

P1.3  
21759



# postal bulletin

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## REAFFIRMATION OF SUPPORT FOR QWL/EI BETWEEN THE POSTAL SERVICE AND THE NATIONAL RURAL LETTER CARRIERS' ASSOCIATION

The United States Postal Service and the National Rural Letter Carriers' Association have been involved in the Quality of Worklife/Employee Involvement (QWL/EI) process for nearly 8 years. The original Memorandum of Understanding to initiate this process for rural letter carriers and their managers was signed in October 1982. With the knowledge of accomplishments made and with anticipation of future successes, the Memorandum was reaffirmed in February 1985. At that time 20 management sectional centers (MSCs) had initiated the process. Since the reorganization of the Postal Service in 1986, we now have all MSCs involved in the process with rural letter carriers.

Our experience continues to confirm the wisdom of our joint decision to implement a process designed to encourage meaningful employee involvement in identifying and solving workplace problems. Benefits from employee involvement continue to become apparent for all parties involved: the rural letter carriers, the union, the United States Postal Service, and the postal customer.

The National Rural Letter Carriers' Association and the United States Postal Service reaffirm our mutual support for and commitment to the Quality of Worklife/Employee Involvement process.

VERNON H. MEIER,  
President, National Rural  
Letter Carriers' Association

P. S. U.

APR 24 1990

ANTHONY M. FRANK,  
Postmaster General,  
United States Postal Service

## DEPOSITORY

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*All Personnel Processing Mail for Dispatch Abroad*

## FOREIGN ORDER NO. 292

Keep all foreign order notices for use as reference.

**Final Orders.** The Tentative Decision and Order issued against the following has become final:

### Federal Republic of Germany

E. Naber  
P.O. Box 30 20  
D-4500 Osnabruck  
West Germany

and

Mr. E. Naber  
Wredeweg 1  
P.O. Box 30 20  
D-4500 Osnabruck  
West Germany

Suddeutsche Klassenlotterie Koppen Agency  
Official Lottery Agent  
Dotzheimer Strasse 12  
D 6200 Wiesbaden 1  
West Germany

and

Koppen-Agency  
Dotzheimer Str. 13  
P.O. Box 3608  
D-6200 Wiesbaden 1  
West Germany

### Canada

Neweagle Club  
P.O. Box 3856  
349 West Georgia Street  
Vancouver, B.C.

Canada V6B 3Z3  
and  
Client Services  
P.O. Box 3856  
349 West Georgia Street  
Vancouver, B.C.  
Canada V6B 3Z3

Project Rainbow  
P.O. Box 3977  
12209 - 118th Avenue  
Edmonton, Alberta  
Canada T5L 4K1

and

The Claim Center  
P.O. Box 3977  
12209 - 118th Avenue  
Edmonton, Alberta  
Canada T5L 4K1

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.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 3-22-90.*

## Packaging Center Display Test

All offices participating in the Packaging Center Display Test must place the displays in prominent locations in their service lobbies. To avoid theft of products, place merchandising displays in full view of window clerks. Record losses due to theft on the Packaging Center Display Test Report under column (E), Decrease Shipments & Adjustments. Provide comments regarding theft in the report.

To ensure the validity of the test results, it is imperative that during the test period, no attempts be made to convert displays from merchandising (with racks) to static (without racks) or vice versa. Restore displays that have been modified to the original design immediately. If the display was modified during any part of the test, describe how it was modified in the report and include the inclusive dates. If for any reason offices cannot meet these requirements, immediately redeploy the display to another location within the division. Contact the division Retail Marketing Specialist for instructions.

—*Philatelic and Retail Services Dept., 3-22-90.*

## Back Pay

Management Instruction (MI), EL-430-90-1, entitled Back Pay, is scheduled for distribution the first week of April. The MI will have a standard distribution, plus one copy each to all post offices CAGs A through J.

In conjunction with the publication of the MI, two new Postal Service (PS) forms have been developed to process back pay awards. These new forms include:

- Form 8038, *Employee Statement to Recover Back Pay*
- Form 8039, *Back Pay Decision/Settlement Worksheet*

These forms are available in the materiel distribution centers, offices may requisition them using Form 7380, *MDC Supply Requisition*. The authority to requisition these forms is restricted to management sectional centers, field divisions, Headquarters, and Headquarters-related units in increments of 10 copies per requisition. Personnel must use these forms when processing all back pay awards that occur on or after April 30, 1990.

—*Employee Relations Dept., 3-22-90.*

## 25-Cent Marianne Moore Commemorative Stamp

The 25-cent Marianne Moore commemorative stamp goes on sale April 18 in Brooklyn, New York. Moore won the Pulitzer Prize for poetry in 1952. This stamp is the eighth in the Literary Arts Series of stamps.

**Do Not Place on Sale Before April 19, 1990**



**Copyright U.S. Postal Service 1990**

Issued in panes of 50.

Collector information is on page 27.

*Supply.* All post offices will receive their standard automatic distribution quantities for a 50-subject commemorative stamp. *Because a private contractor (American Bank Note Company) printed this stamp, the Bureau of Engraving and Printing cannot honor supplemental requisitions for Item 4475.*

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 RAPDs using separate Forms 17-A, *Accountable Items Requisition From Stamp Distribution Office*. All other post offices requiring additional stamps should immediately requisition them from their SDOs on separate Forms 17-A.

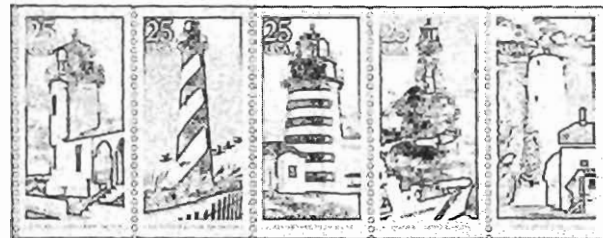
Before requisitioning additional stock, all post offices should consider that they must deplete the stock before June 18, 1990, except at authorized philatelic centers.

—Philatelic and Retail Services Dept., 3-22-90.

## \$5 Lighthouses Commemorative Stamps Booklet

The \$5 Lighthouses commemorative stamps booklet goes on sale April 26 in Washington, DC. This booklet contains four panes of five designs each that feature the Admiralty Head, Cape Hatteras, West Quoddy Head, American Shoals, and Sandy Hook lighthouses.

**Do Not Place on Sale Before April 27, 1990**



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

A future issue will include collector information.

*Supply.* All post offices will receive an automatic distribution of 10 booklets for each pane of 50 commemorative stamps furnished on a standard distribution.

The Bureau of Engraving and Printing will not honor supplemental requisitions for **Item 6625**. Limited quantities of this stamp booklet will be shipped to regional accountable paper depositories (RAPDs) for filling supplemental orders. Stamp distribution offices (SDOs) requiring additional booklets may order them from their RAPDs using separate Forms 17-A, *Accountable Items Requisition From Stamp Distribution Offices*. All other post offices requiring additional booklets should immediately requisition them from their SDOs on separate Forms 17-A.

Before requisitioning additional stock, all post offices should consider that they must deplete the stock before June 26, 1990, except at authorized philatelic centers.

—Philatelic and Retail Services Dept., 3-22-90.

## PERFORMANCE EVALUATION PROGRAM

The Executive Administrative Schedule (EAS) performance evaluation system is designed to provide a structured method for communicating expectations between managers/supervisors and the EAS employees for whom they are responsible.

While two-way communication between managers and EAS employees should be an ongoing process, formal mid-year performance reviews are required to facilitate this communication. This mid-year review should include a discussion of performance during the previous 6-month period (no adjective rating is to be given at this discussion) and a discussion of expectations for the next 6-month period.

Managers/supervisors desiring further information about their role as evaluators in this program should contact their postal employee development centers (PEDCs) to arrange to view training course number 11576-02, EAS Performance Evaluation, part II.—Employee Labor Relations Dept., 3-22-90.

Managers/supervisors desiring further information about their role as evaluators in this program should contact their postal employee development centers (PEDCs) to arrange to view training course number 11576-02, EAS Performance Evaluation, part II.—Employee Labor Relations Dept., 3-22-90.

## \$1 Seaplane Coil Stamp

The \$1 Seaplane coil stamp goes on sale April 20 in Phoenix, Arizona. The stamp features an engraving of an artist's drawing of the Benoist Airboat, used to establish the first scheduled airline service, flying between St. Petersburg and Tampa, Florida, in 1914.

### Do Not Place on Sale Before April 21, 1990

Issued in coils of 500 only.

A future issue will include collector information.

**Supply.** Post offices with authorized philatelic centers will receive an automatic distribution of the coils of 500. The automatic distribution is based on the Bureau of Engraving and Printing's four-position schedule for a 50-subject commemorative stamp. Accordingly, the quantities of coils to be furnished follow:

Offices receiving four-position stock in these quantities	Will receive coils in these quantities
20,000 .....	50
40,000 .....	100
125,000 .....	200
250,000-500,000 .....	800

**Bulk Quantities.** Cag A-G post offices requiring this coil stamp should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing. They must submit orders in quantities of 200 coils per requisition using **Item 7703**.

**Less-Than-Bulk Quantities.** All other post offices requiring fewer than the above bulk quantities of this coil stamp should requisition them immediately from their designated stamp distribution office on a separate Form 17-A, *Accountable Items Requisition From Stamp Distribution Office*.

—*Philatelic and Retail Services Dept., 3-22-90.*

## Pay Changes—Postal Police Officers

The new salary schedules appear on page 34. These instructions apply to employees covered by the 1987-1991 USPS-Federation of Postal Police Officers (FPPO) National Agreement.

**General Increase.** In accordance with Article 9, section 9.01 of the subject agreement, effective April 7, 1990 (PP 9-90), employees covered by the Postal Police Officers' (PPO) schedule will receive a \$300 per year general increase, applied to all grades and steps.

**Implementation.** The increase discussed in this Bulletin is effective on April 7, 1990 (PP 9-90), and will appear in paychecks distributed on April 27, 1990.—*Employee Relations Dept., 3-22-90.*

*Handbook F-1 Revision*

## Personal Check Identification

To address consumer concerns about credit card fraud as it relates to USPS policy on identification requirements for personal checks, section 311.33 of Handbook F-1, *Post Office Accounting Procedures*, is revised as follows:

### 311.3 Identification for Personal Checks

\* \* \* \* \*

**.33** If the customer is unknown, record the name and identifying number from one of the following photograph-bearing documents on the check in location A, as shown in Exhibit 311.32:

- Driver's license
- State-issued, nondriver identification
- Passport (foreign or domestic)
- Military identification card

If none of the above is available, enter the company name from *two* of the following documents on the check in location A as shown in Exhibit 311.32:

- Credit card (*Do not record credit card numbers.*)
- Other credential showing a signature.

*Social Security cards are not acceptable identification.*

*All posted check cashing requirements must be changed to reflect the above revisions.* POSTAL BULLETIN 21708, 1-19-89, updated the check acceptance procedures in Handbook F-1.—*Dept. of the Controller, 3-22-90.*

## FEHB: Temporary Continuation of Health Benefits

POSTAL BULLETIN 21753, 12-28-89, provided preliminary information about new legislation requiring COBRA-like extension of Federal Employees' Health Benefits (FEHB) coverage to certain individuals who lose their coverage on or after January 1, 1990, and stated that supplemental information would be published in a future Bulletin.

Arrangements have been made with the U.S. Department of Agriculture's National Finance Center in New Orleans to process these cases for the Postal Service. Due to the length of the instructions required to administer this program, they will be distributed as a Management Instruction. Pending publication, a draft has been mailed to all regional, field, and management sectional center (MSC) Directors of Human Resources and to all Regional Chief Postal Inspectors and bulk mail centers (BMC), Directors of Support for immediate use.

POSTAL BULLETIN 21753 describes the eligibility criteria for temporary continuation of FEHB coverage. Any personnel office holding an eligible request should obtain a copy of the draft instructions for use in completing the required steps to process and forward the request.

—*Employee Relations Dept., 3-22-90.*

# 1990 DECENNIAL CENSUS QUESTIONNAIRES

Beginning March 23, 1990, the Postal Service and the Bureau of the Census will collectively distribute some 106 million 1990 Decennial Census Questionnaires nationwide. Considerable effort has gone into developing the methods for successful delivery of these forms. Final reminders on several issues concerning the questionnaires follow:

1. *Mail Reminder Card.* The Mail Reminder Card (MRC) is a national mailing by the Census Bureau designed as a final reminder and request to complete the census questionnaire and return it. The MRC is a 4¼ by 5½ inch, bulk rate, simplified address postcard scheduled for delivery to approximately 90 million addresses in 23,700 ZIP Codes in counties and parishes designated as Mail Out/Mail Back or Update/Leave. (Mail Out/Mail Back means the Postal Service delivers questionnaires and they are mailed back. Update/Leave means bureau personnel deliver questionnaires but they are mailed back.) Affected delivery units will receive MRCs in cartons, bundled by carrier route. The cartons will be plainly marked Census Mail Reminder Card—For Delivery March 30, 1990. Exhibits 1 and 2 below illustrate the front and back of the MRC.

2. *Questionnaire Packaging and Delivery.* Both long- and short-form census questionnaires are being shipped to delivery units in cartons. Markings on the outside of the cartons indicate not only the type of form but also the requested delivery date, March 23, 1990. It is expected that delivery units will

make every reasonable effort to deliver the greatest quantity of questionnaires possible on that date. Delivery of all census questionnaires must be completed by no later than close of business, March 27, 1990.

3. *Undeliverable-As-Addressed Questionnaires.* Census mailpieces determined to be undeliverable-as-addressed (UAA) during the requested delivery window of March 23 through March 27, 1990, are to be handled in accordance with the instructions on page 8 of Special POSTAL BULLETIN 21756A, 2-15-90.

Questionnaires identified as UAA after delivery (primarily Refused or Vacant) are to be handled like any other bulk rate mail and properly disposed of as waste.

*At no time are 1990 census questionnaires to be forwarded.*

4. *Questionnaire Return.* Census Bureau advertising in late March 1990 will target April 1, 1990, as the official Census Day for the nation. It will encourage citizens to complete and return their questionnaires on that date. All managers responsible for the collection of mail should be alerted to the possibility of very full collection boxes on Sunday, April 1, 1990, and Monday, April 2, 1990, and consider special collections on those dates. In addition, delivery units may wish to locate a receptacle in service lobbies specially marked for census returns.

—Delivery, Distribution, and Transportation Dept., 3-22-90.

Exhibit 1. MRC—Front

Exhibit 2. MRC—Back

CENSUS '90



Answer the Census.  
It Counts for More  
Than You Think.

## Did you mail back your 1990 Census questionnaire?

If not, there is still time. Please take a few minutes **now** to complete it. Remember, your answers are very important. They're also safe.

- ▶ So, find your questionnaire.
- ▶ Fill it out.
- ▶ Use the pre-addressed envelope.
- ▶ Mail it back.

If you've already mailed back your questionnaire,

**Thank you for your cooperation.**

• U.S.G.P.O. • 1990-253-816

U.S. DEPARTMENT OF COMMERCE  
Bureau of the Census  
Jeffersonville, IN 47199-0001

D-9  
OFFICIAL BUSINESS  
Penalty for Private Use, \$300

BULK RATE  
CARRIER ROUTE PRESORT  
POSTAGE & FEES PAID  
Bureau of the Census  
Permit No. G-58



RESIDENTIAL CUSTOMER - LOCAL

**WHAT DID  
YOU DO  
WITH IT?**

DMM Notice

## Nonmailable Matter

Effective with DOMESTIC MAIL MANUAL Issue 35, 6-17-90, part 124, Nonmailable Matter—Articles and Substances; Special Mailing Rules, is amended to clarify requirements concerning performance testing and absorbent material.

—Rates and Classification Dept., 3-22-90.

## Drug-Free Workplace Poster

Poster 61, *Policy Statement on Drug Abuse*, is now available at the materiel distribution centers (MDCs). This poster was distributed to all postal facilities in December 1989, and instructions for display were published in POSTAL BULLETIN 21750, 11-16-89. Offices needing additional copies may order them using Form 7380, *MDC Supply Requisition*.—Employee Relations Dept., 3-22-90.

## Mailing Bees

Recently, a number of states have notified the Postal Service that they have established quarantines aimed at keeping shipments of diseased bees out of their respective jurisdictions. The scope of these quarantines varies. Some cover shipments originating anywhere in designated states, some cover only shipments originating in designated counties or destined for designated counties, and others cover only shipments affected by designated pests.

Customers presenting bees for shipment by mail should be reminded that pursuant to DOMESTIC MAIL MANUAL 124.121 and 124.63(c)(1) it is their responsibility to ensure that their shipments of bees comply with all applicable laws. Listed below are the states that have notified the Postal Service that they have established quarantines. Customers contemplating shipping bees to any of these states may learn the details of any potentially applicable quarantine by contacting the department of agriculture of each state to which their shipments would be sent.

State	State apiarist
California.....	Mr. James Paswater, California Dept. of Food and Agriculture, 1220 N St., Room A-357, Sacramento, CA 95814, Telephone (916) 445-0984.
Connecticut.....	Mr. George W. Schuessler, Connecticut Agricultural Experiment Station, P.O. Box 1106, New Haven, CT 06504, Telephone (203) 789-7236.
Hawaii.....	Mr. George Funasaki, Hawaii Dept. of Agriculture, 1428 S. King St., Honolulu, HI 96814, Telephone (808) 548-7122.
Minnesota.....	Mr. Blain White, Apiary Inspection, Minnesota Dept. of Agriculture, 90 West Plato Blvd., St. Paul, MN 55107, Telephone (612) 296-0591.
Mississippi.....	Mr. Harry Fulton, Division of Plant Industry, Mississippi Dept. of Agriculture, P.O. Box 5207, Mississippi State, MS 39762, Telephone (601) 325-3390.
North Carolina....	Ms. Karen Giroux, Plant Industry Div., North Carolina Dept. of Agriculture, P.O. Box 27611, Raleigh, NC 27611, Telephone (919) 733-1041.
Vermont.....	Mr. Richard Drutchas, Plant Industry Div., Vermont Dept. of Agriculture, 116 State St., Montpelier, VT 05602, Telephone (802) 828-2452.
West Virginia.....	Mr. Matthew Cochran, Animal and Plant Health Div., West Virginia Dept. of Agriculture, State Capitol Bldg., Charleston, WV 25305, Telephone (304) 348-2212.

—Rates and Classification Dept., 3-22-90.

**Handle indemnity claims and claim status inquiries promptly**

Handbook M-37 Revision

## Rural Carriers—Seatbelt Use

The following revision to Methods Handbook M-37, *Rural Delivery Carriers Duties and Responsibilities*, sections 161.5 through 161.8 is effective immediately.

**161.5** Rural carriers are protected under the Federal Employee's Compensation Act (FECA) in the event they sustain an injury while in the performance of duty. Rural letter carriers are considered to be in "the performance of duty" for FECA purposes when driving their own vehicle between their home and the post office, and between the post office and their home, provided Postal Service records indicate the Postal Service required the carrier to furnish the vehicle. Therefore, seatbelts must be worn when traveling from home to the place of employment and from the place of employment to home.

and from the route and postal units regardless of the type of motor vehicle being used. If a Postal Service-owned right-hand drive (RHD) vehicle is used on the route, seatbelts must be worn at all times the vehicle is in motion. If a privately owned surplus postal vehicle or a manufactured right-hand drive (RHD) vehicle is used on the route, seatbelts must be worn at all times the vehicle is in motion. In a dual control-equipped vehicle, seatbelts should be used whenever possible while seated in the right seat.

Where state seatbelt laws are applicable, rural carriers must comply with the law. Where no law is applicable, and a left-hand drive (LHD) vehicle is being used, seatbelt use is recommended when delivery and collection activities do not unduly encumber, delay, or fatigue the rural carrier.

Unless the law requires the use of seatbelts (when using a LHD vehicle), seatbelt use is a matter of discretion for the individual rural carrier and should be influenced by:

- distance between stops,
- traffic density and weather conditions,
- road design characteristics, such as number of intersections traversed, road shoulder width, and surface conditions.
- the carrier's position while performing various tasks in the vehicle.

**161.6** *Remains unchanged.*

**161.7** When traveling to and from the route, and entering or crossing intersecting roadways, all vehicle doors must be closed. Normally, when operating a RHD vehicle on delivery routes and traveling in intervals of 500 feet (1/10 mile) or less between delivery stops, the sliding door on the driver's side may be left open.

The section currently titled 161.7 becomes 161.8.

—Delivery, Distribution, and Transportation Dept., 3-22-90.

DMM/Handbook DM-102 Notice

## METERED MAILINGS

Effective with DOMESTIC MAIL MANUAL Issue 35, 6-17-90, sections 144.471, 144.476, 144.534, 144.54, 144.61, and 374.22 will be revised to state procedures for examination and corrective action concerning mailpieces bearing incorrect meter or mailer's precancel postmark dates or illegible or improper meter impressions.

Sections 432.1e and 915.6, Handbook DM-102, *Bulk Mail Acceptance*, are also amended to reflect the DMM revisions. The Handbook DM-102 changes follow:

### 430 Acceptance

\* \* \* \* \*

### 432 Acceptance Employee's Responsibilities

#### 432.1 Initial Acceptance Checklist

\* \* \* \* \*

*e. (1) Postage.* If the mailing is metered, ensure any additional postage for residual pieces is attached to the back of the Form 3602-PC. The more detailed procedures for postage verification, which are performed during final verification, are contained in 432.234.

*(2) Markings and Endorsements.* Verify that the mailpiece bears the correct markings and endorsements for the rate claimed.

*(3) Meter Impression and Date.* Verify that the meter impression is legible and the date is correct and complete for the class of mail claimed. (See DMM 144.47.) Use the procedures described in 432.1e(4-8), below.

*(4) Sample.* From each metered mailing, randomly select at least 50 pieces of mail. Alternatively, for presorted mailings, the sample may use the same mailpieces selected for presort verification, or, preferably, may use other pieces taken from any part(s) of the mailing. Sample pieces should be taken from several places in the mailing; avoid concentrating the sample as much as possible. The size of the sample may be increased to ensure it provides a reliable indication of what is contained in the mailing. Examination of the sample for purposes of this section will include the date, place of mailing, and markings or endorsements shown in the meter impression, as well as the completeness, placement, and legibility of the impression. For mailings at other than the single-piece rates, the examination must be made and completed as part of the acceptance process. For single-piece rate mailings, the examination may be made of pieces either awaiting or during distribution; if pieces from individual mailers can be identified, select 50 pieces from each.

*(5) Postal Error.* Do not treat as errors any pieces

that are legibly postmarked the previous date if they are paid at the single-piece rate and were deposited in a collection box after the last collection (see DMM 144.471), or (regardless of rate) were not collected by the Postal Service as scheduled on the date appearing in the meter postmark.

*(6) Sample Results.* If the random sample of 50 pieces reveals two or fewer pieces with improperly prepared meter impressions or incorrect or illegible meter dates, accept the mailing. If three to five pieces are found, examine at least 50 additional pieces in the mailing to determine the extent of the problem. If six or more pieces in the first 50-piece sample, or six or more of the 100 total pieces sampled, or more than 5 percent of a larger quantity sampled, are found to have improperly prepared meter impressions or incorrect or illegible meter dates, advise the mailer of the errors in person or by telephone within 30 minutes of the detection of the errors. Provide the mailer with a specific description of the errors, including the meter number(s) appearing on the improperly prepared pieces. (For purposes of this section, the mailer is the party who presents the mailing to the Postal Service.)

*(7) Corrective Action.* Contact the mailer in person or by telephone within 30 minutes of the detection of the errors and give the mailer two options: (1) reclaim the mailing and reenvoelpe the mailpieces; or (2) reclaim the mailing and apply a properly prepared and legible ".00" meter impression with the correct date. The mailer may reclaim only one segment of the mailing (such as all the pieces from one client, if the mailing is presented by a presort bureau), if it is demonstrated, to the satisfaction of the Postal Service, that such action will remove all the pieces with improperly prepared or illegible meter impressions or incorrect dates in the meter postmarks. If removal of some mailpieces will result in remaining portions of the mailing no longer satisfying other applicable volume or presort requirements, additional postage must be paid to represent the difference between the amount originally affixed and the amount now due at the rate for which the pieces qualify.

*(8) Resubmitted Carrier Route First-Class, Presorted First-Class, Nonpresorted ZIP + 4, ZIP + 4 Presort, or ZIP + 4 Barcoded Rate Mailings.* If a mailer elects to correct the presort or preparation problems in a mailing which had resulted in its disqualification when originally presented for acceptance, but is unable to resubmit that mailing on the same day, the date shown in the meter or mailer's precancel postmark must be corrected by reenvoeloping or applying a legible ".00" meter impression that includes the correct date of mailing.

**METERED MAILINGS—Continued****915 Corrective Action**

\* \* \* \* \*

**915.6. Metered Postage Mailings.** If a mailer elects to correct the presort or preparation problems in a mailing that had resulted in its disqualification when originally presented for acceptance,

but is unable to resubmit that mailing on the same day, the date shown in the meter or mailer's pre-cancel postmark must be corrected by reenveloping or applying a legible ".00" meter impression that includes the correct date of mailing. (See DMM 144.476.)

—*Rates and Classification Dept., 3-22-90.*

**Post Office Box Application Update**

Post office box customers *must* maintain current address and other information on Form 1093, *Application for Post Office Box or Caller Service*, as indicated in DOMESTIC MAIL MANUAL (DMM) 951.153. Failing to comply with this requirement or providing false information on the original box application is grounds for the refusal or termination of box service as stated in DMM 951.81 or 951.82. Complaints regarding the infraction of this rule, however, should be called to the box customer's attention before initiating proceedings to terminate service under DMM 951.83.

If the applicant is not known, valid identification must be presented with Form 1093. Social Security cards are not acceptable as identification. The applicant must present one of the following: valid driver's license; military, government, or an established corporate identification card; passport; other credentials showing the applicant's signature, serial number, or other indicia that can be traced to the bearer. An application is considered verified if there are no discrepancies between the information on Form 1093 and the identification presented.

All employees with the responsibility for renting post office boxes or collecting box rents should be aware of DMM 951.153 and Form 1093, part III, item IX. Post office box customers must be advised that they are required to keep information current on Form 1093, and that failure to comply will justify the termination of box service.

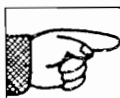
—*Delivery, Distribution, and Transportation Dept., 3-22-90.*

**International Reply Coupons**

Postmasters must submit all exchanged international reply coupons accepted through December 31, 1989, with the Statement of Account for Accounting Period 6, or Postal Quarter II, ending March 9, 1990.

Handbook F-1, *Post Office Accounting Procedures*, part 458, contains specific instructions for collection and proper documentation.

—*Dept. of the Controller, 3-22-90.*



Latest Index in PB 21756, 2-8-90.

**Treasury Department Checks**

April Supplemental Security Income checks and Veteran's Administration compensation and pension checks normally delivered on the first of the month are scheduled for delivery on Friday, March 30. The envelopes will bear the legend:

Postmaster: Requested delivery date is the 30th day of the month.

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

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

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

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

—*Delivery, Distribution, and Transportation Dept., 3-22-90.*

**DMM Notice****Plastic Film**

Effective with DOMESTIC MAIL MANUAL Issue 35, 6-17-90, section 121 is amended to provide requirements for heat-shrinkable plastic film for easy and average loads up to 5 pounds.

—*Rates and Classification Dept., 3-22-90.*

**Special Cancellations****Cancer**

Postmasters who have special Cancer canceling machine die hubs may use them from April 1 through April 30, 1990.

**Law Day**

Postmasters who have special Law Day canceling machine die hubs may use them from April 1 through May 1, 1990.

After the authorized periods, they should withdraw the die hubs and retain them for future use.

—*Rates and Classification Dept., 3-22-90.*

All Offices With City Motorized, Rural, or Contract Delivery Routes

## MAILBOX IMPROVEMENT WEEK

Each year the Postal Service designates a week during May to encourage customers on rural, city motorized, and contract delivery routes to examine and, where necessary, improve the appearance of their mailboxes. Mailbox Improvement Week, May 21-26, calls attention to the need for providing mail receptacles that are:

1. Designed to protect mail from weather,
2. Neat in appearance,
3. Conveniently located, and
4. Safe to use.

Neat, attractive mailboxes make a significant contribution to the appearance of the countryside and to streets in suburban areas.

Mailboxes that meet these four important requirements contribute to the entire route. The Postal Service approves two styles of boxes: (1) traditional design (see Exhibit A) in three standard sizes, and (2) contemporary design (see Exhibit B), also in three sizes.

Exhibit A

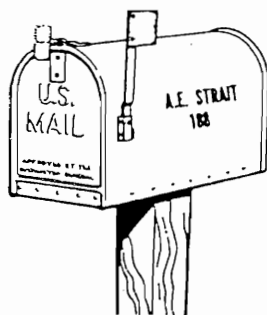
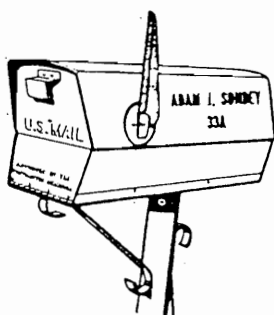


Exhibit B



### Notice 209

Notice 209, *USPS Notice to Rural Route Customers*, is available by submitting Form 7380, *MDC Supply Requisition*, to the materiel distribution centers. Postmasters should send the notice to all rural route customers the week before Mailbox Improvement Week to alert them to the event.

### Rural Routes

Customers should use only approved traditional or contemporary mailboxes for new installations or to replace an unsuitable receptacle. However, customers may use custom-built rural mailboxes if the postmaster gives prior approval and the box conforms generally to the same requirements as approved manufactured boxes, relative to the flag,

size, strength, and quality of construction. A list of approved manufacturers of traditional rural or suburban-type boxes appears in *DOMESTIC MAIL MANUAL (DMM) 156.515*.

When customers have assigned box numbers, the numbers must appear on the side of single boxes or on the door of grouped boxes, visible to the approaching carrier. Rural route customers should be encouraged to group boxes whenever practical, especially at or near crossroads, service turnouts, or other places with a considerable number of boxes.

In areas where snow removal is a problem, the Postal Service suggests using a semiarch or extended arm-type support (see Exhibit C on page 10), which allows snowplows to sweep near or under boxes without damaging supports and provides easy access to the boxes by carriers and customers.

If the post office authorizes the use of street names and house numbers, the box should display that number on the side or on the door if the box is in a group. If the box is on a street other than the one on which the customer resides, the street name and house number must be on the box. In all instances, placing the owner's name on the box is optional.

Generally, customers should install boxes with the bottom of the box at a vertical height of between 3½ to 4 feet from the road surface. However, because of varying road and curb conditions and other factors, the USPS recommends that customers contact the postmaster or carrier before erecting or replacing their mailboxes and supports.

### City Motorized Routes

On city motorized routes with curblane delivery, the USPS recommends that customers have the approved traditional rural-type box or an approved suburban box of contemporary design.

Boxes designed primarily for use by customers receiving door delivery are difficult to serve efficiently from a vehicle, and the USPS does not encourage their use as curblane receptacles (see Exhibit D on page 10). However, any box that gives protection to the mail and allows safe, convenient delivery from the city delivery carrier's vehicle is acceptable. Customers should install boxes with the bottom of the box at a vertical height of between 3½ to 4 feet from the road surface. Where boxes are not directly in front of the customer's residence, the box must display the house number.

## MAILBOX IMPROVEMENT WEEK—Continued

Exhibit C

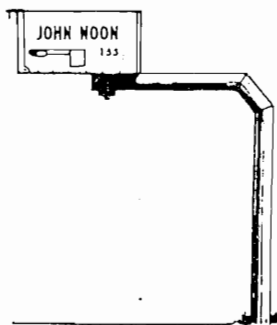
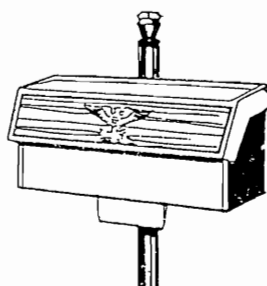


Exhibit D



### Contract Delivery Routes

Contract delivery route customers must use an approved traditional rural-type or contemporary design box as new or replacement boxes.

### General Requirements

The placement of mailboxes on both rural and contract routes must be safe and convenient for carriers. The boxes must be on the right-hand side of the road in the carrier's travel direction so they can deliver mail without leaving their conveyance. This rule especially applies where traffic conditions make it dangerous for the carrier to drive to the left in order to reach the boxes, or when doing so would constitute a violation of traffic laws and regulations (apartment house or other multiple dwellings can be exempted from this rule as described in DMM 156.312).

On new rural routes, all boxes must be on the right-hand side of the road in the direction of the route line of travel. Box placement must conform with state laws and highway regulations. Rural carriers are subject to the same traffic laws and regulations as other motorists. Customers must remove obstructions, including vehicles, trash cans, and snow, that impede efficient delivery. Except when a box is temporarily blocked, carriers must have access to the box without leaving the vehicle unless authorized to dismount.

### Mailbox Supports

Supports for mailboxes should be of adequate strength and size to support the box properly. However, customers should avoid using massive mailbox supports that, when struck, could damage vehicles and cause serious injury to vehicle occupants. Heavy metal posts, concrete posts, and miscellaneous items of farm equipment, such as milk cans filled with concrete, are examples of potentially dangerous supports. The ideal support is an assembly that bends or falls away from a striking vehicle. DMM sections 156.531, 156.54, 157.32c, and 157.4 specify postal regulations regarding construction and placement of mailboxes and supports on rural and highway contract routes.

The Federal Highway Administration (FHWA) has determined that mailbox supports no larger than 4 inches by 4 inches or a 4½-inch diameter wood post or a 2-inch diameter standard steel or aluminum pipe, buried no more than 24 inches, should safely break away if struck by a vehicle. The mailbox must also be securely attached to its post to prevent separation when struck. Exhibits E and F on page 12 are detailed examples of mailbox mountings and supports suggested by the FHWA. Boxes and supports should also be painted and free from rust.

### NDCBUs and All-Weather Parcel Lockers

During Mailbox Improvement Week, postmasters/managers or their designees should also review Neighborhood Delivery and Collection Box Units (NDCBUs) and All-Weather Parcel Lockers in their delivery area to identify any hazards or irregularities. Exhibit G on page 13 is a suggested format for use in conducting the review. Results of the review should be recorded.

Employees conducting the review must complete Form 1624, *Delivery and Collection Equipment Work Request*, for any equipment that poses a safety hazard to postal customers or employees. Use Form 7380, *MDC Supply Requisition*, to request Form 1624 from the materiel distribution centers.

### Equipment Review Procedure

Employees should use the NDCBU and parcel locker Equipment Checklist and Followup Review Procedure, Exhibit G, when examining the condition of NDCBU and parcel locker equipment. This exhibit may be reproduced locally. They should:

1. List the unit location, type, and manufacturer in the left-hand column (omit manufacturer if all items are in order).

2. Assign each checklist item one of the following ratings:

OK—Equipment does not need attention for this item.

X—Equipment needs attention for this item.

NA—Item does not apply to this particular piece of equipment.

3. Examine the following items and annotate Exhibit G:

- a. Equipment should be straight, vertical, and firmly mounted. Attempt to shake the unit; it should not move. If equipment is not firmly mounted, note whether it is the connection at ground level that is loose or the pedestal to customer compartments connection that needs attention.

- b. Check visible welds. Make note of cracked, broken, or rusted welds.

- c. Observe whether the carrier access door is locked and secure. Open it and observe that it is not bowed or warped and that the door and locking bar operate smoothly. With carrier access door(s) open, notice if restraining devices prevent the door

## MAILBOX IMPROVEMENT WEEK—Continued

from blowing closed. These devices, which may have to be set manually, should be serviceable.

d. Ensure that the Arrow lock operates smoothly and that the mounting screws are tight. The device that protects the Arrow lock from customer tampering must also be serviceable.

e. Ensure that all customer access doors are closed and locked and that there is no visible damage or signs of forced entry.

f. Is the exterior surface of the unit free from rust and graffiti?

g. Does the unit appear defective or damaged in any other way? Does it reflect a proper postal image?

h. Does the unit and/or any protecting structure appear watertight and in good repair? Are there any noticeable watermarks inside the unit or any wet mail?

i. Note any other conditions important to report.

4. Record the results of the inspection on the checklist.

5. Submit completed Form 1624 to maintenance for each unit rated.

Carriers must note equipment deficiencies and report them to the postmaster, supervisor, or designee. The postmaster or designee must then submit Form 1624 to maintenance reporting the equipment defects. In addition, carriers should complete Form 1767, *Report of Hazard, Unsafe Condi-*

*tion, or Practice*, for items that pose an immediate threat to safety such as an insecure or leaning NDCBU.

The postmaster or supervisor must immediately notify maintenance control of reported hazards by telephone and follow up in writing with copies of Form 1767 (completion instructions are on the back of the form). Supervisors must also follow up to ensure that the work is satisfactorily completed and documented. Maintenance control should immediately dispatch the appropriate repair person. If repair by postal maintenance employees is not available, postmasters should use their local contracting authority to accomplish the repairs.

### Publicity

Postmasters should give these guidelines and suggestions maximum local publicity. Rural, motorized city, and contract route carriers must cooperate to ensure the success of this endeavor and later report the results to the postmaster. They should use the most up-to-date list of approved manufacturers and mailbox suppliers when providing rural or highway contract route customers with information about what type of box to install. This list is in DMM section 156.515.

—*Delivery, Distribution, and Transportation Dept., 3-22-90.*

## Obsolete Handbook EL-302

Handbook EL-302, *Qualification Standards—Nonbargaining Unit Positions*, is obsolete as of March 10, 1990. This handbook is replaced by a data base of requirements in the Automated Vacancy Announcement System and by Handbook EL-350, *Establishing Nonbargaining Requirements*. Handbook EL-350, which was distributed in December 1989, sets policies and procedures for establishing job requirements and posting vacancy announcements for Executive Administrative Schedule (EAS) positions other than postmaster and initial-level supervisor.

Vacancy announcements for EAS positions should no longer refer applicants to a qualification standard in Handbook EL-302 to determine the position's requirements. Instead, all job requirements should be listed on the vacancy announcement itself.—*Employee Relations Dept., 3-22-90.*

DMM Correction

### Maximum Size Standards

DOMESTIC MAIL MANUAL subsection 629.221d(3) contains an error. Please change it to read: Not more than ¼ of an inch thick, and. . . .

—*Office of Information Services, 3-22-90.*

## Migratory Bird Stamp Disposition

Postmasters must return all unsold bird stamps to the main stock as specified in Handbook F-1, *Post Office Accounting Procedures*, subchapter 460.

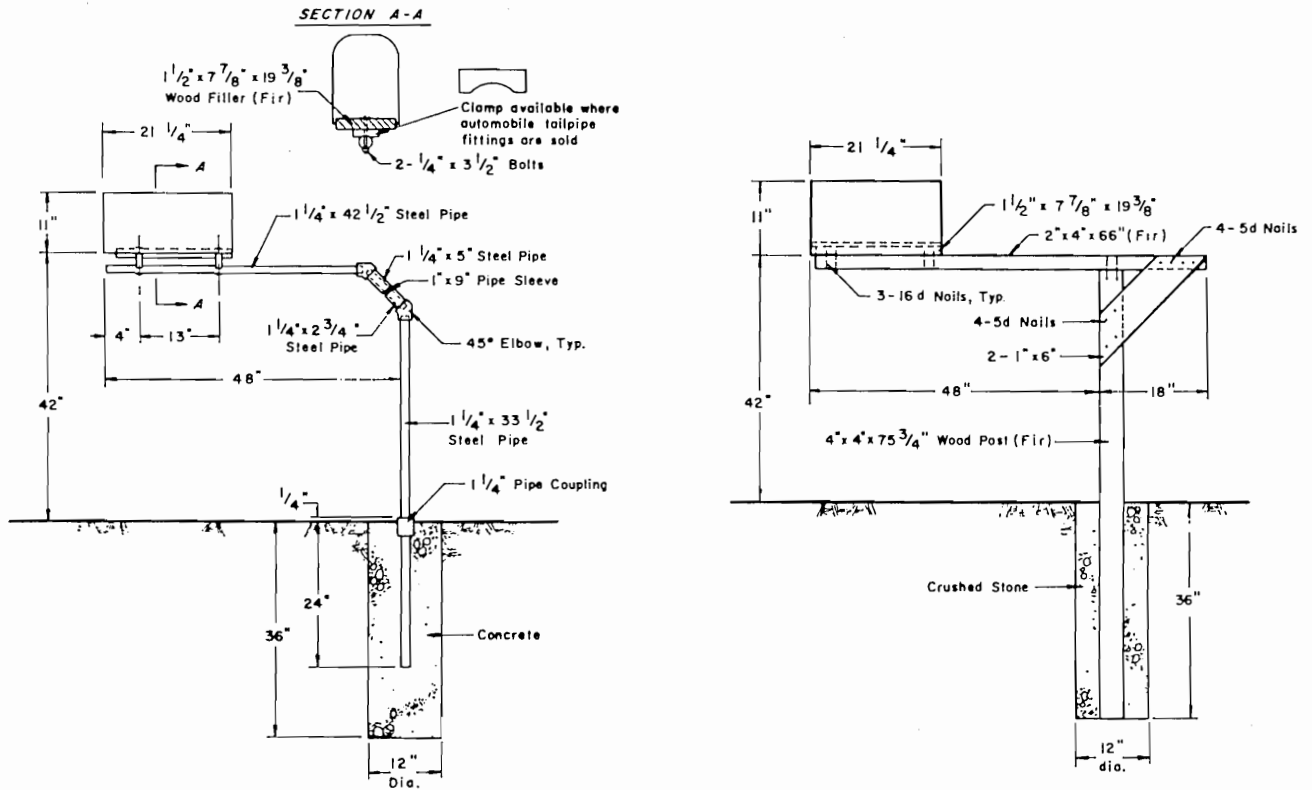
The amount recorded in AIC 806, Ending Inventory—Bird Stamps, on the statement of account submitted at the close of the second quarter (A/P 06) March 9, 1990, must accurately reflect the value of bird stamps on hand in the post office. Except for post offices with philatelic outlets, the only bird stamps post offices should have on hand are the current 1989-1990 series, which sell for \$12.50.

Postmasters must destroy unsold migratory bird stamps during the third quarter as instructed in Handbook F-1, part 453. Management sectional centers must establish a schedule for returning properly certified Forms 3238, *Stamps and Stamped Paper Destruction Certificate*, to post offices for inclusion with the statements of account for the period ending June 1, 1990.

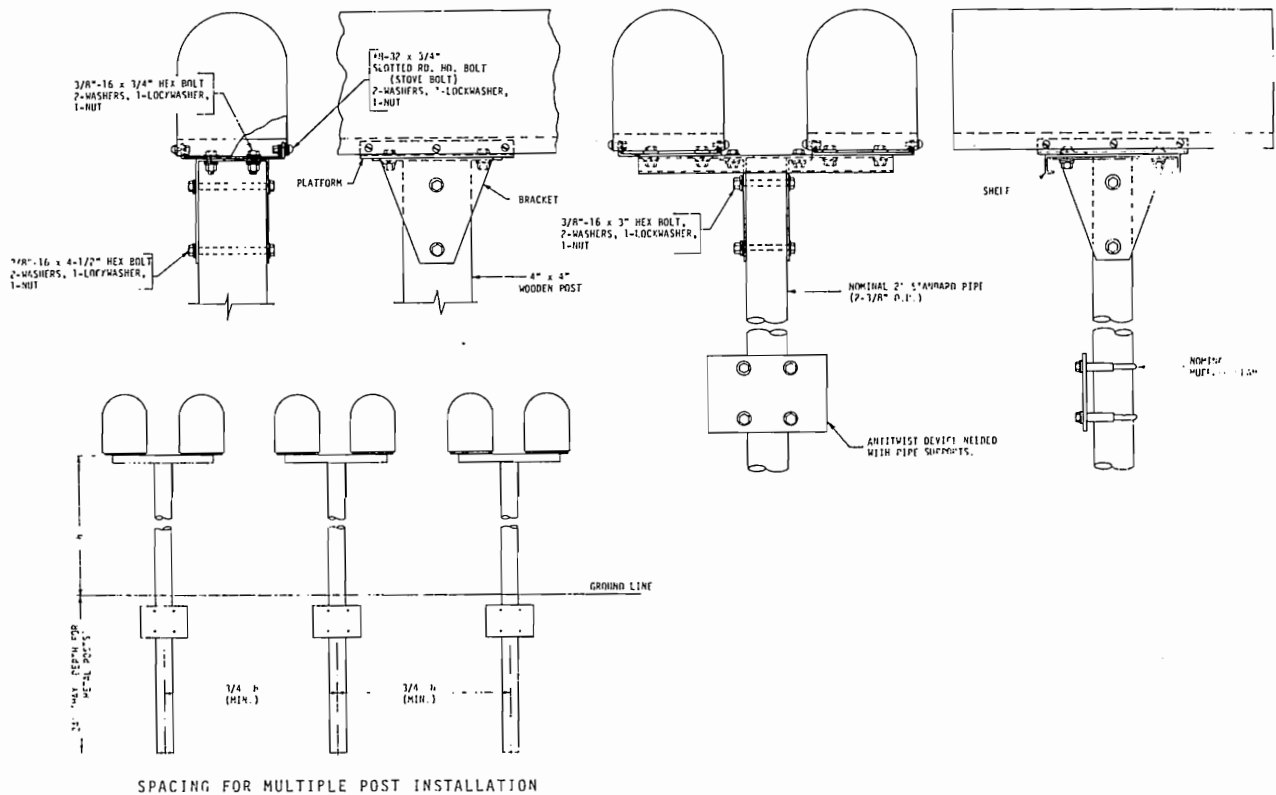
Those offices designated as philatelic outlets are the only offices that should have an entry in AIC 806 on the statement of account for the period ending June 1, 1990. Offices should list these bird stamps by year of issue and face value in the Remarks section of the statement of account.

—*Dept. of the Controller, 3-22-90.*

### Exhibit E Cantilever Mailbox Supports



### Exhibit F Single and Double Mailbox Installations



U. S. Postal Service  
EQUIPMENT CHECKLIST AND FOLLOW-UP REVIEW PROCEDURE  
(See instructions on reverse)

[illegible]

## CODING ACCURACY SUPPORT SYSTEM

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

### FIVE-DIGIT ZIP CODE MATCHING SERVICE

#### Certified Through March 1990

Joe Aiello  
Firestone Information Services  
1655 S Main St  
Akron OH 44301-2035  
(216) 379-3700  
GROUP1 EZ5 (88.188)

Gary Abrams  
Group Data Services Inc  
9509 Vassar Ave  
Chatsworth CA 91311-4141  
(818) 700-2944  
GROUP1 EZ5 & GDSZPAS (89.189)

Gilbert Rios  
Lee Datamail  
1617 Terre Colony Ct  
Dallas TX 75212-6222  
(214) 630-6941  
GROUP1 CODE1 (88.322)

Joe Balaban  
Pagex Systems Inc  
77 W Sheffield Ave  
Englewood NJ 07631-4815  
(201) 871-0800  
GROUP1 EZ5 (89.194)

#### Certified Through April 1990

Robert Ekstrum Jr  
Computerized Mailing Systems Inc  
300 Second St NW  
Saint Paul MN 55112-3242  
(612) 636-6265  
LPC FINALIST, (0570)

Ray Burnett  
CRK Computer Services  
16250 Northland Dr Ste LL12  
Southfield MI 48075-5205  
(313) 569-3050  
GROUP1 CODE1 (7/89)

Rose Hamilton  
First Data Resources  
10840 Old Mill Rd  
Omaha NE 68154-2650  
(402) 691-2102  
FIVE DIGIT MATCHING (8901)

David Sprow  
Gancom Inc  
209 Senate Ave  
Camp Hill PA 17011-2325  
(717) 763-7226  
GROUP1 CODE1 (88.322)

Dana Lowry  
Group 1 Software  
6404 Ivy Ln Ste 500  
Greenbelt MD 20770-1400  
(301) 982-2000  
CODE1 (09.01.000)  
EZ5 (09.01.000)

Gary Abrams  
Group Data Services Inc  
9509 Vassar Ave  
Chatsworth CA 91311-4141  
(818) 700-2944  
GROUP1 EZ5 (89.189)

Leon Salander  
I C System Inc  
444 E Hwy 96  
St Paul MN 55164-0226  
(612) 481-6489  
GROUP1 EZ5 (09.01.000)

Renee Ketchum  
Japs Olson Company  
30 N 31st St  
Minneapolis MN 55411-1694  
(612) 522-4461  
GROUP1 CODE1 (019.89.01)

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

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

Harry Lynn  
National Network Communications Inc  
3073 McCall Dr Ste 6  
Atlanta GA 30340-2831  
(404) 458-9573  
GROUP1 EZ5 (89.086)

#### Certified Through May 1990

Todd Butler  
Butler Business Services Inc  
PO Box 503  
St Marys OH 45885-0503  
(800) 237-7914  
POSTWARE ACES (2.3)

Craig Dunsheath  
Delphi Enterprises Ltd  
230 Adams Ave  
Hauppauge NY 11788-3612  
(516) 273-0755  
GROUP1 EZ5 (89.194)

Daniel Minnick  
Direct Marketing Technology  
955 American Ln  
Schaumburg IL 60173-4998  
(312) 517-5683  
LPC FINALIST (5.7)

Steve Putnam  
FDC Inc  
3200 S Maple Ave  
Marshfield WI 54449-8612  
(715) 384-1359  
LPC FINALIST (5.7)

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

Bob Carleo  
Mailmen Inc  
15 Enter Ln  
Hauppauge NY 11788-4811  
(516) 582-6900  
GROUP 1 EZ5 (89.189)

Dale Ibis  
May and Speh  
1501 Opus Pl  
Downers Grove IL 60515-5713  
(312) 964-1501  
LPC FINALIST (5.6)

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

Charles Stevens  
Rexnord Data Systems  
4701 W Greenfield Ave  
Milwaukee WI 53214-5310  
(414) 643-2230  
GROUP1 CODE1 (019.88.01)

# CODING ACCURACY SUPPORT SYSTEM—Continued

## Certified Through June 1990

Ron Hesselink  
Allies Group Information Systems  
PO Box 974  
Des Moines IA 50304-0974  
(515) 280-4674  
GROUP1 CODE1 (7/89)

Leon Salander  
I C System Inc  
444 E Hwy 96  
St Paul MN 55164-0226  
(612) 481-6489  
GROUP1 EZ5 (09.01.000)

Chris Kislinger  
Postalsoft Inc  
4439 Mormon Coulee Rd  
La Crosse WI 54601-8220  
(608) 788-8700  
POSTWARE ADDRESS CODING (2.3)

Kew Taybi  
R L Polk and Company  
400 Pike St  
Cincinnati OH 45202-4280  
(513) 381-3885  
Z4PLUS BATCH (1.0.3.)  
Z4PLUS RANDOM (1.0.3.)

Michael Roche  
Wiland Services  
6707 Winchester Cir  
Boulder CO 80302-3598  
(303) 530-0606  
MATCHMASTER PLUS (1289)

## Certified Through July 1990

David Nay  
Ace Mailing Service  
1961 S Cobb Industrial Blvd  
Smyrna GA 30082-4915  
(404) 431-2500  
R L POLK Z4PLUS (1.0.2)

Ed Hoffman  
Anchor Computer  
1900 New Highway  
Farmingdale NY 11735-1537  
(516) 293-6100  
GROUP1 CODE1 (019.89.01)

Jennie Montgomery  
LPC  
1200 Roosevelt Rd  
Glen Ellyn IL 60137-6098  
(708) 932-7000  
LPC FINALIST (5.8)

Byron Melvin  
Mailers Data Services  
5405 C Hampton Oaks Pky  
Tampa FL 33610-9509  
(813) 621-2324  
GROUP1 EZ540 (89.194)

## Certified Through August 1990

Marty Kurpiel  
Creative Automation  
220 Fencil Ln  
Hillside IL 60162-2098  
(312) 449-2800  
CAC ZIPCODE CORRECTION SYSTEM  
(1.0)

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

Virginia Winsor Kozak  
Management Applied Programming  
3415 S Sepulveda Blvd  
Los Angeles CA 90034-6062  
(213) 397-7220  
GROUP1 EZ5 (89.194)

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

Mr Pat Pinto  
Reo Packaging Co  
2740 W 75th St  
Chicago IL 60652-1784  
(312) 471-1800

# ZIP + 4 CODE MATCHING SERVICE

## Certified Through March 1990

David Nay  
Ace Mailing Service  
1961 S Cobb Industrial Blvd  
Smyrna GA 30082-4914  
(404) 431-2500  
R L Polk Z4+ (1.02)

Craig Strause  
CCX Network Inc  
301 Industrial Blvd  
Conway AR 72032-7168  
(501) 329-6836  
CCX 4MOST+ (1.2)

David Edwards  
Columban Fathers  
400 N Calhoun St  
St Columbans NE 68056-0061  
(402) 291-1920  
COLUMBAN FATHERS ZP4CS (1.0)

Daniel J Minnick  
Direct Marketing Technology  
955 American Ln  
Schaumburg IL 60173-4998  
(312) 517-5683  
LPC FINALIST (5.7)

Gary Abrams  
Group Data Services  
9509 Vassar Ave  
Chatsworth CA 91311-4141  
(818) 700-2944  
GROUP1 EZ9 (09.01.00)

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

Harry Lynn  
National Network Communications Inc  
3073 McCall Dr Ste 6  
Atlanta GA 30340-2831  
(404) 458-9573  
GROUP1 EZ9 (09.01.00)

Chris Kislinger  
Postalsoft Inc  
4439 Mormon Coulee Rd  
La Crosse WI 54601-8220  
(608) 788-8700  
ADDRESS CORRECTION & ENCODING  
(2.3)

Kew Taybi  
R L Polk and Co  
400 Pike St  
Cincinnati OH 45202-4280  
(513) 381-3885  
ZIP4PLUS BATCH (1.0.3)  
ZIP4PLUS RANDOM (1.0.3)

Erich Priester  
Wiland Services  
6707 Winchester Cir  
Boulder CO 80301-3598  
(303) 530-0606  
MATCH MASTER PLUS (0989)

## Certified Through April 1990

Richard Martin  
A B Data Ltd  
8050 Post Washington Rd  
Milwaukee WI 53217-2648  
(414) 352-4404  
CAC ADDRESS ANALY SYSTEM (1.0)

Martin Kurpiel  
Creative Automation  
220 Fencil Ln  
Hillside IL 60162-2098  
(312) 449-2800  
CAC ADDRESS ANALY SYSTEM (1.0)

## CODING ACCURACY SUPPORT SYSTEM—Continued

Dave Brown  
Firestone Information Services  
1655 S Main St  
Akron OH 44301-2035  
(216) 379-3700  
GROUP1 EZ9 (19.89.01)

Rose Hamilton  
First Data Resources  
10840 Old Mill Rd  
Omaha NE 68154-2650  
(402) 691-2101  
ZIP+4 NCOA (8902)  
CDROM ZIP+4 MATCHING (8902)

Caleb Rodgers  
Harte Hanks Data Technologies  
25 Linnell Cir  
Bellerica MA 01821-3961  
(508) 663-9955  
NCOA ZIP4 (89.09)

Ronald C Conley  
Kiplinger Computer and Mailing Services  
3401 East West Hwy  
Hyattsville MD 20782-1982  
(202) 887-6560  
GROUP1 EZ9 (09.01.00)

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

Michael Stiffler  
North American Communications Inc  
PO Box 39  
Duncansville PA 16635-0039  
(814) 696-3553  
GROUP1 CODE1 (09.01.00)

Dennis J Reed  
TRW Target Marketing Services  
901 N International Pky Ste 191  
Richardson TX 75081-2874  
(214) 699-1271  
GROUP1 EZ9 (09.01.00)

**Certified Through May 1990**

Todd Butler  
Butler Business Services Inc  
PO Box 503  
St Marys OH 45885-0503  
(800) 237-7914  
POSTWARD ACES (2.3)

Alan Dailey  
Comnet Aim Division  
45150 Business Ct Ste 300  
Sterling VA 22170-6702  
(703) 478-9410  
GROUP1 CODE1 (19.89.01)

Robert N Ekstrum Jr  
Computerized Mailing Systems Inc  
300 2nd St NW  
St Paul MN 55112-3242  
(612) 636-6265  
GROUP1 EZ9 (19.88.01)

Ray Burnett  
CRK Computer Services  
16250 Northland Dr Ste 1112  
Southfield MI 48075-5805  
(313) 569-3050  
GROUP1 CODE1 (09.01.00)

Ron Brown  
Data Science  
3304 Olive St  
St Louis MO 63103-1195  
(314) 535-5900  
GROUP1 EZ9 (09.01.00)

Craig J Dunsheath  
Delphi Enterprises Ltd  
230 Adams Ave  
Hauppauge NY 11788-3612  
(516) 273-0755  
GROUP1 EZ9 (19.89.01)

Ken Cachat  
Direct List Technology Inc  
1590 N Brian St  
Orange CA 92667-3406  
(714) 974-3663  
GROUP1 EZ9 (19.89.01)

Rusty Cates  
Direct Mail Inc  
1533 Washington Ave  
St Louis MO 63103-1899  
(314) 436-1122  
GROUP1 EZ9 (09.01.00)

Ronald C Jeff  
Hooper Holmes Inc  
170 Mount Airy Rd  
Basking Ridge NJ 07920-2016  
(201) 953-6276  
GROUP1 EZ9 (19.89.01)

Leon G Salander  
I C System Inc  
444 E Hwy 96  
St Paul MN 55164-0226  
(612) 481-6489  
GROUP1 EZ9 (19.89.01)

Ken Murphy  
The Mail Box Inc  
3700 Pipestone Rd  
Dallas TX 75212-6194  
(214) 688-0331  
GROUP1 CODE1 (19.89.01)

Bob Carleo  
Mailmen Inc  
15 Enter Ln  
Hauppauge NY 11788-4811  
(516) 582-6900  
GROUP1 EZ9 (19.89.01)

Sharon L Norton  
Manus Services Inc  
1130 Rainier Ave S  
Seattle WA 98144-2842  
(206) 325-2200  
GROUP1 EZ9 (09.01.00)

Joe Balaban  
Pagex Systems Inc  
77 W Sheffield Ave  
Englewood NJ 07631-4804  
(201) 871-0800  
GROUP1 EZ9 (19.89.01)  
GROUP1 EZ9 (09.01.00)

Lynne Currin  
R L Polk Co Marketing Svcs Div  
6400 Monroe Blvd  
Taylor MI 48180-1814  
(313) 292-3200  
NCOA/ZIP+4 (8910)

Pat Assmann  
Rapid AI Printing and Mailing  
9101 F St  
Omaha NE 68127-1399  
(402) 592-5000  
GROUP1 CODE1 (09.01.00)

Glenn Etchison  
Response Media  
7650 Charles Paye Blvd  
Tulsa OK 74127-7158  
GROUP1 EZ9 (19.88.01)

Charles T Stevens  
Rexnord Data Systems  
4701 W Greenfield Ave  
Milwaukee WI 53214-5310  
(414) 643-2230  
GROUP1 CODE1 (19.88.01)

David Moore  
Sears Roebuck and Co  
233 S Wacker Dr  
Chicago IL 60684-0001  
(312) 875-0659  
LPC FINALIST (5.7)

**Certified Through June 1990**

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

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

David L Sprow  
Gancom Inc  
209 Senate Ave  
Camp Hill PA 17011-2325  
(717) 763-7226  
GROUP1 EZ9 (19.89.01)

Andy Garza  
Lee Datamail Services  
1617 Terre Colony Court  
Dallas TX 75212-6222  
(214) 630-6941  
GROUP1 CODE1 (19.89.01)

# CODING ACCURACY SUPPORT SYSTEM—Continued

Patricia Jones  
List Maintenance Corp  
111 Business Park Dr  
Armonk NY 10504-1737  
(914) 273-6380  
GROUP1 CODE1 (19.89.01)

Byron Melvin  
Mailers Data Services  
5905C Hampton Oaks Pky  
Tampa FL 33610-9509  
(813) 621-2324  
GROUP1 EZ9 (09.01.00)

## Certified Through July 1990

David Nay  
Ace Mailing Service  
1961 Cobb Industrial Blvd  
Smyrna GA 30082-4915  
(404) 431-2500  
GROUP1 EZ9 (09.01.00)

Ron Hesselink  
Allied Group Information Systems  
PO Box 974  
Des Moines IA 50304-0974  
(515) 280-4674  
GROUP1 CODE1 (09.01.00)

Leo Hertzog Jr  
Communication Concepts Inc  
1044 Polinski Rd  
Ivyland PA 18974-1534  
(215) 672-6900  
GROUP1 EZ9 (09.01.00)

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

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

David L Sprow  
Gancom Inc  
209 Senate Ave  
Camp Hill PA 17011-2325  
(717) 763-7226  
GROUP1 CODE1 (19.89.01)

Gary Wallman  
Image Printing Systems  
7915 N 81st St  
Milwaukee WI 53223-3830  
(414) 355-0313  
GROUP1 EZ9 (09.01.00)

Renee Ketchum  
Japs Olson Co  
30 N 31st Ave  
Minneapolis MN 55411-1694  
(612) 522-4461  
GROUP1 CODE1 (09.01.00)

Frank Lindenman  
KMI Production Services Inc  
161 E Hunting Park Ave  
Philadelphia PA 19124-6002  
(215) 456-1111  
GROUP1 CODE1 (09.01.00)

Jennie Montgomery  
LPC A Pitney Bowes Company  
1200 Roosevelt Rd  
Glen Ellyn IL 60137-6098  
(708) 932-7000  
LPC Finalist (5.8)

Bill Korn  
Marketing Communication Systems  
1044 Polinski Rd  
Ivyland PA 18974-1534  
(215) 675-2000  
GROUP1 EZ9 (09.01.00)

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

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

Nevan Rand  
Printronic Inc  
10 Columbus Cir 25th  
New York NY 10019-1345  
(212) 247-8800  
LPC FINALIST (5.7)

James Halferty  
Publishers Information Center  
PO Box 429  
Vineland NJ 08360-0429  
ACCUMAIL (1.05)

## Certified Through August 1990

Paul Sisung  
American Mailers  
100 American Way  
Detroit MI 48209-2981  
(313) 842-4000  
GROUP1 EZ9 (09.01.00)

Brad Harris  
CCX Network Inc  
301 Industrial Blvd  
Conway AR 72032-7103  
(501) 329-6836  
ADDRESS ABILITY (1.0)

James Schemmel  
Communications Data Services  
112 Tenth St  
Des Moines IA 50309-4296  
(515) 247-7500  
LPC FINALIST (5.7)

Lee Klempen  
Compass Information Systems  
6767 Portwest Dr 190  
Houston TX 77024-8013  
(713) 863-1415  
PLUS FOUR (1.01)

Marty Kurpiel  
Creative Automation  
220 Fencil Ln  
Hillside IL 60162-2098  
(312) 449-2800  
CAC ADDRESS ANALYSIS SYSTEM (1.0)

Mike Talbott  
FDC Inc  
9900 Bren Rd E Ste 201  
Minnetonka MN 55343-4411  
(612) 936-5233  
NCOA ZIP+4 (1-90)

Dana Lowry  
Group 1 Software  
6404 Ivy Ln Ste 500  
Greenbelt MD 20770-1400  
(301) 982-2000  
GROUP 1 EZ9 (09.01.00)  
GROUP1 CODE1 (09.01.00)

Bob Samusevich  
Metromail Corp  
360 E 22nd St  
Lombard IL 60148-4924  
(708) 620-3300  
GROUP1 EZ9 (19.88.01)

Pam Weaver  
National Mailroom Service  
2503 W Beaver Creek Dr  
Powell TN 37849-4836  
(615) 938-4141  
GROUP1 CODE1 (09.01.00)

Mr Pat Pinto  
Reo Packaging Company  
2740 W 79th St  
Chicago IL 60652-1784  
(312) 471-1800  
LPC FINALIST (5.8)

Janet Shockley  
Sacred Heart League  
PO Box 300  
Walls MS 38680-0300  
(601) 781-1360  
GROUP1 EZ9 (09.01.00)

Michael J Fitzgerald  
Smart Names Inc  
8800 Edgeworth Dr  
Capitol Heights MD 20743-3711  
(301) 350-5600  
GROUP1 CODE1 (09.01.00)

Patrick J O'Keefe  
Wiland Services  
6707 Winchester Cir  
Boulder CO 80302-3598  
(303) 530-0606  
MATCH MASTER PLUS (2-90)

**CODING ACCURACY SUPPORT SYSTEM—Continued****CARRIER ROUTE INFORMATION SYSTEM (CRIS) MATCHING SERVICE****Certified Through March 1990**

Todd Butler  
Butler Business Services Inc  
PO Box 503  
St Marys OH 45885-0503  
(800) 237-7914  
POSTWARE ACE SYSTEM (2.3)

Kevin Sams  
CCX Network  
301 Industrial Blvd  
Conway AR 72032-7168  
(501) 329-6836  
CCX CARRIER ROUTE CODING (1.0)

Alan Dailey  
Comnet Adms  
397 Herndon Pky Ste 1  
Herndon VA 22070-4821  
(703) 478-9410  
GROUP1 CODE1 (019.88.01)

Mike Garrean  
Consolidated Business Systems Inc  
616 S 75 St  
Omaha NE 68114-4655  
(402) 393-0316  
SAME DAY SOFTWARE (2.0)

Chet Heinech  
Data Methods Inc  
3798 Lowell Blvd  
Denver CO 80211-2759  
(303) 458-7361  
DMICRIS (1)

Andrew Garza  
Lee Datamail Services  
1617 Terre Colony Ct  
Dallas TX 75212-6222  
(214) 630-6941  
GROUP1 CRC\$ (019.88.01)

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

Robert Daniels  
Mailing List Systems Inc  
711 Directors Dr  
Arlington TX 76011-5103  
(817) 640-7007  
MLS-OMNIBUZZ (001.00)

Michael Thole  
MBS/Multimode  
7 Norden Ln  
Huntington Station NY 11746-2139  
(516) 385-3032  
LPC FINALIST (5.7)

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

Jim Camenos  
New Processing Inc  
7650 E Redfield Rd Ste C2  
Scottsdale AZ 85260-6906  
(602) 483-2600  
GROUP1 CRC\$ (019.88.01)

Joe Balaban  
Pagex Systems Inc  
77 W Sheffield Ave  
Englewood NJ 07631-4815  
(201) 871-0800  
GROUP1 CRC\$ (89.189)  
GROUP1 EZ9 (89.189)

**Certified Through April 1990**

Ray Burnett  
CRK Computer Services  
16250 Northland Dr Ste LL12  
Southfield MI 48075-5205  
(313) 569-3050  
GROUP1 CODE1 (7/89)

Ron Brown  
Data Science  
3304 Olive St  
St Louis MO 63103-1195  
(314) 535-5900  
GROUP1 CRC\$ (7/89)

C C Heinech  
Data Methods  
3798 Lowell Blvd  
Denver CO 80211-2759  
(303) 458-7361  
DMICRIS (1)

Ken Cachat  
Direct List Technology Inc  
1590 N Brian St  
Orange CA 92667-3406  
(714) 974-3663  
GROUP1 CRC\$ (88.185)

Dave Brown  
Firestone Information Services  
1655 S Main St  
Akron OH 44301-2035  
(216) 379-3700  
GROUP1 EZ9 (88.185)

David Sprow  
Gancom Inc  
209 Senate Ave  
Camp Hill PA 17011-2325  
(717) 763-7226  
GROUP1 CRC\$ (89.189)

Gary Abrams  
Group Data Services Inc  
9509 Vassar Ave  
Chatsworth CA 91311-4141  
(818) 700-2944  
GROUP1 EZ9 (89.189)

Leon Salander  
I C System Inc  
444 E Hwy 96  
St Paul MN 55164-0226  
(612) 481-6489  
GROUP1 CRC\$ (09.01.000)

Renee Ketchum  
Japs Olson Company  
30 N 31st Ave  
Minneapolis MN 55411-1694  
(612) 522-4461  
GROUP1 CODE1 (019.89.01)

Sharon Norton  
Manus Services Inc  
1130 Rainier Ave S  
Seattle WA 98144-2842  
(206) 325-2200  
GROUP1 CRC\$ (9.01)

Harry Lynn  
National Network Communications Inc  
3073 McCall Dr Ste 66  
Atlanta GA 30340-2831  
(404) 458-9573  
GROUP1 CRC\$ (89.086)

**Certified Through May 1990**

David Nay  
Ace Mailing Service  
1961 S Cobb Industrial Blvd  
Smyrna GA 30082-4916  
(404) 431-2500  
GROUP1 CRC\$ (7/89)

Lee Klempen  
Compass Information Systems  
6767 Portwest Dr 190  
Houston TX 77024-8013  
(713) 863-1415  
PLUSFOUR (1.1)

Craig Dunsheath  
Delphi Enterprises Ltd  
230 Adams Ave  
Hauppauge NY 11788-3612  
(516) 273-0755  
GROUP1 CRC\$ (89.194)

Rusty Cates  
Direct Mail Inc  
1533 Washington Ave  
St Louis MO 63103-1899  
(314) 436-1122  
GROUP1 CRC\$ (89.189)

# CODING ACCURACY SUPPORT SYSTEM—Continued

Rose Hamilton  
First Data Resources Inc  
10840 Old Mill Rd  
Omaha NE 68154-2650  
(402) 691-2101  
CRIS MATCHING SOFTWARE (8902)

David Sprow  
Gancom Inc  
209 Senate Ave  
Camp Hill PA 17011-2325  
(717) 763-7226  
GROUP1 CODE1 (89.189)  
GROUP1 EZ9 (89.189)

Ronald Jeff  
Hooper Holmes Inc  
170 Mount Airy Rd  
Basking Ridge NJ 07920-2016  
(201) 953-6276

Ken Murphy  
The Mail Box Inc  
3700 Pipestone Rd  
Dallas TX 75212-6194  
(214) 688-0331  
GROUP1 CODE1 (89.143)

Bob Carleo  
Mailmen Inc  
15 Enter Ln  
Hauppauge NY 11788-4811  
(516) 582-6900  
GROUP1 CRC\$ (89.189)

Dale Ibis  
May and Speh  
1501 Opus Pl  
Downers Grove IL 60515-5713  
(312) 964-1501  
LPC FINALIST (5.6)

Bill Rice  
Myriad Systems  
3750 N Interstate 44  
Oklahoma City OK 73112-6600  
(405) 946-3395  
GROUP1 CRC\$ (89.189)

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

Michael Stiffler  
North American Communications Inc  
PO Box 39  
Duncansville PA 16635-0039  
(814) 596-3553  
GROUP1 CRC\$ (09.01.000)

Charles Stevens  
Rexnord Data Systems  
4701 W Greenfield Ave  
Milwaukee WI 53214-5310  
(414) 643-2230  
GROUP1 CODE1 (019.88.01)

## Certified Through June 1990

Ron Hesselink  
Allied Group Information Systems  
PO Box 974  
Des Moines IA 50304-0974  
(515) 280-4674  
GROUP1 CODE1 (7/89)

Mike Symoniak  
Carlson Companies Inc  
12755 State Hwy 55  
Minneapolis MN 55441-3867  
(612) 540-5305  
GROUP1 CRC\$ (89.189)

Leo Hertzog Jr  
Communication Concepts Inc  
1044 Polinski Rd  
Ivyland PA 18974-1534  
(215) 672-6900  
GROUP1 CIRC\$ (89.189)

Alan Dailey  
Comnet Aim Division  
45150 Business Ct Ste 300  
Sterling VA 22170-6702  
(703) 478-9410  
GROUP1 CRC\$ (89.189)

Steve Putnam  
FDC Inc  
3200 S Maple  
Marshfield WI 54449-8612  
(715) 384-1359  
GROUP1 CRC\$ (89.189)

Byron Mervin  
Mailers Data Services  
5905C Hampton Oaks Pky  
Tampa FL 33610-9509  
(813) 621-2324  
GROUP1 CRC\$ (89.189)

Bill Korn  
Marketing Communication Systems  
1044 Polinski Rd  
Ivyland PA 18974-1534  
(215) 675-2000  
GROUP1 CRC\$ (89.189)

Hermine Bauer  
Primenet Data Systems  
8711 Lyndale Ave S  
Minneapolis MN 55420-0073  
(612) 885-8810  
GROUP1 CRC\$ (89.189)

Chris Kislinger  
Postalsoft Inc  
4439 Mormon Coulee Rd  
La Crosse WI 54601-8220  
(605) 788-8700  
POSTWARE ADDRESS CODING (2.3)

James Halferty  
Publishers Information Center  
PO Box 429  
Vineland NJ 08360-0429  
(609) 696-4404  
ACCUMAIL (1.05)

Mike Monaco  
Renkim Corp  
13333 Allen Rd  
Southgate MI 48195  
(313) 374-8300  
GROUP1 CRC\$ (89.189)

Michael Roche  
Wiland Services  
6707 Winchester Cir  
Boulder CO 80302-3598  
(303) 530-0606  
MATCHMASTER PLUS (1289)

## Certified Through July 1990

Rodney Joffe  
American Computer Group  
2599 Cahuenga Blvd W  
Los Angeles CA 90068-1303  
(213) 876-4900  
GROUP1 CODE1 (89.022)

Ed Hoffman  
Anchor Computer  
1900 New Highway  
Farmingdale NY 11735-1537  
(516) 293-6100  
GROUP1 CODE1 (019.89.01)

Todd Milkoff  
Aztech Inc  
4733 Bethesda Ave Ste 300  
Bethesda MD 20814-5241  
GROUP1 CRC\$ (89.189)

Bill Reynolds  
Direct Mail Services  
166 Cohasset Rd  
Chico CA 95926-2247  
(916) 345-4514  
DATAEASY DATABASE (4.01)

Daniel Minnick  
Direct Marketing Technology  
955 American Ln  
Schaumburg IL 60173-4998  
(312) 517-5683  
LPC FINALIST (5.7)

Rose Hamilton  
First Data Resources  
10840 Old Mill Rd  
Omaha NE 68154-2650  
(402) 691-2101  
CD-ROM CARRIER ROUTE MATCHING  
(8901)

Jennie Montgomery  
LPC  
1200 Roosevelt Rd  
Glen Ellyn IL 60137-6098  
(708) 932-7000  
LPC FINALIST (5.8)

Janet Anderson  
Phoenix Data Processing Inc  
645 Blackhawk Dr  
Westmone IL 60559-1198  
LPC FINALIST (5.7)

**CODING ACCURACY SUPPORT SYSTEM—Continued****Certified Through August 1990**

Paul Sisung  
Amercian mailers  
100 American Way  
Detroit MI 48209-2955  
(313) 842-4000  
GROUP1 CRC\$ (89.10.09)

Mike Byerly  
Bacomp Systems Inc  
8561 Zionsville Rd  
Indianapolis IN 46268-1511  
(317) 875-8585  
GROUP1 CODE1 (019.88.01)

Brad Harris  
CCX Network Inc  
301 Industrial Blvd  
Conway AR 72032-7103  
(501) 329-6836  
ADDRESS ABILITY (1.0)

W R Weisshaar  
Donnelley Marketing  
1235 N Ave  
Nevada IA 50201-1419  
(515) 382-8202  
COMMAIL CR04 (88.185)

Dana Lowry  
Group 1 Software  
6404 Ivy Ln Ste 500  
Greenbelt MD 20770-1400  
(301) 982-2000  
CODE1 (09.01.000)  
CRC\$ (09.01.000)  
EZ9 (09.01.000)

Ronald Conley  
Kiplinger Computer and Mailing Services  
3401 East West Hwy  
Hyattsville MD 20781-0307  
(202) 887-6560  
GROUP1 CRC\$ (09.01.000)

Virginia Winsor Kozak  
Management Applied Programming  
3415 S Sepulveda Blvd Ste 200  
Los Angeles CA 90034-6062  
(213) 397-7220  
GROUP1 CR04 (89.189)

Bob Samusevich  
Metromail Inc  
360 E 22nd St  
Lombard IL 60148-4989  
(708) 620-3300  
LPC FINALIST (5.7)  
GROUP1 EZ94

Samuel Sato  
Midwest Compuservice Inc  
1034 N Dupage Ave  
Lombard IL 60148-1214  
(708) 620-4555  
GROUP1 CRC\$ (09.01.000)

Kew Taybi  
R L Polk and Co  
400 Pike St  
Cincinnati OH 45202-4280  
(513) 381-3885  
Z4PLUS BATCH (1.0.3)  
Z4PLUS RANDOM (1.0.3)

David Moore  
Sears Roebuck and Co  
233 S Wacker Dr  
Chicago IL 60684-0001  
(312) 875-0659  
LPC FINALIST (5.7)

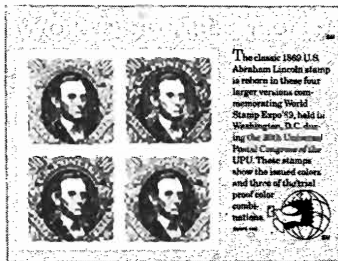
—Marketing Dept., 3-22-90.



**An  
accident  
happened  
here**

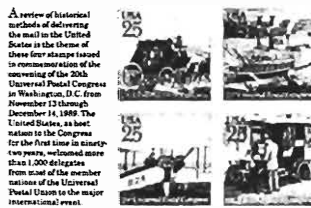
# IMPERFORATE SOUVENIR SHEETS AND SELF-ADHESIVE STAMPS

The Postal Service issued the following three imperforate souvenir sheets last year during WORLD STAMP EXPO '89:



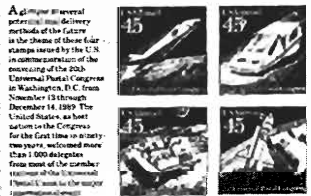
- \$3.60 WORLD STAMP EXPO '89 Souvenir Sheet (Item 5532)

## 20th Universal Postal Congress



- \$1.00 Classic Mail Transportation Souvenir Sheet (Item 5530)

## 20th Universal Postal Congress



- \$1.80 Future Mail Transportation Souvenir Sheet (Item 5531).

These souvenir sheets are acceptable as postage in their entirety and, although the stamps on the sheets are not perforated; customers may cut them out to use individually.

Some offices are incorrectly returning letters and packages bearing stamps from these souvenir sheets. Please advise all employees who verify postage that these souvenir sheets, whether used entirely or separately, are acceptable as postage.



Employees should also know that the Eagle and Shield EXTRAordinary™ self-adhesive stamp, test-marketed last December in 15 cities, is acceptable as postage. Because the stamp is die-cut and does not have perforations, some offices have not accepted them as valid as postage.

**POST ON ALL EMPLOYEE BULLETIN BOARDS**

**DOMESTIC ORDERS***False Representation.* Enforced by postmasters at cities listed.

State/city	Names covered	Product
GA, Buena Vista 31803-0189..	International, 56 Street Avenue .....	The sale of directories.
GA, Buena Vista 31803-0189..	Internationals, 56th Ave. ....	The sale of directories.
GA, Buena Vista 31803-0189..	International Wholesale Co., Highway 26, Box 189.	The sale of directories.
GA, Morganton 30560-0360 ...	Financial, Box 360 .....	Loan solicitations.
TN, Cleveland 37311-3713 .....	National/UFC, Suite 134, 804 25th Street .....	Loan solicitations.
TN, Cleveland 37320-0624 .....	National/UFC, P.O. Box 5357 .....	Loan solicitations.
TN, Charleston 37310-0288 ...	National/UFC, P.O. Box 288 .....	Loan solicitations.
TN, Benton 37307-0497 .....	National/UFC, P.O. Box 497 .....	Loan solicitations.
TN, Calhoun 37309-0297 .....	National/UFC, P.O. Box 297 .....	Loan solicitations.
GA, Roswell 30076-1474 .....	National/UFC, Suite 496, 10800 Alpharetta Highway.	Loan solicitations.
GA, Jasper 30143-0624 .....	National/UFC, P.O. Box 624 .....	Loan solicitations.
TX, Hye 78635-0284 .....	Mike Arnold, Dept. 903, c/o "Special Form," 284 Highway 290.	A money-making offer.
TX, Austin 78757-1026 .....	Mike Arnold, Suite 208-922, 3202 West An- derson Lane.	A money-making offer.
FL, Tampa 33622-0446 .....	Elizabeth Robertson, d/b/a Cure-X Pharma- ceutical, Laboratory, P.O. Box 20446.	Sale of Scar-X.
FL, Tampa 33684-2455 .....	Elizabeth Robertson, d/b/a Cure-X Pharma- ceutical, Laboratory, P.O. Box 152455.	Sale of Scar-X.

*False Representation/Lottery.* Enforced by postmasters at cities listed.

State/city	Names covered	Product
TX, Arlington 76011-5205 .....	I.T.S. Marketing, ITS Marketing, 2709 Avenue E East, Suite 301.	A lottery.
TX, Fort Worth 76118-6945 .....	W.S. Distributors, Water Source Distributors, National Award Center, 7431 Pebble.	A lottery.
TX, Fort Worth 76118-6945 .....	W. S. Systems, Inc., 7574 Sand .....	A lottery.

—Judicial Officer, 3-22-90.

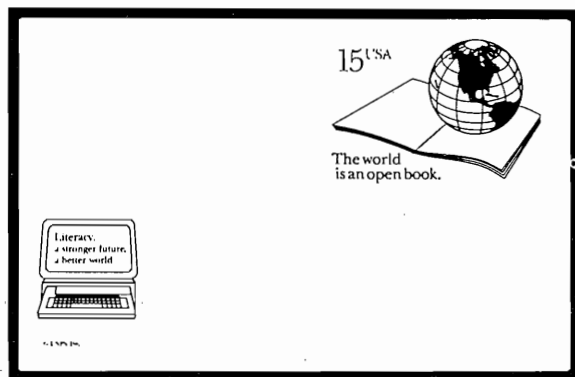
**WITHHOLDING OF MAIL ORDERS**

Enforced by postmasters at cities listed.

State/city	Names covered	State/city	Names covered
MD, Cockeysville 21030-0032.	Any and All of Various Names Other Than the Surname of Boyd, P.O. Box 32.	PA, Chambersburg 17201-0882.	Any and All of Various Names Other Than the Surname Burghard, P.O. Box 882.
DC, Washington 20007-3522.	National Vietnam Veterans Out- reach, Suite 1121, 3421 M Street, NW.	PA, Chambersburg 17201-0079.	Any and All of Various Names Other Than the Surname Burghard, P.O. Box 79.
OR, Eugene 97401-0000 ...	Any and All of Various Names Other Than the Surname Daniel, 1430 Willamette, #585.	PA, Feasterville 19047-6444.	Any and All of Various Names Other Than the Surname of Quirus or Occupant Mail, 325 Skyline Drive.
PA, Chambersburg 17201-8714.	Any and All of Various Names Other Than the Surname Burghard, 611 Lindia Drive.	PA, Philadelphia 19141-3412.	Any and All of Various Names Other Than the Surname of Brabham, 4808 N. Camac Street.
PA, Chambersburg 17201-0537.	Any and All of Various Names Other Than the Surname Burghard, P.O. Box 537.		

—Judicial Officer, 3-22-90.

**Pile sacks evenly to avoid damage and to conserve space**



Copyright U.S. Postal Service 1990

Issue Date: March 22, 1990  
 First Day City: Washington, DC  
 Designer, Art Director, and Postal  
 Service Manager: Joe Brockert,  
 Program Manager for Philatelic Design  
 Typographer: Bradbury Thompson,  
 Design Coordinator,  
 Citizens' Stamp Advisory Committee (CSAC)  
 Modeler: John Boyd, Anagraphics,  
 Incorporated, New York, NY  
 Printing Process: Offset, Government Printing  
 Office  
 Colors: Black, red, blue, and gold  
 Size: 3.5 x 5.5 in or 88.9 x 139.7 mm  
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## Literacy Postal Card

"The world is an open book" is the theme of a new 15-cent postal card designed to heighten public awareness of the importance of literacy. First Lady Barbara Bush, an outstanding leader and advocate of the national literacy movement, will join Postmaster General Anthony M. Frank in dedicating the card March 22 in Washington, DC.

The card depicts a globe atop the pages of an open book, a literal reflection of the words below.

Procedures for ordering first-day cancellations follow:

*Customers Providing Stationery.* Since the Literacy postal card may not be available at some post offices, the Postal Service recommends that customers purchase the cards from philatelic centers or by mail from the Philatelic Sales Division, referencing Item 2206.

Customers who provide their own cards will

receive preferential service. They should address cards at least  $\frac{5}{8}$  inch from the bottom. Customers may also affix uncanceled stamps issued on or before March 22. The Postal Service will return without cancellation any cards bearing stamps issued after that date. Requests must be postmarked by April 21 and addressed: Customer Supplied Cards, Postmaster, Washington, DC 20066-9991. No remittance is required.

*Postal Service Providing Stationery.* Customers should provide a peelable return label for each postal card. The price is 15 cents per card, and the Postal Service accepts personal checks in the exact amount up to the limit of 50 items. Customers should not send cash or postage stamps. Orders must be postmarked by April 21 and addressed: Literacy Postal Card, Postmaster; Washington, DC 20066-9992.



A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Box 449997, Kansas City MO 64144-9997.

USPS Stamp Poster 90-8  
 Remove after April 12

PLEASE POST ON BULLETIN BOARD





Copyright U.S. Postal Service 1990

Issue Date: March 23, 1990  
 First Day City: Hollywood, CA  
 Designer: Thomas Blackshear, Novato, CA  
 Art Director and Typographer: Derry Noyes,  
 Design Coordinator, Citizens' Stamp  
 Advisory Committee (CSAC)  
 Postal Service Manager: Joe Brockert,  
 Program Manager for Philatelic Design  
 Modeler: Richard Sennett for American  
 Bank Note Company (ABNC)  
 Printing Process: Gravure, ABNC  
 Colors: Black, yellow, magenta, cyan, and red  
 Size: 1.105 x 1.44 in/28.0 x 36.6 mm (image  
 area), 1.225 x 1.56 in/31.1 x 39.6 mm (overall)  
 Plate Number: Five single digits preceded  
 by letter A  
 Stamps per Pane: 40  
 Marginal Markings: ©U.S. Postal Service 1990  
 Use Correct ZIP Code®

## Classic Films Commemorative Stamps

Four commemorative stamps honoring classic films from Hollywood's golden era will be dedicated on March 23 in Hollywood as a prelude to the 62nd Annual Academy Awards on March 26. This year marks the 50th anniversary of each film's having received nominations in 1939 for the 1940 Academy Awards.

Each stamp in the block of four 25-cent stamps resembles a miniature movie poster. The stamps feature *Gone With The Wind* and two of its stars, Clark Gable and Vivien Leigh as Rhett Butler and Scarlett O'Hara; *Beau Geste*, whose stars included Gary Cooper; *Stagecoach*, in which John Wayne played the role of the Ringo Kid; and *The Wizard of Oz*, whose cast included Judy Garland as Dorothy. Dorothy's dog Toto also is pictured on the stamp.

The deadline for obtaining first day of issue cancellations is extended an additional 30 days. Procedures for ordering follow.

*Customers Affixing Stamps.* The Postal Service encourages customers to purchase the Classic Films 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  $\frac{5}{8}$  inch from the bottom and affix stamps approximately  $\frac{1}{4}$  inch from the top and right edges. Requests must be postmarked by May 22 and addressed: Customer-Affixed Envelopes, Classic Films Stamps, Postmaster, Hollywood CA 90028-9991.

*Postal Service Affixing Stamps.* The price is 25 cents per stamp or \$1 for the block of four. The Postal Service accepts checks in the exact amount up to the limit of 50 envelopes. Customers should not send cash or postage stamps. Orders must be postmarked by May 22 and addressed: Classic Films Stamps, Postmaster, Hollywood CA 90028-9992.



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, Box 449997, Kansas City MO 64144-9997.

USPS Stamp Poster 90-9  
 Remove after May 22

PLEASE POST ON BULLETIN BOARD





Copyright U.S. Postal Service 1990

Issue Date: April 18, 1990  
 First Day City: Brooklyn, NY  
 Designer: M. Gregory Rudd, Trumbull, CT  
 Art Director and Postal Service Manager:  
 Jack Williams, Program Manager  
 for Philatelic Design  
 Typographer: Bradbury Thompson,  
 Design Coordinator,  
 Citizens' Stamp Advisory Committee (CSAC)  
 Modeler: Richard Sennett for  
 American Bank Note Company (ABNC)  
 Printing Process: Gravure, ABNC  
 Colors: Yellow, magenta, blue  
 Size: .84 x 1.41 in/21.3 x 35.8 mm (image area),  
 .99 x 1.56 in/25.1 x 39.6 mm (overall)  
 Plate Number: Three single digits  
 preceded by the letter A  
 Stamps per Pane: 50  
 Marginal Markings: ©U.S. Postal Service 1990  
 Use Correct ZIP Code®

## Marianne Moore Commemorative Stamp

Pulitzer Prize-winning poet Marianne Moore is honored with a new 25-cent commemorative stamp, the eighth in the Literary Arts Series of stamps. Postal Service Consumer Advocate Ann McK. Robinson will dedicate the stamp at the Brooklyn Museum on April 18.

T.S. Eliot helped bring Moore's poems national recognition when, in 1915, he published several of her poems in the *Egoist*, a London journal of Imagism, the literary movement dedicated to a poetry of naturalness, directness, and precision.

Moore was the recipient of the most distinguished literary awards in America and has often been called America's first lady of poetry.

Procedures for ordering first-day cancellations follow.

*Customers Affixing Stamps.* The Postal Service en-

courages customers to purchase the Marianne Moore 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  $\frac{5}{8}$  inch from the bottom and affix stamps approximately  $\frac{1}{4}$  inch from the top and right edges. Requests must be postmarked by May 18 and addressed: Customer-Affixed Envelopes, Marianne Moore Stamp, Postmaster, Brooklyn NY 11201-9991.

*Postal Service Affixing Stamps.* The price is 25 cents per stamp. The Postal Service accepts checks in the exact amount up to the limit of 50 envelopes. Customers should not send cash or postage stamps. Orders must be postmarked by May 18 and addressed: Marianne Moore Stamp, Postmaster, Brooklyn NY 11201-9992.



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, Box 449997, Kansas City, MO 64144-9997.

USPS Stamp Poster 90-10  
 Remove after May 18

## DIRECTIVES UPDATE

This update lists all new, revised, and obsolete directives since POSTAL BULLETIN 21758, March 8, 1990. See Publication 223, *Directives and Forms Catalog*, for ordering instructions. In the list of new directives, a column has been added to indicate the USPS/public supply source as defined in sections 137 and 138, Publication 223. The revised list shows the oldest usable date; the new list indicates if the new directive rescinds another; and the obsolete list indicates if and by what the directive was replaced.

### NEW DIRECTIVES

Document and date	Title	Supply source USPS/ public
HBK AS-710, 02-90 .....	Customer Guide to Purchasing and Requisitioning.....	H/NA.
HBK AS-814, 01-90 .....	Postal Wang System Network (PWSN) Operating Guide .....	H/NA.
HBK EL-380, 12-89 .....	Postal Career Executive Service (PCES).....	H/NA.
MI AS-710-90-1, 01-04-90.	Unsolicited Proposals.....	MD/ MDCE.
MI AS-710-90-2, 01-04-90.	Unauthorized Contractual Commitments.....	MD/ MDCE.
MI EL-320-90-1, 01-05-90.	Prehire, Training, and Evaluation Process for New Employees .....	MD/ MDCE.
MI PO-730-90-1, 01-08-90.	Accident Investigation Tort Claim Activities .....	MD/H.
POS 198, 01-90 .....	Express Mail Rate Chart .....	MD/PF.
PUB 401-B, 05-89 .....	Manifest Mailing System (MMS) First-Class (1-11 Ounces) .....	MD/PF.

### REVISED DIRECTIVES

Document and date	Title	Oldest usable date
HBK AS-802, 12-89 .....	ADP System Operating Standards.....	12-89
LAB 11-H, 04-89 .....	Express Mail Airport to Airport Service.....	05-83
LAB 80-L, 03-90 .....	Penalty, Registered Mail .....	03-90
POS 72-A, 01-90 .....	EEO Is the Law (English; field) .....	01-90
POS 72-B, 01-90 .....	EEO Is the Law (Spanish; field) .....	01-90
POS 72-C, 01-90 .....	EEO Is the Law (English; HQ) .....	01-90
POS 72-D, 01-90 .....	EEO Is the Law (Spanish; HQ).....	01-90
PUB 14, 01-90 .....	Mailing Plants.....	01-90
PUB 65, 1990 .....	National Five-Digit ZIP Code and Post Office Directory.....	02-90
PUB 66, 1990 .....	ZIP + 4 State Directory.....	02-90
PUB 66-A, 1990 .....	ZIP + 4 State Directory.....	02-90

### OBSOLETE DIRECTIVES

Document and date	Title	Obsolete date
HBK EL-306, 09-84 .....	Guide to Executive Career Planning (replaced by HBK EL-380) .....	01-03-90
LAB 80-E, 03-84 .....	Penalty, Permit Imprint 10 (replaced by Lab 101 & 101V) .....	01-18-90
LAB 82-C, 08-84 .....	Deposit Express Mail Only .....	02-27-90
LAB 126, 10-87 .....	Owner-Driver Caution (not replaced) .....	02-09-90
POS 195, 04-73 .....	Report All Assaults, Threats, and Robberies (replaced by NOT 96).....	02-09-90
MI AS-710-80-5, 07-18-80.	Unauthorized Contractual Commitments (replaced by AS-710-90-2).....	01-18-90
MI AS-710-82-3, 03-09-82.	Approval of Sole-Source Contracts (replaced by MI AS-710-89-8).....	06-28-89
MI AS-710-83-7, 05-27-83.	Unsolicited Proposals (replaced by AS-710-90-1) .....	01-18-90
MI AS-850-85-1, 01-10-85.	Personal Computer (PC) and Office Automation (OA) Security (not replaced) .....	02-28-90
MI EL-320-84-2, 02-14-84.	Prehire, Training, and Evaluation Process for New Employees (replaced by EL-320-90-1).....	01-18-90
MI PO-730-89-2, 02-14-89.	Accident Investigation and Tort Claim Activities—A New Approach (replaced by MI PO-730-90-1).	01-18-90

# DIRECTIVES UPDATE—Continued

## OBSELETE DIRECTIVES—Continued

Document and date	Title	Obsolete date
NOT 45, 04-86.....	Express Mail International Service Custom Designed and On Demand Rates (not replaced).....	02-07-90
PUB 258, 06-86.....	Investigative Responsibilities of the Postal Inspection Service (not replaced).....	02-09-90
TAG 7.....	United Letter Mail (not replaced).....	02-28-90
TAG 151-H.....	PM Penalty Tag w/WASC (not replaced).....	02-28-90
TAG 153.....	Next Day Service, Surface (not replaced).....	02-28-90

—Office of Information Services, 3-22-90.

## FORMS UPDATE

This update lists all new, revised, and obsolete forms since POSTAL BULLETIN 21758, March 8, 1990. Forms are categorized as new, revised, or obsolete, and are listed in order by number within each category. In the list of new forms, a column has been added to indicate the supply source code as defined in section 345, Publication 223, *Directives and Forms Catalog*. In the revised category, the third column indicates the date of the oldest issue that may still be used. When only the current issue may be used, the revised issue date is listed. The obsolete category also shows if and by what the form was replaced.

### NEW FORMS

Form number and date	Title	Supply source
PS 2548-01, 6-89.....	Individual Training Record—BMC Distribution Clerk (replaces PS 2548-R2, 9-78).....	F
PS 2548-02, 6-89.....	Individual Training Record—BMC Mail Handler (replaces PS 2548-B2, 9-78).....	F
PS 2548-03, 6-89.....	Individual Training Record—City Letter Carrier (replaces PS 2548-1, 12-85).....	F
PS 2548-04, 6-89.....	Individual Training Record—Distribution Clerk (replaces PS 2548-9, 4-86).....	F
PS 2548-05, 6-89.....	Individual Training Record—Distribution Clerk Machine, MPLSM.....	F
PS 2548-06, 6-89.....	Individual Training Record—Flat Sorting Machine Operator.....	F
PS 2548-07, 6-89.....	Individual Training Record—Mail Handler (replaces PS 2548-11, 3-88).....	F
PS 2548-08, 6-89.....	Individual Training Record—Mail Processor.....	F
PS 2548-09, 6-89.....	Individual Training Record—Markup Clerk, Automated; Senior Markup Clerk, Automated.....	F
PS 2548-10, 6-89.....	Individual Training Record—Motor Vehicle Operator (replaces PS 2548-43, 12-87).....	F
PS 2548-11, 6-89.....	Individual Training Record—Rural Carrier, Relief, and Associates (replaces PS 2548-F, 10-79).....	F
PS 2548-12, 6-89.....	Individual Training Record—Special Delivery Messenger (replaces PS 2548-3, 4-86).....	F
PS 2548-13, 6-89.....	Individual Training Record—Tractor-Trailer Operator (replaces PS 2548-4, 9-85).....	F
PS 2548-14, 6-89.....	Individual Training Record—Window Clerk; Distrib and Window Clerk; Distrib, Window, and Markup Clerk (replaces PS 2548-5, 9-85).	F
PS 2548-51, 6-89.....	Individual Training Record—Area Maintenance Specialist; Area Maintenance Technician (replaces PS 2548-H7, 9-78).	F
PS 2548-52, 6-89.....	Individual Training Record—Automotive Mechanical; Lead Automotive Mechanic (replaces PS 2548-33, 4-86).	F
PS 2548-53, 6-89.....	Individual Training Record—Automotive Painter (replaces PS 2548-J5, 4-86).....	F
PS 2548-54, 6-89.....	Individual Training Record—Body and Fender Repairman; Tool and Parts Clerk (VMF) (replaces PS 2548-36 and PS 2548-39, 4-86).	F
PS 2548-55, 6-89.....	Individual Training Record—Cleaner; Custodian; Laborer, Custodial (replaces PS 2548-26, 12-87).	F
PS 2548-56, 6-89.....	Individual Training Record—Cleaner in Charge; Group Leader, Custodial (replaces PS 2548-12, 9-78).	F
PS 2548-57, 6-89.....	Individual Training Record—Electronics Technician (replaces PS 2548-18, 4-86).....	F
PS 2548-58, 6-89.....	Individual Training Record—Elevator Mechanic (replaces PS 2548-H5, 9-78).....	F
PS 2548-59, 6-89.....	Individual Training Record—Elevator Operator (replaces PS 2548-I4, 9-78).....	F
PS 2548-60, 6-89.....	Individual Training Record—Engineman; Assistant Engineman; Fireman (replaces PS 2548-20, 1-88).	F
PS 2548-61, 6-89.....	Individual Training Record—Fireman, Laborer (replaces PS 2548-28, 4-86).....	F
PS 2548-62, 6-89.....	Individual Training Record—Garageman (replaces PS 2548-31, 4-86).....	F
PS 2548-63, 6-89.....	Individual Training Record—General Clerk, VMF; Administrative Clerk, VMF (replaces PS 2548-J8, 9-78).	F
PS 2548-64, 6-89.....	Individual Training Record—General Mechanic (B&BE); Mechanic Helper (B&BE) (replaces PS 2548-G1, 9-78).	F
PS 2548-65, 6-89.....	Individual Training Record—General Mechanic (MPE); Mechanic Helper (MPE) (replaces PS 2548-19, 4-86).	F
PS 2548-66, 6-89.....	Individual Training Record—Junior Mechanic, Automotive (replaces PS 2548-J2, 9-78).....	F

**FORMS UPDATE—Continued****NEW FORMS—Continued**

Form number and date	Title	Supply source
PS 2548-67, 6-89 .....	Individual Training Record—Maintenance Control and Stock Clerk (replaces PS 2548-K2, 9-78) ..	F
PS 2548-68, 6-89 .....	Individual Training Record—Maintenance Control Clerk (replaces PS 2548-K3, 9-78) .....	F
PS 2548-69, 6-89 .....	Individual Training Record—Maintenance Control Technician (replaces PS 2548-K4, 9-78) .....	F
PS 2548-70, 6-89 .....	Individual Training Record—Maintenance Electrician (replaces PS 2548-H4, 9-78) .....	F
PS 2548-71, 6-89 .....	Individual Training Record—Maintenance Mechanic, MPE; Conveyor Mechanic; Overhaul Specialist (replaces PS 2548-G2, 9-78) .....	F
PS 2548-72, 6-89 .....	Individual Training Record—Postal Machines Mechanic (replaces PS 2548-H6, 9-78) .....	F
PS 2548-73, 6-89 .....	Individual Training Record—Stationary Engineer (replaces PS 2548-H3, 9-78) .....	F
PS 2548-74, 6-89 .....	Individual Training Record—Storekeeper, Automotive Parts (replaces PS 2548-J7, 9-78) .....	F
PS 2548-75, 6-89 .....	Individual Training Record—Telephone Operator (replaces PS 2548-15, 9-78) .....	F
PS 2548-76, 6-89 .....	Individual Training Record—Tool and Parts Clerk (Maintenance Control) (replaces PS 2548-J7, 9-78) .....	F
PS 2548-77, 6-89 .....	Individual Training Record—Vehicle Maintenance Analyst (replaces PS 2548-J4, 9-78) .....	F
PS 3648, 8-89 .....	ZIP + 4 Bar Code and Facing Identification Mark Order .....	F
PS 4211, 10-89 .....	Facility and Fixed Mechanization Project Contract Commitment Order .....	F
PS 4211-A, 10-89 .....	Facility and Fixed Mechanization Project Contract Payment Authorization .....	F
PS 8047-X, 11-89 .....	Stamps on Consignment Replenishment and Analysis Record .....	F

**REVISED FORMS**

Form number and date	Title	Oldest usable date
PS 1011, 10-90 .....	Application for Travel Advance .....	12-82
PS 1079, 02-90 .....	Philatelic Product Physical Inventory Recap (FY 1990, PQ II) .....	02-90
PS 1838, 10-89 .....	Carrier's Count of Mail-Letter Carrier Routes (Mgmt. Summary) .....	10-89
PS 1888-A, 02-90 .....	Request for Quick Copying and Addressing Services .....	02-90
PS 1868, 03-90 .....	Business Card Order .....	03-90
PS 2548, 06-89 .....	Individual Training Record—Supplemental Sheet .....	06-89
PS 2591-A, 06-87 .....	Applicant's Statement of Selective Service Registration Status .....	06-87
PS 3168, 12-89 .....	RAS Code Action Request .....	12-89
PS 3576, 08-89 .....	Change of Address Request for: Correspondents, Publishers, and Businesses .....	04-86
PS 3648, 08-89 .....	ZIP + 4 Bar Code and Facing Identification Mark Order .....	08-89
PS 3812, 01-90 .....	Request for Payment of Domestic Postal Insurance .....	01-90
PS 4052, 12-89 .....	Notice to Customer of Correct Address .....	12-89
PS 4243, 09-89 .....	National Five-Digit ZIP Code and Post Office Directory Order Form for Mail Order Use .....	09-89
PS 4567, 07-89 .....	Commercial Service Station Procurement Record .....	09-87
PS 4693-A, 07-89 .....	Emergency Order—Stock Tag .....	03-88
PS 5140, 04-88 .....	Nonpostal Service Contractor Employee (Identification Badge) .....	04-88
PS 7431, 11-89 .....	Requisition for Pressure Sensitive Labels and Rack Headers .....	09-80
PS 8001-Z, 03-84 .....	Employee Logon ID Reference Listing (not replaced) .....	03-08-89

**OBSOLETE FORMS**

Form number and date	Title	Obsolete date
GPO 712, 01-85 .....	Certificate of Conformance (not replaced) .....	02-07-90
GPO 2511, 12-78 .....	Memorandum Order and Supplementary Specifications (not replaced) .....	02-07-90
GPO 3019, 11-71 .....	Printing and Reproduction Service Requisition (not replaced) .....	09-19-89
PS 1357-Z, 04-84 .....	User Request for Computer ID (computerized) (not replaced) .....	03-08-90
PS 1440, 06-86 .....	List of Rural and Highway Contract Routes Delivering to Rural Boxes (not replaced) .....	11-15-89
PS 1803, 10-83 .....	Pay Adjustment Request—Vehicle Hire (not replaced) .....	02-09-90
PS 1955, 02-58 .....	Forms Information Record (not replaced) .....	02-07-90
PS 2310, 10-84 .....	Entity Definition (not replaced) .....	12-14-89
PS 2548-1, 12-85 .....	Individual Training Record—City Letter Carrier (replaced by PS 2548-03, 6/89) .....	10-24-89
PS 2548-3, 04-86 .....	Individual Training Record—Special Delivery Messenger (replaced by PS 2548-12, 6/89) .....	10-24-89
PS 2548-4, 09-85 .....	Individual Training Record—Tractor-Trailer Operator (replaced by PS 2548-13, 6/89) .....	10-24-89
PS 2548-5, 09-85 .....	Individual Training Record—Window Clerk (replaced by PS 2548-14, 6/89) .....	10-24-89
PS 2548-9, 04-86 .....	Individual Training Record—Distribution Clerk (replaced by PS 2548-04, 6/89) .....	10-24-89
PS 2548-11, 03-88 .....	Individual Training Record—Mail Handler (replaced by PS 2548-07, 6/89) .....	10-24-89
PS 2548-18, 04-86 .....	Individual Training Record—Electronics Technician (replaced by PS 2548-57, 6/89) .....	10-31-89

# FORMS UPDATE—Continued

## OBSOLETE FORMS—Continued

Form number and date	Title	Obsolete date
PS 2548-19, 04-86 .....	Individual Training Record—General Mechanic (MPE); Mechanic Helper (MPE). (replaced by PS 2548-65, 6/89).	10-31-89
PS 2548-20, 01-88 .....	Individual Training Record—Engineman; Assistant Engineman; Fireman (replaced by PS 2548-60, 6/89).	10-31-89
PS 2548-26, 12-87 .....	Individual Training Record—Cleaner; Custodian; Laborer, Custodial (replaced by PS 2548-55, 6/89).	10-31-89
PS 2548-28, 04-86 .....	Individual Training Record—Fireman, Laborer (replaced by PS 2548-61, 6/89) .....	10-31-89
PS 2548-31, 04-86 .....	Individual Training Record—Garageman (replaced by PS 2548-62, 6/89) .....	10-31-89
PS 2548-33, 04-86 .....	Individual Training Record—Lead Automotive Mechanic; Automotive Mechanic (replaced by PS 2548-52, 6/89).	10-27-89
PS 2548-36, 04-86 .....	Individual Training Record—Body and Fender Repairman (replaced by PS 2548-54, 6/89) .....	10-27-89
PS 2548-39, 04-86 .....	Individual Training Record—Tools and Parts Clerk (replaced by PS 2548-45, 6/89) .....	10-27-89
PS 2548-43, 12-87 .....	Individual Training Record—Motor Vehicle Operator (replaced by PS 2548-10, 6/89) .....	10-24-89
PS 2548-B2, 09-78 .....	Individual Training Record—BMC Mail Handler (replaced by PS 2548-02, 6/89) .....	10-24-89
PS 2548-F, 10-79 .....	Individual Training Record—Rural Carrier (replaced by PS 2548-11, 6/89) .....	10-24-89
PS 2548-G1, 10-79 .....	Individual Training Record—Oiler; Mechanic Helper; General Mechanic (replaced by PS 2548-64, 6/89).	10-31-89
PS 2548-G2, 09-78 .....	Individual Training Record—Conveyor Mechanic; Maintenance Mechanic; Overhaul Spec. (replaced by PS 2548-71, 6/89).	10-31-89
PS 2548-H3, 09-78 .....	Individual Training Record—Stationary Engineer (replaced by PS 2548-73, 6/89) .....	10-31-89
PS 2548-H4, 09-78 .....	Individual Training Record—Maintenance Electrician (replaced by PS 2548-70, 6/89) .....	10-31-89
PS 2548-H5, 09-78 .....	Individual Training Record—Elevator Mechanic (replaced by PS 2548-58, 6/89) .....	10-31-89
PS 2548-H6, 09-78 .....	Individual Training Record—Postal Machines Mechanic (replaced by PS 2548-72, 6/89) .....	10-31-89
PS 2548-H7, 09-78 .....	Individual Training Record—Area Maintenance Specialist; Area Maintenance Technician (replaced by PS 2548-51, 6/89).	10-27-89
PS 2548-I2, 09-78 .....	Individual Training Record—Cleaner in Charge; Group Leader, Custodial (replaced by PS 2548-56, 6/89).	10-27-89
PS 2548-I4, 09-78 .....	Individual Training Record—Elevator Operator (replaced by PS 2548-59, 6/89) .....	10-31-89
PS 2548-I5, 09-78 .....	Individual Training Record—Telephone Operator (replaced by PS 2548-75, 6/89) .....	10-31-89
PS 2548-J2, 09-78 .....	Individual Training Record—Junior Mechanic, Automotive (replaced by PS 2548-66, 6/89) .....	10-31-89
PS 2548-J4, 09-78 .....	Individual Training Record—Vehicle Maintenance Analyst (replaced by PS 2548-77, 6/89) .....	10-31-89
PS 2548-J5, 09-78 .....	Individual Training Record—Automotive Painter (replaced by PS 2548-53, 6/89) .....	10-27-89
PS 2548-J7, 09-78 .....	Individual Training Record—Storekeeper, Automotive Parts (replaced by PS 2548-74 and 2548-76, 6/89).	10-31-89
PS 2548-J8, 09-78 .....	Individual Training Record—General Clerk; Administrative Clerk—VMF (replaced by PS 2548-63, 6/89).	10-31-89
PS 2548-K2, 09-78 .....	Maintenance Control and Stock Clerk (replaced by PS 2548-67, 6/89) .....	10-27-89
PS 2548-K3, 09-78 .....	Maintenance Control Clerk (replaced by PS 2548-68, 6/89) .....	10-27-89
PS 2548-K4, 09-78 .....	Maintenance Control Technician (replaced by PS 2548-69, 6/89) .....	10-31-89
PS 2548-R2, 09-78 .....	Individual Training Record—BMC Distribution Clerk (replaced by PS 2548-01, 6/89) .....	10-24-89

## OBSOLETE FORMS

Form number and date	Obsolete title	Date
PS 3123, 07-81 .....	Service History Record .....	02-08-90
PS 3200, 02-78 .....	Tray Identification .....	02-08-90
PS 3309, 09-71 .....	Advice of Shipment—Stamp Invoice .....	11-25-89
SF 7-D, 09-64 .....	Position Identification Strip .....	09-18-89
SF 13, 05-64 .....	International Transactions of the Federal Government .....	09-18-89
SF 82, 03-82 .....	Agency Report of Motor Vehicle Data .....	09-18-89
SF 113-B, 07-64 .....	Payroll Reports of Federal Civilian Employment .....	09-19-89
SF 185, 07-74 .....	Federal Information Processing Standard Software Summary .....	09-18-89
SF 189, 08-83 .....	Classified Information Nondisclosure Agreement .....	09-18-89
SF 1128 .....	Payroll for Personal Services—Payroll Certification and Summary .....	09-18-89
SF 1129, 02-75 .....	Reimbursement Voucher .....	09-18-89
SF 1129-A, 02-82 .....	Reimbursement Voucher .....	09-18-89
SF 1154-A, 09-57 .....	Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee .....	09-19-89
SF 1165 .....	Receipt for Cash—Subvoucher .....	09-18-89
SF 1169, 01-74 .....	U.S. Government Transportation Request .....	09-18-89
SF 1185, 11-76 .....	Schedule of Undeliverable Checks for Credit to Government Accounts .....	09-18-89
SF 2807-1, 12-66 .....	Register of Adjustments .....	09-18-89

## DMM Notice

**DISTRIBUTION LABELING LIST EXHIBIT CHANGES**

Effective with DOMESTIC MAIL MANUAL Issue 35, 6-17-90, Exhibits 122.63c-e, g, j, and m-q are revised to reflect mail processing changes. (See below.)

While mailers are encouraged to label according to the revised exhibits immediately, they must comply with the revised exhibits beginning June 17, 1990.

**Note:** To eliminate questions and confusion, under DMM Exhibit 122.63e, Optional Area Distribution Center (ADC) Labeling List for Use With Presorted First-Class Mailings Only, the labeling change from LOS ANGELES CA 900, to ANGELES CA 900 is correct.

**REVISIONS****Exhibit 122.63c****Sectional Center Facilities Serving a Single Three-Digit ZIP Code Area**

ZIP Code	Label To—
.....	.....
Delete: 922.....	PALM SPRINGS CA 922
.....	.....

**Exhibit 122.63d****Sectional Center Facilities Serving More Than One Three-Digit ZIP Code Prefix Area**

ZIP Code	Label To—
.....	.....
Change: From: 923-925.....	SCF SAN BERNARDINO CA 923
To: 922-925.....	SCF SAN BERNARDINO CA 923
.....	.....

**Exhibit 122.63e****Optional Area Distribution Center (ADC) Labeling List for Use With Presorted First-Class Mailings Only**

Destination ZIP Codes	Label To—
.....	.....
Change: From: 290-296, 298-299.....	DIS COLUMBIA SC 290
To: 290-296.....	DIS COLUMBIA SC 290
.....	.....
From: 300-303, 305-306, 308-309, 311, 399.	DIS ATLANTA GA 300
To: 298, 300-303, 305-306, 308-309, 311, 399.	DIS ATLANTA GA 300
.....	.....
From: 313-315, 320-323, 326.....	DIS JACKSONVILLE FL 320
To: 299, 313-315, 320-323, 326.....	DIS JACKSONVILLE FL 320

**Exhibit 122.63e****Optional Area Distribution Center (ADC) Labeling List for Use With Presorted First-Class Mailings Only—Continued**

Destination ZIP Codes	Label To—
.....	.....
From: 900.....	LOS ANGELES CA 900
902-918.....	DIS LAX-A CA 900
920-935.....	DIS LAX-B CA 901
940-941, 943-949.....	DIS SAN FRANCISCO B CA 940
936-939, 942, 950-961.....	DIS SAN FRANCISCO A CA 940
To: 900.....	ANGELES CA 900
902-908, 910-918.....	DIS TWIN VALLEY CA 900
920-928, 930-935.....	DIS SAN SANTA CA 901
936-939, 942, 950-961.....	DIS SIERRA CA 940
940-941, 943-949.....	DIS PENINSULA CA 941
.....	.....
966.....	FPO SAN FRANCISCO CA 966 <sup>5</sup>
.....	.....

Change Footnote 3 to read: If insufficient volume to fill a tray, combine with mail for 940-941 and 943-949 labeled to DIS PENINSULA CA 941.

Change Footnote 5 to read: If insufficient volume to fill a tray, combine with mail for 940-941 and 943-949 labeled to DIS PENINSULA CA 941.

**Exhibit 122.63g****Optional State Distribution Center (SDC) Labeling List for Mailer-Prepared Third- and Fourth-Class Letter and Flat-Size Mail**

Destination ZIP Codes	Dest. State	Label To—
.....	.....	.....
Add: 206-209.....	MD	DIS SOUTHERN MD 206
Change: From: 206-219.....	MD	DIS BALTIMORE MD 210
To: 210-219.....	MD	DIS BALTIMORE MD 210
.....	.....	.....

**Exhibit 122.63j****State Labeling List for Mailer-Prepared Third- and Fourth-Class Letter and Flat-Size Mail**

Destination ZIP Codes	Dest. State	Label To—
.....	.....	.....
Change: From: 206-219.....	MD	DIS BALTIMORE MD 210
To: 206-219.....	MD	BMC WASHINGTON DC 20103 SPBS (005)
.....	.....	.....

# DISTRIBUTION LABELING LIST EXHIBIT CHANGES—Continued

## Exhibit 122.63m

### Three-Digit Labeling List For Optional Combined ZIP + 4 and Presorted First-Class Mail

Three-Digit ZIP Code Prefix	Label for Single ZIP Code Tray
Add: 038-039 .....	PORTSMOUTH NH 3-D ZIP
Add: 067 .....	WATERBURY CT 067
Add: 326 .....	GAINESVILLE FL 326
Change: From: 117-118 .....	HICKSVILLE NY 3-D ZIP
To: 117-119 .....	HICKSVILLE NY 3-D ZIP

## Exhibit 122.63n

### Sectional Center Facility (SCF) Labeling List for Optional Combined ZIP + 4 and Presorted First-Class Mail

Three-Digit ZIP Code Prefix	Label for SCF Tray
Add: 038-039 .....	SCF PORTSMOUTH NH 038
Delete: 113-114 .....	SCF QUEENS NY 110
Change: From: 117-118 .....	SCF HICKSVILLE NY 117
To: 117-119 .....	SCF HICKSVILLE NY 117

## Exhibit 122.63o

### Area Distribution Center (ADC) Labeling List for Optional Combined ZIP + 4 and Presorted First-Class Mail

Three-Digit ZIP Code Prefix	Label for ADC Tray
Add: 030-034, 038-039 .....	DIS MANCHESTER NH 030
Change: From: 060-061, 063-066, 068-069 .....	DIS HARTFORD CT 060
To: 060-061, 063-069 .....	DIS HARTFORD CT 060

## Exhibit 122.63o

### Area Distribution Center (ADC) Labeling List for Optional Combined ZIP + 4 and Presorted First-Class Mail—Continued

Three-Digit ZIP Code Prefix	Label for ADC Tray
Change: From: 314, 320, 322-323, 325 .....	DIS JACKSONVILLE FL 320
To: 314, 320, 322-323, 326 .....	DIS JACKSONVILLE FL 320
(325 is properly labeled to DIS NEW ORLEANS LA 700)	

## Exhibit 122.63p

### Originating Mixed States Labeling List for Mailer-Prepared Second-Class Publications

Originating ZIP Codes	Origin. State	Label To—
Change: From: 270-289, 297 .....	NC/SC	MXD GREENSBORO NC 270
To: 270-274, 283-286 .....	NC	MXD GREENSBORO NC 270
Add: 275-277 .....	NC	MXD RALEIGH NC 275
278-279 .....	NC	MXD ROCKY MOUNT NC 278
280-282, 297 .....	NC/SC	MXD CHARLOTTE NC 280
287-289 .....	NC	MXD ASHEVILLE NC 287

## Exhibit 122.63q

### Originating Mixed States Labeling List for Mailer-Prepared Third-Class Letter, and Third- and Fourth-Class Flat-Size Mail

Originating ZIP Codes	Origin. State	Label To—
Change: From: 299, 313-316, 320-339, 342, 346-347, 349 .....	FL/SC	MXD BMC JAX FL 32188
To: 299, 313-316, 320-339, 342, 346-347, 349 .....	FL/GA/SC	MXD BMC JAX FL 32188

—Delivery, Distribution, and Transportation Dept., 3-22-90.

**Green security pouches must be returned to concentration points—not stored in hampers**

# **POSTAL POLICE OFFICERS' SCHEDULE**

FULL-TIME ANNUAL RATES  
EFFECTIVE APRIL 7, 1990 (PP 9-90)

RSC Y

PPO		B	C	D	E	F	G	H	I	J	K	L	M	N	O
GRADE															
5	Basic	21,041	23,176	24,848	25,113	25,381	25,646	25,915	26,180	26,448	26,716	26,982	27,250	27,515	27,783
	COLA	2,829	2,829	3,370	3,370	3,370	3,370	3,370	3,370	3,370	3,370	3,370	3,370	3,370	3,370
	Base	23,870	26,005	28,218	28,483	28,751	29,016	29,285	29,550	29,818	30,086	30,352	30,620	30,885	31,153
6	Basic	22,676	23,776	25,497	25,786	26,076	26,366	26,655	26,945	27,235	27,524	27,814	28,107	28,396	28,686
	COLA	2,829	2,829	3,370	3,370	3,370	3,370	3,370	3,370	3,370	3,370	3,370	3,370	3,370	3,370
	Base	25,505	26,605	28,867	29,156	29,446	29,736	30,025	30,315	30,605	30,894	31,184	31,477	31,766	32,056

## **STEP INCREASE WAITING PERIODS (IN WEEKS)**

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

NOTE: This schedule reflects a general increase of \$300 per year.

# **\*\*\*\*\* RETIREE ELIGIBLE SCHEDULE \*\*\*\*\***

## **POSTAL POLICE OFFICERS' SCHEDULE**

FULL-TIME ANNUAL RATES  
EFFECTIVE APRIL 7, 1990 (PP 9-90)

RSC YI

PPO		B	C	D	E	F	G	H	I	J	K	L	M	N	O
GRADE															
5	Basic	21,935	24,070	26,283	26,548	26,816	27,081	27,350	27,615	27,883	28,151	28,417	28,685	28,950	29,218
	COLA	1,934	1,934	1,934	1,934	1,934	1,934	1,934	1,934	1,934	1,934	1,934	1,934	1,934	1,934
	Base	23,869	26,004	28,217	28,482	28,750	29,015	29,284	29,549	29,817	30,085	30,351	30,619	30,884	31,152
6	Basic	23,570	24,670	26,932	27,221	27,511	27,801	28,090	28,380	28,670	28,959	29,249	29,542	29,831	30,121
	COLA	1,934	1,934	1,934	1,934	1,934	1,934	1,934	1,934	1,934	1,934	1,934	1,934	1,934	1,934
	Base	25,504	26,604	28,866	29,155	29,445	29,735	30,024	30,314	30,604	30,893	31,183	31,476	31,765	32,055

## **STEP INCREASE WAITING PERIODS (IN WEEKS)**

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

NOTE: This schedule reflects a general increase of \$300 per year.

# 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 21758 article.

541,097,901 to 8,200	560,473,901 to 3,922	579,017,876 to 7,900	598,659,921 to
543,289,525 to	561,223,101 to 3,400	579,052,035 to 2,057	660,100
290,200	561,249,012 to 9,200	579,541,273 to 1,299	599,664,001 to
543,305,301 to 5,600	561,265,399 to 5,500	579,877,101 to 7,200	665,700
544,194,216 to 4,700	562,601,501 to 1,600	580,207,301 to 7,770	600,349,301 to 9,400
544,619,721 to	563,184,500 to 4,700	580,335,207 to 5,300	600,439,001 to 0,100
620,100	563,957,851 to 7,860	580,337,901 to 8,000	600,493,650 to 3,700
544,999,729 to 9,800	564,299,834 to	580,473,401 to 4,000	600,526,018 to 6,400
545,553,528 to 3,800	300,000	580,562,401 to 2,500	601,042,674 to 2,700
545,775,152 to 5,200	564,319,659 to 9,700	580,899,103 to 9,200	601,652,701 to 3,300
547,276,820 to 7,000	565,045,232 to 5,245	581,171,918 to 2,400	602,528,605 to 9,000
547,457,901 to 8,300	565,145,850 to 5,875	581,341,293 to 1,400	603,708,901 to 9,200
547,469,676 to 9,700	565,868,534 to 8,549	581,986,501 to 6,600	603,780,401 to 0,500
547,542,271 to 3,000	567,078,033 to 8,100	584,314,756 to 5,000	603,780,701 to 0,800
547,578,870 to 8,900	567,422,270 to 2,600	584,834,505 to 4,600	603,780,942 to 1,000
547,923,901 to 4,000	568,505,097 to 5,100	584,862,862 to 3,900	604,020,801 to 0,900
548,988,201 to 8,300	568,574,080 to 4,099	584,947,247 to 7,300	604,083,174 to 3,700
549,641,019 to 1,100	569,537,631 to 8,000	584,963,232 to 3,300	604,089,501 to 9,900
549,670,720 to 0,800	569,791,703 to 1,730	585,948,403 to 9,000	604,122,517 to 2,900
550,092,673 to 2,700	569,793,491 to 3,510	586,432,013 to 2,500	604,799,901 to
550,355,949 to 6,100	569,915,309 to 5,320	586,543,860 to 3,900	800,800
551,144,112 to 4,400	570,275,601 to 5,700	586,830,748 to 0,800	605,367,722 to 8,200
551,698,301 to 8,320	571,065,984 to 6,600	589,005,217 to 5,300	605,949,901 to
551,961,814 to 1,880	571,106,886 to 7,200	589,876,801 to 6,900	950,000
552,222,532 to 3,800	571,123,771 to 3,900	590,230,567 to 0,600	606,661,853 to 910
553,468,301 to 8,400	572,226,617 to 6,700	590,242,301 to 2,400	606,661,925 to 946
553,853,051 to 3,100	572,380,133 to 0,145	590,973,597 to 4,000	606,662,201 to 300
554,939,152 to 9,200	572,380,203 to 0,258	591,138,501 to 8,600	607,273,964 to
554,998,701 to 8,800	573,666,236 to 6,294	591,724,456 to 4,500	274,500
555,144,758 to 4,770	574,217,901 to 7,925	591,778,901 to 9,000	607,586,501 to 6,600
556,084,478 to 4,500	574,415,253 to 5,300	591,860,001 to 0,100	607,673,301 to 4,500
556,250,024 to 0,200	574,526,901 to 7,000	591,860,001 to 0,100	607,591,119 to
556,351,291 to 1,600	574,810,201 to 1,200	592,371,801 to 2,100	591,200
556,508,870 to 8,900	574,982,801 to 3,500	593,389,186 to 0,200	607,930,501 to 1,000
557,669,091 to 9,100	575,311,297 to 7,400	594,724,301 to 4,900	608,678,701 to 9,100
557,669,191 to 9,200	575,913,143 to 3,200	594,768,672 to 8,700	609,084,101 to 5,100
557,711,743 to 1,800	575,977,151 to 7,200	594,952,701 to	611,387,101 to
557,786,836 to 6,860	576,674,701 to 4,800	953,400	387,200
558,228,301 to 8,400	577,385,856 to 6,100	596,073,100 to 3,500	612,185,601 to
558,638,801 to 9,000	577,907,201 to 7,800	596,172,159 to 2,200	186,100
559,562,701 to 2,742	578,365,863 to 5,900	596,308,901 to 9,100	617,989,336 to 9,499
559,565,818 to 6,000	578,649,083 to 9,100	597,044,346 to	
559,736,353 to 6,400	578,857,401 to 7,600	044,400	
559,841,401 to 1,700	578,988,972 to 9,400	597,188,140 to 8,142	
		597,253,460 to 3,500	

## Form 1727—Award Recommendation/Authorization

Form 1727, *Award Recommendation/Authorization*, has been revised. The revised form is dated August 1989 and is available in the materiel distribution centers. Order on Form 7380, *MDC Supply Requisition*.

Beginning May 1, 1990, only the revised form may be used.—*Employee Relations Dept., 3-22-90.*

## Uniform Allowance Program: License Revocation

License number 11380, issued to Kater Shop, 81 North Main Street, Logan, Utah 84321-4542, has been revoked, effective immediately.

Installation heads must delete Kater Shop from Publication 136, *Uniform Vendor Listing—Uniform Allowance Program*.—*Labor Relations Dept., 3-22-90.*

**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 21758 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	362 299 8900 to 8999	377 113 7461 to 7499	399 792 7775 to 7799
302 123 9999	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	389 696 2400 to 2799	408 682 8484 to 8599
350 366 1145 to 1166	369 718 3783 to 3799	390 001 3182 to 3199	408 698 7015 to 7099
350 518 7350 to 7374	370 193 8257 to 8299	390 001 3500 to 3699	410 694 8400 to 8599
351 110 4900 to 4999	371 241 3118 to 3199	390 545 5974 to 5999	410 775 1500 to 1599
351 113 4615 to 4699	371 630 0100 to 0199	391 104 6146 to 6199	410 795 7927 to 7999
351 113 4800 to 4999	372 308 4180 to 4199	391 783 3020 to 3599	411 868 1023 to 1199
360 003 2454 to 2499	372 311 5400 to 5499	391 792 6100 to 6199	411 922 2322 to 2399
360 037 4500 to 4549	372 360 8303 to 8399	392 668 2956 to 2999	411 924 4000 to 4599
360 038 0502 to 0599	372 407 1025 to 1099	392 854 8500 to 8899	412 193 0900 to 0999
360 112 8583 to 8599	373 390 2301 to 2399	393 584 7566 to 7699	415 161 8858 to 8868
360 134 2600 to 2699	373 390 2518 to 2599	393 650 0074 to 0099	417 871 9250 to 9299
360 135 5611 to 5699	373 390 2604 to 2699	393 838 8316 to 8499	417 930 9533 to 9599
360 135 8159 to 8199	373 463 0902 to 0999	393 893 6007 to 6099	418 164 6500 to 6799
360 172 1404 to 1499	374 022 8105 to 8199	394 126 6907 to 6999	418 719 8520 to 8599
360 257 2100 to 2199	374 692 8858 to 8899	394 189 0405 to 0599	418 744 2235 to 2299
360 282 4600 to 4699	374 768 2600 to 2699	394 822 3243 to 3278	420 758 9500 to 9699
360 403 8453 to 8499	374 795 2118 to 2199	394 990 1810 to 1899	421 313 4500 to 4999
360 418 0700 to 0799	375 169 4400 to 4599	395 343 3264 to 3299	700 065 2570 to 2599
360 419 6700 to 6799	375 637 9137 to 9199	395 396 9649 to 9799	802 678 2605 to 2699
360 535 5648 to 5657	375 637 9365 to 9999	395 970 3240 to 3299	803 605 2840 to 2899
360 762 9368 to 9399	375 744 7930 to 7999	397 622 4054 to 4099	803 605 6300 to 6499
361 142 2817 to 2899	375 829 3400 to 3499	397 819 8902 to 8999	805 323 5006 to 5024
361 440 9240 to 9299	375 851 9100 to 9199	398 149 7200 to 7699	805 466 7255 to 7299
361 754 9300 to 9499	376 850 0813 to 0899	399 070 0872 to 0899	806 015 3885 to 3899
361 782 4204 to 4299	376 855 6764 to 6999	399 156 7119 to 7199	806 087 1100 to 1499
361 974 6811 to 6999	376 903 0721 to 0738	399 203 5064 to 5099	806 268 9275 to 9299
362 246 6800 to 6899	376 906 3206 to 3299	399 296 9909 to 9999	806 534 3400 to 3477
			990 117 5600 to 5999

# CENSUS DAY IS APRIL 1, 1990

# INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB 21758 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.

008091	021726	060293	071964	091177	105519	115361	152574	207233	294353	301352	302455	305308
009155	021782	060344	071981	091209	105576	115453	152586	207291	294390	301355	302471	305343
009300	021843	061142	071992	091247	105578	115523	152598	207372	295052	301359	302478	305382
009757	021904	061201	075069	091258	105592	115957	152625	208103	295066	301374	302487	305420
009862	021905	061261	075283	091358	105669	116024	152663	208110	295090	301375	302502	305448
010077	021957	061266	075284	091391	105684	117004	152679	208123	295144	301394	302503	305449
010086	021959	061303	075298	091511	105697	117186	152720	208321	295148	301397	302511	305465
010125	021999	061304	076075	091551	106163	117306	152747	208344	295224	301405	302512	305504
010136	022068	062011	076097	091589	106169	117372	152774	208353	295225	301473	302571	305548
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## INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS—Continued

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INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS—Continued

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