

P1.3
21769



postal bulletin

P. S. U.
Published Since March 4, 1980

PB 21769—August 9, 1990—40 Pages

ELM Notice

OCT 9 1990

Retirees With 50 or More Years Service

While all retirements are significant occasions deserving recognition, half a century of service is an extraordinary accomplishment. Therefore, the Postmaster General would like to sign retirement certificates and letters for all retirees with 50 or more years of service.

When such an employee submits a retirement application, the Director of Human Resources should immediately notify the Office of the Postmaster General by sending a memorandum to:

US POSTAL SERVICE
EXECUTIVE ASSISTANT TO THE POSTMASTER GENERAL
475 LENFANT PLAZA RM 10128
WASHINGTON DC 20260-0011

Include the date of retirement and any pertinent information about the employee's career that might be appropriate for the letter that will accompany the certificate. To expedite handling, the memorandum subject line should be: Request for Retirement Certificate. A letter and the signed certificate will be sent as quickly as possible.

The next issue of the *Employee and Labor Relations Manual* will incorporate this procedure in 479.11, 479.2, and 479.31.

—Employee Relations Dept., 8-9-90

Publication 41 Revision

Procurement Manual

Publication 41, *Procurement Manual*, is revised to clarify the use of clause 10-5, *Davis-Bacon Act*, in lease contracts. This revision changes sections 10.2.4.d.3 (b) and (c). The new sections read:

10.2.4 Construction Contracts and Lease Agreements

- d. Clauses.
- 3. Leases

(b) All leases and agreements to lease involving more than \$2,000 of construction work by laborers or mechanics must contain clause 10-4, *Contract Work Hours and Safety Standards Act—Overtime Compensation*.

(c) All leases and agreements to lease interior space netting more than 6,500 square feet, and involving construction work over \$2,000, must include clause 10-5, *Davis-Bacon Act*.

The next transmittal letter to Publication 41 will include this revision.

—Procurement and Supply Dept., 8-9-90

Operating Fees for Food Services Contracts

DEPOSITORY

All personnel involved with food services contracts should know that vending machine contractors, central lunchroom contractors, and cafeteria contractors must pay the Postal Service a 1.5 percent operating fee. This fee is based on net sales and is a payment for space and utilities.

Vending machines and central lunchrooms operated on a permit basis by a state licensing agency for the blind are exempt from this requirement.

A forthcoming Handbook AS-707I, *Contracting for Food Services*, and a revision of Handbook EL-602, *Food Service Operation*, will include more information on these matters. The *Postal Bulletin* will announce when these directives are available.

—Procurement and Supply Dept./Employee Relations Dept., 8-9-90



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

CONTENTS

	Page
15-Cent Quad at Stanford Postal Card	3
25-Cent Creatures of the Sea Commemorative Stamps ..	3
25-Cent Marshall Islands and Micronesia Commemorative Stamps	25
40-Cent Claire Lee Chennault Stamp	25
Address Correction Service (<i>Reminder</i>)	2
Domestic Orders	24
Express Mail International Service (<i>IMM, Hbk. DM-201, Pub. 273 Revisions</i>)	26
Foreign Order No. 300	2
Form 3856, Application for Authorization to Palletize (<i>DMM Notice</i>)	2
Indian Headdresses Folder	28
Invalid Express Mail Corporate Account Numbers	36
Lobby Displays/Promotions for August 1990	27
Materiel Accountability Officer Designations	3
Missing Money Orders—Canadian	34
Missing Money Orders—U.S.	35
Money Order Lobby Notice	4
Money Order Sales (<i>DMM/Handbook F-1 Revisions</i>)	23
National Retirement Counseling System	25
Operating Fees for Food Services Contracts	1
Optional Use of Barcoded Sack Labels (<i>DMM Revision</i>) ..	17
Plastic Mailbags—Proper Care and Disposal	4
Post Office Changes Number 4	30
Postal Fiscal Year 1990: Closing Instructions	5
Procurement Manual (<i>Publication 41 Revision</i>)	1
Retirees With 50 or More Years Service (<i>ELM Notice</i>)	1
Stamp Poster 90-20 (<i>Circus Wagon Coil Stamp</i>)	13
Treasury Department Checks	9
USPS Express Mail Fee Chargeback System	28
Uniform Allowance Program	4
Withholding of Mail Order	3

All Personnel Processing Mail for Dispatch Abroad

Foreign Order No. 300

Keep all foreign order notices for use as reference

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

Hong Kong

Lottery Players Service
GPO 11475
and
LPS
GPO 11475
Hong Kong

Federal Republic of Germany

SKL Ticket-Service
Order Service Kempener Direktmarketing
Beethovenstr. 61
D 6000 Frankfurt 1
West-Germany

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

Federal Republic of Germany

Staatliche Lotterie-Einnahme
Suddeutsche Klassenlotterie
Postfach 10 40 67 Ulmenstrasse 22
D-3500 Kassel 1
and
W. Wessel
Postbox 10 40 67
D-3500 Kassel 1
West Germany

H. Herzog
Alsterdorfer Str. 326
2000 Hamburg 60
W-Germany
and

H. Herzog
P.O. Box 60 0966
2000 Hamburg 60
W-Germany

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

This notice may be posted at the outgoing primary, and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 8-9-90*

Reminder

Address Correction Service

Mailers continue to receive manually prepared address corrections that are incomplete or inaccurate. Employees who process address corrections must provide required information to mailers requesting this service.

When photocopy service is not available, Postal Service employees prepare manual address corrections on Form 3547, *Notice to Mailer of Correction in Address*. This form provides the old and new addresses to mailers who pay for these corrections.

Enter Mailer's Account No. Here: (All numbers, dates and letters) 160429-13	THIS CARD IS FURNISHED: <input checked="" type="checkbox"/> For address correction, as requested. (Your mailing piece was forwarded) <input type="checkbox"/> In lieu of Form 3579, see last space below.
Check If: <input type="checkbox"/> NO Acct. No. ON MAIL <input type="checkbox"/> Account No. ILLEGIBLE	
Name of Addressee DUE, JOHN	
Old Address (Include Apt./Suite No.) 123 MAIN ST.	
Post Office, State and ZIP Code ANYTOWN, PA 12345-6789	
New Address (Include Apt./Suite No.) 50 JONES AVE.	
Post Office, State and ZIP Code THISTOWN, VA 98765-4321	
The address portion of your 2d, 3d, or 4th class mailing piece was not readily detachable. Reason for non-delivery was: <input type="checkbox"/> MOVED, LEFT NO ADDRESS <input type="checkbox"/> NO SUCH STREET <input type="checkbox"/> REFUSED <input type="checkbox"/> NO SUCH NUMBER <input type="checkbox"/> ATTEMPTED NOT KNOWN <input type="checkbox"/> UNCLAIMED	
PS Form 3547 May 1981	SAMPLE

To correct their address lists, mailers must receive back all the information that is on their mailing labels, including their account numbers when displayed. Some employees are neglecting to record these account numbers on Form 3547. Without this critical information, mailers cannot update their lists and the address corrections provided have no value.

Extra care in preparing the information sent to customers will increase service performance by reducing undeliverable-as-addressed mail.

—*Marketing and Customer Services Group, 8-9-90*

DMM Notice

Form 3856, Application for Authorization To Palletize

Effective with *Domestic Mail Manual* Issue 36, 9-16-90, sections 445.211, 445.212, 445.213, 445.311, 445.313, 445.411, 445.412, 445.413, 644.111, 644.112, 644.113, 644.211, 644.212, 644.213, 644.311, 644.312, 644.313, 767.511, 767.512, 767.513, 767.611, 767.612, and 767.613 are revised to describe the internal routing procedures for pallet applications.

Form 3856, *Application for Authorization to Palletize*, has been revised to reflect the routing changes. In addition, page 5, which details the responsibilities of the reviewers, has been added to the form.

—*Marketing and Customer Service Group, 8-9-90*

25-Cent Creatures of the Sea Commemorative Stamps

The 25-cent Creatures of the Sea commemorative stamps go on sale October 3, in Baltimore, Maryland, featuring the common dolphin, the killer whale, the northern sea lion, and the sea otter.

Do Not Place on Sale Before October 4, 1990



Copyright U.S. Postal Service 1990

Issued in panes of 40.

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

Supply. All post offices will receive twice their standard automatic distribution quantities for a 50-subject commemorative stamp. Quantities will be rounded up to the nearest packaging increment for a 40-subject stamp. *The Bureau of Engraving and Printing will not honor supplemental requisitions for Item 4478.*

Regional accountable paper depositories will not receive additional stock for filling supplemental orders submitted by stamp distribution offices (SDOs). All other post offices requiring additional stamps may submit requisitions to their 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 December 3, 1990, except at authorized philatelic centers.

—*Philatelic and Retail Services Dept., 8-9-90*

Materiel Accountability Officer Designations

Postmasters and installation heads are reminded that if an employee other than a postmaster is designated as materiel accountability officer, the designation must be documented by a written memorandum. Send the memorandum to the division manager, support services.

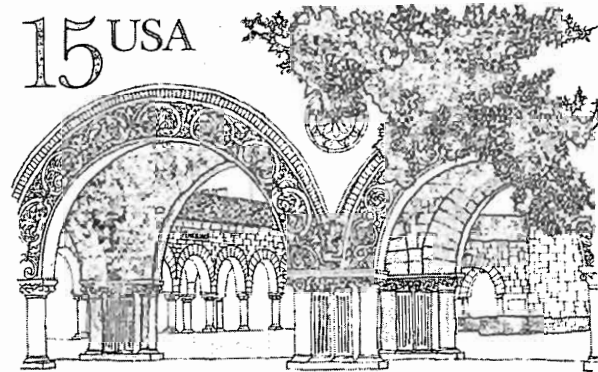
Refer to Handbook AS 701, *Materiel Management*, 125.23 and 513.2, for detailed instructions.

—*Procurement and Supply Dept., 8-9-90*

15 Cent Quad at Stanford Postal Card

The 15-cent Quad at Stanford postal card goes on sale September 30, in Stanford, California. It features a rendering of the graceful sandstone arches and brilliant red-tiled roofs that surround the quadrangle on the Stanford University campus.

Do Not Place on Sale Before October 1, 1990.



Copyright U.S. Postal Service 1990

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

Supply. Post offices with authorized philatelic centers will receive an automatic distribution. All other post offices should order sufficient quantities to meet anticipated local philatelic demand. Each CAG A-G post office requiring bulk quantities of this card should immediately submit Form 3216, *Requisition for Postal Cards—Bulk Quantities*, to the Government Printing Office (GPO) using **Item 2201**. *Limited quantities are available from the GPO to fill supplemental requisitions.*

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

—*Philatelic and Retail Services Dept., 8-9-90*

Withholding of Mail Order

Enforced by postmaster at city listed.

State/city	Names covered
MI, Dearborn Heights 48127-2850.	Task Employment, 26384 Ford Road, Suite 317.

—*Judicial Officer, 8-9-90*

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

Plastic Mailbags—Proper Care and Disposal

Plastic mailbags are reuseable postal assets. Re-scind any local instructions suggesting otherwise.

Employees must not tie or knot plastic mailbag drawstrings. Opening unit personnel must not cut the drawstrings because such action destroys postal property.

When processing empty mailbags use approved guidelines for all types. Pack mailbags of identical type into a like mailbag or spread them on a pallet with identical bags. Postal units are not authorized to dispatch mixed bundles of serviceable equipment outside their areas of responsibility. They must label the bundles properly and indicate the following:

1. Point of origin.
2. Contents of the sack by specific type.

Plastic mailbag bundle quantities follow:

EIRS No.	Type	Pack
03P	#2 Brown.....	35 into the 36th sack.
04P	#3 Domestic.....	14 into the 15th sack.
33P	Foreign Air #1 ¹	24 into the 25th sack.
35P	Foreign APP ¹	39 into the 40th sack.
36	International.....	24 into the 25th sack.
12	Domestic APP ¹	59 into the 60th sack.

¹ (Plastic and nylon APPs and Foreign Air #1, however, may be bundled together by type.)

Plastic mailbags are not repairable and, therefore, must be disposed of if any one of the following criteria exist:

1. The drawstring is broken or missing.
2. The label holder is deformed, broken, or missing.
3. The fabric is ripped so that the mailbag can no longer provide adequate security.

Return serviceable plastic mailbags to the management sectional center (MSC), mail transport equipment center, or concentration center.

Plastic mailbag disposal is the responsibility of the Postal Service at the location where the sack becomes defective. Personnel must not dispatch defective sacks, in any manner, to other postal facilities or to mailers. All postmasters, MSC/bulk mail center managers, and their designees have the authority to dispose of defective plastic mailbags. If an unusually large number of sacks become defective, at any location, investigation is warranted to determine and rectify the cause.

Postal facilities should consider material recycling possibilities with these and other nonrepairable plastic products.

—*Delivery, Distribution, and Transportation Dept., 8-9-90*

Uniform Allowance Program

The Postal Uniform Quality Control Office, U.S. Army Natick Laboratories, has issued to the uniform industry new specifications for the following Security Force uniform items:

- USPSUQC No. 33B—Cap: Service, Man’s, Postal Security Navy Blue;
- USPSUQC No. 105—Cloth: Textured/Spun Woven Polyester, Postal Security Navy Blue, No. 5070;
- USPSUQC No. 10D—Cloth: Poplin, Polyester/Cotton, Postal Security Medium Blue, No. 5071 and Postal Security White, No. 5071;
- USPSUQC No. 40B—Culottes: Women’s Polyester, Postal Security Navy Blue, No. 5070;
- USPSUQC No. 07D—Neckties: Postal Security Navy Blue, No. 5070;
- USPSUQC No. 57D—Shirt: Man’s, Long and Short Sleeve, Postal Security Medium Blue, No. 5071 and Postal Security White, No. 5071;
- USPSUQC No. 56D—Shirt: Woman’s, Long and Short Sleeve, Postal Security Medium Blue, No. 5071 and Postal Security White, No. 5071;
- USPSUQC No. 59B—Skirt: Woman’s, Postal Security Navy Blue, No. 5070;
- USPSUQC No. 60B—Slacks: Woman’s, Postal Security Navy Blue, No. 5070;
- USPSUQC No. 50B—Trousers: Man’s, Postal Security Navy Blue, No. 5070.

These Security Force uniform items will be available for purchase beginning September 10, 1990. However, they may not be worn before October 1, 1990. Employees may place orders for all items before the effective date, but no deliveries will be made nor can reimbursement be claimed until the authorized beginning purchase date of September 10, 1990.

Postal police officers and security supervisors may wear either the old uniform items or the new uniform items during the 1-year transition period from October 1, 1990 to September 30, 1991.

—*Labor Relations Dept., 8-9-90*

Money Order Lobby Notice

All units that offer postal money orders must display the notice on page 15 prominently for a 30-day period beginning August 13, 1990. Offices may copy this notice and place it at or near individual window clerk workstations in clear view of the customers.—*Philatelic and Retail Services Dept., 8-9-90*

POSTAL FISCAL YEAR 1990: CLOSING INSTRUCTIONS

For Postal Fiscal Year (PFY) 1990, instructions are separated according to the postal data center (PDC) processing the activity. The instructions and reporting dates in previous *Postal Bulletins* augment instructions followed during the normal accounting period or quarterly reporting schedule. Management sectional centers/field divisions can provide clarification or technical assistance regarding these instructions.

A reference chart showing a schedule of Closing Instructions will be published in the next *Postal Bulletin*.

Activities Affecting the New York PDC

A. Statement of Account Activities

The Accountbook for Postal Fiscal Year (PFY) 1990 continues through the close of business, September 21. Postmasters of CAG A-G offices and installation heads of bulk mail centers, the Philatelic Sales Division, and the Stamped Envelope Unit will submit a statement of account as of September 21, which includes financial transactions from August 25 through September 21. Identify this statement as A/P 13 and submit it on current Form 1555, *Statement of Account (CAG A-G)*, April 1985.

Postmasters of CAG H-L offices must submit a statement of account for Quarter IV, covering June 2 through September 21, 1990. CAG H and J offices submit Form 1554, *Statement of Account (CAG H-J)*, April 1985, and CAG K and L submit Form 1553, *Statement of Account (CAG K-L)*, March 1985. Offices must submit these statements of account to respective MSCs for on-line entry no later than Monday, September 24. The normal accounting period support detail items listed below must accompany them.

AIC	Support documents required
131	Form 3605, <i>Statement of Mailing—Bulk Zone Rates/Form 3602, Statement of Mailing With Permit Imprints.</i>
197	Form 1481, <i>Register of Checks Drawn On Symbol 9500.</i>
501	Form 17, <i>Stamp Requisition.</i>
502	Form 17, <i>Stamp Requisition—Bird Stamps.</i>
510	Form 3238, <i>Destruction Certificate.</i>
511	Form 3238, <i>Destruction Certificate—Bird Stamps.</i>
539	Form 1839, <i>Payment Record for Carrier Drive-Out Agreements.</i>
593	Regional letter of authority and paid vouchers.
600	Form 3508, <i>Requisition for Saleable Items (Other Than Stamps).</i>
601	Copy of transmittal document.
607-612	Form 3236, <i>Uniform Allowance Cap Disbursements</i> (in duplicate) and vendor's invoice.
814	Form 1556, <i>Suspense Items—Support Information</i> (in duplicate).

Identify required support documents with the AIC and finance numbers. Totals listed on support documents must agree with the amounts in the respective AIC and be arranged in the same order as listed on the statement of account.

1. *Less-Than-Bulk Stamp Requisitions.* In-transit stamp shipments between the management sectional centers (MSCs) and associate offices must be eliminated. Post offices should carefully estimate their requirements and requisition in sufficient time to permit shipments by the MSC no later than Friday, September 14. They should check in stamp stock promptly upon receipt and enter it in the Accountbook. In case of an emergency shipment, the MSC must ensure that the associate office makes the proper Accountbook entries.

2. *Bank Reconciliations.* All banking post offices must reconcile their bank statements as of September 21 to balances reflected on statements of account in AIC 802. (See Handbook F-1, *Post Office Accounting Procedures*, 351.)

3. *Stamp Stock Inventories.* Stamp stock records must be verified by September 21. (See Handbook F-1, 437.)

4. *Local Procurement of Supplies.* Offices must anticipate their accounting period needs and procure early in the accounting period. They must pay promptly all approved bills for goods and services authorized for payment.

5. *Unpaid Expenses for the Period Ending September 21 and Prior.* Offices must identify all unpaid expenses and establish them in appropriate trust funds to charge them to the current fiscal year. Otherwise, these unpaid expenses will eventually be charged to PFY 1991.

If any bills normally paid at the post office for supplies and services procured for September 21 and prior are unpaid, record them on the Disbursements side for the appropriate expense AIC and make an offsetting entry on the Receipts side as Trust Funds Received. When post offices pay these charges, they must make an entry for the trust fund withdrawal.

Postmasters will maintain an itemized listing of the unpaid items for September 21 and prior entered under Trust Funds Received. Show the name of each vendor, the invoice date, Account Identifier Code (AIC), and the total unpaid amount for carrier drive-outs, utilities, metered fuel, communications, etc., on 8½ x 11 inch paper. Do not send this itemized list to the postal data center (PDC).

At the time of payment, the amount reflected in Trust Funds Withdrawn, AIC 480, is always the same as the amount originally recorded in Trust Funds Received, AIC 080, even though the amount paid is different from the amount originally recorded. For example:

Case No. 1. Amount originally recorded as receipts in Trust Funds Received, AIC 080,

POSTAL FISCAL YEAR 1990: CLOSING INSTRUCTIONS—Continued

and disbursements for Postal Supplies—PO, AIC 546 is \$1,000; amount paid is \$1,050. Entries to Accountbook Disbursements side: AIC 480, \$1,000; AIC 546, \$50. Note that the amount paid is more than the amount originally recorded.

Case No. 2. Amount originally recorded as receipts in Trust Funds Received, AIC 080, and disbursements for Postal Supplies—PO, AIC 546 is \$1,000; amount paid is \$970. Entries to Accountbook Disbursements side: AIC 480, \$1,000; Receipts side: AIC 546, \$30 (a written-in entry). Note that the amount paid is less than the amount originally recorded.

Case No. 3. Amount originally recorded as receipts in Trust Funds Received, AIC 080 is \$1,000; invoice not received by December 31, 1990. Entries to Accountbook Disbursements side: AIC 480, \$1,000; Receipts side: AIC 126, \$1,000. Should the invoice be subsequently received, make the payment through AIC 624.

6. *Utilities, Metered Fuel, Communications.* Postmasters must make every effort to pay all bills on hand as of September 21. Determine normal service ending date of all bills not received by researching the previous bill. All bills with a service ending date of September 21 or earlier will be estimated. (If all billings with a service ending date through September 21 were paid, no estimate is required.)

Post the estimated amount on the Disbursements side for the appropriate expense AIC and offset it with an entry to Trust Funds Received. List the estimated amounts offset as Trust Funds Received, the same as other unpaid expenses in the itemized statement of the Trust Funds Received balances outlined above. When paid in subsequent periods, record them as Trust Funds Withdrawn. If the actual payment differs from the estimated amount, record the difference as shown for other unpaid expenses.

7. *Carrier Drive-Out Payments.* Offices must make all carrier drive-out payments for service during Pay Period 19 ending September 7 and Pay Period 20 ending September 21.

Submit Form 1839, *Payment Record for Carrier Drive-Out Agreements*, for payments made. If it is impossible to make all carrier drive-out payments by the close of business (COB), September 21, record the unpaid amounts in AIC 539 on the Disbursements side of the statement of account and make an offsetting entry on the Receipts side as Trust Funds Received. Enter the total of the unpaid amounts in the space for remarks on the back of the statement of account with the explanation *AIC 539 Drive-Out Unpaid*.

When payments are completed in the subsequent period, submit Form 1839 immediately to

the PDC. Should the total payment for carrier drive-out be greater than the amount offset into trust, record the difference in AIC 539 on the Disbursements side of the statement when recording the Trust Funds Withdrawn. However, if the amount paid is less, record the difference in AIC 539 as a write-in on the Receipts side of the statement of account.

8. *Food Coupon Transaction Fees.* Postmasters at post offices participating in the federal food coupon program must submit all Authorization To Participate vouchers (ATPs) accepted through COB, Friday, September 14 to the MSC Food Coupon Office to arrive no later than September 21. (See Handbook F-49, *Federal Food Coupons*, 430-440.)

The MSC will compute the total of the transaction fees and include the amount in AIC 170, Food Coupon Transaction Fee, on the statement of account for September 21. Make an offsetting entry to AIC 814, Suspense.

Offices follow normal end of month procedures after close of business September 21.

9. *Symbol 9500 Checks.* Offices must submit Form 1481, *Register of Checks Drawn on Symbol 9500*, for the period August 25 through September 21 to support the statement of account.

Mail Form 1483, *Accounting Copy—9500 Form*, issued September 21 and prior for receipt by the New York PDC by September 25.

B. Miscellaneous Activities

1. *All Offices Using USPS-Owned Vehicles.* All offices conducting their final vehicle sale for FY 1990 must submit SF Form 97, *The United States Government Certificate of Release of a Motor Vehicle*, in time to reach the New York PDC before close of business, Friday, September 21. Transmission of microcomputer data to the New York PDC for A/P 13-90 will include the week 4 data through day 28 of the accounting period. Week 4 data must be transmitted as week 5, COB, September 26.

2. *Official Mail Accounting System (OMAS) Transactions.* All OMAS transactions dated August 24 or earlier must be input to the New York PDC via DDE/DR no later than September 20. This includes original transactions as well as correction of all suspended transactions. Transactions dated after August 24 will be included in PSFR for A/P 01-91. Transactions dated after August 24 should go in the normal manner.

OMAS transactions dated through September 30 will be included in A/P 13 OMAS Revenue Listings so that they can be included in Fourth Quarter Federal Government Agency billings. These transactions will be included in PSFR for A/P 01-91.

3. *Special Reminders.*

a. Transactions recorded in trust funds will also

POSTAL FISCAL YEAR 1990: CLOSING INSTRUCTIONS—Continued

be recorded in Section VII, Trust Funds, on the reverse side of the statement of account.

b. All MSCs should ensure that Form 835, *Quarterly Report of Originating Registered and COD Transactions*, is mailed by all their CAG A-J offices to the MSC for keying via the online system no later than October 4, for completion of data entry by October 11.

c. Form 2130, *Claim for Loss—Initial Letter*, must be submitted to the New York PDC prior to September 21. The date of the entry to the claim for loss AIC (519, 520, 633) in the Accountbook must be in A/P 13 or PQ IV.

d. For fund cost transfers, all managers of Support Services must ensure that Form 7370, *Request for Fund Transfers*, reaches the New York PDC, General Accounting Section, by Tuesday, September 25.

Activities Affecting St. Louis PDC

A. Miscellaneous Activities

1. *Project Authorization Documents*. Submit all expense commitment documents and Form 4211, *Facility and Fixed Mechanization Project Contract Commitment Order*, dated on or before September 21, to the St. Louis PDC for processing. Commitment documents dated after September 21 will be recorded in A/P 01, FY 1991. In addition, forward payment documents, Form 4211-A and Form 4211-B, as soon as approved by contracting officers. Also, submit all appropriate Forms 1233, *Project Completion Report*, pertaining to A/P 13 and prior on or before September 21.

A special end-of-year capital closeout will be required by Regions, Facilities, and Procurement Service Offices for the following cutoff dates.

- August 31—New Contract Awards and Contract Modifications
- September 7—Contracts and Paperwork to Postal Data Centers

Exceptions to this policy involving contracts funded at the regional or divisional level must be personally approved by the regional director of finance prior to contract award.

2. *Vehicle Hire*. All postal installations having vehicle hire for the accounting periods ending September 21 must submit their payment certification reports to their servicing Vehicle Maintenance Mail Facility by September 25 for input into the Vehicle Management Accounting System (VMAS) for transmission by September 28, 1990.

Submit all prior period Forms 1804-B to the St. Louis PDC no later than September 21, 1990. *Note*: Form 1804-B is required only if service was performed prior to the date your facility went on-line with VMAS.

Submit Forms 1804-C, *Postmaster's Certification of SDM Equipment Maintenance*, to the St. Louis PDC by September 26.

3. *FEDSTRIP Procurement*. All offices should anticipate their needs through September 21 and submit FEDSTRIP requisitions no later than September 7. They must not submit requisitions for September 8 through September 21 except for items needed for emergencies.

4. *Uniform Allowances*. Submit all invoices older than 10 working days to the appropriate division/ MSC by September 14. The MSC must process and transmit all invoices to the St. Louis PDC by COB, September 18.

Note: The on-line Uniform Allowance System will be available Saturday, September 15, from 6 a.m. until 6 p.m. CST.

5. *Money Orders*. Postmasters must submit money order vouchers to the St. Louis PDC in accordance with Handbook F-1, part 545.

6. *Passport Activity*. Postmasters must submit Form 5660, *Summary of Passport Applications Accepted*, to the St. Louis PDC on a normal accounting period schedule for A/Ps 13, FY 1990 and 01, FY 1991.

Activities Affecting San Mateo PDC

A. Miscellaneous Activities

1. *System Contracting Actions*. Post offices participating in the program to purchase office supplies from Boise Cascade must place their September orders by August 24. Boise Cascade has been notified to deliver and reconcile all September deliveries by September 7.

2. *All Offices using USPS-Owned Vehicles*. The Headquarters Assets and Payables Systems Division will make arrangements to accrue expenses incurred for commercial oil company credit card purchases. Form 4508, *Vehicle Maintenance Facility Inventory Order*, carrying dates September 21 or prior for new commitments must be mailed in time to reach the San Mateo PDC no later than September 24.

Form 4509, *VMF Inventory Purchase (Key punch)*, must be submitted to the San Mateo PDC, with a delivery ticket, each day following delivery. The cutoff for A/P 13 is Friday, close of business, September 21. San Mateo PDC must receive these forms no later than September 24.

All Forms 4541, *Order-Invoice for Vehicle Repair (Commercial Work Order)*, for work completed by September 21 will be forwarded to the San Mateo PDC to be received no later than September 24. No accrual memoranda entries will be required for activity relating to Forms 4508, 4509, and 4541.

3. *Mail Transport Equipment Centers (MTECS)*. Each MTEC will prepare EASC Form 60, *Mailing Repair Center Summary Cost of Material Used*, for the period ending September 21 (see Handbook F-28, *Mailbag Accounting and Reporting*, section 231.2). The next reporting period, AP 01, FY 1991, will cover September 22 through October 19.

POSTAL FISCAL YEAR 1990: CLOSING INSTRUCTIONS—Continued

4. *Payment or Submission of Bills.* It is important for the year-end closing of accounts that all postal installations promptly certify and transmit to the San Mateo PDC those bills and receiving reports for goods and services received through September 21 that the San Mateo PDC must pay.

a. *Expense Items.* If goods or services were received prior to September 22 on contracts, purchase or delivery orders, submit receiving reports and/or certified invoices to reach the San Mateo PDC by September 24. Offices participating in the program to enter receiving report information through DDE/DR must transmit data to the San Mateo PDC by September 24.

If invoices for goods/services were received on BPAs, certify the BPA cover memorandum, attach appropriate invoices, and mail in time to ensure they reach the San Mateo PDC by September 24. Evidence of receipt (receiving reports and/or certified invoices) on expense contracts or orders are the documents used by the San Mateo PDC to charge cost to the proper fiscal year.

If you have evidence of receipt of goods or services, but fail to notify the PDC, these costs will be charged to your FY 1991 budget.

b. *Capital Equipment Items.* A special end-of-year Capital Investment closeout will be required by Regions, Facilities, and Procurement Service Offices for the following cutoff dates.

August 31—New Contract Awards and Contract Modifications

September 7—Contracts and Paperwork to Postal Data Centers

Exceptions to this policy involving contracts funded at the regional/divisional level must be personally approved by the regional director of finance prior to contract award.

Note: Capital items dated or awarded on or before September 21 will be charged to FY 1990 budgets, but to have the costs recorded as such, the documents must reach the San Mateo PDC by September 24.

Note: As with expense items, if capital orders are received before September 21, notify the PDC by submitting appropriate receiving reports.

c. *Establishing Expense Accruals.* A minimum of \$100 has been established this year that can be accrued per contract or activity.

If it is impossible to submit a receiving report or certified invoice before September 24, use the Purchase Order/Contract accrual memorandum appearing on page 10 and mail it to the San Mateo PDC.

Note: Headquarters offices and Inspection Service offices will post accruals to the forms furnished with the Year-End Headquarters Announcement. When the actual invoice is finally submitted, include the statement, Accrued to FY 1990, on the face of the document.

The San Mateo PDC will not automatically devel-

op accruals for unbilled contractual services performed. Each facility must review their BPAs and service contracts and submit to the San Mateo PDC an accrual memorandum for any unbilled goods/services that were received September 21 and prior, that states the amount to be accrued for FY 1990. Use the Purchase Order/Contract accrual memorandum appearing on page 10 (only if no certified invoice or BPA cover memorandum or receiving report was previously submitted). Submit one accrual memorandum per contract. The San Mateo PDC must receive this notification by September 25. Any order dated after September 21 must show FY 1991 in the order number, e.g., 012345-90-P-1234.

Remember: Do not submit an accrual memorandum if certified invoice or receiving report was already submitted.

5. *Claims.* All offices are requested to expedite the processing of tort claims and forward completed tort claims over \$1,000 to the San Mateo PDC as rapidly as possible. Process all claims on hand and submit them by the close of business, September 21 in order for them to reach the San Mateo PDC by September 25.

6. *Travel.* All travel vouchers must be promptly submitted through the proper administrative channels to the San Mateo PDC on or before the scheduled due dates furnished below. If employees travel at the beginning of the accounting period and do not anticipate any further travel requirements before the close of the accounting period, they should submit the voucher immediately. Please note that:

a. The San Mateo PDC must receive vouchers for all travel through September 21 no later than September 24.

b. Employees must report travel involving movement of household goods and other relocation expenses incident to a permanent change of duty station, when the expense is incurred on or before September 21, no later than September 25.

If it is impossible to submit a travel voucher according to these due dates, submit the accrual memorandum to the San Mateo PDC no later than September 25, showing the actual or estimated amount and nature of expenses (Regular Travel/Relocation), to insure inclusion in current fiscal year expense. Use Travel/Relocation accrual memorandum shown on page 12. However, do not submit an accrual memorandum if the expense per employee is less than \$100.

Remember: Do not submit a travel accrual memorandum for travel or relocation if a travel voucher has previously been submitted.

Note: Headquarters offices and Inspection Service offices will post accruals to the forms furnished with the Year-End Headquarters Announcement. When the actual voucher is finally submitted, it must include the statement, Accrued to FY 1990,

POSTAL FISCAL YEAR 1990: CLOSING INSTRUCTIONS—Continued

on the face of the voucher. Offices controlling these memoranda should advise the San Mateo PDC when they liquidate their outstanding accrual balance once they submit all vouchers for the prior fiscal year.

The Headquarters Assets and Payables Systems Division will make arrangements to accrue expenses incurred for transportation of household goods and home sale services under the Relocation Management Firm program.

Note: Employees must not establish a relocation accrual simply by projecting an estimated cost for the entire relocation event. Only relocation expenses actually incurred on or before September 21 are subject to year-end accrual.

7. *Imprest Fund.* Imprest Fund cashiers must submit SF Form 1129, *Reimbursement Voucher*, for expenses incurred through September 21, to reach the San Mateo PDC by September 24. No accrual memorandum is to be used for these expenses; the reimbursement vouchers must be submitted for all these purchases made through September 21 from the Imprest Funds.

8. *Nonpostal Training.* For training that has been completed, offices must submit an original Form 1782, *Training Request and Authorization*, with supporting documentation (e.g., invoice, canceled check) to reach the San Mateo PDC immediately. The PDC will not accept Forms 1782 without supporting documentation.

If you do not have supporting documentation for completed training, use the Nonpostal Training Accrual memorandum shown on page 11; no training accrual memorandum is to be submitted for costs less than \$100. Attach a copy of Form 1782. Mail to the San Mateo PDC to be received by September 24. When the actual Form 1782 is finally submitted to the San Mateo PDC for payment, include the statement, *Accrued to FY 1990*, on the face of the form. Do not include the travel portion of training on the Accrual memorandum.

Note: Headquarters offices and Inspection Serv-

ice offices will post accruals to the forms furnished with the Year-End Headquarters Announcement.

9. *Government Printing Office (GPO) Expense.* Procurement offices participating in the program to purchase printing requisitions from GPO must place their orders by August 24. The San Mateo PDC will receive GPO billings by September 17. They will furnish an extract report to the funding offices for receipt verification and payment notification. The procurement office must return the GPO billing extract report prior to September 24.

10. *Government Printing Office Expense Accruals.* GPO has been notified to bill timely for those items that have been paid by GPO and not yet billed to the Postal Service.

GPO will deliver a magnetic tape of outstanding printing requisitions to the Postal Service. Accruals will be established for those items that have a contractual delivery date of September 21 and earlier which have not been billed to the Postal Service. GPO will also furnish a magnetic tape of outstanding printing requisitions that have been paid by GPO and not billed to the Postal Service. Accruals will be established for these items. The Headquarters Printing Division will coordinate the accrual information between GPO and the San Mateo PDC.

11. *Diners Club Government Travel System (GTS).* The Assets and Payables Systems Division, Headquarters, will make arrangements with the regional travel coordinators and travel agencies to accrue expenses incurred for transportation costs under the GTS program.

Activities Affecting Minneapolis PDC

A. Employee Awards

Form 1727, *Award Recommendation/Authorization*, must be mailed in time to reach the Minneapolis PDC no later than September 18. Forms 1727 received after the date will be recorded in A/P 01, PFY 1991.—*Dept. of the Controller, 8-9-90*

TREASURY DEPARTMENT CHECKS

September Supplemental Security Income checks and Veterans Administration compensation and pension checks normally delivered on the first of the month are scheduled for delivery on Friday, August 31. The envelopes will bear the legend:

Postmaster: Requested delivery date is the 31st day of the month.

Civil Service annuity and Railroad Retirement checks are scheduled for delivery on Saturday, September 1. The envelopes will bear the legends:

Postmaster: Requested delivery date is the 1st day of the

month or the first delivery date thereafter.

The Social Security benefit checks normally delivered on the third of the month are scheduled for delivery on Friday, August 31. The envelopes will bear the legend:

Postmaster: Requested delivery date is the 31st day of the month.

—*Delivery, Distribution, and Transportation Dept., 8-9-90*

UNITED STATES POSTAL SERVICE

(Office Name)

Subject: **Request for Fiscal Year-End Expense Accrual**

To: DIRECTOR, POSTAL DATA CENTER
2700 CAMPUS DRIVE
SAN MATEO CA 94497-9470

The following information is provided as requested in the *Postal Bulletin* relating to processing Fiscal Year-end expense accruals. These goods and/or services have been received during the period ending September 21, 1990, and a certified invoice or receiving report has not been submitted for payment. Additionally, the accrual information below has been validated against the BA Status Report (CD2800P2) to determine the proper accrual amount for each sequence number.

Vendor Name _____

Contract/Task Order No. _____

Sequence Number _____

Amount for Each Sequence _____

For each of the noted sequence numbers, enter:

Budgetary Finance No. _____

Account No. _____

Questions regarding this accrual are to be directed to _____,
at PEN _____.

PDC Use Only:

Name

VendorNo. _____

Title

Input by _____

Dept., Office, Division

BatchNo. _____

UNITED STATES POSTAL SERVICE

(Office Name)

Subject: **Request for Fiscal Year-End Nonpostal Training Accrual**

To: DIRECTOR, POSTAL DATA CENTER
2700 CAMPUS DRIVE
SAN MATEO CA 94497-9412

The following information is provided as requested in the *Postal Bulletin* relating to nonpostal training costs:

Name	Finance Number	Account Number	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Original Form 1782, *Training Request and Authorization*, will be forwarded upon receipt of the invoices. Copies are attached as required in the *Postal Bulletin*.

Questions regarding this accrual are to be directed to _____,
at PEN _____.

Name

Title

Dept., Office, Division

UNITED STATES POSTAL SERVICE

(Office Name)

Subject: **Request for Fiscal Year-End Travel and/or Relocation Accrual**

To: DIRECTOR, POSTAL DATA CENTER
2700 CAMPUS DRIVE
SAN MATEO CA 94497-9422

The following information is provided as requested in the *Postal Bulletin* relating to processing Fiscal Year-end travel and/or relocation accruals. The accrual amount shown below is for travel or relocation expenses *incurred* before September 21, 1990, for which Form 1012, *Travel Voucher*, has not been submitted. *Excluded:* Any airline tickets obtained via the Government Travel System (GTS).

Traveler's Name	Social Security Number	Finance Number	Account Number	Sub- Account Number	Amount
_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	\$ _____

Questions regarding this accrual are to be directed to _____,
at PEN _____.

PDC Use Only:

Name

Title

Dept., Office, Division

Vendor No. _____

Input by _____

Batch No. _____



Copyright U.S. Postal Service 1990

Issue Date: August 31, 1990
 First Day City: Syracuse, NY
 Designer: Susan Sanford, Washington, DC
 Typographer: Bradbury Thompson, Design
 Coordinator, Citizens' Stamp Advisory
 Committee (CSAC)
 Art Director and Postal Service Manager: Jack
 Williams, Program Manager for Philatelic Design
 Engravers: Gary Chaconas (picture), Gary Slaght
 (lettering), Bureau of Engraving and
 Printing (BEP)
 Modeler: Frank J. Waslick (BEP)
 Printing Process: Intaglio
 Color: Red (PMS 186)
 Size: .71 x .82 in/18.0 x 20.8 mm (image area),
 .84 x .99 in/21.3 x 25.1 mm (overall)
 Plate Numbers: One
 Stamps per Coil: 500; 3,000

Circus Wagon Coil Stamp

For more than 200 years, the circus has thrilled millions of people of all ages. On August 31, the Postal Service salutes this traveling roadshow with the issue of the 5-cent Circus Wagon stamp.

Circus wagons date back to the late 18th century when they brought entertainment to a predominantly rural American population. To reach these areas, circus entrepreneurs developed traveling shows that wandered in search of an audience.

Procedures for ordering first-day cancellations follow.

Customers Affixing Stamps. The Postal Service encourages customers to purchase the Circus Wagon stamps and affix them to their envelopes. Customers must affix at least 20 cents additional postage to meet the minimum First-Class rate for envelopes (10 additional cents for postcards). Covers bearing

stamps will receive preferential service. Customers must address envelopes on the right side at least 5/8 inch from the bottom and affix stamps approximately 3/4 inch from the top and right edges. Requests must be postmarked by September 30 and addressed: CUSTOMER-AFFIXED ENVELOPES, CIRCUS WAGON STAMP, POSTMASTER, 5640 E TAFT RD, SYRACUSE NY 13220-9991.

Postal Service Affixing Stamps. The Postal Service will affix a strip of five, 5-cent Circus Wagon stamps. The price is 25 cents per cover. The Postal Service accepts checks in the exact amount up to the limit of 50 envelopes. Customers should not send cash or postage stamps. Orders must be postmarked by September 30 and addressed: CIRCUS WAGON STAMP, POSTMASTER, 5640 E TAFT RD, SYRACUSE NY 13220-9992.



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

USPS Stamp Poster 90-20
 Remove after September 30

PLEASE POST ON BULLETIN BOARD

The following information is provided for your information. The information is based on the information provided to the Board of Directors by the management of the company. The information is not intended to be a substitute for the financial statements of the company. The information is provided for your information only and should not be used for any other purpose.



Annual Report 1994-1995

The following information is provided for your information. The information is based on the information provided to the Board of Directors by the management of the company. The information is not intended to be a substitute for the financial statements of the company. The information is provided for your information only and should not be used for any other purpose.

The following information is provided for your information. The information is based on the information provided to the Board of Directors by the management of the company. The information is not intended to be a substitute for the financial statements of the company. The information is provided for your information only and should not be used for any other purpose.

For more information, please contact the Public Relations Division, Box 442, Business City, 2000
 2000-2000



ALL RIGHTS RESERVED BY THE BOARD



ATTENTION MONEY ORDER CUSTOMERS

Effective August 13, 1990, Department of Treasury regulations require customer identification information for same-day multiple money order transactions between \$3,000 and \$10,000 inclusive.

PLEASE POST IMMEDIATELY

DMM Notice

OPTIONAL USE OF BARCODED SACK LABELS

Effective with *Domestic Mail Manual* Issue 36 (9-16-90), parts 446, 646, and 769 are added to include the optional use of barcoded sack labels for second-, third-, and fourth-class mail. The Postal Service plans a phase-in period between August and December 1990 for barcoded labels it prints for this type of mail. Once stock on hand is exhausted, mailers printing their own sack labels are encouraged to print new labels with correctly prepared barcodes on them.

The new sack label will have a barcode added on its left side. The barcode will contain the five-digit destination ZIP Code and a three-digit sack content identifier code. The Postal Service has defined the sack content identifier code to cover the categories of mail shipped in sacks.

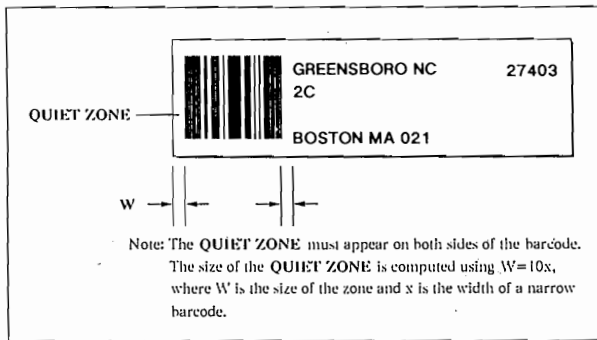


Exhibit 446.32

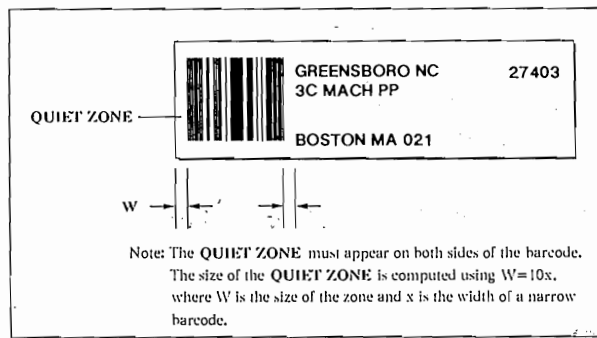


Exhibit 646.32

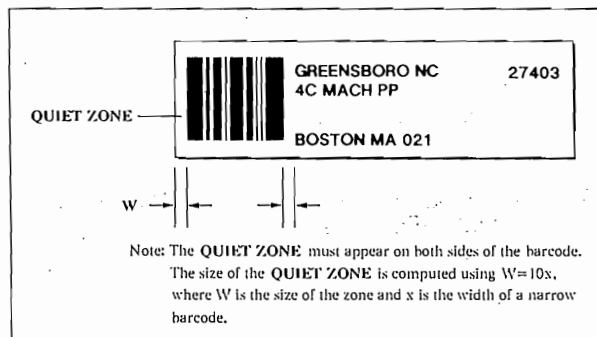


Exhibit 769.32

Sections 441.321, 445.332, 641.133, 641.224, 641.323, 641.423; 644.332, 764.21, 767.23, 767.33, and 767.823 are also revised to include consistent language and correct references to the sections affected by the above changes.

440 Getting the Publication Ready For Mailing—Presorting

* * * * *

441 Required and Optional Preparation Requirements for the Basic Rates (Levels A, G, and J)

* * * * *

441.3 Sacking Requirements

* * * * *

441.32 Sack, Bundle, and Pallet Label Preparation Requirements

* * * * *

441.321 General

* * * * *

g. Barcodes. It is preferred that sack labels include a barcode, prepared as required in 446.

* * * * *

445 Bundling and Palletizing

* * * * *

445.4 Palletizing Sacks

* * * * *

445.43 Sack Preparation

* * * * *

445.432 Sack Labeling. Sacks must be labeled in accordance with the requirements in 441.31a through g, 441.32, 443.31, 443.32, 443.33, 444.31, 444.32, and 444.33.

Add 446 to read as follows:

446 Optional Use of Barcoded Sack Labels

446.1 General. Sack labels supplied by the Postal Service will be machine-printed with barcodes that enable scanning and sortation by automated equipment. Alternatively, mailers who produce their own sack labels are encouraged to prepare them with a barcoded label that meets the criteria in 446.2 and 446.3.

446.2 Sack Label Specifications

446.21 Color. Sack labels must be printed on pink-colored label stock.

446.22 Size. Sack labels must fall within the following tolerances:

OPTIONAL USE OF BARCODED SACK LABELS—Continued

a. *Height (Vertical)*: 0.965 of an inch +/-0.015 of an inch;

b. *Length (Horizontal)*: 3.312 inches +/-0.062' of an inch.

446.23 Stock. The paper stock used for sack labels must be 70 pounds or heavier.

446.24 Printed Text Lines. The preparation of the printed text lines must be in accordance with 441.321 and 441.322. Extraneous information as described in 441.323 may be printed on the label as long as it appears to the right of the "quiet zone" (see 446.35) and does not interfere with scanning and sorting by automated equipment.

446.25 Printing Density. The human-readable content of sack labels must be machine-printed at five lines per inch. The preferred machine-printed pitch is 12 characters per inch. If the information to be contained on the label cannot be shortened using acceptable postal abbreviations, it may be printed at a pitch of up to 15 characters per inch, provided at least 22 human-readable characters fit on the label without interfering with the "quiet zone" (see 446.35). The minimum acceptable height for the destination ZIP Code must be 0.111 of an inch (8 point). The minimum acceptable character height for all other information contained in lines 1, 2, and 3 must be 0.083 of an inch (6 point).

446.3 Barcode Specifications

446.31 Type. The barcode must be an interleaved 2-of-5 code in accordance with the Automatic Identification Manufacturers' Uniform Symbology Specification (AIM/USS-I 2/5) and the requirements of the this section.

446.32 Barcode Location. The barcode must be located on the left side of the sack label. A clear space must be maintained between both the left edge of the sack label and the barcode and between the barcode and the printed text lines, in accordance with the requirements set forth in 446.35 (see Exhibit 446.32).

446.33 Dimensions. The nominal width of the bars and spaces ("X" dimension) must be between 0.010 of an inch and 0.015 of an inch. An "X" dimension of 0.010 of an inch is preferred. The tolerance of the width of all bars and spaces is +/-0.004 of an inch. The nominal wide-to-narrow ratio for barcodes with an "X" dimension less than 0.013 of an inch is 3 to 1. The nominal wide-to-narrow ratio for barcodes with an "X" dimension between 0.013 of an inch and 0.015 of an inch is 2.3 to 1. The height of the barcode must be at least 0.700 of an inch.

446.34 Reflectance. When measured at 633 nanometers, the maximum bar reflectance must be less than 30 percent, and the minimum space reflectance must be 40 percent or greater. The minimum bar-to-space reflectance difference must be greater than 40 percent.

446.35 Clear Space (Quiet Zone). There must be a clear area (or "quiet zone") at each end of the barcode that is no less than 10 times the "X" dimension width and at least as high as the height of the bars in the barcode. The reflectance of the clear area must meet the requirement for minimum space reflectance (see 446.34).

446.36 Barcode Contents. The barcode on the sack labels must consist of eight numeric characters representing the five-digit ZIP Code of the sack's destination (see 446.24) and the applicable three-digit sack contents identifier code in Exhibit 446.36. When only a three-digit ZIP Code prefix is required, it must be followed by two zeros. When the contents of the sack do not correspond to an available sack contents code, three zeros must be used.

* * * * *

640 Bulk Mail Presort Requirements

* * * * *

641 Standard Packaging and Sacking Requirements

* * * * *

641.1 Basic Rate Presort Requirements for Letter-Size, Flat-Size, or Irregular Parcel Mailings

* * * * *

641.13 Sacking Requirements

* * * * *

641.133 Sack Label Preparation

* * * * *

j. *Barcodes.* It is preferred that sack labels include a barcode, prepared as required in 646.

* * * * *

641.2 Machinable Parcel Preparation Requirements

* * * * *

641.22 Sacking Requirements for Basic Rate

* * * * *

641.224 Sack Label Preparation

* * * * *

j. *Barcodes.* It is preferred that sack labels include a barcode, prepared as required in 646.

* * * * *

641.3 Five-Digit Presort Level Rate Requirements for Letter-Size, Flat-Size, or Irregular Parcel Mailings

* * * * *

641.32 Sacking

* * * * *

OPTIONAL USE OF BARCODED SACK LABELS—Continued

641.323 Sack Label Preparation

* * * *

j. Barcodes. It is preferred that sack labels include a barcode, prepared as required in 646.

* * * *

641.4 Carrier Route Presort Level Rate Presort Requirements

* * * *

641.42 Sacking

* * * *

641.423 Sack Label Preparation

* * * *

j. Barcodes. It is preferred that sack labels include a barcode, prepared as required in 646.

* * * *

644 Palletization Requirements

* * * *

644.3 Palletizing Sacks

* * * *

644.33 Sack Preparation

* * * *

644.332 Sack Labeling. Sacks must be labeled in accordance with the requirements in 641.13, 641.22, 641.32, and 641.42, as appropriate. It is preferred that sack labels include a barcode, prepared as required in 646.

Add 646 to read as follows:

646 Optional Use of Barcoded Sack Labels

646.1 General. Sack labels supplied by the Postal Service will be machine-printed and contain barcodes that enable scanning and sortation by automated equipment. Alternatively, mailers who produce their own sack labels are encouraged to prepare them with a barcoded label that meets the criteria in 646.2 and 646.3.

646.2 Sack Label Specifications

646.21 Color. Sack labels must be printed on white or manila-colored label stock.

646.22 Size. Sack labels must fall within the following tolerances:

a. Height (Vertical): 0.965 of an inch \pm 0.015 of an inch;

b. Length (Horizontal): 3.312 inches \pm 0.062 of an inch.

646.23 Stock. The paper stock used for sack labels must be 70 pound or heavier.

646.24 Printed Text Lines. The preparation of the printed text lines must be in accordance with 641.133, 641.224, and 641.423. Extraneous information as described in 441.323 may be printed on

the label as long as it appears to the right of the "quiet zone" (see 646.35) and does not interfere with scanning and sorting by automated equipment.

646.25 Printing Density. The human-readable content of sack labels must be machine-printed at five lines per inch. The preferred machine-printed pitch is 12 characters per inch. If the information to be contained on the label cannot be shortened using acceptable postal abbreviations, it may be printed at a pitch of up to 15 characters per inch, provided at least 22 human-readable characters fit on the label without interfering with the "quiet zone" (see 646.35). The minimum acceptable height for the destinating ZIP Code must be 0.111 of an inch (8 point). The minimum acceptable character height for all other information contained in lines 1, 2, and 3 must be 0.083 of an inch (6 point).

646.3 Barcode Specifications

646.31 Type. The barcode must be an interleaved 2-of-5 code in accordance with the Automatic Identification Manufacturers' Uniform Symbology Specification (AIM/USS-I 2/5) and the requirements of this section.

646.32 Barcode Location. The barcode must be located on the left side of the sack label. A clear space must be maintained between both the left edge of the sack label and the barcode and between the barcode and the printed text lines, in accordance with the requirements set forth in 646.35 (see Exhibit 646.32).

646.33 Dimensions. The nominal width of the bars and spaces ("X" dimension) must be between 0.010 of an inch and 0.015 of an inch. An "X" dimension of 0.010 of an inch is preferred. The tolerance of the width of all bars and spaces is \pm 0.004 of an inch. The nominal wide-to-narrow ratio for barcodes with an "X" dimension less than 0.013 of an inch is 3 to 1. The nominal wide-to-narrow ratio for barcodes with an "X" dimension between 0.013 of an inch and 0.015 of an inch is 2.3 to 1. The height of the barcode must be at least 0.700 of an inch.

646.34 Reflectance. When measured at 633 nanometers, the maximum bar reflectance must be less than 30 percent, and the minimum space reflectance must be greater than 40 percent. The minimum bar-to-space reflectance difference must be greater than 40 percent.

646.35 Clear Space (Quiet Zone). There must be a clear area (or "quiet zone") at each end of the barcode that is no less than 10 times the "X" dimension width and at least as high as the height of the bars in the barcode. The reflectance of the clear area must meet the requirement for minimum space reflectance (see 646.34).

646.36 Barcode Contents. The barcode on the sack labels must consist of eight numeric characters

Continued on Page 22.

CI#	MAIL TYPE	CI#	MAIL TYPE	CI#	MAIL TYPE
100	NEWS	210	2C DRX	348	3C FLTS DELAWARE
101	NEWS CR #	211	PRINTS	349	3C FLTS DIST OF COL
102	NEWS RR #	241	2C ALABAMA	350	3C FLTS FLORIDA
103	NEWS HCR #	242	2C ALASKA	351	3C FLTS GEORGIA
104	NEWS BOX SEC #	243	2C ARIZONA	352	3C FLTS GUAM
105	NEWS GEN DEL #	244	2C ARKANSAS	353	3C FLTS HAWAII
106	NEWS CARRIER ROUTES	245	2C CALIFORNIA	354	3C FLTS IDAHO
107	NEWS MIXED STATES	246	2C COLORADO	355	3C FLTS ILLINOIS
108	NEWS APO	247	2C CONNECTICUT	356	3C FLTS INDIANA
109	NEWS FPO	248	2C DELAWARE	357	3C FLTS IOWA
110	NEWS DRX	249	2C DIST OF COL	358	3C FLTS KANSAS
141	NEWS ALABAMA	250	2C FLORIDA	359	3C FLTS KENTUCKY
142	NEWS ALASKA	251	2C GEORGIA	360	3C FLTS LOUISIANA
143	NEWS ARIZONA	252	2C GUAM	361	3C FLTS MAINE
144	NEWS ARKANSAS	253	2C HAWAII	362	3C FLTS MARYLAND
145	NEWS CALIFORNIA	254	2C IDAHO	363	3C FLTS MASSACHUSETTS
146	NEWS COLORADO	255	2C ILLINOIS	364	3C FLTS MICHIGAN
147	NEWS CONNECTICUT	256	2C INDIANA	365	3C FLTS MINNESOTA
148	NEWS DELAWARE	257	2C IOWA	366	3C FLTS MISSISSIPPI
149	NEWS DIST OF COL	258	2C KANSAS	367	3C FLTS MISSOURI
150	NEWS FLORIDA	259	2C KENTUCKY	368	3C FLTS MONTANA
151	NEWS GEORGIA	260	2C LOUISIANA	369	3C FLTS NEBRASKA
152	NEWS GUAM	261	2C MAINE	370	3C FLTS NEVADA
153	NEWS HAWAII	262	2C MARYLAND	371	3C FLTS NEW HAMPSHIRE
154	NEWS IDAHO	263	2C MASSACHUSETTS	372	3C FLTS NEW JERSEY
155	NEWS ILLINOIS	264	2C MICHIGAN	373	3C FLTS NEW MEXICO
156	NEWS INDIANA	265	2C MINNESOTA	374	3C FLTS NEW YORK
157	NEWS IOWA	266	2C MISSISSIPPI	375	3C FLTS NORTH CAROLINA
158	NEWS KANSAS	267	2C MISSOURI	376	3C FLTS NORTH DAKOTA
159	NEWS KENTUCKY	268	2C MONTANA	377	3C FLTS OHIO
160	NEWS LOUISIANA	269	2C NEBRASKA	378	3C FLTS OKLAHOMA
161	NEWS MAINE	270	2C NEVADA	379	3C FLTS OREGON
162	NEWS MARYLAND	271	2C NEW HAMPSHIRE	380	3C FLTS PENNSYLVANIA
163	NEWS MASSACHUSETTS	272	2C NEW JERSEY	381	3C FLTS PUERTO RICO
164	NEWS MICHIGAN	273	2C NEW MEXICO	382	3C FLTS RHODE ISLAND
165	NEWS MINNESOTA	274	2C NEW YORK	383	3C FLTS SOUTH CAROLINA
166	NEWS MISSISSIPPI	275	2C NORTH CAROLINA	384	3C FLTS SOUTH DAKOTA
167	NEWS MISSOURI	276	2C NORTH DAKOTA	385	3C FLTS TENNESSEE
168	NEWS MONTANA	277	2C OHIO	386	3C FLTS TEXAS
169	NEWS NEBRASKA	278	2C OKLAHOMA	387	3C FLTS UTAH
170	NEWS NEVADA	279	2C OREGON	388	3C FLTS VERMONT
171	NEWS NEW HAMPSHIRE	280	2C PENNSYLVANIA	389	3C FLTS VIRGINIA
172	NEWS NEW JERSEY	281	2C PUERTO RICO	390	3C FLTS VIRGIN ISLANDS
173	NEWS NEW MEXICO	282	2C RHODE ISLAND	391	3C FLTS WASHINGTON
174	NEWS NEW YORK	283	2C SOUTH CAROLINA	392	3C FLTS WEST VIRGINIA
175	NEWS NORTH CAROLINA	284	2C SOUTH DAKOTA	393	3C FLTS WISCONSIN
176	NEWS NORTH DAKOTA	285	2C TENNESSEE	394	3C FLTS WYOMING
177	NEWS OHIO	286	2C TEXAS	395	3C FLTS AMERICAN SAMOA
178	NEWS OKLAHOMA	287	2C UTAH	396	3C FLTS MICRONESIA
179	NEWS OREGON	288	2C VERMONT	397	3C FLTS MARSHALL ISLANDS
180	NEWS PENNSYLVANIA	289	2C VIRGINIA	398	3C FLTS MARIANA IS (CM)
181	NEWS PUERTO RICO	290	2C VIRGIN ISLANDS	399	3C FLTS PALAU
182	NEWS RHODE ISLAND	291	2C WASHINGTON	400	3C LTRS
183	NEWS SOUTH CAROLINA	292	2C WEST VIRGINIA	401	3C LTRS CR #
184	NEWS SOUTH DAKOTA	293	2C WISCONSIN	402	3C LTRS RR #
185	NEWS TENNESSEE	294	2C WYOMING	403	3C LTRS HCR #
186	NEWS TEXAS	295	2C AMERICAN SAMOA	404	3C LTRS BOX SEC #
187	NEWS UTAH	296	2C MICRONESIA	405	3C LTRS GEN DEL #
188	NEWS VERMONT	297	2C MARSHALL ISLANDS	406	3C LTRS MXD CR RTS
189	NEWS VIRGINIA	298	2C MARIANA IS (CM)	407	3C LTRS MXD 5-DG PKGS
190	NEWS VIRGIN ISLANDS	299	2C PALAU	408	3C LTRS MIXED STATES
191	NEWS WASHINGTON	300	3C FLATS	441	3C LTRS ALABAMA
192	NEWS WEST VIRGINIA	301	3C FLTS CR #	442	3C LTRS ALASKA
193	NEWS WISCONSIN	302	3C FLTS RR #	443	3C LTRS ARIZONA
194	NEWS WYOMING	303	3C FLTS HCR #	444	3C LTRS ARKANSAS
195	NEWS AMERICAN SAMOA	304	3C FLTS BOX SEC #	445	3C LTRS CALIFORNIA
196	NEWS MICRONESIA	305	3C FLTS GEN DEL #	446	3C LTRS COLORADO
197	NEWS MARSHALL ISLANDS	306	3C FLTS MXD CR RTS	447	3C LTRS CONNECTICUT
198	NEWS MARIANA IS (CM)	307	3C FLTS MXD 5-DG PKGS	448	3C LTRS DELAWARE
199	NEWS PALAU	308	3C FLTS MIXED STATES	449	3C LTRS DIST OF COL
200	2C	312	3C IPP	450	3C LTRS FLORIDA
201	2C CR #	313	3C COMM IRREG	451	3C LTRS GEORGIA
202	2C RR #	314	3C MACH PP	452	3C LTRS GUAM
203	2C HCR #	341	3C FLTS ALABAMA	453	3C LTRS HAWAII
204	2C BOX SEC #	342	3C FLTS ALASKA	454	3C LTRS IDAHO
205	2C GEN DEL #	343	3C FLTS ARIZONA	455	3C LTRS ILLINOIS
206	2C CARRIER ROUTES	344	3C FLTS ARKANSAS	456	3C LTRS INDIANA
207	2C MIXED STATES	345	3C FLTS CALIFORNIA	457	3C LTRS IOWA
208	2C APO	346	3C FLTS COLORADO	458	3C LTRS KANSAS
209	2C FPO	347	3C FLTS CONNECTICUT	459	3C LTRS KENTUCKY

Exhibit 446.36 (p. 1), 3-Digit Sack Contents Identifier Code

CI#	MAIL TYPE	CI#	MAIL TYPE	CI#	MAIL TYPE
460	3C LTRS LOUISIANA	572	4C MACH PP - NJ	686	4C IRREG PP - TX
461	3C LTRS MAINE	573	4C MACH PP - NM	687	4C IRREG PP - UT
462	3C LTRS MARYLAND	574	4C MACH PP - NY	688	4C IRREG PP - VT
463	3C LTRS MASSACHUSETTS	575	4C MACH PP - NC	689	4C IRREG PP - VA
464	3C LTRS MICHIGAN	576	4C MACH PP - ND	690	4C IRREG PP - VI
465	3C LTRS MINNESOTA	577	4C MACH PP - OH	691	4C IRREG PP - WA
466	3C LTRS MISSISSIPPI	578	4C MACH PP - OK	692	4C IRREG PP - WV
467	3C LTRS MISSOURI	579	4C MACH PP - OR	693	4C IRREG PP - WS
468	3C LTRS MONTANA	580	4C MACH PP - PA	694	4C IRREG PP - WY
469	3C LTRS NEBRASKA	581	4C MACH PP - PR	695	4C IRREG PP - AS
470	3C LTRS NEVADA	582	4C MACH PP - RI	696	4C IRREG PP - CM
471	3C LTRS NEW HAMPSHIRE	583	4C MACH PP - SC	697	4C IRREG PP - TT
472	3C LTRS NEW JERSEY	584	4C MACH PP - SD	700	4C FLTS
473	3C LTRS NEW MEXICO	585	4C MACH PP - TN	701	4C FLTS CR #
474	3C LTRS NEW YORK	586	4C MACH PP - TX	702	4C FLTS MXD CR RTS
475	3C LTRS NORTH CAROLINA	587	4C MACH PP - UT	703	4C FLTS MIXED STATES
476	3C LTRS NORTH DAKOTA	588	4C MACH PP - VT	741	4C FLTS ALABAMA
477	3C LTRS OHIO	589	4C MACH PP - VA	742	4C FLTS ALASKA
478	3C LTRS OKLAHOMA	590	4C MACH PP - VI	743	4C FLTS ARIZONA
479	3C LTRS OREGON	591	4C MACH PP - WA	744	4C FLTS ARKANSAS
480	3C LTRS PENNSYLVANIA	592	4C MACH PP - WV	745	4C FLTS CALIFORNIA
481	3C LTRS PUERTO RICO	593	4C MACH PP - WS	746	4C FLTS COLORADO
482	3C LTRS RHODE ISLAND	594	4C MACH PP - WY	747	4C FLTS CONNECTICUT
483	3C LTRS SOUTH CAROLINA	595	4C MACH PP - AS	748	4C FLTS DELAWARE
484	3C LTRS SOUTH DAKOTA	596	4C MACH PP - CM	749	4C FLTS DIST OF COL
485	3C LTRS TENNESSEE	597	4C MACH PP - TT	750	4C FLTS FLORIDA
486	3C LTRS TEXAS	600	4C IRREG PP	751	4C FLTS GEORGIA
487	3C LTRS UTAH	601	4C IRREG PP CR #	752	4C FLTS GUAM
488	3C LTRS VERMONT	602	4C IRREG PP MXD CR RTS	753	4C FLTS HAWAII
489	3C LTRS VIRGINIA	603	4C IRREG PP MIXED STATES	754	4C FLTS IDAHO
490	3C LTRS VIRGIN ISLANDS	641	4C IRREG PP - AL	755	4C FLTS ILLINOIS
491	3C LTRS WASHINGTON	642	4C IRREG PP - AK	756	4C FLTS INDIANA
492	3C LTRS WEST VIRGINIA	643	4C IRREG PP - AZ	757	4C FLTS IOWA
493	3C LTRS WISCONSIN	644	4C IRREG PP - AR	758	4C FLTS KANSAS
494	3C LTRS WYOMING	645	4C IRREG PP - CA	759	4C FLTS KENTUCKY
495	3C LTRS AMERICAN SAMOA	646	4C IRREG PP - CO	760	4C FLTS LOUISIANA
496	3C LTRS MICRONESIA	647	4C IRREG PP - CT	761	4C FLTS MAINE
497	3C LTRS MARSHALL ISLANDS	648	4C IRREG PP - DE	762	4C FLTS MARYLAND
498	3C LTRS MARIANA IS (CM)	649	4C IRREG PP - DC	763	4C FLTS MASSACHUSETTS
499	3C LTRS PALAU	650	4C IRREG PP - FL	764	4C FLTS MICHIGAN
500	4C MACH PP	651	4C IRREG PP - GA	765	4C FLTS MINNESOTA
501	4C MACH PP CR #	652	4C IRREG PP - GU	766	4C FLTS MISSISSIPPI
502	4C MACH PP MXD CR RTS	653	4C IRREG PP - HI	767	4C FLTS MISSOURI
503	4C MACH PP MIXED STATES	654	4C IRREG PP - ID	768	4C FLTS MONTANA
541	4C MACH PP - AL	655	4C IRREG PP - IL	769	4C FLTS NEBRASKA
542	4C MACH PP - AK	656	4C IRREG PP - IN	770	4C FLTS NEVADA
543	4C MACH PP - AZ	657	4C IRREG PP - IA	771	4C FLTS NEW HAMPSHIRE
544	4C MACH PP - AR	658	4C IRREG PP - KS	772	4C FLTS NEW JERSEY
545	4C MACH PP - CA	659	4C IRREG PP - KY	773	4C FLTS NEW MEXICO
546	4C MACH PP - CO	660	4C IRREG PP - LA	774	4C FLTS NEW YORK
547	4C MACH PP - CT	661	4C IRREG PP - ME	775	4C FLTS NORTH CAROLINA
548	4C MACH PP - DE	662	4C IRREG PP - MD	776	4C FLTS NORTH DAKOTA
549	4C MACH PP - DC	663	4C IRREG PP - MA	777	4C FLTS OHIO
550	4C MACH PP - FL	664	4C IRREG PP - MI	778	4C FLTS OKLAHOMA
551	4C MACH PP - GA	665	4C IRREG PP - MN	779	4C FLTS OREGON
552	4C MACH PP - GU	666	4C IRREG PP - MS	780	4C FLTS PENNSYLVANIA
553	4C MACH PP - HI	667	4C IRREG PP - MO	781	4C FLTS PUERTO RICO
554	4C MACH PP - ID	668	4C IRREG PP - MT	782	4C FLTS RHODE ISLAND
555	4C MACH PP - IL	669	4C IRREG PP - NE	783	4C FLTS SOUTH CAROLINA
556	4C MACH PP - IN	670	4C IRREG PP - NV	784	4C FLTS SOUTH DAKOTA
557	4C MACH PP - IA	671	4C IRREG PP - NH	785	4C FLTS TENNESSEE
558	4C MACH PP - KS	672	4C IRREG PP - NJ	786	4C FLTS TEXAS
559	4C MACH PP - KY	673	4C IRREG PP - NM	787	4C FLTS UTAH
560	4C MACH PP - LA	674	4C IRREG PP - NY	788	4C FLTS VERMONT
561	4C MACH PP - ME	675	4C IRREG PP - NC	789	4C FLTS VIRGINIA
562	4C MACH PP - MD	676	4C IRREG PP - ND	790	4C FLTS VIRGIN ISLANDS
563	4C MACH PP - MA	677	4C IRREG PP - OH	791	4C FLTS WASHINGTON
564	4C MACH PP - MI	678	4C IRREG PP - OK	792	4C FLTS WEST VIRGINIA
565	4C MACH PP - MN	679	4C IRREG PP - OR	793	4C FLTS WISCONSIN
566	4C MACH PP - MS	658	4C IRREG PP - PA	794	4C FLTS WYOMING
567	4C MACH PP - MO	661	4C IRREG PP - PR	795	4C FLTS AMERICAN SAMOA
568	4C MACH PP - MT	682	4C IRREG PP - RI	796	4C FLTS MICRONESIA
569	4C MACH PP - NE	683	4C IRREG PP - SC	797	4C FLTS MARSHALL ISLANDS
570	4C MACH PP - NV	684	4C IRREG PP - SD	798	4C FLTS MARIANA IS (CM)
571	4C MACH PP - NH	685	4C IRREG PP - TN	799	4C FLTS PALAU

Exhibit 446.36 (p. 2), 3-Digit Sack Contents Identifier Code

OPTIONAL USE OF BARCODED SACK LABELS—Continued

representing the five-digit ZIP Code of the sack's destination (see 646.24) and the applicable three-digit sack contents identifier code in Exhibit 446.36. When a three-digit ZIP Code prefix is required, it must be followed by two zeros. When only the contents of the sack do not correspond to an available sack contents code, three zeros must be used.

* * * * *

760 Preparation Requirements

* * * * *

764 Preparation of Special Fourth-Class Mail

* * * * *

764.2 Sack Labeling Requirements for Presort Rate Mail

* * * * *

764.21 General

* * * * *

j. Barcodes. It is preferred that sack labels include a barcode, prepared as required in 769.

* * * * *

767 Preparation of Bound Printed Matter

* * * * *

767.2 Standard Preparation Requirements

* * * * *

767.23 Sack Label Preparation

* * * * *

j. Barcodes. It is preferred that sack labels include a barcode, prepared as required in 769.

* * * * *

767.3 Machinable Parcel Preparation Requirements

* * * * *

767.33 Sack Preparation

* * * * *

j. Barcodes. It is preferred that sack labels include a barcode, prepared as required in 769.

* * * * *

767.8 Preparation Requirements for Carrier Route Bound Printed Matter Rate

* * * * *

767.82 Sacking

* * * * *

767.823 Sack Label Preparation

* * * * *

j. Barcodes. It is preferred that sack labels include a barcode, prepared as required in 769.

Add 769 to read as follows:

769 Optional Use of Barcoded Sack Labels

769.1 General. Sack labels supplied by the Postal Service will be machine-printed with barcodes that enable scanning and sortation by automated equipment. Alternatively, mailers who produce their own sack labels are encouraged to prepare them with a barcoded label that meets the criteria in 769.2 and 769.3.

769.2 Sack Label Specifications

769.21 Color. Sack labels must be printed on white or manila-colored label stock.

769.22 Size. Sack labels must fall within the following tolerances:

a. Height (Vertical): 0.965 of an inch +/-0.015 of an inch;

b. Length (Horizontal): 3.312 inches +/-0.062 of an inch.

769.23 Stock. The paper stock used for sack labels must be 70 pound or heavier.

769.24 Printed Text Lines. The preparation of the printed text lines must be in accordance with 764.21, 767.23, 767.33, and 767.823, as applicable. Extraneous information as described in 441.323 may be printed on the label as long as it appears to the right of the "quiet zone" (see 769.35) and does not interfere with scanning and sorting by automated equipment.

769.25 Printing Density. The human-readable content of sack labels must be machine-printed at five lines per inch. The preferred machine-printed pitch is 12 characters per inch. If the information to be contained on the label cannot be shortened using acceptable postal abbreviations, it may be printed at a pitch of up to 15 characters per inch, provided at least 22 human-readable characters fit on the label without interfering with the "quiet zone" (see 769.35). The minimum acceptable height for the destinating ZIP Code must be 0.111 of an inch (8 point). The minimum acceptable character height for all other information contained in lines 1, 2, and 3 must be 0.083 of an inch (6 point).

769.3 Barcode Specifications

769.31 Type. The barcode must be an interleaved 2-of-5 code in accordance with the Automatic Identification Manufacturers' Uniform Symbology Specification (AIM/USS-I 2/5) and the requirements of this section.

769.32 Barcode Location. The barcode must be located on the left side of the sack label. A clear space must be maintained between both the left edge of the sack label and the barcode, and between the barcode and the printed text lines, in accordance with the requirements in 769.35 (see Exhibit 769.32).

769.33 Dimensions. The nominal width of the bars and spaces ("X" dimension) must be between

OPTIONAL USE OF BARCODED SACK LABELS—Continued

0.010 of an inch and 0.015 of an inch. An "X" dimension of 0.010 of an inch is preferred. The tolerance of the width of all bars and spaces is +/- 0.004 of an inch. The nominal wide-to-narrow ratio for barcodes with an "X" dimension less than 0.013 of an inch is 3 to 1. The nominal wide-to-narrow ratio for barcodes with an "X" dimension between 0.013 of an inch and 0.015 of an inch is 2.3 to 1. The height of the barcode must be at least 0.700 of an inch.

769.34 Reflectance. When measured at 633 nanometers, the maximum bar reflectance must be less than 30 percent, and the minimum space reflectance must be 40 percent or greater. The minimum bar-to-space reflectance difference must be greater than 40 percent.

769.35 Clear Space (Quiet Zone). There must

be a clear area (or "quiet zone") at each end of the barcode that is no less than 10 times the "X" dimension width and at least as high as the height of the bars in the barcode. The reflectance of the clear area must meet the requirement for minimum space reflectance (see 769.34).

769.36 Barcode Contents. The barcode on the sack labels must consist of eight numeric characters representing the five-digit ZIP Code of the sack's destination (see 769.24) and the applicable three-digit sack contents identifier code in Exhibit 446.36. When only a three-digit ZIP Code prefix is required, it must be followed by two zeros. When the contents of the sack do not correspond to an available sack contents code, three zeros must be used.

—Engineering and Technical Support Dept., 8-9-90

DMM/Handbook F-1 Revisions

MONEY ORDER SALES

Effective August 13, 1990, the Department of the Treasury amends its Bank Secrecy Act regulations on the identification required to purchase bank checks and drafts, cashier's checks, money orders, and travelers checks (55 F.R. 20139, May 15, 1990). Under the new regulations designed to deter drug money laundering, the Postal Service is required to obtain information from the purchaser of money orders when the dollar amount of the purchase is between \$3,000 and \$10,000. Purchases in excess of \$10,000 are prohibited; see *Domestic Mail Manual* (DMM) 941.12. This information must be consolidated and retained for 5 years by the St. Louis Postal Data Center Money Order Branch.

The new Form 8105, *Money Order Transaction Report*, is to be used to provide the required information. It will not be stocked at the materiel distribution centers. It is included in this *Postal Bulletin* on page 29 for local reproduction as needed.

DMM Revision

941 Money Orders

* * * * *

941.12 Purchase Amounts, Fees, and Payments

941.121 Purchase Amounts. The maximum amount for which a single money order may be purchased is \$700. Subject to the restrictions in 941.122 and 941.123, a person may purchase multiple money orders at the same time, in the same or differing amounts.

941.122 \$10,000 Sales Limit

(Note: Text of current 941.121, beginning with the second sentence, is moved to this section.)

941.123 \$3,000 Identification Requirement. No individual postal customer may purchase money orders with a total face value between \$3,000 and \$10,000 unless the following requirements are met:

a. The purchaser must provide all the following information on Form 8105, *Money Order Transaction Report*:

- (1) Name and address;
- (2) Social Security number, or if the purchaser is an alien and does not have a Social Security number, then the alien identification number;
- (3) Date of birth.
- (4) The name, address and Social Security number, taxpayer identification number, or alien identification number, of any person on whose behalf the money orders are being purchased.

b. The purchaser must provide the issuing clerk with identification that bears the photograph, name and address of the purchaser, such as a driver's license or military identification card.

c. The issuing clerk must verify the purchaser's name and address by examination of the purchaser's identification and complete the following information on Form 8105.

- (1) Date of purchase.
- (2) Name of the postal facility where the purchase occurred.
- (3) Serial numbers of the money orders purchased.
- (4) Dollar amounts of each money order purchased.
- (5) Total face value of the money orders being purchased.

d. Multiple purchases during one business day totaling \$3,000 or more must be treated as one

MONEY ORDER SALES—Continued

purchase, for purposes of complying with the requirements of this section, if an individual postal employee knows that multiple purchases are being made. For example, if the issuing clerk observed the purchaser buying \$2,000 worth earlier in the day, the clerk cannot allow the purchaser to buy an additional \$2,000 worth without completing Form 8105 for the multiple purchases.

e. The issuing clerk *must* refuse to make the requested money order sale if the purchaser will not or cannot provide the information and identification required by this section.

Renumber current sections 941.122 and 941.123 as 941.124 and 941.125, respectively.

Handbook F-1 Revision

Form 8105, *Money Order Transaction Report*, is support documentation for AIC 100, Domestic Money Order—Value, and should be maintained in a similar manner as the money order voucher. Handbook F-1, *Post Office Accounting Procedures*, subchapter 540 is changed to read:

540 Money Orders

* * * * *

541.2 Money Order Business Day. Any individual postal customer purchasing money orders with a total face value between \$3,000 and \$10,000 must complete Form 8105, *Money Order Transaction Report*, as required by DMM 941.

543 Control

* * * * *

543.1 Issuance Clerk

* * * * *

543.13 Vouchers, spoiled money orders, adding machine tapes, customer copies of any no-fee money orders issued, and Forms 8105 are sub-

mitted as support for the Form 1412. Money order imprinter and blank form sets must be given the protection described in Part 142.

543.2 Classified Units

* * * * *

543.21 f. All Forms 8105 must be fastened together and submitted daily along with the unit Form 1412 to the Accountbook unit.

* * * * *

543.4 Accountbook Unit

* * * * *

543.44 Forms 8105. File forms by issue date.

543.5 Disposition of Support Documents

543.5 d. *Forms 8105.* Submit each week along with, but separate from, the vouchers to the MSC in accordance with 545.

* * * * *

545 Voucher Submission Procedures

545.1 All Post Offices

* * * * *

545.14 Send Forms 8105, at the same time, but separate from the money order vouchers, to the MSC.

545.2 MSC

545.21 Old 545.2.

545.22 The MSC must collect Forms 8105 from all associate offices, maintaining them in issue date order by office. Each Wednesday send them to the Money Order Branch, St. Louis Postal Data Center, St. Louis, MO 63810-9521. Forms should be sent with, but in a separate container from, the money order vouchers. A negative report is required if no Forms 8105 were completed by the MSC or received from associate offices.

—Dept. of the Controller, 8-9-90

DOMESTIC ORDERS

False Representation. Enforced by postmasters at cities listed.

State/city	Names covered	Product
FL, Lake Mary 32795-1779	Remittance Center & Yellow Pages (City), P.O. Box 951779.	A directory listing promotion.
FL, Miami 33160-0217	Accounts Payable, P.O. Box 600217	False billing.
FL, Miami 33164-0402	Accounts Payable, P.O. Box 640402	False billing.
TN, Knoxville 37901-1091	ETSU Student Reach, P.O. Box 1091	Advertisements for a student care package.
FL, Tallahassee 32302-0063 ...	Student Reach and FSU Student Reach, P.O. Box 63.	Advertisements for a student care package.
FL, Tallahassee 32301-9997 ...	Student Reach and FSU Student Reach, General Delivery.	Advertisements for a student care package..
TX, Dallas 75240-7659	Allied, 5495 Beltline Road, Suite 333	A lottery.

—Judicial Officer, 8-9-90

25-Cent Marshall Islands and Micronesia Commemorative Stamps

The 25-cent Republic of Marshall Islands and Federated States of Micronesia se-tenant commemorative stamps go on sale September 28 in Washington, DC.

Do Not Place on Sale Before September 29, 1990

Issued in panes of 50.

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

Supply. All post offices will receive their standard automatic distribution quantities for a 50-subject commemorative stamp. *The Bureau of Engraving and Printing will not honor supplemental requisitions for Item 4480.*

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

Before requisitioning additional stock, post offices should consider that they must deplete the stock before November 28, 1990, except at authorized philatelic centers.

—*Philatelic and Retail Services Dept., 8-9-90*

40-Cent Claire Lee Chennault Stamp

The 40-cent Claire Lee Chennault stamp goes on sale September 6 in Monroe, Louisiana. In 1937, Chennault became air advisor to the Chinese government and recruited fliers in the United States for the American Volunteer Group, which became the Flying Tigers.

Do Not Place on Sale Before September 7, 1990

Issued in panes of 100.

A future issue of the *POSTAL BULLETIN* will include collector information.

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

Bulk Quantities. Each CAG A-G post office requiring 50,000 or more stamps should immediately send Form 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing, using **Item 1048**. Offices must submit requisitions in the standard ordering quantities for a 100-subject stamp to the maximum quantity of 2.5 million stamps per requisition.

Less-Than-Bulk Quantities. All other post offices requiring fewer than 50,000 stamps should requisition them immediately from their designated stamp distribution offices on separate Forms 17-A, *Accountable Items Requisition From Stamp Distribution Office*.—*Philatelic and Retail Services Dept., 8-9-90*

NATIONAL RETIREMENT COUNSELING SYSTEM

The National Retirement Counseling System (NARECS) provides computer-generated annuity estimates, on a semiannual basis, for employees eligible for optional retirement under the Civil Service Retirement System (CSRS). NARECS also provides annuity estimates for employees eligible for immediate retirement benefits under the basic benefit plan of the Federal Employees Retirement System (FERS).

Distribution of Printouts and Employee Notification

The semiannual printouts of the annuity estimate (Report No. AAF-240P1) will be distributed to field offices the week of August 20, 1990. When the annuity estimates are available, employing offices must advise employees eligible to retire of the availability of the printouts by bulletin board announcements or employee newsletters. Employing offices, however, must do nothing that could be viewed as coercing employees to retire. Optional retirement is a purely personal decision made by an employee.

Retirement Lump Sum

To further assist CSRS and FERS employees in their retirement planning, the annuity estimate

printout includes an estimate of the reduced annuity if the employee elects to receive a lump sum retirement contribution (referred to in the law as Alternative Form of Annuity or AFA). The employee's lump sum credit, based on current postal records, also appears on the annuity estimate printout.

Under current retirement law, employees who separate on a nondisability retirement and whose annuities begin *before October 1, 1990*, may receive the lump sum in two payments. Fifty percent is payable shortly after retirement, and the remaining 50 percent (plus interest) is payable 1 year from the beginning date of the annuity.

A CSRS employee who retires optionally must have a separation date of September 3, 1990, or earlier, for the annuity to begin before October 1, 1990. A FERS employee who retires optionally must have a separation date of August 31, 1990, or earlier, for the annuity to begin before October 1, 1990. Employees who decide to retire are urged to submit their retirement applications to their employing offices at least 6 weeks before the effective date of retirement.

The amount, timing, and availability of the lump sum alternative for those whose annuities begin on

NATIONAL RETIREMENT COUNSELING SYSTEM—Continued

or after October 1 are uncertain. Under current law, a retiring CSRS or FERS employee whose non-disability annuity begins on or after October 1, 1990, and who elects the lump sum, will receive it in one installment. However, based on past legislative history, the retirement law will probably be amended in some fashion regarding the percentage and timing of lump sum payments for nondisability

annuities that begin after expiration of the amendment in force through September.

As of July 19, there is no legislation pending in Congress pertaining to the AFA. If Congress takes further action on AFA lump sums, the Postal Service will disseminate information in the *Postal Bulletin* and/or by other appropriate means.

—Employee Relations Dept., 8-9-90

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

EXPRESS MAIL INTERNATIONAL SERVICE

Union of Soviet Socialist Republics (USSR). Effective immediately, Riga and Kiev are added to the list of cities in the Union of Soviet Socialist Republics (USSR) served by Express Mail International Service (EMS). With this addition, EMS is now available to five cities in the USSR: Kiev, Leningrad, Moscow, Riga, and Tallinn.

Venezuela. Employees handling the acceptance of EMS are reminded that the following articles are prohibited in EMS shipments to Venezuela:

Items of commercial value and merchandise; coins; banknotes; currency notes (paper money); traveler's checks; securities payable to bearer; manufactured or unmanufactured platinum, gold, and silver; precious stones; jewelry; and other valuable articles.

Cote d'Ivoire (Ivory Coast). Effective immediately, Yamoussoukro is added to the list of cities in Cote d'Ivoire served by EMS. With this addition, Express Mail International Service is now available to two cities in Cote d'Ivoire: Abidjan and Yamoussoukro

All other conditions of service for the above countries remain unchanged. Future issues of the *International Mail Manual*; Handbook DM-201, *Express Mail Service*; and Publication 273, *Express Mail International Service Guide*, will include the above revisions.

Express Mail International Service Network. The EMS network as of June 1, 1990, comprised 111 countries with which the Postal Service has reciprocal agreements:

Argentina	Germany, Federal Republic of	Pakistan
Aruba	Ghana	Panama
Australia	Great Britain and Northern Ireland	Papua New Guinea
Austria	Greece	Paraguay
Azores (See Portugal)	Guatemala	Poland
Bahamas	Guinea	Portugal
Bahrain	Guyana	Qatar
Bangladesh	Hong Kong	Romania
Barbados	Hungary	Rwanda
Belgium	Iceland	Saint Lucia
Benin	India	Saudi Arabia
Bermuda	Indonesia	Sengal
Bolivia	Iraq	Sierra Leone
Botswana	Ireland, Republic of	Singapore
Brazil	Israel	Somalia
Burkina Faso	Italy	South Africa
Burundi	Japan	Spain
Canada	Jordan	Sri Lanka
Cayman Islands	Kenya	Swaziland
Central African Republic	Korea, Republic of (South)	Sweden
Chad	Kuwait	Switzerland
Chile	Liberia	Taiwan
China	Liechtenstein (See Switzerland)	Tanzania
Colombia	Luxembourg	Thailand
Congo, People's Republic of	Macao	Togo
Corsica (See France)	Madagascar	Trinidad and Tobago
Costa Rica	Madeira Islands (See Portugal)	Tunisia
Cote d'Ivoire (Ivory Coast)	Malawi	Turkey
Cyprus	Malaysia	Uganda
Czechoslovakia	Mali	Union of Soviet Socialist Republics (USSR)
Denmark	Mexico	United Arab Emirates
Djibouti	Monaco (See France)	Uruguay
Ecuador	Morocco	Vanuatu
Egypt	Netherlands	Venezuela
El Salvador	Netherlands Antilles	Yugoslavia
Ethiopia	New Zealand	Zambia
Faroe Islands (See Denmark)	Niger	Zimbabwe
Finland	Nigeria	
France	Norway	
Gabon	Oman	

—Marketing Dept., 8-9-90

LOBBY DISPLAYS/PROMOTIONS FOR AUGUST 1990

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

Mandatory Displays. The following posters, notices, and signs must be displayed.

Number	Title	Issued
Poster 7.....	Rules and Regulations Governing Conduct on Postal Property.	7-89
Poster 31-B.....	Mail Problem? (holds Consumer Service Cards).	7-88
Poster 31-H.....	Consumer Service Card Promotion (must be displayed when Poster 31-B is not used to hold Consumer Service Cards).	9-89
Poster 74.....	Packaging Pointers	10-89
Poster 75.....	Your Federal Lawmakers.....	1-84
Poster 76.....	Hazardous Materials.....	8-88
Poster 103.....	Postage Rates, Fees, and Information.	4-88
Notice 10.....	No Dogs Allowed	4-85
Notice 58.....	Possession of Firearms and Other Dangerous Weapons on Postal Property.	5-89
Notice 96.....	Notice of Reward.....	5-88
Sign 105.....	Express Mail Acceptance Office....	4-86
Sign 145.....	Check Acceptance Policy (counter easel—a professionally printed facsimile may be substituted).	1-82
Selective Service registration:		
SSS 1	Registration Form	
SSS 10.....	Brochure.....	4-87
SSS 46.....	Poster.....	6-88
Olympic decals for lobby doors		
Signs indicating:		
	• Hours of service (window and post office box).	
	• Letter drops and dispatch times.	
	• Services offered at window positions.	
	• Emergency contacts when office is closed.	
	• Manager on duty.	

Rotating Displays. The August schedule of lobby displays is listed below.

Title	Post	Remove
International Express Mail (poster).	August 6	September 10.
Indian Headdresses Folder (poster).	August 10	October 17.
Indian Headdresses	August 1	September 16.
Claire Lee Chennault.....	August 20	October 6.

Missing Children Poster. Offices should display only the July 1990 poster.

Wanted Circulars. A list of circulars still in effect appeared in *Postal Bulletin* 21760, 4-5-90, page 11.

Postal Product Displays. Display current philatelic products and all retail packaging products attractively, with prices professionally printed, not handwritten. Where space limits the number of packaging products displayed, promote the full product line with the poster *Wrap With Us*, in conjunction with products.

Customer Forms, Directives, and Supplies. The following forms, directives, and supplies should be available in public lobbies.

Number	Title
LAB 11-A.....	Express Mail Post Office to Post Office Service.
LAB 11-B.....	Express Mail Next Day Service Post Office to Addressee.
PS 2865.....	Return Receipt for International Insured or Registered Mail.
PS 2966-A.....	Parcel Post Customs Declaration—United States of America.
PS 2966-B.....	Parcel Post Customs Declaration and Dispatch Note.
PS 2976.....	Customs—Douane C1.
PS 3227.....	Stamps by Mail (envelope).
PS 3575.....	Change of Address Order.
PS 3800.....	Receipt for Certified Mail.
PS 3804.....	Return Receipt for Merchandise.
PS 3806.....	Receipt for Registered Mail.
PS 3811.....	Domestic Return Receipt.
PS 3813.....	Receipt for Domestic Insured Parcel.
PS 4314-C.....	Consumer Service Card.
EP 13-C.....	Express Mail (envelope).
EP 14.....	Priority Mail (envelope).
PUB 65-A.....	National Five-Digit ZIP Code and Post Office Directory.
PUB 66-A.....	ZIP + 4 State Directory.

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

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

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

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

Specialized Program Displays. Main post offices and classified stations and branches that offer special services such as the Postal Answer Line or par-

LOBBY DISPLAYS/PROMOTIONS FOR AUGUST 1990—Continued

ticipate in a specific test should display posters, signs, and other material authorized for promotion of the service or test. Check removal dates for test or special service promotional material.

Optional Displays. Refer to Chapter 2 of Publication 223, *Directives and Forms Catalog* (March 1990),

under the headings, Notices, Posters, Publications, and Signs for other directives available through the material distribution centers (MDCs). Remove unnecessary or obsolete signs, notices, and posters from lobbies.

—*Philatelic and Retail Services Dept., 8-9-90*

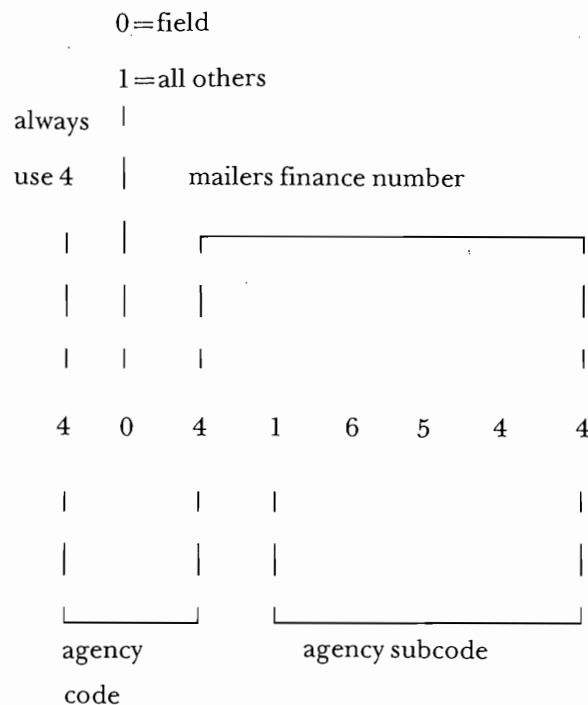
USPS Express Mail Fee Chargeback System

Since June 2, 1990, the Postal Service has required that postal installations use a new eight-digit federal agency account number on Express Mail labels for internal Postal Service Express Mail to identify offices for chargeback. Financial reports for Accounting Period 11, Fiscal Year 1990, reflect the new information. These charges are recorded in General Ledger Account 52439, Express Mail Fee Chargeback, and on line 44, Miscellaneous, of the Postal Service Financial Report (PSFR).

Field offices (division level and below) use an agency code of 40 and all the other installations use 41. All offices use their finance number to complete the last six digits of the code. Together, these digits comprise an agency code and agency subcode.

In the example below for the Philadelphia, PA post office, the agency code begins with 40 and the finance number is 41-6544. Therefore, the federal agency account number for this office is 40416544. The agency code is 404, and the agency subcode is 16544.

Sample Federal Agency Account Number



—*Dept. of the Controller, 8-9-90*

Indian Headdresses Folder

A beautiful Indian Headdresses Folder and pane of 10 Indian Headdresses commemorative stamps, **Item 8813**, will go on sale August 18. Priced at \$4.95, it will be available at many post offices that sell philatelic products and by mail order from the

PHILATELIC SALES DIVISION
 BOX 449997
 KANSAS CITY, MO 64144-9997

or by telephone at (816) 455-4880. FAX service is also available at (816) 453-7264.

The folder has a die-cut, trifold format with colorful artwork of Indian-related scenes. Featured on the stamps are the designs of five Indian headdresses representing five Plains Indian tribes. The stamps, which are part of the Folk Art Series, are held in a protective mount affixed to the inside of the folder. Below each stamp is a brief description of the respective headdress depicted.

The folder comes in a revealing window-type envelope and has a peel-off UPC sticker on the back side.

All CAG A-L offices will receive promotional posters.

Stamp distribution offices (SDOs) will receive an automatic distribution of the folders in cartons of 100 (four shrink-wrapped bundles of 25 each) by August 15. These offices must verify receipt of proper quantities and should report any differences between quantities shown on the Advice of Shipment and those actually received, as outlined in Handbook F-1, *Post Office Accounting Procedures*, section 426.3.

All other post offices should immediately order folders from their SDOs using separate Forms 17-A, *Accountable Items Requisition From Stamp Distribution Office*. SDOs are advised that substantial backup quantities are available from their regional accountable paper depositories.

Each office should report sales of these folders in the AIC 092, *Philatelic Product Sales*, and on Form 1412-A, *Daily Financial Report*, and include them in the quarterly Form 1079, *Philatelic Product Physical Inventory Report*, as required.

—*Philatelic and Retail Services Dept., 8-9-90*

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



**Money Order
Transaction Report**

Effective August 13, 1990, Department of Treasury regulations require customer identification for same day money order transactions between \$3,000 and \$10,000.

I. Completed by Customer

Name (Last, First, MI)		Date of Birth	Driver's License No. & State of Issue
Social Security Number	Alien ID Number	Type of Photo ID ▶	Military ID & Branch of Service
Address (Number, Street, Box, Suite/Apt. No., City, State, ZIP + 4)			Passport No. & Country of Issue
			Other ID No. (Describe fully in space at bottom of form)

II. Completed by Customer or Agent

Are you completing this transaction for another person? Yes No **If you answered "Yes", complete this section**

Individual's Name (Last, First, MI)	Social Security Number	Alien ID Number
Organization's Name	Organization's Taxpaper ID Number (EIN)	
Address of Individual or Organization (Number, Street, Box, Suite/Apt. No., City, State, ZIP + 4)		

III. Purchaser's Signature

I certify the information in Parts I and II to be true and complete (Signature)	WARNING: Furnishing false information on this form may result in a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both. (18 USC 1001)
---	---

IV. Completed by Postal Clerk

Post Office Name (Station/Branch) & Address (City, State, ZIP)	Transaction Date (Mo., Day, Yr.)
	Total Value of All Money Orders Purchased \$
How Many Money Orders Were Issued?	Inclusive Serial Numbers of Money Order Sold (Start, End)
Serial Number and Amount of Each Money Order (Use reverse if you need more space)	

I certify I verified the personal information on purchaser by examining the above noted ID	Printed Name and Signature of Clerk Completing this Transaction
--	---

POST OFFICE CHANGES NUMBER 4

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station, Branch, or Unit	Unit Type	Effective Date	Comments/Action
OLD NEW	052472	92610	CA	El Toro	Orange	Main Office	Post Office	7-1-90	Establish a new ZIP Code for a delivery area. El Toro, CA will become a multicoded city.
OLD NEW	055376	92657	CA	Newport Beach	Orange	Main Office	Post Office	1-1-91	Establish a new ZIP Code for a delivery area.
OLD NEW	072358	80248	CO	Denver	Denver	Terminal Annex	Classified Station	8-1-90	Establish a new ZIP Code for post office boxes.
OLD NEW	080646 080646	06010 06011	CT CT	Bristol Bristol	Hartford Hartford	Main Office Main Office	Post Office Post Office	1-1-91 1-1-91	Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for post office boxes at 06010.
OLD NEW	082448 082448	06082 06083	CT CT	Enfield Enfield	Hartford Hartford	Main Office Main Office	Post Office Post Office	1-1-91 1-1-91	Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for post office boxes at 06082.
OLD NEW	111403 111403	32708 32719	FL FL	Casselberry Casselberry	Seminole Seminole	Winter Springs Winter Springs	Classified Branch Classified Branch	8-1-90 8-1-90	Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for post office boxes at 32708.
OLD NEW	114065 114065	32646 32687	FL FL	Homosassa Homosassa	Citrus Citrus	Main Office Main Office	Post Office Post Office	1-1-91 1-1-91	Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for the post office boxes at 32646.
OLD NEW	115985 115985	32570 32583	FL FL	Milton Milton	Santa Rosa Santa Rosa	Main Office Main Office	Post Office Post Office	7-1-90 7-1-90	Establish a new ZIP Code for a delivery area. This action splits ZIP Code 32570. Milton, FL becomes a multicoded city.
OLD NEW	116420 116420	32578 32588	FL FL	Niceville Niceville	Okaloosa Okaloosa	Main Office Main Office	Post Office Post Office	10-1-90 10-1-90	Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for post office boxes at 32578.
OLD NEW	118675	33082	FL	South Florida	Broward	South Florida Mail Processing Center.	Classified Station	4-1-91	Establish a new ZIP Code for post office boxes. Establish a new mail processing center at South Florida, FL.
OLD NEW	164410 164410	60439 60440	IL IL	Lemont Lemont	Will Will	Bolingbrook Bolingbrook	Classified Branch Classified Branch	7-1-90 7-1-90	Establish a new ZIP Code for a delivery area. This action splits ZIP Code 60439. This amends PB 21764.
OLD NEW	179185 179185	46580 46581	IN IN	Warsaw Warsaw	Kosciusko Kosciusko	Main Office Main Office	Post Office Post Office	8-1-90 8-1-90	Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for the post office boxes at 46580.
OLD NEW	179317 172607	47178 47118	IN IN	West Fork English	Crawford Crawford	Main Office Main Office	Post Office Post Office	4-14-90 4-14-90	Post office and ZIP Code discontinued. Use English, IN 47118 as last line of address.
OLD NEW	174477 174477	47906 47996	IN IN	Lafayette Lafayette	Tippecanoe Tippecanoe	West Lafayette West Lafayette	Classified Branch Classified Branch	10-1-90 10-1-90	Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for the post office boxes at 47906.
OLD NEW	181773 181773	52732 52733	IA IA	Clinton Clinton	Clinton Clinton	Main Office Main Office	Post Office Post Office	10-1-90 10-1-90	Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for post office boxes at 52732.

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station, Branch, or Unit	Unit Type	Effective Date	Comments/Action
OLD NEW	205748 201540	42077 42031	KY KY	Oakton Clinton	Hickman Hickman	Main Office Oakton	Post Office Place Name	3-24-90 3-24-90	Post office and ZIP Code discontinued. Establish a place name. Use Oakton, KY 42031 as last line of address.
OLD NEW	203124 203232	41818 41819	KY KY	Gilley Gordon	Letcher Letcher	Main Office Gilley	Post Office Place Name	4-21-90 4-21-90	Post office and ZIP Code discontinued. Establish a place name. Use Gilley, KY 41819 as last line of address.
OLD NEW	205996 204092	41552 41537	KY KY	Payne Gap Jenkins	Letcher Letcher	Main Office Payne Gap	Post Office Place Name	4-21-90 4-21-90	Post office and ZIP Code discontinued. Establish a place name. Use Payne Gap, KY 41537 as last line of address.
OLD NEW	220345 220345	04401 04402	ME ME	Bangor Bangor	Penobscot Penobscot	Main Office Main Office	Post Office Post Office	1-1-91 1-1-91	Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for post office boxes at 04401.
OLD NEW	226900 226900	04106 04116	ME ME	Portland Portland	Cumberland Cumberland	South Portland South Portland	Classified Branch Classified Branch	1-1-91 1-1-91	Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for post office boxes at 04106.
OLD NEW	227575 227575	04074 04074	ME ME	Scarborough Scarborough	Cumberland Cumberland	Main Office Main Office	Post Office Post Office	1-1-91 1-1-91	Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for post office boxes at 04074.
OLD NEW	229120 229120	04901 04903	ME ME	Waterville Waterville	Kennebec Kennebec	Main Office Main Office	Post Office Post Office	1-1-91 1-1-91	Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for post office boxes at 04901.
OLD NEW	229330 229330	04092 04098	ME ME	Westbrook Westbrook	Cumberland Cumberland	Main Office Main Office	Post Office Post Office	1-1-91 1-1-91	Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for post office boxes at 04092.
OLD NEW	232988 232988	21921 21922	MD MD	Elkton Elkton	Cecil Cecil	Main Office Main Office	Post Office Post Office	10-1-90 10-1-90	Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for the post office boxes at 21921.
OLD NEW	254550 251420	49641 49601	MI MI	Hoxeyville Cadillac	Wexford Wexford	Main Office Hoxeyville	Post Office Place Name	2-3-90 2-3-90	Post office and ZIP Code discontinued. Establish a place name. Use Hoxeyville, MI 49601 as last line of address.
OLD NEW	273536	38634	MS	Holly Springs	Marshall	Main Office	Post Office	8-1-90	Establish a new ZIP Code for post office boxes.
OLD NEW	284218	64148	MO	Kansas City	Jackson	Martin City	Classified Station	8-1-90	Establish a new ZIP Code for post office boxes.
OLD NEW	287140 287140	63129 63151	MO MO	Saint Louis Saint Louis	Saint Louis Saint Louis	South County South County	Classified Branch Classified Branch	8-1-90 8-1-90	Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for the post office boxes at 63129.
OLD NEW	333947 333947	07032 07031	NJ NJ	Kearny Kearny	Hudson Hudson	Main Office Main Office	Post Office Post Office	1-1-91 1-1-91	Establish a new ZIP Code for a delivery area. This action splits ZIP Code 07032.

POST OFFICE CHANGES NUMBER 4—Continued

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station, Branch, or Unit	Unit Type	Effective Date	Comments/Action
OLD NEW	366808 366808	28144 28146	NC..... NC.....	Salisbury..... Salisbury.....	Rowan..... Rowan.....	Main Office..... Main Office.....	Post Office..... Post Office.....	1-1-91 1-1-91	Establish a new ZIP Code for a delivery area. This action splits ZIP Code 28144. Salisbury, NC becomes a multicode city.
OLD NEW	388367	45018	OH.....	Hamilton.....	Butler.....	Fairfield.....	Classified Branch.....	8-1-90	Establish a new ZIP Code for post office boxes.
OLD NEW	386559 386559	43551 43552	OH..... OH.....	Perrysburg..... Perrysburg.....	Wood..... Wood.....	Main Office..... Main Office.....	Post Office..... Post Office.....	8-1-90 7-1-91	Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for post office boxes at 43551.
OLD NEW	388813	45071	OH.....	West Chester.....	Butler.....	Main Office.....	Post Office.....	8-1-90	Establish a new ZIP Code for post office boxes.
OLD NEW	391606 398624	74336 74301	OK..... OK.....	Centralia..... Vinita.....	Craig..... Craig.....	Main Office..... Main Office.....	Post Office..... Post Office.....	5-26-90 5-26-90	Post office and ZIP Code discontinued. Use Vinita, OK 74301 as last line of address.
OLD NEW	414582	18002	PA.....	Lehigh Valley.....	Lehigh.....	Lehigh Valley General Mail Facility.	Classified Branch.....	8-1-90	Establish a new ZIP Code for post office boxes. Establish a new general mail facility in Lehigh Valley, PA.
OLD NEW	451390 451390	29169 29170	SC..... SC.....	West Columbia..... West Columbia.....	Lexington..... Lexington.....	Main Office..... Main Office.....	Post Office..... Post Office.....	1-1-91 1-1-91	Establish a new ZIP Code for a delivery area. This action splits ZIP Code 29169. West Columbia, SC becomes a multicode city.
OLD NEW	451390 451390	29169 29172	SC..... SC.....	West Columbia..... West Columbia.....	Lexington..... Lexington.....	Main Office..... Main Office.....	Post Office..... Post Office.....	1-1-91 1-1-91	Establish a new ZIP Code for a delivery area. This action splits ZIP Code 29169. West Columbia, SC becomes a multicode city.
OLD NEW	487980 487980	78218 78266	TX..... TX.....	San Antonio..... San Antonio.....	Bexar..... Bexar.....	Serna..... Serna.....	Classified Station..... Classified Station.....	1-1-91 1-1-91	Establish a new ZIP Code for a delivery area. This action splits ZIP Code 78218.
OLD NEW	511750 511750	23320 23327	VA..... VA.....	Chesapeake..... Chesapeake.....	Chesapeake (Independent City). Chesapeake (Independent City).	Main Office..... Main Office.....	Post Office..... Post Office.....	8-1-90 8-1-90	Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for a portion of the post office boxes at 23320.
OLD NEW	511750 511750	23320 23328	VA..... VA.....	Chesapeake..... Chesapeake.....	Chesapeake (Independent City). Chesapeake (Independent City).	Great Bridge..... Great Bridge.....	Classified Branch..... Classified Branch.....	8-1-90 8-1-90	Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for a portion of the post office boxes at 23320.
OLD NEW	517650 517650	23233 23238	VA..... VA.....	Richmond..... Richmond.....	Henrico..... Henrico.....	Ridge..... Ridge.....	Classified Branch..... Classified Branch.....	1-1-91 1-1-91	Establish a new ZIP Code for a delivery area. This action splits ZIP Code 23233.
OLD NEW	519360 519360	23462 23466	VA..... VA.....	Virginia Beach..... Virginia Beach.....	Virginia Beach (Independent City). Virginia Beach (Independent City).	Witchduck..... Witchduck.....	Classified Station..... Classified Station.....	8-1-90 8-1-90	Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for a portion of the post office boxes at 23462.
OLD NEW	519360 519360	23462 23467	VA..... VA.....	Virginia Beach..... Virginia Beach.....	Virginia Beach (Independent City). Virginia Beach (Independent City).	Acredale..... Acredale.....	Classified Station..... Classified Station.....	8-1-90 8-1-90	Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for a portion of the post office boxes at 23462.

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station, Branch, or Unit	Unit Type	Effective Date	Comments/Action
OLD	560400	54438	WI	Athens	Marathon	Hamburg	Community Post Office.	9-22-89	Community post office and ZIP Code discontinued. Establish a place name. Use Hamburg, WI, 54411 as last line of address.
NEW	560400	54411	WI	Athens	Marathon	Hamburg	Place Name	9-22-89	

—Office of Address Information Systems, 8-9-90

MISSING CANADIAN 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 new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy PB 21768 listing. In addition to this listing, do not cash: (1) all card type orders, and (2) new style money orders 000,000,001 to 399,999,999. Advise holders to send invalid money orders to Canada Post Corporation, Ottawa, Canada K1A 0B1.

<u>541,097,901</u> to <u>8,200</u>	561,249,012 to 9,200	580,335,207 to 5,300	603,780,401 to 0,500
543,289,525 to 290,200	561,265,399 to 5,500	580,337,901 to 8,000	603,780,701 to 0,800
543,305,301 to 5,600	562,601,501 to 1,600	580,562,401 to 2,500	603,780,942 to 1,000
544,194,216 to 4,700	563,184,500 to 4,700	580,899,103 to 9,200	604,020,801 to 0,900
544,619,721 to 620,100	563,957,851 to 7,860	581,171,918 to 2,400	604,083,174 to 3,700
544,999,729 to 9,800	564,299,834 to 300,000	581,341,293 to 1,400	604,122,517 to 2,900
545,553,528 to 3,800	564,319,659 to 9,700	581,986,501 to 6,600	604,181,801 to 2,100
545,775,152 to 5,200	565,045,232 to 5,245	584,314,756 to 5,000	604,799,901 to 800,800
547,276,820 to 7,000	565,145,850 to 5,875	584,834,505 to 4,600	605,367,722 to 8,200
547,457,901 to 8,300	565,868,534 to 8,549	584,862,862 to 3,900	605,721,494 to 1,500
547,469,676 to 9,700	567,078,033 to 8,100	584,947,247 to 7,300	605,949,901 to 950,000
547,542,271 to 3,000	567,422,270 to 2,600	584,963,232 to 3,300	607,273,964 to 4,500
547,578,870 to 8,900	568,505,097 to 5,100	585,948,403 to 9,000	607,586,501 to 6,600
547,923,901 to 4,000	568,574,080 to 4,099	586,432,013 to 2,500	607,673,301 to 4,500
548,988,201 to 8,300	569,537,631 to 8,000	586,543,860 to 3,900	607,591,119 to 1,200
549,641,019 to 1,100	569,791,703 to 1,730	586,830,748 to 0,800	607,930,501 to 1,000
549,670,720 to 0,800	569,793,491 to 3,510	589,005,217 to 5,300	608,011,756 to 2,300
<u>550,092,673</u> to <u>2,700</u>	569,915,309 to 5,320	589,876,801 to 6,900	608,288,084 to 8,100
550,355,949 to 6,100	<u>570,275,601</u> to <u>5,700</u>	<u>590,230,567</u> to <u>0,600</u>	608,678,701 to 9,100
551,144,112 to 4,400	571,065,984 to 6,600	590,242,301 to 2,400	608,722,023 to 2,200
551,698,301 to 8,320	571,106,886 to 7,200	590,973,597 to 4,000	609,084,101 to 5,100
551,961,814 to 1,880	571,123,771 to 3,900	591,138,501 to 8,600	<u>611,216,001</u> to <u>7,100</u>
552,222,532 to 3,800	572,226,617 to 6,700	591,724,456 to 4,500	611,338,466 to 8,700
553,468,301 to 8,400	572,380,133 to 0,145	591,778,901 to 9,000	611,387,101 to 7,200
553,853,051 to 3,100	572,380,203 to 0,258	591,860,001 to 0,100	611,930,472 to 0,500
554,939,152 to 9,200	573,666,236 to 6,294	592,371,801 to 2,100	612,182,901 to 3,700
554,998,701 to 8,800	574,217,901 to 7,925	593,389,186 to 9,200	612,185,601 to 6,100
555,144,758 to 4,770	574,415,253 to 5,300	594,538,411 to 8,500	612,512,359 to 2,700
556,084,478 to 4,500	574,526,901 to 7,000	594,724,301 to 4,900	613,359,706 to 9,732
556,250,024 to 0,200	574,526,901 to 7,000	594,768,672 to 8,700	613,364,701 to 5,100
556,351,291 to 1,600	574,810,201 to 1,200	594,952,701 to 3,400	615,753,401 to 3,600
556,508,870 to 8,900	574,982,801 to 3,500	596,073,100 to 3,500	616,042,701 to 3,300
557,669,091 to 9,100	575,311,297 to 7,400	596,308,901 to 9,100	616,192,014 to 2,100
557,669,191 to 9,200	575,913,143 to 3,200	597,044,346 to 4,400	616,320,501 to 1,200
557,711,743 to 1,800	575,977,151 to 7,200	597,253,460 to 3,500	616,339,601 to 9,700
557,786,836 to 6,860	576,674,701 to 4,800	598,659,921 to 660,100	617,008,801 to 099,000
558,228,301 to 8,400	577,385,856 to 6,100	599,664,001 to 5,700	617,739,158 to 9,200
558,638,801 to 9,000	577,907,201 to 7,800	<u>600,349,301</u> to <u>9,400</u>	617,989,336 to 9,499
559,562,701 to 2,742	578,365,863 to 5,900	600,439,001 to 9,100	618,333,401 to 4,100
559,565,818 to 6,000	578,649,083 to 9,100	600,493,650 to 3,700	<u>626,567,516</u> to <u>7,528</u>
559,736,353 to 6,400	578,988,972 to 9,400	600,526,018 to 6,400	
559,841,401 to 1,700	579,017,876 to 7,900	601,042,674 to 2,700	
<u>560,473,901</u> to <u>3,922</u>	579,052,035 to 2,057	601,652,701 to 3,300	
561,223,101 to 3,400	579,541,273 to 1,299	602,528,605 to 9,000	
	579,877,101 to 7,200	603,708,901 to 9,200	
	<u>580,207,301</u> to <u>7,770</u>		

Check for altered dollar amounts by holding money orders to the light.

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 of the first 10 digits on the money orders.

A. New Style. (Listed below) Destroy PB 21768 listing. **B. Old Style (Gray).** PB 21461 listing remains valid. **C. Counterfeit.** PB 21470 listing remains valid. **Do not cash money orders with ZIP Code 99099.**

302 000 0000 to	368 371 3923 to 3999	385 568 2330 to 2399	407 545 1556 to 1599
302 123 9999	368 730 7825 to 7899	385 599 7554 to 7575	407 594 0412 to 0599
349 392 8081 to 8099	368 854 6200 to 6299	385 774 2024 to 2099	407 692 9100 to 9299
350 017 1652 to 2199	368 978 0561 to 0599	387 314 5574 to 5599	408 265 2275 to 2288
350 251 5100 to 5199	369 345 0188 to 0199	389 696 2400 to 2799	408 499 7700 to 7799
350 366 1104 to 1119	369 674 8141 to 8199	389 846 3104 to 3135	408 499 7900 to 7999
350 366 1145 to 1166	369 718 3783 to 3799	389 846 3145 to 3195	408 682 8484 to 8599
350 518 7350 to 7374	370 193 8257 to 8299	389 887 9211 to 9230	408 698 7015 to 7099
351 110 4900 to 4999	371 241 3118 to 3199	389 887 9234 to 9299	409 072 3941 to 3999
351 113 4615 to 4699	371 630 0100 to 0199	390 001 3182 to 3199	410 491 2311 to 2399
351 113 4800 to 4999	372 308 4180 to 4199	390 001 3500 to 3699	410 694 8400 to 8599
360 003 2454 to 2499	372 311 5400 to 5499	390 545 5974 to 5999	410 775 1500 to 1599
360 037 4500 to 4549	372 360 8303 to 8399	391 104 6146 to 6199	410 795 7927 to 7999
360 038 0502 to 0599	372 407 1025 to 1099	391 783 3020 to 3599	410 867 0917 to 0966
360 112 8583 to 8599	373 390 2301 to 2399	391 792 6100 to 6199	410 867 0970 to 0999
360 134 2600 to 2699	373 390 2518 to 2599	392 668 2956 to 2999	411 868 1023 to 1199
360 135 5611 to 5699	373 390 2604 to 2699	392 854 8500 to 8899	411 922 2322 to 2399
360 135 8159 to 8199	373 463 0902 to 0999	393 584 7566 to 7699	412 193 0900 to 0999
360 172 1404 to 1499	374 022 8105 to 8199	393 650 0074 to 0099	412 885 5953 to 5999
360 173 8800 to 8899	374 692 8858 to 8899	393 838 8316 to 8499	414 640 0757 to 0799
360 257 2100 to 2199	374 768 2600 to 2699	393 893 6007 to 6099	414 965 1727 to 1799
360 282 4600 to 4699	374 795 2118 to 2199	394 126 6907 to 6999	415 161 8858 to 8868
360 403 8453 to 8499	375 169 4400 to 4599	394 189 0405 to 0599	417 496 6800 to 6999
360 418 0700 to 0799	375 637 9137 to 9199	394 822 3243 to 3278	417 871 9250 to 9299
360 419 6700 to 6799	375 637 9365 to 9999	394 990 1810 to 1899	417 930 9533 to 9599
360 535 5648 to 5657	375 744 7930 to 7999	395 343 3264 to 3299	418 164 6500 to 6799
360 762 9368 to 9399	375 829 3400 to 3499	395 373 3035 to 3099	418 423 9863 to 9899
361 142 2817 to 2899	375 851 9100 to 9199	395 396 9649 to 9799	418 633 5922 to 5999
361 440 9240 to 9299	376 850 0813 to 0899	395 970 3240 to 3299	418 719 8520 to 8599
361 754 9300 to 9499	376 855 6764 to 6999	397 622 4054 to 4099	418 744 2235 to 2299
361 782 4204 to 4299	376 903 0721 to 0738	397 819 8902 to 8999	418 962 2848 to 2899
361 974 6811 to 6999	376 906 3206 to 3299	398 149 7200 to 7699	419 543 0286 to 0299
362 246 6800 to 6899	377 113 7461 to 7499	399 070 0872 to 0899	419 730 0313 to 0369
362 299 8900 to 8999	377 224 2300 to 2599	399 156 7119 to 7199	419 730 0380 to 0399
362 861 3064 to 3099	377 955 4285 to 4399	399 203 5064 to 5099	420 599 0734 to 0798
363 130 1575 to 1599	378 029 9347 to 9399	399 296 9909 to 9999	420 661 4115 to 4199
363 130 4500 to 4599	378 085 3679 to 3699	399 792 7775 to 7799	420 758 9500 to 9699
363 374 9010 to 9099	378 210 9090 to 9099	399 792 8300 to 8399	421 116 3565 to 3599
363 444 9333 to 9399	378 351 1063 to 1099	399 396 8935 to 8999	421 130 9300 to 9399
363 560 5050 to 5099	378 630 9489 to 9599	400 427 1051 to 1999	421 146 8600 to 8649
363 851 4259 to 4299	379 128 9584 to 9599	401 045 1505 to 1549	421 313 4500 to 4999
363 853 7582 to 7799	379 509 2600 to 2699	401 045 1571 to 1599	421 364 5537 to 5599
363 861 7600 to 7899	379 679 8060 to 8099	401 294 2700 to 2799	421 988 9700 to 9799
363 904 4540 to 4999	379 843 5100 to 5199	401 310 9505 to 9599	422 587 7024 to 7099
363 922 5744 to 5799	380 093 9600 to 9611	402 578 7876 to 7899	424 500 6050 to 6099
363 930 9400 to 9699	380 165 1165 to 1199	403 125 6744 to 6799	424 641 8500 to 8599
363 965 7892 to 7999	380 489 6800 to 6899	403 260 7000 to 7499	433 765 4003 to 4099
364 467 6102 to 6199	380 572 1840 to 1899	403 280 6470 to 6499	700 065 2570 to 2599
364 826 1081 to 1099	381 077 3600 to 3699	403 685 8600 to 8699	802 678 2605 to 2699
365 512 9428 to 9499	381 325 4500 to 4599	404 003 0300 to 0399	803 605 2840 to 2899
365 693 4200 to 4299	381 540 9900 to 9999	404 041 8838 to 8899	803 605 6300 to 6499
365 842 7960 to 7999	381 604 2510 to 2699	404 071 4268 to 4299	805 323 5006 to 5024
365 997 7565 to 7699	381 645 9525 to 9599	404 347 5356 to 5399	805 466 7255 to 7299
366 205 2072 to 2099	381 924 0748 to 0799	404 347 5548 to 5599	806 015 3885 to 3899
366 772 6702 to 6799	383 156 6968 to 6999	404 726 4500 to 4599	806 087 1100 to 1499
366 998 7669 to 7681	383 156 7128 to 7199	404 961 5001 to 5199	806 268 9275 to 9299
367 303 6006 to 6099	383 156 7300 to 7999	405 325 0188 to 0198	806 534 3400 to 3477
367 396 9705 to 9799	383 299 2081 to 2099	406 009 4587 to 4599	990 117 5600 to 5999
367 396 9900 to 9999	383 314 3968 to 3999	406 260 6830 to 6899	
367 428 8800 to 8999	383 892 1000 to 1344	406 459 6497 to 6499	
367 519 6700 to 6899	383 892 1382 to 1399	406 733 3000 to 3999	

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB 21768 listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

Table with 12 columns of account numbers. Includes entries such as 008095, 009717, 010150, etc., ending with 021690.

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS—Continued

935050	940234	940546	941726	946145	950220	950527	951371	958324	967181	972890	981903	992340
935092	940239	940549	941730	946166	950230	951033	951530	958331	968138	972933	981957	992500
935117	940276	940614	945351	946206	950240	951050	951534	958379	968202	973244	981963	992541
937246	940301	941325	945378	946293	950248	951071	952203	958392	968267	974136	981994	992554
937330	940303	941368	945444	949162	950250	951092	952222	958411	968352	976013	981997	992547
937458	940311	941438	945498	949180	950255	951108	952251	958446	968452	976017	983033	992548
937498	940315	941500	945500	950028	950293	951132	952289	958448	972262	977041	988023	992723
939067	940367	941526	945511	950042	950313	951209	952292	958476	972439	980087	992078	992723
939095	940368	941535	945512	950082	950327	951246	954112	958479	972556	980282	992159	992723
939111	940376	941571	945636	950106	950359	951301	954113	958486	972740	981540	992185	992723
939135	940377	941622	945645	950170	950367	951307	954701	958487	972839	981578	992197	992723
940110	940436	941640	945736	950182	950389	951313	955672	967044	972874	981727	992248	992723
940133	940509	941669	945768	950219	950520	951326	958160	967081	972877	981767	992293	992723

—Marketing Dept., 8-9-90



UNITED STATES POSTAL SERVICE

475 L'ENFANT PLAZA SW
 WASHINGTON, DC 20260-1571
 OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
 AVOID PAYMENT OF POSTAGE, \$300



FIRST-CLASS MAIL
 POSTAGE & FEES PAID
 USPS
 PERMIT NO. G-10

FIRST-CLASS

Be sure to attach your mailing label with ANY change to a current subscription.

Postal Service Orders	Public Orders
<p>1. Missing Issues: To order copies not received in regular distribution, call the materiel distribution center at PEN 440-4211 or (201) 707-4211, ext. 211.</p> <p>2. Single Copies: To order additional copies, send Form 7380, <i>MDC Supply Requisition</i>, to: MATERIEL DISTRIBUTION CENTER VA SUPPLY DEPOT 152 RT 206 SOMERVILLE NJ 08877-0001</p> <p>3. Address and Quantity Changes: Complete the form below and send this entire page, including mailing label, to: DOCUMENT CONTROL DIVISION USPS HEADQUARTERS RM 2800 475 L ENFANT PLAZA SW WASHINGTON DC 20260-1571</p>	<p>1. Source: SUPERINTENDENT OF DOCUMENTS US GOVERNMENT PRINTING OFFICE 941 N CAPITOL ST NE WASHINGTON DC 20402-9371 TEL (202) 783-3238</p> <p>2. Single Copies: \$2.00 each, Domestic; \$2.50, International. Complete the form below and send this entire page to the above address.</p> <p>3. Subscription: \$56 per year, Domestic; \$70, International. Complete form below and send this entire page to the above address.</p> <p>4. Address and Quantity Changes: Complete the form below and send this entire page, including mailing label, to the above address.</p>

ORDER FORM

Postal Facility, Company, or Personal Name	<input type="checkbox"/> Change the quantity of my subscription	
Attention Line (if needed)	Old Quantity	New Quantity
Address Number, Street, City, State, ZIP Code, and Country (if needed)	<input type="checkbox"/> Enter my subscription	
	Method of Payment	
	<input type="checkbox"/> GPO Deposit Account: <input type="text"/> — <input type="checkbox"/> <input type="checkbox"/> Check payable to the Superintendent of Documents <input type="checkbox"/>  <input type="checkbox"/> 	
<input type="checkbox"/> Check if this is a new address and attach your mailing label	Credit Card Number	Expiration Date
Person to Contact	Signature	
Daytime Phone Number ()		

Effective Period: POSTAL BULLETIN articles are effective for 1 year, unless articles change the text of permanent directives or unless otherwise specified.

Distribution: The U.S. Postal Service distributes the BULLETIN to all postal facilities. The U.S. Government Printing Office distributes copies to all public subscribers.

Index: A quarterly index of BULLETIN articles appears in January, April, July, and October. An annual index appears early the following year.