

P1.3
21806



postal bulletin

Published Since March 4, 1880

PB 21806—January 9, 1992—40 Pages

MAR 11 1992

75-Cent Wendell Willkie Stamp

The 75-cent Wendell Willkie stamp goes on sale February 16 in Bloomington, Indiana. Willkie, who challenged Franklin Roosevelt for the presidency of the United States in 1940, is the 49th addition to the Great American series of stamps.

Do Not Place on Sale Before February 18, 1992

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Issued in panes of 100 stamps.
Manufactured by Bureau of Engraving and Printing.
A future issue will include collector information.

Supply. Post offices with authorized philatelic centers receive their standard automatic distribution quantities based on a 100-subject stamp issue only. Those post offices should requisition additional stamps for their regular window transactions. *All other post offices should order sufficient quantities to meet philatelic demand.*

Bulk Quantities. CAG A-G post offices requiring 50,000 or more stamps should immediately submit Forms 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing, using **Item 1075**. They must submit requisitions in the standard ordering quantities for a 100-subject stamp to the maximum quantity of 2,500,000 stamps per requisition.

Less-Than-Bulk Quantities. All other post offices requiring fewer than 50,000 stamps immediately should requisition them from their designated stamp distribution offices on separate Forms 17-A, *Accountable Items Requisition From Stamp Distribution Office*.—*Philatelic and Retail Services Dept., 1-9-92*

Withholding Taxes for Relocation Expenses

Effective January 1, 1992, all relocation payments require Social Security tax (FICA) withholding and reporting as required by federal law. Offices will continue to submit relocation travel vouchers for audit to the San Mateo PDC. However, the payment of relocation vouchers are being disbursed by the Minneapolis PDC beginning January 1, 1992, due to required interfacing with the payroll system. Payment of relocation advances will continue to be processed and paid by the San Mateo PDC.


There will be no grossing up for Social Security taxes. Future revisions of Handbooks F-11, *PCES Relocation Policy*, and F-12, *Relocation Policy*, will reflect these changes.—*Dept. of the Controller, 1-9-92*

1992 Social Security/Medicare Tax Withholding

The Social Security (OASDI) and Medicare gross wages with related maximum limits have been adjusted for Calendar Year 1992 as follows:

Taxable Gross Wages for Social Security	\$55,500.00
Employer/Employee Social Security Tax Rate (percent)	6.2
Maximum Withholding Social Security	\$3,441.00
Taxable Gross Wages for Medicare	\$130,200.00
Employer/Employee Medicare Tax Rate (percent)	1.45
Maximum Withholding Medicare Taxes	\$1,887.90

The new maximum rates are effective Pay Period 01-92.—*Dept. of the Controller, 1-9-92*



**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.)
PB 21800, 10-17-91 (Jul.-Sept.)

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MAIL ALERT

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

Title on mailing	Class and type of mail	Requested delivery dates	Number of pieces (millions)	Distribution	Presort level	Comments
Sears PN-Appliance Circular.	Third/Bulk ...	Jan. 9-14	3.9	Nationwide ...	Carrt	8" x 10¾" folded
Carol Wright Mailing	Bulk Business.	Jan. 11-14	14.0	Nationwide ...	Carrt	6" x 9" natural kraft envelope
Billy Graham Letter	Third	Jan. 13-24	1.5	Nationwide ...	Carrt, 3/5, Basic.	3⅞" x 7⅞" envelope from Minneapolis, MN.
Sears FE/AE—Monthly	Third/Bulk ...	Jan. 15-22	8.4	Nationwide ...	Carrt	8" x 10¾" catalog
JC Penney, Spring Sale	Third/Catalog.	Jan. 16-18	10.1	Nationwide ...	Carrt	RRD
Ben Franklin Stores	Third Letters.	Jan. 23-25	1.0	Nationwide ...	Carrt	This mailing will originate in Portland, Oregon BMAU
Decision Magazine	Third/Flat	Jan. 25-31	1.6	Nationwide ...	Carrt, 3/5, Basic.	8¼" x 10½", 44-page tabloid, from Minneapolis, MN
L.L. Bean Spring 1992	Third	Jan. 28-30	6.0	Nationwide ...	Carrt, 5-digit, basic.	7⅞" x 9", address correction mailing
Best Spring '92 Catalog	Third	Jan. 28-31	3.5	Nationwide ...	Carrt ZIP + 4.	Plant verified drop shipment from Quad Graphics Peewaukee, WI 53072
Sears AF-Farm and Yard	Third/Bulk ...	Jan. 30-Feb. 6.	1.1	Nationwide ...	Carrt	8" x 10¾" catalog
Sears PE-Appliance Circular.	Third	Feb. 1-8	2.4	Nationwide ...	Carrt	8" x 10¾" folded
AT&T Quarterly Dividend Checks.	First/Letters .	Either Jan. 31 or Feb. 1. Specific date printed on envelopes.	8.0	Nationwide ...	Presort, permit imprint.	It is imperative this mail <i>not</i> be delivered prior to the requested delivery date printed on the envelope

—Marketing and Customer Services Group, 1-9-92

Form 1311 Revision

Form 1311, *Carrier Transportation Agreement*, has been revised to reflect current mileage reimbursement rates. The revised form is available at the materiel distribution centers. Offices may requisition it using Form 7380, *MDC Supply Requisition*. Destroy unused, obsolete editions of Form 1311.

—Delivery, Distribution, and Transportation Dept., 1-9-92

Notify your supervisor if your equipment does not provide proper security for funds and stamp stock.

BUY U.S. SAVINGS BONDS, STAR-SPANGLED SAVINGS PLAN FOR ALL AMERICANS

I HAVE A DREAM: BLACK AMERICANS ON U.S. POSTAGE STAMPS

I Have a Dream: A Collection of Black Americans on U.S. Postage Stamps, Item 8816, goes on sale February 1 at most larger post offices and philatelic centers and by mail order from:

PHILATELIC SALES DIVISION
 BOX 449997
 KANSAS CITY MO 64144-9997

Priced at \$17.95, *I Have a Dream* contains 18 black-related stamps enhanced by 28 portraits of honored black individuals painted by Thomas Blackshear, designer of four Black Heritage Series stamps and the popular Classic Films block of four stamps of 1989. The 68-page, deluxe hardbound collection includes biographies of the featured 28 black men and women and 28 protective mounts for the 18 included stamps and for the other 10 issues if customers wish to purchase them from stamp dealers.



Promotional posters for the 11 x 14 inch acrylic displays will be sent to all offices that receive promotional stamp posters.

As with previous mint sets, separate contractors will ship the stamp packets, which are accountable, in cartons of 20-100 (bundles of 20 each) and the albums separately in cartons of 20 each to stamp distribution offices (SDOs).

An advance notice of individual quantities allotted to each SDO will be sent to all accountable paper supervisors, in addition to the official Advice of Shipment (AOS), which is sent after all shipments are completed.

SDOs and regional accountable paper depositories (RAPDs) must verify receipt of equal quantities of the stamp packets and albums, as recorded on their Advices of Shipment. Installations should report any differences between quantities shown on the AOS and those actually received, as outlined in Handbook F-1, *Post Office Accounting Procedures*, section 426.3.

Post offices should immediately assess the sales potential of *I Have a Dream* in their respective areas. If reasonable potential exists, offices then should place appropriate initial orders for *I Have a Dream* with their SDOs. Offices must place orders using a separate Form 17-A, *Accountable Items Requisition From Stamp Distribution Office*.

Quantities of *I Have a Dream* are limited. Associate offices whose SDOs are unable to fill their orders or provide desired quantities may place orders by calling the new toll-free 1-800-PIC-USPS number, using procedures outlined on page 18 of the December 12, 1991, *Postal Bulletin*.

Offices should report all sales of these mint sets 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., 1-9-92

MAIL CLASSIFICATION POSITIONS: EXAMINATION/EVALUATION

January 13, 1992, marks the introduction of the new Mail Classification Qualifying Examination (Examination O/N 480 Series 013 and 014) and the new Mail Classification On-the-Job Training (OJT) Evaluation (Form 2529). The examination and OJT form supersede the existing Examination O/N 480 Series 011 and 012 and the existing on-the-job evaluation form, respectively. The examination and OJT evaluation are used in conjunction with the new Standard Mail Classification Training Program to qualify employees who bid for mail classification positions, including bulk mail clerk, bulk mail technician, mailing requirements clerk (PS-5, PS-6, and PS-7), and mail classification clerk (PS-6 and PS-7). Employees who begin new mail classification

training on or after January 13, 1992, must take the new examination and OJT evaluation.

Examination O/N 480 Series 013 and 014 is available at the National Test Administration Center (NTAC) after January 13, 1992. Form 2529 is available from:

TRAINING MATERIALS DISTRIBUTION CENTER
 10229 SOUTHARD DRIVE
 BELTSVILLE, MARYLAND 20705-2150

after January 13, 1992.

Return any obsolete Examination O/N 480 and associated material to NTAC in envelopes labeled Obsolete, Unused Materials. Destroy earlier versions of the OJT evaluation forms.

—Training and Development Dept., 1-9-92

DMM Notice

Special Delivery and Postage-Due Stamps

Effective with *Domestic Mail Manual* (DMM) Issue 42 (3-15-92), DMM 142.13, 146.224c, 163.32, 163.346b(1), and 917.342c are revised to eliminate references to special delivery and postage-due stamps. The Postal Service withdrew the sale of special delivery stamps in July 1981 and discontinued the use of postage-due stamps in October 1986.

Domestic Mail Manual

142.13 Perforating. Postage stamps may be identified with a mark composed of perforation holes. The mark may not cover more than ¼ square inch (½ inch by ½ inch) of the stamp, and the diameter of the holes may not exceed ⅓₂ inch.

* * * * *

146.224 Request for Payment

* * * * *

c. If the firm or individual pays the postage with cash, check, or money order, a postage-due meter strip for the amount collected is affixed to a sheet of paper as a receipt. If payment is by uncanceled stamps or postage meter strips, the stamps or meter strips are affixed to a sheet, canceled, and returned as a receipt. No other receipt is issued.

* * * * *

163.32 Philatelic Centers. Philatelic centers are units separate from retail service windows. These centers display and sell all current postage stamps, postal stationery, and related philatelic products. Some philatelic centers are called Postiques, a registered Postal Service trademark. The Philatelic Sales Division, which handles mail order requests from collectors for stamps, stationery, and related products, is also a philatelic center.

* * * * *

163.346 Arrangements

* * * * *

b. Stamp Stock

(1) The postmaster should obtain a wide range of philatelic products and current postage, using Form 3300 as a guide. The postmaster should pre-package sets of regular issues for sale to collectors. (Rest of section remains unchanged.)

* * * * *

917.342 Cash or Postage-Due Account

* * * * *

c. *Affixing Meter Strips.* Postage meter strips for the amount are affixed to the mail or Form 3582-A. These meter strips are delivered to the addressee with the mail when the amount due is paid (Exception at end of section remains unchanged.)

—Information Resource Management Dept., 1-9-92

Correction

Stamp Posters (Cobb Hall, W.E.B. Du Bois, Waller Hall)

Three stamp Posters in Postal Bulletin (PB) 21805, 12-26-91, included the incorrect year for the issue dates. The correct dates follow: Stamp Poster 91-67 (*Cobb Hall Postal Card*) (page 37), January 23, 1992; Stamp Poster 91-68 (*W.E.B. Du Bois Commemorative Stamp*) (page 39), January 31, 1992; and Stamp Poster 91-69 (*Waller Hall Postal Card*) (page 41), February 1, 1992.

In PB 21804, 12-12-92 (page 4), the article 29-Cent Winter Olympics Commemorative Stamps included an incorrect date. This stamp should not be placed on sale before January 13, 1992.

—Philatelic and Retail Services Dept., 1-9-92

Suspension of All International Mail to Zaire

Until further notice, all international mail service, air and surface, to the country of Zaire is suspended.

—Delivery, Distribution, and Transportation Dept., 1-9-92

APO/FPO Changes

Make the following ink changes to the appropriate effective dates in the table entitled Conditions Applied to Mail Addressed to Military Post Offices Overseas listed in *Postal Bulletin* 21805, dated December 26, 1991.

APO/FPO	Actions	Effective Date	See Restrictions
09433	Opened.....	1-1-92	B-C-U3
34045	Opened.....	1-2-92	B-M-N

These changes will appear in bold print in the next reprint of the APO/FPO table, in *Postal Bulletin* 21806, 1-23-92. All field division general managers/postmasters must notify acceptance units of these changes.

—Delivery, Distribution, and Transportation Dept., 1-9-92

Interest Rate—Contract Claims

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

The interest rate effective for the 6-month period beginning January 1, 1992, and ending June 30, 1992, is 6⅞ percent.

—Procurement and Supply Dept., 1-9-92

29-Cent Love Stamp

The 29-cent Love stamp goes on sale February 6 in Loveland, Colorado. The stamp's design depicts a large red heart emerging from an open envelope. The word Love appears above the envelope, with USA 29 below. This is the 12th stamp in the Love series that began in 1973.

Do Not Place on Sale Before February 7, 1992

Copyright U.S. Postal Service 1991

Issued in panes of 50 stamps.
 Manufactured by American Bank Note Co.
 PB 21805, 12-26-91, included collector information.

Supply. Post offices with authorized philatelic centers receive a single shipment of six-position stock in 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

For the first shipment, all post offices receive two times their standard automatic distribution quantities for a 50-subject commemorative stamp. For the second shipment, post offices receiving direct shipments of commemorative stamps from the Bureau of Engraving and Printing receive two times their standard automatic distributions. SDOs will not make an automatic distribution for the second shipment. The first shipment will be completed by January 24, 1992. The second shipment begins on or about February 7 and is completed by March 20, 1992.

This issue is the same size as the 1991 Love stamp. Each pane of the Love stamps contains 50 stamps, packaged in a master carton of 150,000 stamps rather than the normal 125,000 stamps per carton.

Since a private company, American Bank Note Co., is the contractor for this stamp, the Bureau of Engraving and Printing will not honor supplemental requisitions for Item 5592. SDOs requiring additional stamps may order them from their RAPD using separate Forms 17-A, *Accountable Items Requisition From Stamp Distribution Office.* All other post offices requiring additional stamps should immediately requisition them from their SDOs on separate Forms 17-A.

The love stamps are available from RAPDs in sheet form throughout calendar year 1992. Postmasters must make this stamp available to their customers during calendar year 1992.—Philatelic and Retail Services Dept., 1-9-92

29-Cent Denominated Flower Stamp Coil of 3,000

The 29-cent Denominated Flower stamp coil goes on sale March 3 in Rochester, New York. The stamp's design is identical to the denominated sheet and booklet issued April 5 (described in *Postal Bulletin* 21785, 3-21-91, page 5).

Do Not Place on Sale Before March 4, 1992

Copyright U.S. Postal Service 1991

Issued in coils of 3,000 stamps.
 Manufactured by Stamp Venturers, Inc.
 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 coils in these quantities
20,000	8
40,000	8
125,000	8
250,000	16
625,000	32
750,000	16

Post offices receiving direct shipments of commemorative stamps from the Bureau of Engraving and Printing will receive 64 coils of 3,000 Denominated Flower stamps.

All regional accountable paper depositories (RAPDs) will receive limited backup quantities of these coils for filling supplemental requisitions. Stamp distribution offices (SDOs) requiring additional coils must order them from their RAPDs using Forms 17-A, *Accountable Items Requisition From Stamp Distribution Office.* Since a private company, Stamp Venturers, Inc., is the contractor for these coils, the Bureau of Engraving and Printing will not honor supplemental requisitions for **Item 7709.** All other post offices requiring these coils should requisition them immediately from their SDOs on separate Forms 17-A.

—Philatelic and Retail Services Dept., 1-9-92

Correction

Uniform Program: Socks

Postal Bulletin 21805, 12-26-91 (page 2), contained incorrect language with regard to authorized legwear worn with skirts and jumpers. The following language applies:

Skirts/Jumpers: *Delivery personnel may wear neutral colored nylon stockings or the authorized uniform socks. Window personnel may wear neutral colored nylon stockings (socks are not to be worn).*

—Labor Relations Dept., 1-9-92

DMM Notice

DISTRIBUTION LABELING LIST EXHIBIT CHANGES

Effective with *Domestic Mail Manual* (DMM) Issue 42 (3-15-92), Exhibits 122.63c-e, g, j, m-o, q, and t 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 March 15, 1992.

Exhibit 122.63c

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

ZIP Code	Label To
Add:	
604.....	SOUTH SUBURBAN IL 604
605.....	FOX VALLEY IL 605

Exhibit 122.63d

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

ZIP Codes	Label To
Delete:	
600-603.....	SCF NORTH SUBURBAN IL 600
604-605.....	SCF SOUTH SUBURBAN IL 604
Add:	
600, 602.....	SCF PALATINE IL 600
601, 603.....	SCF CAROL STREAM IL 601

Exhibit 122.63e

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

Destination ZIP Codes	Label To
Change:	
From: 304, 310, 312, 316-319.....	DIS MACON GA 310
To: 310, 312, 316-319.....	DIS MACON GA 310
From: 299, 313-315, 320-323, 326.	DIS JACKSONVILLE FL 320
To: 299, 304, 313-315, 320-323, 326.	DIS JACKSONVILLE FL 320
From: 600-603, 610-611, 613-616.	DIS NORTH SUBN IL 600
To: 600-603, 610-611, 613-616.	DIS CAROL STREAM IL 600
From: 962-965 ^o	DIS SEA-TAC WA 980 ²
To: 962-965 ^o	AMF SEATTLE WA 98158 ²
From: ⁴ Mailed from Eastern Region and origin ZIPs 298-323, 326-349, 376.	
To: ⁴ Mailed from Eastern Region and origin ZIPs 298-306, 308-323, 326-349, 376.	
From: ^o 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.	
To: ^o Mailed from Southern and Western Regions, except origin ZIPs 298-306, 308-323, 326-349, 376, 590-599, 832-838, 840-847, 893, 898, 970-986, 988-999.	
From: ^o Mailed from Southern Region & ZIP Code areas 800-831, 840-969.	
To: ^o Mailed from Southern Region and origin ZIPs 797-831, 840-969.	
From: ^o Mailed from Northeast, Eastern, or Central Regions, or from ZIP Code areas 590-599, 832-838, 970-999.	
To: ^o Mailed from Northeast, Eastern, Central, and Western Regions, except origin ZIPs 797-831, 840-969.	

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: 640-641, 644-658.....	MO*	DIS KANSAS CITY MO 640
To: 640-641, 644-658.....	MO*	BMC KANSAS CITY KS 64283
From: 660-662, 664-679.....	KS	DIS KANSAS CITY MO 640
To: 660-662, 664-679.....	KS	BMC KANSAS CITY KS 66393

Exhibit 122.63j

State Labeling List for Mailer-Prepared Third- and Fourth-Class Letter and Flat-Size Mail

Destination ZIP Codes	Dest. State	Label To
Change:		
From: 660-662, 664-679.....	KS	DIS KANSAS CITY MO 640
To: 660-662, 664-679.....	KS	BMC KANSAS CITY KS 66393

Exhibit 122.63m

Three-Digit Labeling List for Automated Site Mailings

3-Digit ZIP Code Prefix	Label For Single ZIP Code Tray
Change:	
From: 247.....	CHARLESTON WV 247
To: 247.....	BECKLEY WV 247
From: 255.....	CHARLESTON WV 255
To: 255.....	HUNTINGTON WV 255
From: 256.....	CHARLESTON WV 256
To: 256.....	HUNTINGTON WV 256
From: 257.....	CHARLESTON WV 257
To: 257.....	HUNTINGTON WV 257
From: 258.....	CHARLESTON WV 258
To: 258.....	BECKLEY WV 258
From: 259.....	CHARLESTON WV 259
To: 259.....	BECKLEY WV 259
From: 600.....	NORTH SUBURBAN IL 600
To: 600.....	PALATINE IL 600
From: 601.....	NORTH SUBURBAN IL 601
To: 601.....	CAROL STREAM IL 601
From: 602.....	NORTH SUBURBAN IL 602
To: 602.....	PALATINE IL 602
From: 603.....	NORTH SUBURBAN IL 603
To: 603.....	CAROL STREAM IL 603
From: 605.....	SOUTH SUBURBAN IL 605
To: 605.....	FOX VALLEY IL 605
Add:	
246.....	BECKLEY WV 246
248.....	BECKLEY WV 248
249.....	LEWISBURG WV 249
617.....	BLOOMINGTON IL 617
810.....	COLORADO SPRINGS CO 810

DISTRIBUTION LABELING LIST EXHIBIT CHANGES—Continued

Exhibit 122.63n

Sectional Center Facility (SCF) Labeling List for Automated Site Mailings

3-Digit ZIP Code Prefix	Label for SCF Tray
Change:	
From: 150-154	SCF PITTSBURGH PA 150
To: 150-151, 153-154	SCF PITTSBURGH PA 150
From: 430-433	SCF COLUMBUS OH 430
To: 430-431, 433	SCF COLUMBUS OH 430
From: 410, 450-452, 470	SCF CINCINNATI OH 450
To: 410, 450-451, 470	SCF CINCINNATI OH 450
From: 808-809	SCF COLORADO SPRINGS CO 808
To: 808-810	SCF COLORADO SPRINGS CO 808
Delete:	
440-441	SCF CLEVELAND OH 440
600-603	SCF NORTH SUBURBAN IL 600
604-605	SCF SOUTH SUBURBAN IL 604
760, 754	SCF NORTH TEXAS TX 750
Add:	
255-257	SCF HUNTINGTON WV 255
258-259	SCF BECKLEY WV 258
600, 602	SCF PALATINE IL 600
601, 603	SCF CAROL STREAM IL 601

Exhibit 122.63o

Automated Area Distribution Center (AADC) Labeling List for Automated Site Mailings

3-Digit ZIP Code Prefix	Label for AADC Tray
Change:	
From: 010-017	DIS SPRINGFIELD MA 010
To: 010-013	SCF SPRINGFIELD MA 010
From: 020, 023-024, 027-029	DIS PROVIDENCE RI 028
To: 027-029	SCF PROVIDENCE RI 028
From: 060-069	DIS HARTFORD CT 060
To: 060-062, 067	DIS HARTFORD CT 060
From: 120-129	DIS ALBANY NY 120
To: 120-123, 128-129	DIS ALBANY NY 120
From: 150-157, 159-166, 168	DIS PITTSBURGH PA 150
To: 150-151, 153-157, 159-166, 168	DIS PITTSBURGH PA 150
From: 169-178	DIS HARRISBURG PA 170
To: 169-172, 177-178	DIS HARRISBURG PA 170
From: 224-225, 229-238	DIS RICHMOND VA 230
To: 224-225, 229-232, 238	DIS RICHMOND VA 230
From: 247, 250-253, 255-259, 261-265	DIS CHARLESTON WV 250
To: 246-253, 255-259, 261-265	DIS CHARLESTON WV 250
From: 270-279	DIS GREENSBORO NC 270
To: 270-274	DIS GREENSBORO NC 270
From: 280-284, 286-289, 297	DIS CHARLOTTE NC 280
To: 280-282, 286-289, 297	DIS CHARLOTTE NC 280
From: 285	FAYETTEVILLE NC 285
To: 283-285	DIS FAYETTEVILLE NC 283
From: 290-296	DIS COLUMBIA SC 290
To: 290-292, 294-295	DIS COLUMBIA SC 290
From: 307, 370-374, 376-379, 384-385	DIS NASHVILLE TN 370
To: 307, 370-374, 384-385	DIS NASHVILLE TN 370
From: 430-433, 437-438, 456-457	DIS COLUMBUS OH 430
To: 430-431, 433, 437-438, 456-457	DIS COLUMBUS OH 430
From: 440-441, 444-445, 448-449	DIS CLEVELAND OH 440
To: 440, 444-445, 448-449	DIS CLEVELAND OH 440

Exhibit 122.63o

Automated Area Distribution Center (AADC) Labeling List for Automated Site Mailings—Continued

3-Digit ZIP Code Prefix	Label for AADC Tray
From: 410, 450-452, 470	DIS CINCINNATI OH 450
To: 410, 450-451, 470	DIS CINCINNATI OH 450
From: 481-482, 484-489	DIS DETROIT MI 481
To: 481-482	SCF DETROIT MI 481
From: 500-502, 522-524, 527-528, 612	DIS DES MOINES IA 500
To: 500-502	SCF DES MOINES IA 500
From: 530-531, 534-535, 537-538, 541-543, 549	DIS MILWAUKEE WI 530
To: 530-531, 534, 541-543, 549	DIS MILWAUKEE WI 530
From: 600-603, 610-611, 615-616	DIS NORTH SUBURBAN IL 600
To: 600, 602, 610-611	DIS PALATINE IL 600
From: 604-605, 618-619	DIS SOUTH SUBURBAN IL 604
To: 604	SOUTH SUBURBAN IL 604
From: 620, 622-623, 625-627, 630, 633-635	DIS ST LOUIS MO 630
To: 620, 622, 630, 633-635	DIS ST LOUIS MO 630
From: 325, 365-366, 395, 700-701, 703-708	DIS NEW ORLEANS LA 700
To: 395, 700-701, 703-704	DIS NEW ORLEANS LA 700
From: 750, 754	SCF NORTH TEXAS TX 750
To: 750, 754	DIS NORTH TEXAS TX 750
From: 779-785, 788	DIS SAN ANTONIO TX 780
To: 780-782, 788	SCF SAN ANTONIO TX 780
From: 800-801, 803-804, 808-809	DIS DENVER CO 800
To: 800-801, 803-804, 808-810	DIS DENVER CO 800
From: 850, 852-853, 855-857	DIS PHOENIX AZ 852
To: 850, 852-853	SCF PHOENIX AZ 852
From: 922-925, 930-935	DIS SEQUOIA CA 901
To: 930-935	DIS SEQUOIA CA 901
Delete:	
179-188, 195-196	DIS SOUTHEASTERN PA 189
902-908, 910-912, 917-918	DIS TWIN VALLEY CA 900
Add:	
014-017	SCF WORCESTER MA 015
020, 023-024	SCF BROCKTON MA 023
063-066	SCF NEW HAVEN CT 064
068-069	SCF STAMFORD CT 068
124-127	SCF MID-HUDSON NY 125
152	PITTSBURGH PA 152
173-176, 179, 195-196	DIS LANCASTER PA 173
180-188	DIS LEHIGH VALLEY PA 180
233-237	SCF NORFOLK VA 233
275-279	DIS RALEIGH NC 275
293, 296	SCF GREENVILLE SC 293
325, 365-366	DIS PENSACOLA FL 325
376-379	SCF KNOXVILLE TN 377
432	COLUMBUS OH 432
441	CLEVELAND OH 441
452	CINCINNATI OH 452
484-489	DIS LANSING MI 488
522-524, 527-528, 612	DIS CEDAR RAPIDS IA 522
535, 537-538	DIS MADISON WI 535
601, 603	SCF CAROL STREAM IL 601
605	FOX VALLEY IL 605
615-619, 623, 625-627	DIS SPRINGFIELD IL 625
705-708	DIS BATON ROUGE LA 707
779, 783-785	DIS CORPUS CHRISTI TX 783
855-857	SCF TUCSON AZ 856
902-905	SCF INGLEWOOD CA 902
906-908	SCF LONG BEACH CA 907
910-912	SCF PASADENA CA 910
917-918	SCF ALHAMBRA CA 917
922-925	DIS SAN BERNARDINO CA 923

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: 640-641, 644-658, 660-662, 664-679.	MO/KS	MXD KANSAS CITY MO 640
To: 640-641, 644-658, 660-662, 664-679.	MO/KS	MXD BMC KANS CITY KS 66399

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
Change: From: 010-017.....	DIS SPRINGFIELD MA 010
To: 010-013.....	SCF SPRINGFIELD MA 010
From: 020, 023-029.....	DIS PROVIDENCE RI 028
To: 025-029.....	DIS PROVIDENCE RI 028
From: 060-069.....	DIS HARTFORD CT 060
To: 060-062, 067.....	DIS HARTFORD CT 060
From: 120-129.....	DIS ALBANY NY 120
To: 120-123, 128-129.....	DIS ALBANY NY 120
From: 140-149.....	DIS BUFFALO NY 140
To: 140-143, 147-149.....	DIS BUFFALO NY 140
From: 150-168, 260.....	DIS PITTSBURGH PA 150
To: 150-151, 153-168, 260.....	DIS PITTSBURGH PA 150
From: 169-178.....	DIS HARRISBURG PA 170
To: 169-172, 177-178.....	DIS HARRISBURG PA 170
From: 224-225, 228-239.....	DIS RICHMOND VA 230
To: 224-225, 228-232, 238-239.....	DIS RICHMOND VA 230
From: 270-279, 285.....	DIS GREENSBORO NC 270
To: 270-274.....	DIS GREENSBORO NC 270
From: 280-284, 286-289, 297.....	DIS CHARLOTTE NC 280
To: 280-282, 286-289, 297.....	DIS CHARLOTTE NC 280
From: 290-296.....	DIS COLUMBIA SC 290
To: 290-292, 294-295.....	DIS COLUMBIA SC 290
From: 304, 310, 312, 316-319.....	DIS MACON GA 310
To: 310, 312, 316-319.....	DIS MACON GA 310
From: 299, 313-315, 320-323, 326.....	DIS JACKSONVILLE FL 320
To: 299, 304, 313-315, 320-323, 326.....	DIS JACKSONVILLE FL 320
From: 360-361, 363-364, 367-368.....	DIS MONTGOMERY AL 360
To: 360-361, 367-368.....	SCF MONTGOMERY AL 360
From: 307, 370-374, 376-379, 384-385.....	DIS NASHVILLE TN 370
To: 307, 370-374, 384-385.....	DIS NASHVILLE TN 370
From: 430-433, 437-438, 456-457.....	DIS COLUMBUS OH 430
To: 430-431, 433, 437-438, 456-457.....	DIS COLUMBUS OH 430
From: 440-441, 444-445, 448-449.....	DIS CLEVELAND OH 440
To: 440, 444-445, 448-449.....	DIS CLEVELAND OH 440
From: 410, 450-452, 459, 470.....	DIS CINCINNATI OH 450
To: 410, 450-451, 459, 470.....	DIS CINCINNATI OH 450
From: 481-482, 484-489.....	DIS DETROIT MI 481
To: 481-482.....	SCF DETROIT MI 481
From: 500-502, 504-508, 520-528, 612.....	DIS DES MOINES IA 500
To: 500-502, 504-505, 508, 525.....	DIS DES MOINES IA 500

Exhibit 122.63t

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

Destination ZIP Codes	Label To
From: 498-499, 530-531, 534-535, 537-539, 541-545, 549.....	DIS MILWAUKEE WI 530
To: 498-499, 530-531, 534, 541-543, 549.....	DIS MILWAUKEE WI 530
From: 540, 546-548, 550-551, 556-559.....	DIS ST PAUL MN 550
To: 540, 547-548, 550-551, 556-559.....	DIS ST PAUL MN 550
From: 600-603, 610-611, 613-616.....	DIS NORTH SUBURBAN IL 600
To: 600, 602, 610-611.....	DIS PALATINE IL 600
From: 604-605, 609, 617-619.....	DIS SOUTH SUBURBAN IL 604
To: 604, 609.....	DIS SOUTH SUBURBAN IL 604
From: 620, 622-630, 633-639.....	DIS ST LOUIS MO 630
To: 620, 622, 624, 628-630, 633-639.....	DIS ST LOUIS MO 630
From: 324-325, 365-366, 394-396, 700-701, 703-708.....	DIS NEW ORLEANS LA 700
To: 394-396, 700-701, 703-704.....	DIS NEW ORLEANS LA 700
From: 750, 754-759.....	DIS NORTH TEXAS TX 750
To: 750, 754.....	DIS NORTH TEXAS TX 750
From: 779-785, 788.....	DIS SAN ANTONIO TX 780
To: 780-782, 788.....	SCF SAN ANTONIO TX 780
From: 850, 852-853, 855-857, 859-860, 863.....	DIS PHOENIX AZ 852
To: 850, 852-853, 859-860, 863.....	DIS PHOENIX AZ 852
From: 922-925, 930-935.....	DIS SEQUOIA CA 901
To: 930-935.....	DIS SEQUOIA CA 901
From: ² Mailed from Eastern Region and origin ZIPs 298-323, 326-349, 376.....	
To: ² Mailed from Eastern Region and origin ZIPs 298-306, 308-323, 326-349, 376.....	
From: 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.....	
To: ⁴ Mailed from Southern and Western Regions, except origin ZIPs 298-306, 308-323, 326-349, 376, 590-599, 832-838, 840-847, 893, 898, 970-986, 988-999.....	
From: ⁵ Mailed from Southern Region and origin ZIPs 800-831, 840-969.....	
To: ⁵ Mailed from Southern Region and origin ZIPs 797-831, 840-969.....	
From: ⁶ Mailed from Northeast, Eastern, & Central Regions and ZIPs 590-599, 832-838, 970-999.....	
To: ⁶ Mailed from Northeast, Eastern, Central, and Western Regions, except origin ZIPs 797-831, 840-969.....	
Delete: 179-188, 195-196.....	DIS SOUTHEASTERN PA 189
902-908, 910-912, 917-918.....	DIS TWIN VALLEY CA 900
Add: 014-017.....	SCF WORCESTER MA 015
020, 023-024.....	SCF BROCKTON MA 023
063-066.....	SCF NEW HAVEN CT 064
068-069.....	SCF STAMFORD CT 068
124-127.....	SCF MID-HUDSON NY 125
144-146.....	SCF ROCHESTER NY 144
152.....	PITTSBURGH PA 152
173-176, 179, 195-196.....	DIS LANCASTER PA 173
180-188.....	DIS LEHIGH VALLEY PA 180
233-237.....	SCF NORFOLK VA 233
275-279.....	DIS RALEIGH NC 275
283-285.....	DIS FAYETTEVILLE NC 283
293, 296.....	SCF GREENVILLE SC 293
324-325, 363-366.....	DIS PENSACOLA FL 325
376-379.....	DIS KNOXVILLE TN 377
432.....	COLUMBUS OH 432
441.....	CLEVELAND OH 441

DISTRIBUTION LABELING LIST EXHIBIT CHANGES—Continued

Exhibit 122.63†

Exhibit 122.63†

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

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

Destination ZIP Codes	Label To
452.....	CINCINNATI OH 452
484-489.....	DIS LANSING MI 488
506-507, 520-524, 526-528, 612.....	DIS CEDAR RAPIDS IA 522
535, 537-539, 544-546.....	DIS MADISON WI 535
601, 603, 613.....	DIS CAROL STREAM IL 601
605.....	FOX VALLEY IL 605
614-619, 623, 625-627.....	DIS SPRINGFIELD IL 625
705-708.....	DIS BATON ROUGE LA 707
755-759.....	DIS TYLER TX 757
779, 783-785.....	DIS CORPUS CHRISTI TX 783

Destination ZIP Codes	Label To
855-857.....	SCF TUCSON AZ 856
902-905.....	SCF INGLEWOOD CA 902
906-908.....	SCF LONG BEACH CA 907
910-912.....	SCF PASADENA CA 910
917-918.....	SCF ALHAMBRA CA 917
922-925.....	DIS SAN BERNARDINO CA 923

—Delivery, Distribution, and Transportation Dept., 1-9-92

REQUISITION SCHEDULE: POSTAGE STAMPS/POSTAL CARDS

Beginning January 1, 1992, postmasters at all CAG A-G post offices will submit Form 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing and Form 3216, *Requisition for Postal Cards—Bulk Quantities*, to the Government Printing Office according to the schedule that follows. Offices should mail requisitions for postage stamps in the preaddressed envelope, EP-10-A, and requisitions for postal cards in the preaddressed envelope, EP-10-C. These envelopes are available from materiel distribution centers.

Requisitions to the Bureau of Engraving and Printing and the Government Printing Office must be mailed at least 7 days before the due date in the schedule to allow time for processing. Shipments begin approximately 10 days after the scheduled due date.

Those requisitions for postage stamps received after the scheduled date are processed out-of-cycle, increasing processing and handling costs and delaying stamp shipments for the ordering post office. Requisitions for postal cards received after the scheduled date are processed during the next ordering cycle for that area.

Requisitions for precanceled stamps do not apply to this schedule. Shipments of emergency and precanceled orders are made 10 days after receipt at the Bureau. Insert a copy of this updated schedule in Handbook F-48, *Bulk Requisitioning and MSC Accountable Paper Functions*, as Exhibit 241.2.

Offices located in the following states and possessions	Date requisitions due at the Bureau of Engraving and Printing or Government Printing Office					
Alaska, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming.	Jan. 6.....	Mar. 2.....	Apr. 27.....	June 29.....	Aug. 24.....	Oct. 26
Arizona, California, Guam, Hawaii.....	Jan. 13.....	Mar. 9.....	Apr. 4.....	July 6.....	Aug. 31.....	Nov. 2
Iowa, Michigan, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin.	Jan. 20.....	Mar. 16.....	May 11.....	July 13.....	Sept. 14.....	Nov. 9
Illinois, Indiana, Kansas, Kentucky, Missouri, Ohio, Oklahoma.	Jan. 27.....	Mar. 23.....	May 18.....	July 20.....	Sept. 21.....	Nov. 16
Arkansas, Louisiana, Mississippi, Tennessee, Texas.....	Feb. 3.....	Mar. 30.....	June 1.....	July 27.....	Sept. 28.....	Nov. 23
Alabama, District of Columbia, Florida, Georgia, Maryland, North Carolina, South Carolina, Virginia, West Virginia.	Feb. 10.....	Apr. 6.....	June 8.....	Aug. 3.....	Oct. 5.....	Nov. 30
Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.	Feb. 17.....	Apr. 13.....	June 15.....	Aug. 10.....	Oct. 12.....	Dec. 7
Delaware, New Jersey, New York, Pennsylvania, Puerto Rico, Virgin Islands.	Feb. 24.....	Apr. 20.....	June 22.....	Aug. 17.....	Oct. 19.....	Dec. 7

—Philatelic and Retail Services, 1-9-92

Pile sacks evenly to avoid damage and to conserve space

DMM Notice

CURBSIDE MAILBOXES—SPECIFICATIONS, INSTALLATION, AND USE

Effective with *Domestic Mail Manual* (DMM) Issue 42 (3-15-92), sections of DMM 151, 155, 156, and 157 are revised to require customers in all delivery areas to use approved mailboxes for curbside delivery service. These revisions apply the same standards to all curbside receptacles and transfer mailbox specifications from DMM 156 to DMM 151.

150 Collection and Delivery

151 Mail Receptacles

* * * * *

151.2 Use for Mail Only

(Revise the first two sentences of 151.2 to read as follows:) Except as provided in 151.528, the receptacles described in 151.1 may be used only for matter which bears postage. Therefore, other than as permitted in 151.528, no part of a mail receptacle may be used to deliver any matter not bearing postage.

* * * * *

(Add 151.5 after 151.4 as follows:)

151.5 Curbside Mailboxes

151.51 Specifications for Manufacturers

151.511 Policy. Manufacturers of all mailboxes designed and manufactured to be erected at the edge of a roadway or curbside of a street and to be served by a carrier from a vehicle on any city, rural, or highway contract route must obtain approval of their products in accordance with U.S. Postal Service Standard 7 (USPS STD-7), *Mailboxes, City, and Rural Curbside*. Construction standards and drawings (USPS-STD-7) for guidance in the manufacture of curbside mailboxes may be obtained by writing to the

DELIVERY MANAGEMENT DIVISION
US POSTAL SERVICE
475 L'ENFANT PLAZA SW, ROOM 7142
WASHINGTON, DC 20260-7151

151.512 Dimensions and Styles

a. *Approved Sizes and Styles.* Three standard sizes and two styles of mailboxes are approved for use in city, rural, and highway contract routes:

**Traditional (T) and Contemporary (C)
Mailbox Styles***

Size	Length	Width	Height
T1 and C1	19"	6½"	8½"
T2 and C2	21"	8"	10½"
T3 and C3	23½"	11½"	13½"

*Dimensions given in approximate inches.

b. *Variations.* Curbside mailboxes may be constructed in any size between the maximum and minimum outside dimensions specified on ap-

proved drawings, provided that the general shape and the proportions of height, width, and length are maintained.

151.513 Application for Approval. To secure approval of a curbside mailbox, manufacturers must submit the following to:

DELIVERY EQUIPMENT DIVISION
ENGINEERING AND DEVELOPMENT CENTER
US POSTAL SERVICE
8403 LEE HIGHWAY
MERRIFIELD, VA 22082-8101.

Manufacturers must also notify the Delivery Management Division by letter that mailboxes are being submitted for approval.

a. *Sample Mailboxes.* No fewer than two complete mailboxes with markings required in paragraph 3.7 of USPS-STD-7 of each style made of exact materials, construction, coating, paint, etc., including the panels required by paragraph 3.14.8 of USPS-STD-7, and otherwise identical in every way with the boxes intended to be marketed.

b. *Instructions.* A copy of the instructions required by paragraph 3.11 of USPS-STD-7.

c. *Color Samples.* Color samples showing all color schemes to be used.

d. *Proposed Packaging.* Boxes or packaging of the type proposed for shipping production units.

e. *Documentation.* Two complete sets of manufacturing drawings and installation instructions, showing that the units submitted meet the requirements of USPS-STD-7. The drawings must be dated, signed, and certified to represent the production units exactly as submitted. The drawings must include sufficient details to allow the Postal Service to document and inspect all materials, construction methods, processes, coatings, treatments, finishes, control specifications, parts, and assemblies used in the construction of the units. The Postal Service may request individual piece parts to verify drawings.

151.514 Modifications During Application Process. No changes may be made by the manufacturer to its products or drawings without written notification of and approval from the Postal Service. Any changes must be submitted with an explanation of the reasons in writing and also documented in the revision block of the affected drawings. Two units of each type with the changes incorporated must be submitted for testing and approval. All changes are subject to written approval by the Postal Service.

151.515 Application Approval

a. *Authorizing Organization.* The decision to approve or disapprove mailboxes is issued by the Office of Delivery and Retail Management, U.S. Postal Service (for address, see Address List in Appendices). All correspondence and inquiries must be directed to that office.

b. *Retention of Drawings and Sample Mailboxes.* The

CURBSIDE MAILBOXES—SPECIFICATIONS, INSTALLATION, AND USE—Continued

Postal Service returns one set of manufacturing drawings to the manufacturer, together with written notification of approval or disapproval, including reasons for disapproval. The drawings are stamped and identified as representing the production unit type if the mailbox is approved. After testing, the Postal Service (1) retains approved boxes and (2) disposes of disapproved boxes unless the manufacturer requests their return and pays the shipping costs.

151.516 Production Units

a. Construction. Manufacturers must construct production units in accordance with identified (stamped) drawings and USPS-STD-7. These units must be of the exact materials, construction, coating, workmanship, finish, etc., as the approved units. The Postal Service reserves the right at any time to examine and retest production units obtained either in the general marketplace or from the manufacturer, and may require the manufacturer to provide units for examination and testing. Failure of these production units to be manufactured in strict accordance with the approved units, the identified drawings, and the provisions of USPS-STD-7 may result in the rejection of units and the suspension or revocation of the manufacturer's authorization as an approved manufacturer through a decision issued by the Office of Delivery and Retail Management.

b. Packaging. Mailboxes and accessories must be packaged in a manner to ensure arrival at destination in satisfactory condition. Boxes must be shipped fully assembled except that the following parts may be removed if necessary to protect them from damage: protruding portions, such as door latching hardware, mounting adapters, and mounting posts or stands. Containers and packaging must comply with the National Motor Freight Classification Rule 222, sections 2 and 3. Boxes must be suitably wrapped or protected and packaged in separate containers to prevent damage to painted surfaces by rubbing against other parts or the internal surfaces of the container.

c. Changes. Manufacturers must receive written approval from the Postal Service before making any change to the production unit or the identified design drawings. Approval for changes requires resubmission of units for testing and updated drawings for review.

151.517 Marking. All curbside mailboxes must have the following legible inscriptions on the carrierservice door:

U.S. MAIL and APPROVED BY THE POSTMASTER GENERAL.

Manufacturers must mark these inscriptions by embossing on sheet metal, using raised lettering on plastic, or engraving on wood or other materials

not suitable for embossing. The name and address of the manufacturer and the month and year of manufacture must also be marked on the box. Manufacturers must either emboss this marking on the rear wall or affix a permanent decal on the inside near the front opening of the box.

151.518 List of Approved Manufacturers. Following is a list of manufacturers of traditional and contemporary style curbside receptacles whose mailboxes have been approved by the Postal Service:

Approved Manufacturers	Type of Mailbox
ADD ON'S BY FISCHER PO BOX 746 HUNTLEY IL 60142-0746.....	C1
ARMOR PLATE MAILBOX INC PO BOX 1060 STERLING HEIGHTS MI 48311-1060.....	C1
BACOVA GUILD LTD BACOVA VA 24122-9999.....	C1
MR JERRY BALLINGER 5119 WEST U AVENUE SCHOOLCRAFT MI 49087-9769.....	C1
BEACON PRODUCTS INC 6065A 17TH STREET EAST BRADENTON FL 34203-5002.....	T2, C1, C2, C3
CARMEL WOOD PRODUCTS 24723 UPPER TRAIL CARMEL CA 93923-8343.....	C1
CHICAGO HEIGHTS FURNACE SUPPLY CO INC 94-104 EAST 22ND STREET CHICAGO HEIGHTS IL 60411-4263.....	T1, T2, T3
DECOR HOUSE PO BOX 1108 TEMPLE TX 76503-1108.....	C1
EZ MAIL CORPORATION 62 CARROLL AVENUE PO BOX 4038 BRIDGEPORT CT 06607-4038.....	T1, C1
INNOVATIVE PLASTICS CORPORATION 400 ROUTE 303 ORANGEBURG NY 10962-1395.....	T2
THE JANZER CORPORATION 98 LINCOLN AVENUE LANGHORNE PA 19047-5238.....	C1
LEIGH A HARROW COMPANY 411 64TH AVENUE COOPERSVILLE MI 49404-1234.....	C1
MACKLANBURG DUNCAN PO BOX 25188 OKLAHOMA CITY OK 73125-0188.....	T1, C1
NORTHWEST METAL PRODUCTS DIVISION OF NOLL MANUFACTURING COMPANY PO BOX 10 KENT WA 98035-0010.....	T1
NORWELL MANUFACTURING COMPANY INC 82 STEVENS STREET EAST TAUNTON MA 02718-1398.....	C1

CURBSIDE MAILBOXES—SPECIFICATIONS, INSTALLATION, AND USE—Continued

Approved Manufacturers	Type of Mailbox
PARKER MAILBOXES COMPANY 9571 HOKE BRADY ROAD RICHMOND VA 23231-9744	C1
PONY EXPRESS MANUFACTURING PO BOX 7916 NASHUA NH 03060-7916	C1, C2, C3
SAFE T BOX CORPORATION ROUTE 1 BOX 404 WASHINGTON WV 26181-9743	C1
SHELLTER INC PO BOX 30011 INDIANAPOLIS IN 46230-0011	T1
STEEL CITY CORPORATION PO BOX 1227 YOUNGSTOWN OH 44501-1227	T1, T2, T3, C1, C2, C3
THE COUNTRY CORNER PO BOX 18 ORCHARD PARK NY 14127-0018	C1
THE SOLAR GROUP SOUTHERN GEMINI PO BOX 525 TAYLORSVILLE MS 39168-0525	T1, T2, T3, C2
TIMELY INDUSTRIES INC 701 MONTROSE AVENUE SOUTH PLAINFIELD NJ 07080-1887	T1, T2, C2
TRAILSIDE MAILBOX INC 1993 STONEHENGE DRIVE LAFAYETTE CO 80026-9115	C1
TUCKEY METAL FABRICATORS PO BOX 720 CARLISLE PA 17013-0720	C1
VEEDERS MAILBOX INC PO BOX 42048 CINCINNATI OH 45242-0048	T1, T2
WOOD QUARTERS INC 7914 RIDGEWOOD DRIVE JENISON MI 49428-7923	C1

1—Curbside Box Size No. 1

2—Curbside Box Size No. 2

3—Curbside Box Size No. 3

T—Traditional Curbside Box Style

C—Contemporary Curbside Box Style

151.52 Installation and Use

151.521 Custom-Built Curbside Mailboxes. Postmasters are authorized to approve curbside mailboxes constructed by individuals who, for aesthetic or other reasons, do not wish to use an approved manufactured box. The custom-built box must conform generally to the same requirements as approved manufactured boxes relative to the flag, size, strength, and quality of construction.

151.522 Painting and Identification. The Postal Service prefers that curbside mailboxes and posts or supports be painted white, although other colors may be used if desired. Where box numbers are

used, the numbers must be inscribed in contrasting color in neat letters and numerals not less than 1 inch high on the side of the box visible to the carrier's regular approach, or on the door if boxes are grouped. Where street names and house numbers have been assigned by local authorities, and the postmaster has authorized use of a street name and house number as a postal address, the house number must be shown on the box. If the box is located on a different street from the customer's residence, the street name and house number must be inscribed on the box. Placement of the owner's name on the box is optional. Advertising on boxes or supports is prohibited.

151.523 Posts and Supports. Posts or other supports for curbside mailboxes must be neat and of adequate strength and size. They may not be designed to represent effigies or caricatures that tend to disparage or ridicule any person. The box may be attached to a fixed or movable arm.

151.524 Location. Curbside mailboxes must be placed so that they may be safely and conveniently served by carriers without leaving their conveyances, and must be located on the right-hand side of the road in the direction of travel of the carriers in all cases where traffic conditions are such that it would be dangerous for the carriers to drive to the left to reach the boxes, or where their doing so would constitute a violation of traffic laws and regulations. (For exception, see 156.312). On new rural or highway contract routes, all boxes must be located on the right side of the road in the direction of travel by the carrier. Boxes must be placed to conform to state laws and highway regulations. Carriers are subject to the same traffic laws and regulations as are other motorists. Customers must remove obstructions, including vehicles, trash cans, and snow, which make delivery difficult. Generally, customers should install boxes with the bottom of the box at a vertical height of between 3½ and 4 feet from the road surface. However, because of varying road and curb conditions and other factors, the Postal Service recommends that customers contact the postmaster or carrier before erecting or replacing their mailboxes and supports.

151.525 Grouping. Boxes should be grouped wherever possible, especially at or near crossroads, at service turnouts, or at other places where a considerable number of boxes are presently located.

151.526 More Than One Family. More than one family, but not more than five families, on rural or highway contract routes, may use the same box, provided a written notice of agreement, signed by the heads of the families, or by the individuals who desire to join in the use of such box, is filed with the postmaster at the distributing office.

151.527 Locks. The use of locks on mailboxes on rural and highway contract routes is not re-

CURBSIDE MAILBOXES—SPECIFICATIONS, INSTALLATION, AND USE—Continued

quired. If, however, a box is equipped with a lock, the box must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open locked boxes and does not accept keys for this purpose.

151.528 Unstamped Newspapers. Curbside mailboxes are to be used for mail only, except that publishers of newspapers regularly mailed as second-class mail may, on Sundays and national holidays only, place copies of the Sunday or holiday issues in the rural and highway contract route boxes of subscribers, with the understanding that copies are removed from the boxes before the next day on which mail deliveries are scheduled.

151.529 Newspaper Receptacles. A receptacle for the delivery of newspapers may be attached to the post of a curbside mailbox used by the Postal Service, provided: no part of the receptacle touches or is attached to or is supported by any part of the mailbox, interferes with the delivery of mail, obstructs the view of the flag, or presents a hazard to the carrier or his vehicle. The receptacle must not extend beyond the front of the box when the box door is closed. No advertising may be displayed on the outside of the receptacle, except the name of the publication.

151.53 Nonconforming Mailboxes. Carriers must report to the postmaster any mailboxes not conforming to postal regulations. The postmaster sends Form 4056 to the owners of these boxes, requesting that they remedy the irregularities or defects.

* * * * *

155 City Delivery

* * * * *

155.41 Obligation of Customer

(Revise the first sentence in 155.41a as follows:)

a. Customers of the carrier delivery service must provide authorized receptacles (see 151.5) or door slots, except for mail receptacles authorized by the

Postal Service to be owned and maintained by the Postal Service.

* * * * *

156 Rural Service

* * * * *

(Revise 156.26 and replace 156.5 as follows:)

156.26 Highway Contract Delivery. Persons residing on roads traveled by both rural and highway contract carriers may qualify as customers of either or both routes. If one curbside mailbox is used for both routes, it must be an approved receptacle (see 151.5).

* * * * *

156.5 Rural Mailboxes. Rules setting specifications for rural mailboxes and other provisions concerning the installation, location, and use of boxes are set forth in 151.5.

* * * * *

157 Highway Contract Service

(Revise 157.32c and 157.4 as follows:)

157.32 Availability

* * * * *

(c) either erect a curbside mailbox approved under 151.5 on the highway contract route carrier's existing line of travel or are authorized to receive delivery through neighborhood delivery and collection box units and parcel lockers owned and maintained by the Postal Service.

* * * * *

157.4 Location of Receptacles. Approved curbside mailboxes (see 151.5) must be placed where they protect mail and may be conveniently served by carriers without leaving their vehicles. These receptacles must be located on the right side of the road in the direction of travel, when required by traffic conditions, or when driving to the left to reach the boxes would constitute a violation of traffic laws by the carrier. —*Delivery, Distribution, and Transportation Dept., 1-9-92*

FEDERAL TAX WITHHOLDING: EXEMPTION

Internal Revenue Service (IRS) regulations permit employees who anticipate no federal tax liability for 1992 to claim total exemption from federal tax withholding, provided they owe no federal income tax for 1991. However, employees who claimed this exemption for 1991 must submit a new Form W-4 for 1992, to renew the exempt status or to claim allowances consistent with the expected tax liability for 1992.

If a new Form W-4 (claiming exempt status) is not submitted, the status automatically converts to taxable status effective Pay Period (PP) 04-92. Fed-

eral tax in these instances will be withheld at the rate applicable to a single employee with no dependent allowances. Employees with a current exempt status (as of PP 26-91) will receive a message on their earning statements for PPs 03-92 and 04-92 telling them a new Form W-4 is required.

Both first-time exemptions and renewals of 1991 are processed as employees submit Forms W-4. Employees should submit their Forms W-4 as soon as possible to avoid processing delays. If exemption renewals are not processed by PP 04-92, retroactive federal tax adjustments will not be made.

—*Dept. of the Controller, 1-9-92*

1992 PAY DATES, ORGANIZATION DUES, AND LEAVE YEAR

The following chart lists the pay periods for 1992. Asterisks indicate the pay period in which union and employee organization dues are deducted. National Association of Letter Carriers (NALC), American Postal Workers Union (APWU), Postal Police and Nurses' dues are withheld each pay period.

For the convenience of timekeepers, the biweekly pay periods are divided into 2 weeks and indicate the beginning and ending dates for each week.

The leave year always begins with the first day of the first full pay period in the calendar year. The chart below indicates that the 1992 leave year begins Pay Period 3, January 11, 1992, and extends for 1 year or 26 full pay periods, ending January 8, 1993 (Pay Period 1, 1993).

1992 Pay Period Inclusive Dates

Pay Period	Week One	Week Two	Pay Date	Holidays
01	12-14 to 12-20	12-21 to 12-27	01-03	12-25
*02	12-28 to 01-03	01-04 to 01-10	01-17	01-01
Leave Year Begins 03	01-11 to 01-17	01-18 to 01-24	01-31	01-20
*04	01-25 to 01-31	02-01 to 02-07	02-14	
05	02-08 to 02-14	02-15 to 02-21	02-28	02-17
*06	02-22 to 02-28	02-29 to 03-06	03-13	
07	03-07 to 03-13	03-14 to 03-20	03-27	
*08	03-21 to 03-27	03-28 to 04-03	04-10	
09	04-04 to 04-10	04-11 to 04-17	04-24	
*10	04-18 to 04-24	04-25 to 05-01	05-08	
11	05-02 to 05-08	05-09 to 05-15	05-22	
12	05-16 to 05-22	05-23 to 05-29	06-05	05-25
*13	05-30 to 06-05	06-06 to 06-12	06-19	
14	06-13 to 06-19	06-20 to 06-26	07-03	
*15	06-27 to 07-03	07-04 to 07-10	07-17	07-04
16	07-11 to 07-17	07-18 to 07-24	07-31	
*17	07-25 to 07-31	08-01 to 08-07	08-14	
18	08-08 to 08-14	08-15 to 08-21	08-28	
*19	08-22 to 08-28	08-29 to 09-04	09-11	
20	09-05 to 09-11	09-12 to 09-18	09-25	09-07
*21	09-19 to 09-25	09-26 to 10-02	10-09	
22	10-03 to 10-09	10-10 to 10-16	10-23	10-12
23	10-17 to 10-23	10-24 to 10-30	11-06	
*24	10-31 to 11-06	11-07 to 11-13	11-20	11-11
25	11-14 to 11-20	11-21 to 11-27	12-04	11-26
*26	11-28 to 12-04	12-05 to 12-11	12-18	
27	12-12 to 12-18	12-19 to 12-25	12-31	12-25

1993 Pay Periods Begin

*01	12-26 to 01-01	01-02 to 01-08	01-15	01-01
02	01-09 to 01-15	01-16 to 01-22	01-29	01-18

Note: There are 27 pay periods in 1992.

—Dept., of the Controller, 1-9-92

Encourage mailers to attach a slip to articles enclosed in parcels showing name and address of sender and addressee

Directives and Forms Update

This update shows all new, revised, and obsolete directives and forms activity since *Postal Bulletin* 21796, August 22, 1991, and supplements Publication 223, *Directives and Forms Catalog*, dated September 1991.

Directives and Forms. Ordering instructions are in subchapter 120 of Publication 223, and supply source codes are in section 122.8. This update indicates whether a new directive or form rescinds another, provides the oldest usable dates for revised directives and forms, and states if and by what obsolete directives and forms are replaced. *Note:* The "HQO" code used in Publication 223, meaning the directive or form is available from the Headquarters originator, is not used in this list. Instead, the originator's phone number is provided.

Materiel Distribution Centers (MDCs). Directives and forms showing the USPS supply source as "XMD" are available from the MDCs; telephone numbers are:

- Somerville:* (908) 707-4212, 4214, 4215
- Topeka:* (913) 267-8715
- Originator:* (Phone numbers included in source columns)
- Superintendent of Documents:* (202) 783-3238

Code definitions. Available from: HQO-Headquarters originator; HQS-Headquarters Supply Room; GAO-General Accounting Office; GSA-General Services Administration; LOC-Reproduce locally; SMD-Somerville Materiel Distribution Center; TMD-Topeka Materiel Distribution Center; N/A-Not available; MNPDC-Minneapolis Postal Data Center; NTA-National Test Administration Centers; PB-Postal Bulletin; PDC-Postal Data Centers; P/F-Free to public in post offices; R-Restricted; SD-Superintendent of Documents; XMD-Both Materiel Distribution Centers.

New Directives

Document ID	Date	Title	USPS Source	Public Source
HBK AS-550	08-00-91	Recycling Guide	XMD	SMD
HBK PO-603	06-00-91	Rural Carrier Duties and Responsibilities (replaces HBK M-37, 05-01-83)	XMD	SMD
MI AS-550-91-10	08-15-91	Pollution Prevention Program	XMD	SMD
MI PO-410-91-5	08-07-91	Mail Condition Reporting System	XMD	N/A
POS 201	10-00-91	Ask About PUB 201	XMD	N/A
POS 201-A	10-00-91	Ask About PUB 201	XMD	N/A
POS 528-A	06-00-91	Meter Tampering	XMD	N/A
POS 528-B	06-00-91	Meter Tampering	XMD	N/A
PUB 349	09-00-91	Postal Answer Line Universal Message Directory	XMD	P/F

Revised Directives

Document ID	Date	Title	Oldest Usable Date	USPS Source	Public Source
MAN ASM, Issue 8	08-00-91	Administrative Support Manual	08-00-91	XMD	SMD
MAN DMM, Issue 40	09-15-91	Domestic Mail Manual	09-15-91	XMD	SD
HBK EL-902	08-07-91	Agreement Between USPS and National Rural Letter Carriers' Association	08-07-91	XMD	N/A
HBK EL-903-A	09-16-91	Supplemental Agreement Between USPS and National Postal Mail Handlers' Union Covering Mail Transportation Equipment Centers and Repair Centers, 1990-1993	09-16-91	(202) 268-3814	N/A
HBK F-22	10-00-90	PSDS Time and Attendance	10-00-90	XMD	SMD
HBK F-45	09-21-91	In-Office Cost System: Field Operating Instructions	09-21-91	XMD	N/A
HBK F-56	09-21-91	Carrier Cost System Rural Carrier Route Test Training Materials	09-21-91	XMD	N/A
LAB 89	10-00-91	Closing Registered Mail Container	10-00-91	XMD	N/A
NOT 21	09-00-91	13-Period Year Calendar 1991-1992 (sheet)	09-00-91	XMD	SMD
NOT 201	1992	Guide for Submitting Statistical Program Reports CAGS A-J	1992	XMD	N/A
PUB 8	09-00-91	Address Change Service	09-00-91	XMD	P/F
PUB 33	09-00-91	Transportation Contracts Prospective Bidder's Guide	09-00-91	XMD	(202) 268-5263
PUB 49	07-00-91	Third-Class Mail Preparation	07-00-91	XMD	P/F
PUB 122	09-00-91	A Customer Guide to Postal Insurance & Filing Domestic Insurance Claims	09-00-91	XMD	P/F
PUB 163	10-00-91	Express Mail Custom Designed Service	10-00-91	XMD	P/F
PUB 201	09-00-91	Consumer's Directory of Postal Services and Products	09-00-91	XMD	P/F
TAG 155	07-00-91	Surface Airlift Mail	07-00-91	XMD	N/A
TAG 155-A	09-00-91	Surface Airlift Mail--Amsterdam	09-00-91	XMD	P/F
TAG 155-D	10-00-91	Surface Airlift Mail--Dhahran	10-00-91	XMD	P/F

Revised Directives (continued)

Document ID	Date	Title	Oldest Usable Date	USPS Source	Public Source
TAG 155-S	09-00-91	Surface Airlift Mail—Sydney	09-00-91	XMD	P/F

Obsolete Directives

Document ID	Date	Title	Obsolete Date
HBK DM-104	12-00-83	First Flight Covers Instructions (not replaced)	11-22-91
LAB 54	03-00-76	Special Delivery (not replaced)	11-08-91
LAB 80-C	08-00-74	Penalty Registry (not replaced)	11-08-91
LAB 157	10-00-73	Stamp Collecting Center (sticker) (not replaced)	11-22-91
NOT 48	03-00-88	Operation MAIL (not replaced)	09-10-91
NOT 233	08-00-85	10 Easy Ways to Start Collecting Stamps (not replaced)	11-20-91
NOT 254	08-00-83	Printed Embossed Stamped Envelopes (not replaced)	11-22-91
NOT 256	12-00-83	How To Go On A Shopping Spree (not replaced)	11-20-91
NOT 263	10-00-85	New Express Mail Collection Box Advance Announcement (not replaced)	11-08-91
NOT 271	05-00-88	Express Mail Reminder (not replaced)	11-08-91
POS 15-B	12-00-87	Express Mail International Service Half Pound Rate (not replaced)	11-08-91
POS 31-C	02-00-82	Tell Us (replaced by POS 31-B, 10-00-90)	10-21-91
POS 64-A	04-00-73	Everything Depends on ZIP (not replaced)	11-08-91
POS 64-B	04-00-73	Everything Depends on ZIP (not replaced)	11-08-91
POS 86	09-00-75	Special Delivery (not replaced)	11-08-91
POS 106	09-00-84	Gift-Giving Screening Insert (not replaced)	11-20-91
POS 145	03-00-83	Express Mail Collection Box Counter Card (not replaced)	11-08-91
POS 179	10-00-85	Express Mail 5 lb. Flat Rate (not replaced)	11-08-91
POS 198	01-00-90	Express Mail Rate Chart (not replaced)	11-08-91
POS 261	11-00-87	How To Send Your Christmas Mail Merrily On Its Way (not replaced)	11-20-91
PUB 21	06-00-87	The Wonderful World of Stamps (not replaced)	11-25-91

Obsolete Directives (continued)

Document ID	Date	Title	Obsolete Date
RI 1045-PO-190	03-23-91	Mail Condition Reporting System (replaced by MI PO-410-91-5, 08-07-91)	08-07-91

New Forms

Form Number	Date	Title	Supply Source
PS 1549-X	09-00-91	Contract Unit Percentage Payment Statement	(202) 268-3331
PS 2474-S	11-00-91	Sample Answer Sheet for Tests 440 & 450	(703) 207-2746
PS 2601-K	01-00-91	TRAKS 1K - Amtrak	(202) 268-3448
PS 2602-K	07-00-91	TRAKS 2K (Amtrak)	XMD
PS 3614	11-00-91	Application for a BRM Permit	(202) 268-5175
PS 5912-D	09-00-91	Notice of Rating (Eligible)	PDC
PS 5912-E	09-00-91	Notice of Rating (Ineligible)	PDC
PS 7422-F	11-00-90	Lease Analysis Report	XMD
PS 8131	09-00-91	Customer Address Data Base Modification	LOC (HBK PO-423)
PS 8133	09-00-91	Postal-Related Merchandise Inventory Report	LOC (MI PO-130-91-6)
PS 8134	09-00-91	Postal-Related Merchandise Quarterly Report	LOC (MI PO-130-91-6)
PS 8138	10-00-91	PCES Candidate Profile	(202) 268-4411

Revised Forms

Form Number	Date	Title	Oldest Usable Date	Supply Source
PS 17-G	08-00-91	Penalty Mail Stamp Requisition	08-00-91	XMD
PS 233	08-00-91	International Accounts Center Summary	08-00-91	PDC
PS 518	06-00-91	Inspection Service Diary	06-00-91	XMD
PS 565	05-00-91	Registered Mail - Application for Indemnity Inquiry	06-00-87	XMD
PS 919	09-00-91	Facility Planning Data	09-00-91	XMD
PS 929	09-00-91	Major Facility Planning Data	09-00-91	XMD
PS 991-MI	10-00-91	Application for Management Intern Program	10-00-91	(202) 268-5756
PS 1013	11-00-91	Transportation Ticketing Authorization	11-00-91	HQS

Revised Forms (continued)

Form Number	Date	Title	Oldest Usable Date	Supply Source
PS 1044	10-00-91	News Release Order	10-00-91	(202) 268-2173
PS 1079	11-00-91	Philatelic Product Physical Inventory Recap (FY 1992, PQ I)	11-00-91	LOC (PB 21802)
PS 1079-C	11-00-91	Philatelic Product Inventory & Sales Report	11-00-91	NYPDC
PS 1430-F	02-00-91	Daily Report of Pieces and Weight of Expedited Pouches	02-00-91	(202) 268-3427
PS 1510	09-00-91	Mail Loss/Rifling Report	09-00-91	XMD
PS 1517	11-00-91	Proclamation of Forfeiture	11-00-90	(202) 268-4411
PS 1865	09-00-91	Voucher and Schedule of Payments	09-00-91	XMD
PS 2109	06-00-91	Examination Results	06-00-91	(202) 268-4545
PS 2110	08-00-91	Polygraph Data Sheet	08-00-91	(202) 268-4545
PS 2456	10-00-91	Narrative of Work Accomplishments	10-00-91	(202) 268-3978
PS 2480	09-00-91	Driving Record	05-00-84	XMD
PS 2507	07-00-91	Management Academy Registration Form	07-00-91	(301) 983-7048
PS 2602	07-00-91	TRAKS 2 (Surface)	07-00-91	XMD
PS 2766	08-00-91	Summary of Mail Handling Irregularities	08-00-91	XMD
PS 2848	07-00-91	Rural Carrier Route Mail Acceptance Data	07-00-90	(202) 268-2626
PS 2858-C	04-00-91	City Carrier Cost System - FY '92	04-00-91	XMD
PS 2858-R	04-00-91	Rural Carrier Cost System - FY '92	04-00-91	XMD
PS 2941	06-00-91	Delivery Bill (C18 BIS)	01-00-91	XMD
PS 2968	06-00-91	Parcel Bill (CP11)	01-00-91	XMD
PS 3313	09-00-91	Credit Voucher	03-00-88	(816) 455-0970
PS 3538	07-00-91	Irregular Handling of Undeliverable Second Class Publication	07-00-91	XMD
PS 3551	09-00-91	Statement of Verified Weight and Reported Advertising Portion of Publication	01-00-84	XMD
PS 3553	07-00-91	Coded Accuracy Support System (CASS) Summary Report	08-00-91	XMD
PS 3555	08-00-91	Report of Returned Mail	07-00-89	XMD
PS 3651	08-00-91	International Statement of Mailing	01-00-91	XMD
PS 3800	06-00-91	Receipt for Certified Mail	06-00-90	XMD
PS 3972	09-00-91	Absence Analysis	09-00-91	XMD
PS 4242	09-00-91	ZIP+4 Code State Directory Order Form for Mail Order Use	09-00-91	XMD
PS 4243	09-00-91	National Five-Digit ZIP Code and Post Office Directory Order Forms	09-00-91	XMD

Revised Forms (continued)

Form Number	Date	Title	Oldest Usable Date	Supply Source
PS 4693-A	09-00-91	Repair Parts Supply Emergency Order Stock Tag	03-00-88	TMD
PS 4777	09-00-91	Maintenance Checklist	02-00-89	XMD
PS 4801	08-00-91	Parts/Supplies Receipt	08-00-91	XMD
PS 5052	07-00-91	Report of Processed Mail Transport Equipment	07-00-91	XMD
PS 5436	07-00-91	Inquiry of Prospective Bidders	07-00-91	XMD
PS 5541	08-00-91	Pickup Service Statement - Express Mail, Priority Mail, or Parcel Post	08-00-91	XMD
PS 5541-C	08-00-91	Pickup Service Statement - Express Mail, Priority Mail, or Parcel Post	08-00-91	XMD
PS 5905	09-00-91	Request to Administer Driver's Road Test	06-00-84	XMD
PS 5908	08-00-91	Driver Instructor/Examiner Certificate	08-00-91	NTA
PS 5909	08-00-91	Road Test Examiner's Certificate	08-00-91	NTA
PS 5949	08-00-91	PCES Performance Evaluation (Fiscal Year 1991)	08-00-91	(202) 268-4261
PS 5949-A	08-00-91	PCES Performance Objectives (Fiscal Year 1992)	08-00-91	(202) 268-4261
PS 5955	08-00-91	PCES Performance Evaluation Award (Fiscal Year 1991)	08-00-91	(202) 268-4261
PS 6387	08-00-91	Rural Money Order Transaction Application	08-00-91	XMD
PS 7422-C	06-00-90	Individual Rent Data Sheet	06-00-90	XMD
PS 7433	08-00-91	Maintenance Repairable Tag (self-mailer)	02-00-83	TMD
PS 7533	07-00-91	Case Activity Report - Prevention/Security	07-00-91	XMD
PS 7538	08-00-91	Case Activity Report - Audit	08-00-91	XMD
PS 8048	08-00-91	Commercial Emergency Vehicle Hire	08-00-91	XMD
PS 8049	08-00-91	Vehicle Hire Pay Adjustment	08-00-91	XMD
PS 8100	12-00-91	CEPT Terminal Dues System: Inbound International Mail	12-00-91	(202) 268-3483

Obsolete Forms

Form Number	Date	Title	Obsolete Date
PS 713-A	03-00-86	Inspection Service Evidence Label (not replaced)	09-11-91
PS 1903-D	05-00-83	Invoice and Statement (not replaced)	08-07-91
PS 2053-E	11-00-79	Financial Audit Worksheet - Printed Stamped Envelopes (not replaced)	11-25-91

Obsolete Forms (continued)

Form Number	Date	Title	Obsolete Date
PS 2053-K	11-00-79	Financial Audit Worksheet - Food Coupons and Bird Stamps Received (not replaced)	11-25-91
PS 2053-L	11-00-75	Financial Audit Worksheet - Stamp Stock in Transit (not replaced)	11-25-91
PS 2053-M	11-00-79	Financial Audit Worksheet - Verification of Customers' Postage Meter (not replaced)	11-25-91
PS 2053-N	11-00-79	Financial Audit Worksheet - Money Orders and Fees (not replaced)	11-25-91
PS 2053-P	11-00-79	Financial Audit Worksheet - Uniform Allowances (not replaced)	11-25-91
PS 2053-Q	11-00-79	Financial Audit Worksheet - Permit and Bulk Mailings (not replaced)	11-25-91
PS 2998	03-00-72	Weight of International Airmail Received (not replaced)	09-12-91
PS 3614-A	09-00-88	Application for a BRM Permit (replaced by PS 3614, 11-00-91)	11-20-91
PS 3978-E	09-00-82	Clerk Functions (replaced by PS 3930, 09-00-87)	11-04-91
PS 5111-E	02-00-77	Placard for Highway Vehicle (not replaced)	12-04-91
PS 7331	05-00-79	Solicitation, Offer, and Award--Cleaning Services (not replaced)	10-09-91
PS 7335	08-00-79	Cleaning Service Requirements (not replaced)	10-09-91
PS 7356	05-00-79	Representations and Certifications - Cleaning Services Contracts (not replaced)	10-09-91
PS 7360	12-00-86	Contractor Performance Cleaning Services Contracts Report (biweekly) (not replaced)	10-09-91
PS 7420	09-00-80	General Provisions - Cleaning Services Contracts ((not replaced)	10-09-91
PS 7475	12-00-86	Solicitation, Offer, and Award--Vehicle Hire (not replaced)	10-18-91
PS 7476	07-00-80	General Provisions for Vehicle Hire Contracts (not replaced)	10-18-91

Miscellaneous Changes

Document ID	Explanation
PS 7436-A	No longer stocked at MDCs; reproduce locally.

FEDERAL TAX WITHHOLDING

Beginning Pay Period 01-92, payroll checks reflect changes in the federal income tax withholding and the exemption value. The exemption value increases from \$82.69 to \$88.46.

The following tables are based on a biweekly payroll period:

Federal Income Tax Withholding Table

Wages (minus withholding allowances and TSP contributions)		Income Tax Withheld	
Single Person (Including head of household)			
Not Over	\$50		0
Over	But not over		Of excess over
\$50	\$875	15%	\$50
\$875	\$2,046	\$123.75 plus 28%	\$875
\$2,046		\$451.63 plus 31%	\$2,046
Married Person			
Not Over	\$50		0
Over	But not over		Of excess over
\$142	\$1,519	15%	\$142
\$1,519	\$3,469	\$206.55 plus 28%	\$1,519
\$3,469		\$752.55 plus 31%	\$3,469

Employees can follow these steps to check their new withholding amount:

1. Determine normal biweekly gross wages from earnings statement.
2. Determine normal biweekly Thrift Savings Plan (TSP) deduction from earnings statement.

3. Multiply the number of exemptions claimed by the new exemption value, \$88.46. (The federal tax line on the earnings statement shows the number of exemptions claimed. Examples: S1 = single with one exemption, M2 = married with two exemptions.)

4. Subtract the amount in (2) and (3) from the amount of gross biweekly wages in (1). This figure is the amount subject to withholding tax.

Example

A Federal Employees Retirement System (FERS) employee with a 10 percent Thrift Savings Plan (TSP) contribution is paid \$1,600 gross biweekly wages. The earnings statement shows M3 on the federal tax line. Using the table, the employee can check the amount for federal tax as follows:

1. Total biweekly gross wages	\$1,600.00
2. Deduct amount of TSP contributions	160.00
3. Deduct three exemptions (three times the new value, \$88.46)	265.38
4. Amount subject to withholding (\$1,600 minus \$160.00 minus \$265.38)	1,174.62
5. In the married section of the new tables, this figure falls in the \$142-\$1,519 range. So compute:	
Tax on the first \$142	0
Tax on the balance (\$1,174.62 minus \$142.00 = \$1032.62 at 15%)	154.89
Total federal tax withheld from each bi-weekly payroll check	154.89

Note: Rounding may vary this total by a few cents.—Dept. of the Controller, 1-9-92

LETTER CARRIER/MOTOR VEHICLE UNIFORM

The following new apparel items have been added to the letter carrier and motor vehicle service uniform redesign program and will be available for purchase by those eligible employees covered under the regular uniform program (ELM 932.11).

Items for Women

Maternity Blouse—Long sleeve, short sleeve, postal blue with red and blue pinstripes, logo.

Maternity Slack—All season weight, postal blue.

Maternity Jumper—Princess style, V-neckline, postal blue with U.S. Mail logo, to be worn with authorized blouse and neckwear.

Items for Men and Women

Jacket—Bomber style, postal navy, nylon, cordura/taslan coated fabric, with zip-in and zip-out liner, reflective trim, logo. The jacket replaces the traditional Ike-style jacket and windbreaker.

Craft Tabs—Craft tabs for letter carrier, motor vehicle, and special delivery will be worn only on the uniform jacket.

Eligible employees may purchase the above items as reimbursable authorized items, effective February 3, 1992. They may place orders before February 3. However, they may not be delivered as authorized items or reimbursement for purchase claimed until the effective date.

Window Clerk Uniform

The following new apparel items complete the window clerk uniform redesign project. The items are available for purchase by those eligible employees covered under the regular uniform program (ELM 932.11).

Items for Women

Jumper—Princess style, V-neckline, all-season weight, worn with or without coordinated fabric belt, postal navy with logo, to be worn with authorized blouse and neckwear.

Maternity Jumper—Princess style, V-neckline, all season weight, postal navy with logo, to be worn with authorized blouse and neckwear.

LETTER CARRIER/MOTOR VEHICLE UNIFORM—Continued

Maternity Blouse—Long sleeve, short sleeve, postal white with navy blue pinstripes, logo.

Maternity Slack—All-season weight, postal navy.

Eligible employees may purchase the above items as reimbursable authorized items, effective February 3, 1992. However, they may not be delivered as authorized items or reimbursement for purchase claimed until the effective date.

Old Uniform Wearout Periods

Window Clerk. As previously announced, employees authorized to wear the window service uniform

must be fully outfitted in the new uniform by November 1, 1992. The old uniform items may not be worn after that date.

Letter Carrier/Motor Vehicle. The wearout period for components of the old delivery/motor vehicle uniform will be phased out effective December 1, 1993. Effective that date, employees must be fully outfitted in the new uniform.

—Employee Relations Dept., 1-9-92

SAFETY IS NO ACCIDENT

LOBBY DISPLAYS/PROMOTIONS FOR JANUARY 1992

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

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

Number	Title	Dated
Poster 7	Rules and Regulations Governing Conduct on Postal Property.	7-89
Poster 31-B	Mail Problem? (holds Consumer Service Cards).	10-90
Poster 31-H	Consumer Service Card Promotion (must be displayed when Poster 31-B is not used to hold Consumer Service Cards).	9-89
Poster 74	Packaging Pointers	10-89
Poster* 75	Your Federal Lawmakers	1-91
Poster 76	Hazardous Materials	8-88
Poster 103	Postage Rates, Fees, and Information.	7-91
Notice 10	No Dogs Allowed (Continue to use 4185 edition).	1-91
Notice 58	Possession of Firearms and Other Dangerous Weapons on Postal Property.	5-89
Notice 72A, B, C, D.	EEO is the Law, Discrimination is Prohibited.	1-90
Notice 96	Notice of Reward	5-88
Notice* 100A,B,C.	Postal Convenience Center (for self-service weighing and rating units only).	1-91
Sign 145	Check Acceptance Policy (counter easel—a professionally printed facsimile may be substituted).	8-90
Label 6	Out of Order (use in lieu of handwritten signs).	6-87
Selective Service registration:		
SSS 1	Registration Form	7-90
SSS 10	Brochure	4-87
SSS 46	Card	6-88

*Olympic decals for lobby doors

*Signs indicating:

- Hours of service (window and post office box).
- Letter drops and dispatch times.
- Services offered at window positions.
- Emergency contacts when office is closed.
- Manager on duty.

The above are available from the materiel distribution centers (MDCs).

*These items are not available from the MDCs for the reasons indicated: Poster 75 is available through field directors, marketing and communications; Notice 100-ABC is currently out of stock; Notice 72 and Olympic decals for lobby doors were shipped on automatic distribution and are not currently available. Signs indicating hours and other services must be procured locally.

Note: Poster 105, *Express Mail Acceptance Office*, is obsolete.

Rotating Displays. The January schedule of lobby displays, shipped on automatic distribution, follows. Some offices may have insufficient space or fixtures to display all postings. To avoid a cluttered appearance, post only a few at a time, rotating them more frequently. Consider featuring two posters each week.

These items are available through automatic distribution.

Title	Post	Remove
World Columbian Expo/White House/Dubois.	Jan. 20	Mar. 13.
I Have a Dream (product poster).	Jan. 20	Feb. 28.
Winter Olympics (poster)	Jan. 13	Mar. 2.
Winter Olympics (poster and take-one for two-way poster display).	Jan. 13	Mar. 2.
Olympic Saver Pages (poster and two-way/take-one).	Jan. 6	Mar. 2.
Postal Service Guide to U.S. Stamps (poster).	Oct. 1	As needed.
Express Mail Calendar (poster).	Jan. 6	Feb. 2.
Olympic Pen Pal (poster and counter easel with take-one for CAG A-G offices only).	Oct. 1	Feb. 2.
We Deliver (literacy poster for two-way poster) display.	Jan. 20	Feb. 2.

LOBBY DISPLAYS/PROMOTIONS FOR JANUARY 1992—Continued

Postal Bulletin Missing Children Poster. Display only the January 1992 poster.

Wanted Circulars. The following circulars are still in effect: Antonoff, Jay Irwin; Barr, Chess W.; Beasley, Myrick Clift; Billman, Tom J.; Birdsong, Dwight Orlando; Blumberg, Leonard; Brown, Eugene Milford; Carl, William; Clark, Douglas James; Cross, Alfred Laury; Cunningham, Bobbie C.; Eisenstadt, Bernard; Entrekin, Jeffrey Lee; Ero, Alex Ahmed; Falbo, James John; Feucht, Manfred Erich Albert; Gainey, Timothy Scott; Holton, Cynthia Caprice; Kuvet, Eric Bryan; Itua, Alfred Idabie; Marcus, Donald Joel; Nunez, Guillermo Leon; Ortiz, Jesus Angel; Richards, Frank Jay; Wencke, Walter Carl; Wilson, Wilbert A.

Note: Wanted circulars are shipped on an automatic distribution. Some installations may not have copies of each of these circulars because distribution was, in some cases, limited to specific areas.

Postal Product Displays. Display current philatelic products and all retail packaging products attractively, with prices professionally printed, not handwritten.

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

Number	Title
LAB 11-A	Express Mail Post Office to Post Office Service.
LAB 11-B.....	Express Mail Next Day Service Post Office to Addressee.
Form 2865	Return Receipt for International Insured or Registered Mail.
Form 2966-A ...	Parcel Post Customs Declaration—United States of America.
Form 2966-B ...	Parcel Post Customs Declaration and Dispatch Note.
Form 2976	Customs—Douane C-1.
Form 3227	Stamps by Mail (envelope).
Form 3575	Change of Address Order.
Form 3800	Receipt for Certified Mail.
Form 3804	Return Receipt for Merchandise.
Form 3806	Receipt for Registered Mail.
Form 3811	Domestic Return Receipt.
Form 3813	Receipt for Domestic Insured Parcel (not for international mail).
Form 3813-P ...	Receipt for Insured Mail (domestic-international).
Form 3817	Certificate of Mailing.
Form 4314-C ...	Consumer Service Card (mandatory).
EP 13-C	Express Mail (envelope).
EP 13-F.....	Express Mail (flat rate envelope).
EP 14-F.....	Priority Mail (flat rate envelope).
EP 14.....	Priority Mail (envelope).
PUB 65-A	National Five-Digit ZIP Code and Post Office Directory.

Number	Title
PUB 66-A	ZIP + 4 State Directory.

With the exception of Publication 66-A, available through the DIRECTOR, OFFICE OF ADDRESS AND CUSTOMER INFORMATION SYSTEMS, US POSTAL SERVICE, 475 L'ENFANT PLAZA RM 7801, WASHINGTON DC 20260-5902, the above materials are available from the MDCs.

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

- Form 3227, Stamps by Mail (envelope)
- SSS 1, Selective Service (registration form)
- SSS 10, Selective Service (brochure)
- PUB 201, A Consumer's Directory of Postal Services and Products

The following brochures, available from the MDCs, are also recommended for display in literature racks:

Number	Title
NOT 50.....	Theft? Protect Your Mail.
NOT 59.....	Domestic Postal Rates and Fees.
NOT 107.....	Hazardous Materials.
NOT 255.....	From Here to There—International Mail.
PUB 122.....	A Customer Guide to Postal Insurance and Filing Domestic Insurance Claims.
PUB 227.....	How to Prepare and Wrap Packages.
PUB 300.....	A Consumer's Guide to Postal Crime Prevention.
PUB 301.....	Postal Crime Prevention: A Guide for Businesses.

Specialized Program Displays. Main post offices and classified stations and branches that offer special services such as the Postal Answer Line, or that participate in a specific test, should display posters, signs, and other material authorized for promotion of the service or test. Check removal dates for this promotional material.

Optional Displays. Refer to Chapter 2 of Publication 223, *Directives and Forms Catalog* (September 1991), under the headings, Notices, Posters, Publications, and Signs for other directives available from the MDCs. Remove unnecessary or obsolete signs, notices, and posters from lobbies.

—*Philatelic and Retail Services Dept., 1-9-92*



ZIP + 4 DEPTH OF CODE REQUIREMENTS FOR AUTOMATION-BASED RATES

Postal Bulletin 21795, 8-8-91, announced changes to the required depth of ZIP + 4 code for automation-based rates. This article clarifies the required level of ZIP + 4 coding in that Bulletin article.

The examples provided illustrate the required levels of coding for apartment or suite numbers, firm names (in multitenant buildings), rural routes or highway contract routes being tested in the Coding Accuracy Support System (CASS) address matching software certification program. It also contains examples of standardized address formats.

Apartment or Suite Numbers and Firm Names

Use of Apartment or Suite Numbers. Mailpieces containing addresses without apartment or suite numbers will continue to be eligible for automation-based rates provided the ZIP + 4 code or barcode represents the building code when available. Mandatory use of apartment or suite numbers is postponed until new corrective approaches have been tested. To allow a thorough review of the effectiveness of those approaches, the Postal Service has postponed implementation of mandatory apartment number usage until at least September 1993. However, it is recommended that apartment or suite numbers be used, when available, to facilitate the carrier's delivery. For those addresses where apartment or suite numbers *are not available*, only building ZIP + 4 codes are acceptable (see Figure I, Example 1).

Mailpieces containing addresses *with apartment or suite numbers* must be ZIP + 4 coded or barcoded to the finest level of ZIP + 4 code representing the secondary address information (see Figure I, Examples 2 and 3) in order to qualify for automation-based rates.

Use of Firm Names. If an input address contains a firm name assigned a unique ZIP + 4 code in the ZIP + 4 file and no more than one record for the firm exists at that address, the unique ZIP + 4 code for the firm must be used to qualify for automation-based rates (see Figure II, Example 4).

If the input firm name has not been assigned a unique ZIP + 4 code in the ZIP + 4 file and the apartment or suite number is included in the address, the ZIP + 4 code for the range in which the apartment or suite number appears must be used to qualify for automation-based rates (see Figure II, Example 5).

If the input firm name has not been assigned a unique ZIP + 4 code in the ZIP + 4 file and the apartment or suite number is not included in the address, the ZIP + 4 code assigned to the building must be used to qualify for automation-compatible rates (see Figure II, Example 6).

Rural Route/Highway Contract Route and Box Number

Mailpieces with rural route or highway contract route addresses, containing a rural or highway contract route number *but no box number*, is eligible for automation-based rates if they contain the ZIP + 4 code or ZIP + 4 barcode for the rural or highway contract route (see Figure III, Example 7).

Mailpieces with rural route or highway contract route addresses containing box number information is eligible for automation-based rates, only if they contain the ZIP + 4 code or ZIP + 4 barcode representing the range for that box number contained in the ZIP + 4 file (see Figure III, Example 8).

Address Standardization

There are two components of address standardization—standardization of *address elements* and standardization of *address format* for output addresses on mailpieces. Address format standardization is recommended for ZIP + 4 barcode rates and *required* for ZIP + 4 rates. Standardization of address elements is *recommended* but not required for any automation-based rate.

Standardization of Address Elements

Standardization of address elements (e.g., directionals, suffixes, etc.) is recommended but not required for mailpieces to qualify for automation-based rates (see Figure IV, Example 9).

Address elements can be fully spelled out or abbreviated. If abbreviated, it is recommended (not required) that abbreviations be standardized as in the ZIP + 4 file (see Figure IV, Example 9).

If an input address is missing address elements (e.g., directionals, suffixes, etc.) but can be matched with only one record in the ZIP + 4 file, the address (with the ZIP + 4 code appended) can be used to qualify for automation based-rates (see Figure IV, Examples 10 and 11).

If an address contains a city or place name (spelled out or abbreviated) that can be matched with a city or place name listed in the Postal Service's current city/state file, the city or place name is acceptable on mailpieces for automation-based rate qualification. However, for CASS certification, the address matching software must return the standardized city or place name as found in the Postal Services city/state file. The mailer has the option of using the city name of the input address record in the mailpiece or the standardized city name returned by the address matching software. Use of the standardized name is preferred (see Figure IV, Example 12).

ZIP + 4 DEPTH OF CODE REQUIREMENTS FOR AUTOMATION-BASED RATES—Continued

Standardization of Address Format for Output Addresses on Mailpieces

Standardization of address format for output addresses is required for mailpieces claimed at ZIP + 4 automation-based rates (see Example 13). This standardization is recommended but not required for mailpieces claimed at ZIP + 4 Barcode rates.

Address File Update With CASS Certified Software

Effective November 1, 1991, addresses on mailings submitted at automation-based (ZIP + 4 or ZIP + 4 barcoded) rates must have been produced from an address list ZIP + 4 coded using current CASS-certified address matching software and the current ZIP + 4 file on or after March 1, 1991. Having met this initial requirement, all lists must then be reprocessed using the current ZIP + 4 file, within 6 weeks of the quarterly release date, and current CASS-certified address matching software at least once each year thereafter.

CASS Certification Requirements

The requirement that all users of CASS-certified software must obtain individual CASS certification has changed. Users of vendor-supplied commercial software, with current CASS certification, may continue to use that software without obtaining individual CASS certification until at least March 1, 1992. This allows the Postal Service and the software vendor community time to develop new CASS certification methods for specific parameter settings (known as *configurations*) used in processing an address list. The new methods allow users of CASS-certified vendor supplied address matching software continued coverage under the blanket CASS certification of the software vendor when the software is used in configurations for which the vendor has obtained CASS certification. If the software is used in other configurations, for which the vendor has not obtained CASS certification, the user must obtain individual CASS certification for those configurations.

CASS-certified software is required to return a standardized address (based on the ZIP + 4 record to which the original address was matched) to ensure ZIP + 4 codes represent the proper depth of code. Original input addresses may also be returned at the customer's discretion.

Figure 1—Use of Apartment or Suite Numbers

The examples of the required levels of coding for apartment or suite numbers use the following sample records from the ZIP + 4 national file. S indicates a street or blockface record. H a building record, F a firm record, and RR a rural route record. Refer to these sample records when examining Examples 1-3.

Sample Records in ZIP + 4 File

Record Type	Primary Address Range	Street Name	Secondary Address	ZIP + 4 Code
S.....	0-98	MAIN ST		12345-4801
S.....	1-99	MAIN ST		12345-4807
H.....	89-89	MAIN ST		12345-4815
H.....	89-89	MAIN ST	APT 100-199.	12345-4816
H.....	89-89	MAIN ST	APT 200-299.	12345-4817
H.....	89-89	MAIN ST	APT 300-399.	12345-4818
H.....	89-89	MAIN ST	APT 400-499.	12345-4819
H.....	89-89	MAIN ST	APT 1B-15B..	12345-4822

Example 1 (refer to Figure 1)

Input Address	Output Address
89 MAIN ST ANYTOWN NY 12345	89 MAIN ST ANYTOWN NY 12345-4815

In this example, when the input address does not contain an apartment or suite number, the building (H record) ZIP + 4 code supplied in the output address (12345-4815) qualifies for an automation-based rate. However, coding to the S record (ZIP + 4 code 12345-4807) is not acceptable if a building code (H record 12345-4815) exists in the ZIP + 4 file.

Example 2 (refer to Figure 1)

Input Address	Output Address
89 MAIN ST APT 491 ANYTOWN NY 12345	89 MAIN ST APT 491 ANYTOWN NY 12345-4819
89 MAIN ST APT 11B ANYTOWN NY 12345	89 MAIN ST APT 11B ANYTOWN NY 12345-4822

In this example, since the input address contains the apartment number, the output address ZIP + 4 code provided must be for the range in which the apartment number appears in the ZIP + 4 file, supplying the finest depth of code.

Example 3 (refer to Figure 1)

Input Address	Output Address
89 MAIN ST APT 11 ANYTOWN NY 12345	89 MAIN ST APT 11 ANYTOWN NY 12345-4815

ZIP + 4 DEPTH OF CODE REQUIREMENTS FOR AUTOMATION-BASED RATES—Continued

In this example, the input address cannot be matched to a specific record containing an apartment number. The building ZIP + 4 code supplied in the output address (12345-4815) qualifies for an automation-based rate. However, coding to the S record, ZIP + 4 code (12345-4807) is not acceptable if a building code (H record, e.g., 12345-4815) exists in the ZIP + 4 file.

Figure II—Use of Firm Names

The examples of the required levels of coding for use of firm names use the following sample records from the ZIP + 4 national file. S indicates a street or blockface record, H a building record, F a firm record, and RR a rural route record. Refer to these sample records when examining Examples 4-6.

Sample Records in ZIP + 4 File

Record Type	Primary Address Range	Street Name	Firm Name	Apt/Ste	ZIP + 4 Code
S.....	100-198	MAIN ST.....			12345-4951
S.....	101-199	MAIN ST.....			12345-4911
F.....	102-102	MAIN ST.....	BOARDWALK AMUSEMENT.....		12345-4990
H.....	102-102	MAIN ST.....			12345-4953
H.....	102-102	MAIN ST.....		STE 100-199.....	12345-4983
H.....	102-102	MAIN ST.....		STE 200-299.....	12345-4987
F.....	102-102	MAIN ST.....	BALTIC INC.....	290-290.....	12345-4995

Example 4 (refer to Figure II)

Input Address	Output Address
BOARDWALK AMUSEMENT 102 MAIN ST ANYTOWN NY 12345	BOARDWALK AMUSEMENT 102 MAIN ST ANYTOWN NY 12345-4990
BALTIC INC 102 MAIN ST ANYTOWN NY 12345	BALTIC INC 102 MAIN ST STE 290 ANYTOWN NY 12345-4995

In these examples, the input firm name is assigned a unique ZIP + 4 code in the ZIP + 4 file. Since no more than one record for each firm exists at that address, the output address must contain the ZIP + 4 code assigned to that firm.

Example 5 (refer to Figure II)

Input Address	Output Address
PARK PLACE PRINTS 102 MAIN ST STE 293 ANYTOWN NY 12345	PARK PLACE PRINTS 102 MAIN ST STE 293 ANYTOWN NY 12345-4987

In this example, the input firm name has not been assigned a unique ZIP + 4 code in the ZIP + 4 file. However, the suite number provided is included in a record with suite number ranges. Therefore, the ZIP + 4 code in the output address must be for the range in which the suite number appears.

Example 6 (refer to Figure II)

Input Address	Output Address
PARK PLACE PRINTS 102 MAIN ST ANYTOWN NY 12345	PARK PLACE PRINTS 102 MAIN ST ANYTOWN NY 12345-4953

In this example, the input address does not contain an apartment or suite number and the firm name has not been assigned a unique ZIP + 4 code in the ZIP + 4 file. In the output address, the ZIP + 4 code for the building must be used.

Figure III—Rural Route and Box Number or Highway Contract Route and Box Number

The examples of the required levels of coding for rural route and box number or highway contract route and box number use the following sample records from the ZIP + 4 national file. S indicates a street or blockface record, H a building record, F a firm record, and RR a rural route record. Refer to these sample records when examining Examples 7-8.

Sample Records in ZIP + 4 File

Record Type	Primary Address Name	Firm Range	ZIP + 4 Code
RR.....	RURAL ROUTE 1.	12345-9801
RR.....	RURAL ROUTE 1.	BOX 1-12.....	12345-9745
RR.....	RURAL ROUTE 1.	BOX 50-112.....	12345-9766

ZIP + 4 DEPTH OF CODE REQUIREMENTS FOR AUTOMATION-BASED RATES—Continued

Example 7 (refer to Figure III)

Input Address	Output Address
JOHN SMITH RR1 ANYTOWN NY 12345	JOHN SMITH RR1 ANYTOWN NY 12345-9801

In this example, the input address does not contain a rural route box number. Therefore, the output address contains the ZIP + 4 code for the rural route record in the ZIP + 4 file where no box numbers are included.

Example 8 (refer to Figure III)

Input Address	Output Address
JOHN SMITH RR1 BOX 12 ANYTOWN NY 12345	JOHN SMITH RR1 BOX 12 ANYTOWN NY 12345-9745

In this example, the input address contains both the rural route number and the rural route box number. The ZIP + 4 code provided in the output address is for the rural route record in the ZIP + 4 file for the range in which the box number appears.

Figure IV—Address Standardization

Example 9: Standardization of Address Elements

JOHN ADAMS
1201 S MAIN AVE APT 1
FALLS CHURCH VA 22042-2102.

In this example, address elements are abbreviated using the standard abbreviations from the ZIP + 4 file.

JOHN ADAMS
1201 SOUTH MAIN AVENUE APARTMENT 1
FALLS CHURCH VIRGINIA 22042-2102

In this example, the address elements are fully spelled out.

Sample Records in ZIP + 4 File

The examples of the required address elements on a mailpiece use the following sample records from the ZIP + 4 national file. S indicates a street or blockface record, H a building record, F a firm record, and RR a rural route record. Refer to these sample records when examining Example 10.

Record Type	Primary Address Range	Street Name	Secondary Address	ZIP + 4 Code
S.....	0-98 E	MAIN ST		12345-4801
S.....	1-99 O	MAIN ST		12345-4807

Example 10 (refer to Figure IV)

Input Address	Output Address
JOHN SMITH 25 MAIN ANYTOWN NY 12345	JOHN SMITH 25 MAIN ST ANYTOWN NY 12345-4807

In this example, the input address is missing the suffix ST, but it corresponds to only one record in the ZIP + 4 file with which a match can be made to obtain a correct ZIP + 4 code (12345-4807). In this output address, standardization of the input record (adding ST) is recommended but not required to qualify for automation-based rates.

Sample Records in ZIP + 4 File

The examples of the required address elements on a mailpiece use the following sample records from the ZIP + 4 national file. S indicates a street or blockface record, H a building record, F a firm record, and RR a rural route record. Refer to these sample records when examining Example 11.

Record Type	Primary Address Range	Street Name	Secondary Address	ZIP + 4 Code
S.....	0-98 E	MAIN ST		12345-4801
S.....	1-99 O	MAIN ST		12345-4807
S.....	0-98 E	MAIN TRL		12345-2530
S.....	1-99 O	MAIN TRL		12345-2568

Example 11 (refer to Figure IV)

Input Address	Output Address
JOHN SMITH 25 MAIN ANYTOWN NY 12345	No Match. Input address does not qualify for automation based rate.

In this example, the ZIP + 4 file includes both Main ST and Main TRL with duplicate ranges. Therefore, the input address can not be correctly matched to a single record in the ZIP + 4 file. This input record must not be coded with a ZIP + 4 code.

Example 12: City or Place Name

City state file city name codes identify the type of Postal Service facility within a five-digit ZIP code. City name codes 1-5 in the following examples demonstrate the preferred city or place names for a five-digit ZIP code. City name code 9 refers to subdivision names or other names unrecognized by an incorporated community.

ZIP + 4 DEPTH OF CODE REQUIREMENTS FOR AUTOMATION-BASED RATES—Continued

City Name Code Table

1	Post Office Name
2	Branch
3	Community Post Office
4	Place Name (Discontinued Post Office)
5	Community or City Name
9	Other—Subdivision or Development Name

Sample Records From the City State File

ZIP Code	State	City Name	City Name Code	Standardized City Name
60525	IL	HODGKINS	2	HODGKINS
60525	IL	INDIAN HEAD PARK.	9	LA GRANGE
60525	IL	LA GRANGE	1	LA GRANGE
60525	IL	LA GRANGE HIGHLANDS.	9	LA GRANGE
60525	IL	LA GRANGE PARK.	2	LA GRANGE PARK
60525	IL	MC COOK	2	MC COOK

Input City Name, State ZIP Code	City Name Code Match to C/S File	Name Change Required for Standardization	Standardized City Name From C/S File
HODGKINS IL 60525.	2	NO	HODGKINS
INDIAN HEAD PARK IL 60525.	9	YES	LA GRANGE
LA GRANGE IL 60525.	1	NO	LA GRANGE
LA GRANGE HIGHLANDS IL 60525.	9	YES	LA GRANGE
LA GRANGE PARK IL 60525.	2	NO	LA GRANGE PARK
MC COOK IL 60525.	2	NO	MC COOK

CASS testing requires that address matching software return a standardized city name. Return of standardized city names is the software vendor's option. For example, using the same city names as above:

Input Name	Standardized Output Name	Optional Output Name
HODGKINS	HODGKINS	HODGKINS
INDIAN HEAD PARK.	LA GRANGE	INDIAN HEAD PARK
LA GRANGE	LA GRANGE	LA GRANGE
LA GRANGE HIGHLANDS.	LA GRANGE	LA GRANGE HIGHLANDS
LA GRANGE PARK.	LA GRANGE PK.	LA GRANGE PARK
MC COOK	MC COOK	MC COOK

Example 13: Preferred Format

(Optional Line)	INFORMATION/ ATTENTION LINE
(Top Line)	NAME OF RECIPIENT
(Line Above Last)	DELIVERY ADDRESS (with APT/STE number)
(Last Line)	POST OFFICE STATE ZIP + 4 CODE

Example 13: Optional Format

(Optional Line)	INFORMATION/ ATTENTION LINE
(Top Line)	NAME OF RECIPIENT APARTMENT OR SUITE NUMBER
(Line Above Last)	DELIVERY ADDRESS
(Last Line)	POST OFFICE STATE ZIP + 4 CODE

—Marketing and Customer Service Group 1-9-92

WRONG, OR STALE, METER DATES

When postage meter dates are not advanced to the next, or current, business date before the start of that day's business, the result is a wrong date, or stale meter date, on originating mail. Stale meter dates contribute to customer complaints about poor service and reflect adversely on USPS operations performance measurement (ODIS).

Most mail identified as bearing stale meter dates can be traced to private postage meter holders. All divisions and management sectional centers (MSCs) should have an ongoing program to spot check for stale date meter mail and to initiate corrective followup action with the mailer.

Such quality assurance programs to identify wrong meter dates have also determined that some

stale meter dates originate from postal-owned postage meters. At times, postal employees (usually window clerks) do forget and neglect to advance the date on USPS postage meters to the next (or current) business date. As a service-oriented organization, all postal employees (supervisory and clerical) must be more alert to this problem and assist in preventing postal-caused stale meter dates.

Before post offices and retail windows open for business, a supervisor or designated clerk should check all postage meters and round date stamps to ensure that personnel have changed dates to the current date.

—Delivery, Distribution, and
Transportation Dept. 1-9-92

POST OFFICE CHANGES NUMBER 1

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	038880 038880	85726 85754	AZ AZ	Tucson	Pima	Main Office	Post Office	7-1-92	Establish a new ZIP Code for post office boxes. Establish a new facility at Tucson AZ.
				Tucson	Pima	Silverbell	Classified Station	7-1-92	
OLD NEW	120044 120044	30101 30102	GA GA	Acworth	Cobb	Main Office	Post Office	7-1-91	Establish a new ZIP Code for a delivery area. This action splits ZIP Code 30101. Acworth GA becomes a multicoded office.
				Acworth	Cobb	Main Office	Post Office	7-1-91	
OLD NEW	122233 122233	30130 30131	GA GA	Cumming	Forsyth	Main Office	Post Office	7-1-92	Establish new ZIP Code for a delivery area. This action splits ZIP Code 30130. Cumming GA becomes a multicoded city.
				Cumming	Forsyth	Main Office	Post Office	7-1-92	
OLD NEW	151900 151900	83814 83816	ID ID	Coeur D'alene	Kootenai	Main Office	Post Office	1-1-92	Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for post office boxes at 83814.
				Coeur D'alene	Kootenai	Main Office	Post Office	1-1-92	
OLD NEW	161092 163066	62020 62033	IL IL	Gillespie	Macoupin	Dorchester	Community Post Office.	2-15-92	Community post office and ZIP Code discontinued. Establish a place name. Use Dorchester IL 62033 as last line of address.
				Gillespie	Macoupin	Main Office	Place name	2-15-92	
OLD NEW	174037 174037	46241 46242	IN IN	Indianapolis	Marion	Park Fletcher	Classified Branch	4-1-92	Establish new ZIP Code for post office boxes. This action changes the ZIP Code for post office boxes at 46241.
				Indianapolis	Marion	Park Fletcher	Classified Branch	4-1-92	
OLD NEW	183708 185949	52051 52064	IA IA	Green Island	Jackson	Main Office	Post Office	2-29-92	Post office and ZIP Code discontinued. Establish a place name. Use Green Island IA 52064 as last line of address.
				Miles	Jackson	Main Office	Place Name	2-29-92	
OLD NEW	196754 196754	66061 66051	KS KS	Olathe	Olathe	Main Office	Post Office	7-1-92	Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for post office boxes at 66061.
				Olathe	Olathe	Main Office	Post Office	7-1-92	
OLD NEW	196754 196754	66062 66063	KS KS	Olathe	Olathe	Main Office	Post Office	7-1-92	Establish a new ZIP Code for post office boxes. Establish a new classified station at Olathe KS.
				Olathe	Olathe	Olathe East	Classified Station	7-1-92	
OLD NEW	200332 200376	40905 40906	KY KY	Bailey Switch	Knox	Main Office	Post Office	2-8-92	Post office and ZIP Code discontinued. Establish a place name. Use Bailey Switch KY 40906 as last line of address.
				Barbourville	Knox	Bailey Switch	Place Name	2-8-92	
OLD NEW	205020 205076	41648 41649	KY KY	Manton	Floyd	Main Office	Post Office	2-14-92	Post office and ZIP Code discontinued. Establish a place name. Use Manton KY 41649 as last line of address.
				Martin	Floyd	Manton	Place Name	2-14-92	
OLD NEW	208284 206816	41473 41465	KY KY	Wheelerburg	Magoffin	Main Office	Post Office	2-29-92	Post office and ZIP Code discontinued. Establish a place name. Use Wheelerburg KY 41465 as last line of address.
				Salyersville	Magoffin	Wheelerburg	Place Name	2-29-92	
OLD NEW	205632 206848	41162 41171	KY KY	Newfoundland	Elliott	Main Office	Post Office	2-22-92	Post office and ZIP Code discontinued. Establish a place name. Use Newfoundland KY 41171 as last line of address.
				Sandy Hook	Elliott	Newfoundland	Place Name	2-22-92	
OLD NEW	208428 208428	40470 40391	KY KY	Winchester	Clark	Pine Grove	Community Post Office.	2-15-92	Community post office and ZIP Code discontinued. Establish a place name. Use Pine Grove KY 40391 as last line of address.
				Winchester	Clark	Pine Grove	Place Name	2-15-92	

POST OFFICE CHANGES NUMBER 1—Continued

OLD NEW	235584 235584	21093 21094	MD MD	Lutherville Timonium	Baltimore	Main Office	Post Office	1-1-92	Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for post office boxes at 21093.
				Lutherville Timonium	Baltimore	Main Office	Post Office		
OLD NEW	245967 245967	01364 01378	MA MA	Orange	Franklin	Main Office	Post Office	7-1-92	Establish a new ZIP Code for a delivery area. This action splits ZIP Code 01364. Use Warwick MA 01378 as last line of address.
				Orange	Franklin	Warwick	Place Name	7-1-92	
OLD NEW	248024 248024	02777 02777	MA MA	Swansea	Bristol	Main Street Station	Classified Station	2-22-92	Classified Station discontinued. Retain ZIP Code. Establish a place name. Use Swansea MA 02777 as last line of address.
				Swansea	Bristol	Swansea	Place Name	2-22-92	
OLD NEW	285826 280102	63768 63732	MO MO	New Wells	Cape Girardeau	Main Office	Post Office	2-8-92	Post office and ZIP Code discontinued. Establish a place name. Use New Wells 63732 as last line of address.
				Altenberg	Perry	New Wells	Place Name	2-8-92	
OLD NEW	287464 288286	65751 65773	MO MO	Souder	Ozark	Main Office	Post Office	2-8-92	Post office and ZIP Code discontinued. Establish a place name. Use Souder MO 65773 as last line of address.
				Wasola	Ozark	Souder	Place Name	2-8-92	
OLD NEW	339240 339240	08096 08096	NJ NJ	Woodbury	Gloucester	Blackwood Terrace	Classified Station	2-29-92	Classified branch discontinued. Establish a place name. Use Blackwood Terrace NJ 08096 as last line of address.
				Woodbury	Gloucester	Blackwood Terrace	Place Name	2-29-92	
OLD NEW	374688 374768	58473 58454	ND ND	Jud	Lamoure	Nortonville	Community Post Office	2-29-92	Community post office and ZIP Code discontinued. Establish a place name. Use Nortonville ND 58454 as last line of address.
				Jud	Lamoure	Nortonville	Place Name	2-29-92	
OLD NEW	381792 381792	43216 43240	OH OH	Columbus	Franklin	Main Office	Post Office	9-1-91	Establish new ZIP Code for delivery area and PO boxes. Establish a new classified station at Columbus OH.
				Columbus	Franklin	Polaris	Classified Station	9-1-91	
OLD NEW	380028 382282	43801 43821	OH OH	Adams Mills	Muskingum	Main Office	Post Office	3-7-92	Post office and ZIP Code discontinued. Establish a place name. Use Adams Mills OH 43821 a last line of address.
				Dresden	Muskingum	Adams Mills	Place name	3-7-92	
OLD NEW	416780 416780	19464 19465	PA PA	Pottstown	Montgomery	Main Office	Post Office	1-1-92	Establish new ZIP Code for delivery area. This action splits ZIP Code 19464. Pottstown becomes a multi-coded city.
OLD NEW	451520 450660	29705 29702	SC SC	Cherokee Falls	Cherokee	Main Office	Post Office	2-14-92	Post office and ZIP Code discontinued. Establish a place name. Use Cherokee Falls SC 29702 as last line of address.
				Blacksburg	Cherokee	Cherokee Falls	Place Name	2-14-92	
OLD NEW	457140 454440	29588 29555	SC SC	Poston	Florence	Main Office	Post Office	2-29-92	Post office and ZIP Code discontinued. Establish a place name. Use Poston SC 29555 as last line of address.
				Jacksonville	Florence	Poston	Place Name	2-29-92	
OLD NEW	480115 484445	78601 78671	TX TX	Albert	Gillespie	Main Office	Post Office	2-1-92	Post office and ZIP Code discontinued. Establish a place name. Use Albert TX 78671 as last line of address.
				Johnson City	Blanco	Albert	Place Name	2-1-92	
OLD NEW	561870 561870	53912 53925	WI WI	Columbus	Dodge	Astico	Community Post Office	1-4-92	Community post office and ZIP Code discontinued. Use Columbus WI 53925 as last line of address.
				Columbus	Columbia	Main Office	Post Office	1-4-92	
OLD NEW	254730 564820	49936 54542	WI WI	Long Lake	Forest	Alvin	Community Post Office	5-18-91	Community post office and ZIP Code discontinued. Establish a place name. Use Alvin WI 54542 as last line of address.
				Long Lake	Florence	Alvin	Place Name	5-18-91	

—Marketing and Customer Services Group, 1-9-92

AVOID SLIPPERY SURFACES



[Faint, illegible text from the background of the page, likely bleed-through from the reverse side.]

MISSING CANADIAN MONEY ORDER FORMS--DO NOT CASH

To be posted and used by retail window employees. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*. The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. In addition to this listing, do not cash: (1) all card type orders, and (2) new style money orders 000,000,001 to 575,000,000. Advise holders to send invalid money orders to Canada Post Corporation, Ottawa, Canada K1A 0B1.

575,913,145 to 3,200	604,799,901 to 800,800	619,765,826 to 766,400	630,642,629 to 2,700
579,877,101 to 7,200	605,367,722 to 8,200	619,906,171 to 6,200	630,904,718 to 4,900
580,207,301 to 7,770	605,721,494 to 1,500	620,104,808 to 4,900	630,995,315 to 5,400
580,335,207 to 5,300	606,915,240 to 5,300	620,256,601 to 6,700	631,381,731 to 1,800
580,337,901 to 8,000	607,183,001 to 3,300	620,514,863 to 4,900	631,817,556 to 7,600
580,562,401 to 2,500	607,273,964 to 4,500	620,521,444 to 1,500	632,448,956 to 9,300
580,899,103 to 9,200	607,586,501 to 6,600	620,711,701 to 1,800	632,939,648 to 9,800
581,171,918 to 2,400	607,673,301 to 4,500	620,894,501 to 4,600	633,135,036 to 5,300
581,341,293 to 1,400	607,591,119 to 1,200	620,969,476 to 9,500	633,175,517 to 5,600
581,986,501 to 6,600	607,842,343 to 2,500	621,180,332 to 0,400	633,537,840 to 0,900
584,314,756 to 5,000	607,930,501 to 1,000	621,182,939 to 3,400	634,141,201 to 1,500
584,834,505 to 4,600	608,011,756 to 1,200	621,715,301 to 5,400	634,328,501 to 8,600
584,862,862 to 3,900	608,288,084 to 8,100	622,032,701 to 2,800	634,399,042 to 9,100
584,947,247 to 7,300	608,678,701 to 9,100	622,032,901 to 3,000	634,839,201 to 9,300
584,963,232 to 3,300	608,722,023 to 2,200	622,659,101 to 9,200	634,848,780 to 8,800
585,948,403 to 9,000	609,084,101 to 5,100	623,363,613 to 3,800	635,296,451 to 6,500
586,432,013 to 2,500	609,394,901 to 5,000	623,447,801 to 7,900	635,298,587 to 8,600
586,543,860 to 3,900	610,368,452 to 8,465	624,023,279 to 4,000	635,312,907 to 313,000
586,830,748 to 0,800	611,216,001 to 7,100	624,173,970 to 4,000	635,376,834 to 6,900
589,005,217 to 5,300	611,338,466 to 8,700	624,512,201 to 3,000	635,468,101 to 8,200
589,876,801 to 6,900	611,345,254 to 5,300	624,555,001 to 556,100	635,681,001 to 1,100
590,230,567 to 0,600	611,387,101 to 7,200	625,060,673 to 0,700	635,699,601 to 700,600
590,242,301 to 2,400	611,874,375 to 4,400	625,196,431 to 6,500	636,000,201 to 0,300
590,973,597 to 4,000	611,891,801 to 2,400	625,206,601 to 6,900	636,012,675 to 2,700
591,138,501 to 8,600	611,930,472 to 0,500	625,553,170 to 3,200	636,030,135 to 0,200
591,724,456 to 4,500	612,182,901 to 3,700	625,706,401 to 6,500	636,042,001 to 2,200
591,778,901 to 9,000	612,185,601 to 6,100	625,932,001 to 2,100	636,042,001 to 2,200
591,860,001 to 0,100	612,512,359 to 2,700	625,945,101 to 5,400	636,863,001 to 3,100
591,948,198 to 8,216	612,472,501 to 3,100	625,966,101 to 6,200	636,931,725 to 1,800
592,371,801 to 2,100	613,359,706 to 9,732	626,035,401 to 5,500	637,043,605 to 3,700
593,389,186 to 9,200	613,364,701 to 5,100	626,174,177 to 4,200	637,789,301 to 9,400
594,538,411 to 8,500	613,856,401 to 6,600	626,305,019 to 5,100	637,860,101 to 0,200
594,724,301 to 4,900	614,608,143 to 8,152	626,305,019 to 5,100	639,522,101 to 2,400
594,768,672 to 8,700	614,442,385 to 2,400	626,567,516 to 7,528	639,857,736 to 7,900
594,952,701 to 3,400	614,487,801 to 7,900	626,613,101 to 3,300	640,666,076 to 6,200
596,073,100 to 3,500	615,753,401 to 3,600	626,871,601 to 2,500	641,011,901 to 2,600
596,308,901 to 9,100	616,042,700 to 3,300	627,079,501 to 9,900	641,121,411 to 1,500
597,044,346 to 4,400	616,192,014 to 2,100	627,097,438 to 7,500	641,181,847 to 1,900
597,253,460 to 3,500	616,320,501 to 1,200	627,171,001 to 1,400	641,196,269 to 6,300
598,659,921 to 660,100	616,339,601 to 9,700	627,974,001 to 4,300	641,309,609 to 9,658
599,664,001 to 5,700	617,008,801 to 009,000	628,196,859 to 197,100	641,574,196 to 4,650
600,349,301 to 9,400	617,127,319 to 8,100	628,390,001 to 0,300	641,583,509 to 3,600
600,439,001 to 9,100	617,461,706 to 1,800	628,455,689 to 6,200	641,962,607 to 2,630
600,493,650 to 3,700	617,478,723 to 8,800	628,600,766 to 601,300	642,415,969 to 6,000
600,526,018 to 6,400	617,582,829 to 2,900	629,701,101 to 1,159	642,983,001 to 3,100
601,042,674 to 2,700	617,739,158 to 9,200	629,893,459 to 3,500	643,201,801 to 1,000
601,652,701 to 3,300	618,333,401 to 4,100	629,966,903 to 7,000	643,726,901 to 6,500
602,528,606 to 9,000	618,625,824 to 5,900	630,199,031 to 9,100	643,736,201 to 6,400
603,708,901 to 9,200	619,215,945 to 6,000	630,233,957 to 4,300	644,475,893 to 6,300
603,780,401 to 0,500	619,225,550 to 5,600	630,252,101 to 2,200	644,858,601 to 8,800
603,780,701 to 0,800	619,226,975 to 6,999	630,301,208 to 1,300	644,932,601 to 3,100
603,780,942 to 1,000	619,326,641 to 7,000	630,334,070 to 4,600	644,941,801 to 2,100
604,020,801 to 0,900	619,357,588 to 7,600	630,331,801 to 332,100	644,990,601 to 1,100
604,083,174 to 3,700	619,580,012 to 0,100	630,342,552 to 2,600	644,990,601 to 1,100
604,122,517 to 2,900			646,321,801 to 2,000
604,181,801 to 2,100			646,322,201 to 2,800
			646,993,871 to 3,930

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



**MAKE
"SAFETY
FIRST"
YOUR NUMBER ONE
NEW YEAR'S RESOLUTION**



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

302 000 0000 to	389 846 3145 to 3195	410 775 1500 to 1599	432 995 9775 to 9799
302 123 9999	389 887 9211 to 9230	410 795 7927 to 7999	433 003 5800 to 5899
360 011 1690 to 1699	389 887 9234 to 9299	410 867 0917 to 0966	433 757 3047 to 3099
369 345 0188 to 0199	390 001 3182 to 3199	410 867 0970 to 0999	433 765 4003 to 4099
369 674 8141 to 8199	390 001 3500 to 3699	411 868 1023 to 1199	434 482 7060 to 7199
369 718 3783 to 3799	390 545 5974 to 5999	411 922 2322 to 2399	434 513 2386 to 2399
370 193 8257 to 8299	391 104 6146 to 6199	412 193 0900 to 0999	434 968 3076 to 3092
371 241 3118 to 3199	391 783 3020 to 3599	412 395 8599 to 8699	435 303 1831 to 1842
371 630 0100 to 0199	391 792 6100 to 6199	412 485 6500 to 6599	435 303 1986 to 1999
372 308 4180 to 4199	392 668 2956 to 2999	412 485 6610 to 6699	435 666 6092 to 6399
372 311 5400 to 5499	392 854 8500 to 8899	412 885 5953 to 5999	436 082 6400 to 6899
372 360 8303 to 8399	393 584 7566 to 7699	414 193 3608 to 3674	436 160 6441 to 6499
372 407 1025 to 1099	393 650 0074 to 0099	414 193 3677 to 3699	437 316 7115 to 7199
373 006 2176 to 2199	393 838 8316 to 8499	414 411 7348 to 7399	437 427 0500 to 3499
373 390 2301 to 2399	393 893 6007 to 6099	414 640 0757 to 0799	439 310 0458 to 0499
373 390 2518 to 2599	394 126 6907 to 6999	414 965 1727 to 1799	440 698 1947 to 1999
373 390 2604 to 2699	394 189 0405 to 0599	415 161 8858 to 8868	440 858 6300 to 6399
373 463 0902 to 0999	394 822 3243 to 3278	417 302 8104 to 8199	440 858 6500 to 7299
374 022 8105 to 8199	394 990 1810 to 1899	417 387 6532 to 6599	440 858 6420 to 6499
374 692 8858 to 8899	395 343 3264 to 3299	417 496 6800 to 6999	443 127 3648 to 3699
374 768 2600 to 2699	395 373 3035 to 3099	417 871 9250 to 9299	443 127 4000 to 4099
374 795 2118 to 2199	395 396 9649 to 9799	417 930 9533 to 9599	441 199 1655 to 1699
375 169 4400 to 4599	395 970 3240 to 3299	418 164 6500 to 6799	444 457 3854 to 3899
375 637 9137 to 9199	397 622 4054 to 4099	418 423 9863 to 9899	444 382 8822 to 8899
375 637 9365 to 9999	397 819 8902 to 8999	418 633 5922 to 5999	450 048 4173 to 4199
375 744 7930 to 7999	398 149 7200 to 7699	418 719 8520 to 8599	450 048 4442 to 4699
375 829 3400 to 3499	399 070 0872 to 0899	418 744 2235 to 2299	450 620 3077 to 3099
375 851 9100 to 9199	399 156 7119 to 7199	418 962 2848 to 2899	450 560 5173 to 5199
376 850 0813 to 0899	399 203 5064 to 5099	419 543 0286 to 0299	450 620 3135 to 3199
376 855 6764 to 6999	399 296 9909 to 9999	419 730 0313 to 0369	451 109 2967 to 2984
376 903 0721 to 0738	399 792 7775 to 7799	419 730 0380 to 0399	451 115 4110 to 4125
376 906 3206 to 3299	399 792 8300 to 8399	420 599 0734 to 0798	451 115 4127 to 4199
377 113 7461 to 7499	399 396 8935 to 8999	420 661 4115 to 4199	452 265 0074 to 0099
377 224 2300 to 2599	400 427 1051 to 1999	420 758 9500 to 9699	452 265 0246 to 0299
377 955 4285 to 4399	401 045 1505 to 1549	420 969 3951 to 3971	452 265 0335 to 0399
378 029 9347 to 9399	401 045 1571 to 1599	420 969 3973 to 3999	452 265 0400 to 0999
378 085 3679 to 3699	401 294 2700 to 2799	421 116 3565 to 3599	452 509 1169 to 1199
378 210 9090 to 9099	401 310 9505 to 9599	421 130 9300 to 9399	452 855 6471 to 6499
378 351 1063 to 1099	401 382 5312 to 5399	421 313 4500 to 4999	452 890 4679 to 4699
378 630 9489 to 9599	402 578 7876 to 7899	421 364 5537 to 5599	452 900 8215 to 8238
379 128 9584 to 9599	403 125 6744 to 6799	421 656 2609 to 2699	453 117 9146 to 9199
379 509 2600 to 2699	403 260 7000 to 7499	421 988 9700 to 9799	454 302 5282 to 5299
379 679 8060 to 8099	403 280 6470 to 6499	422 172 4667 to 4699	454 302 5400 to 5499
379 843 5100 to 5199	403 685 8600 to 8699	422 484 4212 to 4299	455 221 1348 to 1499
380 093 9600 to 9611	404 003 0300 to 0399	422 556 1270 to 1299	455 364 2147 to 2199
380 165 1165 to 1199	404 041 8838 to 8899	422 587 7024 to 7099	455 399 5400 to 5499
380 489 6800 to 6899	404 071 4268 to 4299	422 819 7533 to 7599	455 476 0676 to 0699
380 572 1840 to 1899	404 347 5356 to 5399	422 842 5073 to 5087	455 543 0618 to 0699
381 077 3600 to 3699	404 347 5548 to 5599	424 500 6050 to 6099	456 135 3200 to 3399
381 325 4500 to 4599	404 726 4500 to 4599	424 641 8500 to 8599	456 410 9006 to 9099
381 540 9900 to 9999	404 961 5001 to 5199	424 871 6600 to 6699	456 619 4460 to 4499
381 604 2510 to 2699	405 325 0188 to 0198	425 298 2352 to 2399	457 333 2686 to 2699
381 645 9525 to 9599	406 009 4587 to 4599	425 418 4269 to 4299	459 472 4816 to 4899
381 924 0748 to 0799	406 260 6830 to 6899	425 418 4405 to 4499	459 472 4900 to 4999
383 156 6968 to 6999	406 459 6497 to 6499	427 412 6337 to 6499	700 065 2570 to 2599
383 156 7128 to 7199	406 733 3000 to 3999	427 481 0900 to 0999	700 065 4800 to 4899
383 156 7300 to 7999	407 545 1556 to 1599	428 027 2742 to 2752	700 190 3350 to 3359
383 299 2081 to 2099	407 594 0412 to 0599	429 474 4172 to 4199	700 228 6048 to 6099
383 314 3968 to 3999	407 692 9100 to 9299	429 889 2900 to 2999	802 678 2605 to 2699
383 892 1000 to 1344	408 265 2275 to 2288	430 150 4401 to 4599	803 605 2840 to 2899
383 892 1382 to 1399	408 499 7700 to 7799	430 177 1900 to 1999	803 605 6300 to 6499
385 568 2330 to 2399	408 499 7900 to 7999	430 177 2000 to 2099	805 323 5006 to 5024
385 599 7554 to 7575	408 682 8484 to 8599	430 444 9500 to 9699	805 466 7255 to 7299
385 774 2024 to 2099	408 698 7015 to 7099	430 664 4069 to 4099	806 015 3885 to 3899
387 314 5574 to 5599	409 072 3941 to 3999	432 168 8419 to 8499	806 087 1100 to 1499
389 696 2400 to 2799	410 491 2311 to 2399	432 708 6800 to 6999	806 268 9275 to 9299
389 846 3104 to 3135	410 694 8400 to 8599	432 744 1544 to 1599	806 534 3400 to 3477

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

SEAT BELTS SAVE LIVES

**This driver
lived to
tell about it.**



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INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

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

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

005049	019034	027468	050038	066108	079144	091729	103547	115691	132178	191942	206076	271119
007137	019047	027471	054182	066138	079560	091927	103548	115703	132211	191991	207206	271142
008001	019077	027806	054210	066163	079728	092034	103677	115717	132215	192018	207400	272020
008042	019136	028042	060024	066274	079944	092232	103763	115729	134005	192045	207418	272066
008111	019161	028158	060124	067051	080005	092264	103773	115909	136034	192123	207447	272124
008126	019179	028215	060156	067273	080041	092361	104151	115972	139094	192142	207493	272129
008140	019297	028299	060189	068018	080173	092455	104241	115974	139114	192159	207536	272164
008187	019334	028338	060247	068097	080269	092489	104260	117199	139120	192236	207541	272188
008287	019337	028474	060255	068128	080291	092519	104264	117371	142182	192298	208212	273055
008388	019360	028491	060256	068347	080575	092555	105171	117397	142241	192315	208357	274252
008448	019377	028571	060303	068352	080602	092591	105240	117457	142388	192326	208378	282259
008508	019383	028579	060382	068398	085017	092601	105577	117524	142637	192343	208416	282396
008550	019385	028670	060387	068431	085030	092719	105687	117560	142670	192344	208440	282603
009081	019417	028740	060405	069008	085048	092843	105761	117593	142708	192356	208506	282614
009596	019443	028830	060435	069080	085065	092855	105837	117861	146364	192358	208559	283252
009647	019455	028867	060441	069165	085099	092928	105864	117897	146553	192363	209090	283260
009733	019465	028879	060590	069188	085101	093106	105906	117909	148252	192370	209131	292269
009734	019505	028898	060593	069359	085111	093184	105977	117924	148258	192449	209139	292282
009970	019531	028919	060637	069390	085121	093354	106222	118097	150082	192454	210032	292342
010082	019568	028955	060640	069534	085128	093417	106354	118214	150088	192491	210070	292372
010219	019588	029264	060715	069765	085134	093626	106405	118221	150092	192497	212248	292392
010226	019601	029446	060727	069864	085149	093672	107079	118262	150127	192505	212871	292399
010259	020024	029503	060806	069866	085157	093739	107105	118268	151060	192546	212873	292406
010317	020050	029554	060823	069911	085162	093786	107214	118271	152015	192560	212918	295220
010326	020097	029584	060841	069932	085245	094024	108001	118297	152031	192612	220148	295336
010342	020147	029593	060932	069943	085250	094124	108049	118334	152036	192618	220167	295382
010401	020227	029595	061116	069957	085254	094187	108056	118336	152053	192645	220173	295407
011201	021138	029613	061171	069973	085259	094208	109140	118372	152069	192651	220232	296166
012184	021179	029614	061225	069995	085273	094218	109159	118410	152075	192669	220312	296267
012202	021206	029631	061233	070214	085277	094254	109166	118458	152103	192674	220342	296271
014086	021275	029679	061267	071114	085285	094325	109193	118514	152148	192862	220355	296401
014256	021596	029683	061272	071117	085294	094358	109343	118522	152166	193336	220406	300001
014258	021722	029692	061292	071174	085298	094463	109350	118536	152181	193346	221077	300003
014325	021849	029700	061359	071216	085337	094552	109362	118556	152305	193368	221114	300131
014364	021960	029735	061362	071220	085338	094614	109372	118610	152428	193449	221133	300288
014460	021992	029745	061406	071300	085355	094624	109449	118617	152534	193463	221145	300365
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Indexes: Quarterly indexes for *Bulletin* articles appear in January, April, July, and October. A complete annual index appears early the following year.



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