

P. 3
21788

MAY 23 1991



postal bulletin

Published Since March 4, 1880

PB 21788—May 2, 1991—48 Pages

Message From the Postmaster General

National Nurses' Week

To honor nurses throughout the country, the week of May 6-12 is designated National Nurses' Week. Certainly our Postal Service nurses well-deserve this recognition for the fine work they do in so many postal facilities.

Although there are two million registered nurses in the American health care system, only a small percentage specialize in the area of occupational health. The Postal Service is fortunate to employ 364 occupational health nurses, who have dedicated themselves to maintaining the health of postal employees through direct patient care and through education and counseling aimed at preventing illness.

USPS nurses touch the lives of many of us. They evaluate and treat our injuries and illnesses. In addition, their special knowledge and advice help postal employees keep minor health problems from becoming complicated.

During this special week, please join me in saluting these dedicated individuals. We are grateful for and proud of their continuing contribution to the health and welfare of all of us.

ANTHONY M. FRANK
Postmaster General

Suspension Lifted: Bahrain and Saudi Arabia

Effective April 12, 1991, the suspension of Express Mail International Service (EMS) to Bahrain and Saudi Arabia is *lifted*. This does not include Express Mail Military Service (EMMS) for APOs in this region.

—Delivery, Distribution, and
Transportation Dept., 5-2-91



1990 Annual Index in
PB 21784, 3-7-91
Latest Quarterly Index:
PB 21787, 4-18-91
(Jan.-Mar.)

USPS Policy Statement for Environmental Protection

A comprehensive policy statement on environmental protection for the United States Postal Service appears on page 3. This policy statement extends to the entire organization, every aspect of USPS operations, and to all personnel. Please bring this policy to the attention of employees by placing it in a prominent place on the facility's bulletin board.—Administrative Services Group, 5-2-91

CONTENTS

| | Page |
|---|------|
| \$3.80 Balloon Commemorative Stamp Booklet..... | 7 |
| 19-Cent Old Red Postal Card..... | 14 |
| 29-Cent Cole Porter Commemorative Stamp..... | 14 |
| 29-Cent Flags on Parade Regular Stamp..... | 25 |
| 40-Cent William T. Piper Airmail Commemorative Stamp..... | 7 |
| 5-Cent and 10-Cent Precanceled Coils..... | 11 |
| 50-Cent Antarctic Treaty Airmail Stamp..... | 8 |
| 52-Cent Hubert Humphrey Regular Stamp..... | 25 |
| APO/FPO Changes..... | 14 |
| BMC/ASF Distribution Labeling List and Service Areas for DBMC RATES (DMM Notice)..... | 30 |
| Defective Express Mail Labels..... | 33 |
| Domestic Orders..... | 13 |
| Employee Assistance Program Forms..... | 6 |
| Evaluating Replacement of Postal Facilities Under 6,500 Square Feet..... | 8 |
| Form 3915, Post Office Box Key Requisition..... | 9 |
| Free Mailing Privilege for Operation Desert Storm (DMM Revision)..... | 9 |
| Invalid Express Mail Corporate Account Numbers..... | 44 |
| Labeling Lists for Bulk Letter Mail to Canada (IMM Correction)..... | 2 |
| Lobby/Displays Promotions for May 1991..... | 26 |
| Local Zone Rate Computation With IRTs (All IRT Sites)..... | 6 |
| Mail Alert..... | 32 |
| Migratory Bird Hunting and Conservation Stamp..... | 10 |
| Missing Children Poster..... | 17 |
| Missing Money Orders—Canadian..... | 43 |
| Missing Money Orders—U.S..... | 42 |
| Missing Supplies..... | 10 |
| Misuse of USPS Property..... | 6 |
| National Nurses' Week (Message From the Postmaster General)..... | 1 |
| New Guidelines for Precanceled Stamps..... | 5 |
| Nonmailability of Locksmithing Devices (DMM Notice)..... | 7 |
| Originating Priority Mail Clearance Time..... | 10 |
| Pickup Service for International Mail..... | 5 |
| Post Office Changes Number 2..... | 34 |
| Publication 24, Supply Catalog..... | 25 |
| Revised Requirements for Use of ZIP + 4 Barcodes (DMM Notice)..... | 27 |
| Rural Routes—EMA Schedules..... | 25 |
| Safety Bulletin 91-2: Power Lawnmowers..... | 21 |
| Stamp Poster 91-20 (Birds Nonprofit Envelope)..... | 15 |
| Suspension Lifted: Bahrain and Saudi Arabia..... | 1 |
| Thrift Savings Plan Open Season..... | 12 |
| United States Postal Service Policy for Environmental Protection (Message From the Postmaster General)..... | 1 |
| Withholding of Mail Orders..... | 25 |

IMM Correction

LABELING LISTS FOR BULK LETTER MAIL TO CANADA

There are several errors in Exhibit 225.1, Direct Tray Labels, and Exhibit 225.2, Working Tray Labels, in the *International Mail Manual* (IMM) Issue 9 (02-03-91). The corrected Exhibits 225.1 and 225.2 for inclusion in the IMM follow.

Exhibit 225.1

Bulk Rate to Canada Working Tray Labels

| Mailing office ZIP code prefix ranges | Line 1 U.S. Exchange Office |
|---|-----------------------------|
| 006-009 | AMF SAN JUAN PR 00913. |
| 004-005, 063-079, 088-089, 100-119, 124-127. | AMF KENNEDY NY 003. |
| 010-062, 120-123, 128-129 | AMF BOSTON MA 021. |
| 080-087, 150-199, 250-253, 255-266 | AMF PHILADELPHIA PA 190. |
| 130-149 | GMF BUFFALO NY 140. |
| 200-209, 220-249, 254, 268 | DIS WASHINGTON DC 200. |
| 210-219, 267 | DIS BALTIMORE MD 210. |
| 270-324, 326, 350-364, 367-389, 397, 723. | DIS ATLANTA GA 300. |
| 325, 365-366, 390-392, 394-396, 700-708, 712-714. | AMF NEW ORLEANS LA 700. |

Exhibit 225.1—Continued

Bulk Rate to Canada Working Tray Labels

| Mailing office ZIP code prefix ranges | Line 1 U.S. Exchange Office |
|---|-----------------------------|
| 327-329, 335-339, 342, 346, 347 | DIS TAMPA FL 335. |
| 330-334, 340, 349 | DIS MIAMI FL 330. |
| 400-423, 425-458, 470-471, 480-497 | DIS DETROIT MI 481. |
| 424, 460-469, 472-479, 498-499, 527-539, 541-545, 549, 600-619, 623, 625-627. | AMF O'HARE IL 606. |
| 500-514, 520-526, 540, 546-548, 550-588. | AMF TWIN CITIES MN 550. |
| 515-516, 620-622, 624, 628-693, 739 | AMF KANSAS CITY MO 640. |
| 590-599, 800-834, 836-837, 840-847, 865, 870-884, 893, 898, 979. | AMF DENVER CO 800. |
| 710-711, 716-722, 724-738, 740-758, 760-769, 780-782, 789-799. | AMF DALLAS TX 752. |
| 759, 770-779, 783-785 | AMF HOUSTON TX 770. |
| 835, 838, 970-978, 980-999 | AMF SEATTLE WA 980. |
| 850-864, 889-891, 900-935 | WORLDWAY POSTAL CENTER 900. |
| 894-897, 936-966 | DIS SAN FRANCISCO CA 940. |
| 967-969 | GMF HONOLULU HI 967. |

Exhibit 225.2

Direct Tray Labels Bulk Rate to Canada Direct Tray Labels

(Use Tag 116-T)

| Separation city/postal code | Province | Label | Airport code |
|-----------------------------|-----------------------|---------------------|--------------|
| A0-A9 | NEWFOUNDLAND | B0J 9Z0 | YHZ |
| B0-B9 | NOVA SCOTIA | HALIFAX NS FWD | |
| C0-C9 | PRINCE EDWARD ISLAND | EOG 9Z0 | YSJ |
| E0-E9 | NEW BRUNSWICK | SAINT JOHN NB FWD | |
| G0-G9 | QUEBEC | G0A 9Z0 | YZB |
| | | QUEBEC PQ FWD | |
| H0-H9, J4 | QUEBEC | H3C 1S0 | YUL |
| | | MONTREAL (C-V) PQ | |
| J0-J3, J5-J9 | QUEBEC | H0A 9Z0 | YUL |
| X0-X9 ¹ | NORTHWEST TERRITORIES | MONTREAL PQ FWD | |
| K0-K9 | ONTARIO | K0A 9Z0 | YOW |
| | | OTTAWA ON FWD | |
| L2 | ONTARIO | L0R 9Z0 | YYZ |
| L7-L9, N3 | | HAMILTON ON FWD | |
| L1, L3, M1-M2 | ONTARIO | M1P 4T0 | YYZ |
| | | TORONTO EAST ON | |
| M3-M8 | ONTARIO | M4L 3T0 | YYZ |
| | | TORONTO SOUTH ON | |
| L0, L4-L6, M9, P0-P6 | ONTARIO | L0J 9Z0 | YYZ |
| | | TORONTO WEST ON FWD | |
| N0, N1-N2, N4-N9 | ONTARIO | N0L 9Z0 | DTW |
| | | LONDON ON FWD | |
| P7-P9 | ONTARIO | R0C 9Z0 | YWG |
| R0-R9 | MANITOBA | WINNIPEG MB FWD | |
| S0-S9 | SASKATCHEWAN | S0G 9Z0 | YQR |
| | | REGINA SK FWD | |
| T0-T4 | ALBERTA | T0S 9Z0 | YYC |
| | | CALGARY AB FWD | |
| T5-T9 | ALBERTA | T0N 9Z0 | YEG |
| X0-X9 ¹ | NORTHWEST TERRITORIES | EDMONTON AB FWD | |
| V0-V9, Y0-Y9 | BRITISH COLUMBIA | V0T 9Z0 | YVR |
| | | VANCOUVER BC FWD | |

¹ For Canadian Postal Codes beginning with X0 through X9, when the origin ZIP Code begins with 0 through 4, include this mail in H0A 9Z0, MONTREAL PQ FWD tray. When the ZIP Code begins with 5 through 9, include this mail in the TON 9Z0 EDMONTON AB FWD tray.

UNITED STATES POSTAL SERVICE POLICY FOR ENVIRONMENTAL PROTECTION

POLICY

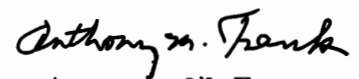
In performance of its mission to provide prompt, reliable, and efficient postal services to all communities, the United States Postal Service will conduct its activities in a manner protecting human health and the environment. Our concern is for the well-being of our employees, our customers, and the communities we serve. This policy applies to all postal programs, products, and services.

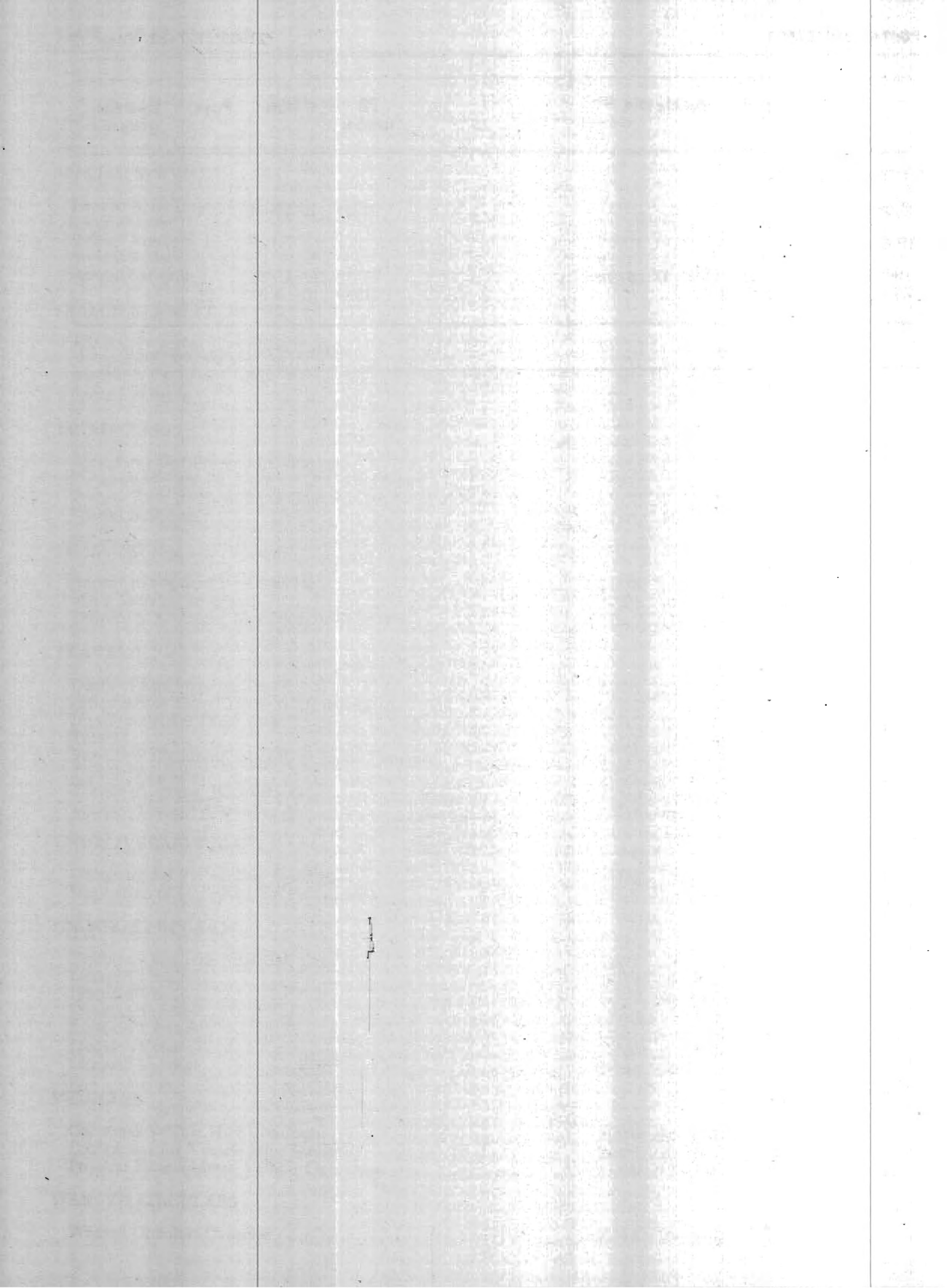
GUIDELINES

We will comply with all applicable environmental laws and regulations governing our activities, and we will not hesitate to exceed legal requirements when, in our judgment, it is in order.

In establishing postal regulations and practices, we will, as appropriate, implement policies that:

- encourage the use of nonpolluting technologies and waste minimization in the development of equipment, products, and operations.
- Promote the sustainable use of natural resources and protection of the environment through conservation, recycling, and reuse of material in our own processes and as we work with customers in the preparation of mail.
- Include environmental considerations among the criteria by which projects, products, processes, and purchases are evaluated.
- Develop in our employees an awareness of environmental responsibilities and encourage their adherence to sound environmental practices.
- Maintain an ongoing assurance program to measure our progress toward meeting our environmental objectives.


ANTHONY M. FRANK
Postmaster General

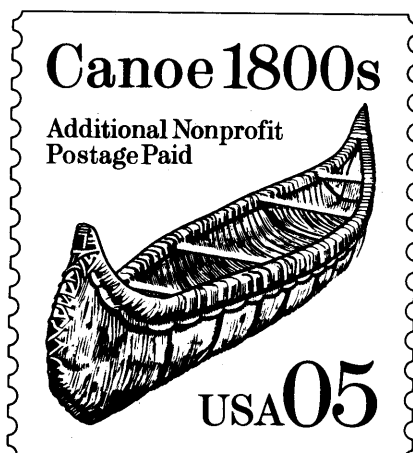


Notice to All Employees and Mailers

NEW GUIDELINES FOR PRECANCELED STAMPS

Until further notice, only two precanceled stamps will be issued to cover all categories of First-Class presort and bulk third-class mailings, including pieces mailed at the automation discount rates. Using either of these precanceled stamps will simplify stamp ordering and accounting procedures for postal employees and make mailing at bulk rates more convenient for customers.

The 5-cent Canoe stamp covers all rate categories for all (nonprofit) special, bulk third-class mail. Precanceled inscriptions: Additional Nonprofit Postage Paid.



The 10-cent Tractor Trailer stamp covers all the rates for First-Class presort and bulk regular third-class mail including pieces mailed at the automation discount rates. Precanceled Inscription: Additional Presort Postage Paid.

The 5-cent and 10-cent denominations reflect the whole-cent value immediately below the applicable lowest bulk third-class carrier-route presort



rate. The 10-cent denomination stamp is 5.2-cents below the lowest First-Class carrier route presort rate for cards.

Acceptance and Payment of Postage. Customers with mail bearing either of these two precanceled postage stamps must present their stamped mailpieces to authorized postal employees at the bulk mail acceptance units of the post office where the permit is held. *The additional postage required to meet a particular rate for each mailing piece must be paid by means of a meter strip affixed to the back of the appropriate mailing statement that is required to accompany the mailing or through an advanced deposit account as provided for in Handbook F-1, Post Office Accounting Procedures, section 524.*

Additional Endorsement. Pieces mailed at these rates must bear the appropriate endorsements required by *Domestic Mail Manual* sections 362 and 629-6, printed or rubberstamped by the mailer above the delivery address and immediately below or to the left of the precanceled stamp.

—*Philatelic and Retail Services Dept., 5-2-91*

PICKUP SERVICE FOR INTERNATIONAL MAIL

Effective May 5, 1991, the Postal Service will provide on-call pickup service for Express Mail International Service and scheduled pickup service for international parcel post. The fee for each of these services is \$4.50 per pickup. Only one pickup fee will be charged when any combination of international Express Mail, domestic Express Mail, domestic Priority Mail, international parcel post, and domestic parcel post is picked up at the same time.

The following amendments to the *International Mail Manual* will implement these changes:

212.24 Pickup Service. On-call and scheduled pickup service is available for an added charge of \$4.50 for each pickup stop, regardless of the number of pieces picked up. Only one pickup fee will be charged if domestic Express Mail, domestic Priority Mail, international parcel post, and/or domestic parcel post is also picked up at the same

time. No pickup fee will be charged when international Express Mail is picked up during a delivery stop or during a scheduled stop made to collect other mail not subject to a pickup fee. Pickup service is provided in accordance with DMM 224.3.

272.3 Pickup Service. Scheduled pickup service is available for an added charge of \$4.50 for each pickup stop, regardless of the number of pieces picked up. Only one pickup fee will be charged if domestic Express Mail, international Express Mail, domestic Priority Mail, and/or domestic parcel post is also picked up at the same time. No pickup fee will be charged when international parcel post is picked up during a delivery stop or during a scheduled stop made to collect other mail not subject to a pickup fee. Pickup service is provided in accordance with DMM 722.5.

—*Marketing and Customer Service Group, 5-2-91*

All IRT Sites

Local Zone Rate Computation With IRTs

The integrated retail terminal, (IRT) is programmed to compute the local zone rate for the appropriate mail classes, but the employee must select this feature; it is not automatic. This rate should be given for *single piece* parcel post or bound printed matter, as applicable deposited at any post office for delivery to an address within the delivery area of that same post office. It applies to both single five-digit and multi-ZIP Coded post offices. Offices with IRTs should use the following steps to compute local zone:

1. Employees using UNISYS Phase II or Phase III IRTs select parcel post or bound printed matter, as applicable, place the item on the scale platform, then key the three digits from the ZIP Code followed by zero.

2. Those using MOS IRTs select parcel post or bound printed matter, as applicable, place the item on the scale platform, then key zero at the enter ZIP Code message and press Enter.

Managers should disseminate this information as a service talk to all employees accepting single pieces of mail using IRTs. They should document those receiving the information on Form 1627, *General Purpose Ruled Form*, and retain it at the unit.

—Delivery, Distribution, and
Transportation Dept., 5-2-91

Employee Assistance Program Forms

The following Employee Assistance Program (EAP) forms are available in the materiel distribution centers. EAP offices may order them using Form 7380, *MDC Supply Requisition*. They should limit requests to the amount needed to maintain a 3-month supply.

Form 2545, *EAP Case History Record* (November 1990 edition), revised—replaces the top part (Client File Copy) of the previous two-part Form 2545 (December 1986 edition).

Form 8034-A, *EAP Client Profile Data Intake* (January 1991 edition), new—replaces the bottom (Data Center Copy) of the previous two-part Form 2545 (December 1986 edition).

Form 8034-B, *EAP Daily Staff Activity Record* (January 1991 edition), new—replaces Form 2546, *EAP Activity Report* (December 1986 edition).

Form 2595, *Authorization to Release Information* (January 1991 edition)—revises the previously obsolete August 1980 edition; used for EAP clients to authorize release of information pertaining to their participation in EAP.

Form 1267, *EAP Quarterly Evaluation Worksheet* (November 1990 edition), revised—replaces the previous December 1986 edition.

All prior editions of Forms 1267, 2545, 2546, and 2595 are obsolete and should be destroyed.

—Medical Division,
Employee Assistance Program, 5-2-91

MISUSE OF USPS PROPERTY

Private firms, particularly in large urban areas, use postal equipment for other than mailing purposes. For example, firms use 1046 hampers, clearly marked as U.S. Postal Service property, for waste collection, storage of work in process, and the like.

Such misuse of postal property is illegal. Title 18, Section 1707 of the United States Code states:

Whoever steals, purloins, or embezzles any property used by the Postal Service, or appropriates any such property to his own or any other than its proper use, or conveys away any such property to the hindrance or detriment of the public service, shall be fined not more than \$1,000 or imprisoned not more than three years, or both; but if the value of such property does not exceed \$100, he

shall be fined not more than \$500 or imprisoned not more than one year, or both.

Postal employees who become aware of equipment misuse must notify their division general managers/postmasters. Division managers, or their designees, should contact the executive officer, or responsible manager, of the private firm and advise him or her that it is illegal to use postal equipment for their own use. They have the equipment for mailing purposes only. The firms must return all excess equipment.

When private firms refuse to comply, and division managers have made repeated requests for compliance, they should refer the matter, including any photographs or documentation, to the local Postal Inspector in Charge.

—Delivery, Distribution, and
Transportation Dept., 5-2-91

ZIP Code Speeds and Simplifies Mail Handling.
ZIP Code your mail.

40-Cent William T. Piper Airmail Commemorative Stamp

The 40-cent William T. Piper airmail commemorative stamp goes on sale May 17 in Denver, Colorado. Piper was known as "the Henry Ford of aviation" for his pioneering work in developing the Piper Cub aircraft. This stamp denomination meets the international air letter rate weighing up to 1 ounce going to Canada.

Do Not Place on Sale Before May 18, 1991

Copyright U.S. Postal Service 1991

Issued in panes of 50.

A future issue will include collector information.

Supply. Post offices with authorized philatelic centers will receive their standard automatic distribution quantities based on a 50-subject stamp issue. All stamp distribution offices (SDOs) will receive automatic distributions of 250,000 stamps. SDOs will not make automatic distributions to their associate offices. Since a private contractor (American Bank Note Co.) printed this stamp, the Bureau of Engraving and Printing will not honor supplemental requisitions for *Item 5571*.

Regional accountable paper depositories (RAPDs) will receive backup quantities of this stamp for filling supplemental orders. SDOs requiring additional stamps must order them from their RAPDs using separate Forms 17-A, *Accountable Items Requisition From Stamp Distribution Office*. They must submit requisitions in the standard ordering quantities for a 50-subject stamp. All other post offices requiring this stamp should requisition them immediately from their SDOs on separate Forms 17-A.

—*Philatelic and Retail Services Dept., 5-2-91*

\$3.80 Balloon Commemorative Stamp Booklet

The Balloon stamp booklet goes on sale May 17 in Denver, Colorado. The stamp features a huge, brightly colored hot-air balloon flying over a green field with USA 19 in white lettering in the lower left corner. This denomination meets the U.S. postcard rate.

Do Not Place on Sale Before May 18, 1991

Copyright U.S. Postal Service 1991

Booklet of 20 stamps.

A future issue will include collector information.

Supply. Post offices with authorized philatelic centers will receive their standard automatic distribution quantities based on a 50-subject stamp issue. These post offices should requisition additional booklets to accommodate over the counter, vending machines, and consignment sales.

Bulk Quantities. CAG A-G post offices requiring 1,500 or more booklets immediately should submit Form 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing, using *Item 6610*. They must submit orders in the following quantities: 1,500 booklets; 3,000 booklets; and multiples of 4,500 booklets to a maximum of 45,000 booklets per requisition.

Less-Than-Bulk Quantities. All other post offices requiring fewer than 1,500 booklets should requisition the booklets immediately from their designated stamp distribution offices using separate Forms 17-A, *Accountable Items Requisition From Stamp Distribution Office*.

—*Philatelic and Retail Services Dept., 5-2-91*

DMM Notice

NONMAILABILITY OF LOCKSMITHING DEVICES

A federal statute, 39 U.S.C. 3002a, makes any "locksmithing device" nonmailable unless mailed to specified persons or organizations with a business interest in such a device. Knowingly mailing anything declared to be nonmailable by this statute would be subject to criminal penalties, as provided by 18 U.S.C. 1716A.

Domestic Mail Manual (DMM) Issue 39 (6-16-91), DMM 124.45 will be revised to reflect the provisions of 39 U.S.C. 3002a. Minor conforming amendments will be made in other sections of Part 124. Revised DMM 124.45 will read as follows:

124.45 Motor Vehicle Master Keys and Locksmithing Devices (18 U.S.C. 1716A; 39 U.S.C. 3002 and 3002a)

124.451 Motor Vehicle Master Keys

a. A motor vehicle master key is any key (other than the key furnished by the manufacturer with

the motor vehicle, or the key furnished with a replacement lock, or an exact duplicate of such keys) designed to operate two or more motor vehicle ignition, door, or trunk locks of different combinations, including any pattern, impression, or mold from which such a master key can be made.

b. Any of the items constituting a motor vehicle master key, as defined in 124.451a, and any advertising (see 123.432) for the sale of any such item, are nonmailable, except when sent to:

- (1) lock manufacturers,
- (2) professional locksmiths,
- (3) motor vehicle manufacturers or dealers, or
- (4) federal, state, or local government agencies.

c. No markings of any kind which would indicate the nature of the contents shall be placed on the outside wrapper or container of any parcel containing motor vehicle master keys.

NONMAILABILITY OF LOCKSMITHING DEVICES—Continued

124.452 Locksmithing Devices

a. Any locksmithing device, as defined in 124.452b, is nonmailable, unless such device is mailed to:

- (1) a lock manufacturer or distributor,
- (2) a bona fide locksmith,
- (3) a bona fide repossessor, or
- (4) a motor vehicle manufacturer or dealer.

b. A locksmithing device is:

- (1) a device or tool (other than a key) designed to manipulate the tumblers in a lock into the unlocked position through the keyway of such lock;
- (2) a device or tool (other than a key or a device or tool under 124.452(1)) designed for bypassing a lock or similar security device, or for opening it by

a method normally not employed by consumers to open such locks or security devices; and

(3) a device or tool designed for making an impression of a key or similar security device to duplicate such key or device.

124.453 Questionable Mailings. When the postmaster at either the office of mailing or the office of address has reason to question whether the addressee qualifies under 124.451b or 124.452a to receive a mailing, or whether an item is nonmailable for any other reason, he must require the mailer or addressee to furnish a written explanation of the addressee's eligibility or of the item's mailability. If the explanation is not satisfactory to the postmaster, he must forward it with his statement of the pertinent facts to his rates and classification center for a ruling.—*Law Dept., 5-2-91*

Evaluating Replacement of Postal Facilities Under 6,500 Square Feet

Management Instruction AS-510-91-5, *Evaluating Replacement of Postal Facilities Under 6,500 Square Feet* (April 30, 1990), provides policy and procedures for conducting operational service reviews and evaluations of small postal units before making decisions on replacement quarters. The policy and procedures in this instruction insure that field division managers evaluate the most cost-effective alternatives to providing effective service before committing funds for building or leasing a new facility.

This instruction outlines evaluation procedures; instructions for completing Form 8123, *Facility Analysis Worksheet*, and Form 8123-A, *Annual Report of Evaluations for Postal Facilities Under 6,500 Square Feet*; and reporting requirements. The requirement to begin the evaluation process described is effective upon receipt of the instruction. Each field division must submit the initial annual report to the region by the end of Accounting Period (A/P) 2, Fiscal Year (FY) 1992. Regions must submit their initial reports to Headquarters by the end of A/P 3, FY 1992.

Management Instruction AS-510-91-5 has received wide distribution to Headquarters, regions, and field divisions.

This Management Instruction and Forms 8123 and 8123-A may be ordered from the materiel distribution centers.

—*Delivery, Distribution, and Transportation Dept., 5-2-91*

50-Cent Antarctic Treaty Airmail Stamp

The 50-cent Antarctic Treaty airmail stamp goes on sale June 21 in Washington, DC. The 50-cent stamp rate corresponds to the First-Class rate for the first half ounce of international mail.

Do not Place on Sale before June 22, 1991

Copyright U.S. Postal Service 1991

Issued in panes of 50.

A future issue will include collector information.

Supply. Post offices with authorized philatelic centers will receive their standard automatic distribution quantities based on a 50-subject stamp issue. All stamp distribution offices (SDOs) will receive automatic distributions of 500,000 stamps. SDOs will not make automatic distributions to their associate offices. Since a private contractor (Stamp Ventures) printed this stamp, *do not* send requisitions for **Item 5578** to the Bureau of Engraving and Printing.

SDOs requiring additional stamps must order them for 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 requisition them immediately from their SDOs on a separate Form 17-A.

—*Philatelic and Retail Services Dept., 5-2-91*

Pile sacks evenly to avoid damage and to conserve space

Form 3915, Post Office Box Key Requisition

Form 3915, *Post Office Box Key Requisition*, is used to requisition replacement post office box keys from the Mail Equipment Shop (MES). Due to form revisions and administrative procedures at MES, only the current edition—June 1987—of Form 3915 should be used. All previous editions of Form 3915 were declared obsolete in 1987.

“REMOVE THIS STUB BEFORE MAILING”

| U.S. Postal Service | | | | | |
|---------------------------------|---|------------|----------|-------------------------------------|------------|
| POST OFFICE BOX KEY REQUISITION | | | | | |
| (See instructions on Copy 2) | | | | | |
| Date | Print clearly - This is your shipping label | | | | |
| Lock Manufacturer | Ship to: (Post Office, Station, or Branch) | | | | |
| FEDSTRIP No. | Street Address | | | | |
| 18- | City, State, ZIP + 4 | | | | |
| Total No. of Keys | Enter the TOTAL No. of keys from this form ONLY. COMPLETE THIS BLOCK LAST! | | | | |
| | Signature | | | Telephone No. | |
| No. Keys | Lock No. (from back of PO Box Lock) | Box Number | No. Keys | Lock No. (from back of PO Box Lock) | Box Number |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

PS Form 3915, June 1987 ALL PREVIOUS EDITIONS ARE OBSOLETE

MES reports that it still receives post office box key requisitions on obsolete editions of Form 3915, causing administrative problems and delays. All offices should check their on-hand supply of Form 3915, and dispose of any forms with an edition date other than June 1987. The materiel distribution centers stock an adequate supply of the current Form 3915.

—Delivery, Distribution, and Transportation Dept., 5-2-91

SAFETY IS NO ACCIDENT

DMM Revision

Free Mailing Privilege for Operation Desert Storm

Effective immediately, the note following *Domestic Mail Manual* (DMM) 134.222 is revised as shown below to redefine the geographic areas in which military personnel, either on active duty or hospitalized as a result of wounds or injuries received in combat, may use the free mailing privileges announced in *Postal Bulletin* 21779 (12-27-90). This revision does not affect the remainder of DMM 134.222.

Members of the Armed Forces authorized this privilege may use it to mail only letters, postcards, and video and sound recordings having the character of personal correspondence to delivery addresses served by United States post offices, APOs, and FPOs. The member must write the word *Free* in the upper right corner of the address side of the mailpiece, and write the sender's name, grade, and complete military address in the upper left corner. Matter mailed under this privilege may not be registered, certified, or insured, but special delivery service may be specified if the sender prepays the applicable fee.

Free mail sent under this privilege will be treated as First-Class matter for purposes of processing, delivery, and treatment if undeliverable as addressed.

DMM Issue 39 (6-16-91) will be revised to incorporate this change, as follows:

- 134 Mail Sent by Members of the U.S. Armed Forces
- * * * * *
- 134.2 Matter Sent Free
- * * * * *
- 134.22 Eligibility
- * * * * *
- 134.222 Sender
- * * * * *

Note: As of March 15, 1991, “overseas areas” for the purposes of 134.222a include all of Bahrain, Egypt, Israel, Kuwait, Oman, Qatar, Saudi Arabia, the United Arab Emirates; parts of Turkey (east of longitude 35 degrees east and south of latitude 40 degrees north); and the adjacent waters of the Arabian Gulf, Arabian Sea (north of latitude 10 degrees north and west of longitude 68 degrees east), Gulf of Aden, Mediterranean Sea (east of longitude 27 degrees east), and Red Sea. For purposes of 134.222b, “overseas areas” include those defined for 134.222a, Vietnam, Lebanon, and Grenada. Additions to and deletions from these lists will be announced in the *Postal Bulletin*.

—Marketing and Customer Service Group, 5-2-91

MIGRATORY BIRD HUNTING AND CONSERVATION STAMP

The \$15 Migratory Bird Hunting and Conservation stamp for the 1991-92 hunting season goes on sale in Washington, DC, on June 30, 1991, and remains on sale through June 30, 1992. The Department of Interior will formally issue this stamp at the Smithsonian Institution's National Museum of American History. *The \$15 Migratory Bird stamp goes on sale at all post offices July 1.*

Postmasters with a demand for these stamps must immediately consider their requirements, examining their actual needs so as to avoid ordering excessive quantities. Despite fairly constant sales, offices are ordering an increasing number of Migratory Bird Hunting and Conservation stamps. Increased orders indicate overstocking at some post offices, resulting in unnecessary production and destruction costs. Postmasters also must not destroy these stamps to provide more plate blocks for sale.

Postmasters with authorized philatelic centers should order an adequate supply of these stamps.

Stamp Distribution Offices

Stamp distribution offices (SDOs) must review their inventory records for past issues of Migratory Bird Hunting and Conservation stamps and calculate the average number of stamps distributed. They should use this information to requisition the appropriate quantity of the 1991-92 series stamp rounded up to the proper ordering level.

SDOs requiring these stamps in minimum lots of 3,000 stamps should immediately requisition them from the Bureau of Engraving and Printing on Form 3356, *Stamp Requisition—Bulk Quantities*, using **Item 3322**. Order the stamps in quantities of 3,000; 6,000; 9,000; 12,000; 15,000; 30,000; 45,000; 60,000; 75,000 stamps and in multiples of 75,000 stamps to a maximum of 675,000 stamps per requisition.

SDOs requiring fewer than 3,000 stamps must immediately submit separate Forms 17-A, *Accountable Items Requisition From Stamp Distribution Office*, to their regional accountable paper depositories.

Originating Priority Mail Clearance Time

As stated in Management Instruction (MI) PO-430-90-3, *Priority Mail Improvement Program*, dated 11-30-90, operating plans must reflect a clearance time *no later than 0100 (1 a.m.) day 1 for Priority Mail deposited by 1700 (5 p.m.) day 0*. However, facilities whose present clearance times are earlier than 0100 will continue to process and clear their originating Priority Mail in accordance with their approved operating plans.

The above MI will be revised to state that Priority Mail has the same commitments as First-Class Mail in the overnight area.

—*Delivery, Distribution, and Transportation Dept.*, 5-2-91

Each management sectional center will automatically receive an initial supply of 400 Posters #3-125 (Revised July 1991), Waterfowlers—Attention. They may order additional posters, available by June 15, from the materiel distribution centers using Form 7380, *MDC Supply Requisition*.

Associate Offices

To allow postmasters to order the 1991-92 Series stamp in quantities closely corresponding to customer demand, the minimum ordering quantity is five stamps. However, postmasters should order full panes of 30 stamps whenever practical. Postmasters should review their records to determine the average number of previous Migratory Bird stamps sold. They should use this information to order the appropriate number of the 1991-92 series stamp, rounded up to multiples of 5 or 30 stamps.

Before June 8, 1991, postmasters must submit separate Forms 17-A to their SDOs for enough Migratory Bird Hunting and Conservation stamps to last until March 1, 1992. Postmasters with philatelic centers should order according to philatelic demand. Attach to Form 17-A a memorandum stating the number of Posters #3-125 needed for main offices and classified units. Postmasters may requisition additional stamps from the SDO, if the initial supply is not adequate to last until March 1, 1992.

Hunting Regulations Pamphlets

The Department of the Interior does not automatically distribute pamphlets on hunting regulations because Migratory Game Bird laws vary by state. Poster #3-125 directs inquiries concerning hunting regulations to the State Wildlife Agency or a regional office of the U.S. Fish and Wildlife Service. Addresses for regional offices of U.S. Fish and Wildlife Service appear on Poster #3-125.

—*Philatelic and Retail Services Dept.*, 5-2-91

Missing Supplies

Postal personnel ordering supplies from the materiel distribution centers (MDCs) should mail their requisitions (Form 7380, *MDC Supply Requisition*) in envelope EP-194. *Do not use envelopes EP-189 or EP-433 when submitting Form 7380 to the MDCs.*

The MDCs use electric letter opening equipment that can, in many cases, mutilate requisitions at the crease point when enclosed in the EP-189 and EP-433 envelopes. If information at the crease point is lost, the MDCs will not be able to enter all the data from the requisition into the system.

Offices must always use EP-194 for mailing Form 7380 requisitions to the MDCs.

—*Procurement and Supply Dept.*, 5-2-91

5-CENT AND 10-CENT PRECANCELED COILS

The 5-cent Canoe and the 10-cent Tractor Trailer precanceled coil stamps go on sale May 25, 1991, in Secaucus, New Jersey. Due to the numerous categories and stamp issues involved with First-Class and third-class mailings, the Postal Service is simplifying the process by issuing only two precanceled stamps. These two precanceled stamps will be used until further notice for all categories of First-Class presort and bulk third-class mailings, including pieces mailed at automation discount rates.

The 5-cent Canoe stamps will be used for all (nonprofit) special, bulk third-class mail.

The 10-cent Tractor Trailer stamp covers all the rates for First-Class presort and regular third-class bulk rate mail, including pieces mailed at automation discount rates.

Precanceled Inscriptions. Additional Nonprofit Postage Paid is printed on the 5-cent Canoe stamp and Additional Presort Postage Paid is printed on the 10-cent Tractor Trailer. These denominations reflect the whole-cent value immediately below the applicable lowest bulk third-class carrier-route presort rate. The 10-cent denomination stamp is 5.2 cents below the lowest First-Class carrier route presort rate for cards.

Acceptance and Payment of Postage. Customers with mail bearing either of these two precanceled postage stamps must present their stamped mailpieces to authorized postal employees at the bulk mail acceptance units of the post office where the permit is held. The additional postage required to meet a particular rate for each mailing piece must be paid by means of a meter strip affixed to the back of the appropriate mailing statement that is required to accompany the mailing or through an advanced deposit account as provided for in Handbook F-1, *Post Office Accounting Procedures*, section 524.

Additional Endorsement. Pieces mailed at these rates must bear the appropriate endorsements required by *Domestic Mail Manual* sections 362 and 629.6, printed or rubberstamped by the mailer above the delivery address and immediately below or to the left of the precanceled stamp.

Do Place on Sale Before May 26, 1991



Copyright U.S. Postal Service 1991

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

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

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

Bulk Quantities. CAG A-G post offices requiring these precanceled stamps should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing using the following item numbers:

- 7905A—5-cent Canoe coils of 500
- 7906A—5-cent Canoe coils of 3,000
- 7909A—10-cent Tractor Trailer coils of 500
- 7910A—10-cent Tractor Trailer coils of 3,000

They must submit orders in the following quantities: coils of 500—200 coils, 400 coils, and multiples of 400 coils to maximum of 2,000 coils; coils of 3,000—32 coils, 64 coils, and multiples of 64 coils to a maximum of 768 coils.

These two stamps will be available in coils of 10,000 at a later date. A future *Postal Bulletin* will include an announcement on the coils of 10,000.

Less-Than-Bulk Quantities. All other post offices requiring fewer than the above bulk quantities of these precanceled stamps should requisition them immediately from their designated stamp distribution office on separate Forms 17-A, *Stamp Requisition From Stamp Distribution Office*.

—Philatelic and Retail Services Dept., 5-2-91

THRIFT SAVINGS PLAN OPEN SEASON

The next Thrift Savings Plan (TSP) open season is May 15, 1991, through July 31, 1991. All career employees hired before January 1, 1991, are eligible to participate in this open season.

Elections

Employees covered under the Federal Employees Retirement System (FERS) and the Civil Service Retirement System (CSRS), including CSRS offset employees, have the same election options, i.e., to begin contributing, stop contributing, change the amount or percentage being contributed, or change the allocation of the contribution among TSP funds. CSRS employees may contribute up to 5 percent of their basic salary, while FERS employees may contribute up to 10 percent. All employee contributions are subject to a maximum annual limit of \$8,475.00 during calendar year 1991.

Each employee making an open season contribution election must submit TSP-1, *Thrift Savings Plan Election Form*, to his or her personnel office for processing. Forms TSP-1 must not be sent directly to the TSP service office.

There are three TSP funds in which participants may invest: the Government Securities Investment (G) Fund, the Common Stock (C) Fund, and the Fixed Income Investment (F) Fund. During the open season, participants may allocate any portion or all of their future TSP contributions to one or more of these investment funds. (Employees may also transfer existing account balances among these three investment funds by completing TSP 30, *Interfund Transfer Request*. This type of transfer is not restricted to open season. (See Interfund Transfers below.)

Effective Dates

During this open season, the effective dates for TSP elections are July 13, 1991 (PP 16-91), and July 27, 1991 (PP 17-91). Elections received from May 15 up to and including July 24 must be processed no later than July 24 with an effective date of July 13, 1991. Elections received from July 25 up to and including July 31 must be processed no later than August 7 with an effective date of July 27, 1991. For open season elections, personnel offices should refer to the table below to determine the effective date and the last day for timely processing.

| Date Open Season Election Received in Personnel Office | Effective Date | Last Day for Timely Processing |
|--|----------------|--------------------------------|
| 5-15-91 through 7-24-91..... | 7-13-91 | 7-24-91 |
| 7-25-91 through 7-31-91..... | 7-27-91 | 8-7-91 |

It is of the utmost importance to process all open season elections in a timely manner. If an open season election

is not processed on time due to administrative error, the election must be processed retroactively, per *Employee and Labor Relations Manual (ELM)* 594.22, with an effective date of July 13, 1991, or July 27, 1991, depending on the date the employee initially filed his or her election form with the personnel office.

While ELM 591.53 states that elections are effective “. . . no later than the first day of the first pay period after submission . . .”, this provision does not apply to open season elections, including elections processed late due to administrative error. A future *Postal Bulletin* will announce a revision to this section of the ELM.

Distribution of Materials

The materiel distribution centers (MDCs) will send TSP BK08, *Summary of the Thrift Savings Plan for Federal Employees*; TSP-1, *Election Form*; and the brochure TSP-0591, *Open Season Update—May 15, 1991 to July 31, 1991*, directly to each field division, management sectional center (MSC), and bulk mail center (BMC) for use during open season.

The summary, TSP BK08, must be mailed to all career employees newly eligible to participate in the Thrift Savings Plan during this open season. To accomplish this, each field division, MSC and BMC receives a listing of newly eligible employees and mailing labels from the Minneapolis Postal Data Center before open season. The Summary, TSP BK08; the *Election Form*, TSP-1; and the Update, TSP-0591, must be available, upon request, to all eligible employees, including previously eligible career employees.

Publicity

The Thrift Investment Board will ship a supply of posters for this open season directly to each field division. Field divisions must ensure that each MSC and BMC under their jurisdiction receives posters and that the posters are widely distributed.

To assist in publicizing the TSP open season, post the notice printed on page 19 and the TSP Fact Sheet on page 23 on all bulletin boards through July 31, 1991.

Participant Statements/Address Changes

Employees with a TSP account will receive a Participant Statement from the Thrift Savings Plan in May, 1991. The TSP office mails the statement to the employee's mailing address as listed in the Postal Service personnel and payroll system. An employee with a change of address must submit Form 1216, *Employee's Current Mailing Address*, to his or her personnel office in order to update the mailing address used by TSP.

Interfund Transfers

All TSP participants may make an interfund transfer up to four times in any calendar year, in

THRIFT SAVINGS PLAN OPEN SEASON—Continued

any months they choose. An interfund transfer applies to a participant's entire account balance, including Employee, Agency Automatic (1 percent), and Agency Matching Contributions, and all earnings on these contributions. To make an interfund transfer, a participant must complete TSP-30, *Interfund Transfer Request*, and submit it directly to the TSP service office at the address on the form.

Participants may obtain TSP-30, *Interfund Transfer Request*, from their personnel office or request it from the TSP service office. Personnel offices must not process these forms. If an employee submits TSP-30 to a personnel office, the office must return it to the employee immediately. After processing by TSP, all information about a completed interfund transfer is sent to the participant's mailing address by the TSP service office.

Designation of Beneficiary

TSP participants should be encouraged to complete TSP-3, *Federal Retirement Thrift Savings Plan*

Designation of Beneficiary (revised 8/88), at the time of election. (The January 1987 version of the form is still valid for employees who previously filed it, but should no longer be issued.) Completion of TSP-3 ensures that in the case of an employee's death, the TSP account balance will be distributed according to the employee's stated preferences.

TSP Annuity Booklet

Along with open season materials, the MDCs will make an automatic distribution of the booklet entitled TSP BK05, *Thrift Savings Plan Annuities*, directly to each field division, MSC, and BMC. This booklet was revised in January 1991; all previous editions are obsolete. The booklet is not an open season document. It should be made available to TSP participants who are considering retirement.

The following table summarizes the distribution and personnel office action for the TSP forms and booklets discussed above.

TSP OPEN SEASON MATERIALS

| Forms | Distribution | Personnel office action |
|--|--|---|
| TSP-1 (9-1990), Election | Automatic to field divisions (FDVs), MSCs, and BMCs from materiel distribution center (MDC). | Make available during TSP open season. |
| TSP-3 (8-1988), Designation of Beneficiary. | Requisition from MDC | Make available during TSP open season and throughout year. |
| TSP-30, Interfund Transfer Request ... | Automatic to participants. Participants may also request from TSP or obtain from employing office. | None. (Submitted by employee directly to TSP.) |
| Booklets | | |
| TSPBK 08 (9-1990), Summary of the TSP for Federal Employees. | Automatic to FDVs, MSCs, and BMCs from MDC. | Mail to all newly eligible employees using listing and labels from PDC. |
| TSP 1190, Open Season Update ... | Automatic to FDVs, MSCs, and BMCs from MDC. | Make available during TSP open season. |
| Posters | | |
| TSP Open Season Poster | Automatic to FDVs from TSP | FDV distribute to MSCs and BMCs for publicizing the TSP open season. |

—Employee Relations Dept., 5-2-91

DOMESTIC ORDERS

False Representation. Enforced by postmasters at cities listed.

| State/city | Names covered | Product |
|---------------------------------|--|---|
| PA, Pittsburgh 15520-8539 | Nationwide Purveyors, Inc., P.O. Box 8539 | The sale of diet aids-weight reduction capsules or tablets. |
| MS, Ripley 38663 | All names utilizing the surnames Cook, Furlick, Keenum, and Tidwell and all variations of those surnames (except Kenneth W. Cook and Judy K. Cook) at all fictitious addresses in Ripley, MS, which are variations of 207 Twin Lakes Road. | A failure to pay scheme. |

—Judicial Officer, 5-2-91

29-Cent Cole Porter Commemorative Stamp

The 29-cent Cole Porter commemorative stamp will be issued on June 8 in Peru, Indiana. This stamp is part of the Performing Arts Series.

Do Not Place on Sale Before June 10, 1991

Copyright U.S. Postal Service 1991

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. *Because a private contractor (American Bank Note Company) printed this stamp, the Bureau of Engraving and Printing will not honor supplemental requisitions for Item 4486.*

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

Before requisitioning additional stock, post offices should consider that they should deplete the stock in 60 days or before September 13, 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., 5-2-91*

19-Cent Old Red Postal Card

The 19-cent Old Red commemorative postal card goes on sale June 16 in Galveston, Texas. Old Red is the name associated with the University of Texas Medical Branch. This postal card is part of the Historic Preservation Series.

Do Not Sell Before June 17, 1991

A future issue will include collector information.

Supply. Post offices with authorized philatelic centers will receive an automatic distribution. CAG A-G post offices requiring bulk quantities of this postal card should immediately submit Forms 3216, *Requisition for Postal Cards—Bulk Quantities*, to the Government Printing Office (GPO), using **Item 2205**. Those post offices should order sufficient quantities to meet anticipated philatelic and regular window demand. *Limited quantities are available from GPO to fill supplemental requisitions.*

All other post offices not authorized to order from GPO should order from their designated stamp distribution office on a separate Form 17-A, *Accountable Items Requisition From Stamp Distribution Office*, using the above item number.

—*Philatelic and Retail Services Dept., 5-2-91*

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 21787, dated April 18, 1991.

| APO/FPO | Actions | Effective date | Mailing restrictions |
|---------|-------------|----------------|----------------------|
| 09310 | Closed..... | 04-24-91 | |
| 09395 | Active..... | 05-01-91 | A-B1-F-N-X |
| 09396 | Active..... | 05-01-91 | A-B1-F-N-X |
| 09397 | Active..... | 05-01-91 | A-B1-F-N-X |
| 09398 | Active..... | 05-01-91 | A-B1-F-N-X |
| 09399 | Active..... | 05-01-91 | A-B1-F-N |
| 09608 | Closed..... | 04-24-91 | |
| 09623 | Closed..... | 04-24-91 | |
| 09631 | Closed..... | 04-24-91 | |
| 09632 | Closed..... | 04-24-91 | |
| 09636 | Closed..... | 04-24-91 | |
| 09637 | Closed..... | 04-24-91 | |
| 09638 | Closed..... | 04-24-91 | |
| 09639 | Closed..... | 04-24-91 | |
| 09649 | Closed..... | 04-24-91 | |
| 09654 | Closed..... | 04-24-91 | |
| 09657 | Closed..... | 04-24-91 | |
| 09660 | Closed..... | 04-24-91 | |
| 09661 | Closed..... | 04-24-91 | |
| 09663 | Closed..... | 04-24-91 | |
| 09665 | Closed..... | 04-24-91 | |
| 09676 | Closed..... | 04-24-91 | |
| 09684 | Closed..... | 04-24-91 | |
| 09687 | Closed..... | 04-24-91 | |
| 09688 | Closed..... | 04-24-91 | |
| 09689 | Closed..... | 04-24-91 | |
| 09698 | Closed..... | 04-24-91 | |
| 09748 | Closed..... | 04-24-91 | |
| 09749 | Closed..... | 04-29-91 | |
| 09750 | Closed..... | 04-24-91 | |
| 09752 | Closed..... | 04-24-91 | |
| 09753 | Closed..... | 04-24-91 | |
| 09758 | Closed..... | 04-24-91 | |
| 09759 | Closed..... | 04-24-91 | |
| 09761 | Closed..... | 04-24-91 | |
| 09769 | Closed..... | 04-24-91 | |
| 09771 | Closed..... | 04-24-91 | |
| 09783 | Closed..... | 04-24-91 | |
| 09784 | Closed..... | 04-24-91 | |
| 09785 | Closed..... | 04-24-91 | |
| 09786 | Closed..... | 04-24-91 | |
| 09787 | Closed..... | 04-24-91 | |
| 09869 | Closed..... | 04-24-91 | |
| 09188 | Closed..... | 01-02-91 | |
| 96219 | Closed..... | 04-25-91 | |
| 96221 | Closed..... | 04-25-91 | |
| 96303 | Closed..... | 04-25-91 | |
| 96304 | Closed..... | 04-25-91 | |
| 96329 | Closed..... | 05-01-91 | |
| 09668 | Active..... | 05-01-91 | N |

These changes will appear in bold print in the next reprint of the APO/FPO table, to be published in *Postal Bulletin* 21790, 5-30-91. All field division general managers/postmasters must notify acceptance units of these changes.

—*Delivery, Distribution and Transportation Dept., 5-2-91*



Issue Date: May 3, 1991
First Day City: Boxborough, MA
Designer and Typographer: Richard D. Sheaff,
 Design Coordinator, Citizens' Stamp Advisory
 Committee (CSAC)
Art Director and Postal Service Manager:
 Joseph Brockert, Design Section Manager
Printing Process: Flexography, Westvaco (Stamped
 Envelope Unit)
Colors: Blue (PMS 300), birds; red (PMS 186),
 wording
Size: 4 1/8 x 9 1/2 in (No. 10), 3 5/8 x 6 1/2 in (No. 6 3/4)
Markings: ©U.S. Postal Service 1991

Birds Nonprofit Envelope

The 11.1-cent Birds nonprofit envelope will be issued May 3 in Boxborough, Massachusetts, in conjunction with the PHILATELIC SHOW '91 stamp show. The envelope is available in both No. 10 and No. 6 3/4 sizes, and in standard and window formats.

Procedures for ordering first-day cancellations follow. Even though the ordering address is Acton MA, the postmark will show Boxborough.

Customers Providing Stationery. Customers who provide their own envelopes receive preferential service. Customers must add at least 18 cents of additional postage to equal the First-Class rate of 29 cents, address envelopes (to themselves or others) on the right side at least 3/8 inch from the bottom, insert a card of postcard thickness for sturdiness and tuck in the flap, place the envelopes in a larger envelope addressed (using all capitals and no punctuation, except the hyphen in the ZIP + 4 Code) to: CUSTOMER SUPPLIED ENVELOPES, NONPROFIT ENVELOPE, POSTMASTER, 7 POST OFFICE SQUARE, ACTON

MA 01720-9991. Requests must be postmarked by July 2. Once the first day of issue postmark is applied, the envelopes will be returned through the mail. There is no charge for the postmark.

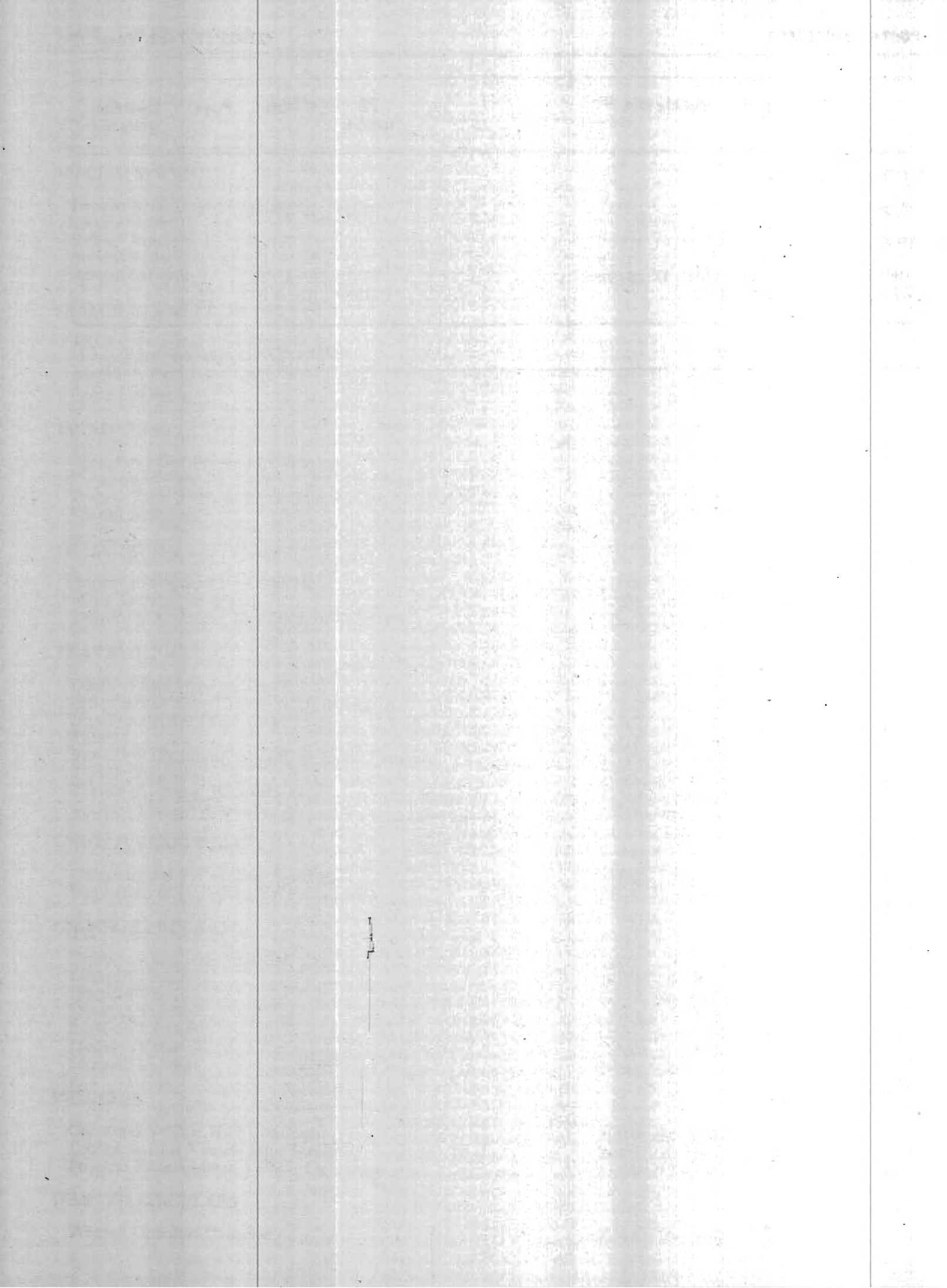
Postal Service Providing Stationery. Customers should provide a peelable return label for each envelope. The price is 36 cents per envelope (the Postal Service also affixes a 19-cent Fawn stamp to meet the First-Class rate of 29 cents). The Postal Service accepts checks and money orders in the exact amount up to the limit of 50 each. Customers should not send cash or postage stamps. Orders must be postmarked by July 2 and addressed: NONPROFIT NO 10 STANDARD ENVELOPE, POSTMASTER, 7 POST OFFICE SQUARE, ACTON MA 01720-9992; NONPROFIT NO 10 WINDOW ENVELOPE, POSTMASTER, 7 POST OFFICE SQUARE, ACTON MA 01720-9993; NONPROFIT NO 6 STANDARD ENVELOPE, POSTMASTER, 7 POST OFFICE SQUARE, ACTON MA 01720-9994; or NONPROFIT NO 6 WINDOW ENVELOPE, POSTMASTER, 7 POST OFFICE SQUARE, ACTON MA 01720-9995.



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 91-20
 Remove after July 2

PLEASE POST ON BULLETIN BOARD



MAY 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.



Benjamin Knight Bacon
 Born: 01-15-81
 Date Missing: 08-05-89
 From: Gainesville, FL



Nathaniel Knight Bacon
 Born: 12-14-83
 Date Missing: 08-05-89
 From: Gainesville, FL



Anthonette Cayedito
 Born: 12-25-76
 Date Missing: 04-06-89
 From: Gallup, NM



Kristin Marie Kozlowski
 Born: 11-11-67
 Date Missing: 10-26-85
 From: Tonawanda, NY



Taj Narbonne
 Born: 06-18-71
 Date Missing: 03-31-81
 From: Leominster, MD



Alisha Smiley
 Born: 10-07-81
 Date Missing: 06-06-85
 From: Atlanta, GA

**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.



THRIFT SAVINGS PLAN

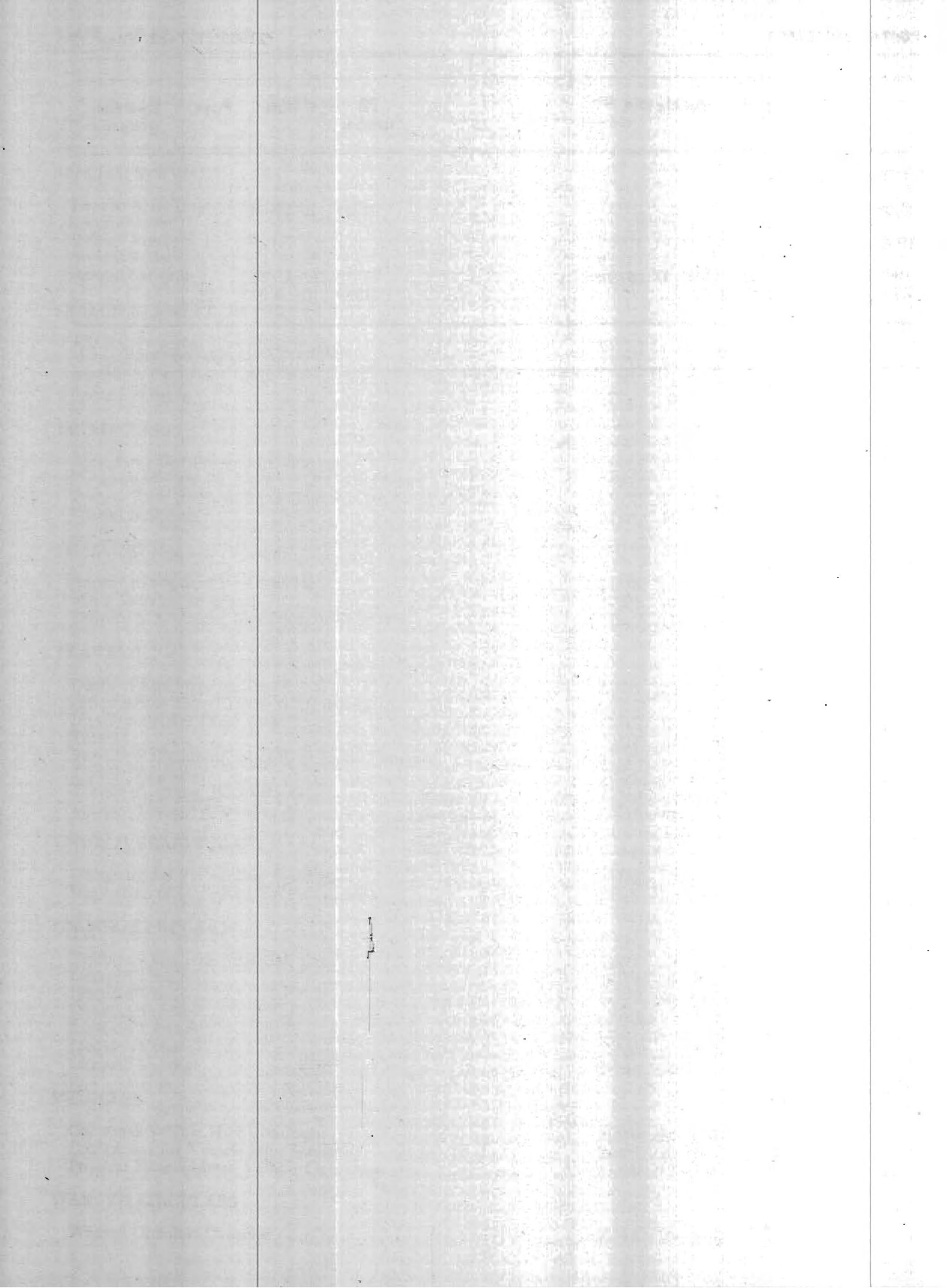
MAY-JULY OPEN SEASON

- The Thrift Savings Plan (TSP) Open Season runs from May 15, 1991, through July 31, 1991.
- All career employees hired before January 1, 1991, are eligible to participate in the Thrift Savings Plan this open season.
- The effective dates for elections made during this open season are:
 - July 13, 1991 (Pay Period 16)
 - July 27, 1991 (Pay Period 17)
- To begin or stop contributing to the Thrift Savings Plan or to change the amount or allocation of your current contributions, complete a *Thrift Savings Plan Election Form*, TSP-1 (revised 9/90), and submit it to your personnel office.

ADDITIONAL TSP INFORMATION

- Current Thrift Savings Plan participants may make interfund transfers of existing account balances up to four times in any calendar year, independent of open season. To make an interfund transfer, complete an *Interfund Transfer Request*, TSP-30, and submit it directly to the TSP service office at the address shown on the form. Your personnel office cannot process the TSP-30.
- If you are currently a Thrift Savings Plan participant, a TSP Participant Statement with information about your TSP account will be mailed to your home address during May.
- The address used by the TSP service office to mail your Participant Statement comes from Postal Service personnel files. If your address has changed, you must submit *Employee's Current Mailing Address*, Form 1216, to your personnel office in order to update your address with the TSP service office.

PLEASE POST ON ALL BULLETIN BOARDS THROUGH JULY 31, 1991



SAFETY BULLETIN

No. 91-2

POWER LAWNMOWERS

Every year an alarming number of accidents occur from the misuse of power lawnmowers. Injuries may occur to persons operating mowers, as well as to bystanders who may be struck by pieces of flying debris. Personal contacts with revolving parts and blades have also injured operators' feet and hands. Since a lot of time is spent mowing the lawn this time of the year, it is important to be aware of the hazards involved. Observing the following safety precautions may help avoid a lawnmower accident at work or at home:

1. Before you mow, clear the lawn of all objects such as rocks, sticks, cans, etc.
2. Avoid operating a mower when other persons are in the immediate area.
3. Adjust mower blades and other settings before you start it.
4. Wear safety glasses when mowing. Discharged items can ricochet off trees, buildings, etc.
5. Operators should wear durable trousers, bump hats if mowing around heavy brush, and hand, ear, eye, and foot protection.
6. Always shut the mower off, remove the spark plug wire, and clear the debris with a stick. Never use your hands to do this.
7. Be sure to disconnect the spark plug when cleaning, repairing, adjusting, or inspecting mowers.
8. Do not mow wet grass. You are likely to slip, and the wet grass will clog the mower chute.
9. Do not mow up and down a hill with a walk-behind mower. If you slipped, your foot might go under the mower. Instead, mow across a hill. If you use a riding mower, however, mow up and down to avoid tipping over.
10. Be extremely careful when pulling the mower backwards. You could pull it over your foot.
11. Don't leave the engine running while unattended.
12. Do not touch the muffler, which can become very hot after it has been in operation.
13. Refuel only after the engine cools and in properly ventilated areas. Smoking, engine operation, or open flames should not be permitted during refueling.
14. Use approved safety containers to store and dispense fuels.
15. Newer mowers have a number of built-in safety features. Familiarize yourself with these before using the mower. Do not attempt to disable or otherwise make a safety feature inoperative.

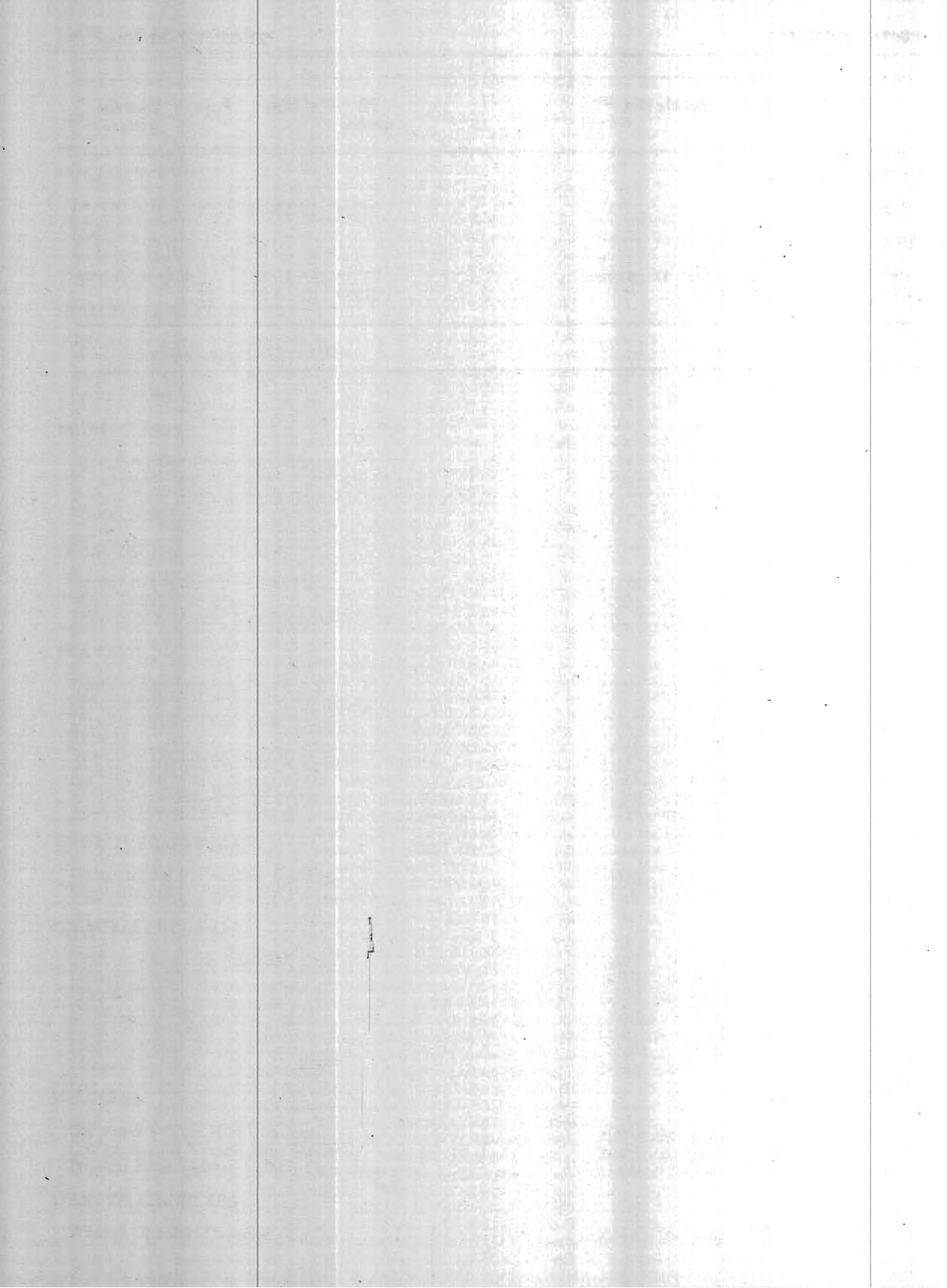
Only authorized persons should repair or adjust equipment.

For additional information on the safe and proper use of power lawnmowers, see Handbook EL-801, *Supervisor's Safety Handbook*, appendix A, page 18.

PLEASE POST ON BULLETIN BOARD



Originating Office:
Office of Safety and Health
Employee Relations Department



NOTICE TO ALL EMPLOYEES

THRIFT SAVINGS PLAN FACT SHEET

C, F, and G Fund Monthly Returns
April 15, 1991

| Months | C Fund | F Fund* | G Fund |
|---------------------------------------|--------------|--------------|-------------|
| 1989 (Jan.-Dec.) (percent) | 31.03 | 13.89 | 8.81 |
| 1990 (Jan.-Dec.) (percent) | (3.15) | 8.00 | 8.90 |
| 1990 | | | |
| April (percent) | (2.52) | (.94) | .71 |
| May | 9.44 | 2.80 | .76 |
| June | (.71) | 1.56 | .71 |
| July | (.36) | 1.24 | .72 |
| August | (8.65) | (1.42) | .72 |
| September | (4.85) | .81 | .73 |
| October | (.46) | 1.32 | .76 |
| November | 6.36 | 2.15 | .70 |
| December | 2.72 | 1.46 | .70 |
| 1991 | | | |
| January | 4.55 | 1.15 | .69 |
| February | 7.07 | .86 | .62 |
| March | 2.40 | .67 | .68 |
| Last 12 months (percent) | 14.36 | 12.23 | 8.83 |

Percentages in () are negative.

*Through 1990 the F Fund was invested in the Wells Fargo Bond Index Fund.

The C Fund is invested in the Wells Fargo Equity Index Fund, which tracks the S&P 500 stock index. The F Fund is invested in the Wells Fargo U.S. Debt Index Fund, which tracks the Shearson Lehman Brothers Aggregate bond index. The G Fund is invested in special issues of U.S. Treasury securities.

The monthly C, F, and G Fund returns represent net earnings for the month, after deduction of accrued administrative expenses. The C and F Fund returns also reflect the deduction of trading costs and accrued investment management fees.

The C, F, and G Fund monthly returns are dollar-weighted: they reflect net earnings on the changing balances invested during the month. The C, F, and G Fund returns for the last 12 months assume, except for the crediting of earnings, unchanging balances (time-weighting) from month to month and assume earnings are compounded on a monthly basis.

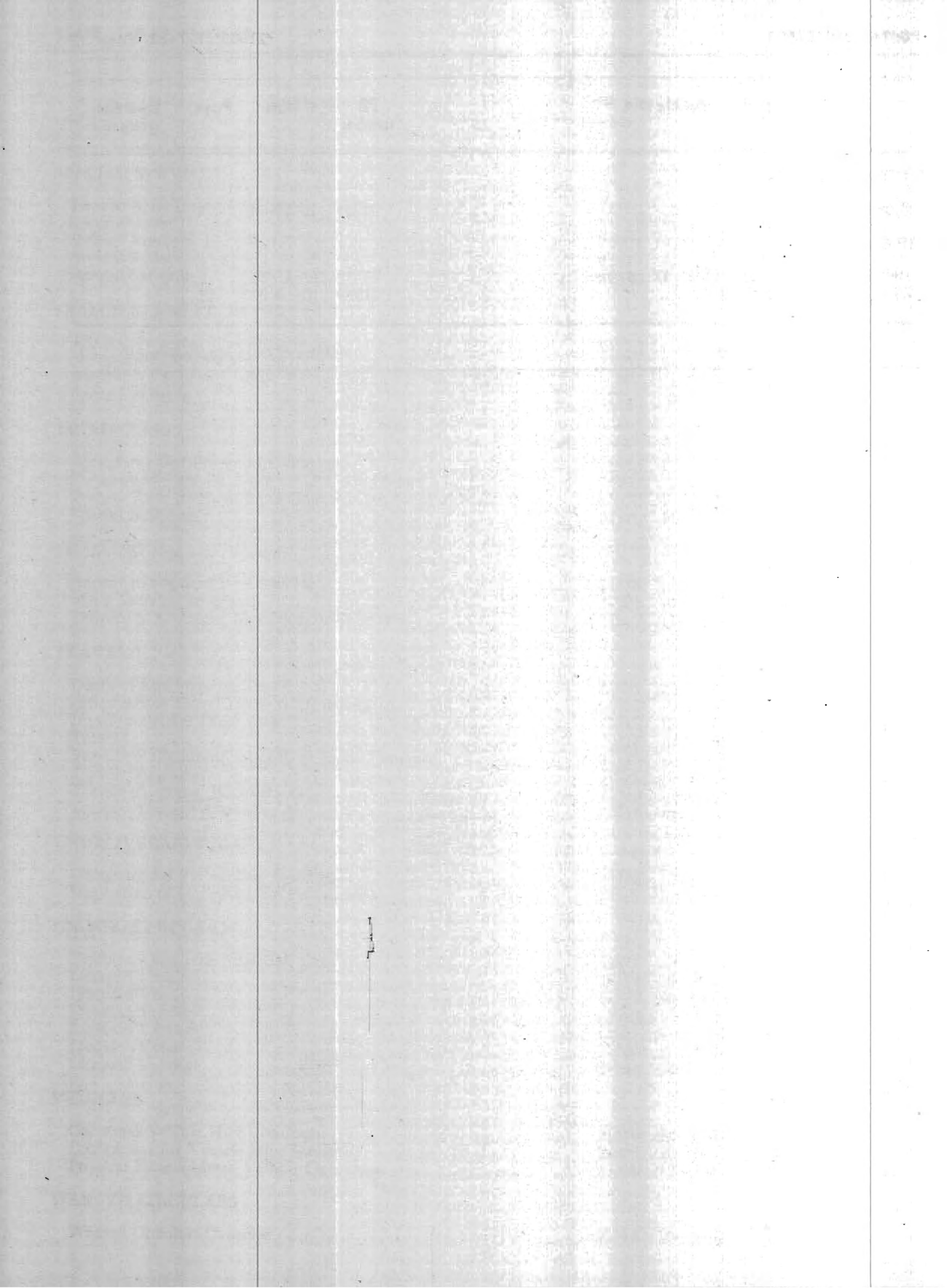
The C and F Fund returns vary from the Wells Fargo returns because of C and F Fund expenses and changing balances in the C and F Funds. The Wells Fargo returns are time-weighted: they assume constant dollar balances invested during each month and throughout the period.

Future performance of the three funds will vary and may be significantly different from the returns shown above. See the "Summary of the Thrift Savings Plan" for detailed information about the funds and their investment risks.

Federal Retirement Thrift Investment Board

PLEASE POST ON BULLETIN BOARDS

Destroy All Previous Notices



52-Cent Hubert H. Humphrey Regular Stamp

The 52-cent Hubert H. Humphrey regular stamp goes on sale June 3 in Minneapolis, Minnesota. This stamp honors the 38th Vice President of the United States. This denomination meets the 2-ounce letter rate.

Do Not Place on Sale Before June 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 quantities based on a 100-subject stamp issue only. Those post offices should requisition additional stamps for their regular window transactions. *All other post offices should order sufficient quantities to meet philatelic demand.*

Bulk Quantities. CAG A-G post offices requiring 50,000 or more stamps should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing, using **Item 1057**. They must submit requisitions in the standard ordering quantities for a 100-subject stamp to the maximum quantity of 2.5-million stamps per requisition. Requisitions will be filled as production and distribution permit.

Less-Than-Bulk Quantities. All other post offices requiring fewer than 50,000 stamps should requisition them immediately from their designated stamp distribution offices on separate Forms 17-A, *Accountable Items Requisition From Stamp Distribution Office*.—*Philatelic and Retail Services Dept., 5-2-91*

Rural Routes—EMA Schedules

In accordance with the provisions of Article 9, Section 2.I.3 of the Rural Carrier National Agreement, the rural carrier equipment maintenance allowance (EMA) decreased effective April 6, 1991 (Pay Period 9-91), from 32.5 cents per mile to 32.0 cents per mile. The EMA is now 32.0 cents per mile or a minimum of \$12.80 per day, whichever is greater.

Employees providing auxiliary assistance or serving on auxiliary routes (auxiliary rural carriers, rural carrier reliefs, rural carrier associates, and auxiliary assistants under provisions of Article 9, Section 2.I.5) receive an EMA of 32.0 cents per mile or \$3.80 per hour, whichever is greater, not to exceed the amount provided in the special equipment maintenance for the route stops and miles.

The EMA schedules on page 37 supersede all previously published EMA schedules. The optional equipment maintenance allowance (OEMA) rate, effective November 3, 1990, remains at 0.502 cents per mile.—*Employee Relations Dept., 5-2-91*

29-Cent Flags on Parade Regular Stamp

The 29-cent Flags on Parade regular stamp goes on sale May 30 in Waterloo, New York. The stamp features three U.S. flags proudly rippling in the breeze. The notation USA 29 appears in the lower right corner.

Do Not Place on Sale Before May 31, 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 quantities based on a 100-subject stamp issue only. Those post offices should requisition additional stamps for their regular window transactions. *All other post offices should order sufficient quantities to meet philatelic demand.*

Bulk Quantities. CAG A-G post offices requiring 50,000 or more stamps should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing, using **Item 5525**. They must submit requisitions in the standard ordering quantities for a 100-subject stamp to the maximum quantity of 10 million stamps per requisition.

Less-Than-Bulk Quantities. All other post offices requiring fewer than 50,000 stamps should requisition them immediately from their designated stamp distribution offices on separate Forms 17-A, *Accountable Items Requisition From Stamp Distribution Office*.—*Philatelic and Retail Services Dept., 5-2-91*

Withholding of Mail Orders

Enforced by postmasters at cities listed.

| State/city | Names covered |
|-----------------------------|---|
| CA, Millbrae 94030-0218. | Michael Kelsaw, Homestead Insurance, P.O. Box 218. |

—*Judicial Officer, 5-2-91*

Publication 24, Supply Catalog

Postal Bulletin 21786, 4-4-91 (page 1), provided new ordering instructions for Item C1865A, Polyethylene liner. Since this article appeared, the National Stock Number (NSN) has changed.

The new NSN for Item C1865A is 8105-01-174-0943. All other information relating to C1865A remains the same. Please amend office records and *Publication 24, Supply Catalog*, to reflect this change.—*Procurement and Supply Dept., 5-2-91*

LOBBY DISPLAYS/PROMOTIONS FOR MAY 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..... | Packaging Pointers..... | 10-89 |
| Poster 75..... | Your Federal Lawmakers (order from Govt. Rel.). | 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 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. | | |

With the exception of Poster 75, which is available through Field Directors Marketing and Communications, the above are available from the materiel distribution centers (MDCs).

Rotating Displays. The May schedule of lobby displays, shipped on automatic distribution, 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.

These items are available through automatic distribution.

| Title | Post | Remove |
|--|---------|---------|
| Postal Service Guide to U.S. Stamps (poster). | Oct. 1 | Indef. |
| Savings Bonds Stamp (poster)..... | Apr. 22 | May 22. |
| Don't Be Bowled Over by Poor Packaging. | May 1 | May 31. |
| Will You Give USA a Minute? (poster and take-one survey for two-way poster display). | Apr. 1 | May 15. |

| Title | Post | Remove |
|--|--------|---------|
| William Saroyan “. . . Read Their Works . . .” (literacy poster for two-way poster display). | May 23 | May 31. |

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

Postal Bulletin Stamp Posters. Available through automatic distribution.

| | Title | Remove |
|------------|---|----------|
| 91-9..... | Fawn..... | May 10. |
| 91-12..... | Dennis Chavez..... | May 3. |
| 91-13..... | Flower Stamp..... | June 4. |
| 91-14..... | Official Mail Stamp and Envelope. | June 5. |
| 91-15..... | Lunch Wagon..... | June 11. |
| 91-16..... | Wood Duck..... | June 11. |
| 91-17..... | Official Mail Savings Bonds Stamped Envelope. | June 16. |
| 91-18..... | Flag With Olympic Rings..... | May 21. |
| 91-19..... | Love Stamps and Stamped Envelope. | July 8. |

Postal Bulletin Missing Children Poster. Display only the April 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; Entekin, Jeffrey Lee; Ero, Alex Ahmed; Falbo, James John; Feucht, Manfred Erich Albert; Gaine, Timothy Scott; Itua, Alfred Idobie; Marcus, Donald Joel; Mason, Judy Ann; Nunez, Guillermo Leon; Ortiz, Jesus Angel; Richards, Frank Jay; Wencke, Walter Carl; Wilson, Wilbert A. *Note:* Wanted circulars are shipped on an automatic distribution.

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 hand-written. Where space limits the number of packaging products displayed, promote the full product line with the poster, *Wrap With Us*, which was shipped on an automatic distribution.

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

LOBBY DISPLAYS/PROMOTIONS FOR MAY 1991—Continued

| Number | Title |
|-----------|--|
| LAB 11-A | Express Mail Post Office to Post Office Service. |
| LAB 11-B | Express Mail Next Day Service Post Office to Addressee. |
| PS 2865 | Return Receipt for International Insured or Registered Mail. |
| PS 2966-A | Parcel Post Customs Declaration—United States of America. |
| PS 2966-B | Parcel Post Customs Declaration and Dispatch Note. |
| PS 2976 | Customs—Douane C1. |
| PS 3227 | Stamps by Mail (envelope). |
| PS 3575 | Change of Address Order. |
| PS 3800 | Receipt for Certified Mail. |
| PS 3804 | Return Receipt for Merchandise. |
| PS 3806 | Receipt for Registered Mail. |
| PS 3811 | Domestic Return Receipt. |
| PS 3813 | Receipt for Domestic Insured Parcel. |
| PS 3813-P | Receipt for Insured Mail Domestic-International. |
| 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. |

SSS 10, *Selective Service* (brochure)
 PUB 201, *A Consumer's Directory of Postal Services and Products*
 Stamps by Phone flyer (automatic distribution)

The following brochures, available from the 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. |

With the exception of PUB 66-A, which is available through the Director, Office of Address Information, 20260-5902, the above materials are available from the MDCs.

Literature Rack Displays. The following material must be displayed in literature racks at all classified units (CAG A-G offices).

- Form 3227, *Stamps By Mail* (envelope)
- SSS 1, *Selective Service* (registration form)

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* (March 1991), 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., 5-2-91*

DMM Notice

REVISED REQUIREMENTS FOR USE OF ZIP + 4 BARCODES

Effective with *Domestic Mail Manual* (DMM) Issue 39 (6-16-91), DMM 551 and 552 are revised to add the regulations and formal requirements for use of the delivery point barcode and for the printing of ZIP + 4 barcodes in the address block. The three-digit ZIP Code areas to which address block bar-coded pieces may be sent at the ZIP + 4 Barcoded rates were marked by asterisks in revised Exhibit 122.63m, in *Postal Bulletin* 21787 (4-18-91).

Mailers are encouraged to begin using these procedures immediately. The requirements for presentation of each class of mail and the documentation required to substantiate rate levels claimed do not change.

550 Requirements for Barcoded Pieces

551 ZIP + 4 Delivery Point Barcode Requirements

551.1 Barcode Format

551.11 ZIP + 4 Barcode Format. (*Text of existing 551.1.*)

551.12 Delivery Point Barcode Format

551.121 Description. The delivery point barcode (DPBC) augments the existing ZIP + 4 barcode (see 551.11) by adding 10 additional bars. These bars represent the last two digits of the street address to identify a unique delivery point within a ZIP + 4 blockface range of addresses. Although the total length of the barcode increases from 52 to 62 bars (see Exhibit 551.121, page 38), the content

REVISED REQUIREMENTS FOR USE OF ZIP + 4 BARCODES—Continued

of the numeric ZIP + 4 code (street record) does not change. The numeric ZIP + 4 code, which appears in the delivery address on the mailpiece, must not be altered to include the additional two numbers that were added to the barcode.

551.122 Address Anomalies. Fractions, alpha characters, hyphens, and single digit numbers must be handled in accordance with Exhibit 551.122. (See page 39.)

551.123 Use. Mailers may apply the delivery point barcode immediately.

551.2 Barcode Location

551.21 General. The ZIP + 4 barcode or delivery point barcode must be located either within the "barcode read area" in the lower right corner of the address side of the mailpiece within a clear space known as the "barcode clear zone," subject to the specifications in 551.22 through 551.24, or within the address block, subject to the specifications in 551.25.

551.22 Barcode Clear Zone (Lower right corner)

551.221 Dimensions. The barcode clear zone (see Exhibit 545) is a rectangular area on the address side of the mailpiece formed by the following boundaries:

a. Left. 4½ inches from the right edge of the mailpiece. (Effective January 1, 1992, this boundary is extended ¼ inch to the left, i.e., to 4¾ inches from the right edge of the mailpiece.)

* * * * *

551.223 Color and Printing. The barcode clear zone may contain colors and printing, such as logos, as long as this area meets the requirements in 551.42 and 551.422.

551.23 Barcode Read Area (Lower right corner)

551.231 Placement of the Barcode. When the barcode is printed in the lower right corner barcode read area, the entire ZIP + 4 barcode or delivery point barcode must be completely contained within the barcode read area (see Exhibit 551.2). The barcode read area is formed by the limits described in 551.232 and 551.233.

551.232 First Bar Location. (Add to the end of the section.) Effective January 1, 1992, the left-most bar of the barcode must be located between 3½ and 4¼ inches from the right edge of the mailpiece. The preferred start location is between 4⅞ and 4¼ inches from the right edge of the mailpiece if printed directly on the mailpiece.

* * * * *

551.24 Barcodes on Inserts (Lower right corner). ZIP + 4 and delivery point barcodes may be printed on inserts that will appear through a window in an envelope if both the window on the envelope and the barcode on the insert meet the specifications in 551.7.

551.25 Placement of the ZIP + 4 or Delivery Point Barcode in the Address Block

551.251 General. The ZIP + 4 barcode or delivery point barcode may be located in the address block on mailpieces prepared for delivery in the 3-digit ZIP Code areas marked with an asterisk in Exhibit 122.63m, if the barcode meets the requirements of 551.252. (See Exhibit 551.251, page 40.)

551.252 Location. When placed in the address block, the ZIP + 4 barcode or delivery point barcode must meet all the following requirements:

a. The barcode must be placed in one of the following three locations:

1. above the top printed line of the address (the preferred location),
2. below the city, state, and ZIP Code line, or
3. above the name of the recipient, but below optional or key line address lines.

b. Printing of the barcode anywhere between the name of the recipient and the city, state, and ZIP Code line is prohibited.

c. The right-most bar must be more than ½ inch from the right edge of the mailpiece, and the left-most bar must be less than 10½ inches from the right edge of the mailpiece and more than ½ inch from the left edge of the mailpiece.

d. The clearance between the left-most or right-most bar and any printing or window edges must be at least ⅛ inch, and the clearance between the barcode and the top and bottom window edges must be at least ½ inch.

e. The minimum clearance between the barcode and any information line located above or below it within the address block must be at least ½ inch, and the separation between the barcode and top line or bottom line of the address block must not exceed ⅝ inch.

f. A clear space of at least ⅛ inch must be left between the barcode and the left and right edges of the address label, and the clearance between the barcode and the top and bottom edge of the address label must be at least ½ inch.

g. The top of any bar in the address block barcode must be less than 4 inches from the bottom edge of the mailpiece.

h. The bottom line of the address block, including the barcode, must be at least ⅝ inch from the bottom of the mailpiece.

i. If printed on an insert in a windowed envelope, the clearance between the barcode and the window (see d, above) must be maintained when the insert is shifted fully to the extremes of the envelope (left, right, upper, and lower edge).

j. If the window is covered on an envelope that shows a barcode in the address block, the requirements of 551.723 must be met. (The window on an envelope that shows a barcode in the address block does not have to be covered.)

551.3 Barcode Dimensions and Spacing (See Exhibit 551.3, page 43.)

* * * * *

REVISED REQUIREMENTS FOR USE OF ZIP + 4 BARCODES—Continued

551.34 Horizontal Spacing. Horizontal spacing on the bars must be 22 plus or minus 2 bars per inch. Pitch (a bar and a space) must be at least 0.0416 inch and no greater than 0.05 inch. The spacing (a clear vertical column) between bars must never be less than 0.012 inch. To accommodate variations in printing, a maximum space between bars of 0.04 inch will be allowed.

551.4 Reflectance

551.41 Background Reflectance

551.411 Barcode Clear Zone. The material (envelope, card, insert material, or outermost sheet) in the barcode clear zone must produce a background reflectance of at least 50 percent in the red and 45 percent in the green portions of the optical spectrum when measured with a USPS or USPS licensed envelope reflectance meter. White and pastel colors generally satisfy this requirement.

Note: For pieces included in any barcoded mailing that do not bear a ZIP + 4 or delivery point barcode, it is strongly recommended but not required, that all such pieces include a barcode clear zone that meets the reflectance requirements of 551.4. The Postal Service intends to make this recommendation a requirement effective September 1992.

551.412 Address Block Barcodes. If the barcode is placed in the address block, in addition to the requirements of 551.411, the background reflectance of the area surrounding the address block barcode, and within 1/8 inch of the left- and right-most bars and 1/25 inch above and below the barcode, must produce a background reflectance of at least 50 percent in the red and 45 percent in the green portions of the optical spectrum.

551.42 Print Contrast Ratio. A print contrast ratio (see 543.33) of at least 30 percent is required between the background material of the mailpiece and the barcode. This requirement is generally satisfied by using black or dark blue ink on a white background. Other color combinations should be measured to ensure compliance with the minimum print contrast ratio.

Note: Effective September 15, 1991, the Postal Service intends to require a Print Reflectance Difference (PRD) of at least 30 percent rather than a Print Contrast Ratio of at least 30 percent. The Print Reflectance Difference equals the reflectance of the background minus the reflectance of the ink, multiplied by 100. In the interim, mail meeting either minimum standard will be acceptable.

551.43 Opacity. Envelope material, insert material as viewed through a window, or the outermost sheet of a mailpiece, as applicable, must have sufficient opacity to prevent printing from "showing through" to the extent that it interferes with postal equipment that reads the barcode. The print contrast ratio of print (other than the barcode) that shows through the barcode clear zone or the bar-

code area in the address block, must not exceed 15 percent when measured in the red and green spectra.

551.44 Dark Fibers and Background Patterns. The material in the address block or the barcode clear zone on which the barcode appears (envelope, card, insert material, or outermost sheet) must not contain dark fibers or background patterns (e.g., checks, etc.) that produce a print contrast ratio of more than 15 percent when measured in the red and green spectra. If material on which the barcode will appear is printed in a "halftone screen," it must not contain fewer than 200 lines per inch (dot size) or be printed with more than a 20 percent screen.

* * * * *

551.7 Additional Requirements for Barcodes on Inserts That Appear Through Windows

* * * * *

551.72 Barcode Window Specifications

* * * * *

551.723 Window Cover Material. (*Revise the last sentence to read:*) As viewed through the window material, the barcode must meet the minimum reflectance requirements in 551.4.

551.73 ZIP + 4 and Delivery Point Barcode Location Requirements

* * * * *

551.732 Clear Space—Window Envelopes and Labels. A clear space of at least 1/8 inch must be left between the barcode and the top, left, and right edges of the window or label edges. (As required by 551.722, there is no bottom edge to the window.) This clear space must remain even when the insert showing through the window is moved to any of its limits within the envelope.

552 Five-Digit Barcode Requirements

* * * * *

552.3 Five-Digit Barcode Location

552.31 Five-Digit Barcodes Printed Directly on Mailpieces. The 5-digit barcode printed directly on a mailpiece must be located on the mailpiece as required by 551.2. For barcodes located within the barcode clear zone, however, the left-most bar of the barcode must be located between 3 7/8 inches and 4 inches from the right edge of the mailpiece (see Exhibit 552.31). Effective January 1, 1992, the left-most bar must be located between 4 1/8 and 4 1/4 inches from the right edge of the mailpiece when printed in the barcode clear zone. (See 551.23.)

Note: If the delivery point is either a 5-digit ZIP Code or a ZIP + 4 Code, the mailer may, at his option, encode a longer ZIP-Code field for the barcode.—*Marketing and Customer Service Group, 5-2-91*

DMM Notice

BMC/ASF DISTRIBUTION LABELING LIST AND SERVICE AREAS FOR DBMC RATES

Effective with *Domestic Mail Manual* (DMM) Issue 39 (6-16-91), Exhibit 122.63s, BMC/ASF Distribution Labeling List and Service Areas for Third- and Fourth-Class Destination Bulk Mail Center (DBMC) Rates, is added. This new exhibit replaces Exhibits 624.721 and 722.411 and clarifies the preparation requirements for Bulk Mail Center (BMC) and Auxiliary Service Facility (ASF) sacks and pallets for those mailers wishing to take advantage of the DBMC rates. Mailers may take advantage of this change immediately.

DMM 624.721, 624.722, 641.222, 644.142e, 644.342e, 722.411, 722.412c, 767.32, and 767.532e will be amended to reflect this change.

(Delete Exhibit 624.721, BMC/ASF Service Areas for DBMC Rates.)

624.72 Destination Bulk Mail Center (DBMC) Rate

624.721 Definition. For purposes of this section, the term "destination bulk mail center (DBMC)" includes all bulk mail centers (BMCs) and auxiliary service facilities (ASFs). See Exhibit 122.63s.

624.722 Eligibility. Pieces in a mailing that meet the requirements of 624.71 and 624.72 are eligible for the DBMC rate when deposited at a DBMC (as defined in Exhibit 122.63s), addressed for delivery within that facility's service area (ZIP Code range) as shown in Exhibit 122.63s, and placed in a tray, sack, or pallet (as permitted by the presort requirement for the rate claimed) that is correctly labeled to that DBMC or to a postal facility within its service area. Separate SDC, state, and mixed states sacks must be prepared for pieces that are eligible for the DBMC rate if the mailer includes them in that portion of the mailing claimed at the DBMC rate, and the facility to which the sacks, trays, or pallets are labeled is within the DBMC service area.

* * * * *

641.2 Machinable Parcel Preparation Requirements

* * * * *

641.22 Sacking Requirements for Basic Rate

* * * * *

641.222 Bulk Mail Center (BMC) Sacks. (The existing text remains. Add the following note after the Sample of the sack label.)

Note: Mailers claiming the DMBC rate must prepare and label sacks as shown in Exhibit 122.63s. All other sacking requirements apply.

* * * * *

644.1 Packages and Bundles Presented on Pallets

* * * * *

644.14 Pallet Preparation

* * * * *

644.142 Sortation

* * * * *

e. Optional BMC Pallets. (Existing text remains. Insert the following at the end:)

Mailers wishing to take advantage of the DBMC rate must prepare and label pallets as shown in Exhibit 122.63s. All other pallet preparation requirements apply.

* * * * *

644.3 Palletizing Sacks

* * * * *

644.34 Pallet Preparation

* * * * *

644.342 Sortation

* * * * *

e. Optional BMC Pallets. (Existing text remains. Insert the following at the end:)

Mailers wishing to take advantage of the DBMC rate must prepare and label pallets as shown in Exhibit 122.63s. All other pallet preparation requirements apply.

* * * * *

722.4 Destination Bulk Mail Center (DBMC) Entry Rate

* * * * *

722.41 General

722.411 Definition. For purposes of this section, the term "destination bulk mail center (DBMC)" includes all bulk mail centers (BMCs), auxiliary service facilities (ASFs) (see Exhibit 122.63s), and designated sectional center facilities (SCFs) as provided by 722.45.

722.412 Eligibility. A mailpiece that meets the applicable requirements of 722.41 through 722.45 is eligible for the DBMC rate when

* * * * *

c. it is addressed for delivery within the entry facility's service area (ZIP Code range) as described in Exhibit 122.63s or 722.45, as applicable;

(Delete Exhibit 722.411, BMC/ASF Service Areas for DBMC Rates.)

* * * * *

767.3 Machinable Parcel Preparation Requirements

* * * * *

767.32 Sortation

767.321 Five-Digit Sacks. (Replace the line 1, line 2, and line 3 instructions with the following. Balance of the language, including sample and note, remains.)

* * * * *

BMC/ASF DISTRIBUTION LABELING LIST AND SERVICE AREAS FOR DBMC RATES—Continued

Line 1: City, two-letter state abbreviation, and five-digit destination.

Line 2: Class and processing category (4C MACH).

Line 3: City and two-letter state abbreviation of the post office of mailing.

767.322 Destination Bulk Mail Center (DBMC)

Sacks. (Replace the line 1, line 2, and line 3 instructions with the following. Balance of the language, including sample, remains. Add the following note after the sample of the sack label.)

* * * * *

Line 1: Letters BMC followed by the name, two-letter state abbreviation, and code of the destination BMC as shown in Exhibit 122.631.

Line 2: Class and processing category (4C MACH), and if appropriate, followed by the processing code (right-justified under the Line 1 BMC code) as shown in Exhibit 122.631.

Line 3: City and two-letter state abbreviation of the post office of mailing.

* * * * *

Note: Mailers claiming the DBMC rate must prepare and label sacks as shown in Exhibit 122.63s. All other sacking requirements apply.

767.323 Origin BMC Sacks. (Replace the line 1, line

2, and line 3 instructions with the following. Balance of the language, including sample, remains.)

* * * * *

Line 1: Letters BMC followed by the name, two-letter state abbreviation, and code of the origin BMC as shown in Exhibit 122.631.

Line 2: Class and processing category (4C MACH) and, if appropriate, followed by the processing code (right-justified under the Line 1 BMC code) as shown in Exhibit 122.631.

Line 3: City and two-letter state abbreviation of the post office of mailing.

767.5 Packages Presented on Pallets

* * * * *

767.53 Pallet Preparation

* * * * *

767.532 Sortation

* * * * *

e. Optional BMC Pallets. (Existing text remains. Insert the following at the end:) Mailers wishing to take advantage of the DBMC rate must prepare and label pallets as shown in Exhibit 122.63s. All other pallet preparation requirements apply.

—Delivery, Distribution, and
Transportation Dept., 5-2-91

Exhibit 122.63s BMC/ASF Distribution Labeling List and Service Areas for Third- and Fourth-Class Destination Bulk Mail Center (DBMC) Rates

| Destination ZIP Codes | Label To |
|---|----------------------------|
| 010-069, 120-126, 128-129 | BMC SPRINGFIELD MA 05500 |
| 004-005, 070-079, 088-098, 100-119, 127 | BMC NEW JERSEY NJ 10000 |
| 130-136, 140-149 | ASF BUFFALO NY 140 |
| 150-168, 260-266, 439-447 | BMC PITTSBURGH PA 15195 |
| 080-087, 137-139, 169-199 | BMC PHILADELPHIA PA 19205 |
| 200, 202-212, 214-239, 244, 254, 267-268 | BMC WASHINGTON DC 20105 |
| 240-243, 245-249, 270-297, 376 | BMC GREENSBORO NC 27075 |
| 298, 300-312, 317-319, 350-352, 354-368, 373-374, 377-379, 399 | BMC ATLANTA GA 31195 |
| 299, 313-316, 320-340, 342, 346-347, 349 | BMC JACKSONVILLE FL 32099 |
| 369-372, 375, 380-397, 700-701, 703-705, 707-708, 713-714, 716-717, 719-729 | BMC MEMPHIS TN 38999 |
| 250-253, 255-259, 400-418, 421-422, 425-427, 430-433, 437-438, 448-462, 469-474 | BMC CINCINNATI OH 45900 |
| 434-436, 465-468, 480-497 | BMC DETROIT MI 48399 |
| 500-516, 520-528, 612, 680-681, 683-689 | BMC DES MOINES IA 50999 |
| 498-499, 540-551, 553-564, 566 | BMC MPLS/ST PAUL MN 55202 |
| 570-577 | ASF SIOUX FALLS SD 570 |
| 565, 567, 580-588 | ASF FARGO ND 580 |
| 590-599 | ASF BILLINGS MT 590 |
| 463-464, 530-532, 534-535, 537-539, 600-606, 609-611, 613 | BMC CHICAGO IL 60808 |
| 420, 423-424, 475-479, 614-620, 622-631, 633-639, 654-655 | BMC ST LOUIS MO 63299 |
| 640-641, 644-653, 656-658, 660-662, 664-679, 739 | BMC KANSAS CITY KS 64399 |
| 730-731, 734-738, 740-741, 743-746, 748-749 | ASF OKLAHOMA CITY OK 730 |
| 706, 710-712, 718, 733, 747, 750-799, 885 | BMC DALLAS TX 75199 |
| 690-693, 800-816, 820-831 | BMC DENVER CO 80088 |
| 832-834, 836-837, 840-847, 893, 898, 979 | ASF SALT LAKE CITY UT 840 |
| 850, 852-853, 855-857, 859-860, 863-864 | ASF PHOENIX AZ 852 |
| 865, 870-875, 877-884 | ASF ALBUQUERQUE NM 870 |
| 889-891, 900, 902-908, 910-928, 930-935 | BMC LOS ANGELES CA 90901 |
| 894-895, 897, 936-966 | BMC SAN FRANCISCO CA 94850 |
| 835, 838, 970-978, 980-994 | BMC SEATTLE WA 98001 |

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 |
|----------------------------------|---------------------------|--------------------------|-----------------------------|--------------------------------------|---|--|
| Ames Department Stores, Inc. | Third/Flat.... | Apr. 30- May 2. | 1.5 | VT, ME, MA, NH, CT, RI, NY. | Walk Sequence Saturation. | Event A521. Sale starts 5-3. 32 pg. circ. Beacon Commu- nications, Acton, MA |
| JC Penney Intimate Ap- parel. | Third/Flat.... | May 1-3 | 3.3 | Nationwide ... | CARRT | Harte-Hanks |
| May is Gift Month at Best... | Third/Flat.... | May 1-4 | 8.3 | Nationwide ... | CARRT, Zip + 4, Street Sequence. | Mail is in-plant verified at R.R. Donnelley in Gallatin, TN |
| Sears FH-Home Fashions ... | Third/Flat/ Bulk. | May 1-8 | 5.0 | Nationwide ... | CARRT | 10¼ x 8 in—oblong flat |
| Ames Department Stores, Inc. | Third/Flat.... | May 2-4 | 1.5 | VT, ME, MA, NH, CT, RI, NY. | Walk Sequence Saturation. | Event A521. Sale starts 5-5. 32 pg. circ. Beacon Commu- nications, Acton, MA |
| Pacific Bell..... | Third/ Letter. | May 6-8 | 3.4 | So. California. | Prebarcod- ed, 3/5 Digit. | The piece is 5 x 8.5 in and will be trayed and palletted to five digit, where possible. Plant verified in Logan, UT and drop-shipped on May 3 to Bell BMC |
| Ames Department Stores, Inc. | Third/Flat.... | May 7-9 | 1.5 | VT, ME, MA, NH, CT, RI, NY. | Walk Sequence Saturation. | Event A531. Sale starts 5-10. 20 pg. circ. Beacon Commu- nications, Acton, MA |
| Sears PK-May Mailer..... | Third/Bulk/ Flat. | May 8-15 | 4.0 | Nationwide ... | CARRT | 8 x 10¼ in flat |
| Ames Department Stores, Inc. | Third/Flat.... | May 9-11 | 1.5 | VT, ME, MA, NH, CT, RI, NY. | Walk Sequence Saturation. | Event A531. Sale starts 5-12. 20 pg. circ. Beacon Commu- nications, Acton, MA |
| Carol Wright | Bulk Business Mail. | May 11-14 ... | 30.3 | Nationwide ... | CARRT | 6 x 9 in natural kraft envelope |
| Billy Graham Letter | Third/ Letter. | May 13-24 ... | 2.3 | Nationwide ... | CARRT, 5 Digit, Basic. | 3¾ x 7½ in envelope from Minneapolis, MN |
| Pacific Bell..... | Third/ Letter. | May 14-16 ... | 3.9 | No. California. | Prebarcod- ed, 3/5 Digit. | The piece is 5 x 8.5 in and will be trayed and palletted to five digit, where possible. Plant verified in Logan, UT and drop-shipped May 13 to Richmond BMC |
| Ames Department Stores, Inc. | Third/Flat.... | May 14-16 ... | 1.5 | VT, ME, MA, NH, CT, RI, NY. | Walk Sequence Saturation. | Event A541. Sale starts 5-17. 28 pg. circ. Beacon Commu- nications, Acton, MA |
| Ames Department Stores, Inc. | Third/Flat.... | May 16-18 ... | 1.5 | VT, ME, MA, NH, CT, RI, NY. | Walk Sequence Saturation. | Event A541. Sale starts 5-19. 28 pg. circ. Beacon Commu- nications, Acton, MA |
| The ELKS Mailing | Third/Bulk Business. | May 16-26 ... | 1.5 | Nationwide ... | CARRT, 5 Digit, Basic. | The ELKS magazine member- ship mailing |
| JC Penney General Sale | Third/ Catalog. | May 18-20 ... | 8.8 | Nationwide ... | CARRT | RRD, Spartanburg, SC |
| Ames Department Stores, Inc. | Third/Flat.... | May 21-23 ... | 1.5 | VT, ME, MS, NH, CT, RI, NY. | Walk Sequence Saturation. | Event A611. Sale starts 5-24. 28 pg. circ. Beacon Commu- nications, Acton, MA |

MAIL ALERT—Continued

| Title on mailings | Class and type of mail | Requested delivery dates | Number of pieces (millions) | Distribution | Presort level | Comments |
|---|------------------------|--------------------------|-----------------------------|---|----------------------------------|---|
| Ames Department Stores, Inc. | Third/Flat..... | May 23-25 | 1.5 | VT, ME, MS, NH, CT, RI, NY. | Walk Sequence Saturation. | Event A611. Sale starts 5-26. 28 pg. circ. Beacon Communications, Acton, MA |
| Sears JN-June Monthly..... | Third/Bulk/Flat. | May 25-June 1. | 9.4 | Nationwide ... | CARRT | 8 x 10½ in flat |
| DECISION Magazine | Third/Flat..... | May 27-31 | 1.6 | Nationwide ... | CARRT,..... 3/5 Digit, Basic. | 8¼ x 10% in, 44-page tabloid from Minneapolis, MN |
| Mervyn's Intimate Apparel. | Third/Catalog. | May 28-30 | 1.4 | GA, FL, MI, LA, OK, TX, CO, ID, UT, AZ, NM, NV, CA, OR, WA. | CARRT | 10% x 8½ in, 16 pages. Sale starts 5-30, Arandell |
| BEST—June Dad's, Grad's, and Bridal Sale. | Third/Flat..... | May 28-31 | 8.3 | Nationwide ... | CARRT, Zip + 4, Street Sequence. | Mail is verified in-plant at Brown Printing in Franklin, KY 42134 |
| JC Penney Semi-Annual Lingerie. | Third/Flat..... | May 29-31 | 1.1 | Nationwide ... | CARRT | Metro Mail |
| JC Penney Father's Day | Third/Flat..... | May 29-31 | 4.8 | Nationwide ... | CARRT | Harte-Hanks |

—Marketing Dept., 5-2-91

Defective Express Mail Labels

An alarmingly high number of Express Mail shipments have been detected in the mail stream without their labels attached. This is due to insufficient adhesive on the existing supply of Express Mail B labels (Series FB00000011US through FB600000005US, dated April 90). The printing contractor is replacing the deficient labels, and new labels are available through the materiel distribution centers. When offices receive the new supply, they must destroy the deficient labels. Effective immediately through May 15, all postal employees accepting Express Mail must secure the Express Mail label with tape to every Express Mail piece.

Additionally, the Postal Service has established a temporary dead mail operation for Express Mail and Priority Mail in Indianapolis to process Express Mail shipments with missing address labels. The temporary dead mail operation will operate through May 15 for the sole purpose of determining addresses for delivering Express Mail shipments with missing address labels and any dead Priority Mail in accordance with *Domestic Mail Manual* (DMM) sections 159.47, 159.324, 159.5, and 291.2 and Handbook DM-105, *Dead Letter Branch Operations*.

The establishment of the temporary dead letter office in Indianapolis should minimize as many delays or losses of Express Mail items as possible and expedite those articles whose labels have come off in shipment. The new labels should prevent this problem in the future.

—Marketing and Customer Service Group, 5-2-91

Friends don't let friends drive drunk.

If your friend has had too much to drink, he doesn't have to drive. Here are three ways to keep your friend alive ...



drive your friend home



have your friend sleep over



call a cab

US Department of Transportation
National Highway Traffic Safety Administration

POST OFFICE CHANGES NUMBER 2

| Data | Finance No. | ZIP Code | State | Name of Post Office | County/Parish | Name of Station, Branch, or Unit | Unit Type | Effective Date | Comments |
|------------|------------------|----------------|----------|--------------------------|------------------------------|----------------------------------|--|--------------------|---|
| OLD NEW | 024563 | 99918 | AK | Ketchikan | Ketchikan | Coffman Cove | Classified Branch | 5-1-91 | Establish a new ZIP Code for post office boxes. Establish a new classified branch for Ketchikan, AK. |
| OLD NEW | 052526 | 92046 | CA | Escondido | San Diego | Main Office | Post Office | 6-1-91 | Establish a new ZIP Code for post office boxes. |
| OLD NEW | 056462 056462 | 94803 94820 | CA CA | Richmond Richmond | Contra Costa Contra Costa | El Sobrante El Sobrante | Classified Branch Classified Branch | 6-1-91 6-1-91 | Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for post office boxes at 94803. |
| OLD NEW | 057758 | 92589 | CA | Temecula | Riverside | Main Office | Post Office | 6-1-91 | Establish a new ZIP Code for post office boxes. |
| OLD NEW | 070414 | 80006 | CO | Arvada | Jefferson | Indian Tree | Classified Station | 6-1-91 | Establish a new ZIP Code for post office boxes. Establish a new classified station for Arvada, CO. |
| OLD NEW | 070495 | 80047 | CO | Aurora | Arapahoe | Main Office | Post Office | 10-1-91 | Establish a new ZIP Code for post office boxes. |
| OLD NEW | 074896 072988 | 80456 80456 | CO CO | Jefferson Fairplay | Park Park | Main Office Jefferson | Post Office Community Post Office | 7-1-91 7-1-91 | Post office discontinued. Retain ZIP Code. Establish a community post office. Use Jefferson, CO 80456 as last line of address. |
| OLD NEW | 073168 | 80527 | CO | Fort Collins | Larimer | Aspen | Classified Station | 7-1-91 | Establish a new ZIP Code for post office boxes. Establish a new classified station for Fort Collins, CO. |
| OLD NEW | 083366 | 06147 | CT | Hartford | Hartford | Main Office | Post Office | 6-1-91 | Establish a new ZIP Code for post office boxes. |
| OLD NEW | 083876 083876 | 06040 06045 | CT CT | Manchester Manchester | Hartford Hartford | Main Office Main Office | Post Office Post Office | 7-1-91 7-1-91 | Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for a portion of the post office boxes at 06040. |
| OLD NEW | 115850 | 33283 | FL | Miami | Dade | Sunset | Classified Branch | 9-1-91 | Establish a new ZIP Code for post office boxes. Establish a new classified branch for Miami, FL. |
| OLD NEW | 115850 | 33296 | FL | Miami | Dade | West Kendall | Classified Branch | 6-1-91 | Establish a new ZIP Code for post office boxes. Establish a new classified branch for Miami, FL. |
| OLD NEW | 116915 116915 | 32811 32835 | FL FL | Orlando Orlando | Orange Orange | Orlo Vista Orlo Vista | Classified Branch Classified Branch | 7-1-91 7-1-91 | Establish a new ZIP Code for a delivery area. This action splits ZIP Code 32811. |
| OLD NEW | 116915 116915 | 32821 32837 | FL FL | Orlando Orlando | Orange Orange | Sand Lake Sand Lake | Classified Branch Classified Branch | 7-1-91 7-1-91 | Establish a new ZIP Code for a delivery area. This action splits ZIP Code 32821. |
| OLD NEW | 116915 116915 | 32809 32839 | FL FL | Orlando Orlando | Orange Orange | Pine Castle Pine Castle | Classified Branch Classified Branch | 7-1-91 7-1-91 | Establish a new ZIP Code for a delivery area. This action splits ZIP Code 32809. |
| OLD NEW | 127557 127557 | 30161 30165 | GA GA | Rome Rome | Floyd Floyd | Main Office Main Office | Post Office Post Office | 7-1-91 7-1-91 | Establish a new ZIP Code for a delivery area. This action splits ZIP Code 30161. |
| OLD NEW | 205004 205768 | 41233 41238 | KY KY | Manila Oil Springs | Johnson Johnson | Main Office Manila | Post Office Place Name | 4-14-90 4-14-90 | Post office and ZIP Code discontinued. Establish a place name. Use Manila, KY 41238 as last line of address. |

POST OFFICE CHANGES NUMBER 2—Continued

| Data | Finance No. | ZIP Code | State | Name of Post Office | County/Parish | Name of Station, Branch, or Unit | Unit Type | Effective Date | Comments |
|------------|------------------|----------------|----------|---|------------------------------------|--|--|----------------------|---|
| OLD NEW | 231620 231620 | 20621 20621 | MD MD | Chaptico..... Chaptico..... | St. Marys..... St. Marys..... | Maddox..... Maddox..... | Community Post Office. Place Name..... | 6-30-90 6-30-90 | Community post office discontinued. Retain ZIP Code. Establish a place name. Use Maddox, MD 20621 as last line of address. |
| OLD NEW | 233024 233024 | 21043 21041 | MD MD | Ellicott City..... Ellicott City..... | Howard..... Howard..... | Main Office..... Main Office..... | Post Office..... Post Office..... | 7-1-91 7-1-91 | Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for the post office boxes at 21043. |
| OLD NEW | 243043 246783 | 02040 02066 | MA MA | Greenbush..... Scituate..... | Plymouth..... Plymouth..... | Main Office..... Greenbush..... | Post Office..... Place Name..... | 4-6-91 4-6-91 | Post office and Zip Code discontinued. Establish a place name. Use Greenbush, MA 02066 as last line of address. |
| OLD NEW | 250980 251050 | 48010 48301 | MI MI | Birmingham..... Bloomfield Hills..... | Oakland..... Oakland..... | Main Office..... Bloomfield Township..... | Post Office..... Classified Branch..... | 7-1-91 7-1-91 | Establish a new ZIP Code for a delivery area. This action splits ZIP Code 48010. |
| OLD NEW | 262300 262300 | 55326 55325 | MN MN | Dassel..... Dassel..... | Meeker..... Meeker..... | Kingston..... Main Office..... | Contract Branch..... Post Office..... | 12-6-90 12-6-90 | Contract branch and ZIP Code discontinued. Use Dassel, MN 55325 as last line of address. |
| OLD NEW | 269330 262730 | 56177 56177 | MN MN | Trosky..... Edgerton..... | Pipestone..... Pipestone..... | Main Office..... Trosky..... | Post Office..... Community Post Office. | 5-18-91 5-18-91 | Post office discontinued. Retain ZIP Code. Establish a community post office. Use Trosky, MN 56177 as last line of address. |
| OLD NEW | 269735 269775 | 56184 56101 | MN MN | Wilder..... Windom..... | Jackson..... Jackson..... | Main Office..... Wilder..... | Post Office..... Place Name..... | 5-18-91 5-18-91 | Post office and ZIP Code discontinued. Establish a place name. Use Wilder, MN 56101 as last line of address. |
| OLD NEW | 287092 287092 | 66303 66304 | MO MO | Saint Charles..... Saint Charles..... | St Charles..... St Charles..... | Main Office..... Main Office..... | Post Office..... Post Office..... | 7-1-91 7-1-91 | Establish a new ZIP Code for a delivery area. This action splits ZIP Code 66303. |
| OLD NEW | 351550 351605 | 13039 13039 | NY NY | Cicero..... Clay..... | Onondaga..... Onondaga..... | Main Office..... Cicero..... | Post Office..... Place Name..... | 12-26-90 12-26-90 | Post office discontinued and consolidated with Clay, NY. Retain ZIP Code. Establish a place name. Use Cicero, NY 13039 as last line of address. |
| OLD NEW | 357480 357480 | 12982 12983 | NY NY | Saranac Lake..... Saranac Lake..... | Franklin..... Franklin..... | Saranac Inn..... Main Office..... | Community Post Office. Post Office..... | 6-1-90 6-1-90 | Community post office and ZIP Code discontinued. Use Saranac Lake, NY 12983 as last line of address. |
| OLD NEW | 353905 357995 | 13789 13843 | NY NY | Holmesville..... South New Berlin..... | Chenango..... Chenango..... | Main Office..... Holmesville..... | Post Office..... Place Name..... | 6-1-91 6-1-91 | Post office and ZIP Code discontinued. Establish a place name. Use Holmesville, NY 13843 as last line of address. |
| OLD NEW | 375152 378144 | 58749 58783 | ND ND | Landa..... Souris..... | Bottineau..... Bottineau..... | Main Office..... Landa..... | Post Office..... Place Name..... | 6-1-91 6-1-91 | Post office and ZIP Code discontinued. Establish a place name. Use Landa, ND 58783 as last line of address. |
| OLD NEW | 388260 388260 | 43615 43635 | OH OH | Toledo..... Toledo..... | Lucas..... Lucas..... | Reynolds Corner..... Reynolds Corner..... | Classified Station..... Classified Station..... | 7-1-91 7-1-91 | Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for post office boxes at 43615. |
| OLD NEW | 401696 401696 | 97016 97016 | OR OR | Clatskanie..... Clatskanie..... | Columbia..... Columbia..... | Birkenfeld..... Birkenfeld..... | Community Post Office. Place Name..... | 6-6-89 6-6-89 | Community post office discontinued. Retain ZIP Code. Establish a place name. Use Birenfeld, OR 97016 as last line of address. |

POST OFFICE CHANGES NUMBER 2—Continued

| Data | Finance No. | ZIP Code | State | Name of Post Office | County/Parish | Name of Station, Branch, or Unit | Unit Type | Effective Date | Comments |
|------------|------------------|----------------|----------|--|------------------------------------|--|--|--------------------|---|
| OLD NEW | 470360 470360 | 37303 37371 | TN TN | Athens..... Athens..... | McMinn..... McMinn..... | Main Office..... Main Office..... | Post Office..... Post Office..... | 6-1-91 6-1-91 | Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for the post office boxes at 37303. |
| OLD NEW | 473588 473588 | 37072 37070 | TN TN | Goodettsville..... Goodettsville..... | Davidson..... Davidson..... | Main Office..... Main Office..... | Post Office..... Post Office..... | 7-1-91 7-1-91 | Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for 37072. |
| OLD NEW | 482270 482270 | 75228 75357 | TX TX | Dallas..... Dallas..... | Dallas..... Dallas..... | Casa View..... Casa View..... | Classified Station..... Classified Station..... | 6-1-91 6-1-91 | Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for 75228. |
| OLD NEW | 484360 484360 | 75016 75014 | TX TX | Irving..... Irving..... | Dallas..... Dallas..... | Las Colinas..... Las Colinas..... | Classified Station..... Classified Station..... | 6-1-91 6-1-91 | Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for the post office boxes at 75016. |
| OLD NEW | 484360 484360 | 75015 75017 | TX TX | Irving..... Irving..... | Dallas..... Dallas..... | Downtown..... Downtown..... | Classified Station..... Classified Station..... | 6-1-91 6-1-91 | Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for the post office boxes at 75015. |
| OLD NEW | 486145 486145 | 75455 75456 | TX TX | Mount Pleasant..... Mount Pleasant..... | Titus..... Titus..... | Main Office..... Main Office..... | Post Office..... Post Office..... | 6-1-91 6-1-91 | Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for 75455. |
| OLD NEW | 497106 497106 | 84527 84527 | UT UT | Price..... Price..... | Carbon..... Carbon..... | Hiawatha..... Hiawatha..... | Community Post Office. Place Name..... | 9-5-90 9-5-90 | Community post office discontinued. Retain ZIP Code. Use Hiawatha, UT 84527 as last line of address. |
| OLD NEW | 518682 518682 | 23434 23439 | VA VA | Suffolk..... Suffolk..... | Suffolk..... Suffolk..... | Main Office..... Main Office..... | Post Office..... Post Office..... | 7-1-91 7-1-91 | Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for post office boxes at 23434. |
| OLD NEW | 543472 546744 | All All | WA WA | Hadlock..... Port Hadlock..... | Jefferson..... Jefferson..... | Main Office..... Main Office..... | Post Office..... Post Office..... | 2-14-91 2-14-91 | Hadlock, WA post office name and finance number has been changed to Port Hadlock, WA. This affects all ZIP Codes associated with Hadlock, WA. |
| OLD NEW | 558886 550096 | 25572 25572 | WV WV | Woodville..... Alkol..... | Lincoln..... Lincoln..... | Main Office..... Woodville..... | Post Office..... Community Post Office. | 4-27-91 4-27-91 | Post office discontinued. Retain ZIP Code. Establish a community post office. Use Woodville, WV 25572 as last line of address. |
| OLD NEW | 558766 550648 | 26190 26134 | WV WV | Willow Island..... Belmont..... | Pleasants..... Pleasants..... | Main Office..... Willow Island..... | Post Office..... Place Name..... | 5-25-91 5-25-91 | Post office and ZIP Code discontinued. Establish a place name. Use Willow Island, WV 26134 as last line of address. |
| OLD NEW | 551686 552940 | 24717 24724 | WV WV | Coaldale..... Freeman..... | Mercer..... Mercer..... | Main Office..... Coaldale..... | Post Office..... Place Name..... | 11-3-90 11-3-90 | Post office and ZIP Code discontinued. Establish a place name. Use Coaldale, WV 24724 as last line of address. |
| OLD NEW | 555418 553756 | 24959 24946 | WV WV | Mill Point..... Hillsboro..... | Pocahontas..... Pocahontas..... | Main Office..... Mill Point..... | Post Office..... Place Name..... | 11-3-90 11-3-90 | Post office and Zip Code discontinued. Establish a place name. Use Mill Point, WV. 24946 as last line of address. |
| OLD NEW | 575396 575396 | 82063 82063 | WY WY | Laramie..... Laramie..... | Albany..... Albany..... | Jelm..... Jelm..... | Community Post Office. Place Name..... | 7-6-91 7-6-91 | Community post office discontinued. Retain ZIP Code. Establish a place name. Use Jelm, WY 82063 as last line of address. |



SPECIAL EQUIPMENT MAINTENANCE ALLOWANCE SCHEDULE—RURAL ROUTES
MAXIMUM NUMBER OF STOPS ON ROUTE
EFFECTIVE SEPTEMBER 1991

Table with columns MILES and STOPS, containing a grid of numerical values representing maintenance allowances for various mileages and stop counts.



SPECIAL EQUIPMENT MAINTENANCE ALLOWANCE SCHEDULE—RURAL ROUTES
MAXIMUM NUMBER OF STOPS ON ROUTE
EFFECTIVE SEPTEMBER 1991

Table with columns MILES and STOPS, containing a grid of numerical values representing maintenance allowances for various mileages and stop counts.

READING THE ZIP+4 BARCODE

The ZIP+4 barcode consists of the nine digits plus a correction character used by the barcode reader to identify reading errors. The barcode consists of 52 bars as illustrated. Each of the 10 digits contained between the frame bars consists of 2 long bars (read as 1's) and 3 short bars (read as 0's).

Reading and understanding the barcode is simple. There are 10 combinations of 5 bars, each consisting of 2 long (1's) and 3 short (0's) bars. The digits 0 through 9 have been assigned to these combinations:

0=11000 1=00011 2=00101 3=00110 4=01001 5=01010 6=01100 7=10001 8=10010 9=10100

Within the group of 5 bars, each position has a different value: from left to right 7, 4, 2, 1, and 0. Addition of the values in the two positions occupied by 1 bars gives the value of the combination, except in the case of 11000 which totals 11 and has been assigned as zero.

In addition to the ZIP+4 code, each barcode contains a correction digit. This digit appears in the last position of the barcode. Its purpose is to ensure that the machine applying the barcode is working properly. The sum of the 10 digits in the barcode (the 9-digit ZIP+4 code plus the correction digit) must always be a multiple of 10. The value of the correction digit is therefore determined by adding the numbers in the 9-digit ZIP+4 code, and then determining what single-digit number must be added to that sum to make the total a multiple of 10 (end with a zero). In the Example, the sum of the nine digits of the ZIP+4 code is 45. Using a correction character of 5 makes the sum of all 10 characters 50, a multiple of 10. If the sum of the digits is not a multiple of 10, an error has been made and the barcode must not be used.

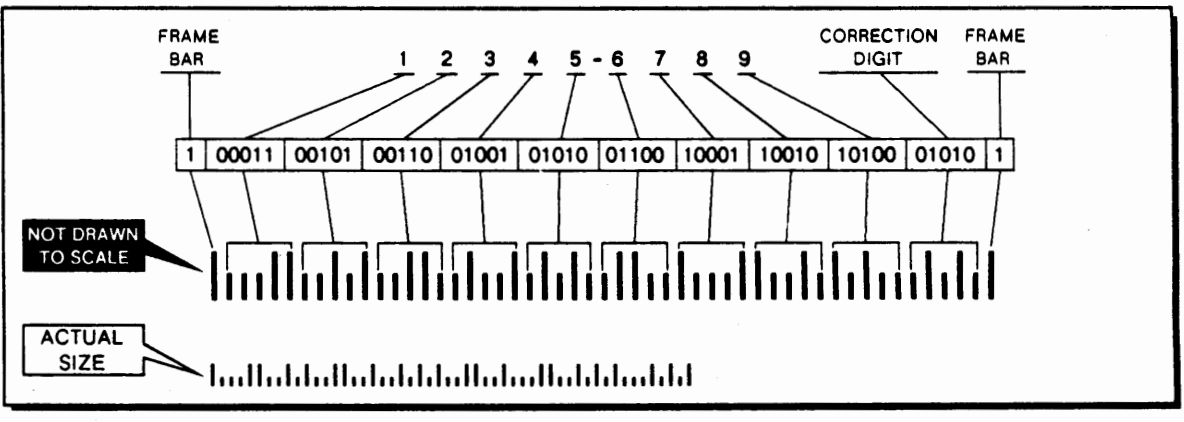


Exhibit 551.1, ZIP+4 Barcode

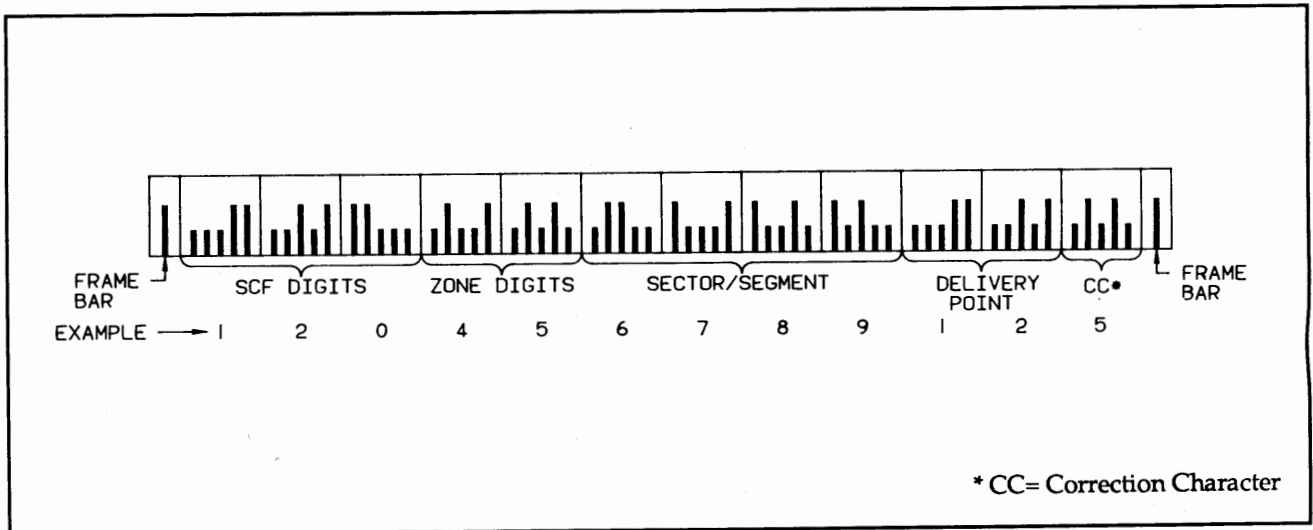


Exhibit 551.121, Delivery Point Barcode

EXAMPLES OF DPBC ADDRESS FORMAT ANOMALIES

Fraction

Address: 1234½ Main Street

DPBC: 34

Rule: Ignore fractions in the address and print code characters in the Advanced Barcode to represent the two digits preceding the fraction, in this example it would be 34.

Alpha

Address: 1235A Main Street

DPBC: 35

Rule: Ignore alphas in the address and print code characters in the Advanced Barcode to represent the two digits preceding the alpha, in this example it would be 35.

Hyphen

Address: 123-6 Main Street

DPBC: 06

Rule: If a single digit follows the hyphen in the address, add a leading zero to the single digit and print code characters in the Advanced Barcode to represent (in this example) 06.

Embedded Hyphen

Address: 12-37 Main Street

DPBC: 37





Rule: If a hyphen is embedded in the address, ignore it and print code characters in the Advanced Barcode to represent the two numbers following the hyphen. In this example, 37.

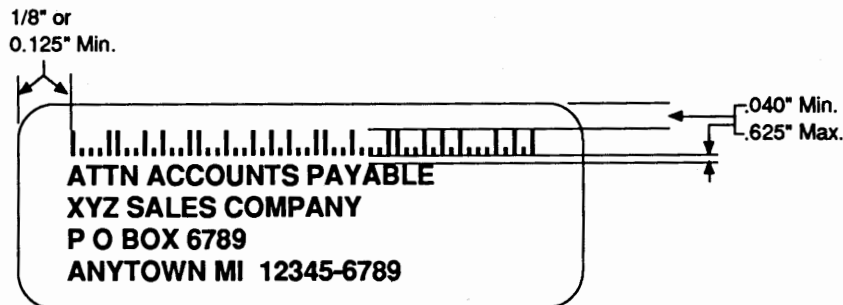
Single Digit

Address: 8 Main Street

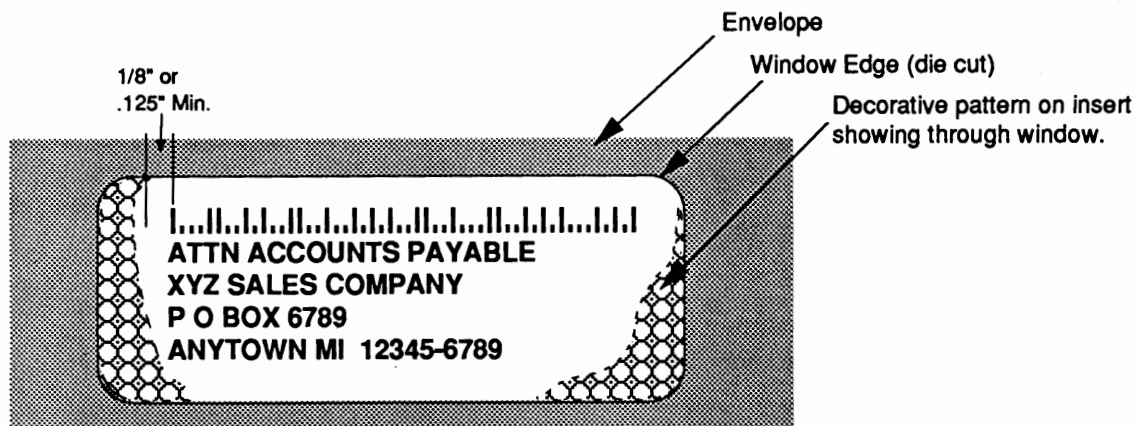
DPBC: 08

Rule: If the street number is a single digit, add a leading zero to produce the second digit necessary for the Advanced Barcode and print the corresponding code characters in the Advanced Barcode. In this example, 08.

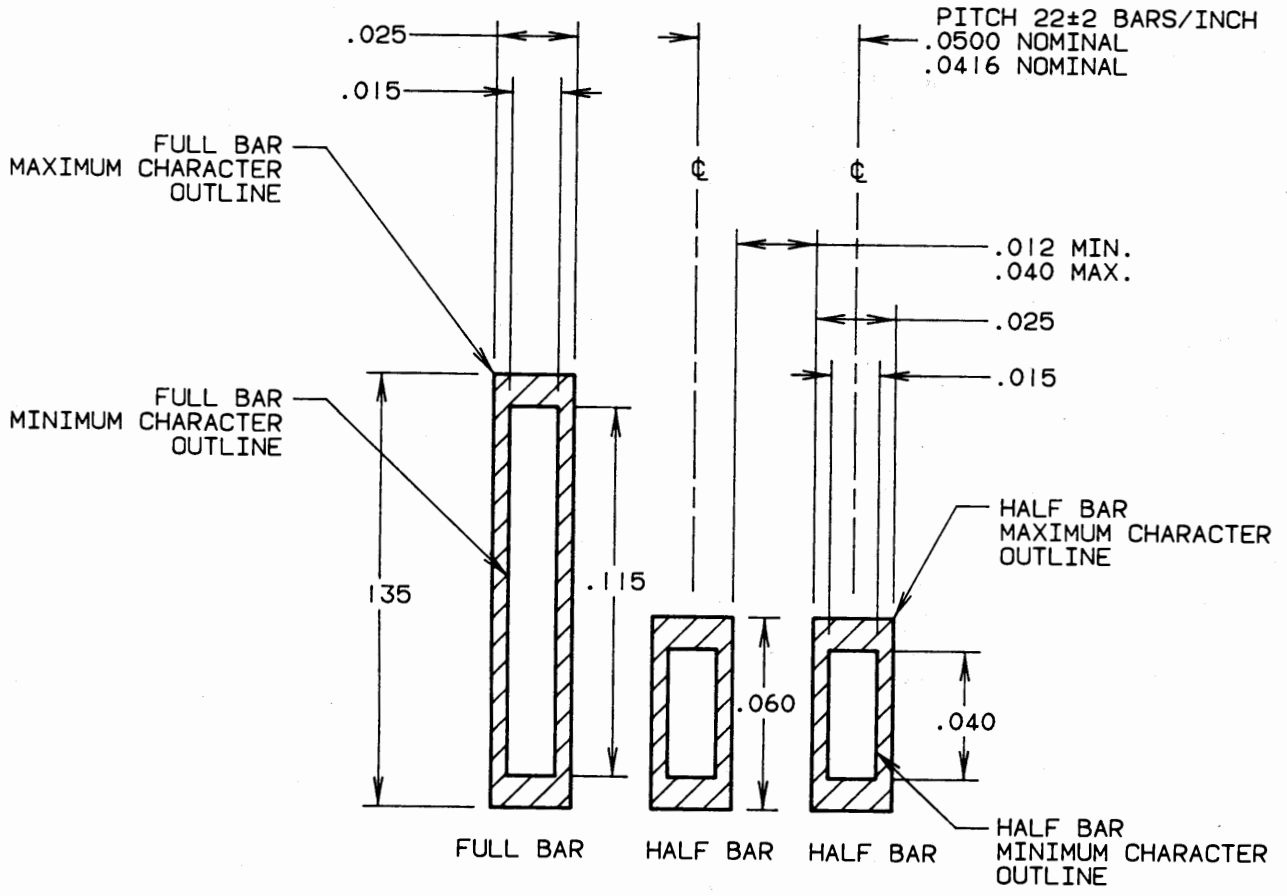
| | |
|--|--|
| ABOVE THE ADDRESS  MICHELLE T RAYMOND PO BOX 6789 ANYTOWN MI 12345-6789 | BELOW THE ADDRESS ATTN TIMOTHY HURST XYZ SALES COMPANY PO BOX 6789 ANYTOWN MI 12345-6789  |
| ABOVE THE ADDRESS (Below Keyline Information) ***** 5-DIGIT 12345 #JAN84 000 CA #1508IT 52 20 30  EDWIN A JOHNSON PO BOX 6789 ANYTOWN MI 12345-6789 | ABOVE ADDRESS (Below Optional Endorsement Line) ***** 3-DIGIT 750  ATTN ACCOUNTS PAYABLE XYZ SALES COMPANY PO BOX 6789 ANYTOWN MI 12345-6789 |



Window edges (die cuts) must be separated at a minimum of 0.125 inch from the left or right most bar (framing bars) and 0.40 inch above and below the bars of the barcode.



Extraneous printing or graphics must be separated at a minimum of 0.125 inch from the left or right most bar (framing bars) and 0.40 inch above and below the bars of the barcode.



HEIGHT : FULL BAR .125 ± .010
 SHORT BAR .050 ± .010

WIDTH : FULL BAR .020 ± .005
 SHORT BAR .020 ± .005

SPACE BETWEEN BARS: .012 MIN.
 .040 MAX.

(ALL DIMENSIONS IN INCHES)

Exhibit 551.3, Barcode Dimensions

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 21787 listing. **B. Old Style (Gray).** PB 21461 listing remains valid. **C. Counterfeit.** PB 21470 listing remains valid.

| | | | |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| 302 000 0000 to | 379 509 2600 to 2699 | 401 045 1571 to 1599 | 419 730 0380 to 0399 |
| 302 123 9999 | 379 679 8060 to 8099 | 401 294 2700 to 2799 | 420 599 0734 to 0798 |
| 360 011 1690 to 1699 | 379 843 5100 to 5199 | 401 310 9505 to 9599 | 420 661 4115 to 4199 |
| 363 930 9400 to 9699 | 380 093 9600 to 9611 | 401 382 5312 to 5399 | 420 758 9500 to 9699 |
| 363 965 7892 to 7999 | 380 165 1165 to 1199 | 402 578 7876 to 7899 | 421 116 3565 to 3599 |
| 364 467 6102 to 6199 | 380 489 6800 to 6899 | 403 125 6744 to 6799 | 421 130 9300 to 9399 |
| 364 826 1081 to 1099 | 380 572 1840 to 1899 | 403 260 7000 to 7499 | 421 146 8600 to 8649 |
| 365 512 9428 to 9499 | 381 077 3600 to 3699 | 403 280 6470 to 6499 | 421 313 4500 to 4999 |
| 365 693 4200 to 4299 | 381 325 4500 to 4599 | 403 685 8600 to 8699 | 421 364 5537 to 5599 |
| 365 842 7960 to 7999 | 381 540 9900 to 9999 | 404 003 0300 to 0399 | 421 656 2609 to 2699 |
| 365 997 7565 to 7699 | 381 604 2510 to 2699 | 404 041 8838 to 8899 | 421 988 9700 to 9799 |
| 366 205 2072 to 2099 | 381 645 9525 to 9599 | 404 071 4268 to 4299 | 422 172 4667 to 4699 |
| 366 772 6702 to 6799 | 381 924 0748 to 0799 | 404 347 5356 to 5399 | 422 484 4212 to 4299 |
| 366 998 7669 to 7681 | 383 156 6968 to 6999 | 404 347 5548 to 5599 | 422 556 1270 to 1299 |
| 367 303 6006 to 6099 | 383 156 7128 to 7199 | 404 726 4500 to 4599 | 422 587 7024 to 7099 |
| 367 396 9705 to 9799 | 383 156 7300 to 7999 | 404 961 5001 to 5199 | 422 819 7533 to 7599 |
| 367 396 9900 to 9999 | 383 299 2081 to 2099 | 405 325 0188 to 0198 | 422 842 5073 to 5087 |
| 367 428 8800 to 8999 | 383 314 3968 to 3999 | 406 009 4587 to 4599 | 424 500 6050 to 6099 |
| 367 519 6700 to 6899 | 383 892 1000 to 1344 | 406 260 6830 to 6899 | 424 641 8500 to 8599 |
| 368 371 3923 to 3999 | 383 892 1382 to 1399 | 406 459 6497 to 6499 | 424 871 6600 to 6699 |
| 368 730 7825 to 7899 | 385 568 2330 to 2399 | 406 733 3000 to 3999 | 425 298 2352 to 2399 |
| 368 854 6200 to 6299 | 385 599 7554 to 7575 | 407 545 1556 to 1599 | 425 418 4269 to 4299 |
| 368 978 0561 to 0599 | 385 774 2024 to 2099 | 407 594 0412 to 0599 | 425 418 4405 to 4499 |
| 369 345 0188 to 0199 | 387 314 5574 to 5599 | 407 692 9100 to 9299 | 425 418 4500 to 4799 |
| 369 674 8141 to 8199 | 389 696 2400 to 2799 | 408 265 2275 to 2288 | 427 412 6337 to 6499 |
| 369 718 3783 to 3799 | 389 846 3104 to 3135 | 408 499 7700 to 7799 | 427 481 0900 to 0999 |
| 370 193 8257 to 8299 | 389 846 3145 to 3195 | 408 499 7900 to 7999 | 427 872 3500 to 3999 |
| 371 241 3118 to 3199 | 389 887 9211 to 9230 | 408 682 8484 to 8599 | 427 872 4000 to 4199 |
| 371 630 0100 to 0199 | 389 887 9234 to 9299 | 408 698 7015 to 7099 | 428 027 2742 to 2752 |
| 372 308 4180 to 4199 | 390 001 3182 to 3199 | 409 072 3941 to 3999 | 429 474 4172 to 4199 |
| 372 311 5400 to 5499 | 390 001 3500 to 3699 | 410 491 2311 to 2399 | 429 889 2900 to 2999 |
| 372 360 8303 to 8399 | 390 545 5974 to 5999 | 410 694 8400 to 8599 | 430 1504401 to 4599 |
| 372 407 1025 to 1099 | 391 104 6146 to 6199 | 410 775 1500 to 1599 | 430 177 1900 to 1999 |
| 373 006 2176 to 2199 | 391 783 3020 to 3599 | 410 795 7927 to 7999 | 430 177 2000 to 2099 |
| 373 390 2301 to 2399 | 391 792 6100 to 6199 | 410 867 0917 to 0966 | 430 664 4069 to 4099 |
| 373 390 2518 to 2599 | 392 668 2956 to 2999 | 410 867 0970 to 0999 | 432 168 8419 to 8499 |
| 373 390 2604 to 2699 | 392 854 8500 to 8899 | 411 868 1023 to 1199 | 432 708 6800 to 6999 |
| 373 463 0902 to 0999 | 393 584 7566 to 7699 | 411 922 2322 to 2399 | 433 003 5800 to 5899 |
| 374 022 8105 to 8199 | 393 650 0074 to 0099 | 412 193 0900 to 0999 | 433 757 3047 to 3099 |
| 374 692 8858 to 8899 | 393 838 8316 to 8499 | 412 485 6500 to 6599 | 433 765 4003 to 4099 |
| 374 768 2600 to 2699 | 393 893 6007 to 6099 | 412 485 6610 to 6699 | 434 482 7060 to 7199 |
| 374 795 2118 to 2199 | 394 126 6907 to 6999 | 412 885 5953 to 5999 | 434 513 2386 to 2399 |
| 375 169 4400 to 4599 | 394 189 0405 to 0599 | 414 193 3608 to 3674 | 435 303 1831 to 1842 |
| 375 637 9137 to 9199 | 394 822 3243 to 3278 | 414 193 3677 to 3699 | 435 303 1986 to 1999 |
| 375 637 9365 to 9999 | 394 990 1810 to 1899 | 414 411 7348 to 7399 | 435 666 6092 to 6399 |
| 375 744 7930 to 7999 | 395 343 3264 to 3299 | 414 640 0757 to 0799 | 436 082 6400 to 6899 |
| 375 829 3400 to 3499 | 395 373 3035 to 3099 | 414 965 1727 to 1799 | 437 316 7115 to 7199 |
| 375 851 9100 to 9199 | 395 396 9649 to 9799 | 415 161 8858 to 8868 | 437 427 0500 to 3499 |
| 376 850 0813 to 0899 | 395 970 3240 to 3299 | 417 302 8104 to 8199 | 700 065 2570 to 2599 |
| 376 855 6764 to 6999 | 397 622 4054 to 4099 | 417 387 6532 to 6599 | 802 678 2605 to 2699 |
| 376 903 0721 to 0738 | 397 819 8902 to 8999 | 417 496 6800 to 6999 | 803 605 2840 to 2899 |
| 376 906 3206 to 3299 | 398 149 7200 to 7699 | 417 871 9250 to 9299 | 803 605 6300 to 6499 |
| 377 113 7461 to 7499 | 399 070 0872 to 0899 | 417 930 9533 to 9599 | 805 323 5006 to 5024 |
| 377 224 2300 to 2599 | 399 156 7119 to 7199 | 418 164 6500 to 6799 | 805 466 7255 to 7299 |
| 377 955 4285 to 4399 | 399 203 5064 to 5099 | 418 423 9863 to 9899 | 806 015 3885 to 3899 |
| 378 029 9347 to 9399 | 399 296 9909 to 9999 | 418 633 5922 to 5999 | 806 087 1100 to 1499 |
| 378 085 3679 to 3699 | 399 792 7775 to 7799 | 418 719 8520 to 8599 | 806 268 9275 to 9299 |
| 378 210 9090 to 9099 | 399 792 8300 to 8399 | 418 744 2235 to 2299 | 806 534 3400 to 3477 |
| 378 351 1063 to 1099 | 399 396 8935 to 8999 | 418 962 2848 to 2899 | 990 117 5600 to 5999 |
| 378 630 9489 to 9599 | 400 427 1051 to 1999 | 419 543 0286 to 0299 | |
| 379 128 9584 to 9599 | 401 045 1505 to 1549 | 419 730 0313 to 0369 | |

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

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 21787 listing. In addition to this listing, do not cash: (1) all card type orders, and (2) new style money orders 000,000,001 to 575,000,000. Advise holders to send invalid money orders to Canada Post Corporation, Ottawa, Canada K1A 0B1.

| | | | |
|-----------------------------|-----------------------------|----------------------|-----------------------------|
| 575,913,145 to | 594,952,701 to 3,400 | 611,345,254 to 5,300 | 621,180,332 to 0,400 |
| 3,200 | 596,073,100 to 3,500 | 611,387,101 to 7,200 | 621,182,939 to 3,400 |
| 575,977,151 to 7,200 | 596,308,901 to 9,100 | 611,874,375 to 4,400 | 621,715,301 to 5,400 |
| 576,674,701 to 4,800 | 597,044,346 to 4,400 | 611,891,801 to 2,400 | 622,032,701 to 2,800 |
| 577,385,856 to 6,100 | 597,253,460 to 3,500 | 611,930,472 to 0,500 | 622,032,901 to 3,000 |
| 577,907,201 to 7,800 | 598,659,921 to | 612,182,901 to 3,700 | 622,659,101 to 9,200 |
| 578,365,863 to 5,900 | 660,100 | 612,185,601 to 6,100 | 623,447,801 to 7,900 |
| 578,649,083 to 9,100 | 599,664,001 to 5,700 | 612,512,359 to 2,700 | 624,023,279 to 4,000 |
| 578,988,972 to 9,400 | 600,349,301 to 9,400 | 612,472,501 to 3,100 | 624,173,970 to 4,000 |
| 579,017,876 to 7,900 | 600,439,001 to 9,100 | 613,359,706 to 9,732 | 624,512,201 to 3,000 |
| 579,052,035 to 2,057 | 600,493,650 to 3,700 | 613,364,701 to 5,100 | 624,555,001 to |
| 579,541,273 to 1,300 | 600,526,018 to 6,400 | 613,856,401 to 6,600 | 556,100 |
| 579,877,101 to 7,200 | 601,042,674 to 2,700 | 614,608,143 to 8,152 | 625,196,431 to 6,500 |
| 580,207,301 to 7,770 | 601,652,701 to 3,300 | 614,442,385 to 2,400 | 625,206,601 to 6,900 |
| 580,335,207 to 5,300 | 602,528,606 to 9,000 | 614,487,801 to 7,900 | 625,553,170 to 3,200 |
| 580,337,901 to 8,000 | 603,708,901 to 9,200 | 615,753,401 to 3,600 | 625,932,001 to 2,100 |
| 580,562,401 to 2,500 | 603,780,401 to 0,500 | 616,042,700 to 3,300 | 625,966,101 to 6,200 |
| 580,899,103 to 9,200 | 603,780,701 to 0,800 | 616,192,014 to 2,100 | 626,035,401 to 5,500 |
| 581,171,918 to 2,400 | 603,780,942 to 1,000 | 616,320,501 to 1,200 | 626,174,177 to 4,200 |
| 581,341,293 to 1,400 | 604,020,801 to 0,900 | 616,339,601 to 9,700 | 626,305,019 to 5,100 |
| 581,986,501 to 6,600 | 604,083,174 to 3,700 | 617,008,801 to | 626,567,516 to 7,528 |
| 584,314,756 to 5,000 | 604,122,517 to 2,900 | 009,000 | 626,613,101 to 3,300 |
| 584,834,505 to 4,600 | 604,181,801 to 2,100 | 617,127,319 to 8,100 | 626,871,601 to 2,500 |
| 584,862,862 to 3,900 | 604,799,901 to | 617,461,706 to 1,800 | 627,079,501 to 9,900 |
| 584,947,247 to 7,300 | 800,800 | 617,478,723 to 8,800 | 627,097,438 to 7,500 |
| 584,963,232 to 3,300 | 605,367,722 to 8,200 | 617,582,829 to 2,900 | 627,171,001 to 1,400 |
| 585,948,403 to 9,000 | 605,721,494 to | 617,739,158 to 9,200 | 627,829,780 to 9,807 |
| 586,432,013 to 2,500 | 1,500 | 618,333,401 to 4,100 | 627,974,001 to 4,300 |
| 586,543,860 to 3,900 | 606,915,240 to 5,300 | 618,625,824 to 5,900 | 628,455,689 to 6,200 |
| 586,830,748 to 0,800 | 607,183,001 to 3,300 | 619,215,945 to 6,000 | 628,600,766 to |
| 589,005,217 to 5,300 | 607,273,964 to 4,500 | 619,225,550 to 5,600 | 601,300 |
| 589,876,801 to 6,900 | 607,586,501 to 6,600 | 619,226,975 to 6,999 | 629,387,901 to 8,000 |
| 590,230,567 to 0,600 | 607,673,301 to 4,500 | 619,326,641 to 7,000 | 629,893,459 to 3,500 |
| 590,242,301 to 2,400 | 607,591,119 to 1,200 | 619,357,588 to 7,600 | 630,252,101 to 2,200 |
| 590,973,597 to 4,000 | 607,842,343 to 2,500 | 619,580,012 to 0,100 | 630,334,070 to 4,600 |
| 591,138,501 to 8,600 | 607,930,501 to 1,000 | 619,765,826 to | 630,331,801 to |
| 591,724,456 to 4,500 | 608,011,756 to 1,200 | 766,400 | 332,100 |
| 591,778,901 to 9,000 | 608,288,084 to 8,100 | 619,906,171 to 6,200 | 632,448,956 to 9,300 |
| 591,860,001 to 0,100 | 608,678,701 to 9,100 | 620,104,808 to 4,900 | 632,939,648 to 9,800 |
| 591,948,198 to 8,216 | 608,722,023 to 2,200 | 620,256,601 to 6,700 | 635,699,601 to |
| 592,371,801 to 2,100 | 610,368,452 to 8,465 | 620,514,863 to 4,900 | 700,600 |
| 593,389,186 to 9,200 | 609,084,101 to 5,100 | 620,521,444 to 1,500 | 635,681,001 to 1,100 |
| 594,538,411 to 8,500 | 609,394,901 to 5,000 | 620,711,701 to 1,800 | 641,583,509 to 3,600 |
| 594,724,301 to 4,900 | 611,216,001 to 7,100 | 620,894,501 to 4,600 | |
| 594,768,672 to 8,700 | 611,338,466 to 8,700 | 620,969,476 to 9,500 | |

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

Do not mix empty brown mailbags with regular canvas sacks. Pack them in like-size brown mailbags.

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS—Continued

| | | | | | | | | | | | | |
|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 856421 | 900816 | 906347 | 913943 | 918158 | 920421 | 921969 | 927694 | 933143 | 945253 | 950076 | 959019 | 981642 |
| 856443 | 900905 | 906393 | 913988 | 918184 | 920428 | 921986 | 927698 | 933164 | 945357 | 950201 | 959030 | 981733 |
| 856479 | 901131 | 906394 | 914001 | 918231 | 920431 | 921997 | 927699 | 933208 | 945382 | 950505 | 959031 | 981746 |
| 856480 | 901233 | 906406 | 914066 | 918268 | 920447 | 922133 | 927701 | 933232 | 945404 | 950510 | 959043 | 981785 |
| 856533 | 901320 | 906446 | 914131 | 918321 | 921026 | 922191 | 927703 | 933240 | 945415 | 950566 | 959044 | 981830 |
| 856561 | 901332 | 907138 | 914137 | 918391 | 921027 | 922204 | 927726 | 933294 | 945463 | 951553 | 960131 | 981884 |
| 860051 | 901351 | 907164 | 914199 | 918392 | 921054 | 924413 | 927797 | 933365 | 945464 | 952204 | 960731 | 981992 |
| 860112 | 901353 | 907181 | 914258 | 918395 | 921058 | 925063 | 927827 | 933368 | 945482 | 952212 | 960971 | 981992 |
| 871042 | 901399 | 907249 | 914295 | 918400 | 921059 | 926078 | 928218 | 934201 | 945551 | 952228 | 967033 | 984137 |
| 871082 | 901407 | 907299 | 914301 | 918455 | 921078 | 926083 | 928233 | 935163 | 945578 | 952254 | 967142 | 992268 |
| 871097 | 901481 | 907337 | 914305 | 918477 | 921088 | 926106 | 928280 | 937211 | 945605 | 952267 | 968305 | 992383 |
| 871308 | 901544 | 907357 | 914306 | 918531 | 921123 | 926188 | 928284 | 937290 | 945612 | 952273 | 968375 | 992410 |
| 871407 | 901721 | 907394 | 914309 | 918573 | 921124 | 926253 | 928289 | 937404 | 945628 | 952284 | 968506 | 992509 |
| 871416 | 901886 | 907507 | 914327 | 918575 | 921163 | 926254 | 928305 | 937431 | 945639 | 952287 | 968526 | 995245 |
| 891230 | 902411 | 907518 | 914422 | 920040 | 921342 | 926264 | 928306 | 937440 | 945777 | 953008 | 968584 | 995292 |
| 891337 | 902540 | 907565 | 914468 | 920075 | 921360 | 926289 | 928510 | 937462 | 945834 | 953206 | 968749 | 995327 |
| 891358 | 902547 | 907591 | 914487 | 920101 | 921375 | 926390 | 928582 | 937510 | 945841 | 953207 | 970038 | 995464 |
| 891372 | 902698 | 907657 | 914524 | 920104 | 921481 | 926403 | 928595 | 939034 | 945847 | 953209 | 970120 | 995569 |
| 895281 | 902835 | 907701 | 914651 | 920115 | 921522 | 926431 | 928605 | 939500 | 945892 | 953214 | 972406 | 995602 |
| 895402 | 902890 | 907746 | 914758 | 920124 | 921533 | 926445 | 928638 | 939526 | 946150 | 953261 | 972524 | 995671 |
| 900009 | 903072 | 907750 | 914795 | 920150 | 921623 | 926453 | 928721 | 940186 | 946151 | 953273 | 972697 | 995804 |
| 900011 | 903104 | 907808 | 914804 | 920155 | 921640 | 926562 | 928803 | 940426 | 946199 | 958165 | 972844 | 995839 |
| 900051 | 903217 | 907854 | 914817 | 920168 | 921651 | 926588 | 928810 | 940495 | 946266 | 958224 | 972879 | 995840 |
| 900056 | 903220 | 907946 | 917492 | 920177 | 921685 | 926607 | 928811 | 940550 | 946276 | 958225 | 972896 | 997123 |
| 900126 | 903322 | 910272 | 917497 | 920209 | 921700 | 926702 | 930207 | 940555 | 946299 | 958226 | 972958 | 997183 |
| 900151 | 903333 | 910328 | 917646 | 920231 | 921717 | 926764 | 930246 | 940594 | 946302 | 958289 | 972992 | 997207 |
| 900190 | 903405 | 911134 | 917710 | 920233 | 921734 | 926885 | 931307 | 940693 | 946319 | 958347 | 974056 | 997260 |
| 900199 | 903431 | 911190 | 917754 | 920234 | 921750 | 926914 | 931384 | 940698 | 946352 | 958371 | 976002 | 998133 |
| 900277 | 903650 | 912364 | 917766 | 920235 | 921783 | 927269 | 931402 | 940870 | 947030 | 958426 | 976050 | 998172 |
| 900279 | 903653 | 912366 | 917788 | 920272 | 921792 | 927504 | 931450 | 941344 | 947047 | 958432 | 979001 | |
| 900316 | 903740 | 913026 | 917865 | 920300 | 921833 | 927551 | 931534 | 941400 | 947069 | 958440 | 980061 | |
| 900344 | 903824 | 913391 | 917892 | 920302 | 921865 | 927574 | 931607 | 941567 | 947070 | 958441 | 980070 | |
| 900363 | 903946 | 913575 | 917920 | 920303 | 921878 | 927616 | 931658 | 941686 | 948059 | 958450 | 980199 | |
| 900422 | 904038 | 913618 | 917935 | 920321 | 921902 | 927634 | 931987 | 941759 | 949044 | 958493 | 980240 | |
| 900492 | 904192 | 913619 | 917993 | 920335 | 921918 | 927661 | 932503 | 941817 | 949082 | 958498 | 980301 | |
| 900600 | 906044 | 913695 | 918009 | 920388 | 921931 | 927667 | 932516 | 941846 | 949165 | 958541 | 980331 | |
| 900765 | 906079 | 913798 | 918113 | 920392 | 921937 | 927675 | 932599 | 945006 | 949213 | 958954 | 980350 | |
| 900769 | 906174 | 913896 | 918116 | 920396 | 921947 | 927680 | 932636 | 945168 | 949237 | 959006 | 980379 | |

—Marketing Dept., 5-2-91



UNITED STATES POSTAL SERVICE
 475 L'ENFANT PLAZA SW
 WASHINGTON DC 20260-1571

OFFICIAL BUSINESS

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



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

FIRST-CLASS

Always include your mailing label with any change to a current subscription.

| ■ Postal Service Orders | ■ Public Orders |
|---|--|
| <p>1. Missing Issues: To order copies not received in regular distribution, telephone the materiel distribution center at: (201) 707-4200 / PEN 440-4200</p> <p>2. Single Copies (back to 1 year): To order additional copies, send Form 7380, <i>MDC Supply Requisition</i>, to: MATERIEL DISTRIBUTION CENTER U S POSTAL SERVICE 152 US HWY 206 S SOMERVILLE NJ 08877-9998</p> <p>3. Address and Quantity Changes: Complete the form below and send this entire page with the mailing label to: DOCUMENT CONTROL DIVISION U S POSTAL SERVICE 475 L'ENFANT PLAZA SW RM 2800 WASHINGTON DC 20260-1571</p> | <p>1. Source: SUPERINTENDENT OF DOCUMENTS U S GOVERNMENT PRINTING OFFICE 710 N CAPITOL ST NW WASHINGTON DC 20402-9371 TEL: (202) 783-3238 FAX: (202) 275-0019</p> <p>2. Single Copies (back to 16 issues): <i>Domestic</i>, \$2, <i>International</i>, \$2.50. Complete the form below and send this entire page to the above address.</p> <p>3. Subscription: <i>Domestic</i>, \$56 per year; <i>International</i>, \$70 per year. Complete the form below and send this entire page to the above address.</p> <p>4. Address and Quantity Changes: Complete the form below and send this entire page with the mailing label to the above address.</p> |

■ ORDER / CHANGE-OF-ADDRESS FORM

| | |
|--|---|
| Postal facility, company, or personal name | <input type="checkbox"/> Send _____ additional copies of Bulletin # _____, dated _____ Total amount \$ _____ |
| Attention line (if needed) | <input type="checkbox"/> Change the quantity of my subscription. Current quantity _____ New quantity _____ |
| Address number, street, city, state, ZIP Code, and country (if needed) | <input type="checkbox"/> Enter my annual subscription. Number of subscriptions _____ Total amount \$ _____ |
| | <p>Method of payment</p> <input type="checkbox"/> GPO deposit account <input type="text" value=""/> - <input type="text" value=""/> |
| <input type="checkbox"/> Change of address Include the mailing label showing your former address. | <input type="checkbox"/> Check/money order payable to "Superintendent of Documents" |
| Person to contact | <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard   Credit card number _____ Expiration date _____ |
| Daytime telephone (area code and number) <input type="checkbox"/> Check if PEN | Signature _____ |

Effective Periods: *Postal Bulletin* articles are in effect for 1 year, unless articles change the text of permanent directives or unless otherwise specified.
Distributions: The U.S. Postal Service distributes the *Bulletin* to all postal facilities; the U.S. Government Printing Office, to all public subscribers.
Indexes: Quarterly indexes for *Bulletin* articles appear in January, April, July, and October. A complete annual index appears early the following year.



recycled paper