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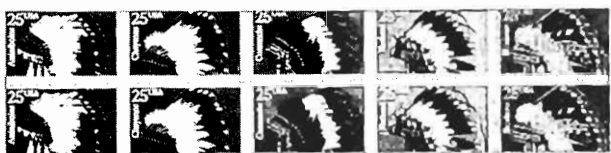
PB 21768—July 26, 1990—40 Pages

SEP 29 1990

\$5 Indian Headdresses

The \$5 Indian Headdresses commemorative stamp booklet goes on sale August 17 in Cody, WY. This booklet contains two panes of 10 stamps with five designs.

Do Not Place on Sale Before August 18, 1990



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Collector information is on page 17.

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

The Bureau of Engraving and Printing will honor limited quantities of supplemental requisitions for **Item 6624**. Submit orders in the following quantities: 1,500, 3,000, and multiples of 3,000 to a maximum of 135,000.

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

Before requisitioning additional stock, post offices should consider that they must deplete the stock before October 17, 1990, except at authorized philatelic centers.

—*Philatelic and Retail Services Dept., 7-26-90*

Interest Rate—Contract Claims

The Postal Service periodically publishes in the *Postal Bulletin* the interest rate payable on a claim decided in a contractor's favor, under the Contract Disputes Act of 1978. This rate also applies for late payments to contractors under the Prompt Payment Act, as amended.

The interest rate in effect for the 6-month period from July 1 through December 31, 1990, is 9 percent.—*Procurement and Supply Dept., 7-26-90*



1989 Annual Index in
PB 21756, 2-8-90
Latest Quarterly Index in
PB 21768, 7-26-90

Reminder

International Mail—**DEPOSITORY** Certified Mail Service Not Valid

Certified mail service is not available for international mail. Air and surface exchange offices, however, are receiving certified mail addressed to foreign destinations.

Postal Service employees must carefully check locally mailed articles to ensure that certified mail is not addressed to foreign destinations. Employees should pay special attention to firms that meter their own mail.

Employees must inform customers who request certified service that certified mail service is limited to domestic mail.

—*Marketing and Customer Service Group, 7-26-90*

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All Personnel Processing Mail for Dispatch Abroad

FOREIGN ORDER NO. 299

Keep all foreign order notices for use as reference.

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

Federal Republic of Germany

NKL Ticket-Service
c/o Buro-Service NKL
Ricarda-Huch-Str. 17
6500 Mainz 1
West Germany

and

Players-Service International
c/o Buro-Service NKL
Ricarda-Huch-Str. 17
6500 Mainz 1
West Germany

Canada

Johnson, Smith, Hamilton, and Green
1431 Howe Street
Vancouver, B.C.
Canada V6Z 1R9

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

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

and

Winners Choice Global Lottery Agency
No. 58200
1360 S.W. Marine Drive
Vancouver, B.C.
Canada V6P 6E3

and

Subscription Department
No. 58200
1360 S.W. Marine Drive
Vancouver, British Columbia
Canada V6P 6E3

Canada—Continued

Worldwide Winners Enterprises Ltd.
No. 94228, 6871 No. 3 Road
Richmond, B.C.
Canada V6Y 3J2

and

Fay Clemens
No. 82260, 474 MacDonald Street
Canada V5C 5P7

Federal Republic of Germany

Rolf Vogel, National Lottery Office
Koenigstr. 6
4972 Loehne
West Germany

and

Rolf Vogel
Pottgraben 40
D-4500 Osnabruck
West Germany

Holland

European Lottery Guild
Postbus 75018, 1070 AA
Amsterdam, Holland

and

Mail Processing Center
Postbus 75018, 1070 AA
Amsterdam, Holland

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, 7-26-90*

"Safety is in the eyes of those who see it.
...accidents are made by those who don't look."

Freedom of Information Act Reminder

Custodians of Postal Service records *must* respond to all Freedom of Information Act (FOIA) requests within 10 working days of receipt. This reminder is prompted by the recent failure of 108 installations to respond to a request for information regarding Postal Service job examinations. Even if no information was found, the records custodian still had an FOIA obligation to inform the requester of that finding.

Complaints and administrative appeals frequently cite a custodian's failure to act. *Administrative Support Manual* 352, Freedom of Information Act, specifies the responsibilities of records custodians and the procedures for processing FOIA requests.

If exam centers need guidance on processing requests for job examination information, they should call the National Test Administration Center (PEN 756-4300 or commercial 703-683-4300). If records custodians need assistance about determining releasability of other types of information, they should contact the chief field counsel for their region. For guidance on FOIA responsibilities or procedures, custodians should contact the Records Office (PEN 268-5158 or commercial 202-268-5158).

Custodians must cite the exemption applied (ASM 352.42) and include a statement of the requester's right to appeal in a reply denying a request in whole or in part.—*Records Office, 7-26-90*

Handbook PO-402-T Revision

Scheme Training Instructor's Guide

Handbook PO-402-T, *Scheme Training Instructor's Guide*, May 1990, was distributed nationwide the week of July 16. This complete revision replaces the April 1981 issue.

Exhibit 235.221, in revised Handbook PO-402-T, will be issued as Form 8078, *Scheme Study, Training, Testing, and Qualifying (STTQ) Memorandum*. This new, two-part form consists of an original for timekeepers and a copy for employees.

Division managers, training, and postal employee development center supervisors, training, will receive an initial shipment of the revised handbook. Regional and division directors, human resources, and CAG A-E postmasters will also receive an initial shipment. Division managers, training, will receive 500 copies of Form 8078 for use within their divisions.

Send orders for additional copies of Handbook PO-402-T and Form 8078 to the appropriate material distribution center (MDC) on Form 7380, *MDC Supply Requisition*. Please note that Form 8078 is not presently in the MDCs and is currently scheduled for shipment from printing on August 2, 1990.

—*Training and Development Dept., 7-26-90*

5-Cent Circus Wagon Coil Stamp

The 5-cent Circus Wagon coil stamp goes on sale on August 31 in Syracuse, NY.

Do Not Sell Before September 1, 1990.



Issued in coils of 500 and 3000.

A future issue of the *Postal Bulletin* will include collector information.

Supply. Post offices with authorized philatelic centers will receive an automatic distribution of the coils of 500. This 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 supplied are as follows:

Offices receiving four-position stock in these quantities:	Will receive coils in these quantities:
20,000	50
40,000	100
125,000	200
250,000-635,000	800

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

Bulk Quantities. CAG A-G post offices requiring this coil stamp in bulk quantities should immediately send Form 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing. Offices must order in the following quantities: coils of 500 (*Item 7754*)—200 coils, 400 coils, or multiples of 400 coils to a maximum of 2,000 coils; coils of 3,000 (*Item 7755*)—32 coils, 64 coils, or multiples of 64 coils to maximum of 768 coils.

Less-Than-Bulk Quantities. CAG H-L post offices and other offices requiring fewer coils than the above bulk quantities should requisition them immediately from their designated stamp distribution offices on Form 17-A, *Accountable Items Requisition From Stamp Distribution Office*.

The Bureau will fill current unfilled requisitions for coils of 500 and 3000 5-cent Milk Wagon and Motorcycle stamps with the Circus Wagon stamp.

—*Philatelic and Retail Services Dept., 7-26-90*

OF 11, Reference Request— Federal Records Centers

All offices must use Optional Form (OF) 11, *Reference Request—Federal Records Centers*, when retrieving records from Federal Records Centers (except the National Personnel Records Center). FED-STRIP ordering offices may order this form directly from GSA; non-FEDSTRIP ordering offices order this form from their supporting MSC supply section, or from their GSA Customer Supply Center. Offices must submit a separate OF 11 for each nonconsecutive item requested. That is, a single request for boxes 1 through 20 is acceptable, but three requests are necessary if recalling boxes 1, 7, and 20.

Complete OF 11 in triplicate when retrieving records from the FRC as follows:

The requester completes section I.

Accession No. Enter the eight-digit number found on the USPS copy of SF 135, *Records Transmittal and Receipt*, no. 6 (a), (b), and (c), that was annotated and returned when the records to be retrieved were shipped to the FRC.

Agency Box Number. Enter the number of the box (within the accession) in which the requested records are stored. For example, if you sent a shipment of 10 boxes, you might want to retrieve only box number 2.

Records Center Location Number. Enter the shelf location of the first carton within the accession as it appears on SF 135, no. 6(j).

Description of Record(s) or Information Requested. Records from the FRCs are shipped in cartons, so check Box, and give a brief description, e.g., Postal Service Freedom of Information Act (FOIA)—Request Files, 1987-1989.

Nature of Service. Check the applicable service.

The FRC completes section II.

The requester completes Section III.

Enter the information requested: Name of requester, telephone number, date, name and address of agency.

Keep the *pink* copy of OF 11 as a suspense and forward the other copies to the FRC where the requested records are stored, using the addresses in ASM Exhibit 351.613. (The Receipt of Records section is not completed until the records are received from the FRC.) The original OF 11 is returned when the records are mailed back to the FRC, and the requester keeps a copy. The suspense copy is destroyed when the records are received.

A sample copy of a completed OF 11 is on page 31.—*Records Office, 7-26-90*

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

Revised Michigan ZIP Codes

Postal Bulletin 21766 (6-28-90), pages 4-7, contained a notice about ZIP Code changes in Michigan that were to be effective on July 1, 1990. In general, those revisions added new ZIP Codes and realigned others in the 480 and 483 areas.

Mailers should convert their lists as soon as possible to ensure optimal delivery for mailings entered after July 1, 1990. Conversion to and use of the revised ZIP Codes will be mandatory on October 1, 1990.

Some mailings for deposit after October 1 may have been prepared or in production when the June 28 announcement appeared. In such a situation, the mailer may request an exception to the October 1 deadline as follows:

1. Submit a written request to the rates and classification center serving the entry post office no fewer than 10 business days before the intended mailing date.

2. Identify the mailing involved, particularly where and when it is to be entered, and the estimated quantity for the 480 and 483 areas.

3. Briefly explain the circumstances that make the requested exception necessary.

The rates and classification center will respond to the request and notify the mailer and the entry post office as soon as possible. Requests for such exceptions will be accepted only until December 31, 1990.

Once it has accepted a mailing, the Postal Service will attempt to deliver, regardless of whether the mailer used the old or new ZIP Codes.

Mailers and postal acceptance employees are reminded that this notice does not affect other *Domestic Mail Manual* requirements, nor does it alter current bulk mail acceptance and verification procedures.

—*Marketing and Customer Service Group, 7-26-90*

Correction

Contract Vehicle Hire

Installations should make the following corrections to *Postal Bulletin* 21763, 5-17-90 (pages 3-6).

On page 4, delete the following paragraph:

Offices must use Form 1803, *Pay Adjustment Request—Vehicle Hire or SDM Equipment Maintenance*, to record excess mileage of contractors per contractual agreements.

Excess mileage will be recorded on the *back* of Form 8049, *Vehicle Hire Pay Adjustment*, until the form is revised to include a Remarks section.

On page 6, Exhibit 2, delete the following check block from the top of the form: Contractor Name Change.

The name change of contractors will be reported through the normal amendment process of contract changes by the Procurement and Supply Department.—*Dept. of the Controller, 7-26-90*

POSTAL INSPECTOR RECRUITMENT

The Postal Inspection Service is recruiting postal inspectors. The entry level for inspectors is executive and administrative schedule (EAS)-17, with promotions over the next 4 years, based upon satisfactory performance, to EAS-19, -21, and -23.

Those applicants ultimately selected will be temporarily appointed to an EAS-17 and will enter an 11-week basic training program in Potomac, MD. Successful completion of the training program will result in assignment as a postal inspector and may result in relocation to an initial duty assignment. Individuals not completing basic training will return to their former or similar positions.



Functional Purpose

Postal inspectors conduct criminal, civil, and administrative investigations and audits; interview witnesses and complainants; obtain and evaluate information; provide testimony; prepare reports; carry firearms; and arrest, search, and restrain suspects.

Requirements

Applicants must meet all requirements by the closing date, August 24, 1990. The requirements include:

1. Current U.S. Postal Service employment with at least 1 year of continuous career service. U.S. Postal Service career employees with less than 1 year of continuous career service but with any of the following skills may substitute 1 year of full-time continuous work experience with another employer:
 - a. Second language proficiency (read, write, speak, and translate fluently) in Spanish, Chinese, Japanese, or Tagalog.
 - b. CPA certification.
 - c. Accounting degree and passing of at least two parts of the CPA examination.
 - d. Law degree and passing of a state bar examination.
2. U.S. citizenship.
3. Minimum age of 21, maximum age of 35. Civil Service Retirement System (CSRS) and Federal Employees' Retirement System (FERS) provide for mandatory retirement at age 55 with 20 years of service for certain law enforcement personnel, including postal inspectors. Therefore, persons who are 36 years of age or older will not be appointed as postal inspectors, unless they qualify under current or prior covered law enforcement service. The recruitment-selection process for postal inspectors is a thorough and lengthy process which may take a year or more to complete. Applicants who are 35 years of age at the time of testing cannot be guaranteed appointment to a postal inspector position. The entire process must be completed before one's 36th birthday.
4. Baccalaureate degree, any major, from an accredited college or university.

5. Good physical/medical condition (partial listing):
 - Vision of at least 20/200 (Snellen) in each eye without glasses, corrected to at least 20/20 (Snellen) in one eye and 20/40 in the other eye; good color perception essential.
 - Weight in proportion to height (Metropolitan Life Weight Chart).
 - Hearing at ordinary conversation level at a distance of at least 15 feet without a hearing aid.
6. Possession of a valid state driver's license for 2 years or more and ability to qualify for OF-346, *U.S. Government Motor Vehicle Operator's Identification Card*.
7. No felony convictions.
8. Ability to:
 - Transmit information by written and spoken means using the English language.
 - Schedule and complete activities in a logical sequence within a fixed timeframe.
 - Comprehend and execute written and oral instructions (in English).
 - Think clearly and comprehend the meaning of information (verbal or nonverbal).
 - Interact with others in order to obtain or exchange information or services.
 - Draw logical conclusions to select a course of action.
 - Perceive or identify relevant details and associate them with other facts.

Special Conditions

The position requires frequent and extended travel and absences from home. Inspectors must relocate according to the needs of the Inspection Service. Relocation to a new area may be required upon completion of initial training. Inspectors will normally be required to relocate at least one additional time during their careers. Many times they must work in undesirable areas, with irregular schedules and hours. Inspectors are Fair Labor Standards Act (FLSA) exempt and do not receive overtime compensation. Use of firearms is an integral part of the job, and candidates must demonstrate proficiency as a requirement for graduation from training.

POSTAL INSPECTOR RECRUITMENT—Continued

Selection Procedures

The basic selection procedure includes seven steps:

1. Written examination (approximately 4 hours).
2. Language proficiency testing, if necessary, of eligible employees under 1. of Requirements.
3. Medical examination.
4. Submission of a structured resume prepared by the candidate and an evaluation by the candidate's supervisor.
5. Background suitability investigation.
6. Assessment by a panel of inspectors.
7. Successful completion of the Inspector Basic Training in Potomac, MD.

Application Procedures

Applicants. All qualified (see Requirements) career employees are eligible to apply for the examination by completing a facsimile of the questionnaire/application on page 7, and submitting it to their local personnel offices. Applicants who previously took the examination and received a score of 70.0 or higher need not reapply since existing registers will be exhausted prior to the establishment of a new register. A new register will be established as a result of this vacancy announcement. Applicants who were rated ineligible may retake the examination.

Personnel Installations. Offices may reproduce the questionnaire/application form locally and provide copies to interested employees upon request. Installations forward completed questionnaire/applications to the designated examination specialist. Competitors will each receive sample questions when they are notified of the date and time of the examination.

Examination Specialists. As soon as all the questionnaire/applications are received, requisition sample questions and examination materials from the National Test Administration Center (NTAC), P.O. Box 4505, Alexandria, VA 22303-0505. There are two series (Series 2 and Series 3) of Test 620. Each series includes two test booklets (A and B) but requires only one answer sheet. Requisition so that half the competitors take Series 2 and half take Series 3; but for each competitor, Booklets A and B must be the same series.

In addition to the sample questions, examination materials include:

For each competitor:

1. Test 620, Booklets A and B, Series 2 and 3.
2. Form 5926, *Answer Sheet (4-Position)*, *General Purpose*, January 1985.
3. P-203 envelope.

Other:

1. Form 2523, *Time Record for Inservice and Entrance Examinations*, January 1986 (order two for each session).
2. Directions for conducting.

As soon as the test materials are received from NTAC, distribute the sample questions and schedule the examinations. All examinations should be completed and materials returned to NTAC within 30 days of the date the materials are received. After the examinations are completed, forward the completed questionnaire/applications to the regional chief postal inspector.

After the examination is scored, NTAC will send the notices of rating (Form 5912-B, *Record Card/Notice of Rating*) to the examination centers for distribution to the competitors.

—*Inspection Service, 7-26-90*

ELM Revision

Actual Work Under FLSA

Under the Fair Labor Standards Act (FLSA), the term *actual work* includes compensable travel, compensable meeting, and compensable training time. The term *actual work* as referenced in *Employee and Labor Relations Manual* (ELM) 444.222 is being clarified as follows:

444.22 Actual Work

* * * * *

444.222 Exclusions. Actual work does not include any paid time off, but does include steward's duty time, time off authorized for a city letter carrier under the 7:01 rule (see 432.53), and compensable travel, meeting, and training time (see 438).

This clarification will appear in the next issue of the ELM.—*Employee Relations Dept., 7-26-90*

DMM Notice

Copalletizing Multiple Bulk Third-Class Mailings

Effective with *Domestic Mail Manual* (DMM) Issue 36 (9-16-90), new sections are added to DMM 623 and 644 to allow mailers to combine, on the same pallet, packages from two or more bulk third-class flat-size mailings (that have each been separately presorted into packages to the finest extent possible).

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

Information on the application procedures for copalletization authorizations is contained in DMM 644.18.

—*Marketing and Customer Services Group, 7-26-90*

Postal Inspection Service Examination Questionnaire/Application

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

Applicants must meet the following requirements for the position of postal inspector by August 24, 1990. If you answer "No" to any of these questions, you should NOT apply for the written examination. If you have recently taken and passed the Inspection Service entry examination, there is no need to be retested.

1. Are you a current career U.S. Postal Service employee, and have you been one for the previous 12 months? Or, are you a current career U.S. Postal Service employee who has less than 1 year of continuous career service but has 1 year of full-time continuous work experience with another employer and possesses any of the following skills? Circle the appropriate letter: a. Second language proficiency (read, write, speak, and translate fluently) in one of the above four languages. b. CPA certification. c. Accounting degree and passed at least 2 parts of the CPA examination. d. Law degree and passed a state bar examination.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you possessed a valid state driver's license for 2 years or more?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Are you willing to investigate sensitive issues in the personal lives of others?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Are you willing to undergo a preemployment investigation of your personal background?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Are you between the ages of 21 and 35?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Do you have a baccalaureate (4-year) degree from an accredited college or university?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Are you in good physical condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Do you understand you may be relocated anywhere within the continental United States, Puerto Rico, Alaska, and Hawaii?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Are you willing to carry a firearm?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Are you willing to work in undesirable areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Are you willing to work an irregular schedule, for example, nights, Saturdays, and Sundays, with the possibility of extended absences from home?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Are you a U.S. citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Privacy Act Statement: The collection of this information is authorized by 39 U.S.C. 401, 1001. This information may be used to assist in determining your qualification for an appointment. As a routine use, this information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation, to a labor organization as required by NLRA; where pertinent in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting, or licensing decision by the requesting agency; to a government agency in order to elicit information relevant to a hiring, contracting, or licensing decision by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against USPS under 29 CFR 1613; to an independent Certified Public Accountant during an official audit of USPS finances; and to the Merit System Protection Board or Office of Special Counsel for proceedings involving possible prohibited personnel practice. The completion of this form is voluntary, however, if this information is not provided, you may not receive full consideration for a position.

All qualified candidates will receive consideration for employment without regard to race, religion, color, national origin, sex, age, or mental or physical disability.

The law (39 U.S.C. 1002) prohibits political and certain other recommendations for appointments, promotions, assignments, transfers, or designations of persons in the Postal Service.

The answers I have provided above are accurate to the best of my knowledge.

 Signature of Applicant Date

APPLICANT: Submit the questionnaire/application to the local personnel office.
 PERSONNEL: Forward the questionnaire/applications to the designated examination specialist.
 EXAMINER: After the examination has been completed, forward the questionnaire/applications to the regional chief postal inspector.

Postmarking Ring Dies/Die Hubs— New Ordering Procedures

Effective immediately, offices ordering ring dies and die hubs must submit their requirements on two forms:

Form 4636, *Postmarking Dies and Engraved Station Die Hubs Requisition*, and

Form 7381, *Requisition for Supplies, Services, or Equipment*.

In addition to these two forms, each order for ring dies and die hubs must include a preaddressed Label 101-V, *Penalty, Permit G-10, First-Class, Open Corner*. Delivery addresses typed on these mailing labels should be complete and include room numbers and attention lines of the facilities to receive the parts.

Mail completed forms and labels to:

CONTRACTS BRANCH
NATIONAL INVENTORY CONTROL CENTER
US POSTAL SERVICE
500 SW MONTARA PKY
TOPEKA KS 66624-9402

For further information about ordering ring dies and die hubs, see *Postal Bulletin* 21765 (6-14-90), page 2, Postmarking Ring Dies/Die Hubs, Mark-II/M-36 Facer-Cancelers; and page 23, Postmarking Ring Dies/Die Hubs, IPS Canceling Machine; and *Postal Bulletin* 21744 (9-28-89), page 2, Postmarking Ring Dies/Die Hubs.

—*Procurement and Supply Dept.*, 7-26-90

Correction

Distribution Labeling List Exhibit Changes

A correction is required for one of the changes issued in *Postal Bulletin* 21766, 6-28-90 (page 36). For Exhibit 122.631, Bulk Mail Center (BMU) Labeling List for Mailer-Prepared Bulk-Rate Third- and Fourth-Class Machinable Parcel Mailings, the destination ZIP Codes for BMC DES MOINES IA 50999 should be 500-516, 520-528, 570-577, 612, 680-681, and 683-689. —*Delivery, Distribution, and*

Transportation Dept., 7-26-90

Retrieval of Postal Service Employee Medical Folders

The Postal Service is currently transferring medical records for employees separated before January 1990 to the Federal Records Centers (FRCs); for employees separated January 1990 and thereafter, to the National Personnel Records Center (NPRC) in St. Louis, MO.

If a future need arises to retrieve transferred medical records, personnel should follow these procedures.

Retrieval From the NPRC. Requests for medical records to be retrieved from the NPRC will be routed through the National Medical Director at Headquarters. The address is:

NATIONAL MEDICAL DIRECTOR
OFFICE OF SAFETY AND HEALTH
EMPLOYEE RELATIONS DEPARTMENT
USPS HEADQUARTERS
475 L ENFANT PLAZA SW
WASHINGTON, DC 20260-4235

PEN 268-3697

Retrieval From the FRCs. Only medical officers may retrieve medical records from the FRCs. The National Archives and Records Administration maintains a listing of the names and addresses of all authorized USPS medical officers. Medical officers must use Optional Form 11, *Reference Request—Federal Records Centers*. FEDSTRIP ordering offices order this form directly from GSA; non-FEDSTRIP ordering offices order this form from their supporting MSC supply section, or from their GSA Customer Supply Center. Instructions for filling out OF 11 are on page 4.—*Records Office*, 7-26-90

DMM Notice

Adequate Packaging

Effective with Issue 36 (9-16-90) of the *Domestic Mail Manual* (DMM), 121.2 will be revised to recommend that potentially injurious products be enclosed in containers that are difficult for small children to open.

—*Marketing and Customer Service Group*, 7-26-90

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

DMM Notice

POSTAGE PAYMENT OPTION FOR ENCLOSURES IN SECOND-CLASS PUBLICATIONS

Effective with Issue 36 (9-16-90) of the *Domestic Mail Manual* (DMM) 136.2, 136.3, 145.6, 429.18, and 429.62 are amended to provide publishers with a new option for the payment of postage for First- and third-class enclosures in second-class publications.

This option allows publishers to include the permit imprint indicia and the required markings in the publication's identification statement when it is located either (a) on one of the first five pages of the publication or (b) in the masthead on the editorial page (when that page's location is shown on the front page in the table of contents). This option is not available when the identification statement is located on one of the last three editorial pages inside the back cover page of a bound publication.

The regulations are being presented in part here to give publishers advance notice of the requirements associated with the new option. For purposes of brevity, only the amended regulations in 429.18 are printed here; the same language will appear in 136.31. The other changes mentioned above are incidental and will not further affect publishers.

429 Mailpiece Characteristics

429.1 Internal Characteristics

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429.18 Nonincidental First- and Third-Class Enclosures

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429.183 Computation of Postage. The applicable First- or third-class rate, based on the comparable second-class rate paid on the copy of the publication containing the enclosure, must be paid for the enclosed material. For example, if there are six copies for a carrier route, and the carrier route (level C or K) rate is paid for each addressed second-class piece, the First- or third-class enclosure qualifies for the comparable First- or third-class carrier route presort rate.

429.184 Multiple Items. When more than one enclosure of the same class of mail is enclosed with a publication, they may be treated as a single enclosure for the purpose of computing postage.

429.185 Method of Payment—Host Piece. Postage for the second-class publication must be paid as prescribed in 460. Any publisher authorized to pay second-class postage under the Centralized Postage Payment (CPP) procedures in 464 may make arrangements to submit mailing statements and pay postage for the First- or third-class enclosures to the designated post office (DPO) under the CPP system procedures. The publisher must obtain

specific prior authorization from the DPO each time the second-class publication is mailed with a First- or third-class enclosure.

429.186 Method of Payment—Enclosed Material

a. Postage Affixed. Postage for the First- or third-class enclosure may be affixed to it or to the outer wrapper, polybag, envelope, or cover of the host second-class publication by precanceled or meter stamps.

b. Permit Imprint on the Host Piece. Postage for the First- or third-class enclosure may be paid by permit imprint if the permit imprint indicia is placed on the outer wrapper, polybag, envelope, or cover of the host second-class publication, subject to the following conditions:

(1) The permit imprint must be prepared as required by 145.2 through 145.4 and must be set in type no smaller than any used in the notice required by 429.62i.

(2) The mail must be entered at the post office where the permit is held, as required by 145.5 and 145.6.

(3) Except as provided by 429.186c, the permit imprint must not appear on or in copies that are not accompanied by a First- or third-class enclosure.

c. Permit Imprint in the Identification Statement. Postage for the First- or third-class enclosure may be paid by permit imprint if the permit imprint indicia is placed in the identification statement (required by 429.62) of the host second-class publication, subject to the conditions in 429.186b and the following:

(1) The indicia and the marking required by 429.187 must be set in type no smaller than any used in the notice required by 429.62i, and completely surrounded by either a black line or a 1/4-inch clear area.

(2) The identification statement must not be located on one of the last three editorial pages inside the back cover page of a bound publication, as otherwise permitted by 429.62.

(3) If the permit imprint and the marking required by 429.187 are placed in the identification statement of all copies of a second-class publication, the marking in each such copy must be followed by both a list of the editions or edition codes mailed with a First- or third-class enclosure and the edition name or edition code that applies to the respective copy.

d. CPP Publications. Any publisher authorized to pay second-class postage under the Centralized Postage Payment (CPP) procedures in 464 may make arrangements to submit mailing statements and pay postage for the First- or third-class enclosures to the designated post office (DPO) under the CPP system procedures. The publisher must obtain

POSTAGE PAYMENT OPTION FOR ENCLOSURES IN SECOND-CLASS PUBLICATIONS—Continued

specific prior authorization from the DPO each time the second-class publication is mailed with a First- or third-class enclosure.

429.187 Marking Required. Whenever a second-class publication is mailed with a nonincidental First-Class or any third-class enclosure, the corresponding "First-Class Mail Enclosed" or "Third-Class Mail Enclosed" marking must be placed on or in the host publication, subject to the following conditions:

a. If placed on the outer wrapper, polybag, envelope, or cover of the host second-class publication, it must be set in type no smaller than any used in the notice required by 429.62i.

b. If placed in the identification statement, it must meet the conditions in 429.186c.

c. Except as provided by 429.186c, the marking must not appear on or in copies which are not accompanied by a First- or third-class enclosure.

429.188 Documentation

a. *Second-Class Publication.* Postage for the host second-class publication must be declared on Form

3541 or 3541-A, as appropriate, and supported by the documentation specified in the requirements for the rate claimed.

b. *Enclosed Material—Postage Affixed.* The correct postage must be affixed to each First- or third-class enclosure and claimed on Form 3602-PC. The documentation required for the host publication must be amended to support the rate claimed for the enclosed material.

c. *Enclosed Material—Permit Imprint.* Postage for the enclosure must be computed at the applicable First- or third-class rate, as appropriate, and correspond to the number of copies of the second-class publication prepared in accordance with 136.316b. Postage for the First- or third-class enclosure must be declared on Form 3602, and the documentation required for the host publication must be amended to support the rate claimed for the enclosed material. **Note:** At least 1 ounce of First-Class postage or the minimum per piece third-class postage, as applicable, must be paid for each enclosure.

—Marketing and Customer Service Group, 7-26-90

OFFICIAL MAIL SERVICE—AGRICULTURE ASCS OFFICES

Effective January 1, 1983, 2,800 county offices of the Agricultural Stabilization and Conservation Service (ASCS), U.S. Department of Agriculture, discontinued their use of the official mail service (postage and fees paid) provided in *Domestic Mail Manual* (DMM) 137.242 through 137.251. Under the provisions of DMM 137.23, county ASCS offices are prepaying postage on all mail.

It is important to note that this change applies only to *county ASCS offices*. It does not apply to the following ASCS offices that will continue using official mail service (postage and fees paid):

Office	Location
ASCS Headquarters.....	Washington, DC.
ASCS Field Office.....	Salt Lake City, UT.
ASCS Field Office.....	Kansas City, MO.
ASCS Offices	Puerto Rico.
ASCS Offices	Virgin Islands.

In applying the provisions of this notice, post offices should ensure that they do not confuse ASCS county offices with other offices of the Department of Agriculture, such as the Cooperative Extension Service, Soil Conservation Service, and Farmers Home Administration. These organizations also have county or area field offices that will continue using official mail.

Post offices serving ASCS county offices must use the following procedures:

1. *Permit Imprint and Third-Class Bulk Mailings.* All ASCS county offices desiring to mail third-class

bulk, presorted First-Class, and other bulk mailings using a permit imprint will follow the standard permit imprint procedures in DMM 145. They must apply for a permit and pay the \$60 permit imprint fee at each office where mailings will be made, in accordance with DMM 145.12. They must also pay the \$60 annual bulk mailing and First-Class presort fees to the mailing post office before bulk rate or presorted First-Class mailings can be accepted.

ASCS county offices are authorized to use the company permit imprint format and may omit the city, state, and permit number in accordance with DMM 145.35. However, they must include the permit imprint number assigned by the mailing post office on all mailing statements.

2. *Business Reply Mail (BRM).* Any BRM returned to ASCS county offices should be treated as regular (nonofficial) BRM, and post offices must collect First-Class postage plus the appropriate per piece business reply mail fee required by DMM 917.343.

3. *Postage Meters.* All ASCS county offices use postage meters to pay postage on mail not sent under permit imprint procedures. These are standard commercial meters, not penalty mail postage meters. The post office issues meter licenses, and mailers must make payment for settings to the post office at the time of setting. All other requirements of DMM 144 apply. Any ASCS county offices not equipped to meter mail must affix adhesive postage stamps to mail not sent under permit imprint.

—Marketing and Customer Service Group, 7-26-90

DMM Revision

REQUESTS FOR REFUNDS FOR VALUE ADDED TO A MAILPIECE BEYOND THE APPLIED POSTAGE

The following article contains information on the submission of refund requests when value has been added to a prepared mailpiece. An overview of the procedures is followed by the revisions to the *Domestic Mail Manual* (DMM) and the acceptance/verification procedures to be used by post offices.

Effective August 6, the DMM is revised to clarify the regulations on requests for refunds of postage and fees to recognize specifically that a request for a refund may be submitted to the Postal Service, at the same time that a mailing is presented for entry, when the mailer has applied postage to the mailing in excess of the lawful rate of postage applicable to the mailing at the time it is entered. To incorporate procedures for this form of refund request, DMM 147 is revised to set forth in a revised 147.2 the general provisions relating to all refund requests, to reorganize the procedures (currently in 147.25-.29) for refund requests not made at the time of mailing in a new 147.3, and to adopt new procedures for refund requests made at the time of mailing in a new 147.4.

In conjunction with this reorganization of 147, the Postal Service is also adding a new set of procedures, set forth in new 147.42, that provide for the submission of requests for refunds by persons other than the mailer who applied postage to the mailing when the presenter has "added value" to the mailpiece beyond that reflected in the postage applied.

This concept of allowing requests for value added refunds was one of the proposals of the joint Postal Service/Mailing Industry Worksharing project established in May 1988 by the Postmaster General. This proposal is intended to facilitate the efforts of business entities, such as presort service bureaus, who receive mail from multiple sources and then upgrade the mail by adding ZIP + 4 barcodes. By allowing the presenter of the mail to request a refund of the difference between the presort First-Class Mail postage paid on the mail and any applicable barcoded mail rate, the Postal Service hopes to encourage these entities to make additional investment in the barcoding equipment and software required to document the value added to the pieces in each mailing. Implementation of this procedure is expected to increase the volume of ZIP + 4 barcoded mail significantly and will help meet Postal Service goals for barcoded mail.

The new refund request procedures in 147.42 will apply to requests submitted by the presenter of metered or precancel stamped letter-size mail, up to and including 2 ounces, with postage affixed at the presort or ZIP + 4 Presort First-Class Mail rates, to which the presenter has applied ZIP + 4 barcodes.

Any refund will be issued to the presenter and not to the owner of the mail who affixed the post-

age. The disposition of any such refunds is a matter of private contractual agreement between the customer and the presenter.

A presenter who wants to request refunds under this procedure must first apply to the Postal Service. In order to participate, presenters must have the ability to properly process and document value added mailings according to Postal Service requirements. In addition, they must meet all applicable DMM mail preparation requirements including sortation criteria, barcode accuracy and readability specifications, and minimum volume requirements. Presenters are encouraged to establish quality control procedures to ensure accurate documentation to support refund requests.

Authorized presenters must have a written agreement with each of their customers who apply postage to the mail designating the presenter as the customer's agent to request and receive postage refunds in behalf of the customer. Copies of the agreement, Form 8096, *Request to Pay Postage Refunds to Presenter of Mail*, are available from the rates and classification centers (RCCs) and may be reproduced locally until such time as they are made available through the materiel distribution centers.

A presenter will not be authorized to submit refund requests under the procedures in 147.42 until it can demonstrate that its mail preparation system is capable of producing documentation sufficient to permit the Postal Service to review the presenter's refund requests efficiently. The required documentation is specified in 147.427. As part of the documentation process, the presenter will have to maintain the mail of their customers in such a manner that the characteristics of the mailing may be verified during the mailer's primary processing operation.

In DMM 147, revise 147.211, add 147.3, Request for Refunds for Payment of Excess Postage Not Submitted at the Time of Mailing; number 147.25-.29 as 147.31-.35; and add a new section 147.4 to read as follows:

147 Exchanges and Refunds

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147.2 Refunds of Postage and Fees

147.21 General

147.211 When postage and special or retail service fees have been paid and no service has been rendered, or when the amount collected was in excess of the lawful rate, a refund may be made under the conditions set forth in this section and under the following procedures:

a. Requests for refunds submitted at a time other than the time of mailing (including requests for

REQUESTS FOR REFUNDS FOR VALUE ADDED TO A MAILPIECE BEYOND THE APPLIED POSTAGE—Continued

refunds for postage and fees paid by stamps, permit imprints, or meter impressions, requests for refunds of unused meter impressions and unused units set in meters, and requests for refunds for retail services and fees not paid by means of stamps, permit imprints, or meter impressions) are handled in accordance with 147.3.

b. Requests for refunds of postage made at the time of mailing are handled in accordance with 145.4.

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147.4 Requests for Refunds for Payment of Excess Postage Submitted at the Time of Mailing

147.41 General. A mailer who has applied postage in excess of the lawful rate of postage that is applicable to the mail at the time it is deposited with the Postal Service may apply for a refund of the excess postage at the time that the mail is presented to the Postal Service for acceptance. An application for a refund on Form 3533, *Application and Voucher for Refund of Postage and Fees*, and all supporting evidence necessary to show that the postage applied to the mailing is in excess of the lawful rate applicable to the mail, must be submitted with the mailing at the time the mailing is deposited. Postal Service acceptance personnel will review the application and the mailing to determine if sufficient evidence has been submitted to support the refund request. Specific procedures governing the submission of certain refund requests by persons other than the mailer who applied the postage to the mail are set forth in 147.42.

147.42 Requests for Value Added Refunds

147.421 General. This section sets forth the procedures applicable to the submission of certain requests for refunds by a business entity, such as a presort service bureau, which prepares mail for a number of customers and presents the mail to the Postal Service in their behalf. For purposes of this section, this business entity is identified as the presenter of the mail. This section applies to refund requests submitted to the Postal Service by the presenter at the time of entry of mail which

- a. is First-Class letter-size mail,
- b. weighs up to and including 2 ounces,
- c. has been metered or precancel stamped by the customer at either the presort or the ZIP + 4 Presort First-Class rates, and
- d. has had value added by being ZIP + 4 barcoded by the presenter.

Any refund will be issued to the presenter, not to the owner of the mail who applied the postage. The disposition of any such refund is a matter of private contractual agreement between the customer and

the presenter. In order to request a refund under this procedure, the presenter must be authorized by the Postal Service.

147.422 Authorization to Submit Requests

a. *Application.* A presenter must apply in writing to the general manager, rates and classification center (RCC), serving the presenter's production facility for an authorization to submit value added refund requests. The application must describe the presenter's mail preparation system and the documentation it can produce. A copy of the letter must be sent to the field division general manager/postmaster of each post office where mailings will be deposited. The postmaster will review the letter and then make a recommendation to the general manager, RCC. The procedures in this section may not be used or implemented before the general manager, RCC, has approved the application.

b. Conditions of Participation

(1) *Automation.* The presenter must process and document mail through a fully automated mail sorting system, which includes the following equipment:

a. An optical character reader (OCR) that reads the numeric ZIP + 4 code printed on the address line of the envelope or, with multiline OCR, reads the address and checks it against the National Directory File in order to make a conversion to ZIP + 4 barcodes.

b. An ink jet or laser printer that applies the 9-digit POSTNET barcode in the required location.

c. A barcode reader (BCR), which reads the POSTNET barcode, verifies it for accuracy, and sends the mailpiece to an assigned bin location for presort purposes.

(2) *Presenter Requirements.* The presenter must demonstrate the ability to produce the mailing statements and refund documentation required by 147.422 and 147.423.

(3) *Refund Adjustments.* The presenter agrees that verification samples taken by the Postal Service are deemed to be representative of the entire mailing and will be used to adjust the total refund amount requested.

(4) *System Modification.* The presenter agrees to provide advance written notice to the Postal Service of any plans to modify or adjust its system that will affect the calculation of postage, amount of refund, generation of required documentation, or mail presorting prior to the preparing and presenting of the mail for acceptance.

(5) *Mailer Cooperation.* The presenter agrees to cooperate with the Postal Service when mailings are being verified or audits are being performed. This includes the processing of sampled mail through barcode readers when requested to do so.

c. *Granting or Denying an Authorization.* The general

REQUESTS FOR REFUNDS FOR VALUE ADDED TO A MAILPIECE BEYOND THE APPLIED POSTAGE—Continued

manager, RCC, will review the postmaster's letter and any supporting materials and determine if the presenter meets the above conditions to participate. The general manager, RCC, will notify the presenter of this decision in writing, giving the reasons for a denial of the presenter's application. A denial may be appealed within 15 days in writing to the general manager, RCC. The appeal must contain specific information explaining why the presenter believes it should be authorized to submit value added refund requests. If the general manager, RCC, finds that the presenter is qualified, the presenter will be notified in writing of the decision. If the general manager does not find that the presenter is qualified, the appeal will be forwarded to the Director, Office of Classification and Rates Administration, USPS Headquarters, for review. The Director will issue the final agency decision and notify the presenter, the field division, and the RCC of the decision.

d. Renewal of Authorization. Authorizations to submit refund requests under 147.42 will be granted for a period not to exceed 1 year. Authorizations may be extended following a review conducted prior to the expiration date by the general manager, RCC, or designee, if it is determined that the presenter continues to meet the applicable requirements.

e. Suspension of Authorization. An authorization may be suspended by the general manager, RCC, if it is determined that the mailer is not preparing mail in a manner consistent with the requirements of this section.

f. Cancellation of Authorization. An authorization may be canceled by the general manager, RCC, under any of the following conditions:

(1) If the presenter has consistently provided incorrect information and is unwilling or unable to correct the problem.

(2) If the presenter continually fails to meet the requirements of this section.

(3) When no mailings have been made under these procedures during any 6 consecutive months.

g. Cancellation and Suspension Procedures. If a decision is made to cancel or suspend an authorization, the general manager, RCC, will notify the presenter in writing of the decision. The action becomes effective 15 days from receipt of the notification, unless the presenter files a written appeal with the general manager, RCC. The appeal must contain additional information as to why the authorization should not be canceled or suspended. If a decision is made to continue the authorization, the general manager, RCC, will notify the mailer in writing of the decision. If the general manager finds that there is insufficient evidence to support the appeal and a decision is made to deny the appeal, the appeal will be forwarded to the Director, Office of Classification and Rates Administration, USPS

Headquarters. The Director will issue the final agency decision and notify the presenter, the administering post offices, the field division, and the RCC of the decision. A cancellation decision is effective 15 days after receipt by the mailer.

147.423 Customer Agreement. The presenter must submit to the Postal Service an original Form 8096, *Request to Pay Postage Refunds to Presenter of Mail*, completed and signed by each of its customers whose mail is included in a mailing for which a value added refund is requested. This form constitutes a written request to the Postal Service to accept value added refund requests submitted in behalf of the customer by the presenter. The presenter must provide the entry post office with an original of each completed Form 8096 for each customer, along with an accurate list of these customers. Refund requests will be denied if all of the required Forms 8096 have not been provided.

147.424 Applications for Refunds. Requests for value added refunds will be processed upon submission of a Form 3533, *Application and Voucher for Refund or Postage and Fees*. A Form 3533, together with the supporting documentation required by 147.427, must be submitted with each mailing at the time of mailing. Refund applications submitted after the time of mailing will not be considered. Although eligibility for a refund will be determined and verified for each mailing, checks or money orders used to pay refunds will be issued by the entry point postmaster on a weekly basis or on another schedule mutually agreed to by the postmaster and the mailer.

147.425 Preparation of the Mailing

a. The presenter is required to maintain the mail of each customer in such a manner that the characteristics of the mailing may be documented during the presenter's primary processing operation. The presenter must separate its customer's mail by postage payment method (metered or precancel stamped), by weight increment (1 ounce and 2 ounce), and by rate category (presort or ZIP + 4 Presort). Refund requests for mailings that are not prepared in this manner will not be approved.

b. Metered mail must be deposited at the licensing post office unless otherwise authorized under 144.8.

c. Mailers must sleeve, band, and air contract transportation (ACT) tag all trays, as applicable.

d. Mail must be prepared according to the provisions of 325, 364, and 366.

147.426 Mailing Statements. The presenter must provide complete and accurate mailing statements at the time of mailing. One Form 3602-PC, *Statement of Mailing—Bulk Rates*, must be provided for the portion of the mailing paid by meter stamps, and a separate one for the portion paid by

REQUESTS FOR REFUNDS FOR VALUE ADDED TO A MAILPIECE BEYOND THE APPLIED POSTAGE—Continued

precanceled stamps. Each mailing statement must show the total weight of the pieces for the method of payment, the number of qualifying pieces and computed postage at each presort level (after the mailing has been ZIP + 4 barcoded), and the total postage. All postage figures shown on mailing statements must be computed based on the rate category for which each piece qualifies when presented to the Postal Service. Separate mailing statements must be prepared for mail entered under the provisions of 366.

147.427 Mailer Documentation. The presenter must provide sufficient documentation to the Postal Service to support the value added refund request and to enable the Postal Service to verify the refund request in an efficient and cost-effective manner. The following reports must be submitted at the time of mailing with each Form 3533, *Application and Voucher for Refund of Postage and Fees*.

a. Customer Mail Report documents all customer mail received by the presenter. At the top of the report, show this administrative information: name of presenter, date of report, and entry post office. Then, list by individual customer the following:

- (1) Name of customer.
- (2) Mailer job number if applicable.
- (3) For metered postage.
 - (a) Number of 1-ounce pieces at presorted rate.
 - (b) Number of 2-ounce pieces at presorted rate.
 - (c) Number of 1-ounce pieces at ZIP + 4 Presort rate.
 - (d) Number of 2-ounce pieces at ZIP + 4 Presort rate.
 - (e) Total metered pieces.
 - (f) Total metered postage.
- (4) For precancel stamped postage:
 - (a) Number of 1-ounce pieces at presorted rate.
 - (b) Number of 2-ounce pieces at presorted rate.
 - (c) Number of 1-ounce pieces at ZIP + 4 Presort rate.
 - (d) Number of 2-ounce pieces at ZIP + 4 Presort rate.
 - (e) Total precancel stamped pieces.
 - (f) Total precancel stamped postage.
 - (g) Total pieces.
 - (h) Total postage.
 - (i) Cumulative postage (running total for all mailers).
- (5) Grand totals for all customers, items (3) and (4), above.

b. Sortation/Qualification Report identifies the number of pieces qualifying for each rate by presort level by ZIP Code. Separate reports must be prepared for all mail entered under the provisions of 366.

(1) *First-Class Barcoded Rate Mailing.* At the top of the report, show this administrative information: name of presenter, date of report, and entry post office.

(2) *Five-Digit Portion.* List by 5-digit ZIP Code the following:

- (a) ZIP + 4 Barcoded rate pieces (ZIP + 4 Barcoded).
- (b) ZIP + 4 Presort rate pieces (nonbarcoded or 5-digit barcoded).
- (c) Presorted rate pieces (nonbarcoded or 5-digit barcoded).
- (d) Cumulative total for each ZIP Code.
- (e) Total each column.

(3) *Three-Digit Portion.* List by 3-digit ZIP Code the following:

- (a) ZIP + 4 Presort rate pieces (ZIP + 4 Barcoded).
- (b) ZIP + 4 Presort rate pieces (nonbarcoded or 5-digit barcoded).
- (c) Presorted rate pieces (nonbarcoded or 5-digit barcoded).
- (d) Cumulative total for each ZIP Code.
- (e) Total each column.

(4) *Residual Portion.* List by 3-digit ZIP Code the following:

- (a) Nonpresorted ZIP + 4 rate pieces (ZIP + 4 Barcoded).
 - (b) Nonpresorted ZIP + 4 rate pieces (nonbarcoded or 5-digit barcoded).
 - (c) Single-piece rate pieces (nonbarcoded or 5-digit barcoded).
 - (d) Cumulative total for each ZIP Code.
 - (e) Total each column.
- (5) *Summary.* Give totals for the following:
- (a) ZIP + 4 Barcoded rate pieces.
 - (b) ZIP + 4 Presort rate pieces.
 - (c) Presorted rate pieces.
 - (d) Nonpresorted ZIP + 4 rate pieces.
 - (e) Single-piece rate pieces.
 - (f) Pieces with a ZIP + 4 barcode.
 - (g) Pieces in the mailing.
 - (h) Percentage of barcoded pieces.

c. Sortation/Qualification Report—Optional Combined ZIP + 4 Presort and Presorted Mailing (Destinating at Automated Sites). At the top of the report, show this administrative information: name of presenter, date of report, and entry post office.

(1) *Three-Digit Portion.* List by 3-digit ZIP Code the following:

- (a) ZIP + 4 Presort rate pieces.
- (b) Presorted rate pieces.
- (c) Cumulative total for each ZIP Code.
- (d) Total each column.

(2) *Residual Portion.* List by 3-digit ZIP Code the following:

- (a) Nonpresorted ZIP + 4 rate pieces.
- (b) Single-piece rate pieces.
- (c) Cumulative total for each ZIP Code.
- (d) Total each column.

(3) *Summary.* Give totals for the following:

- (a) ZIP + 4 Presort rate pieces.

REQUESTS FOR REFUNDS FOR VALUE ADDED TO A MAILPIECE BEYOND THE APPLIED POSTAGE—Continued

- (b) Presorted rate pieces.
- (c) Nonpresorted ZIP + 4 rate pieces.
- (d) Single-piece rate pieces.
- (e) Pieces with a ZIP + 4 code.
- (f) Pieces in the mailing.
- (g) Percentage of ZIP + 4 coded pieces.

d Refund Calculation Report is used to calculate the amount of the refund being requested, by comparing the amount of potential excess postage paid, as reflected on the Customer Mail Report, with the qualifying rate levels on the Sortation/Qualification Reports. The net result is the refund requested for the mailing. Required information is as follows:

(1) At the top of the report show the following administrative information:

- (a) Name of presenter,
- (b) Date of report, and
- (c) Entry post office.

(2) Refund Calculation

(a) Pieces paid (from Customer Mail Report).

1. At ZIP + 4 Presort rate	× \$0.005 = \$XX.X
2. At Presorted rate	× \$0.010 = \$XX.X
3. Total potential excess postage paid \$XX.X	

(b) Pieces qualified (from Sortation-Qualification Report)

1. At ZIP + Barcoded rate	× \$0.0 = \$00.0
2. At ZIP + 4 Presort rate	× \$0.005 = \$XX.X
3. At presorted rate	× \$0.010 = \$XX.X
4. At nonpresorted ZIP + 4 rate	× \$0.041 = \$XX.X
5. At single-piece rate	× \$0.050 = \$XX.X
6. Total	\$XX.X

(c) Refund requested must equal line (a)3. less line (b)6. = \$XX.X

The next issue of the DMM will include any references to the revised section numbering being adopted by this notice that need to be changed in revised DMM 147.2 and 147.3.

Acceptance and Verification Procedures

Entry post offices are responsible for the acceptance and verification of mail entered under DMM 147.4. This responsibility includes a quarterly audit of the mailer's system to ensure its continued ability to document the mail accurately. In addition, postal employees must perform presort verifications according to the provisions of Chapter 9, Handbook DM-102, *Bulk Mail Acceptance*, and verify the mailer's calculations for each refund claimed on

a Form 3533. The procedures to be followed are listed below.

General

1. No presenter will be allowed to participate unless authorized to do so in writing by the appropriate general manager, rates and classification center. A copy of the authorization must be on file at the entry post office.

2. Scheduled presort verifications will be performed at the post office or at the mailer's facility, as determined by the post office. When the verification is performed at the mailer's facility, the postal employees will allow sufficient time to do the verification prior to the scheduled transportation of the mailing from the facility.

3. The presenter must provide all required documentation at the time of mailing. The post office may not accept the mail without it.

4. For the first 30 days of a presenter's participation, the "skip interval" presort verification schedule as described in section 914, Handbook DM-102, will not apply. Each mailing will be verified for presort and refund documentation. The skip interval schedule may be implemented after 30 days once three consecutive mailings pass presort verifications. However, a refund documentation verification is required for each mailing.

5. If a mailing fails a required presort verification and is reentered, the post office must ensure that all refund documentation submitted reflects the corrected mailing. Otherwise, no refund request will be considered and the presenter must be so notified.

6. A current and accurate list of signed Forms 8096, as required in DMM 147.42, is essential for the verification of refund requests. If, during the verification process, mail is found from a customer not on the list, no refund will be issued for any part of that mailing unless specifically authorized by the general manager, rates and classification center.

Refund Request Verification Procedures

1. Compare the dates on all submitted documentation to ensure that it is all for the same mailing.

2. Randomly select 25 customer names listed on the Customer Mail Report and check them against the presenter-provided list of currently authorized customer agreements. If any unauthorized customers appear on the Customer Mail Report, the refund request is to be rejected.

3. Compare the number of trays submitted in the mailing with the total pieces shown on the Sortation/Qualification Report. Since only 1- and 2-ounce pieces are to be included in the mailing, the approximate number of pieces in a tray should be in the 450-500 piece range. For instance, a mailing of 10,000 pieces should consist of approximately

REQUESTS FOR REFUNDS FOR VALUE ADDED TO A MAILPIECE BEYOND THE APPLIED POSTAGE

20 trays. Submission of significantly more or fewer trays indicates that a problem exists and further verification is needed.

4. In a mailing that has already passed a presort verification, check the trays of mail that were selected for presort verification. Randomly select additional trays to ensure that a minimum of at least five trays are being verified for refund documentation. Randomly select 50 pieces of mail from the sample trays and do the following:

a. Check return addresses against the customer names on the Customer Mail Report. Only mail for the customers listed should be in the mailing.

b. All pieces must be metered or precancel stamped at the ZIP + 4 Presort or presorted mail rates. No other rates can be included.

c. Check the affixed postage on each piece and compare it against the rate categories shown on the Customer Mail Report for that customer's mail. For instance, if the affixed postage is at the ZIP + 4 Presort rate, the Customer Mail Report must show that the customer prepared mail at that rate. The same is true for postage affixed at the presort rate. Be sure that the presenter is requesting refunds only for the levels of postage that were affixed.

d. Ensure that no permit imprint mail is included.

e. Make sure that the ZIP Codes on the sample tray labels appear on the Sortation/Qualification Report.

f. Weigh verify each piece to see that the postage is correctly affixed at the 1-ounce or 2-ounce rate. Make sure that no pieces weigh over 2 ounces.

5. It is essential that the piece counts shown on the Sortation/Qualification Report are accurate. In order to verify this accuracy, take a sample from either the five-digit or three-digit portions of the mailing and compare it to the sortation report as follows:

a. If the verification is performed at the presenter's plant, select a ZIP Code from the sortation report and ask the presenter to isolate this mail. Have this mail rerun on the barcode reader so that an actual piece count may be determined.

b. If the verification is performed at the post office, select a ZIP Code and find the trays containing this mail. Run the mail over a postal barcode reader or optical character reader to count the pieces. If it is not possible to run this mail on auto-

mated equipment, take a random sample of 100 pieces. Weigh the pieces and determine an average piece weight. Then, weigh all trays, subtract tare weight, and divide the mail weight by the average piece weight. This will provide an approximation of the total piece count for the sampled ZIP Code.

Quarterly Audit

The purpose of the quarterly audit is to ensure that the mailer's system is accurately and consistently generating the required documentation to support refunds. If the post office has experienced repeated problems with a mailer regarding value added refunds, the scope of the audit may be greater than that normally required. At a minimum, the procedures listed below should be included in the quarterly audit.

1. Ask the mailer to provide copies of the customer "pickup" tickets for five randomly selected mailings. Select 25 of these and compare the piece counts shown with the piece counts reflected on the applicable Customer Mail Reports.

2. Contact five to ten customers and ask them to provide you with the piece counts and metered and precancel stamped postage they provided for five mailings as randomly determined by the acceptance clerk. The piece counts should agree with the pickup tickets and with the pieces shown on the Customer Mail Report. Metered and precancel stamped postage should agree with that shown on the Customer Mail Report.

3. Ask to see the customer bills generated by the mailer for the mailings noted in item 2, above. Examine these to see if there are any obvious discrepancies.

4. Ask the mailer to provide a copy of the sort schemes used to sort this mail. Compare this with the barcode reader "end of run" report to ensure that all mail processed is accounted for.

5. Review the mailer's quality control procedures.

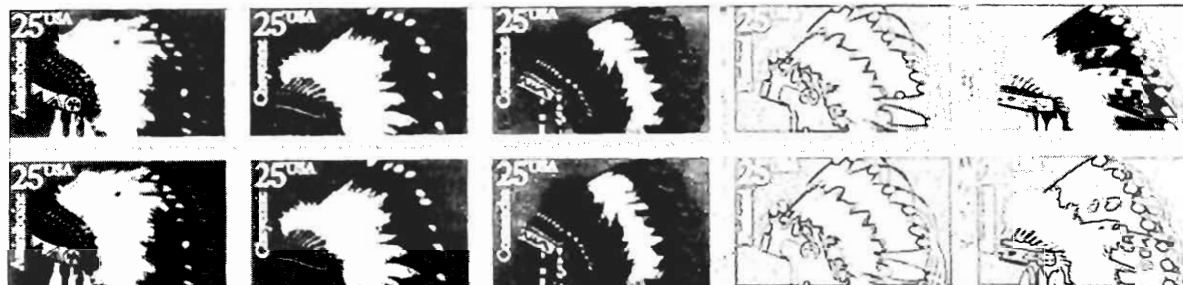
The mailer should be advised of audit findings in writing and instructed to take immediate corrective action as necessary. A copy of the audit report and the mailer's response should be sent to the general manager, rates and classification center.

—Marketing and Customer Service Group, 7-26-90

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

Issue Date: August 17, 1990
 First-Day City: Cody, WY
 Designer: Lunda Hoyle Gill, Riverside, CA
 Art Director and Typographer (stamps):
 Howard Paine, Design Coordinator, Citizens'
 Stamp Advisory Committee (CSAC)
 Typographer (booklet): Bradbury Thompson,
 Design Coordinator (CSAC)
 Postal Service Manager: Jack Williams, Program
 Manager for Philatelic Design
 Modeler: Peter Cocci, Bureau of Engraving and
 Printing (BEP)

Engravers (BEP): Gary Slaght (lettering),
 Thomas Hipschen (Comanche, Flathead),
 Kenneth Kipperman (Shoshone, Assiniboine),
 Gary Chaconas (Cheyenne)
 Printing Process: Offset/intaglio
 Colors: Magenta, yellow, cyan, black, olive
 (offset); black (intaglio)
 Size: Image area: .84 x 1.41 in/21.3 x 35.8 mm
 Overall: .99 x 1.56 in/25.1 x 39.6 mm
 Full Pane: 7.80 x 1.98 in/198.1 x 50.3 mm
 Plate Numbers: Five offset, one intaglio
 Stamps per Pane: 10 (2 panes of 10)



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Indian Headdresses Commemorative Stamps Booklet

Five spectacular American Indian headdresses are depicted in a booklet of commemorative stamps to be issued on August 17 in Cody, WY. These stamps are the first in the popular Folk Art Series printed in booklets.

The horizontally oriented commemoratives feature headdresses from the Assiniboine, Cheyenne, Comanche, Flathead, and Shoshone tribes.

Procedures for ordering first-day cancellations follow.

Customers Affixing Stamps. The Postal Service encourages customers to purchase the Indian Headdresses commemorative stamps and affix them to their envelopes. Covers bearing stamps receive preferential service. Customers must address envelopes on the right side at least 5/8 inch from the bottom and affix stamps approximately 1/4 inch from the top and right edges. Requests must be postmarked by September 16 and addressed: Customer-Affixed Envelopes, INDIAN HEADDRESSES

STAMPS, POSTMASTER, 1301 STAMPEDE AVE, CODY, WY 82414-9991.

Postal Service Affixing Stamps. A full set of the five Indian Headdresses stamps costs \$1.25. Customers must therefore send five preaddressed No. 6 3/4 envelopes per set. One stamp will be affixed to each envelope. Requests for specific stamps from the set will not be honored. The Postal Service accepts checks and money orders in the exact amount up to the limit of 50 sets or 250 covers. Customers should not send cash or postage stamps for payment. Orders must be postmarked by September 16 and addressed: INDIAN HEADDRESSES STAMPS, POSTMASTER, 1301 STAMPEDE AVE, CODY, WY 82414-9991.

Even after stocks of this issue have been depleted at local offices, these stamps are still available for approximately 1 year at philatelic centers and by mail from: THE PHILATELIC SALES DIVISION, PILLAR 210, 8300 NE UNDERGROUND, KANSAS CITY, MO 64144-9997



The *Philatelic Catalog*, which lists currently available stamps and other philatelic items, may be obtained for free at this office or from the Philatelic Sales Division in Kansas City, MO.

USPS Stamp Poster 90-19
 Remove after September 16

PLEASE POST ON BULLETIN BOARD

SAFETY BULLETIN

No: 90-1

AVOIDING HEAT-RELATED INJURY OR ILLNESS

Safety and health personnel must assist managers to make sure that employees know the signs and symptoms of heat-related illness and how to prevent and treat these conditions.

Publication 129, *USPS Safety Talks*, contains information to share with employees. Additionally, the National Institute for Occupational Safety and Health (NIOSH) has published *Working in Hot Environments*, 1986 DHHS (NIOSH), Publication 86-112. Copies have been distributed to division managers, safety and health services. Managers should use these materials to educate employees.

When the environmental temperature rises, the body uses several mechanisms to keep its internal temperature steady, including increased blood flow to the skin and increased sweating. When high air temperatures or heat radiation (as from the sun) overcome these mechanisms, several types of heat-induced disorders occur.

- **Heat Stroke**—the most serious heat-related condition with high (above 105 degrees Fahrenheit) body temperature; dry, red skin; delirium; convulsions; and death if not treated quickly. Victims need medical attention, but first aid includes moving the victim to a cool area and cooling the body with water and fanning.
- **Heat Exhaustion**—a less serious illness marked by clammy, moist skin; fatigue; giddiness; extreme weakness; and headache. Treatment includes resting in a cool place and drinking plenty of fluids. Most victims recover spontaneously with this treatment, but persons with heart problems or on low sodium diets are at increased risk and should seek medical attention.
- **Heat Cramps**—painful muscle spasms following periods of profuse sweating that lowers the salt content of the blood. Victims should drink salted liquids or electrolyte-replenishing beverages and should rest. Persons on low sodium diets or with heart problems should see a physician.
- **Fainting**—workers unaccustomed to hot environments who stand erect and immobile in the heat may faint due to blood pooling in the lower part of the body. Upon lying down the person should recover.

These illnesses can be avoided in most cases by becoming acclimated to the heat, a normal process that takes 5 to 7 days. Employees in temperate areas of the country become acclimated gradually as the seasons change, while those in permanently hot environments are usually already acclimated. Employees new to a hotter environment may be at increased risk until they become used to the heat.

To prevent heat-related illness, routinely (1) drink water frequently, (2) avoid alcohol, (3) and add a little extra salt to your food, but do not take salt tablets. Persons on low sodium diets or with heart disease should consult their physicians. Also, wear loose clothing—and head protection—in the sun. When the air temperature rises above 95 degrees Fahrenheit, do not use vehicle or other fans blowing directly on the body to cool off—they only add to the heat load.

Safety and health personnel should use the Wet Bulb Globe Temperature (WBGT) Index to assess the heat exposure of jobs that may be unusually hot. Compare results with the American Conference of Governmental Industrial Hygienists' Threshold Limit Values. In most situations, acclimatization and safe work practices will prevent heat-related injury. For more information on this subject, consult the references named above or the local health or medical unit.

PLEASE POST ON BULLETIN BOARD

Office of Safety and Health
Employee Relations Department

Handbook F-1 Revision

MAILING STATEMENT CONTROL/PERMIT IMPRINT PAYMENT RESPONSIBILITY

The control of mailing statements is an integral part of the revenue protection program. Accounting units must compare the actual mailing statement (Form 3541, *Statement of Mailing—2nd Class Pubs Except Requester Publications*; Form 3541-A, *Statement of Mailing—Second-Class/Requester Publications*; Form 3602, *Statement of Mailing with Permit Imprints*; and Form 3605, *Statement of Mailing—Bulk Zone Rates*) with withdrawal entries on Forms 3083, *Trust Account Receipts and Withdrawals*.

Under either a manual or an automated system, this comparison is the only way to assure that proper revenue was withdrawn from the customer's account. Handbook F-1, *Post Office Accounting Procedures*, is revised to emphasize this procedure and provide requirements for users of integrated retail terminals. To eliminate confusion about permit imprint payment responsibility, the Postal Service policy is defined in the following revision to Handbook F-1, 522.

520 Mail Without Postage Affixed

521 General. Mailers may be authorized to mail material without affixing postage. Procedures detailing preparation and acceptance requirements are contained in *Domestic Mail Manual (DMM) 145*, Permit Imprints; DMM Chapter 3, First-Class Mail; Chapter 4, Second-Class Mail; Chapter 6, Third-Class Mail; Chapter 7, Fourth-Class Mail; and Handbook DM-201, *Express Mail Service*.

522 Payment

522.1 Accepting Payments. Payment is made at time of mailing or through an advance deposit account. Where separation of duties permits, bulk mail acceptance unit employees are not to accept payment. Postmasters will apply their usual criteria for business check acceptance from new permit holders. The Postal Service will accept a check from a client of a permit holder for payment to the permit holder's account without performing the reliability criteria in 311.24. Examine checks before acceptance to be sure that the payee is either the U.S. Postal Service or Postmaster.

522.2 Recording Payments. Payments are entered on Form 3544, *Post Office Receipt for Money*. The original is given to the customer, the duplicate supports the trust entry on Form 1412-A, *Daily Financial Report*, and the triplicate is submitted to the bulk mail acceptance unit. When payments are entered on an integrated retail terminal (IRT) that automatically prepares a Form 3544, the original is given to the customer; the duplicate is submitted to the bulk mail acceptance unit; and the Form 3544 list, printed as part of the unit Form 1412, goes to the accounting unit.

522.3 Permit Holder Responsibility. Permit holders are responsible for all check payments applied

to their permit imprint accounts, whether those checks are self-generated or from clients.

522.4 Returned Checks. The Postal Service is not required to contact a permit holder's client when a check is returned by the bank. In those cases, the Postal Service will notify the permit holder and reduce the permit holder's account by the amount of the returned check and any applicable surcharge.

523 Revenue

523.1 Recording. Payments and mailings must be recorded on Form 3609, *Record of Permit Imprint Mailings Under Domestic Mail Manual 145*, for permit imprints, and Form 3543, *Record of Second-Class Postage*, for second-class. Post offices with an automated mail classification system, such as the Permit System and the Bulk Acceptance Accounting and Reporting System (BAARS) which both provide computation and individual customer account recordkeeping, will not use the above forms. Payments, mailings, and a balance must be recorded for each customer even where no advance deposit is maintained. Express Mail Corporate Accounts are maintained in the Expedited Mail Reporting System (EMRS) and total payments, total mailings, and a balance are recorded on a control Form 25, *Trust Fund Account* (523.3).

523.2 Reporting

.21 Bulk mail acceptance unit employees must prepare Form 3083, entering for each category the beginning balance, the total of all applicable triplicate or IRT duplicate Forms 3544, the total from *applicable* mailing statements as *withdrawals*, and an ending balance.

.22 Mailing statements must be separated by the following revenue categories:

Permit Imprint	AIC
First-Class Presorted	121
Fourth-Class Presorted.....	124
Third-Class Special Rate	125
Third-Class Regular Rate.....	130
Bound Printed Matter and Fourth-Class.....	131
All Other Permit Imprint	132
Second-Class and Requester Publications	135

.23 The Forms 3083 and the mailing statements grouped as above must be submitted to the accounting unit. Those offices with automated bulk mail acceptance units will submit trust account receipts and withdrawals, second-class transaction summary, permit imprint daily update, and summa-

MAILING STATEMENT CONTROL/PERMIT IMPRINT PAYMENT RESPONSIBILITY—**Continued**

ry of permit imprint mailings printouts, along with the mailing statements grouped as above.

523.3 Accounting Unit

.31 For each column on Form 3083, verify the opening balance with the prior day closing balance.

.32 Verify totals of Forms 3541, 3541-A, 3602, 3605, and 3613, *Cancellation of Permit*, to withdrawals of the appropriate column.

.33 The amount shown as received in each column must be compared with the duplicate Forms 3544 received with Forms 1412-A or the list of Forms 3544 produced by an IRT. Discrepancies must be resolved.

.34 Maintain individual control Forms 25 titled Permit Imprint, Second-Class (where volume warrants), and Express Mail Corporate Account.

.35 Compare total postage value of original Forms 3602 and 3605 with the total postage value on Forms 3607, *Weighing and Dispatch Certificate*, received from mail processing. Those offices with automated bulk mail acceptance units will compare the printout total to the total of Forms 3607. This is necessary to determine whether mail processed has been paid for and, conversely, whether mail paid for has been processed. Resolve any discrepancies by comparing individual forms. Notify the manager, mailing requirements, if discrepancies cannot be resolved or if they occur on a frequent basis.

.36 Enter revenue to the appropriate AIC as shown in 523.22 and withdraw from trust.

523.4 Disposition of Forms

.41 Finance copies of all Express Mail Labels 11-A, -B (both domestic and international), -C, and Form 5625, *Express Mail Custom Designed Service Receipt*, must be separately bundled and submitted daily to the MSC accounting unit. Express Mail Corporate Account withdrawals are entered to AIC 133, Express Mail Revenue.

.42 Copies of Forms 3602 and 3605, for bound printed matter only, are submitted with the Statement of Account.

.43 Manual Forms 3544 must be filed sequentially at the accounting unit to assure continuity of issuance. Window clerk IRT-generated lists of Forms 3544 must be retained at the unit and matched with the previous day's list to assure continuity of control numbers. Unit IRT-generated lists are filed by date and retained in the accounting unit to support entries on the office copy of the Statement of Account.

.44 The accounting unit retains the originals of Forms 3602, 3605, 3541, and 3541-A to support entries on the office copy of the Statement of Account.—*Dept. of the Controller, 7-26-90*

Withholding of Mail Orders

Enforced by postmasters at cities listed.

State/city	Names covered
CA, San Jose 95156-3288...	John Elkins, d/b/a Nationwide Products Corp., P.O. Box 3288-2519.
PA, Philadelphia 19141-2108.	The surnames Boslego, Peabody Bulger, Lear & Miller, 4858 North Broad Street.
OH, Cincinnati 45219-0674.	Any and all of various names other than the surname Berry, P.O. Box 19674.
AL, Jasper 35501-5100.....	Any and all names other than Willodean Wood, Shirley Wood & Shirley Malone, 1416 W. 24 Street.
AL, Sumiton 35148-0369 ...	Any and all names other than Willodean Wood, Shirley Wood & Shirley Malone, P.O. Box 369.
AL, Birmingham 35216-4900.	James M. White, 1634 Montgomery Highway, #161.
AL, Birmingham 35216-2806.	Dorothy M. Jones, 1072 Montgomery Highway, #182.
AL, Birmingham 35244-1141.	Dorothy M. Roberts, 1926 Highway 31, #182.

—*Judicial Officer, 7-26-90*

*IMM Revision***International Business Reply Service—Sweden**

Effective immediately, International Business Reply Service (IBRS) is available to Sweden. *International Mail Manual (IMM)* 393.21 is amended as follows:

393.2 Availability

393.21 Areas of Service. International Business Reply Service is available only with the following countries:

Cyprus
Denmark
Finland
Great Britain and Northern Ireland
Iceland
Ireland
Luxembourg
Norway
Sweden
Switzerland (includes Liechtenstein)
United Arab Emirates

—*Marketing and Customer Service Group, 7-26-90*

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MAIL ALERT

The mailings below will be deposited in the near future. Offices should attempt to honor the requested home delivery dates, but not at an additional expense. Mailers wishing to participate in these alerts, for mailings of one million pieces or more, should contact the National Accounts Division at (202) 268-2207, by the 15th of the month preceding the month of the requested delivery dates.

Title on mailings	Class and type of mail	Requested delivery dates	Number of pieces (millions)	Distribution	Presort level	Comments
Lord & Taylor Summer Sale.	Third	July 26-28....	1.0	Nationwide ...	CR-RT, 5-Digit, Basic.	White 6 x 9 in postcard with red and black lettering, limited sales dates.
JC Penney, Early Autumn Sale.	Third/Catalog.	July 26-28....	9.4	Nationwide ...	CR-RT.....	RRD Spartanburg, SC.
Ames Department Stores, Inc.	Third/Flats ...	July 26-28....	1.7	VT, ME, MA, NH, CT, RI, NY.	CR-RT.....	16-page circular.
Family Dollar.....	Third/Flats ...	July 30-August 1.	1.0	Southeast and South Central.	CR-RT.....	Origin Houston, TX.
Dollar General.....	Third/Flats ...	July 30-August 1.	1.0	Southeast and South Central.	CR-RT.....	Origin Houston, TX.
Swiss Colony Kicker Mailing.	Third	July 30-August 3.	4.0	Nationwide ...	CR-RT, 5-Digit, Basic.	This will be a white window envelope, size 8¼ x 3¾ in, with the Swiss Colony logo and return address in the upper left-hand corner.
Saks Fifth Avenue August Folio.	Third/Flats ...	July 30-August 3.	2.2	Nationwide ...	CR-RT.....	7½ x 10½ in piece. Case-Hoyt, Rochester, NY.
Sears Retail (Home Fashions).	Third/Flats ...	July 31-August 2.	13.0	Nationwide ...	CR-RT Sec-SEG Address.	Or current resident endorsement.
JC Penney, Young Mens & Juniors.	Third/Flats ...	August 1-3 ...	6.0	Nationwide ...	CR-RT.....	Harte Hanks, OH.
JC Penney, Children Back to School.	Third/Flats ...	August 1-3 ...	5.3	Nationwide ...	CR-RT.....	Arandell Schmidt, WI.
Sears GT—Power Tool.....	Thirds/Flats..	August 1-8 ...	4.0	Nationwide ...	CR-RT.....	8 x 10¼ in piece.
Ikea, Inc.....	Third/Catalog.	August 1-29 ...	3.2	Eastern U.S...	CR-RT, 5-Digit, Basic.	Annual Ikea mailing accepted in-plant, Brown Printing, Franklin, KY 42134.
Consumers' Fall Catalog....	Fourth/Flats ..	August 2-7 ...	3.0	Northeast and Eastern Regions.	CR-RT, 5-Digit (Palletized).	Female with jewelry on cover, fall catalog '90.
Ames Department Stores, Inc.	Third/Flats ...	August 2-4 ...	1.7	VT, ME, MA, NH, CT, RI, NY.	CR-RT.....	16-page circular.
Carol Wright Mailing.....	Bulk Business.	August 4-7 ...	30.0	Nationwide ...	CR-RT.....	6 x 9 in natural kraft envelope.
Williams-Sonoma/Catalog for Cooks, August 1990.	Third/Flats ...	August 6-8 ...	2.0	Nationwide ...	CR-RT, 5-Digit, Basic.	Size: 5½ x 8 in, front cover: blue chintz teapot and muffins, back cover: ceramic butter dish in upper left corner.
Sears FA—Style.....	Third/Flats ...	August 7-14 ...	10.8	Nationwide ...	CR-RT.....	8 x 10¼ in piece.
Sears BR—Back to School.	Third/Flats ...	August 7-14 ...	5.0	Nationwide ...	CR-RT.....	8 x 10¼ in piece.
Lord & Taylor POS.....	Third	August 8-10 ...	1.6	Nationwide ...	CR-RT, 5-Digit, Basic.	6 x 9 in postcard with blue and red lettering. Limited sales dates.
Ames Department Stores, Inc.	Third/Flats ...	August 9-11 ...	1.7	VT, ME, MA, NH, CT, RI, NY.	CR-RT.....	28-page circular.
Family Dollar.....	Third/Flats ...	August 13-15.	1.0	Eastern and Southern Region.	CR-RT.....	Origin Houston, TX.
House of Fabrics	Third/Postcards.	August 13-15.	1.8	Nationwide ...	CR-RT, 5-Digit, Basic.	

Title on mailings	Class and type of mail	Requested delivery dates	Number of pieces (millions)	Distribution	Presort level	Comments
Sears Retail (Back-to-School).	Third/Flats ...	August 13-15.	10.0	Nationwide ...	CR-RT SEC-SEG Address.	Or current resident endorsement.
Sears Retail Back-to-Campus.	Third/Flats ...	August 13-15.	9.0	Nationwide ...	CR-RT SEC-SEG Address.	Or current resident endorsement.
JC Penney, Men's Fashion Preview.	Third/Flats ...	August 15-17.	5.0	Nationwide ...	CR-RT.....	Harte Hanks, OH.
JC Penney, Levis for Boys Sale.	Third/Flats ...	August 15-17.	3.3	Nationwide ...	CR-RT.....	Harte Hanks, OH.
'90 Best Back to School....	Third	August 15-18.	8.2	Nationwide ...	CR-RT ZIP+4 Street Sequence.	Mail is verified and accepted in-plant, BMAU Brown Printing, Franklin, KY 42134.
Sears HR—Infant & Toddler.	Third/Flats ...	August 15-22.	1.3	Nationwide ...	CR-RT.....	8 x 10¼ in piece.
Sears GH—Best Buys.....	Third/Flats ...	August 15-22.	12.9	Nationwide ...	CR-RT.....	8 x 10¼ in piece.
JC Penney, Men's Workwear.	Third/ Catalog.	August 16-18.	1.0	Nationwide ...	CR-RT.....	RRD SC.
JC Penney, General Sale....	Third/ Catalog.	August 16-18.	8.0	Nationwide ...	CR-RT.....	RRD SC.
The ELKS Magazine	Third Bulk Business.	August 16-25.	1.5	Nationwide ...	CR-RT, 5-Digit, Basic.	The ELKS Magazine membership mailing.
Ames Department Stores, Inc.	Third/Flats ...	August 16-18.	1.7	VT, ME, MA, NH, CT, RI, NY.	CR-RT.....	28-page circular.
Radio Shack's Back-to-School Sale.	Third/Flats ...	August 21-23.	15.0	Nationwide ...	CR-RT, 5-Digit, Basic.	9¼ x 11½ in, 24 pages.
September Vogue.....	Second/ Publication.	August 21-27.	1.0	Nationwide ...	CR-RT (Palletized).	Estimated 3.2 lbs per copy.
Sears P-More	Third/Flats ...	August 22-29.	12.1	Nationwide ...	CR-RT.....	8 x 10¼ in piece.
Ames Department Stores, Inc.	Third/Flats ...	August 23-25.	1.7	VT, ME, MA, NH, CT, RI, NY.	CR-RT.....	28-page circular.
Dollar General.....	Third/Flats ...	August 27-29.	1.0	Eastern and Southern Region.	CR-RT.....	Origin Houston, TX.
Family Dollar.....	Third/Flats ...	August 27-29.	1.0	Eastern and Southern Region.	CR-RT.....	Origin Houston, TX.
Boston Proper and Enticements '90.	Third/Flats ...	August 27-31.	1.6	Nationwide ...	CR-RT, 5-Digit, Basic.	7 x 10½ in, publisher is up-scale products.
"Future Visions"	Third/Flats ...	August 27-Sept. 1.	2.6	Nationwide ...	CR-RT, 5-Digit, Basic.	The carrier envelope is white with a double window and is 8½ x 11¼ in. It will carry the Future Visions title.
JC Penney Men's Wardrobe.	Third/Flats ...	August 29-31.	1.0	Nationwide ...	CR-RT.....	Harte Hanks, OH.
Newsweek	Third/ Letter.	August 29-31.	6.8	Nationwide ...	CR-RT, 5-Digit, Basic.	Self-mailer.

ELM Revision

BACK PAY—CHANGE IN REQUIREMENTS

Effective May 30, 1990, the requirements for employees separated or placed on indefinite suspension to certify or document their efforts to obtain employment during the first 45 days of the back pay period are changed. *Employee and Labor Relations Manual* (ELM) 436.22 and 436.425 are amended as follows:

436.22 Back pay is allowed, unless otherwise specified in the appropriate award or decision, provided the employee has made reasonable efforts to obtain other employment, except that the employee is not required to make such efforts during the first 45 days of the back pay period. This 45-day period does not apply to individuals who were denied employment with the Postal Service (see 436.428).

* * * * *

436.425 Where the original action resulted in separation or indefinite suspension and no outside employment was obtained, employees must furnish the following:

a. If the back pay period is 45 days or less, employees are not required to certify or to provide documentation in support of their efforts to secure other employment during this period.

b. If the back pay period is more than 45 days and does not exceed 6 months, employees must provide a statement certifying the reasons why outside employment was not obtained for all parts of the back pay period which exceed the first 45 days.

c. If the back pay period is more than 6 months, employees must provide documentation in support of their efforts to secure other employment for all

parts of the back pay period which exceed the first 45 days.

These changes do not affect an employee's responsibility to report all earnings and other income received during the entire back pay period, as required by 436.422.

Management Instruction (MI) EL-430-90-2, *Back Pay*, and Form 8038, *Employee Statement To Recover Back Pay*, are being revised to reflect this change. Until the new MI (EL-430-90-8) and Form 8038 are available, employees meeting the criteria for a back pay award must be notified that they are not required to seek other employment or provide information about their efforts to secure other employment during the first 45 days of the back pay period.

A new ELM 436.428, as shown below, has been added to address those individuals denied employment with the Postal Service and who subsequently file successful appeals challenging such actions. These individuals must mitigate damages during the entire back pay period by making reasonable efforts to obtain other employment.

436.428 Where the original action resulted in denial of employment with the Postal Service, the individual must provide documentation in support of his or her efforts to secure other employment for all parts of the back pay period. The individual must also provide a statement of earnings during the back pay period as required by 436.422.

A future issue of the ELM will include these revisions.—*Employee Relations Dept., 7-26-90*

ACCOUNTBOOKS/STATEMENTS OF ACCOUNT: PFY 1991

Field divisions and management sectional centers (MSCs) are responsible for ordering enough Postal Fiscal Year (PFY) 1991 Accountbooks and Statements of Account from their materiel distribution center to meet the needs of their associate offices.

An accountbook consists of either Forms 1551 A-E (CAG A-J) or Forms 1552 A-F (CAG K and L), banded or shrink-wrapped as a set. Form 1553, *Statement of Account* (CAG K and L), and Form 1554, *Statement of Account* (CAG H and J), are banded or shrink-wrapped in sets of 15 forms. Form 1555, *Statement of Account* (CAG A-G), is in sets of 48 forms.

Field divisions and MSCs must order these forms from their materiel distribution centers as follows:

1. The distribution centers must receive all orders no later than August 10, 1990.

2. Complete Form 7380, *MDC Supply Requisition*, for the forms requirements only. Do not include any other orders on this requisition.

3. Order form quantities by the number of sets, not by the total number of individual forms.

4. Total the number of offices in CAGs A-J and order one set of Forms 1551 A-E for each office.

5. Total the number of offices in CAGs K and L and order one set of Forms 1552 A-F for each office.

6. Total the number of offices in CAGs K and L and order one set (15 forms) of Form 1553 for each office.

7. Total the number of offices in CAGs H and J and order one set (15 forms) of Form 1554 for each office.

8. Total the number of offices in CAGs A-G and order one set (48 forms) of Form 1555 for each office.

9. Mark on the outside of the order envelope, *Special Distribution of Accounting Forms*.

Do not order more forms than needed. An MSC that has extra forms should provide the field division with the extra forms in case other offices are in short supply. An MSC that is short of forms should request additional quantities through the field division.—*Dept. of the Controller, 7-26-90*

REFERENCE REQUEST—FEDERAL RECORDS CENTERS

NOTE: Use a separate form for each request.

SECTION I—TO BE COMPLETED BY REQUESTING AGENCY

ACCESSION NO. 28-90-XXXX	AGENCY BOX NUMBER 2 OF 10	RECORDS CENTER LOCATION NUMBER XXXXXXX
-----------------------------	------------------------------	---

DESCRIPTION OF RECORD(S) OR INFORMATION REQUESTED

BOX Postal Service Freedom of Information Act (FOIA) - Request
Files, 1987-1989.

FOLDER (include file number and title)

REMARKS

NATURE OF SERVICE

FURNISH COPY OF RECORD(S) ONLY PERMANENT WITHDRAWAL TEMPORARY LOAN OF RECORD(S) REVIEW OTHER (Specify)

SECTION II—FOR USE BY RECORDS CENTER

<input type="checkbox"/> RECORDS NOT IN CENTER CUSTODY <input type="checkbox"/> RECORDS DESTROYED <input type="checkbox"/> WRONG ACCESSION NUMBER—PLEASE RECHECK <input type="checkbox"/> WRONG BOX NUMBER—PLEASE RECHECK <input type="checkbox"/> WRONG CENTER LOCATION—PLEASE RECHECK <input type="checkbox"/> ADDITIONAL INFORMATION REQUIRED TO IDENTIFY RECORDS REQUESTED <input type="checkbox"/> MISSING (Neither record(s), information nor charge card found in container(s) specified) <input type="checkbox"/> RECORDS PREVIOUSLY CHARGED OUT TO (Name, agency and date):	REMARKS
--	---------

DATE	SERVICE	TIME REQUIRED	SEARCHER'S INITIALS

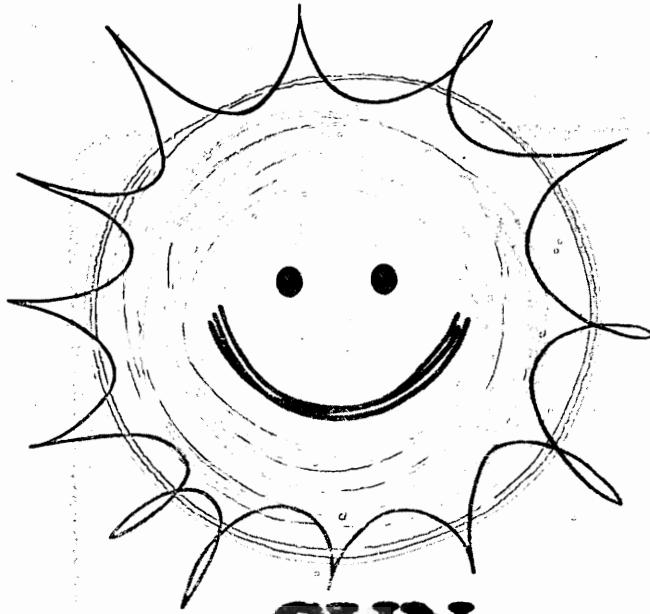
SECTION III—TO BE COMPLETED BY REQUESTING AGENCY

NAME OF REQUESTER D. H. Smith	TELEPHONE NO. <input type="checkbox"/> FTS (619) 890-3519	DATE 7/30/90	RECEIPT OF RECORDS
NAME AND ADDRESS OF AGENCY (Include street address, building, room no. and ZIP Code)	D. H. Smith Manager, XXXX San Diego Division San Diego, CA 92199-XXXX		Requester please sign, date and return this form, for file item(s) listed above, ONLY if the block to right has been checked by the Records Center. <input type="checkbox"/>
SIGNATURE		DATE	

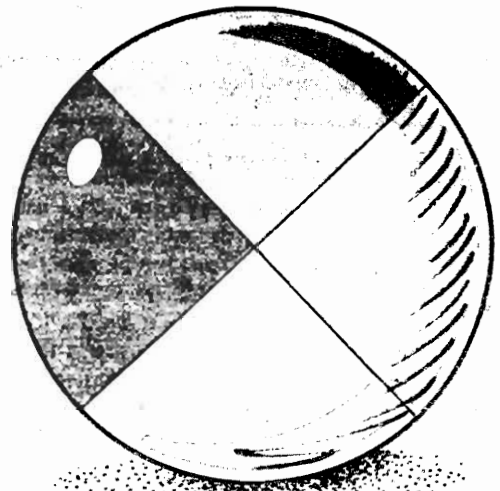
NSN 7540-00-682-6423
5011-108

PREVIOUS EDITION USABLE

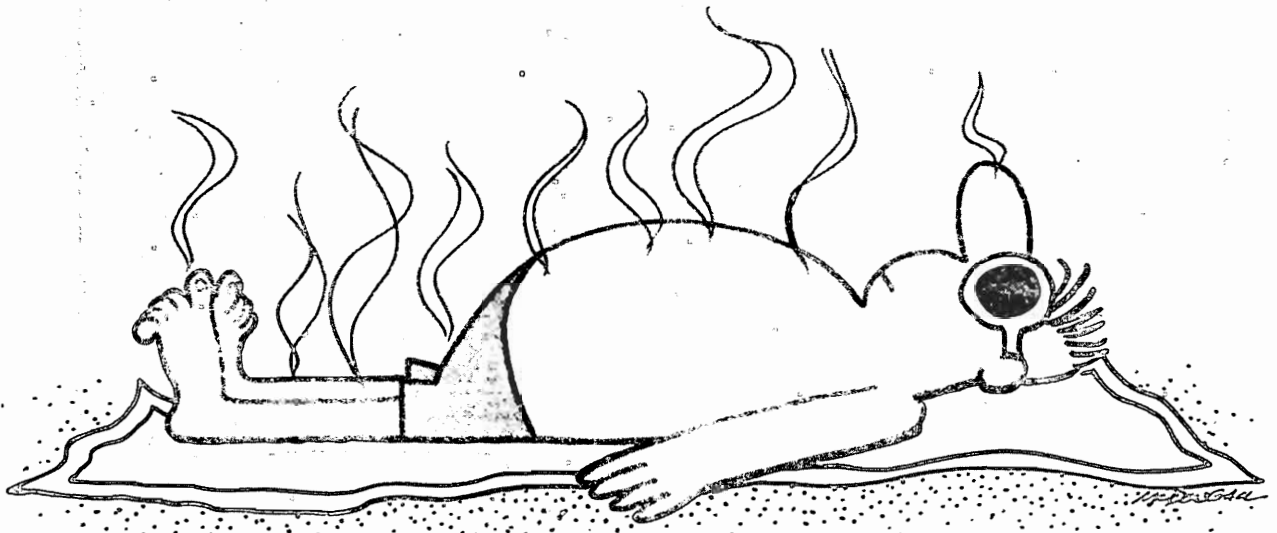
OPTIONAL FORM 11 (Rev. 7-87)
NATIONAL ARCHIVES AND
RECORDS ADMINISTRATION
36 CFR 1228.162



SUN



FUN



OVERDONE

Don't overdo it



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 21767 article.

541,097,901 to 8,200	563,184,500 to 4,700	581,986,501 to 6,600	604,181,801 to 2,100
543,289,525 to 290,200	563,957,851 to 7,860	584,314,756 to 5,000	604,799,901 to 800,800
543,305,301 to 5,600	564,299,834 to 300,000	584,834,505 to 4,600	605,721,494 to 605,721,500
544,194,216 to 4,700	564,319,659 to 9,700	584,862,862 to 3,900	605,367,722 to 8,200
544,619,721 to 620,100	565,045,232 to 5,245	584,947,247 to 7,300	605,949,901 to 950,000
544,999,729 to 9,800	565,145,850 to 5,875	585,948,403 to 3,000	607,273,964 to 274,500
545,553,528 to 3,800	565,868,534 to 8,549	586,432,013 to 2,500	607,586,501 to 6,600
545,775,152 to 5,200	567,078,033 to 8,100	586,543,860 to 3,900	607,673,301 to 4,500
547,276,820 to 7,000	567,422,270 to 2,600	586,830,748 to 0,800	607,591,119 to 591,200
547,457,901 to 8,300	568,505,097 to 5,100	589,005,217 to 5,300	607,930,501 to 1,000
547,469,676 to 9,700	568,574,080 to 4,099	589,876,801 to 6,900	608,011,756 to 2,300
547,542,271 to 3,000	569,537,631 to 8,000	590,230,567 to 0,600	608,288,084 to 288,100
547,578,870 to 8,900	569,791,703 to 1,730	590,242,301 to 2,400	608,678,701 to 9,100
547,923,901 to 4,000	569,793,491 to 3,510	590,973,597 to 4,000	608,722,023 to 2,200
548,988,201 to 8,300	569,915,309 to 5,320	591,138,501 to 8,600	609,084,101 to 5,100
549,641,019 to 1,100	570,275,601 to 5,700	591,724,456 to 4,500	611,216,001 to 217,100
549,670,720 to 0,800	571,065,984 to 6,600	591,778,901 to 9,000	611,338,466 to 8,700
550,092,673 to 2,700	571,106,886 to 7,200	591,860,001 to 0,100	611,387,101 to 387,200
550,355,949 to 6,100	571,123,771 to 3,900	592,371,801 to 2,100	611,930,472 to 500
551,144,112 to 4,400	572,226,617 to 6,700	593,389,186 to 9,200	612,182,901 to 183,700
551,698,301 to 8,320	572,380,133 to 0,145	594,538,411 to 8,500	612,185,601 to 186,100
551,961,814 to 1,880	572,380,203 to 0,258	594,724,301 to 4,900	612,512,359 to 2,700
552,222,532 to 3,800	573,666,236 to 6,294	594,768,672 to 8,700	613,359,706 to 9,732
553,468,301 to 8,400	574,217,901 to 7,925	594,952,701 to 953,400	613,364,701 to 365,100
553,853,051 to 3,100	574,415,253 to 5,300	596,073,100 to 3,500	615,753,401 to 3,600
554,939,152 to 9,200	574,526,901 to 7,000	596,308,901 to 9,100	616,192,014 to 2,100
554,998,701 to 8,800	574,810,201 to 1,200	597,044,346 to 044,400	616,042,701 to 3,300
555,144,758 to 4,770	574,982,801 to 3,500	597,253,460 to 3,500	616,320,501 to 321,200
556,084,478 to 4,500	575,311,297 to 7,400	598,659,921 to 660,100	617,008,801 to 099,000
556,250,024 to 0,200	575,913,143 to 3,200	599,664,001 to 665,700	617,739,158 to 9,200
556,351,291 to 1,600	575,977,151 to 7,200	600,349,301 to 9,400	617,989,336 to 9,499
556,508,870 to 8,900	576,674,701 to 4,800	600,439,001 to 9,100	618,333,401 to 334,100
557,669,091 to 9,100	577,385,856 to 6,100	600,493,650 to 3,700	626,567,516 to 7,528
557,669,191 to 9,200	577,907,201 to 7,800	600,526,018 to 6,400	
557,711,743 to 1,800	578,365,863 to 5,900	601,042,674 to 2,700	
557,786,836 to 6,860	578,649,083 to 9,100	601,652,701 to 3,300	
558,228,301 to 8,400	578,988,972 to 9,400	602,528,605 to 9,000	
558,638,801 to 9,000	579,017,876 to 7,900	603,708,901 to 9,200	
559,562,701 to 2,742	579,052,035 to 2,057	603,780,401 to 0,500	
559,565,818 to 6,000	579,541,273 to 1,299	603,780,701 to 0,800	
559,736,353 to 6,400	579,877,101 to 7,200	603,780,942 to 1,000	
559,841,401 to 1,700	580,207,301 to 7,770	604,020,801 to 0,900	
560,473,901 to 3,922	580,335,207 to 5,300	604,083,174 to 3,700	
561,223,101 to 3,400	580,337,901 to 8,000	604,122,517 to 2,900	
561,249,012 to 9,200	580,562,401 to 2,500		
561,265,399 to 5,500	580,899,103 to 9,200		
562,601,501 to 1,600	581,171,918 to 2,400		
	581,341,293 to 1,400		

**Process Express Mail pouches daily—
Return all surplus to nearest concentration point**

TAKE VINCE AND LARRY'S CRASH COURSE IN SAFETY BELTS.

"Hey guys, there's some smashing news about safety belts that you should know. And Larry and I want to be the first ones to break it to you."

"But Vince, we like to break everything."



**LESSON
NO. 1**

"As you know, Larry, pretty soon all cars will come with automatic safety belts or air bags—and I don't mean your mother-in-law!"

"That's right, Vince, but these new automatic gizmos only do part of the job to keep you from being a windshield warrior. You've still got to make sure your safety belt is buckled up."

**LESSON
NO. 2**

"Larry, do you know what works best when they fit tightly?"

"My Uncle Bernie's false teeth?"

"No Larry, safety belts. You've got to always make sure that yours is snug and that whatever safety belt system your car comes with is in a-ok-working order."

**LESSON
NO. 3**

"No matter if you're on the road to Rio or going just around the corner, without a safety belt my friend you're on the road to ruin."

"Ruin, is that a small town in France, Vince?"

"No, dashboard breath, what I'm saying is whether your trip is short or long, you should be buckled up."

**LESSON
NO. 4**

"And Vince, folks should remind others to wear their safety belts too. Remember there could be a dummy in your car."

YOU COULD LEARN A LOT FROM A DUMMY. BUCKLE YOUR SAFETY BELT.

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by retail window employees. 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 21767 listing. **B Old Style** (Gray). PB 21461 listing remains valid. **C Counterfeit.** Retain 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	367 428 8800 to 8999	383 314 3968 to 3999	406 009 4587 to 4599
302 123 9999	367 519 6700 to 6899	383 892 1000 to 1344	406 260 6830 to 6899
349 746 2056 to 2099	368 371 3923 to 3999	383 892 1382 to 1399	406 459 6497 to 6499
349 910 0000 to 0399	368 730 7825 to 7899	385 568 2330 to 2399	406 733 3000 to 3999
350 017 1652 to 2199	368 854 6200 to 6299	385 599 7554 to 7575	407 545 1556 to 1599
350 251 5100 to 5199	368 978 0561 to 0599	385 774 2024 to 2099	407 594 0412 to 0599
350 366 1104 to 1119	369 345 0188 to 0199	387 314 5574 to 5599	407 692 9100 to 9299
350 366 1145 to 1166	369 674 8141 to 8199	389 696 2400 to 2799	408 265 2275 to 2288
350 518 7350 to 7374	369 718 3783 to 3799	389 846 3104 to 3135	408 499 7700 to 7799
351 110 4900 to 4999	370 193 8257 to 8299	389 846 3145 to 3195	408 499 7900 to 7999
351 113 4615 to 4699	371 241 3118 to 3199	389 887 9211 to 9230	408 682 8484 to 8599
351 113 4800 to 4999	371 630 0100 to 0199	389 887 9234 to 9299	408 698 7015 to 7099
360 003 2454 to 2499	372 308 4180 to 4199	390 001 3182 to 3199	409 072 3941 to 3999
360 037 4500 to 4549	372 311 5400 to 5499	390 001 3500 to 3699	410 491 2311 to 2399
360 038 0502 to 0599	372 360 8303 to 8399	390 545 5974 to 5999	410 694 8400 to 8599
360 112 8583 to 8599	372 407 1025 to 1099	391 104 6146 to 6199	410 775 1500 to 1599
360 134 2600 to 2699	373 390 2301 to 2399	391 783 3020 to 3599	410 795 7927 to 7999
360 135 5611 to 5699	373 390 2518 to 2599	391 792 6100 to 6199	410 867 0917 to 0966
360 135 8159 to 8199	373 390 2604 to 2699	392 668 2956 to 2999	410 867 0970 to 0999
360 172 1404 to 1499	373 463 0902 to 0999	392 854 8500 to 8899	411 868 1023 to 1199
360 173 8800 to 8899	374 022 8105 to 8199	393 584 7566 to 7699	411 922 2322 to 2399
360 257 2100 to 2199	374 692 8858 to 8899	393 650 0074 to 0099	412 193 0900 to 0999
360 282 4600 to 4699	374 768 2600 to 2699	393 838 8316 to 8499	412 885 5953 to 5999
360 403 8453 to 8499	374 795 2118 to 2199	393 893 6007 to 6099	414 640 0757 to 0799
360 418 0700 to 0799	375 169 4400 to 4599	394 126 6907 to 6999	414 965 1717 to 1799
360 419 6700 to 6799	375 637 9137 to 9199	394 189 0405 to 0599	415 161 8858 to 8868
360 535 5648 to 5657	375 637 9365 to 9999	394 822 3243 to 3278	417 496 6800 to 6999
360 762 9368 to 9399	375 744 7930 to 7999	394 990 1810 to 1899	417 871 9250 to 9299
361 142 2817 to 2899	375 829 3400 to 3499	395 343 3264 to 3299	417 930 9533 to 9599
361 440 9240 to 9299	375 851 9100 to 9199	395 373 3035 to 3099	418 164 6500 to 6799
361 754 9300 to 9499	376 850 0813 to 0899	395 396 9649 to 9799	418 423 9863 to 9899
361 782 4204 to 4299	376 855 6764 to 6999	395 970 3240 to 3299	418 633 5922 to 5999
361 974 6811 to 6999	376 903 0721 to 0738	397 622 4054 to 4099	418 719 8520 to 8599
362 246 6800 to 6899	376 906 3206 to 3299	397 819 8902 to 8999	418 744 2235 to 2299
362 299 8900 to 8999	377 113 7461 to 7499	398 149 7200 to 7699	418 962 2848 to 2899
362 861 3064 to 3099	377 224 2300 to 2599	399 070 0872 to 0899	419 543 0286 to 0299
363 130 1575 to 1599	377 955 4285 to 4399	399 156 7119 to 7199	419 730 0313 to 0369
363 130 4500 to 4599	378 029 9347 to 9399	399 203 5064 to 5099	419 730 0380 to 0399
363 374 9010 to 9099	378 085 3679 to 3699	399 296 9909 to 9999	420 599 0734 to 0798
363 444 9333 to 9399	378 210 9090 to 9099	399 792 7775 to 7799	420 661 4115 to 4199
363 560 5050 to 5099	378 351 1063 to 1099	399 792 8300 to 8399	420 758 9500 to 9699
363 851 4259 to 4299	378 630 9489 to 9599	399 396 8935 to 8999	421 146 8600 to 8649
363 853 7582 to 7799	379 128 9584 to 9599	400 427 1051 to 1999	421 313 4500 to 4999
363 861 7600 to 7899	379 509 2600 to 2699	401 045 1505 to 1549	421 364 5537 to 5599
363 904 4540 to 4999	379 679 8060 to 8099	401 045 1571 to 1599	421 988 9700 to 9799
363 922 5744 to 5799	379 843 5100 to 5199	401 294 2700 to 2799	422 587 7024 to 7099
363 930 9400 to 9699	380 093 9600 to 9611	401 310 9505 to 9599	424 500 6050 to 6099
363 965 7892 to 7999	380 165 1165 to 1199	402 578 7876 to 7899	424 641 8500 to 8599
364 467 6102 to 6199	380 489 6800 to 6899	403 125 6744 to 6799	433 765 4003 to 4099
364 826 1081 to 1099	380 572 1840 to 1899	403 260 7000 to 7499	700 065 2570 to 2599
365 512 9428 to 9499	381 077 3600 to 3699	403 280 6470 to 6499	802 678 2605 to 2699
365 693 4200 to 4299	381 325 4500 to 4599	403 685 8600 to 8699	803 605 2840 to 2899
365 842 7960 to 7999	381 540 9900 to 9999	404 003 0300 to 0399	803 605 6300 to 6499
365 997 7565 to 7699	381 604 2510 to 2699	404 041 8838 to 8899	805 323 5006 to 5024
366 205 2072 to 2099	381 645 9525 to 9599	404 071 4268 to 4299	805 466 7255 to 7299
366 772 6702 to 6799	381 924 0748 to 0799	404 347 5356 to 5399	806 015 3885 to 3899
366 998 7669 to 7681	383 156 6968 to 6999	404 347 5548 to 5599	806 087 1100 to 1499
367 303 6006 to 6099	383 156 7128 to 7199	404 726 4500 to 4599	806 268 9275 to 9299
367 396 9705 to 9799	383 156 7300 to 7999	404 961 5001 to 5199	806 534 3400 to 3477
367 396 9900 to 9999	383 299 2081 to 2099	405 325 0188 to 0198	990 117 5600 to 5999

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS—Continued

926240	927491	931516	939135	940546	945378	950028	950313	951301	958331	968202	977041	992293
926308	927535	931548	940110	940549	945444	950042	950359	951307	958379	968267	980087	992307
926333	927614	931566	940133	940564	945498	950062	950367	951313	958392	968352	980282	992340
926423	927742	931694	940234	941325	945500	950082	950389	951326	958400	968452	981540	992500
926447	928126	931935	940239	941438	945511	950106	950520	951371	958411	972262	981578	992541
926466	928175	932506	940276	941500	945636	950170	950527	951530	958446	972439	981738	992554
926555	928211	932595	940301	941526	945645	950182	951033	951534	958448	972556	981903	995397
926576	928216	933324	940303	941535	945690	950219	951071	952203	958476	972740	981963	995447
926683	928400	935050	940311	941571	945736	950220	951092	952222	958479	972874	981997	995486
926788	928509	935092	940315	941573	945768	950230	951108	952251	958486	972877	983033	995540
926915	928579	937330	940367	941622	946166	950240	951132	954112	958487	972890	992078	997187
926987	928652	937458	940368	941640	946293	950248	951150	954113	967044	972933	992159	997273
927360	928808	939067	940376	941726	949162	950250	951187	954701	967081	974136	992185	998161
927377	928865	939095	940377	941730	949180	950255	951209	955672	967181	976013	992197	999209
927490	931324	939111	940436	945351	949301	950293	951246	958324	968138	976017	992248	

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