

P1.3  
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# postal bulletin

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## 29-Cent Olympic Baseball Commemorative Stamp

The Olympic Baseball commemorative stamp goes on sale April 3 in Atlanta, Georgia. This stamp design features a baseball player sliding into home plate, with the opposing team's catcher—baseball in glove—attempting to tag the player out.

**Do Not Place on Sale Before April 4, 1992**

Copyright U.S. Postal Service 1991

Issued in panes of 50 stamps.  
Manufactured by Bureau of Engraving and Printing  
A future issue will include collector information.

**Supply.** All post offices receive their standard automatic distribution quantities for a 50-subject commemorative stamp. The Bureau of Engraving and Printing will not honor supplemental requisitions for **Item 4423**.

Limited quantities of this stamp will be shipped to regional accountable paper depositories (RAPDs) for filling supplemental orders. Stamp distribution offices (SDOs) requiring additional stamps may order them from their 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.

Before requisitioning additional stock, post offices should consider that they must deplete the stock in 60 days or before June 4, 1992, except at authorized philatelic centers. (It is Postal Service policy to sell commemorative issues at all regular windows for 60 days from the first day of issue.)

—*Philatelic and Retail Services Dept., 1-23-92*

### Reminder

## General Statistics Reporting System

The General Statistics Reporting System will close for data input on January 31, 1992. On January 2, 1992, a memorandum and user's guide was distributed to:

- general managers at the field division
- managers, management information systems
- managers, management sectional centers

End-of-year statistics data is reported each year at the management sectional center level. Effective February 20, anyone with a Raleigh logon ID can print reports from the NISSC CIS menu, option 13.


—*Operations Systems and Performance Dept., 1-23-92*

## Wee Deliver Lobby Posters

Postmasters in A through K post offices will receive a Wee Deliver poster to bring customers' attention to the In-School Postal Service Program.

Offices should display the poster in the plexi-glass lobby display unit from January 20 through February 2, 1992.—*Communications Dept., 1-23-92*

DEPOSITORY



**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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## Suggested Billing Followup Procedures

Effective immediately, Handbook F-16, *Accounts Receivable* (February 1990), is revised to reflect changes and a correction to Exhibit 342.11, *Suggested Billing Followup Procedures (for other than payroll)*. The following changes are in the Exceptions section of the revised exhibit:

(1) For the St. Louis PDC, references to city, county, and state agencies and Air Mail and Active Out Sub Leases have been deleted. Receivables to these institutions *will* now be sent to collection agencies. As indicated in the revised exhibit, banking institution and federal government agency receivables will receive the standard debt collection letter, but will not be sent to collection agencies.

(2) For the San Mateo PDC, motor vehicle accident receivables *will* be sent to a collection agency.

Handbook F-16 also contains a printing error in that Exhibit 342.11 (page 3) is printed twice. Exhibit 342.11 is corrected by (1) removing the page on which identical exhibits appear on the front and back, and (2) inserting the revised exhibit on page 51 in this Bulletin.—*Dept. of the Controller, 1-23-92*

### Handbook EL-806 Revision

## Health and Medical Service

The following text revises Handbook EL-806, *Health and Medical Service*, section 523. Section 523 is revised to expand postal policy by which employees may self-administer a prescribed subcutaneous injection in the medical/health unit.

These changes are effective immediately, and personnel should insert them in Handbook EL-806. A future edition will include the changes.

### 523 Hypodermic Injections

**523.1 Medical Officer Present.** Hypodermic injections are given only when a medical officer is present.

### 523.2 Exception

.21 Employees may self-administer a prescribed subcutaneous injection in the medical/health unit, where available, provided:

a. Written instructions from the private physician are reviewed by the postal medical officer and filed in the employee's medical file.

b. The individual furnishes all the necessary supplies, i.e., syringes, medication, alcohol, sponges, band aids, etc.

c. The individual properly disposes of needles and syringes, etc., using the medical sharps container and other medical waste containers located in the medical/health unit.

—*Employee Relations Dept., 1-23-92*

## Fees for Retrieving Data by Computer

This article provides an updated schedule of fees information for record retrieval by computer. Accordingly, *Administrative Support Manual (ASM) 352.623* instructs that the fees charged for retrieving data by computer are the actual cost of retrieval, calculated according to the Information Services Price List (ASM Exhibit 352.623) in effect at the time the retrieval is performed. The Information Services Price List has been revised to reflect current costs as follows:

### Information Services Price List

When information is requested that must be retrieved by computer, the requester is charged for the resources required to furnish the information. Estimates are provided to the requester in advance and are based on the following price list.

#### Exhibit 352.621, Fees for Retrieval by Computer

Description of services	Rate	Unit
A. Central Processing Unit Utilization based upon IBM 3090-200 Performance Standard:		
Batch Processing Services.	\$3,600.00	Hour.
On-Line Services .....	\$4,000.00	Hour.
Channel Utilization:		
Direct Access Storage Devices.	\$0.54	1,000 EXCPs*.
Tape Channel.....	\$0.96	1,000 EXCPs*.
(*execution of channel program)		
Local Printing.....	\$1.20	1,000 Print Lines.
B. Personnel Charges:		
Programming Services.	\$53.00	Hour.
Manual Unit Services.	\$37.00	Hour.

—*Dept. of the Controller, 1-23-92*

### DMM Revision

## DMM Chapter 6 Exhibit Corrections

Effective immediately, *Domestic Mail Manual (DMM) Exhibit 611.2a* is corrected to show the maximum 2.5-ounce limit established on December 15, 1991, for ZIP + 4 rated mail. DMM Exhibits 611.2b and 611.2e add notes about additional weight restrictions for automation-based rates. DMM Exhibits 611.2d and 611.2g show corrected legends to reflect that pieces are subject to a piece/pound rate if they weigh *more* than the weights indicated in the legends.

The entire series of DMM Exhibits 611.2 appear on pages 52-53.

—*Marketing and Customer Services Group, 1-23-92*

All Post Offices

## PLANT-VERIFIED DROP SHIPMENT CLEARANCE AND ACCEPTANCE PROCEDURES

This notice reminds postal personnel who preverify and clear for dispatch second-, third-, and fourth-class plant-verified drop shipments (PVDS)—and mail processing employees at destination postal facilities who receive PVDS shipments—of the procedures they must follow to ensure that only properly verified and paid shipments are accepted into the postal processing stream.

The rate change effective February 3, 1991, introduced new destination entry rates and modified previously available destination entry rates as postage savings incentives for mailers who want to transport in their own vehicles second-, third-, and fourth-class mailings to bulk mail centers (BMCs), sectional center facilities (SCFs), or destination delivery units (DDUs) where the shipments are deposited and accepted as mail.

Mailers can have destination rate mailings verified and paid for at each destination postal facility where they are deposited and accepted. As an alternative, postal employees can preverify these mailings at the mailer's plant or at an origin post office serving the mailer's plant (with all postage and fees paid to the post office responsible for verifying the mail), and the mailers transport the verified mailings as freight at their expense and deposit them for acceptance as mail at the appropriate destination postal facilities under a plant-verified drop shipment (PVDS) postage payment system.

The PVDS postage payment system allows destination acceptance of mailings prepared for entry at destination rates. This system promotes greater postal efficiency associated with origin postage payment and verification. The division serving the mailer's plant must approve participation in a PVDS program with a formal written agreement between the mailer and the Postal Service. *Domestic Mail Manual* (DMM) 456, 664, and 784 contain the PVDS program requirements.

**Note:** The requirement to seal vehicles containing third- or fourth-class PVDS mailings has been suspended indefinitely effective with DMM Issue 41 (12-15-91).

### Origin Detached Mail Unit (DMU) or Bulk Mail Acceptance Unit (BMAU) Responsibilities

1. *Presentation of Mailing by Mailer.* When presenting PVDS mailings to the DMU or BMAU for verification and clearance for dispatch, a mailer must also submit an appropriate mailing statement and a completed Form 8125, *Drop Shipment Clearance Document*, for each PVDS mailing to be deposited at each destination entry postal facility. In addition, the mailer must present any supporting documentation required by the DMM or any programs in which the mailer is participating. Form 8125, which

contains key information about the shipment, is the only official postal documentation accompanying the shipment to the destination entry post office. The mailer may attach additional documents to Form 8125 describing the shipment. Examples of acceptable documents include bills of lading, vehicle load diagrams, and sack/pallet/tray listings. Postal documents other than Form 8125, such as copies of mailing statements, must not be submitted to the entry offices with plant-verified drop shipments. The destination postal facility compares the information on Form 8125 against the shipment presented by the mailer.

2. *Responsibilities of DMU or BMAU Employees.* It is imperative that postal employees who are responsible for verifying PVDS shipments at the origin ensure that the following events occur before they sign and round date Form 8125: (1) the mailer pays proper postage for the mailing represented by the Form 8125; (2) the mailing is properly verified; and (3) the mailer shows information on Form 8125 that accurately reflects the destination entry post office, class of mail, volume (gross weight), and number of containers (sacks, trays, pallets, bundles, etc.) included in the shipment that has been verified and paid for.

2. *Suspension of Requirement to Seal Vehicles/Optional Sealing of Vehicles.* When the PVDS program was first implemented, it required that a postal employee who observed the loading of the vehicle seal the mailer's vehicle containing third- or fourth-class PVDS shipments, before it could be dispatched to the destination entry office. The sealing requirement was later suspended. Mailers may use their own seals or other security devices on vehicles containing PVDS shipments. If customers choose to use their own seals, the origin post office that verifies the mail will, at the mailer's request, record the customer seal number on the Form 8125.

The Postal Service recently distributed experimental PVDS seals to field divisions. Personnel may use the eight-inch blue plastic seals lettered U.S.P.S., P.V.D.S, FREIGHT and numbered with a unique seven-digit number, at the request of authorized PVDS mailers, to seal vehicles containing second-, third-, or fourth-class PVDS shipments that are paid for, verified, and cleared for dispatch. Mailers must not receive the seals. Post office personnel who have verified shipments and observed the loading of vehicles must affix the seals. They must follow the procedures in DMM 644.4 or 784.4 when affixing the seals and must write the seal number on Form 8125 prior to sealing the vehicle. Personnel must *not* use USPS numbered tin band seals to seal vehicles containing PVDS shipments under any circumstances. DMUs and BMAUs must keep the PVDS seals in a secure area inaccessible to

## PLANT-VERIFIED DROP SHIPMENT CLEARANCE AND ACCEPTANCE PROCEDURES—Continued

mailers and under lock at all times (e.g., locked drawer or file cabinet).

4. Upon receipt of a copy of a Form 8125 from a destination entry post office documenting discrepancies with drop shipments, the origin post office must ensure that the mailer takes steps to preclude recurrence of the discrepancies. If information on Form 8125 indicates the mailer claimed a destination entry discount for mail and deposited the mail at an office where the destination entry discount did not apply (e.g., mail claimed at the DBMC rate for entry at the Springfield, MA BMC was deposited at the Pittsburgh, PA BMC), calculate the additional postage due for that mail and assess the mailer the deficient revenue.

### Destination Entry Post Office Responsibilities

1. *Appointments.* Be certain the mailer has scheduled an appointment and has been assigned an appointment number to deposit all third-class destination entry rate mailings and fourth-class destination BMC rate mailings at the entry office. There are exceptions to the drop shipment appointment requirements for perishable parcels and shipments deposited by local mailers as described in DMM 624.717 and 722.432e. It is recommended that mailers schedule appointments to deposit fourth-class bound printed matter drop shipments. In addition, appointments are not required, but are recommended, for shipments consisting entirely of second-class mail. Except for mailings deposited at BMCs, mailers schedule appointments through the control center at the division serving the destination entry office. Mailers schedule appointments for shipments deposited at a BMC directly with the BMC.

In some instances, a mailer may arrive at a destination entry post office with an appointment number and time assigned by the division or BMC control center and personnel at the entry office have not received notification from the control center that an appointment is scheduled. When this occurs, personnel must make every effort to contact the control center to confirm the scheduled appointment. When an appointment was scheduled, the office must make every effort to accommodate the mailer in a timely manner.

#### 2. Sealed Vehicle

a. If a vehicle arrives bearing either a blue P.V.D.S. seal or a customer seal, remove the seal.

b. Open the vehicle and remove Forms 8125 identified as being for your post office from inside the vehicle (Forms 8125 should be on the left rear wall just inside the door of the vehicle).

c. Ensure that Forms 8125 are complete, signed, and dated by the origin post office responsible for verifying the mail, and that it identifies your office as the entry post office in Part III, item 1.

d. Compare the number on the seal removed from the vehicle against the number in Part II, item 3, on Form 8125.

e. Compare the class, processing category, and volume (number of containers, gross weight) of mail shown in Part I on Forms 8125 with the shipment being presented by the mailer or mailer's agent. The volume of mail presented may be determined by counting containers, weighing the shipment, weighing the vehicle before and after the mail is unloaded, or any other reasonable method.

Mailers or their agents must present mailings to the entry office in the same manner as verified and cleared for dispatch with the appropriate Form 8125. For example, a mailing of seven sacks for a destination that is represented by a signed and dated Form 8125 for that entry office must not be combined on a pallet with other small sacked mailings that are each represented by a signed and dated Form 8125.

f. *If all of the information on Form 8125 matches the shipment presented, accept the shipment into the postal processing stream as mail and complete Part III, items 2 and 3, on Form 8125 (date and time of arrival, USPS receiving employee's signature). Retain copy 2 of Form 8125 along with the seal removed from the vehicle in the files for 1 year. If mailers submit two copies of Form 8125, return one signed and dated copy to the driver.*

*If the seal number does not match the number on Form 8125, but all other information on the form matches the shipment presented: (1) accept the mail in accordance with the preceding instructions; (2) record the number of the seal removed from the vehicle on Form 8125 (on both copies if two are furnished), noting that it represents the number of the seal removed from the vehicle; and (3) send a copy of the completed Form 8125 showing both seal numbers to the origin post office identified in Part II, item 1, on Form 8125.*

*If the seal number matches the number on Form 8125, but there is a discrepancy between the information describing the shipment on Form 8125 and the shipment itself or if both the seal number and the shipment do not match the information on Form 8125 (e.g., the number of pallets or sacks presented exceeds the number reported on Form 8125, the entry is not your office), do not accept the shipment into the postal processing stream until contacting the origin post office that verified the shipment (see Part II on Form 8125). Describe the discrepancy to the origin post office and determine the appropriate action. If the discrepancy can be resolved: (1) accept the shipment; (2) describe the discrepancy and how it was resolved in the comments section of Form 8125; and (3) send a copy of Form 8125 with the comments section completed to the origin post office. If the discrepancy cannot be resolved, the destination*

## PLANT-VERIFIED DROP SHIPMENT CLEARANCE AND ACCEPTANCE PROCEDURES—Continued

entry office must work with the mailer and the origin post office to determine whether to accept the shipment. If a destination entry post office does not have authority to contact the origin office directly, personnel at that office should contact their division control center or manager, mailing requirements to work with the origin post office to resolve the discrepancy. Fully document any action taken to ensure that proper postage is paid before the mailing is accepted at the destination post office.

3. *Unsealed Vehicle.* If an unsealed vehicle arrives:

a. Open the vehicle and remove Forms 8125 identified as being for your post office from inside the vehicle (Forms 8125 should be on the left rear wall just inside the door of the vehicle).

b. Ensure that Forms 8125 are complete, signed, and dated by the origin post office responsible for verifying the mail, and that it identifies your office as the entry post office in Part III, item 1.

c. Compare the class, processing category, and volume (number of containers, gross weight) of mail shown in Part I on Form(s) 8125 with the shipment being presented by the mailer or mailer's agent. The volume of mail presented may be determined by counting containers, weighing the shipment, weighing the vehicle before and after the mail is unloaded, or any other reasonable method.

Mailers or their agents must present mailings to the entry office in the same manner as verified and cleared for dispatch with the appropriate Form 8125. For example, a mailing of seven sacks for a destination that is represented by a signed and dated Form 8125 for that entry office must not be combined on a pallet with other small sacked mailings that are each represented by a signed and dated Form 8125.

d. If all of the information on Form 8125 matches the shipment presented, accept the shipment into the

postal processing stream as mail and complete Part III, items 2 and 3, on Form 8125 (date and time of arrival, USPS receiving employee's signature). Retain copy 2 of Form 8125 in the files for 1 year. If mailers submit two copies of Form 8125, return one signed and dated copy to the driver.

If there is a discrepancy between the information describing the shipment on Form 8125 and the shipment itself (e.g., the number of pallets or sacks presented exceeds the number reported on Form 8125, the entry is not your office), do not accept the shipment into the postal processing stream until contacting the origin post office that verified the shipment (see Part II on Form 8125). Describe the discrepancy to the origin post office and determine the appropriate action. If the discrepancy can be resolved: (1) accept the shipment; (2) describe the discrepancy and how it was resolved in the comments section of Form 8125; and (3) send a copy of Form 8125 with the comments section completed to the origin post office. If the discrepancy cannot be resolved, the destination entry office must work with the mailer and the origin post office to determine whether to accept the shipment. If a destination entry post office does not have authority to contact the origin office directly, personnel at that office should contact their division control center or manager, mailing requirements to work with the origin post office to resolve the discrepancy. Fully document any action taken to ensure that proper postage is paid before the mailing is accepted at the destination post office.

In some instances, the vehicle used to transport a destination entry rate drop shipment may not lend itself to placing Form 8125 inside the vehicle on the rear left wall (e.g., private automobile, pickup truck). Under these circumstances, the mailer must submit Form 8125 with the shipment it represents to appropriate personnel at the entry office.

—Marketing and Customer Services Group, 1-23-92

### Correction

### Directives and Forms Update

The article Directives and Forms Update in *Postal Bulletin* 21806, 1-9-92, included two incorrect supply sources. The supply source for Form 2456, *Narrative of Work Accomplishments* (page 19), should be XMD.

The Headquarters telephone number listed for Form 3614 (page 18) should not be used to obtain the form. Form 3614 replaces Form 3614-A, *Application for a BRM Permit*. All CAG offices received an initial distribution of Form 3614. Personnel should use a copy from this distribution or photocopy the form on page 55 of this Bulletin to reproduce quantities needed on the local level.

—Information Resource Management Dept., 1-23-92

### Suspension of All International Mail Service to Haiti

Effective December 18, 1991, all international service to the country of Haiti was suspended until further notice. This action results from a lack of regular, reliable transportation to that country.

—Delivery, Distribution, and  
Transportation Dept., 1-23-92

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**Handle indemnity claims and  
claim status inquiries promptly**

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## ADDRESSING REQUIREMENTS FOR AUTOMATION-BASED RATE QUALIFICATION

*Domestic Mail Manual* (DMM) 530 identifies the Coding Accuracy Support System (CASS) requirements for address accuracy for mailings submitted at automation-based ZIP + 4 or ZIP + 4 Barcoded rates.

DMM 530 currently permits mailers to process address lists using separate address matching software for verification/assignment of five-digit ZIP Codes and verification/assignment of four-digit add-on codes. Effective March 1, 1992, the Postal Service will no longer CASS certify address matching software that verifies/assigns only four-digit ZIP + 4 add-on codes. Also, effective September 1, 1992, to qualify for automation-based rates, all address matching software must verify and assign the entire ZIP + 4 code in one operation.

Currently some ZIP + 4 address matching software allows the user to process an address list and obtain ZIP + 4 codes without verification and/or assignment of correct five-digit ZIP Codes. DMM 531.15 explains that when this type of address matching software is used, the address list must first be processed using a CASS certified five-digit address matching software product and then be processed using the CASS certified four-digit add-on product. The mailer must provide documentation to support the use of both processes, as described in DMM 532.

Use of these products was accommodated in the initial implementation of the CASS requirements to provide a transition for mailers who were already using them. However, the Postal Service has determined that it is impracticable to ensure that these address matching software products are always used in the proper sequence. As a result, the use of independent, stand-alone ZIP + 4 address matching software does not provide a consistent, reliable,

and controllable method of obtaining accurate ZIP + 4 codes. Accordingly, the Postal Service has now determined that continued use of ZIP + 4 address matching software that does not verify and/or assign the entire ZIP + 4 code (both the five-digit ZIP Code and the four-digit add-on) in one operation is not consistent with the need to ensure that mail for which an automation-based discount is claimed is accurately addressed.

Therefore, effective March 1, 1992, the Postal Service will no longer accept for CASS certification address matching software that allows the user to process address lists and obtain ZIP + 4 codes without the verification and/or assignment of correct five-digit ZIP Codes in one operation. As address lists come due for recoding under the CASS requirements in DMM 531.16, the use of these products will not be acceptable as qualification for automation-based rates.

This announcement is being made at this time to allow users of such products sufficient time to meet the September 1, 1992, deadline for converting their systems to use of ZIP + 4 address matching software products that verify and assign the entire ZIP + 4 code in one operation.

Every effort should be made to inform all users of such products (service bureaus and mailers) of the pending September 1, 1992, changes in CASS requirements for automation-based rates to allow them time for an orderly transition to the use of approved ZIP + 4 address matching software products.

All references to the use of ZIP + 4 address matching software that does not also verify and/or assign accurate five-digit ZIP Codes in one operation will be deleted effective with DMM Issue 48, September 19, 1993.

—Marketing and Customer Services Group, 1-23-91

## DOMESTIC ORDERS

*False Representation.* Enforced by postmasters at cities listed.

State/city	Names covered	Product
NY, Niagara Falls 14302-0661.	C.E.C. Services, Main Post Office Box 823 .....	Canadian lottery ticket pools.
North Miami, FL 33181-2597.	Copy Supply Warehouse, Inc., Central Distribution Ctr., 12555 Biscayne Boulevard.	A false billing scheme.
North Miami Beach, FL 33180-2617.	Performance Business Systems, Inc., 18761 W. Dixie Highway.	Copier supplies misrepresentation scheme.
Elyria, OH 44035-1104 .....	Postal Information Service Center, 6120 Elyria Avenue.	Advertisements for postal employment.
Hartford, MI 49057-8007.....	Springfield Biologicals, Inc., Springfield Bio, Inc., Dept. MF-1, P.O. Box 8007, County Road 687 and Figure Plus, Dept. REO, P.O. Box 8007.	The sale of Figure Plus or any breast enlargement product.
Hartford, MI 49059-9999.....	Phillips and Taylor, 8008 County Road.....	A tea that allegedly cures impotency and fires up sex life.
Maywood, NJ 07607-1028.....	Health Products International Company, P.O. Box 1028.	The sale of a weight loss product.

—Judicial Officer, 1-23-92

## MANAGEMENT ASSOCIATE PROGRAM RECRUITMENT

The Postal Service is recruiting for the Management Associate (MA) Program. This program provides participants with exceptional management potential intensive on-the-job developmental assignments and related training. The overall program objective ensures continuing management resources by developing mid-level managers with demonstrated ability to successfully (1) achieve division objectives as they pertain to organizational goals, (2) effectively integrate all functions and organizational units, and (3) manage a wide variety of personalities.

### A. Program Design

1. *Orientation.* The program begins with a regional orientation for MAs selected by field divisions within the regional boundaries. This orientation includes an overview of the Postal Service from both an organizational and functional perspective, information on strategic goals and objectives, and information on key features of the Management Associate Program.

The selecting field division also provides an orientation that includes opportunities to meet and interact with key field division managers and information on program administration.

2. *Length.* The length and content of each MA's program is tailored to his or her experience, interests, and management development needs. MAs are expected to complete the program within 36 months. The minimum program length is 18 months.

3. *Assignments.* MAs receive a variety of developmental experiences in various organizational settings, including postal operations, support functions, officer-in-charge (OIC) assignments, and postal and/or nonpostal education and training. Normally, assignments are 2 to 4 months in length.

### B. Compensation and Outplacement

1. *Compensation.* MAs are compensated on a salary schedule (RSC-J) developed specifically for structured development programs (SDPs), including the Management Associate Program. The schedule has no grade levels or steps but does have, for each SDP, a unique salary range, plus the same COLA as in the Executive and Administrative (EAS) Schedule. The salary range is \$29,300 to \$36,917 plus COLA.

The beginning salary is determined on an individual basis depending on the MA's education, experience, and current salary. If selected employees' basic salaries exceed the maximum of the program range, they retain their current basic salaries upon entering the program.

MAs will not receive general increases but will receive COLA increases and are eligible for salary adjustments up to 10 percent of basic salary annually (in the form of increases to salary and/or lump

sum payments) determined on the basis of performance evaluations and MA's position in the range.

2. *Outplacement.* Target outplacement positions are staff or mid-level management positions at EAS levels 19-22. Normally, outplacement occurs no later than 36 months after entering the program. The kind and level of outplacement position depends on the MA's particular qualifications and demonstrated performance and on what is available at the time the MA is ready for outplacement.

Outplacement in positions at the target levels is noncompetitive. However, MAs must meet the requirements of the position.

MAs may compete for any position above the target levels for which they qualify. They are exempt from any 1-year time-in-grade and area of consideration restrictions stated on the vacancy announcement. They are also exempt from the provisions of section 544.82 in Handbook EL-311, *Personnel Operations*, and section X.B.2. in Headquarters Circular 91-2, *Filling Nonbargaining-Unit Positions in Headquarters and HFUs*, which prohibit employees from being eligible candidates for vacant higher level positions to which they have been temporarily assigned for more than 60 days.

### C. Application

1. *Who May Apply.* Postal employees may apply to any one of the regions with field divisions that are recruiting. Nonpostal applicants may apply to those regions with field divisions recruiting from the outside as well as from the inside. All applicants are considered without regard to race, color, religion, sex, age, national origin, physical or mental disability, or other nonmeritorious factors or considerations.

The minimum eligibility requirement is a bachelor degree from an accredited college or university plus 2 years supervisory experience or an advanced degree. MAs must have completed all degree requirements before entering the program.

a. *Application Form.* Applicants must submit a completed Form 991-M, *Application for Management Associate Program*, which is available from personnel offices. Applicants must sign the Mobility Statement, *I am available to travel and relocate during the program as necessary*, and must forward the form to their immediate supervisor for completion of page 10 of the application form and the next higher level manager's approval.

b. *Transcripts.* Applicants must submit a legible copy of the official transcript from the college or university from which they received their highest degree. Applicants must either include the transcripts with their applications or have them forwarded by the college or university.

c. *Occupation/Academic References.* Nonpostal applicants must include letter(s) of reference from at

## MANAGEMENT ASSOCIATE PROGRAM RECRUITMENT—Continued

least one but no more than three employers or professors.

*d. Foreign Degrees.* Applicants with degrees from foreign colleges or universities must submit an evaluation of their degrees by a professional organization specializing in interpretation of foreign education credentials. Five private organizations that evaluate foreign educational credentials for employment and other purposes are listed below. All operate on a fee basis based on the extent of the education to be evaluated. The list is not exhaustive; others may provide similar services.

- (1) CREDENTIALS EVALUATION SERVICE  
PO BOX 66940  
LOS ANGELES CA 90066
- (2) EDUCATIONAL EQUIVALENCY EVALUATIONS  
WORLD EDUCATION SERVICES  
PO BOX 745  
OLD CHELSEA STATION  
NEW YORK NY 10011
- (3) EDUCATIONAL CREDENTIALS EVALUATORS INC  
PO BOX 17499  
MILWAUKEE WI 53217
- (4) INTERNATIONAL CONSULTANTS OF DELAWARE INC  
109 BARKSDALE PROFESSIONAL CENTER  
NEWARK DE 19711
- INTERNATIONAL CONSULTANTS OF DELAWARE INC  
CALIFORNIA OFFICE  
PO BOX 5399  
LOS ANGELES CA 90721
- (5) FOUNDATION OF INTERNATIONAL SERVICES INC  
PO BOX 230278  
PORTLAND OR 97223

2. *How to Apply.* The application is not considered complete until the applicant submits all required documents.

3. *When and Where To Apply.* Applications must be received no later than March 31, 1992.

Individuals may apply to only one region but may choose from any with field divisions that are recruiting. Applicants should indicate on the application form, in order of preference, the field divisions within the region where they wish consideration. Finalists who are not selected by recruiting field divisions may be referred to other regions. If applicants are interested in consideration by other regions, they should indicate this interest in their application materials.

Applicants should send the completed application to the region of their choice, to the attention of Management Associate Program. Regional addresses appear below. Under each is a list of the field divisions recruiting MAs. An asterisk indicates recruitment from within the Postal Service only.

### Eastern Region

REGIONAL DIRECTOR HUMAN RESOURCES  
US POSTAL SERVICE  
PO BOX 8601  
PHILADELPHIA PA 19197-0840  
Baltimore\*, Columbus\*, Harrisburg, Richmond, Southern MD

### Northeast Region

REGIONAL DIRECTOR HUMAN RESOURCES  
US POSTAL SERVICE  
6 GRIFFIN ROAD  
WINDSOR CT 06006-0840  
Albany, Boston, Brooklyn-Queens, Caribbean, Hartford, Newark, New Brunswick, New York City, Providence, Springfield, Westchester, Western New York

### Central Region

REGIONAL DIRECTOR HUMAN RESOURCES  
US POSTAL SERVICE  
433 W VAN BUREN STREET  
CHICAGO IL 60699-0840  
Chicago, Denver\*, Des Moines\*, Grand Rapids, Indianapolis, Kansas City, South Suburban, Twin Cities, Wichita  
*Special Qualification Requirements for Grand Rapids and South Suburban:* Industrial Engineering skills

### Southern Region\*

REGIONAL DIRECTOR HUMAN RESOURCES  
US POSTAL SERVICE  
MID MEMPHIS TOWER  
1407 UNION AVE  
MEMPHIS TN 38166-0840  
Dallas, Little Rock, Miami, Oklahoma City, San Antonio

### Western Region

REGIONAL DIRECTOR HUMAN RESOURCES  
US POSTAL SERVICE  
850 CHERRY STREET  
SAN BRUNO CA 94099-0840  
Long Beach, Oakland, Portland, San Francisco, San Jose, Tucson\*

### D. Selection Process

1. *Criteria.* MAs are selected based on their application and the extent to which they demonstrate the factors listed below. In the space provided on the application form, applicants must address each factor in one concise paragraph. Also, they must demonstrate each one using examples from their work, learning, or other life experiences, including leisure, community involvement, etc.

a. *Human Relations:* Ability to behave in a way that indicates perception and consideration of the needs and feelings of others; ability to interact tactfully and relate well to others.

b. *Leadership:* Ability to promote cooperation and teamwork within a work or task group; ability to use appropriate interpersonal styles and participative management methods in guiding individuals or groups to accomplish a task; ability to inspire subordinates to achieve beyond their goals and objectives.

c. *Communication:* Ability to express information and ideas orally and in writing; ability to provide clear oral and written instructions and to compose formal reports and correspondence. *The application will be used in evaluating written communication ability.*

d. *Action Orientation:* Ability to act decisively on one's own authority when timely action is needed; ability to take or initiate action that involves taking



## MANAGEMENT ASSOCIATE PROGRAM RECRUITMENT—Continued

calculated risks to achieve a goal or objective; ability to recognize and take advantage of opportunities to further goals and objectives.

e. *Flexibility*: Ability to change behavior/modify position when new information suggests a change is needed or when obstructed by the attitudes, beliefs, opinions, or behavior of others; ability to maintain effectiveness in varying environments with various tasks, responsibilities, or people.

f. *Planning and Organizing*: Ability to establish an effective course of action for self and/or others in order to accomplish a specific goal, make assignments of personnel and appropriate use of resources; ability to allocate appropriate amounts of time to activities and maintain awareness of interrelationships of activities.

g. *Problem Analysis and Decision Making*: Ability to identify issues, secure relevant information from a

variety of sources; ability to develop alternative and creative solutions to problems and to reach logical decisions.

2. *Application Review*. A regional screening board reviews applications.

3. *Interviews*. A regional review committee conducts interviews.

4. *Final Selections*. The recruiting field division general manager/postmaster makes the final selections.

### E. Posting

Offices should post the announcement on page 41 on bulletin boards and other appropriate locations to publicize the program. Personnel offices should duplicate this article as necessary for interested individuals.

—Training and Development Dept., 1-23-92

## DELIVERY SEQUENCE ADDRESS INFORMATION

Postal customers seeking information about the methods available to participate in the walk sequence postage rates should be advised of the following services and products. The methods described below provide the information necessary to qualify for either saturation or 125-piece walk sequence rates.

### Address Sequencing Services

Address Sequencing Service is available to mailers who present their addresses on cards to the Postal Service.

Upon request, the Postal Service will provide one of three levels of address card sequencing for all carrier routes and PO box sections. The *Domestic Mail Manual* (DMM) 946, Address Sequencing Services, provides instructions for obtaining these three levels of service. Information is available for either residential deliveries only, business deliveries only, or a combination of both.

This first service entails postal employees arranging customer address cards in delivery sequence and removing undeliverable addresses (see DMM 946.3). The second level of service includes all elements of the first, as well as identification of where addresses are missing from the customer's list. The third level is provided only if the customer's cards represent 90 percent of all possible delivery addresses within the five-digit ZIP Code. If so, the Postal Service will add the missing addresses as well as sequence the cards and remove undeliverable addresses (see DMM 946.5).

### Computerized Delivery Sequence

The Computerized Delivery Sequence (CDS) file is a five-digit ZIP Code-based customer product. It provides delivery sequence information with standardized addresses and ZIP + 4 codes for carrier routes and post office box sections through a computerized medium for qualified mailers.

To qualify, mailers must demonstrate that their address file has no less than 90 percent, and no more than 110 percent of all possible delivery addresses in a five-digit ZIP Code by having their address cards sequenced as provided in DMM 946.5 (the third level of sequencing service described above). Mailers must make application and submit addresses on cards to the appropriate division Address Program Support (APS) Office responsible for management of the ZIP Code. Information is available for either residential deliveries only or business deliveries only or for a combination of the two.

Customers wishing to receive additional information about CDS should request a CDS Customer Brochure from the National Address Information Center (see below).

### Delivery Sequence File

The Delivery Sequence File (DSF) is a computerized data base containing address sequence information, with standardized addresses, for carrier routes and post office box sections. The information is available through Postal Service-approved licensed vendors to all mailers regardless of the size of their address lists. The licensed vendors will sequence customers' existing address files and identify undeliverable addresses.

To obtain a list of DSF licensees or to obtain a CDS Customer Brochure, write to the National Address Information Center at the following address:

NATIONAL ADDRESS INFORMATION CENTER  
6060 PRIMACY PKY STE 101  
MEMPHIS TN 38188-0001  
Telephone: 1-800-238-3150

For information on the necessary documentation to mail at the walk sequence rates and the density requirements, refer to DMM 424.77 and 424.78 (second-class) or 624.87 and 624.88 (third-class).

—Marketing and Customer Services Group, 1-23-92

## PUBLICATION 66/66-A, ZIP + 4 STATE DIRECTORY

Post offices and other postal units will receive at least two copies of Publication 66-A, *ZIP + 4 State Directory* (for internal and lobby use), for their respective states by the end of January. There are 35 Publications 66-A numbered 66-01A through 66-35A. Each directory covers a specific state or combination of states and may consist of more than one volume. Texas, for example, has three volumes because of its many address records, and Washington, DC, is included in directories for the neighboring states of both Maryland and Virginia.

**Note:** This directory is not intended for use by bulk mailers or their agents to qualify mailing for ZIP + 4 or prebarcoded discount rates.

Each postal unit will receive copies in separate cartons labeled *ZIP + 4 State Directory, January 1992/Publication No. 66-##A*. The cartons bear pink address labels. Postmasters and officers in charge should place one copy of Publication 66-##A in the post office lobby in the binder that protected the 1991 copy of Publication 66-##A. Place the lobby copy of Publication 66-##A as close as possible to Publication 65, *National Five-Digit ZIP Code and Post Office Directory*, unless traffic patterns or other considerations suggest another more suitable location. Instruct lobby retail clerks to direct customers with ZIP + 4 inquiries to Publication 66-##A. The second copy of Publication 66-##A is for office reference.

Accountable paper units receive 15 copies for distribution for internal use. Account representatives receive one copy each.

If post offices need additional copies of Publication 66-##A, account representatives (ARs) and postmasters/field directors may order them by completing Form 4242, *ZIP + 4 Code State Directory Order Form for Mail Order Use*, according to ordering instructions previously supplied to all ARs. Form 4242 includes the two-letter state abbreviation for each state. Offices should normally display only home state ZIP + 4 directories. However, if postmasters/field directors determine that a demand exists, they may order and display neighboring state directories.

Publication 66, *ZIP + 4 State Directory* (for external use), is also available for purchase by customers by mail order only. The price is \$15 per state directory, whether it is a single or multivolume directory. Customers purchasing the ZIP Code directory may submit the coupon from the inside cover of the 1991 directory to receive a \$1 discount.

The Postal Service no longer offers ZIP + 4 state directories free of charge. (In previous years, to facilitate new product introduction, firms using postage meters, permit imprint, or precanceled stamps or envelopes could order a copy at no charge.)

Offices should supply interested customers with Form 4242, which is stocked preinserted in prepaid, addressed, courtesy reply envelopes. This form is available from divisions, management sectional centers, and the materiel distribution centers.

—Marketing and Customer Services Group, 1-23-92

## 1992 Year Type for Canceling Machines

*Postal Bulletin* 21797, 9-5-91 (page 8), provided ordering information for 1992 year type for hand stamp and canceling machines. This update to the original notice advises ordering offices that in addition to national stock number (NSN) 7490-02-000-1892 fitting the Mark II Facer-Canceler, this NSN is also used on the MRC small canceling machine, models 3601/3602 and the AFCS machine, both lead and trail.

Offices should exercise caution when ordering year type for these canceling machines since only maintenance capable offices (MCOs) may order this item from the Topeka Materiel Distribution Center (MDC) parts system. Any other offices with requirements should order through the maintenance activity at their supporting installation. Because 1992 and 1993 year type were delivered with the machines, these orders would be for lost or broken requirements.

—Procurement and Supply Dept., 1-23-92

### Correction

## 29-Cent Love Stamp

The article 29-Cent Love Stamp in *Postal Bulletin* 21806, 1-9-92 (page 5), included incorrect distribution information. The first sentence after the distribution quantities should read: For the first shipment, all post offices receive their standard automatic distribution quantities for a 50-subject commemorative stamp. Offices will *not* receive two times their standard distribution.

—Philatelic and Retail Services Dept., 1-23-92

## Suspension of All International Mail Service to Madagascar

Effective December 18, 1991, all international mail service to the country of Madagascar is suspended. This action is necessary because of the inability of the postal service in that country to accept mail.

—Delivery, Distribution, and Transportation Dept., 1-23-92

### 29-Cent Earl Warren Stamp

The Earl Warren stamp goes on sale March 9 in Washington, DC. This design features Earl Warren, the 14th Chief Justice of the United States, and is part of the continuing Great Americans Series.

**Do Not Place on Sale Before March 10, 1992**

**Copyright U.S. Postal Service 1991**

Issued in panes of 100 stamps.  
 Manufactured by Stamp Venturers, Inc.  
 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. All stamp distribution offices (SDOs) receive automatic distributions of 500,000 stamps. SDOs will not make automatic distributions to their associate offices. *Since a private company, Stamp Venturers, Inc., is the contractor for this stamp, the Bureau of Engraving and Printing will not honor supplemental requisitions for Item 1055.*

Regional accountable paper depositories (RAPDs) will receive backup quantities of this stamp for filling supplemental orders. SDOs requiring additional stamps must order them from their RAPDs using separate Forms 17-A, *Accountable Items Requisition From Stamp Distribution Office*. They must submit requisitions in the standard ordering quantities for a 100-subject stamp. All other post offices requiring this stamp should requisition them immediately from their SDOs on separate Forms 17-A. All post offices should keep philatelic demands in mind, even if they do not have authorized philatelic centers.

—Philatelic and Retail Services Dept., 1-23-92

### Availability of Lobby Furniture Items

The following lobby furniture items normally available through the Rapid Equipment Deployment Inventory (REDI) system are presently on issue hold for additional safety tests.

PSIN	Description
7420.....	Lobby desk with one form rack
7422.....	Lobby desk (handicapped)
7423.....	Parcel slide
7424.....	Parcel slide with one form rack
7426.....	Philatelic display case, side panels
7427/7428.....	Philatelic display case, back panels and glass door assembly
7430.....	Shelving, philatelic display case (PSN 7125-01-000-9245)

Personnel should not submit requisitions for these items until the safety concerns are resolved and the issue hold lifted, which a future *Postal Bulletin* will announce. All requisitions received for the furniture items listed above will be returned without being filled. Offices should not use custom-built or locally fabricated lobby furniture items as an alternative because the designs of such furniture can vary substantially and it is impossible to test the safety of each one.

This hold does not affect distribution of IRT workstations (PSIN 7400B), 30-inch lobby desks (PSIN 7421), or the philatelic display tables (PSIN 7425). These three items are still available for requisition from the National Inventory Control Center, Topeka, Kansas.

The above safety issues are being addressed as expeditiously as possible and should be resolved by March 1.

—Philatelic and Retail Services Dept., 1-23-92

### 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
Radio Shack/ Manzger's Sale.	Third .....	Jan. 28-30.....	15.0	Nationwide ...	Carrier Route, 5-digit, Basic.	9½" x 11", 24 pages.
Fashion Gal, Fashionation Something Special, Right Price Fashion Mine, Show Off, Tempo.	Third/ Postcard.	Feb. 3-5.....	1.7	Nationwide ...	Carrier Route, 3-digit, Basic.	6" x 11" multicolor letter-size postcard. One day only sale.
Lord & Taylor .....	Third .....	Feb. 4-7.....	1.4	Nationwide ...	3 Tier.....	6" x 9" postcard, 25% POS postcard.

—Marketing and Customer Services Dept., 1-23-92

### Privacy Act Report for Calendar Year 1991

The Postal Service must report its Privacy Act activities on a calendar year basis in a biennial report to the Office of Management and Budget. To provide the necessary information for the biennial report, each records custodian must report data for calendar year 1991. Records custodian is defined in *Administrative Support Manual* 353.131.

#### Contents of the Report

Each records custodian must submit a report of all written Privacy Act requests during calendar year (CY) 1991—with the following exceptions—in which the requester asked for records about himself or herself and specifically stated that the request was being made under the Privacy Act.

**Exceptions:** Custodians should not report (1) any request that does not cite the Privacy Act, even though it is of a Privacy Act nature and is granted or denied under the act; (2) requests from current postal employees whether or not the Privacy Act is cited; and (3) requests for address information. Direct questions to the Records Office (PEN 8-202-268-2924 or commercial 1-202-268-2924).

#### Submission of Reports

Custodians should send reports on or before March 1, 1992, clearly marked Privacy Act Report for CY 1991, to:

RECORDS OFFICER  
USPS HEADQUARTERS  
475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260-5010

#### Format of Report

Custodians must submit the required information in the following format:

#### Privacy Act Report for CY 1991

Access and amendment requests from individuals concerning records about themselves and specifically citing the Privacy Act*	Number of requests
The number of access and amendment requests for records.....	5
The number of these access and amendment requests denied in whole or in part.....	3

\* Do not include requests from current employees or requests for address information. —Records Office, 1-23-92

### White Barcoded Tray Label Conversion

Effective February 3, 1992, the Topeka Label Printing Center will convert all orders for First-Class color-coded labels to white labels with the delivery day of the week printed in large type across the bottom of the label. In conjunction with this change, a revised version of Form 1578-B, *Requisition for Facing Slips or Labels*, will be available in late January. The printer will distribute an initial supply of 1000 of these forms to each division directly. Offices may obtain additional supplies from the materiel distribution centers.

When offices receive the new Form 1578-B (dated November 1991) they should use it immediately. All previous editions must be destroyed. Beginning March 16, 1992, the Label Printing Center will only accept orders submitted on the new form. Instructions for ordering labels are on the back of the new form. Handbook PO-423, *Requisitioning Labels*, is currently being revised and all will be available in the near future.

The conversion to white labels will take place automatically for color-coded collated sets. As a result, the sequence of the labels received will be the same as current color-coded labels. To receive totally collated sets (labels in sequence by bin for a given operation), offices must submit a replacement order for every color-coded collated set currently received. These orders must include the delivery standard code for each destination in the set. It is not essential that offices submit orders for new collated sets immediately. However, a set of labels cannot be totally collated until offices submit a new order to the Label Printing Center. Instructions for ordering collated sets with the delivery standard code are on the back of the new Form 1578-B.

To reduce the backlog of orders at the Label Printing Center, offices should continue to use existing stock of color-coded labels until further notice.

The conversion of color-coded labels to white labels emphasizes the importance of reading the contents information on each label to determine the type of mail within the tray. White labels no longer depict only mailer presort mail and bulk business mail, but also First-Class Mail from other postal facilities with day of delivery indicated. Close attention to this change is essential for proper identification of the mail.

—Delivery, Distribution, and Transportation Dept., 1-23-92

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

## ADVANCE EARNED INCOME CREDIT PAYMENTS

An employee notice, Advance Earned Income Credit Payments, appears on page 43. Postmasters and other installation heads should post this notice on employee bulletin boards.

*Definition.* Earned income credit (EIC) is a tax credit for eligible employees who have a qualifying child (defined later). Employees eligible for EIC may choose to get up to \$1,324 in advance with their pay, instead of waiting until they file their 1992 federal income tax return. Those employees who desire an advance payment of EIC must file Form W-5. Eligible employees who do not file Form W-5 will not receive advance payments but are still eligible to receive the full benefit of the EIC on their annual tax returns.

Eligible employees can collect the credit even if they owe no tax. The EIC payment does not change the amount of income tax or FICA (Social Security/Medicare) taxes withheld from employees' wages. The advance EIC payment is not compensation for services rendered and as such is not subject to payroll taxes.

*Eligibility.* Eligible postal employees may apply for advance payment of EIC, which is included as a separate item in regular pay.

An employee who wants to receive advance EIC payments must meet *all* of the following requirements to be eligible for this credit:

1. The employee's expected earned income for 1992 must be less than \$22,370.

2. A *qualifying child* must live with the employee full-time, except when at school or on vacation. The amount of the advance earned income credit is limited to the amount allowed for only one qualifying child; even though for 1992, employees may be eligible to claim an additional amount on their returns for more than one qualifying child. A qualifying child is one who:

a. Must be the employee's son, daughter, adopted child, stepchild, or descendant (for example, grandchild) of their son, daughter, or adopted child.

b. Must be under age 19 at the end of the year, a full-time student under age 24, or permanently and totally disabled.

c. Must live with the employee in the employee's main residence in the United States for more than 6 months during 1992 (or for all of 1992 if the child is a foster child).

3. If married, the employee *must* file a joint tax return, unless living apart from a spouse for the last 6 months of 1992 and qualify to file as head of household.

4. The employee must not be a qualifying child of another person who is claiming EIC.

5. The employee must not expect to claim the foreign earned income or housing expense exclusion or the foreign housing expense deduction.

*Filing Requirements.* To obtain advance EIC payments, eligible employees must file Form W-5,

*Earned Income Credit Advance Payment Certificate*, with their personnel offices. The personnel office submits the forms through normal payroll channels to the Minneapolis Postal Data Center (PDC).

Form W-5 is available at all IRS offices. After determining the number of employee requests for the forms, the local personnel office should request a supply from their nearest IRS office.

Form W-5 remains in effect for the calendar year in which filed. Eligible employees must file a new certificate each year. If a renewal form is not received, the allowance is discontinued.

*Computing Advance Payments.* The Postal Service includes the advance EIC payment with regular wages paid. Payments are based on gross salary, i.e., salary before normal deductions, and whether a spouse also has a Form W-5 in effect with an employer.

The PDC uses the tables below to determine the payment amount to be included in the eligible employee's wages.

If the amount of biweekly wages (before deducting withholding allowances) is:		Amount of Payment
Over—	But not over—	
<b>Single or married without spouse filing certificate</b>		
\$0	\$284	17.6% wages.
\$284	\$462	\$50.
\$462		\$50 less 12.57% of wages in excess of \$462.
<b>Married with both spouses filing certificate</b>		
\$0	\$142	17.6% of wages.
\$142	\$231	\$25.
\$231		\$25 less 12.57% of wages in excess of \$231.

*Statements for Employees (PS 1223 and Form W-2).* The EIC amount paid to an employee is shown on the employee's earnings statement (PS 1223), as a separate line entry identified by EIC1 or EIC2. The total amount of advance EIC payments made during the year appears on the employee's Form W-2, *Wage and Tax Statements*. On the 1992 Form W-2, this amount will appear in the Advance EIC Payments box. The amount shown on Form W-2 for any withheld income tax and FICA tax is not affected by advance EIC payments, nor are any other entries on Form W-2 changed because of these payments.

Payments to an employee who files a W-5 begins the pay period following the one in which the form is received by the PDC.

Employees may have only one certificate in effect with a current employer at one time. If both spouses are employed, each should file a separate Form W-5.—*Dept. of the Controller, 1-23-92*

DMM Notice

**125-PIECE WALK-SEQUENCE DISCOUNT**

Pursuant to action of the Governors of the Postal Service establishing a 125-piece walk-sequence discount for bulk third-class mailings of "other than letter" category pieces, *Domestic Mail Manual* (DMM) 624.8 is revised to include the implementing regulations for that discount as shown below. These revisions are effective with DMM Issue 42 (3-15-92).

As with the current walk-sequence rates, mailers will be required to demonstrate that mailings are based on accurate delivery sequence information in accordance with the requirements of DMM 624.87 and 624.884. Mailers should note that these regulations were amended effective November 28, 1991, to include list matching performed by the Delivery Sequence File (DSF) licensees as an additional method of obtaining sequence information, and to provide for a simplified method of updating sequence information obtained by means of the Computerized Delivery Sequence (CDS) file or the Postal Service's card-sequencing services (see *Postal Bulletin*, 21803, 11-28-91, page 48).

Revised mailing statements (Forms 3602-N, 3602-PC, and 3602-R) will also be printed and stocked in the materiel distribution centers; until they are available, mailers may modify the current edition of each form as shown in the accompanying illustrations on pages 16-21.

**611.2 Bulk Rates**

(In Exhibit 611.2a, under the heading *Discounts*, and the subheading *Presort*, add a line after *Carrier Route* and the following entries, from left to right, in the seven columns of the Exhibit:)

125pc.W/S—\$0.096	\$0.096—\$0.047	\$0.047		
*	*	*	*	*

**611.222 Postage Discounts and Reductions**

*a. Presort.*

*	*	*	*	*
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(3) Saturation walk-sequencing (see 624.8), for saturation quantities of mail per carrier route prepared in delivery sequence.

(4) 125-piece walk-sequencing (see 624.8), for quantities of at least 125 pieces of other-than-letter category mail per carrier route prepared in delivery sequence.

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**624.8 Walk-Sequence Discounts**

**624.81 General Eligibility Requirements**

**624.811 Eligibility.** (Text of existing 624.811, except replace the first sentence with following:) The saturation walk-sequence discount (available for both letter and other-than-letter category mail) and the 125-piece walk-sequence discount (available only for other-than-letter category mail) are available to

mail sorted to carrier routes (see 641.4), arranged within each route in delivery sequence, and prepared to meet the specific requirements of 624.82 through 624.88 that apply to the particular discount claimed.

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**624.83 Addressing**

**624.831 Saturation Walk-Sequence Discount.** Pieces for which the saturation walk-sequence discount is claimed must be addressed as follows:

(Text of existing 624.83a-c.)

**624.832 125-Piece Walk-Sequence Discount.** Each piece for which the 125-piece walk-sequence discount is claimed must bear either a complete delivery address or an alternative form of address as provided by 122.42 or 122.43.

**624.84 Density**

*	*	*	*	*
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**624.843 Per Carrier Route—125-Piece Walk-Sequence Discount.** At least 125 walk-sequenced addressed pieces must be prepared for each carrier route receiving mail for which the 125-piece walk-sequence discount is claimed. Mail for carrier routes having 124 or fewer possible deliveries may qualify for the 125-piece walk-sequence discount if a piece is addressed to every possible delivery on the corresponding route, or for the saturation walk-sequence discount if the requirements in 624.844 are met. The term "carrier route" is explained in 624.811.

**624.844 Per Carrier Route—Saturation Walk-Sequence Discount**

*a.* Except as provided in 624.844b, pieces for which the saturation walk-sequence discount is claimed must be addressed to either 90% or more of the active residential addresses or 75% or more of the total number of active possible delivery addresses, whichever is less, on each carrier route receiving saturation walk-sequence discount mail. The term "carrier route" is explained in 624.811.

*b.* (Text of existing 624.843b.)

**624.845 Multiple Copies or Pieces Per Address.** (Replace 624.843 with either 624.843 or 624.844, as applicable.)

**624.846 Pieces Per Sack.** Sacks containing fewer than 125 pieces and less than 15 pounds of pieces may be prepared to a carrier route when a walk-sequence discount is claimed for the contents and the applicable density requirements of 624.843 or 624.844 are met.

*	*	*	*	*
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**624.88 Documentation**

**624.881 General.** Mailers who prepare mailings for which a walk-sequence discount is claimed must

**125-PIECE WALK-SEQUENCE DISCOUNT—Continued**

provide documentation in accordance with 624.882 through 624.885 to substantiate compliance with the applicable eligibility requirements for the walk-sequence discount. The required documentation required by 624.882 through 624.884 must be submitted with each mailing at the time of mailing.

*(Renumber existing 624.882-624.884 as 624.883-624.885, and revise as follows:)*

**624.882 Density—125-Piece Walk-Sequence Discount.** For each carrier route receiving pieces for which the 125-piece walk-sequence discount is claimed, the mailer must provide documentation to indicate the total number of delivery stops to which mailpieces in the mailing are addressed.

**624.883 Density Requirement—Saturation Walk-Sequence Discount**

a. *(Text of existing 624.882a, except replace the first sentence with the following:)* Mailers must be able to document compliance with 624.844 for each carrier route receiving mail for which the saturation walk-sequence discount is claimed. (The term “carrier route” is explained in 624.811.)

\* \* \* \* \*

*(In the last sentence, replace Exhibit 624.882 with Exhibit 624.883.)*

b. *(Text of existing 624.882b.)*  
*(Redesignate Exhibit 624.882 as Exhibit 624.883.)*

**624.884 Combination Rate Mailings**

a. *Both Walk-Sequence Discounts.* If a mailing contains pieces for which the 125-piece walk-sequence discount is claimed and other pieces for which the saturation walk-sequence discount is claimed, the documentation required by 624.882 and 624.883 can be combined. Entries for pieces for which the 125-piece walk-sequence discount is claimed must be so annotated on the documentation. For the entire mailing, a summary of the total number of pieces for which each walk-sequence discount is claimed must be provided.

b. *Carrier Route Presort Rate.* *(Text of existing 624.883, except replace the first sentence with the following:)* If a mailing contains pieces for which a walk-sequence discount is claimed and other pieces for which the carrier route presort rate is claimed, in addition to the documentation required for the walk-sequence discount mail (by 624.882, 624.883, and 624.884a, if applicable), the documentation for the carrier route presort rate mail must show the total number of addressed pieces for each carrier route that qualifies for the carrier route presort rate and the number qualifying for the walk-sequence discount. (The term “carrier route” is explained in 624.811.)

\* \* \* \* \*

**624.885 Documentation of Accurate Sequencing or Delivery Statistics** *(Text of existing 624.884.)*

—Marketing and Customer Services Group, 1-23-92

*Correction*

**ZIP + 4 BARCODED RATE COMBINED MAILINGS**

The article ZIP + 4 Barcoded Rate Combined Mailings (*DMM Notice*) in *Postal Bulletin* 21805, 12-26-91, incorrectly referenced First-Class preparation requirements in *Domestic Mail Manual* Chapter 6 (pages 21 and 26) pertaining to the requirements for third-class ZIP + 4 Barcoded rate combined mailings. The introduction to the new program also contained an incorrect reference (page 13). Personnel should make the following corrections to the 12-26-91 notice:

1. Page 13, paragraph (c), change: ... First-Class permit imprint mail, ... to First-Class metered and precanceled stamped mail, ...
2. Page 21, section 661.41a, change: ... First-

Class ZIP + 4 Barcoded rate mailings. ... to ... third-class ZIP + 4 Barcoded rate mailings ...

3. Page 22, section 661.432a, change: ... (see 661.51 for documentation requirements). to ... (see 661.5 for documentation requirements).

4. Page 22, section 661.432c, change the first sentence to read as follows: ... on the reverse side of Form 3602-R or Form 3602-N in Part A according to 661.432b(2).

5. Page 26, sections 661.521b (3) and (4), delete: ... for the first ounce from the end of each section.

6. Page 26, section 661.521c, change the reference at the end from 382.627 to 661.426.

—Marketing and Customer Services Group, 1-23-92

**Notice to Driver: Drive Courteously;  
 Observe Traffic Regulations; Protect Children**



## Statement of Mailing with Permit Imprints Third-Class Mail (Nonprofit Rates Only)

**MAILER: Complete all items by typewriter, pen, or indelible pencil. Prepare in duplicate if you need a receipt.**

Mailer's Information	Post Office of Mailing		Date		Processing Category (DMM 128) <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Irregular Parcels <input type="checkbox"/> Outside Parcels		USPS Authorized Mailing ID Code(s)		
	Permit No.		Mailing Statement Seq. No.						
	Permit Holder's Name & Address (Include ZIP Code)		Telephone Number		Receipt No.				
			No. Sacks		No. Trays		No. Pallets		No. Other
		Weight of a Single Piece		_____ pounds					
Authorized to use nonprofit rates? (DMM 625)* <input type="checkbox"/> Yes <input type="checkbox"/> No		Total Pieces in Mailing		Total Weight of Mailing		Sacking Based on <input type="checkbox"/> 125 pcs. <input type="checkbox"/> 15 lbs. <input type="checkbox"/> Both (DMM 641)			
Name & Address of Individual or Organization for Which Mailing is Prepared (If other than the permit holder)		Name and Address of Mailing Agent* (If other than the permit holder)		Check All That Apply <input type="checkbox"/> Centralized Postage Payment <input type="checkbox"/> Plant Loaded at <input type="checkbox"/> Plant Verified Drop Shipment to <input type="checkbox"/> Entered at <input type="checkbox"/> Orig. <input type="checkbox"/> Dest. A/O ZIP _____ <input type="checkbox"/> Orig. <input type="checkbox"/> Dest. SCF 3D ZIP _____ <input type="checkbox"/> Orig. <input type="checkbox"/> Dest. BMC _____					
Authorized to use nonprofit rates? (DMM 625)* <input type="checkbox"/> Yes <input type="checkbox"/> No									
Postage Computation	<ul style="list-style-type: none"> <li>• For bulk mailings of letter-size pieces (see DMM 128) weighing .1563 lb. (2.5 oz.) or less, go to Part A on the reverse of this form.</li> <li>• For bulk mailings of letter-size pieces (see DMM 128) weighing more than .1563 lb. (2.5 oz.) but not more than .2082 lb. (3.3314 oz.), go to Part B on the reverse of this form.</li> <li>• For bulk mailings of non letter-size pieces (see DMM 128) weighing not more than .2082 lb. (3.3314 oz.), go to Part C on the reverse of this form.</li> <li>• For bulk mailings of all pieces (see DMM 128) weighing more than .2082 lb. (3.3314 oz.) but less than 1.0 lb. (16.0 oz.), go to Part D on the reverse of this form.</li> </ul>						Postage (From Reverse Side)	Part A    \$	
								Part B    \$	
								Part C    \$	
								Part D    \$	
Single Piece Rate <input type="checkbox"/> or Additional Postage Payment (State reasons for Additional Postage)						No. Pieces		Rate/Piece \$ = \$	
Is applicable bulk per piece rate affixed to each piece? (Form 3602-PC required) <input type="checkbox"/> Yes <input type="checkbox"/> No						Total Postage →		\$	
Certification	<p>*The signature of a mailer certifies that: (1) the mailing does not violate DMM 625; (2) only the mailer's matter is being mailed; (3) this is not a cooperative mailing with other persons or organizations that are not authorized to mail at special bulk third-class rates at this office; (4) this mailing has not been undertaken by the mailer on behalf of or produced for another person or organization not authorized to mail at special bulk third-class rates at this office; and (5) it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing, whether due to a finding that the mailing is cooperative or for other reasons. (If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the nonprofit mailer, and that both the nonprofit mailer and the agent will be liable for and agree to pay any deficiencies.)</p>								
	<p>The submission of a false, fictitious or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).</p>								
	<p><b>I hereby certify that all information furnished on this form is accurate and truthful, and that this material presented qualifies for the rates of postage claimed.</b></p>								
	Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred)							Telephone Number	
USPS Use Only	Single Piece Weight _____ pounds		Are the figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No						
	Total Pieces		Total Weight		If "Yes": Reason				
	Total Postage								
	Check One      Presort Verification Per- <input type="checkbox"/> Verif. Not Scheduled <input type="checkbox"/> formed as Scheduled		Date Mailer Notified		Contact		By (Initials)		
	I CERTIFY that this mailing has been inspected concerning: 1) eligibility for the rate of postage claimed; 2) proper preparation (and presort where required); 3) proper completion of the statement of mailing; and (4) payment of the required annual fee.							Round Stamp (Required)	
Signature of Weigher					Time		AM  PM		



**Form 3602-N — Third-Class Nonprofit Rate — Permit Imprint**

**Postage Computation — Bulk Rates**

Entry Discount (If Any)	Presort/Automation Discounts	Net Rate	Count (Pcs/Lbs)	Charge	Entry Discount (If Any)	PreSort/Automation Discounts	Net Rate	Count (Pcs/Lbs)	Charge	
<b>Automation-Compatible Letter (DMM 520)</b>					<b>Non-Automation Compatible Letter .2085 lb. (3.3367 oz.) or less</b>					
<b>None</b>	Saturation W/S	.071 x	_____ pcs.	= \$ _____	<b>None</b>	Saturation W/S	.071 x	_____ pcs.	= \$ _____	
	Carrier Route	.074 x	_____ pcs.	= \$ _____		Carrier Route	.074 x	_____ pcs.	= \$ _____	
	5-Digit Barcoded	.081 x	_____ pcs.	= \$ _____		3/5-Digit Presort	.098 x	_____ pcs.	= \$ _____	
	3-Digit Barcoded	.088 x	_____ pcs.	= \$ _____		Basic	.111 x	_____ pcs.	= \$ _____	
	3/5-Digit ZIP + 4	.094 x	_____ pcs.	= \$ _____						
	3/5-Digit Presort	.098 x	_____ pcs.	= \$ _____						
	Basic Barcoded	.094 x	_____ pcs.	= \$ _____						
<b>BMC Entry</b>	Basic ZIP + 4	.104 x	_____ pcs.	= \$ _____	<b>BMC Entry</b>	Saturation W/S	.059 x	_____ pcs.	= \$ _____	
	Basic	.111 x	_____ pcs.	= \$ _____		Carrier Route	.062 x	_____ pcs.	= \$ _____	
	Saturation W/S	.059 x	_____ pcs.	= \$ _____		3/5-Digit Presort	.086 x	_____ pcs.	= \$ _____	
	Carrier Route	.062 x	_____ pcs.	= \$ _____		Basic	.099 x	_____ pcs.	= \$ _____	
	5-Digit Barcoded	.069 x	_____ pcs.	= \$ _____						
	3-Digit Barcoded	.076 x	_____ pcs.	= \$ _____						
	3/5-Digit ZIP + 4	.082 x	_____ pcs.	= \$ _____						
<b>SCF Entry</b>	3/5-Digit Presort	.086 x	_____ pcs.	= \$ _____	<b>SCF Entry</b>	Saturation W/S	.054 x	_____ pcs.	= \$ _____	
	Basic Barcoded	.082 x	_____ pcs.	= \$ _____		Carrier Route	.057 x	_____ pcs.	= \$ _____	
	Basic ZIP + 4	.092 x	_____ pcs.	= \$ _____		5-Digit Barcoded	.064 x	_____ pcs.	= \$ _____	
	Basic	.099 x	_____ pcs.	= \$ _____		3-Digit Barcoded	.071 x	_____ pcs.	= \$ _____	
	Saturation W/S	.054 x	_____ pcs.	= \$ _____		3/5-Digit ZIP + 4	.077 x	_____ pcs.	= \$ _____	
	Carrier Route	.057 x	_____ pcs.	= \$ _____		3/5-Digit Presort	.081 x	_____ pcs.	= \$ _____	
	5-Digit Barcoded	.064 x	_____ pcs.	= \$ _____		Basic Barcoded	.077 x	_____ pcs.	= \$ _____	
<b>DDU Entry</b>	Basic ZIP + 4	.087 x	_____ pcs.	= \$ _____	<b>DDU Entry</b>	Saturation W/S	.049 x	_____ pcs.	= \$ _____	
	Basic	.094 x	_____ pcs.	= \$ _____		Carrier Route	.052 x	_____ pcs.	= \$ _____	
	Saturation W/S	.049 x	_____ pcs.	= \$ _____						
	Carrier Route	.052 x	_____ pcs.	= \$ _____						
<b>Total - Part A (Carry to front of form) \$ _____</b>					<b>Total - Part B (Carry to front of form) \$ _____</b>					
<b>Nonletter - .2085 lb. (3.3367 oz.) or Less</b>					<b>All Mail - More than .2085 lb. (3.3367 oz.) But less than 1.0 lb. (16.0 oz.)</b>					
<b>None</b>	Saturation W/S	.094 x	_____ pcs.	= \$ _____	<b>None</b>	Saturation W/S	.011 x	_____ pcs.	= \$ _____	
	125-pc. W/S	.099 x	_____ pcs.	= \$ _____		plus	.398 x	_____ lbs.	= \$ _____	
	Carrier Route	.101 x	_____ pcs.	= \$ _____		125-pc. W/S	.016 x	_____ pcs.	= \$ _____	
	3/5-Digit Presort	.132 x	_____ pcs.	= \$ _____		plus	.398 x	_____ lbs.	= \$ _____	
	Basic	.146 x	_____ pcs.	= \$ _____		Carrier Route	.018 x	_____ pcs.	= \$ _____	
<b>BMC Entry</b>					plus	.398 x	_____ lbs.	= \$ _____		
	Saturation W/S	.082 x	_____ pcs.	= \$ _____	3/5-Digit Presort	.049 x	_____ pcs.	= \$ _____		
	125-pc. W/S	.087 x	_____ pcs.	= \$ _____	plus	.398 x	_____ lbs.	= \$ _____		
	Carrier Route	.089 x	_____ pcs.	= \$ _____	Basic	.063 x	_____ pcs.	= \$ _____		
	3/5-Digit Presort	.120 x	_____ pcs.	= \$ _____	plus	.398 x	_____ lbs.	= \$ _____		
<b>SCF Entry</b>	Basic	.134 x	_____ pcs.	= \$ _____	<b>BMC Entry</b>	Saturation W/S	.011 x	_____ pcs.	= \$ _____	
	Saturation W/S	.077 x	_____ pcs.	= \$ _____		plus	.340 x	_____ lbs.	= \$ _____	
	125-pc. W/S	.082 x	_____ pcs.	= \$ _____		125-pc. W/S	.016 x	_____ pcs.	= \$ _____	
	Carrier Route	.084 x	_____ pcs.	= \$ _____		plus	.340 x	_____ lbs.	= \$ _____	
	3/5-Digit Presort	.115 x	_____ pcs.	= \$ _____		Carrier Route	.018 x	_____ pcs.	= \$ _____	
<b>DDU Entry</b>	Basic	.129 x	_____ pcs.	= \$ _____	plus	.340 x	_____ lbs.	= \$ _____		
	Saturation W/S	.072 x	_____ pcs.	= \$ _____	3/5-Digit Presort	.049 x	_____ pcs.	= \$ _____		
	125-pc. W/S	.077 x	_____ pcs.	= \$ _____	plus	.340 x	_____ lbs.	= \$ _____		
	Carrier Route	.079 x	_____ pcs.	= \$ _____	Basic	.063 x	_____ pcs.	= \$ _____		
					plus	.340 x	_____ lbs.	= \$ _____		
<b>Total - Part C (Carry to front of form) \$ _____</b>					<b>Total - Part D (Carry to front of form) \$ _____</b>					



**Statement of Mailing with Meter or Precanceled Postage Affixed  
Bulk Third-Class Mail (Regular or Nonprofit Rates)**

Method of Payment
<input type="checkbox"/> Meter Postage
<input type="checkbox"/> Precanceled Stamps

MAILER: Complete all items by typewriter, pen, or indelible pencil. Use Form 3606 if you need a receipt.

MAILER'S INFORMATION	Post Office of Mailing		Date	Processing Category (DMM 128)		USPS Authorized Mailing ID Code(s)		
	Permit No.	Federal Agency Cost Code	Mailing Statement Seq. No.	<input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Irregular Parcels <input type="checkbox"/> Outside Parcels				
	Permit Holder's Name & Address (Include ZIP Code)	Telephone Number	Receipt No.	No. Sacks	No. Trays	No. Pallets	No. Other	
		Weight of a Single Piece _____ pounds						
Authorized to use nonprofit rates? (DMM 625)* <input type="checkbox"/> Yes <input type="checkbox"/> No		Total Pieces in Mailing	Total Weight of Mailing		Sacking Based on <input type="checkbox"/> 125 pcs. <input type="checkbox"/> 15 lbs. <input type="checkbox"/> Both (DMM 641)			
Name & Address of Individual or Organization for Which Mailing is Prepared (If other than the permit holder)		Name and Address of Mailing Agent* (If other than the permit holder)			Check All That Apply			
Authorized to use nonprofit rates? (DMM 625)* <input type="checkbox"/> Yes <input type="checkbox"/> No					<input type="checkbox"/> Centralized Postage Payment <input type="checkbox"/> Plant Loaded to <input type="checkbox"/> Plant Verified Drop Shipment to <input type="checkbox"/> DMM 144.8 Drop Shipment to <input type="checkbox"/> BMAU Entry at <input type="checkbox"/> Orig. <input type="checkbox"/> Dest. A/O ZIP _____ <input type="checkbox"/> Orig. <input type="checkbox"/> Dest. SCF 3D ZIP _____ <input type="checkbox"/> Orig. <input type="checkbox"/> Dest. BMC _____			
POSTAGE COMPUTATION	• For bulk mailings of automation-compatible letter-size pieces (see DMM 520) go to Part A on the reverse of this form. • For bulk mailings of non-automation compatible letter-size pieces (see DMM 128) weighing .2067 lb. (3.3067 oz.) or less (or .2085 lb. (3.3367 oz.) or less for nonprofit), go to Part B on the reverse of this form. • For bulk mailings of non letter-size pieces (see DMM 128) weighing .2067 lb. (3.3067 oz.) or less (or .2085 lb. (3.3367 oz.) or less for nonprofit), go to Part C on the reverse of this form. • For bulk mailings of all pieces (see DMM 128) weighing more than .2067 lb. (3.3067 oz.) (or .2085 lb. (3.3367 oz.) for nonprofit) but less than 1.0 lb. (16.0 oz.), go to Part D on the reverse of this form.				Postage (From Reverse Side)	Part A	\$	
						Part B	\$	
						Part C	\$	
						Part D	\$	
Single-Piece Rate <input type="checkbox"/> or Additional Postage Payment (State reasons for Additional Postage)				No. Pieces	Rate/Piece	=	\$	
Is additional bulk pound rate paid by permit imprint? (3602-R or N required) <input type="checkbox"/> Y <input type="checkbox"/> N				<b>Total Postage</b> →		\$		
Postage affixed at (Check one) <input type="checkbox"/> Correct Rate <input type="checkbox"/> Lowest Rate <input type="checkbox"/> Neither (DMM 661.324)								
CERTIFICATION	*The signature of a mailer certifies that: (1) the mailing does not violate DMM 625; (2) only the mailer's matter is being mailed; (3) this is not a cooperative mailing with other persons or organizations that are not authorized to mail at special bulk third-class rates at this office; (4) this mailing has not been undertaken by the mailer on behalf of or produced for another person or organization not authorized to mail at special bulk third-class rates at this office; and (5) it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing, whether due to a finding that the mailing is cooperative or for other reasons. (If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the nonprofit mailer, and that both the nonprofit mailer and the agent will be liable for and agree to pay any deficiencies.)							
	The submission of a false, fictitious or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).							
	I hereby certify that all information furnished on this form is accurate and truthful, and that this material presented qualifies for the rates of postage claimed.							
Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred)						Telephone Number		
USPS USE ONLY	Single Piece Weight _____ pounds	Are the figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No						
		If "Yes" Reason						
	Check One <input type="checkbox"/> Verif. Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled	Date Mailer Notified	Contact	By (Initials)				
	I CERTIFY that this mailing has been inspected concerning: 1) eligibility for the rate of postage claimed; 2) proper preparation (and presort where required); 3) proper completion of the statement of mailing; and 4) payment of the required annual fee.						Round Stamp (Required)	
Signature of Weigher				Time	AM PM			

**Form 3602-PC — Third-Class Regular or Nonprofit Rates — Postage Affixed**

**Postage Computation — Bulk Rates**

Entry Discount (If Any)	Presort/Automation Discounts	Net Rate	Count (Pcs/Lbs)	Charge	Entry Discount (If Any)	Presort/Automation Discounts	Net Rate	Count (Pcs/Lbs)	Charge
<b>Automation-Compatible Letter (DMM 520)</b>					<b>Non-Automation-Compatible Letter .2067 lb. (3.3067 oz.) or less (.2085 lb. (3.3367 oz.) or less for nonprofit)</b>				
<b>None</b>	Saturation W/S	x	_____ pcs.	= \$ _____	<b>None</b>	Saturation W/S	x	_____ pcs.	= \$ _____
	Carrier Route	x	_____ pcs.	= \$ _____		Carrier Route	x	_____ pcs.	= \$ _____
	5-Digit Barcoded	x	_____ pcs.	= \$ _____		3/5-Digit Presort	x	_____ pcs.	= \$ _____
	3-Digit Barcoded	x	_____ pcs.	= \$ _____		Basic	x	_____ pcs.	= \$ _____
	3/5-Digit ZIP + 4	x	_____ pcs.	= \$ _____					
	3/5-Digit Presort	x	_____ pcs.	= \$ _____					
	Basic Barcoded	x	_____ pcs.	= \$ _____					
	Basic ZIP + 4	x	_____ pcs.	= \$ _____					
	Basic	x	_____ pcs.	= \$ _____					
<b>BMC Entry</b>	Saturation W/S	x	_____ pcs.	= \$ _____	<b>BMC Entry</b>	Saturation W/S	x	_____ pcs.	= \$ _____
	Carrier Route	x	_____ pcs.	= \$ _____		Carrier Route	x	_____ pcs.	= \$ _____
	5-Digit Barcoded	x	_____ pcs.	= \$ _____		3/5-Digit Presort	x	_____ pcs.	= \$ _____
	3-Digit Barcoded	x	_____ pcs.	= \$ _____		Basic	x	_____ pcs.	= \$ _____
	3/5-Digit ZIP + 4	x	_____ pcs.	= \$ _____					
	3/5-Digit Presort	x	_____ pcs.	= \$ _____					
	Basic Barcoded	x	_____ pcs.	= \$ _____					
	Basic ZIP + 4	x	_____ pcs.	= \$ _____					
	Basic	x	_____ pcs.	= \$ _____					
<b>SCF Entry</b>	Saturation W/S	x	_____ pcs.	= \$ _____	<b>SCF Entry</b>	Saturation W/S	x	_____ pcs.	= \$ _____
	Carrier Route	x	_____ pcs.	= \$ _____		Carrier Route	x	_____ pcs.	= \$ _____
	5-Digit Barcoded	x	_____ pcs.	= \$ _____		3/5-Digit Presort	x	_____ pcs.	= \$ _____
	3-Digit Barcoded	x	_____ pcs.	= \$ _____		Basic	x	_____ pcs.	= \$ _____
	3/5-Digit ZIP + 4	x	_____ pcs.	= \$ _____					
	3/5-Digit Presort	x	_____ pcs.	= \$ _____					
	Basic Barcoded	x	_____ pcs.	= \$ _____					
	Basic ZIP + 4	x	_____ pcs.	= \$ _____					
	Basic	x	_____ pcs.	= \$ _____					
<b>DDU Entry</b>	Saturation W/S	x	_____ pcs.	= \$ _____	<b>DDU Entry</b>	Saturation W/S	x	_____ pcs.	= \$ _____
	Carrier Route	x	_____ pcs.	= \$ _____		Carrier Route	x	_____ pcs.	= \$ _____
<b>Total - Part A (Carry to front of form) \$ _____</b>					<b>Total - Part B (Carry to front of form) \$ _____</b>				
<b>Nonletter - .2067 lb. (3.3067 oz.) or less (.2085 lb. (3.3367 oz.) or less for nonprofit)</b>					<b>All Mail - More than .2067 lb. (3.3067 oz.) (.2085 lb. (3.3367 oz.) for nonprofit) but less than 1.0 lb. (16.0 oz.) Enter the applicable rate applied to each piece computed as described in DMM 611.242</b>				
<b>None</b>	Saturation W/S	x	_____ pcs.	= \$ _____	<b>None</b>	Saturation W/S	x	_____ pcs.	= \$ _____
	125-pc. W/S	x	_____ pcs.	= \$ _____		125-pc. W/S	x	_____ pcs.	= \$ _____
	Carrier Route	x	_____ pcs.	= \$ _____		Carrier Route	x	_____ pcs.	= \$ _____
	3/5-Digit Presort	x	_____ pcs.	= \$ _____		3/5-Digit Presort	x	_____ pcs.	= \$ _____
	Basic	x	_____ pcs.	= \$ _____		Basic	x	_____ pcs.	= \$ _____
<b>BMC Entry</b>	Saturation W/S	x	_____ pcs.	= \$ _____	<b>BMC Entry</b>	Saturation W/S	x	_____ pcs.	= \$ _____
	125-pc. W/S	x	_____ pcs.	= \$ _____		125-pc. W/S	x	_____ pcs.	= \$ _____
	Carrier Route	x	_____ pcs.	= \$ _____		Carrier Route	x	_____ pcs.	= \$ _____
	3/5-Digit Presort	x	_____ pcs.	= \$ _____		3/5-Digit Presort	x	_____ pcs.	= \$ _____
	Basic	x	_____ pcs.	= \$ _____		Basic	x	_____ pcs.	= \$ _____
<b>SCF Entry</b>	Saturation W/S	x	_____ pcs.	= \$ _____	<b>SCF Entry</b>	Saturation W/S	x	_____ pcs.	= \$ _____
	125-pc. W/S	x	_____ pcs.	= \$ _____		125-pc. W/S	x	_____ pcs.	= \$ _____
	Carrier Route	x	_____ pcs.	= \$ _____		Carrier Route	x	_____ pcs.	= \$ _____
	3/5-Digit Presort	x	_____ pcs.	= \$ _____		3/5-Digit Presort	x	_____ pcs.	= \$ _____
	Basic	x	_____ pcs.	= \$ _____		Basic	x	_____ pcs.	= \$ _____
<b>DDU Entry</b>	Saturation W/S	x	_____ pcs.	= \$ _____	<b>DDU Entry</b>	Saturation W/S	x	_____ pcs.	= \$ _____
	125-pc. W/S	x	_____ pcs.	= \$ _____		125-pc. W/S	x	_____ pcs.	= \$ _____
	Carrier Route	x	_____ pcs.	= \$ _____		Carrier Route	x	_____ pcs.	= \$ _____
<b>Total - Part C (Carry to front of form) \$ _____</b>					<b>Total - Part D (Carry to front of form) \$ _____</b>				



## Statement of Mailing with Permit Imprints Third-Class Mail (Regular Rates Only)

**MAILER: Complete all items by typewriter, pen, or indelible pencil. Prepare in duplicate if you need a receipt.**

Mailer's Information	Post Office of Mailing		Date		Processing Category (DMM 128) <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Irregular Parcels <input type="checkbox"/> Outside Parcels		USPS Authorized Mailing ID Code(s)		
	Permit No.	Federal Agency Cost Code	Mailing Statement Seq. No.						
	Permit Holder's Name & Address (Include ZIP Code)		Telephone Number		Receipt No.				
			No. Sacks	No. Trays	No. Pallets	No. Other			
			Weight of a Single Piece _____ pounds						
		Total Pieces in Mailing		Total Weight of Mailing		Sacking Based on <input type="checkbox"/> 125 pcs. <input type="checkbox"/> 15 lbs. <input type="checkbox"/> Both (DMM 641)			
Name & Address of Individual or Organization for Which Mailing is Prepared (If other than the permit holder)		Name and Address of Mailing Agent (If other than the permit holder)				Check All That Apply <input type="checkbox"/> Centralized Postage Payment <input type="checkbox"/> Plant Loaded to <input type="checkbox"/> Plant Verified Drop Shipment to <input type="checkbox"/> BMAU Entry at <input type="checkbox"/> Orig. <input type="checkbox"/> Dest. A/O ZIP _____ <input type="checkbox"/> Orig. <input type="checkbox"/> Dest. SCF 3D ZIP _____ <input type="checkbox"/> Orig. <input type="checkbox"/> Dest. BMC _____			
Postage Computation	<ul style="list-style-type: none"> <li>• For bulk mailings of <b>automation-compatible letter-size pieces</b> (see DMM 520), go to <b>Part A</b> on the reverse of this form.</li> <li>• For bulk mailings of <b>non-automation compatible letter-size pieces</b> (see DMM 128) weighing <b>.2067 lb. (3.3067 oz.) or less</b>, go to <b>Part B</b> on the reverse of this form.</li> <li>• For bulk mailings of <b>non letter-size pieces</b> (see DMM 128) weighing <b>.2067 lb. (3.3067 oz.) or less</b>, go to <b>Part C</b> on the reverse of this form.</li> <li>• For bulk mailings of <b>all pieces</b> (see DMM 128) weighing <b>more than .2067 lb. (3.3067 oz.) but less than 1.0 lb. (16.0 oz.)</b>, go to <b>Part D</b> on the reverse of this form.</li> </ul>						Postage (From Reverse Side)	Part A	\$
								Part B	\$
								Part C	\$
								Part D	\$
Single-Piece Rate <input type="checkbox"/> or Additional Postage Payment (State reasons for Additional Postage)						No. Pieces	Rate/Piece \$	= \$	
Is applicable bulk per piece rate affixed to each piece? (Form 3602-PC required) <input type="checkbox"/> Yes <input type="checkbox"/> No						<b>Total Postage</b> →		\$	
Certification	The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer and both the mailer and the agent will be liable for and agree to pay any deficiencies.								
	The submission of a false, fictitious or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).								
	<b>I hereby certify that all information furnished on this form is accurate and truthful, and that this material presented qualifies for the rates of postage claimed.</b>								
Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred)							Telephone Number		
USPS Use Only	Single Piece Weight _____ pounds		Are the figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No						
	Total Pieces	Total Weight	If "Yes" Reason						
	Total Postage								
	Check One Presort Verification Per- <input type="checkbox"/> Verif. Not Scheduled <input type="checkbox"/> formed as Scheduled		Date Mailer Notified	Contact	By (Initials)				
I CERTIFY that this mailing has been inspected concerning: 1) eligibility for the rate of postage claimed; 2) proper preparation (and presort where required); 3) proper completion of the statement of mailing; and 4) payment of the necessary annual fee.							Round Stamp (Required)		
Signature of Weigher				Time	AM  PM				

**Form 3602-R — Third-Class Regular Rate — Permit Imprint**

**Postage Computation — Bulk Rates**

Entry Discount (If Any)	Presort/Automation Discounts	Net Rate	Count (Pcs/Lbs)	Charge	Entry Discount (If Any)	Presort/Automation Discounts	Net Rate	Count (Pcs/Lbs)	Charge	
<b>Automation-Compatible Letter (DMM 520)</b>					<b>Non-Automation-Compatible Letter .2067 lb. (3.3067 oz.) or less</b>					
None	Saturation W/S	.124 x	_____ pcs.	= \$ _____	None	Saturation W/S	.124 x	_____ pcs.	= \$ _____	
	Carrier Route	.131 x	_____ pcs.	= \$ _____		Carrier Route	.131 x	_____ pcs.	= \$ _____	
	5-Digit Barcoded	.146 x	_____ pcs.	= \$ _____		3/5-Digit Presort	.165 x	_____ pcs.	= \$ _____	
	3-Digit Barcoded	.154 x	_____ pcs.	= \$ _____		Basic	.198 x	_____ pcs.	= \$ _____	
	3/5-Digit ZIP + 4	.161 x	_____ pcs.	= \$ _____						
	3/5-Digit Presort	.165 x	_____ pcs.	= \$ _____						
	Basic Barcoded	.179 x	_____ pcs.	= \$ _____						
BMC Entry	Basic ZIP + 4	.189 x	_____ pcs.	= \$ _____	BMC Entry	Saturation W/S	.112 x	_____ pcs.	= \$ _____	
	Basic	.198 x	_____ pcs.	= \$ _____		Carrier Route	.119 x	_____ pcs.	= \$ _____	
	Saturation W/S	.112 x	_____ pcs.	= \$ _____		3/5-Digit Presort	.153 x	_____ pcs.	= \$ _____	
	Carrier Route	.119 x	_____ pcs.	= \$ _____		Basic	.186 x	_____ pcs.	= \$ _____	
	5-Digit Barcoded	.134 x	_____ pcs.	= \$ _____						
	3-Digit Barcoded	.142 x	_____ pcs.	= \$ _____						
	3/5-Digit ZIP + 4	.149 x	_____ pcs.	= \$ _____						
SCF Entry	3/5-Digit Presort	.153 x	_____ pcs.	= \$ _____	SCF Entry	Saturation W/S	.107 x	_____ pcs.	= \$ _____	
	Basic Barcoded	.167 x	_____ pcs.	= \$ _____		Carrier Route	.114 x	_____ pcs.	= \$ _____	
	Basic ZIP + 4	.177 x	_____ pcs.	= \$ _____		3/5-Digit Presort	.148 x	_____ pcs.	= \$ _____	
	Basic	.186 x	_____ pcs.	= \$ _____		Basic	.181 x	_____ pcs.	= \$ _____	
	Saturation W/S	.107 x	_____ pcs.	= \$ _____						
	Carrier Route	.114 x	_____ pcs.	= \$ _____						
	5-Digit Barcoded	.129 x	_____ pcs.	= \$ _____						
DDU Entry	3-Digit Barcoded	.137 x	_____ pcs.	= \$ _____	DDU Entry	Saturation W/S	.102 x	_____ pcs.	= \$ _____	
	3/5-Digit ZIP + 4	.144 x	_____ pcs.	= \$ _____		Carrier Route	.109 x	_____ pcs.	= \$ _____	
	3/5-Digit Presort	.148 x	_____ pcs.	= \$ _____						
	Basic Barcoded	.162 x	_____ pcs.	= \$ _____						
	Basic ZIP + 4	.172 x	_____ pcs.	= \$ _____						
	Basic	.181 x	_____ pcs.	= \$ _____						
	Saturation W/S	.102 x	_____ pcs.	= \$ _____						
Carrier Route	.109 x	_____ pcs.	= \$ _____							
<b>Total - Part A (Carry to front of form) \$ _____</b>					<b>Total - Part B (Carry to front of form) \$ _____</b>					
<b>Nonletter - .2067 lb. (3.3067 oz.) or Less</b>					<b>All Mail - More than .2067 lb. (3.3067 oz.) But less than 1.0 lb. (16.0 oz.)</b>					
None	Saturation W/S	.127 x	_____ pcs.	= \$ _____	None	Saturation W/S	.003 x	_____ lbs.	= \$ _____	
	125-pc. W/S	.137 x	_____ pcs.	= \$ _____		plus	.600 x	_____ lbs.	= \$ _____	
	Carrier Route	.142 x	_____ pcs.	= \$ _____		125-pc. W/S	.013 x	_____ lbs.	= \$ _____	
	3/5-Digit Presort	.187 x	_____ pcs.	= \$ _____		plus	.600 x	_____ lbs.	= \$ _____	
	Basic	.233 x	_____ pcs.	= \$ _____		Carrier Route	.018 x	_____ lbs.	= \$ _____	
BMC Entry	plus	.600 x	_____ lbs.	= \$ _____	BMC Entry	plus	.600 x	_____ lbs.	= \$ _____	
	Saturation W/S	.115 x	_____ pcs.	= \$ _____		3/5-Digit Presort	.063 x	_____ lbs.	= \$ _____	
	125-pc. W/S	.125 x	_____ pcs.	= \$ _____		plus	.600 x	_____ lbs.	= \$ _____	
	Carrier Route	.130 x	_____ pcs.	= \$ _____		Basic	.109 x	_____ lbs.	= \$ _____	
	3/5-Digit Presort	.175 x	_____ pcs.	= \$ _____		plus	.600 x	_____ lbs.	= \$ _____	
SCF Entry	Basic	.221 x	_____ pcs.	= \$ _____	SCF Entry	Saturation W/S	.003 x	_____ lbs.	= \$ _____	
	Saturation W/S	.110 x	_____ pcs.	= \$ _____		plus	.542 x	_____ lbs.	= \$ _____	
	125-pc. W/S	.120 x	_____ pcs.	= \$ _____		125-pc. W/S	.013 x	_____ lbs.	= \$ _____	
	Carrier Route	.125 x	_____ pcs.	= \$ _____		plus	.542 x	_____ lbs.	= \$ _____	
	3/5-Digit Presort	.170 x	_____ pcs.	= \$ _____		Carrier Route	.018 x	_____ lbs.	= \$ _____	
DDU Entry	Basic	.216 x	_____ pcs.	= \$ _____	DDU Entry	plus	.542 x	_____ lbs.	= \$ _____	
	Saturation W/S	.105 x	_____ pcs.	= \$ _____		3/5-Digit Presort	.063 x	_____ lbs.	= \$ _____	
	125-pc. W/S	.115 x	_____ pcs.	= \$ _____		plus	.542 x	_____ lbs.	= \$ _____	
	Carrier Route	.120 x	_____ pcs.	= \$ _____		Basic	.109 x	_____ lbs.	= \$ _____	
	plus	.542 x	_____ lbs.	= \$ _____		plus	.542 x	_____ lbs.	= \$ _____	
<b>Total - Part C (Carry to front of form) \$ _____</b>					<b>Total - Part D (Carry to front of form) \$ _____</b>					

## Withholding of Mail Orders

Enforced by postmasters at cities listed.

State/city	Names covered
Phoenix, AZ 85018-7431.	Any and all of various names other than Edwin Ward, 2929 N. 36th Street, Apartment 13.
Hampton, VA 23666-2657.	Any and all of various names other than the surname Valade and the names Elizabeth Garden and Dennis Barnes, 138 Raymond Drive.
Hampton, VA 23663-1036.	Any and all of various names other than the surname Stateman and the name Vanessa M. Brown, C/O Stateman, 2113 Pridgen Road.
Philadelphia, PA 19145-3407.	Any and all of various names other than the surnames March, Marchiava, Matteo and Dean, 2143 S. Beechwood Street.
Morrisville, NC 27560-0494.	Any and all of various names other than the surname Okafo, P.O. Box 494.
Durham, NC 27704-5426.	Any and all of various names other than the surname Okafo, P.O. Box 15426.
Durham, NC 27717-1063.	Any and all of various names other than the surname Okafo and the Business Names "Egyptian" and Network Publishing and Advertising, P.O. Box 51063.
Lakeview, OH 43331-9245.	Any and all of various names other than the surnames Flugga and Lively, 11273 Mohawk Path.
Cherry Hill, NJ 08034-3527.	The surname Moore, P.O. Box 3527.
Navato, CA 94949-6120...	Any and all of various names other than Ron Baldini, Terry Baldini, Lori Bonomo, Building Momentum, Odesseys Limited, Baldini Plumbing, Living Fantasy, R&B Construction, Terry Deming, Chris Deming, Deann Deming, Jackie Peterson, Carlene Davidson, Jorge Paniagua, Judith Paniagua, Alexander Paniagua, Kim Peterson, Kim Hayes, 22-B Commercial Boulevard.

—Judicial Officer, 1-23-92

All Personnel Processing Mail for Dispatch Abroad

## Foreign Order No. 322

Keep all foreign order notices for use as reference.

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

### Federal Republic of Germany

Suddeutsche Klassenlotterie  
Gregor Agency, Official Lottery Agent  
MyliusstraBe 23

at  
D-6000 Frankfurt 1  
West Germany

and  
Mr. A. Kempener  
Beethovenstr. 61

at  
D-6000 Frankfurt/M.1  
West Germany

### Canada

Can Win  
Canadian Winners Authority  
P.O. Box 48150 Bentall P.O.

and  
Office of Award Distribution  
P.O. Box 48150 Bentall P.O.

at  
Vancouver, B.C.  
Canada V7X 1S5

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

This notice may be posted at the outgoing primary, and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—Judicial Officer, 1-23-92

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

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## UAA UNENDORSED BULK BUSINESS MAIL

Undeliverable-as-addressed (UAA) unendorsed bulk business mail (UBBM) is being improperly returned to the sender. Several bulk business mail-piece designs are similar to a First-Class Mail piece. The confusion occurs because the BBM pieces have no extraneous writing on the outside, have a metered postage indicia, and are business-style window envelopes. Bulk rate mail contains the marking **Bulk Rate** or **Blk. Rt.** as part of or immediately adjacent to the indicia.

Proper procedure requires carriers to bundle or try UBBM pieces that are UAA. Clerical or managerial personnel review these pieces to ensure that the bundles or trays contain only UAA UBBM. Finally, the pieces are disposed of as recycle/waste at the delivery unit. UAA UBBM must not be sent to the Computerized Forwarding System (CFS) site.

Carriers, clerks responsible for working the throwback case, and CFS operators should know the proper handling procedure for UAA UBBM. Particular attention should be paid to correctly identifying UAA UBBM with characteristics similar to those normally found in First-Class Mail. Following the proper procedure eliminates unnecessary transportation and handling of UAA UBBM.

—Delivery, Distribution, and Transportation Dept., 1-23-92

### Conditions Applied to Mail Addressed to Military Post Offices Overseas

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

Restrictions

**LEGEND**

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

Form 2966-B, *Parcel Post Customs Declaration and Dispatch Note* (three part customs declaration)

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

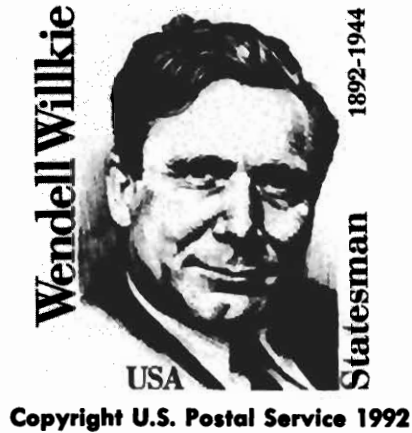
Note: Mail order catalogs are prohibited as SAM or PAL mail.

- A. Securities, currency, or precious metals in their raw, unmanufactured state are prohibited. Official shipments are exempt from this restriction.
- B. Form 2966-A is required. Prepaid mail from a contractor addressed to a military organization for official use need not bear a customs declaration, but must be endorsed "Contents For Official Use--Exempt from Customs Requirement." Official mail from government agencies does not require a customs declaration or an exemption endorsement.
  - B1. Form 2966-B is required. Articles are liable for customs duty and/or purchase tax unless they are bona fide gifts intended for use by military personnel or their dependents. When the contents of a parcel meet these requirements, the mailer must endorse the customs form, "Certified to be a bona fide gift, personal effects, or items for personal use of military personnel and dependents," under the heading, Description of Contents.
  - B2. Form 2966-A is required except on official mail, which does not require customs declaration or exemption endorsement. The AAFES will furnish a computer listing of all items mailed from its activities to Philippine APOs. Other major order companies must either use Form 2966-A on each item or provide computer lists. Computer listings must include a description of the items, the dollar value of the items, a complete address including the PSC box number and APO of the addressee, the date of mailing, the insurance or registry number, if applicable, and the serial number of any item over \$25 in value and any electrical item with a plug over \$15 in value.
  - B3. Form 2966-A is required for mailing between MPOs. Prepaid mail from contractors addressed to a military organization for official use need not bear customs declaration, but must be endorsed, "Contents for Official Use--Exempt from Customs Requirement." Official mail from government agencies does not require customs declaration or exemption endorsement.
- C. Cigarettes and other tobacco products are prohibited.
- D. Coffee is prohibited.
  - E1. Medicines or vaccines not conforming to French laws are prohibited.
  - E2. Any matter containing religious materials contrary to Islamic faith or depicting nude or seminude persons, pornographic or sexual items, or nonauthorized political materials are prohibited.
  - E3. Radio transceivers or cordless telephones are prohibited.
- F. Firearms of any type are prohibited in all classes of mail. See definition of firearms in DMM 124.5. This restriction does not apply to firearms mailed to or by official U.S. government agencies.
  - F1. Privately owned weapons addressed to an individual are

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

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

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



**Format:** Panes of 100  
**Issue Date:** February 16, 1992  
**City:** Bloomington, Indiana  
**Designer:** Chris Calle, Ridgefield, Connecticut  
**Typographer:** Bradbury Thompson, Design Coordinator, Citizens' Stamp Advisory Committee  
**Art Director and Project Manager:** Jack Williams, Program Manager, Philatelic Design, U.S. Postal Service  
**Engravers:** Richard Everett (Lettering), Tom Hipschen (Picture), Bureau of Engraving and Printing (BEP)  
**Manufacturing Process:** Intaglio, BEP  
**Color:** Maroon  
**Size:** .71 x .82 inches / 18.0 x 20.8 mm (image area)  
 .84 x .99 inches / 21.3 x 25.1 mm (overall)  
**Plate Numbers:** One  
**Marginal Markings:** Wendell Willkie, lawyer, businessman and politician. Candidate for the U.S. Presidency in the 1940 election. In *One World*, 1943, he pleaded for global cooperation.  
 ©U.S. Postal Service 1992

# Wendell Willkie Stamp

Wendell Willkie, who challenged Franklin D. Roosevelt for the presidency of the United States in 1940, will become the 51st addition to the Great Americans Series of stamps when a 75-cent definitive stamp is issued in his honor on February 16 in Bloomington, Indiana.

Though active in Democratic party politics, including serving as a delegate to the 1924 national convention, Willkie became a staunch critic of the policies of FDR and the New Deal. Encouraged by leaders of the opposition party, he accepted the Republican nomination for president in 1940, losing to Roosevelt by fewer than 5 million votes. Roosevelt, however, recognizing the popularity of his rival, accepted Willkie's offer to embark on a diplomatic mission to help unify the nation in support of the war effort. Willkie was considered a visionary by many for his progressive views on international political and social issues.

Customers have 30 days to obtain the first day of

issue postmark by mail. The easiest way is to purchase the new stamps at the local post office, affix the stamps to envelopes of customer choice, address the envelopes (to one's self or others), insert a card of postcard thickness, tuck in the flap, place the envelopes in a larger envelope addressed (all capitals and no punctuation preferred, except the hyphen in the ZIP + 4 Code) to: CUSTOMER AFFIXED ENVELOPES, WENDELL WILLKIE STAMP, POSTMASTER, 206 E 4TH ST, BLOOMINGTON IN 47408-9991. Once the first day of issue postmark is applied, the envelopes are returned through the mail. There is no charge for the postmark. All orders must be postmarked by March 17.

Customers who wish the Postal Service to affix stamps (to a maximum of 50 envelopes) should send their self-addressed envelopes and 75 cents per stamp, in check or money order, to: WENDELL WILLKIE STAMP, POSTMASTER, 206 E 4TH ST, BLOOMINGTON IN 47408-9992.



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

USPS Stamp Poster 92-1  
 Remove after March 17

PLEASE POST ON BULLETIN BOARD







Copyright U.S. Postal Service 1992

**Format:** Coils of 3,000  
**Issue Date:** March 3, 1992  
**City:** Rochester, New York  
**Designer:** Wallace Marosek, Boston, Massachusetts  
**Art Director and Typographer:**  
 Bradbury Thompson, Design Coordinator,  
 Citizen's Stamp Advisory Committee  
**Project Manager:** Jack Williams, Program Manager,  
 Philatelic Design, USPS  
**Modeler:** Richard Sennett, Stamp Venturers  
**Engraver:** Armotek, Inc.  
**Manufacturing Process:** Gravure (Stamp Venturers,  
 contractor; J.W. Fergusson and Sons, printer)  
**Colors:** Yellow, red, blue, and black  
**Size:** .72 x .81 inches / 18.3 x 20.6 mm (image  
 area)  
 .87 x .965 inches / 22.1 x 24.5 mm (overall)  
**Plate Numbers:** Four preceded by the letter S

## Flower Coil Stamp

The Postal Service will issue a 3,000-stamp coil version of its denominated 29-cent Flower stamp in Rochester, New York, on March 3. This 3,000-stamp coil features round-hole perforations. The stamp's design is identical to the 100-coil slit perforation version of the Flower stamp issued August 16, 1991.

Customers have 30 days to obtain the first day of issue postmark by mail. The easiest way is to purchase the new stamps at the local post office, affix the stamps to envelopes of customer choice, address the envelopes (to one's self or others), insert a card of post card thickness, tuck in the flap, place the envelopes in a larger envelope addressed

(using all capitals and no punctuation, except the hyphen in the ZIP + 4 Code) to: CUSTOMER AFFIXED ENVELOPES, FLOWER 3000 COIL STAMP, POSTMASTER, 1335 JEFFERSON RD, ROCHESTER NY 14692-9991. Once the first day of issue postmark is applied, the envelopes are returned through the mail. There is no charge for the postmark. All orders must be postmarked by April 2.

Customers who wish the Postal Service to affix stamps (to a maximum of 50 envelopes) should send their self-addressed envelopes and 29 cents per stamp to be affixed, in check or money order, to: FLOWER 3000 COIL STAMP, POSTMASTER, 1335 JEFFERSON RD, ROCHESTER NY 14692-9992.



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

USPS Stamp Poster 92-2  
 Remove after April 2

PLEASE POST ON BULLETIN BOARD



**JANUARY 1992**

**Have you seen any of these children?**

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



**Jaycee Lee Dugard**  
 Born: 05-11-80  
 Date Missing: 06-10-91  
 From: Tahoe Paradise, CA



**Gina Dawn Brooks**  
 Born: 11-28-75  
 Date Missing: 08-05-89  
 From: Fredericktown, MO



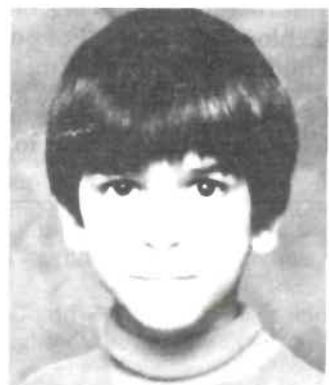
**Mary Rachel Trlica**  
 Born: 11-05-57  
 Date Missing: 12-23-74  
 From: Fort Worth, TX



**Isaac Zapata**  
 Born: 05-15-77  
 Date Missing: 05-19-89  
 From: Stone Mountain, GA



**Jezreel Zapata**  
 Born: 05-06-82  
 Date Missing: 05-19-89  
 From: Stone Mountain, GA



**Jacob Zapata**  
 Born: 05-02-80  
 Date Missing: 05-19-89  
 From: Stone Mountain, GA

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

#### **Missing Children Poster Display Instructions**

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

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

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

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

**NOTICE TO ALL EMPLOYEES**

**THRIFT SAVINGS PLAN FACT SHEET**

C, F, and G Fund Monthly Returns  
(Released January 13, 1992)

Months	C Fund	F Fund*	G Fund
1989 (Jan.-Dec.) (percent) .....	31.03	13.89	8.81
1990 (Jan.-Dec.) (percent) .....	(3.15)	8.00	8.90
<b>1991</b>			
January (percent) .....	4.55	1.15	.69
February .....	7.07	.86	.62
March .....	2.40	.67	.68
April .....	.18	1.05	.66
May .....	4.30	.57	.68
June .....	(4.49)	(.01)	.66
July .....	4.63	1.40	.69
August .....	2.37	2.12	.69
September .....	(1.63)	1.99	.64
October .....	1.39	1.09	.62
November .....	(3.96)	.89	.61
December .....	11.41	2.96	.62
<b>Last 12 months (percent) .....</b>	<b>30.77</b>	<b>15.75</b>	<b>8.15</b>

Percentages in ( ) are negative.

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

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

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

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

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

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

**Federal Retirement Thrift Investment Board**

**PLEASE POST ON BULLETIN BOARDS**

**Destroy All Previous Notices**





**This Office  
Will Be Closed Monday  
February 17, 1992  
To Celebrate  
George Washington's Birthday**









Applications are now being accepted  
for the

# Management Associate Program

**Closing Date: March 31, 1992**

*Contact Your Personnel Office for More Information*

**PLEASE POST ON BULLETIN BOARDS**



## NOTICE TO EMPLOYEES

# Advance Earned Income Credit Payments

**1. Do you expect your income to be less than \$22,370 for this year?**

If you answer YES to both questions, ask your personnel office for Form W-5, *Earned Income Credit Advance Payment Certificate*.

**2. Do you expect to have a child living with you this year?**

This form will let you know if you are eligible for the Earned Income Credit (EIC). If you want to get the EIC in advance, fill out the certificate at the bottom of Form W-5 and give it to your personnel office.

Unless you fill out Form W-5 and give it to your personnel office, you will not get any advance payment of the EIC. However, if you are eligible for the EIC and choose not to get advance payment, you can still claim the EIC on your annual income tax return.

*See your personnel office for more details.*



## SELECTIVE SERVICE REGISTRATION PROGRAM

The Selective Service Registration Program must be conducted at all classified post offices, stations, and branches. Young men are legally required to register at a post office within 30 days of their 18th birthday. The U.S. Postal Service is reimbursed for its participation in this registration program. The following procedures must be followed in order to comply with the interagency agreement.

### Registration Procedures

All postmasters, station/branch managers and, in particular, window personnel must understand the proper registration procedures and the requirement that no one of the apparent age required to register should be refused the opportunity to register at any time. A young man is not required to provide proof of identification in order to register.

### The Registration Report

During mid-November, the Selective Service (SSS) began mailing SSS Form 6, *Registration Reports*, with preprinted report dates, to all classified post offices, stations, and branches for use during Calendar Year 1992. Post offices normally receive their registration packets no later than the last week of December. SSS Form 6 is used to transmit completed registration forms on scheduled report dates.

SSS Form 6 packets are supplied to post offices based on current USPS data. The Postal Service provides SSS with a magnetic file that identifies all post offices that should receive the registration report packets. Address information for new post offices or offices recently moved may not have been added to the file. To add a post office to this file, notify:

SYSTEMS SUPPORT BRANCH  
 US POSTAL SERVICE HEADQUARTERS  
 475 L'ENFANT PLAZA SW  
 ROOM 4316  
 WASHINGTON DC 20260-6429

SSS Forms 6 are the transmittal sheets that should accompany all completed SSS Forms 1, *Registration Forms*. If, at the end of the week, offices have no completed SSS Forms 1 on hand, destroy the SSS Form 6 with that week's reporting date. *Post offices are not to forward negative reports to the Selective Service.* Post offices that do not have SSS Forms 6 on hand should forward their weekly Form 1 transmissions with a routing slip (Item 0-13) that must identify the name and address of the post office and the number of completed registrations being forwarded. Forward completed SSS Forms 1 via First-Class Mail to:

SELECTIVE SERVICE SYSTEM  
 PO BOX 818  
 NORTH CHICAGO IL 60064-0818

### USPS Supply Items

The following SSS forms and materials are available only in postal materiel distribution centers (MDCs) and should be requisitioned on Form 7380, *MDC Supply Requisition*:

- SSS Form 1, *Registration Form*
- SSS Form 2, *Change of Information Form*
- SSS Display Box 45
- SSS Poster 46
- SSS Brochure 10, *SSS and You*

**Note:** Post offices, stations, and branches must requisition the above registration materials from their management sectional centers (MSCs) or through their chain of command. Only MSCs may requisition SSS registration materials from the MDCs. —*Philatelic and Retail Services Dept., 1-23-92*

### Reminder

## STAMPS AND STAMP PRODUCTS ON SALE IN FEBRUARY

This notice alerts postmasters that the following new postage stamps and stamp products go on sale in February.

Item No.	Description	First day of issue	On sale at all post offices	Postal Bulletin date
4421	29-cent W.E.B. Du Bois stamp .....	01-31-92	02-01-92	21804, 12-12-91
8816	I Have a Dream (A collection of black Americans on U.S. Postage stamps) ...	02-01-92	<sup>1</sup> 02-01-92	21806, 01-09-92
2248	19-cent Waller Hall Post Card .....	02-01-92	02-03-92	21804, 12-12-91
5592	29-cent Love Stamp .....	02-06-92	02-07-92	21806, 01-09-92
1075	75-cent Wendell Willkie Stamp .....	02-16-92	02-18-92	21806, 01-09-92

<sup>1</sup> Available at selected larger metropolitan post offices.

All window clerks must have sufficient quantities of each item to meet customers demand.

—*Philatelic and Retail Services Dept., 1-23-92*

**POST OFFICE CHANGES NUMBER 2**

	Fi- nance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station, Branch, or Unit	Unit Type	Effective Date	Comments
OLD NEW	203680 .....	41441 41465	KY KY	Hendricks..... Salyersville.....	Magoffin..... Magoffin.....	Main Office..... Hendricks.....	Post Office..... Place Name.....	2-29-92 2-29-92	Post office and ZIP Code discontinued. Establish a place name. Use Hendricks KY 41465 as last line of address.
OLD NEW	051656 051656	93612 93611	CA CA	Clovis..... Clovis.....	Fresno..... Fresno.....	Main Office..... Main Office.....	Post Office..... Post Office.....	7-1-92 7-1-92	Establish a new ZIP Code for a delivery area. This action splits ZIP Code 93612. Clovis CA becomes a multicoded city.
OLD NEW	056762 056762	92672 92673	CA CA	San Clemente..... San Clemente.....	Orange..... Orange.....	Main Office..... Main Office.....	Post Office..... Post Office.....	7-1-92 7-1-92	Establish a new ZIP Code for a delivery area. This action splits ZIP Code 92672. San Clemente becomes a multicoded city.
OLD NEW	074644 074644	80806 80821	CO CO	Hugo..... Hugo.....	Lincoln..... Lincoln.....	Boyero..... Boyero.....	Community Post Office. Place Name.....	3-16-92 3-16-92	Community post office and ZIP Code discontinued. Establish a place name. Use Boyero CO 80821 as last line of address.
OLD NEW	191122 196006	67833 67865	KS KS	Bloom..... Minneola.....	Ford..... Clark.....	Main Office..... Bloom.....	Post Office..... Place Name.....	3-21-92 3-21-92	Post office and ZIP Code discontinued. Establish a place name. Use Bloom KS 67865 as last line of address.
OLD NEW	208492 204052	41393 41339	KY KY	Wolf Coal..... Jackson.....	Breathitt..... Breathitt.....	Main Office..... Wolf Coal.....	Post Office..... Place Name.....	2-22-92 2-22-92	Post office and ZIP Code discontinued. Establish a place name. Use Wolf Coal KY 41339 as last line of address.
OLD NEW	214134 211872	71436 71418	LA LA	Hebert..... Columbia.....	Caldwell..... Caldwell.....	Main Office..... Hebert.....	Post Office..... Place Name.....	2-22-92 2-22-92	Post office and ZIP Code discontinued. Establish a place name. Use Hebert LA 71418 as last line of address.
OLD NEW	215252 216318	71347 71356	LA LA	Le Moyen..... Morrow.....	ST Landry..... ST Landry.....	Main Office..... Le Moyen.....	Post Office..... Place Name.....	3-21-92 3-21-92	Post office and ZIP Code discontinued. Establish a place name. Use Le Moyen LA 71356 as last line of address.
OLD NEW	250680 250680	49016 49018	MI MI	Battle Creek..... Battle Creek.....	Calhoun..... Calhoun.....	Main Office..... Main Office.....	Post Office..... Post Office.....	1-1-92 1-1-92	Establish a new ZIP Code for caller service boxes at Battle Creek MI.
OLD NEW	263860 263860	55744 55730	MN MN	Grand Rapids..... Grand Rapids.....	Itasca..... Itasca.....	Main Office..... Main Office.....	Post Office..... Post Office.....	1-1-92 1-1-92	Establish a new ZIP Code for caller service boxes at Grand Rapids MN.
OLD NEW	353775 357840	11805 11760	NY NY	Hicksville..... Smithtown.....	Suffolk..... Suffolk.....	Main Office..... Hauppauge.....	Post Office..... Classified Branch.....	2-1-92 2-1-92	Establish a new ZIP Code and location for the Long Island Division. This action does not change the ZIP Code for PO boxes at Hicksville NY 11805.
OLD NEW	395962 395962	73070 73070	OK OK	Norman..... Norman.....	Cleveland..... Cleveland.....	Boulevard..... Union.....	Classified Station..... Contract Station.....	10-10-91 10-10-91	Classified station discontinued. This action establishes a contract station.
OLD NEW	458320 458320	29301 29306	SC SC	Spartanburg..... Spartanburg.....	Spartanburg..... Spartanburg.....	Main Office..... Main Office.....	Post Office..... Post Office.....	1-1-92 1-1-92	Establish a new ZIP Code for a delivery area. This action splits ZIP Code 29301.
OLD NEW	458320 458320	29302 29307	SC SC	Spartanburg..... Spartanburg.....	Spartanburg..... Spartanburg.....	Main Office..... Main Office.....	Post Office..... Post Office.....	1-1-92 1-1-92	Establish a new ZIP Code for a delivery area. This action splits ZIP Code 29302.
OLD NEW	472772 476420	38227 38240	TN TN	Elbridge..... Obion.....	Obion..... Obion.....	Main Office..... Main Office.....	Post Office..... Post Office.....	2-29-92 2-29-92	Post office and ZIP Code discontinued. Use Obion TN 38240 as last line of address.

**POST OFFICE CHANGES NUMBER 2—Continued**

	Fi- nance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station, Branch, or Unit	Unit Type	Effective Date	Comments
OLD NEW	480993 480225	79010 79010	TX TX	Boys Ranch ..... Amarillo .....	Oldham ..... Potter .....	Main Office ..... Boys Ranch .....	Post Office ..... Community Post Office.	2-8-92 2-8-92	Post office discontinued. Retain ZIP Code. Establish a community post office. Use Boys Ranch TX 79010 as last line of address.
OLD NEW	..... 512704	..... 20101	..... VA	..... Dulles .....	..... Loudoun .....	..... Dulles MPC.....	..... Classified Branch.....	..... 1-1-92	Establish a new ZIP Code for main processing facility located at Dulles VA.
OLD NEW	..... 512705	..... 20102	..... VA	..... Dulles .....	..... Loudoun .....	..... Dulles Air Mail Facility.....	..... Classified Branch.....	..... 1-1-92	Establish a new ZIP Code for a new air mail facility located at Dulles VA.

—Office of Address Information Systems, 1-23-92

**Don't frostbite  
the hand that  
feeds you.**



**Wear warm gloves and keep them dry.**







## Don't Arouse the Beast in Him

**Rover is in a beastly mood.**

**His master kicked him.**

**The kids pulled his tail.**

**Breakfast tasted like cold, soggy,  
disgusting dog food.**

**His new dog collar is a size too small.**

**The fleas are bugging him.**

**It's hot and muggy, and the French  
poodle ran away with the  
German shepherd.**

**Don't pet him.**

**Don't even say hello.**

**Just deliver the mail**

**And leave**

**Quickly.**



## Treasury Department Checks

February Supplemental Security Income checks and Veteran's Administration compensation and pension checks normally delivered on the first of the month are scheduled for delivery on Friday, January 31. The envelopes will bear the legend:

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

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

Postmaster: Requested delivery date  
is the 1st day of the  
month or the first deliv-  
ery date thereafter.

The Social Security benefit checks are scheduled for delivery on the normal delivery date, Monday, February 3. The envelopes will bear the legend:

Postmaster: Requested delivery date  
is the 3rd day of the  
month.

—*Delivery, Distribution, and  
Transportation Dept., 1-23-92*

## International Business Reply Service

Effective immediately, International Business Reply Service (IBRS) is available to the Republic of Korea. *International Mail Manual (IMM) 393.21* is amended as follows:

### 393.2 Availability

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

Australia	Ireland
Belgium	Israel
Cyprus	Luxembourg
Denmark	New Zealand
Finland	Norway
France	Portugal
Germany	Spain
Great Britain and Northern Ireland	Sweden
Korea, Republic of	Switzerland (including Liechtenstein)
Iceland	United Arab Emirates

Issue 10 of the IMM will include this change.

—*Marketing and Customer Services Group, 1-23-92*

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

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SUGGESTED BILLING FOLLOW-UP PROCEDURES (for other than payroll)

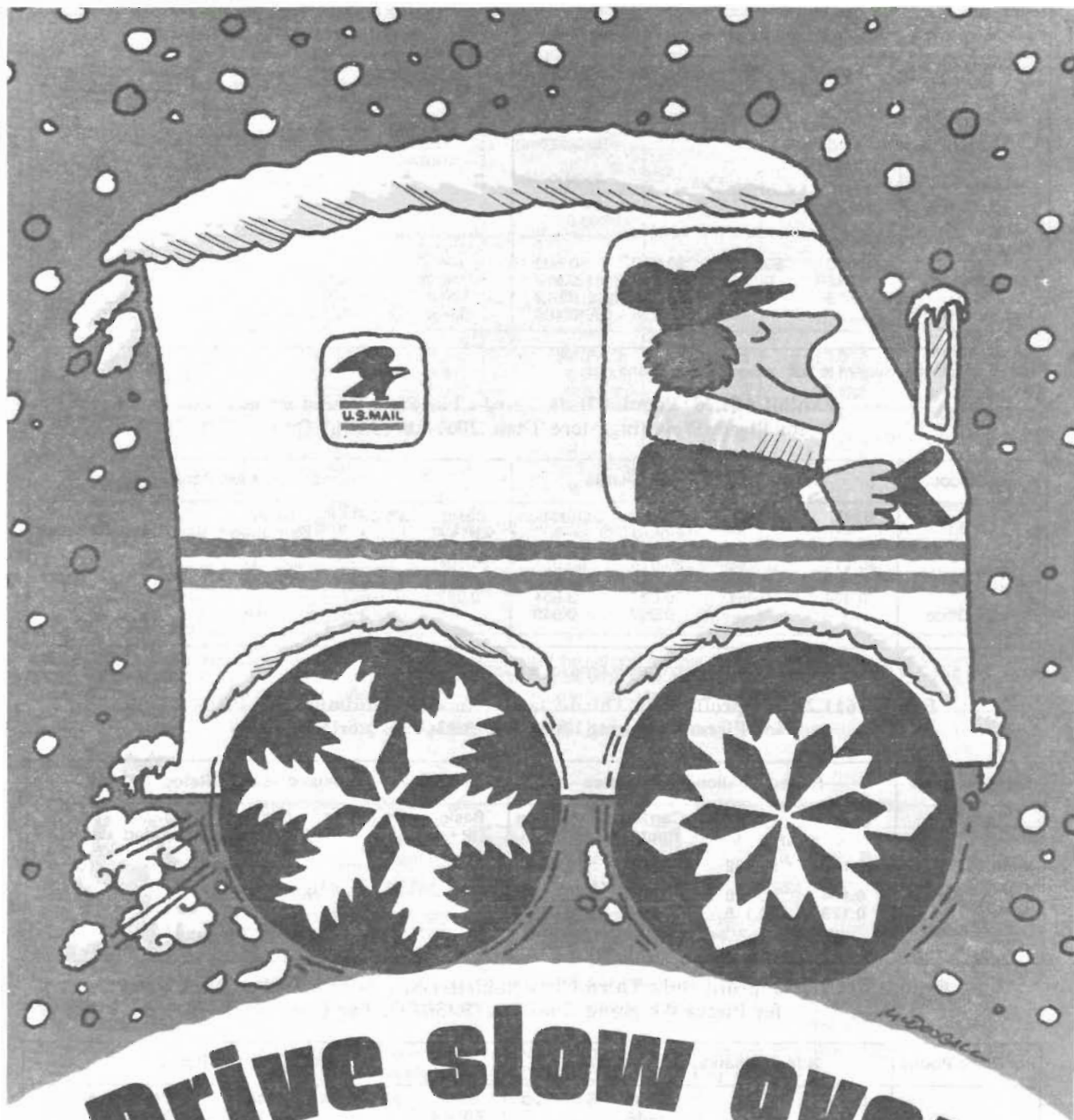
Amount of Debt	Follow-up Letters	Locator Actions	Full Debt	OFFERS TO PAY BY INSTALLMENTS		At Specified Future Pay	Allegation of Inability to Pay	Denial of Debt
				Acceptable	Unacceptable			
Up to \$99.99.	Form 1903-DZ, Invoice and Statement. One follow-up letter after 30 days. One certified demand letter after 30 days.	None. If whereabouts unknown, declare uncollectible.	See subchap. 420.	For debts of \$50.00 to \$99.00, payments of not less than \$25.00.	Up to \$49.99. Refuse by letter, request full amount of debt.		Follow procedures in column (2).	Follow procedures in column (2).
	If no reply within 30 days, setoff against current payment or declare uncollectible.			Follow procedures in column (2).				
\$100.00 and above.	Form 1903-DZ, Invoice and Statement. One follow-up letter after 30 days. One certified demand letter after 30 days.	Attempt to locate through all means stated in part 333.	See subchap. 420.	Payments in amounts not less than \$25.00; pay off within 2 years.	Refuse by letter, offer alternative.	Accept if date is within 6 months of invoice date.	Offer to accept installment payments.	Verify debt and repeat demand.
	If no reply within 30 days, setoff against current payment or turn over to a collection agency.			If not paid within 30 days, follow procedures in column (2).	If no reply within 30 days, follow procedures in column (2).	If not paid by due date, follow procedures in column (2).	If no reply within 30 days, follow procedures in column (2).	Follow procedures in column (2).

**Exceptions:**

St. Louis PDC: Receivables to a banking institution and Federal Government agencies will receive the standard debt collection letter, but will not be sent to collection agencies.

San Mateo PDC: Motor Vehicle Accident Receivables will be handled according to normal follow-up procedures and will be sent to collection agencies.

New York PDC: Motor vehicle warranties and gas and oil billings to other Government agencies will not be sent to collection agencies.



**Drive slow over  
ICE and SNOW**



Rate or Discount	Regular			Special		
	.2067 lb. (3.3067 oz.) or less (per piece)		More than .2067 lb. (3.3067 oz.) (per piece + per pound) All pieces	.2085 lb. (3.3367 oz.) or less (per piece)		More than .2085 lb. (3.3367 oz.) (per piece + per pound) All pieces
	Letters	Other than Letters		Letters	Other than Letters	
<b>BASE RATE</b> (Basic Presort)	\$0.198	\$0.233	\$0.109/pc. + 0.600/lb.	\$0.111	\$0.146	\$0.063/pc. + 0.398/lb.
<b>DISCOUNTS</b>						
Presort						
3/5	\$0.033	\$0.046	\$0.046/pc.	\$0.013	\$0.014	\$0.014/pc.
Carrier Route	0.067	0.091	0.091/pc.	0.037	0.045	0.045/pc.
Saturation W-S	0.074	0.106	0.106/pc.	0.040	0.052	0.052/pc.
Dest. Entry						
BMC	\$0.012	\$0.012	\$0.058/lb.	\$0.012	\$0.012	\$0.058/lb.
SCF	0.017	0.017	0.081/lb.	0.017	0.017	0.081/lb.
Delivery Unit	0.022	0.022	0.104/lb.	0.022	0.022	0.104/lb.
Automation ZIP + 4						
(Basic Presort) (3/5 Presort) ZIP + 4 Barcoded	.1563 lb. (2.5 oz.) maximum \$0.009 0.004	NOT AVAILABLE		.1563 lb. (2.5 oz.) maximum \$0.007 0.004	NOT AVAILABLE	
(Basic Presort) (3-digit sort) (5-digit sort)	.1875 lb. (3.0 oz.) maximum \$0.019 0.011 0.019			.1875 lb. (3.0 oz.) maximum \$0.017 0.010 0.017		

**Note:** The discounts shown are subtracted from the base rate to yield the net postage that must be paid. Each automation discount is in addition to a specific presort discount. Some addressed pieces may be eligible for more than one discount. Some combinations of discounts may be required or prohibited. See 624 for the eligibility requirements that apply to each discount.

**Exhibit 611.2a, Summary of Third-Class Rates and Discounts**

Entry Discount	Nonautomation-Based Rates				Automation-Based Rates				
	Basic	3/5	Carrier Route	Saturation	Basic ZIP + 4	3/5 ZIP + 4	Basic Barcoded	3-Digit Barcoded	5-Digit Barcoded
None	\$0.198	\$0.165	\$0.131	\$0.124	\$0.189	\$0.161	\$0.179	\$0.154	\$0.146
BMC	0.186	0.153	0.119	0.112	0.177	0.149	0.167	0.142	0.134
SCF	0.181	0.148	0.114	0.107	0.172	0.144	0.162	0.137	0.129
Delivery Office	----	----	0.109	0.102	----	----	----	----	----

**Note:** See 521.3 and 628.113 for additional weight restrictions for automation-based rates.

**Exhibit 611.2b, Regular Bulk Third-Class Letter-Size Minimum Per Piece Rates for Pieces Weighing .2067 Lb. (3.3067 Oz.) or Less**

Entry Discount	Nonautomation-Based Rates				Automation-Based Rates				
	Basic	3/5	Carrier Route	Saturation	Basic ZIP + 4	3/5 ZIP + 4	Basic Barcoded	3-Digit Barcoded	5-Digit Barcoded
None	\$0.233	\$0.187	\$0.142	\$0.127	----	----	----	----	----
BMC	0.221	0.175	0.130	0.115	----	----	----	----	----
SCF	0.216	0.170	0.125	0.110	----	----	----	----	----
Delivery Office	----	----	0.120	0.105	----	----	----	----	----

**Exhibit 611.2c, Regular Bulk Third-Class Nonletter-Size Minimum Per Piece Rates for Pieces Weighing .2067 Lb. (3.3067 Oz.) or Less**

Per Piece/Pound	Nonautomation-Based Rates				Automation-Based Rates				
	Basic	3/5	Carrier Route	Saturation	Basic ZIP + 4	3/5 ZIP + 4	Basic Barcoded	3-Digit Barcoded	5-Digit Barcoded
Per Piece Rates (for all entry categories)	\$0.109	\$0.063	\$0.018	\$0.003	----	----	----	----	----
	Plus				Not Available				
Per Pound Rates (by entry discount)									
None	\$0.600	\$0.600	\$0.600	\$0.600	----	----	----	----	----
BMC	0.542	0.542	0.542	0.542	----	----	----	----	----
SCF	0.519	0.519	0.519	0.519	----	----	----	----	----
Delivery Office	----	----	0.496	0.496	----	----	----	----	----

Note: Each piece is subject to both a piece and a pound rate.

**Exhibit 611.2d, Regular Bulk Third-Class Piece/Pound Rates for Pieces Weighing More Than .2067 Lb. (3.3067 Oz.)**

Entry Discount	Nonautomation-Based Rates				Automation-Based Rates				
	Basic	3/5	Carrier Route	Saturation	Basic ZIP + 4	3/5 ZIP + 4	Basic Barcoded	3-Digit Barcoded	5-Digit Barcoded
None	\$0.111	\$0.098	\$0.074	\$0.071	\$0.104	\$0.094	\$0.094	\$0.088	\$0.081
BMC	0.099	0.086	0.062	0.059	0.092	0.082	0.082	0.076	0.069
SCF	0.094	0.081	0.057	0.054	0.087	0.077	0.077	0.071	0.064
Delivery Office	----	----	0.052	0.049	----	----	----	----	----

Note: See 521.3 and 628.113 for additional weight restrictions for automation-based rates.

**Exhibit 611.2e, Nonprofit Bulk Third-Class Letter-Size Minimum Per Piece Rates for Pieces Weighing .2085 Lb. (3.3367 Oz.) or Less**

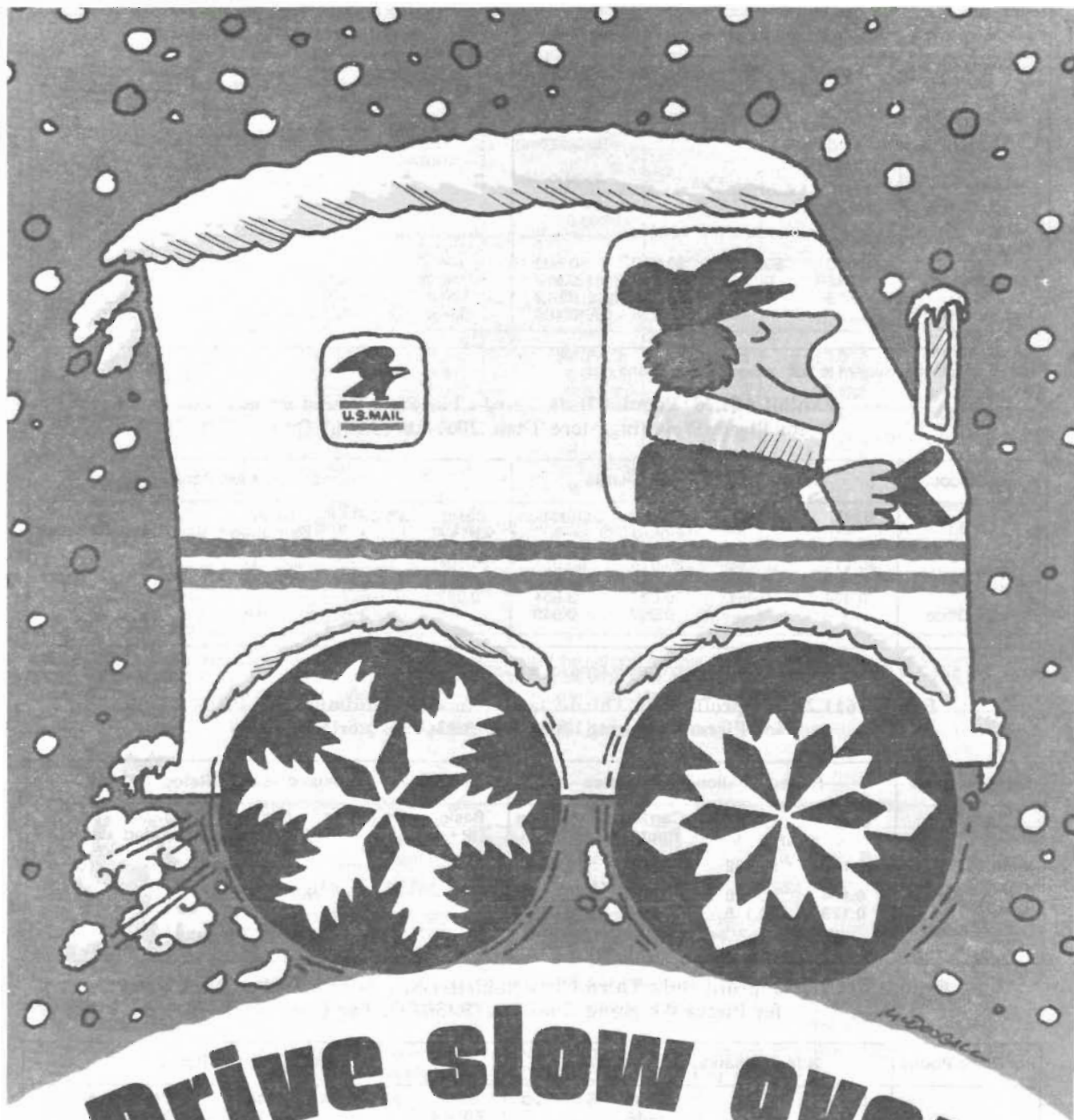
Entry Discount	Nonautomation-Based Rates				Automation-Based Rates				
	Basic	3/5	Carrier Route	Saturation	Basic ZIP + 4	3/5 ZIP + 4	Basic Barcoded	3-Digit Barcoded	5-Digit Barcoded
None	\$0.146	\$0.132	\$0.101	\$0.094	----	----	----	----	----
BMC	0.134	0.120	0.089	0.082	----	----	Not Available	----	----
SCF	0.129	0.115	0.084	0.077	----	----	----	----	----
Delivery Office	----	----	0.079	0.072	----	----	----	----	----

**Exhibit 611.2f, Nonprofit Bulk Third-Class Nonletter-Size Minimum Per Piece Rates for Pieces Weighing .2085 Lb. (3.3367 Oz.) or Less**

Per Piece/Pound	Nonautomation-Based Rates				Automation-Based Rates				
	Basic	3/5	Carrier Route	Saturation	Basic ZIP + 4	3/5 ZIP + 4	Basic Barcoded	3-Digit Barcoded	5-Digit Barcoded
Per Piece Rates (for all entry categories)	\$0.063	\$0.049	\$0.018	\$0.011	----	----	----	----	----
	Plus				Not Available				
Per Pound Rates (by entry discount)									
None	\$0.398	\$0.398	\$0.398	\$0.398	----	----	----	----	----
BMC	0.340	0.340	0.340	0.340	----	----	----	----	----
SCF	0.317	0.317	0.317	0.317	----	----	----	----	----
Delivery Office	----	----	0.294	0.294	----	----	----	----	----

Note: Each piece is subject to both a piece and a pound rate.

**Exhibit 611.2g, Nonprofit Bulk Third-Class Piece/Pound Rates for Pieces Weighing More Than .2085 Lb. (3.3367 Oz.)**



**Drive slow over  
ICE and SNOW**





### Application for a BRM Permit

Application is made to distribute business reply cards, envelopes, self-mailers, cartons, and labels prepared and mailed for return without prepayment of postage under *Domestic Mail Manual (DMM) 917*. First-Class rates and the additional per piece charge for business reply mail (BRM) will be paid on all pieces returned under this privilege. The permit holder must prepare mailing pieces in accordance with DMM 917, and understands that failure to conform with these requirements may be considered basis for revocation of this permit. The annual business reply permit fee and the annual BRM accounting fee, if payment is from a BRM account, must accompany this form. The permit is valid for 12 months from the date of issue. If it is not renewed prior to the expiration date, BRM will not be delivered.

Permit Holder's Name, Street Address, City & State, and ZIP + 4 Code

Telephone Number (Include area code)

Federal Agency Code - Cost Code

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Post Office Where BRM Will Be Received (Include City & State, ZIP Code)

Signature and Title of Applicant

Date

### The postmaster must complete and return bottom portion to applicant

Permit Number

Date Issued

BRM Account

Yes  No

PS Form 3614, November 1991



### Authorization for a BRM Permit

You are authorized to distribute business reply cards, envelopes, self-mailers, cartons, and labels under the provisions of *Domestic Mail Manual (DMM) 917*. Your permit number must appear on each item and you must notify this office of any name or address change or permit cancellation. Only mail prepared in accordance with DMM 917 will be accepted as business reply mail. Your permit is valid for 12 months from the date of issue. You must renew your permit prior to the expiration date or BRM will not be delivered.

Permit Number

Date Issued

BRM Account

Yes  No

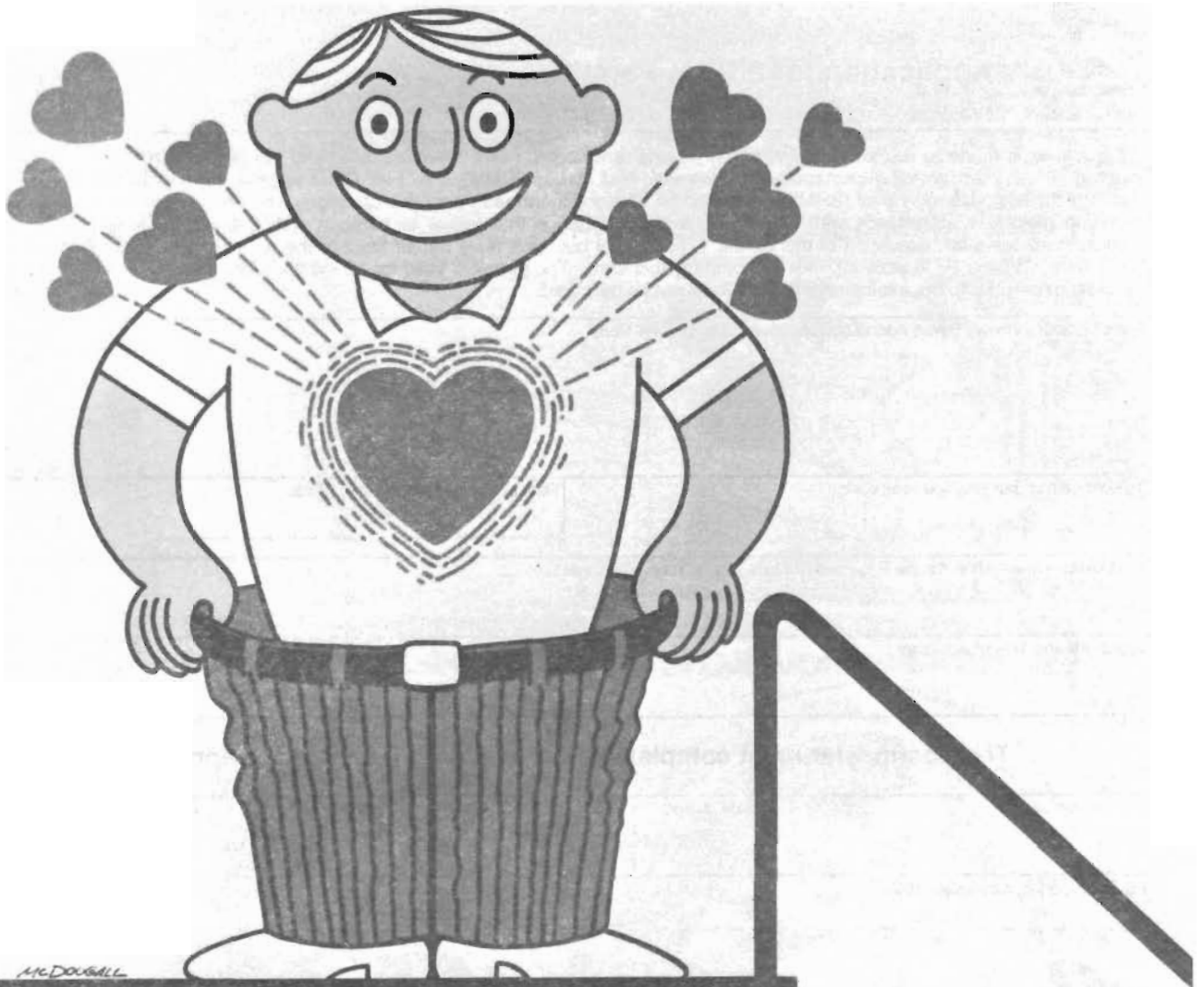
Annual BRM Permit Fee Receipt Number

Annual BRM Accounting Fee Receipt Number

Postmaster's Name and Signature

Date

Permit Holder's Name, Street Address, City & State, and ZIP + 4 Code



MCDUGALL

**Walking up one flight  
or walking down two  
is great for your ticker  
and your waistline too.**



**February is National Heart Month**



## 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.

<b>302 000 0000 to</b>	391 104 6146 to 6199	412 193 0900 to 0999	434 968 3076 to 3092
<b>302 123 9999</b>	391 783 3020 to 3599	412 395 8599 to 8699	435 303 1831 to 1842
<b>360 011 1690 to 1699</b>	391 792 6100 to 6199	412 485 6500 to 6599	435 303 1986 to 1999
369 345 0188 to 0199	392 668 2956 to 2999	412 485 6610 to 6699	435 666 6092 to 6399
369 674 8141 to 8199	392 854 8500 to 8899	412 885 5953 to 5999	436 082 6400 to 6899
369 718 3783 to 3799	393 584 7566 to 7699	414 193 3608 to 3674	436 160 6441 to 6499
<b>370 193 8257 to 8299</b>	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	<b>440 698 1947 to 1999</b>
373 390 2604 to 2699	394 189 0405 to 0599	415 161 8858 to 8868	<del>440 858 6300 to 6399</del>
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	<b>450 048 4173 to 4199</b>
375 744 7930 to 7999	398 149 7200 to 7699	418 719 8520 to 8599	<del>450 048 4442 to 4699</del>
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	450 780 2716 to 2799
376 903 0721 to 0738	399 792 7775 to 7799	419 730 0380 to 0399	451 109 2967 to 2984
376 906 3206 to 3299	399 792 8300 to 8399	<b>420 599 0734 to 0798</b>	451 115 4110 to 4125
377 113 7461 to 7499	399 396 8935 to 8999	<del>420 661 4115 to 4199</del>	451 115 4127 to 4199
377 224 2300 to 2599	<b>400 427 1051 to 1999</b>	420 758 9500 to 9699	452 265 0074 to 0099
377 955 4285 to 4399	<del>401 045 1505 to 1549</del>	420 969 3951 to 3971	452 265 0246 to 0299
378 029 9347 to 9399	401 045 1571 to 1599	420 969 3973 to 3999	452 265 0335 to 0399
378 085 3679 to 3699	401 294 2700 to 2799	421 116 3565 to 3599	452 265 0400 to 0999
378 210 9090 to 9099	401 310 9505 to 9599	421 130 9300 to 9399	452 509 1169 to 1199
378 351 1063 to 1099	401 382 5312 to 5399	421 313 4500 to 4999	452 855 6471 to 6499
378 630 9489 to 9599	402 578 7876 to 7899	421 364 5537 to 5599	452 890 4679 to 4699
379 128 9584 to 9599	403 125 6744 to 6799	421 656 2609 to 2699	452 900 8215 to 8238
379 509 2600 to 2699	403 260 7000 to 7499	421 988 9700 to 9799	453 117 9146 to 9199
379 679 8060 to 8099	403 280 6470 to 6499	422 172 4667 to 4699	453 334 3631 to 3699
379 843 5100 to 5199	403 685 8600 to 8699	422 484 4212 to 4299	454 013 2912 to 2999
<b>380 093 9600 to 9611</b>	404 003 0300 to 0399	422 556 1270 to 1299	454 302 5282 to 5299
380 165 1165 to 1199	404 041 8838 to 8899	422 587 7024 to 7099	454 302 5400 to 5499
380 489 6800 to 6899	404 071 4268 to 4299	422 819 7533 to 7599	455 221 1348 to 1499
380 572 1840 to 1899	404 347 5356 to 5399	422 842 5073 to 5087	455 364 2147 to 2199
381 077 3600 to 3699	404 347 5548 to 5599	424 500 6050 to 6099	455 399 5400 to 5499
381 325 4500 to 4599	404 726 4500 to 4599	424 641 8500 to 8599	455 476 0676 to 0699
381 540 9900 to 9999	404 961 5001 to 5199	424 871 6600 to 6699	455 543 0618 to 0699
381 604 2510 to 2699	405 325 0188 to 0198	425 298 2352 to 2399	456 135 3200 to 3399
381 645 9525 to 9599	406 009 4587 to 4599	425 418 4269 to 4299	456 410 9006 to 9099
381 924 0748 to 0799	406 260 6830 to 6899	425 418 4405 to 4499	456 619 4460 to 4499
383 156 6968 to 6999	406 459 6497 to 6499	427 412 6337 to 6499	457 333 2686 to 2699
383 156 7128 to 7199	406 733 3000 to 3999	427 481 0900 to 0999	459 365 5432 to 5499
383 156 7300 to 7999	407 545 1556 to 1599	428 027 2742 to 2752	459 378 5764 to 5799
383 299 2081 to 2099	407 594 0412 to 0599	429 474 4172 to 4199	459 472 4816 to 4899
383 314 3968 to 3999	407 692 9100 to 9299	429 889 2900 to 2999	459 472 4900 to 4999
383 892 1000 to 1344	408 265 2275 to 2288	<b>430 150 4401 to 4599</b>	<b>462 152 0107 to 0299</b>
383 892 1382 to 1399	408 499 7700 to 7799	<del>430 177 1900 to 1999</del>	<b>700 065 2570 to 2599</b>
385 568 2330 to 2399	408 499 7900 to 7999	430 177 2000 to 2099	<del>700 065 4800 to 4899</del>
385 599 7554 to 7575	408 682 8484 to 8599	430 444 9500 to 9699	700 190 3350 to 3359
385 774 2024 to 2099	408 698 7015 to 7099	430 664 4069 to 4099	700 228 6048 to 6099
387 314 5574 to 5599	409 072 3941 to 3999	432 168 8419 to 8499	<b>802 678 2605 to 2699</b>
389 696 2400 to 2799	<b>410 491 2311 to 2399</b>	432 708 6800 to 6999	<del>803 605 2840 to 2899</del>
389 846 3104 to 3135	<del>410 694 8400 to 8599</del>	432 744 1544 to 1599	803 605 6300 to 6499
389 846 3145 to 3195	410 775 1500 to 1599	432 995 9775 to 9799	805 323 5006 to 5024
389 887 9211 to 9230	410 795 7927 to 7999	433 003 5800 to 5899	805 466 7255 to 7299
389 887 9234 to 9299	410 867 0917 to 0966	433 757 3047 to 3099	806 015 3885 to 3899
<b>390 001 3182 to 3199</b>	410 867 0970 to 0999	433 765 4003 to 4099	806 087 1100 to 1499
390 001 3500 to 3699	411 868 1023 to 1199	434 482 7060 to 7199	806 268 9275 to 9299
390 545 5974 to 5999	411 922 2322 to 2399	434 513 2386 to 2399	806 534 3400 to 3477



**DON'T LET YOUR JOB  
GO UP IN SMOKE**



**SAY "NOPE" TO DOPE**

## 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.

<b>575,913,145 to</b>	606,915,240 to 5,300	620,514,863 to 4,900	632,448,956 to 9,300
579,877,101 to <b>3,200</b>	607,183,001 to 3,300	620,521,444 to 1,500	632,939,648 to 9,800
<b>580,207,301 to 7,200</b>	607,273,964 to 4,500	620,711,701 to 1,800	633,135,035 to 5,300
581,986,501 to <b>7,770</b>	607,586,501 to 6,600	620,894,501 to 4,600	633,175,518 to 5,600
584,314,756 to 6,600	607,591,119 to 1,200	620,969,476 to 9,500	633,537,840 to 7,900
584,314,756 to 5,000	607,673,301 to 4,500	621,180,332 to 0,400	634,141,201 to 1,500
584,834,505 to 4,600	607,842,343 to 2,500	621,182,939 to 3,400	634,328,501 to 8,600
584,862,862 to 3,900	607,930,501 to 1,000	621,715,301 to 5,400	634,839,201 to 9,300
584,947,247 to 7,300	608,011,756 to 1,200	622,032,701 to 2,800	634,848,780 to 8,800
584,963,232 to 3,300	608,288,084 to 8,100	622,032,901 to 3,000	635,296,451 to 6,500
585,948,403 to 9,000	608,678,701 to 9,100	622,659,101 to 9,200	635,298,587 to 8,600
586,432,013 to 2,500	608,722,023 to 2,200	623,363,613 to 3,800	635,312,907 to
586,543,860 to 3,900	609,084,101 to 5,100	623,447,801 to 7,900	313,000
586,830,748 to 0,800	609,394,901 to 5,000	624,023,279 to 3,400	635,376,834 to 6,900
589,005,217 to 5,300	<b>610,368,452 to 8,465</b>	624,173,970 to 4,000	635,468,101 to 8,200
589,876,801 to 6,900	611,216,001 to 7,100	624,512,201 to 3,000	635,681,001 to 1,100
<b>590,230,567 to 0,600</b>	611,338,466 to 8,700	624,555,001 to	635,699,601 to
590,242,301 to 2,400	611,345,254 to 5,300	556,100	700,600
590,973,597 to 4,000	611,387,101 to 7,200	625,060,673 to 0,700	636,000,201 to 0,300
591,138,501 to 8,600	611,874,375 to 4,400	625,196,431 to 6,500	636,012,675 to 2,700
591,724,456 to 4,500	611,891,801 to 2,400	625,206,601 to 6,900	636,030,135 to 0,200
591,778,901 to 9,000	611,930,472 to 0,500	625,553,170 to 3,200	636,042,001 to 2,200
591,860,001 to 0,100	612,182,901 to 3,700	625,706,401 to 6,500	636,863,001 to 3,100
591,948,198 to 8,216	612,185,601 to 6,100	625,932,001 to 2,100	636,931,725 to 1,800
592,371,801 to 2,100	612,512,359 to 2,700	625,945,101 to 5,400	637,043,605 to 3,700
593,389,186 to 9,200	612,472,501 to 3,100	625,966,101 to 6,200	637,789,301 to 9,400
594,538,411 to 8,500	613,359,706 to 9,732	626,035,401 to 5,500	637,860,101 to 0,200
594,724,301 to 4,900	613,364,701 to 5,100	626,174,177 to 4,200	639,522,101 to 2,400
594,768,672 to 8,700	613,856,401 to 6,600	626,305,019 to 5,100	639,857,736 to 7,900
594,952,701 to 3,400	614,442,385 to 2,400	626,567,516 to 7,528	<b>640,272,919 to 3,200</b>
596,073,100 to 3,500	614,487,801 to 7,900	626,613,101 to 3,300	640,666,076 to 6,200
596,308,901 to 9,100	614,608,143 to 8,152	626,871,601 to 2,500	641,011,901 to 2,600
597,044,346 to 4,400	615,753,401 to 3,600	627,079,501 to 9,900	641,121,411 to 1,500
597,253,460 to 3,500	616,042,700 to 3,300	627,097,438 to 7,500	641,196,269 to 6,300
598,659,921 to	616,192,014 to 2,100	627,171,001 to 1,400	641,309,609 to 9,658
660,100	616,320,501 to 1,200	627,974,001 to 4,300	641,574,196 to 4,650
599,664,001 to 5,700	616,339,601 to 9,700	628,196,859 to	641,583,509 to 3,600
<b>600,349,301 to 9,400</b>	617,008,801 to	197,100	641,962,607 to 2,630
600,439,001 to 9,100	009,000	628,390,001 to 0,300	642,415,969 to 6,000
600,493,650 to 3,700	617,127,319 to 8,100	628,455,689 to 6,200	643,201,801 to 2,000
600,526,018 to 6,400	617,461,706 to 1,800	628,600,766 to	643,243,401 to 3,500
601,042,674 to 2,700	617,478,723 to 8,800	601,000	643,452,130 to 2,200
601,652,701 to 3,300	617,582,829 to 2,900	629,893,459 to 3,500	643,726,901 to 7,500
602,528,606 to 9,000	617,739,158 to 9,200	629,966,903 to 7,000	643,736,201 to 6,400
603,708,901 to 9,200	618,333,401 to 4,100	<b>630,199,031 to 9,100</b>	644,475,893 to 6,300
603,780,401 to 0,500	618,625,824 to 5,900	630,233,957 to 4,300	644,858,601 to 8,800
603,780,701 to 0,800	619,215,945 to 6,000	630,252,101 to 2,200	644,932,601 to 3,100
603,780,942 to 1,000	619,225,550 to 5,600	630,301,208 to 1,300	644,941,801 to 2,100
604,020,801 to 0,900	619,226,975 to 6,999	630,331,801 to	644,990,601 to 1,100
604,083,174 to 3,700	619,326,641 to 7,000	332,100	646,262,901 to 3,200
604,122,517 to 2,900	619,357,588 to 7,600	630,334,070 to 4,600	646,321,801 to 2,000
604,181,801 to 2,100	619,580,012 to 0,100	630,342,552 to 2,600	646,322,201 to 2,800
604,799,901 to	619,765,826 to	630,642,629 to 2,700	646,505,901 to 6,100
800,800	766,400	630,904,718 to 4,900	646,876,001 to 6,200
605,367,722 to 8,200	619,906,171 to 6,200	630,995,315 to 5,400	646,993,871 to 3,930
605,721,494 to	<b>620,104,808 to 4,900</b>	631,381,731 to 1,800	
1,500	620,256,601 to 6,700	631,817,556 to 7,600	







**INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS—Continued**

972911	973216	973238	974177	980144	980218	980306	981526	983041	992261	992570	995895	998164
972912	973227	973253	975005	980167	980219	980311	981527	984168	992363	992578	995923	998206
972985	973231	973270	980039	980189	980252	980390	981616	984206	992480	992593	998002	999219
972989	973237	974002	980086	980211	980303	981514	981949	992190	992533	995803	998107	

—Marketing and Customer Services Group, 1-23-92



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