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25-Cent Wyoming Statehood Commemorative Stamp

The 25-cent Wyoming Statehood commemorative stamp goes on sale February 23 in Cheyenne, Wyoming. This stamp honors the centennial of the nation's 44th state. The design features the painting, High Mountain Meadow, by renowned Wyoming artist Conrad Schwiering.

Do Not Place on Sale Before February 24, 1990



Collector information is on page 21.

Supply. All post offices will receive their standard automatic distribution quantities for a 50-subject commemorative stamp. *The Bureau of Engraving and Printing will not honor supplemental requisitions for Item 4474.*

Limited quantities of this stamp will be shipped to regional accountable paper depositories (RAPDs) for filling supplemental orders. Stamp distribution offices (SDOs) requiring additional stamps may order them from their RAPD using separate Forms 17-A, *Accountable Items Requisition From Stamp Distribution Office*. All other post offices requiring additional stamps should immediately requisition them from their SDOs on separate Forms 17-A.

Before requisitioning additional stock, post offices should consider that the stock should be depleted before April 23, 1990, except at authorized philatelic centers.

—*Philatelic and Retail Services Dept., 2-8-90.*

Census Address Check Cards

Address cards and related materials are now being shipped for the Census Address Check (CAC) that the Postal Service will conduct for the Bureau of the Census from February 26 to March 16, 1990.

Employees must not process these cards or return them to the Bureau of the Census until they receive instructions and training from the division or management sectional center census coordinator.

A special 1990 Decennial Census POSTAL BULLETIN, to be issued on February 15, 1990, will include more detailed information and instructions about the Census Address Check.

—*Delivery, Distribution, and Transportation Dept., 2-8-90.*

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**Accidents don't just happen—
They are caused**

International Mail— British Virgin Islands

International exchange offices continue to receive mail addressed to the *British Virgin Islands* paid for with domestic postage and addressed with the 008 ZIP Code prefix. Only mail for post offices in the *United States Virgin Islands* can bear the domestic ZIP Code 00801. Insufficient postage and improper addressing result in lost revenue and delays in mail processing and delivery.

The addressing requirements specified in INTERNATIONAL MAIL MANUAL (IMM) 122 apply to items addressed to the British Virgin Islands. The postage rates for mail addressed to the British Virgin Islands are in the IMM Individual Country Listings. A list of post offices in the British Virgin Islands and the United States Virgin Islands follows.

British Virgin Islands Destinations:

Anegada
Tortola
Jost Van Dyke
Peter Island
Virgin Gorda

U.S. Virgin Islands Destinations:

Charlotte Amalie, St. Thomas, VI 00821
Christiansted, St. Croix, VI 00821
Frederiksted, St. Croix, VI 00841
Kingshill, St. Croix, VI 00851
Cruz Bay, St. John, VI 00831

Accepting employees must pay particular attention to the addresses on mail for the Virgin Islands. Do not accept British Virgin Islands mail bearing the 008 ZIP Code prefix. Ask the customer to obliterate the ZIP Code, pay the applicable international postage rate, and write *British Virgin Islands* below the delivery address as the country of destination.

—Delivery, Distribution, and
Transportation Dept., 2-8-90.

International Mail Service to Lebanon

Limited air service has been resumed to the country of Lebanon. Personnel accepting mail for Lebanon or answering inquiries about mail to Lebanon must advise customers of the following INTERNATIONAL MAIL MANUAL regulations:

Service is limited to airmail postcards, letters, letter packages, small packets, printed matter including books, publisher's periodicals, not exceeding 4 pounds, and air parcel post items up to 11 pounds.

There is *no* surface mail service to Lebanon.

—Delivery, Distribution, and
Transportation Dept., 2-8-90.

APO/FPO Changes

Please make the following pencil changes to the table entitled Conditions Applied to Mail Addressed to Military Post Offices Overseas, in POSTAL BULLETIN 21746, dated October 12, 1989.

APO/FPO	Actions	Effective Date	Mailing Restrictions	EMMS Network
09658	open	immediately	B-C-D-U.....	No
09658	close	3-15-90	
96246	open	2-26-90	A-B.....	No
96329	open	2-26-90	A-B.....	No

All field division general managers/postmasters must notify acceptance units of these changes.

—Delivery, Distribution, and
Transportation Dept., 2-8-90.

Withholding of Mail Orders

Enforced by postmasters at cities listed.

State/city	Names covered
VA, Weems 22576-9717	Any and all of various names other than the surnames of Paone and Rivenbark, Route 1, Box 221.
IN, Jeffersonville 47103-1232..	Any and all of various names other than the names of Bennett, McDowell, McCombs Realty, Customized Services, Custom Specialties, P.O. Box 1232.
TX, Dallas 75208-9990	Centralbanc, P.O. Box 4417.

—Judicial Officer, 2-8-90.

1990 FICA/Medicare Withholding

The Federal Insurance Contributions Act FICA/Medicare gross wages with related maximum limits have been adjusted for Calendar Year 1990 as follows:

Taxable gross wages for FICA and Medicare.....	\$51,300.00
Employer/employee FICA/Medicare tax rate	7.65%
Maximum withholding FICA/Medicare taxes.....	3,924.45
Employer/employee Medicare tax rate.....	1.45%
Maximum withholding Medicare taxes	743.85

The new maximum rates became effective Pay Period 01-90.

This article corrects the article in POSTAL BULLETIN 21752, 12-14-89 (page 19).

—Dept. of the Controller, 2-8-90.

5-Cent Luis Munoz Marin Stamp

The 5-cent Luis Munoz Marin stamp goes on sale February 18 in San Juan, Puerto Rico. This stamp in the great Americans Series honors the founder of the Commonwealth of Puerto Rico and its first Governor.

Do Not Place on Sale Before February 19, 1990



Collector information is on page 19.

Supply. Only post offices with authorized philatelic centers will receive an automatic distribution. Those post offices should requisition additional stamps for their regular window transactions. *All other post offices should order sufficient quantities to meet philatelic demand.*

Bulk Quantities. CAG A-G post offices requiring 50,000 or more stamps should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing, using **Item 1013**. They must submit requisition in the standard ordering quantities for a 100-subject stamp to the maximum quantity of 2.5-million stamps per requisition.

The bureau will fill outstanding requisitions for the 5-cent Hugo Black stamp with the Luis Munoz Marin stamp.

Less-Than-Bulk Quantities. All other post offices requiring fewer than 50,000 stamps should requisition them immediately from their designated stamp distribution offices on a separate Form 17-A, *Accountable Items Requisition From Stamp Distribution Office*.—*Philatelic and Retail Services Dept., 2-8-90.*

DMM Notice

Dead Mail Matter for Training

Effective with DOMESTIC MAIL MANUAL Issue 34, 3-18-90, part 159 is amended to provide procedures for using dead mail matter in training postal employees.—*Rates and Classification Dept., 2-8-90.*

Dinosaur T-Shirts

In response to numerous requests, the Prehistoric Animals T-shirts procured for the Dinosaur promotion will be available to the public through local post offices.

On the front of the T-shirt is an enlarged reproduction of a single stamp with the words, How to Lick a Tyrannosaurus. A large reproduction of the block of four Prehistoric Animals stamps appears on the back. The design is silk-screened on a 50-percent cotton, 50-percent polyester T-shirt.

The adult-sized T-shirts are available in medium, large, and X-large at a unit cost of \$6.95. No size small shirts are available for sale. The item number is **8815** and orders should include the quantity of each size needed. The T-shirts are packaged in a distinctive dinosaur envelope that also contains a Commemorative Stamp Club (CSC) cover letter, a CSC enrollment form, a *Treasury of Stamps* album, and Publication 225-J, *Introduction to Stamp Collecting*.

Stamp distribution offices (SDOs) should immediately place orders with their regional accountable paper depositories (RAPDs) because supplies of the T-shirts are limited. Use Form 17-A, *Accountable Items Requisition From Stamps Distribution Office* to order. All other offices should order from their SDOs.

Offices should report all sales of the T-shirts in the 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*, on line 5.

—*Philatelic and Retail Services Dept., 2-8-90.*

\$3 Beach Umbrella Stamp Booklet

Supply. An automatic distribution of the \$3 Beach Umbrella stamp booklet was made to post offices with authorized philatelic centers only. These post offices should requisition additional booklets to accommodate over the counter, vending machine, and consignment sales.

Bulk Quantities. CAG A-G post offices requiring 1,500 or more booklets should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing, using **Item 6611**. Orders must be submitted in the following quantities: 1,500 books; 3,000 books; and multiples of 4,500 books to a maximum of 45,000 books per requisition.

Less-Than-Bulk Quantities. All post offices requiring less than 1,500 booklets should immediately requisition the booklets from their designated stamp distribution office on a separate Form 17-A, *Accountable Items Requisition From Stamp Distribution Office*.—*Philatelic and Retail Services Dept., 2-8-90.*

INTERNATIONAL BUSINESS REPLY SERVICE

Effective immediately, the Postal Service will offer International Business Reply Service (IBRS) on an experimental basis. IBRS will be offered only to a limited number of countries that have agreed to participate in this service. The countries in the IBRS network are subject to change.

At this time, IBRS is available to Great Britain and Northern Ireland.

(Announcement of service to other countries will be made as service becomes available.)

Mailers may distribute IBRS pieces only to Great Britain and Northern Ireland. The service is generally reciprocal, and foreign IBRS pieces can be returned to that country.

The INTERNATIONAL MAIL MANUAL is amended as follows to provide for International Business Reply Service:

132.2 Reply Cards and Envelopes. Items may not contain any card or envelope intended for reply purposes (addressed for return) if postage for that reply is denoted by U.S. stamps, domestic business reply, or other domestic indicia. International Business Reply Service (IBRS) cards and envelopes may be enclosed only with items addressed to countries participating in this service. See 393 for participating countries and other requirements. See 241.5 regarding permissible printed matter enclosures and the circumstances under which the enclosure of domestic reply items may be accepted.

* * * * *

241.5 Permitted Enclosures. Articles sent as printed matter may contain the following enclosures:

a. With all types of printed matter to all countries *except* Ireland: A card, envelope, or wrapper bearing the printed U.S. address of the sender or his agent. The enclosure may bear appropriate foreign postage to mail it back to the United States. United States domestic business reply items may not be enclosed. International Business Reply Service (IBRS) cards and envelopes may be enclosed only with items addressed to countries participating in this service.

* * * * *

393 International Business Reply Service

393.1 Description. International Business Reply Service (IBRS) is similar to domestic business reply mail service. It allows envelopes and cards to be distributed to and deposited in certain foreign countries for return to the addressee in the United States without prepayment of postage. Postage and service fees are collected from the U.S. addressee at delivery. Special services cannot be used with IBRS.

393.2 Availability

393.21 Areas of Service. International Business Reply Service is available only to Great Britain and Northern Ireland.

393.22 Cards and envelopes distributed to countries other than those listed in 393.21 may not be returned to the United States and will be treated in accordance with each country's internal regulations. IBRS is available to customers resident in the United States who distribute IBRS mail internationally via U.S. Mail, for return to the customer's address in the United States. IBRS mailpieces returned to the United States from participating foreign postal administrations will receive international airmail service.

393.3 Who May Distribute IBRS Mail. Any holder of a business reply permit participating in the Business Reply Mail Accounting System (BRMAS) may distribute IBRS mail to participating countries. Prior to producing IBRS mail, the mailers must advise the postmaster of the post office where their permit is held, in writing, that they intend to distribute IBRS mail. IBRS mail must meet all specifications of BRMAS including using unique ZIP+4 codes, identification of the rate category, and using the corresponding bar code. The postmaster must assign the unique ZIP+4 codes as part of the application process. Participating mailers are encouraged to submit preproduction samples for approval. The postmaster responsible will issue a letter of authorization to the mailer.

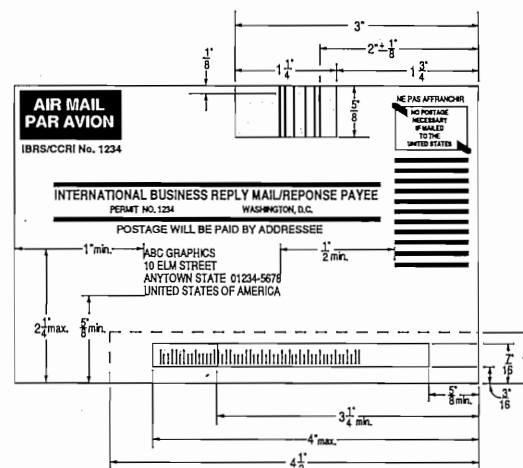
393.4 Fees. The fees for IBRS are as follows: envelopes up to 2 ounces—\$.95, cards—\$.50.

Note: These fees include the \$.05 charge for mail returned through BRMAS. There are no additional application or renewal fees, other than those required by 917.33, DOMESTIC MAIL MANUAL, for IBRS.

393.6 Format Requirements (Exhibit 393.6)

393.61 FIM. Each International Business Reply Service (IBRS/CCRI) item must contain a Facing Identification Mark (FIM) pattern C, printed at the top right portion of the address side of the item.

Exhibit 393.61



INTERNATIONAL BUSINESS REPLY SERVICE—Continued

The top of the FIM C bar pattern must be within 1/8 inch of the edge of the item and may extend to the edge. The rightmost bar of the pattern must be within 2 inches (+/- 1/8 inch) of the right edge of the item. The FIM bars must be 3/8 inch (+/- 1/8 inch) long. The entire FIM pattern must be completely contained within a rectangular clear zone measuring 1 1/4 inches in length and 5/8 inch in height; with its top edge formed by the top edge of the item and its right edge beginning 1 3/4 inches from the right edge of the item.

393.62 Barcodes. ZIP+4 Postnet Barcodes pre-assigned by the U.S. Postal Service must be printed on the address side of each International Business Reply Service (IBRS/CCRI) item within the "bar code read area," which must be free of any printing other than the bar code. The read area extends 5/8 inch from the bottom and at least 4 1/2 inches from the right edge of the item. The bottom of the bars must be positioned 1/4 inch (+/- 1/16 inch) from the bottom edge of the item and the barcode must be completely contained within the read area.

393.5 Size and Weight Requirements

393.51 Cards. The following size and weight requirements apply to cards:

Cards: Minimum size: 3 1/2 by 5 1/2 inches
 Maximum size 4 1/4 by 6 inches
 Thickness: Not less than .007 inch nor more than .0095 inch

(Note: IBRS cards must be printed on paper stock meeting a standard industry basis weight of 75 pounds, with none less than 71.25 pounds, for 500 sheets measuring 25 inches by 38 inches, and must also have a thickness of at least 0.007 inch and not more than 0.0095 inch. The paper must be free from groundwood except when coated with a substance that adds to the paper's ability to resist an applied bending force.)

393.52 Envelopes. The following size and weight requirements apply to envelopes:

Envelopes: Minimum size: 3 1/2 by 5 1/2 inches
 Maximum size 4 3/4 by 9 1/4 inches
 Thickness: Not less than .007 inch nor more than .2 inch
 Maximum weight: 2 ounces

393.63 No Postage Necessary Endorsement. The endorsement NE PAS AFFRANCHIR, NO POSTAGE NECESSARY IF MAILED TO THE UNITED STATES must be printed in the upper right-hand corner of the face of the piece with a partial diagonal bar. The endorsement must not extend further

than 1 3/4 inches from the right edge of the mail-piece.

393.64 Business Reply Legend. The legend INTERNATIONAL BUSINESS REPLY MAIL/RESPONSE PAYEE must appear above the address in capital letters at least 3/16 of an inch high. Immediately below the legend the words PERMIT NO., followed by the permit number and the issuing post office (city and state) must be shown in capital letters. This information must appear between two horizontal bars at least 3/32 inch thick and at least 1/2 inch apart. The endorsement "Postage Will Be Paid by the Addressee" must appear immediately below the lower bar.

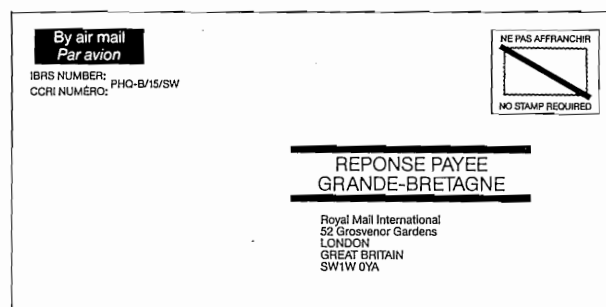
393.65 Address. The complete address must appear, including the name of the permit holder, street address (and/or post office box number), city, state, the unique ZIP + 4 code that is pre-assigned and the country of destination (United States of America) with the bottom line of the address no lower than 5/8 of an inch and the city, state, and ZIP + 4 code line no higher than 2 1/4 inches from the bottom edge of the mailpiece. A clear margin void of any extraneous matter (except for the horizontal bars specified below) of at least 1 inch is required between the left and right edges of the mailpiece and the address.

393.66 Air Mail Endorsement. The endorsement AIR MAIL/PAR AVION must be shown in the upper left corner on reverse print. Immediately beneath this endorsement must appear the words IBRS/CCRI No. followed by the permit number.

393.67 Horizontal Bars. A series of horizontal bars parallel to the length of the mailpiece must be printed immediately below the endorsement "NO POSTAGE NECESSARY IF MAILED TO THE UNITED STATES." The bars must be uniform in length, at least 1 inch long and 1/16 of an inch to 3/16 of an inch thick and evenly spaced. The vertical column of horizontal bars must not extend below the delivery address line, which is the line above the line containing the ZIP + 4 code. There must be at least 1/2 inch clearance between the ZIP + 4 code and the bars.

393.7 Foreign International Business Reply Service Mail. Mailers in the countries listed in 393.2 may be

Exhibit 393.7



INTERNATIONAL BUSINESS REPLY SERVICE—Continued

authorized to distribute IBRS mail in the United States. These items, similar to the format in Exhibit 393.7, are accepted without the prepayment of postage for return by air to the destination country.

These items are forwarded, with ordinary letters and cards, to the designated international air exchange office for return to the appropriate country.—*Rates and Classification Dept., 2-8-90.*

FEDERAL TAX WITHHOLDING

Beginning with Pay Period 03-90, payroll checks will reflect the changes in federal income withholding tax rate tables and the value of the exemption. The following tables and computations are based on the employees' *biweekly* payroll period.

The exemption value has increased from \$76.92 to \$78.85.

Federal Income Withholding Tax Rate Tables

1. Single person—including head of household:

If the amount of wages is: The amount of income tax to be withheld shall be:

Not over \$46		0		
Over	But not over		Of excess over	
\$46	\$794	15%	\$46	
\$794	\$1,856	\$112.20 plus 28%	\$794	
\$1,856	\$4,242	\$409.56 plus 33%	\$1,856	
\$4,242		\$1,196.94 plus 28%	\$4,242	

2. Married person

If the amount of wages is: The amount of income tax to be withheld shall be:

Not over \$131		0		
Over	But not over		Of excess over	
\$131	\$1,379	15%	\$131	
\$1,379	\$3,146	\$187.20 plus 28%	\$1,379	
\$3,146	\$7,716	\$681.96 plus 33%	\$3,146	
\$7,716		\$2,190.06 plus 28%	\$7,716	

To predict or check your new withholding amount follow these steps:

1. Determine normal biweekly gross salary from earnings statement.

2. Multiply the number of exemptions claimed by the new exemption value, \$78.85. (The federal tax line on the earnings statement shows the number of exemptions claimed. Examples: S1=single with one exemption, M2=married with two exemptions.)

3. Subtract that amount in (2) from the amount of gross biweekly wages in (1). This figure is the amount subject to withholding tax.

4. Find the range that includes this figure (3) in the new table and figure the amount to be withheld.

Example

A married employee is paid \$1,200 gross biweekly salary. This employee claims three exemptions. (The earnings statement shows M3 on the federal tax line.) Using the table, the employee can check the amount withheld for federal tax as follows:

1. Total biweekly gross wages	\$1,200.00
2. Three exemptions (three times the new value, \$78.85)	\$236.55
3. Amount subject to withholding (\$1,200 minus \$236.55)	\$963.45
4. In the married column of the new tables, this figure falls in the \$131-\$1,379 range. So the employee computes:	
Tax on first \$131	\$0
Tax on the balance (\$963.45-\$131= \$832.45 at 15%)	\$124.87
Total federal tax withheld on each biweekly payroll check	\$124.87

Note: This total may vary by a few cents due to rounding.

An employee enrolled in the Thrift Savings Plan (TSP) must first subtract the TSP amount from the gross salary, then compute the federal tax withholdings.—*Dept. of the Controller, 2-8-90.*

Form 1011, Application for Travel Advance

Form 1011, *Application for Travel Advance*, has been modified to include wording related to criminal misappropriation and the Program Fraud Civil Remedies Act.

Please note that the Privacy Act is now located on the back of the form.

—*Dept. of the Controller, 2-8-90.*

Let's reduce costs, double check item numbers and quantities on all accountable paper requisitions.

Sale of Postal Property to Postal Employees

On August 1, the Office of Materiel Management, Procurement and Supply Department, issued the revised Handbook AS-701, *Materiel Management*. A significant change in previous policy now allows postal employees to purchase surplus USPS materiel. Part of the policy change requires that the employees have no connection with declaring the materiel as excess or approving it for sale. This Bulletin article notifies postal employees of the change and clarifies the policy.

Any transactions involving the sale of postal materiel to postal employees must be in conjunction with public sales or auctions that have been advertised to the general public (see Handbook AS-701, sections 358.42, 358.423, and 358.43). It is imperative that the public does not perceive that postal employees have exclusive or preferential access to purchasing USPS surplus materiel.

The policy concerning the sale of postal materiel is in Handbook AS-701, Chapter 3, section 358.422.

The rules for disposition of surplus USPS vehicles are somewhat different than the rules applicable to other surplus materiel. Purchasers still may not be connected in any way with declaring vehicles as excess or unserviceable, as with surplus materiel. The major difference is that surplus vehicles must be offered to potential purchasers at fixed price sales in the following priorities:

1. National rural letter carriers
2. General public
3. Other postal employees including motor vehicle service drivers

Note: See Handbook PO-701, *Fleet Management*, section 764.5 and POSTAL OPERATIONS MANUAL 752.5 for specific restrictions applicable to each of the above categories.

Excluded from this vehicle approval policy are the Postal Career Executive Service (PCES) and their immediate families resident in their households, and all personnel connected with fleet purchases, management operations, and/or maintenance functions.

A future revision of Handbook AS-701, *Materiel Management*, will include these clarifications.

—*Procurement and Supply Dept.*, 2-8-90.

MSC/Division Realignment and Consolidations

Effective September 23, 1989, 37 management sectional centers (MSCs) and two divisions were consolidated.

A complete MSC list, including the physical locations of these offices appears on pages 11 through 17.—*Operations Support Group*, 2-8-90.

Publication 136 Revision

Uniform Vendor Listing

The revised Publication 136, *Uniform Vendor Listing—Uniform Allowance Program*, should be printed and released to the field by mid-February. The publication provides an update of the names and addresses of vendors who are licensed to sell certified uniform items under the U.S. Postal Service Uniform Allowance Program. The listing is divided into two segments. The first list contains vendors' names and addresses in alphabetical order. The second lists the same vendors by ZIP Code in ascending order.

The publication will be distributed automatically to the regions, divisions, management sectional centers, CAG A-J post offices, classified stations and branches, bulk mail centers, and vehicle maintenance facilities.—*Labor Relations Dept.*, 2-8-90.

New Postal Stationery and Indicia

New business cards, letterheads, and envelopes have been approved as part of an overall Postal Service corporate identity program. Also approved is the new postal indicia shown below. The stationery system includes the new postal symbol (the eagle and bar), mandates an address line in the address block, and bears the Olympic rings and the words, Official Olympic Sponsor.



The Headquarters Printing Division will send new printing specifications to the procurement and materiel management service centers and offices, and to division procurement support services. The Printing Division will purchase all stationery for Headquarters organizations and officers. All new orders of stationery must be printed in accordance with the new specifications. However, offices should use supplies of current business cards, letterheads, and envelopes while they last.

Please direct questions concerning policy only to the Marketing Department, Creative Services Division, PEN 268-2161.—*Marketing Dept.*, 2-8-90.

Correction

Directives Update

The Directives Update in POSTAL BULLETIN 21754, 1-11-90 (page 14), included an incorrect oldest usable date for the DOMESTIC MAIL MANUAL. The correct date is 12-17-89, not 9-17-89.

—*Office of Information Services*, 2-8-90.

MANAGEMENT ASSOCIATE PROGRAM RECRUITMENT

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

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

A. Program Design

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

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

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

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

B. Compensation and Outplacement

1. *Compensation.* MAs are compensated on a salary schedule (RSC-J) developed specifically for structured development programs (SDPs), including the Management Associate Program. The schedule has no grade levels or steps but does have, for each SDP, a unique salary range, plus the same COLA as in the Executive and Administrative Schedule (EAS). The current basic salary range for MAs is \$29,000 to \$35,000.

The beginning salary is determined on an individual basis depending on the MA's education, experience, and current salary. In the event selected employees' basic salaries exceed the maximum of the program range, they retain their current basic salaries upon entering the program.

MAs will not receive general increases but will receive COLA increases and will be eligible for salary adjustments up to 12 percent of basic salary (in the form of increases to salary and/or lump sum payments) determined on the basis of performance evaluations and the MA's position in the range.

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

Outplacement in positions at the target levels is noncompetitive. However, MAs must meet the requirements of the position.

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

C. Application.

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

The minimum eligibility requirement is a bachelors degree from an accredited college or university plus 2 years supervisory experience, or an advanced degree. MAs must have completed all degree requirements before entering the program until the applicant submits all required documents.

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

b. *Transcripts.* Applicants must submit a legible copy of the official transcript from the college or university from which they received their highest degree. Applicants must either include the transcripts with their applications or have them forwarded by the college or university.

c. *Occupation/Academic References.* Nonpostal applicants must include letter(s) of reference from at

MANAGEMENT ASSOCIATE PROGRAM RECRUITMENT—Continued

least one but no more than three employers or professors.

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

(1) Credentials Evaluation Service, P.O. Box 66940, Los Angeles, CA 90066.

(2) Educational Equivalency Evaluations, World Education Services, P.O. Box 745, Old Chelsea Station, New York, NY 10011.

(3) Educational Credentials Evaluators, Inc., P.O. Box 17499, Milwaukee, WI 53217.

(4) International Consultants of Delaware, Inc., 109 Barksdale Professional Center, Newark, DE 19711.

International Consultants of Delaware, Inc., California Office, P.O. Box 5399, Los Angeles, CA 90721.

(5) Foundation of International Services, Inc., P.O. Box 230278, Portland, OR 97223.

3. *When and Where To Apply.* Applications must be received no later than March 30, 1990.

Individuals may apply to only one region, but may choose from any with field divisions that are recruiting. Applicants should indicate on the application form, in order of preference, the field divisions within the region where they wish to be considered. Finalists who are not selected by recruiting field divisions may be referred to other regions.

If applicants are interested in being considered by other regions, they should indicate this interest in their application materials.

Applicants should send the completed application to the region of their choice, to the attention of Management Associate Program. Regional addresses appear below. Under each is a list of the field divisions recruiting MAs. An asterisk indicates field divisions recruiting from within the Postal Service only.

Eastern Region

Regional Director, Human Resources
U.S. Postal Service
P.O. Box 8601
Philadelphia, PA 19197-0840
Cincinnati, Columbia, Northern VA, Southern MD, South Jersey

Northeast Region

Regional Director, Human Resources
U.S. Postal Service
6 Griffin Road
Windsor, CT 06006-0100
Boston, Hartford, Manchester, New Brunswick, New York City, Providence, Queens, Springfield, Westchester, Western New York

Southern Region

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

Western Region

Regional Director, Human Resources
U.S. Postal Service
850 Cherry Street
San Bruno, CA 94099-0840
*Sacramento, Santa Ana, *Tucson

D. Selection Process

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

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

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

c. *Communication:* Ability to express information and ideas orally and in writing; ability to provide clear oral and written instructions, and to compose formal reports and correspondence. *The application will be used in evaluating written communication ability.*

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

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

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

MANAGEMENT ASSOCIATE PROGRAM RECRUITMENT—Continued

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

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

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

4. *Final Selections.* The recruiting field division

general manager/postmaster will make the final selections.

E. Posting

Offices should post the announcement on page 18 on bulletin boards and other appropriate locations to publicize the program. Personnel offices should duplicate this article as necessary for interested individuals.

—*Training and Development Dept., 2-8-90.*

ELM/Handbook EL-311 Revision

NATIONAL GUARDSMEN: RESTORATION

EMPLOYEE AND LABOR RELATIONS MANUAL (ELM) 360 and Handbook EL-311, *Personnel Operations*, section 218, are amended to incorporate new language about National Guardsmen being entitled to restoration following active military duty. This revision is pursuant to specific provisions in Title 32, United States Code, applicable to both federal and postal employees. The ELM reads as follows:

Chapter 3 Employment and Placement

* * * * *

360 Other Personnel Action

* * * * *

365.234 Restoration After Military Service

* * * * *

d. Employee ordered to initial period of active duty for training.

(1) Employees who are members of a reserve component and are ordered to an initial period of active duty for training of not less than *12 consecutive weeks* (release in less than 12 weeks for reasons beyond the employees' control does not affect their restoration right) are entitled to restoration when they:

(a) Are released from that active duty after satisfactory service; and

(b) Apply for restoration within 31 days after that release or within the earlier of (1) 31 days after discharge from hospitalization incident to that

active duty or (2) 1 year of their scheduled release from that duty.

This includes members of the National Guard whose period of initial active duty for training is full-time training or other full-time duty performed under sections 316, 502, 503, 504, or 505 of Title 32, United States Code.

Handbook EL-311 reads as follows:

Chapter 2 Recruitment and Selection

* * * * *

218 Restoration

* * * * *

218.124 Employee Ordered to Initial Period of Active Duty for Training. Employees who are members of a reserve component and are ordered to an initial period of active duty for training of not less than *12 consecutive weeks* (release in less than 12 weeks for reasons beyond the employees' control does not affect their restoration right) are entitled to restoration when they:

a. Are released from that active duty after satisfactory service; and

b. Apply for restoration within 31 days after that release or within the earlier of (1) 31 days after discharge from hospitalization incident to that active duty or (2) 1 year of their scheduled release from that duty.

This includes members of the National Guard whose period of initial active duty for training is full-time training or other full-time duty performed under sections 316, 502, 503, 504, or 505 of Title 32, United States Code.

—*Employee Relations Dept., 2-8-90.*

200 Years of Census Taking

CENSUS DAY IS APRIL 1, 1990

MANAGEMENT SECTIONAL CENTERS

The following list includes independent post offices (POs) and airport facilities (APFs) (marked *)—which are not management sectional centers (MSCs)—reporting directly to the divisions.

Total Divisions: 73. Total MSCs: 97.

NORTHEAST REGION

ALBANY DIVISION

30 Old Karner Road
Albany, NY 12288-9998120-123, 128-129, 133-135
PEN: 8-562-2201
Comm: 8-(518) 452-2201

5640 E. Taft Road
Syracuse, NY 13220-9998130-132, 136-139
PEN: 8-952-3501
Comm: 8-(315) 470-3501

BOSTON DIVISION

25 Dorchester Avenue
Boston, MA 02205-9998020-022
PEN: 8-654-5007
Comm: 8-(617) 654-5007

MIDDLESEX-ESSEX MSC

462 Washington Street
Woburn, MA 01888-9998018-019, 055
PEN: 8-834-9762

WESTERN NEW YORK DIVISION

1200 William Street
Buffalo, NY 14240-9998140-143, 147
PEN: 8-437-2400
Comm: 8-(716) 846-2400

1335 Jefferson Road
Rochester, NY 14692-9998144-146, 148-149
PEN: 8-963-5800
Comm: 8-(716) 272-5800

CARIBBEAN DIVISION

GPO Box 3367
San Juan, PR 00936-9998006-009
Comm: 8-(809) 766-5624

HARTFORD DIVISION

141 Weston Street
Hartford, CT 06101-9998060-062, 067
PEN: 8-646-6050
Comm: 8-(203) 524-6050

50 Brewery Street
New Haven, CT 06511-9998063-066
PEN: 8-643-7000

LONG ISLAND DIVISION

U.S. Postal Service
Hicksville, NY 11805-9998005, 115, 117-119
PEN: 8-666-2710
Comm: 8-(516) 755-2710

MANCHESTER DIVISION

955 Goffs Falls Road
Manchester, NH 03103-9998030-039
PEN: 8-841-4000
Comm: 8-(603) 644-4000

125 Forest Avenue
Portland, ME 04101-9998040-049
PEN: 8-830-8529

NEWARK DIVISION

2 Federal Square
Newark, NJ 07102-9998070-073
PEN: 8-340-5586
Comm: 8-(201) 596-5586

NEW BRUNSWICK DIVISION

U.S. Postal Service
New Brunswick, NJ 08901-9998077-079, 088-089
PEN: 8-636-3264
Comm: 8 (201) 819-3264

194 Ward Street
Paterson, NJ 07510-9998074-076
PEN: 8-691-4601
Comm: 8-(201) 977-4601

680 U.S. Highway 130
Trenton, NJ 08650-9998085-087
PEN: 8-433-3003
Comm: 8-(609) 581-3003

NEW YORK DIVISION

James A. Farley Bldg., Rm. 3016
New York, NY 10199-9998090-098, 100-102, 104
PEN: 8-330-3600
Comm: 8-(212) 330-3600

PROVIDENCE DIVISION

24 Corliss Street
Providence, RI 02904-9998027-029
PEN: 8-838-6951
Comm: 8-(401) 276-6951

120 Commercial Street
Brockton, MA 02403-9998023-026
PEN: 8-844-1856

4 East Central Street
Worcester, MA 01613-9998014-017
PEN: 8-836-3600

QUEENS DIVISION

142-02 20th Avenue
Flushing, NY 11351-9998103, 110-114, 116
PEN: 8-662-5155
Comm: 8-(718) 321-5155

Kennedy AMF*
AMF Bldg. 250
Kennedy Airport, NY 11430-9998003
PEN: 8-665-9600

SPRINGFIELD DIVISION

1883 Main Street
Springfield, MA 01101-9998010-013
PEN: 8-833-6528
Comm: 8-(413) 731-0528

Sykes Avenue
White River Junction, VT 05001-9998050-054, 056-059
PEN: 8-832-3246

WESTCHESTER DIVISION

230 East Sandford Boulevard
Mt. Vernon, NY 10551-9998004, 105-109
PEN: 8-674-7196
Comm: 8-(914) 964-7196

MANAGEMENT SECTIONAL CENTERS—Continued

55 Mansion Street Poughkeepsie, NY 12601-9998124-127 PEN: 8-883-5426 Comm: 8-(914) 452-3421	301 Green Street Fayetteville, NC 28302-9998283-285 PEN: 8-679-2312
427 West Avenue Stamford, CT 06910-9998068-069 Comm: 8-(203) 326-2201	COLUMBUS DIVISION 850 Twin Rivers Drive Columbus, OH 43216-9998430-433, 437-438, 448-449, 456-457 PEN: 8-943-4266 Comm: 8-(614) 469-4266
EASTERN REGION	435 S. St. Clair Street Toledo, OH 43601-9998434-436 PEN: 8-979-1802
BALTIMORE DIVISION 900 E. Fayette Street Baltimore, MD 21233-9998210-212, 214-215, 217, 219 PEN: 8-956-4260 Comm: 8-(301) 347-4260	GREENSBORO DIVISION 900 East Market Street Greensboro, NC 27420-9998270-274, 286 PEN: 8-629-1201 Comm: 8-(919) 271-5598
147 Quigley Boulevard Wilmington, DE 19850-9998197-199, 216, 218 PEN: 8-487-8227 Comm: 8-(302) 323-2227	2901 So. I-85 Charlotte, NC 28228-9998280-282, 287-289, 297 PEN: 8-672-4444
CHARLESTON DIVISION 1002 Lee Street, East Charleston, WV 25301-9998246-253, 255-259, 266 PEN: 8-924-0601 Comm: 8-(304) 357-0601	310 New Bern Avenue Raleigh, NC 27611-9998275-279 PEN: 8-671-3600
500 W. Pike Street Clarksburg, WV 26301-9998254, 261-265, 267-268 PEN: 8-552-7700 Comm: 8-(304) 623-7700	HARRISBURG DIVISION 813 Market Street Harrisburg, PA 17105-9998169-172, 177-178 PEN: 8-589-2300 Comm: 8-(717) 257-2300
CINCINNATI DIVISION 1591 Dalton Street Cincinnati, OH 45234-9998410, 450-452, 459, 470 PEN: 8-684-5400 Comm: 8-(513) 684-5400	1400 Harrisburg Pike Lancaster, PA 17604-9998173-176, 179, 195-196 PEN: 8-484-6900 Comm: 8-(717) 396-6900
1111 E. Fifth Street Dayton, OH 45401-9998453-455, 458 PEN: 8-774-1235 Comm: 8-(513) 227-1235	1000 Postal Road Lehigh Valley, PA 18001-9998180-188 PEN: 8-346-3209 Comm: 8-(215) 266-3209
CLEVELAND DIVISION 2400 Orange Avenue Cleveland, OH 44101-9998440-441 PEN: 8-292-4573 Comm: 8-(216) 443-4573	LOUISVILLE DIVISION 1420 Gardiner Lane Louisville, KY 40231-9998400-402, 421-422, 427, 471 PEN: 8-352-1814 Comm: 8-(502) 454-1814
675 Wolf Ledges Parkway Akron, OH 44309-9998442-443, 446-447 PEN: 8-293-0404 Comm: 8-(216) 379-0404	1088 Nandino Boulevard Lexington, KY 40511-9998403-409, 411-418, 425-426 PEN: 8-355-6784
99 South Walnut Street Youngstown, OH 44501-9998439, 444-445 PEN: 8-291-6820 Comm: 8-(216) 744-6820	800 Sycamore Street Evansville, IN 47708-9998420, 423-424, 476-477 PEN: 8-354-3401
COLUMBIA DIVISION 1601 Assembly Street Columbia, SC 29201-9998290-292 PEN: 8-677-4600 Comm: 8-(803) 733-4600	NORTHERN VIRGINIA DIVISION 8409 Lee Highway Merrifield, VA 22081-9998220-223, 226 PEN: 8-393-6600 Comm: 8-(703) 698-6600
4290 Daley Avenue Charleston, SC 29423-9998294-295 PEN: 8-668-4368	PHILADELPHIA DIVISION 2970 Market Street Philadelphia, PA 19104-9998190-192, 213 PEN: 8-680-8800 Comm: 8-(215) 895-8800
600 W. Washington Street Greenville, SC 29602-9998293, 296 PEN: 8-230-8302	

MANAGEMENT SECTIONAL CENTERS—Continued

PITTSBURGH DIVISION

1001 California Avenue
 Pittsburgh, PA 15290-9998150-154, 156, 260
 PEN: 8-726-7771
 Comm: 8-(412) 359-7771

2108 East 38th Street
Erie, PA 16515-9998158, 160-165, 167
 PEN: 8-759-7300
 Comm: 8-(814) 898-7300

111 Franklin Street
Johnstown, PA 15901-9998155, 157, 159, 166, 168
 PEN: 8-723-4952
 Comm: 8-(717) 257-2300

RICHMOND DIVISION

1801 Brook Road
 Richmond, VA 23232-9998 ..224-225, 227-232, 238-239, 244
 PEN: 8-982-6201
 Comm: 8-(804) 775-6201

600 Church Street
Norfolk, VA 23501-9998233-237
 PEN: 8-931-2101
 Comm: 8-(804) 629-2231

419 Rutherford Avenue, NE
Roanoke, VA 24022-9998240-243, 245
 PEN: 8-937-8750
 Comm: 8-(703) 985-8750

SOUTH JERSEY DIVISION

421 Benigno Boulevard
 Bellmawr, NJ 08031-9998080-084
 PEN: 8-488-4000
 Comm: 8-(609) 933-4000

1000 W. Valley Road
Southeastern, PA 19399-9998189, 193-194
 PEN: 8-483-6401
 Comm: 8-(215) 964-6401

SOUTHERN MARYLAND DIVISION

9201 Edgeworth Drive
 Capitol Heights, MD 20790-9998206-207
 PEN: 8-763-7600
 Comm: 8-(301) 499-7600

Suburban Maryland MSC
 6501 Shady Grove Road
 Gaithersburg, MD 20898-9998208, 209
 Comm: 8-(301) 670-6000

900 Brentwood Road, NE*
 Washington, DC 20066-9998200, 202-205
 PEN: 8-523-1200
 Comm: 8-(202) 636-1200

SOUTHERN REGION

ATLANTA DIVISION

3900 Crown Road, SW
 Atlanta, GA 30304-9998300-303, 305-306, 311
 PEN: 8-236-7300
 Comm: 8-(404) 765-7300

BIRMINGHAM DIVISION

351 N. 24th Street
 Birmingham, AL 35203-9998350-352, 354-359, 362
 PEN: 8-229-0201
 Comm: 8-(205) 521-0201

2256 E. South Boulevard
Montgomery, AL 36119-9998360-361, 367-368
 PEN: 8-534-7570

451 College Street
Macon, GA 31213-9998310, 312, 316-319
 PEN: 8-237-8401

DALLAS DIVISION

401 Dallas/Ft. Worth Turnpike
 Dallas, TX 75260-9998750-754, 762
 PEN: 8-734-4445
 Comm: 8-(214) 760-4445

4600 Mark IV Parkway
Fort Worth, TX 76161-9998760-761, 763-764, 768-769,
 795-796
 PEN: 8-335-1000

HOUSTON DIVISION

401 Franklin Avenue
 Houston, TX 77201-9998770-778
 PEN: 8-495-3000
 Comm: 8-(713) 226-3000

JACKSON DIVISION

401 E. South Street
 Jackson, MS 39201-5210369, 390-393
 PEN: 8-490-5754
 Comm: 8-(601) 968-5754

750 Florida Street
Baton Rouge, LA 70821-9998705-708
 PEN: 8-681-0393

General Mail Facility
 2400 Texas Avenue
Shreveport, LA 71102-9998710-714
 PEN: 8-493-2200

JACKSONVILLE DIVISION

1100 Kings Road
 Jacksonville, FL 32203-9998320-323, 326
 PEN: 8-964-2771
 Comm: 8-(904) 359-2771

2 North Fahm Street
Savannah, GA 31401-9998 ...298-299, 304, 308-309, 313-315
 PEN: 8-248-4654

LITTLE ROCK DIVISION

4700 East McCain Boulevard
 Little Rock, AR 72231-9998716-722, 724
 PEN: 8-642-6600
 Comm: 8-(501) 945-6600

3318 S. 74th
Fort Smith, AR 72917-9998725-729
 PEN: 8-740-6410
 Comm: 8-(501) 484-6410

2100 W. Martin Luther King Blvd.
Tyler, TX 75702-9998755-759
 PEN: 8-748-2491

MEMPHIS DIVISION

555 S. Third Street
 Memphis, TN 38101-9998375, 380-383, 723
 PEN: 8-222-2315
 Comm: 8-(901) 521-2315

MANAGEMENT SECTIONAL CENTERS—Continued

515 South Thomas Street Tupelo, MS 38801-9998386-389, 397 PEN: 8-224-4413	10401 Tradeport Drive Orlando, FL 32862-9998327-328, 347 PEN: 8-820-6203		
MIAMI DIVISION			
2200 NW 72nd Avenue			
Miami, FL 33152-9998330-333, 340 PEN: 8-350-0477 Comm: 8-(305) 591-0477	CENTRAL REGION		
CHICAGO DIVISION			
Main Post Office			
433 W. Van Buren Street			
Chicago, IL 60607-9998606-608 PEN: 8-765-3000 Comm: 8-(312) 765-3000			
3200 Summit Boulevard			
West Palm Beach, FL 33406-9998329, 334, 349 PEN: 8-824-2001			
NASHVILLE DIVISION			
525 Royal Parkway			
Nashville, TN 37229-9998307, 370-374, 384-385 PEN: 8-852-9252 Comm: 8-(615) 885-9252			
AMF O'HARE*			
O'Hare Airport, IL 60666-9998 Only PEN: 8-366-2175			
1237 East Weisgarber Road			
Knoxville, TN 37950-9998376-379 PEN: 8-853-4544	DENVER DIVISION		
1823 Stout Street, Rm. 413			
NEW ORLEANS DIVISION	Denver, CO 80202-9998800-807 PEN: 8-297-6169 Comm: 8-(303) 297-6169		
701 Loyola Avenue			
New Orleans, LA 70113-9998700-701, 703-704 PEN: 8-682-1022 Comm: 8-(504) 589-1022	210 E. Pikes Peak Avenue		
11110 Highway 49 North		Colorado Springs, CO 80901-9998808-812 PEN: 8-523-2323 Comm: 8-(303) 570-5323	
Gulfport, MS 39503-9998394-396 PEN: 8-499-2644	241 N. 4th Street		
250 St. Joseph Street		Grand Junction, CO 81501-9998813-816 PEN: 8-322-3411 Comm: 8-(303) 244-3411	
Mobile, AL 36601-9998363-366 PEN: 8-537-5901	2120 Capitol Avenue		
1400 W. Jordan Street		Cheyenne, WY 82001-9998820-831 PEN: 8-328-6501 Comm: 8-(307) 772-6501	
Pensacola, FL 32501-9998324-325 PEN: 8-947-9102	DES MOINES DIVISION		
OKLAHOMA CITY DIVISION		1165 Second Avenue	
320 SW Fifth Street		Des Moines, IA 50318-9998500-505, 508, 510-514 PEN: 8-861-7650 Comm: 8-(515) 283-7650	
Oklahoma City, OK 73125-9998730-731, 734-738, 748 PEN: 8-736-6261 Comm: 8-(405) 278-6261	615 Sixth Avenue, SE		
333 West Fourth Street		Cedar Rapids, IA 52401-9998506-507, 520-528, 612 PEN: 8-863-2940	
Tulsa, OK 74101-9998740-741, 743-747, 749 PEN: 8-745-6868	DETROIT DIVISION		
1515 Avenue G		1401 West Fort Street	
Lubbock, TX 79402-9998739, 790-794 PEN: 8-738-7801	Detroit, MI 48233-9998481-482 PEN: 8-226-8605 Comm: 8-(313) 226-8605		
SAN ANTONIO DIVISION		200 W. 2nd Street	
10410 Perrin-Bietel Road		Royal Oak, MI 48067-9998480, 483 PEN: 8-371-6512	
San Antonio, TX 78284-9998780-782, 788 PEN: 8-730-8580 Comm: 8-(512) 657-8580	GRAND RAPIDS DIVISION		
8225 Cross Park Drive		225 Michigan Street, NW	
Austin, TX 78710-9998733, 765-767, 786-787, 789 PEN: 8-770-1576	Grand Rapids, MI 49599-9998480-491, 493-497 PEN: 8-973-1562 Comm: 8-(616) 776-1562		
809 Nueces Bay Boulevard		4800 Collins Road	
Corpus Christi, TX 78408-9998779, 783-785 PEN: 8-574-2201	Lansing, MI 48924-9998484-489, 492 PEN: 8-376-8872		
TAMPA DIVISION		INDIANAPOLIS DIVISION	
5201 Spruce Street		Post Office Box 9998	
Tampa, FL 33630-9998335-339, 342, 346 PEN: 8-826-0601 Comm: 8-(813) 877-0601	Indianapolis, IN 46206-9998460-462, 469, 472-474 PEN: 8-333-6451 Comm: 8-(317) 464-6451		

MANAGEMENT SECTIONAL CENTERS—Continued

1501 S. Clinton Street
Fort Wayne, IN 46802-9998465-468
 PEN: 8-331-7399

1499 Martin Luther King Drive
Gary, IN 46401-9998463-464
 PEN: 8-888-8000

30 North Seventh Street
Terre Haute, IN 47808-9998475, 478-479
 PEN: 8-339-9312

KANSAS CITY DIVISION
 315 West Pershing Road
 Kansas City, MO 64108-9998640-641, 644-647, 649
 PEN: 8-755-9103
 Comm: 8-(816) 374-9103

5100 E. Walnut Street
Columbia, MO 65201-9998623, 634-635, 650-653
 PEN: 8-276-7201

500 West Chestnut Expressway
Springfield, MO 65801-9998636-639, 648, 654-658
 PEN: 8-754-0101

MILWAUKEE DIVISION
 345 West St. Paul Avenue
 Milwaukee, WI 53203-9998530-532, 534
 PEN: 8-362-2301
 Comm: 8-(414) 291-2301

300 Packerland Drive
Green Bay, WI 54303-9998498-499, 541-545
 Comm: 8-(414) 498-3900

3902 Milwaukee Street
Madison, WI 53714-9998535, 537-539, 549
 PEN: 8-325-1217

NORTH SUBURBAN DIVISION
 8999 West Palmer Street
 North Suburban, IL 60199-9998600-603
 PEN: 8-326-5001
 Comm: 8-(708) 451-5001

5225 Harrison Avenue
Rockford, IL 61125-9998610, 611
 PEN: 8-363-4801

OMAHA DIVISION
 1124 Pacific Street
 Omaha, NE 68108-9998515-516, 680-681, 683-687
 PEN: 8-864-2424
 Comm: 8-(402) 348-2424

220 East Rosser Avenue
Bismarck, ND 58501-9998583-588
 PEN: 8-785-6501

657 2nd Avenue N.
Fargo, ND 58102-9998580-582, 565, 567
 PEN: 8-786-6110

300 East Third Street
North Platte, NE 69101-9998688-693
 PEN: 8-581-3144

500 East Boulevard
Rapid City, SD 57701-9998575-577
 PEN: 8-781-6724

320 S. Second Avenue
Sioux Falls, SD 57101-9998570-574
 PEN: 8-782-4261

SOUTH SUBURBAN DIVISION
 6801 West 73rd Street
 South Suburban, IL 60499-9998604-605, 609
 PEN: 8-361-5431
 Comm: 8-(708) 563-5431

95 State Street
Peoria, IL 61601-9998613-617
 PEN: 8-360-8821

2105 E. Cook Street
Springfield, IL 62703-9998618-619, 625-627
 PEN: 8-955-7211

ST. LOUIS DIVISION
 1720 Market Street
 St. Louis, MO 63155-9998620, 622, 624, 628-633
 PEN: 8-436-4114
 Comm: 8-(314) 436-4114

TWIN CITIES DIVISION
 100 South First Street
 Minneapolis, MN 55401-9998553-554, 560-562
 PEN: 8-626-4400
 Comm: 8-(612) 349-4400

180 East Kellogg Boulevard
St. Paul, MN 55101-9998540, 546-548, 550-551, 559
 PEN: 8-788-3300
 Comm: 8-(612) 293-3300

2800 W. Michigan Street
Duluth, MN 55806-9998556-558, 563-564, 566
 PEN: 8-783-2500

WICHITA DIVISION
 7117 West Harry Street
 Wichita, KS 67276-9998670-673, 675, 678-679
 PEN: 8-732-4649
 Comm: 8-(316) 946-4649

4900 Speaker Road
Kansas City, KS 66106-9998660-662, 667
 PEN: 8-758-2504
 Comm: 8-(913) 573-2504

424 S. Kansas Avenue
Topeka, KS 66603-9998664-666, 668-669, 674, 676-677
 PEN: 8-752-9152

WESTERN REGION

ANCHORAGE DIVISION
 3720 Barrow Street
 Anchorage, AK 99599-9998995-997
 Comm: 8-(907) 261-5400

709 W. Ninth Street
Juneau, AK 99801-9998998-999
 Comm: 8-(907) 586-7138

HONOLULU DIVISION
 P.O. Box 30888
 3600 Aolele Street
 Honolulu, HI 96820-0888967-969
 PEN: 8-550-3700
 Comm: 8-(808) 423-3700

LONG BEACH DIVISION
 2300 Redondo Avenue
 Long Beach, CA 90809-9998906-908
 PEN: 8-794-2200
 Comm: 8-(213) 494-2200

MANAGEMENT SECTIONAL CENTERS—Continued

Inglewood MSC

13031 W. Jefferson Boulevard
 Marina Del Rey, CA 90311-9998902-905
 PEN: 8-962-1100
 Comm: 8-(213) 301-1100

LOS ANGELES DIVISION

7001 South Central Avenue
 Los Angeles, CA 90052-9998900-901
 PEN: 8-686-1200
 Comm: 8-(213) 586-1200

OAKLAND DIVISION

1675 7th Street
 Oakland, CA 94615-9998945-948
 PEN: 8-467-8222
 Comm: 8-(415) 874-8222

North Bay MSC

1150 No. McDowell Blvd.
 Petaluma, CA 94999-9998949, 954-955
 PEN: 8-452-5300
 Comm: 8-(707) 778-5300

PHOENIX DIVISION

4949 E. Van Buren Street
 Phoenix, AZ 85026-9998850, 852-853, 860, 863-864
 PEN: 8-261-3109
 Comm: 8-(602) 225-3109

1001 Sunset Road East

Las Vegas, NV 89199-9998890-891
 PEN: 8-598-9200
 Comm: 8-(702) 361-9200

PORTLAND DIVISION

715 NW Hoyt Street
 Portland, OR 97208-9998970-973, 977-978, 986
 PEN: 8-422-2500
 Comm: 8-(503) 294-2500

520 Willamette Street

Eugene, OR 97401-9998974-976
 PEN: 8-420-3601
 Comm: 8-(503) 341-3601

SACRAMENTO DIVISION

2000 Royal Oaks Drive
 Sacramento, CA 95813-9998956-960
 PEN: 8-448-4301
 Comm: 8-(916) 921-4301

2000 Vassar Street

Reno, NV 89510-9998894-895, 897, 961
 PEN: 8-474-1613
 Comm: 8-(702) 788-0613

3131 Arch Airport Road

Stockton, CA 95213-9998952-953
 PEN: 8-473-6333
 Comm: 8-(209) 983-6333

SALT LAKE CITY DIVISION

1760 W. 2100 South
 Salt Lake City, UT 84199-9998840-847, 893, 898
 PEN: 8-586-2947
 Comm: 8-(801) 974-2947

841 South 26th Street

Billings, MT 59101-9998590-595
 PEN: 8-584-5701
 Comm: 8-(406) 657-5701

1100 W. Kent Street

Missoula, MT 59801-9998596-599
 PEN: 8-585-2210
 Comm: 8-(406) 329-3620

770 South 13th Street

Boise, ID 83708-9998832-834, 836-837, 979
 PEN: 8-554-4201
 Comm: 8-(208) 383-4201

SAN DIEGO DIVISION

2535 Midway Drive
 San Diego, CA 92199-9998920-921
 PEN: 8-890-3201
 Comm: 8-(619) 221-3201

General Mail Facility

San Bernardino, CA 92403-9998922-925
 PEN: 8-791-4303
 Comm: 8-(714) 335-4303

SAN FRANCISCO DIVISION

1300 Evans Avenue
 San Francisco, CA 94188-9998940-944, 962-966
 PEN: 8-462-5000
 Comm: 8-(415) 550-5002

SAN JOSE DIVISION

1750 Lundy Avenue
 San Jose, CA 95101-9998939, 950-951
 PEN: 8-463-6750
 Comm: 8-(408) 437-6750

3400 Pegasus Drive

Bakersfield, CA 93380-9998932-933
 PEN: 8-961-6102
 Comm: 8-(805) 392-6102

1900 E Street

Fresno, CA 93706-9998936-938
 PEN: 8-464-7600
 Comm: 8-(209) 487-7600

SANTA ANA DIVISION

3101 W. Sunflower
 Santa Ana, CA 92799-9998926-928
 PEN: 8-996-6203
 Comm: 8-(714) 662-6203

14730 Don Julian Road

Alhambra, CA 91899-9998917-918
 PEN: 8-795-0298
 Comm: 8-(818) 810-0298

SEATTLE DIVISION

415 First Avenue, North
 Seattle, WA 98109-9998980-982, 987
 PEN: 8-442-6299
 Comm: 8-(206) 442-6299

703 E. Trent Avenue

Spokane, WA 99202-9998835, 838, 990-994
 PEN: 8-446-0333
 Comm: 8-(509) 459-0333

4001 S. Pine Street

Tacoma, WA 98413-9998983-985, 988-989
 PEN: 8-390-6001
 Comm: 8-(206) 756-6001

MANAGEMENT SECTIONAL CENTERS—Continued

TUCSON DIVISION
 1501 S. Cherrybell Avenue
 Tucson, AZ 85726-9998855-857, 859, 879-880
 PEN: 8-762-5100
 Comm: 8-(602) 620-5100

1135 Broadway, NE
Albuquerque, NM 87101-9998865, 870-875,
 877-878, 881-884
 PEN: 8-571-3801
 Comm: 8-(505) 848-3801

5300 E. Paisano Drive
El Paso, TX 79910-9998797-799, 885
 PEN: 8-573-7504
 Comm: 8-(915) 775-7504

VAN NUYS DIVISION
 15701 Sherman Way
 Van Nuys, CA 91409-9998913-916, 935
 PEN: 8-968-6606
 Comm: 8-(818) 908-6606

600 N. Lincoln Avenue
Pasadena, CA 91109-9998910-912
 PEN: 8-797-7101
 Comm: 8-(818) 304-7101

836 Anacapa Street
Santa Barbara, CA 93102-9998930-931, 934
 PEN: 8-960-2250
 Comm: 8-(805) 564-2250

LOBBY DISPLAYS/PROMOTIONS FOR FEBRUARY 1990

All post offices and classified units should remove all Valentine's Day decorations no later than February 16. **POSTAL OPERATIONS MANUAL (POM) 221.522** lists the posters, notices, and signs mandatory for display. Other mandatory displays are:

Title	Issued
Selective Service registration:	
SSS 46 Poster.....	6-88
SSS 10 Brochure.....	4-87
SSS 1 Registration Form	
Olympic decals for lobby doors.	

Rotating Displays. The February schedule of lobby displays is listed below. Some offices may have insufficient space or fixtures to display all postings. To avoid a cluttered appearance, post only a few at a time, rotating them more frequently.

Title	Post	Remove
Idaho State.....		Feb. 11.
Ida Wells.....		Feb. 25.
Supreme Court.....		Feb. 25.
Wyoming Statehood.....	Feb. 19.....	Mar. 25.
Special Occasion.....	Feb. 5.....	Mar. 25.
Love Stamp.....		Feb. 26.
UPU Souvenir Sheet (poster).....	Feb. 5.....	Apr. 15.
Love Stamp Folder (poster).....		Feb. 26.
Commemorative Stamp Club (counter easel).		Mar. 26.
Express Mail Collection Box (poster).	Feb. 12.....	Mar. 4.

Note: Automation (counter easel) should be stored for future use.

Postal Product Displays. Display current philatelic products and all packaging products (retail products) attractively, with professionally printed, not handwritten, prices. When space does not permit

the display of all packaging products, display the product line poster, *Wrap With Us* in conjunction with products.

Literature Rack Displays. Display the following material in literature racks at all classified units (CAG A-G offices):

- Form 3227, Stamps by Mail (envelope)
- SSS 10, Selective Service (brochure)
- SSS 1, Selective Service (registration form)

The following brochures, available through the materiel distribution centers (MDCs), are also recommended for display in literature racks:

Number	Title
PUB 20.....	Priority Mail.
PUB 122.....	Customer Guide to Filing Indemnity Claims on Domestic Mail.
PUB 201.....	A Consumer's Directory of Postal Services and Products.
PUB 227.....	How to Prepare and Wrap Packages.
PUB 300.....	A Consumer's Guide to Postal Crime Prevention.
PUB 301.....	Postal Crime Prevention: A Guide for Businesses.
NOT 43.....	Express Mail General Information.
NOT 50.....	Theft? Protect Your Mail.
NOT 59.....	Postage Rates, Fees, and Information (Domestic).
NOT 107....	Hazardous Materials.
NOT 255....	From Here to There—International Mail.
NOT 256....	How to Go on a Shopping Spree.

Specialized Program Displays. Main post offices and classified stations and branches that offer special services or participate in a specific test should display posters, signs, or other material, authorized by the test. The Postal Answer Line is an example of a special service.

Optional Displays. Refer to Publication 223, *Directives and Forms Catalog* (July 1989), for a current listing of optional displays.

—*Philatelic and Retail Services Dept., 2-8-90.*



**Applications are now being accepted
for the**

**Management
Associate
Program**

Closing Date: March 30, 1990

Contact Your Personnel Office for More Information

PLEASE POST ON BULLETIN BOARDS



Copyright U.S. Postal Service 1990

Issue Date: February 18, 1990
 First Day City: San Juan, Puerto Rico
 Designer: Juan Maldonado,
 Brooklyn, New York
 Art Director: Derry Noyes,
 Citizens' Stamp Advisory Committee
 Typographer: Bradbury Thompson,
 Design Coordinator,
 Citizens' Stamp Advisory Committee
 Project Manager: Jack Williams,
 Program Manager Philatelic Design,
 U.S. Postal Service
 Engravers: Gary Chaconas (picture),
 Gary Slaght (lettering), Bureau of
 Engraving and Printing (BEP)
 Printing Process: Intaglio
 Color: Red (PMS 186)
 Size: .71 x .82 in/18.0 x 20.8 mm (image area)
 .84 x .99 in/21.3 x 25.1 mm (overall)
 Stamps per pane: 100
 Marginal Markings: ©U.S. Postal Service 1990
 Use Correct ZIP Code®
 Luis Munoz Marin (1898-1980)
 First elected Governor of Puerto Rico, 1948
 Founder of Puerto Rico Commonwealth

Luis Munoz Marin Stamp

The five-cent Luis Munoz Marin stamp will be issued February 18 in San Juan, Puerto Rico. Postmaster General Anthony M. Frank will speak at the dedication ceremony.

Luis Munoz Marin, the first popularly elected Governor of Puerto Rico, is the subject of the first stamp in the Great Americans Series to incorporate new design features intended to better identify the honoree and highlight the denomination.

These features were recommended by the Citizens' Stamp Advisory Committee in response to customer requests. The words Governor, Puerto Rico, appear below a portrait of Luis Munoz Marin, with additional biographical information included in the selvage.

Luis Munoz Marin, born in San Juan in 1898, attended Georgetown University in Washington, DC, and later worked as a writer and translator in New York City. In 1926, he returned to San Juan to edit the newspaper, *La Democracia*, was elected to the Puerto Rican Senate in 1932, and founded the Popular Democratic Party in 1938.

In 1948, Luis Munoz Marin won the first popular election for Governor of Puerto Rico and was reelected three times, serving from 1949 until 1965. He is considered the chief architect of the

unique self-governing commonwealth status achieved by Puerto Rico in 1952.

Procedures for ordering first-day cancellations follow.

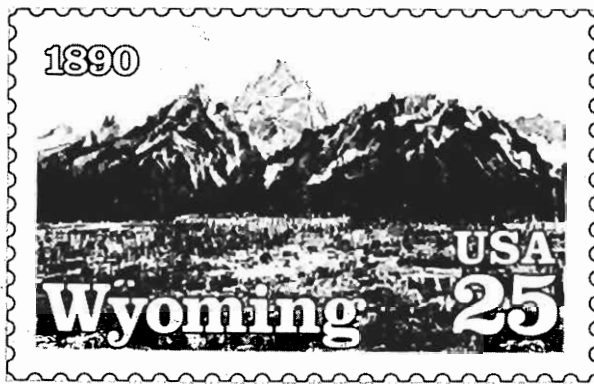
Customers Affixing Stamps. The Postal Service encourages customers to purchase the Luis Munoz Marin stamps and affix them to their envelopes. Customers must affix at least 20 cents additional postage to meet the minimum First-Class rate for envelopes (10 additional cents for postcards). Covers bearing stamps will receive preferential service. Customers must address envelopes on the right side at least 3/8 inch from the bottom and affix stamps approximately 1/4 inch from the top and right edges. Requests must be postmarked by March 20 and addressed: Customer-Affixed Envelopes, Luis Munoz Marin Stamps, Postmaster, San Juan PR 00936-9991. No remittance is required.

Postal Service Affixing Stamps. The price is 5 cents per stamp. For envelopes, the Postal Service will affix five 5-cent Luis Munoz Marin stamps to meet the First-Class rate for letters. The Postal Service accepts checks in the exact amount up to the limit of 50 envelopes. Customers should not send cash or postage stamps. Orders must be postmarked by March 20 and addressed: Luis Munoz Marin Stamps, Postmaster, San Juan PR 00936-9992.



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 90-4
 Remove after March 20



Copyright U.S. Postal Service 1990

Issue Date: February 23, 1990
 First Day City: Cheyenne, Wyoming
 Designer: Jack Rosenthal, Casper, Wyoming
 Art Director and Typographer:

Bradbury Thompson, Design Coordinator,
 Citizens' Stamp Advisory Committee
 Project Manager: Jack Williams,
 Program Manager, Philatelic Design,
 U.S. Postal Service

Engravers: Gary Chaconas (picture),
 Dennis Brown (lettering),
 Bureau of Engraving and Printing (BEP)

Modeler: Peter Cocci (BEP)
 Printing Process: Offset/intaglio (BEP)
 Colors: Magenta, yellow, cyan, black (offset);
 black (intaglio)

Size: .84 x 1.41 in/21.3 x 25.8 mm (image area)
 .99 x 1.56 in/25.1 x 39.6 mm (overall)

Plate Numbers: Four offset, one intaglio
 Stamps per pane: 50

Marginal Markings: ©U.S. Postal Service 1990
 Use Correct ZIP Code®

Wyoming Statehood Commemorative Stamp

The majestic Grand Tetons, rising up from a meadow covered in wild flowers, grace a new commemorative stamp celebrating the 100th anniversary of Wyoming Statehood. Associate Postmaster General Kenneth J. Hunter will speak at the first day of issue dedication ceremony, to be held at a joint centennial session of the Wyoming State Legislature in Cheyenne on February 23.

The dedication ceremony and joint session of the legislature will be held at the Cheyenne Civic Center beginning at 1:30 p.m. This marks the first time the State's House of Representatives and Senate have convened outside the Wyoming State Capitol Building.

The stamp reproduces the painting, High Mountain Meadows, by renowned Western artist and native Wyomingite, Conrad Schwierring. The painting, a gift to the Nicolaysen Art Museum in Casper, Wyoming, will be displayed in the State Capitol throughout the centennial year.

Wyoming, admitted to the union on July 10, 1890, as the nation's 44th state, had already made history as a territory by granting women's suffrage in 1869, from which it gained its nickname, the Equality State.

National parks and national forests comprise nearly one-quarter of the land, including the first U.S. National Park, Yellowstone, and the first U.S. National Monument, Devil's Tower.

Procedures for ordering first-day cancellations follow.

Customers Affixing Stamps. The Postal Service encourages customers to purchase the Wyoming Statehood commemorative stamps and affix them to their envelopes. Covers bearing stamps will receive preferential service. Customers must address envelopes on the right side at least 5/8 inch from the bottom and affix stamps approximately 1/4 inch from the top and right edges. Requests must be postmarked by March 25 and addressed: Customer-Affixed Envelopes, Wyoming Statehood Stamp, Postmaster, Cheyenne WY 82001-9991. No remittance is required.

Postal Service Affixing Stamps. The price is 25 cents per stamp. The Postal Service accepts checks in the exact amount up to the limit of 50 envelopes. Customers should not send cash or postage stamps. Orders must be postmarked by March 25 and addressed: Wyoming Statehood Stamp, Postmaster, Cheyenne WY 82001-9992.



After offices deplete local stocks of the item, it will be available from all philatelic centers and by mail order from the Philatelic Sales Division for approximately 1 year. A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265-9997.

USPS Stamp Poster 90-5
 Remove after March 25

PLEASE POST ON BULLETIN BOARD

Handbook F-1 Reminder

INDEBTEDNESS PAYROLL DEDUCTION

The procedures on Indebtedness Payroll Deductions published in POSTAL BULLETIN 21735, 7-27-89 (page 14), are not being applied properly by all offices. As a result, the New York Postal Data Center (PDC) is having reconciliation problems. The procedures are complete and should *not* be adjusted or modified to liquidate an employee indebtedness. Hence, the use of the Inspection Service should not be necessary to complete this process.

Offices must complete *all* steps as detailed below to ensure reconciliation of accounts at the PDC. Offices that continue to circumvent these procedures will be issued a statement of difference. The following article provides the processing procedures for these adjustments.

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.

At the same time, remove the indebtedness amount from AIC 814, *Suspense*, and enter it to AIC 636, *Miscellaneous Receivables*. List each Form 1902 amount individually in the Remarks block on the reverse of the Statement of Account. Form 1902 must be clearly annotated in section 5 to indicate that the indebtedness was being held in *Suspense*, AIC 814, and was entered to AIC 636.

Handbook F-1, *Post Office Accounting Procedures*, part 474 (February 29, 1988) is changed to read:

474.1 No change

* * * * *

.12 In order to implement voluntary payroll deductions, Form 3239, *Payroll Deduction Authorization*

to *Liquidate Postal Service Indebtedness*, must be completed in triplicate. Part One must be attached to a Form 1902, *Justification for Billing Accounts Receivable*, and sent to the *Manager, Payroll Control and Accounting Branch*, Minneapolis Postal Data Center, Twin Cities AMF, MN 55111-9610. Part Two must be submitted to the appropriate personnel office and Part Three must be sent to the employee.

.13 Initiate Form 1902 in triplicate. Place a check mark in the block *MNPDC* and complete items 1 through 5. *Section 5 must be clearly annotated to indicate that the indebtedness was being held in AIC 814, Suspense, and was also entered to AIC 636, Miscellaneous Receivables.* One of the following applicable statements must also be made in Section 5:

- The amount shown in 3 above must be collected by deduction of _____ percent of the biweekly disposal pay of the above-named employee until elimination of the debt.
- The amount shown in 3 above must be collected by deductions of \$_____ from the biweekly pay of the above-named employee until elimination of the debt.

.14 The postmaster or designee will sign the Form 1902 and enter the appropriate title. Send the original and duplicate with Form 3239 to the Minneapolis PDC, *Manager, Payroll Control and Accounting Branch*, and file the triplicate copy. Amounts held in 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 the *individual* Form 1902 amounts contained in AIC 636 in the Remarks section on the reverse of the Statement of Account.

—Dept. of the Controller, 2-8-90.

DMM Notice

Caller Service

Effective with DOMESTIC MAIL MANUAL, Issue 34, March 18, 1990, part 952 is amended to provide for origin caller service at automated postal sites where this method of delivery is approved. This service will permit courtesy reply mail customers to obtain advance receipt of their mail at postal facilities where the mail originates. It is designed to provide accelerated receipt of courtesy reply mail sent to national remittance companies by their customers through the capture of that mail on automated mail-processing equipment at the originating postal facility.

Accelerated Reply Mail (origin caller service) is being marketed under the name Accelerated Reply Mail.—*Rates and Classification Dept., 2-8-90.*

Handbook PO-405 T Revision

Operator Training for Sorting Machines

Handbook PO-405 T, *Operator Training for Sorting Machines*, dated December 1989, was distributed the week of January 1, 1990. This revision replaces the October 1986 issue.

All division managers, training, and postal employee development center supervisors, training, will receive an initial shipment for internal distribution. Region and division directors, human resources, will also receive an initial shipment. Forward all future requests for Handbook PO-405 T directly to the appropriate supporting materiel distribution center (MDC), using Form 7380, *MDC Supply Requisition*.

—*Training and Development Dept., 2-8-90.*

MANAGEMENT INTERN RECRUITMENT

February 1, 1990 through March 13, 1990

APPLICATION REQUIREMENTS:

Undergraduate degree

Completed Form 991-MI, *Application for Management Intern Program*, postmarked by March 13, 1990

Two letters of recommendation from an employer and/or professor, postmarked by March 13, 1990

Applications (Forms 991-MI) are available through your local division or regional personnel offices.

Mail application materials to:

UNITED STATES POSTAL SERVICE
ATTN: MANAGEMENT INTERN PROGRAM
EMPLOYEE DEVELOPMENT AND EDUCATION DIVISION
ROOM 9801
475 L'ENFANT PLAZA WEST SW
WASHINGTON DC 20260-4352

For more information call: (202) 268-4240

PLEASE POST ON BULLETIN BOARDS

Handbook F-1 Revision

Meter Malfunction

Handbook F-1, *Post Office Accounting Procedures*, is revised to establish controls for disposition of postage meters withdrawn because of faulty operations that produce register errors. These controls include procedures for collecting from or remitting to customers any under/overcharge due to meter registration error, as determined by the meter manufacturer.

514 Meter Malfunction

Add:

514.5 Meter Disposition

.51 When there is a question of accurate registration which is not attributable to a mis-set meter, make copies of the latest Form 3603, *Receipt for Postage Meter Settings*, and Form 3610, *Record of Postage Meter Settings*.

.52 Provide these copies and the meter to the manufacturer's representative and request the statement defined in section 514.61.

.53 Annotate the meter manufacturer's checkout form as a question of accurate registration before submitting with the Form 1412-A, *Daily Financial Report*.

.54 The accounting unit will place a copy of the meter manufacturer's checkout form in serial number order in a file pending receipt of the manufacturer's detailed statement.

514.6 Manufacturer's Detailed Statement

.61 After examination of the faulty meter, the manufacturer must promptly furnish a detailed statement explaining why the meter failed to function properly.

.62 At the beginning of each postal quarter, review the question of accurate registration meter file for checkout forms more than 30 days and immediately contact the meter manufacturer's representative for any meter without a manufacturer's statement.

.63 Upon receipt of the manufacturer's detailed statement:

a. Handle any amounts due the customer as directed in section 514.3.

b. Handle any amounts due the Postal Service as directed in section 514.4.

—Dept. of the Controller, 2-8-90.

Express Mail Costs

Effective immediately, when Express Mail shipping is requested from the materiel distribution centers at Topeka, KS, and Somerville, NJ, the costs will be charged back to the organization receiving shipment. Organizations needing spare parts must consider the additional costs before requesting Express Mail treatment.

—Dept. of the Controller, 2-8-90.

All Personnel Processing Mail for Dispatch Abroad

Foreign Order No. 289

Keep all foreign order notices for use as reference.

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

Federal Republic of Germany

The Koeppen Agency
Dotzheimer Str. 13
6200 Wiesbaden
West Germany

and

Sueddeutsche Klassen Lotterie
6200 Wiesbaden
West Germany

Canada

Can Win
P.O. Box 82030
North Burnaby, BC
Canada V5C 6E8

Can Win
P.O. Box 58180
Station L
Vancouver, BC
Canada V6P 6N9

Can Win
P.O. Box 86219
North Vancouver, BC
Canada V7L 4K2

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*, 2-8-90.

Correction

Death Benefits Elections Under FERS

The article, Death Benefits Elections Under FERS, in POSTAL BULLETIN 21754, 1-11-90 (page 7), included an error. Item 4 under the heading, Health Benefits Enrollment, should read:

4. Forward, to the Minneapolis Postal Data Center (PDC), all copies on file of SF 3102, *Designation of Beneficiary Federal Employees Retirement System*; SF 3104, *Federal Employees Retirement System Application for Death Benefits*; and related documents, which will be forwarded to OPM by the PDC with SF 3100, *Individual Retirement Record*.

—Employee Relations Dept., 2-8-90.

POSTAL BULLETIN INDEX

January-December 1989
21706-21753The following articles are updated regularly in the *Postal Bulletin* and are not listed in the Index:

1. Invalid Express Mail Corporate Account Numbers
2. Missing Money Orders--U.S.
3. Missing Money Orders--Canadian

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Address Correction Service by Photocopy	21713 (02-23-89)
Address Correction Service (<i>Reminder</i>)	21720 (04-13-89)
Census Address Cards	21716 (03-16-89)
Census Address Cards	21706 (01-05-89)
Exceptional Address Format and Endorsements (<i>Reminder</i>)	21715 (03-09-89)
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Exceptional Address Format and Endorsements (<i>Reminder</i>)	21718 (03-30-89)
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General Addressing (<i>DMM Notice</i>) ..	21745 (10-05-89)
Government Agencies: Using the Simplified Address (<i>DMM Notice</i>)	21723 (05-04-89)
Incoming Secondary Distribution and Training Schemes (<i>POM Revision</i>)	21724 (05-11-89)
Management Academy Address Change	21717 (03-23-89)
NCOA Performance Requirements ..	21748 (10-26-89)
NCOA Service for Small Address Lists	21740 (08-31-89)
Optional Package Labeling Requirements (<i>DMM Notice</i>)	21723 (05-04-89)
Proper Treatment of Endorsed Mail	21713 (02-23-89)
Return Address (<i>DMM Revision</i>)	21716 (03-16-89)
Simplified Address (<i>DMM Notice</i>)	21750 (11-16-89)
Temporary Forwarding Regulations	21746 (10-12-89)

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Bulk Business Mail--It's Our Business	21738 (08-17-89)
Bulk Mail Acceptance Report	21728 (06-08-89)
Bulk Third-Class Mail (<i>DMM Notice</i>)	21707 (01-12-89)
Bulk Third-Class Mail: Merging/Presorting (<i>DMM Notice</i>)	21719 (04-06-89)
Bulk Third-Class Mail: Sacking Requirements (<i>DMM Notice</i>)	21719 (04-06-89)
Bulk Third-Class Mailings (<i>DMM Notice</i>)	21750 (11-16-89)
Change of Precancel Imprint Format (<i>DMM Notice</i>)	21719 (04-06-89)

National Bulk Rate Mail Verification Program	21724 (05-11-89)
National Bulk Rate Mail Verification Program	21742 (09-14-89)
Nonidentical Weight Bulk Third-Class Mailings	21711 (02-09-89)
Postage Payment for ZIP + 4 Bulk Third-Class Mail (<i>DMM Notice</i>) ..	21739 (08-24-89)
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Business Reply Mail Fees	21708 (01-19-89)
Business Reply Mail (<i>DMM Notice</i>) ..	21718 (03-30-89)
Business Reply Mail Accounting System	21726 (05-25-89)
Business Reply Mail: Government Agencies (<i>Handbooks F-1/DM-103 and DMM Revisions</i>) ..	21749 (11-02-89)
Federal Agency Permit/Fee Assessment	21728 (06-08-89)

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Dual Labeling of Trays

In many cases, Postal Service trays supplied to mailers are being fitted with label holders on both ends. In addition, employees are not removing labels resulting in missent mail, delays, and customer dissatisfaction. All trays the Postal Service uses have the proper side and position to attach label holders identified.

Employees who construct trays or place label holders should know these procedures. Moreover, employees should remove *all* labels at the destination office and check trays for dual label holders. They should remove the improperly placed holder from those trays with more than one label holder.

—*Delivery, Distribution, and
Transportation Dept., 2-8-90.*

*DMM Notice***Domestic Mail Manual: Chapter 6**

DOMESTIC MAIL MANUAL (DMM) Chapter 6, Third-Class Mail, has been reorganized along the lines of the restructuring of Chapter 4 in Issue 30. The purpose of this reorganization is to make the rules governing third-class mail easier to read and understand.

As part of the reorganization, new sections were added and existing sections revised to clarify requirements. In addition, DMM references within the chapter were updated.

The reorganized version of Chapter 6 will appear in DMM Issue 34, 3-18-90.

—*Rates and Classification Dept., 2-8-90.*

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

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 21755 article.

541,097,901 to 8,200	559,562,701 to 2,742	575,977,151 to 7,200	594,724,301 to 4,900
543,289,525 to 290,200	559,565,818 to 6,000	576,674,701 to 4,800	594,768,672 to 8,700
543,305,301 to 5,600	559,736,353 to 6,400	577,385,856 to 6,100	594,952,701 to 953,400
544,194,216 to 4,700	559,841,401 to 1,700	577,907,201 to 7,800	596,073,100 to 3,500
544,619,721 to 620,100	560,473,901 to 3,922	578,365,863 to 5,900	596,172,159 to 2,200
544,999,729 to 9,800	561,223,101 to 3,400	578,649,083 to 9,100	596,308,901 to 9,100
545,553,528 to 3,800	561,249,012 to 9,200	578,857,401 to 7,600	597,044,346 to 044,400
545,775,152 to 5,200	561,265,399 to 5,500	578,988,972 to 9,400	597,188,140 to 8,142
547,276,820 to 7,000	561,265,399 to 5,500	579,017,876 to 7,900	597,253,460 to 3,500
547,457,901 to 8,300	562,601,501 to 1,600	579,052,035 to 2,057	598,659,921 to 660,100
547,469,676 to 9,700	563,184,500 to 4,700	579,541,273 to 1,299	599,664,001 to 665,700
547,542,271 to 3,000	563,957,851 to 7,860	579,877,101 to 7,200	600,349,301 to 9,400
547,578,870 to 8,900	564,299,834 to 300,000	580,207,301 to 7,770	600,439,001 to 0,100
547,923,901 to 4,000	564,319,659 to 9,700	580,335,207 to 5,300	600,493,650 to 3,700
548,988,201 to 8,300	565,045,232 to 5,245	580,337,901 to 8,000	600,526,018 to 6,400
549,641,019 to 1,100	565,145,850 to 5,875	580,473,401 to 4,000	601,042,674 to 2,700
549,670,720 to 0,800	565,868,534 to 8,549	580,562,401 to 2,500	601,652,701 to 3,300
550,092,673 to 2,700	567,078,033 to 8,100	580,899,103 to 9,200	602,528,605 to 9,000
550,355,949 to 6,100	567,422,270 to 2,600	581,171,918 to 2,400	603,708,901 to 9,200
551,144,112 to 4,400	567,422,270 to 2,600	581,341,293 to 1,400	603,780,701 to 0,800
551,698,301 to 8,320	568,505,097 to 5,100	581,986,501 to 6,600	603,780,942 to 1,000
551,961,814 to 1,880	568,574,080 to 4,099	584,314,756 to 5,000	604,020,801 to 0,900
552,222,532 to 3,800	569,537,631 to 8,000	584,834,505 to 4,600	604,083,174 to 3,700
553,468,301 to 8,400	569,791,703 to 1,730	584,862,862 to 3,900	604,122,517 to 2,900
553,853,051 to 3,100	569,793,491 to 3,510	584,947,247 to 7,300	604,799,901 to 800,800
554,939,152 to 9,200	569,915,309 to 5,320	584,963,232 to 3,300	605,367,722 to 8,200
554,998,701 to 8,800	570,275,601 to 5,700	585,948,403 to 9,000	605,949,901 to 950,000
555,144,758 to 4,770	571,065,984 to 6,600	586,432,013 to 2,500	607,586,501 to 6,600
556,084,478 to 4,500	571,106,886 to 7,200	586,432,013 to 2,500	607,673,301 to 4,500
556,250,024 to 0,200	571,123,771 to 3,900	586,543,860 to 3,900	608,678,701 to 9,100
556,351,291 to 1,600	572,226,617 to 6,700	586,830,748 to 0,800	609,084,101 to 5,100
556,508,870 to 8,900	572,380,133 to 0,145	589,005,217 to 5,300	
557,669,091 to 9,100	572,380,203 to 0,258	589,876,801 to 6,900	
557,669,191 to 9,200	573,666,236 to 6,294	590,230,567 to 0,600	
557,711,743 to 1,800	574,217,901 to 7,925	590,242,301 to 2,400	
557,786,836 to 6,860	574,415,253 to 5,300	590,973,597 to 4,000	
558,228,301 to 8,400	574,526,901 to 7,000	591,724,456 to 4,500	
558,638,801 to 9,000	574,810,201 to 1,200	591,778,901 to 9,000	
	574,982,801 to 3,500	591,860,001 to 0,100	
	575,311,297 to 7,400	592,371,801 to 2,100	
	575,913,143 to 3,200	593,389,186 to 0,200	

DOMESTIC ORDERS

False Representation. Enforced by postmasters at cities listed.

State/city	Names covered	Product
FL, Orange City 32763-0000 ..	Consumer Opportunities, Box 419	An envelope stuffing program.
FL, Orange City 32763-0416 ..	Consumer Services South, P.O. Box 416	An envelope stuffing program.
FL, Deltona Lakes 32728-5100.	Refund Exchange, P.O. Box 5100	An envelope stuffing program.
FL, Tampa 33614-8116	Energex, 4143 West Waters Avenue, Suite 171.	A mail order waist reduction system.
TX, Texarkana 75501-3282	H. Williams Services, 2322 N. Robinson Road.	A work-at-home scheme.
AR, Ashdown 71822-0309	H. Williams Publications & Services and Howard D. Williams Enterprises, Drawer #309.	A work-at-home scheme.

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 21755 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	361 440 9240 to 9299	375 851 9100 to 9199	398 149 7200 to 7699
302 123 9999	361 754 9300 to 9499	376 850 0813 to 0899	399 070 0872 to 0899
340 624 5530 to 5549	361 782 4204 to 4299	376 855 6764 to 6999	399 156 7119 to 7199
340 761 4101 to 4299	361 974 6811 to 6999	376 903 0721 to 0738	399 203 5064 to 5099
341 168 4000 to 4999	362 246 6800 to 6899	376 906 3206 to 3299	399 296 9909 to 9999
341 818 4173 to 4199	362 299 8900 to 8999	377 113 7461 to 7499	399 792 7775 to 7799
341 999 8038 to 8052	362 861 3064 to 3099	377 224 2300 to 2599	399 792 8300 to 8399
342 068 7623 to 7699	363 130 1575 to 1599	377 955 4285 to 4399	399 396 8935 to 8999
342 442 5051 to 5093	363 130 4500 to 4599	378 029 9347 to 9399	399 396 8935 to 8999
342 442 6402 to 6499	363 374 9010 to 9099	378 085 3679 to 3699	400 427 1051 to 1999
342 511 0441 to 0457	363 444 9333 to 9399	378 210 9090 to 9099	401 045 1505 to 1549
344 091 7382 to 7499	363 560 5050 to 5099	378 351 1063 to 1099	401 045 1571 to 1599
344 130 6283 to 6299	363 851 4259 to 4299	378 630 9489 to 9599	401 294 2700 to 2799
344 175 9580 to 9589	363 853 7582 to 7799	379 128 9584 to 9599	401 310 9505 to 9599
344 850 1600 to 1699	363 861 7600 to 7899	379 509 2600 to 2699	403 260 7000 to 7499
346 654 0669 to 0699	363 904 4540 to 4999	379 679 8060 to 8099	402 578 7876 to 7899
346 693 2520 to 2599	363 922 5744 to 5799	379 843 5100 to 5199	403 125 6744 to 6799
347 338 4188 to 4199	363 930 9400 to 9699	380 093 9600 to 9611	403 280 6470 to 6499
347 458 7148 to 7199	363 965 7892 to 7999	380 165 1165 to 1199	403 685 8600 to 8699
347 492 6411 to 6499	364 467 6102 to 6199	380 489 6800 to 6899	404 003 0300 to 0399
347 641 3780 to 3799	364 826 1081 to 1099	380 572 1840 to 1899	404 041 8838 to 8899
347 645 0367 to 0399	365 512 9428 to 9499	381 077 3600 to 3699	404 071 4268 to 4299
347 696 3806 to 3899	365 693 4200 to 4299	381 325 4500 to 4599	404 347 5356 to 5399
348 010 8305 to 8399	365 842 7960 to 7999	381 540 9900 to 9999	404 347 5548 to 5599
348 036 3713 to 3799	365 997 7565 to 7699	381 604 2510 to 2699	404 726 4500 to 4599
348 036 4366 to 4599	366 205 2072 to 2099	381 645 9525 to 9599	404 961 5001 to 5199
348 412 9028 to 9099	366 772 6702 to 6799	381 924 0748 to 0799	405 325 0188 to 0198
348 535 1703 to 1728	366 998 7669 to 7681	383 156 6968 to 6999	406 009 4587 to 4599
348 714 5286 to 5299	367 303 6006 to 6099	383 156 7128 to 7199	406 260 6830 to 6899
348 755 7904 to 7999	367 396 9705 to 9799	383 156 7300 to 7999	406 459 6641 to 6999
349 116 6533 to 7499	367 396 9900 to 9999	383 299 2081 to 2099	406 459 6497 to 6499
349 389 9242 to 9299	367 428 8800 to 8999	383 314 3968 to 3999	406 733 3000 to 3999
349 392 8081 to 8099	367 519 6700 to 6899	383 892 1000 to 1344	407 545 1556 to 1599
349 615 0000 to 0099	368 371 3923 to 3999	383 892 1382 to 1399	407 594 0412 to 0599
349 746 2056 to 2099	368 730 7825 to 7899	385 568 2330 to 2399	407 692 9100 to 9299
349 910 0000 to 0399	368 854 6200 to 6299	385 599 7554 to 7575	408 265 2275 to 2288
350 017 1652 to 2199	368 978 0561 to 0599	385 774 2024 to 2099	408 499 7700 to 7799
350 251 5100 to 5199	369 345 0188 to 0199	387 314 5574 to 5599	408 499 7900 to 7999
350 366 1104 to 1119	369 674 8141 to 8199	388 696 2400 to 2799	408 698 7015 to 7099
350 366 1145 to 1166	369 718 3783 to 3799	390 001 3182 to 3199	410 694 8400 to 8599
350 518 7350 to 7374	370 193 8257 to 8299	390 001 3500 to 3699	410 775 1500 to 1599
351 110 4900 to 4999	371 241 3118 to 3199	390 545 5974 to 5999	410 795 7927 to 7999
351 113 4615 to 4699	371 630 0100 to 0199	391 104 6146 to 6199	411 868 1023 to 1199
351 113 4800 to 4999	372 308 4180 to 4199	391 783 3020 to 3599	411 924 4000 to 4599
360 003 2454 to 2499	372 311 5400 to 5499	391 792 6100 to 6199	412 193 0900 to 0999
360 037 4500 to 4549	372 360 8303 to 8399	392 668 2956 to 2999	417 871 9250 to 9299
360 038 0502 to 0599	372 407 1025 to 1099	392 854 8500 to 8899	418 164 6500 to 6799
360 112 8583 to 8599	373 390 2301 to 2399	393 584 7566 to 7699	418 719 8520 to 8599
360 134 2600 to 2699	373 390 2518 to 2599	393 650 0074 to 0099	418 744 2235 to 2299
360 135 5611 to 5699	373 390 2604 to 2699	393 838 8316 to 8499	420 758 9500 to 9699
360 135 8159 to 8199	373 463 0902 to 0999	393 893 6007 to 6099	700 065 2570 to 2599
360 172 1404 to 1499	374 022 8105 to 8199	394 126 6907 to 6999	802 678 2605 to 2699
360 257 2100 to 2199	374 692 8858 to 8899	394 189 0405 to 0599	803 605 2840 to 2899
360 282 4600 to 4699	374 768 2600 to 2699	394 822 3243 to 3278	803 605 6300 to 6499
360 403 8453 to 8499	374 795 2118 to 2199	394 990 1810 to 1899	805 323 5006 to 5024
360 418 0700 to 0799	375 169 4400 to 4599	395 343 3264 to 3299	805 466 7255 to 7299
360 419 6700 to 6799	375 637 9137 to 9199	395 396 9649 to 9799	806 015 3885 to 3899
360 535 5648 to 5657	375 637 9365 to 9999	395 970 3240 to 3299	806 087 1100 to 1499
360 762 9368 to 9399	375 744 7930 to 7999	397 622 4054 to 4099	806 268 9275 to 9299
361 142 2817 to 2899	375 829 3400 to 3499	397 819 8902 to 8999	806 534 3400 to 3477
			990 117 5600 to 5999

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB 21755 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.

009300	027304	065827	085186	101079	113113	146325	207233	292208	301075	301925	302646	305251
009862	027400	066014	085197	101119	113151	150034	207264	293035	301080	301930	302653	305252
009946	027454	066018	085211	101184	113179	150103	207325	293212	301082	301935	302668	305255
010086	028083	066064	085374	101302	113184	151029	208123	294305	301088	301936	302687	305262
010125	028122	066098	089086	101367	113193	151042	208217	294350	301102	301941	302703	305282
010136	028174	066132	089155	101386	113291	152210	208240	294382	301107	301944	302704	305300
010137	028207	066190	089171	101394	113355	152466	208290	295234	301121	301947	302720	305305
010144	028232	067045	089186	101423	113439	152487	208321	295250	301133	301967	302732	305306
010151	028235	067068	089215	101524	113489	152553	208344	295256	301178	301968	302739	305308
010247	028292	067108	089262	101571	113499	152574	208353	295292	301205	301973	302751	305329
010316	028344	067111	089334	101619	113551	152585	208439	295296	301224	301988	302755	305336
011028	028348	067121	089335	101646	113553	152806	209044	295302	301232	301989	302777	305343
011163	028354	068007	089420	101851	113699	152845	209104	295303	301233	302002	302779	305365
012139	028357	068065	089451	101912	113962	152862	209107	295348	301246	302023	302785	305376
012172	028484	068204	089573	102125	114152	153014	209112	296110	301260	302029	302788	305420
014024	028502	068286	089618	102182	114223	154009	212286	296155	301265	302031	302790	305423
014316	028519	069142	089650	102297	114229	156067	212349	296158	301274	302035	302793	305465
014370	028558	069179	089675	102515	114236	156033	212400	296194	301282	302062	302798	305488
016102	028628	069184	089685	102539	114247	165081	212507	300016	301287	302073	302815	307002
016193	029288	069238	089802	102549	115100	165133	212530	300019	301304	302077	302820	312135
016252	029331	069439	090093	102583	115108	170080	212561	300044	301319	302090	302825	312142
016254	029352	069472	090143	102862	115288	170120	212775	300068	301334	302092	302828	312159
016271	029375	069513	090240	102866	115387	175054	212782	300179	301355	302122	302865	312164
016564	029400	069562	090279	102882	115444	176059	212787	300188	301357	302127	302866	312205
016883	029413	069578	090347	102890	115523	176116	216001	300223	301359	302138	302869	312259
016902	029433	069651	090349	102931	115981	176119	220078	300237	301373	302162	302870	314132
018117	029470	069671	090460	103870	116024	178026	220118	300278	301374	302181	302883	314150
018124	029501	069703	090480	104216	117004	179052	220164	300289	301375	302208	302895	314203
018166	029567	069705	090507	104249	117186	184012	220181	300296	301394	302218	302914	314251
018340	029594	069780	090544	104254	117306	186011	220183	300322	301397	302228	302922	314262
018393	029716	069801	090597	105175	117372	191002	221115	300347	301414	302231	302923	314356
018492	030144	069897	090679	105271	117480	191009	221127	300350	301419	302233	302955	314583
018513	030146	069905	090696	105365	117653	191469	221169	300363	301433	302234	302961	314587
018546	038092	070552	090750	105413	117748	191476	221220	300368	301446	302236	302962	314606
018582	038134	071001	090800	105455	117808	191494	222023	300382	301472	302239	302965	314612
018738	038225	071006	090801	105497	117815	191606	222083	300384	301473	302262	302976	314629
018844	038249	071059	090825	105519	117833	191667	222133	300392	301477	302272	302984	314666
019155	040027	071132	090832	105578	117888	191672	223106	300399	301482	302305	302998	314697
019226	041067	071160	090869	105684	117962	191682	223122	300415	301501	302316	302999	314926
019392	041071	071301	090874	105697	118044	191719	229001	300449	301506	302332	303551	317225
020032	041116	071670	091091	106169	118053	191826	232116	300488	301509	302336	303568	319061
020040	041117	071759	091094	106187	118092	191857	232152	300503	301523	302339	303676	319062
020053	041125	071791	091095	106213	118093	101876	235141	300544	301532	302349	303702	320723
020064	043016	071836	091243	106310	118182	192081	240523	300574	301533	302352	303709	320875
021168	044055	071867	091270	107003	118325	192096	240527	300611	301568	302354	303722	322386
021306	044095	071885	091286	107044	118422	192126	253068	300612	301579	302360	303728	322414
021387	050018	071981	091309	107080	118435	192248	253105	300621	301585	302364	303758	322417
021392	050023	075190	091323	108013	119020	192266	253119	300625	301587	302368	303788	322441
021433	050042	075275	091358	108022	119223	193135	253195	300634	301597	302370	303805	322568
021513	051009	075298	091360	109203	119226	193174	255501	300661	301603	302373	303833	322600
021521	051020	075438	091434	109261	122217	193248	271056	300711	301607	302382	303858	322603
021548	053019	076217	091511	109336	125012	193295	271083	300718	301616	302393	303897	322660
021598	056006	076239	091551	109365	125055	193325	271094	300741	301624	302407	303973	322680
021654	056063	076280	091589	109401	125109	195056	272049	300751	301626	302412	303981	322708
021683	060046	076534	091623	109404	127005	195063	273049	300765	301641	302417	303985	322723
021697	060067	076565	091646	109464	128910	195071	273070	300772	301668	302426	305026	322757
021709	060115	076653	091676	109508	129079	196057	274010	300780	301669	302433	305044	322777
021726	060244	076658	091716	110103	130216	196073	276006	300800	301678	302438	305056	322780
021742	060293	077531	091786	110163	130694	196127	276007	300832	301688	302457	305060	322789
021836	060299	077542	091803	110202	132009	196128	276009	300844	301709	302471	305085	322814
021895	060385	077556	091854	110221	132174	197028	276014	300862	301724	302473	305095	322831
021957	061072	077580	092085	110236	132205	200428	276033	300868	301733	302476	305106	322843
022088	061142	077674	092110	110256	132229	200492	276232	300887	301738	302477	305110	322859
022201	061156	077675	092173	110365	132232	200563	276257	300893	301743	302478	305123	323090
022251	061266	077757	092386	110510	132254	200603	280076	300917	301744	302487	305143	323098
022447	061303	079015	092403	110548	136761	200654	281050	300920	301745	302492	305152	323114
023085	061304	079422	092491	110556	139097	200763	282185	300921	301756	302502	305155	323116
023156	064103	079715	092611	111171	142250	200902	282261	300931	301757	302503	305165	323132
023277	065057	079725	092684	111206	142438	200904	282286	300947	301775	302512	305177	323133
024031	065199	079835	092699	111245	142441	200907	282402	300950	301794	302527	305184	324020
025045	065234	080028	093033	112321	142444	206043	282407	300972	301810	302559	305205	324054
025071	065339	080250	100062	112346	142534	206050	282430	300977	301826	302571	305206	325010
025188	065347	080295	100124	112538	142570	207028	282441	300990	301853	302573	305215	325035
025202	065436	080492	100219	112572	146093	207097	282442	300991	301863	302587	305217	325062
026128	065467	080501	100312	112770	146095	207118	283150	301028	301873	302602	305223	325064
026162	065489	080512	100523	112775	146137	207123	283253	301029	301885	302605	305226	325143
026204	065545	080536	100571	112884	146183	207125	287017	301051	301902	302633	305235	325332
026229	065590	080656	100635	112889	146242	207171	288075	301052	301917	302638	305239	326167
027217	065794	085129	100941	112904	146254	207196	292183	301063	301924	302644	305243	326235

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS—Continued

326242	330853	332021	332752	334450	336127	339703	340472	352392	402628	450123	482796	551529
326336	330855	332031	332754	334469	336131	339715	340473	352437	402665	451046	482874	553010
326353	330862	332039	332758	334478	336146	339717	340501	352474	402673	452295	483174	553063
327087	330875	332041	332759	334483	336151	339718	340504	354065	402718	452301	483230	553069
327110	330882	332047	332773	334484	336165	339749	340506	356050	405076	452395	483270	553070
327198	330913	332084	332798	334499	336189	339755	340522	356350	405079	452409	483297	553079
327236	330915	332113	332805	334705	336200	339763	340531	358690	405116	452485	483309	553120
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