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Message From the Postmaster General

FIRE PREVENTION WEEK

We in the United States Postal Service join the nation each October in observing Fire Prevention Week. This year's event, October 6-12, coincides with the Great Chicago Fire anniversary and focuses on the theme: Fire Won't Wait, Plan Your Escape.

Fires in American homes and workplaces claim more than 5,000 lives each year. Four out of five die in their own homes. These statistics are grim and unnecessary. Planning for the possibility of fire at home and on-the-job eliminates hazards that lead to fires and ensures that you know exactly what to do if a fire occurs.

Certainly, we should be alert to fire hazards throughout the year, but Fire Prevention Week is an excellent time to take an extra, in-depth look at your home and workplace for fire dangers. Are there overloaded electrical outlets? Is your chimney clean? Are matches and lighters stored out of children's reach? Do you have smoke detectors, and have you tested them recently?

It is also a good time to plan precisely how to escape in case of fire. Review your fire escape plans at work and at home. If you don't have a plan for your home, sit down with your family and plan step-by-step for escaping a fire. Plan two ways out of every room, especially bedrooms. Walk through your escape route and check for barriers. Be certain that everyone can unlock and open the doors and windows quickly, even in the dark. Decide on a meeting place outside for the family to gather. Make sure each family member knows how to call the fire department. Then, practice your plan with fire drills in your home.

I ask you to join me in celebrating Fire Prevention Week and in making fire safety a priority all year long.

P. S. U.

OCT 18 1991

ANTHONY M. FRANK,
Postmaster General.

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Withholding of Mail Orders

Enforced by postmasters at cities listed.

State/city	Names covered
WV, Weirton 26062-3456.	Any and all of various names other than the surnames Liberto, Paul and the name Vip Travel & Fashion Consultants, 1509 Pennsylvania Avenue, Apt. 5
WV, Weirton 26062-1443.	Any and all of various names other than the surnames Liberto, Paul and the name Vip Travel & Fashion Consultants, P.O. Box 2243
WV, Weirton 26062-1713.	Any and all of various names other than the surnames Liberto, Paul and the name Vip Travel & Fashion Consultants, P.O. Box 2513
CA, Vista 92084-3613.	Any and all of various names other than Duncan McGilvray, Gloria McGilvray, B. McGilvray, H. McGilvray, and M. McGilvray, 1833 Queens Way
CA, San Diego 92105-1328.	Steve Jackman, Francis Doyle, Jessie Lange, Frank Gordon, Chase Mathew, Keith Willis, Danny Collans, David James, Adam Thomas, & Diane Anderson, 4120 40th Street
CA, San Diego 92108-4349.	Veronica Beason, 5694 Mission Center Road, Suite 211
CA, San Diego 92138-7288.	Karla Hertzog, P.O. Box 87288
PA, Philadelphia 19144-1809.	The surname Slinka, 4926 Rubican Street
PA, Dormont 15216-0914.	Western Pennsylvania Police News, P.O. Box 7914
IL, Arlington Heights 60004-2339.	Paul Paula, 1022 W. Rand Road, Suite #158
IL, Arlington Heights 60004-4008.	Kelvin Johnson, Box 166, 824 E. Rand Road
IL, Rockford 61108-2001.	Errick P. Lewis, 3821 E. State Street, Suite 166
IL, Northbrook 60062-2129.	Robert Williams, 4171 Dundee Road, Suite 112

—Judicial Officer, 9-19-91

Resumption of EMS to Kuwait

Effective immediately, the suspension of Express Mail International Service (EMS) to the country of Kuwait is lifted. All offices may accept Express Mail items destined to Kuwait. —Delivery, Distribution, and Transportation Dept., 9-19-91



APO/FPO Changes

The following changes appear highlighted in the table entitled Conditions Applied to Mail Addressed to Military Post Offices Overseas in this issue (see page 25). These changes are either new changes since the last *Postal Bulletin* 21797, 9-5-91, or corrections to previously published information.

APO/FPO	Actions	Effective Date	See Restrictions
09155	Change Restrictions..	09-09-91	A-B-N-T-X
09358	Closed	08-28-91	Not Active
09548	To Close	09-20-91	Not Active
09552	To Close	09-20-91	Not Active
09666	Closed	08-28-91	Not Active
09813	Change Restrictions..	09-09-91	A-B-N-T-X
34043	Change Restrictions..	09-09-91	B-D-F-M
96277	Change Restrictions..	08-27-91	B-F-K-N
96447	Change Restrictions..	08-27-91	B-F-K-N
96477	Not Opened		Not Active

Please make the following changes in the Effective Dates column on the table in this issue on page 25.

APO/FPO	Actions	Effective Date	See Restrictions
09534	To Close	09-25-91	Not Active
34010	To Close	09-30-91	Not Active
34045	To Close	09-30-91	Not Active
34046	To Close	09-30-91	Not Active

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

—Delivery, Distribution, and Transportation Dept., 9-19-91

Highway Contract Route Box Delivery Service

In accordance with the provisions of section 134.27, Handbook PO-504, *Highway Contract Routes—Box Delivery Service*, administrative officials (AOs) must conduct surveys of contract box delivery routes during the fall of each year by physically riding the routes and performing a 1-week count of mail during the survey period, which begins in September and continues until the end of October.

AOs receive guidelines for performing the survey and count from the contracting officer, who is the transportation management service center (TMSC) manager for the geographic area in question. The TMSC manager must approve in advance variations in methods or dates of inspections.

Report findings to the TMSC manager on Form 5406, *Box Delivery Contract Route Survey*. Record mail count information on the Route Data Volume Count form furnished by the TMSC manager. Forward both forms to the TMSC manager before the end of October.

—Delivery, Distribution, and Transportation Dept., 9-19-91

Weight Limit and Barcode Reflectance Requirements

Domestic Mail Manual (DMM) 521.3, Issue 40, 9-15-91, states that the maximum weight of each mailpiece in a ZIP + 4 or ZIP + 4 Barcoded rate mailing is 2.5 ounces. The accompanying *Exception* to DMM 521.3 states that the Postal Service has published a proposed rule in the June 25, 1991, *Federal Register* affecting the maximum weight for some automation-based rate mailings with a proposed effective date of September 15, 1991. The exception states further that the Postal Service will continue to accept mailpieces weighing a maximum of 3.0 ounces in all automation-based rate mailings until a final rule on this subject is published.

Since the final rule has not yet been published, all mailers involved in preparing and post offices involved in verifying automation-compatible mailpieces are reminded that the Postal Service will continue to accept mailpieces after September 15, 1991, that weigh up to and including 3.0 ounces in both ZIP + 4 and ZIP + 4 Barcoded rate mailings, and will continue to do so until the *Postal Bulletin* publishes the final rule and definite effective date.

DMM 551.42 also states that a 30-percent *print contrast ratio* (PCR) is required between the background material of the mailpiece and the barcode to qualify for ZIP + 4 Barcoded rates. The accompanying exception states that a 30-percent *print reflectance difference* requirement has been proposed to replace the PCR requirement with a proposed effective date of September 15, 1991. The exception states further that until a final rule on this subject is published, mail meeting either minimum standard is acceptable.

Since the final rule has not yet been published, all mailers involved in preparing and post offices involved in verifying ZIP + 4 barcoded mailpieces are reminded that the Postal Service will continue to accept mailpieces after September 15, 1991, that meet either the minimum print reflectance difference or print contrast ratio requirement, and will continue to do so until the Bulletin publishes the final rule and definite effective date.

—Marketing and Customer Service Group, 9-19-91

Imprest Fund Purchase Limit Increase

Effective immediately, the Imprest Fund purchase increases from \$1,000 to \$2,000. Capital purchase restrictions, accountability, and replenishment procedures remain unchanged.

The next update to Handbook F-19, *Accountability of Disbursing Officers*, will reflect the increase in the purchase limit.—Dept. of the Controller, 9-19-91

USPS Stamp Ornaments: Purchase and Distribution

For the past 2 years, different versions of USPS Stamp Ornaments have existed—those purchased by the Postal Service for mail-order sales only and coded HQS for Headquarters, and those purchased by some 40 divisions for sale in their areas and coded with abbreviations of division names.

The 1991 USPS Stamp Ornaments containing the Christmas Contemporary and Christmas Traditional stamps, which go on sale October 18, also have different versions. However, this year *all* ornaments will be purchased by the Postal Service at the national level.

All divisions will receive, *at no cost*, supplies of the ornaments containing Christmas Contemporary stamps (Item No. 8951) and Christmas Traditional stamps (Item No. 8952). As before, each division's supply includes a unique code engraved on the back that identifies the division and the quantity of ornaments made for that division.

Also, the 1991 USPS Stamp Ornaments are philatelic products, and divisions receive philatelic product revenue credit for all ornaments sold by reporting sales in AIC 092 of Form 1412-A, *Daily Financial Form*, and on the appropriate line on Form 1079, *Philatelic Product Physical Inventory Recap*.

Divisions that purchased ornaments last year and that participated in a survey of estimated 1990 sales will receive quantities of 1991 ornaments based on their reported 1990 sales. Divisions that purchased ornaments last year but did not respond to the survey will receive approximately half as many ornaments this year as they purchased in 1990. Most divisions that did not purchase ornaments in 1990 will receive 100 each of the 1991 ornaments.

A future *Postal Bulletin* notice will include complete details about the 1991 USPS Stamp Ornaments.—Philatelic and Retail Sales Dept., 9-19-91

National POW/MIA Recognition Day

National POW/MIA Recognition Day is Friday, September 20. The Veterans Administration, which sponsors the day, produced the poster on page 47 and mailed it to post offices on September 1. Offices may place it on bulletin boards until the end of September.

—Office of Information Services, 9-19-91



1990 Annual Index in
PB 21784, 3-7-91
Latest Quarterly Index:
PB 21787, 4-18-91 (Jan.-Mar.)
PB 21793, 7-11-91 (Apr.-Jun.)

Reminder

SECOND-GENERATION ADDRESS CHANGE SERVICE

Delivery unit and Computerized Forwarding System (CFS) employees should follow the process for handling Address Change Service (ACS) mail. ACS is a national program primarily designed to provide First-, second-, third-, and fourth-class ACS mailers with address correction information electronically, rather than by hard copy—Forms 3547, *Notice to Mailer of Correction in Address*, and 3579, *Undeliverable 2nd, 3rd, 4th Class Matter*. They also expect to pay 20 cents for each electronic correction, rather than the hard copy price of 35 cents.

Delivery units should submit undeliverable-as-addressed ACS mail, bundled by reason for return, to the CFS unit. They should identify bundles by the one character computer code listed below. Mail received with return reasons other than those listed will be returned to the delivery unit for proper handling. Carriers *should not* make any corrections to the address on the mailpiece. Nixie (difficult to deliver) mail will be processed by return reason code, in the CFS unit without regard to the carrier route number.

**ACS Second Generation/Nixie
Return Reason Codes**

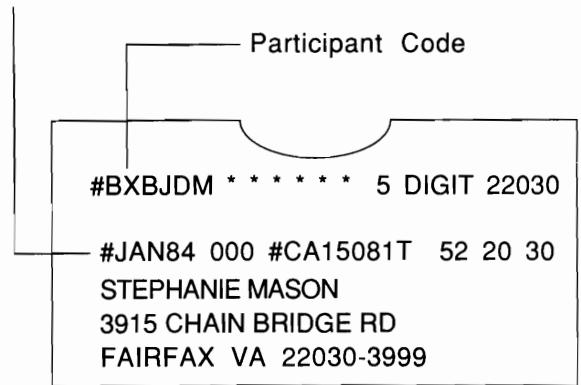
Return code	Reason for return
A	Attempted—Not Known.
B	Return for Better Address.
Q	Not Deliverable as Addressed (Forwarding Order Expired).
D	Outside Deliverable Limits.
E	In Dispute.
I	Insufficient Address.
L	Illegible.
M	No Mail Receptacle.
N	No Such Number.
X	No Such Office.
P	Return for Postage.
R	Refused.
S	No Such Street.
U	Unclaimed.
V	Vacant.
W	Temporarily Away.

Compliance levels with this program are of major concern to ACS participant mailers. Nixie mail generates an ACS record containing the return reason code, ACS participant ID, the keyline, and a printed label stating: Do Not Forward/Do Not Return. Valid nixie mail, which *must* be submitted to CFS operations, consists of pieces that satisfy all the following conditions.

1. Mail that is undeliverable-as-addressed for reasons other than a customer move. (The valid reasons for nondelivery are in DMM Exhibit 159.14.)

Mailing Label— After ACS

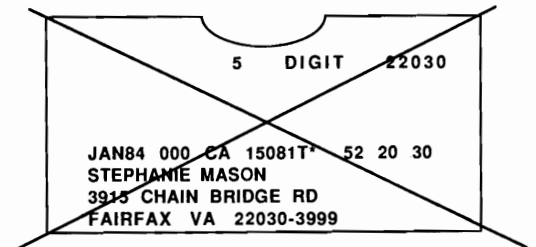
Key Line



NIXIE

This mail piece CANNOT be sent to CFS because it is not an ACS participant:

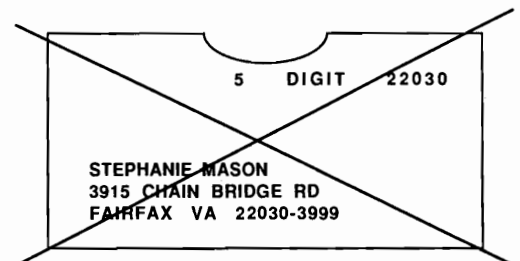
- 1) It does not contain an ACS PARTICIPANT CODE.
- 2) It does not contain an ACS KEYLINE.:



NIXIE

This mail piece CANNOT be sent to CFS because it is not an ACS participant:

- 1) It does not contain an ACS PARTICIPANT CODE.
- 2) It does not contain an ACS KEYLINE.:



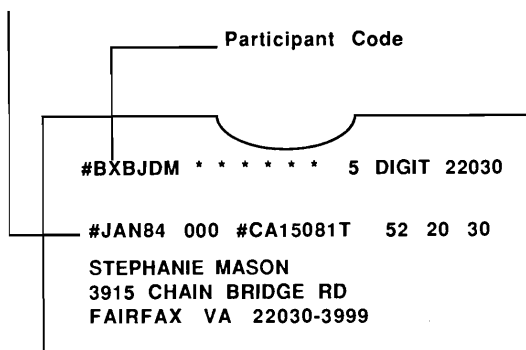
SECOND-GENERATION ADDRESS CHANGE SERVICE—Continued

ACS Nixie

Two conditions must be met before ACS NIXIE mail can be sent to CFS:

- 1) Must have ACS PARTICIPANT CODE
- 2) Must have ACS KEYLINE

Key Line



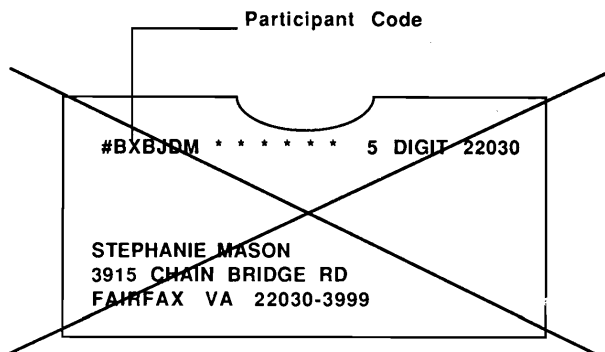
- 2. Mail contains a pound (#) or number symbol on both the first and second lines of the address label in the left-most position.
- 3. Second generation/nixie ACS candidate mail can be either second-, third-, or fourth-class mail.

Personnel should not send mail that does not contain all the characteristics noted above to CFS.

ACS Nixie

This ACS mail piece CANNOT be sent because:

- 1) It does not have a KEYLINE.



They should handle it as ordinary nixie mail at the local delivery unit.

ACS provides electronic address corrections more efficiently than manual processing. This process eliminates the costly, labor-intensive manual process of returning address correction information. It enables mailers to purge addresses from their mailing lists, thus reducing both mailer and Postal Service costs.

—Address Information Services, 9-19-91

1991 DEFINITIVE STAMP PACKETS

The 1991 Definitive Stamp Packets B and C, Items 8847 and 8848, respectively, go on sale the first week in October at all philatelic centers and by mail order from the PHILATELIC SALES DIVISION, BOX 449997, KANSAS CITY, MO 64144-9997.

The stamp packets offer customers a convenient way to acquire the year's definitive and airmail issues. Packet B is priced at \$28, the face value of the nine definitive booklet panes it contains. Packet C is priced at \$26.85 and includes the three high-value stamps issued in 1991—the \$2.90 Priority Mail stamp, the \$9.95 Express Mail stamp, and the \$14 International Express Mail stamp.

Packet A, Item 8846, goes on sale the day after the issuance of the last definitive stamp in the 1991 program, which is projected for early November. Priced at \$12.10, Packet A will contain 29 single stamps and 18 pieces of stationery. The Bulletin will include specific details regarding Packet A as soon as they are available.

Similar to the handling of previous stamp packets that were part of mint sets, the contractor will ship the Definitive Stamp Packets B and C (which

are accountable) in master cartons of 125 and boxes of 25 (in bundles of 25 each) to post offices serving philatelic centers in their areas. No facilities or locations other than philatelic centers should sell definitive stamp packets.

Offices that serve more than one philatelic center will receive appropriate quantities and should supply each center with 25 each of packets B and C. Most offices receive one shipment each of packets B and C, for a total of two shipments.

All offices must verify receipt of the stamp packets, as recorded on their *Advice of Shipment*. Installations should report any differences between quantities shown on the *Advice of Shipment* and those actually received, as outlined in Handbook F-1, *Post Office Accounting Procedures*, section 426.3.

Offices should report all sales of these packets in AIC 092, Philatelic Product Sales, and on Form 1412-A, *Daily Financial Form*, and include them on the quarterly Form 1079, *Philatelic Product Physical Inventory Recap*, as required.

—Philatelic and Retail Services Dept., 9-19-91

DMM Notice, See Exhibit 122.63t on page 41

PREPARATION REQUIREMENT CHANGES FOR FIRST-CLASS MAIL

Effective with *Domestic Mail Manual* (DMM) Issue 41 (12-15-91), DMM 364.135, 364.136, 364.154, 364.155, and 364.16 redesignate the mail processing facilities to which trays of ZIP + 4 Barcoded First-Class Mail are directed after preparation of sectional center facility (SCF) trays in national mailings. These changes are needed to facilitate automated processing of barcoded mail, which requires a somewhat different and denser network than the area distribution center (ADC) network that is based on mechanized processing.

Accordingly, the existing ADC and mixed ADC sortation levels for national mailings will be designated as automated area distribution center (AADC) and mixed AADC, respectively. These changes will direct ZIP + 4 Barcoded First-Class Mail to the appropriate automated facilities for processing. A separate labeling list for this mail is added as DMM Exhibit 122.63t to specify the facilities to which these trays are to be labeled. DMM Exhibit 122.63t is substantially similar to DMM Exhibit 122.63e; however, additional destinations are included. No change is made in eligibility requirements or the required presort method.

In addition, DMM 364.134, 364.135, 367.232, and 367.24 are revised to encourage mailers to prepare SCF and ADC (or AADC) trays for those pieces destinating within the local SCF and ADC (or AADC) of the entry post office regardless of volume.

DMM 364.135, 366.223, and 367.24 are also revised to direct trays destinating within the local ADC (or AADC) of the entry post office to the local SCF for processing. The current practice of including local overnight committed volume within ADC and/or mixed ADC trays has resulted in service delays.

364 ZIP + 4 Barcoded First-Class Mail

364.1. National Mailings—Presort Requirements

* * * * *

364.13 Five-Digit ZIP + 4 Barcoded Rate Traying Requirements

* * * * *

364.134 SCF Trays. (Existing text remains. Change the Note at end of section to read:)

Note: Trays that are less than 3/4 full must not be prepared, with the exception of those packages destinating in the SCF that serves the entry post office.

364.135 Automated Area Distribution Center Trays

a. *Trays Destinating Beyond Origin AADC.* When, after traying in accordance with 364.132 through 364.134, there are enough five-digit packages re-

maining for the same automated area distribution center (AADC) to fill at least 3/4 of a tray, an AADC tray must be prepared. Trays that are less than 3/4 full must not be prepared with the exception of those packages destinating in the AADC that serves the entry post office (see 364.135b). A list of AADCs and the areas they serve is in Exhibit 122.63t. A tray label in the format shown below must be firmly affixed to the end of the tray:

- Line 1: The label information as shown in Exhibit 122.63t.
- Line 2: FCM Z + 4 B/C MXD 5D
- Line 3: Mailer, mailer location

Sample:

DIS ST PAUL MN 550
FCM Z + 4 B/C MXD 5D
FR JC CO BOSTON MA

b. *Trays Destinating at Origin AADC.* Packages destinating in the AADC that serves the entry post office must be labeled to the origin SCF as follows:

- Line 1: Label information for the SCF that serves the entry post office as shown in Exhibits 122.63c and 122.63d.
- Line 2: FCM B/C RESID MXD 5D
- Line 3: Mailer, mailer location

Sample:

SCF BOSTON MA 021
FCM B/C RESID MXD 5D
FR JC CO BOSTON MA

It is recommended that a pressure-sensitive red 9 (Label 14, *Nine-Digit Encoded Mail*), be affixed to the lower right portion of the tray label before inserting it into the label holder.

364.136 Mixed AADC Trays. Five-digit packages remaining after traying in accordance with 364.132 through 364.135 must be prepared in mixed AADC trays. A tray label in the following format must be firmly affixed to the end of the tray:

- Line 1: Label information of the AADC that serves the entry post office as shown in Exhibit 122.63t.
- Line 2: FCM B/C RESID MXD 5D
- Line 3: Mailer, mailer location

Sample:

SCF BOSTON MA 021
FCM B/C RESID MXD 5D
FR JC CO BOSTON MA

It is recommended that a pressure-sensitive red 9 (Label 14, *Nine-Digit Encoded Mail*), be affixed to the lower right portion of the tray label before inserting it into the label holder.

* * * * *

**PREPARATION REQUIREMENT CHANGES FOR
FIRST-CLASS MAIL—Continued**

**364.15 Three-Digit ZIP + 4 Barcoded Rate
Traying Requirements**

* * * * *

364.154 AADC Trays

a. *Trays Destinating Beyond Origin AADC.* Prepare as prescribed in 364.135a, except change "5D" to "PKS" on the second line of the tray label.

b. *Trays Destinating at Origin AADC.* Prepare as prescribed in 364.135b, except change "5D" to "PKS" on the second line of the tray label.

364.155 Mixed AADC Trays. Prepare as prescribed in 364.136, except change "5D" to "PKS" on the second line of the tray label.

364.16 Preparation Requirements for the Residual Portion. (Existing text remains, except all references to AADC are changed to AADC. Line 1 of the label changes as follows:)

Line 1: Label information as shown in Exhibit 122.63t.

Line 2: FCM Z + 4 B/C RESID

Line 3: Mailer, mailer location

* * * * *

366.223 AADC Tray Preparation and Labeling. (Existing text remains, except add the following to end of section:)

Trays containing mail destinating in the AADC

that serves the entry post office must be labeled to the local SCF for processing. Line 2 of the label must read:

FCM Z + 4 PRESORT RESID

* * * * *

367.232 Trays. (Existing text remains, except for the last paragraph which changes as follows:)

Presorted mail left over after filling SCF trays must be prepared into packages. It is recommended that these packages be placed in area distribution center (ADC) trays.

Note: SCF trays that are less than full may be prepared for mail destinating in the SCF that serves the entry post office.

367.24 Optional Area Distribution Center Trays. (Existing text remains, except add the following to end of section:)

Note: ADC trays that are less than full may be prepared for mail destinating in the ADC that serves the entry post office. These trays must be labeled to the local SCF for processing. Line 2 of the label must read:

FCM PRESORT RESID —Delivery, Distribution, and Transportation Dept., 9-19-91

DMM Revision

**Money Order Branch—Telephone
Number Correction**

Effective immediately, *Domestic Mail Manual* (DMM) 941.36d is amended to correct the commercial telephone number shown for the St. Louis Postal Data Center Money Order Branch. DMM Issue 41 (12-15-91) will incorporate this correction.

**941.36 Examination of the Order by Postal
Employee**

* * * * *

941.36d

* * * * *

Note: If in doubt as to the date or amount on a domestic money order, verify the information by sending an inquiry to: MONEY ORDER BRANCH, POSTAL DATA CENTER, US POSTAL SERVICE, PO BOX 82453, ST LOUIS MO 63182-9453; or telephone the Money Order Branch at PEN (314) 436-4795 or commercial (314) 436-4795.

—Office of Information Services, 9-19-91

Uniform Allowance Program

Employees covered under the 1991-1994 USPS-APWU/NALC National Agreement who are eligible to receive annual clothing allowances, as specified in *Employee and Labor Relations Manual* (ELM) 932.1, are entitled to an increased annual allowance effective on allowance anniversary dates occurring on or after June 12, 1991.

Regular Uniform Program (ELM 932.11). Annual allowances increased from the present \$229 per annum to \$252 per annum and from the present \$98 per annum to \$108 per annum for eligible employees. A newly eligible employee entering the program will receive an additional amount to the employee's allowance as follows:

- \$58 if entitled to \$252 per annum
- \$13 if entitled to \$108 per annum

Work Clothes (ELM 932.13). Eligible employees will have their annual allowance increased from \$44 to \$49 per annum.

To achieve maximum benefit from their allowance, employees with a uniform allowance date that falls between June 12 and the effective date of updating by St. Louis should refrain from making a uniform or work clothes purchase until that time. Upon notification of the actual processing date, the field will receive a fax notice for posting on employee bulletin boards.

—Labor Relations Dept., 9-19-91

BUY U.S. SAVINGS BONDS

FORM 1223, EARNINGS STATEMENT

Effective Pay Period 20-91, the earnings statement for rural carriers will be modified to replace the rate schedule code and level with the route type and route number (see below). The evaluated hours are added to the Equipment Maintenance Allowance data.

The following items change within the detail earnings portion of the earnings statement:

1. Under the column for RSC the R and B are replaced with route type.
2. Under the column for LEV 00 or 05 are replaced with the route number.
3. Under the column RSC/LEV for the equipment maintenance allowance, EM-E, EM-G, EM-P are replaced with the route type and number.
4. Under the column CODE, the route number on the line for EMA data are replaced with E, G, or P and the two-digit evaluated hours of the route.

Rural Example - Old Format

PAYLOC		FINANCE NO		EMPLOYEE NAME			SOCIAL SECURITY NO		PAY PERIOD		SERIAL NUMBER		
DETAIL EARNINGS							GROSS TO NET				LEAVE STATUS		
WK	RSC	LEV	RATE	CODE	TYP	HOURS	PAY	THIS PERIOD		YEAR-TO-DATE		ANNUAL LEAVE	
2	R	05	1183	780	W	28:80		GROSS PAY				FROM PREV YR	
2	R	05	1183	780	W	6:00		FED TAX				EARNED THIS YR	
1	R	05	1183	780	W	8:80		ST TAX				BAL	
1	R	05	1183	780	W	19:20		RETIRE				USED YR	
1	R	05	1183	780	W	6:00		FICA/MED				THIS PP	
2	EM-E		2944	004	T	3:00						BALANCE	
2	EM-G		320	007	M	48:00						SICK LEAVE	
1	EM-P		2592	002	T	1:00						FROM PREV YR	
1	EM-E		2944	004	T	2:00						EARNED THIS YR	
1	EM-G		380	007	H	5:00						USED YR	
												THIS PP	
												CUMULATIVE	
												BOND DATA	
												UNAPPL BAL	
												NO ISSUED	
												USPS RETIREMENT	

EARNINGS STATEMENT
PS FORM 1223-B, JUNE 1985

Rural Example - New Format

PAYLOC		FINANCE NO		EMPLOYEE NAME			SOCIAL SECURITY NO		PAY PERIOD		SERIAL NUMBER		
DETAIL EARNINGS							GROSS TO NET				LEAVE STATUS		
WK	RSC	LEV	RATE	CODE	TYP	HOURS	PAY	THIS PERIOD		YEAR-TO-DATE		ANNUAL LEAVE	
2	K	004	1183	780	W	28:80		GROSS PAY				FROM PREV YR	
2	A	007	1183	780	W	6:00		FED TAX				EARNED THIS YR	
1	K	002	1183	780	W	8:80		ST TAX				BAL	
1	K	004	1183	780	W	19:20		RETIRE				USED YR	
1	A	007	1183	780	W	6:00		FICA/MED				THIS PP	
2	K	004	2944	E 48	T	3:00						BALANCE	
2	A	007	320	G 12	M	48:00						SICK LEAVE	
1	K	002	2592	P 44	T	1:00						FROM PREV YR	
1	K	004	2944	E 48	T	2:00						EARNED THIS YR	
1	A	007	380	F 12	H	5:00						USED YR	
												THIS PP	
												CUMULATIVE	
												BOND DATA	
												UNAPPL BAL	
												NO ISSUED	
												USPS RETIREMENT	

EARNINGS STATEMENT
PS FORM 1223-B, JUNE 1985

IMM Revision

INTERNATIONAL MONEY ORDER SERVICE

Effective October 1, 1991, direct international money order service is available from the United States to Costa Rica and El Salvador. This new service provides purchasers of money orders greater control over the transfer of funds. The clerk gives the money order and receipt to the purchaser, who sends the money order to payees in Costa Rica and El Salvador.

The following procedures apply only to postal money order service to Costa Rica and El Salvador. They do not affect procedures for handling money orders with other countries. The postal administration of Costa Rica and El Salvador will not issue money orders for payment in the United States.

Preparation Instructions

Issuing clerks should:

1. Prepare the pink international money order form (MP1) on the money order imprinter and sell it directly to the purchaser. The form set consists of the customer receipt, the money order, and the voucher.

2. Follow the issuance procedures in *Domestic Mail Manual* (DMM) 941.13. In addition, retain the voucher for end-of-the-day reporting. Accounting for these money orders is the same as for domestic orders, except the clerk makes the entries for amounts and fees to AIC 102 and 103, respectively.

2. Submit voucher copies to the St. Louis Postal Data Center, Money Order Branch, as separate groups in the same envelope, package, or box as domestic vouchers.

Fees

Amount of money order	Fee
\$0.01 to 700.00	\$3.00

For spoiled or incorrectly prepared money orders, follow the procedures in DMM 941.15.

Inquiries

Process inquiries about payment and/or lost, damaged, or improperly endorsed money orders in accordance with the procedures in *International Mail Manual* (IMM) 391.723.

Effective with this notice, the IMM is revised as follows:

391.2 Availability

* * * * *

c. *International Postal Money Order (MP1)*. This method uses the pink MP1 form for the direct exchange of international money orders with Cape Verde, Costa Rica, Dominican Republic, Ecuador, El Salvador, Honduras, Japan, Mexico, Nigeria,

Panama, and Sierra Leone. The MP1 cards issued in Japan for payment in the United States *must* show the value in U.S. dollars preceded by the capital letters "USD." There will be no money orders issued in Cape Verde, Costa Rica, Dominican Republic, Ecuador, El Salvador, Honduras, Mexico, Nigeria, Panama, and Sierra Leone for payment in the United States.

391.3 Fees. The fee for countries with which money order business is transacted on an international basis is \$3 per money order. The applicable domestic (U.S.) fee would apply for countries that accept domestic (U.S.) postal money orders (see 391.2a).

* * * * *

391.413 Postal Money Orders to Cape Verde, Costa Rica, Dominican Republic, Ecuador, El Salvador, Honduras, Japan, Mexico, Nigeria, Panama, and Sierra Leone. For money orders payable in Cape Verde, Costa Rica, Dominican Republic, Ecuador, El Salvador, Honduras, Japan, Mexico, Nigeria, Panama, and Sierra Leone, use the pink international money order MP1 form. Follow the issuance procedures in DMM 941.

* * * * *

391.423 Postal Money Orders to Cape Verde, Costa Rica, Dominican Republic, Ecuador, El Salvador, Honduras, Japan, Mexico, Nigeria, Panama, and Sierra Leone. When the pink international money order MP1 form is issued for payment in Cape Verde, Costa Rica, Dominican Republic, Ecuador, El Salvador, Honduras, Japan, Mexico, Nigeria, Panama, and Sierra Leone, follow instructions for preparing domestic money orders in DMM 941.

* * * * *

391.431 Domestic Postal Money Orders. For domestic money orders and pink international money orders (MP1) payable in Cape Verde, Costa Rica, Dominican Republic, Ecuador, El Salvador, Honduras, Japan, Mexico, Nigeria, Panama, and Sierra Leone, follow instructions for preparing domestic money orders in DMM 941.

* * * * *

391.723 Inquiries or Requests for Replacement of International Money Orders. Inquiries or requests for replacement of international money orders (MP1) for payment in Cape Verde, Costa Rica, Dominican Republic, Ecuador, El Salvador, Honduras, Japan, Mexico, Nigeria, Panama, and Sierra Leone are filed using Form 6401, *Domestic Money Order Inquiry*, in accordance with DMM 941.4, except that only the purchaser may file and receive payment. Replacement will not be made until 6 months after the date of issuance.

These changes will appear in Issue 10 of the *International Mail Manual*.

—International Postal Affairs Dept., 9-19-91

EXPRESS MAIL INTERNATIONAL SERVICE—UPDATED PROCEDURES

The system for processing inbound Express Mail International Service (EMS) revised in *Postal Bulletin* 21762, 5-3-90 is being changed because it does not provide the necessary delivery information on the Electronic Marketing Reporting System (EMRS). Effective September 21, 1991, the guidelines existing before 5-3-90 are reinstated and modified as noted below.

Summary. All inbound EMS will be overlabeled with Label 11-F, *Express Mail: Post Office to Addressee* (B Label). This label will be affixed to each incoming EMS piece as close as possible to, but not covering, the foreign mailing label.

Exchange Offices. Exchange offices processing inbound EMS will receive detailed instructions. In brief, they should follow the procedures below:

1. Preprint Label 11-F, prepared for inbound EMS, with the following: Origin AMF, Date and Time of Arrival, Dispatch Number, Country of Origin, City of Origin. (The personal computers at the exchange offices are programmed to do this.)

2. Affix Label 11-F to *all incoming items*.

- a. Incoming items with the item number in bar code readable format will have the foreign number scanned, followed by the B Label number.

- b. Foreign items without a readable bar code or

no bar code will have the item number either manually entered into the Telxon PTC-701 scanners or into the personal computers at the exchange offices. Following each foreign item number entry, the corresponding B Label number will be entered into the same equipment.

Delivery. Follow current procedures—modified as noted—for overlabeled items, specifically:

1. **New Procedure:** The accountable clerk or other designated employees enter the delivery ZIP Code in the To block. The carrier obtains the delivery signature, notes the date and time of delivery (and attempted delivery, if appropriate), and detaches the delivery copy of the B-Label, *not* the foreign label.

2. The carrier returns these to the delivery unit. From there, the information goes to the EMRS data entry unit daily with other Express Mail receipts.

3. **EMRS Data Entry Unit.** Follow the current practice for entering delivery information from a B Label. Enter *only* the item number for the Label 11-F (B Label). EMRS data entry units must not enter any foreign item number.

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

POST OFFICE TO ADDRESSEE EXPRESS MAIL NEXT DAY SERVICE

68623098025US



ORIGIN		Date: M D Y	Postage \$
Post Office ZIP Code	Time In: A.M. P.M.		Return Receipt \$
Initials of Receiving Clerk	Weight lbs. oz.		C.O.D. \$
ACCEPTANCE		<input type="checkbox"/> International Country Code	
<input type="checkbox"/> Next Day Delivery	<input type="checkbox"/> Second Day Delivery		Total Postage & Fees \$
<input type="checkbox"/> By 12 Noon	<input type="checkbox"/> By 3:00 P.M.		
<input type="checkbox"/> Military 2nd Day	<input type="checkbox"/> Military 3rd Day		
Express Mail Corporate Account No.	Federal Agency Account No.		
FROM:			

For Postal Use

DESTINATION	Date of Delivery: M D Y	Time of Delivery: A.M. P.M.
<input checked="" type="checkbox"/> Signature of Addressee or Agent		
DELIVERY WAS ATTEMPTED	Date: M D Y	Time: A.M. P.M.
Signature of Delivery Employee 1.		2.
Waiver of Signature and Indemnity (Domestic Only)	<small>I wish delivery to be made without obtaining the signature of the addressee or the addressee's agent. It is the judgment of the delivery employee the article can be left in a secure location and I authorize the delivery employee to sign that the shipment was delivered and understand that the signature of the delivery employee will constitute valid proof of delivery.</small>	
SIGNED _____		

For Customer Use

MAILING LABEL-Service Analysis & Proof of Delivery

TO: Telephone Number: _____

DELIVERY

OBTAIN ADDRESSEE SIGNATURE AND ENTER DELIVERY ZIP CODE.

—International Postal Affairs Dept., 9-19-91

A motorist should always drive so that his license will expire before he does!

Undeliverable Postal Cards and Postcards

Postal cards and postcards that are undeliverable-as-addressed are not always handled in the prescribed manner. The rules that apply to such cards are stated below and are based on the provisions of Exhibit 159.151a and sections 159.32, 159.47, 391, and 392 of the *Domestic Mail Manual*.

When personnel know the new address, they must forward at no charge for a period of 1 year, all First-Class Mail, including postal cards and postcards. A card that cannot be delivered as addressed and cannot be forwarded must be returned at no charge to the sender with the reason for nondelivery placed on it.

If a postal card or postcard is endorsed Address Correction Requested and is undeliverable as addressed, return it at no charge to the sender with the new address of the addressee or the reason for nondelivery placed on the mailpiece. When the endorsement Forwarding and Address Correction Requested is used, forward the card to the new address and notify the sender on Form 3547, *Notice to Mailer of Correction in Address*. Charge the address correction fee for the notification. Do not provide temporary changes of address.

If a postal card or postcard bearing the endorsement Do Not Forward is undeliverable-as-addressed, personnel must forward the card. They should return it at no charge to the sender with the address correction or reason for nondelivery on it.

If a postal card or postcard undeliverable-as-addressed cannot be forwarded or returned, personnel must treat it as dead mail. They should destroy these cards by shredding or an equivalent method, if the post office has facilities to destroy them. *Only if the post office has no way to destroy the undeliverable cards, should personnel send them to the dead mail branches.*

—Marketing and Customer Service Group, 9-19-91

50-Cent America Airmail Stamp

The 50-cent America Airmail stamp goes on sale October 12 in Anchorage, Alaska. This stamp design features how the “new world” may have appeared to those crossing between Asia and North America, over what is now the Bering Strait to what is now Alaska. The 50-cent America stamp is the fifth issuance by the United States in the America Series initiated in 1989 as a cooperative effort among Postal Union of the Americas, Spain, and Portugal (PUASP) members.

Do Not Place on Sale Before October 15, 1991

Copyright U.S. Postal Service 1991

Issued in panes of 50 stamps.
Manufactured by Bureau of Engraving and Printing.
Collector information is on page 21.

Supply. Post offices with authorized philatelic centers receive their standard automatic distribution quantities based on a 50-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 25,000 or more stamps should immediately submit Forms 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing using **Item 5579**. They must submit requisitions in the standard ordering quantities for a 50-subject stamp to the maximum quantity of 1-million stamps per requisition.

Less-Than-Bulk Quantities. All other post offices requiring fewer than 25,000 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., 9-19-91

DMM Notice

CORRECT FORMAT FOR NUMERIC ZIP + 4 CODE

Effective with *Domestic Mail Manual* (DMM) Issue 41 (12-15-91), DMM 122.61 is revised and DMM 534.3 added to specify that the only correct format for a numeric ZIP + 4 code is five numbers, a hyphen, and four numbers. When printed on a mailpiece claimed at a ZIP + 4 rate, a numeric ZIP + 4 code must also meet the requirements of DMM 542.4.

122.6 ZIP Code System

122.61 Description

122.611 General. The ZIP Code system is a numbered coding system that facilitates efficient processing of mail. The most complete ZIP Code is a nine-digit number, consisting of five numbers, a hyphen, and four numbers, for which the Postal

Service has adopted the term ZIP + 4 as its trademark. The only correct format for a numeric ZIP + 4 code is five numbers, a hyphen, and four numbers. When printed on a mailpiece claimed at a ZIP + 4 rate, a numeric ZIP + 4 code must also meet the requirements of 542.4.

122.612 Significance of Numbers in the ZIP + 4 Code. (Text of final five sentences in existing 122.61.)

* * * * *

534.3 Format of Numeric ZIP + 4 Code. A numeric ZIP + 4 code must consist of five numbers, a hyphen, and four numbers and, when printed on a mailpiece claimed at a ZIP + 4 rate, must meet the requirements of 542.4.

—Marketing and Customer Service Group, 9-19-91

1991 NONDENOMINATED CONTEMPORARY AND TRADITIONAL CHRISTMAS STAMPS

The 1991 nondenominated contemporary and traditional Christmas stamps go on sale October 17. The contemporary stamp depicts a Santa Claus descending into a chimney. This stamp will be issued in Santa, Idaho. The traditional stamp features the Madonna and Child and will be issued in Houston, Texas.

Do Not Place on Sale Before October 18, 1991

Copyright U.S. Postal Service 1991

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

Supply. Post offices with authorized philatelic centers receive the following quantities:

Offices receiving four-position stock in these quantities	Will receive six-position stock in these quantities
20,000	30,000
40,000	60,000
125,000	150,000
250,000	300,000
625,000	750,000
750,000	750,000

All other post offices will receive the following quantities:

Shipment	Item	Description	Automatic distribution to SDOs	Automatic distribution to AOs	Manufacturer	Reorder from
1	5544	Contemporary.....	4 Times Standard	4 Times Standard	ABN.....	RAPD/SDO
2	5544	Contemporary.....	3 Times Standard	3 Times Standard	ABN.....	RAPD/SDO
1	5545	Traditional.....	4 Times Standard	4 Times Standard	BEP.....	BEP/SDO

Reminder

TRAVEL/RELOCATION VOUCHERS

The article Postal Fiscal Year 1991: Closing Instructions in *Postal Bulletin* 21795, 8-8-91 (page 44), reminds all employees to submit travel and relocation vouchers as follows.

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

1. The San Mateo PDC must receive vouchers for all travel through September 20, no later than September 25.

Note: It may be necessary for the traveler to re-

Santa Claus: Since a private company, American Bank Note Company, is the contractor for this stamp, the Bureau of Engraving and Printing (BEP) will not honor supplemental requisitions. Stamp distribution offices (SDOs) requiring additional quantities of the Santa Claus issue must order from their regional accountable paper depositories (RAPDs) using Form 17-A, *Accountable Items Requisition From Stamp Distribution Office*. All other post offices must order from their SDO using Form 17-A. Limited quantities of stamps for filling supplemental orders will be shipped to the RAPDs.

Madonna and Child: SDOs requiring 25,000 or more additional stamps should immediately requisition them on Form 3356, *Stamp Requisition—Bulk Quantities*, from BEP. Requisitions must be submitted in the following ordering quantities: 25,000; 50,000; 75,000; 100,000; 150,000; multiples of 150,000 to maximum quantity of 5,100,000 stamps. BEP will hold requisitions for additional bulk quantities of the Madonna and Child stamps until the automatic distributions are completed. All other post offices requiring additional stamps should immediately order them from their SDOs using Form 17-A.

The SDOs will receive printouts and invoices from the New York Postal Data Center (NYPD) for both initial shipments dated October 7, and a second set for the Santa Claus, dated November 7, 1991.—*Philatelic and Retail Services Dept., 9-19-91*

quest a hotel/car rental bill, etc., as of September 20 and submit a travel voucher for all expenses incurred as of September 20. There will be *no* accrual memorandum for these expenses.

2. Employees must submit travel vouchers involving movement of household goods and other relocation expenses incident to a permanent change of duty station, when the expense is incurred on or before September 20, no later than September 24. *There will be no accrual memorandum for these expenses.*

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

—Dept. of the Controller, 9-19-91

Publication 41 Revision

INCREASED COMPETITIVE THRESHOLD

The Procurement Policy Committee (PPC) has raised the dollar threshold requiring adequate competition among potential offerors. The threshold was \$2,000. Except for facilities-related purchases, effective immediately, the threshold is 10 percent of the simplified purchasing ceiling, currently \$50,000. As a result, competition is not required for any purchase under \$5,000, except for facilities-related procurements costing \$2,000 or more. Local purchasing authorities have not changed. The PPC has also precluded the use of basic pricing agreements for repairs and alterations. This change reflects that decision.

Except as noted above, the new competition threshold applies to all Postal Service procurements. Contracting officers must ensure and document that prices offered for noncompetitive, simplified purchases are reasonable. Further, the increase in this threshold does not raise other thresholds such as those imposed by the Service Contract Act, the Walsh-Healy Public Contracts Act, and others.

In addition to Publication 41, *Procurement Manual*, this change affects a number of directives, including Handbooks AS-707, *Procurement Handbook*; PO-513, *Mail Transportation Procurement Handbook*; and other handbooks and management instructions concerned with Postal Service procurement (except for those concerned with facilities-related procurements). All relevant directives will include this change as they are revised. Until then, contracting officers should use pen-and-ink to change the competition threshold from \$2,000 to 10 percent of the simplified purchasing ceiling, as they encounter it in Postal Service procurement directives.

All *Procurement Manual* users, however, should immediately make the following changes in Chapter 4, Purchasing Methods. The affected sections should now read:

4.1 Competitive Purchasing

* * * * *

4.2.1 Simplified Purchasing

* * * * *

d. Competition:

1. The competitive threshold is 10 percent of the simplified purchasing ceiling, except for facilities-related procurements, for which it is \$2,000.

2. Competition must be sought to the extent practicable for purchases above the competitive

threshold. Proposals or quotations must be solicited from a sufficient number of qualified sources (normally at least three) to ensure that the price is fair and reasonable. Adequate competition for simplified purchases can normally be obtained without soliciting outside the local trade area of the purchasing office or receiving activity. If sources outside the local trade area are solicited, source lists must be maintained in accordance with A.3.

3. Solicitations may be limited to one source if the contracting officer determines that only one source is available, subject to the requirements of Subchapter 4.3.

4. For purchases under the competitive threshold, competition is not required if the contracting officer determines that the prices received are reasonable. Where practicable, noncompetitive purchases must be distributed equitably among qualified suppliers, and a quotation must be obtained from other than the previous supplier before placing a repeat order.

4.2.5 Basic Pricing Agreements

* * * * *

e. *Restrictions.* The following apply to the use of BPAs:

* * * * *

2. BPAs may not be used for new construction or for repairs and alterations.

* * * * *

5. Competition must normally be obtained when placing orders exceeding the competitive threshold, although the competition may be limited to contractors having BPAs. If competition is not possible, the purchase file must show the reason, and the order is subject to the requirements of Subchapter 4.3.

* * * * *

4.3.1 Noncompetitive Purchasing

* * * * *

c. *Applicability.* This section applies to all purchases except:

* * * * *

6. Purchases not exceeding the competitive threshold (see 4.2.1.d).

The next transmittal letter to Publication 41, *Procurement Manual*, will include these changes.

—*Procurement and Supply Dept., 9-19-91*

Pile sacks evenly to avoid damage and to conserve space

1991 NONDENOMINATED CONTEMPORARY AND TRADITIONAL CHRISTMAS BOOKLETS

The 1991 nondenominated contemporary and traditional Christmas stamp booklets go on sale October 17. The contemporary booklet contains five panes; one design per pane of four stamps for a total of 20 stamps per booklet. Each design depicts scenes reminiscent of Santa's visit on Christmas Eve: Santa Claus waving as he descends into a chimney, checking a Christmas list, placing gifts beneath a Christmas tree, ascending out of a chimney, and riding his sleigh into the wintry night.

This booklet will be issued in conjunction with the contemporary stamp issue in Santa, Idaho. The Madonna and Child booklet contains two panes of 10 stamps each. It will be issued in conjunction with the traditional stamp issue in Houston, Texas.

Do Not Place on Sale Before October 18, 1991

Copyright U.S. Postal Service 1991

Issued in booklets of 20 stamps
A future issue will include collector information.

Supply. Post offices with authorized philatelic centers receive the following quantities:

Offices receiving four-position stock in these quantities (Stamps)	Will receive booklets in these quantities (Booklets)
20,000	300
40,000	600
125,000	1,500
250,000	1,500
625,000	45,000
750,000	22,500

Contemporary Booklet (Item 6644). All post offices receive automatic distributions of three booklets for each pane of a 50-subject commemorative stamp furnished on a standard distribution. Only stamp distribution offices (SDOs) receive a second

shipment beginning September 27 and completed by November 1, 1991.

Since a private company, American Bank Note Co., is the contractor for this booklet, the Bureau of Engraving and Printing (BEP) will not honor supplemental requisitions. SDOs requiring additional quantities of these booklets must order from their regional accountable paper depositories (RAPDs) using Form 17-A, *Accountable Items Requisition From Stamp Distribution Office*. All other post offices must order from their SDOs using Form 17-A. They must submit requisitions to their SDOs in the standard ordering quantity. Limited quantities of booklets for filling supplemental orders will be shipped to the RAPDs.

Traditional Booklet (Item 6645). All post offices receive automatic distributions of five booklets for each pane of a 50-subject commemorative stamp furnished on a standard distribution.

Because these booklets are seasonal issues, limited inventories are available at BEP for filling supplemental requisitions. Supplemental requisitions for bulk quantities will be held until the automatic distributions are completed.

Bulk Quantities. CAG A-G post offices requiring 1,500 or more Christmas booklets should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities*, to BEP. They must submit requisitions in the standard ordering quantity: 1,500 booklets; 3,000 booklets; 4,500 booklets; and multiples of 4,500 to the maximum of 135,000 booklets per requisition.

Less-Than-Bulk Quantities. All other post offices requiring fewer than 1,500 booklets should requisition them immediately from their designated SDOs on a separate Form 17-A, *Accountable Items Requisition From Stamp Distribution Office*.

The SDOs receive printouts and invoices from the New York Postal Data Center (NYPD) for both shipments dated October 7, 1991.

—*Philatelic and Retail Services Dept., 9-19-91*

CAPITALIZING INITIAL CAPITAL PROPERTY PURCHASES

Effective September 21, 1991, all offices making an initial purchase of a capital item/system that includes the purchase of items normally expensed will treat the total purchase as capital.

These purchases include all component items currently expensed because their unit cost is less than \$1,000 or component items that are difficult to track and control regardless of cost (e.g., software, training, technical manuals, modular furniture). Offices may capitalize add-ons to an initially capitalized item/system regardless of cost, if they can be physically/permanently attached to the initial item and if the office gives the capital property ID number of the initial item to the San Mateo

Postal Data Center (PDC). **Note:** software purchased after the initial buy is considered an expense for accounting purposes.

Offices should reexamine budgets to ensure that appropriate funding is available to meet these requirements.

In addition, purchases of system components from multiple vendors brought together to create one item of capital property must be clearly documented and cross-referenced on Document Generator System printouts and further explained via cover memorandum to the San Mateo PDC.

—*Dept. of the Controller, 9-19-91*

ATTENTION

APO/FPO ZIP CODE ALIGNMENT AND ADDRESS STANDARDIZATION

On July 15, 1991, the military APO/FPO overseas ZIP Codes were aligned to reflect the overseas location of the ZIP Code. Addresses served by the military postal system will have a standardized address format.

The three-digit areas are:

090-092	Germany	340	The Americas (except United States and Canada)
094	United Kingdom		
095	Atlantic/Mediterranean ships	962	Korea
096	Italy, Spain	963	Japan
097	Other Europe	964	Philippines
098	Middle East, Africa	965	Other Pacific and Alaska
		966	Pacific/Indian Ocean ships

No currently active ZIP Code is assigned to a new office location. The new ZIP Codes are activated and coexist with those ZIP Codes they replace. Mail addressed to ZIP Codes that will eventually be replaced will be delivered for the next 12 months to allow addressees time to notify correspondents of their new addresses. The APO/FPO table entitled Conditions Applied to Mail Addressed to Military Post Offices Overseas, in *Postal Bulletin* 21796, 8-22-91 (page 53), reflects all current and new ZIP Codes.

Address standardization changes the last two lines of military addresses to conform to addressing practices for other U.S. mail. Military ZIP Codes now have three new state designations. AA, AE, and AP replace the previous designations—New York, Miami, San Francisco, and Seattle. AE is the designation for ZIPs 090-098, AA for ZIPs 340, and AP for ZIPs 962-966.

The last line of the standardized address may read: APO AE 09081. The term APO (or FPO) is the equivalent of a city, AA (or AE or AP) the equivalent of a state, and the ZIP Code.

Sample standardized addresses follow:

MAJOR JEFF CAMERON
7024 AIRPS
PSC 1 BOX 2051
APO AE 09021

CAPTAIN STEVE PARKER
COMPANY A, 122 SIG BN
UNIT 20511 BOX 4290
APO AA 34049

PCI TIM LARSON
X-1 DIV/ADMIN
USS RANGER (CV-61)
FPO AP 96633-2730

Customers may obtain a military ZIP Code directory identifying the APO and FPO ZIP Code changes by calling the National Address Information Center in Memphis, TN, at 1-800-238-3150.

Other Address Information Systems (AIS) products will be revised to reflect the new military city and state designations (i.e., APO AE) during the September product release. The ZIP + 4 file will be updated with the January 1992 product release.

PLEASE POST ON ALL BULLETIN BOARDS

SEPTEMBER 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.



Wendy Eaton
 Born: 05-26-59
 Date Missing: 05-17-75
 From: Media, PA



Kimberly Alice King
 Born: 10-21-66
 Date Missing: 09-16-79
 From: Warren, MI



Nicole Louis Morin
 Born: 04-01-77
 Date Missing: 07-30-85
 From: Etobicoke, Ontario, Canada



Sarah Ruth Roberts
 Born: 07-30-75
 Date Missing: 10-22-90
 From: Tulsa, OK



Zachary Carl Rolando Rodriguez
 Born: 04-26-85
 Date Missing: 06-30-87
 From: Carpentersville, IL



Galvin Lee Sidden
 Born: 08-23-71
 Date Missing: 07-23-82
 From: North Wilksboro, NC

**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.



Copyright U.S. Postal Service 1991

Issue Date: October 1, 1991
First Day City: Pasadena, CA
Designer: Ron Miller, Fredericksburg, VA
Art Director and Typographer: Howard Paine, Design Coordinator, Citizens' Stamp Advisory Committee
Postal Service Manager: Jack Williams, Program Manager, Philatelic Design
Manufacturing Process: Gravure, Bureau of Engraving and Printing
Colors: Magenta, yellow, cyan, black, light brown, blue
Size: .84 x 1.41 in/21.3 x 35.8 mm (image area)
 .99 x 1.56 in/25.1 x 39.6 mm (overall)
 1.98 x 7.80 in/50.3 x 198.1 mm (full pane)
Plate Numbers: Six
Stamps per Booklet: 20 (2 panes of 10)

Space Exploration Stamps

The Postal Service will issue its 29-cent Space Exploration commemorative stamps October 1 in Pasadena, California. The 10 stamps feature the nine planets and the Earth's Moon, along with unmanned spacecraft that have visited each (with the exception of Pluto). The stamps' issuance kicks off National Stamp Collecting Month.

Procedures for ordering first-day postmarks follow.

Customers Affixing Stamps. The Postal Service encourages customers to purchase the Space Exploration stamps and affix them to their envelopes. Covers bearing stamps receive preferential service. Customers must affix stamps approximately 1/4 inch from the top and right edges, address envelopes (to themselves or others) on the right side at least 5/8 inch from the bottom, insert a card of postcard thickness for sturdiness, 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): CUSTOMER AFFIXED ENVELOPES, SPACE EXPLORATION STAMPS, POSTMASTER, 600 LINCOLN AVE, PASADENA CA 91109-9991. Requests must be postmarked by October 31. 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 Affixing Stamps. The price is \$2.90 per single pane of 10 booklet stamps (the Postal Service only affixes single panes of 10 stamps). Customers must use a number 9 or larger envelope. The Postal Service accepts checks and money orders in the exact amount up to the limit of 50 customer-supplied self-addressed envelopes. Customers should not send cash or postage stamps. Orders must be postmarked by October 31 and addressed to: SPACE EXPLORATION STAMPS, POSTMASTER, 600 LINCOLN AVE, PASADENA CA 91109-9992.



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

USPS Stamp Poster 91-55
 Remove after October 31

PLEASE POST ON BULLETIN BOARD



Copyright U.S. Postal Service 1991

AMERICA Stamp

The Postal Service will issue its 50-cent AMERICA stamp October 12 in Anchorage, Alaska. This is the fifth in a series issued in tribute to the upcoming 500th anniversary of Christopher Columbus' arrival in America.

Procedures for ordering first-day postmarks follow.

Customers Affixing Stamps. The Postal Service encourages customers to purchase the AMERICA stamps and affix them to their envelopes. Covers bearing stamps receive preferential service. Customers must affix stamps approximately $\frac{1}{4}$ inch from the top and right edges, address envelopes (to themselves or others) on the right side at least $\frac{5}{8}$ inch from the bottom, insert a card of postcard thickness for sturdiness, tuck in the flap, place the

Issue Date: October 12, 1991

First Day City: Anchorage, AK

Designer: Richard Schlecht, Arlington, VA

Art Director and Typographer: Richard Sheaff,
Design Coordinator, Citizens' Stamp Advisory
Committee

Postal Service Manager: Joseph Brockert,
Design Section Manager

Modeler: Clarence Holbert, Bureau of Engraving
and Printing (BEP)

Manufacturing Process: Gravure, BEP

Colors: Magenta, cyan, yellow, black, red, green
Size: .99 x 1.56 in/25.1 x 29.6 mm (image area)
.84 x 1.41 in/21.3 x 35.8 mm (overall)

Plate Numbers: Four offset, one intaglio

Marginal Markings: ©U.S. Postal Service 1991
Use Correct ZIP Code®
(USPS logo) 36 USC 380

(PUASP logo) Postal Union of the Americas,
Spain and Portugal. Union nations agreed to
issue stamps in the AMERICA series with a
common theme. Pre-Columbian Voyages of
Discovery is the 1991 theme.

Stamps per Pane: 50

envelopes in a larger envelope addressed (using all capitals and no punctuation, except the hyphen in the ZIP + 4 Code): CUSTOMER AFFIXED ENVELOPES, AMERICA STAMP, POSTMASTER, 344 W THIRD AVE, ANCHORAGE AK 99510-9991. Requests must be postmarked by November 11. 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 Affixing Stamps. The price is 50 cents per stamp. The Postal Service accepts checks and money orders in the exact amount up to the limit of 50 customer-supplied, self-addressed envelopes. Customers should not send cash or postage stamps. Orders must be postmarked by November 11 and addressed: AMERICA STAMP, POSTMASTER, 344 W THIRD AVE, ANCHORAGE AK 99510-9992.



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

USPS Stamp Poster 91-56
Remove after November 11

PLEASE POST ON BULLETIN BOARD



Copyright U.S. Postal Service 1991

Issue Date: October 15, 1991
First Day City: Notre Dame, IN
Designer: Frank Costantino, Winthrop, MA
Typographer and Art Director: Richard Sheaff, Design Coordinator, Citizens' Stamp Advisory Committee
Postal Service Manager: Joseph Brockert, Design Section Manager
Printing Process: Offset lithography, Government Printing Office
Colors: Yellow, magenta, cyan, and black
Size: 3.5 x 5.5 in or 88.9 x 139.7 mm
Copyright: ©U.S. Postal Service 1991

Notre Dame Postal Card

The Postal Service will issue its 19-cent Notre Dame postal card October 15 in Notre Dame, Indiana. This Historic Preservation postal card, depicting a front view of the university's Main Building, kicks off Notre Dame's year-long sesquicentennial celebration.

Procedures for ordering first-day postmarks follow.

Customer Prepared Postal Cards. The Postal Service encourages customers to purchase the Notre Dame postal cards and prepare them for postmarking. Customer prepared postal cards receive preferential service. Customers must address postal cards (to themselves or others) on the right side at least $\frac{5}{8}$ inch from the bottom, place the postal cards in an envelope addressed (using all capitals and no punctuation, except the hyphen in the

ZIP + 4 Code): CUSTOMER PREPARED POSTAL CARDS, NOTRE DAME POSTAL CARD, POSTMASTER, PO BOX 9998, NOTRE DAME IN 46556-9991. Requests must be postmarked by November 14. Once the first day of issue postmark is applied, the postal cards will be returned through the mail. There is no charge for the postmark.

Postal Service Prepared Postal Cards. The price is 19 cents per postal card. The Postal Service accepts checks and money orders in the exact amount up to the limit of 50 postal cards. Customers should not send cash or postage stamps. Customers also must provide pressure-sensitive, self-addressed labels for each postal card for return mailing. Orders must be postmarked by November 14 and addressed: NOTRE DAME POSTAL CARD, POSTMASTER, PO BOX 9998, NOTRE DAME IN 46556-9992.



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

USPS Stamp Poster 91-57
 Remove after November 14

PLEASE POST ON BULLETIN BOARD

Conditions Applied to Mail Addressed to Military Post Offices Overseas

Mail addressed to, from, or between military post offices overseas is subject to certain conditions or restrictions of mailing regarding content, preparation, and handling. The table below outlines these conditions by APO/FPO (army post office/fleet post office) ZIP Code through the use of footnoted mailing restriction codes, which appear on the last page of the table.

Whenever mail is presented to them, acceptance clerks must use this table in conjunction with the integrated retail terminal (IRT) to verify whether the APO/FPO ZIP Code is active and what conditions of mailing apply. For Express Mail Military Service (EMMS) availability, refer to Handbook PO-514, *Express Mail Military Service*, and the local EMMS directory.

The entire table appears in the second regularly scheduled Postal Bulletin of each month. Changes occurring between issues, as well as those that take effect with the monthly issuance, are highlighted in bold print.

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09001	Not Active	09054	B-C-D-U	09107	B-C-D-U	09160	B-C-D-U
09002	B-C-F-U	09055	B1	09108	B-C-D-U	09161	B-C-F-U
09003	Not Active	09056	B-C-D-U	09109	B-C-D-U	09162	B-C-D-U
09004	Not Active	09057	B-C-D-U	09110	B-C-D-U	09163	Not Active
09005	Not Active	09058	B-C-D-U	09111	B-C-D-U	09164	B-C-D-U
09006	Not Active	09059	B-C-D-U	09112	B-C-D-U	09165	B-C-D-U
09007	B-C-D-U	09060	B-C-D-U	09113	Not Active	09166	B-C-D-U
09008	B-C-D-U	09061	B-C-D-U	09114	B-C-D-U	09167	Not Active
09009	B-C-D-U	09062	Not Active	09115	Not Active	09168	B-C-F-U
09010	Not Active	09063	B-C-D-L-U	09116	Not Active	09169	B-C-D-U
09011	B1-C-F1	09064	B-C-D	09117	A-B1-F	09170	B-C-D-N-U
09012	B-C-D-U	09065	B-C-D-U	09118	A-B1-F-P	09171	B-C-D-U
09013	Not Active	09066	B-C-D-U	09119	Not Active	09172	B-C-D-U
09014	B-C-D-U	09067	B-C-D-U	09120	B-C-U3	09173	B-C-D-U
09015	Not Active	09068	B-C-D-U	09121	NONE	09174	Not Active
09016	Not Active	09069	B-C-D-U	09122	B-C-D	09175	B-C-D-U
09017	B-E2-F-H1-R-U1	09070	B-C-D-U	09123	B-C-D-U	09176	B-C-D-U
09018	Not Active	09071	B-C-D-U	09124	Not Active	09177	B-C-D-U
09019	B-C-F-U	09072	B-C-D-U	09125	B-C-U3	09178	B-C-D-U
09020	Not Active	09073	B-C-D-U	09126	B-C-D	09179	B-C-U3
09021	B-C-D-U	09074	B-C-D-U	09127	B-C-U3	09180	B-C-D-U
09022	Not Active	09075	B-C-U3	09128	B-C-D-U	09181	Not Active
09023	B-C-D	09076	B-C-D-U	09129	B-C-U3	09182	B-C-D-U
09024	Not Active	09077	B-C-D	09130	B-C-D-U	09183	B-C-D-U
09025	B-C-D-U	09078	B-C-D-U	09131	B-C-D-U	09184	B-C-D-U
09026	B-C-D-U	09079	B-C-D-U	09132	B-C-D-U	09185	B-C-D-U
09027	Not Active	09080	B-C-D-U	09133	A-B1-F	09186	B-C-D-U
09028	B-C-D-U	09081	B-C-D-U	09134	Not Active	09187	B-C-D-U
09029	B-C-D-U	09082	B-C-D-U	09135	Not Active	09188	Not Active
09030	N	09083	B-C-U3	09136	B-C-D	09189	B-C-D-U
09031	B-C-D-U	09084	B-C-D-U	09137	B-C-D-U	09190	Not Active
09032	Not Active	09085	B-C-D-U	09138	B-C-D-U	09191	Not Active
09033	B-C-D-U	09086	B-C-D-U	09139	B-C-D	09192	B-C-D-U
09034	B-C-D-U	09087	Not Active	09140	B-C-D-U	09193	B-C-U3
09035	B-C-D-U	09088	B1	09141	B-C-D-U	09194	B-C-U3
09036	B-C-D-U	09089	B-C-D-U	09142	B-C-D-U	09195	Not Active
09037	B-C-D-U	09090	B-C-D-U	09143	B-C-D-U	09196	B-C-D
09038	B-E2-F-H1-R-U1	09091	B-C-D-U	09144	B-C-D-U	09197	Not Active
09039	B-C-D-U	09092	B-C-D-U	09145	B1-C-F1	09198	B-C-U3
09040	A-B1-F	09093	B-C-D-U	09146	B-C-D-U	09199	Not Active
09041	B-C-D-U	09094	B-C-D	09147	Not Active	09201	Not Active
09042	B-C-D-U	09095	B-C-D-U	09148	B-E2-E3-F-F1-I-N-R-U	09202	Not Active
09043	NONE	09096	B-C-D-U	09149	Not Active	09203	Not Active
09044	B-C-D-U	09097	B-C-D	09150	B-C-U3	09204	Not Active
09045	B-C-D-U	09098	B-C-D-U	09151	B-C-U3	09205	B-C-D-U
09046	B-C-D-U	09099	B-C-D-U	09152	B-E2-F-H1-R-U1	09206	Not Active
09047	B-C-D-U	09100	B-C-D-U	09153	B	09207	B-C-D
09048	B-C-U3	09101	Not Active	09154	B-C-D-U	09208	Not Active
09049	B-C-U3	09102	B-C-D-U	09155	A-B-N-T-X	09209	Not Active
09050	B-C-D-U	09103	B-C-D-U	09156	B-C-D	09210	B-C-U3
09051	A-B1-F	09104	B-C-D-U	09157	B-C-D-U	09211	B-C-D-U
09052	B-C-D-U	09105	B-C-D-U	09158	Not Active	09212	B-C-D-U
09053	B-C-D-U	09106	Not Active	09159	B-F1	09213	B-C-D-U

Conditions Applied to Mail Addressed to Military Post Offices Overseas (continued)

Acceptance clerks: Use this table in conjunction with the integrated retail terminal (IRT) to determine whether an APO/FPO ZIP Code is active and what conditions of mailing apply. For Express Mail Military Service availability, refer to Handbook PO-514, *Express Mail Military Service*, and the local EMMS directory.

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09214	B-C-D-U	09277	Not Active	09341	Not Active	09405	B-C-U3
09215	B-C-D-U	09278	Not Active	09342	Not Active	09406	B-U
09216	B-C-D-U	09279	B-C-D-U	09343	Not Active	09407	B-C-D-U
09217	Not Active	09280	Not Active	09344	Not Active	09408	Not Active
09218	Not Active	09281	B-C-D-U	09345	Not Active	09409	Not Active
09219	B1-C-F1	09282	B	09346	Not Active	09410	B-C-U3
09220	B-C-D-U	09283	B-U	09347	Not Active	09411	B-C-D-U
09221	B-C-F-U	09284	B-F-I-N-U	09348	Not Active	09412	Not Active
09222	B-C-D-U	09285	B-U	09349	Not Active	09413	Not Active
09223	A-B1	09286	B-U	09350	Not Active	09414	Not Active
09224	A-B1-F	09287	Not Active	09351	B-C-D-U	09415	B-C-U3
09225	B-C-D-U	09288	Not Active	09352	B-C-D-U	09416	B-C-U3
09226	B-C-D-U	09289	A-B1-F	09353	B-C-D-U	09417	Not Active
09227	B-C-D-U	09290	Not Active	09354	B-C-D-U	09418	B-C-U3
09228	B-C-D-U	09291	A-B1	09355	B-C-D-U	09419	B-C-U3
09229	B-C-D-U	09292	B1-F1	09356	Not Active	09420	B-C-U3
09230	Not Active	09293	B-C-F-F1-U	09357	Not Active	09421	B-C
09231	Not Active	09294	A-B1-F	09358	Not Active	09422	B-C-U3
09232	B-C-F-U	09295	B-C-D-U	09359	B-C-D-U	09423	Not Active
09233	B-C-D-U	09296	B-C-D-U	09360	B-C-D-U	09424	Not Active
09234	B-C-D-U	09297	B-C-D-U	09361	Not Active	09425	Not Active
09235	B-C-D-U	09298	B-E2-F-H1-R-U1	09362	Not Active	09426	Not Active
09236	B-C-U3	09299	B-C-D-U	09363	Not Active	09427	Not Active
09237	B-C-D-U	09301	Not Active	09364	Not Active	09428	Not Active
09238	B-C-U3	09302	Not Active	09365	Not Active	09429	Not Active
09239	B-C-D-U	09303	Not Active	09366	Not Active	09430	Not Active
09240	B-C-F-U	09304	Not Active	09367	Not Active	09431	Not Active
09241	B-C-U3	09305	B-C-D-U	09368	Not Active	09432	Not Active
09242	B-C-D-U	09306	Not Active	09369	Not Active	09433	Not Active
09243	B-C-U3	09307	Not Active	09370	Not Active	09434	Not Active
09244	B-C-D-U	09308	Not Active	09371	Not Active	09435	Not Active
09245	B-C-D-U	09309	Not Active	09372	Not Active	09436	Not Active
09246	Not Active	09310	Not Active	09373	Not Active	09437	Not Active
09247	Not Active	09311	Not Active	09374	Not Active	09438	Not Active
09248	B-C-D-U	09312	Not Active	09375	Not Active	09439	Not Active
09249	B-C-D-U	09313	Not Active	09376	Not Active	09440	Not Active
09250	B-C-D-U	09314	Not Active	09377	Not Active	09441	Not Active
09251	B-C-D-U	09315	Not Active	09378	B-C-U3	09442	Not Active
09252	B-C-D-U	09316	Not Active	09379	A-B1-F	09443	Not Active
09253	A-B1	09317	Not Active	09380	A-B1-F	09444	Not Active
09254	A-B1-F	09318	Not Active	09381	Not Active	09445	Not Active
09255	A-B1	09319	Not Active	09382	Not Active	09446	Not Active
09256	A-B1	09320	Not Active	09383	Not Active	09447	B-C-U3
09257	A-B1-F	09321	B-C-D-U	09384	Not Active	09448	B-C-U3
09258	Not Active	09322	B-C-D-U	09385	Not Active	09449	B-C-U3
09259	B-C-D	09323	Not Active	09386	Not Active	09450	B-C-U3
09260	B-C-D-U	09324	Not Active	09387	Not Active	09451	B-C-D-U
09261	B-C-D-U	09325	B-C-D-U	09388	Not Active	09452	B-C-D-U
09262	B-C-D-U	09326	B-C-D-U	09389	Not Active	09453	B-C-F-F1-U
09263	B-C-D-U	09327	Not Active	09390	Not Active	09454	B-C-D-U
09264	B-C-D-U	09328	Not Active	09391	Not Active	09455	B-C-D-U
09265	B-C-D-U	09329	Not Active	09392	A-B1-F	09456	B-C-U3
09266	B-C-D-U	09330	B-C-D-U	09393	A-B1-F-N	09457	B-C-D-U
09267	B-C-D-U	09331	Not Active	09394	A-B1-F-N	09458	B-C-D-U
09268	B-C-D-U	09332	Not Active	09395	A-B1-F-N	09459	B-C-U3
09269	B-C-D-U	09333	B-C-D-U	09396	A-B1-F	09460	Not Active
09270	B-C-D-U	09334	Not Active	09397	A-B1-F	09461	B-C-U3
09271	Not Active	09335	Not Active	09398	Not Active	09462	B-C-U3
09272	B-C-D-U	09336	Not Active	09399	A-B1-F	09463	B-C-U3
09273	Not Active	09337	Not Active	09401	B-U	09464	B-C-U3
09274	B-C-D-U	09338	A-B1-F	09402	Not Active	09465	B-C-U3
09275	B-C-D-U	09339	Not Active	09403	B-C-D-U	09466	B-C-U3
09276	Not Active	09340	Not Active	09404	Not Active	09467	B-C-U3

Conditions Applied to Mail Addressed to Military Post Offices Overseas (continued)

Acceptance clerks: Use this table in conjunction with the integrated retail terminal (IRT) to determine whether an APO/FPO ZIP Code is active and what conditions of mailing apply. For Express Mail Military Service availability, refer to Handbook PO-514, *Express Mail Military Service*, and the local EMMS directory.

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09468	B-C-U3	09532	NONE	09595	NONE	09659	B-C-U3
09469	B-C-U3	09533	B-C-F-U	09596	NONE	09660	Not Active
09470	B-C-U3	09534	NONE	09597	NONE	09661	Not Active
09471	B-C-U3	09535	Not Active	09598	N	09662	NONE
09472	B-C-U3	09536	NONE	09599	NONE	09663	Not Active
09473	Not Active	09537	B-C-F-U	09601	B-C-F-F1-U	09664	B-N-U
09474	Not Active	09538	NONE	09602	B-E2-F-H1-R-U1	09665	Not Active
09475	Not Active	09539	U	09603	Not Active	09666	Not Active
09476	Not Active	09540	U	09604	Not Active	09667	B
09477	Not Active	09541	Not Active	09605	B-C-F-U	09668	N
09478	Not Active	09542	Not Active	09606	B-C-F-U	09669	B-C-F-U
09479	Not Active	09543	NONE	09607	B-C-U3	09670	B-C-F-U
09480	Not Active	09544	NONE	09608	Not Active	09671	B-E2-F-H1-R-U1
09481	Not Active	09545	NONE	09609	B-C-F-U	09672	B-C
09482	Not Active	09546	Not Active	09610	B-C-F-U	09673	C
09483	Not Active	09547	NONE	09611	B-C-D-U	09674	A-B1-U
09484	Not Active	09548	Not Active	09612	B-C-F-U	09675	F-N
09485	Not Active	09549	NONE	09613	B-C-F-U	09676	Not Active
09486	Not Active	09550	Not Active	09614	B-E2-E3-F-F1-I-N-R-U	09677	B1-U1
09487	Not Active	09551	NONE	09615	B-E2-F-H1-R-U1	09678	B-N-U
09488	Not Active	09552	Not Active	09616	B-E2-F-H1-R-U1	09679	B1-U1
09489	Not Active	09553	B-C	09617	Not Active	09680	Not Active
09490	Not Active	09554	B-C-F-U	09618	B-C-F-U	09681	Not Active
09491	Not Active	09555	B-C-F-U	09619	B-C-F-U	09682	Not Active
09492	Not Active	09556	NONE	09620	B-C-F-U	09683	Not Active
09493	Not Active	09557	NONE	09621	B-C-F-U	09684	Not Active
09494	B-C-U3	09558	NONE	09622	B-C-F-U	09685	Not Active
09495	B-C-U3	09559	NONE	09623	Not Active	09686	Not Active
09496	B-C-U3	09560	NONE	09624	B-C-F-U	09687	Not Active
09497	B-C-U3	09561	NONE	09625	B-C-F-U	09688	Not Active
09498	B-C	09562	NONE	09626	B-C-F-U	09689	Not Active
09499	B-C-U3	09563	NONE	09627	B-C-F-U	09690	A-B1
09501	NONE	09564	NONE	09628	B-C-F-F1-U	09691	B-E2-F-H1-R-U1
09502	B-E2-F-H1-R-U1	09565	NONE	09629	B-C-F-U	09692	B-C-D
09503	NONE	09566	NONE	09630	B-C-F-U	09693	A-B1
09504	NONE	09567	NONE	09631	Not Active	09694	B-C-F-U
09505	O	09568	NONE	09632	Not Active	09695	B-C-D-U
09506	NONE	09569	NONE	09633	B-C-D-U	09696	B-C-D-U
09507	NONE	09570	NONE	09634	B-C-D	09697	B-E2-F-H1-R-U1
09508	NONE	09571	C	09635	Not Active	09698	Not Active
09509	B-C	09572	C	09636	Not Active	09699	Not Active
09510	B-C-U3	09573	NONE	09637	Not Active	09701	B-C-D-U
09511	B-C-U3	09574	NONE	09638	Not Active	09702	B-C-D-U
09512	NONE	09575	NONE	09639	Not Active	09703	B1-C-F1
09513	NONE	09576	NONE	09640	Not Active	09704	B-C-D
09514	B-C-U3	09577	NONE	09641	B-U	09705	B1
09515	B-C-U3	09578	NONE	09642	B-U	09706	B-C-D-U
09516	B-C-U3	09579	NONE	09643	B	09707	B-C-D-U
09517	NONE	09580	NONE	09644	U	09708	B1
09518	B-C-U3	09581	NONE	09645	U	09709	NONE
09519	B-C-U3	09582	NONE	09646	B-U	09710	B-C-D-U
09520	B-C-F-U	09583	Not Active	09647	B-U	09711	B-C-D-U
09521	B-C-F-U	09584	Not Active	09648	Not Active	09712	B-C-D-U
09522	B-C-F-U	09585	Not Active	09649	Not Active	09713	B1-C-F1
09523	B-C-F-U	09586	NONE	09650	Not Active	09714	B
09524	B-C-F-U	09587	NONE	09651	Not Active	09715	B-F1
09525	Not Active	09588	NONE	09652	Not Active	09716	B-C-D-N-U
09526	NONE	09589	Not Active	09653	Not Active	09717	B1-C-F1
09527	A	09590	NONE	09654	Not Active	09718	B-F-I-N-U
09528	A-B1	09591	NONE	09655	Not Active	09719	B1-F1
09529	NONE	09592	Not Active	09656	Not Active	09720	B-U
09530	A-B-C-F-M	09593	NONE	09657	Not Active	09721	B-N-U
09531	NONE	09594	NONE	09658	Not Active	09722	B-C-D-N-U

Conditions Applied to Mail Addressed to Military Post Offices Overseas (continued)

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APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09723	B-N-U	09786	Not Active	09850	B-E2-F-H1-R-U1	09914	Not Active
09724	B	09787	Not Active	09851	B-E2-F-H1-R-U1	09915	Not Active
09725	C	09788	Not Active	09852	B-E2-F-H1-R-U1	09916	Not Active
09726	B-N-U	09789	Not Active	09853	B-E2-F-H1-R-U1	09917	Not Active
09727	NONE	09790	Not Active	09854	Not Active	09918	Not Active
09728	C	09791	Not Active	09855	Not Active	09919	Not Active
09729	C	09792	Not Active	09856	Not Active	09920	Not Active
09730	NONE	09793	Not Active	09857	Not Active	09921	Not Active
09731	N	09794	B-C-F-U	09858	B-E2-F-H1-R-U1	09922	Not Active
09732	NONE	09795	Not Active	09859	Not Active	09923	Not Active
09733	Not Active	09796	Not Active	09860	B-C-D-U	09924	Not Active
09734	B-E2-F-H1-R-U1	09797	Not Active	09861	Not Active	09925	Not Active
09735	B-E2-F-H1-R-U1	09798	Not Active	09862	B-N-U	09926	Not Active
09736	Not Active	09799	Not Active	09863	Not Active	09927	Not Active
09737	Not Active	09801	B-C-D-U	09864	Not Active	09928	Not Active
09738	B-E2-F-H1-R-U1	09802	B-E2-F-H1-R-U1	09865	A-B1	09929	Not Active
09739	Not Active	09803	B-E2-F-H1-R-U1	09866	B-E2-F-H1-R-U1	09930	Not Active
09740	Not Active	09804	B-E2-F-H1-R-U1	09867	Not Active	09931	Not Active
09741	Not Active	09805	B-E2-F-H1-R-U1	09868	Not Active	09932	Not Active
09742	B-C-D-U	09806	B-E2-F-H1-R-U1	09869	Not Active	09933	Not Active
09743	B-C-D-U	09807	B-C-D-U	09870	B-C-D-N-U	09934	Not Active
09744	Not Active	09808	B-E2-F-H1-R-U1	09871	Not Active	09935	Not Active
09745	B-E2-F-H1-R-U1	09809	B-E2-F-H1-R-U1	09872	B-C-D-U	09936	Not Active
09746	Not Active	09810	B-E2-F-H1-R-U1	09873	Not Active	09937	Not Active
09747	Not Active	09811	B-E2-F-H1-R-U1	09874	Not Active	09938	Not Active
09748	Not Active	09812	B-E2-E3-F-F1-I-N-R-U	09875	Not Active	09939	Not Active
09749	Not Active	09813	A-B-N-T-X	09876	Not Active	09940	Not Active
09750	Not Active	09814	B-E2-E3-F-F1-I-N-R-U	09877	Not Active	09941	Not Active
09751	B-C-D-U	09815	N	09878	Not Active	09942	Not Active
09752	Not Active	09816	A-B1-F	09879	Not Active	09943	Not Active
09753	Not Active	09817	A-B1-F	09880	B-E2-F-H1-R-U1	09944	Not Active
09754	Not Active	09818	A-B1-F	09881	Not Active	09945	Not Active
09755	B-C-U3	09819	A-B1-F-P	09882	Not Active	09946	Not Active
09756	Not Active	09820	A-B1-F	09883	Not Active	09947	Not Active
09757	B-C-D-U	09821	A-B1-F	09884	Not Active	09948	Not Active
09758	Not Active	09822	A-B1-F	09885	Not Active	09949	Not Active
09759	Not Active	09823	A-B1-F	09886	B-E2-F-H1-R-U1	09950	Not Active
09760	Not Active	09824	A-B1-F	09887	B-E2-F-H1-R-U1	09951	Not Active
09761	Not Active	09825	A-B1-F	09888	B-E2-F-H1-R-U1	09952	Not Active
09762	B-E2-F-H1-R-U1	09826	A-B1-F	09889	B-E2-F-H1-R-U1	09953	Not Active
09763	Not Active	09827	A-B1-F	09890	Not Active	09954	Not Active
09764	Not Active	09828	NONE	09891	B-E2-F-H1-R-U1	09955	Not Active
09765	Not Active	09829	N	09892	A-B-F	09956	Not Active
09766	B-E2-F-H1-R-U1	09830	B-C	09893	Not Active	09957	Not Active
09767	Not Active	09831	F-N	09894	B-E2-F-H1-R-U1	09958	Not Active
09768	Not Active	09832	B1-U1	09895	Not Active	09959	Not Active
09769	Not Active	09833	B1-U1	09896	Not Active	09960	Not Active
09770	B-E2-F-H1-R-U1	09834	NONE	09897	Not Active	09961	Not Active
09771	Not Active	09835	A	09898	Not Active	09962	Not Active
09772	B-E2-F-H1-R-U1	09836	A-B-C-F-M	09899	Not Active	09963	Not Active
09773	Not Active	09837	Not Active	09901	Not Active	09964	Not Active
09774	B-E2-F-H1-R-U1	09838	A-B1-F	09902	Not Active	09965	Not Active
09775	Not Active	09839	A-B1-U	09903	Not Active	09966	Not Active
09776	Not Active	09840	A-B1	09904	Not Active	09967	Not Active
09777	A-B-C-E	09841	A-B1	09905	Not Active	09968	Not Active
09778	Not Active	09842	A-B1	09906	Not Active	09969	Not Active
09779	Not Active	09843	A-B1	09907	Not Active	09970	Not Active
09780	Not Active	09844	A-B1	09908	Not Active	09971	Not Active
09781	Not Active	09845	A-B1	09909	Not Active	09972	Not Active
09782	Not Active	09846	A-B1	09910	Not Active	09973	Not Active
09783	Not Active	09847	Not Active	09911	Not Active	09974	Not Active
09784	Not Active	09848	B-E2-F-H1-R-U1	09912	Not Active	09975	Not Active
09785	Not Active	09849	Not Active	09913	Not Active	09976	Not Active

Conditions Applied to Mail Addressed to Military Post Offices Overseas (continued)

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APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09977	Not Active	34040	NONE	96204	A-B	96267	A-B
09978	Not Active	34041	B-M-N-U2	96205	A-B	96268	Not Active
09979	Not Active	34042	B-D-F-M	96206	A-B	96269	A-B
09980	Not Active	34043	B-D-F-M	96207	A-B	96270	B-M-W
09981	Not Active	34044	Not Active	96208	A-B	96271	A-B
09982	Not Active	34045	B-M-N-I	96209	A-B-H-M-U	96272	A-B
09983	Not Active	34046	B-D-F-M	96210	B-M-W	96273	Not Active
09984	Not Active	34047	Not Active	96211	A-B-H-I-M-N-U	96274	B-F-K
09985	Not Active	34048	Not Active	96212	A-B	96275	Not Active
09986	Not Active	34049	B	96213	Not Active	96276	A-B
09987	Not Active	34050	NONE	96214	A-B	96277	B-F-K-N
09988	Not Active	34051	NONE	96215	Not Active	96278	A-B
09989	Not Active	34052	Not Active	96216	Not Active	96279	Not Active
09990	Not Active	34053	NONE	96217	Not Active	96280	Not Active
09991	Not Active	34054	NONE	96218	A-B	96281	Not Active
09992	Not Active	34055	Not Active	96219	Not Active	96282	Not Active
09993	Not Active	34056	Not Active	96220	A-B	96283	A-B
09994	Not Active	34057	Not Active	96221	Not Active	96284	A-B
09995	Not Active	34058	B	96222	Not Active	96285	Not Active
09996	Not Active	34059	B	96223	Not Active	96286	B-F-K-L-X
09997	Not Active	34060	B	96224	A-B	96287	A-B-H-M-U
09998	Not Active	34061	B	96225	Not Active	96288	Not Active
09998	Not Active	34062	Not Active	96226	Not Active	96289	Not Active
09999	Not Active	34063	Not Active	96227	Not Active	96290	Not Active
34001	B	34064	Not Active	96228	Not Active	96291	Not Active
34002	B	34065	Not Active	96229	Not Active	96292	Not Active
34003	B	34066	Not Active	96230	B-L-M-W	96293	B-M-W
34004	B	34067	Not Active	96231	A-B	96294	Not Active
34005	B	34068	Not Active	96232	Not Active	96295	Not Active
34006	B	34069	Not Active	96233	Not Active	96296	Not Active
34007	B	34070	Not Active	96234	Not Active	96297	A-B
34008	B	34071	Not Active	96235	B-M-W	96298	Not Active
34009	B	34072	Not Active	96236	Not Active	96299	Not Active
34010	B	34073	Not Active	96237	Not Active	96301	A-B
34011	B	34074	Not Active	96238	Not Active	96302	A-B
34012	Not Active	34075	Not Active	96239	B-M-W	96303	Not Active
34013	Not Active	34076	Not Active	96240	Not Active	96304	Not Active
34014	Not Active	34077	Not Active	96241	Not Active	96305	NONE
34015	Not Active	34078	NONE	96242	Not Active	96306	B-M-W
34016	Not Active	34079	NONE	96243	Not Active	96307	Not Active
34017	Not Active	34080	NONE	96244	B-M-W	96308	Not Active
34018	Not Active	34081	Not Active	96245	Not Active	96309	Not Active
34019	Not Active	34082	Not Active	96246	Not Active	96310	B-M-W
34020	B-M-N	34083	NONE	96247	Not Active	96311	B-F-K-L-X
34021	M-N	34084	NONE	96248	B-M-W	96312	Not Active
34022	B-D-F-M	34085	Not Active	96249	Not Active	96313	B-M-W
34023	B-M-N	34086	NONE	96250	Not Active	96314	B-M-W
34024	B-M-N	34087	NONE	96251	A-B	96315	Not Active
34025	Not Active	34088	Not Active	96252	Not Active	96316	Not Active
34026	B	34089	Not Active	96253	Not Active	96317	Not Active
34027	Not Active	34090	NONE	96254	Not Active	96318	B-M-W
34028	B	34091	NONE	96255	Not Active	96319	B-M-W
34029	Not Active	34092	NONE	96256	Not Active	96320	Not Active
34030	B-I-M	34093	NONE	96257	A-B	96321	B-M-W
34031	B-M	34094	Not Active	96258	A-B	96322	B-M-W
34032	M-N	34095	Not Active	96259	A-B	96323	B-M-W
34033	B-C-F-M-N	34096	Not Active	96260	A-B	96324	Not Active
34034	B-B1-I-M-N	34097	Not Active	96261	Not Active	96325	B-M-W
34035	B1-H-M-N	34098	NONE	96262	Not Active	96326	B-M-W
34036	M-N	34099	NONE	96263	Not Active	96327	Not Active
34037	B-C-F-H-M-N	96201	A-B	96264	A-B	96328	B-M-W
34038	B-I-M-N	96202	A-B	96265	Not Active	96329	Not Active
34039	N	96203	A-B	96266	A-B	96330	B-M-W

Conditions Applied to Mail Addressed to Military Post Offices Overseas (continued)

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APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96331	B-M-W	96394	Not Active	96458	Not Active	96522	F
96332	Not Active	96395	Not Active	96459	Not Active	96523	Not Active
96333	Not Active	96396	Not Active	96460	A-B	96524	A-B
96334	B3	96397	A-B	96461	Not Active	96525	Not Active
96335	A-B	96398	Not Active	96462	Not Active	96526	Not Active
96336	B-M-W	96399	Not Active	96463	Not Active	96527	Not Active
96337	B-M-W	96401	Not Active	96464	NONE	96528	B-F-K
96338	B-M-W	96402	Not Active	96465	Not Active	96529	Not Active
96339	Not Active	96403	Not Active	96466	Not Active	96530	Not Active
96340	Not Active	96404	A-B-H-M-U	96467	Not Active	96531	B-H-M
96341	Not Active	96405	A-B-H-M-U	96468	Not Active	96532	Not Active
96342	Not Active	96406	Not Active	96469	Not Active	96533	Not Active
96343	B-M-W	96407	B-F-K-L	96470	Not Active	96534	A-F
96344	B-M-W	96408	B-F-K-L	96471	Not Active	96535	A-B-F
96345	Not Active	96409	B-F-K	96472	Not Active	96536	Not Active
96346	F-U	96410	B-F-K-L	96473	Not Active	96537	Not Active
96347	B-M-W	96411	B-F-K-L	96474	Not Active	96538	Not Active
96348	B-M-W	96412	Not Active	96475	Not Active	96539	B3
96349	B-M-W	96413	Not Active	96476	Not Active	96540	B3
96350	B-M-W	96414	Not Active	96477	Not Active	96541	B3-L
96351	B3-P	96415	Not Active	96478	Not Active	96542	B3
96352	Not Active	96416	Not Active	96479	Not Active	96543	B3-P
96353	Not Active	96417	Not Active	96480	Not Active	96544	Not Active
96354	Not Active	96418	Not Active	96481	Not Active	96545	Not Active
96355	Not Active	96419	Not Active	96482	Not Active	96546	F-U
96356	F-U	96420	Not Active	96483	A-B	96547	Not Active
96357	Not Active	96421	Not Active	96484	Not Active	96548	A-B-H-M-U
96358	A-B	96422	Not Active	96485	Not Active	96549	A-B-H-M-U
96359	Not Active	96423	Not Active	96486	Not Active	96550	A-B-H-H1
96360	Not Active	96424	Not Active	96487	Not Active	96551	A-B-H-M-U
96361	B-M-W	96425	Not Active	96488	A-B	96552	A-B-H-M-U
96362	B-M-W	96426	Not Active	96489	Not Active	96553	A-B-H-I-M-N-U
96363	Not Active	96427	Not Active	96490	Not Active	96554	A-B-H-M-U
96364	B-L-M-W	96428	Not Active	96491	Not Active	96555	B-F-M
96365	B-M-W	96429	Not Active	96492	Not Active	96556	NONE
96366	A-B	96430	Not Active	96493	Not Active	96557	B-F-M
96367	B-L-M-W	96431	B-F-K	96494	Not Active	96558	NONE
96368	B-M-W	96432	B-F-K	96495	Not Active	96559	Not Active
96369	A-B-H-M-U	96433	Not Active	96496	Not Active	96560	Not Active
96370	B-M-W	96434	P	96497	Not Active	96561	Not Active
96371	A-B	96435	Not Active	96498	Not Active	96562	Not Active
96372	B-M-W	96436	Not Active	96499	Not Active	96563	Not Active
96373	B-M-W	96437	Not Active	96501	NONE	96564	Not Active
96374	B-M-W	96438	Not Active	96502	Not Active	96565	Not Active
96375	B-M-W	96439	Not Active	96503	B-M-W	96566	Not Active
96376	B-M-W	96440	B-F-K	96504	B-M-W	96567	Not Active
96377	B-M-W	96441	Not Active	96505	NONE	96568	Not Active
96378	B-M-W	96442	Not Active	96506	NONE	96569	Not Active
96379	B-M-W	96443	Not Active	96507	NONE	96570	A-B
96380	Not Active	96444	Not Active	96508	NONE	96571	A-B
96381	B-M-W	96445	B-F-K	96509	NONE	96572	Not Active
96382	B-M-W	96446	B-F-K	96510	NONE	96573	Not Active
96383	Not Active	96447	B-F-K-N	96511	Not Active	96574	Not Active
96384	Not Active	96448	Not Active	96512	NONE	96575	Not Active
96385	Not Active	96449	Not Active	96513	NONE	96576	Not Active
96386	Not Active	96450	B-F-K	96514	Not Active	96577	Not Active
96387	Not Active	96451	B-F-K	96515	Not Active	96578	Not Active
96388	Not Active	96452	B-F-K	96516	NONE	96579	Not Active
96389	Not Active	96453	Not Active	96517	NONE	96580	Not Active
96390	Not Active	96454	B-F-K	96518	NONE	96581	Not Active
96391	Not Active	96455	A-B	96519	B-M-W	96582	Not Active
96392	Not Active	96456	Not Active	96520	F-U	96583	Not Active
96393	Not Active	96457	Not Active	96521	F	96584	Not Active

Conditions Applied to Mail Addressed to Military Post Offices Overseas (continued)

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APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96585	Not Active	96640	Not Active	96694	NONE	98749	Not Active
96586	Not Active	96641	NONE	96695	Not Active	98750	Not Active
96587	Not Active	96642	Not Active	96696	Not Active	98751	Not Active
96588	Not Active	96643	Not Active	96697	NONE	98752	Not Active
96589	Not Active	96644	NONE	96698	NONE	98753	Not Active
96590	Not Active	96645	Not Active	96699	A-F	98754	Not Active
96591	Not Active	96646	NONE	98701	Not Active	98755	Not Active
96592	Not Active	96647	NONE	98702	Not Active	98756	Not Active
96593	Not Active	96648	NONE	98703	Not Active	98757	Not Active
96594	Not Active	96649	NONE	98704	NONE	98758	Not Active
96595	Not Active	96650	B-F-K	98705	Not Active	98759	Not Active
96596	Not Active	96651	B-F-K	98706	Not Active	98760	B-M-W
96597	Not Active	96652	B-F-K	98707	Not Active	98761	B-M-W
96598	NONE	96653	Not Active	98708	Not Active	98762	B-M-W
96599	NONE	96654	B-F-K	98709	Not Active	98763	B-M-W
96601	NONE	96655	F	98710	Not Active	98764	B-M-W
96602	NONE	96656	B-F-K	98711	Not Active	98765	B-M-W
96603	NONE	96657	Not Active	98712	Not Active	98766	B-M-W
96604	NONE	96658	B-F-K	98713	NONE	98767	B-M-W
96605	O	96659	F	98714	Not Active	98768	B-M-W
96606	NONE	96660	NONE	98715	Not Active	98769	A-B
96607	NONE	96661	NONE	98716	Not Active	98770	B-M-W
96608	B-E2-F-H1-R-U1	96662	NONE	98717	Not Active	98771	Not Active
96609	NONE	96663	NONE	98718	Not Active	98772	B-M-W
96610	NONE	96664	NONE	98719	Not Active	98773	B-M-W
96611	NONE	96665	NONE	98720	Not Active	98774	B-M-W
96612	NONE	96666	NONE	98721	Not Active	98775	B-M-W
96613	NONE	96667	NONE	98722	Not Active	98776	B-M-W
96614	NONE	96668	NONE	98723	NONE	98777	NONE
96615	Not Active	96669	NONE	98724	Not Active	98778	B-M-W
96616	Not Active	96670	NONE	98725	Not Active	98779	Not Active
96617	Not Active	96671	NONE	98726	Not Active	98780	NONE
96618	NONE	96672	NONE	98727	Not Active	98781	B-M-W
96619	NONE	96673	NONE	98728	Not Active	98782	B-M-W
96620	Not Active	96674	NONE	98729	Not Active	98783	B-M-W
96621	NONE	96675	NONE	98730	Not Active	98784	Not Active
96622	NONE	96676	NONE	98731	Not Active	98785	Not Active
96623	NONE	96677	NONE	98732	Not Active	98786	Not Active
96624	NONE	96678	NONE	98733	NONE	98787	Not Active
96625	NONE	96679	NONE	98734	Not Active	98788	Not Active
96626	NONE	96680	A-B-H-H1	98735	Not Active	98789	Not Active
96627	NONE	96681	NONE	98736	NONE	98790	Not Active
96628	NONE	96682	NONE	98737	Not Active	98791	NONE
96629	None	96683	NONE	98738	Not Active	98792	Not Active
96630	B3	96684	NONE	98739	Not Active	98793	Not Active
96631	NONE	96685	NONE	98740	Not Active	98794	Not Active
96632	Not Active	96686	NONE	98741	Not Active	98795	Not Active
96633	NONE	96687	NONE	98742	Not Active	98796	NONE
96634	None	96688	Not Active	98743	Not Active	98797	Not Active
96635	Not Active	96689	NONE	98744	Not Active	98798	NONE
96636	Not Active	96690	B-H-M	98745	Not Active	98799	NONE
96637	B3	96691	NONE	98746	Not Active		
96638	Not Active	96692	NONE	98747	Not Active		
96639	NONE	96693	NONE	98748	Not Active		

Conditions Applied to Mail Addressed to Military Post Offices Overseas (continued)

Restrictions

LEGEND

Form 2966-A, *Parcel Post Customs Declaration--United States of America* (one part customs declaration)
 Form 2966-B, *Parcel Post Customs Declaration and Dispatch Note* (three part customs declaration)

AAFES = Army and Air Force Exchange Service
 APO = Army/Air Force Post Office
 Box R = Retired military personnel
 FPO = Fleet Post Office
 DMM = *Domestic Mail Manual*
 MOM = Military Ordinary Mail
 MPO = Military Post Office
 PAL = Parcel Airlift
 PSC = Postal Service Center
 SAM = Space Available Mail
 USDA = United States Department of Agriculture

Note: Mail order catalogs are prohibited as SAM or PAL mail.

- A. Securities, currency, or precious metals in their raw, unmanufactured state are prohibited. Official shipments are exempt from this restriction.
- B. Form 2966-A is required. Prepaid mail from a contractor addressed to a military organization for official use need not bear a customs declaration, but must be endorsed "Contents For Official Use--Exempt from Customs Requirement." Official mail from government agencies does not require a customs declaration or an exemption endorsement.
 - B1. Form 2966-B is required. Articles are liable for customs duty and/or purchase tax unless they are bona fide gifts intended for use by military personnel or their dependents. When the contents of a parcel meet these requirements, the mailer must endorse the customs form, "Certified to be a bona fide gift, personal effects, or items for personal use of military personnel and dependents," under the heading, Description of Contents.
 - B2. Form 2966-A is required except on official mail, which does not require customs declaration or exemption endorsement. The AAFES will furnish a computer listing of all items mailed from its activities to Philippine APOs. Other major order companies must either use Form 2966-A on each item or provide computer lists. Computer listings must include a description of the items, the dollar value of the items, a complete address including the PSC box number and APO of the addressee, the date of mailing, the insurance or registry number, if applicable, and the serial number of any item over \$25 in value and any electrical item with a plug over \$15 in value.
 - B3. Form 2966-A is required for mailing between MPOs. Prepaid mail from contractors addressed to a military organization for official use need not bear customs declaration, but must be endorsed, "Contents for Official Use--Exempt from Customs Requirement." Official mail from government agencies does not require customs declaration or exemption endorsement.
- C. Cigarettes and other tobacco products are prohibited.
- D. Coffee is prohibited.
- E1. Medicines or vaccines not conforming to French laws are prohibited.
- E2. Any matter containing religious materials contrary to Islamic faith or depicting nude or seminude persons, pornographic or sexual items, or nonauthorized political materials are prohibited.
- E3. Radio transceivers or cordless telephones are prohibited.
- F. Firearms of any type are prohibited in all classes of mail. See definition of firearms in DMM 124.5. This restriction does not apply to firearms mailed to or by official U.S. government

- agencies.
 - F1. Privately owned weapons addressed to an individual are prohibited in any class of mail.
 - F2. Importation of firearms is restricted to one shotgun and one single shot .22 caliber rifle per individual.
- G. Only First-Class letters, second- and third-class mail is authorized.
- H. Meats, including preserved meats, whether hermetically sealed or not, are prohibited.
 - H1. Pork and/or pork by-products are prohibited.
- I. Mail of all classes may not exceed the following dimensions:

<i>Length</i>	
42".....	72" length and girth combined.
over 42" to 44".....	24" girth
over 44" to 46".....	20" girth
over 46" to 48".....	16" girth
Maximum length 48"	

 - I1. This restriction does not apply to registered mail.
 - I2. This restriction does not apply to official government mail marked MOM.
- K. Mail which includes in the address the words, "Dependent Mail Section," may consist only of letter mail, newspapers, magazines and books. No parcel of any class containing any other matter may be mailed to the Dependent Mail Section. This restriction does not apply if the address does not include the words "Dependent Mail Section."
 - L. All official mail is prohibited.
 - M. Fruits, animals, and living plants are prohibited.
 - N. Registered mail is prohibited.
- O. Personal mail addressed to vessels using this number is limited to unregistered First-Class Mail and certified mail. Other classes of mail are prohibited.
- P. APO is used for the receipt and dispatch of official mail only.
- Q. Mail may not exceed 66 pounds, and size is limited to 42 inches maximum length and 72 inches maximum length and girth combined.
- R. All alcoholic beverages, including those available under DMM part 124.42 are prohibited.
- T. Mailings of case lots of food and supplemental household shipments must be approved by the sender's parent agency prior to mailing.
- U. Parcels must weigh less than 16 ounces when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped."
 - U1. Mail is limited to First-Class Mail weighing 12 ounces or less when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped." Video tapes are prohibited when addressed to Box R regardless of weight.
 - U2. Mail is limited to First-Class letters only when addressed to Box R.
 - U3. Mail is limited to First-Class correspondence (including voice and video cassettes), newspapers, magazines, photographs, not exceeding 16 ounces, when addressed to Box R.
- W. Meat products, such as dried beef, salami, and sausage may be mailed, provided they remain in their original, hermetically sealed packages and bear USDA certification. Other meats, bones, skin, hair, feathers, horns or hoofs of hoofed animals, wool samples, tobacco leaves, including chewing and pipe tobacco, snuff, cigars, and cigarettes, or obscene material, including obscene drawings, photographs, films, and carvings are prohibited. Exception: 200 grams of tobacco per parcel are permitted duty free.
- X. Personal mail is limited to First-Class Mail (to include audio cassettes and voice tapes) weighing 11 ounces or less. This limitation does not apply to official mail.

CHANGED SOURCE OF SUPPLY FOR P.O. BOX LOCKS

Effective September 23, 1991, post office box cylinder locks (306A, 306B, 306D, and 308) are available from the materiel distribution centers (MDCs) in Topeka, Kansas, and Somerville, New Jersey. The mail equipment shops (MES) will no longer issue these locks, but *MES will still supply keys directly.* Continue to order 306P from MES.

To obtain post office box cylinder locks, all requestors must submit Form 7380, *MDC Supply Requisition*, to the MDCs for all replacement locks and mounting screws using the PSIN shown below.

PSIN	PSN	Cost	Description
306B	5340-02-000-8177	\$1.5970 ea.....	306B Lock (cam 1) used on 1801, 1802, 1803, 2901, 2902, and 2903 Lockboxes.
0306D	5340-02-000-8178	\$1.6090 ea.....	306D Lock (cam 2) used on 1804, 1805, 2904, and 2905 Lockboxes.
0308	5340-02-000-8179	\$1.7910 ea.....	308 Lock used on 1500 Series Lockboxes.
0306S	5305-00-059-4550	\$0.80 pkg.....	Mounting Screw 6-32 x 5/16" F.H. used on 306B and 306D Locks, 100 per package.
0308S	5305-00-957-6265	\$0.80 pkg.....	Mounting Screw 6-32 x 1/4" F.H. used on 308 Lock, 100 per package.
0306A	5340-02-000-8337	\$4.249 ea.....	306A Lock (cam 1) used on Door—(cam 2) used on drawer.

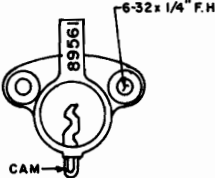
CHECK THE ILLUSTRATIONS BELOW BEFORE ORDERING LOCKS OR SCREWS.

NOTE: REPLACEMENT LOCKS ARE MANUFACTURED BY SEVERAL VENDORS AND ARE INTERCHANGEABLE.

USE NSN ONLY WHEN ORDERING LOCKS, USING PS FORM 7380.

MAIL TO: TOPEKA MDC
HWY 75 SOUTH MONTARA PARKWAY
TOPEKA, KS. 66624-9998

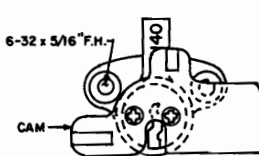
SOMERVILLE MDC
152 HWY 206
SOUTH V.A. SUPPLY DEPOT
SOMERVILLE, N.J. 08877-0001



6-32 x 1/4" F.H.

CAM

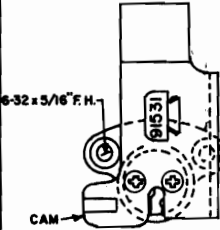
P.S. ITEM No. 308 LOCK
1500 SERIES
STANDARD LOCK BOX
NSN 5340-02-000-8179



6-32 x 5/16" F.H.

CAM

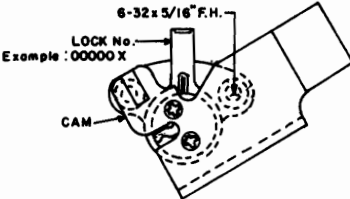
P.S. ITEM No. 306-B LOCK
1800 & 2900 SERIES
CAM No. 1
NSN 5340-02-000-8177



6-32 x 5/16" F.H.

CAM

P.S. ITEM No. 306D LOCK
1800 & 2900 SERIES
CAM No. 2
NSN 5340-02-000-8178



6-32 x 5/16" F.H.

LOCK No.
Example: 00000 X

CAM

SELF-TRAPPING KEYLOCK
P.S. ITEM No. 306A LOCK
2900 SERIES
CAM No. 1 - BOX NSN 5340-02-000-8328
CAM No. 2 - DRAWER NSN 5340-02-000-8337

M.E.S.
8-22-91

DMM Notice

DISTRIBUTION LABELING LIST EXHIBIT CHANGES

Effective with *Domestic Mail Manual* (DMM) Issue 41 (12-15-91), Exhibits 122.63a-g and 122.63p-q are revised to reflect changes in mail processing operations.

Although mailers are encouraged to label according to the revised exhibits immediately, they must comply with these changes beginning December 15, 1991.

Exhibit 122.63a

Optional Multi-ZIP Coded Post Offices

State and ZIP Codes	City
Add:	
NY 11001-05.....	FLORAL PARK
11020-27.....	GREAT NECK
SC 29902,04-05.....	BEAUFORT
29925, 28, 38, 48.....	HILTON HEAD ISLAND
WA 98004-09.....	BELLEVUE
Delete:	
OH 45501-06.....	SPRINGFIELD

Exhibit 122.63b

Unique Three-Digit ZIP Code Prefix Offices

ZIP	City/State
Delete:	
925.....	RIVERSIDE CA

Exhibit 122.63c

Sectional Center Facilities Serving a Single Three-Digit ZIP Code Area

ZIP Code	Label to
Delete:	
043.....	AUGUSTA ME 043
049.....	WATERVILLE ME 049
Add:	
737.....	ENID OK 737
746.....	PONCA CITY OK 746
748.....	SHAWNEE OK 748

Exhibit 122.63d

Sectional Center Facilities Serving More Than One Three-Digit ZIP Code Prefix Area

ZIP Codes	Label to
Change:	
From: 040-042, 045, 048.....	SCF PORTLAND ME 040
To: 040-043, 045, 048-049.....	SCF PORTLAND ME 040
From: 730-731, 737, 746, 748.....	SCF OKLAHOMA CITY OK 730
To: 730-731.....	SCF OKLAHOMA CITY OK 730

Exhibit 122.63e

Optional Area Distribution Center (ADC) Labeling List for Use with Presorted First-Class Mailings Only

Change:	
From:.....	*Mailed from Eastern Region and origin ZIPs 298-323, 326-349.
To:.....	*Mailed from Eastern Region and origin ZIPs 298-323, 326-349, 376.
From:.....	*Mailed from Southern and Western Regions, except origin ZIPs 298-323, 326-349, 590-599, 832-838, 840-847, 893, 898, 970-986, 988-999.
To:.....	*Mailed from Southern and Western Regions, except origin ZIPs 298-323, 326-349, 376, 590-599, 832-838, 840-847, 893, 898, 970-986, 988-999.

Exhibit 122.63f

Optional State Distribution Center (SDC) Labeling List for Mailer-Prepared Second-Class Publications

Destination ZIP Codes	Dest. State	Label to
Change:		
From: 590-599.....	MT	DIS BILLINGS MT 590
To: 590-599, 821.....	MT/ WY	DIS BILLINGS MT 590
From: 820-831.....	WY	DIS CHEYENNE WY 820
To: 820, 822-831.....	WY	DIS CHEYENNE WY 820

Exhibit 122.63g

Optional State Distribution Center (SDC) Labeling List for Mailer-Prepared Third- and Fourth-Class Letter and Flat-Size Mail

Destination ZIP Codes	Dest. State	Label to
Change:		
From: 590-599.....	MT	DIS BILLINGS MT 590
To: 590-599, 821.....	MT/ WY	DIS BILLINGS MT 590
From: 820-831.....	WY	DIS CHEYENNE WY 820
To: 820, 822-831.....	WY	DIS CHEYENNE WY 820

Exhibit 122.63p

Originating Mixed States Labeling List for Mailer-Prepared Second-Class Publications

Originating ZIP Codes	Origin. State	Label to
Change:		
From: 590-599.....	MT	MXD BILLINGS MT 590
To: 590-599, 821.....	MT/ WY	MXD BILLINGS MT 590
From: 820-831.....	WY	MXD CHEYENNE WY 820
To: 820, 822-831.....	WY	MXD CHEYENNE WY 820

DISTRIBUTION LABELING LIST EXHIBIT CHANGES—Continued

Exhibit 122.63q

Originating Mixed States Labeling List for Mailer-Prepared Third-Class Letter, and Third- and Fourth-Class Flat-Size Mail

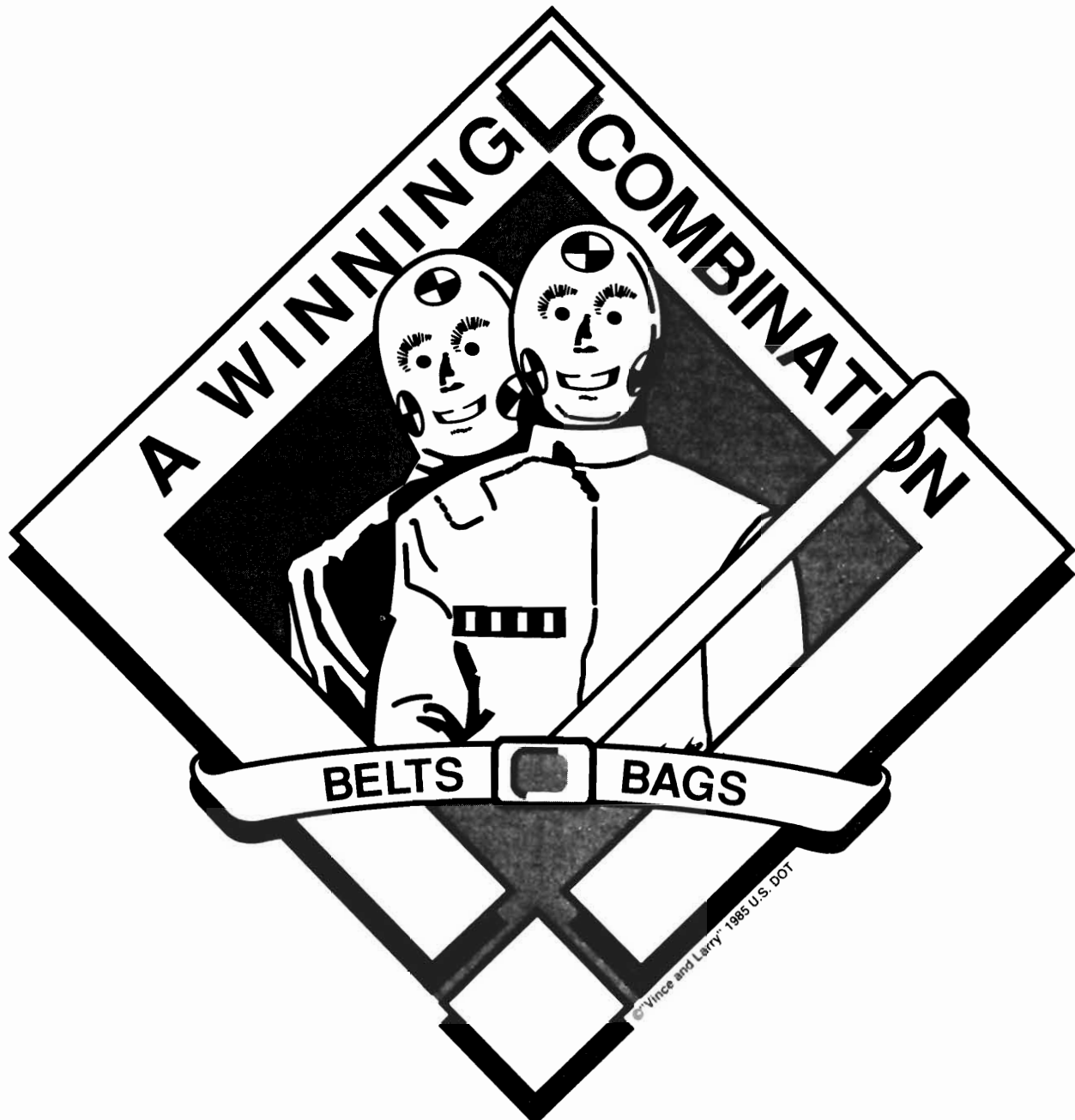
Originating ZIP Codes	Origin. State	Label to
Change: From: 070-079, 085-089	NJ	MXD NORTH JERSEY NJ 07099
To: 070-079, 085-089	NJ	MXD BMC NEW JERSEY 10000
From: 590-599	MT	MXD BILLINGS MT 590
To: 590-599, 821	MT/ WY	MXD BILLINGS MT 590

Exhibit 122.63q

Originating Mixed States Labeling List for Mailer-Prepared Third-Class Letter, and Third- and Fourth-Class Flat-Size Mail—Continued

Originating ZIP Codes	Origin. State	Label to
From: 820-831	WY	MXD CHEYENNE WY 820
To: 820, 822-831	WY	MXD CHEYENNE WY 820

—Delivery, Distribution, and Transportation Dept., 9-19-91



POST OFFICE CHANGES NUMBER 7

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	035698	85648	AZ	Nogales	Santa Cruz	Rio Rico	Classified Branch	9-1-91	Establish a new ZIP Code for post office boxes. Establish a new classified branch for Nogales, AZ.
OLD NEW	050150 050150	95704 95701	CA CA	Alta..... Alta.....	Placer	Baxter..... Baxter	Community Post Office. Place Name	8-24-91 8-24-91	Community post office and ZIP Code discontinued. Establish place name. Use Alta, CA 95701 as the last line address.
OLD NEW	052526	92046	CA	Escondido	San Diego	Mail Office	Post Office	9-1-91	Establish a new ZIP Code for post office boxes.
OLD NEW	052742 052742	95671 95630	CA CA	Folsom	Sacramento	Represa	Classified Branch	8-24-91	Classified branch and ZIP Code discontinued. Use Folsom, CA 95630 as the last line address.
				Folsom	Sacramento	Main Office	Post Office	8-24-91	
OLD NEW	156025 156025	83231 83255	ID ID	Moore	Butte	Darlington.....	Community Post Office. Place Name	8-24-91 8-24-91	Community post office and ZIP Code discontinued. Establish a place name. Use Darlington, ID 83255 as last line of address.
OLD NEW	210143 210143	71301 71309	LA LA	Alexandria.....	Rapides	Station A.....	Classified Station	8-24-91	Classified station and ZIP Code discontinued. Establish a place name. Use Alexandria, LA 71309 as the last line address.
				Alexandria.....	Rapides	Downtown Station	Classified Station	8-24-91	
OLD NEW	254910 254910	49007 49006	MI MI	Kalamazoo	Kalamazoo	Main Office	Post Office	1-1-92	Establish a new ZIP Code for a delivery area. This action splits ZIP Code 49007.
				Kalamazoo	Kalamazoo	Main Office	Post Office	1-1-92	
OLD NEW	311760	89452	NV	Crystal Bay.....	Washoe	Incline Village.....	Classified Branch	9-1-91	Establish a new ZIP Code for post office boxes.
OLD NEW	312880 312880	89406 89407	NV NV	Fallon	Churchill	Main Office	Post Office	9-1-91	Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for the post office boxes in 89406.
				Fallon	Churchill	Main Office	Post Office	9-1-91	
OLD NEW	314880 314880	89015 89011	NV NV	Henderson	Clark	Main Office	Post Office	1-1-92	Establish a new ZIP Code for a delivery area. This action splits ZIP Code 89015.
				Henderson	Clark	Main Office	Post Office	1-1-92	
OLD NEW	314880 314880	89015 89012	NV NV	Henderson	Clark	Main Office	Post Office	1-1-92	Establish a new ZIP Code for a delivery area. This action splits ZIP Code 89015.
				Henderson	Clark	Main Office	Post Office	1-1-92	
OLD NEW	314880 314880	89118 89139	NV NV	Las Vegas.....	Clark	Main Office	Post Office	1-1-92	Establish a new ZIP Code for a delivery area. This action splits ZIP Code 89118.
				Las Vegas.....	Clark	Main Office	Post Office	1-1-92	
OLD NEW	319760 319760	89445 89446	NV NV	Winnemucca	Humboldt	Main Office	Post Office	9-1-91	Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for the post office boxes in 89445.
				Winnemucca	Humboldt	Main Office	Post Office	9-1-91	
OLD NEW	365386 365386	28906 28906	NC NC	Murphy	Cherokee.....	Unaka	Community Post Office. Place Name	8-24-91 8-24-91	Community post office discontinued. Establish a place name. Use Unaka, NC 28906 as last line of the address.
OLD NEW	382289 382289	43017 43016	OH OH	Dublin	Franklin.....	Main Office	Post Office	1-1-92	Establish a new ZIP Code for a delivery area. Establish a classified station. This action splits ZIP Code 43017.
				Dublin	Franklin.....	Shamrock	Classified Station	1-1-92	
OLD NEW	451860 451860	29527 29526	SC SC	Conway	Horry	Bucksport.....	Community Post Office. Place Name	8-17-91 8-17-91	Community post office and ZIP Code discontinued. Establish a place name. Use Bucksport, SC 29526 as last line of the address.

POST OFFICE CHANGES NUMBER 7—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	475868 471392	37121 37030	TN TN	Monoville Carthage	Smith..... Smith.....	Main Office Monoville	Post Office Place Name.....	8-31-91 8-31-91	Post office and ZIP Code discontinued. Establish a place name. Use Monoville, TN 37030 as last line of address.
OLD NEW	482365 482365	78835 78840	TX TX	Del Rio..... Del Rio.....	Val Verde..... Val Verde.....	Carta Valley Carta Valley	Community Post Office. Place Name.....	8-24-91 8-24-91	Community post office and ZIP Code discontinued. Establish a place name. Use Carta Valley, TX 78840 as the last line of address.
OLD NEW	552244 557320	25833 25833	WV WV	Dothan Scarbro.....	Fayette Fayette	Main Office Dothan	Post Office Place Name.....	10-5-91 10-5-91	Post office discontinued. Retain ZIP Code. Establish a place name. Use Dothan, WV 25833 as the last line address.
OLD NEW	558136 558730	24982 24991	WV WV	Trout..... Williamsburg.....	Greenbriar Greenbriar	Main Office Trout.....	Post Office Place Name.....	10-5-91 10-5-91	Post office and ZIP Code discontinued. Establish a place name. Use Trout, WV 24991 as last line of the address.

—Office of Address Information Systems, 9-19-91

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 date.

Title on mailing	Class and type of mail	Requested delivery dates	Number of pieces (millions)	Distribution	Presort level	Comments
New York City Campaign Finance Board's 1991 NYC Primary Election Voter Guide.	Third	Aug. 19- Sept. 5.	1.6	NYC Boroughs of Queens, Brooklyn, Manhattan, Bronx, and Staten Island.	Carrier Route.	4¼" x 11" piece palletized, plant loaded Case-Hoyt, Rochester, NY, using destination entry.
Sears E/C Christmas	Fourth	Aug. 29- Sept. 16.	9.2	Nationwide ...	Carrier Route.	Origin—RRD Chicago, Drop-ship—plant verified.
Spiegel Fall II	Fourth	Aug. 28- Sept. 30.	3.4	Nationwide ...	Carrier Route.	
JC Penney	Third/ Catalog.	Sept. 5-7	1.6	Nationwide ...	Carrier Route.	R.R. Donnelley.
Carol Wright Mailing	Bulk Business.	Sept. 7-10	14.0	Nationwide ...	Carrier Route.	6" x 9" natural kraft envelope.
Hancock Fabric Directions Magazine.	Third Class ...	Sept. 9-11	1.2	Nationwide ...	Carrier Route, Presort/Residual.	8½" x 11" flat, four color.
Billy Graham Letter	Third	Sept. 9-20	1.4	Nationwide ...	Carrier Route %, Basic.	3⅞" x 7⅞" envelope, from Minneapolis, MN.
Home/Camp 1991	Third/Flat	Sept. 10-12	2.7	Nationwide ...	Carrier Route, 5-digit, Basic.	7⅞" x 9" piece.
Chr. Full 1991	Third/Flat	Sept. 10-12	1.0	Nationwide ...	Carrier Route, 5-digit, Basic.	7⅞" x 9" piece.
The Great Kickoff Sale	Third	Sept. 10-12	15.0	Nationwide ...	Carrier Route, 5-digit.	9½" x 11", 24 pages.
Sears HL—Home Fashions.	Third	Sept. 10-17	5.0	Nationwide ...	Carrier Route.	8" x 10¾" piece.
October Vogue	Second	Sept. 10-24	1.0	Nationwide ...	Palletized Carrier Route.	Approximately 1.9 per copy.
House of Fine Fabrics	Third	Sept. 11-14	1.7	Nationwide ...	Carrier Route, 5-digit, Basic.	Postcard 7" x 8".
Neiman Marcus Christmas Catalog.	Third/Flat	Sept. 12- Oct. 7.	2.7	Nationwide ...	Carrier Route.	15.05 oz/piece, 1 million pieces, palletized, plant loaded Case-Hoyt, Rochester, NY.
JC Penney, Fall Sale	Third/ Catalog.	Sept. 12-14	10.9	Nationwide ...	Carrier Route.	R.R. Donnelley.
Carol Wright Mailing	Bulk Business.	Sept. 14-17	30.0	Nationwide ...	Carrier Route.	6" x 9" natural kraft envelope.
Carol Wright Mailing	Bulk Business.	Sept. 14-17	3.0	Nationwide ...	Carrier Route.	6" x 9" natural kraft envelope.
Sears Retail	Third/Flat	Sept. 16-18	16.0	Nationwide ...	Carrier Route, SEC-SEG Address.	Or current resident endorsement.

MAIL ALERT—Continued

Title on mailing	Class and type of mail	Requested delivery dates	Number of pieces (millions)	Distribution	Presort level	Comments
Hunting 1991	Third/Flat.....	Sept. 17-19...	1.3	Nationwide ...	Carrier Route, 5-digit, Basic.	8¼" x 10¼"
Sears Retail Women's	Third/Letter.	Sept. 18-20...	1.0	Nationwide ...	Carrier Route, SEC-SEG Address.	Or current resident endorsement.
Spiegel—Holiday Book	Fourth.....	Sept. 18- Oct. 18.	3.0	Nationwide ...	Carrier Route.	
JC Penney Winter Tall	Third/Catalog.	Sept. 19-21...	1.4	Nationwide ...	Carrier Route.	R.R. Donnelley.
JC Penney Clearance Sale...	Third/Catalog.	Sept. 19-21...	2.5	Nationwide ...	Carrier Route.	R.R. Donnelley.
Sears LM—Licensed Items .	Third/Bulk ...	Sept. 19-26...	5.5	Nationwide ...	Carrier Route.	8" x 10¼" piece.
JC Penney Super Shoe	Third/Postcard.	Sept. 21-24...	2.4	Nationwide ...	Carrier Route.	Metro Mail.
Chr. Full 1991	Third/Flat.....	Sept. 24-26...	9.5	Nationwide ...	Carrier Route, 5-digit, Basic.	7½" x 9" piece.
Servistar Hardware/ Lumber Fall Sale.	Third/Flat.....	Sept. 24-26...	1.7	Nationwide ...	Carrier Route.	Deliver as tagged.
Sears AR/HD—Monthly	Third/Bulk ...	Sept. 24- Oct. 1.	9.4	Nationwide ...	Carrier Route.	8" x 10¼" piece.
Sears GG—Womens Basic ..	Third/Bulk ...	Sept. 25- Oct. 2.	5.5	Nationwide ...	Carrier Route.	8" x 10¼" piece.
JC Penney, Pre-Holiday	Third/Catalog.	Sept. 26-28...	9.6	Nationwide ...	Carrier Route.	R.R. Donnelley.
DECISION Magazine	Third/Flat.....	Sept. 26-30...	1.6	Nationwide ...	Carrier Route, ¾, Basic.	8¼" x 10¾", 44-page tabloid, from Minneapolis, MN.
The Swiss Colony.....	Third	Sept. 28- Oct. 5.	1.7	Nationwide ...	Basic (small quantity of carrier route and 5-digit).	Upper left-hand corner will carry The Swiss Colony name and address, 1112-7th Avenue, Monroe, WI 53566.
Servistar Hardware/ Lumber Fall Sale.	Third/Flat.....	Oct. 1-3	1.7	Nationwide ...	Carrier Route.	Deliver as tagged.
Sears Retail Craftsman Club.	Third/Flat.....	Oct. 7-9	5.0	Nationwide ...	Carrier Route, SEC-SEG Address.	Or current resident endorsement.

DOMESTIC ORDERS

False Representation. Enforced by postmasters at cities listed.

State/city	Names covered	Product
MI, Clarkston 48347-0131	TC Enterprises P.O. Box 131	An envelope stuffing scheme.
FL, Charlotte Harbor 33980-2188.....	Superior Copy Supplies, Inc. 23215 Harborview Road, #1110.	Invoices for office supplies.

—Judicial Officer, 9-19-91

Handbook EL-311 Revision

Position Restricted to Veteran Preference Eligibles

Handbook EL-311, *Personnel Operations*, section 262.11 is amended to add the position Building Maintenance Custodian, Level 4, occupation code 4749-10xx, to the list of positions restricted to veteran preference eligibles. Effective immediately, competition for this position through entrance examination must be restricted to veteran preference eligibles as long as they are available.

Installations with Building Maintenance Custodian entrance registers must provide written notification advising all eligible applicants whose score would be reached for employment consideration before expiration of eligibility that consideration for the Building Maintenance Custodian position is restricted to veteran preference eligibles. They may use the following sample letter for this purpose:

Dear (Applicant):

The Postal Service has recently determined that according to definition the position Building Maintenance Custodian, Level 4, is one that is restricted to veteran preference eligibles under the purview of the Veterans Preference Act of 1944. This restriction requires that veteran preference eligibles be considered for this position before nonveterans. Individuals who are nonpreference eligibles and are active on a Building Maintenance Custodian register will receive consideration for employment only when no veteran preference eligibles are available.

If you are entitled to claim veteran preference and did not do so when the Building Maintenance Custodian examination was administered to you, please contact (*local office information*) for further information.

Sincerely,

(Signature/Title of Human Resources Manager)
—Employee Relations Dept., 9-19-91

Customer Complaints

Responding to customer complaints offers a second chance to make good on USPS commitments. Recent Customer Satisfaction Index (CSI) reports, however, indicate that some customer complaints have gone unheeded—nothing changed and service did not improve.

Personnel should familiarize themselves with Management Instruction PO-250-91-3, *Complaint Resolution*, issued April 12, 1991. It lists appropriate procedures for handling complaints and reduces the chances of missing that second opportunity to promote confidence in the USPS product—service.

Consumer Affairs Dept., 9-19-91

Reminder

Dead Mail

Postal employees must follow procedures to reduce the number of articles sent to dead mail offices and to expedite the handling of undeliverable Express Mail Service pieces.

Postal Service employees must thoroughly examine the exterior of a mailpiece for a return address when a mailpiece is undeliverable as addressed and not forwardable. For instance, personnel have sent matter for which the mailer requested return receipt service to a dead mail office because the piece is undeliverable as addressed and it does not bear a return address. Since that mail bears Form 3811, *Domestic Return Receipt*, Postal Service employees must examine that form to determine whether the address of the addressee or sender is on it. If so, they may properly forward the piece or return it if not forwardable.

When improperly packaged articles separate from their containers, they are treated as dead mail unless they bear an address. Thus, to reduce the number of mailpieces handled as dead mail, employees should encourage customers to place the address and return address on the outside of mailpieces and on the contents or on a slip attached to them (see *Domestic Mail Manual (DMM) 122.38*).

Undeliverable Express Mail Service shipments that do not bear a return address must be enclosed in an Express Mail Service pouch for shipment to the dead mail office as required by DMM 159.47b. This procedure should expedite the delivery or return of the undeliverable mailpieces.

—Marketing and Customer Service Group, 9-19-91

DMM Notice

Domestic Registered Mail—Padded Envelopes

Effective with *Domestic Mail Manual (DMM) Issue 41 (12-15-91)*, DMM 911.14e is added to remind mailers and postal employees that domestic mail may not be registered if it is enclosed in padded envelopes or in envelopes made of plastic, glossy coated paper, or spun-bonded olefin.

911.14 Registration Not Available

* * * * *

(Add the following section after 911.14d:)

e. presented for mailing in (1) padded envelopes; (2) envelopes or mailers manufactured of spun-bonded olefin, such as Tyvek; (3) plastic envelopes or mailers; or (4) envelopes or mailers made of paper coated with a glossy surface (see 911.31a).

—Marketing and Customer Service Group, 9-19-91

Exhibit 122.63t
Automated Area Distribution Center (AADC) Labeling List
for Use with ZIP + 4 Barcoded First-Class Mailings Only

Destination ZIP Codes	Label To	Destination ZIP Codes	Label To
006-009	SCF SAN JUAN PR 006	335-339, 342, 346	DIS TAMPA FL 335
010-017	DIS SPRINGFIELD MA 010	350-352, 354-359, 362	DIS BIRMINGHAM AL 350
018-019, 055	SCF MIDDLESEX-ESX MA 018	360-361, 363-364, 367-368	DIS MONTGOMERY AL 360
021-022	SCF BOSTON MA 021	307, 370-374, 376-379, 384-385	DIS NASHVILLE TN 370
020, 023-029	DIS PROVIDENCE RI 028	375, 380-383, 386-389, 723	DIS MEMPHIS TN 380
030-034, 038-039	DIS MANCHESTER NH 030	369, 390-393, 397	DIS JACKSON MS 390
040-049	DIS PORTLAND ME 040	400-402, 406-409, 420-427,	
035-037, 050-054, 056-059	DIS WHITE RVR JCT VT 050	471, 476-477	DIS LOUISVILLE KY 400
060-069	DIS HARTFORD CT 060	403-405, 411-418	DIS LEXINGTON KY 403
070-073	SCF NEWARK NJ 070	430-433, 437-438, 456-457	DIS COLUMBUS OH 430
074-079, 088-089	DIS WEST JERSEY NJ 079	434-436	SCF TOLEDO OH 434
080-087	DIS SOUTH JERSEY NJ 080	440-441, 444-445, 448-449	DIS CLEVELAND OH 440
090-094, 096-098 ¹	AMF KENNEDY APO NY 00300	439, 442-443, 446-447	DIS AKRON OH 442
090-094, 096-098 ²	WASHINGTON DC APO 200	410, 450-452, 459, 470	DIS CINCINNATI OH 450
090-094, 096-098 ³	AMF OHARE IL APO 60666	453-455, 458	DIS DAYTON OH 453
090-094, 096-098 ⁴	NORTH TEXAS TX APO 750	463-469, 472-475, 478-479	DIS INDIANAPOLIS IN 460
095	AMF KENNEDY FPO NY 00300	460-462	SCF INDIANAPOLIS IN 460
100-102, 104	DIS NEW YORK NY 100	480, 483	SCF ROYAL OAK MI 480
004, 105-109	DIS WESTCHESTER NY 105	481-482, 484-489	DIS DETROIT MI 481
103, 111-112	DIS BROOKLYN NY 112	490-497	DIS GRAND RAPIDS MI 493
110, 113-114, 116	SCF QUEENS NY 110	500-502, 504-508, 520-528, 612	DIS DES MOINES IA 500
115	WESTERN NASSAU NY 115	503, 509	DIS DES MOINES IA 503
005, 117-119	DIS MID ISLAND NY 117	498-499, 530-531, 534-535,	
120-129	DIS ALBANY NY 120	537-539, 541-545, 549	DIS MILWAUKEE WI 530
130-139	DIS SYRACUSE NY 130	532	MILWAUKEE WI 532
140-149	DIS BUFFALO NY 140	540, 546-548, 550-551, 556-559	DIS ST PAUL MN 550
150-168, 260	DIS PITTSBURGH PA 150	553, 555, 560-564, 566	DIS MINNEAPOLIS MN 553
169-178	DIS HARRISBURG PA 170	554	MINNEAPOLIS MN 554
179-188, 195-196	DIS SOUTHEASTERN PA 189	570-577	DIS SIOUX FALLS SD 570
189, 193-194	SCF SOUTHEASTERN PA 189	565, 567, 580-588	DIS FARGO ND 580
190	PHILADELPHIA PA 190	590-599, 821	DIS BILLINGS MT 590
191-192	PHILADELPHIA PA 191	600-603, 610-611, 613-616	DIS NORTH SUBURBAN IL 600
197-199	SCF WILMINGTON DE 197	604-605, 609, 617-619	DIS SOUTH SUBURBAN IL 604
200	WASHINGTON DC 200	606	CHICAGO IL 606
202-205	WASHINGTON DC 202	620, 622-630, 633-639	DIS ST LOUIS MO 630
206-207	SCF SOUTHERN MD 206	631	ST LOUIS MO 631
208-209	SCF SUBURBAN MD 208	640, 644-658,	
210-211, 214-219, 254, 267	DIS BALTIMORE MD 210	660-662, 664-668	DIS KANSAS CITY MO 640
212	BALTIMORE MD 212	641	KANSAS CITY MO 641
220-223, 226-227	DIS NORTHERN VA 220	669-679, 739	DIS WICHITA KS 670
224-225, 228-239	DIS RICHMOND VA 230	510-516, 680-681, 683-693	DIS OMAHA NE 680
240-245	DIS ROANOKE VA 240	324-325, 365-366, 394-396,	
246-253, 255-259, 261-266, 268	DIS CHARLESTON WV 250	700-701, 703-708	DIS NEW ORLEANS LA 700
270-279, 285	DIS GREENSBORO NC 270	710-714	DIS SHREVEPORT LA 710
280-284, 286-289, 297	DIS CHARLOTTE NC 280	716-722, 724-729	DIS LITTLE ROCK AR 720
290-296	DIS COLUMBIA SC 290	730-731, 734-738, 748	DIS OKLAHOMA CITY OK 730
300-302	SCF NORTH METRO GA 300	740-741, 743-747, 749	DIS TULSA OK 740
303, 311, 399	SCF ATLANTA GA 303	750, 754-759	DIS NORTH TEXAS TX 750
298, 305-306, 308-309	DIS NORTH METRO GA 301	751-753	SCF DALLAS TX 752
304, 310, 312, 316-319	DIS MACON GA 310	760-764, 768-769, 790-797	DIS FORT WORTH TX 760
299, 313-315, 320-323, 326	DIS JACKSONVILLE FL 320	770-772	SCF HOUSTON TX 770
327-329, 347	DIS ORLANDO FL 328	773-778	DIS NORTH HOUSTON TX 773
330-333, 340	DIS MIAMI FL 330	779-785, 788	DIS SAN ANTONIO TX 780
334, 349	SCF W PALM BEACH FL 334	733, 765-767, 786-787, 789	DIS AUSTIN TX 786

Destination ZIP Codes	Label To	Destination ZIP Codes	Label To
800-801, 803-816	DIS DENVER CO 800	919-921	SCF SAN DIEGO CA 920
802	DENVER CO 802	926-928	SCF SANTA ANA CA 926
820, 822-831	DIS CHEYENNE WY 820	936-939, 952-955, 959-961	DIS SIERRA CA 940
832-834, 836-837, 979	DIS BOISE ID 836	940-941, 943-944, 949	DIS PENINSULA CA 941
840-847, 893, 898	DIS SALT LAKE CITY UT 840	945-948	SCF OAKLAND CA 945
850, 852-853, 855-857,		950-951	SCF SAN JOSE CA 950
859-860, 863	DIS PHOENIX AZ 852	942, 956-958	SCF SACRAMENTO CA 956
798-799, 865, 870-875,		962-965 ⁵	APO SAN FRANCISCO CA 962 ⁷
877-885	DIS ALBUQUERQUE NM 870	962-965 ⁶	AMF SEATTLE WA 98158 ⁸
864, 889-891, 894-895, 897	DIS LAS VEGAS NV 890	966	FPO SAN FRANCISCO CA 966 ⁷
900	LOS ANGELES CA 900	967-969	SCF HONOLULU HI 967
902-908, 910-912, 917-918	DIS TWIN VALLEY CA 900	970-978, 986	DIS PORTLAND OR 970
922-925, 930-935	DIS SEQUOIA CA 901	835, 838, 980-985, 987-994, 998-999	DIS SEATTLE WA 980
913-916	SCF VAN NUYS CA 913	995-997	DIS ANCHORAGE AK 995

¹ Mailed from Northeast Region.
² Mailed from Eastern Region and origin ZIPs 298-323, 326-349, 376.
³ Mailed from Central Region and origin ZIPs 590-599, 832-838, 840-847, 893, 898, 970-986, 988-999.
⁴ Mailed from Southern & Western Regions, except origin ZIPs 298-323, 326-349, 376, 590-599, 832-838, 840-847, 893, 898, 970-986, 988-999.
⁵ Mailed from Southern Region and origin ZIPs 800-831, 840-969.
⁶ Mailed from Northeast, Eastern & Central Regions and ZIPs 590-599, 832-838, 970-999.
⁷ If insufficient volume to fill a tray, combine with mail for 940-941, 943-944, 949 labeled to DIS PENINSULA CA 941.
⁸ If insufficient volume to fill a tray, combine with mail for 835, 838, 980-985, 987-994, 998-999 labeled to DIS SEATTLE WA 980.

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 21797 listing. **B. Old Style (Gray).** PB 21461 listing remains valid. **C. Counterfeit.** PB 21470 listing remains valid.

302 000 0000 to	385 599 7554 to 7575	407 594 0412 to 0599	425 298 2352 to 2399
302 123 9999	385 774 2024 to 2099	407 692 9100 to 9299	425 418 4269 to 4299
360 011 1690 to 1699	387 314 5574 to 5599	408 265 2275 to 2288	425 418 4405 to 4499
369 345 0188 to 0199	389 696 2400 to 2799	408 499 7700 to 7799	425 418 4500 to 4799
369 674 8141 to 8199	389 846 3104 to 3135	408 499 7900 to 7999	427 412 6337 to 6499
369 718 3783 to 3799	389 846 3145 to 3195	408 682 8484 to 8599	427 481 0900 to 0999
370 193 8257 to 8299	389 887 9211 to 9299	408 698 7015 to 7099	427 872 3500 to 3999
371 241 3118 to 3199	389 887 9234 to 9299	409 072 3941 to 3999	427 872 4000 to 4199
371 630 0100 to 0199	390 001 3182 to 3199	410 491 2311 to 2399	428 027 2742 to 2752
372 308 4180 to 4199	390 001 3500 to 3699	410 694 8400 to 8599	429 474 4172 to 4199
372 311 5400 to 5499	390 545 5974 to 5999	410 775 1500 to 1599	429 889 2900 to 2999
372 360 8303 to 8399	391 104 6146 to 6199	410 795 7927 to 7999	430 150 4401 to 4599
372 407 1025 to 1099	391 783 3020 to 3599	410 867 0917 to 0966	430 177 1900 to 1999
373 006 2176 to 2199	391 792 6100 to 6199	410 867 0970 to 0999	430 177 2000 to 2099
373 390 2301 to 2399	392 668 2956 to 2999	411 868 1023 to 1199	430 444 9500 to 9699
373 390 2518 to 2599	392 854 8500 to 8899	411 922 2322 to 2399	430 664 4069 to 4099
373 390 2604 to 2699	393 584 7566 to 7699	412 193 0900 to 0999	432 168 8419 to 8499
373 463 0902 to 0999	393 650 0074 to 0099	412 395 8599 to 8699	432 708 6800 to 6999
374 022 8105 to 8199	393 838 8316 to 8499	412 485 6500 to 6599	432 744 1544 to 1599
374 692 8858 to 8899	393 893 6007 to 6099	412 485 6610 to 6699	432 995 9775 to 9799
374 768 2600 to 2699	394 126 6907 to 6999	412 885 5953 to 5999	433 003 5800 to 5899
374 795 2118 to 2199	394 189 0405 to 0599	414 193 3608 to 3674	433 757 3047 to 3099
375 169 4400 to 4599	394 822 3243 to 3278	414 193 3677 to 3699	433 765 4003 to 4099
375 637 9137 to 9199	394 990 1810 to 1899	414 411 7348 to 7399	434 482 7060 to 7199
375 637 9365 to 9999	395 343 3264 to 3299	414 640 0757 to 0799	434 513 2386 to 2399
375 744 7930 to 7999	395 373 3035 to 3099	414 965 1727 to 1799	434 968 3076 to 3092
375 829 3400 to 3499	395 396 9649 to 9799	415 161 8858 to 8868	435 303 1831 to 1842
375 851 9100 to 9199	395 970 3240 to 3299	417 302 8104 to 8199	435 303 1986 to 1999
376 850 0813 to 0899	397 622 4054 to 4099	417 387 6532 to 6599	435 666 6092 to 6399
376 855 6764 to 6999	397 819 8902 to 8999	417 496 6800 to 6999	436 082 6400 to 6899
376 903 0721 to 0738	398 149 7200 to 7699	417 871 9250 to 9299	436 160 6441 to 6449
376 906 3206 to 3299	399 070 0872 to 0899	417 930 9533 to 9599	437 316 7115 to 7199
377 113 7461 to 7499	399 156 7119 to 7199	418 164 6500 to 6799	437 427 0500 to 3499
377 224 2300 to 2599	399 203 5064 to 5099	418 423 9863 to 9899	441 199 1655 to 1699
377 955 4285 to 4399	399 296 9909 to 9999	418 633 5922 to 5999	450 048 4173 to 4199
378 029 9347 to 9399	399 792 7775 to 7799	418 719 8520 to 8599	450 048 4442 to 4699
378 085 3679 to 3699	399 792 8300 to 8399	418 744 2235 to 2299	450 620 3077 to 3099
378 210 9090 to 9099	399 396 8935 to 8999	418 962 2848 to 2899	450 620 3135 to 3199
378 351 1063 to 1099	400 427 1051 to 1999	419 543 0286 to 0299	451 115 4110 to 4125
378 630 9489 to 9599	401 045 1505 to 1549	419 730 0313 to 0369	451 115 4127 to 4199
379 128 9584 to 9599	401 045 1571 to 1599	419 730 0380 to 0399	451 190 2967 to 2984
379 509 2600 to 2699	401 294 2700 to 2799	420 599 0734 to 0798	452 509 1169 to 1199
379 679 8060 to 8099	401 310 9505 to 9599	420 661 4115 to 4199	452 855 6471 to 6499
379 843 5100 to 5199	401 382 5312 to 5399	420 758 9500 to 9699	452 890 4679 to 4699
380 093 9600 to 9611	402 578 7876 to 7899	420 969 3951 to 3971	452 900 8215 to 8238
380 165 1165 to 1199	403 125 6744 to 6799	420 969 3973 to 3999	455 221 1348 to 1499
380 489 6800 to 6899	403 260 7000 to 7499	421 116 3565 to 3599	455 399 5400 to 5499
380 572 1840 to 1899	403 280 6470 to 6499	421 130 9300 to 9399	700 065 2570 to 2599
381 077 3600 to 3699	403 685 8600 to 8699	421 146 8600 to 8649	700 065 4800 to 4899
381 325 4500 to 4599	404 003 0300 to 0399	421 313 4500 to 4999	802 678 2605 to 2699
381 540 9900 to 9999	404 041 8838 to 8899	421 364 5537 to 5599	803 605 2840 to 2899
381 604 2510 to 2699	404 071 4268 to 4299	421 656 2609 to 2699	803 605 6300 to 6499
381 645 9525 to 9599	404 347 5356 to 5399	421 988 9700 to 9799	805 323 5006 to 5024
381 924 0748 to 0799	404 347 5548 to 5599	422 172 4667 to 4699	805 466 7255 to 7299
383 156 6968 to 6999	404 726 4500 to 4599	422 484 4212 to 4299	806 015 3885 to 3899
383 156 7128 to 7199	404 961 5001 to 5199	422 556 1270 to 1299	806 087 1100 to 1499
383 156 7300 to 7999	405 325 0188 to 0198	422 587 7024 to 7099	806 268 9275 to 9299
383 299 2081 to 2099	406 009 4587 to 4599	422 819 7533 to 7599	806 534 3400 to 3477
383 314 3968 to 3999	406 260 6830 to 6899	422 842 5073 to 5087	870 054 4814 to 4899
383 892 1000 to 1344	406 459 6497 to 6499	424 500 6050 to 6099	990 117 5600 to 5999
383 892 1382 to 1399	406 733 3000 to 3999	424 641 8500 to 8599	
385 568 2330 to 2399	407 545 1556 to 1599	424 871 6600 to 6699	

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

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS—Continued

958267	958536	968735	970114	972774	976033	980289	981775	992275	995297	995588	997256	997284
958317	958549	968779	972299	972882	976042	980333	981977	992295	995322	995589		
958370	958574	968887	972416	972924	976053	980377	983023	992314	995421	995624		
958438	958576	968892	972451	972963	976060	981357	992168	992463	995567	995702		
958442	958577	968934	972552	972966	980036	981537	992220	992545	995574	995711		
958461	967039	970085	972642	972986	980059	981584	992238	992580	995576	995722		
958510	967125	970089	972725	973217	980108	981653	992266	995260	995587	997134		

—Marketing Dept., 9-19-91



UNITED STATES POSTAL SERVICE
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■ ORDER / CHANGE-OF-ADDRESS FORM FOR POSTAL BULLETIN

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 (for public orders). Number of subscriptions _____ Total amount \$ _____
	<p>Method of payment</p> <p><input type="checkbox"/> GPO deposit account</p> <p><input type="checkbox"/> Mail check/money order payable to: SUPERINTENDENT OF DOCUMENTS US GOVERNMENT PRINTING OFFICE 710 N CAPITOL ST NE WASHINGTON DC 20402-9371</p> <p><input type="checkbox"/> Visa <input type="checkbox"/> MasterCard</p> <p> </p> <p>Credit card number _____ Expiration date _____</p>
<input type="checkbox"/> Change of address Include the mailing label showing your former address.	Signature _____
Person to contact	
Daytime telephone (area code and number) <input type="checkbox"/> Check if PEN	

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