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DMM and IMM Orders

DMM—Extra Copies

Issue 38 of the *Domestic Mail Manual* (DMM) has been distributed throughout the Postal Service. Post offices may order additional copies of the *Domestic Mail Manual* (DMM) from the material distribution centers (MDCs) using Form 7380, *MDC Supply Requisition*. To expedite their orders, post offices should not send requests for extra copies to the Document Control Division.

Each issue of the DMM is automatically distributed to all post offices, stations, and branches, as well as to employees with specific job titles. Size and type of facility determine the number of copies an office receives. However, the Document Control Division has begun to reassess the distribution plan for the DMM and has a goal of improving that plan to ensure that employees and offices receive the necessary number of copies.

IMM—Distribution

Issue 9 of the *International Mail Manual* will be distributed throughout the Postal Service within the next few weeks. Post offices that need additional copies may also order them from the MDCs using Form 7380.

Other Directives and Forms

The procedure described above also applies to all other directives and forms available from the MDCs. Most directives and forms are available from the MDCs. Publication 223, *Directives and Forms Catalog*, clearly indicates which documents are available from the MDCs under the column headed USPS Source. Publication 223 is also available from the MDCs.

—Office of Information Services, 3-7-91

Minimum Wage Increase

On April 1, 1991, the federal minimum wage increases from \$3.80 to \$4.25 per hour. The hourly rates of any employees currently earning less than the new minimum wage automatically changes to \$4.25 effective Pay Period (PP) 08-91, March 23, 1991. Forms 50, *Notification of Personnel Action*, and 1653, *Postmaster Relief/Leave Replacement Employment Data*, will be generated as appropriate.

Field offices need not initiate any personnel actions as a result of this change.

—Employee Relations Dept., 3-7-91

4-Cent Official Mail Stamp

DEPOSITORY

The 4-cent Penalty Mail stamp goes on sale April 6 in Oklahoma City, Oklahoma.

Do Not Place on Sale Before April 8, 1991

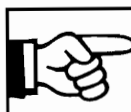
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Issued in panes of 100

A future issue will include collector information.

Supply. Only stamp distribution offices (SDOs) authorized to process Penalty Mail requisitions from government agencies may order these stamps. Those offices should immediately submit Forms 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing, using **Item 5561**. They must submit requisitions in the standard ordering multiples for panes of 100 stamps to the maximum quantity of one-million stamps per requisition.

—Philatelic and Retail Services Dept., 3-7-91



1990 Annual Index in
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Pay Changes—Mail Handlers

In accordance with the arbitrated settlement of the 1990-1993 USPS-Mail Handlers' National Agreement, there are three important changes reflected in the new Mail Handlers' (MH) schedules shown on pages 62-65.

Pay Changes

1. *New Step A.* Effective March 9, 1991, Pay Period (PP) 7-91, Step-A is added to the MH schedule, which formerly consisted of Steps B-O. The step waiting period from Step-A to -B is 96 weeks. COLA increases during the first year of the term of the Agreement will not apply to Step-A.

2. *COLA Increase.* Effective March 9, 1991 (PP 7-91), eligible employees in Steps B-O of the Retiree Eligible (RES) and regular (or Non-RES) versions of the MH schedules will receive a new temporary COLA, upward, of \$125 per year (6 cents per hour), with proportional application to part-time employees.

3. *COLA Roll-In (RES ONLY).* Effective April 6, 1991 (PP 9-91), employees who are eligible for and elect the COLA roll-in option provided for in the subject Agreement will have rolled in to basic salary the \$2,517 per year (\$1.21 per hour) accrued under the 1987-1990 USPS-MH National Agreement.

Note: See related article on page 24 of this Bulletin, COLA Roll-in Option.

Exclusions

Casual employees are not eligible for the pay changes discussed in this Bulletin and will continue at their current rate of pay.

—Employee Relations Dept., 3-7-91

APO/FPO Changes

Please make the following ink changes to the table entitled Conditions Applied to Mail Addressed to Military Post Offices Overseas, listed in *Postal Bulletin* 21783, dated February 21, 1991.

APO/FPO	Actions	Effective Date	Mailing Restrictions
09763	Active.....	02-21-91	B-E2-F-H1-R-U1
09764	Active.....	02-21-91	B-E2-F-H1-R-U1
09765	Active.....	02-21-91	B-E2-F-H1-R-U1
09880	Active.....	02-21-91	B-E2-F-H1-R-U1

These changes will appear in bold print in the next reprint of the APO/FPO table, in *Postal Bulletin* 21785, 3-21-91. All field division general managers/postmasters must notify acceptance units of these changes.

—Delivery, Distribution, and Transportation Dept., 3-7-91

All Personnel Processing Mail for Dispatch Abroad

Foreign Order No. 312

Keep all foreign order notices for use as reference.

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

Canada

Worldwide Winners Club
No. 69140, 2411 East Pender St.
Vancouver, B.C.
Canada V5K 4W4

Worldwide Winners Club
No. 94207, 6871 No. 3 Road
Richmond, British Columbia
Canada V6Y 2A3

Federal Republic of Germany

Mr. W. Gregor
P.O. Box 11 07 53
D-6000 Frankfurt 11
West Germany

Gregor Agency
Official Lottery Agent
MyLiusstraBe 23
D-6000 Frankfurt 1
West 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, 3-7-91

Domestic Orders

False Representation. Enforced by postmasters at cities listed.

State/city	Names covered	Product
NJ, Cliffside Park 07016-0418.	Prime Mailers, P.O. Box 418.	A work-at-home program.
NJ, Ridgefield 07657-0021.	United Mailers, P.O. Box 21.	A work-at-home program.

—Judicial Officer, 3-7-91

**Expedite Service—
Save Money—Process
Mailbags Frequently**

23-Cent Lunch Wagon Coil Stamp

The 23-Cent Lunch Wagon coil stamp goes on sale April 12 in Columbus, Ohio. The 23-cent Lunch Wagon stamp coil is part of the 1890 Transportation series.

Do Not Place on Sale Before April 13, 1991

Copyright U.S. Postal Service 1991

Issued in coils of 100, 500, and 3,000.
A future issue will include collector information.

Supply. Only post offices with authorized philatelic centers will receive an automatic distribution of the coil of 100 based on the Bureau of Engraving and Printing's four-position schedule for a 50-subject commemorative stamp. Only post offices with authorized philatelic centers will receive the following quantities:

Offices receiving four-position stock in these quantities	Will receive coils in these quantities
20,000	200
40,000	400
125,000	800
250,000-750,000	1,600

All other post offices should order sufficient quantities to meet regular window transactions and philatelic demand.

Bulk Quantities. CAG A-G post offices requiring this coil in bulk quantities should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing. Submit orders in the following quantities: coils of 100 (*Item 7913*): 400 coils, 800 coils, and multiples of 800 coils to maximum of 24,000 coils per requisition; coils of 500 (*Item 7914*): 200 coils, 400 coils, and multiples of 400 coils to maximum of 2,000 coils per requisition; coils of 3,000 (*Item 7915*): 32 coils, 64 coils, and multiples of 64 coils to maximum of 768 coils per requisition.

Unfilled requisitions currently at the Bureau for the 20-cent Cable Car stamp coil will be converted to the 23-cent Lunch Wagon coil.

—*Philatelic and Retail Services Dept., 3-7-91*

Submit bulk stamp requisitions within prescribed ordering cycle. Out-of-cycle requisitions increase processing costs.

29-Cent U.S. Savings Bond Commemorative Stamp

The 25-cent U.S. Savings Bond commemorative stamp goes on sale April 30, in Washington, DC. This stamp commemorates the 50th anniversary of the U.S. Savings Bond.

Do Not Place on Sale Before May 1, 1991

Copyright U.S. Postal Service 1990

Issued in panes of 50.
A future issue will include collector information.

Supply. All post offices will receive their standard automatic-distribution quantities for a 50-subject commemorative stamp. The Bureau of Engraving and Printing will not honor supplemental requisitions for *Item 4487*.

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

Before requisitioning additional stock, post offices should consider that they should deplete the stock in 60 days or before June 30, 1991, except at authorized philatelic centers. (It is Postal Service policy to sell commemorative stamps at all regular windows for 60 days from the first day of issue.)

—*Philatelic and Retail Services Dept., 3-7-91*

Publication 122—Filing Indemnity Claims

Publication 122, *Customer Guide to Filing Indemnity Claims on Domestic Mail*, is available from the materiel distribution centers. This publication contains important information on the filing of domestic indemnity claims.

Publication 122 is useful for customers filing claims and for postal employees accepting and processing these claims. Please provide this publication to customers at postal windows, lobbies, claims and inquiry units, and locations where customers file claims.

The checklist included in the center of Publication 122 (see page 34) summarizes the information needed for filing a domestic indemnity claim. Postal employees should use it as a reference chart.—*Marketing and Customer Service Group, 3-7-91*

All Delivery Units

DROP SHIPMENT CLEARANCE PROCEDURES AT THE DESTINATION DELIVERY UNIT

The rate change effective February 3, 1991, introduced destination entry rates as a postage savings incentive for mailers who want to transport and deposit third- or fourth-class mailings to a bulk mail center (BMC), sectional center facility (SCF), or destination delivery unit for entry and/or second-class mailings to an SCF or destination delivery unit for entry. This article focuses on the clearance procedures for destination delivery unit employees receiving shipments entered by mailers at the delivery unit rate.

A delivery unit is a facility (post office, branch, station, etc.) where the carrier cases mail for delivery. Mailers must deposit only carrier route or walk-sequence mailings addressed for delivery within the area served by the delivery unit to qualify for the destination delivery unit rate. Carrier route mailings include city carrier routes, rural routes, highway contract routes, general delivery, and post office box sections.

Page 45 contains a graphic step-by-step instruction for employees receiving drop shipments deposited by the mailer at the destination delivery unit. This instruction references Form 8125, *Drop Shipment Clearance Document*, a three-part form, that will be available in the near future and announced in the *Postal Bulletin*. In the interim, Form 8017, *Plant-Verified Drop Shipment Record*, has been authorized for use in place of Form 8125.

Employees at the delivery unit receiving drop shipments entered at the destination delivery unit rate must review the following guidelines.

1. *Receiving the Drop Shipment.* The mailer must have an appointment to deposit a drop shipment at a delivery unit. *Exceptions:* The appointment scheduling requirement does not apply to local mailers who enter mailings for verification and postage payment at the post office serving their mailing plant location unless those mailings are claimed at the destination delivery unit (DDU) rate. Local mailers submitting DDU rate mailings must schedule an appointment for verification and postage payment and deposit at the delivery unit.

If a mailer is late for a scheduled appointment by 20 minutes or more and cannot be accommodated without difficulty, the mailer must relinquish the appointment. The delivery unit will accept late or

early arriving drop shipments as soon as it is operationally feasible. Any plant-verified drop shipment arriving without a scheduled appointment must be referred to the division manager of logistics and distribution for an appointment.

2. *Integrity of Mail.* Vehicles delivering drop shipment third- or fourth-class mailings to delivery units must be sealed. The postal employee verifying and dispatching the shipment is responsible for sealing the vehicle before dispatch. The employee at the delivery unit must examine the seal securing the vehicle for tampering. The seal number must match that recorded on Form 8125 in Part II, Block 3. If the numbers do not match, the mailing must not be accepted.

3. *Verify Form 8125.* This form will be located in the rear of the mailer's vehicle on the left wall. The mailer must complete Form 8125 for each destination delivery unit entry and place it in an envelope identifying the delivery unit on the outside of the envelope. The receiving employee retrieves the envelope identified for his or her delivery unit and verifies that the information on Form 8125 is accurate, complete, and in agreement with the mail deposited at the delivery unit. Additional instructions for reviewing and completing Form 8125 are written on the form and in the drop shipment graphic on page 45.

4. *Unloading.* Mailers are responsible for unloading the shipments. They must complete this task within 1 hour of the scheduled appointment time at a delivery unit. Mailers must use their own equipment and resources to unload the vehicle. No assistance may be provided.

5. *Dispatching.* If the mailer has additional drop shipment mailings to enter at other delivery units, the receiving employee must reseal the vehicle and record the seal number in Part III, Block 3 of Form 8125, for the next delivery unit. The Form 8125 for that unit will be located inside the vehicle in an envelope.

6. *Document Control.* The delivery unit will receive copies 2 and 3 of Form 8125. The delivery unit retains copy 2 along with the seal for a period of 1 year. Copy 3 belongs to the driver.

—Delivery, Distribution, and
Transportation Dept., 3-7-91

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

19-Cent Carnegie Hall Postal Card

The 19-cent Carnegie Hall postal card goes on sale April 1 in New York, New York. This postal card commemorates the 100th anniversary of Carnegie Hall.

Do Not Place on Sale Before April 2, 1991

Copyright U.S. Postal Service 1991

A future issue will include collector information.

Supply. Post offices with authorized philatelic centers will receive an automatic distribution. All other post offices should order sufficient quantities of this postal card to meet anticipated local philatelic demand. CAG A-G post offices requiring bulk quantities of this card should immediately submit Form 3216, *Requisition for Postal Cards—Bulk Quantities*, to the Government Printing Office (GPO) using **Item 2204**. *Limited quantities are available from GPO to fill supplemental requisitions.*

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

—*Philatelic and Retail Services Dept., 3-7-91*

29-Cent Official Mail Envelope

The 29-cent Penalty Mail stamped envelope goes on sale April 6 in Oklahoma City, Oklahoma.

Do Not Place on Sale Before April 8, 1991

Copyright U.S. Postal Service 1991

A future issue will include collector information.

Supply. Only stamp distribution offices (SDOs) authorized to process Penalty Mail requisitions from government agencies may order these envelopes. Those offices should immediately submit Form 3205, *Requisition for Plain Stamped Envelopes*, to the Stamped Envelope Agency using **Item 2111** for the regular No. 10 stamped envelope and **Item 2117** for the No. 10 window stamped envelope. They must submit requisitions in the standard quantities for a size 10, regular and window envelopes.

—*Philatelic and Retail Services Dept., 3-7-91*

International Business Reply Service—New Zealand

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

393.2 Availability

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

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

Issue 10 of the IMM will include this revision.

—*Marketing and Customer Service Group, 3-7-91*

35-Cent Dennis Chavez Regular Stamp

The 35-cent Dennis Chavez regular stamp goes on sale on April 3 in Albuquerque, New Mexico. This denomination meets the international rate weighing ½ ounce or less to Mexico.

Do Not Place on Sale Before April 4, 1991

Copyright U.S. Postal Service 1991

Issued in panes of 100.

A future issue will include collector information.

Supply. Post offices with authorized philatelic centers will receive their standard automatic distribution quantity based on a 400-subject stamp issue. All stamp distribution offices (SDOs) will receive an automatic distribution of 250,000 stamps. The SDOs will not make an automatic distribution to their associate offices. Since a private contractor (Stamp Ventures) printed this stamp issue, the Bureau of Engraving and Printing will not honor supplemental requisitions for **Item 1035**.

SDOs requiring additional stamps must order them from their regional accountable paper depositories (RAPDs) using a separate Form 17-A, *Accountable Items Requisition From Stamp Distribution Office*. All other post offices requiring this stamp should immediately requisition them from their SDOs on a *separate* Form 17-A.

—*Philatelic and Retail Services Dept., 3-7-91*

DMM and IMM Revisions

NEW RATES AND FEES—CORRECTIONS AND CLARIFICATIONS

The following information corrects and clarifies the regulations that appeared in *Special Postal Bulletin* 21781A (1-24-91) transmitting the new rates and fees and *Special Postal Bulletin* 21781B (1-28-91) transmitting the eligibility requirements for automated rate categories. A general discussion of problem areas is followed by amendments to Issue 38 of the *Domestic Mail Manual* (DDM) and to Issue 9 of the *International Mail Manual* (IMM). All revisions and additions to the texts of DMM Issue 38 and IMM Issue 9 reproduced in this article take effect immediately.

Domestic Rates

1. *Business Reply Mail*. No changes have been made to the physical requirements that business reply mail (BRM) pieces must meet in DMM 917. The automation compatibility requirements in DMM 520 set forth requirements for bulk rate First-, second-, and third-class ZIP+4 and ZIP+4 Barcoded rate mailings. Since these automated rates do not apply to single-piece rate mail, BRM is not affected by these requirements. Accordingly, BRM pieces, including barcoded BRM pieces returned under the business reply mail accounting system (BRMAS), that are larger than 4¼ by 6 inches are *not required* to meet the automated rate category minimum thickness of 0.009 inch. Pieces in the BRMAS program must continue to meet the general preparation requirements for BRM in 917.5 and the additional BRMAS requirements in 917.6. See 917.621 and 917.622 for basis weight requirements that must be met for BRMAS.

2. *Third-Class Letter Rates*. The third-class rates are divided into two major categories: minimum per-piece and piece/pound. The piece/pound rates apply to regular rate mailpieces weighing over 3.3067 ounces and nonprofit rate mailpieces weighing over 3.3314 ounces. The minimum per-piece rates apply to regular rate mailpieces weighing 3.3067 ounces or less and nonprofit rate mailpieces weighing 3.3314 ounces or less.

The new minimum per-piece rates are further divided into two major categories: Letters and Other than Letters. To qualify for the letter category, a mailpiece must simply meet the letter-size dimensions prescribed by DMM 128.2 of not exceeding 6½ inches in height, by 11½ inches in length, and ¼ inch in thickness. In addition, the pieces must meet the minimum size standards (at least 3½ inches high by 5 inches long by 0.007 inch thick) as defined in DMM 127. There are no other requirements for the letter category unless automation discounts are claimed.

Mailpieces are *not* required to meet the automation compatibility requirements in DMM Chapter 5 to qualify for letter category rates *unless mailed at ZIP+4 ZIP+4 Barcoded rates*. Mailings must not be

denied letter rates at non-automation basic, 3/5-digit, or carrier route rates on the grounds that pieces are not tabbed, or do not meet aspect ratio requirements, basis weight requirements, or other requirements in DMM Chapter 5.

For purposes of determining if the requirements for minimum size standards and the nonstandard surcharge are met and for purposes of qualifying for automation discounts, the length is the dimension of the piece parallel to the address. (The nonstandard surcharge applies only to pieces weighing 1 ounce or less at First-Class and single-piece third-class rates.) The position of the address is not a factor in determining the mail processing category of a mailpiece for sortation reasons or for determining eligibility for bulk third-class letter category minimum per-piece rates when automation discounts are not claimed.

To clarify these points, a definition of letter category third-class bulk mail has been added to DMM 611.221a.

3. *Third-Class 3/5 Presort Rate Minimum Quantity Requirement*. The final minimum quantity requirement in *Special Postal Bulletin* 21781A (1-24-91) that appears in DMM Issue 38 requires 200 pieces (not 200 *qualifying* pieces as described in the proposed regulations). See DMM 624.221. This means that pieces paid at the basic rate within 3/5-digit rate mailings can count toward the 200-piece minimum quantity requirement as indicated in DMM 624.222. The general minimum quantity requirements in DMM 623.3 are revised by this Bulletin to reflect this change.

4. *First-Class ZIP + 4 Barcoded National Mailings*. *Special Postal Bulletin* 21781A (1-24-91) mistakenly states in sections 364.131 and 364.151 that properly packaged mailpieces prepared with ZIP + 4 barcodes that are placed in ADC and Mixed ADC trays within national First-Class ZIP + 4 Barcoded rate mailings are eligible for Presorted First-Class rates. That Bulletin should have stated that properly packaged ZIP + 4 barcoded mailpieces in these trays are eligible for the ZIP + 4 Presort rates. DMM Issue 38 corrects this error in DMM 364.131. A correction to DMM 364.151 appears in this Bulletin.

ZIP + 4 Barcoded rate mailers must be able to document the number of ZIP + 4 barcoded pieces in ADC and Mixed ADC trays for proper postage payment. Changes to the documentation requirements (DMM 364.212b(2) and 364.212c(2)) show that mailers must be able to document the number of ZIP + 4 barcoded pieces placed in ADC and Mixed ADC trays, and changes to the eligibility requirements (DMM 325.121b(1) and 325.122b(1)) show that ZIP + 4 barcoded pieces in ADC and Mixed ADC trays do not qualify for five-digit Barcoded or three-digit Barcoded rates also appear in

NEW RATES AND FEES—CORRECTIONS AND CLARIFICATIONS—Continued

DMM Issue 38. Changes to DMM 325.123a, 325.123b(1), 364.212d(1), 364.212d(2), and 364.312b in DMM Issue 38 clarify that since the nonpresorted ZIP + 4 Barcoded rate is available only for cards; residual pieces can qualify for this rate only if they meet the requirement for cards.

5. *First-Class Nonpresorted Barcoded Rate.* Section 328.3 in DMM Issue 38 is modified to clarify that the nonpresorted barcoded rate is available only for postal cards and postcards.

6. *Numbering Changes to DMM Sections.* There are several places, primarily in DMM Chapter 3 and Chapter 6, where the same section number appears in both *Special Postal Bulletin* 21781A (1-24-91) and 21781B (1-28-91) each containing different information. This overlap in numbering is corrected in DMM Issue 38. Post offices should provide the more accurate information in the DMM to their customers when asked for information on preparation requirements.

7. *Fourth-Class Single-Piece Bound Printed Matter Rates.* The single-piece bound printed matter rate formula in Exhibit 711.22 that appears on page 51 of *Special Postal Bulletin* 21781A (1-24-91) shows incorrect per-pound rates. The correct per-pound rates appear in Exhibit 711.22 of DMM Issue 38.

8. *Parcel Post Inter-BMC Rates.* *Special Postal Bulletin* 21781A (1-24-91) Exhibits 711.11 (page 47) and 711.12 (page 48) mistakenly show a local zone rates column for Inter-BMC parcel post. There are no local zone rates for Inter-BMC parcel post. DMM Issue 38 correctly displays Exhibits 711.11 and 711.12 without local zone rates.

9. *Rate Errors on Forms 3600-R and 3602-R.* The next to last entry on the bottom right portion of the reverse side of Form 3602-R, *Statement of Mailing with Permit Imprints Third-Class Mail (Regular Rates Only)*, shows an incorrect carrier route per-piece rate of \$0.028. The correct per-piece rate that must be used in calculations is \$0.018. Also, the single-piece rate nonstandard surcharge on the bottom left of the reverse side of Form 3600-R, *Statement of Mailing with Permit Imprints First-Class Mail*, should be \$0.10.

10. *Duplicate Mailing Statements for PC Forms.* Form 3600-PC, *Statement of Mailing with Meter or Precanceled Postage Affixed First-Class Mail*, and Form 3608-PC, *Statement of Mailing with Meter Postage Affixed Presorted Special Fourth-Class Rate Mail*, both contain the statement: Use Form 3606 if you need a receipt. Form 3606, *Sender's Statement and Certificate of Bulk Mailing of Matter Paid with Stamps or Meter Postage*, and payment of the appropriate fees (DMM 931.23 and 931.43) is required when a mailer desires a certificate that a specified number of pieces were mailed in a metered or precanceled stamp mailing of identical pieces at First- or third-class rates. However, mailers may also submit a duplicate Form 3600-PC, Form 3608-PC, or Form 3602-PC

with their mailings. The Postal Service will furnish a round-stamped copy of those mailing statements; however, this copy does not serve as a certificate of mailing.

11. *Fees for Second-Class Additional Entry.* *Special Postal Bulletin* 21781A (1-24-91) indicates that a separate additional entry fee is chargeable for each additional entry established, modified, or canceled. The Postal Rate Commission has since issued an errata that changed this fee structure. Section 412.14 of DMM Issue 38 clarifies that only one \$75 additional entry fee is chargeable for a single complete application that requests establishment, modification, or cancellation of one or more additional entries provided the effective dates for the requested actions span not more than 30 calendar days.

12. *Walk-Sequencing Discount Preparation Requirements.* Several changes to requirements have been made since *Special Postal Bulletin* 21781A (1-24-91).

a. *Walk-Sequence Accuracy.* The regulations in DMM 424.77 and 624.87 that require mailers to use sequencing information provided by the Postal Service (either CDS or address card sequencing service) *within 6 months* of mailing will not take effect until September 15, 1991. Before September 15, mailings prepared from lists sequenced using CDS or address card sequencing service *within 1 year* of the date of mailing is acceptable.

b. *First Package to Each Route Documentation.* The additional information required for the first package to a route (in addition to the facing slip information required on all packages) that was described in *Special Postal Bulletin* 21781A (1-24-91) is simplified in DMM Issue 38. See DMM 424.786, 424.787, and 624.885. The only information now required for the first package of each carrier route (except for packages for carrier routes addressed in the simplified manner in DMM 122.41) is the total number of pieces to that route and the date of the sequencing information used (either the issue date of the CDS file or the date on the Delivery Unit Summary that served as the mailer's bill for address sequencing service charges).

13. *Plant-Verified Drop Shipment Mailings.* Regulations are added to the DMM in this Bulletin to clarify that the clearance document that accompanies these mailings is Form 8125, *Drop Shipment Clearance Document*, and to clarify that vehicles may pick up mail from more than one authorized plant-verified drop ship mailer en route to destination postal facilities. See DMM 465.24c, 465.431, 465.51, 664.24c, 664.431, 664.45, 664.51, 784.24c, 784.431, 784.45, and 784.51 that follows this summary.

14. *Poster 103 and Notice 59*

a. *Fourth-Class Parcel Post Rates.* The rate for Zones 1 and 2 for a 35-pound parcel is \$4.24 (not \$5.24).

NEW RATES AND FEES—CORRECTIONS AND CLARIFICATIONS—Continued

b. *Additional Services.* On the same line as Return Receipt for Merchandise, add (Without Another Special Service).

International Rates

1. *Item A5a, Parcel Post Surface.* The second column of rates should be titled Bahamas, Bermuda, Caribbean Islands, *Central America*, Mexico, St. Pierre and Miquelon.

2. *Item A7, Country List.* Make the following changes:

- Faroe Islands, change the Express Mail International Service Rate Group to 4.
- Swaziland, change the Parcel Post weight limit to 44 pounds.

These changes to Items A5a and A7 in *Special Postal Bulletin* 21781A (1-24-91) appear in Issue 9 of the *International Mail Manual*.

3. *Exhibit 225.2, Direct Tray Labels.* A note is added to Exhibit 225.2 to further explain separation by the first digit of the domestic origin ZIP Codes for traying to Canadian postal codes X0 through X9. This change was not included in IMM Issue 9 but should be written in the manual.

Domestic Mail Manual (DMM) Issue 38 Revisions

364 ZIP+4 Barcoded Rate First-Class Mail

* * * * *

364.15 Three-Digit ZIP+4 Barcoded Rate Traying Requirements

364.151 General. (Change the next to last sentence of this section to read as follows:)

ZIP+4 barcoded pieces in packages trayed as prescribed in 364.154 and 364.155 qualify for the ZIP+4 Presort rate.

* * * * *

465 Plant-Verified Drop Shipment Postage Payment System

* * * * *

465.24 Documentation

* * * * *

c. The mailer must submit to the DMU a completed Form 8125, *Drop Shipment Clearance Document*, for each shipment that will be deposited at a destination entry post office. A Form 8125, signed and dated by the DMU, must accompany each plant-verified drop shipment to a destination post office where the shipment is deposited. The mailer may submit computer-generated facsimile Forms 8125, approved by the origin post office and containing all the information on the Postal Service Form 8125, in the same relative location, in lieu of the

Postal Service form. Form 8125 must be presented in duplicate. Form 8125 must be submitted in triplicate if the mailer wishes to have a signed and dated copy returned to its representative when depositing the mail at the destination entry postal facility.

* * * * *

465.431 Preparation. The mailer must submit a Form 8125, *Drop Shipment Clearance Document*, with Part A completed, to the DMU for each shipment to each destination entry postal facility. After verifying the shipment and before each plant-verified drop shipment is released for dispatch, postal personnel must ensure that Form 8125 is properly completed, signed, and dated. The DMU will retain one copy of each completed Form 8125 and will return the other two signed and dated copies to the mailer. These other copies will travel with the shipments to the destination postal facilities.

* * * * *

465.51 Verification of Documents. The mail described in Part 1 on Form 8125, *Drop Shipment Clearance Document*, must match the containers or load deposited. If these items match, the destination facility will sign and date Form 8125 accompanying the mailings and process the mail. Forms 8125 must be retained for 1 year in a chronological file by the destination postal facility. If two copies of the form are submitted to the destination office, a signed and dated copy will be returned to the mailer's employee or agent (see 465.24c).

* * * * *

611.22 Rate Structure

611.221 Piece and Pound Rates

a. *Minimum Per-Piece Rates*

(1) *General.* (Insert text of existing 611.221a.)

(2) "Letter" and "Other Than Letters" Categories. The minimum per-piece rates are divided into two major categories: "letter" and "other than letters."

(a) *Letter Category.* To qualify for the letter category minimum per-piece rates, a piece must meet the letter-size length, height, and thickness requirements in 128. The placement of the address has no bearing on whether a piece meets the dimensions of a letter and is not considered when determining the length of a mailpiece for the letter category minimum per-piece rates. The position of the address does determine the dimension considered to be the length of the piece when determining if the minimum size standards are met (see 127).

Note: Letter category pieces must meet additional requirements to qualify for ZIP+4 and ZIP+4 barcoded discounts.

(b) *Other Than Letters Category.* Mailpieces not meeting the letter-size length, height, and thickness requirements in 128 must be paid at the other than letters minimum per-piece rates.

* * * * *

NEW RATES AND FEES—CORRECTIONS AND CLARIFICATIONS—Continued

623 Bulk Rates—Conditions Applicable to All Third-Class Bulk Mail

623.3 Minimum Quantity. Each mailing must contain at least 200 pieces or 50 pounds of pieces. See 624 for further specific qualification requirements for each third-class bulk rate.

664 Plant-Verified Drop Shipment Postage Payment System

664.24 Documentation

c. The mailer must submit to the DMU a completed Form 8125, Drop Shipment Clearance Document, for each shipment that will be deposited at a destination entry post office. A Form 8125, signed and dated by the DMU, must accompany each plant-verified drop shipment to a destination post office where the shipment is deposited. The mailer may submit computer-generated facsimile Forms 8125, approved by the origin post office and containing all the information on the Postal Service Form 8125, in the same relative location, in lieu of the Postal Service form. Form 8125 must be presented in duplicate. Form 8125 must be submitted in triplicate if the mailer wishes to have a signed and dated copy returned to its representative when depositing the mail at the destination entry postal facility.

664.4 DMU Functions

664.43 Documents

664.431 Preparation. The mailer must submit a Form 8125, Drop Shipment Clearance Document, with Part A completed, to the DMU for each shipment to each destination entry postal facility. After verifying the shipment and before each plant-verified drop shipment is released for dispatch, postal personnel must ensure that Form 8125 is properly completed, signed, and dated, and that it includes the number of the postal seal to be used on the vehicle. The DMU will retain one copy of each completed Form 8125 and will return the other two signed and dated copies to the mailer. These other copies will travel with the shipments to the destination postal facilities.

664.45 Security

(Add the following Note at the end of 664.45:)

Note: Vehicles containing plant-verified drop shipments from a mailer's facility may make stops at one or more other facilities that are authorized plant-verified drop shipment. Additional shipments for the same destination entry postal facility may be loaded on the vehicle. This may only be done if postal personnel located at each mailing plant remove the postal seal on the vehicle; observe the loading of the additional shipment; provide the mailer with a Form 8125 showing the correct seal number; and reseal the vehicle before it travels on to the next stop. All Forms 8125 for a single destination postal facility should be stapled together or enclosed in a single envelope identifying the name of the destination postal facility. The seal number shown on the first Form 8125 (for the last facility where mail was loaded) for the destination post office must properly identify the seal on the vehicle.

664.51 Verification of Documents. The postal seal on Form 8125 for the destination must match the number on an unbroken seal securing the vehicle. The mail described in Part 1 on Form 8125, Drop Shipment Clearance Document, must match the containers or load deposited. If these items match, the destination facility will sign and date Form 8125 accompanying the mailings and process the mail. Forms 8125 must be retained for 1 year in a chronological file by the destination postal facility. If two copies of the form are submitted to the destination office, a signed and dated copy will be returned to the mailer's employee or agent (see 664.24c).

784 Plant-Verified Drop Shipment Postage Payment System

784.24 Documentation

c. The mailer must submit to the DMU a completed Form 8125, Drop Shipment Clearance Document, for each shipment that will be deposited at a destination entry post office. A Form 8125, signed and dated by the DMU, must accompany each plant-verified drop shipment to a destination post office where the shipment is deposited. The mailer may submit computer-generated facsimile Forms 8125, approved by the origin post office and containing all the information on the Postal Service Form 8125, in the same relative location, in lieu of the Postal Service form. Form 8125 must be presented in duplicate. Form 8125 must be submitted in triplicate if the mailer wishes to have a signed and dated copy returned to its representative when depositing the mail at the destination entry postal facility.

NEW RATES AND FEES—CORRECTIONS AND CLARIFICATIONS—Continued

784.43 Documents

784.431 Preparation. The mailer must submit a Form 8125, *Drop Shipment Clearance Document*, with Part A completed, to the DMU for each shipment to each destination entry postal facility. After verifying the shipment and before each plant-verified drop shipment is released for dispatch, postal personnel must ensure that Form 8125 is properly completed, signed, and dated and that it includes the number of the postal seal to be used on the vehicle. The DMU will retain one copy of each completed Form 8125 and will return the other two signed and dated copies to the mailer. These other copies will travel with the shipments to the destination postal facilities.

* * * * *

784.45 Security

(Add the following Note at the end of 784.45:)

Note: Vehicles containing plant-verified drop shipments from a mailer's facility may make stops at one or more other facilities that are authorized plant-verified drop shipment. Additional shipments for the same destination entry postal facility may be loaded on the vehicle. This may only be done if postal personnel located at each mailing plant remove the postal seal on the vehicle; observe the loading of the additional shipment; provide the mailer with a Form 8125 showing the correct seal number; and reseal the vehicle before it travels on to the next stop. All Forms 8125 for a single destination postal facility should be stapled together or enclosed in a single envelope identifying the name

of the destination postal facility. The seal number shown on the first Form 8125 (for the last facility where mail was loaded) for the destination post office must properly identify the seal on the vehicle.

* * * * *

784.51 Verification of Documents. The postal seal on Form 8125 for the destination must match the number on an unbroken seal securing the vehicle. The mail described in Part 1 on Form 8125, *Drop Shipment Clearance Document*, must match the containers or load deposited. If these items match, the destination facility will sign and date Form 8125 accompanying the mailings and process the mail. Forms 8125 must be retained for 1 year in a chronological file by the destination postal facility. If two copies of the form are submitted to the destination office, a signed and dated copy will be returned to the mailer's employee or agent (see 784.24c).

International Mail Manual (IMM) Issue 9 Revision

Exhibit 225.2 Direct Tray Labels

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(Add the following Note at the end of Exhibit 225.2:)

Note: For Canadian Postal Codes beginning with X0 through X9, when the origin ZIP Code begins with 0 through 4, include this mail in the HOA9Z0, Montreal PQ FWD tray; when the origin ZIP Code begins with 5 through 9, include this mail in the TON 9Z0, Edmonton AB FWD tray.

—Marketing and Customer Services Group, 3-7-91

1990 COMMEMORATIVE MINT SET REVALUATION

On March 9, 1991, the price of the *1990 Commemorative Mint Set* (Item 8809) changes from \$14.50 to \$16.50. All sales from that day forward should be at the full \$16.50 price on the UPC product label. The discount price of \$14.50 was part of a promotional effort to increase sales during the first few months the product was available, and the product was charged into postmasters' accounts at \$14.50 each. All offices that have this product in inventory should increase their main stock accountability and follow the instructions below.

Supervisors at all facilities selling the *1990 Commemorative Mint Set* should count quantities on hand at close of business on March 8, 1991. They then multiply the number of mint sets on hand by \$2

(the difference between the old and new prices) and enter the result on the Return Stamps side of Form 17, *Stamp Requisition*. Next, they enter the result as a write-in to AIC 844, Stock Increase—Revaluation, on their facility's Form 1412-A, *Daily Financial Report*, and support the report with the Form 17. This step increases the facility's accountability to reflect the new product price of \$16.50.

When the accountbook unit receives Form 17 and Form 1412-A, the unit makes a write-in entry to AIC 171, Postage Stock Revaluation—Increase, in the Receipts section of the accountbook, which is offset by the increase to AIC 805, Postage Stock—Inventory, in the Analysis section.

—Philatelic and Retail Services Dept., 3-7-91

FOREIGN TRAVEL—ALLOWABLE SUBSISTENCE EXPENSES

For foreign travel originating on or after February 1, 1991. The reimbursement for subsistence follows:

Lodging. Employees are reimbursed for actual expenses, but they must make a diligent effort to obtain lodging at a reasonable rate and must retain receipts. Do not claim a lodging expense when lodging is provided at no cost.

Meals and Incidental Expenses (M&IE). Employees receive an M&IE (per diem) allowance based on the locality of travel. Official travel begins when employees leave their home, official duty station, or another authorized point of departure and ends when they return to their home, official duty station, or another authorized point. On departure and arrival days, calculate the per diem on a quarterly per diem basis. When crossing the international date line (180° meridian), use the actual elapsed time to compute the per diem rather than the daily rate.

Amounts Allowed. Reimbursement is limited to the amounts authorized and published monthly by the State Department as identified in the attached exhibit. Before traveling to a foreign country, employees must obtain the current rates provided by the International Postal Affairs Department at Headquarters. Employees do not need receipts or an itemized list of expenses. Report the per diem for meals and incidentals the same as for regular domestic travel on Form 1012, *Travel Voucher*.

Multiple City Travel. When employees spend only part of a day at a city then travel to another city, the following rules apply:

a. For travel of more than 10 but not exceeding 24 hours, with no lodging required, calculate the per diem by using the highest per diem allowance for the locations where travel occurred. If lodging is required, then the per diem rules for more than 24 hours apply.

b. For travel exceeding 24 hours requiring lodging, the per diem rate is based on the location where the employee secures lodging.

Meal Allowances. Meal allowances include expenses for breakfast, lunch, and dinner and related tips and taxes. When the Postal Service, federal government agency, private company, or another government administration provides meals, the M&IE is reduced as follows:

Reduction of Meal Allowance

Breakfast	10 percent.
Lunch	20 percent.
Dinner	35 percent.

Incidentals. Incidental expenses cover the following:

a. Fees, tips, and payments to waiters, porters, baggage carriers, bellhops, hotel personnel, service personnel on vessels, and laundry.

b. Transportation between places of lodging or business and meal locations.

c. Telegrams and telephone calls necessary to reserve lodging accommodations.

A future revision of Handbook F-10, *Travel*, will include these changes.

U.S. POSTAL SERVICE PER DIEM ALLOWANCE FOR FOREIGN AREAS

Postal Service policy follows the Department of State's foreign per diem rates, referred to as miscellaneous and incidental (M&IE) expenses.

Locality	M&IE Rate
AFGHANISTAN:	
Kabul	\$100
Other	50
ALBANIA	26
ALGERIA:	
Algiers	69
Oran	62
Other	24
ANDORRA	64
ANGOLA	83
ANTIGUA AND BARBUDA:	
Antigua:	
(5/1-11/30)	70
(12/1-4/30)	74
Antigua	22
Other:	
(5/1-11/30)	25
(12/1-4/30)	32
ARGENTINA:	
Bariloche	50
Buenos Aires	69
Mar del Plata	48
Mendoza	48
Other	34
ASCENSION ISLAND	22

Locality	M&IE rate.
AUSTRALIA:	
Alice Springs	69
Brisbane	63
Canberra	59
Darwin	50
Melbourne	71
Sydney	78
Tasmania	52
Woomera	28
Other	52
AUSTRIA:	
Graz	56
Linz	67
Salzburg	62
Vienna	75
Other	50
AZORES:	
Faial Island:	
(11/1-3/31)	41
(4/1-10/31)	40
Sao Miguel Island:	
(11/1-3/31)	42
(4/1-10/31)	45
Other:	
(11/1-3/31)	27
(4/1-10/31)	26

U.S. POSTAL SERVICE PER DIEM ALLOWANCE FOR FOREIGN AREAS— Continued

Locality	M&IE Rate	Locality	M&IE Rate
BAHAMAS, THE:		BRITISH WEST INDIES—Continued:	
Andros Island (AUTEC).....	10	Virgin Islands, British:	
Grand Bahama Island,		(5/1-11/30).....	57
(5/1-12/14).....	69	(12/1-4/30).....	62
(12/15-4/30).....	72	Other:	
Nassau:		(5/1-11/30).....	55
(5/1-12/14).....	64	(12/1-4/30).....	58
(12/15-4/30).....	67	BRUNEI	80
Other.....	69	BULGARIA	51
BAHRAIN	63	BURKINA:	
BALEARIC ISLAND:		Bobo Dioulasso.....	56
(10/1-4/30).....	98	Ouagadougou.....	93
(5/1-9/30).....	100	Other.....	34
BANGLADESH:		BURMA (e):	
Chittagong.....	42	Rangoon.....	44
Dhaka.....	42	Other.....	19
Other.....	13	BURUNDI	70
BARBADOS:		CAMBODIA	41
(4/16-12/14).....	60	CAMEROON:	
(12/15-4/15).....	61	Douala.....	61
BELGIUM:		Yaounde.....	74
Antwerp.....	90	Other.....	50
Brussels.....	86	CANADA: ¹¹	
Diegem.....	86	Bagotville (Que.).....	35
Gent.....	66	Baie Comeau (Que.).....	51
Herstal.....	53	Banff (Alta.):	
Leuven.....	76	(10/1-3/31).....	51
Liege.....	53	(4/1-9/30).....	55
SHAPE/Chievres.....	71	Brandon (Man.).....	43
Zaventem.....	86	Calgary (Alta.).....	55
Other.....	48	Chicoutimi (Que.).....	35
BELIZE	46	Churchill (Man.).....	35
BENIN	87	Dartmouth (NS):	
BERMUDA:		(1/1-4/30).....	67
(12/1-3/15).....	81	(5/1-12/31).....	69
(3/16-11/30).....	85	Drumheller (Alta.).....	52
BHUTAN	21	Edmonton (Alta.).....	66
BOLIVIA:		Gander (Nfld.).....	34
Cochabamba.....	37	Goose Bay (Nfld.).....	34
La Paz.....	43	Halifax (NS):	
Santa Cruz.....	38	(1/1-4/30).....	67
Other.....	37	(5/1-12/31).....	69
BOTSWANA	48	Kingston (Ont.).....	42
BRAZIL:		Kitchener (Ont.).....	48
Belem.....	48	London (Ont.).....	36
Belo Horizonte.....	56	Montreal (Que.) ⁹	56
Brasilia.....	51	NEW BRUNSWICK:	
Campinas.....	46	Moncton (N.B.).....	59
Curitiba.....	42	Saint John (N.B.):	
Florianopolis.....	38	(11/1-4/30).....	71
Fortaleza.....	41	(5/1-10/31).....	74
Foz de Iguacu.....	51	Other (N.B.).....	67
Goiania.....	48	North Bay (Ont.).....	45
Joao Pessoa.....	34	NORTHWEST TERRITORIES:	
Manaus.....	39	Inuvik (N.W.T.).....	60
Natal.....	42	Iqaluit (N.W.T.).....	47
Porto Alegre.....	39	Yellowknife (N.W.T.).....	57
Porto Velho.....	30	Other (N.W.T.).....	45
Recife, Pernambuco.....	57	Ottawa (Ont.):	
Rio de Janeiro.....	47	(1/1-4/30).....	64
Sao Jose dos Campos.....	47	(5/1-12/31).....	66
Sao Paulo.....	45	Port Cartier (Que.).....	44
Teresina.....	44	Prince Albert (Sask.).....	43
Viracopos Airport.....	45	Prince Edward Island:	
Vitoria.....	41	(10/15-5/27).....	60
Other.....	37	(5/28-10/14).....	63
BRITISH WEST INDIES:		Prince Rupert (BC).....	49
Anguilla:		Quebec (Que.):	
(5/1-11/30).....	100	(10/16-4/30).....	74
(12/1-4/30).....	115	(5/1-10/15).....	74
Cayman Islands:		Queen Charlotte Island (BC).....	41
(5/1-11/30).....	53	Red Deer (Alta.).....	47
(12/1-4/30).....	58	Regina (Sask.).....	44
Montserrat:		Richmond (BC).....	56
(5/1-11/30).....	55	St. John's (Nfld.).....	63
(12/1-4/30).....	58	Saskatoon (Sask.).....	38

U.S. POSTAL SERVICE PER DIEM ALLOWANCE FOR FOREIGN AREAS— Continued

Locality	M&IE rate	Locality	M&IE Rate
NORTHWEST TERRITORIES—Continued:		EASTER ISLAND 55	
Sidney (BC).....	50	ECUADOR:	
Thunder Bay (Ont.).....	52	Guayaquil.....	25
Toronto (Ont.).....	56	Quito.....	20
Trois-Rivieres (Que.).....	46	Other.....	18
Vancouver (BC).....	56	EGYPT:	
VANCOUVER ISLAND (BC):		Alexandria.....	36
Victoria (BC).....	51	Aswan.....	48
Other.....		Bir Taba.....	42
(Vanc. Island, BC).....	45	Cairo.....	38
Waterloo (Ont.).....	48	El Arish.....	57
Windsor (Ont.).....	51	El Minya.....	35
Winnipeg (Man.).....	57	Luxor.....	52
Other.....	34	MFO Bases.....	3
CANARY ISLANDS:		Sharm el Sheikh.....	35
(5/1-10/31).....	52	Other.....	31
(11/1-4/30).....	59	EL SALVADOR:	
CAPE VERDE:		San Salvador.....	28
Boa Vista Island.....	29	Other.....	28
Sal Island.....	56	EQUATORIAL GUINEA..... 76	
Santiago Island.....	36	ESTONIA..... 45	
Sao Vicente Island.....	31	ETHIOPIA:	
Other.....	21	Addis Ababa.....	49
CENTRAL AFRICAN REPUBLIC..... 129		Other.....	17
CHAD:		FALKLAND ISLANDS..... 23	
Ndjamena.....	104	FAROE ISLAND..... 83	
Other.....	43	FIJI:	
CHAGOS ARCHIPELAGO..... 13		Nadi.....	54
CHILE (See also Easter Island)..... 50		Sigatoka.....	54
CHINA:		Suva.....	54
Beijing.....	50	Other.....	31
Fuzhou.....	36	FINLAND..... 93	
Guangzhou.....	55	FRANCE:	
Guilin.....	37	Aix-en-Provence.....	77
Hangzhou.....	36	Bordeaux.....	64
Manjing.....	27	Cannes:	
Shanghai.....	50	(11/1-3/31).....	109
Tianjin.....	32	(4/1-10/31).....	110
Wuxi.....	43	Lyon.....	83
Xian.....	46	Marignane.....	77
Other.....	30	Marseille.....	77
COCOS (KEELING) ISLAND..... 18		Nice.....	79
COLOMBIA:		Paris (City of).....	95
Barranquilla.....	31	Paris (Environs) ¹	95
Bogota.....	41	Strasbourg.....	81
Cali.....	33	Toulouse.....	70
Cartagena.....	48	Other.....	64
Other.....	37	FRENCH GUIANA:	
COMOROS:		(4/1-10/31).....	75
Moroni.....	90	(11/1-3/31).....	96
Other.....	54	FRENCH POLYNESIA..... 103	
CONGO..... 101		FRENCH WEST INDIES (See Guadeloupe and Martinique)	
COOK ISLANDS..... 43		GABON..... 109	
COSTA RICA..... 48		GAMBIA, THE:	
COTE D'IVOIRE:		(5/16-10/14).....	58
Abidjan.....	83	(10/15-5/15).....	64
Grand Bereby.....	41	GERMANY, FEDERAL REPUBLIC OF ⁴ :	
Other.....	54	Aachen (NRW).....	86
CUBA:		Augsburg (B).....	41
Guantanamo Bay ⁶	0	Bad Aibling (B).....	55
Guantanamo Bay ⁶	12	Bad Honnef (NRW).....	93
Havana.....	46	Bad Kreuznach (RP).....	49
Other.....	32	Bayreuth (B).....	48
CYPRUS:		Berchtesgaden (B).....	41
Nicosia.....	52	Berlin.....	96
Other.....	38	Boeblingen (BW).....	68
CZECHOSLOVAKIA:		Bonames (H).....	68
Prague.....	47	Bonn (NRW).....	93
Other.....	33	Bremen (BR).....	72
DENMARK (See also Faroe Island and Greenland)..... 78		Bremerhaven (BR).....	46
DJIBOUTI..... 76		Chemnitz (SX).....	79
DOMINICA..... 44		Cologne (NRW).....	107
DOMINICAN REPUBLIC:		Darmstadt (H).....	52
La Romana:		Dresden (SX).....	93
(4/16-11/15).....	43	Dueren (NRW).....	47
(11/16-4/15).....	78	Duessekdorf (NRW).....	68
Santo Domingo.....	38	Echterdingen (BW).....	68
Other.....	32	Erfurt (TR).....	84

U.S. POSTAL SERVICE PER DIEM ALLOWANCE FOR FOREIGN AREAS— Continued

Locality	M&E Rate	Locality	M&E rate
GERMANY, FEDERAL REPUBLIC OF—Continued:		GRENADA:	
Erlangen (B).....	75	(4/16-12/15).....	58
Erlensee (H).....	44	(12/16-4/15).....	60
Eschborn (H).....	68	GUADELOUPE: ²	
Essen (NRW).....	68	Saint Martin (French Part):	
Esslingen (BW).....	68	(5/1-12/14).....	38
Feldberg (BW).....	38	(12/15-4/30).....	46
Flensburg (SH).....	51	Other.....	102
Frankfurt am Main (H).....	68	GUATEMALA:	
Freiburg (BW).....	47	Guatemala City.....	29
Fuerth (B).....	75	Other.....	24
Garmisch-Partenkirchen (B).....	62	GUINEA.....	54
Hamburg (HAM).....	70	GUINEA-BISSAU:	
Hanau (H).....	45	Bissau.....	48
Hannover (LS).....	61	Other.....	23
Heidelberg (BW).....	54	GUYANA.....	44
Heilbronn (BW).....	38	HAITI:	
Herzogenaurach (B).....	75	Cap-Haitien.....	27
Hoechst (H).....	68	Petionville.....	38
Ingolstadt (B).....	80	Port-au-Prince.....	38
Juelich (NRW).....	45	Other.....	16
Kaiserslautern (RP).....	62	HONDURAS:	
Karlsruhe (BW).....	37	Bay Island.....	30
Kerper: (NRW).....	47	Puerto Cortes.....	29
Koblenz (RP).....	47	San Lorenzo.....	28
Koenigswinter (NRW).....	93	San Pedro Sula.....	28
Kornwestheim (BW).....	68	Tegucigalpa.....	30
Leipzig (SX).....	86	Tela.....	30
Ludwigsburg (BW).....	68	Trujillo.....	23
Mainz (RP).....	56	Other.....	23
Mannheim (BW).....	44	HONG KONG.....	70
Moenchen-Gladbach (NRW).....	54	HUNGARY:	
Muenster (NRW).....	55	Budapest.....	44
Munich (B).....	84	Pecs.....	20
Nellingen (BW).....	68	Szeged.....	22
Neu Ulm (B).....	64	Other.....	26
Niederbachem (NRW).....	93	ICELAND:	
Nuernberg (B).....	73	Keflavik.....	60
Oberammergau (B).....	56	Reykjavik:	
Offenbach (H).....	68	(10/1-4/30).....	83
Osnabrueck.....	66	(5/1-9/30).....	85
Regensburg (B).....	76	Other.....	60
Rheinberg (NRW).....	47	INDIA:	
Rhoendorf (NRW).....	93	Agra.....	43
Rodenbach (H).....	45	Bombay.....	46
Roedelheim (H).....	68	Calcutta.....	56
Rosenheim (B).....	55	Madras.....	30
Saarbruecken (S).....	63	New Delhi.....	43
Schwabach (B).....	75	Other.....	31
Schwetzingen (BW).....	54	INDONESIA:	
Sindelfingen (BW).....	68	Ambon.....	26
Sindorf (NRW).....	47	Bali.....	44
Stuttgart (BW).....	59	Bandung.....	41
Sylt Island.....	75	Jakarta.....	46
Trier (RP).....	63	Medan.....	33
Tuebingen (BW).....	57	Semarang.....	25
Ueberlingen (BW).....	49	Solo.....	41
Ulm (BW).....	64	Surabaya.....	44
Viernheim (H).....	44	Yogyakarta.....	30
Wackernheim (RP).....	56	Other.....	27
Walldorf (BW).....	54	IRAN:	
Wiesbaden (H).....	56	Tehran.....	153
Worms (RP).....	45	Other.....	91
Wuerzburg (B).....	64	IRAQ:	
Xanten (NRW).....	49	Baghdad.....	103
Zirndorf (B).....	73	Basra.....	103
Other.....	38	Other.....	60
GHANA:		IRELAND:	
Accra.....	41	Dublin.....	79
Kumasi.....	30	Other.....	70
Sekondi-Takoradi.....	37	ISRAEL:	
Other.....	24	Eilat.....	72
GIBRALTAR.....	87	En Boqeq.....	63
GREECE:		Sedom.....	63
Attica Department (including Athens).....	49	Tel Aviv.....	67
Thessaloniki.....	58	Other.....	61
Other.....	30		
GREENLAND.....	85		

U.S. POSTAL SERVICE PER DIEM ALLOWANCE FOR FOREIGN AREAS— Continued

Locality	M&IE rate	Locality	M&IE rate
ITALY:		JAPAN—Continued:	
Bari.....	89	Okinawa Island.....	54
Bologna.....	122	Osaka.....	138
Cagliari (Sardinia).....	76	Otsu.....	122
Capri Island.....	69	Oyama.....	78
Catania (Sicily).....	56	Sapporo (Hokkaido).....	151
Catanzaro.....	91	Sendai (Miyagi).....	136
Civitavecchia.....	68	Takamatsu (Kagawa).....	133
Como.....	63	Takayama (Gifu).....	138
Cosenza.....	81	Tokushima.....	138
Crotone.....	72	Tokyo ³	104
Ferrara.....	81	Tottori.....	128
Florence.....	136	Toyama.....	129
Forli.....	89	Tsu.....	121
Gaeta.....	66	Wakayama.....	129
Genoa.....	77	Yokohama (Kanagawa).....	88
Grosseto.....	77	Other.....	65
La Spezia.....	117		64
Lecce.....	80	JERUSALEM	
Leghorn.....	73	JORDAN:	
Mestre.....	95	Amman.....	56
Milan.....	122	Other.....	30
Modena.....	112	KENYA:	
Naples.....	65	Eldoret.....	16
Novara.....	132	Kisumu.....	23
Palermo (Sicily).....	68	Lion Hill Camp (Nakuru National Park).....	24
Parma.....	61	Malindi.....	24
Pisa.....	114	Mombasa:	
Ravenna.....	104	(4/1-7/31).....	34
Reggio Calabria.....	74	(8/1-12/14).....	40
Reggio Emilia.....	96	(12/15-3/31).....	43
Rome.....	79	Nairobi.....	37
Siena.....	103	Nakuru.....	20
Sigonella (Sicily).....	74	Nanyuki.....	45
Stresa.....	79	Other.....	12
Taranto.....	70	KIRIBATI:	
Trieste.....	64	Christinas Island.....	86
Turin.....	70	Other.....	31
Venice.....	95	KOREA:	
Verona.....	67	Changwon.....	43
Other.....	64	Cheju.....	63
JAMAICA	48	Chongju.....	61
JAPAN:		Kwangju.....	49
Akita.....	125	Masan.....	48
Amagasaki (Hyogo).....	138	Okpo (Koje-do).....	41
Aomori.....	118	Pusan.....	66
Asahikawa.....	102	Seoul.....	63
Ashiya (Hyogo).....	138	Taegu.....	56
Beppu (Oita).....	88	Taejon.....	66
Chitose.....	97	Ulsan.....	61
Fukui.....	133	Other.....	35
Fukuoka.....	101	KUWAIT	67
Fukuyama (Hiroshima).....	134	LAOS	16
Gifu.....	138	LATVIA	45
Hiroshima.....	136	LEBANON	25
Kagoshima.....	102	LESOTHO	32
Kanazawa (Ishikawa).....	138	LIBERIA	38
Kitakyushu (Fukuoka).....	101	LIBYA:	
Kobe (Hyogo).....	138	Benghazi.....	63
Kochi.....	121	Tripoli.....	100
Kumamoto.....	121	Other.....	52
Kure (Hiroshima).....	121	LIECHTENSTEIN	71
Kushimoto (Wakayama).....	81	LITHUANIA	45
Kyoto.....	112	LUXEMBOURG	88
Matsue (Shimane).....	128	MACAU	36
Matsuyama (Ehime).....	128	MADAGASCAR:	
Miyazaki.....	115	MADEIRA ISLAND	74
Morioka (Iwate).....	113	MALAWI:	
Nagasaki.....	118	Blantyre.....	40
Nagoya (Aichi).....	112	Lilongwe.....	45
Nara.....	138	Mzuzu.....	43
Narita Int'l Airport.....	74	Other.....	39
Niigata.....	86	MALAYSIA:	
Nishinomiya (Hyogo).....	138	Kota Kinabalu, Sabah.....	53
Obihiro.....	79	Kuala Lumpur.....	57
Oita.....	89	Kuching.....	54
Okayama.....	129	Other.....	57

U.S. POSTAL SERVICE PER DIEM ALLOWANCE FOR FOREIGN AREAS— Continued

Locality	M&IE rate	Locality	M&IE rate
MALDIVES:		MEXICO—Continued:	
(6/1-9/30).....	64	Tijuana (B.C.N.).....	40
(10/1-5/31).....	69	Torreon (Coah.).....	28
MALI:		Villahermosa (Tab.).....	36
Bamako.....	77	Zacatecas.....	42
Mopti.....	49	Other.....	27
Timbuktu.....	49	MICRONESIA, FEDERATED STATES OF:	
Other.....	36	Kosrae Island.....	23
MALTA:		Pohnpei Island.....	43
(11/1-3/31).....	54	Truk Island.....	33
(4/1-10/31).....	57	Yap Island.....	35
MARSHALL ISLANDS:		Other.....	13
Kwajalein Island.....	24	MONACO:	
Majuro Island.....	42	(11/1-3/31).....	106
Other.....	24	(4/1-10/31).....	111
MARTINIQUE:		MONGOLIA.....	28
(4/16-12/14).....	86	MOROCCO:	
(12/15-4/15).....	89	Agadir.....	35
MAURITANIA:		Beni Mellal.....	35
Nouakchott.....	53	Casablanca.....	59
Other.....	32	El Jadida.....	36
MAURITIUS.....	43	Errachidia.....	31
MEXICO:		Essaouira.....	32
Acapulco (Gro.):		Fes.....	53
(4/15-12/15).....	43	Marrakech.....	49
(12/16-4/14).....	46	Meknes.....	45
Aguascalientes (Ags.).....	31	Mohammedia.....	39
Cabo San Lucas (B.C.S.):		Ouarzazate.....	46
(4/15-12/15).....	43	Oujda.....	38
(12/16-4/14).....	44	Rabat.....	45
Cancun (Q.R.):		Tangier.....	47
(4/15-12/15).....	51	Taroudant.....	31
(12/16-4/14).....	60	Tetouan.....	37
Chetumal (Q.R.).....	30	Other.....	27
Chihuahua (Chih.).....	38	MOZAMBIQUE.....	49
Ciudad Juarez (Chih.).....	45	NAMIBIA.....	42
Ciudad Victoria (Tamps.).....	30	NAURU.....	27
Coatzacoalcos (Ver.).....	41	NEPAL:	
Cozumel (Q.R.):		Kathmandu.....	23
(4/15-12/15).....	37	Pokhara.....	27
(12/16-4/14).....	39	Other.....	13
Cuernavaca (Mor.).....	30	NETHERLANDS:	
Durango (Dgo.).....	28	Amsterdam (N. Hol.).....	79
Ensenada (B.C.N.).....	42	Doorn (Utrecht).....	51
Gomez Palacio (Dgo.).....	26	Geleen (Limburg).....	45
Guadalajara (Jal.).....	49	Haarlem (N. Hol.).....	64
Guanajuato (Gto.).....	34	Hague, The (Zuid Hol.).....	65
Hermosillo (Son.).....	48	Harde (Gelderland).....	50
Ixtapa Zihuatanejo (Gro.):		Leeuwarden (Fries.).....	56
(4/15-12/15).....	65	Leiden (Zuid Hol.).....	83
(12/16-4/14).....	67	Lisse (Noord Hol.).....	75
La Paz (B.C.S.).....	35	Noordwijk (Zuid Hol.).....	75
Leon (Gto.).....	44	Roosendaal (N. Brabant).....	56
Lerdo (Dgo.).....	26	Rotterdam (Zuid Hol.).....	72
Loreto (B.C.S.).....	35	Soesterberg (Utrecht).....	50
Manzanillo (Col.).....	41	Utrecht (Utrecht).....	59
Matamoros (Tamps.).....	34	Zeist (Utrecht).....	51
Mazatlan (Sin.).....	44	Other.....	49
Merida (Yuc.).....	31	NETHERLANDS ANTILLES:	
Mexicali (B.C.N.).....	33	Aruba:	
Mexico City (DF).....	41	(5/1-12/14).....	54
Monterrey (N.L.).....	59	(12/15-4/30).....	60
Morelia (Mich.).....	35	Bonaire:	
Nuevo Laredo (Tamps.).....	37	(5/1-12/14).....	34
Oaxaca (Oax.).....	29	(12/15-4/30).....	37
Patzcuaro (Mich.).....	32	Curacao:	
Puerto Vallarta (Jal.).....	40	(5/1-12/14).....	65
Saltillo (Coah.).....	42	(12/15-4/30).....	68
San Felipe (B.C.N.).....	37	Sint Maarten (Dutch Part):	
San Jose Del Cabo (B.C.S.):		(5/1-12/14).....	38
(4/15-12/15).....	40	(12/15-4/30).....	46
(12/16-4/14).....	42	Other:	
San Luis Potosi (SLP).....	25	(5/1-12/14).....	25
San Miguel de Allende (Gto.).....	45	(12/15-4/30).....	26
Tampico (Tamps.).....	32	NEW CALEDONIA.....	93
Tapachula (Chiap.).....	43		

U.S. POSTAL SERVICE PER DIEM ALLOWANCE FOR FOREIGN AREAS— Continued

Locality	M&IE Rate	Locality	M&IE Rate
NEW ZEALAND:		SAINT KITTS AND NEVIS:	
Auckland	64	(5/1-11/30).....	66
Wellington	68	(12/1-4/30).....	70
Other	49	SAINT LUCIA:	
NICARAGUA:		(5/1-11/30).....	61
Managua.....	61	(12/1-4/30).....	68
Other.....	35	SAINT MARTIN/SAINT MAARTEN (See Guadeloupe and Netherlands Antilles)	
NIGER:		SAINT VINCENT AND THE GRENADINES:	
Ayorou.....	48	(5/1-11/30).....	57
Niamey.....	62	(12/1-4/30).....	56
Other.....	32	SAN MARINO	
NIGERIA:		SAO TOME AND PRINCIPE	
Abuja.....	38	SAUDI ARABIA:	
Lagos.....	41	Dhahran.....	64
Other.....	30	Riyadh.....	66
NIUE		Other.....	68
NORWAY		SENEGAL:	
OMAN:		Dakar.....	83
Muscat.....	70	Kaolack.....	55
Other.....	35	St. Louis.....	40
PAKISTAN:		Tambacounda.....	38
Faisalabad.....	28	Ziguinchor.....	51
Islamabad.....	30	Other.....	21
Karachi.....	36	SEYCHELLES	
Lahore.....	31	SIERRA LEONE	
Peshawar.....	29	SINGAPORE	
Quetta.....	34	SOLOMON ISLANDS	
Rawalpindi.....	30	SOMALIA:	
Other.....	27	Hargeisa.....	18
PANAMA:		Mogadishu.....	25
Canal Area (Pre Treaty).....	57	Other.....	13
Colon.....	57	SOUTH AFRICA:	
Contadora.....		Cape Town.....	30
(5/1-12/14).....	55	Durban.....	41
(12/15-4/30).....	55	Johannesburg.....	32
Panama City.....	57	Pretoria.....	37
Volcan.....	63	Other.....	32
Other.....	41	SPAIN (See also Balearic Island and Canary Islands):	
PAPUA NEW GUINEA		Barcelona (Barcelona).....	103
PARAGUAY:		Bilbao (Vizcaya).....	98
Asuncion.....	36	Cadiz (Cadiz):	
San Bernardino.....	30	(10/1-6/30).....	66
Other.....	19	(7/1-9/30).....	68
PERU:		Castellon de la Plana (Castellon de la Plana).....	78
Cuzco.....	41	Fuengirola (Malaga).....	92
Lima.....	61	Gerona (Gerona).....	87
Other.....	32	Getafe (Madrid).....	92
PHILIPPINES:		Granada (Granada).....	52
Bacolod.....	31	Jerez de la Frontera (Cadiz).....	70
Baguio City.....	33	La Coruna (La Coruna).....	61
Cavite.....	36	Lerida (Lerida).....	85
Cebu.....	33	Madrid (Madrid).....	92
Davao City.....	29	Malaga (Malaga).....	92
Dipolog City.....	25	Marbella (Malaga).....	92
Laoag.....	27	Murcia (Murcia).....	66
Manila.....	47	Oviedo (Oviedo).....	67
Palawan.....	25	Pamplona (Navarra).....	56
Subic Bay ⁷	22	Puerto de Santa Maria (Cadiz):	
Tacloban City.....	18	(10/1-6/30).....	58
Tagbilaran.....	23	(7/1-9/30).....	60
Other.....	27	Rota (Cadiz):	
POLAND:		(10/1-6/30).....	61
Krakow.....	24	(7/1-9/30).....	60
Warsaw.....	40	San Sebastian:	
Other.....	26	(Guipuzcoa).....	88
PORTUGAL (See also Azores and Madeira Island):		Santander (Santander).....	68
Lisbon.....	71	Seville (Seville).....	75
Oporto.....	82	Tarragona (Tarragona).....	70
Other.....	46	Torremolinos (Malaga).....	92
QATAR		Valencia (Valencia).....	71
REUNION		Vitoria (Alava).....	89
ROMANIA:		Zaragoza (Zaragoza).....	97
Bucharest.....	51	Other.....	61
Other.....	26	SRI LANKA:	
RWANDA		Colombo.....	32
SAINT HELENA		Other.....	13

U.S. POSTAL SERVICE PER DIEM ALLOWANCE FOR FOREIGN AREAS— Continued

Locality	M&IE Rate	Locality	M&IE Rate
SUDAN (e):		TURKS AND CAICOS ISLAND:	
Khartoum	66	Providenciales Island:	
Other	23	(4/15-12/14)	81
SURINAME	61	(12/15-4/14)	84
SWAZILAND	34	Other:	
SWEDEN:		(4/15-12/14)	74
Goteborg	84	(12/15-4/14)	76
Karlskrona	97	TUVALU	25
Kiruna	112	UGANDA:	
Lulea	124	Kampala	48
Ostersund	72	Other	36
Stockholm	136	U.S.S.R.:	
Other	70	Alma Ata	33
SWITZERLAND:		Ashkhabad	33
Bern	85	Dushanbe	34
Geneva	84	Kiev	34
Zurich	92	Leningrad	66
Other	85	Moscow	42
SYRIA	53	Tashkent	36
TAIWAN:		Tbilisi	35
Kaohsiung	86	Other	18
Taichung	52	UNITED ARAB EMIRATES	75
Taipei	107	UNITED KINGDOM: ¹²	
Other	36	Aberdeen (Scotland):	
TANZANIA:		(11/1-3/31)	74
Arusha	29	(4/1-10/31)	78
Dar es Salaam	40	Alveston (Avon)	76
Zanzibar	24	Banbury (Oxon)	75
Other	27	Barrow-in-Furness (Cumb)	65
THAILAND:		Basingstoke (Hants)	68
Bangkok	50	Bath (Avon)	67
Cha-am	31	Beaconsfield (Bucks)	71
Chiang Mai	35	Beadlow (Beds)	57
Chiang Rai	24	Beaulieu (Hants)	60
Chumphon	23	Birmingham (W. Mid)	86
Hua Hin	33	Bracknell (Berks)	83
Jomtien	31	Bristol (Avon)	75
Lampang	21	Burnley (Lancs)	55
Pattaya	25	Bury St. Edmunds (Suffolk)	82
Phet Buri	31	Cambridge (Cams)	82
Phuket	46	Caversham (Berks)	78
Prachuap Khiri Khan	33	Chatham (Kent)	57
Pran Buri	33	Coventry (W. Mid)	51
Ranong	28	Crawley (West Sussex)	97
Samui Island	35	Dumbarton (Scotland)	56
Sattahip	23	Dunstable (Beds)	78
Other	20	East Horsley (Surrey)	69
TOGO:		Edinburgh (Scotland):	
Lome	69	(11/1-3/31)	89
Other	35	(4/1-10/31)	93
TOKELAU ISLAND	22	Gatwick Int'l Airport	97
TONGA	26	Gerrard's Cross (Bucks)	74
TRINIDAD AND TOBAGO:		Glasgow (Scotland):	
Tobago	52	(11/1-3/31)	90
Trinidad	48	(4/1-10/31)	94
TRUST TERRITORY OF THE PACIFIC ISLANDS:		Henley (Oxon)	77
Palau Island	66	High Wycombe (Bucks)	83
TUNISIA:		Horley (Surrey)	97
Bizerte:		Hungerford (Berks)	57
(9/2-6/30)	32	Hythe (Hants)	59
(7/1-9/1)	41	Inverness (Scotland):	
Carthage	42	(11/1-3/31)	72
Gammarth	42	(4/1-10/31)	76
Jerba	27	Leeds (West Yorks)	54
Lamarsa	42	Letchworth (Herts)	60
Monastir	34	London *	98
Nefta	30	Lyndhurst (Hants)	62
Sfax	30	Maidenhead (Berks)	65
Sidi Bou Said	35	Malmesbury (Wilts)	66
Sousse	30	Manchester ⁸	57
Tunis	42	Melton (Suffolk)	60
Other	19	Newbury (Berks)	51
TURKEY:		Newmarket (Suffolk)	59
Ankara	41	NORTHERN IRELAND	60
Diyarbakir	36	Nottingham (Notts.)	56
Istanbul	46	Pangbourne (Berks)	64
Izmir-Cigli	52	Peterborough (Cams)	54
Other	29	Poole (Dorset)	48

**U.S. POSTAL SERVICE PER DIEM ALLOWANCE FOR FOREIGN AREAS—
Continued**

Locality	M&IE rate
Portsmouth (Hants)	42
Reading (Berks)	80
Rochester (Kent)	57
Royston (Herts)	72
Saffron Waldon (Essex)	47
Salisbury (Wilts)	63
Sevenoaks (Kent)	97
Shetland (Scotland)	63
Sonning (Berks)	77
Southampton (Hants)	62
Stratford-Upon-Avon (War)	51
Swindon (Wilts)	53
Tetbury (Glos)	48
Troon (Scotland)	65
Turnberry (Scotland)	65
Wilton (Wilts)	63
Windsor (Berks)	92
Wokingham (Berks)	64
Woodbridge (Suffolk)	49
York (North Yorks)	42
Other	54
URUGUAY:	
Montevideo	30
Punta del Este:	
(3/16-12/14)	42
(12/15-3/15)	46
Other	30
VANUATU:	
Port Vila	68
Santos	53
Tanna Island	38
Other	21
VENEZUELA:	
Barquisimeto	29
Caracas	32
Ciudad Guayana	31
La Guaira	34
Maracaibo	29
Valencia	30
Other	29
VIETNAM	34
WALLIS AND FUTUNA	82
WESTERN SAMOA	36
YEMEN:	
Aden	37
Hodeidah	55
Marib	55
Sanaa	63
Taiz	55
Other	23
YUGOSLAVIA:	
Belgrade	79
Bled:	
(10/1-6/30)	43
(7/1-9/30)	46
Brela	30
Cavtat:	
(10/1-6/30)	26
(7/1-9/30)	32
Dubrovnik:	
(10/1-6/30)	45
(7/1-9/30)	50
Ljubljana	35
Otocec	39

Locality	M&IE Rate
YUGOSLAVIA—Continued:	
Zagreb	45
Other	29
ZAIRE:	
Bukavu	23
Goma	34
Kikwit	26
Kinshasa	118
Lubumbashi	45
Other	22
ZAMBIA:	
Kabwe	38
Kitwe	46
Livingstone	46
Lusaka	55
Ndola	64
Other	23
ZIMBABWE:	
Bulawayo	33
Harare	33
Nyanga	36
Victoria Falls	46
Other	31
OTHER FOREIGN LOCALITIES	13

¹ The term "Paris (Environs)" is comprised of the departments of Essonne, Hauts-de-Seine, Seine-St-Denis, Val-de-Marne, Val-d'Oise and Yvelines.

² The Department of Guadeloupe consists of Guadeloupe (Basse-Terre and Grande-Terre) including the islands of Marie-Galante, La Desirade, Iles des Saintes, Petite Terre, Saint Barthelemy, and the French part of Saint Martin (Northern Portion).

³ Tokyo, Japan: The term "Tokyo" is limited to that area falling within the following named special 23 wards (Ku): Adachi, Arakawa, Bunkyo, Chiyoda, Chuo, Edogawa, Itabashi, Katsushika, Kita, Koto, Meguro, Minato, Nakano, Nerima, Ota, Setagaya, Shibuya, Shinagawa, Shinjuku, Suginami, Sumida, Taito, and Toshima.

⁴ The term "London" is limited to the area falling within the city and 32 boroughs, which together are known as Greater London.

⁵ Symbols for states in the Federal Republic of Germany:

- Baden-Wuerttemberg (BW)
- Bavaria (B)
- Brandenburg (BK)
- Bremen (BR)
- Hamburg (HAM)
- Hesse (H)
- Lower Saxony (LS)
- Mecklenburg (ME)
- North Rhine-Westphalia (NRW)
- Rhineland-Palatinate (RP)
- Saarland (S)
- Saxony (SX)
- Saxony-Anhalt (SA)
- Schleswig-Holstein (SH)
- Thuringia (TR)

⁶ The \$36 maximum per diem rate for Guantanamo Bay applies only to travelers who began travel prior to December 1, 1990, and used government quarters. The \$48 maximum per diem rate for Guantanamo Bay applies only to travelers who began travel prior to December 1, 1990, and used nongovernment quarters.

⁷ For per diem purposes Subic Bay includes Cubi Point and the cities of Iba, Olongapo, and Subic.

⁸ Greater Manchester includes the cities of Manchester, Bolton, Oldam, Rochdale, Salford, and Stockport.

⁹ Not in use.

¹⁰ Montreal, Canada: The rate is limited to the Metropolitan Area of Montreal.

¹¹ See separate listings for New Brunswick, Northwest Territories and Vancouver Island.

¹² See separate listing for Northern Ireland.

—Dept. of the Controller, 3-7-91

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

IMM, Publication 273 Revisions

EXPRESS MAIL INTERNATIONAL SERVICE**Niger**

The postal administration of Niger has asked the Postal Service to inform all mailers that Express Mail International Service (EMS) items sent to that country should bear the telephone number of the addressee. This request facilitates delivery.

Panama

The postal administration of Panama has asked the Postal Service to inform mailers that EMS items destined for Panama should include either the home or business address of the addressee. Items addressed to a post office box only are delivered to these boxes, thus inconveniencing the addressees who have to go to the post office to claim their items.

Dominican Republic

Effective February 18, 1991, On Demand and Custom Designed Service is available to the Dominican Republic. The basic features of EMS to the Dominican Republic follow.

Services Available: On Demand; Custom Designed Service.

Reciprocal Name: In the Dominican Republic, Express Mail Service is called EMS.

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

Areas Served: Santo Domingo and Santiago.

Delivery: In general, EMS items will be delivered within 24 hours of their receipt by the foreign exchange office from Monday through Friday from 8 a.m. to 6 p.m., and on Saturday from 8 a.m. to 12 noon. There are no deliveries on Sundays and national holidays.

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

Country Code: DO

Air Stop Code: SDQ (Santo Domingo)

City Code: SDQ (Santo Domingo)

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

EMS OFFICE
DOMINICAN POSTAL INSTITUTE
CALLE ISABEL LA CATOLICA NO. 2
SANTO DOMINGO
DOMINICAN REPUBLIC

Acceptable Items: All items admissible in international mail to the Dominican Republic, including correspondence, business papers, and merchandise samples are accepted in EMS. See the Country

Conditions of Mailing for the Dominican Republic in the *International Mail Manual* (IMM) for specific prohibitions and restrictions.

Customs Declarations for Acceptable Items

Item	Customs forms/required endorsements
Correspondence and business papers.	Form 2976, <i>Customs-Douane CI</i> (green label). Endorse item clearly as Business Papers next to mailing label.
Merchandise samples without commercial value and not subject to customs duty.	Form 2976, <i>Customs-Douane CI</i> (green label).

Additional EMS Prohibited Items: Merchandise and all items of commercial value; coins; banknotes; currency notes (paper money); securities of any kind payable to bearer; traveler's checks; platinum, gold, and silver (manufactured or not); precious stones; jewelry; and other valuable articles are *prohibited* in EMS shipments to the Dominican Republic.

Rates—Rate Group 5

Pounds (up to and including)	On Demand	Custom Designed
1/2	\$14.00	\$22.00
1	19.00	27.00
2	25.00	33.00
3	28.50	36.50
4	33.50	41.50
5	38.50	46.50
6	43.40	51.40
7	48.30	56.30
8	53.20	61.20
9	58.10	66.10
10	63.00	71.00
11	67.90	75.90
12	72.80	80.80
13	77.70	85.70
14	82.60	90.60
15	87.50	95.50
16	92.40	100.40
17	97.30	105.30
18	102.20	110.20
19	107.10	115.10
20	112.00	120.00
21	116.90	124.90
22	121.80	129.80
23	126.70	134.70
24	131.60	139.60
25	136.50	144.50
26	141.40	149.40
27	146.30	154.30
28	151.20	159.20
29	156.10	164.10
30	161.00	169.00
31	165.90	173.90
32	170.80	178.80
33	175.70	183.70
34	180.60	188.60
35	185.50	193.50
36	190.40	198.40
37	195.30	203.30
38	200.20	208.20

EXPRESS MAIL INTERNATIONAL SERVICE—Continued

Rates—Group 5—Continued

Pounds (up to and including)	On Demand	Custom Designed
39.....	205.10	213.10
40.....	210.00	218.00
41.....	214.90	222.90
42.....	219.80	227.80
43.....	224.70	232.70
44.....	229.60	237.60

Brunei Darussalam

Effective February 18, 1991, On Demand and Custom Designed Service is available to Brunei Darussalam. The basic features of EMS to Brunei Darussalam follow.

Services Available: On Demand; Custom Designed Service.

Reciprocal Name: In Brunei Darussalam, Express Mail Service is called EMS.

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

Areas Served: Bandar Seri Begawan, Belait, Seria, Tutong, and Muara.

Delivery: In general, EMS items will be delivered within 24 hours of receipt by the foreign exchange office from Monday through Friday from 8 a.m. to 6 p.m., and on Saturday from 8 a.m. to 12 noon. There are no deliveries on Sundays and national holidays.

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

Country Code: BN

Air Stop Code: BWN (Bandar Seri Begawan)

City Code: BWN (Bandar Seri Begawan)

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

ASSISTANT POSTMASTER GENERAL FOR
OPERATIONS
GENERAL POST OFFICE
BANDAR SERI BEGAWAN 2050
BRUNEI DARUSSALAM

Acceptable Items: All items admissible in international mail to Brunei Darussalam, including correspondence and business papers, merchandise samples, and merchandise are accepted in EMS. See the Country Conditions of Mailing for Brunei Darussalam in the *International Mail Manual (IMM)* for specific prohibitions and restrictions.

Customs Declarations for Acceptable Items

Item	Customs forms/required endorsements
Correspondence and business papers.	Form 2976, <i>Customs-Douane CI</i> (green label). Endorse item clearly as Business Papers next to mailing label.
Merchandise samples without commercial value and not subject to customs duty.	Form 2976, <i>Customs-Douane CI</i> (green label).
Merchandise and all articles subject to customs duty.	Form 2966A, <i>Parcel Post Customs Declaration—United States of America</i> . Two copies of a commercial invoice must be included in each item.

Additional EMS Prohibited Items: Coins; banknotes; currency notes (paper money); securities of any kind payable to bearer; traveler's checks; platinum, gold, and silver (manufactured or not); precious stones; jewelry; and other valuable articles are prohibited in EMS shipments to Brunei Darussalam.

Restricted Items:

a. A license must be obtained from the Director of Medical Services for the importation of medicines, drugs, and insecticides, whether consigned to commercial firms or private individuals.

b. A license must be obtained from the Director of Agriculture for the importation of agricultural and veterinary products. The importation of plants, seeds, etc., are subject to permit issued in advance by the Department of Agriculture.

c. Books, magazines, religious materials, cassettes, and video tape are subject to clearance from the Controller of Publications or the Religious Affairs Department.

Rates—Rate Group 6

Pounds (up to and including)	On Demand	Custom Designed
1/2.....	\$14.00	\$22.00
1.....	19.00	27.00
2.....	25.00	33.00
3.....	34.00	42.00
4.....	41.00	49.00
5.....	48.00	56.00
6.....	55.00	63.00
7.....	62.00	70.00
8.....	69.00	77.00
9.....	76.00	84.00
10.....	83.00	91.00
11.....	90.00	98.00
12.....	97.00	105.00
13.....	104.00	112.00
14.....	111.00	119.00
15.....	118.00	126.00
16.....	125.00	133.00
17.....	132.00	140.00

EXPRESS MAIL INTERNATIONAL SERVICE—Continued

Rates—Group 6—Continued

Pounds (up to and including)	On Demand	Custom Designed
18.....	139.00	147.00
19.....	146.00	154.00
20.....	153.00	161.00
21.....	160.00	168.00
22.....	167.00	175.00
23.....	174.00	182.00
24.....	181.00	189.00
25.....	188.00	196.00
26.....	195.00	203.00
27.....	202.00	210.00
28.....	209.00	217.00
29.....	216.00	224.00
30.....	223.00	231.00
31.....	230.00	238.00
32.....	237.00	245.00
33.....	244.00	252.00
34.....	251.00	259.00
35.....	258.00	266.00
36.....	265.00	273.00
37.....	272.00	280.00
38.....	279.00	287.00
39.....	286.00	294.00
40.....	293.00	301.00
41.....	300.00	308.00
42.....	307.00	315.00
43.....	314.00	322.00
44.....	321.00	329.00

Express Mail International Service Network

The EMS network as of February 18, 1991, comprised 121 countries with which the Postal Service has reciprocal agreements:

Argentina	Congo, People's
Aruba	Republic of
Australia	Costa Rica
Austria	Cote d'Ivoire
Bahamas	Cyprus
Bahrain*	Czechoslovakia
Bangladesh	Denmark
Barbados	Djibouti
Belgium	Dominican Republic
Benin	Ecuador
Bermuda	Egypt
Bolivia	El Salvador
Botswana	Ethiopia
Brazil	Finland
Brunei Darussalam	France
Burkina Faso	Gabon
Burundi	Germany, Federal
Cameroon	Republic of
Canada	Ghana
Cayman Islands	Great Britain and
Central African	Northern Ireland
Republic	Greece
Chad	Guatemala
Chile	Guinea
China	Guyana
Colombia	Honduras

Hong Kong	Paraguay
Hungary	Peru
Iceland	Poland
India	Portugal
Indonesia	Qatar
Iraq*	Romania
Ireland, Republic of	Rwanda
Israel	Saint Lucia
Italy	Saudi Arabia*
Japan	Senegal
Jordan	Sierra Leone
Kenya	Singapore
Korea, Republic of	Somalia
(South)	South Africa
Kuwait*	Spain
Lesotho	Sri Lanka
Liberia*	Sudan
Luxembourg	Swaziland
Macao	Sweden
Madagascar	Switzerland
Malawi	Taiwan
Malaysia	Tanzania
Maldives	Thailand
Mali	Togo
Mexico	Trinidad and Tobago
Morocco	Tunisia
Mozambique	Turkey
Netherlands	Uganda
Netherlands Antilles	USSR
New Zealand	United Arab Emirates
Niger	Uruguay
Nigeria	Vanuatu
Norway	Venezuela
Oman	Yugoslavia
Pakistan	Zaire
Panama	Zambia
Papua New Guinea	Zimbabwe

*Service suspended.

Saudi Arabia and Bahrain

Effective January 25, 1991, Express Mail International Service (EMS) to Saudi Arabia and Bahrain was suspended.

Until further notice, all EMS items destined to the countries of Saudi Arabia and Bahrain should be returned to the sender endorsed: Service Temporarily Suspended.

In accordance with *Postal Operations Manual* 123 and *Domestic Mail Manual* 147.221, postage will be refunded on mail returned due to a suspension of service. Customers must file applications for a refund in accordance with the above directives. This is a suspension of Express Mail Service only.

Honduras

Effective immediately, Express Mail International Service (EMS) is available to one additional location in Honduras—San Pedro Sula. The two cities

EXPRESS MAIL INTERNATIONAL SERVICE—Continued

to which EMS is available are: Tegucigalpa and San Pedro Sula.

Jamaica

Effective March 18, 1991, On Demand and Custom Designed Service is available to Jamaica. The basic features of EMS to Jamaica follow.

Services Available: On Demand; Custom Designed Service.

Reciprocal Name: In Jamaica, Express Mail Service is called EMS.

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

Areas Served: All locations.

Delivery: In general, EMS items will be delivered within 24 hours of their receipt by the foreign exchange office from Monday through Friday from 8 a.m. to 6 p.m., and on Saturday from 8 a.m. to 12 noon. There are no deliveries on Sundays and national holidays.

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

Country Code: JM

Air Stop Code: KIN (Kingston)

City Code: KIN (Kingston)

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

EMS OFFICE
POSTAL HEADQUARTERS
POST OFFICE BOX 7000, CSO
KINGSTON
JAMAICA

Acceptable Items: All items admissible in international mail to Jamaica, including correspondence and business papers, merchandise samples, and merchandise are accepted in EMS. See the Country Conditions of Mailing for Jamaica in the *International Mail Manual (IMM)* for specific prohibitions and restrictions.

Customs Declarations for Acceptable Items

Items	Customs forms/required endorsements
Correspondence and business papers.	Form 2976, <i>Customs-Douane CI</i> (green label). Endorse items clearly as Business Papers next to mailing label.
Merchandise samples without commercial value and not subject to customs duty.	Form 2976, <i>Customs-Douane CI</i> (green label).

Customs Declarations for Acceptable Items—Cont.

Items	Customs forms/required endorsements
Merchandise and all articles subject to customs duty.	Form 2966A, <i>Parcel Post Customs Declaration—United States of America</i> . Two copies of a commercial invoice must be included in each item.

Additional EMS Prohibited Items: Coins; banknotes; currency notes (paper money); securities of any kind payable to bearer; traveler's checks; platinum, gold, and silver (manufactured or not); precious stones; jewelry; and other valuable articles are prohibited in EMS shipments to Jamaica.

Rates—Rate Group 5

Pounds (up to and including)	On Demand	Custom Designed
1/2	\$14.00	\$22.00
1	19.00	27.00
2	25.00	33.00
3	28.50	36.50
4	33.50	41.50
5	38.50	46.50
6	43.40	51.40
7	48.30	56.30
8	53.20	61.20
9	58.10	66.10
10	63.00	71.00
11	67.90	75.90
12	72.80	80.80
13	77.70	85.70
14	82.60	90.60
15	87.50	95.50
16	92.40	100.40
17	97.30	105.30
18	102.20	110.20
19	107.10	115.10
20	112.00	120.00
21	116.90	124.90
22	121.80	129.80
23	126.70	134.70
24	131.60	139.60
25	136.50	144.50
26	141.40	149.40
27	146.30	154.30
28	151.20	159.20
29	156.10	164.10
30	161.00	169.00
31	165.90	173.90
32	170.80	178.80
33	175.70	183.70
34	180.60	188.60
35	185.50	193.50
36	190.40	198.40
37	195.30	203.30
38	200.20	208.20
39	205.10	213.10
40	210.00	218.00
41	214.90	222.90
42	219.80	227.80
43	224.70	232.70
44	229.60	237.60

Issue 10 of the *International Mail Manual* and the next edition of Publication 273, *Express Mail International Service Guide*, will include these revisions.

—Marketing Dept., 3-7-91

COLA ROLL-IN OPTION

The arbitrated settlement of the 1990 collective-bargaining agreement between the U.S. Postal Service and the National Post Office Mail Handlers, Watchmen, Messengers and Group Leaders Division of the Laborers' International Union of North America, AFL-CIO (referred to as the Mailhandlers Agreement), was reached on February 20, 1991. Article 9 of this Agreement provides that certain employees may elect to have the cost-of-living adjustment (COLA), which was accumulated during the 1987-1990 collective-bargaining agreement, become a part of their basic pay, effective April 6, 1991. The COLA amount is \$2,517 per year, with proportional application to hourly rate employees. The agreement requires eligible employees to exercise their COLA roll-in option in writing by March 15, 1991.

Installation heads must ensure that the notice on page 43 is posted on all employee bulletin boards. The following information is for the use of personnel offices in processing COLA roll-in elections under the Mailhandlers Agreement.

I. Employees Covered

These instructions apply to employees covered by the 1990-1993 Mailhandlers Agreement.

II. Employees Excluded

These instructions do not apply to employees subject to the provisions of collective-bargaining agreements covering: National Association of Letter Carriers, AFL-CIO; American Postal Workers Union, AFL-CIO; Rural Carriers; Mail Transport Equipment Centers, Repair Centers, or Supply Centers; Mail Equipment Shops; Postal Data Centers; Federation of Postal Police Officers; Headquarters Operating Services Division and Support Services Branch, Merrifield, Virginia; and District of Columbia Nurses Association.

III. Eligibility Requirements

A. *COLA Roll-In Option.* To qualify for the COLA roll-in option, employees covered by the subject agreement must:

1. Have been on the Postal Service rolls as of November 21, 1990.
2. Be covered by either the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS); and
3. Be currently eligible for optional retirement (immediate unreduced annuity) or become eligible before November 21, 1996, as defined in III-B below.

B. *Optional Retirement (Immediate Unreduced Annuity).* The age/service requirements for an unreduced optional retirement are:

1. Age 55 or over (or minimum retirement age for FERS employees) with 30 or more years credit-

able service (which include 5 years of creditable civilian service).

2. Age 60 or over with 20 or more years creditable service (which include 5 years of creditable civilian service).

3. Age 62 or over with at least 5 years of creditable civilian service.

Based on the age/service requirements for unreduced optional retirement, and the requirement that the employee be on Postal Service rolls as of November 21, 1990, an employee's date of birth (DOB) and retirement computation date (RCD) must be within the ranges indicated below to qualify for the COLA roll-in option.

Date of birth	Retirement computation date*
11-21-41 or earlier	11-21-66* or earlier.
11-21-36 or earlier	11-21-76* or earlier.
11-21-34 or earlier	11-21-90** or earlier.

* Must include 5 years of creditable civilian service.

** Technically, an employee with a retirement computation date of 11-21-90 (comprised solely of civilian service) and a birth date of 11-21-34, or earlier, would meet the age and service requirements for unreduced optional retirement (age 62 with 5 years service) before November 21, 1996. However, to qualify for the COLA roll-in option, the employee must also have been on the Postal Service rolls on November 21, 1990, as indicated in III-A-1.

IV. Military Retirees

A. *Creditable Service.* Military service is not creditable for retirement purposes and for purposes of the COLA roll-in option if the employee is receiving military retired pay. However, there are certain exceptions. The military service is creditable if the military retired pay is based on either:

1. A disability incurred in combat with an enemy of the United States or caused by an instrument of war and incurred in line of duty during a period of war.

2. Service as a member of a reserve component of the armed forces.

B. *Intent To Waive Military Retired Pay.* If an employee's military retired pay is not based on one of the above categories cited in IV-A, the CSRS/FERS law requires that at retirement the individual must actually waive the military retired pay in order to receive credit for the military service. Therefore, military retired employees who wish to receive credit for their military service for purposes of exercising the COLA roll-in option must file at this time their intent to waive military retired pay at retirement. Military retirees who need the military service to qualify for the COLA roll-in option must complete and sign the Intent to Waive Military Retired Pay form in Exhibit II on page 44, in addition to the COLA roll-in option form in Exhibit I on page 43. The Intent to Waive form and the election form must be completed and submitted to the employee's personnel office by March 15, 1991.

COLA ROLL-IN OPTION—Continued

V. COLA Roll-In Election Period

The COLA roll-in election period is from March 4 through March 15, 1991. This period is the only opportunity eligible employees will have to exercise their COLA roll-in option under the 1990-1993 collective-bargaining agreement.

VI. Election Notices/Forms/Control Lists

A. *Election Notices Mailed to Employees.* The Postal Service will identify all employees who can be determined from payroll records to be eligible for the COLA roll-in option. A computer-generated letter will be mailed from the Minneapolis Postal Data Center (PDC) to each of these eligible employees during the week of March 4, 1991. The letter has the employee's preprinted name and Social Security number and serves as the COLA roll-in election form.

The return address on the employee letter will be the field division, management sectional center (MSC) or bulk mail center (BMC). Personnel offices should ensure that procedures are in place to follow up on any of these letters that are returned as undeliverable.

B. *Election Forms for Other Eligible Employees.* There are some employees (primarily retired military employees) whose eligibility cannot be determined from payroll files. The bulletin board notice on page 41 should notify these employees. They must obtain their COLA roll-in election forms from the personnel office. Personnel offices should reproduce the election form for this purpose.

C. *Control Lists.* Control listings of known eligible employees will be sent to the field division, MSC, and BMC personnel offices, who are responsible for collecting COLA roll-in election forms from all their associate offices. These offices will receive two copies of the control list. They should use one copy as a master control list and distribute the other to associate offices. The master control list will consolidate the entire MSC, BMC, or field division area. Personnel offices must use the control list for each office as a checkoff and followup system to ensure that all election forms (and waivers, if applicable) are returned by eligible employees to their employing offices promptly (no later than March 15, 1991).

If personnel offices are aware of any employees who meet the eligibility criteria and are not on the control list, they should notify these employees of the COLA roll-in option.

VII. Responsibilities

A. *Employing Installation Responsibilities.*

1. Each installation will designate a person to be responsible for the receipt and control of the election forms. Each eligible employee must complete, date, sign, and return the election form to his or her employing office no later than March 15, 1991. *All eligible employees must complete and return the election form even if they do not elect the COLA roll-in.*

2. Upon receipt of the employee's election, annotate the control list either *yes* or *no* by the employee's name.

3. If an employee does not return an election form within the prescribed period, process a facsimile of the form for the employee marked: No Election Form Returned by Employee, and have it signed by the person designated to accept the forms. This is considered a *no* election. Annotate the control listing *No Response*.

4. Forward the completed control list to the respective MSC or field division for consolidation.

5. File the election form in the employee's official personnel folder (OPF).

B. *Field Division/MSC/BMC Responsibilities*

1. The field divisions, BMCs, and MSCs will use their master control list to verify that all forms have been returned by eligible employees and that the control list has been annotated as to each employee's election.

2. Forward the completed master control list to the Minneapolis PDC no later than March 25. The mailing address for this purpose is MINNEAPOLIS POSTAL DATA CENTER, PAYROLL SYSTEMS DIVISION, BISHOP HENRY WHIPPLE FEDERAL BUILDING, FORT SNELLING, TWIN CITIES AMF MN 55111-9600.

C. *PDC Responsibilities.* The Minneapolis PDC will enter the data from the control list and produce Form 50, *Notification of Personnel Action*, confirming the employee's COLA roll-in election. The Nature of Action (NOA) Code for this action is 991-COLA Roll-In Option, 1990 Collective Bargaining Agreement. Based on the employee's response to the election form, the PDC will note the remarks section of Form 50 with one of the following statements:

Yes. This confirms your election to have COLA become part of your basic pay as per the 1990 collective bargaining agreement.

No. This confirms your election to not have COLA become part of your basic pay as per the 1990 collective bargaining agreement.

No. Election form not received during the COLA roll-in election period. COLA will not become part of your basic pay as provided in the 1990 collective bargaining agreement.

VIII. Procedures for Correcting Records

There may be some employees eligible for the COLA roll-in option, who do not receive an election form. Conversely, there may be some employees who receive an election form but do not meet the eligibility requirements. In these instances, the employing office is responsible for verifying eligibility by reviewing the employee's retirement computation date (RCD) to verify all creditable service and taking action to correct the employee's records, if necessary.

A. *Election Form Not Received.* If an employee does not receive an election form, but a review of appropriate records indicates that the employee is or may

COLA ROLL-IN OPTION—Continued

be eligible for the COLA roll-in option, the personnel office will:

1. *Establish Eligibility.* If the employee's eligibility can be established by correcting the date of birth (DOB) and/or retirement computation date (RCD), the personnel office must initiate Form 50 immediately to correct the error and process an election form in accordance with instructions in VIII-A-3 below.

2. *Verify Additional Service.* When it is necessary to request official records to verify additional service claimed by the employee in order to establish eligibility, and it is evident that the official documents will not be received by March 15, 1991, the personnel office must tentatively assume that the employee meets the roll-in eligibility requirements. Pending receipt of the evidence, the personnel office must immediately process an election form in accordance with instructions in VIII-A-3 below. Form 50 must not be processed adjusting the RCD until the service has been verified.

3. *Process Election Form*

a. Prepare an election form facsimile and have the employee make his or her written election in the proper manner, i.e., sign and date it (see Exhibit I, on page 43 to be reproduced for this purpose).

b. Enter the date from the election form facsimile to the master control list, completing all required elements.

c. File the election form in the employee's OPF.

B. *Election Form Received—Employee Not Eligible*

1. Notify the employee of ineligibility and give the reason.

2. Prepare Form 50 to correct the error in the records.

3. Mark the master control list (Ineligible).

C. *Correcting NOA 991 Form 50.* The employing office must process Form 50 to correct the COLA roll-in if: (a) the evidence shows the employee is not eligible, and Form 50 was issued with the employee's COLA roll-in election, or (b) an employee should have had the COLA rolled in, but the action was not processed correctly. Instructions for correcting these actions will be issued at a later date, via Complement Management System (CMS) Update. The instructions will define the procedures for correcting the COLA roll-in election option identified on the NOA 991 Form 50.

IX. Information for Employees

Many eligible employees will be seeking information to assist them in making a decision on whether to elect the COLA roll-in option. The following general information may be useful in discussions with employees:

A. *Impact of Rolling In COLA.* Effective April 6, 1991, eligible employees who elect to have the COLA become part of their basic pay are subject to the following changes:

1. *Retirement Deductions/Annuities*

a. The employee's take home pay will be slightly lower because the COLA amount will become subject to retirement deductions (7 percent for CSRS employees and 0.8 percent for FERS employees).

b. The amount of a retirement annuity is determined primarily by length of service and a high-3 average salary. The high-3 average salary is the highest pay obtainable by averaging the rates of basic pay in effect during any 3 consecutive years of service. Therefore, employees who elect to roll in the COLA effective April 6, 1991, will not realize the full impact on their high-3 of having the COLA amount in their basic salary until April 6, 1994. The high-3 of an employee retiring before that date includes some time during which the basic salary did not include the rolled-in COLA. For example, in computing the high-3 of an employee who retires on April 30, 1992, only one of the high-3 years will have the rolled-in COLA amount in the high-3 calculation.

2. *Life Insurance Coverage/Costs*

a. The basic life insurance coverage amount will be increased due to an increase in the employee's basic salary. (The Postal Service pays the full cost of basic insurance.)

b. If the employee has elected Option B insurance coverage, the amount of this coverage will also increase. The increase in the amount of coverage will result in an increase in the biweekly withholding based on the employee's age. SF 2817-B, the pamphlet on the Federal Employees' Group Life Insurance Program, provides complete instructions to use in calculating insurance amounts and withholdings.

3. *Thrift Savings Plan (TSP).* Employees contributing a percentage of their basic pay to the Thrift Savings Plan (TSP) will have their biweekly contribution increased. FERS employees contributing a percentage of basic pay to the TSP will also receive an increase in matching contributions made by the Postal Service into their TSP account.

B. *Considerations if COLA Is Not Rolled In.* Eligible employees who elect not to have the COLA rolled into their basic pay should consider the following:

1. *Automatic Roll-In, Effective February 5, 1994.* They will not have another opportunity to elect to roll in the COLA accumulated during the 1987-1990 collective bargaining agreement. However, the agreement does provide that all covered employees will automatically have \$2,517 per year, with proportional application for hourly rate employees, become part of their basic annual salary, effective February 5, 1994 (the first full pay period of February 1994).

2. *Life Insurance Amount.* Should these employees die before February 5, 1994, their basic life insurance amount and Option B—Additional Life Insurance (for those who elected this coverage) will not be increased to reflect the COLA amount.

—Employee Relations Dept., 3-7-91.

LOBBY DISPLAYS/PROMOTIONS FOR MARCH 1991

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

Mandatory Displays. Offices must display the following posters, notices, and signs.

Number	Title	Dated
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	Packing Pointers.....	10-89
Poster 75	Your Federal Lawmakers	1-84
Poster 76	Hazardous Materials	8-88
Poster 103	Postage Rates, Fees, and Information...	1-91
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 March schedule of lobby displays follows. Some offices may have insufficient space or fixtures to display all postings. To avoid a cluttered appearance, post only a few at a time, rotating them more frequently.

Title	Post	Remove
Postal Service Guide to U.S. Stamps (poster).	Oct. 1	*
Best of a Decade Mint Set (poster).....	Oct. 14	*
Definitive Mint Set 1989-1990 (poster).	Oct. 14	*
Vermont Statehood (poster for offices in Northeast Region only).	Mar. 1	Mar. 31
Mail to Mexico (poster).....	Feb. 3	Mar. 31

*Rotate these posters and remove them based on local promotional needs.

Postal Bulletin Stamp Posters.

	Title	Remove
91-2.....	Flower	Mar. 23
91-3.....	Makeup Rate.....	Mar. 23
91-4.....	"F" ATM.....	Mar. 23
91-5.....	Flower Official Mail Stamp and Envelope.	Mar. 23
91-6.....	Switzerland	Mar. 23
91-7.....	Star Envelope and Flag Postal Card.	Mar. 25
91-8.....	Vermont Statehood	Mar. 31

Missing Children Poster. Display only the February 1991 poster.

Wanted Circulars. The following circulars are still in effect: Antonoff, Jay Irwin; Barr, Chess W.; Billman, Tom J.; Birdsong, Dwight Orlando; Blumberg, Leonard; Brown, Eugene Milford; Brown, Charles Wayne; Cook, Edward; Cornutt, James Travis; Cross, Alfred Laury; Cunningham, Bobbie C.; Eisenstadt, Bernard; Entrekin, Jeffrey Lee; Falbo, James John; Feucht, Manfred Erich Albert; Gainey, Timothy Scott; Marcus, Donald Joel; Mason, Judy Ann; Nunez, Guillermo Leon; Ortiz, Jesus Angel; Richards, Frank Jay; Wencke, Walter Carl; Wilson, Wilbert A. **Note:** Some installations may not have copies of each of these circulars because distribution was, in some cases, limited to specific areas.

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 Cl.
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 3813-P.....	Receipt for Insured Mail Domestic-International.

LOBBY DISPLAYS/PROMOTIONS FOR MARCH 1991—Continued

Number	Title
PS 4314-C	Consumer Service Card.
EP 13-C	Express Mail (envelope).
EP 13-F	Express Mail (flat rate envelope).
EP 14-F	Priority Mail (flat rate 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. The following material must be displayed in literature racks at all classified units (CAG A-G offices).

- Form 3203, Printed Stamped Envelopes Order (card)
- Form 3227, Stamps By Mail (envelope)
- SSS 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 from the materiel distribution centers (MDCs), are also recommended for display in literature racks.

Number	Title
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 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 that participate in a specific test, should display posters, signs, and other material authorized for promotion of the service or test. Check removal dates for this promotional material.

Optional Displays. Refer to Chapter 2 of Publication 223, *Directives and Forms Catalog* (September 1990), under the headings, Notices, Posters, Publications, and Signs for other directives available from the MDCs. Remove unnecessary or obsolete signs, notices, and posters from lobbies.

—*Philatelic and Retail Services Dept., 3-7-91*

Withholding of Mail Orders

Enforced by postmasters at cities listed.

State/city	Names covered
CA, Los Angeles 90025-1200.	Dr. Richard Corey, 12021 Wilshire Blvd., Suite 553.
IL, Niles 60648-1156....	Any and all names, 8261 Golf Road, #186.
NJ, Elizabeth 07202-3943.	Any and all of various names (except Aravjo, Vega & Pacheco), 227 John Street, Apt. 1.
NJ, Palmyra 08065-0024.	Automated Office Systems, P.O. Box 24.

—*Judicial Officer, 3-7-91*

DMM Notice

Second-Class Applications

Effective with Domestic Mail Manual (DMM) Issue 39 (6-16-91), DMM 425.53 is revised to clarify that reviews of circulation records in support of applications for second-class mail privileges must be performed by postal personnel.

* * * * *

425.53 Applications. Verifications performed in support of an application for second-class mail privileges or for reentry must be performed by postal personnel. For such verifications, reports by independent audit bureaus may not be substituted as acceptable alternatives to postal verification.

—*Marketing and Customer Service Group, 3-7-91*

The Postal Service mails some information directly to its employees and must keep its address files current. When your address changes, please send an up-to-date Form 1216, *Employee's Current Mailing Address*, to your personnel office so that you will receive all mailings.

MAIL ALERT

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

Title on mailings	Class and type of mail	Requested delivery dates	Number of pieces (millions)	Distribution	Presort level	Comments
JC Penney Dress Inspiration.	Third/Flats.....	Mar. 6-8.....	1.0.....	Nationwide.....	CARRT.....	Mailing Services of Pittsburgh Harte-Hanks
JC Penney Super Shoe Sale.	Third/Flats.....	Mar. 9-12.....	2.0.....	Nationwide.....	CARRT.....	
Sears Retail.....	Third/Flats.....	Mar. 11-13.....	12.0.....	Nationwide.....	CARRT, SEC SEG Address.	
Ames Department Stores, Inc..	Third/Flats.....	Mar. 12-14.....	1.5.....	VT, ME, MA, NH, CT, RI, NY.	CARRT.....	Event A341. Sale starts 3-15. 24-page circular, Beacon Communications, Acton, MA
JC Penney Women's Special.	Third/Flats.....	Mar. 13-15.....	1.8.....	Nationwide.....	CARRT.....	Harte-Hanks
JC Penney Children's Easter.	Third/Flats.....	Mar. 13-15.....	1.5.....	Nationwide.....	CARRT.....	Mailing Service of Pittsburgh
JC Penney Men's Haggar Week.	Third/Flats.....	Mar. 13-15.....	4.5.....	Nationwide.....	CARRT.....	Metromail
JC Penney Summer Sale.	Third/ Catalog.	Mar. 14-16.....	8.5.....	Nationwide.....	CARRT.....	RRD Spartanburg, SC
Ames Department Stores, Inc.	Third/Flats.....	Mar. 14-16.....	1.5.....	VT, ME, MA, NH, CT, RI, NY.	CARRT.....	Event A341. Sale starts 3-17. 24-page circular, Beacon Communications, Acton, MA
House of Fabrics, 50% off on Patterns.	Third.....	Mar. 15-18.....	1.5.....	Nationwide.....	CARRT, 5- Digit Basic.	6 x 9 in. postcard
Sears AP—Monthly	Third/Bulk/ Flats.	Mar. 15-22.....	9.4.....	Nationwide.....	CARRT.....	8 x 10 1/4 in. piece
Carol Wright Mailing.	Bulk Business Mail.	Mar. 16-19.....	30.3.....	Nationwide.....	CARRT.....	6 x 9 in. natural kraft envelope
MCN/"The Brand Book."	Third/Flats.....	Mar. 18-21.....	33.0.....	Nationwide.....	CARRT & Walk.	5 1/2 x 8 in. Front cover: large blue letter, "The Brand Book" Money Savings Coupons. Back cover: large blue letters "Coupons."
Billy Graham Letter...	Third/Letter...	Mar. 18-29.....	1.7.....	Nationwide.....	CARRT, 3/4, Basic.	3 7/8 x 7 1/2 in. envelope from Minneapolis, MN
Ames Department Stores, Inc..	Third/Flats.....	Mar. 19-21.....	1.5.....	VT, ME, MA, NH, CT, RI, NY.	CARRT.....	Event A351. Sale starts 3-22. 24-page circular, Beacon Communications, Acton, MA
The ELKS Magazine..	Third/Bulk.....	Mar. 19-26.....	1.5.....	Nationwide.....	CARRT, 5 Digit Basic.	The ELKS magazine membership mailing
Ames Department Stores, Inc..	Third/Flats.....	Mar. 21-23.....	1.5.....	VT, ME, MA, NH, CT, RI, NY.	CARRT.....	Event A351. Sale starts 3-24. 24-page circular, Beacon Communications, Acton, MA
Sears Retail.....	First/Cards.....	Mar. 21-23.....	14.0.....	Nationwide.....	CARRT, SEC-SEG Address.	
DECISION Magazine.	Third/Flats.....	Mar. 25-30.....	1.6.....	Nationwide.....	CARRT, 3/4, Basic.	44-page tabloid from Minneapolis, MN
Ames Department Stores, Inc..	Third/Flats.....	Mar. 26-28.....	1.5.....	VT, ME, MA, NH, CT, RI, NY.	CARRT.....	Event A411. Sale starts 3-29. 24-page circular, Beacon Communications, Acton, MA
JC Penney Million \$ Jewelry.	Third/Flats.....	Mar. 27-29.....	7.5.....	Nationwide.....	CARRT.....	Harte-Hanks
Ames Department Stores, Inc..	Third/Flats.....	Mar. 28-30.....	1.5.....	VT, ME, MA, NH, CT, RI, NY.	CARRT.....	Event A411. Sale starts 3-31. 24-page circular, Beacon Communications, Acton, MA

MAIL ALERT—Continued

Title on mailings	Class and type of mail	Requested delivery dates	Number of pieces (millions)	Distribution	Presort level	Comments
'91 BEST April Diamond Jubilee.	Third.....	Mar. 29-Apr. 2.	8.3	Nationwide.....	CARRT, ZIP + 4 Street Sequence.	Mail is verified and accepted in-plant at BMAU Brown Printing, Franklin, KY 42134
Montgomery Ward	Third/Flats.....	Apr. 1-3	7.5	Nationwide.....	CARRT	56 pages, 8% × 11 in.
Ethan Allen Spring Mailing.	Bulk Business..	Apr. 1-May 8 ..	2.7	Nationwide.....	CARRT, 5-Digit Basic.	Ethan Allen Spring Magazine
Sears KJ Spring Kids.	Third/Bulk/Flats.	Apr. 1-8	3.6	Nationwide.....	CARRT	8 × 10¾ in Flat
Montgomery Ward	Third/Flats.....	Apr. 2-4	4.6	Nationwide.....	CARRT	16 pages, 5½ × 10½ in.

—Marketing Dept., 3-7-91

Postal Quarter II Philatelic Products Report

The Postal Quarter (PQ) II, Fiscal Year (FY) 1991 philatelic inventory survey begins on Saturday, March 9, 1991. It is imperative that all associate offices and management sectional centers (MSCs) complete, verify, and forward their reports according to schedule, because the final PQ II survey will not include delinquent figures.

Associate offices must submit all PQ II survey reports on Form 1079, *Philatelic Product Physical Inventory Recap* (see page 39). The reverse side of the form has directions for preparing it. Previous forms are obsolete. Offices should note that the only change from the PQ I report is a price correction for the product listed on Line 23.

By March 21, 1991, all associate offices must forward the completed Form 1079 to their MSCs. MSCs will use these forms to prepare a consolidated report using Form 1079-C, *Philatelic Product Inventory and Sales Report*, which the New York Postal Data Center (NYPDC) will send to them the week of March 4. Any MSC that does not receive its form by March 9 should contact the NYPDC supervisor at (212) 613-8560 or PEN 664-8560.

All MSCs must forward their completed Form 1079-C on or before April 4 to:

NEW YORK POSTAL DATA CENTER
POSTAL ACCOUNTS BRANCH-PHILATELIC SALES
1250 BROADWAY
NEW YORK NY 10099-9402

The Philatelic and Retail Services Department greatly appreciates the dedicated efforts of associate office, MSC, and division personnel to promote and sell philatelic products. However, it is important to remember that unless they complete and submit Forms 1079, they cannot receive proper credit for their work.

—Philatelic and Retail Services Dept., 3-7-91

POM/Hbk. F-1 Revisions

Cash Retention

To provide better service to customers, and to reflect current economic conditions more adequately, procedures in Handbook F-1, *Post Office Accounting Procedures*, section 435.1a and *Postal Operations Manual* (POM) 133.43 are amended.

Handbook F-1 Changes

435 Cash Portion of Stamp Credits

435.1 Window Clerks

a. The cash portion must not exceed 10 percent of the stamp credit or \$100, whichever is smaller.

Delete the following from section 435.1a.:

... When no source of change is available, the \$50 limit may be increased:

(1) To \$100 for a window clerk whose tour begins earlier in the morning than the rest of the window complement and those on one-person shifts; and

(2) Temporarily for cyclical business volume increases that require additional funds.

b. * * *

c. * * *

POM Changes

133.43 Generally, change funds retained overnight by clerks for use on the next business day must not exceed \$100 or 10 percent of a clerk's credit, whichever is the lesser amount.

Note: Under no circumstances will the cash portion be allowed to exceed the above limits.

Future revisions of the POM and Handbook F-1 will include these changes.

—Dept. of the Controller, 3-7-91

SCHEME BOARD NOTICE—Continued

Canada—Continued

Canadian International Lottery Agency—Continued P.O. Box 4930
Vancouver, B.C.

E.M.S. P.O. Box 2502,
New Westminster, B.C.

Express Marketing Services P.O. Box 2514,
New Westminster, B.C.

Fay Clemens No. 82260, 474 MacDonald St
Burnaby, B.C.

Henderson, Winters,
Mitchell & Young 101-1184 Denman Street,
Suite 300,
Vancouver, B.C.

Johnson, Smith,
Hamilton & Green 1431 Howe Street,
Vancouver, B.C.

Priority Member Services P.O. Box 3979,
12209-118th Ave.
Edmonton, Alberta

Project Rainbow P.O. Box 3979,
12209-118th Ave.
Edmonton, Alberta

Subscription Department No. 58200
1360 S.W. Marine Drive
Vancouver, B.C.

Project Rainbow P.O. Box 3977
12209, 118th Avenue
Edmonton, Alberta

Project Rainbow P.O. Box 5173
Postal Station E
Edmonton, Alberta

Transglobal Marketing LTD 135-4800 No. 3 Road,
Dept. 108, Richmond, B.C.

V.F.S. International P.O. Box 10 13 41
Miegelweg 24, Hameln

Wilson, Ross,
Williams & Knight 1027 Davie St.
Suite 612
Vancouver, B.C.

Winners Club P.O. Box 24635
111 East 10th Avenue
Vancouver, B.C.

P.O. Box 76716
3366 Kings Way
Vancouver, B.C.

Winners Choice Global Lottery P.O. Box 2502
Vancouver, B.C.

No. 58200
1360 S.W. Marine Drive
Vancouver, B.C.

Worldwide Winners Club No. 69140
Vancouver, B.C.

P.O. Box 65800
2160 Commercial Drive
Vancouver, B.C.

Canada—Continued

Worldwide Winners Club—Continued No. 60
757 West Hastings Street
Vancouver, B.C.

No. 94207
6871 No. 3 Road
Richmond, B.C.

No. 94428
6871 No. 3 Road
Richmond B.C.

Worldwide Winners Enterprises LTD.

England

Professor Frank George PH.D.
110-111 Strand
London

Holland

European Lottery Guild Postbus 75018
1070AA
Amsterdam

Mail Processing Center Postbus 75018
1070AA
Amsterdam

European Lottery Guild Postbus 90312
1006BH
Amsterdam

Mail Processing Center Postbus 90312
1006BH
Amsterdam

European Lottery Guild Postbus 75037
1070AA
Amsterdam

Mail Processing Center Postbus 75037
1070AA
Amsterdam

West Germany

Gregor Agency Official Lottery Agent
MyLiusstraBe
D-6000
Frankfurt 1

Staatliche Lotterie-Einnahme
Suddeutsche Klassenlotterie
Postfach 10 40 67

Suddeutsche Klassenlotterie
Koppen Agency Official Lottery Agent
Dotzheimer Strasse 12
D-6200 Wiesbaden

Sueddeutsche Klassenlotterie
P.O. Box 11 07 53
D-6000, Frankfurt 11

Rolf Vogel National Lottery Office
Koenigstr. 6
4972 Loehne

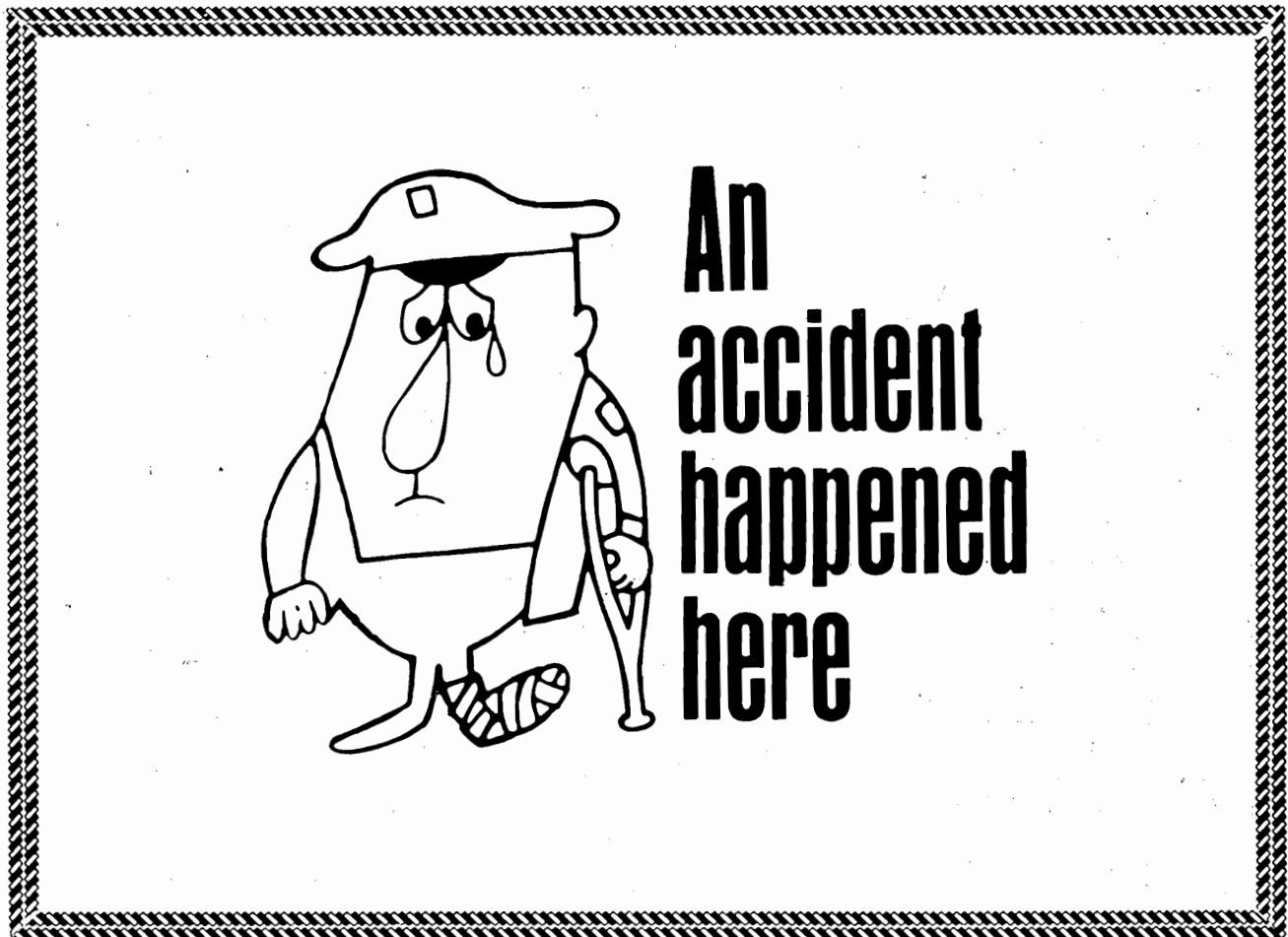
SCHEME BOARD NOTICE—Continued

West Germany—Continued

SKL-Service	Order Service Kempener Directmarketing Beethovenstr. 61 D6000 Frankfurt
Staatliche Lotterie-Einnahme	Suddeutsche Klassenlotterie Postfach 10 40 67 Ulmenstrasse 22 D-3500 Kassel 1
W. Wessel	Postbox 10 4067 D-3500 Kassel 1
Gunter Busch	Theresienstr. 9 8130 Starnberg
H. Herzog	Alsterdorfer Str. 326 2000 Hamburg 60
H. Herzog	P.O. Box 600966 2000 Hamburg 60
Koppen-Agency	Dotzheimer Str. 13 P.O. Box 3608 D-6200 Wiesbaden 1

West Germany—Continued

L. E. Hameln	K-6000 Frankfurt/Main 70 Hamburg P.O. Box 10 13 41 Hameln
Lottery Players Service	GPO Box 11475
Mr. W. Gregor	P.O. Box 11 07 53 D-6000 Frankfurt 11
NKL Ticket Service	c/o Buro Service NKL Ricarda-Huch-Str. 6500 Mainz 1
SKL-Service	Order Service Kempener D6000 Frankfurt 1 <i>—Inspection Service, 3-7-91</i>



CHECKLIST FOR FILING DOMESTIC INDEMNITY CLAIMS

ACTION	TYPE OF MAIL				
	INSURED	COD	REGISTERED	EXPRESS MAIL	EXPRESS MAIL COD
Complete Form 565.			✓		
Complete Form 3812.	✓	✓			
Complete Form 5690.				✓	✓
File immediately if damage or partial loss.	✓	✓	✓	✓	✓
File after 7 days.				✓	
File after 15 days.			✓		
File after 30 Days (45 days if SAM or PAL) (75 Days if surface to an APO, FPO, or outside 48 contiguous states).	✓				
File after 45 days.		✓			✓
File within 90 days from date article was mailed.				✓	✓
File within 1 year from date article was mailed.	✓	✓	✓		
File at any post office.	✓	✓	✓	✓*	✓*
If complete loss, only sender may file.		✓	✓	✓	✓
If claim is for damage or partial loss, either sender or addressee may file.	✓	✓	✓	✓	✓
Submit original mailing receipt.	✓	✓	✓	✓	✓
Submit evidence of value.	✓	✓	✓	✓	✓
Submit proof of loss.	✓		✓		
Submit article, container, wrapper, and packaging, if damage or partial loss.	✓	✓	✓	✓	✓

* For the complete loss of Express Mail, the sender must file the claim at the post office where the article was mailed.



Copyright U.S. Postal Service 1991

Issue Date: March 11, 1991
First Day City: Washington, DC
Designer Typographer and Modeler: Peter Cocci, Bureau of Engraving and Printing (BEP)
Art Director: Leonard Buckley (BEP)
Postal Service Manager: Joseph Brockert, Program Manager for Philatelic Design
Printing Process: Gravure
Colors: Yellow, cyan, magenta, black, green
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: Five
Stamps per Pane: 100
Marginal Markings: ©U.S. Postal Service 1991
 Use Correct ZIP Code®

Fawn Stamp

The Postal Service will issue the 19-cent First-Class postcard-rate Fawn stamp March 11 in Washington, DC. The design depicts a fawn, poised to take its first steps, standing in a lush, green clearing dotted with yellow wildflowers. A misty, blue-green forest is featured in the background.

Procedures for ordering first-day postmarks follow.

Customers Affixing Stamps. The Postal Service encourages customers to purchase the Fawn stamps and affix them to their postcards and envelopes (envelopes require 10 cents additional postage). Covers bearing stamps receive preferential service. Customers must affix stamps approximately 1/4 inch from the top and right edges, address cards and envelopes (to themselves or others) on the right side at least 5/8 inch from the bottom, insert a card of postcard thickness for sturdiness and tuck in the flap (for envelopes), place the postcards and enve-

lopes in a larger envelope addressed (using all capitals and no punctuation, except the hyphen in the ZIP + 4 Code): CUSTOMER AFFIXED CARDS/ENVELOPES, FAWN STAMP, POSTMASTER, 900 BRENTWOOD RD NE, WASHINGTON DC 20066-9991. Requests must be postmarked by May 10. Once the first day of issue postmark is applied, the postcards and envelopes will be returned through the mail. There is no charge for the postmark.

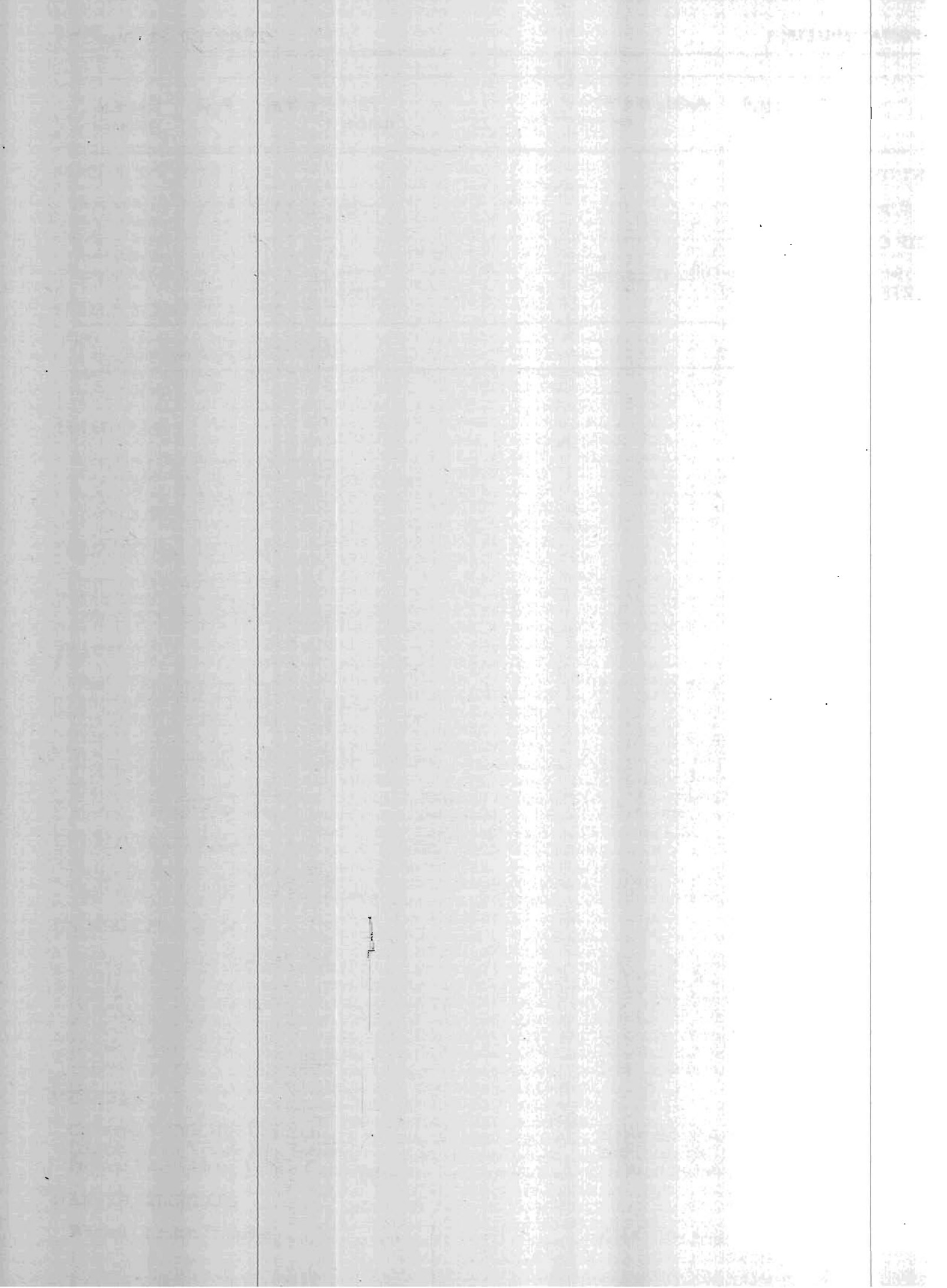
Postal Service Affixing Stamps. The price is 19 cents per stamp for postcards and 29 cents for envelopes (a 10-cent Canal Boat stamp will be affixed in addition to the 19-cent Fawn stamp). The Postal Service accepts checks and money orders in the exact amount up to the limit of 50 customer-supplied self-addressed postcards or envelopes. Customers should not send cash or postage stamps. Orders must be postmarked by May 10 and addressed: FAWN STAMP, POSTMASTER, 900 BRENTWOOD RD NE, WASHINGTON DC 20066-9992.



A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the PHILATELIC SALES DIVISION, PO BOX 449997, KANSAS CITY MO 64144-9997.

USPS Stamp Poster 91-9
 Remove after May 10

PLEASE POST ON BULLETIN BOARD



MARCH 1991

Have you seen any of these children?

Participate in the NALC/USPS Child Alert Program. Tear out this page and carry it with you. If you have information on any of these missing children, tell your postal supervisor.



Amy Michelle Agresto
 Born: 10-18-84
 Date Missing: 04-21-89
 From: Chicago, IL



Frank Joseph Agresto
 Born: 01-12-83
 Date Missing: 04-21-89
 From: Chicago, IL



Elena Kachina Butler
 Born: 09-12-87
 Date Missing: 03-16-89
 From: Chico, CA



Chad Jeremy Burke
 Grandstaff
 Born: 03-17-87
 Date Missing: 06-10-89
 From: Oklahoma City, OK



Tracy Lynn Knap
 Born: 10-25-72
 Date Missing: 01-09-90
 From: Waukegan, IL



Four Nomor Nichols
 Born: 06-23-81
 Date Missing: 07-20-89
 From: Cherryfield, ME

**Please Call the National Center for Missing and Exploited Children—
 HOT LINE 1-800-843-5678**

Missing Children Poster Display Instructions

Please display this poster prominently on bulletin boards in retail lobbies of main post offices, classified stations, and branches. Please remove and discard previous versions. At their option, operators of contract postal units also may display this poster.

Companion posters, authorized for display on bulletin boards maintained by employee organizations, appear periodically in *The Postal Record*, a publication for members of the National Association of Letter Carriers.

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by the National Center for Missing and Exploited Children. For policy and information on Postal Service support in efforts to recover missing children, see POSTAL BULLETIN 21536, page 1, October 17, 1985.

Missing Children Posters are available from the U.S. Postal Service *only* through periodic issues of the POSTAL BULLETIN.

U.S. POSTAL SERVICE

PHILATELIC PRODUCT PHYSICAL INVENTORY RECAP (FY 1991, PQ II)

See instructions on Reverse Before Completion

Reporting Retail Outlet/MSC		MSC Code	District Code	Finance No.	Reported Period			Ending Date
Line Reference (A)	Item Description and Number (B)	On Hand Beginning of Quarter (C)	Increase (Receipts and Adjustments) (D)	Decrease (Shipments and Adjustments) (E)	On Hand at End of Quarter (F)	Total Sold (C+D-E-F) (G)	Unit Selling Price (H)	TOTAL \$ 00 (I)
1	Stamp Lapel Pins (3674-75, 3677-78, 3680)						\$1.50	
2	\$1.00 UPU Souvenir Sheet (5530)						1.00	
3	\$1.80 UPU Souvenir Sheet (5531)						1.80	
4	\$3.60 UPU Souvenir Sheet (5532)						3.60	
5	Creatures of the Sea Album (8808)						7.95	
6	1990 Commemorative Mint Set (8809)						14.50	
7	Creatures of the Sea Poster (8812)						4.95	
8	Indian Headdresses Folder (8813)						4.95	
9	Our World: Images of Nature, Vol. 2 (8818)						12.50	
10	Best of the Decade Mint Set (8821)						18.95	
11	Stampin' Board Game (8824)						13.95	
12	Wildlife Mint Set (8827)						16.95	
13	1984 Definitive Mint Set (8833)						4.00	
14	1983 Definitive Mint Set (8834)						6.25	
15	1989-90 Definitive Mint Set (8835)						24.95	
16	1987-88 Definitive Mint Set (8837)						13.95	
17	Folk Art & Crafts: An American Collection (8840)						9.95	
18	\$3.00 Stamp Collecting Kits (8850, 8859-60, 8928)						3.00	
19	\$2.50 Stamp Collecting Kits (8854-56, 8858, 8921-22, 8924, 8929-31)						2.50	
20	1985 Commemorative Mint Set (8865)						8.00	
21	1987 Commemorative Mint Set (8867)						12.95	
22	1988 Commemorative Mint Set (8868)						14.50	
23	1989 Commemorative Mint Set (8869)						14.50	
24	UPU Mint Set (8876)						19.95	
25	1986 Commemorative Mint Set (8886)						11.00	
26	The Postal Service Guide to U.S. Stamps (8890)						5.95	
27	Spring 1990 Commemorative Stamp Pack (8909)						3.95	
28	Summer 1990 Commemorative Stamp Pack (8910)						3.95	
29	Fall 1990 Commemorative Stamp Pack (8911)						3.95	
30	Winter 1990 Commemorative Stamp Pack (8912)						3.95	
31	Obsolete Products (Any Items Not Officially Announced as Removed From Sale)						1.00	
32	Field-Generated Products						1.00	
Prepared by (Print Name)					TOTAL PHILATELIC SALES			
Signature and Date (Postmaster or Designee)					Title			

PROCEDURES AND INSTRUCTIONS FOR COMPLETING FORM 1079

I. COPY DISTRIBUTION AND TIMING

AOs—Submit completed form to MSC one week after close of Quarter.

MSCs—Three weeks after close of Quarter submit consolidated report.

Where special regional instructions direct the MSC consolidated report to the Region for review prior to sending to PDC, these instructions should be followed.

II. SPECIAL INSTRUCTIONS—FORM 1079

1. With reference to LINES 18 and 19, please include only those items whose numbers are listed. Any inventory and sales information for other collecting kits should be included on LINE 31.
2. For LINES 31-32, also enter the *dollar amount* sold (Column I) under Column D and Column G *ONLY*, as if each inventory item cost \$1. Round off figures to the nearest whole dollar. (Entries must be made in *both* these columns to trigger computer operation.) It is *not necessary* to make any entries in Columns C, E or F on LINES 31-32.
3. Use *only* the issue of Form 1079 specified in the most recent POSTAL BULLETIN notice or other instructions for the PQ survey. Using earlier issues will adversely impact PDC key punching and other operations.

III. GENERAL INSTRUCTIONS—FORM 1079

1. COLUMN (A) LINE REFERENCE

Self-explanatory.

2. COLUMN (B): Please refer to separate instructions listing the revisions and write-in entries, if any, needed in this column for the current survey.

3. COLUMN (C) ON HAND BEGINNING OF QUARTER

AO—Refer to previous quarter's report for "On Hand at End of Quarter"—Column F. Column C of this report must be the same as Column F of the previous quarter's report.

MSC—On consolidated report Column C must equal "On Hand at End of Quarter" of the previous quarter's report. Note this data comes preprinted on computerized Form 1079-C and should not be modified. Refer to separate instructions for details.

4. COLUMN (D) INCREASE/RECEIPTS AND ADJUSTMENTS

AO—Record totals by product received from MSC/SDO during the quarter.

MSC—Include only totals to those philatelic products received by the MSC/SDO from outside the MSC such as new products sent by contractor, transfers from Regional APD or from another MSC, during the quarter. DO NOT include shipments received from your AOs or stations and branches as returned stock.

5. COLUMN (E) DECREASE/SHIPMENTS AND ADJUSTMENTS

AO—Record totals by product shipped back to the MSC/SDO by the AO during the quarter. If any stock was returned for destruction at MSC/SDO, attach letter stating amount by products to your 1079 when returned to MSC.

MSC—Include only totals to those philatelic products shipped out of the MSC such as shipments to the Regional ADP or to other MSC/SDO. Do not include shipments to your AOs or stations and branches. Also any products that have been destroyed by Form 3238, *Destruction Certificate*, or items authorized for promotional use as displays are to be included in this column.

6. COLUMN (F) ON HAND AT END OF QUARTER

AO—Record actual item count of AOs' Main Stock and individual clerk stock. If clerk is on leave or otherwise unavailable at report time, count stock prior to departure, if possible.

MSC—Consolidate all AO, station and branch reports and include MSC/SDO Main Stock and Main Office individual clerk stock.

7. COLUMN (G) TOTAL SOLD

AO—Determine total of each product sold during quarter using following formula:

Columns (C+D-E-F)=total items sold.

MSC—Consolidate MSC, station and branch plus AO reports and use same formula as above to determine MSC total sold of each item.

8. COLUMN (H) UNIT SELLING PRICE

Self-explanatory.

9. COLUMN (I) TOTAL COLUMN

Please note it is *not required* for either the AO or the MSC to complete this column (Col G x Col H), since the computer program at the PDC automatically calculates the sales revenue dollars and enters them in the "TOTAL" column. Some AOs and MSC may want to manually calculate total sales dollars for the quarter for their own records and use. Where that is the case, they may optionally fill in the total column.

IV. A REMINDER ON FORMS DISTRIBUTION

AOs keep a copy and send original to MSC, MSC keeps original AO reports, does consolidation, sends original to PDC, sends copies as per instruction at top of page and retains file copy for its records.

NOTICE

**TO ALL CAREER EMPLOYEES SUBJECT TO THE NATIONAL POST OFFICE
MAIL HANDLERS, WATCHMEN, MESSENGERS, AND GROUP LEADERS
1990-1993 NATIONAL AGREEMENT**

If you are covered by the subject agreement, you may be eligible to have the cost-of-living adjustment accumulated under the 1987-1990 collective bargaining agreement rolled into your basic pay effective April 6, 1991. During the week of March 4, 1991, the Minneapolis Postal Data Center will provide election forms to all employees that Postal Service records identify as being eligible for this COLA roll-in.

To be eligible for the COLA roll-in option you must (1) have been on the Postal Service rolls as of November 21, 1990; (2) be covered by the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS); (3) be currently eligible or become eligible for unreduced optional retirement before November 21, 1996. This means that based on the age and service requirements for unreduced optional retirement, your date of birth and retirement computation date must be within the ranges below to qualify for this option:

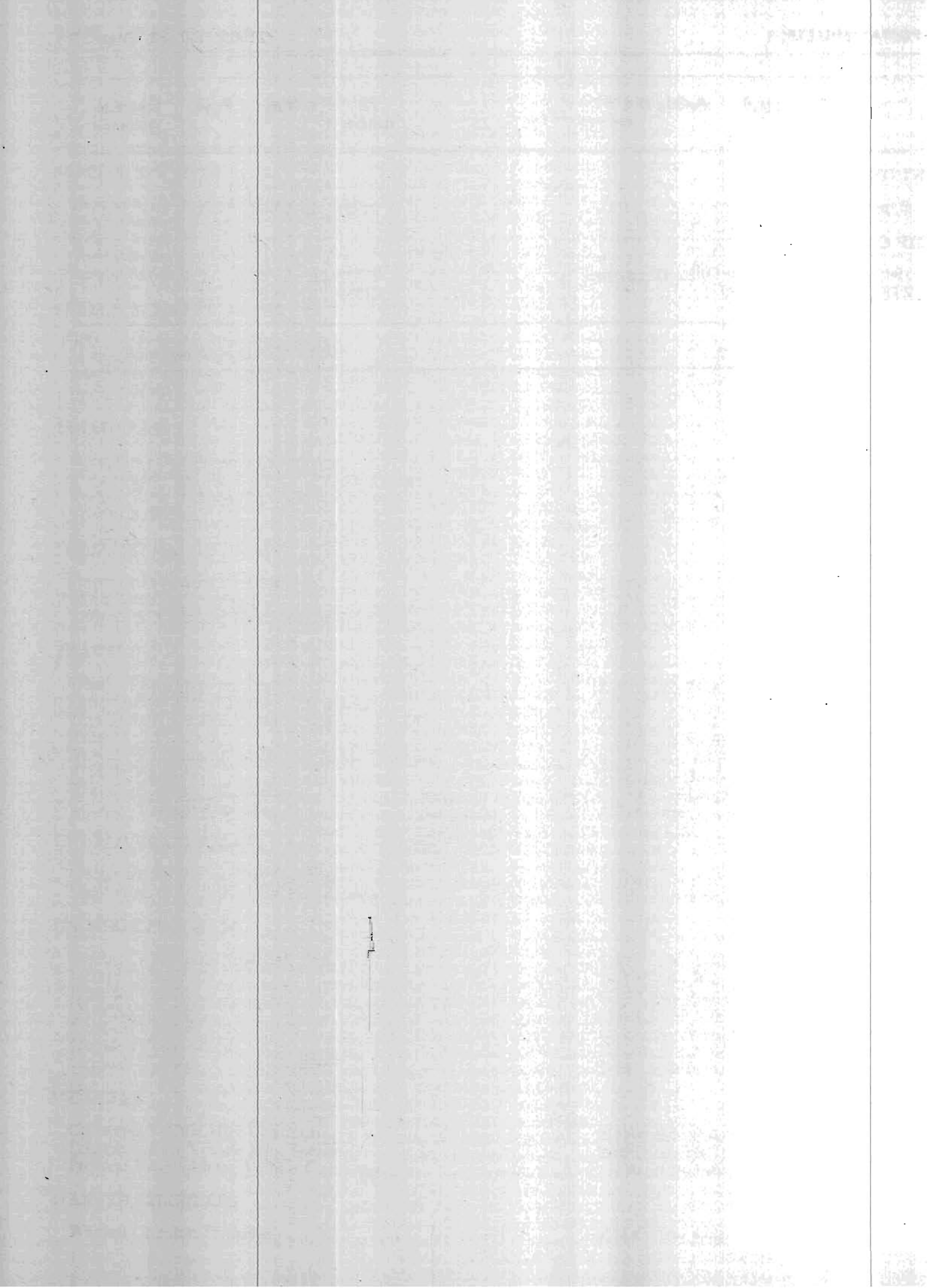
Date of Birth	Retirement Computation Date*
11-21-41 or earlier	11-21-66 or earlier
11-21-36 or earlier	11-21-76 or earlier
11-21-34 or earlier	11-21-90 or earlier

*Must include 5 years of creditable civilian service.

If you believe you meet the requirements for the COLA roll-in option and do not receive an election form by March 9, 1991, contact your employing office immediately. If you receive an election form, it must be completed and submitted to your employing office no later than March 15, 1991. No response will be considered a *No* election.

An election of the COLA roll-in option does not imply in any way that eligible employees are obligated to retire before November 1996.

POST ON ALL BULLETIN BOARDS UNTIL MARCH 22, 1991



**UNITED STATES POSTAL SERVICE
COLA ROLL-IN OPTION ELECTION FORM**

**NATIONAL POST OFFICE MAIL HANDLERS,
WATCHMEN, MESSENGERS AND GROUP LEADERS
1990 - 1993 NATIONAL AGREEMENT**

NOTICE: TO ALL EMPLOYEES COVERED BY THE ABOVE NATIONAL AGREEMENT ELIGIBLE TO ELECT TO ROLL THE COLA OF \$2,517 (WITH PROPORTIONAL AMOUNTS FOR HOURLY RATE EMPLOYEES) INTO BASIC PAY EFFECTIVE 4/6/91

From now until 3/15/91 is the only opportunity you will have during the life of the 1990 Agreement to elect this roll-in option. The election must be made by completing Section A and signing either Section B or C and returning this form to your employing office not later than 3/15/91.

Should you fail to return this form, it will be considered a "NO" election.

SECTION A IDENTIFICATION

NAME: LAST	FIRST	MI	BIRTH DATE:	SOC SEC NO:	
OFFICE:	PAY LOC:	RCD:	MSC:	RSC:	M

SECTION B TO ELECT COLA ROLL-IN, SIGN AND DATE BELOW

YES -- I DO ELECT TO HAVE COLA ROLLED INTO BASIC PAY

SIGNATURE:	DATE:
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SECTION C TO WAIVE COLA ROLL-IN, SIGN AND DATE BELOW

NO -- I DO NOT ELECT TO HAVE COLA ROLLED INTO BASIC PAY

SIGNATURE:	DATE:
------------	-------

REPRODUCE LOCALLY

EXHIBIT I

Exhibit II

UNITED STATES POSTAL SERVICE

**National Post Office Mail Handlers, Watchmen, Messengers, and Group Leaders
1990-1993 National Agreement**

**INTENT TO WAIVE MILITARY RETIRED PAY
FOR COLA ROLL-IN OPTION**

For purposes of qualifying for the COLA roll-in option, I hereby express intent to waive my military retired pay. I understand that by completing this document, my retirement computation date (RCD) will be adjusted to reflect all periods of honorable, active military service. I further understand that in order to receive credit for my military service for retirement purposes, I must actually waive my military retired pay by notifying, in writing, the appropriate military finance center. I must also make a deposit for any post-1956 military time involved.

Signature

Social Security No.

Date

(File completed form in employee's official personnel folder (OPF) as a permanent document.)

REPRODUCE LOCALLY

DROP SHIPMENT CLEARANCE PROCEDURES AT THE DESTINATION DELIVERY UNIT (DDU)

Employees at associate offices, stations and branches receiving drop shipments at the DDU rate, that have been verified at a postal facility or a mailer's plant, must follow these clearance instructions:

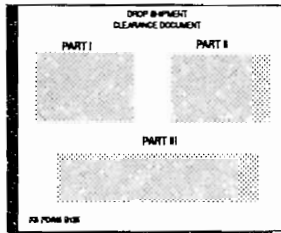
1. Ensure mailer has a drop shipment appointment number.

The mailer must have a scheduled appointment and confirmation number to deposit drop shipments at the delivery unit. *Exception:* The appointment scheduling requirement does not apply to local mailers who enter mailings for verification and postage payment at the post office serving their mailing plant location unless those mailings are claimed at the DDU rate. Local mailers submitting DDU rate mailings must schedule an appointment for verification and postage payment and deposit at the delivery unit(s). Late arrivals will be accommodated as soon as it is operationally feasible at the delivery unit.



2. Remove vehicle seal. Locate Form 8125 - Drop Shipment Clearance Document.

After removing the seal, retrieve Form 8125 for your delivery unit, located on the left wall just inside the vehicle.



3. Review Part II of Form 8125

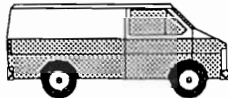
The number on the seal removed from the vehicle *must* match that found on Form 8125, Part II, Block 3.

Form 8125, Part II, Block 4 must bear the signature of the USPS employee who verified the shipment at the acceptance unit or mailer's plant. If the remaining information in Blocks 1, 2 and 5 is found to be accurate and complete, the receiving employee at the delivery unit may then allow the mailer to unload the mail.



4. Unload drop shipment mail.

The mailer is responsible for unloading the shipment from the vehicle. The task is to be completed within one hour after arrival using the mailer's own equipment and resources.



5. Verify the drop shipment mailing.

Once a shipment is unloaded, review Part I of PS Form 8125, and verify the information in Blocks 1-8. Ask the following questions:

- Does the class of mail match that checked in Block 3?
- Does the type of mail match that in Block 4?
- Does the type and number of container(s) match that checked in Block 6?



6. Complete Part III of Form 8125

Block 1: (Mailer entry)

Block 2: Record the date and time the drop shipment arrived.

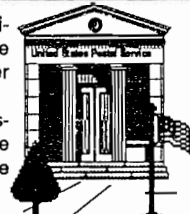
Block 3: The receiving employee must sign Form 8125 after verifying that the information is accurate and agrees with the mail deposited.

Give the driver copy 3 of Form 8125 and retain copy 2 along with the seal removed from the vehicle. Retain for one year at the delivery point.



7. Reseal the vehicle.

If the mailer is delivering shipments to additional entry points, the receiving employee must reseal the vehicle. The seal number must be recorded on Form 8125, Part II Block 3, for the next entry point before dispatch and placed on the left wall just inside the vehicle. Date and time of departure must be recorded in Part III, Block 4.



PLEASE POST THESE INSTRUCTIONS



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FULL-TIME ANNUAL RATES

EFFECTIVE MARCH 9, 1991 (PP 7-91)

RSC M

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4 Basic	16,654	20,817	22,893	25,956	26,204	26,452	26,700	26,948	27,196	27,447	27,695	27,942	28,190	28,438	28,686	248
COLA	2,517	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	
Base	19,171	23,459	25,535	28,598	28,846	29,094	29,342	29,590	29,838	30,089	30,337	30,584	30,832	31,080	31,328	
5 Basic	17,885	22,356	24,492	26,561	26,827	27,095	27,360	27,628	27,897	28,162	28,430	28,695	28,963	29,229	29,497	268
COLA	2,517	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	
Base	20,402	24,998	27,134	29,203	29,469	29,737	30,002	30,270	30,539	30,804	31,072	31,337	31,605	31,871	32,139	
6 Basic	19,194	23,993	25,092	27,210	27,500	27,789	28,079	28,369	28,658	28,948	29,238	29,531	29,820	30,110	30,400	290
COLA	2,517	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	
Base	21,711	26,635	27,734	29,852	30,142	30,431	30,721	31,011	31,300	31,590	31,880	32,173	32,462	32,752	33,042	

FLEXIBLE EMPLOYEES - HOURLY RATES

4 Basic	8.33	10.41	11.45	12.98	13.10	13.23	13.35	13.47	13.60	13.72	13.85	13.97	14.10	14.22	14.34
COLA	1.21	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27
Base	9.54	11.68	12.72	14.25	14.37	14.50	14.62	14.74	14.87	14.99	15.12	15.24	15.37	15.49	15.61
5 Basic	8.94	11.18	12.25	13.28	13.41	13.55	13.68	13.81	13.95	14.08	14.22	14.35	14.48	14.61	14.75
COLA	1.21	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27
Base	10.15	12.45	13.52	14.55	14.68	14.82	14.95	15.08	15.22	15.35	15.49	15.62	15.75	15.88	16.02
6 Basic	9.60	12.00	12.55	13.61	13.75	13.89	14.04	14.18	14.33	14.47	14.62	14.77	14.91	15.06	15.20
COLA	1.21	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27
Base	10.81	13.27	13.82	14.88	15.02	15.16	15.31	15.45	15.60	15.74	15.89	16.04	16.18	16.33	16.47

HOURLY RATE REGULARS

4 Basic	8.01	10.01	11.01	12.48	12.60	12.72	12.84	12.96	13.08	13.20	13.31	13.43	13.55	13.67	13.79
COLA	1.21	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27
Base	9.22	11.28	12.28	13.75	13.87	13.99	14.11	14.23	14.35	14.47	14.58	14.70	14.82	14.94	15.06
5 Basic	8.60	10.75	11.78	12.77	12.90	13.03	13.15	13.28	13.41	13.54	13.67	13.80	13.92	14.05	14.18
COLA	1.21	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27
Base	9.81	12.02	13.05	14.04	14.17	14.30	14.42	14.55	14.68	14.81	14.94	15.07	15.19	15.32	15.45
6 Basic	9.23	11.54	12.06	13.08	13.22	13.36	13.50	13.64	13.78	13.92	14.06	14.20	14.34	14.48	14.62
COLA	1.21	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27
Base	10.44	12.81	13.33	14.35	14.49	14.63	14.77	14.91	15.05	15.19	15.33	15.47	15.61	15.75	15.89

Steps (From-To)=>	STEP INCREASE WAITING PERIODS (IN WEEKS)														
	A-B	B-C	C-D	D-E	E-F	F-G	G-H	H-I	I-J	J-K	K-L	L-M	M-N	N-O	Years
Grades 4 - 6	96	96	44	44	44	44	44	44	44	34	34	26	26	24	12.4

NOTE: This schedule reflects the addition of Step-A and the \$125 per year (6 cents per hour) COLA increase for Steps B-O, effective 3/9/91

MAIL HANDLERS' SCHEDULE

FULL-TIME ANNUAL RATES

EFFECTIVE APRIL 6, 1991 (PP 9-91)

RSC M

MH GRADE		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	MOST PREV. STEP
4	Basic	16,654	20,817	22,893	25,956	26,204	26,452	26,700	26,948	27,196	27,447	27,695	27,942	28,190	28,438	28,686	248
	COLA	2,517	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	
	Base	19,171	23,459	25,535	28,598	28,846	29,094	29,342	29,590	29,838	30,089	30,337	30,584	30,832	31,080	31,328	
5	Basic	17,885	22,356	24,492	26,561	26,827	27,095	27,360	27,628	27,897	28,162	28,430	28,695	28,963	29,229	29,497	268
	COLA	2,517	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	
	Base	20,402	24,998	27,134	29,203	29,469	29,737	30,002	30,270	30,539	30,804	31,072	31,337	31,605	31,871	32,139	
6	Basic	19,194	23,993	25,092	27,210	27,500	27,789	28,079	28,369	28,658	28,948	29,238	29,531	29,820	30,110	30,400	290
	COLA	2,517	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	
	Base	21,711	26,635	27,734	29,852	30,142	30,431	30,721	31,011	31,300	31,590	31,880	32,173	32,462	32,752	33,042	

FLEXIBLE EMPLOYEES - HOURLY RATES

4	Basic	8.33	10.41	11.45	12.98	13.10	13.23	13.35	13.47	13.60	13.72	13.85	13.97	14.10	14.22	14.34
	COLA	1.21	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27
	Base	9.54	11.68	12.72	14.25	14.37	14.50	14.62	14.74	14.87	14.99	15.12	15.24	15.37	15.49	15.61
5	Basic	8.94	11.18	12.25	13.28	13.41	13.55	13.68	13.81	13.95	14.08	14.22	14.35	14.48	14.61	14.75
	COLA	1.21	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27
	Base	10.15	12.45	13.52	14.55	14.68	14.82	14.95	15.08	15.22	15.35	15.49	15.62	15.75	15.88	16.02
6	Basic	9.60	12.00	12.55	13.61	13.75	13.89	14.04	14.18	14.33	14.47	14.62	14.77	14.91	15.06	15.20
	COLA	1.21	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27
	Base	10.81	13.27	13.82	14.88	15.02	15.16	15.31	15.45	15.60	15.74	15.89	16.04	16.18	16.33	16.47

HOURLY RATE REGULARS

4	Basic	8.01	10.01	11.01	12.48	12.60	12.72	12.84	12.96	13.08	13.20	13.31	13.43	13.55	13.67	13.79
	COLA	1.21	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27
	Base	9.22	11.28	12.28	13.75	13.87	13.99	14.11	14.23	14.35	14.47	14.58	14.70	14.82	14.94	15.06
5	Basic	8.60	10.75	11.78	12.77	12.90	13.03	13.15	13.28	13.41	13.54	13.67	13.80	13.92	14.05	14.18
	COLA	1.21	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27
	Base	9.81	12.02	13.05	14.04	14.17	14.30	14.42	14.55	14.68	14.81	14.94	15.07	15.19	15.32	15.45
6	Basic	9.23	11.54	12.06	13.08	13.22	13.36	13.50	13.64	13.78	13.92	14.06	14.20	14.34	14.48	14.62
	COLA	1.21	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27
	Base	10.44	12.81	13.33	14.35	14.49	14.63	14.77	14.91	15.05	15.19	15.33	15.47	15.61	15.75	15.89

STEP INCREASE WAITING PERIODS (IN WEEKS)

Steps (From-To)=>	A-B	B-C	C-D	D-E	E-F	F-G	G-H	H-I	I-J	J-K	K-L	L-M	M-N	N-O	Years
Grades 4-6	96	96	44	44	44	44	44	44	44	34	34	26	26	24	12.4

NOTE: This schedule is identical to the 3/9/91 Non-RES schedule; only the MH RES in receiving a COLA Roll-in on 4/6/91.

***** RETIREE ELIGIBLE SCHEDULE *****

MAIL HANDLERS' SCHEDULE

FULL-TIME ANNUAL RATES

EFFECTIVE MARCH 9, 1991 (PP 7-91)

RSC M1

MH GRADE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	MOST PREV. STEP
4 Basic	16,654	20,817	22,893	25,956	26,204	26,452	26,700	26,948	27,196	27,447	27,695	27,942	28,190	28,438	28,686	248
COLA	2,517	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	
Base	19,171	23,459	25,535	28,598	28,846	29,094	29,342	29,590	29,838	30,089	30,337	30,584	30,832	31,080	31,328	
5 Basic	17,885	22,356	24,492	26,561	26,827	27,095	27,360	27,628	27,897	28,162	28,430	28,695	28,963	29,229	29,497	268
COLA	2,517	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	
Base	20,402	24,998	27,134	29,203	29,469	29,737	30,002	30,270	30,539	30,804	31,072	31,337	31,605	31,871	32,139	
6 Basic	19,194	23,993	25,092	27,210	27,500	27,789	28,079	28,369	28,658	28,948	29,238	29,531	29,820	30,110	30,400	290
COLA	2,517	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	2,642	
Base	21,711	26,635	27,734	29,852	30,142	30,431	30,721	31,011	31,300	31,590	31,880	32,173	32,462	32,752	33,042	

FLEXIBLE EMPLOYEES - HOURLY RATES

4 Basic	8.33	10.41	11.45	12.98	13.10	13.23	13.35	13.47	13.60	13.72	13.85	13.97	14.10	14.22	14.34
COLA	1.21	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27
Base	9.54	11.68	12.72	14.25	14.37	14.50	14.62	14.74	14.87	14.99	15.12	15.24	15.37	15.49	15.61
5 Basic	8.94	11.18	12.25	13.28	13.41	13.55	13.68	13.81	13.95	14.08	14.22	14.35	14.48	14.61	14.75
COLA	1.21	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27
Base	10.15	12.45	13.52	14.55	14.68	14.82	14.95	15.08	15.22	15.35	15.49	15.62	15.75	15.88	16.02
6 Basic	9.60	12.00	12.55	13.61	13.75	13.89	14.04	14.18	14.33	14.47	14.62	14.77	14.91	15.06	15.20
COLA	1.21	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27
Base	10.81	13.27	13.82	14.88	15.02	15.16	15.31	15.45	15.60	15.74	15.89	16.04	16.18	16.33	16.47

HOURLY RATE REGULARS

4 Basic	8.01	10.01	11.01	12.48	12.60	12.72	12.84	12.96	13.08	13.20	13.31	13.43	13.55	13.67	13.79
COLA	1.21	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27
Base	9.22	11.28	12.28	13.75	13.87	13.99	14.11	14.23	14.35	14.47	14.58	14.70	14.82	14.94	15.06
5 Basic	8.60	10.75	11.78	12.77	12.90	13.03	13.15	13.28	13.41	13.54	13.67	13.80	13.92	14.05	14.18
COLA	1.21	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27
Base	9.81	12.02	13.05	14.04	14.17	14.30	14.42	14.55	14.68	14.81	14.94	15.07	15.19	15.32	15.45
6 Basic	9.23	11.54	12.06	13.08	13.22	13.36	13.50	13.64	13.78	13.92	14.06	14.20	14.34	14.48	14.62
COLA	1.21	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27
Base	10.44	12.81	13.33	14.35	14.49	14.63	14.77	14.91	15.05	15.19	15.33	15.47	15.61	15.75	15.89

STEP INCREASE WAITING PERIODS (IN WEEKS)

Steps (From-To)=>	A-B	B-C	C-D	D-E	E-F	F-G	G-H	H-I	I-J	J-K	K-L	L-M	M-N	N-O	Years
Grades 4 - 6	96	96	44	44	44	44	44	44	44	34	34	26	26	24	12.4

NOTE: This schedule reflects the addition of Step-A and the \$125 per year (6 cents per hour) COLA increase for Steps B-O, effective 3/9/91

***** RETIREE ELIGIBLE SCHEDULE *****

MAIL HANDLERS' SCHEDULE

FULL-TIME ANNUAL RATES

EFFECTIVE APRIL 6, 1991 (PP 9-91)

RSC MI

MH GRADE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	MOST PREV. STEP
4 Basic	19,171	23,334	25,410	28,473	28,721	28,969	29,217	29,465	29,713	29,964	30,212	30,459	30,707	30,955	31,203	248
COLA	0	125	125	125	125	125	125	125	125	125	125	125	125	125	125	
Base	19,171	23,459	25,535	28,598	28,846	29,094	29,342	29,590	29,838	30,089	30,337	30,584	30,832	31,080	31,328	
5 Basic	20,402	24,873	27,009	29,078	29,344	29,612	29,877	30,145	30,414	30,679	30,947	31,212	31,480	31,746	32,014	268
COLA	0	125	125	125	125	125	125	125	125	125	125	125	125	125	125	
Base	20,402	24,998	27,134	29,203	29,469	29,737	30,002	30,270	30,539	30,804	31,072	31,337	31,605	31,871	32,139	
6 Basic	21,711	26,510	27,609	29,727	30,017	30,306	30,596	30,886	31,175	31,465	31,755	32,048	32,337	32,627	32,917	290
COLA	0	125	125	125	125	125	125	125	125	125	125	125	125	125	125	
Base	21,711	26,635	27,734	29,852	30,142	30,431	30,721	31,011	31,300	31,590	31,880	32,173	32,462	32,752	33,042	

FLEXIBLE EMPLOYEES - HOURLY RATES

4 Basic	9.59	11.67	12.71	14.24	14.36	14.48	14.61	14.73	14.86	14.98	15.11	15.23	15.35	15.48	15.60
COLA	0.00	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06
Base	9.59	11.73	12.77	14.30	14.42	14.54	14.67	14.79	14.92	15.04	15.17	15.29	15.41	15.54	15.66
5 Basic	10.20	12.44	13.50	14.54	14.67	14.81	14.94	15.07	15.21	15.34	15.47	15.61	15.74	15.87	16.01
COLA	0.00	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06
Base	10.20	12.50	13.56	14.60	14.73	14.87	15.00	15.13	15.27	15.40	15.53	15.67	15.80	15.93	16.07
6 Basic	10.86	13.26	13.80	14.86	15.01	15.15	15.30	15.44	15.59	15.73	15.88	16.02	16.17	16.31	16.46
COLA	0.00	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06
Base	10.86	13.32	13.86	14.92	15.07	15.21	15.36	15.50	15.65	15.79	15.94	16.08	16.23	16.37	16.52

HOURLY RATE REGULARS

4 Basic	9.22	11.22	12.22	13.69	13.81	13.93	14.05	14.17	14.29	14.41	14.53	14.64	14.76	14.88	15.00
COLA	0.00	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06
Base	9.22	11.28	12.28	13.75	13.87	13.99	14.11	14.23	14.35	14.47	14.59	14.70	14.82	14.94	15.06
5 Basic	9.81	11.96	12.99	13.98	14.11	14.24	14.36	14.49	14.62	14.75	14.88	15.01	15.13	15.26	15.39
COLA	0.00	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06
Base	9.81	12.02	13.05	14.04	14.17	14.30	14.42	14.55	14.68	14.81	14.94	15.07	15.19	15.32	15.45
6 Basic	10.44	12.75	13.27	14.29	14.43	14.57	14.71	14.85	14.99	15.13	15.27	15.41	15.55	15.69	15.83
COLA	0.00	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06
Base	10.44	12.81	13.33	14.35	14.49	14.63	14.77	14.91	15.05	15.19	15.33	15.47	15.61	15.75	15.89

STEP INCREASE WAITING PERIODS (IN WEEKS)

Steps (From-To)=>	A-B	B-C	C-D	D-E	E-F	F-G	G-H	H-I	I-J	J-K	K-L	L-M	M-N	N-O	Years
Grades 4-6	96	96	44	44	44	44	44	44	44	34	34	26	26	24	12.4

NOTE: This schedule reflects the \$2,517 per year (\$1.21 per hour) COLA Roll-in effective 4/6/91 for MH RES employees.

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 21783 listing. In addition to this listing, do not cash: (1) all card type orders, and (2) new style money orders 000,000,001 to 564,000,000. Advise holders to send invalid money orders to Canada Post Corporation, Ottawa, Canada K1A 0B1.

564,299,834 to	584,862,862 to	3,900	605,721,494 to	619,225,550 to	5,600
300,000	584,947,247 to	7,300	1,500	619,226,975 to	6,999
564,319,659 to	584,963,232 to	3,300	607,183,001 to	619,326,641 to	7,000
565,045,232 to	585,948,403 to	9,000	607,273,964 to	619,357,588 to	7,600
565,145,850 to	586,432,013 to	2,500	607,586,501 to	619,580,012 to	0,100
565,868,534 to	586,543,860 to	3,900	607,673,301 to	619,765,826 to	
567,078,033 to	586,830,748 to	0,800	607,591,119 to		766,400
567,422,270 to	589,005,217 to	5,300	607,842,343 to	619,906,171 to	6,200
568,505,097 to	589,876,801 to	6,900	607,930,501 to	620,104,808 to	4,900
568,574,080 to	590,230,567 to	0,600	608,011,756 to	620,256,601 to	6,700
569,537,631 to	590,242,301 to	2,400	608,288,084 to	620,514,863 to	4,900
569,791,703 to	590,973,597 to	4,000	608,678,701 to	620,521,444 to	1,500
569,793,491 to	591,138,501 to	8,600	608,722,023 to	620,711,701 to	1,800
569,915,309 to	591,724,456 to	4,500	610,368,452 to	620,894,501 to	4,600
570,275,601 to	591,778,901 to	9,000	609,084,101 to	620,969,476 to	9,500
571,065,984 to	591,860,001 to	0,100	609,394,901 to	621,180,332 to	0,400
571,106,886 to	591,948,198 to	8,216	611,216,001 to	621,182,939 to	3,400
571,123,771 to	592,371,801 to	2,100	611,338,466 to	621,715,301 to	5,400
572,226,617 to	593,389,186 to	9,200	611,345,254 to	622,032,701 to	2,800
572,380,203 to	594,538,411 to	8,500	611,387,101 to	622,032,901 to	3,000
573,666,236 to	594,724,301 to	4,900	611,874,375 to	622,659,101 to	9,200
574,217,901 to	594,768,672 to	8,700	611,891,801 to	623,447,801 to	7,900
574,415,253 to	594,952,701 to	3,400	611,930,472 to	624,023,279 to	4,000
574,526,901 to	596,073,100 to	3,500	612,182,901 to	624,173,970 to	4,000
574,810,201 to	596,308,901 to	9,100	612,185,601 to	624,512,201 to	3,000
574,982,801 to	597,044,346 to	4,400	612,512,359 to	624,555,001 to	
575,913,145 to	597,253,460 to	3,500	612,472,501 to		556,100
575,977,151 to	598,659,921 to		613,359,706 to	625,196,431 to	6,500
576,674,701 to		660,100	613,364,701 to	625,206,601 to	6,900
577,385,856 to	599,664,001 to	5,700	613,856,401 to	625,553,170 to	3,200
577,907,201 to	600,349,301 to	9,400	614,608,143 to	625,932,001 to	2,100
578,365,863 to	600,439,001 to	9,100	614,442,385 to	625,966,101 to	6,200
578,649,083 to	600,493,650 to	3,700	614,487,801 to	626,035,401 to	5,500
578,988,972 to	600,526,018 to	6,400	615,753,401 to	626,174,177 to	4,200
579,017,876 to	601,042,674 to	2,700	616,042,700 to	626,305,019 to	5,100
579,052,035 to	601,652,701 to	3,300	616,192,014 to	626,567,516 to	7,528
579,541,273 to	602,528,606 to	9,000	616,320,501 to	626,613,101 to	3,300
579,877,101 to	603,708,901 to	9,200	616,339,601 to	626,871,601 to	2,500
580,207,301 to	603,780,401 to	0,500	617,008,801 to	627,079,501 to	9,900
580,335,207 to	603,780,701 to	0,800		627,171,001 to	1,400
580,337,901 to	603,780,942 to	1,000	617,127,319 to	627,829,780 to	9,807
580,562,401 to	604,020,801 to	0,900	617,461,706 to	627,974,001 to	4,300
580,899,103 to	604,083,174 to	3,700	617,478,723 to	628,455,689 to	6,200
581,171,918 to	604,122,517 to	2,900	617,582,829 to	629,387,901 to	8,000
581,341,293 to	604,181,801 to	2,100	617,739,158 to	630,334,070 to	4,600
581,986,501 to	604,799,901 to		618,333,401 to	632,448,956 to	9,300
584,314,756 to		800,800	618,625,824 to		
584,834,505 to	605,367,722 to	8,200	619,215,945 to		

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

Pile sacks evenly to avoid damage and to conserve space

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 21783 listing. **B. Old Style (Gray).** PB 21461 listing remains valid. **C. Counterfeit.** PB 21470 listing remains valid.

<u>302 000 0000</u> to	375 851 9100 to 9199	395 396 9649 to 9799	417 871 9250 to 9299
<u>302 123 9999</u>	376 850 0813 to 0899	395 970 3240 to 3299	417 930 9533 to 9599
<u>360 011 1690</u> to <u>1699</u>	376 855 6764 to 6999	397 622 4054 to 4099	418 164 6500 to 6799
	376 903 0721 to 0738	397 819 8902 to 8999	418 423 9863 to 9899
361 974 6811 to 6999	376 906 3206 to 3299	398 149 7200 to 7699	418 633 5922 to 5999
362 246 6800 to 6899	377 113 7461 to 7499	399 070 0872 to 0899	418 719 8520 to 8599
362 299 8900 to 8999	377 224 2300 to 2599	399 156 7119 to 7199	418 744 2235 to 2299
362 861 3064 to 3099	377 955 4285 to 4399	399 203 5064 to 5099	418 962 2848 to 2899
363 130 1575 to 1599	378 029 9347 to 9399	399 296 9909 to 9999	419 543 0286 to 0299
363 130 4500 to 4599	378 085 3679 to 3699	399 792 7775 to 7799	419 730 0313 to 0369
363 374 9010 to 9099	378 210 9090 to 9099	399 792 8300 to 8399	419 730 0380 to 0399
363 444 9333 to 9399	378 351 1063 to 1099	399 396 8935 to 8999	420 599 0734 to 0798
363 560 5050 to 5099	378 630 9489 to 9599	400 427 1051 to 1999	420 661 4115 to 4199
363 851 4259 to 4299	379 128 9584 to 9599	401 045 1505 to 1549	420 758 9500 to 9699
363 853 7582 to 7799	379 509 2600 to 2699	401 045 1571 to 1599	421 116 3565 to 3599
363 861 7600 to 7899	379 679 8060 to 8099	401 294 2700 to 2799	421 130 9300 to 9399
363 904 4540 to 4999	379 843 5100 to 5199	401 310 9505 to 9599	421 146 8600 to 8649
363 922 5744 to 5799	380 093 9600 to 9611	401 382 5312 to 5399	421 313 4500 to 4999
363 930 9400 to 9699	380 165 1165 to 1199	402 578 7876 to 7899	421 364 5537 to 5599
363 965 7892 to 7999	380 489 6800 to 6899	403 125 6744 to 6799	421 656 2609 to 2699
364 467 6102 to 6199	380 572 1840 to 1899	403 260 7000 to 7499	421 988 9700 to 9799
364 826 1081 to 1099	381 077 3600 to 3699	403 280 6470 to 6499	422 172 4667 to 4699
365 512 9428 to 9499	381 325 4500 to 4599	403 685 8600 to 8699	422 484 4212 to 4299
365 693 4200 to 4299	381 540 9900 to 9999	404 003 0300 to 0399	422 556 1270 to 1299
365 842 7960 to 7999	381 604 2510 to 2699	404 041 8838 to 8899	422 587 7024 to 7099
365 997 7565 to 7699	381 645 9525 to 9599	404 071 4268 to 4299	422 819 7533 to 7599
366 205 2072 to 2099	381 924 0748 to 0799	404 347 5356 to 5399	424 500 6050 to 6099
366 772 6702 to 6799	383 156 6968 to 6999	404 347 5548 to 5599	424 641 8500 to 8599
366 998 7669 to 7681	383 156 7128 to 7199	404 726 4500 to 4599	424 871 6600 to 6699
367 303 6006 to 6099	383 156 7300 to 7999	404 961 5001 to 5199	425 298 2352 to 2399
367 396 9705 to 9799	383 299 2081 to 2099	405 325 0188 to 0198	425 418 4269 to 4299
367 396 9900 to 9999	383 314 3968 to 3999	406 009 4587 to 4599	425 418 4405 to 4499
367 428 8800 to 8999	383 892 1000 to 1344	406 260 6830 to 6899	425 418 4500 to 4799
367 519 6700 to 6899	383 892 1382 to 1399	406 459 6497 to 6499	427 412 6337 to 6499
368 371 3923 to 3999	385 568 2330 to 2399	406 733 3000 to 3999	427 872 3500 to 3999
368 730 7825 to 7899	385 599 7554 to 7575	407 545 1556 to 1599	427 872 4000 to 4199
368 854 6200 to 6299	385 774 2024 to 2099	407 594 0412 to 0599	428 027 2742 to 2752
368 978 0561 to 0599	387 314 5574 to 5599	407 692 9100 to 9299	429 474 4172 to 4199
369 345 0188 to 0199	389 696 2400 to 2799	408 265 2275 to 2288	430 1504401 to 4599
369 674 8141 to 8199	389 846 3104 to 3135	408 499 7700 to 7799	430 177 1900 to 1999
369 718 3783 to 3799	389 846 3145 to 3195	408 499 7900 to 7999	430 177 2000 to 2099
370 193 8257 to 8299	389 887 9211 to 9230	408 682 8484 to 8599	432 708 6800 to 6999
371 241 3118 to 3199	389 887 9234 to 9299	408 698 7015 to 7099	433 765 4003 to 4099
371 630 0100 to 0199	390 001 3182 to 3199	409 072 3941 to 3999	434 482 7060 to 7199
372 308 4180 to 4199	390 001 3500 to 3699	410 491 2311 to 2399	435 303 1831 to 1842
372 311 5400 to 5499	390 545 5974 to 5999	410 694 8400 to 8599	435 303 1986 to 1999
372 360 8303 to 8399	391 104 6146 to 6199	410 775 1500 to 1599	435 666 6092 to 6399
372 407 1025 to 1099	391 783 3020 to 3599	410 795 7927 to 7999	436 082 6400 to 6899
373 390 2301 to 2399	391 792 6100 to 6199	410 867 0917 to 0966	437 316 7115 to 7199
373 390 2518 to 2599	392 668 2956 to 2999	410 867 0970 to 0999	700 065 2570 to 2599
373 390 2604 to 2699	392 854 8500 to 8899	411 868 1023 to 1199	802 678 2605 to 2699
373 463 0902 to 0999	393 584 7566 to 7699	411 922 2322 to 2399	803 605 2840 to 2899
374 022 8105 to 8199	393 650 0074 to 0099	412 193 0900 to 0999	803 605 6300 to 6499
374 692 8858 to 8899	393 838 8316 to 8499	412 485 6500 to 6599	805 323 5006 to 5024
374 768 2600 to 2699	393 893 6007 to 6099	412 485 6610 to 6699	805 466 7255 to 7299
374 795 2118 to 2199	394 126 6907 to 6999	412 885 5953 to 5999	806 015 3885 to 3899
375 169 4400 to 4599	394 189 0405 to 0599	414 640 0757 to 0799	806 087 1100 to 1499
375 637 9137 to 9199	394 822 3243 to 3278	414 965 1727 to 1799	806 268 9275 to 9299
375 637 9365 to 9999	394 990 1810 to 1899	415 161 8858 to 8868	806 534 3400 to 3477
375 744 7930 to 7999	395 343 3264 to 3299	417 387 6532 to 6599	990 117 5600 to 5999
375 829 3400 to 3499	395 373 3035 to 3099	417 496 6800 to 6999	

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

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB 21783 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.

008147	021026	032253	064466	069582	080078	085137	091079	102513	114298	142566	200915	208263
009057	021291	033027	064476	069601	080084	085141	091212	102554	114397	142621	206037	208275
009080	021624	037014	064500	069639	080098	085146	091266	102559	114405	146245	207014	208282
009093	021703	038083	064521	069689	080100	085147	091281	102686	115047	146285	207017	208285
009678	021721	038112	064554	069744	080102	085152	091350	102713	115066	146401	207033	208287
009792	021786	038117	064602	069786	080104	085158	091369	102721	115146	146409	207080	208302
010054	021806	038253	064629	069809	080112	085175	091371	103604	115149	146421	207085	208312
010093	021902	038263	064630	069940	080133	085176	091418	103669	115219	146426	207100	208313
010123	022049	041060	064711	071002	080137	085199	091556	103741	115257	146443	207108	208315
010132	022250	042006	064715	071007	080145	085202	091582	103765	115273	148271	207116	208322
010157	022280	044118	064751	071024	080151	085225	091622	103932	115347	150044	207148	208326
010222	022314	050019	065008	071040	080155	085232	091710	104091	115375	151021	207165	208327
010274	022315	050034	065107	071088	080156	085235	091832	104112	115422	152213	207168	208334
010283	022523	056070	065247	071109	080163	085241	091947	104282	115639	152229	207186	208351
010333	022661	060018	065400	071139	080164	085253	092208	104334	115853	152331	207189	208354
010350	022779	060090	065432	071173	080166	085266	092243	104405	115872	152414	207202	208363
011093	022789	060151	065442	071233	080167	085272	092281	104444	115980	152532	207205	208364
011143	022826	060194	065528	071307	080169	085276	092299	105044	117015	152572	207208	208380
013171	022841	060250	065530	071449	080175	085283	092378	105250	117127	152624	207230	208384
014032	022898	060424	065569	071504	080176	085284	092434	105252	117369	152736	207253	208390
014128	023115	060439	065570	071522	080178	085305	092600	105406	117450	152755	207255	208391
014180	023195	060459	065571	071558	080183	085320	092609	105473	117496	152916	207256	208398
014200	023258	060528	065578	071568	080184	085342	092727	105614	117589	152977	207263	208404
014213	023321	060556	065579	071778	080205	085346	092822	105702	117691	152993	207265	208415
014384	023150	060595	065592	071811	080215	085349	092887	106259	117795	159016	207269	208417
014399	026152	060714	065620	071821	080227	085354	092903	107140	117823	165061	207270	208421
014446	026190	061140	065627	071835	080236	085367	092931	108065	117847	165158	207273	208435
014619	027063	061148	065679	071882	080237	089283	092980	109126	117860	170184	207283	208469
014723	027091	061174	065689	071933	080244	089308	093010	109169	117886	171121	207293	208470
014726	027324	061195	065705	071941	080251	089361	093180	109281	117892	171170	207297	208477
014759	027403	061287	065716	071946	080260	089368	093192	109323	118228	174074	207302	208490
016075	027580	061317	065741	075154	080283	089372	093319	109388	118341	176110	207303	208499
016135	027618	061377	065746	075320	080286	089413	093646	109532	118444	179050	207304	208500
016178	028045	061387	065753	075362	080296	089456	093653	109540	118457	179061	207316	209078
016319	028086	061511	065787	075541	080300	089461	093735	109550	118479	181030	207321	209079
016377	028180	062003	065801	075550	080309	089475	093846	109550	118479	183012	207322	209084
016378	028186	062008	065811	075667	080315	089479	093942	110206	118561	184006	207329	209092
016380	028429	062013	065816	076277	080320	089491	094064	110237	118606	184014	207343	209093
016411	028550	062021	065820	076292	080333	089512	094068	110237	118606	187012	207349	209094
016468	028649	062034	065826	076425	080374	089515	094104	110538	118682	191040	207349	209094
016491	028667	062065	065855	076450	080417	089543	094131	110610	118707	191637	207359	209100
016531	028683	062096	065886	076452	080418	089544	094327	111124	119051	191702	207370	209108
016533	028771	064005	065890	076546	080432	089603	094376	111204	119088	192194	207381	209120
016606	028777	064008	065896	076549	080434	089632	094640	112293	119176	192283	207404	209123
016677	028802	064017	065916	076693	080465	089708	094656	112436	119197	192283	207405	210017
016717	028829	064038	065922	076703	080491	089807	094785	112457	119243	192305	207411	212162
016740	028865	064061	065934	076722	080507	089909	094908	112583	121185	192486	207454	212346
016783	029059	064084	065981	076815	080562	089968	100174	112787	122164	192597	207457	212611
018004	029224	064123	066252	077426	085037	090099	100223	113073	122239	192664	207464	212794
018181	029336	064208	066290	077445	085039	090130	100224	113074	122255	193196	207465	212854
018361	029407	064266	067023	077704	085045	090139	100384	113107	124008	193263	207510	212955
018487	029496	064273	067107	078171	085056	090189	100473	113147	124028	193265	207525	212958
018590	029497	064276	067189	078181	085059	090212	100488	113150	124033	193389	208026	212963
018654	029514	064285	067237	079372	085060	090242	100522	113195	124055	195059	208027	212992
018658	029552	064318	068098	080008	085066	090415	100625	113387	125028	197041	208083	218044
018658	029549	064314	068026	079430	085061	090328	100683	113400	125057	197044	208104	218046
018678	029552	064318	068098	080008	085066	090415	101001	113441	125118	200011	208109	220193
018680	029678	064320	068161	080012	085071	090511	101442	113559	125161	200050	208139	220202
018716	029708	064322	068182	080016	085074	090552	101506	113562	129940	200373	208200	220234
018812	029725	064357	069001	080026	085075	090644	101637	113640	131654	200419	208209	220259
018816	029918	064376	069007	080031	085081	090713	101690	113662	132176	200474	208211	220273
018822	030024	064390	069082	080041	085103	090748	101720	113755	132268	200565	208213	220293
018957	030036	064391	069276	080043	085113	090762	101729	114118	135152	200576	208227	220299
019083	030076	064393	069313	080049	085115	090834	101734	114119	136005	200592	208235	220302
019277	030101	064427	069326	080054	085117	090845	101942	114133	142287	200593	208245	221037
019419	030152	064434	069385	080060	085123	090876	102266	114206	142346	200636	208246	221064
019524	031113	064448	069567	080067	085125	090880	102384	114232	142378	200701	208254	221146
020049	032252	064451	069576	080069	085133	091052	102403	114292	142515	200861	208257	221177

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS—Continued

221264	301238	305642	321019	332291	340898	392461	452953	483384	551624	604638	631709	672453
222033	301357	305658	321030	332519	347021	392491	452961	483412	551634	604703	631770	672459
222109	301362	305674	322052	333042	349089	392502	452982	483439	553067	604875	631777	672463
223102	301407	305687	322102	333049	349127	392510	454027	483471	553073	604919	631786	672483
232019	301469	305702	322114	333069	349142	392517	454209	483496	553157	604931	631811	672499
232260	301515	305792	322139	333096	349177	392534	454481	483548	553208	605337	631841	672522
235243	301630	305807	322403	333109	349212	393053	454518	483625	553311	605929	631882	672549
265024	301754	305812	322493	333148	349229	393057	456023	483669	553369	606122	641102	672554
266012	301779	305842	322569	333151	349307	393062	461648	485123	553377	606128	641127	675025
272064	301786	305850	322604	333169	349318	393063	462411	485142	553382	606129	641132	675031
272094	301791	305851	322654	333178	349807	393065	462434	485154	553430	606192	641140	675034
272116	301794	305864	322666	333217	349867	393069	462456	485182	553620	606269	641144	678026
272183	301859	305865	322670	333360	349871	393073	462467	486008	553640	606414	641154	679013
272249	301902	305875	322687	333403	349945	393100	462493	486162	554592	606515	641176	681187
273012	301920	305880	322751	333419	352236	393118	462504	489218	554605	606542	641177	681294
273027	302021	305901	322836	333434	352335	393202	462548	489326	554809	606737	641239	681312
274011	302054	305923	322871	333444	352364	402269	464100	489351	554819	606762	641252	681339
274021	302074	305929	322872	333449	352387	402346	466513	490078	558016	606805	641360	681348
274043	302140	305934	323175	333559	352388	402460	466578	490168	558029	606819	641408	681520
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INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS—Continued

970061	972368	972697	972883	976049	980320	984171	992494	995468	995656	995784	997204	998133
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