CRC\$ (88.185)

Bob Daniels  
Mailing List Systems Corp  
711 Directors Dr  
Arlington TX 76011-5103  
(817) 640-7007  
MLS OMNIBUZZ (01.00)

Mike Mona  
Monaco Computer Services  
8421 University Blvd Ste K2  
Clive IA 50311-1036  
(515) 225-8445  
POSTAGE (1088)

George Nichols  
Myriad Systems Inc  
3750 N I44  
Oklahoma City OK 73112-6600  
(405) 946-3395  
GROUP1 CODE1 (19.88.01)

Joe Balaban  
Pagex Systems Inc  
77 W Sheffield  
Englewood NJ 07631-4815  
(201) 871-0800  
GROUP1 CRC\$ (88.185)  
GROUP1 EZ9 (88.185)

**Certified Through October 1989**

Rose Hamilton  
First Data Resources  
7301 Pacific St  
Omaha NE 68114-5498  
(402) 399-3611  
CARRIER ROUTE MATCHING (8901)

Dale Ibis  
May & Speh  
1501 Opus Pl  
Downers Grove IL 60515-5727  
(312) 719-0339  
LPC FINALIST (5.6)

Michael Stiffler  
North American Communications  
PO Box 39  
Duncansville PA 16635-0039  
(814) 696-3553  
GROUP1 CRC\$ 19.88.01

**Certified Through November 1989**

David May  
Ace Mailing Service  
1961 S Cobb Industrial Blvd  
Symrna GA 30082-4915  
(404) 431-2549  
GROUP1 CRC\$ (7/88)

Ernie Halter  
Automation Association Ltd  
1115 Broad St  
Falls Church VA 22046-2120  
(703) 534-9844  
GROUP1 CODE1 (10/88)

Icha Zenwirth  
Dynatron Computer Sys  
10 Columbus Cir  
New York NY 10019-1393  
(212) 765-8080  
GROUP1 CRC\$ (8901)

Robert Jason  
Landex Computer Services Inc  
1111 Homestead Rd W  
Lehigh Acres FL 33936-6085  
(813) 369-5802  
GROUP1 CODE1 (88.365)

David Moore  
Sears Roebuck and Co  
400 Golf Mill Ctr  
Chicago IL 60648-1238  
(312) 875-0659  
LPC FINALIST (5.7)

**Certified Through December 1989**

Mike Byerly  
Bacompt Systems Inc  
8561 Zionsville Rd  
Indianapolis IN 46268-1511  
(317) 875-8535  
GROUP1 CODE1 (88.11)

Tim Price  
Direct Marketing Technology Inc  
955 American Ln  
Schaumburg IL 60173-4976  
(312) 517-5600  
LPC FINALIST (5.7)

Mike Talbot  
FDC Inc  
9900 Bren Rd E Ste 201  
Minnetonka MN 55343-4411  
(612) 936-5233  
GROUP1 CRC\$ (19.88.01)

William A Anderson  
Flowsoft Custom Programming  
875 Franklin Rd 1635  
Marietta GA 30067-7968  
(404) 428-4028  
FLOWMAIL PLUS (5.1)

Sharon Norton  
Manus Services Corp  
1130 Rainier Ave S  
Seattle WA 98144-2842  
(206) 325-2200  
GROUP1 CRC\$ (88.202)

Pam Weaver  
National Mailroom Service  
2503 W Beaver Creek  
Powell TN 37849-4822  
(615) 938-4141  
GROUP1 CODE1 (88.35B)

Ivan Reinhardt  
Primenet Data Systems  
8711 Lyndale Ave S  
Minneapolis MN 55420-0073  
(612) 885-8872  
GROUP1 CRC\$ (88.356)

**Certified Through January 1990**

Dana Lowry  
Group 1 Software  
6404 Ivy Ln Ste 500  
Greenbelt MD 20770-1400  
(301) 982-2000  
CRC\$ (019.89.01)  
EX9 (019.89.01)

**CODING ACCURACY SUPPORT SYSTEM—Continued**

Ronald Conley  
Kiplinger Computer and Mailing Services  
3401 East West Hwy  
Hyattsville MD 20781-0307  
(202) 887-6560  
GROUP1 CRCR (019.88.01)

Samuel Sato  
Midwest Compuservice Inc  
1034 N Dupage Ave  
Lombard IL 60148-1214  
(312) 620-4555  
GROUP1 CRC\$ (019.88.01)

Janet Anderson  
Phoenix Data Processing  
645 Blackhawk Dr  
Westmont IL 60559-1198  
(312) 654-4400  
LPC FINALIST (5.7)

Kew Taybi  
R L Polk & Co  
400 Pike St  
Cincinnati OH 45202-4280  
(513) 381-3885  
Z4PLUS BATCH (1.0.2)  
Z4PLUS RANDOM (8901)

Michael Fitzgerald  
PSA Inc  
8800 Edgeworth Dr  
Capitol Heights MD 20743-3711  
(301) 350-5600  
GROUP1 CODE1 (88.335)

Rusty Muchmore  
Wiland Services Inc  
6707 Winchester Circle  
Boulder CO 80301-3598  
(303) 530-0606  
MATCHMASTER PLUS (6/89)

**Certified Through October 1989**

Chris Doyle  
Computerized Mailing Systems  
300 Second St NW  
St Paul MN 55112-3242  
(612) 636-6265  
LPC FINALIST (5.7)

Daniel J. Minnick  
Direct Marketing Technology  
955 American Ln  
Schaumburg IL 60173-4998  
(312) 517-5683  
LPC FINALIST (5.6)

Dale Ibis  
May & Speh  
1501 Opus Pl  
Downers Grove IL 60515-5713  
(312) 719-0339  
LPC FINALIST (5.6)

**Certified Through February 1990**

Ron Branam  
California Data Marketing  
1627 E St  
Fresno CA 93706-2007  
(209) 237-3801  
POSTAGE (4.0)

David Edwards  
Columban Fathers  
400 N Calhoun St  
St Columbans NE 68056-0061  
(402) 291-1920  
COLUMBAN FATHERS CRC\$ (1.0)

Rob Klan  
Commercial Data Center Inc  
3180 Kettering Blvd  
Dayton OH 45439-1924  
(513) 294-2707  
GROUP1 CODE1 (019.88.01)

Robert Ekstrum Jr  
Computerized Mailing Systems Inc  
300 Second St NW  
St Paul MN 55112-2723  
(612) 636-6265  
GROUP1 CRC\$ (019.88.01)

Martin Kurpiel  
Creative Automation  
220 Fencil Ln  
Hillside IL 60162-2098  
CREATIVE AUTOMATION CRC\$ (2.0)

W R Weisshaar  
Donnelley Marketing  
1235 N Ave  
Nevada IA 50201-1419  
(515) 382-8202  
CONMAIL CRO4 (88.185)

**FIVE-DIGIT ZIP CODE MATCHING SERVICE**

Peter Muzzy  
MBS Multimode Inc  
7 Norden Ln  
Huntington Station NY 11746-2139  
(516) 673-5600  
LPC FINALIST (5.6)

Larry R Miklusak  
Metromail Corp  
360 E 22nd St  
Lombard IL 60148-4989  
(312) 620-3300  
ZIPIT (COMBO OF GROUP1 AND LPC)  
(5.4)

Lawrence E Webb  
Phoenix Data Processing Inc  
645 Blackhawk Dr  
Westmont IL 60559-1115  
(312) 654-4400  
LPC FINALIST (5.4)

Dana Lowry  
Group 1 Software  
6404 Ivy Ln Ste 500  
Greenbelt MD 20770-1400  
(301) 982-2000  
CODE1 (09.01.000)

Bill McGlynn  
Magi Direct Inc  
3 Westchester Plz  
Elmsford NY 10523-1607  
(914) 592-4646

Ken Murphy  
The Mail Box Inc  
3700 Pipestone Rd  
Dallas TX 75212-6112  
(214) 688-0331  
GROUP1 CODE1 (89.110)

Bob Samusevich  
Metromail Corp  
360 E 22nd St  
Lombard IL 60148-4924  
(312) 620-3300  
GROUP1 EZ94 (88.202)  
LPC FINALIST (5.7)

Nevan Rand  
Printronic Corporation of America Inc  
10 Columbus Circle 25th Fl  
New York NY 10019-1345  
(212) 247-8800  
LPC FINALIST (5.7)

Kew Taybi  
R L Polk & Co  
400 Pike St  
Cincinnati OH 45202-4280  
(514) 381-3885  
IXZIP (8901)

Gary Sage  
Sage Systems Inc  
6475 28th St Ste 220  
Grand Rapids MI 49506-6917  
(616) 940-8311  
GROUP1 CODE1 (019.88.01)

**Certified Through November 1989**

Todd Butler  
Butler Business Services Inc  
PO Box 503  
St Marys OH 45885-0503  
(800) 237-7914  
POSTALSOFT (1.7)

Mike Talbott  
FDC Inc  
9900 Bren Rd E Ste 201  
Minnetonka MN 55343-4411  
(612) 936-5233  
LPC FINALIST (5.7)

**Certified Through December 1989**

David L Sprow  
Gancom Inc  
209 Senate Ave  
Camp Hill PA 17011-2325  
(717) 763-7226  
GROUP1 EZ5 (88.188)

**CODING ACCURACY SUPPORT SYSTEM—Continued**

Steve Ward  
Landex Computer Services Inc  
1111 W Homestead Rd  
Lehigh Acres FL 33936-6085  
(813) 369-5802  
GROUP1 CODE1 (88.356)

James E Crawford  
R L Polk & Co  
400 Pike St  
Cincinnati OH 45202-4280  
(513) 381-3885  
Z4PLUS BATCH (1.0.2)  
Z4PLUS RANDOM (1.0.2)

**Certified Through January 1990**

Susan E Berg  
LPC Inc  
1200 Roosevelt Rd  
Glen Ellyn IL 60137-6098  
(312) 932-7000  
LPC FINALIST (5.7)

Keith O'Leary  
Network Computing Corp  
5301 77 Center Dr  
Charlotte NC 28217-2703  
(704) 525-8810  
GROUP1 CODE1 (88.322)

Michael Fitzgerald  
PSA  
8800 Edgeworth Dr  
Capitol Heights MD 20743-3711  
(301) 350-5600  
GROUP1 CODE1 (88.335)

Michael Roche  
Wiland Services  
6707 Winchester Circle  
Boulder CO 80301-3598  
(303) 530-0606  
MATCHMASTER PLUS (1.01)

**Certified Through February 1990**

Bill McGlynn  
Magi Direct Inc  
3 Westchester Plz  
Elmsford NY 10523-1695  
(914) 592-4646  
GROUP1 EZ5 (019.88.01)

Ken Murphy  
The Mail Box Inc  
3700 Pipestone Rd  
Dallas TX 75212-6112  
(214) 688-0331  
GROUP1 CODE1 (89.110)

Gary Sage  
Sage Systems Inc  
6475 28th St Ste 220  
Grand Rapids MI 49506-6917  
GROUP1 CODE1 (019.88.01)

Bob Snapp  
Snapp-Ware  
6962 Plainfield Rd  
Cincinnati OH 45236-3734

—Marketing Dept. 9-21-89.



**An  
accident  
happened  
here**

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB 21742 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 numbers ranging from 008149 to 027080, listing various invalid corporate account numbers.

# PERCEPTIONS



**Make the right moves - for our customers!**

**Forward mail promptly.**





INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS—Continued

761707	772522	782169	794304	802712	816058	856178	900706	907136	921527	928441	945473	972644
761726	772529	782185	794309	802718	816117	856184	900718	907171	921557	928497	945480	972673
762026	772557	782211	794320	802745	816247	856256	900759	907173	921598	928699	945492	972675
763104	772560	782217	794332	802746	826670	856263	900763	907333	921624	928716	945536	972760
763117	772566	782229	794337	802760	827050	856306	900790	907363	921779	928787	945584	973250
767549	772576	782305	794341	802777	833285	856312	900807	907412	921815	928834	945687	973258
770126	772605	782349	794345	802808	836720	856315	900808	907522	921848	931300	946128	973258
770576	772612	782361	794363	802821	837120	856316	900853	907572	921857	931332	946135	974130
770682	772627	782386	796507	802909	837151	856323	900881	907624	921860	931351	946205	976004
770695	772649	782395	800153	802933	837154	856325	900892	907670	921873	931356	946254	980010
770702	772674	784200	800217	802970	840102	856440	900900	907686	922048	931367	946643	980026
770807	772728	784209	800221	802997	840136	856470	900904	907783	922102	931413	947039	980033
771102	772734	784219	800239	803034	840162	856484	901051	907811	922108	931550	947060	980079
771111	772736	784235	800259	803063	841117	856063	901081	907812	922109	931553	949125	981541
771112	772765	785083	800266	803068	841294	871046	901113	907861	922153	931570	949137	981675
771115	772773	785313	800276	803069	841334	871079	901176	907913	922162	931625	949201	981676
771124	772794	785325	801026	803151	841396	871080	901238	911093	922167	931838	949203	981699
771127	772811	785358	801035	804052	841443	871313	901592	911128	924066	931937	949219	981699
771132	772813	785359	801041	804054	841490	871314	901794	911142	924193	931955	950056	981723
771142	772848	785391	801071	804076	841558	871339	901892	912313	924198	931965	950138	981731
771158	772864	787084	801093	804084	841573	881106	902449	913524	924216	932565	950231	981816
771168	772870	787453	801101	804104	841594	882114	902484	913759	924282	932567	950387	981827
771177	772888	787625	801104	805066	841669	883109	902564	913770	924348	932590	950400	981869
771182	772894	787657	801108	805078	843030	891202	902565	913780	924356	933238	951029	981878
771184	772910	788027	801110	805138	844083	891203	902646	913876	924358	933242	951070	981899
771213	772912	788029	801195	805147	850008	891238	902661	914038	925052	937334	951105	981932
771238	772922	788046	801211	805148	850013	891246	902676	914039	925057	937336	951171	981932
771247	772928	790307	801216	805186	850042	891374	902685	914065	925082	937450	951182	983013
771257	772944	790353	801229	805215	850043	891391	902715	914075	926051	939022	951250	984100
771267	772965	791094	802034	805219	850135	891428	902737	914091	926089	940336	952201	984120
771273	772986	791104	802040	805224	850145	891429	902768	914105	926134	940339	953229	984143
771277	772990	791127	802049	805233	850152	895228	902883	914291	926179	940374	953262	988021
771288	773006	791129	802056	805267	850182	895280	902940	914407	926232	940424	954124	989060
771307	773018	791204	802120	805284	850264	895289	902958	917598	926552	940478	954137	992189
771310	773020	791219	802165	805316	850279	898011	903011	918026	926636	940481	958173	992202
771352	773087	791232	802199	806058	850320	898028	903034	918080	926703	940497	958194	992231
771354	773102	791234	802228	809010	850324	900023	903101	918149	926711	941366	958222	992233
771359	773109	791241	802248	809012	850442	900049	903168	920002	926833	941371	958283	992233
772004	773135	791257	802251	809019	850540	900051	903228	920010	926850	941405	958284	992255
772051	773140	791261	802290	809024	850565	900057	903231	920031	926928	941475	958298	992349
772056	773141	791294	802292	809078	850582	900112	903249	920033	927253	941486	958319	992388
772060	773145	791295	802326	809108	850590	900236	903273	920034	927326	941504	958340	992443
772094	773261	791298	802433	809124	850604	900256	903287	920041	927396	941518	958366	992474
772301	773300	791339	802449	809160	850640	900275	903339	920060	927446	941525	958403	992999
772304	773301	791361	802522	812006	850648	900366	903342	920076	927450	941556	958415	995256
772335	773301	793012	802528	812007	850687	900376	903395	920087	927459	941608	958419	995396
772344	778100	794004	802564	812008	850738	900387	906003	920189	927523	941689	967055	995443
772345	782027	794023	802583	813014	856015	900431	906007	920205	927545	945057	967066	995491
772352	782056	794158	802592	813041	856027	900458	906064	920239	927550	945256	968222	995506
772408	782074	794159	802605	813042	856038	900541	906109	920261	927656	945289	968379	995550
772428	782079	794173	802617	813233	856072	900570	906138	920296	927684	945301	968522	995550
772441	782109	794185	802634	814029	856090	900574	907058	920323	928115	945338	969016	995630
772498	782113	794197	802658	815077	856154	900593	907069	921308	928151	945355	972238	997158
772506	782118	794217	802692	815096	856156	900606	907111	921332	928201	945392	972373	998111
772511	782166	794262	802708	815111	856168	900688	907121	921456	928208	945467	972385	999204

—Marketing Dept., 9-21-89.

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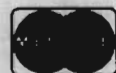
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