

P1.3
21762



postal bulletin

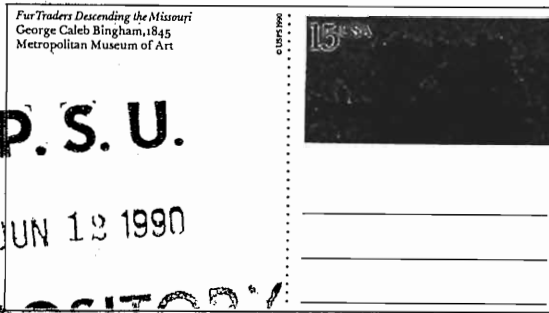
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George Caleb Bingham Art Card™

The George Caleb Bingham EXTRAordinary Art Card™ (picture postal card) goes on sale May 4 in St. Louis, Missouri. The card features a glossy, color reproduction of Bingham's painting, *Fur Traders Descending the Missouri*, on one side and, on the reverse side, a printed postage stamp and an area for a personal message and mailing address. The 15-cent printed stamp complements the color reproduction and provides customers a convenience feature that commercial picture postcards lack—built-in postage. *This card will sell for 50 cents, including the 15-cent postage.*

Do Not Place on Sale Before May 5, 1990



DEPOSITOR


Collector information is on page 9.

Supply. Post offices with authorized philatelic centers will receive an automatic distribution. *Due to the characteristics of art cards, all other post offices should evaluate their requirements of EXTRAordinary Art Cards before ordering.*

Class A through G post offices requiring bulk quantities of this card should immediately submit Form 3216, *Requisition for Postal Cards—Bulk Quantities*, to the Government Printing Office using **Item 2210**. However, limited quantities are available for ordering.

All other post offices requiring this card should immediately order them from their stamp distribution offices on separate Forms 17-A, *Accountable Items Requisition From Stamp Distribution Office*, using the above item number.

—Philatelic and Retail Services Dept., 5-3-90.



Annual Index in PB 21756, 2-8-90.
Latest Index in PB 21760, 4-5-90.

Dinosaur Sweepstakes Grand Prize Winner

The official judging organization administering the U.S. Postal Service's Dinosaur Round-Up Rodeo Sweepstakes has announced that Jennifer Perrine from Carrollton, Missouri, was selected the grand prize winner.

Her grand prize includes a 5-day/4-night vacation for four to the Dinosaur Round-Up Rodeo at Dinosaurland, Vernal, Utah, and a \$1,000 cash allowance.

—Philatelic and Retail Services Dept., 5-3-90.

Return Receipts

A tear-out poster reminding delivery employees about the proper completion of Form 3811, *Domestic Return Receipt*, is on page 21. Offices should prominently display this poster where delivery employees will see it.

—Rates and Classification Dept., 5-3-90.

CONTENTS

	Page
\$2 Bobcat Stamp.....	5
25-Cent EXTRAordinary™ Flag Stamp.....	3
25-Cent Rhode Island Statehood Commemorative Stamp.....	3
APO/FPO Changes.....	2
Arrow Locks and Keys.....	17
Bargaining Unit COLA Increases.....	7
Canceled Wanted Circulars.....	3
Copalletizing Multiple Second-Class Publications (DMM Notice).....	20
Dinosaur Sweepstakes Grand Prize Winner.....	1
Directives Update.....	2
Domestic Orders.....	20
Express Mail International Service—Sri Lanka.....	8
Express Mail International Service: Revised Procedures.....	4
Foreign Order No. 295.....	5
Forms Update.....	19
George Caleb Bingham Art Card™.....	1
Highway Contracts/Postal Vehicle Service.....	7
International Priority Airmail Service.....	13
Invalid Express Mail Corporate Account Numbers.....	29
Lobby Displays/Promotions for May 1990.....	18
Lottery Exemptions (DMM Notice).....	17
Mail Alert.....	6
Missing Money Orders—Canadian.....	27
Missing Money Orders—U.S.....	28
Nonbargaining Unit COLA Increases.....	7
Notice 262—Change of Address Orders.....	4
Obsolete Insured Mail Forms.....	4
Postage Placement (DMM Notice).....	17
Return Receipts.....	1
Special Cancellations.....	20
Stamp Poster 90-13 (George Caleb Bingham EXTRAordinary Art Card™).....	9
Three-Digit Sack Labeling Requirements (DMM Notice).....	17
Thrift Savings Plan Open Season.....	11
Withholding of Mail Orders.....	2

Directives Update

This update lists all new, revised, and obsolete directives since POSTAL BULLETIN 21759, March 22, 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. This list also indicates if the new directive rescinds another. The revised list shows the oldest usable date, and the obsolete list indicates if and by what the directive was replaced.

New Directives

Document and date	Title	Supply source USPS/public
LAB 27, 02-90	Bee Ware	MD/MDCE
LAB 28, 02-90	Live Animals	MD/MDCE
MI AS-850-90-1, 02-20-90	Documentation Guidelines for FOCUS Systems.	MD/NA
MI EL-430-90-2, 03-15-90	Back Pay	MD/MDCE
PUB 26-A, 03-90	USPS Program for Facilities Contracting.	H/H

Revised Directives

Document and date	Title	Oldest usable date
HBK F-16, 02-90	Accounts Receivable	02-90
MAN DMM, 03-18-90	Domestic Mail Manual	03-18-90
NOT 47, 02-90	National Change of Address ...	02-90
NOT 186, 02-90	Creative Solutions for Your Business Needs.	02-90
NOT 266, 01-90	INTELPOST Dial-In Service ..	01-90
POS 26, 03-90	Mail Bomb Indicators	03-90
POS 115-A, 02-90	Packing Empty Equipment	02-90
PUB 2, 10-89	Packaging for Mailing	10-89
PUB 225-J, 10-89	Introduction to Stamp Collecting.	10-89

Obsolete Directives

Document and date	Title	Obsolete date
HBK M-15, 05-15-78	MPLSM Operating Guidelines (replaced by HBK PO-405, 05-84).	02-09-90
MI EL-350-79-5, 03-31-79	Postal Career Executive Service (replaced by HBK EL-380, 12-89).	01-03-90
MI EL-380-82-10, 11-01-82	Executive Resources System (replaced by HBK EL-380, 12-89).	01-03-90
NOT 82-A, 01-88	INTELPOST Service Directory and User's Guide (replaced by PUB 82-A, 12-89)	03-16-90
NOT 106, 10-74	On-Site Meter Setting (not replaced).	04-16-90
POS 104-A, 07-84	False Advertising (replaced by POS 14, 04-89).	02-07-90

—Office of Information Services, 5-3-90.

APO/FPO Changes

Please make the following pencil changes to the table entitled Conditions Applied to Mail Addressed to Military Post Offices Overseas, in POSTAL BULLETIN 21758, March 8, 1990.

APO/FPO	Actions	Effective date	Mailing restrictions	EMMS network
09543	Open	4-15-90	None	No
09550	Close	4-30-90		
09558	Open	5-1-90	None	No
96635	Close	5-1-90		
96636	Close	4-15-90		

As a reminder, the following APOs are active:

APO/FPO	Active		Mailing restrictions	EMMS network
09145	Active		B1-C-F1	Yes
09219	Active		B1-C-F1	Yes

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

—Delivery, Distribution, and Transportation Dept., 5-3-90.

Withholding of Mail Orders

Enforced by postmasters at cities listed.

State/city	Names covered
PA, Philadelphia 19107-6791.	Martin L. Longstreth, Suite 247, 248 South 11th Street.
PA, Ardara 15615-0088	Ardara Investigations IGT, Inc., Intergalactic Telephone, George Kmetz, Kirk Begian; IGT of PA, George Kipple, P.O. Box 88.
PA, Herminie 15637-0012 ..	Kirk E. Begian, Intergalactic Holdings, Inc., IGT, Inc., P.O. Box 12.
PA, Larimer 15647-0056	Intergalactic Telephonics Vogon Response Holdings of America, Larimer Telephone, VRH, Inc., P.O. Box 56.
PA, Madison 15663-0241 ...	Tangent Consumer Union of PA, P.O. Box 241.
PA, Rillton 15678-0044	K. Begian, R. Jones, B. Millway, R. Nacko, VRH, Inc., Vogon, Inc., Vogon Response Hdgs., P.O. Box 44.
PA, Wilmerding 15148-0100.	Kirk E. Begian, Kirken Research, P.O. Box 100.
PA, Shamokin 17872-4944 .	Any and All of Various Names Other Than the Names Joseph Witkowski, Melissa Witkowski, Jennifer Witkowski, and the Surname Misco, 617 E. Sunbury Street.
PA, Shamokin 17872-4809 .	Joseph Witkowski, Melissa Witkowski, and Jennifer Witkowski, 803 N. Liberty Street.

—Judicial Officer, 5-3-90.

SAFETY IS NO ACCIDENT

25-Cent Rhode Island Statehood Commemorative Stamp

The 25-cent Rhode Island Statehood commemorative stamp goes on sale May 29 in Pawtucket, Rhode Island. The stamp features the historic Slater Mill in Pawtucket, the first factory in America to produce cotton yarn successfully with water-powered machines, marking the beginning of the factory system in Rhode Island.

Do Not Place On Sale Before May 30, 1990



Copyright U.S. Postal Service 1990

Issued in panes of 50.

A future issue will include collector information.

Supply. All post offices will receive their standard automatic distribution quantities for a 50-subject commemorative stamp. *The Bureau of Engraving and Printing will not honor supplemental requisitions for Item 4477.*

Limited quantities of this stamp will be shipped to regional accountable paper depositories (RAPDs) for filling supplemental orders. Stamp distribution offices 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 stamp distribution offices on separate Forms 17-A.

Before requisitioning additional stock, all post offices should consider that they must deplete the stock before July 29, 1990, except at authorized philatelic centers.

—*Philatelic and Retail Services Dept., 5-3-90.*

Canceled Wanted Circulars

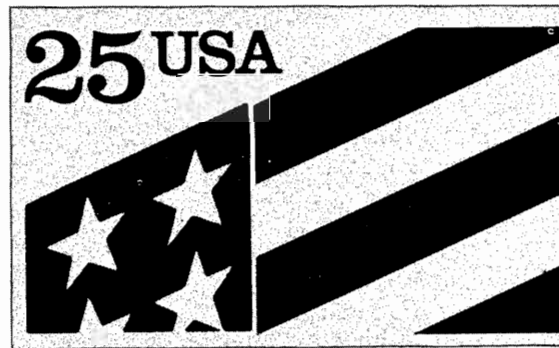
Destroy the following wanted circulars: *Terence Edward Frewen*, dated 12-20-89; *Jesse Dalton*, dated 12-18-89; and *James M. Neilland*, dated 07-24-84.

—*Inspection Service, 5-3-90.*

25-Cent EXTRAordinary™ Flag Stamp

The 25-cent EXTRAordinary™ Flag stamp goes on sale May 18 in Seattle, Washington. These attractive red, white, and blue stamps, designed to be sold through bank automatic teller machines (ATMs), will be test-marketed with the Seattle First National Bank (Seafirst). Twelve die-cut stamps, each featuring a stylized American flag, are produced on a backing sheet the size of a dollar bill. Each stamp is approximately the size of a standard horizontal commemorative.

Do Not Place on Sale Before May 19, 1990



A future issue will include collector information.

Supply. Sales will be restricted to post offices with authorized philatelic centers (automatic distribution of 500 sheetlets) and through ATMs in the Seattle area. *Since a private contractor (AVERY) printed this stamp issue, the Bureau of Engraving and Printing will not honor supplemental requisitions for Item 5536.* They will package the stamps 500 sheetlets per box with green dividers between each unit of 100 sheetlets.

Limited quantities of this stamp will be shipped to regional accountable paper depositories (RAPDs) for filling supplemental orders. Stamp distribution offices (SDOs) with authorized philatelic centers requiring additional stamps may order them from their RAPDs using separate Forms 17-A, *Accountable Items Requisition From Stamp Distribution Office,* in multiples of 500 sheetlets.

All Other Post Offices

Instructions. Window clerks receiving inquiries about purchasing ATM stamps should advise customers to address mail orders, at \$3 per sheet, to: U.S. Postal Service, Philatelic Sales Division, P.O. Box 449997, Kansas City, MO 64144-9997. Mail orders are subject to the usual \$10 minimum and 50-cent handling fee per order.

—*Philatelic and Retail Services Dept., 5-3-90.*

Belts and Bags - A Winning Combination

EXPRESS MAIL INTERNATIONAL SERVICE: REVISED PROCEDURES

During the months of May and June, procedures for handling *incoming* Express Mail International Service (EMS) will change because of the installation of electronic bar-code scanners at the exchange offices.

Effective April 30, 1990, bar-code scanners will begin to be deployed with items arriving at San Francisco International Airport (SFO). The other exchange offices will be equipped either with scanners or with revised procedures for use of the existing light pen about the end of May. Personnel involved with processing inbound EMS *including* data entry should familiarize themselves with the following revised procedures.

Exchange Offices

Exchange offices processing inbound EMS will receive specific instructions for using the new scanners (for the larger exchange offices) or for revised use of the existing light pens. In brief, following implementation of the revised Electronic Marketing Reporting System (EMRS) programs and distribution of the scanners, exchange offices will:

1. Determine whether an incoming item has a bar code on the originating *label* and if the item label has a minimum of one detachable copy for obtaining a signature on delivery. If so, the item will be scanned either with the scanner or with the light pen. Do not affix a B label. There are programs on the scanners for scanning items into and out of customs as well.

2. If the incoming item has no bar code or has a bar code but insufficient copies for obtaining a delivery signature, process the item under current procedures.

Delivery

Use of the scanners requires changes in obtaining signatures upon delivery and in entering delivery data into EMRS.

Delivery Office. When the bar-code scanners for incoming EMS are installed, use foreign Express Mail labels for recording date and time of delivery, attempted delivery where appropriate, and customer signatures. Handle these items in the same manner as Label 11-B, *Express Mail Next Day Service Post Office to Addressee*. Send the delivery receipt to the EMRS data entry unit daily with other Express Mail receipts.

Generally, foreign EMS labels are printed in the originating language and in French, simultaneously. The French translation of signature is signature, of date and time is date et heure.

EMRS Data Entry Unit. Revised procedures for EMRS Delivery Data Entry only follow:

1. *Foreign Items not Having a Bar-Coded Label and/or not Having a Minimum of One Detachable Copy to Obtain a Signature Upon Delivery.*

The exchange offices and delivery offices must handle these items *exactly* according to current practice. They will continue to be overlabeled with a Label 11-F on which the delivery signature is obtained.

2. *Foreign Items Having a Bar-Coded Label and a Minimum of One Detachable Copy to Obtain a Signature Upon Delivery.*

Such items will have the foreign item number scanned in at the exchange offices and will *not* be overlabeled with a B label. EMRS programs for entry of delivery data will be changed to accept the foreign item numbers. As with all bar-coded label numbers, these should be scanned in for PC data entry where possible.

Once the new program is implemented, address system questions to the Customer Support Branch at the San Mateo Postal Data Center, PEN 377-1110 or commercial 415-377-1110.

—Marketing Dept., 5-3-90.

Notice 262—Change of Address Orders

Notice 262, *Forwarding, Return, and Address Correction Procedures; for Change of Address Orders*, a series of reference charts, provides summary information and instructions on proper procedures for forwarding, return, and address correction, by class of mail. Notice 262 is out of stock and is currently being revised and reprinted.

A new supply of Notice 262 should be available by July 1990. All post offices, classified stations, and branches, will receive an initial distribution. Offices should withhold submitting requisitions for Notice 262 until further notice.

—Delivery, Distribution, and Transportation Dept., 5-3-90.

Obsolete Insured Mail Forms

Many post offices have insured labels (Form 3813, *Receipt for Domestic Insured Parcel*, and Form 3813-P, *Receipt for Insured Mail—Domestic-International*), which were printed 10 or more years ago. Form 3813 has been modified since 1978. Post offices may stock and use only the form dated February 1986 or later.

In addition, post offices should immediately check the stock of Form 3813-P and discard all stock printed before 1982. The glue has deteriorated on these labels causing them to fall off mailpieces in the mailstream. Furthermore, these labels do not have an OCR-A font readable by automated equipment. Use only those editions with the insured number printed on the OCR-A font.

—Rates and Classification Dept., 5-3-90.

All Personnel Processing Mail for Dispatch Abroad

Foreign Order No. 295

Keep all foreign order notices for use as reference.

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

Canada

Express Marketing Services
P.O. Box 2514
New Westminster, B.C.
Canada V3L 5A8

and

E.M.S.
P.O. Box 2502
New Westminster, B.C.
Canada V3L 5A8

Federal Republic of Germany

Rolf Vogel, National Lottery Office
Koenigstr. 6
4972 Loehne
Federal Republic of Germany
and

Rolf Vogel
Pottgraben 40
D-4500 Osnabruck
Federal Republic of Germany

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

Canada

Neweagle Club and
Shipping Department
P.O. Box 3017
349 West Georgia Street
Vancouver, B.C.
Canada V6B 3X5

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

Installations may post this notice at the outgoing primary, and they must post it on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 5-3-90.*

Federal Employees Buckle Up



\$2 Bobcat Stamp

The \$2 Bobcat stamp goes on sale June 1 in Arlington, Virginia. This is the first issue planned in the conversion of high-value sheet stamps from the Great Americans Series to the colorful, commemorative-size Wildlife Series.

Do Not Place on Sale Before June 2, 1990



Issued in panes of 20.

A future issue will include collector information.

The Bobcat stamp will use the same format as the \$2.40 Moon Landing stamp, four rows of five stamps each. A plate number appears in each of the four corners on the selvage.

Supply. Only post offices with authorized philatelic centers will receive automatic distribution in the following quantities:

Offices receiving four-position stock in these quantities	Will receive the \$2 Bobcat stamp in these quantities
20,000	2,000
40,000	4,000
125,000	10,000
250,000	20,000

All other post offices should order sufficient quantities to meet philatelic demand.

Bulk Quantities. Cag A-G post offices requiring 10,000 or more stamps should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing (BEP), using **Item 1082**. They must submit requisitions in the following quantities: 10,000, 20,000, 30,000, 40,000, 70,000 (maximum ordering quantity is 70,000 stamps).

The Bureau will fill current unfilled requisitions for the \$2 Bryan stamp with the Bobcat stamp.

Less Than Bulk Quantities. All other post offices requiring fewer than 10,000 stamps should requisition them immediately from their designated stamp distribution offices (SDOs) on separate Forms 17-A, *Accountable Items Requisition From Stamp Distribution Office*.

After July 2, SDOs must ship the \$2 Bryan stamp in response to postmasters' requisitions until they exhaust the stock. Consequently, no \$2 Bryan stamps are to be destroyed.

—*Philatelic and Retail Services Dept., 5-3-90.*

EXPRESS MAIL INTERNATIONAL SERVICE: REVISED PROCEDURES

During the months of May and June, procedures for handling *incoming* Express Mail International Service (EMS) will change because of the installation of electronic bar-code scanners at the exchange offices.

Effective April 30, 1990, bar-code scanners will begin to be deployed with items arriving at San Francisco International Airport (SFO). The other exchange offices will be equipped either with scanners or with revised procedures for use of the existing light pen about the end of May. Personnel involved with processing inbound EMS *including* data entry should familiarize themselves with the following revised procedures.

Exchange Offices

Exchange offices processing inbound EMS will receive specific instructions for using the new scanners (for the larger exchange offices) or for revised use of the existing light pens. In brief, following implementation of the revised Electronic Marketing Reporting System (EMRS) programs and distribution of the scanners, exchange offices will:

1. Determine whether an incoming item has a bar code on the originating *label* and if the item label has a minimum of one detachable copy for obtaining a signature on delivery. If so, the item will be scanned either with the scanner or with the light pen. Do not affix a B label. There are programs on the scanners for scanning items into and out of customs as well.

2. If the incoming item has no bar code or has a bar code but insufficient copies for obtaining a delivery signature, process the item under current procedures.

Delivery

Use of the scanners requires changes in obtaining signatures upon delivery and in entering delivery data into EMRS.

Delivery Office. When the bar-code scanners for incoming EMS are installed, use foreign Express Mail labels for recording date and time of delivery, attempted delivery where appropriate, and customer signatures. Handle these items in the same manner as Label 11-B, *Express Mail Next Day Service Post Office to Addressee*. Send the delivery receipt to the EMRS data entry unit daily with other Express Mail receipts.

Generally, foreign EMS labels are printed in the originating language and in French, simultaneously. The French translation of signature is signature, of date and time is date et heure.

EMRS Data Entry Unit. Revised procedures for EMRS Delivery Data Entry only follow:

1. *Foreign Items not Having a Bar-Coded Label and/or not Having a Minimum of One Detachable Copy to Obtain a Signature Upon Delivery.*

The exchange offices and delivery offices must handle these items *exactly* according to current practice. They will continue to be overlabeled with a Label 11-F on which the delivery signature is obtained.

2. *Foreign Items Having a Bar-Coded Label and a Minimum of One Detachable Copy to Obtain a Signature Upon Delivery.*

Such items will have the foreign item number scanned in at the exchange offices and will *not* be overlabeled with a B label. EMRS programs for entry of delivery data will be changed to accept the foreign item numbers. As with all bar-coded label numbers, these should be scanned in for PC data entry where possible.

Once the new program is implemented, address system questions to the Customer Support Branch at the San Mateo Postal Data Center, PEN 377-1110 or commercial 415-377-1110.

—Marketing Dept., 5-3-90.

Notice 262—Change of Address Orders

Notice 262, *Forwarding, Return, and Address Correction Procedures; for Change of Address Orders*, a series of reference charts, provides summary information and instructions on proper procedures for forwarding, return, and address correction, by class of mail. Notice 262 is out of stock and is currently being revised and reprinted.

A new supply of Notice 262 should be available by July 1990. All post offices, classified stations, and branches, will receive an initial distribution. Offices should withhold submitting requisitions for Notice 262 until further notice.

—Delivery, Distribution, and Transportation Dept., 5-3-90.

Obsolete Insured Mail Forms

Many post offices have insured labels (Form 3813, *Receipt for Domestic Insured Parcel*, and Form 3813-P, *Receipt for Insured Mail—Domestic-International*), which were printed 10 or more years ago. Form 3813 has been modified since 1978. Post offices may stock and use only the form dated February 1986 or later.

In addition, post offices should immediately check the stock of Form 3813-P and discard all stock printed before 1982. The glue has deteriorated on these labels causing them to fall off mailpieces in the mailstream. Furthermore, these labels do not have an OCR-A font readable by automated equipment. Use only those editions with the insured number printed on the OCR-A font.

—Rates and Classification Dept., 5-3-90.

Bargaining Unit COLA Increases

The cost-of-living adjustment (COLA) increases appear on page 25. The field division offices will distribute the new salary schedules.

Application. These instructions apply to employees who are covered by the:

1. 1987-1990 U.S. Postal Service-American Postal Workers Union/National Association of Letter Carriers (USPS-APWU/NALC) National Agreement and paid under the Postal Service (PS) schedule (RSC P or P1); or
2. 1987-1990 USPS-Mail Handlers' (USPS-MH) National Agreement and paid under the Mail Handlers' (MH) Schedule (RSC M or M1);
3. 1988-1990 USPS-National Rural Letter Carriers (USPS-NRLCA) National Agreement and paid under the rural carrier schedules (RSC B, B1, R, or R1);
4. 1987-1991 USPS-National Postal Professional Nurses (USPS-NPPN) National Agreement and paid under the Postal Nurses' Schedule (PNS), RSC G or G1;
5. 1987-1991 USPS-Federation of Postal Police Officers (USPS-FPPO) National Agreement and paid under the Postal Police Officers' (PPO) Schedule (RSC Y or Y1).

COLA Increase. Effective May 5, 1990, Pay Period (PP) 11-90, eligible employees in the Retiree Eligible (RES) and regular (or Non-RES) versions of the schedules mentioned above will receive a new temporary COLA, upward. Refer to the chart on page 25 for annual and hourly COLA increase amounts. Also shown on the chart are COLA amounts applicable to nonnational agreements covering data centers, mail transport equipment centers (MTEC), mail equipment shops and supply centers (MESOC), and the tool and die shop (TDS).

Exclusions. The following employees are not eligible for the COLA increases discussed in this Bulletin and will continue at their current rate of pay:

1. Casual employees,
2. Rural Carrier Relief (RCR) and Rural Carrier Associate (RCA) employees.

Implementation. The COLA increases discussed in the Bulletin are effective on May 5, 1990 (PP 11-90), and will appear in paychecks distributed on May 25, 1990.—*Employee Relations Dept., 5-3-90.*

Highway Contracts/Postal Vehicle Service

When an existing highway contract route needs additional service, the contractor must have the first opportunity to provide the service. If the contractor cannot provide the service or cannot be located, the postal vehicle service may be used. However, administrative officials *must* notify the transportation management service center each time they use noncontract service.

—*Delivery, Distribution, and Transportation Dept., 5-3-90.*

Nonbargaining Unit COLA Increases

The cost-of-living adjustment (COLA) increases appear on page 25. The field division offices will distribute the new salary schedules.

Application. These instructions apply to career nonbargaining unit employees in the:

1. Executive and Administrative (EAS) Step Schedule (RSC-E),
2. EAS Nonstep Schedule (RSC-E),
3. EAS A-E Postmaster Schedule (RSC-F),
4. Attorney Pay Schedule (RSC-U), and the
5. Structured Management Development Schedule (RSC-J).

Pay Change

COLA Increase. Effective May 5, 1990, Pay Period (PP) 11-90, employees covered by the above mentioned schedules will receive a new temporary COLA increase as follows:

1. EAS Step Schedule—\$541 per year (26 cents per hour), applied to all grades and steps;
2. EAS Nonstep Schedule—\$541 per year (26 cents per hour) for all employees with an annual basic salary of less than \$64,192 (the maximum basic salary for EAS-26). However, where a combination of basic salary and COLA would exceed \$64,192, the employee will receive only that portion of the COLA necessary to bring the total up to \$64,192.
3. EAS A-E Postmaster Schedule—EAS A-E postmasters will receive a pro rata COLA increase based upon their annual service hours as a percentage of a 2,080-hour service year as follows:
 - EAS-A \$162 (30 percent of full \$541 COLA)
 - EAS-B \$243 (45 percent of full \$541 COLA)
 - EAS-C \$324 (60 percent of full \$541 COLA)
 - EAS-D \$405 (75 percent of full \$541 COLA)
 - EAS-E \$486 (90 percent of full \$541 COLA)
4. Attorney Pay Schedule—\$541 per year (26 cents per hour) for all employees with an annual basic salary of less than \$64,192. However, where a combination of basic salary and COLA would exceed \$64,192, the employee will receive only that portion of the COLA necessary to bring the total up to \$64,192.
5. Structured Management Development Schedule—\$541 per year (26 cents per hour).

COLA is not part of basic salary and is not included in retirement and life insurance determinations.

Employees With a Saved or Protected Rate. Employees with a saved or protected rate (including those red-circled) will receive the same COLA increase as other EAS employees.

Temporary and Casual Employees. Temporary and casual employees are excluded from receiving these pay changes and will continue at their current rates of pay.

Implementation. The new COLA amounts are effective May 5, 1990 (PP 11-90), and will appear in paychecks distributed on May 25, 1990.

—*Employee Relations Dept., 5-3-90.*

IMM, Hbk. DM-201, Pub. 273 Revisions

EXPRESS MAIL INTERNATIONAL SERVICE—SRI LANKA

Effective April 30, 1990, On Demand and Custom Designed Service is available to Sri Lanka. The basic features of Express Mail International Service (EMS) to Sri Lanka follow.

Services Available

- Custom Designed Service
- On Demand

Note: In Sri Lanka, Express Mail Service is called EMS.

Weight and Size Limits

Maximum weight—44 pounds (20 kilograms), maximum length—36 inches (900 millimeters), maximum combined length and girth—79 inches (2 meters).

Areas Served

EMS is available to all locations.

Delivery

EMS items will be delivered within 24 hours of their receipt by the foreign exchange office. There will be no deliveries on Sundays and national holidays.

No Service Guarantee

Postal employees must tell customers that there is no service guarantee on any EMS item.

Country Code: LK

Numerical Data Entry Code: 115

Air Stop Code: CMB (Colombo)

City Code: CMB (Colombo)

Custom Designed Initial Shipment Date

The initial shipment date (Item 3 of Form 5637, *Express Mail Service Leg*) for Custom Designed Service agreements should be 17 days after the date one copy of the agreement is sent to:

Controller
International Postal Services and
Central Mail Exchange
Department of Posts
Colombo 1
SRI LANKA

Acceptable Items

All items admissible in international mail to Sri Lanka are accepted in EMS, including correspondence, business papers, merchandise samples, and merchandise. See the Country Conditions of Mailing for Sri Lanka in the INTERNATIONAL MAIL MANUAL (IMM) for specific prohibitions and restrictions.

Acceptable Items and Customs Declarations

Items	Customs forms/required endorsements
Correspondence and business papers.	Form 2976, <i>Customs-Douane C1</i> (green label). Endorse item clearly next to mailing label as Business Papers.

Acceptable Items and Customs Declarations—Cont.

Items	Customs forms/required endorsements
Merchandise samples without commercial value.	Form 2976, <i>Customs-Douane C1</i> (green label).
Merchandise and all articles subject to customs duty.	Form 2966A, <i>Parcel Post Customs Declaration—United States of America</i> .

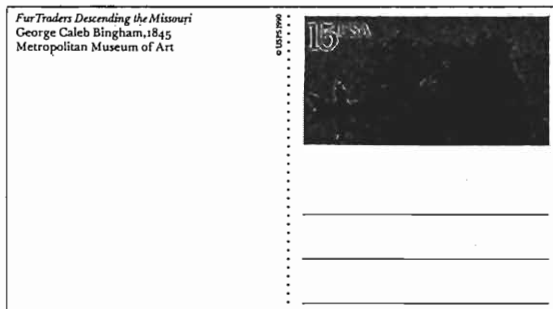
Note: Coins; banknotes; currency notes (paper money); travelers' checks; platinum, gold, and silver (manufactured or not); precious stones; jewelry; and other valuable articles are prohibited in EMS shipments to Sri Lanka.

Rates—Rate Group 4

Pounds (up to and including)	On demand	Custom designed
½	\$10.75	\$26.00
1	21.00	29.00
2	28.00	36.00
3	35.00	43.00
4	42.00	50.00
5	49.00	57.00
6	56.00	64.00
7	63.00	71.00
8	70.00	78.00
9	77.00	85.00
10	84.00	92.00
11	91.00	99.00
12	98.00	106.00
13	105.00	113.00
14	112.00	120.00
15	119.00	127.00
16	126.00	134.00
17	133.00	141.00
18	140.00	148.00
19	147.00	155.00
20	154.00	162.00
21	161.00	169.00
22	168.00	176.00
23	175.00	183.00
24	182.00	190.00
25	189.00	197.00
26	196.00	204.00
27	203.00	211.00
28	210.00	218.00
29	217.00	225.00
30	224.00	232.00
31	231.00	239.00
32	238.00	246.00
33	245.00	253.00
34	252.00	260.00
35	259.00	267.00
36	266.00	274.00
37	273.00	281.00
38	280.00	288.00
39	287.00	295.00
40	294.00	302.00
41	301.00	309.00
42	308.00	316.00
43	315.00	323.00
44	322.00	330.00

Future issues of the INTERNATIONAL MAIL MANUAL; Handbook DM-201, *Express Mail Service* and Publication 273, *Express Mail International Service Guide*, will include this revision.

—Marketing Dept., 5-3-90



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Issue Date: May 4, 1990
 First Day City: St. Louis, MO
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 Design Coordinator,
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 Copyright: ©USPS 1990

George Caleb Bingham EXTRAordinary Art Card™

The Postal Service honors the 19th-century American artist George Caleb Bingham by featuring one of his most famous paintings, *Fur Traders Descending the Missouri*, on a new EXTRAordinary Art Card™ to be issued May 4 at the Saint Louis Art Museum in St. Louis, Missouri.

This EXTRAordinary Art Card™ includes a glossy, color reproduction of the painting on one side and, on the reverse, an area for a personal message and mailing address along with the 15-cent printed postage. The card will sell for 50 cents, including the 15 cents postage.

Procedures for ordering first-day cancellations follow:

Customers Providing Stationery. Customers who provide their own cards will receive preferential serv-

ice. They should address cards at least 5/8 inch from the bottom. Customers may also affix uncanceled stamps issued on or before May 4. The Postal Service will return without cancellation any cards bearing stamps issued after that date. Requests must be postmarked by June 3 and addressed: Customer Supplied Cards, Postmaster, St. Louis, MO 63155-9991. No remittance is required.

Postal Service Providing Stationery. Customers should provide a peelable return label for each postal card. The price is 50 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 June 3 and addressed: George Caleb Bingham Postal Card, Postmaster, St. Louis, MO 63155-9992.



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 90-13
 Remove after June 3

PLEASE POST ON BULLETIN BOARD

THRIFT SAVINGS PLAN OPEN SEASON

The next open season for the Thrift Savings Plan (TSP) is May 15, 1990 through July 31, 1990. All career employees hired before January 1, 1990, are eligible to participate in this open season.

Elections

Civil Service Retirement System (CSRS) and CSRS offset employees may submit an election form to begin contributing, stop contributing, or change the amount or percentage being contributed. Federal Employees' Retirement System (FERS) employees have the same options as CSRS employees. In addition, they may elect to allocate their contributions to either or all of the three available funds.

The effective dates for elections for this open season are July 14, 1990 and July 28, 1990.

Distribution of Material

Two booklets, Summary of the Thrift Savings Plan for Federal Employees, TSPBK 08, and the Open Season Update, TSP 0590, are available again this open season. A revised TSP poster, featuring an ice cream cone, is also available to replace the poster used during the previous open season.

The summary plan description, TSPBK 08, must be mailed to all career employees who are newly eligible to contribute to the Thrift Savings Plan in the May 15—July 31 open season. Each division, management sectional center (MSC), and bulk mail center (BMC) will receive a listing of these employees and mailing labels with the employees' home addresses.

The summary plan description, TSPBK 08, and the update, TSP 0590, must be available to all previously eligible career employees. TSP-1, *Thrift Savings Plan Election Form*, revised February 1989, must also be available to all eligible employees. All other versions of the form are obsolete. The materiel distribution centers (MDCs) will ship the open season updates and election forms directly to each field division, MSC, and BMC.

The summary plan descriptions will not be distributed automatically. Each division should supplement its current inventory of the Summary of the Thrift Savings Plan for Federal Employees in the amount necessary, requesting additional copies from the MDC by submitting Form 7380, *MDC Supply Requisition*.

The table below explains the distribution of the open season forms and booklets and how personnel offices should use them.

Participant Statements/Address Changes

Employees with a Thrift Savings Plan account will receive a participant's statement from the Thrift Savings Plan in May. Statements will be

mailed to the employee's address of record with the Postal Service. Employees with address changes must submit Form 1216, *Employee's Current Mailing Address*, to their personnel offices as soon as possible. Personnel offices must promptly process any pending Forms 1216.

Interfund Transfer of Contributions

FERS employees who have previously contributed to the Thrift Savings Plan may make an interfund transfer. They may transfer a portion of their previously invested contributions among the three funds. In 1990, employees may allocate up to 60 percent of their current contributions to the C and/or F funds, and at least 40 percent must remain in the G fund. Eligible employees will receive information and Form TSP-30, *Interfund Transfer Request*, directly from the Thrift Savings Plan service office.

FERS employees who wish to make an interfund transfer must submit the form to the Thrift Savings Plan service office at the address on the form. They must *not* submit the interfund transfer form to the Postal Service. Should an employee submit an in-

TSP Open Season Materials

Forms	Distribution	Personnel Office Action
TSP-1, <i>Thrift Savings Plan Election Form</i> , (2-89).	Automatic to field divisions (FDVs), MSCs, and BMCs from the materiel distribution center (MDC).	Make available during TSP open season.
TSP-3 (8-88), <i>Federal Retirement Thrift Savings Plan Designation of Beneficiary</i> .	Requisition from MDC.	Make available during TSP open season and throughout the year.
TSP-30 <i>Interfund Transfer Request</i> .	Automatic to eligible employees from TSP.	None (Submitted by employee directly to the TSP.)
Booklets		
TSPBK 08, <i>Summary of the Thrift Savings Plan for Federal Employees</i> .	Requisition from MDC.	Mail to all newly eligible employees using listing and labels from the PDC.
TSP 0590, <i>Open Season Update</i> .	Automatic to FDVs, MSCs, and BMCs from MDC.	Make available during TSP open season.
Posters		
TSP open season poster featuring ice cream cone.	Automatic to FDVs from TSP.	FDVs distribute to MSCs and BMCs for publicizing the TSP open season.

THRIFT SAVINGS PLAN OPEN SEASON—Continued

terfund transfer form, it must be returned to the employee immediately. All information about the interfund transfers will be sent to the employee's mailing address on file with the Postal Service.

Designation of Beneficiary

TSP participants should be encouraged to complete Form TSP-3, *Federal Retirement Thrift Savings Plan Designation of Beneficiary* (Revised August 1988), at the time of election. The January 1987 version is still valid for employees who previously filed it, but should not be distributed currently. Form TSP-3 ensures that in the case of an employ-

ee's death, the TSP account balances will be distributed according to his or her stated preference.

Publicity

The Thrift Investment Board shipped directly to each field division a supply of posters for this open season. Field divisions must ensure that MSCs and BMCs under their jurisdiction receive some of the posters and that the posters receive as wide a distribution as possible. To assist in publicizing the TSP open season, post the notice on page 23 on all bulletin boards through July 31, 1990.

—Employee Relations Dept., 5-3-90.



IMM Revision

INTERNATIONAL PRIORITY AIRMAIL SERVICE

Effective June 2, 1989, two rate options are available for International Priority Airmail (IPA) service: a presorted rate of \$7 per pound or fraction of a pound and a nonpresorted rate of \$8.50 per pound or fraction of a pound.

INTERNATIONAL MAIL MANUAL subchapter 280 is amended as follows to provide for the two rate options and to incorporate the revised preparation regulations applicable to each rate category.

Section 280 is reprinted below in its entirety for ease of reference:

280 International Priority Airmail Service

* * * * *

281 Description

281.1 General. International Priority Airmail service is faster than regular international airmail service. It is available to bulk mailers of all LC and AO items that are sorted by the sender to the individual destination countries.

281.2 Qualifying Mail and Minimum Quantity Requirements. Any item falling into the LC or AO classifications, as defined in 141.2, which is prepared in compliance with the applicable mailing conditions set forth in this chapter, may be sent in this service. To qualify for the service, the sender must have a minimum volume of 200 pieces, or 10 pounds, of mail in one or both of these classifications. The minimum volume or weight criteria apply to the entire mailing and not to each country of destination. Items do not have to be of the same size and weight to qualify.

281.3 Dutiable Items. Dutiable items may be sent in LC letter packages or AO small packets if entered in accordance with the applicable rules set forth in this chapter for those classes of mail. Items entered under the parcel post (CP) classification, either ordinary or insured, may *not* be entered as International Priority Airmail.

281.4 Origin and Destination Locations. The service is available to all bulk mailers through designated gateway areas to all foreign countries, except Canada. The following specific ZIP Code areas are the only ones that may provide collection service for International Priority Airmail. Customers outside of these areas are responsible for depositing their mail at an accepting airport mail facility or other designated office.

Northeast Region

Boston, MA	020-022
Buffalo, NY	140-143
Hartford, CT	060-061
New York, NY	
Brooklyn, NY	103, 111, 122
Newark, NJ	070-073
New Brunswick, NJ	088-089

Northeast Region—Continued

New York, NY	100-102, 104
Queens, NY	110, 113, 114, 116
Providence, RI	029
Syracuse, NY	132

Eastern Region

Baltimore, MD	210-212
Cincinnati, OH	450-452
Cleveland, OH	440-441
Columbus, OH	430-433
Harrisburg, PA	170-172
Louisville, KY	400-402
Philadelphia, PA	190-191
Pittsburgh, PA	150-152
Raleigh, NC	276
Washington, DC	
Northern VA	220-223
Prince Georges, MD	206-209
Washington, DC	200, 202-205

Central Region

Chicago, IL	
Chicago, IL	606
North Suburban, IL	600-603
South Suburban, IL	604-605
Denver, CO	800-803
Des Moines, IA	502-503
Detroit, MI	480-483
Indianapolis, IN	462
Kansas City, MO	641
Milwaukee, WI	532
Minneapolis, MN/St. Paul, MN	
Minneapolis, MN	554
St. Paul, MN	551
St. Louis, MO	631
Wichita, KS	672

Southern Region

Atlanta, GA	300-303
Birmingham, AL	350-352
Dallas, TX/Ft. Worth, TX	
Dallas, TX	752-753
Ft. Worth, TX	760-761
Houston, TX	770-772
Miami, FL	330-333
Nashville, TN	370-372
New Orleans, LA	701
Oklahoma City, OK	731
Orlando, FL	327-328
San Antonio, TX	782
Tampa, FL	335-337

INTERNATIONAL PRIORITY AIRMAIL SERVICE—Continued

Western Region

Albuquerque, NM	870-872
Las Vegas, NV	890-891
Los Angeles, CA	
Alhambra, CA	917-918
Inglewood, CA	902-905
Long Beach, CA	906-908
Los Angeles, CA	900-901
Pasadena, CA	910-912
San Bernadino, CA	923-925
Santa Ana, CA	926-928
Santa Barbara, CA	930-931, 934
Van Nuys, CA	913-916
Phoenix, AZ	850-853
Portland, OR	970-972
Sacramento, CA	956-958
Salt Lake City, UT	840-841, 844, 846
San Diego, CA	920-921
San Francisco, CA	
Oakland, CA	945-948
San Francisco, CA	940-944
San Jose, CA	950-951
Seattle, WA	980-981
Tacoma, WA	983-984

281.5 Special Services Not Available. The special services provided for in Chapter 3 are not available for items sent in this service.

281.6 Customer Identification Number. Except for federal agencies, each mailer must have an 11-digit identification number issued by the Postal Service. The first five digits of the number are the ZIP Code of the post office issuing the number. The second six numbers are either the mailer's permit number or if the mailer does not have a permit, a number consisting of the three letters "IPA" plus a sequentially assigned three-digit number (i.e., IPA001, IPA002). Federal agencies are not assigned an identification number but must furnish their three-digit Federal Agency Code number and may furnish an optional five-digit cost code on the mailing statement.

282 Postage**282.1 Rates**

282.11 General. There are two rate options for International Priority Airmail Service: a presorted rate of \$7 per pound or fraction of a pound and a nonpresorted rate of \$8.50 per pound or fraction of a pound. Mail entered at the IPA presorted rate must be made up in accordance with sections 284.4 through 284.5. Mail entered at the nonpresorted rate must be properly made up into working bundles and sacked in accordance with section 284.41 and 284.53.

282.12 Separation by Rate Category. When an IPA mailing consists of presorted and nonpresorted mail, the mailing must be physically separated by rate category at the time of mailing.

282.13 Computation of Postage. Postage is paid on a per pound basis. The total weight of each rate category (e.g., presorted and nonpresorted) is rounded to the next whole pound.

The tare weight (weight of the postal equipment) is not included in determining the weight of the mail. To compute postage, multiply the weight of the mailing by the applicable pound rate.

Example for presorted rate:

- a. Add all presorted mail together.
- b. Subtract the tare weight.
- c. Round the weight upward to the next whole pound.
- d. Multiply the amount by the presorted per-pound rate.

282.2 General

282.21 Postage Payment Methods. Postage must be paid by postage stamps, postage meter, or permit imprint. Government mailers may use these postage payment methods but they may not use their standard penalty indicia. Postage charges are computed on Form 3652, *Statement of Mailing—International Airmail*.

282.22 Postage Meter or Stamps

282.221 Postage Endorsement. When postage is paid by postage meter or postage stamps each mail-piece must be endorsed "U.S. International Airmail Postage Paid" on the address side of the mail, in the upper right corner. The denominated stamps or meter stamps are affixed directly to Form 3652.

282.222 Specifications for Endorsement. The required postage payment endorsement may be made by printing press, hand stamp, lithography, mimeograph, multigraph, address plate, or similar device. It may also be applied by running the mail through a postage meter that has been equipped with a special slug furnished by the meter manufacturer. The endorsement will then appear in the ad plate field in combination with a meter impression showing a zero postage amount. The endorsement cannot be typewritten or hand-drawn. *Note:* Because IPA mail is paid at a pound rate, individual pieces must not bear a denominated stamp or a meter stamp with a specified amount.

282.223 Drop Shipment of Metered Mail. Mailers who want to enter metered IPA mail at a post office other than where the meter is licensed, must obtain a drop shipment authorization. To obtain an authorization, the mailer must submit a written request to the postmaster at the office where the mail will be entered.

282.23 Permit Imprint. Mailers who have a permit may use it for items mailed as International Priority Airmail. The format of the permit imprint must be prepared in one of the forms shown in Exhibit 152.3. Permit imprints that denote: Priority

INTERNATIONAL PRIORITY AIRMAIL SERVICE—Continued

Mail, Bulk Mail, Nonprofit, or other special rates may not be used for international mail.

283 Weight and Size Limits

The weight and size limits for LC items sent in this service are set forth in 223 and 233. The weight and size limits for AO items sent in this service are set forth in 243, 253, and 263.

284 Preparation Requirements

284.1 Addressing. See 122.

284.2 Marking

284.21 Airmail. The sender must mark PAR AVION or affix Label 19, *Airmail PAR AVION*, on the address side of each piece. The red, white, and blue border airmail envelope is optional and may also be used for items sent in this service in addition to the required "Airmail" endorsement.

284.22 Printed Matter

a. Each item containing printed matter and weighing more than 4 pounds must be marked with the words "PRINTED MATTER," "PRINTED MATTER—BOOKS," "PRINTED MATTER—CATALOGS," or "PRINTED MATTER—SECOND CLASS," as appropriate (see 244.2). If second-class publications are paid for by means of an advance deposit account, the imprint authorized under 244.21d may be used in lieu of the "PRINTED MATTER—SECOND CLASS" endorsement.

b. An item containing printed matter and weighing four pounds or less is not required to be marked with one of the endorsements referred to in 284.22a, but may be marked with such an endorsement at the discretion of the sender.

284.3 Sealing. Any item sent in this service may be sealed at the option of the sender.

284.4 Sortation Requirements for International Priority Airmail

284.41 Nonpresorted Mail

284.411 Working Bundles. IPA mail paid at the nonpresorted rate must be made up into working bundles. Letters and flats must be bundled separately, although nonidentical pieces may be commingled within each of these categories. Pieces that cannot be bundled because of their physical characteristics must be placed loose in the sack.

284.412 Facing of Nonpresorted Mail. All pieces in the bundle must be faced the same way and a facing slip that identifies the contents of the bundle must be placed on the address side of the top item of each bundle.

284.413 Nonpresorted Mail Bundle Labels. For nonpresorted mail, the bundle label (facing slip) must be completed as follows:

Line 1: Appropriate U.S. Exchange Office and Routing Code

Line 2: International Priority Airmail—WKG

Line 3: Mailer, Mailer Location

Example: AMF Boston MA 021

International Priority Airmail-WKG

CPA Company Boston MA

284.42 Presorted Mail

284.421 Direct Country Bundles. When there are six or more pieces for the same country (except Great Britain, Federal Republic of Germany, and Mexico; see 284.425), they must be made up into a country bundle.

284.422 Optional City/Postal Code Sortation. At the mailer's option, a finer breakdown by city or postal code may be made based on sortation information provided by the administration of the destination country.

284.423 Facing of Pieces Within Country Bundle. All pieces in the country bundle must be faced in the same direction and a facing slip that identifies the contents of the bundle placed on the address side of the top piece of each bundle. *Note:* The pressure-sensitive labels and optional endorsement lines used domestically for presort mail are prohibited for International Priority Airmail.

284.424 Country Bundle Label. The bundle label (facing slip) for country bundles that contain six or more pieces to a specific country (except for Great Britain, Federal Republic of Germany, and Mexico) must be completed as follows:

Line 1: Foreign Exchange Office

Line 2: Country of Destination

Line 3: Mailer, Mailer Location

Example: 1150 Vienna Flug

Austria

RBA Company Washington DC

284.425 Great Britain, Federal Republic of Germany, and Mexico. Items for these countries must be made up into bundles of six or more pieces in accordance with special sortation instructions provided by the acceptance post office (see 281.4).

284.426 Residual Mail. Residual mail (less than six pieces to a country) is not eligible for the presort rate. Residual mail must be made up into working bundles and labeled according to the provision in section 284.41.

284.43 Physical Characteristics and Requirements for Bundles.

284.431 Thickness. Bundles of letter-sized mail should be no thicker than approximately a handful of mail, 4 to 6 inches thick.

284.432 Securing Bundles. Each bundle must be securely tied. Placing rubber bands around the length and girth is the preferred method of securing bundles of letter-size mail. Plastic strapping placed around the length and girth is the preferred method of securing bundles of flat-size mail.

284.433 Separation of Mail. Letter-size and flat-size mail must be bundled separately. LC and AO

INTERNATIONAL PRIORITY AIRMAIL SERVICE—Continued

mail classes may be commingled in a letter-size or flat-size mail bundle.

284.5 Sacking Requirements

284.51 Direct Country Sacks (10 pounds or more)

284.511 General. When there are 10 pounds or more of mail addressed to the same country (including Great Britain, the Federal Republic of Germany, and Mexico), the mail must be enclosed in blue international airmail sacks and labeled to the country with Tag 116 (AV 8 Tag). All types of mail, including the letter-size bundles, flat-size bundles, and loose items for each destination can be commingled in the same sack and counted toward the 10-pound minimum.

284.512 Direct Country Sack Label. Direct country sacks must be labeled with PS Tag 116. The tag is white and specially coded to route the mail to a specific country and airport of destination. The blocks on the tag for date, weight, and dispatch information must be completed by the Postal Service and may not be completed by the mailer. Tag 115, *International Priority Airmail*, must also be affixed to the Direct Country Sacks. Tag 115 is a "Day-Glo" pink tag that identifies the mail to ensure it receives priority handling.

284.52 Mixed Direct Country Bundle Sacks

284.521 General. The direct country bundles containing six or more pieces destined to a specific country that cannot be made up in direct country sacks, must be enclosed in orange Priority Mail sacks unless other equipment is specified by the acceptance office.

284.522 Mixed Direct Country Sack Label. The sack label must be completed as follows:

Line 1: DIS Acceptance Post Office Routing Code

Line 2: International Priority Airmail

Line 3: Mailer, Mailer Locations

Example: DIS Philadelphia PA 190

International Priority Airmail

ABC Store Philadelphia PA

284.53 Nonpresort/Residual Mail Sacks

284.531 General. The working bundles of mixed country mail and loose items should be en-

closed in orange Priority Mail sacks unless other equipment is specified by the acceptance office. Nonpresorted letter-size mail consisting of 400 pieces or more may be presented in trays if authorized by the acceptance office. Working bundles of mixed mail cannot be enclosed in Mixed Direct Country Sacks.

284.532 Nonpresort/Residual Mail Sack Label.

The sack label must be completed as follows:

Line 1: Appropriate U.S. Exchange Office and Routing Code

Line 2: International Priority Airmail—WKG

Line 3: Mailer, Mailer Location

Example: AMF Boston MA 021

International Priority Airmail—WKG

CPA Company Boston MA

284.54 Tags and Weight Maximum for Sacks

284.541 Weight Maximum. The maximum weight of the sack and contents must not exceed 66 pounds.

284.542 Tag 115 and Tag 116. All IPA sacks (direct country, mixed direct country bundle sacks and nonpresort/residual mail sacks) must be labeled with Tag 115, *International Priority Airmail*. Tag 115 is a "Day-Glo" pink tag that identifies IPA mail to ensure that it receives priority treatment. Tag 116 is a dispatching tag to be used only for Direct Country Sacks. Tag 116 is white and specially coded to route the mail to a specific country and airport of destination. The blocks on the tag for date, weight, and dispatch information must be completed by the Postal Service and may not be completed by the mailer. Postal tags and sacks are available from the post office.

284.6 Bundle and Sack Label Information. Mailers may obtain routing information for facing slips and sack labels from the acceptance post office. Routing information is also printed in Publication 507, *International Priority Airmail Mailer Guidelines*, and Handbook IM-201 *International Priority Airmail Guidelines*.

284.7 Customs Forms Requirements

284.71 Letters and Letter Packages. See 224.5

284.72 Printed Matter. See 244.6

284.73 Small Packets. See 264.5

—Rates and Classification Dept., 5-3-90.

**Reckless driving never determines who's right . . .
only who's left**

DMM Notice

Lottery Exemptions

The Charity Games Advertising Clarification Act of 1988, Public Law 100-625, 102 Stat. 3205, provides new exemptions from Title 18, U.S. Code, Section 1302, the criminal lottery statute whose prohibitions are reflected in DOMESTIC MAIL MANUAL (DMM) 123.42. These provisions, which go into effect on May 7, 1990, broaden the current exemption for advertising state-conducted lotteries. They also create exemptions for advertising other lotteries not prohibited by the states in which they are conducted, provided such lotteries are conducted by not-for-profit or governmental organizations or by commercial organizations as promotional activities clearly occasional and ancillary to their primary businesses.

To reflect these exemptions, DMM Issue 35, 6-17-90, will contain the following revised subsection 123.424 and a new subsection 123.426:

123.424 This section does not apply to an advertisement, list of prizes, or other information concerning a lottery conducted by a state acting under the authority of its law contained in a publication published in that state or in any other state that conducts such a lottery. This section also does not apply to mailings to addresses within a state of tickets or other material concerning a lottery conducted by that state under the authority of its law (18 USC 1307).

123.426. This section does not apply to an advertisement, list of prizes, or other information concerning a lottery that is not prohibited by the state in which it is conducted and that is conducted by any of the following:

- a. A not-for-profit organization (i.e., one that would qualify as tax exempt under section 501 of the Internal Revenue Code of 1986).
- b. A governmental organization conducting a lottery other than a state-conducted lottery described in 123.424.
- c. A commercial organization whose primary business is something other than conducting lotteries, that is conducting the lottery as a clearly occasional promotional activity ancillary to its primary business (18 USC 1307).—*Law Dept., 5-3-90.*

DMM Notice

Postage Placement

Effective with DOMESTIC MAIL MANUAL (DMM) Issue 35 (6-17-90), sections 122.25 and 145.22 are revised to eliminate apparent contradictions concerning the placement of postage on mailpieces. The revision also clarifies that, in determining the placement of postage, the mailpiece must be oriented so that the address can be read without turning the mailpiece.

—*Rates and Classification Dept., 5-3-90.*

Arrow Locks and Keys

Arrow or inside locks are installed inside collection/relay boxes, apartment house mailbox panels, neighborhood delivery and collection box units (NDCBUs), nonpersonnel rural stations and branches, and receiving boxes in office buildings and hotels.

Locks and keys are accountable property, and their issuance must be controlled by inventory and receipt. CAG A-G offices must keep a record of the date of receipt, the number of the key, and the combination, if any, on Form 1628, *Individual Key Record*. Other post offices must maintain a record of mail keys in the space provided on the inside back covers of their cashbooks.

Employees must wear their permanently assigned keys attached to their clothing by a chain at all times while on duty. Carriers must sign for mail keys issued to them. To eliminate the necessity of having the carrier repetitively sign the key record book or Form 1628, use one of the following plans:

1. Make up sets of keys for each route and enter the number of each key in the key record book. Opposite the key number, place the number of the route to which the key is assigned. Issue metal or fiber key checks, each bearing a different number, to both regular and substitute carriers, obtaining a receipt. When carriers call for a set of keys assigned to the route they are serving, have them surrender their key check. Place check on separation in key case. Return the check to the carriers when they return the key. The check-in employee would verify that all keys in the set are there before clearing the carrier and returning the check.

2. Make up sets of keys for each route and attach a tag bearing a serial number to each set. Enter this number, in addition to the route number, in the key record. This number will identify the set of keys and may be entered on the receipt to be signed by a substitute carrier for any set drawn by a substitute. The sets of keys may be issued to regular carriers upon surrender of key checks issued to them.

The loss or theft of an arrow key should be reported immediately to the Inspection Service.

—*Delivery, Distribution, and Transportation Dept., 5-3-90.*

DMM Notice

Three-Digit Sack Labeling Requirements

Effective with DOMESTIC MAIL MANUAL, Issue 35, 6-17-90, sections 441.31c and 767.223 are revised to clarify the labeling requirements for three-digit sacks. The revision clarifies the use of the appropriate city or sectional center facility (SCF) and state names followed by the appropriate three-digit prefix reflecting the contents of the sack.

—*Delivery, Distribution, and Transportation Dept., 5-3-90.*

LOBBY DISPLAYS/PROMOTIONS FOR MAY 1990

Post offices and classified units should remove all national lobby posters, notices, and displays not listed in this notice.

Mandatory Displays. The following posters, notices, and signs are mandatory for display:

Number	Title	Issued
Poster 7	Rules and Regulations Governing Conduct on Postal Property.	7-89
Poster 31-B	Mail Problem? (holds Consumer Service Cards).	7-88
Poster 74	Packaging Pointers	6-82
Poster 75	Your Federal Lawmakers	
Poster 76	Hazardous Materials.....	8-88
Poster 103	Postage Rates, Fees, and Information.	4-88
Notice 96	Notice of Reward	5-88
Sign 145	Check Acceptance Policy (counter easel—A professionally printed facsimile may be substituted.).	1-82
Selective Service registration:		
SSS 46	Poster.....	6-88
SSS 10	Brochure.....	4/87
SSS 1	Registration Form	
Notice 10	No Dogs Allowed	4-85
Sign 105	Express Mail Acceptance Office...	4-86

Olympic decals for lobby doors
Signs Indicating:

- Hours of Service (window and post office box).
- Letter drops and dispatch times.
- Services offered at window positions.
- Emergency contacts when office is closed.
- Manager on Duty.

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

Title	Post	Remove
Marianne Moore (poster)	Apr. 11.....	May 18.
Lighthouses (poster).....	Apr. 19.....	May 23.
Lighthouses (counter easel).	Apr. 27.....	Jun. 27.
Rhode Island (poster).....	May 26.....	Jun. 24.
Special Occasion (poster)	Feb. 5.....	May 15.

Missing Children Poster. Offices should display the January 1990 poster and discard previous issues.

Stamp Posters. Place the following posters in binders:

Title	Remove
90-9 Classic Films	May 22.
90-10 Marianne Moore.....	May 18.

Wanted Circulars. Remove all wanted circulars from bulletin boards and place them in a binder secured in the lobby. A list of circulars still in effect appeared in POSTAL BULLETIN 21760, 4-4-90 (page 11).

Postal Product Displays. Display current philatelic products and all packaging products (retail products) attractively, with professionally printed, not handwritten, prices. The Spring 1990 Commemorative Stamp Pack (Item 8890) may be displayed at the counter to prompt impulse purchases. When space does not permit the display of all packaging products, display the product line poster, *Wrap With Us*, in conjunction with products.

Customer Forms and Supplies. The following forms and supplies should be made available to customers in the lobbies:

Number	Title
11-A.....	Express Mail PO to PO.
11-B.....	Express Mail PO to Addressee.
2865.....	International Return Receipt.
2966-A.....	PP Customs Declaration.
2966-B.....	PP Customs Declaration.
2976.....	Customs Douane C1.
3227.....	Stamps by Mail (envelope).
3575.....	Change of Address.
3800.....	Certified Receipt.
3804.....	Merchandise Return.
3806.....	Registered Mail Receipt.
3811.....	Domestic Return Receipt.
3813.....	Insured Receipt.
4314-C.....	Consumer Service Card.
EP13-C.....	Express Mail (envelope).
EP14.....	Priority Mail (envelope).
Pub. 65-A.....	National Five-Digit Zip Code and Post Office Directory.
Pub. 66-A.....	ZIP + 4 State Directory.

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

- Form 3203, *Printed Stamped Envelopes Order* (card)
- Form 3227, *Stamps by Mail* (envelope)
- SSS 10, *Selective Service* (brochure)
- SSS 1, *Selective Service* (registration form)
- Pub. 201-A, *Consumer's Directory of Postal Services and Products*

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

Number	Title
Pub. 20.....	Priority Mail.
Pub. 122.....	Customer Guide to Filing Indemnity Claims on Domestic Mail.
Pub. 227.....	How to Prepare and Wrap Packages.

LOBBY DISPLAYS/PROMOTIONS FOR MAY 1990—Continued

Number	Title
Pub. 300	A Consumer's Guide to Postal Crime Prevention.
Pub. 301	Postal Crime Prevention: A Guide for Businesses.
Not. 43	Express Mail General Information.
Not. 50	Theft? Protect Your Mail.
Not. 59	Postage Rates, Fees, and Information.
Not. 107	Hazardous Materials.
Not. 255	From Here to There—International Mail.
Not. 256	How to Go on a Shopping Spree.

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

Optional Displays. Refer to Chapter 2 of Publication 223, *Directives and Forms Catalog* (March 1990), for a current listing of optional displays. Remove all unnecessary or obsolete signs, notices, and posters.—*Philatelic and Retail Services Dept., 5-3-90.*

FORMS UPDATE

This update lists all new, revised, and obsolete forms since POSTAL BULLETIN 21759, March 22, 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—Continued

Form No. and date	Title	Supply source
PS 8073, 03-90	Mail Arrival Profile Worksheet..	H
PS 8074, 03-90	Mail On-Hand Profile	H
PS 8075, 03-90	Mailer Notification Log Sheet for Disqualified Mailings.	H
PS 8077, 03-90	Equipment Inventory.....	H
SF-3100, 01-87.....	Individual Retirement Record (FERS).	D

Revised Forms

Form No. and date	Title	Oldest usable date
PS 182-F, 01-90	Certificate of Training (Pre-printed Signature).	01-90
PS 456, 03-90	Transmittal Letter for U.S. Carrier Accounts.	09-82
PS 793, 11-89	Employee's Individual Leave Record.	11-89
PS 991, 01-90	Application for Promotion or Assignment.	04-84
PS 1231, 03-90	Board of Governors/Officers' Expense Report.	04-88
PS 1260, 10-89	Nontransactor Card.....	10-89
PS 1271, 12-89	Change Notice/Transmittal—Data Processing Documentation.	12-89
PS 1272, 12-89	Program Installation Request—Alert and Movesheet.	12-89
PS 1597, 04-89	Work Assignment and Mail Count (Messenger Operations).	03-86
PS 1604, 06-89	Confirmation of Trust Fund Balance.	06-89
PS 2460, 01-90	PS Examination Admissions Card.	03-79
PS 2801, 01-90	Board of Contract Appeals Order.	01-87
PS 3151, 12-89	Title and Table of Contents—Data Processing Documentation.	12-89
PS 3625, 01-90	Merchandise Return Permit Application.	01-90

New Forms

Form No. and date	Title	Supply source
PS 8038, 06-89	Employee Statement to Recover Back Pay.	F
PS 8039, 06-89	Back Pay Decision/Settlement Worksheet.	F
PS 8046, 10-89	Request for Part-Time or Return to Full-Time Employment.	H
PS 8048, 01-90	Vehicle Hire Emergency Contract Service.	F
PS 8049, 01-90	Vehicle Hire Pay Adjustment	F
PS 8061, 02-90	Application for Accelerated Reply Mail.	F
PS 8064, 03-90	Individual Presort Verification Proficiency Log.	H
PS 8065, 03-90	Unit Presort Verification Proficiency Log.	H
PS 8066, 03-90	Individual Employee Skill Assessment Log.	H
PS 8067, 03-90	Unit Skill Assessment Log	H
PS 8068, 03-90	Employee Skill Assessment	H
PS 8069, 03-90	Bypass Mail Log.....	H
PS 8070, 03-90	Workload—Workhours—Productivity Worksheet—Five-Day Operation.	H
PS 8071, 03-90	Workload—Workhours—Productivity Worksheet—Six-Day Operation.	H
PS 8072, 03-90	Accounting Period Progress Report.	H

FORMS UPDATE—Continued

Revised Forms—Continued

Form No. and date	Title	Oldest usable date
PS 4878, 03-89	Calculation of Taxable Reimbursement—Grossing Up Allowance.	03-89
PS 5139, 04-88	Nonpostal Service Temporary Employee (identification badge).	04-88
PS 5634-O, 05-89	Outgoing Express Mail Service Schedule Log.	11-79
PS 8020, 01-90	Report of Installation (Postmaster or Officer-in-Charge).	01-90

Obsolete Forms

Form No. and date	Title	Obsolete date
PS 1804-B, 06-73	Postmaster's Certification of Vehicle Hire Service.	02-12-90
PS 1931, 12-75	Separated Postmaster's Transaction Control.	04-06-90
PS 4899, 08-74	Money Order Maintenance Test.	03-27-90
PS 7394, 01-78	Vehicle Maintenance Pricing Proposal.	04-16-90
PS 7395, 06-85	Vehicle Repair and Maintenance Agreement.	04-16-90

—Office of Information Services, 5-3-90.

Special Cancellations

Postmasters with any of the special cancellation die hubs listed below are authorized to use them for the 1990 periods designated below. At the end of the period, postmasters should withdraw the die hubs from use and store them. Postmasters who do not have these special die hubs must not request them without application by the sponsors.

Cancellation	Period of use
Muscular Dystrophy	May 17-June 30
Goodwill Industries	May 1-June 30
Multiple Sclerosis	May 12-June 16
National Transportation Week	May 12-18
National Historic Preservation	May 1-31
Salvation Army	May 1-31
Mental Health	May 1-31
Armed Forces Day	May 1-31
Neurofibromatosis	May 1-31
City of Hope	May 15-June 15
Flag Day	May 1-June 14

—Rates and Classification Dept., 5-3-90.

DMM Notice

Copalletizing Multiple Second-Class Publications

Effective with DOMESTIC MAIL MANUAL Issue 35 (6-17-90), new subsections are added to 442 and 445 to allow mailers to palletize multiple flat-size, second-class publications that have each been separately presorted into packages to the finest extent possible and to copalletize packages from two or more mailings on the same pallet. Section 445.3, which outlines procedures and requirements for palletizing sacks, has been renumbered as section 445.4.

This revision should encourage preparation of pallets to the finest level of sortation possible.

DMM 445.31 includes information on the application procedures for copalletization authorizations.—*Rates and Classification Dept., 5-3-90.*

BUY U.S. SAVINGS BONDS

DOMESTIC ORDERS

False Representation and False Representation and Lottery. Enforced by postmasters at cities listed.

State/city	Names covered	Product
CA, Claremont 91711-4831	Thomas Falater & Robin Madison, 143 Marywood Avenue.	A false billing scheme.
CA, Claremont 91711-3399	Thomas Falater & Robin Madison, 976 Foot-hill Boulevard, #470.	A false billing scheme.
NJ, Somerville 08876-0516	Trade Economics Consultants Corp., P.O. Box 516.	Solicitations for "M&A report on performance & prospects. Corporate & financial."
NJ, Somerville 08807-3148	Trade Economics Consultants Corp., 61 Fin-derne Avenue.	Solicitations for "M&A report on performance & prospects. Corporate & financial."
TX, Fort Worth 76118-1381 ...	United Awards Center, 2505 Gravel Drive, Suite Q.	A lottery promotion.

—Judicial Officer, 5-3-90.

RETURN RECEIPTS NEED ATTENTION

SENDER: Complete items 1 and 2 when additional services are desired, and complete items 3 and 4.
Put your address in the "RETURN TO" Space on the reverse side. Failure to do this will prevent this card from being returned to you. The return receipt fee will provide you the name of the person delivered to and the date of delivery. For additional fees the following services are available. Consult postmaster for fees and check box(es) for additional service(s) requested.

1. Show to whom delivered, date, and addressee's address. (Extra charge)

2. Restricted Delivery (Extra charge)

3. Article Addressed to:

4. Article Number

Type of Service:

Registered Insured
 Certified COD
 Express Mail Return Receipt for Merchandise

Always obtain signature of addressee or agent and **DATE DELIVERED.**

5. Signature — Addressee
X

6. Signature — Agent
X

7. Date of Delivery

8. Addressee's Address (ONLY if requested and fee paid)

PS Form 3811, Apr. 1989

DOMESTIC RETURN RECEIPT

- 1 These services cost extra. Do not check unless additional fees are paid.
- 2 Note that payment of the basic fee provides the name of the person the article was delivered to and the date of delivery.

- 3 Do not postmark or round date.
- 4 Delivery employee enters date of delivery if customer does not.

PLEASE POST



THRIFT SAVINGS PLAN

MAY-JULY OPEN SEASON

- The Thrift Savings Plan Open Season runs from May 15, 1990 through July 31, 1990.
- All career employees hired before January 1, 1990, are eligible to participate in the Thrift Savings Plan this open season.
- The effective dates for elections made during this open season are:

—July 14, 1990 (Pay Period 16)
—July 28, 1990 (Pay Period 17)

- All Federal Employees' Retirement System (FERS) employees hired before July 1, 1989, all Civil Service Retirement System (CSRS) employees and CSRS Offset employees who have contributed to the Thrift Savings Plan will receive a statement of their accounts at their home addresses during May.
- If your address has changed, you must submit Form 1216, *Employee's Current Mailing Address*, to your personnel office in order to receive a statement.
- To open a Thrift Savings Plan account or to change your current contributions, complete Form TSP-1, *Thrift Savings Plan Election Form* (Revised February 1989), and submit it to the personnel office.

PLEASE POST ON ALL BULLETIN BOARDS THROUGH JANUARY 31, 1990

NONBARGAINING UNIT
COST-OF-LIVING ADJUSTMENTS (COLA)
EFFECTIVE MAY 5, 1990 (PP 11-90)

RSC	Salary Schedule	Current COLA		COLA Increase		Cumulative COLA	
		Hourly	Annual	Hourly	Annual	Hourly	Annual
E	EAS	\$0.83	\$1,726	\$0.26	\$541	\$1.09	\$2,267
U	Attorney Pay Schedule	0.83	1,726	0.26	541	1.09	2,267
J	SMD	0.83	1,726	0.26	541	1.09	2,267
F	EAS-A Postmaster	0.83	518	0.26	162	1.09	680
F	EAS-B Postmaster	0.83	777	0.26	243	1.09	1,020
F	EAS-C Postmaster	0.83	1,036	0.26	324	1.09	1,360
F	EAS-D Postmaster	0.83	1,295	0.26	405	1.09	1,700
F	EAS-E Postmaster	0.83	1,554	0.26	486	1.09	2,040

NOTE: An employee with a basic salary of \$64,192 or more does not receive COLA. If an employee has a basic salary of less than \$64,192, the base salary, including COLA, cannot exceed \$64,192.

BARGAINING UNIT COST-OF-LIVING ADJUSTMENTS (COLA)
REGULAR (NON-RES) SALARY SCHEDULES
EFFECTIVE MAY 5, 1990 (PP 11-90)

RSC	Salary Schedule	Steps	Current COLA		COLA Increase		Cumulative COLA	
			Hourly	Annual	Hourly	Annual	Hourly	Annual
P	Postal Service (PS)	Steps A-C	\$1.25	\$2,600	\$0.26	\$541	\$1.51	\$3,141
		Steps D-O	1.44	2,995	0.26	541	1.70	3,536
M	Mail Handlers' (MH)	Steps A-C	1.25	2,600	0.26	541	1.51	3,141
		Steps D-O	1.44	2,995	0.26	541	1.70	3,536
R	Rural Carrier (RC) *	Steps B-C	1.33	2,766	0.25	520	1.58	3,286
		Steps 1-12	1.52	3,162	0.25	520	1.77	3,682
N	Data Centers (DCS)	Steps B-C	1.25	2,600	0.26	541	1.51	3,141
		Steps D-P	1.44	2,995	0.26	541	1.70	3,536
Y	Postal Police Officers (PPO)	Steps B-C	1.36	2,829	0.25	520	1.61	3,349
		Steps D-O	1.62	3,370	0.25	520	1.87	3,890
G	Postal Nurses (PNS)	Steps 1-12	1.82	3,786	0.26	540	2.08	4,326
T	Tool & Die Shop (TDS)	Steps B-C	1.25	2,600	0.26	541	1.51	3,141
		Steps D-O	1.44	2,995	0.26	541	1.70	3,536
A	Mail Trans. Equip. Ctrs. (MTEC)	Steps A-C	1.25	2,600	0.26	541	1.51	3,141
		Steps D-O	1.44	2,995	0.26	541	1.70	3,536
C	Mail Equip. Shops/Area Supply Centers (MESC)	Steps A-C	1.25	2,600	0.26	541	1.51	3,141
		Steps D-O	1.44	2,995	0.26	541	1.70	3,536

BARGAINING UNIT COST-OF-LIVING ADJUSTMENTS (COLA)
RETIREE ELIGIBLE (RES) SALARY SCHEDULES
EFFECTIVE MAY 5, 1990 (PP 11-90)

RSC	Salary Schedule	Steps	Current COLA		COLA Increase		Cumulative COLA	
			Hourly	Annual	Hourly	Annual	Hourly	Annual
PI	Postal Service (PS)	All Steps	\$0.83	\$1,726	\$0.26	\$541	\$1.09	\$2,267
MI	Mail Handlers' (MH)	All Steps	0.83	1,726	0.26	541	1.09	2,267
RI	Rural Carrier (RC) *	All Steps	0.70	1,456	0.25	520	0.95	1,976
NI	Data Centers (DCS)	All Steps	0.83	1,726	0.26	541	1.09	2,267
YI	Postal Police Officers (PPO)	All Steps	0.93	1,934	0.25	520	1.18	2,454
GI	Postal Nurses (PNS)	All Steps	1.12	2,330	0.26	540	1.38	2,870
TI	Tool & Die Shop (TDS)	All Steps	0.83	1,726	0.26	541	1.09	2,267
AI	Mail Trans. Equip. Ctrs. (MTEC)	All Steps	0.83	1,726	0.26	541	1.09	2,267
CI	Mail Equip. Shops/Area Supply Centers (MESC)	All Steps	0.83	1,726	0.26	541	1.09	2,267

* The COLAs shown are those for the 40-Hour Evaluated Schedule, for the Rural Carrier Mileage Schedule, and for the Rural Auxiliary Schedule. Other evaluated routes and 6-Day, 5-1/2 Day, and 5-Day substitutes are paid a proportionate amount of COLA based on their hours.



**Belts and Bags—
A Winning Combination**

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 21761 article.

541,097,901 to 8,200	561,223,101 to 3,400	579,877,101 to 7,200	600,493,650 to 3,700
543,289,525 to 290,200	561,249,012 to 9,200	580,207,301 to 7,770	600,526,018 to 6,400
543,305,301 to 5,600	561,265,399 to 5,500	580,335,207 to 5,300	601,042,674 to 2,700
544,194,216 to 4,700	562,601,501 to 1,600	580,337,901 to 8,000	601,652,701 to 3,300
544,619,721 to 620,100	563,184,500 to 4,700	580,562,401 to 2,500	602,528,605 to 9,000
544,999,729 to 9,800	563,957,851 to 7,860	580,899,103 to 9,200	603,708,901 to 9,200
545,553,528 to 3,800	564,299,834 to 300,000	581,171,918 to 2,400	603,780,401 to 0,500
545,775,152 to 5,200	564,319,659 to 9,700	581,341,293 to 1,400	603,780,701 to 0,800
547,276,820 to 7,000	565,045,232 to 5,245	581,986,501 to 6,600	603,780,942 to 1,000
547,457,901 to 8,300	565,145,850 to 5,875	584,314,756 to 5,000	604,020,801 to 0,900
547,469,676 to 9,700	565,868,534 to 8,549	584,834,505 to 4,600	604,083,174 to 3,700
547,542,271 to 3,000	567,078,033 to 8,100	584,862,862 to 3,900	604,122,517 to 2,900
547,578,870 to 8,900	567,422,270 to 2,600	584,947,247 to 7,300	604,181,801 to 2,100
547,923,901 to 4,000	568,505,097 to 5,100	584,963,232 to 3,300	604,799,901 to 800,800
548,988,201 to 8,300	568,574,080 to 4,099	585,948,403 to 9,000	605,721,494 to 605,721,500
549,641,019 to 1,100	569,537,631 to 8,000	586,432,013 to 2,500	605,367,722 to 8,200
549,670,720 to 0,800	569,791,703 to 1,730	586,543,860 to 3,900	605,949,901 to 950,000
550,092,673 to 2,700	569,793,491 to 3,510	586,830,748 to 0,800	607,273,964 to 274,500
550,355,949 to 6,100	569,915,309 to 5,320	588,830,748 to 0,800	607,586,501 to 6,600
551,144,112 to 4,400	570,275,601 to 5,700	589,005,217 to 5,300	607,673,301 to 4,500
551,698,301 to 8,320	571,065,984 to 6,600	589,876,801 to 6,900	607,591,119 to 591,200
551,961,814 to 1,880	571,106,886 to 7,200	590,230,567 to 0,600	607,930,501 to 1,000
552,222,532 to 3,800	571,123,771 to 3,900	590,242,301 to 2,400	608,011,756 to 2,300
553,468,301 to 8,400	571,123,771 to 3,900	590,973,597 to 4,000	608,288,084 to 288,100
553,853,051 to 3,100	572,226,617 to 6,700	591,138,501 to 8,600	608,678,701 to 9,100
554,939,152 to 9,200	572,226,617 to 6,700	591,724,456 to 4,500	609,084,101 to 5,100
554,998,701 to 8,800	573,380,133 to 0,145	591,778,901 to 9,000	611,338,466 to 8,700
555,144,758 to 4,770	572,380,203 to 0,258	591,860,001 to 0,100	611,387,101 to 387,200
556,084,478 to 4,500	573,666,236 to 6,294	592,371,801 to 2,100	612,182,901 to 183,700
556,250,024 to 0,200	574,217,901 to 7,925	592,371,801 to 2,100	612,185,601 to 186,100
556,351,291 to 1,600	574,415,253 to 5,300	593,389,186 to 9,200	613,364,701 to 365,100
556,508,870 to 8,900	574,526,901 to 7,000	594,538,411 to 8,500	617,989,336 to 9,499
557,669,091 to 9,100	574,810,201 to 1,200	594,724,301 to 4,900	
557,669,191 to 9,200	574,810,201 to 1,200	594,768,672 to 8,700	
557,711,743 to 1,800	574,982,801 to 3,500	594,952,701 to 953,400	
557,786,836 to 6,860	575,311,297 to 7,400	596,073,100 to 3,500	
558,228,301 to 8,400	575,913,143 to 3,200	596,308,901 to 9,100	
558,638,801 to 9,000	575,977,151 to 7,200	597,044,346 to 044,400	
559,562,701 to 2,742	576,674,701 to 4,800	597,253,460 to 3,500	
559,565,818 to 6,000	577,385,856 to 6,100	598,659,921 to 660,100	
559,736,353 to 6,400	577,907,201 to 7,800	599,664,001 to 665,700	
559,841,401 to 1,700	578,365,863 to 5,900	600,349,301 to 9,400	
560,473,901 to 3,922	578,649,083 to 9,100	600,439,001 to 9,100	
	578,988,972 to 9,400		
	579,017,876 to 7,900		
	579,052,035 to 2,057		
	579,541,273 to 1,299		

If the address on your mailing label of *Postal Life* or *Postal Leader* is incorrect, complete Form 1216, *Employee's Current Mailing Address*. This form is available from your Personnel Office. Return the completed form to your Personnel Office for processing. No other form can be used for this purpose.

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 21761 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	363 851 4259 to 4299	378 630 9489 to 9599	401 045 1571 to 1599
302 123 9999	363 853 7582 to 7799	379 128 9584 to 9599	401 294 2700 to 2799
346 654 0669 to 0699	363 861 7600 to 7899	379 509 2600 to 2699	401 310 9505 to 9599
346 693 2520 to 2599	363 904 4540 to 4999	379 679 8060 to 8099	403 260 7000 to 7499
347 338 4188 to 4199	363 922 5744 to 5799	379 843 5100 to 5199	402 578 7876 to 7899
347 458 7148 to 7199	363 930 9400 to 9699	380 093 9600 to 9611	403 125 6744 to 6799
347 492 6411 to 6499	363 965 7892 to 7999	380 165 1165 to 1199	403 280 6470 to 6499
347 641 3780 to 3799	364 467 6102 to 6199	380 489 6800 to 6899	403 685 8600 to 8699
347 645 0367 to 0399	364 826 1081 to 1099	380 572 1840 to 1899	404 003 0300 to 0399
347 696 3806 to 3899	365 512 9428 to 9499	381 077 3600 to 3699	404 041 8838 to 8899
348 010 8305 to 8399	365 693 4200 to 4299	381 325 4500 to 4599	404 071 4268 to 4299
348 036 3713 to 3799	365 842 7960 to 7999	381 540 9900 to 9999	404 347 5356 to 5399
348 036 4366 to 4599	365 997 7565 to 7699	381 604 2510 to 2699	404 347 5548 to 5599
348 412 9028 to 9099	366 205 2072 to 2099	381 645 9525 to 9599	404 726 4500 to 4599
348 535 1703 to 1728	366 772 6702 to 6799	381 924 0748 to 0799	404 961 5001 to 5199
348 714 5286 to 5299	366 998 7669 to 7681	383 156 6968 to 6999	405 325 0188 to 0198
348 755 7904 to 7999	367 303 6006 to 6099	383 156 7128 to 7199	406 009 4587 to 4599
349 116 6533 to 7499	367 396 9705 to 9799	383 156 7300 to 7999	406 260 6830 to 6899
349 389 9242 to 9299	367 396 9900 to 9999	383 299 2081 to 2099	406 459 6497 to 6499
349 392 8081 to 8099	367 428 8800 to 8999	383 314 3968 to 3999	406 733 3000 to 3999
349 615 0000 to 0099	367 519 6700 to 6899	383 892 1000 to 1344	407 545 1556 to 1599
349 746 2056 to 2099	368 371 3923 to 3999	383 892 1382 to 1399	407 594 0412 to 0599
349 910 0000 to 0399	368 730 7825 to 7899	385 568 2330 to 2399	407 692 9100 to 9299
350 017 1652 to 2199	368 854 6200 to 6299	385 599 7554 to 7575	408 265 2275 to 2288
350 251 5100 to 5199	368 978 0561 to 0599	385 774 2024 to 2099	408 499 7700 to 7799
350 366 1104 to 1119	369 345 0188 to 0199	387 314 5574 to 5599	408 499 7900 to 7999
350 366 1145 to 1166	369 674 8141 to 8199	389 696 2400 to 2799	408 682 8484 to 8599
350 518 7350 to 7374	369 718 3783 to 3799	390 001 3182 to 3199	408 698 7015 to 7099
351 110 4900 to 4999	370 193 8257 to 8299	390 001 3500 to 3699	409 072 3941 to 3999
351 113 4615 to 4699	371 241 3118 to 3199	390 545 5974 to 5999	410 694 8400 to 8599
351 113 4800 to 4999	371 630 0100 to 0199	391 104 6146 to 6199	410 775 1500 to 1599
360 003 2454 to 2499	372 308 4180 to 4199	391 783 3020 to 3599	410 795 7927 to 7999
360 037 4500 to 4549	372 311 5400 to 5499	391 792 6100 to 6199	410 867 0917 to 0966
360 038 0502 to 0599	372 360 8303 to 8399	392 668 2956 to 2999	410 867 0970 to 0999
360 112 8583 to 8599	372 407 1025 to 1099	392 854 8500 to 8899	411 868 1023 to 1199
360 134 2600 to 2699	373 390 2301 to 2399	393 584 7566 to 7699	411 922 2322 to 2399
360 135 5611 to 5699	373 390 2518 to 2599	393 650 0074 to 0099	412 193 0900 to 0999
360 135 8159 to 8199	373 390 2604 to 2699	393 838 8316 to 8499	412 885 5953 to 5999
360 172 1404 to 1499	373 463 0902 to 0999	393 893 6007 to 6099	415 161 8858 to 8868
360 173 8800 to 8899	374 022 8105 to 8199	394 126 6907 to 6999	417 871 9250 to 9299
360 257 2100 to 2199	374 692 8858 to 8899	394 189 0405 to 0599	417 930 9533 to 9599
360 282 4600 to 4699	374 768 2600 to 2699	394 822 3243 to 3278	418 164 6500 to 6799
360 403 8453 to 8499	374 795 2118 to 2199	394 990 1810 to 1899	418 633 5922 to 5999
360 418 0700 to 0799	375 169 4400 to 4599	395 343 3264 to 3299	418 719 8520 to 8599
360 419 6700 to 6799	375 637 9137 to 9199	395 373 3035 to 3099	418 744 2235 to 2299
360 535 5648 to 5657	375 637 9365 to 9999	395 396 9649 to 9799	420 599 0734 to 0798
360 762 9368 to 9399	375 744 7930 to 7999	395 970 3240 to 3299	420 661 4115 to 4199
361 142 2817 to 2899	375 829 3400 to 3499	397 622 4054 to 4099	420 758 9500 to 9699
361 440 9240 to 9299	375 851 9100 to 9199	397 819 8902 to 8999	421 146 8600 to 8649
361 754 9300 to 9499	376 850 0813 to 0899	398 149 7200 to 7699	421 313 4500 to 4999
361 782 4204 to 4299	376 855 6764 to 6999	399 070 0872 to 0899	700 065 2570 to 2599
361 974 6811 to 6999	376 903 0721 to 0738	399 156 7119 to 7199	802 678 2605 to 2699
362 246 6800 to 6899	376 906 3206 to 3299	399 203 5064 to 5099	803 605 2840 to 2899
362 299 8900 to 8999	377 113 7461 to 7499	399 296 9909 to 9999	803 605 6300 to 6499
362 861 3064 to 3099	377 224 2300 to 2599	399 792 7775 to 7799	805 323 5006 to 5024
363 130 1575 to 1599	377 955 4285 to 4399	399 792 8300 to 8399	805 466 7255 to 7299
363 130 4500 to 4599	378 029 9347 to 9399	399 396 8935 to 8999	806 015 3885 to 3899
363 374 9010 to 9099	378 085 3679 to 3699	399 396 8935 to 8999	806 087 1100 to 1499
363 444 9333 to 9399	378 210 9090 to 9099	400 427 1051 to 1999	806 268 9275 to 9299
363 560 5050 to 5099	378 351 1063 to 1099	401 045 1505 to 1549	806 534 3400 to 3477
			990 117 5600 to 5999



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Table with 12 columns of numbers. Each row contains 12 numerical values. The numbers range from 303504 to 327386 in the first column, and from 328098 to 335129 in the last column. Some numbers appear to be repeated or have similar patterns.

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