



# postal bulletin

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## \$2.90/\$5.80 Flag Pledge of Allegiance Booklets

Two Flag Pledge of Allegiance booklets go on sale September 8 in Rome, New York. One is a 10-stamp booklet of 29-cent stamps; the other is a 20-stamp booklet of 29-cent stamps. This issue honors the centennial of the Pledge of Allegiance. The Bureau of Engraving and Printing (BEP) printed both booklets. The stamp features the red, white and blue U.S. flag flying at full mast, above the words "I pledge allegiance," in black.

**Do Not Place on Sale Before September 9, 1992**

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**Supply.** Since limited quantities of the \$2.90/\$5.80 Flag Pledge of Allegiance booklets will be produced during this fiscal year, all offices should order sufficient quantities to meet their philatelic demand only. However, during Postal Fiscal Year 1993, sufficient production quantities of the \$2.90/\$5.80 Flag Pledge of Allegiance booklets will be available for offices to requisition their required quantities. The Flag booklets will replace both versions of the Wood Duck booklets.


**Item 6617, \$2.90 Booklet.** Stamp distribution offices (SDOs) will receive an automatic distribution of 13,500 booklets. CAG A-G post offices that receive automatic distributions directly from BEP receive an automatic 1,500 booklets. Post offices with authorized philatelic centers receive their standard booklet automatic distributions. All CAG A-G post offices requiring additional booklets should immediately submit Forms 3356, *Stamp Requisition—Bulk Quantities*, to BEP. Please submit requisitions in the standard ordering quantities: 1,500 booklets, 3,000 booklets, 4,500 booklets, and multiples 4,500 to the maximum of 270,000 booklets.

**Less-Than Bulk-Quantities.** All other post offices requiring this booklet should immediately requisition it from their SDO on separate Forms 17-A.

**Item 6618, \$5.80 Booklet.** Only post offices with authorized philatelic centers will receive an automatic distribution. Their quantities are based on standard automatic booklet distributions. CAG A-G post offices requiring this booklet in bulk quantities should immediately submit Forms 3356, *Stamp Requisition—Bulk Quantities*, to BEP. Submit requisitions in the standard ordering quantities: 1,500 booklets, 3,000 booklets, 4,500 booklets, and multiples 4,500 to the maximum of 270,000 booklets.

**Less-Than-Bulk-Quantities.** All other post offices requiring this booklet should immediately requisition it from their SDO on separate Forms 17-A.

—Philatelic and Retail Services Dept., 8-6-92



**1991 Annual Index In  
PB 21808, 2-6-92  
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PB 21813, 4-16-92  
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(Apr.-Jun.)**

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### Military Mail Processing Network Realignment

Effective August 22, 1992 (Accounting Period 13), *First-Class* Military mail distribution activities end at Northern Virginia (IAD), Chicago (ORD), Dallas (DFW), and Seattle (SEA).

Correct labeling for *First-Class* military mail with a gateway office delivery date later than August 21, from all origins, follows:

Label	Contents
AMF KENNEDY APO NY 00300 .....	090-094, 096-098
AMF KENNEDY FPO NY 00300 .....	095
AMF SAN FRANCISCO CA 962 APO/FPO.	962-966, 987

All origin mail processing facilities must make the necessary scheme adjustments to reflect this distribution change and immediately order new tray and pouch labels, as necessary, from the Topeka Label Printing Center to ensure dispatch to the correct new gateway.

Current labeling instructions for military ZIP 340 remain in effect. Priority mail distribution and dispatch procedures *do not* change.

—*Delivery, Distribution, and Transportation Dept., 8-6-92*

#### IMM Revision

### New Parcel Post Insurance Amount for Thailand

Effective July 9, 1992, the maximum insurance amount for Thailand increased from \$125 to \$430. Integrated retail terminal (IRT) software will be modified. In the interim, window clerks must refer to the insurance rate table shown as Exhibit A.

#### Thailand—Exhibit A

#### INSURANCE (320)

Available for Parcel Post only  
See 324.2 for required markings

Insured amount not over	Fee	Insured amount not over	Fee
\$50	\$1.60	\$300	\$4.60
\$100	\$2.40	\$400	\$5.40
\$200	\$3.50	\$430 max.	\$6.20

Issue 11 of the *International Mail Manual* will contain this revision.

—*Marketing and Customer Service Group, 8-6-92*

#### All Window Clerks

### International Mail—Recorded Delivery Service

Several foreign postal administrations that do not offer recorded delivery service report receipt of recorded delivery mail from the United States. This mail causes delivery problems in their country.

As published in *Postal Bulletin* 21809 (2-20-92), recorded delivery service is available only to the following countries.

Afghanistan	Iraq
Bahrain	Italy
Belgium	Korea, Republic of
Bolivia	Libya
Brunei	Malaysia
Bulgaria	New Zealand
Burkina Faso	Oman
Cameroon	Pakistan
China	Romania
Colombia	Spain
Czechoslovakia	Swaziland
Fiji	Syria
Greece	Turkey
Guinea	Venezuela
Guyana	

Postal acceptance employees must not offer or accept recorded delivery mail to countries not offering the service. Updated integrated retail terminal (IRT) software containing a list of countries that provide recorded delivery service was mailed to postal facilities the week of June 22, 1992.

—*Marketing and Customer Service Group, 8-6-92*

### Aviation Pioneers: Ordering and Sales

Beginning immediately, stamp distribution offices (SDOs) may request limited supplies of *Aviation Pioneers: A Collection of U.S. Stamps*, Item 8919, from their respective regional accountable paper depositories (RAPDs). Also effective immediately, *Aviation Pioneers* may be sold through all standard Postal Service outlets.

The RAPDs have the following approximate quantities available: Chicago (Central Region), 11,000; Denver (Central), 3,000; Memphis (Southern), 11,000; New York (Northeast), 9,000; San Francisco (Western), 11,000; and Washington (Eastern), 9,000. SDOs should restrict their orders accordingly.

RAPDs are required to retain approximately 1,000 of the product to fulfill requests from offices hosting airshows in their regions.

Associate offices (AOs) should place orders for *Aviation Pioneers* with their SDOs, based on no more than 60 days anticipated sales.

—*Philatelic and Retail Services Dept., 8-6-92*

DMM Notice

**OPTIONAL BARCODED LABELS**

Effective with Domestic Mail Manual (DMM) Issue 44 (9-20-92), DMM 369 is amended to permit customers who prepare First-Class Mail to use barcoded sack and tray labels. The existing content of DMM 369 is redesignated as 369.1, and new DMM 369.2 and 369.3 are added to provide the instructions for preparing barcoded tray and sack labels, respectively.

The contents of existing DMM 446 and 646 are also redesignated as 446.1 and 646.1, respectively, and new DMM 446.2 and 646.2 are added to allow preparation of barcoded tray labels for automation-compatible second- and third-class mail, respectively.

Generally, new DMM 369.3 repeats existing provisions for sacked mailings of second-, third-, and fourth-class mail, although new content identifier codes are added specifically for First-Class Mail. The same set of content identifier codes are also used on barcoded tray labels.

New DMM 369.2, 446.2, and 646.2 offer nearly identical provisions for barcoded tray labels although, for second- and third-class mail, their use is restricted to automation-compatible mail. Barcoded tray labels have different physical dimensions, but incorporate barcode criteria analogous to those for sack labels.

The revised regulations will appear in DMM Issue 44 (9-20-92) but are shown below to allow mailers maximum advance notice and to encourage their use of barcoded labels.

**360 Preparation Requirements**

\* \* \* \* \*

**369 Alternative Mail Preparation Features**

**369.1 Optional Endorsement Line in Address Block or Label**

*(Redesignate existing 369.1-369.2 as 369.11-369.12; no change in text.)*

*(A new Exhibit 369.2 and a revised Exhibit 446.36 will be provided separately.)*

**369.2 Optional Use of Barcoded Tray Labels**

**369.21 General.** Tray labels supplied by the Postal Service are machine-printed with barcodes that enable scanning and sortation on automated equipment. Mailers who produce their own tray labels should prepare barcoded labels that meet the requirements of 369.22 and 369.23.

**369.22 Label Specifications**

**369.221 Color.** Labels must be printed on white or manila label stock.

**369.222 Size.** Labels must fall within the following tolerances:

a. Height (vertical): Not less than 1.9 inches nor more than 2.015 inches.

b. Length (horizontal): Not less than 3.25 inches nor more than 3.375 inches.

c. Thickness: Not less than 0.007 inch nor more than 0.012 inch.

**369.223 Stock.** The paper stock for labels must be 100 pounds  $\pm$  20 percent (500 sheets, 24 by 36 inches).

**369.224 Printed Text Lines**

a. *Required Information.* The information contained in the printed destination, contents, and origin lines must be as specified by 360, 560, or 570, as appropriate to the rate claimed.

b. *Extraneous Information.* Extraneous information is permitted only on the printer information line at the top of the label.

c. *Barcode Numeric Line.* The barcode numeric line, located beneath the barcode, contains 10 numbers representing the five-digit ZIP Code of the tray's destination, the applicable three-digit content identifier code (see Exhibit 446.136), and a two-digit proxy for internal codes used by the Postal Service. All mailer-prepared barcoded tray labels must show 07 as these last two digits. When only a three-digit ZIP Code prefix is required for the destination, it must be followed by two zeros. When the contents of the tray do not correspond to an available contents code, the code that best describes the contents of the tray must be used (e.g., 001 for First-Class Mail).

**369.225 Character Height and Printing Density**

a. *General.* The human-readable printed text lines on tray labels must meet the character height specifications described below. Unless otherwise noted, that text must be printed in a character density of not less than 10 nor more than 16 characters per inch; the preferred density is 12 characters per inch.

b. *Printer Information Line.* The maximum character height for text on the printer information line is 0.083 inch (6 point type).

c. *Destination Line.* The name of the destination (i.e., prefix, city name, and two-letter state abbreviation) must have a character height of 0.138 inch (10-point type) and a character density of 12 characters per inch. The corresponding ZIP Code must have a character height of 0.194 inch (14-point type) and a character density of six characters per inch. The destination line must accommodate at least 21 characters in the destination name, and five characters in the corresponding ZIP Code.

d. *Contents Line.* The maximum character height for text on the contents line is 0.138 inch (10 point type). The contents line must accommodate at least 23 characters.

e. *Barcode Numeric Line.* The maximum character height for text on the barcode numeric line is 0.083 inch (6 point type). The barcode numeric line must accommodate 10 characters.

## OPTIONAL BARCODED LABELS—Continued

*f. Origin Line.* The text of the origin line must have a character height of not less than 0.056 inch (4 point type) nor more than 0.083 inch (6 point type). The character density may be compressed to accommodate up to the 21 characters.

**369.226 Zebra Code.** The zebra code is a series of diagonal lines located to the right of the barcode that serves exclusively as a visual indication that the contents of the tray is barcoded mail. It must not appear on trays of nonbarcoded mail. The diagonal marks forming the zebra code must each be from 0.25 to 0.375 inch high, and from 0.125 to 0.25 inch wide, separated by blank spaces of equal size.

### 369.23 Barcode Specifications

**369.231 Type.** The barcode must be an interleaved two-of-five code in accordance with the Automatic Identification Manufacturers' Uniform Symbology Specification (AIM/USS-I 2/5) and the requirements of this section.

**369.232 Location.** The barcode must be located on the left side of the tray label. A clear space must be maintained between both the left edge of the tray label and the barcode and between the barcode and the printed text lines, in accordance with 369.235 (see Exhibit 369.2). The barcode must not extend more than 1.8 inches to the right from the adjacent clear space on the left edge of the label. The top of the barcode must be located not less than 0.6 inch from the top of the label. The bottom of the barcode must be located no more than 1.4 inches from the top of the label.

#### 369.233 Dimensions

*a. Width.* The width of the narrow bars and spaces ("X" dimension) must be between 0.012 inch and 0.015 inch and uniform within the barcode. The tolerance of the width of all bars and spaces is  $\pm 0.004$  inch. The maximum irregularity in the edge straightness of any bar element is 0.3 times the X dimension.

*b. Height.* The height of the barcode must be 0.7 inch  $\pm 0.05$  inch.

*c. Wide-to-Narrow Ratio.* The wide-to-narrow ratio for barcodes with an X dimension of 0.012 inch must be 3 to 1. The wide-to-narrow ratio for barcodes with an X dimension between 0.013 and 0.015 inch must be between 3 to 1 and 2.3 to 1 and uniform within the barcode.

**369.234 Reflectance.** When measured at 650 nanometers, bar reflectance must be less than 30 percent, and space reflectance must be greater than 40 percent. The bar-to-space reflectance difference must be greater than 40 percentage points.

**369.235 Clear Space (Quiet Zone).** There must be a clear area (or quiet zone) at each end of the barcode that is no less than 0.15 inch wide and at least as high as the height of the bars in the barcode. The clear area must meet the space reflectance requirement in 369.234.

**369.236 Contents.** The barcode on the tray label must represent the 10 characters included in the barcode numeric line (see 369.224c).

### 369.3 Optional Use of Barcoded Sack Labels

**369.31 General.** Sack labels supplied by the Postal Service are machine-printed with barcodes that enable scanning and sortation on automated equipment. Mailers who produce their own sack labels are encouraged to prepare barcoded labels that meet the requirements of 369.32 and 369.33.

#### 369.32 Label Specifications

*(Text of existing 446.21-446.25; renumber as 369.321-369.325; in renumbered 369.321, replace pink with white or manila; no other changes in text; in renumbered 369.324, replace 441.321 and 441.322 with 360, 560, or 570, as applicable; in renumbered 369.324 and 369.325, replace 446.35 with 369.335.)*

#### 369.33 Barcode Specifications

*(Text of existing 446.31-446.36; renumber as 369.331-369.336; no change in text; in renumbered 369.332, replace 446.35 and 446.32 with 369.335 and 369.332 respectively; in renumbered 369.335, replace 446.34 with 369.334; in renumbered 369.336, replace 446.24 with 369.324.)*

*(Amend existing Exhibit 446.136, and add new Exhibits 369.2 and 369.332, as shown on separate sheets.)*

\* \* \* \* \*

### 440 Presorting

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### 446 Optional Use of Barcoded Sack and Tray Labels

#### 446.1 Barcoded Sack Labels

*(Renumber existing 446.1-446.3 as 446.11-446.13 and renumber subsections and references accordingly; no changes in text; redesignate Exhibits 446.32 and 446.36 as Exhibits 446.132 and 446.136, respectively.)*

#### 446.2 Barcoded Tray Labels

**446.21 General.** Tray labels supplied by the Postal Service are machine-printed with barcodes that enable scanning and sortation on automated equipment. Mailers who produce their own tray labels should prepare barcoded labels that meet the requirements of 446.22 and 446.23. Barcoded tray labels may be used only for mailings of automation-compatible mailpieces.

#### 446.22 Label Specifications

**446.221 Color.** Labels must be printed on pink label stock.

**446.222 Size.** Labels must fall within the following tolerances:

## OPTIONAL BARCODED LABELS—Continued

a. Height (vertical): Not less than 1.9 inches nor more than 2.015 inches.

b. Length (horizontal): Not less than 3.25 inches nor more than 3.375 inches.

c. Thickness: Not less than 0.007 inch nor more than 0.012 inch.

**446.223 Stock.** The paper stock for labels must be 100 pounds  $\pm$  20 percent (500 sheets, 24 by 36 inches).

### **446.224 Printed Text Lines**

a. *Required Information.* The information contained in the printed destination, contents, and origin lines must be as specified by 440, 560, or 570, as appropriate to the rate claimed.

b. *Extraneous Information.* Extraneous information is permitted only on the printer information line at the top of the label.

c. *Barcode Numeric line.* The barcode numeric line, located beneath the barcode, contains 10 numbers representing the five-digit ZIP Code of the tray's destination, the applicable three-digit content identifier code (see Exhibit 446.136), and a two-digit proxy for internal codes used by the Postal Service. All mailer-prepared barcoded tray labels must show 07 as these last two digits. When only a three-digit ZIP Code prefix is required for the destination, it must be followed by two zeros. When the contents of the tray do not correspond to an available contents code, the code that best describes the contents of the tray must be used (e.g., 200 for 2C, etc.).

### **446.225 Character Height and Printing Density**

a. *General.* The human-readable printed text lines on tray labels must meet the character height specifications described below. Unless otherwise noted, that text must be printed in a character density of not less than 10 nor more than 16 characters per inch; the preferred density is 12 characters per inch.

b. *Printer Information Line.* The maximum character height for text on the printer information line is 0.083 inch (6 point type).

c. *Destination Line.* The name of the destination (i.e., prefix, city name, and two-letter state abbreviation) must have a character height of 0.138 inch (10-point type) and a character density of 12 characters per inch. The corresponding ZIP Code must have a character height of 0.194 inch (14-point type) and a character density of six characters per inch. The destination line must accommodate at least 21 characters in the destination name, and five characters in the corresponding ZIP Code.

d. *Contents Line.* The maximum character height for text on the contents line is 0.138 inch (10-point type). The contents line must accommodate at least 23 characters.

e. *Barcode Numeric Line.* The maximum character height for text on the barcode numeric line is 0.083

inch (6-point type). The barcode numeric line must accommodate 10 characters.

f. *Origin Line.* The text of the origin line must have a character height of not less than 0.056 inch (4-point type). The character density may be compressed to accommodate up to the 21 characters.

**446.226 Zebra Code.** The zebra code is a series of diagonal lines located to the right of the barcode that serves exclusively as a visual indication that the contents of the tray is barcoded mail. It must not appear on trays of nonbarcoded mail. The diagonal marks forming the zebra code must each be from 0.25 to 0.375 inch high, and from 0.125 to 0.25 inch wide separated by blank spaces of equal size.

### **446.23 Barcode Specifications**

**446.231 Type.** The barcode must be an interleaved two-of-five code in accordance with the Automatic Identification Manufacturers' Uniform Symbology Specification (AIM/USS-I 2/5) and the requirements of this section.

**446.232 Location.** The barcode must be located on the left side of the tray label. A clear space must be maintained between both the left edge of the tray label and the barcode and between the barcode and the printed text lines, in accordance with 446.235 (see Exhibit 446.2). The barcode must not extend more than 1.8 inches to the right from the adjacent clear space on the left edge of the label. The top of the barcode must be located not less than 0.6 inch from the top of the label. The bottom of the barcode must be located no more than 1.4 inches from the top of the label.

### **446.233 Dimensions**

a. *Width.* The width of the narrow bars and spaces ("X" dimension) must be between 0.012 inch and 0.015 inch and uniform within the barcode. The tolerance of the width of all bars and spaces is  $\pm$  0.004 inch. The maximum irregularity in the edge straightness of any bar element is 0.3 times the X dimension.

b. *Height.* The height of the barcode must be 0.7 inch  $\pm$  0.05 inch.

c. *Wide-to-Narrow Ratio.* The wide-to-narrow ratio for barcodes with an X dimension of 0.012 inch must be 3 to 1. The wide-to-narrow ratio for barcodes with an X dimension between 0.013 and 0.015 inch must be between 3 to 1 and 2.3 to 1 and uniform within the barcode.

**446.234 Reflectance.** When measured at 650 nanometers, bar reflectance must be less than 30 percent, and space reflectance must be greater than 40 percent. The bar-to-space reflectance difference must be greater than 40 percentage points.

**446.235 Clear Space (Quiet Zone).** There must be a clear area (or quiet zone) at each end of the barcode that is no less than 0.15 inch wide and at least as high as the height of the bars in the bar-



## OPTIONAL BARCODED LABELS—Continued

code. The clear area must meet the space reflectance requirement in 446.234.

**446.236 Contents.** The barcode on the tray label must represent the 10 characters included in the barcode numeric line (see 446.224c).

(Duplicate new Exhibits 369.2 and 369.332, as shown on separate sheets, and add as new Exhibits 446.2 and 446.332.)

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### 640 Bulk Mail Presort

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### 646 Optional Use of Barcoded Sack and Tray Labels

#### 646.1 Barcoded Sack Labels

(Renumber existing 646.1-646.3 as 646.11-646.13 and renumber subsections and references accordingly; no changes in text; redesignate Exhibits 646.32 and 646.36 as Exhibits 646.132 and 646.136, respectively.)

#### 646.2 Barcoded Tray Labels

**646.21 General.** Tray labels supplied by the Postal Service are machine-printed with barcodes that enable scanning and sortation on automated equipment. Mailers who produce their own tray labels should prepare barcoded labels that meet the requirements of 646.22 and 646.23. Barcoded tray labels may be used only for mailings of automation-compatible mailpieces.

#### 646.22 Label Specifications

**646.221 Color.** Labels must be printed on white or manila label stock.

**646.222 Size.** Labels must fall within the following tolerances:

a. Height (vertical): Not less than 1.9 inches nor more than 2.015 inches.

b. Length (horizontal): Not less than 3.25 inches nor more than 3.375 inches.

c. Thickness: Not less than 0.007 inch nor more than 0.012 inch.

**646.223 Stock.** The paper stock for labels must be 100 pounds  $\pm$  20 percent (500 sheets, 24 by 36 inches).

#### 646.224 Printed Text Lines

a. *Required Information.* The information contained in the printed destination, contents, and origin lines must be as specified by 640, 560, or 570, as appropriate to the rate claimed.

b. *Extraneous Information.* Extraneous information is permitted only on the printer information line at the top of the label.

c. *Barcode Numeric Line.* The barcode numeric line, located beneath the barcode, contains 10 numbers representing the five-digit ZIP Code of the tray's

destination, the applicable three-digit content identifier code (see Exhibit 646.136), and a two-digit proxy for internal codes used by the Postal Service. All mailer-prepared barcoded tray labels must show 07 as these last two digits. When only a three-digit ZIP Code prefix is required for the destination, it must be followed by two zeros. When the contents of the tray do not correspond to an available contents code, the code that best describes the contents of the tray must be used (e.g., 300 for 3C flats, etc.).

#### 646.225 Character Height and Printing Density

a. *General.* The human-readable printed text lines on tray labels must meet the character height specifications described below. Unless otherwise noted, that text must be printed in a character density of not less than 10 nor more than 16 characters per inch; the preferred density is 12 characters per inch.

b. *Printer Information Line.* The maximum character height for text on the printer information line is 0.083 inch (6-point type).

c. *Destination Line.* The name of the destination (i.e., prefix, city name, and two-letter state abbreviation) must have a character height of 0.138 inch (10-point type) and a character density of 12 characters per inch. The corresponding ZIP Code must have a character height of 0.194 inch (14-point type) and a character density of 6 characters per inch. The destination line must accommodate at least 21 characters in the destination name, and 5 characters in the corresponding ZIP Code.

d. *Contents Line.* The maximum character height for text on the contents line is 0.138 inch (10-point type). The contents line must accommodate at least 23 characters.

e. *Barcode Numeric Line.* The maximum character height for text on the barcode numeric line is 0.083 inch (6-point type). The barcode numeric line must accommodate 10 characters.

f. *Origin Line.* The text of the origin line must have a character height of not less than 0.056 inch (4-point type) nor more than 0.083 inch (6-point type). The character density may be compressed to accommodate up to the 21 characters.

**646.226 Zebra Code.** The zebra code is a series of diagonal lines located to the right of the barcode that serves exclusively as a visual indication that the contents of the tray is barcoded mail. It must not appear on trays of nonbarcoded mail. The diagonal marks forming the zebra code must each be from 0.25 to 0.375 inch high, and from 0.125 to 0.25 inch wide, separated by blank spaces of equal size.

#### 646.23 Barcode Specifications

**646.231 Type.** The barcode must be an interleaved two-of-five code in accordance with the Automatic Identification Manufacturers' Uniform

**OPTIONAL BARCODED LABELS—Continued**

Symbology Specification (AIM/USS-I 2/5) and the requirements of this section.

**646.232 Location.** The barcode must be located on the left side of the tray label. A clear space must be maintained between both the left edge of the tray label and barcode and between the barcode and the printed text lines, in accordance with 646.235 (see Exhibit 646.2). The barcode must not extend more than 1.8 inches to the right from the adjacent clear space on the left edge of the label. The top of the barcode must be located not less than 0.6 inch from the top of the label. The bottom of the barcode must be located no more than 1.4 inches from the top of the label.

**646.233 Dimensions**

*a. Width.* The width of the narrow bars and spaces (X dimension) must be between 0.012 inch and 0.015 inch and uniform within the barcode. The tolerance of the width of all bars and spaces is  $\pm 0.004$  inch. The maximum irregularity in the edge straightness of any bar element is 0.3 times the X dimension.

*b. Height.* The height of the barcode must be 0.7 inch  $\pm 0.05$  inch.

*c. Wide-to-Narrow Ratio.* The wide-to-narrow ratio for barcodes with an X dimension of 0.012 inch must be 3 to 1. The wide-to-narrow ratio for barcodes with an X dimension between 0.013 and 0.015 inch must be between 3 to 1 and 2.3 to 1 and uniform within the barcode.

**646.234 Reflectance.** When measured at 650 nanometers, bar reflectance must be less than 30 percent, and space reflectance must be greater than 40 percent. The bar-to-space reflectance difference must be greater than 40 percentage points.

**646.235 Clear Space (Quiet Zone).** There must be a clear area (or quiet zone) at each end of the barcode that is no less than 0.15 inch wide and at least as high as the height of the bars in the barcode. The clear area must meet the space reflectance requirement in 646.234.

**646.236 Contents.** The barcode on the tray label must represent the 10 characters included in the barcode numeric line (see 646.224c).

*(Duplicate new Exhibits 369.2 and 369.332, as shown on separate sheets, and add as new Exhibits 646.2 and 646.332.)*

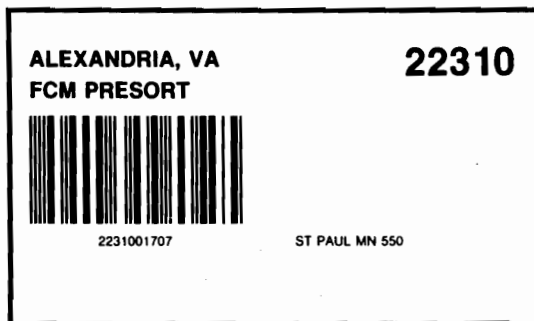


Exhibit 369.2, Sample Barcoded Tray Label

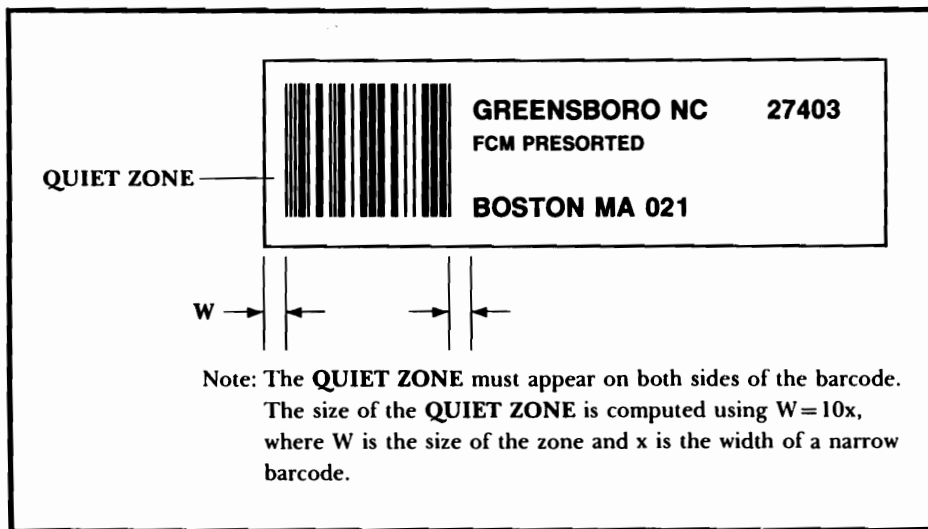


Exhibit 369.332, Sample Barcoded Sack Label

**OPTIONAL BARCODED LABELS—Continued**

Exhibit 446.36

Exhibit 446.36—Continued

**Three-Digit Sack/Tray Contents Identifier Code**

CI#	Mail type
Add:	
001	FCM
004	FCM FLATS
006	FCM FLTS BARCODED
008	FCM Z+4 BARCODED
009	FCM Z+4 BARCODE NXD 5D
010	FCM Z+4 BARCODE NXD PKS
011	FCM BARCODE RES MXD 5D
012	FCM BARCODE RES MXD PKS
013	FCM Z+4 BARCODED RESID
014	FCM Z+4 PRESORT
015	FCM Z+4 RESID PKS
016	FCM Z+4 PRESORT RESID
017	FCM PRESORT
018	FCM PRESORT RESID PKS
019	FCM ZIP+4
020	FCM RESIDUAL
021	FCM CARRIER ROUTES
022	FCM CARRIER ROUTES
023	FCM MXD CARRIER ROUTES
024	FCM RURAL ROUTE
025	FCM HWY CONTR RT
026	FCM BOX SECT
027	FCM GEN DEL UNIT
028	FCM FLTS BARCODE WKG
040	PRIORITY
041	PRIORITY LTRS
042	PRIORITY FLTS
043	PRIORITY PARCELS
044	PRIORITY DROP SHIP
060	EXPRESS MAIL
061	EXPRESS DROP SHIP
121	NEWS ZIP+4
122	NEWS Z+4 BARCODED

**Three-Digit Sack/Tray Contents Identifier Code**

CI#	Mail type
123	NEWS Z+4 PRESORT
124	NEWS FLTS BARCODED
125	NEWS FLTS BARCODE WKG
130	NEWS CANADA
131	NEWS FOREIGN
221	2C ZIP+4
222	2C Z+4 BARCODED
223	2C Z+4 PRESORT
224	2C FLTS BARCODED
225	2C FLTS BARCODED WKG
230	2C CANADA
231	2C FOREIGN
324	3C FLTS BARCODED
325	3C FLTS BARCODED WKG
330	3C FLTS CANADA
331	3C FLTS FOREIGN
421	3C ZIP+4
422	3C Z+4 BARCODED
423	3C Z+4 PRESORT
430	3C LTRS CANADA
431	3C LTRS FOREIGN
530	4C MACH CANADA
531	4C MACH FOREIGN
630	4C IRREG CANADA
631	4C IRREG FOREIGN
730	4C FLTS CANADA
731	4C FLTS FOREIGN

—Marketing and Customer Services Group, 8-6-92

**CUSTOMS COLLECTIONS**

All post offices handling customs duty parcels must strictly adhere to procedures in the *International Mail Manual* (IMM), chapter 7, sections 712-713, and Handbook F-1, *Post Office Accounting Procedures*, chapter 6, section 610. The Department of the Treasury, U.S. Customs Service, has indicated that personnel are not following certain established procedures.

The U.S. Customs Service states that the following reporting requirements must be followed:

1. Customs Forms 3419 must be submitted with remittances. Handbook F-1, section 613, covers CAG A-G post offices and section 614 covers CAG H-L offices. When the Postal Service does not submit these forms, customs must create billings for missing mailing entries.

2. Remittances must be sent to the correct address. The address for submitting remittances changed effective January 1, 1992, as announced in *Postal Bulletin* 21809, 2-20-92. The address follows:

US CUSTOMS  
PO BOX 7777 C9975  
PHILADELPHIA PA 19175-0001

3. Reports of uncollected items must be sent to

the correct address. The IMM (Issue 10) section 713.52 shows the correct mailing address. Submit the mailing slips along with Form 2933 to:

MAIL ENTRY UNIT  
US CUSTOMS SERVICE  
NATIONAL FINANCE CENTER  
6026 LAKESIDE BOULEVARD  
INDIANAPOLIS IN 46278-1988

4. Remittances must be submitted in a timely manner. Handbook F-1 section 613.2 specifies the reporting schedule for CAG A-G offices and section 614.1 specifies the schedule for CAG H-L offices.

The automated system at the U.S. Customs Service requires timely remittances with the proper documentation. Whenever delays occur to cause mail entries to remain unpaid for 90 days, either for lack of Form 3419 or lack of timely submissions of collections, unnecessary costly billings occur at customs.

All post offices must report customs collections correctly and in a timely manner to avoid additional processing costs at customs.

—Dept. of the Controller, 8-6-92



## WORLD WAR II REMEMBERED—1942: INTO THE BATTLE

*World War II Remembered, 1942: Into the Battle*, Item 8920, goes on sale August 18 at most post offices, at all philatelic centers, and by mail order from:

PHILATELIC SALES DIVISION  
 BOX 449997  
 KANSAS CITY  
 MO 64144-9997

Priced at \$15.95, *1942: Into the Battle* contains two of the 1992 World War II miniature sheets of 10 stamps each. One sheet is intact for mounting and placement in a featured position in the set. The other sheet has been burst so that each stamp and the map portion of the miniature sheet may be mounted in the two-page sections devoted to them.

Boasting a wealth of pictures and informative text, the hardbound book that houses the stamps includes an introduction by comedian and WW II USO entertainer Bob Hope and a chronology of social and military events that occurred in 1942.



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

Merged cartons, each containing 20 books and 20 stamp packets (which are accountable), are being shipped to stamp distribution offices (SDOs).

Most SDOs receive their allotments in three waves; the first two waves consist of approximately 25 percent each of an SDO's total allotment, and the third wave has approximately 50 percent of an SDO's total allotment. Accountable paper supervisors receive an *Advice of Shipment* notice.

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

Post offices should immediately place initial orders for *1942: Into the Battle* with their SDOs. But the total of an office's initial order and any supplemental orders should not exceed the office's estimated sales for the period through December 31, 1992. Offices located in communities with a large percentage of war veterans may wish to order larger-than-usual quantities of the product. Offices must place orders using a separate Form 17-A, *Accountable Items Requisition From Stamp Distribution Office*.

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

—*Philatelic and Retail Services Dept.*, 8-6-92

*Handbook AS-707 Revision*

## PROCUREMENT HANDBOOK

Recently, questions have arisen concerning the role of contracting officers when assembling and transmitting appeals files under the Small Claims (Expedited) Procedure. Section 6.8.3h-12 of Handbook AS-707, *Procurement Handbook*, states that contracting officers should transmit the initial file directly to the Board of Contract Appeals.

This section is incorrect. Contracting officers should transmit three copies of the initial file to their assigned counsel, not to the board. Therefore, all users should make the following pen-and-ink change to Handbook AS-707, section 6.8.3h.

This section should now read:

### 6.8.3h Small Claims (Expedited) Procedure

#### 6.8.3h-10 Assembling an Appeal File

**6.8.3h-11** For appeals under this procedure (see PM 6.8.3h), file contents need initially consist of only the following:

- a. The complete contract;
- b. The contracting officer's final decision; and
- c. The contractor's claim letter or letters, if any.

**6.8.3h-12** Transmit three copies of this initial file to counsel within 10 days of receiving the appeal. Transmit any other pertinent documentation as required within 30 days unless counsel directs an earlier response.

(Delete current paragraph 6.8.3h-13.)

Handbook AS-707 will include this change in the next transmittal letter.

—*Procurement and Supply Dept.*, 8-6-92



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**Format:** Coils of 3,000  
**Issue Date:** August 20  
**City:** Oklahoma City, Oklahoma  
**Designer:** Richard Sheaff, Needham Heights, Massachusetts  
**Art Director & Project Manager:** Joseph Brockert, Design Section Manager, U.S. Postal Service  
**Modeler:** V. Jack Ruther, Bureau of Engraving and Printing (BEP);  
**Engraver:** Gary Chaconas, picture; Dennis Brown, lettering, BEP  
**Manufacturing Process:** Intaglio, BEP  
**Colors:** Blue, red  
**Size:** .71 x .82 in / 18.0 x 20.8 mm (image area)  
.84 x .99 in / 21.3 x 25.1 mm (overall)  
**Plate Numbers:** One

## Postage and Mailing Center Stamp

The first Postage and Mailing Center (PMC) machines manufactured by ECA GARD begin service in Oklahoma City, Oklahoma, on August 20. PMCs weigh items for mailing, determine the postage necessary for the desired level of service, and print stamps with the appropriate amount of postage.

First day of issue postmarks are available on a handback basis August 20 at the Oklahoma City Main Post Office, 320 SW 5th Street, location of one of the PMCs, and for 60 days by mail order.

The Oklahoma City Division is one of five test sites (including the Southern Maryland, Miami, Detroit, and Santa Ana Divisions) for the new PMCs manufactured by ECA GARD. Machines in the other four sites begin service on August 21. Another version of the PMC, manufactured by Unisys, begins service in the same five test sites later this year.

Locations of post offices with the ECA GARD PMCs follow:

Oklahoma City Division: 320 SW 5th St., Oklahoma City, OK; 129 W. Gray St., Norman, OK. Detroit Division: 2075 W. Stadium Blvd., Ann Arbor, MI; 1401 W. Fort St., Detroit, MI. Miami Division: 2200 NW 72nd Ave., Miami, FL; 18640 NW 2nd Ave., Miami, FL; 3801 SW 117th Ave., Miami, FL; Airport Mail Facility, Miami International Airport (lower level). Santa Ana Division: 2206 Alton Parkway, Irvine, CA; 245 W. Garvey Ave., Monterey Park, CA. Southern Maryland Division: #2 Massachusetts Ave. NE, Washington, DC; 12th and Pennsylvania Ave. NW, Washington, DC; 4005 Wisconsin Ave. NW, Washington, DC; 1400 L St. NW, Washington, DC.

Customers who do not have access to a test site may purchase ECA GARD-version PMC stamps with a 29-cent denomination (Item Number 7765) from the PHILATELIC SALES DIVISION, PO BOX 449997, KANSAS CITY MO 64144-9997. The usual \$10 minimum and 50-cent handling fee applies.

### How to Order First Day of Issue Postmark

Customers have 60 days to obtain the first day of issue postmark by mail. One way is to purchase the new ECA GARD-version PMC stamps at one of the five test sites or by mail order from the Philatelic Sales Division, and affix the stamps to envelopes of choice (covers bearing PMC stamps with a value of less than 29 cents must include additional postage to meet the First-Class rate of 29 cents). Then address the envelopes (to one's self or others), insert a card of postcard thickness, tuck in the flap, and place the envelopes in a larger envelope addressed to: CUSTOMER AFFIXED ENVELOPES, PMC GARD VERSION STAMP, POSTMASTER, PO BOX 25998, OKLAHOMA CITY OK 73125-9991.

Once the first day of issue postmark is applied, the envelopes will be returned through the mail. There is no charge for the postmark. All orders must be postmarked by October 19.

The Postal Service will only affix one 29-cent ECA GARD-version PMC stamp. Customers who wish the Postal Service to affix stamps (to a maximum of 50 envelopes) should send self-addressed envelopes and 29-cents per envelope, in check or money order to: PMC GARD VERSION STAMP, POSTMASTER, PO BOX 25998, OKLAHOMA CITY OK 73125-9992.

DMM Notice

**RETENTION OF ACCOUNTABLE MAIL IN DISPUTE**

Effective with *Domestic Mail Manual* (DMM) Issue 44 (9-20-92), DMM 153.72 and Exhibit 159.14 are revised to clarify that accountable mail is not held indefinitely, pending the resolution of a dispute between parties unable to agree upon a receiver of the mail. Instead, Express Mail, registered, insured, certified, and return receipt for merchandise mail will be held for the maximum time in accordance with the sender's instructions and, otherwise, as prescribed in DMM 159.323f and 159.324.

**153 Conditions of Delivery**

\* \* \* \* \*

**153.7 Conflicting Orders by Two or More Parties for Delivery of Same Mail**

\* \* \* \* \*

**153.72 Receiver in Dispute**

**153.721 Steps for Resolution**

a. *Postmaster.* If the disputing parties are unable to select a receiver, they must furnish the postmaster all available evidence on which they rely to exercise control over the disputed mail.

b. *Chief Field Counsel.* If after 5 workdays from receipt of such evidence the postmaster is still in doubt as to who should receive the mail, the postmaster must submit the case to the chief field counsel for informal resolution.

c. *Judicial Officer Department.* If after 5 workdays from receipt of the case, or such additional time as may be agreed to by all parties, no informal resolution is achieved and no order has been made by the

chief field counsel to return the mail to the sender, the chief field counsel must forward the case file to the Judicial Officer Department for decision in accordance with the rules of procedure of that department.

**153.722 Holding of Disputed Mail.** If a dispute is referred to the Judicial Officer Department, the postmaster must hold the disputed mail as follows:

a. *Ordinary Mail.* Hold the mail until such time as notice of final disposition is received from the Judicial Officer.

b. *Accountable Mail.* Hold registered, certified, insured, COD, and return receipt for merchandise mail for the amount of time permitted by 159.323f, or until resolution of the dispute, whichever comes first.

c. *Express Mail.* Hold Express Mail as specified by 159.324, or until resolution of the dispute, whichever comes first.

**153.723 Returned Mail.** Endorse returned items "In Dispute" (see Exhibit 159.14).

\* \* \* \* \*

**Exhibit 159.14**

**Endorsement Reason for Nondelivery**

\* \* \* \* \*

**In Dispute.** Mail is returned to sender by order of the chief field counsel, or as provided in 153.72, because a dispute exists concerning the right to delivery of the mail and it cannot be determined which of the disputing parties has a better right to the mail.

—*Delivery, Distribution, and Transportation Dept., 8-6-92*

*Correction*

**Improper Labeling of Second-Class Mail to Texas**

The article Improper Labeling of Second-Class Mail to Texas in *Postal Bulletin* 21820, 7-23-92 (page 22), included an error in Exhibit 122.63f. The corrected exhibit follows:

**Exhibit 122.63f**

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

Destination ZIP Codes	Dest. State	Label to
750-769, 790-799, 885 ...	TX	DIS NORTH TEXAS TX 750
733, 770-789 .....	TX*	DIS NORTH HOUSTON TX 773

—*Delivery, Distribution, and Transportation Dept., 8-6-92*

*DMM Revision*

**Available Labeling List Exhibits**

Effective immediately, the distribution labels in *Domestic Mail Manual* (DMM) Exhibits 122.63m and 122.63n may be ordered from the Topeka Label Printing Center. Requests for labels from these DMM exhibits are supplied in stacks of 300 (minimum) for each label on the list. To obtain these labels, complete the header data on Form 1578-B, *Requisition for Facing Slips or Labels*, and specify the quantity required in the detail data lines. The corresponding set numbers for these exhibits follow:

- Exhibit 122.63m Set Number 004
- Exhibit 122.63n Set Number 005

Effective with DMM Issue 44 (9-20-92), these set numbers will be included on the corresponding labeling list exhibits. These exhibits are updated each quarter in the DMM, and the *Postal Bulletin* publishes changes as they occur. Mailers must use the proper labels.

—*Delivery, Distribution, and Transportation Dept., 8-6-92*



Copyright U.S. Postal Service 1991

**Format:** Panes of 50**Issue Date:** August 22, 1992**City:** West End, New Jersey**Designer:** Greg Rudd, Monroe, Connecticut**Typographer:** Bradbury Thompson,  
Design Coordinator, Citizens' Stamp  
Advisory Committee**Art Director and Project Manager:** Jack Williams,  
Program Manager, Design Section, USPS**Modeler:** Richard Sennett, Stamp Venturers**Manufacturing Process:** Gravure (Stamp Venturers,  
contractor; J.W. Fergusson & Sons, printer)**Colors:** Magenta, yellow, cyan, purple, and black**Size:** .84 x 1.41 inches/21.34 x 35.81 mm  
(image area)

.99 x 1.56 inches/25.17 x 39.37 mm (overall)

**Plate Numbers:** Five preceded by the letter S**Marginal Markings:** ©U.S. Postal Service 1991

Use Correct ZIP Code®

36 USC 380 (Olympic logo)

Dorothy Parker, U.S. writer noted for sardonic satire in poetry & short stories. Drama and book critic for literary magazines, playwright and screenwriter. She joined in the renowned gatherings of a group of New York's sharpest wits.

## Dorothy Parker Commemorative Stamp

The Postal Service will honor writer Dorothy Parker with a 29-cent commemorative stamp issued August 22 in West End, New Jersey. The stamp will be the 10th in the Literary Arts Series of stamps.

Dorothy Parker was born Dorothy Rothschild on August 22, 1893, in West End, New Jersey. After working for a fashion magazine, she became drama critic of the periodical *Vanity Fair* in 1917. When her reviews for *Vanity Fair* were considered too biting and stringent by the publisher, she joined the staff of *The New Yorker*, where she was given free rein with her sharply worded opinions on books and drama. *The New Yorker* also published many of her short stories, later collected in *Here Lies* (1939). After the success of her first book of verse, *Enough Rope* (1926), Parker became a free-lance writer. *Enough Rope* contains her celebrated couplet "Men seldom make passes/At girls who wear glasses." Her major verse was collected in *Not So Deep as a Well* (1936). She also collaborated on several plays, notably *Close Harmony* (1924) with Elmer Rice, and *Ladies of the Corridor* (1963) with Arnaud d'Usseau.

### How to Order First Day of Issue Postmark

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 choice, address the envelopes (to one's self or others), insert a card of postcard thickness, tuck in the flap, and place the envelopes in a larger envelope addressed to: CUSTOMER AFFIXED ENVELOPES, DOROTHY PARKER STAMP, POSTMASTER, 60 THIRD AVE, LONG BRANCH NJ 07740-9991\*.

Once the first day of issue postmark is applied, the envelopes will be returned through the mail. There is no charge for the postmark. All orders must be postmarked by September 21.

Customers who wish the Postal Service to affix stamps (to a maximum of 50 envelopes) should send self-addressed envelopes and 29 cents per stamp, in check or money order to: DOROTHY PARKER STAMP, POSTMASTER, 60 THIRD AVE, LONG BRANCH NJ 07740-9992\*.

\*The first day of issue postmark will read West End NJ 07740.

*DMM Notice*

**Individuals Receiving Mail at Organizations**

Effective with *Domestic Mail Manual* (DMM) Issue 44 (9-20-92), DMM 153.4, 153.5, and 159.211 are revised to clarify that the prohibition on forwarding for individuals is applied to all persons and organizations receiving mail at a business address, including employees, contractors, clients, and officers of the organization located at that address. Because of the similarity of their provisions, DMM 153.4 and 153.5 are being combined.

**153.4 Delivery to Individuals at Organizations**

**153.41 At Address of Organization.** All mail addressed to a governmental or nongovernmental organization (including but not limited to corporations, firms, sole proprietorships, partnerships, joint ventures, and associations) or to an individual by name or title (an official, employee, contractor, client, agent, etc.) at the address of the organization is delivered to the organization. This regulation also applies to mail addressed in this manner to former officials, employees, contractors, agents, clients, etc., of the organization. If disagreement arises as to where any such mail should be delivered, it must be delivered in accordance with the order of the organization's president or equivalent official.

**153.42 Not at Address of Organization.** Mail addressed to a governmental or nongovernmental official by title or by organization name, but not to the address of the organization, must be delivered to the organization, if the organization so directs.

**153.5 (Reserved)**

*(Delete 153.51 and 153.52.)*

\* \* \* \* \*

**159.211 Forwarding Instructions**

a. Customers should advise their local post office when they are moving by filing Form 3575, *Change of Address Order*, available at any post office or from any carrier. A written and signed order or a telegram sent by the customer, the customer's agent, or person in whose care mail is addressed is acceptable. Old and new addresses should be furnished.

b. A change of address may not be filed with the Postal Service for an individual's mail addressed to an organization, or to the individual at his or her place of employment, business, or other affiliation, either during or after the termination of the employment, business, or other relationship. Such mail is delivered under 153.4.

c. A person or organization formerly receiving mail at the address of a governmental or nongovernmental organization may leave a forwarding address with that organization, for the purpose of having mail redirected, under 159.224.

—*Delivery, Distribution, and Transportation Dept., 8-6-92*

*DMM Notice/See Charts on Pages 38-39*

**Coding Accuracy Support System Testing Cycles**

To accommodate the business needs of software vendors and mailers, the Postal Service will be changing the cycle for Coding Accuracy Support System (CASS) certification testing. This new cycle allows additional time for users of vendor-certified software to test and implement new CASS certified software releases, provides a better coordination with ZIP+4 data file distribution schedules, and allows additional time for the testing and implementation of delivery point barcoding software.

Effective November 1, 1992, the current 6-month cycle expands by one month to a new 7-month cycle. The expanded cycle allows sufficient time for separate certification of software vendors and users of their products.

Consistent with the new CASS cycle, the Postal Service is also extending the fall 1992 deadline for CASS certification of address matching software from September 1, 1992 through November 30, 1992. The previously announced grace period for use of newly certified address matching software is also extended from September 30, 1992 through November 30, 1992.

This action alters DMM 531.162 Limited Exception as follows:

**531.162 Limited Exception.** To allow for the planned transition to delivery point coding requirements (see 531.112) a one-time grace period is provided for those mailers whose normal 12-month address processing anniversary falls between March 1, 1992 through November 30, 1992. Eligible customers may defer reprocessing address lists to be used for automation-based rate mailings until delivery point coding software is available, but not later than November 30, 1992. Those mailers who have earlier access to software that is CASS certified for delivery point coding capability are encouraged to process their address information as soon as possible. Mailers whose 12-month list processing cycle anniversary date falls on or after November 30, 1992 must perform list processing as scheduled.

The charts on pages 38-39 illustrate the cycle change. There are separate activity timelines for vendors or developers of address matching software and users of previously certified software.

—*Customer Automation Service Dept., 8-6-92*

**Withholding of Mail Orders**

Enforced by postmasters at cities listed.

State/city	Names covered
PA, Philadelphia 19101-4137.	The surnames Roma and Bailey, P.O. Box 34137.

*Judicial Officer, 8-6-92*



Copyright U.S. Postal Service 1991

**Format:** Panes of 50

**Issue Date:** August 31, 1992

**City:** Washington, DC

**Designer:** Chris Calle, Ridgefield, Connecticut

**Typographer:** John Boyd, Anagraphics, Incorporated, New York, New York

**Art Director & Project Manager:** Jack Williams, Program Manager, Design Section, U.S. Postal Service

**Modeler:** Richard Sennett, Stamp Venturers

**Manufacturing Process:** Gravure (Stamp Venturers, contractor; J.W. Fergusson & Sons, printer)

**Colors:** Magenta, yellow, blue, black

**Size:** .84 x 1.41 in / 21.34 x 35.81 mm (image area)

.99 x 1.56 in / 25.17 x 39.37 mm (overall)

**Plate Numbers:** Four preceded by the letter S

**Marginal Markings:** © United States Postal Service 1991 Use Correct ZIP Code®

Theodore von Karman received the first U.S. Medal of Science from President Kennedy. A gifted aerodynamicist and engineer, he was called the "architect of the space age." His discoveries enabled supersonic flight and the landing on the moon by U.S. astronauts.

## Theodore von Karman Commemorative Stamp

The Postal Service will honor aerospace scientist Dr. Theodore von Karman with a 29-cent commemorative stamp issued August 31 at the World Space Congress in Washington, DC. The stamp will be dedicated during the inaugural ceremony at the Washington, DC, Convention Center. The Congress is open to the public.

Dr. von Karman is credited with establishing the center for rocket research that is now the Jet Propulsion Laboratory at the California Institute of Technology. Throughout his career as a scientist, engineer, and professor, he exerted enormous influence on the scientific and technological development of the United States' aviation and aerospace industry. He pioneered many of the principles of aerodynamics that were instrumental in the development of the U.S. space program and the landing of Apollo 11 on the moon. In 1963, President Kennedy presented Dr. von Karman with the first National Medal of Science.

### How to Order First Day of Issue Postmark

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 choice, address the envelopes (to one's self or others), insert a card of postcard thickness, tuck in the flap, and place the envelopes in a larger envelope addressed to: CUSTOMER AFFIXED ENVELOPES, THEODORE VON KARMAN STAMP, POSTMASTER, 900 BRENTWOOD RD NE, WASHINGTON DC 20066-9991

Once the first day of issue postmark is applied, the envelopes will be returned through the mail. There is no charge for the postmark. All orders must be postmarked by September 30.

Customers who wish the Postal Service to affix stamps (to a maximum of 50 envelopes) should send self addressed envelopes and 29-cents per stamp, in check or money order, to: THEODORE VON KARMAN STAMP, POSTMASTER, 900 BRENTWOOD RD NE WASHINGTON, DC 20066-9992.



DMM Notice

**COD MAIL CLAIMS—EXTENSION OF FILING PERIOD**

Effective with *Domestic Mail Manual (DMM) Issue 44 (9-20-92)*, DMM 149.222 extends the waiting period from 45 days to 60 days before a customer may file a claim for loss of a COD article. In addition, DMM 149.21, 149.322, and 149.333 allow only the mailer to file a claim for loss of an insured article. This change is consistent with filing procedures for insured, registered, COD, and Express Mail. DMM 914.18 is revised to reflect the extended waiting period before which COD claims may be filed.

**149 Indemnity Claims**

\* \* \* \* \*

**149.2 General Instructions for Filing Claims on Insured, COD, and Registered Mail**

\* \* \* \* \*

**149.21 Who May File.** A claim for complete loss (wrapper and contents) of an insured, COD, or registered article may be filed only by the mailer. All claims for loss of contents, partial loss, or damage may be filed by the mailer or addressee.

**149.22 When to File**

\* \* \* \* \*

**149.222 Loss Claims**

\* \* \* \* \*

*b. COD.* For COD articles, a claim may not be filed until 60 days after the date of mailing except as specified in 149.222c.

*c. Exceptions.* Claims for insured and COD articles originating at or addressed to post offices outside the contiguous United States (including insured articles to APO and FPO addresses) may not be filed: (1) until 60 days after the date of mailing for articles sent by First-Class, SAM, or PAL mail; and (2)

until 75 days after the date of mailing for parcels sent by surface ocean transportation.

\* \* \* \* \*

**149.3 Insured and COD Claims**

**149.31 How to File**

\* \* \* \* \*

**149.312 Evidence of Loss or Damage**

*(Delete 149.312b and renumber 149.312c and 149.312d as 149.312b and 149.312c, respectively.)*

\* \* \* \* \*

**149.33 Processing Form 3812**

\* \* \* \* \*

**149.333 Forwarding Claims**

*(Delete 149.333b and renumber 149.333c, 149.333d, and 149.333e as 149.333b, 149.333c, and 149.333d, respectively.)*

\* \* \* \* \*

**914 Collect on Delivery (COD) Mail**

**914.1 Description**

\* \* \* \* \*

**914.18 Delays in Remittance**

*(Revise the first two sentences as follows:)*

Mailers should report undue delays in receiving money orders or recipient's checks in payment for COD articles. The mailer should normally receive payment within 60 days of the date of mailing (75 days for parcels sent by surface ocean transportation).—*Marketing and Customer Service Group, 8-6-92*

DMM Notice

**PRINTED MESSAGES ON SECOND-CLASS PUBLICATIONS**

Effective with *Domestic Mail Manual (DMM) Issue 44 (9-20-92)*, Section 429.14 is amended to add a new subsection p to specify that printed impersonal messages may be added to the pages and covers of copies of second-class publications after they have been printed. This change is intended to allow publishers to take advantage of ink jet technology to overprint messages on or in publications. Messages that would require the material to be sent as First-Class matter are not allowed. The DMM text reads:

**429 Mailpiece Characteristics**

**429.1 Internal Characteristics**

\* \* \* \* \*

**429.14 Additions.** Only the following words, characters, figures, and phases may be added to copies of second-class publications after they are printed, or placed on the envelopes of wrappers in which they are mailed:

\* \* \* \* \*

*p.* Printed messages that are not required to be mailed as First-Class or Express Mail (see 321.1c and d).

—*Marketing and Customer Service Group, 8-6-92*



Copyright U.S. Postal Service 1992

**Format:** Booklets, 10-stamp, 20-stamp

**Issue Date:** September 8

**City:** Rome, New York

**Designer:** Lou Nolan, McLean, Virginia

**Typographer:** John Boyd, New York, New York

**Art Director & Project Manager:** Joseph Brockert,  
Program Manager, Design Section, U.S. Postal  
Service

**Manufacturing Process:** Gravure, Bureau of  
Engraving and Printing

**Colors:** Red, blue, gray, and black

**Size:** .71 x .82 in / 18.0 x 20.8 mm (image area)  
.87 x .96 in / 22.1 x 24.4 mm (overall)

**Plate Numbers:** Four

## Pledge of Allegiance Stamp

The centennial of the Pledge of Allegiance will be honored on a 29-cent stamp issued by the U.S. Postal Service on September 8 in Rome, New York.

The Pledge of Allegiance was first recited by school children in 1892 to commemorate the 400th anniversary of the discovery of America. Written that year by Francis Bellamy, and then published in *The Youth's Companion*, the original text has been altered twice. In 1924 the words the flag of the United States were substituted for my flag, and in 1954 Congress added the words under God. The pledge was officially adopted by the United States in 1942, and today remains part of opening exercises in many schools and at various public events.

The definitive size Pledge of Allegiance stamp is available in both a 10-stamp booklet retailing for \$2.90 and a 20-stamp booklet retailing for \$5.80.

### How to Order First Day of Issue Postmark

Customers have 60 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 choice, address the envelopes (to one's self or others), insert a card of postcard thickness, tuck in the flap, and place the envelopes in a larger envelope addressed to: CUSTOMER AFFIXED ENVELOPES, PLEDGE OF ALLEGIANCE STAMP, POSTMASTER, 110 E GARDEN ST, ROME NY 13440-9991.

Once the first day of issue postmark is applied, the envelopes will be returned through the mail. There is no charge for the postmark. All orders must be postmarked by November 7.

Customers who wish the Postal Service to affix stamps (to a maximum of 50 envelopes) should send self-addressed envelopes and 29 cents per stamp, in check or money order, to: PLEDGE OF ALLEGIANCE STAMP, POSTMASTER, 110 E GARDEN ST, ROME NY 13440-9992.

**AUGUST 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.



**Fayza Aly**  
 Born: 4-23-87  
 Date Missing: 11-30-90  
 From: Brooklyn, NY



**Crystal Leann Anzaldi**  
 Born: 10-10-89  
 Date Missing: 12-8-90  
 From: San Diego, CA



**Tamara U. Bowie**  
 Born: 11-19-74  
 Date Missing: 12-21-90  
 From: York, PA



**Corrine Leanne Erstad**  
 Born: 2-17-87  
 Date Missing: 6-1-92  
 From: Inver Grove Heights, MN



**Cozette Elaina Hansen**  
 Born: 12-21-89  
 Date Missing: 8-3-91  
 From: Cardiff-by-the-Sea, CA



**Christian Guillermo Moreno**  
 Born: 5-3-85  
 Date Missing: 8-8-90  
 From: El Paso, TX

**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.

## POSTAGE AND MAILING CENTER STAMP

The Postal Service has announced tests for the Postage and Mailing Center (PMC) in five test areas starting August 21, 1992. The PMC will be deployed in the Southern Maryland, Miami, Oklahoma City, Detroit, and Santa Ana Divisions. The PMC allows customers to weigh an item and determine the postage necessary for the desired level of service. It then prints a stamp with the appropriate postage.



The stamp's design features a blue and white stars and stripes shield in the upper center portion with red and white bunting draped on either side. USA, in red, appears below the shield. The PMC prints the stamp's denomination below the USA in black. PMCs print stamps with any denomination from 1 cent to \$99.99. Starting in late August, incoming mail with PMC postage may begin to appear on mailpieces anywhere in the country.

**PLEASE POST ON BULLETIN BOARDS**







# This Office Will Be Closed Monday, September 7, 1992 To Observe

## *Labor Day*



*Please Drive Safely*



## DMM Notice

**EXPRESS MAIL—SECURITY**

Effective with *Domestic Mail Manual* (DMM) Issue 44 (9-20-92), DMM 222 is expanded to include security measures required for the acceptance of such mail.

**222 Express Mail Same Day Airport Service**

**222.1 Availability.** Express Mail Same Day Airport Service is available between designated airport mail facilities (AMFs). Mail tendered for Same Day Airport Service must be dispatched on the next available transportation to the destination AMF. Such mail must be tendered during hours specified by the Postal Service. Upon arrival at the destination AMF, the mail must be made available for claim by the addressee by the time determined for each such shipment when accepted at the origin facility. The only AMFs authorized as Express Mail Same Day Airport AMFs are those listed on the origin AMF's National Air and Surface System (NASS) Same Day Airport Availability Report for AMFs. This report is produced at the St. Louis Postal Data Center (PDC).

**222.2 Security Measures**

**222.21 General.** An Express Mail Same Day Airport item is dispatched on a specific airline and a specific flight number, depending on the acceptance time and destination. Because of aviation security and the dispatch of hazardous and other materials having potential risk to personal safety, additional procedures are required in the acceptance of an Express Mail Same Day Airport item.

**222.22 Restricted Information.** Under no circumstances is the Postal Service acceptance employee to tell the mailer, or write on the Label 11 or the article itself, any of the following information from the Same Day Availability Report:

- a. Route (airline code).
- b. Trip (flight number).
- c. Leave Time (flight departure time).
- d. Arrive Time (flight arrival time).
- e. Trf (transfer point, if any).

**222.23 Security Classification**

**222.231 Mailer Designation.** A mailer of an Express Mail Same Day Airport item must be classified as "known" or "unknown."

**222.232 Known Mailer.** A known mailer is any holder of an Express Mail Corporate Account (EMCA) or a federal government agency account, or any customer who mails items regularly and is known to the acceptance clerk. Shipping, transfer, business, commercial, or other organizations may adapt Form 3801 to identify their employees tendering Express Mail Same Day Airport items at an AMF.

**222.233 Unknown Mailer.** A mailer who is not considered as known under 222.232 is classified as unknown. An unknown mailer must sign the "From" portion of the Label 11 and provide a photo identification. The signature on the identification must match the signature on the Label 11. The source of the identification must be written on the Label 11. An Express Mail Same Day Airport item is not to be accepted from an unknown mailer who does not provide photo identification or whose signature does not match that on the identification.

**223.3 Postage Refund.** The Postal Service refunds the postage under 296 for any item not available for claim by the time specified, unless the delay is caused by:

- a. Strikes or work stoppages.
- b. Delay or cancellation of flight.
- c. Governmental action beyond the control of the Postal Service or air carriers.
- d. Provision of forwarding or return service after the item is available for claim at the time specified under 222.1.

**222.4 Presentation at AMF Retail Counter.** An Express Mail Same Day Airport item must be presented at a designated AMF retail counter. It may not be collected, picked up, or dropped in a collection box.

**222.5 Pickup Service.** Pickup service is not available for Express Mail Same Day Airport Service.

—Marketing and Customer Service Group, 8-6-92

**POSTAGE AND MAILING CENTER FIELD TESTING**

The Postal Service begins field testing a new style vending machine called Postage and Mailing Center (PMC) August 21, 1992. The PMC incorporates the scale features of the weighing and rating unit with the stamp dispensing features of a modified stamp vending machine module. Customers can weigh and rate a mailpiece or parcel and purchase the exact postage for the transaction. The center prints the transaction amount at the time of sale.

Two versions of the 3,000 stamp PMC coil have been developed for the year-long field test. Two slightly different stamps were necessary to accommodate the printing mechanisms of the two con-

tractors that built PMCs for testing. The difference in the two versions is a 90 degree shift in stamp orientation and a slight compression of the image.

Following deployment of equipment in the test cities, PMC stamps may appear on incoming mail anywhere in the country. Field testing will occur in the Washington DC, Detroit, Miami, Oklahoma City, and Santa Ana areas.

Post the announcement on page 19 on a bulletin board where mail processing, customer service, delivery, and collection personnel will see it. A future *Postal Bulletin* article will contain first day of issue information.—*Philatelic and Retail Services*

U.S. POSTAL SERVICE  
13-Period Year Calendar — 1992-1993\*

Pay Period	POSTAL FY 1992 September 21, 1991 through September 18, 1992							Month	Week	Postal Quarter	Accounting Period	Holidays	Month	Pay Period	POSTAL FY 1993 September 19, 1992 through September 17, 1993						
	S	S	M	T	W	T	F								S	S	M	T	W	T	F
21	9/21						27	OCT	1	I	1	Columbus Day	OCT	21	9/19					25	
	28						4		22					26						2	
22	5						11		23					3						9	
	12		14				18		24					10		12				16	
23	19						25	NOV	5	I	2	Veterans Day	NOV	23	17					23	
	26						1		24					24						30	
24	2						8		25					31						6	
	9		11				15		26					7			11			13	
25	18						22	DEC	9	I	3	Thanksgiving	NOV	25	14					20	
	23				28	29			26					21				26	27		
26	30						6		27					28						4	
	7						13		28					5						11	
1	14						20	JAN	13	II	4	Christmas New Year's Day	DEC	27	12					18	
	21				25	27			1					19						25	
2	28				1		3		2					26						1	
	4						10		3					2						8	
3	11						17	FEB	17	II	5	King's Birthday	JAN	2	9					15	
	18		20				24		3					16		18				22	
4	25						31		4					23						29	
	1						7		5					30						5	
5	8						14	MAR	21	II	6	(President's Day) Washington's Birthday	FEB	4	6					12	
	15		17				21		5					13		15				19	
6	22						28		6					20						26	
	29						6		7					27						2	
7	7						13	APR	25	III	7		MAR	6	6					12	
	14						20		7					13						19	
8	21						27		8					20						26	
	28						3		9					27						2	
9	4						10	MAY	29	III	8		APR	8	3					9	
	11						17		9					10						16	
10	18						24		10					17						23	
	25						1		11					24						30	
11	2						8	JUN	33	III	9	Memorial Day	MAY	10	1					7	
	9						15		11					8						14	
12	16						22		12					15						21	
	23		25				29		13					22						28	
13	30						5	JUL	37	IV	10	Independence Day	JUN	12	29		31			4	
	6						12		13					5						11	
14	13						19		14					12						18	
	20						26		15					19						25	
15	27						3	AUG	41	IV	11		JUL	14	26					2	
	4						10		15					3	4					9	
16	11						17		16					10						16	
	18						24		17					17						23	
17	25						31	SEP	45	IV	12		AUG	16	24					30	
	1						7		17					31						6	
18	8						14		18					7						13	
	15						21		19					14						20	
19	22						28	SEP	49	IV	13	Labor Day	SEP	18	21					27	
	29						4		19					28						3	
20	5		7				11							4		6				10	
	12						18							11						17	

\*This two-year calendar conforms to the Postal Service 13-period accounting year and represents fiscal years 1992 and 1993.  
NOTE: Legal Holidays observed are: Columbus Day, the 2nd Monday in October; Veterans Day, November 11; Thanksgiving, the 4th Thursday in November; Christmas, December 25; New Year's Day, January 1; King's Birthday, the 3rd Monday in January; Washington's Birthday, the 3rd Monday in February; Memorial Day, the last Monday in May; Independence Day, July 4; and Labor Day, the first Monday in September. See DMM Exhibit 113.76 for Holiday Service Levels and ELM 518 for Holiday Leave.

U.S. POSTAL SERVICE

13-Period Year Calendar — 1993-1994\*

POSTAL FY 1993 September 19, 1992 through September 17, 1993		Month	Week	Postal Quarter	Accounting Period	Holidays	Month	POSTAL FY 1994 September 18, 1993 through September 16, 1994										
Pay Period	S							S	M	T	W	T	F	Pay Period	S	S	M	T
21	9/19 26								25									24
									2									1
	3								8									8
22	10		12						18			11						15
23	17								23									22
	24								30									29
	31								8									8
24	7				11				13						11			12
25	14								20									19
	21								27						26			26
	28								4									3
26	5								11									10
27	12								18									17
	19								25									24
	26								1									31
1	2								8									7
2	9								15									14
	16		18						22									21
	23								29									28
3	30								5									4
4	8								12									11
	13		15						19									18
	20								26									25
5	27								5									4
6	6								12									11
	13								19									18
	20								26									25
7	27								2									1
8	3								9									8
	10								16									15
	17								23									22
9	24								30									29
10	1								7									6
	8								14									13
	15								21									20
11	22								28									27
12	29		31						4									3
	5								11									10
	12								18									17
13	19								25									24
14	26								2									1
	3	4							9									8
	10								16			4						15
15	17								23									22
16	24								30									29
	31								6									5
	7								13									12
17	14								20									19
18	21								27									26
	28								3									2
	4		6						10									9
19	11								17									16

\*This two-year calendar conforms to the Postal Service 13-period accounting year and represents fiscal years 1993 and 1994.

NOTE: Legal Holidays observed are: Columbus Day, the 2nd Monday in October; Veterans Day, November 11; Thanksgiving, the 4th Thursday in November; Christmas, December 25; New Year's Day, January 1; King's Birthday, the 3rd Monday in January; Washington's Birthday, the 3rd Monday in February; Memorial Day, the last Monday in May; Independence Day, July 4; and Labor Day, the first Monday in September. See DMM Exhibit 113.76 for Holiday Service Levels and ELM 518 for Holiday Leave.

Handbook F-12 Revision

## RELOCATION POLICY CHANGE—SHIPPING ARRANGEMENTS

Currently, bargaining unit employees must arrange for transporting their household goods and personal effects. Effective the date of this *Postal Bulletin*, all employees eligible for relocation benefits must use a relocation management firm (RMF) under contract with the Postal Service for moving and storing services.

Instead of the employee obtaining estimates from moving carriers and making all moving arrangements, the RMF handles this process. The RMF bills the Postal Service directly, eliminating the requirement that the employee pay for the move and then file for reimbursement. Cost of the service will be included in the employee's moving expenses and in their relocation W-2.

The RMF coordinates activities for the shipment of household goods, such as:

- a. Appointing a coordinator to review procedures with the transferee to establish a moving date, etc.
- b. Selecting a qualified van line or agent.
- c. Monitoring packing, loading, and delivery schedules.
- d. Resolving and processing any claims for damages.
- e. Arranging for temporary storage up to 60 days.

This contracted service provides insurance for household goods at a \$50,000 maximum current replacement value. The RMF also arranges for the transport of a second automobile owned by the transferee or the transferee's immediate family, if authorized on the employee's Form 178, *Specific Travel Order—Relocation and Relocation Agreement*.

The following steps are required before an RMF can be used: Immediately after the transferred employee obtains approval for relocation and travel orders, Form 178 must be completed and the Relocation Agreement section signed by the transferee. The responsible manager at the gaining installation must prepare and sign Form 8059, *Request for Relocation Management Firm (RMF) Service*. The completed Form 8059 is then mailed to:

RELOCATION MANAGEMENT SECTION  
SAN MATEO POSTAL DATA CENTER  
2700 CAMPUS DRIVE  
SAN MATEO CA 94497-9420

**Note:** Until Form 8059 is revised, in the services requested section (bottom left-hand corner of form), replace EAS with All Others and check the yes box under Household Goods.

The Relocation Management Section calls the RMF coordinator who contacts the transferee to begin making the necessary arrangements.

Make the following changes or deletions to Handbook F-12, *Relocation Policy*:

**411 General.** All employees must use the services of an RMF for the transportation and storage of personal property.

### 412 All Employees

**412.1 RMF Services.** The Postal Service has a contract with an RMF to provide relocation moving services to postal employees. The RMF will coordinate activities associated with the shipment of household goods, such as:

- a. Appointing a coordinator to review procedures with the transferee and establishing a moving date.
- b. Selecting a qualified van line and/or agent.
- c. Monitoring packing, loading, and arrival schedules.
- d. Resolving and processing any damage claims.
- e. Providing \$50,000 (maximum) current replacement value insurance on household goods.
- f. Transporting or arranging for the transport of a second automobile owned by the transferee or the transferee's immediate family (see part 422 for conditions).
- g. Storing household goods up to 60 days, if necessary.

(Delete section 413.)

### 431 Costs of Transporting an Additional POV

**431.1 Self Transport.** If you or a member of your family drives the additional authorized vehicle to the new duty station, mileage allowances will be at the rate listed in Appendix B.

**431.2 RMF Shipping Services.** If it is impractical to drive the additional vehicle to the new duty station (because of weather conditions, distance, etc.), the Postal Service will assign the RMF to provide services for shipping.—*Dept. of the Controller, 8-6-92*

## EXPRESS MAIL LABEL—HANDLING INSTRUCTIONS

The current Handbook DM-201, *Express Mail Service*, does not include instructions for handling undeliverable customer receipt copies of Express Mail labels. As such, most post offices now discard these receipts. Effective immediately, undeliverable customer receipt copies of Express Mail labels must be legibly stamped with reason for nondeliv-

ery (using the guidelines in DMM Exhibit 159.14), and forwarded to the local Inspector in Charge, Attention: Prohibited Mailing Specialist.

Handbook DM-201, which is presently undergoing a complete revision, will include this change in sections 233.42 and 333.42 when the revised handbook is issued.—*Inspection Service, 8-6-92*



## DIRECTIVES AND FORMS UPDATE

This update shows all new, revised, and obsolete directives and forms activity since *Postal Bulletin* 21819, July 9, 1992, and supplements Publication 223, *Directives and Forms Catalog*, dated March 1992.

**Ordering Instructions.** Ordering instructions are in subchapter 130 of Publication 223, and supply source codes are in section 122.8. This update indicates whether a new directive or form rescinds another, provides the oldest usable dates for revised forms, and states if and by what obsolete directives and forms are replaced. The "HQO" code used in Publication 223, meaning the directive or form is available from the Headquarters originator, is not used in this list; instead, the originator's phone number is provided. Directives and forms showing the USPS supply source as "XMD" are available from both materiel distribution centers (MDCs). Telephone numbers for supply sources are:

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

**Code Definitions.** CFS-Computer Forwarding Sites; GAO-General Accounting Office; GSA-General Services Administration; HQS-Headquarters Supply Room; ICO-International Claims & Inquiry Office; ITSC-Information Resource Telecommunications Support Center; LOC-Reproduce locally; N/A-Not available; PDC-Postal Data Centers; PO-Local post office; P/F-Free to public at main post offices; R-Restricted; SD-Superintendent of Documents; SMD-Somerville Materiel Distribution Center; TMD-Topeka Materiel Distribution Center; XMD-Both Materiel Distribution Centers.

### New Directives

Document ID	Date	Title	USPS Source	Public Source
HBK AS-554	05-00-92	NPDES/ Stormwater Guide	XMD	SMD
POS 529	10-00-91	International Money Order (English/Spanish)	XMD	N/A
PUB 512	03-00-92	Women on Stamps	XMD	SMD

### Revised Directives

Document ID	Date	Title	USPS Source	Public Source
HBK EL-314	11-00-89	You and the USPS	XMD	N/A
HBK F-55	09-21-91	Carrier Cost System: City Carrier Route Test Instructions	XMD	N/A
HBK PO-505	03-00-92	Rail Management Information System Quick Reference Guide	XMD	N/A
MAN DMM	06-21-92	Domestic Mail Manual (Issue 43)	XMD	SD
POS 51	04-00-92	International Rates and Fees	XMD	P/F
TAG 160-F	03-00-92	Parcel Post for Saturday Delivery - Do Not Delay	XMD	N/A

### Obsolete Directives

Document ID	Date	Title	Obsolete Date
NOT 44-A	04-00-90	Express Mail Same Day Airport Service (not replaced)	06-03-92
NOT 226	03-00-84	Time Share Option-Quick Reference (not replaced)	06-26-92
POS 223	12-00-87	Express Mail Military Service - Army (not replaced)	07-13-92
POS 223-A	12-00-87	Express Mail Military Service - Army (not replaced)	07-13-92
POS 224	12-00-87	Express Mail Military Service - Air Force (not replaced)	07-13-92
POS 224-A	12-00-87	Express Mail Military Service - Air Force (not replaced)	07-13-92
POS 225	12-00-87	Express Mail Military Service - Marines (not replaced)	07-13-92
POS 225-A	12-00-87	Express Mail Military Service - Marines (not replaced)	07-13-92
POS 226	12-00-87	Express Mail Military Service - Navy (not replaced)	07-13-92
POS 226-A	12-00-87	Express Mail Military Service - Navy (not replaced)	07-13-92
PUB 61	09-00-89	Information Guide on Presort First-Class Mail (not replaced)	07-13-92

### DIRECTIVES AND FORMS UPDATE—Continued

#### New Forms

Form Number	Date	Title	Supply Source
PS 2849	06-00-92	Rural Carrier Route Test Header	(202)268-1640
PS 2850	06-00-92	City Carrier Route Test Header	(202)268-1640
SF 2802/ 2802-B	01-00-91	Application for Refund of Retirement Deductions/ Current Former Spouse's Notifications of Application for Refund of Retirement Deductions Under the Civil Service (replaces OPM 1425, 04-00-86)	GSA

#### Revised Forms

Form Number	Date	Title	Oldest Usable Date	Supply Source
PS 292	06-00-92	Separation Action	06-00-92	(202)268-3656
PS 992-B	06-00-92	Executive's Assessment for PCES Candidacy	06-00-92	(202)268-6931
PS 1578-B	05-00-92	Requisition for Facing Slips of Labels	05-00-92	XMD
PS 2932	05-00-92	Customs Collections Summary	01-00-91	XMD
PS 3623	05-00-92	Application for Special Bulk Third-Class Rates at Additional Mailing Office	05-00-92	XMD
PS 3811-A	04-00-92	Domestic Return Receipt (After Mailing)	08-00-88	XMD
PS 7330	09-00-91	Amendment to Solicitation	06-00-86	XMD
PS 8107	05-00-92	Air Parcel Post (CP20)	05-00-92	XMD
PS 8125	03-00-92	Drop Shipment Clearance Document	03-00-92	XMD
CA 7/ CA 20	09-00-91	Claim for Compensation on Account of Traumatic Injury or Occupational Disease	10-00-88	XMD
SF 52	07-00-91	Request for Personnel Action	04-00-87	XMD
SF 81	02-00-89	Request for Space	02-00-89	XMD

#### Obsolete Forms

Form Number	Date	Title	Obsolete Date
OPM 1425	04-00-86	Application for Refund of Retirement Deductions (replaced by SF 2802/2802-B, 01-00-91)	06-23-92

#### Miscellaneous Changes

Document ID	Explanation
HBK AS-809	OCC changed from IR450 to IR250.
HBK DM-201	OCC changed from MK421 to MC110.
LAB 11 A-C, E-F, H	OCC changed from MK250 to MC110.
LAB 63	OCC changed from MK250 to MC110.
LAB 104-V	OCC changed from PS290 to PS120.
LAB 108	OCC changed from MK250 to MC110.
MI AS-340-89-7	OCC changed from CD10 to CD230.
MI PO-440-88-4	OCC changed from MK240 to MC100.
NOT 7	OCC changed from MK250 to MC110.
NOT 22	OCC changed from MK250 to MC110.
NOT 42	OCC changed from MK250 to MC110.
NOT 43	OCC changed from MK250 to MC110.
NOT 109	OCC changed from MK240 to MC100.
NOT 125	OCC changed from MK240 to MC100.
NOT 194	OCC changed from MK440 to MC110.
NOT 198	OCC changed from MK250 to MC110.
NOT 244	OCC changed from MK240 to MC100.
POS 34	OCC changed from MK250 to MC110.
POS 74	OCC changed from MK250 to MC100.
POS 74-S	OCC changed from MK230 to MC100.
POS 89	OCC changed from MK240 to MC100.
POS 107	OCC changed from MK310 to MC100.
POS 34-A	OCC changed from MK250 to MC110.
PUB 20	OCC changed from MK250 to MC110.
PUB 49	OCC changed from MK240 to MC100.
PUB 61	OCC changed from MK240 to MC100.

Document ID	Explanation
PUB 161	OCC changed from MK250 to MC110.
PUB 163	OCC changed from MK250 to MC110.
PUB 277	OCC changed from MK250 to MC100.
TAG 157	OCC changed from MK250 to MC110.
PS 3721	OCC changed from MC240 to MC100.
PS 3849-C	OCC changed from MK250 to MC110.
PS 3901	OCC changed from MK250 to MC110.
PS 4765	OCC changed from ES110 to ES140.
PS 4783	OCC changed from ES110 to ES140.
PS 4788	OCC changed from ES110 to ES140.
PS 4795	OCC changed from ES110 to ES140.
PS 4800	OCC changed from ES110 to ES140.
PS 4802	OCC changed from ES110 to ES140.
PS 4840	OCC changed from ES110 to ES140.
PS 5541	OCC changed from MK250 to MC110.
PS 5541-C	OCC changed from MK250 to MC110.
PS 5625	OCC changed from MK250 to MC110.
PS 5625-C	OCC changed from MK250 to MC110.
PS 5631	OCC changed from MK250 to MC110.
PS 5634-I	OCC changed from MK250 to MC110.
PS 5634-O	OCC changed from MK250 to MC110.
PS 5637	OCC changed from MK250 to MC110.
PS 5639	OCC changed from MK250 to MC110.
SF 3104	Supply Source changed from XMD to GSA.

*All Offices With Rural Delivery*

## SPECIAL COUNT OF MAIL ON RURAL ROUTES

In accordance with Article 9.2.C.3 of the 1990 National Agreement between the United States Postal Service and the National Rural Letter Carriers' Association, a 12-day Special Count of Mail on *select* rural routes will be conducted September 17 through September 30, 1992. All routes that are auxiliary routes or vacant routes as of August 7, 1992, will be scheduled for a special mail count. Also, those routes qualifying under the provisions of Article 9.2.C.12. of the agreement will be scheduled for a special mail count.

All routes qualifying for a special count will count unless both the regular carrier and the designated postal manager have elected to option out of the count in accordance with the previously issued option instructions. Qualifying vacant and auxiliary routes are not eligible to option out of the count.

### Mail Count Procedures

Mail count procedures for all 12 days of the count must be in accordance with Chapter 5 of Handbook PO-603, *Rural Delivery Carrier Duties and Responsibilities*, except for the changes noted below.

**Local Conference.** Postmasters must hold joint conferences to discuss mail count procedures and instructions with supervisors and rural carriers involved in the count *no later than Wednesday, September 2, 1992.*

### Completion of Form 4239

Form 4239, *Rural Route Count of Mail* (see page 32), has been revised to accommodate changes related to the introduction of sector/segment mail and to align the count form and Forms 4241, *Rural Delivery Statistics Report*, and 4241-A, *Rural Route Evaluation*. The following changes should be made to Chapter 5 of Handbook PO-603 to ensure accuracy during the mail count.

The introduction of sector/segment letters language and relocation of Postage Due from Column P to H requires the renumbering of Part 535.12. Throughout the published instructions, references to other column entries must be corrected. For example, a reference to Column C would indicate Parcels, which would change to Column D. Unless otherwise noted, no other language changes are necessary. The following revisions are inquired:

Column A remains as written.

**b. Column B—Sector/Segment Letters.** Enter in this column all mail up to 6½ inches in width that is processed on automated equipment in Sector/Segment order.

**c. Column C—Papers, Magazines, Catalogs, Flats, Other Sized Mail** (instructions remain as written in Handbook PO-603).

**d. Column D—Parcels** (instructions remain as written in Handbook PO-603).

**e. Column E—Boxholders** (instructions remain as written in Handbook PO-603).

Columns F and G remain as written.

**h. Column H—Postage Due** (Relocate instructions from Column P to H. Instructions remain the same as written in Handbook PO-603).

**i. Column I—Change of Address** (instructions remain as written in the PO-603).

Columns J through N remain as written.

**o. Column O—Reserved.**

**p. Column P—Register and Certified Collected** (relocate instructions from Column O to P. Instructions remain the same as written in Handbook PO-603).

Columns Q through Z remain as written.

### Completion of Form 4241

Form 4241, *Rural Delivery Statistics Report* (see page 33), has also been revised to accommodate the changes made to Form 4239. In addition to the increase in the number of input fields for Column F and I, renumbering is required in the Additional Information block area. These changes follow:

**Line E—Auxiliary assistance time** should now be recorded as office and/or street time.

The Date of Local Conference, Line J, is relocated under the High Option Signature block and has no line instruction.

**Line J—High Option** (relettered. Instructions remain as written under Line K.)

**Line K—Leave Commitment** (relettered. Instructions remain as written under Line L.)

**Line L—Rotating Relief Day.** Check yes block if this route is eligible for a relief day and the regular carrier assigned to the route wants to participate in a rotating relief day schedule as explained in Article 9.2.C.6. of the USPS/NRLCA National Agreement.

### Completion Requirements and Dates

In addition to completing Form 4239 and transferring the information to Form 4241 daily, individual postmasters and/or supervisors are responsible for completing and reviewing Form 4241 for accuracy by October 3, 1992.

In accordance with Handbook PO-603, individual rural carriers must be provided an opportunity to review Form 4241 for 2 days before being requested to sign. *Carrier reviews must be completed by October 7, so that all forms are submitted to the division or management sectional center (MSC) by October 9.*

Individuals responsible for input of mail count data through the Distributed Data Entry/Data Reporting (DDE/DR) application must also be familiar with the entry screen to ensure data is being properly entered and recorded in the correct column.

## SPECIAL COUNT OF MAIL ON RURAL ROUTES—Continued

By close of business October 23, 1992, all DDE/DR data entry must be completed. Data entry may not begin before October 10. Divisions/MSCs must retain the original copy of Form 4241. Do not submit Forms 4241 to the Minneapolis Postal Data Center (MNPDC).

### Form 4241-A

Form 4241-A, *Rural Route Evaluation* (see page 34) has also been revised to reflect the changes made on Forms 4239 and 4241. The initial use of the revised Form 4241-A will be with the special mail count. The revised form will be laser printed.

### Special Mail Count Training

Divisions and MSCs conducting special mail count training should notify their National Rural Letter Carrier (NRLCA) state stewards of the date,

time, and location of all training sessions. Administrative leave to attend one of these sessions should be approved for each state steward. State stewards may use annual leave or request leave without pay to attend other MSC authorized mail count training sessions.

### Option Election—Rural Routes Not Counted

Regular carriers that qualify for a high or low option and are eligible to elect the high option (see Article 9.2.C.8. of the USPS-NRLCA Agreement) and do not count in September but wish to change their option selection, may do so by completing the appropriate Form 4015 (A-F). Option changes are entered by processing Form 4003, *Official Rural Route Description*, and are effective with the beginning of the new guarantee period, October 31, 1992 (PP-24, PY-92). —*Delivery, Distribution, and Transportation Dept., 8-6-92*

## 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
Sears HL—Home Fashions.	Third/Bulk ...	Aug. 6-12 ....	5.5	Nationwide ...	Carrt .....	8" x 10 3/4" catalog.
Sears PM—Circular .....	Third/Bulk ...	Aug. 6-13 ....	2.5	Nationwide ...	Carrt .....	8" x 10 3/4" folded.
Sears FA—Winter Update...	Third/Bulk ...	Aug. 6-13 ....	5.6	Nationwide ...	Carrt .....	8" x 10 3/4", origin: RRD—Chicago.
Value Showcase Third .....	Third .....	Aug. 7-10 ....	1.2	Nationwide ...	Carrt, 5-digit, basic.	Palletized RRD Spartanburg.
Kids-R-US.....	Third .....	Aug. 7-10 ....	7.7	Nationwide ...	Carrt, 5-digit, basic.	
House of Fabrics—It All Adds Up.	Third .....	Aug. 8-11 ....	2.3	Nationwide ...	Carrt, 5-digit, basic.	8 1/2" x 11 1/4" folded piece.
Sears Retail/Credit.....	Third/Flat.....	Aug. 10-12 ...	4.5	Nationwide ...	Carrt .....	Time-dated promotion from delivery window, 8 5/8" x 8 1/2".
Easy Living, Int'l Beauty....	Third .....	Aug. 10-13 ...	1.0	Nationwide ...	Carrt, 5-digit, basic.	Palletized RRD Lynchburg.
JC Penney, Juniors/Young Mens/Children.	Third/Booklet.	Aug. 11-13 ...	10.1	Nationwide ...	Carrt .....	Harte-Hanks.
Talbots Resume .....	Third/Bulk ...	Aug. 11-13 ...	1.3	Nationwide ...	Carrt, 3/5-digit, basic.	7 1/2" x 11 1/2" catalog.
September Vogue.....	Second .....	Aug. 11-25 ...	1.0	Nationwide ...	Carrt, 5-digit, basic.	Estimated weight of each copy is 2.8 pounds.
Best 92/93 Fall Catalog.....	Fourth.....	Aug. 12-Sept. 3.	5.4	Nationwide ...	Carrt, ZIP + 4.	In-plant verified, RRD.
Kids-R-US.....	Third .....	Aug. 13-15 ...	2.2	Nationwide ...	Carrt, 5-digit, basic.	
JC Penney, General Sale....	Third/Catalog.	Aug. 13-15 ...	9.7	Nationwide ...	Carrt .....	RRD.

**MAIL ALERT—Continued**

Title on mailing	Class and type of mail	Requested delivery dates	Number of pieces (millions)	Distribution	Presort level	Comments
Fashion Gal, Fashionation Something Special, Right Price Fashion Mine, Show Off, Tempo.	Third/Letter.	Aug. 13-15 ...	1.7	Nationwide ...	Carrier Route, 3/5-digit, basic.	6" x 11" multicolor 16 pages folded, Gateway Apparel.
Sears WW—Fall Work Wear.	Third/Bulk ...	Aug. 13-20 ...	1.4	Nationwide ...	Carrrt .....	8" x 10 1/4" catalog.
Old Pueblo Traders .....	Third .....	Aug. 14-17 ...	2.1	Nationwide ...	Carrrt, 5-digit, basic.	Palletized RRD Spartanburg.
Sears Retail Flyer .....	Third/Flat....	Aug. 17-19 ...	18.0	Nationwide ...	Carrrt, 125 pc. walk seq.	Time-dated promotion from delivery window. ACS requested.
Radio Shack's Back to School Sale.	Third/Letter.	Aug. 18-20 ...	15.0	Nationwide ...	Carrrt, 5-digit, basic.	9 1/2" x 11", 24 pages.
Chambers Fall 1992 .....	Third/Catalog.	Aug. 19-21 ...	1.2	Nationwide ...	Carrrt, 5-digit, basic.	Alden Press Inc., Bensenville, IL. Two pillows on cover.
Sears Craftsman Club .....	Third/Letter.	Aug. 20-22 ...	5.0	Nationwide ...	Carrrt, barcode.	Red/black envelope, trayed, time-sensitive offer.
Swiss Colony Kicker Mailing.	Third .....	Aug. 20-Sept. 5.	1.7	Nationwide ...	Carrier Route, 5-digit, basic.	This will be a white envelope, with two windows, size 7 3/4" x 5 3/4", the Swiss Colony logo and return address in the upper left-hand corner.
Sears P-Monthly .....	Third/Bulk ...	Aug. 21-28 ...	8.4	Nationwide ...	Carrrt .....	8" x 10 1/4" catalog.
Billy Graham Letter .....	Third/Letter.	Aug. 24-Sept. 4.	2.3	Nationwide ...	Carrrt, 3/5, basic.	3 7/8" x 7 7/8" envelope, from Minneapolis, MN.
House of Fabrics .....	Third .....	Aug. 25-27 ...	2.3	Nationwide ...	Carrrt, 5-digit, basic.	Slim-jim piece.
Jordan Marsh.....	Third/Bulk ...	Aug. 26-29 ...	1.0	New England.	Carrrt .....	Mailed from Spencer Press. SCF entry rate. Plant-verified drop shipment.
Abraham & Strauss .....	Third/Bulk ...	Aug. 26-29 ...	1.0	New York & New Jersey.	Carrrt .....	Mailed from Spencer Press. SCF entry rate. Plant-verified drop shipment.
Decision Magazine .....	Third/Flat....	Aug. 26-31 ...	1.5	Nationwide ...	Carrrt, 3/5, basic.	8 3/4" x 10 5/8" 44-page tabloid, from Minneapolis, MN.
Fashion Gal, Fashionation Something Special, Right Price Fashion Mine, Show Off, Tempo.	Third/Letter.	Aug. 27-29 ...	1.7	Nationwide ...	Carrier Route, 3/5-digit, basic.	6" x 11" multicolor, 8 pages folded, Gateway Apparel.
JC Penney, Christmas.....	Fourth/Catalog.	Aug. 27-29 ...	11.8	Nationwide ...	Carrrt .....	RRD.
JC Penney, NFL/NBA.....	Third/Catalog.	Aug. 27-29 ...	1.3	Nationwide ...	Carrrt .....	RRD.
Sears E/N Christmas.....	Fourth/Bound Printed Matter.	Aug. 27-Sept. 15.	12.1	Nationwide ...	Carrrt .....	Origin: RRD Chicago plant-verified drop shipment.
Sears MG—Big/Tall.....	Third/Bulk ...	Aug. 27-Sept. 3.	2.1	Nationwide ...	Carrrt .....	8" x 10 1/4" catalog.
Sally Beauty Supply.....	Third/Letter.	Aug. 28-31 ...	2.0	Nationwide ...	Carrrt, 3/5-digit.	Time-dated promotion, time sensitive.
Best Labor Day Sale.....	Third .....	Sept. 1-4.....	6.8	Nationwide ...	Carrrt, ZIP + 4.	In-plant verified, Quad Graphics, Lomira, WI.
The Swiss Colony.....	Third .....	Sept. 1-5.....	1.7	Nationwide ...	Carrrt, 5-digit, basic/barcoded.	9 3/4" x 6 1/2" catalog. Some catalogs will have pressure sensitive labels, and some will have a die cut cover with personalized (address) underwarp.
JC Penney Large Size Holiday.	Third/Catalog.	Sept. 3-5.....	2.2	Nationwide ...	Carrrt .....	RRD.



# Rural Route Count of Mail

				Post Office		State & ZIP+4 Code		Route No.	
A. Letter Size		B. Sector/Segment Letters		C. Newspapers, Magazines, Flats, Catalogs, and Rolls		D. Parcels	E. Boxholders	F. Reg., Cert., Spec. Del., No. Insured, Ret. Rec. for Merch., & Exp. Mail	G. CODs, Customs Due Revd. for Deliv.
						Total			
						H. Postage Due	I. C.O.A. (Form 3575)	J. Marked-Up	K. Form 3821 Completed
Total									
L. Money Order Applications	M. Letters & Flats Collected	N. Ordinary & Insured Parcels/ CODs Accepted	P. Registered & Certified Accepted	Q. Load Vehicle (If more than 15 min., explain in Comments)	R. Other Suitable Allowance (Explain in Comments)	S. Stamp Stock "L" Routes Only	T. Return Receipt "L" Routes Only	U. Authorized Diamounts (Expl. in Comments)	V. Diamount Dist. (Ft.) (Expl. in Comments)
Total									
Comments						W. Counting Time	X. Waiting Time	Y. Intermediate Offices Served Daily	Z. Weight of Locked Pouches Carried Daily
						Total			
I certify that the above is correct.				Day	Date	Carrier or Supervisor's Signature			





### Rural Delivery Statistics Report

(Follow instructions in Chapter 5 of Handbook PO-603)

Post Office, State and ZIP + 4 Code

Management Sectional Center			MSC ZIP Code				Carrier's Name				
Date of Count From - Through		Finance No.		Route No.	Route Miles (Hundreds)	Regular Boxes	Centralized Boxes	NDCBU Coll. Comp.	Parcel Lockers	Vehicle Stops	
Date	Letter Size (A)	Sector/Segment Letters (B)	Papers Magazines and Catalogs (C)	Parcels (D)	Box Holders (E)	Reg. Cert. Ins. Spec. Exp. (F)	COD Customs Due Del. (G)	Postage Due (H)	Change of Add. (I)	Mark-Ups (J)	
Total											

Date	Form 3821 (K)	M.O. Applications (L)	Letter Size and Flats Coll. (M)	Ord. Ins. PP Accepted (N)	Reg. & Cert Accepted (P)	Loading in Actual Minutes (Q)	Other Suitable Allow (R)	Pur. Stamp Stock (S)	Return Receipts See Instr. (T)	Auth. Daily Diamounts (Total) (U)	Total Distance of Auth. Daily Dismount Del. (Feet) (V)	Locked Pouch Weight (Z)
Total												

(A) <input type="checkbox"/> National <input type="checkbox"/> Special <input type="checkbox"/> Amended	(F) Current Detour <input type="checkbox"/> Yes <input type="checkbox"/> No	In the event that I am eligible to elect a higher route classification, I agree to use sufficient annual leave during the guarantee period to assure that my total actual work hours will not exceed 2,080 during the guarantee period.	
(B) Families Served	Detour Miles (Hund.)		Carrier's Signature
(C) Number of Locked Pouch Stops	Seasonal Route? <input type="checkbox"/> Yes <input type="checkbox"/> No		
(D) Mail Withdrawal <input type="checkbox"/> Yes <input type="checkbox"/> No	In season? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Local Conference	
(E) Time Used During Count (Hrs. & Hund.) (Subtract Lunch Time from Office and/or Route Time as Reported on Form 4240)	(G) Seasonal miles (Hundreds)	CERTIFIED TO BE CORRECT	
Office Time	Regular boxes		
Route Time	Central boxes	Carrier's Signature	
Net Total Time	(H) <input type="checkbox"/> EMA <input type="checkbox"/> OEMA <input type="checkbox"/> Govt. Veh.	Postmaster's Signature and Date	
Auxiliary Assistance Used	(I) If 39:00 Plus Convert to Regular <input type="checkbox"/> Yes <input type="checkbox"/> No		
Waiting and Counting Time	(J) High Option <input type="checkbox"/> Yes <input type="checkbox"/> No		
	(K) Leave Commitment <input type="checkbox"/> Yes <input type="checkbox"/> No		
	(L) Rotating Relief Day <input type="checkbox"/> Yes <input type="checkbox"/> No		



**POST OFFICE CHANGES NUMBER 13**

Old/new	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/Unit	Unit Type	Effective Date	Comments
OLD NEW	199647 196809	66551 66551	KS..... KS.....	Wheaton ..... Onaga .....	Pottawatomie ..... Pottawatomie .....	Main Office ..... Wheaton.....	Post Office ..... Community Post Office..	10-17-92 10-17-92	Post office discontinued. Retain ZIP Code. Establish a community post office. Use Wheaton, KS 66551 as last line of address.
OLD NEW	199713 199713	67276 67275	KS..... KS.....	Wichita..... Wichita.....	Sedwick ..... Sedwick .....	Delano..... Delano.....	Classified Station..... Classified Station.....	9-19-92 9-19-92	Establish a new ZIP Code for post office boxes. Use Wichita, KS 67275 as last line of address.
OLD NEW	270455 270455	39520 39525	MS ..... MS .....	Bay Saint Louis..... Bay Saint Louis.....	Hancock ..... Hancock .....	Main Office ..... Main Office .....	Post Office ..... Post Office .....	7-1-92 7-1-92	Establish a new ZIP Code for a delivery area. Use Diamondhead, MS 39525 as last line of address. This action splits ZIP Code 39520.
OLD NEW	352895 352895	11363 11388	NY ..... NY .....	Flushing ..... Flushing .....	Queens ..... Queens.....	Main Office ..... Main Office .....	Post Office ..... Post Office .....	8-1-92 8-1-92	Establish a new ZIP Code for post office boxes. This action does not change the ZIP Code for post office boxes at 11363.
OLD NEW	487695 481895	75970 75938	TX ..... TX .....	Rockland ..... Colmesneil .....	Tyler ..... Tyler .....	Main Office ..... Rockland .....	Post Office ..... Place Name .....	10-3-92 10-3-92	Post office and ZIP Code discontinued. Establish a place name. Use Rockland, TX 75938 as last line of address.
OLD NEW	485455 485455	78502 78505	TX ..... TX .....	McAllen..... McAllen.....	Hidalgo ..... Hidalgo .....	Downtown..... Downtown.....	Classified Station..... Classified Station.....	1-1-93 1-1-93	Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for post office boxes at the Downtown Station, McAllen, TX 78502.
OLD NEW	485625 485625	78654 78654	TX ..... TX .....	Marble Falls ..... Marble Falls .....	Blanco ..... Barnet .....	Cypress Mill..... Cypress Mill.....	Community Post Office.. Place Name .....	7-25-92 7-25-92	Community post office discontinued. Retain ZIP Code. Establish a place name. Use Cypress Mill, TX 78654. This amends PB 21820.
OLD NEW	485995 485995	78572 78573	TX ..... TX .....	Mission..... Mission.....	Hidalgo ..... Hidalgo .....	Main Office ..... Main Office .....	Post Office ..... Post Office .....	1-1-93 1-1-93	Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for post office boxes at Mission, TX 78572.
OLD NEW	489585 489585	78596 78599	TX ..... TX .....	Weslaco..... Weslaco.....	Hidalgo ..... Hidalgo .....	Main Office ..... Mail Office .....	Post Office ..... Post Office .....	1-1-93 1-1-93	Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for post office boxes at Weslaco, TX 78596.
OLD NEW	516522 516522	23502 23541	VA ..... VA .....	Norfolk..... Norfolk.....	Norfolk City ..... Norfolk City .....	Main Office ..... Main Office .....	Post Office ..... Post Office .....	8-1-92 8-1-92	Establish a new ZIP Code for post office boxes. This action changes the ZIP Code for post office boxes at 23502.
OLD NEW	545922 542786	98276 98276	WA ..... WA .....	Nooksack..... Everson .....	Whatcom..... Whatcom.....	Main Office ..... Nooksack.....	Post Office ..... Classified Station.....	10-3-92 10-3-92	Post office discontinued. Retain ZIP Code. Establish a classified station. Use Nooksack, WA 98276 as last line of address.

—Office of Address and Customer Information Systems, 8-6-92

## NEW ADDRESSING AND MAILING CONDITIONS FOR THE FORMER YUGOSLAVIA

The former Yugoslav republics of Bosnia-Herzegovina, Croatia, and Slovenia are recognized by the United States as independent and sovereign states. Customers sending mail to Bosnia-Herzegovina, Croatia, and Slovenia should indicate the name of the republic in English and place it on the last line of the address block. Mail destined to the republics of Serbia and Montenegro should be addressed to Serbia and to Montenegro.

Mail destined to the former Yugoslav republic of Macedonia may be addressed Former Yugoslav Republic of Macedonia. Updated addressing instructions will be issued when the the republic adopts a final recognized name. For addressing purposes, a list of postal code ranges served by each of the republics follows as does a complete list of all Express Mail (EMS) destinations within each republic.

On June 30, 1992, the Office of Foreign Assets Control, Department of Treasury, issued sanction regulations on the receipt or transmission of mail between the United States and the Federal Republic of Yugoslavia (Serbia or Montenegro). Effective immediately, mail to Serbia and Montenegro is limited to personal communications not involving a transfer of anything of value and publications and other informational material, subject to a maximum weight limit of 12 ounces.

Until further notice, postal employees must not accept mail addressed to Yugoslavia (Serbia or Montenegro) that weights more than 12 ounces and/or contains merchandise. Unauthorized mail that is presently in the hands of post offices and international exchange offices must be returned to the sender. Endorse the mail CONTENT RESTRICTIONS APPLY—CONTACT POSTMASTER.

Postmasters must explain the restriction to their customers. Mailers may file applications for postage refund on mail returned because of this restriction in accordance with *Domestic Mail Manual* 147.2.

**Note:** These restrictions *do not* apply to mail destined to Bosnia-Herzegovina, Croatia, and Slovenia nor to the former Yugoslav republic of Macedonia.

Postal employees should continue to refer to the *International Mail Manual* (IMM) for postage rates and fees, including Express Mail rates, shown in the individual country listing for Yugoslavia. New country entries will be made for the former Yugoslav republics as soon as the respective republic furnishes country information.

### Postal Code Ranges for Independent and Former Yugoslav Republics

Bosnia-Herzegovina—Postal codes beginning with 7, 80, 88.

Croatia—Postal codes beginning with 4, 5.  
Montenegro—Postal codes beginning with 81, 84, 85.

Serbia—Postal codes beginning with 1, 2, 3.  
Slovenia—Postal codes beginning with 6.

Former Yugoslav Republic of Macedonia—Postal codes beginning with 9.

### EMS Destination Cities of Independent and Former Republics of Yugoslavia

Republic	City	Postal code
Bosnia-Herzegovina ..	Banja Luka .....	78000
	Bihac .....	77000
	Brcko .....	76000
	Doboj .....	74000
	Gorazde .....	73000
	Mostar .....	88000
	Prijedor .....	79000
	Sarajevo .....	71000
	Tuzla .....	75000
	Zenica .....	72000
Croatia .....	Bjelovar .....	43000
	Dubrovnik .....	50000
	Gospic .....	48000
	Karlovac .....	47000
	Osijek .....	54000
	Pula .....	52000
	Rijeka .....	51000
	Sibenik .....	59000
	Sisak .....	44000
	Slavonski Brod .....	55000
	Split .....	58000
	Varazdin .....	42000
	Vinkovci .....	56000
	Zadar .....	57000
	Zagreb .....	41000
	Zagreb-Dubrava .....	41040
	Zagreb-Markusevac .....	41060
	Zagreb-Novi Zagreb ..	41020
	Zagreb-Susedgrad .....	41090
	Former Yugoslav Republic of Macedonia.	Bitola .....
Ohrid .....		96000
Skopje .....		91000
Stip .....		92000
Montenegro .....	Bar .....	85000
	Bijelo Polje .....	84000
	Titograd .....	81000
Serbia .....	Beograd .....	11000, 11030, 11050, 11060, 11070, 11080, 11090
	Cacak .....	32000
	Kragujevac .....	34000
	Kraljevo .....	36000
	Krusevac .....	37000
	Leskovac .....	16000
	Nis .....	18000
	Novi Sad .....	21000
	Pancevo .....	26000
	Pozarevac .....	12000
	Pristina .....	38000
	Sabac .....	15000
	Sombor .....	25000

## NEW ADDRESSING AND MAILING CONDITIONS FOR THE FORMER YUGOSLAVIA—Continued

**EMS Destination Cities of Independent and Former Republics of Yugoslavia—Continued**

Republic	City	Postal code
	Sremska Mitrovica .....	22000
	Subotica .....	24000
	Svetozarevo .....	35000
	Titovo Uzice .....	31000
	Valjevo .....	14000
	Vranje .....	17000
	Zajecar .....	19000
	Zrenjanin .....	23000
Slovenia .....	Celje .....	63000

**EMS Destination Cities of Independent and Former Republics of Yugoslavia—Continued**

Republic	City	Postal code
	Koper .....	66000
	Kranj .....	64000
	Ljubljana .....	61000
	Maribor .....	62000
	Murska Sobota .....	69000
	Nova Gorica .....	65000
	Novo Mesto .....	68000

—Marketing and Customer Services Group, 8-6-92

*Handbook EL-311 Revision*

### Campaign Badge/Service Medal Authorization

The U.S. Department of Defense has authorized the awarding of campaign badges (service medals) for the following campaigns/expeditions:

Medal	Eligibility	Dates of service authorized
Southwest Asia Service Medal.	Persons who participated in Operation Desert Shield/Desert Storm.	Beginning August 2, 1990—no ending date has been established.
Armed Forces Expeditionary Medal.	Personnel involved in the Panama operation.	Beginning December 20, 1989 to January 31, 1990.
Navy Expeditionary Medal and Marine Corps Expeditionary.	Personnel involved in the Persian Gulf operation.	Beginning February 1, 1987 to July 23, 1987.

Employing officials must ensure that all personnel responsible for adjudicating veteran preference claims are made aware of these new campaign badge awards. Applicants who wish to claim veteran preference for time served in either one of the campaigns/expeditions listed must submit DD Form 214, *Discharge Certificate*, showing receipt of the campaign badge (service medal).

A future revision of the Handbook EL-311, *Personnel Operations*, Exhibit 241.9 (p. 12) will include these campaigns.—*Employee Relations Dept.*, 8-6-92

*All Offices With Rural Delivery*

### Inspection of Rural Routes

A 12-day Special Count of Mail on *select* rural routes will be conducted September 17 through September 30, 1992, on those routes that qualify under the provisions of Article 9.2.C.12. of the U.S. Postal Service/National Rural Letter Carriers' Association National Agreement. In conjunction with, or just prior to this national mail count, *all* rural routes, even those not being counted, must be inspected.

Chapter 5 of Handbook PO-603, *Rural Carrier Duties and Responsibilities*, explains the definition, purpose, and frequency of this inspection. Offices must complete Form 4248, *Rural Route Inspection Report*, for each route. They should follow previously issued instructions for the completion of this form.

Delivery units must send copy 1 (PDC) and copy 2 (MSC) of each completed Form 4248 to the appropriate management sectional center (MSC) or division. The MSC/division must ensure the proper and accurate completion of one Form 4248 for each rural route. Upon verification, the MSC/division must consolidate all forms into one package and submit, not later than October 15, to:

RURAL DELIVERY PROJECT  
NATIONAL ADDRESS INFORMATION CENTER  
US POSTAL SERVICE  
6060 PRIMACY PARKWAY NO 101  
MEMPHIS TN 38188-0001

—*Delivery, Distribution, and Transportation Dept.*, 8-6-92

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

See Article on Page 13

## USPS CASS CERTIFICATION CYCLE

May	June	July	August	September	October	November	December
CASS Testing criteria available to vendors			CASS Test available		October ZIP+4 File Release to Vendors		Software in use for address list coding must have been certified on or after August 1
			<b>Vendor certification testing</b>				
					New software released with new ZIP+4 file		
					<b>User certification testing</b>		

**vendor**

**user**

**USPS CASS CERTIFICATION CYCLE**

Nov	Dec	Jan	Feb	March	April	May	June
CASS Testing criteria available to vendors			CASS Test available		April ZIP+4 File Release to Vendors		Software in use for address list coding must have been certified on or after February 1
			<b>Vendor certification testing</b>				
					New CASS software released with new ZIP+4 file		
						<b>User certification testing</b>	

**vendor**

**user**



## REVISED OFFICIAL NATIONAL ZONE CHARTS

New revised zone charts have been implemented nationally for all zone-rated mail. The new zone charts were revised to include a series of ZIP Code changes effective on July 1, 1992, for northern Florida; Royal Oak, Michigan; Chicago, Illinois; and northern California; as well as previous changes in post office and bulk mail center (BMC) assignments. *Domestic Mail Manual (DMM) Issue 44 (9-20-92)* will reflect these changes in Exhibits 122.63a-t.

These realignments in ZIP Codes: (1) standardize previously assigned ZIP Codes for past realignments; (2) transfer some ZIP Codes in current sectional center facilities (SCF) into newly activated ZIP Codes; (3) split current ZIP Codes into new ZIP Codes but maintain the new ZIP Codes in the same post offices as the current ZIP Codes; (4) transfer portions of current ZIP Codes to new ZIP Codes in a different post office; and (5) change some post office boxes in current ZIP Codes to post office boxes for new ZIP Codes. Due to these realignments and reassignments, every zone chart will be revised to reflect the most current ZIP Code assignment information.

The summary of ZIP Code changes now reflected in the new zone charts includes:

- 344—new ZIP Code assigned to Gainesville, FL
- 754—ZIP Code realignment in Greenville, TX
- 764—ZIP Code reassigned to Fort Worth, TX
- 925—ZIP Code reassigned to San Bernadino, CA

The summary of BMC changes now reflected in the new zone charts include:

- 635 moved from BMC Kansas City to BMC St. Louis
- 654 and 655 moved from BMC St. Louis to BMC Kansas City
- 679 moved from BMC Dallas to BMC Kansas City
- 739 moved from BMC Dallas to BMC Kansas City
- 821 moved from BMC Denver to ASF Billings

**Note:** The changes listed above are made to align zone chart data with the most current ZIP Code assignment information.

Zone charts for use in self-service postal centers (SSPCs) require updating. Revised editions became effective July 1, 1992, but were not reprinted and distributed to meet the July 1 effective date.

Therefore, post offices must reproduce the zone charts distributed for window clerks and use them in the SSPCs pending receipt of the revised editions.

In addition, electronic postal scales will be updated. Scale manufacturers will ship the required zone chart modifications directly to post offices. Post offices not receiving such modifications should contact the Zone Chart Program administrator at Postal Service Headquarters at (202) 268-5185.

The director, Marketing and Communications, at each field division is responsible for printing and distributing zone charts for postal facilities and mailers within the field division service area. Zone chart master copies for the ZIP Codes within local service areas will be furnished for duplication. Each field division and management sectional center (MSC) will receive a complete set of the updated printed zone charts. They should make the necessary printing arrangements prior to delivery of the master copies to expedite printing and distribution to post offices and postal customers.

The Postal Service can provide mailers with a computer tape (\$35 each) and a complete set of computer-printed zone charts (\$15 per set). See page 41 for a copy of the order form for the computer tapes and sets of printed zone charts. Customers may receive, free of charge, the zone chart for their addresses from their local post office.

Address inquiries about the revised zone charts to the:

ZONE CHART PROGRAM ADMINISTRATOR  
OFFICE OF CUSTOMER MAILING SYSTEMS  
ROOM 5670  
475 L'ENFANT PLAZA SW  
WASHINGTON, DC 20260-6807

A September *Postal Bulletin* article will announce changes in the administration and distribution of official zone charts. At that time, the Postal Service will introduce a toll-free telephone number for customers inquiring about official zone chart information. It will also announce that zone chart data will be distributed on 3½ inch and 5¼ inch floppy diskettes.

The Postal Service has adopted a policy that ZIP Code changes and realignments become effective each year during the month of July so that customers may limit orders to one renewal annually. Customers receive advance notice of ZIP Code changes affecting zone assignments.

—Office of Customer Mailing Systems, 8-6-92

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

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## ORDER FORM FOR U.S. POSTAL SERVICE ZONE CHART DATA

Official zone charts are used for zone-rated Priority Mail (First-Class), second-class mail, and fourth-class mail (parcel post).

The U.S. Postal Service can provide zone chart information on magentic tape. Format descriptions and procedures for requesting a copy of the tape follow:

Data Characteristics by Format Number			
	Format 1	Format 2	Format 3
Recording Mode	EBCDIC	EBCDIC	EBCDIC
Record Length	25	2,001	8
Blocksize (Factor)	3,000(120)	2,001(1)	800(100)
Record Format	Undefined	Undefined	Undefined
Tape Density	1600 bpi	1600 bpi	1600 bpi
Tape Type	9-TR	9-TR	9-TR
Label Type	Not Labeled	Not Labeled	Not Labeled

Check appropriate blocks:

- Format 1: Official Zone Charts: Tape used for printing zone charts used in post offices
- Format 2: Official Zone Charts: Matrix generator tape
- Format 3: Official Zone Charts: Similar to format 1 tape but without printing requirements
- Official Zone Charts: Complete printed set
- Express Mail delivery service (for overnight delivery service add the appropriate Express Mail rate.)

Cost	Copies	Total
\$35/tape	_____	_____
\$35/tape	_____	_____
\$35/tape	_____	_____
\$15/set	_____	_____
	\$ _____	

Customer comments: \_\_\_\_\_

Please make your check for this amount payable to:  
U.S. Postal Service

Total \$ \_\_\_\_\_

Please provide your mailing address below:

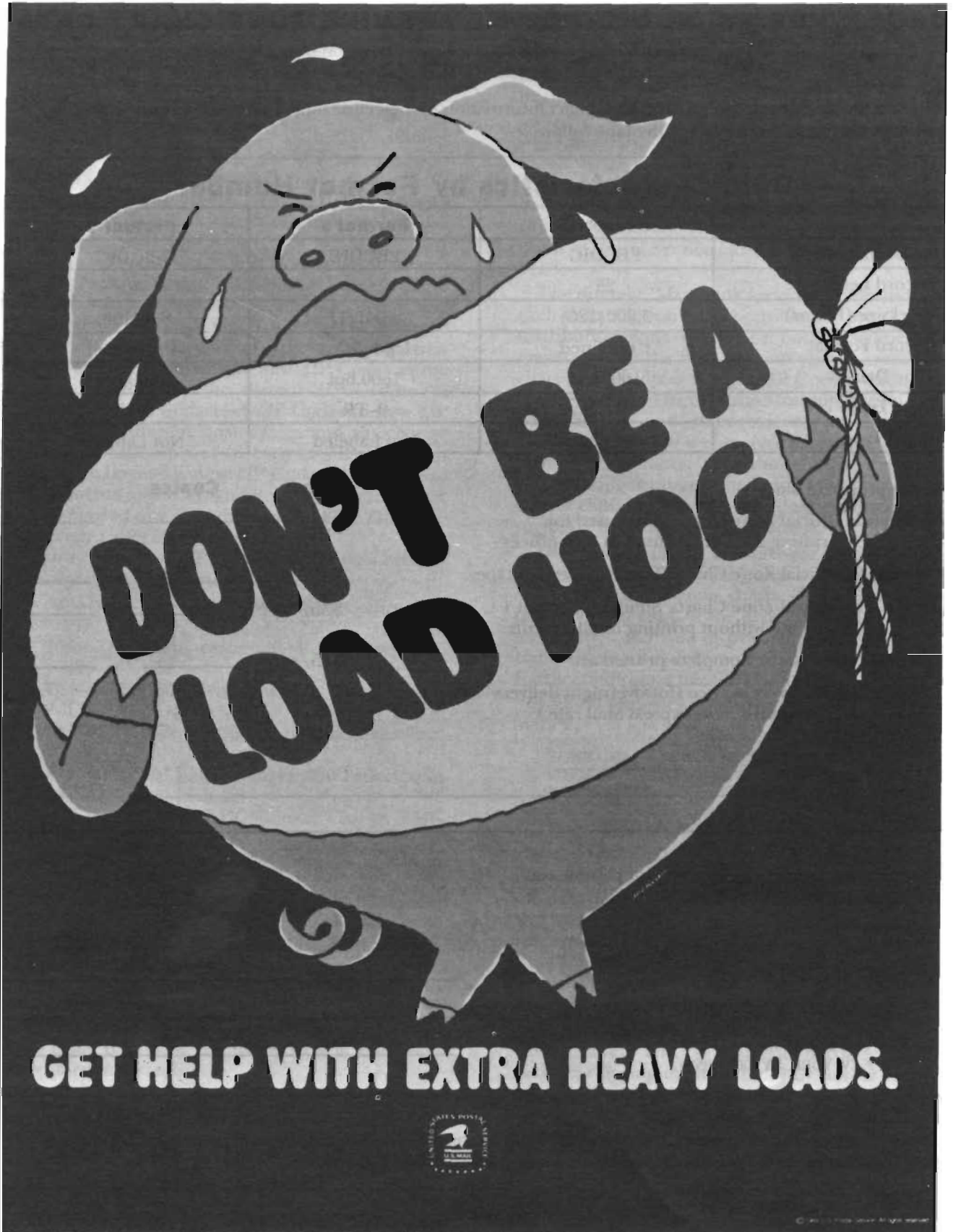
Send check and order form to:

ZONE CHART DATA ORDER CENTER  
US POSTAL SERVICE  
1250 BROADWAY  
NEW YORK, NY 10095-9599

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: Commercial: (212) 613-8576  
PEN: (212) 664-8576

**Note:** Customers may receive, free of charge, zone charts for their originating mail from local post offices. Do not request copies of individual zone charts using this order form.



**GET HELP WITH EXTRA HEAVY LOADS.**



## LOBBY DISPLAYS/PROMOTIONS FOR AUGUST 1992

The list of post office lobby displays and promotions scheduled for the month of August follows. Post offices and classified units must remove all lobby posters, notices, and displays not referenced in this schedule. The extra column is for offices to use in checking their lobbies. Please take a few moments to ensure these items are in good condition

and properly displayed. Replace missing or damaged items.

*Mandatory Lobby Displays.* Offices must display the following decals, labels, notices, posters, publications, and signs. (Except for those indicated with an asterisk, these items are available from the materiel distribution centers (MDCs)).

Number	Title	Date	✓
(*) .....	Olympic decals for lobby doors .....		_____
Label 6 .....	Vending Equipment Out of Order (Always use in lieu of handwritten signs.) .....	6-87	_____
Notice 58 .....	Possession of Firearms and Other Dangerous Weapons on Postal Property .....	5-89	_____
Notice 96 .....	Notice of Reward .....	5-88	_____
Notice 100-ABC .....	Weighing and Rating Unit Panels (For self-service postal convenience centers only.) .....	1-91	_____
Poster 7 .....	Rules and Regulations Governing Conduct on Postal Property .....	7-89	_____
Poster 31-B .....	Mail Problem? (Holds Consumer Service Cards.) .....	10-90	_____
Poster 31-H .....	Consumer Service Card Promotion (Must be displayed when Poster 31-B is not used to hold Consumer Service Cards.) .....	9-89	_____
*Poster 75 .....	Your Federal Lawmakers .....	1-91	_____
Poster 76 .....	Hazardous Materials .....	8-88	_____
Poster 103 .....	Domestic Postal Rates and Fees .....	7-91	_____
Poster SSS 46 .....	Selective Service Poster .....	6-88	_____
PUB .....	National Five-Digit ZIP Code and Post Office Directory .....		_____
*PUB 66-A .....	ZIP + 4 State Directory .....	1992	_____
<b>PUB 201</b> .....	A Consumer's Directory of Postal Services and Products— <i>Special Notice:</i> Many offices are not displaying this publication. It must be displayed in <i>all</i> post offices, stations, and branches. It is provided to offices at <i>no charge</i> .	<b>9-91</b>	_____
Sign 145 .....	Check Acceptance Policy (Counter easel—a professionally printed facsimile may be substituted.) .....	2-92	_____

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

\*Olympic decals for lobby doors were shipped on automatic distribution and are not currently available.  
 \*Poster 75 is available through field directors, Marketing and Communications.  
 \*Publication 66-A is available through the ADDRESS INFORMATION CENTER, US POSTAL SERVICE, 6060 PRIMACY PKWY SUITE 101, MEMPHIS TN 38188-0001.  
 \*Signs indicating hours and other services must be procured locally.

*Rotating Displays.* A list of promotional displays scheduled for August follows. These items are shipped by automatic distribution. Additional copies are not available. Some offices may have in-

sufficient space or fixtures to display all these promotions. To avoid a cluttered appearance, post only a *few* at a time and rotate them more frequently.

Title	Post	Remove	✓
Wildflowers Are Here (poster) .....	Jul. 27 .....	Aug. 31 .....	_____
World War II (poster) .....	Aug. 24 .....	Sept. 13 .....	_____
You Can Make A Difference Recycle (poster) .....	Aug. 1 .....	Aug. 31 .....	_____
U.S. Olympic Commemorative Book (poster) .....	Jul. 29 .....	Aug. 9 .....	_____
U.S. Olympic Commemorative Book (poster and take-one for two-way poster display) .....	Aug. 10 .....	Sept. 27 .....	_____
Olympic Games Souvenir Envelopes (poster and take-one for two-way poster display) .....	Jul. 20 .....	Aug. 9 .....	_____
Wildflowers (poster and take-one for two-way poster display) .....	Jul. 27 .....	Aug. 31 .....	_____
Postal Service Guide to U.S. Stamps (poster) .....	Oct. 1 .....	As needed ..	_____
Notices 72-A, B, C, and D, EEO Is the Law, Discrimination Is Prohibited, dated 1-90. (These notices are posted in conjunction with vacancy and employment examination announcements. When posted in retail lobbies, remove them 30 days after the close of the announcement.) Notices 72-A, B, C, and D are being revised and are not currently available from the MDCs. When they become available the Directives and Forms Update in the <i>Postal Bulletin</i> will include them.		As needed ..	_____

**LOBBY DISPLAYS/PROMOTIONS FOR AUGUST 1992—Continued**

*Literature Rack Displays—Mandatory:*

The following materials must be displayed in literature racks at all classified units (CAG A-G offices):

Number	Title	✓
Form 3227.....	Stamps By Mail (envelope) .....	_____
PUB 227.....	How to Prepare and Wrap Packages.	_____
SSS 1.....	Selective Service (registration form).	_____
SSS 10.....	Selective Service (brochure).....	_____
SSS 46.....	Selective Service (card) .....	_____

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

Number	Title	✓
NOT 59.....	Domestic Postal Rates and Fees.	_____
NOT 107.....	Hazardous Materials.....	_____
NOT 255.....	From Here to There—International Mail.	_____
PUB 122.....	A Customer Guide to Postal Insurance and Filing Domestic Insurance Claims.	_____
PUB 300.....	A Consumer's Guide to Postal Crime Prevention.	_____
PUB 301.....	Postal Crime Prevention: A Guide for Businesses.	_____

Refer to the Free to the Public section of Publication 223, *Directives and Forms Catalog* (March 1992), for a comprehensive list of directives stocked at the MDCs that should be available at all main post offices. Postmasters of these offices should keep ample supplies of these items.

*Forms and Supplies Displays.*

The following forms and supplies must be available in public lobbies.

Number	Title	✓
LAB 11-A.....	Express Mail Post Office to Post Office Service.	_____
LAB 11-B.....	Express Mail Next Day Service Post Office to Addressee.	_____
EP 13-C.....	Express Mail (envelope).....	_____
EP 13-F.....	Express Mail (flat rate envelope).	_____
EP 14-F.....	Priority Mail (flat rate envelope).	_____
EP 14.....	Priority Mail (envelope) .....	_____

**Forms and Supplies Display—Continued**

Number	Title	✓
Form 2865.....	Return Receipt for International Insured or Registered Mail.	_____
Form 2966-A.....	Parcel Post Customs Declaration—United States of America.	_____
Form 2966-B.....	Parcel Post Customs Declaration and Dispatch Note.	_____
Form 2976.....	Customs—Douane C 1.....	_____
Form 3227.....	Stamps by Mail (envelope).....	_____
Form 3575.....	Change of Address Order.....	_____
Form 3800.....	Receipt for Certified Mail.....	_____
Form 3804.....	Return Receipt for Merchandise.	_____
Form 3806.....	Receipt for Registered Mail.....	_____
Form 3811.....	Domestic Return Receipt.....	_____
Form 3813.....	Receipt for Domestic Insured Parcel (not for International Mail).	_____
Form 3813-P.....	Receipt for Insured Mail (Domestic-International).	_____
Form 3817.....	Certificate of Mailing.....	_____
Form 4314-C.....	Consumer Service Card.....	_____

*Postal Product Displays.* Display current stamp collecting products and all packaging products attractively, with professionally printed, not handwritten, price tags.

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

*Missing Children Poster Display.* Display only the August 1992 poster.

*Wanted Circular Display.* Wanted circulars are shipped on an automatic distribution. Some installations may not have copies of all of these circulars because distribution was, in some cases, limited to specific areas. A binder is appropriate for displaying these circulars.

Antonoff, Jay Irwin; Barr, Chess W.; Beasley, Myrick Clift; Billman, Tom J.; Birdsong, Dwight Orlando; Blumberg, Leonard; Brown, Eugene Milford; Carl, William; Clark, Douglas James; Cunningham, Bobbie C.; Eisenstadt, Bernard; Entrenkin, Jeffrey Lee; Ero, Alex Ahmed; Feucht, Manfred Erich Albert; Gainey, Timothy Scott; Itua, Alfred Idabie; Kuvet, Eric Bryan; Marcus, Donald Joel; Ortiz, Jesus Angel; Plaza, Hector Ricardo; Richards, Frank Jay; Shapiro, Myron Herbert; Wencke, Walter Carl; Wilson, Wilbert A.

—*Philatelic and Retail Services Dept., 8-6-92*

## IMM Revision

**INTERNATIONAL CUSTOMIZED MAIL**

Effective July 10, 1992, the *International Mail Manual* (IMM) is revised to establish International Customized Mail service.

**290 International Customized Mail**

**291 Description.** International Customized Mail (ICM) service is an international business mail service that is available only pursuant to an ICM service agreement between the Postal Service and a mailer meeting the requirements in 292. The Postal Service provides ICM service, on a mailer-specific basis, pursuant to the terms and conditions stipulated in a particular ICM service agreement.

**292 Qualifying Mailers.** To qualify for ICM service, a mailer must be capable, on an annualized basis, of either (1) tendering at least 1 million pounds of international mail to the Postal Service, or (2) paying at least 2 million dollars in international postage to the Postal Service. The mailer must also be capable of tendering all of its ICM mail to the Postal Service from a single location.

**293 ICM Service Agreements.** Each ICM service agreement must set forth the following:

- a. The term of the agreement, including any renewal options.
- b. The type of mail to be tendered by the mailer.
- c. The destination country or countries.
- d. The services to be provided by the Postal Service, including any speed-of-delivery targets.
- e. Minimum volume commitments for each service.
- f. Postage and method of payment.
- g. Weight and size limits.
- h. Preparation requirements.
- i. Makeup requirements.
- j. Any other obligations of either party.
- k. The location from which the mailer is required to tender its items to the Postal Service.

**294 Postal Bulletin Notifications.** Within 30 days of entering into an ICM service agreement, the Postal Service must publish the following information about the agreement in the *Postal Bulletin*:

- a. The term of the agreement, including any renewal option.
- b. The type of mail involved.
- c. The destination country or countries.
- d. A brief description of each of the services to be provided by the Postal Service.
- e. Minimum volume commitments for each service.
- f. A brief description of any worksharing to be performed by the mailer.
- g. The agreed-upon rate for each service at the volume level committed to by the mailer.

**Notice of ICM Service Agreement**

In accordance with IMM 294, the Postal Service is publishing the following information.

On July 10, 1992, the Postal Service entered into an International Customized Mail service agreement with a qualifying mailer. In accordance with IMM 294, the Postal Service hereby makes public the following information about that service agreement:

1. *Term:* July 10, 1992, through December 31, 1992.

2. *Type of Mail:* Printed matter; all pieces of identical size (9¼ inches x 4¼ inches x ¼ inch or less) and identical weight (.9 ounce or less).

3. *Destination Countries:* With some minor exceptions, all foreign countries to which the Postal Service provides mail service.

4. *Services Provided by the Postal Service:* The Postal Service has agreed (1) to furnish the mailer with required international mail equipment; (2) to train the mailer's mail-preparation personnel to comply with requirements for international mail; (3) to verify mail at the mailer's plant; and (4) to contract with air and surface carriers, as appropriate, for mail to be transported to the destination countries for delivery by foreign postal administrations.

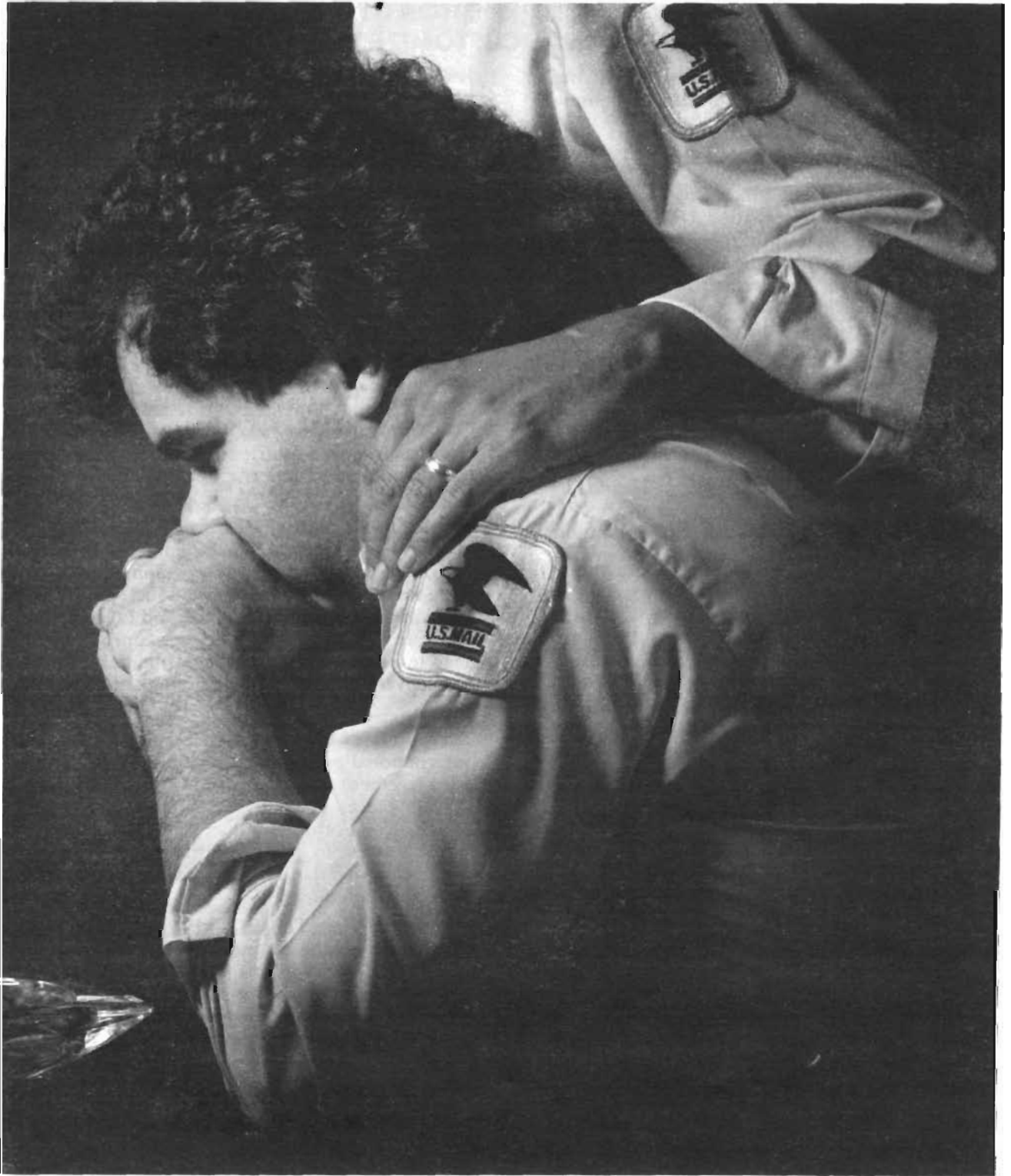
5. *Minimum Volume Commitments:* The mailer has agreed (1) to use the Postal Service for all of its international promotional mailings while the service agreement is in effect; and (2) to mail at least 2 million pieces of mail on September 1, 1992, of which a total of no less than 1,001,240 pieces will be addressed to Japan, Australia, New Zealand, Mexico, Switzerland, Spain, Hong Kong, Singapore, and Belgium.

6. *Worksharing:* The mailer has agreed (1) to sort and to sack mail to the individual destination country; (2) to sort and to sack mail addressed to Canada according to specified Canadian Postal Code separations; (3) to containerize mail as instructed by the Postal Service; and (4) to tender mail to the Postal Service at designated Postal Service or air carrier facilities.

7. *Rates:* (1) To Canada—\$0.24 per piece; (2) to Denmark, Finland, France, Germany, Great Britain, Iceland, Ireland, Italy, Luxembourg, Netherlands, Norway, and Sweden—\$0.29 per piece; and (3) to all other destination countries—\$0.25 per piece. (These rates are based on an agreed-upon distribution of mail in the destination country.)

—International Business Dept., 8-6-92





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**LET'S FIGHT  
SUBSTANCE ABUSE  
TOGETHER**

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CALL YOUR LOCAL E.A.P. COUNSELOR.



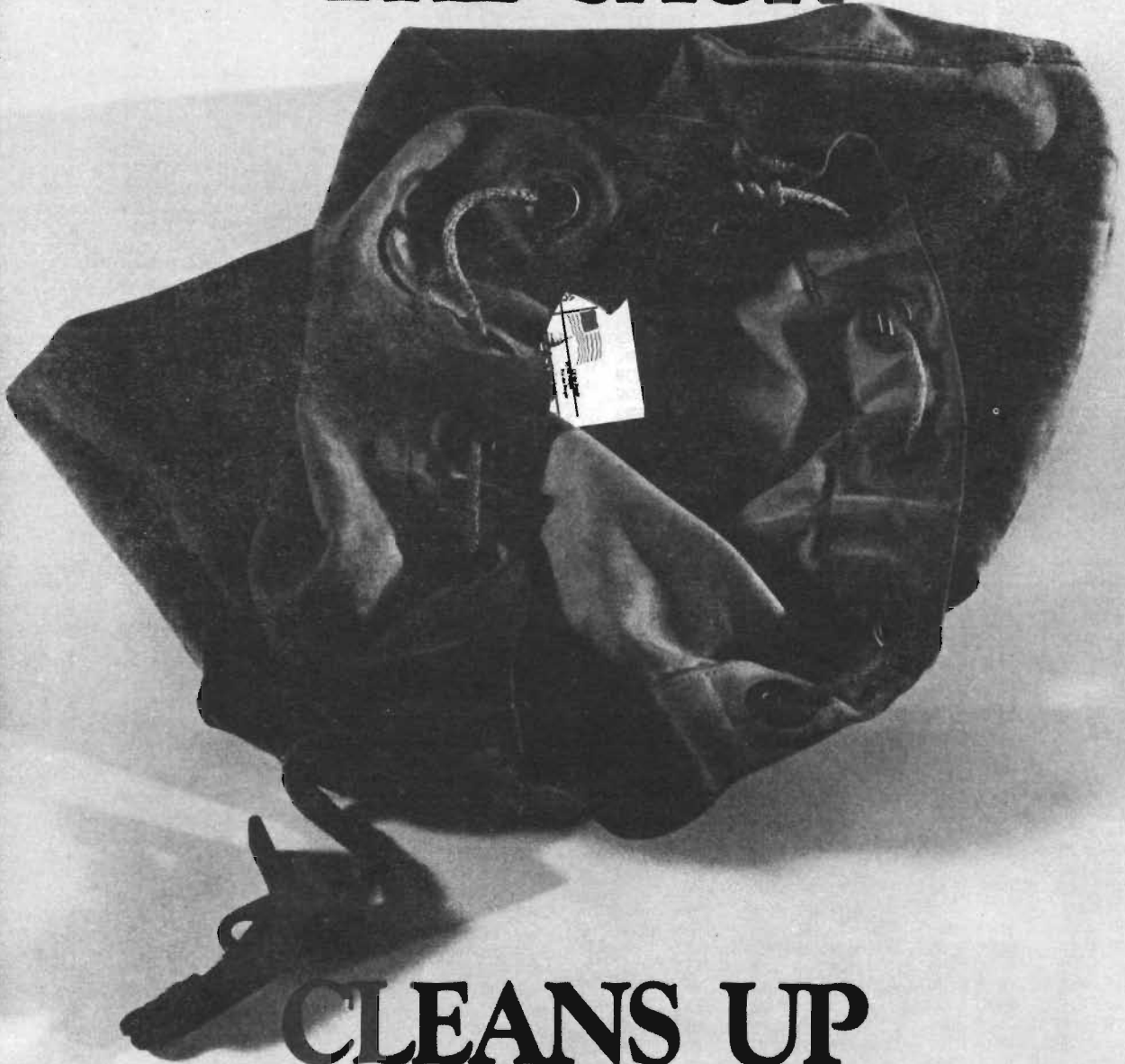
**MISSING U.S. MONEY ORDER FORMS--DO NOT CASH**

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.**

<u>302 000 0000</u>	to	397 819 8902	to	8999	<u>420 599 0734</u>	to	<u>0798</u>	452 265 0400	to	0999
		<u>302 123 9999</u>		398 149 7200				452 509 1169	to	1199
								452 855 6471	to	6499
<u>360 011 1690</u>	to	<u>1699</u>		399 070 0872	to	0899		452 890 4679	to	4699
369 345 0188	to	0199		399 156 7119	to	7199		452 900 8215	to	8238
369 674 8141	to	8199		399 203 5064	to	5099		453 117 9146	to	9199
369 718 3783	to	3799		399 296 9909	to	9999		453 334 3631	to	3699
<u>370 193 8257</u>	to	<u>8299</u>		399 792 7775	to	7799		453 603 7841	to	7891
375 637 9365	to	9999		399 792 8300	to	8399		454 013 2919	to	2999
375 744 7930	to	7999		399 396 8935	to	8999		454 186 2411	to	2499
375 829 3400	to	3499		<u>400 427 1051</u>	to	<u>1999</u>		454 268 4883	to	4899
375 851 9100	to	9199		401 045 1505	to	1549		454 302 5400	to	5499
376 850 0813	to	0899		401 045 1571	to	1599		454 547 7434	to	7499
376 855 6764	to	6999		401 294 2700	to	2799		454 922 4867	to	4895
376 903 0721	to	0738		401 310 9505	to	9599		455 221 1348	to	1499
376 906 3206	to	3299		401 382 5312	to	5399		455 364 2147	to	2199
377 113 7461	to	7499		402 578 7876	to	7899		455 399 5400	to	5499
377 224 2300	to	2599		403 125 6744	to	6799		455 476 0676	to	0699
377 955 4285	to	4399		403 260 7000	to	7499		455 543 0618	to	0699
378 029 9347	to	9399		403 280 6470	to	6499		456 135 3200	to	3399
378 085 3679	to	3699		403 685 8600	to	8699		456 410 9006	to	9099
378 210 9090	to	9099		404 003 0300	to	0399		456 619 4460	to	4499
378 351 1063	to	1099		404 041 8838	to	8899		457 297 1767	to	1777
378 630 9489	to	9599		404 071 4268	to	4299		457 937 8616	to	8699
379 128 9584	to	9599		404 347 5356	to	5399		458 028 9810	to	9899
379 509 2600	to	2699		404 347 5548	to	5599		458 057 2712	to	2999
379 679 8060	to	8099		404 726 4500	to	4599		458 337 5222	to	5299
379 843 5100	to	5199		404 961 5001	to	5199		458 354 7654	to	7999
<u>380 093 9600</u>	to	<u>9611</u>		405 325 0188	to	0198		458 671 8678	to	8699
380 165 1165	to	1199		406 009 4587	to	4599		458 671 8721	to	8798
380 489 6800	to	6899		406 260 6830	to	6899		459 274 7624	to	7699
380 572 1840	to	1899		406 459 6497	to	6499		459 365 5432	to	5499
381 077 3600	to	3699		406 733 3000	to	3999		459 378 5764	to	5799
381 325 4500	to	4599		407 545 1556	to	1599		459 472 4816	to	4899
381 540 9900	to	9999		407 594 0412	to	0599		459 472 4900	to	4999
381 604 2510	to	2699		407 692 9100	to	9299		<u>460 550 1909</u>	to	<u>1999</u>
381 645 9525	to	9599		408 265 2275	to	2288		460 997 5234	to	5299
381 924 0748	to	0799		408 499 7700	to	7799		461 973 6443	to	6499
383 156 6968	to	6999		408 499 7900	to	7999		462 152 0107	to	0299
383 156 7128	to	7199		408 682 8484	to	8599		462 274 1072	to	1099
383 156 7300	to	7999		408 698 7015	to	7099		462 277 8373	to	8399
383 299 2081	to	2099		409 072 3941	to	3999		463 176 4108	to	4199
383 314 3968	to	3999		<u>410 491 2311</u>	to	<u>2399</u>		463 176 4206	to	4299
383 892 1000	to	1344		410 694 8400	to	8599		463 185 2600	to	2799
383 892 1382	to	1399		410 775 1500	to	1599		463 227 7111	to	7799
385 568 2330	to	2399		410 795 7927	to	7999		464 629 9000	to	9399
385 599 7554	to	7575		410 867 0917	to	0966		464 711 4332	to	4399
385 774 2024	to	2099		410 867 0970	to	0999		465 692 3963	to	3999
387 314 5574	to	5599		411 868 1023	to	1199		465 698 8300	to	8599
389 696 2400	to	2799		411 922 2322	to	2399		465 743 7745	to	7799
389 846 3104	to	3135		412 193 0900	to	0999		467 147 4300	to	4399
389 846 3145	to	3195		412 395 8599	to	8699		468 079 5782	to	5799
389 887 9211	to	9230		412 485 6500	to	6599		469 127 8000	to	8199
389 887 9234	to	9299		412 485 6610	to	6699				
<u>390 001 3182</u>	to	<u>3199</u>		412 885 5953	to	5999				
390 001 3500	to	3699		414 193 3608	to	3674				
390 545 5974	to	5999		414 193 3677	to	3699				
391 104 6146	to	6199		414 411 7348	to	7399		<u>500 064 1858</u>	to	<u>1869</u>
391 783 3020	to	3599		414 640 0757	to	0799		<u>700 065 2570</u>	to	<u>2599</u>
391 792 6100	to	6199		414 965 1727	to	1799		700 065 4800	to	4899
392 668 2956	to	2999		415 161 8858	to	8868		700 190 3350	to	3359
392 854 8500	to	8899		417 302 8104	to	8199		700 228 6048	to	6099
393 584 7566	to	7699		417 387 6532	to	6599		<u>802 678 2605</u>	to	<u>2699</u>
393 650 0074	to	0099		417 496 6800	to	6999		803 605 2840	to	2899
393 838 8316	to	8499		417 871 9250	to	9299		803 605 6300	to	6499
393 893 6007	to	6099		417 930 9533	to	9599		805 323 5006	to	5024
394 126 6907	to	6999		418 164 6500	to	6799		805 466 7255	to	7299
394 189 0405	to	0599		418 423 9863	to	9899		806 015 3885	to	3899
394 822 3243	to	3278		418 633 5922	to	5999		806 087 1100	to	1499
394 990 1810	to	1899		418 719 8520	to	8599		806 268 9275	to	9299
395 343 3264	to	3299		418 744 2235	to	2299		806 534 3400	to	3477
395 373 3035	to	3099		418 962 2848	to	2899		807 342 3283	to	3399
395 396 9649	to	9799		419 543 0286	to	0299		<u>870 054 4814</u>	to	<u>4899</u>
395 970 3240	to	3299		419 730 0313	to	0369		<u>990 117 5600</u>	to	<u>5999</u>
397 622 4054	to	4099		419 730 0380	to	0399				

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

# ELBOWING THE SACK



## CLEANS UP COMPLAINTS



## MISSING CANADIAN MONEY ORDER FORMS--DO NOT CASH

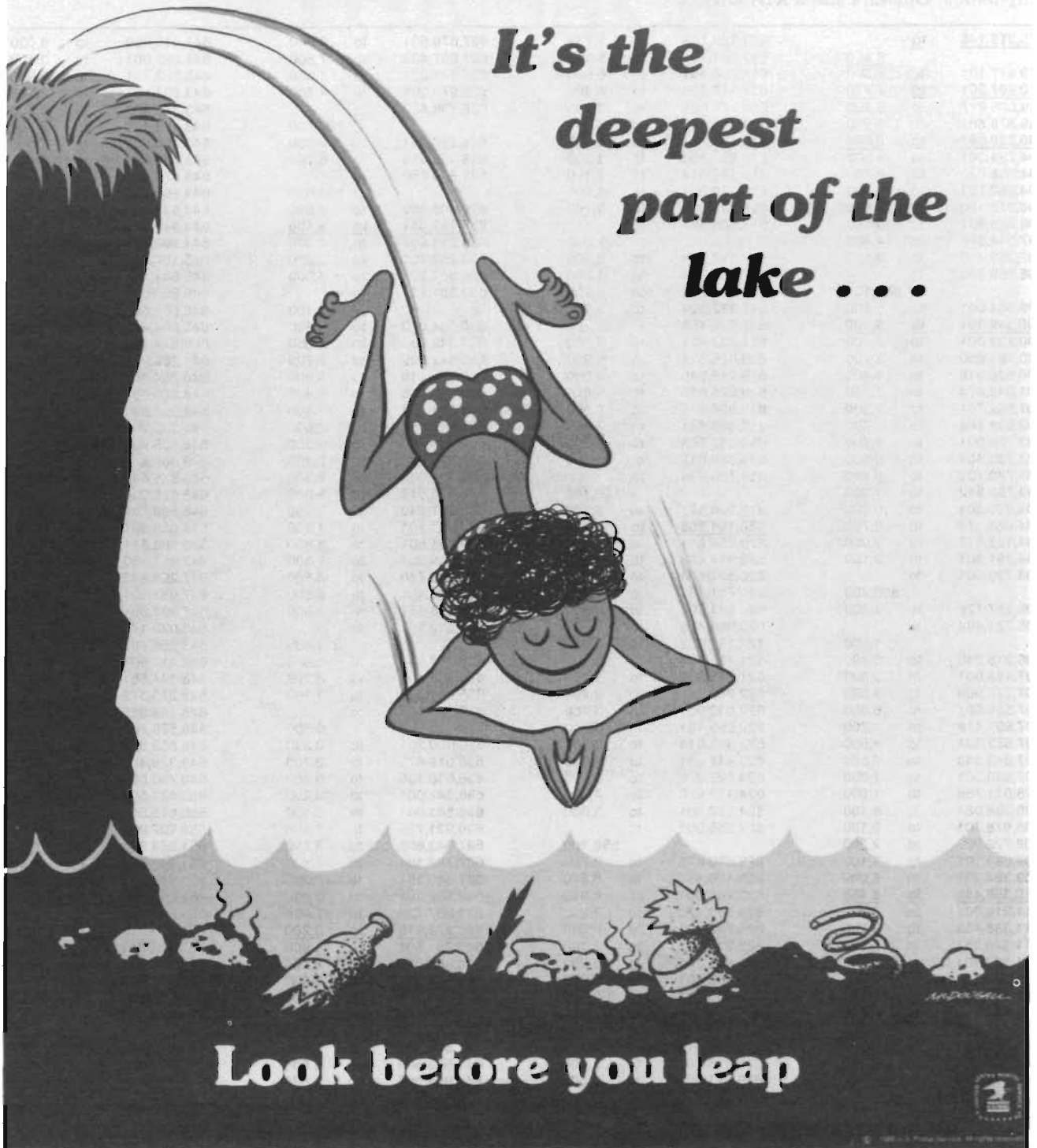
To be posted and used by retail window employees. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*. The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. In addition to this listing, do not cash: (1) all card type orders, and (2) new style money orders 000.000.001 to 600.000.000. Advise holders to send invalid money orders to Canada Post Corporation, Ottawa, Canada K1A 0B1.

<b>575,913,145</b>	to		613,359,706	to	9,732	627,079,501	to	9,900	642,415,969	to	6,000
		<b>3,200</b>	613,364,701	to	5,100	627,097,438	to	7,500	642,983,001	to	3,100
579,877,101	to	7,200	613,856,401	to	6,600	627,171,001	to	1,400	643,022,701	to	2,900
<b>580,207,301</b>	to	<b>7,770</b>	614,442,385	to	2,400	627,974,001	to	4,300	643,201,801	to	2,000
589,005,217	to	5,300	614,487,801	to	7,900	628,196,859	to		643,243,401	to	3,500
589,876,801	to	6,900	614,608,143	to	8,152			197,100	643,452,130	to	2,200
<b>590,230,567</b>	to	<b>0,600</b>	615,753,401	to	3,600	628,390,001	to	0,300	643,726,901	to	7,500
594,724,301	to	4,900	616,042,700	to	3,300	628,455,689	to	6,200	643,736,201	to	6,400
594,768,672	to	8,700	616,192,014	to	2,100	628,600,766	to		644,475,893	to	6,300
594,952,701	to	3,400	616,320,501	to	1,200			601,000	644,858,601	to	8,800
596,073,100	to	3,500	616,339,601	to	9,700	629,893,459	to	3,500	644,932,601	to	3,100
596,308,901	to	9,100	617,008,801	to		<b>630,199,031</b>	to	<b>9,100</b>	644,941,801	to	2,100
597,044,346	to	4,400			009,000	630,233,957	to	4,300	644,990,601	to	1,100
597,253,460	to	3,500	617,127,319	to	8,100	630,252,101	to	2,200	645,167,901	to	8,200
598,659,921	to		617,461,706	to	1,800	630,301,208	to	1,300	645,541,101	to	1,300
		660,100	617,478,723	to	8,800	630,331,801	to		645,550,622	to	0,700
599,664,001	to	5,700	617,582,829	to	2,900			332,100	645,605,886	to	5,900
<b>600,349,301</b>	to	<b>9,400</b>	617,739,158	to	9,200	630,334,070	to	4,600	645,634,441	to	4,600
600,439,001	to	9,100	618,333,401	to	4,100	630,342,552	to	2,600	645,634,444	to	0,465
600,493,650	to	3,700	618,625,824	to	5,900	630,642,629	to	2,700	646,262,901	to	3,200
600,526,018	to	6,400	619,215,945	to	6,000	630,904,718	to	4,900	646,264,363	to	4,400
601,042,674	to	2,700	619,225,550	to	5,600	630,995,315	to	5,400	646,270,054	to	0,085
601,652,701	to	3,300	619,226,975	to	6,999	631,381,731	to	1,800	646,321,801	to	2,000
602,528,606	to	9,000	619,326,641	to	7,000	631,817,556	to	7,600	646,322,201	to	2,800
603,708,901	to	9,200	619,357,588	to	7,600	632,448,956	to	9,300	646,505,901	to	6,100
603,780,401	to	0,500	619,580,012	to	0,100	632,939,648	to	9,800	646,509,616	to	9,700
603,780,701	to	0,800	619,765,826	to		633,135,035	to	5,300	646,875,648	to	5,700
603,780,942	to	1,000			766,400	633,175,518	to	5,600	646,876,001	to	6,200
604,020,801	to	0,900	619,906,171	to	6,200	633,537,840	to	7,900	646,899,702	to	9,713
604,083,174	to	3,700	<b>620,104,808</b>	to	<b>4,900</b>	634,141,201	to	1,500	646,938,901	to	9,100
604,122,517	to	2,900	620,256,601	to	6,700	634,328,501	to	8,600	646,993,871	to	3,930
604,181,801	to	2,100	620,514,863	to	4,900	634,839,201	to	9,300	647,061,150	to	1,200
604,799,901	to		620,521,444	to	1,500	634,848,780	to	8,800	647,291,842	to	2,000
		800,800	620,711,701	to	1,800	635,296,451	to	6,500	647,993,501	to	3,700
605,367,722	to	8,200	620,894,501	to	4,600	635,298,587	to	8,600	647,993,801	to	4,000
605,721,494	to		620,969,476	to	9,500	635,312,907	to		648,020,140	to	0,200
		1,500	621,180,332	to	0,400			313,000	648,056,401	to	6,600
606,915,240	to	5,300	621,182,939	to	3,400	635,376,834	to	6,900	648,117,901	to	8,200
607,183,001	to	3,300	621,715,301	to	5,400	635,468,101	to	8,200	648,171,861	to	1,900
607,273,964	to	4,500	622,032,701	to	2,800	635,681,001	to	1,100	648,213,372	to	3,500
607,586,501	to	6,600	622,032,901	to	3,000	635,699,601	to		648,484,665	to	4,700
607,591,119	to	1,200	622,659,101	to	9,200			700,600	648,578,708	to	8,799
607,673,301	to	4,500	623,363,613	to	3,800	636,000,201	to	0,300	648,683,301	to	3,400
607,842,343	to	2,500	623,447,801	to	7,900	636,012,675	to	2,700	649,376,401	to	6,600
607,930,501	to	1,000	624,023,279	to	3,400	636,030,135	to	0,200	649,730,009	to	0,100
608,011,756	to	1,200	624,173,970	to	4,000	636,042,001	to	2,200	650,621,501	to	1,700
608,288,084	to	8,100	624,512,201	to	3,000	636,863,001	to	3,100	650,678,503	to	8,580
608,678,701	to	9,100	624,555,001	to		636,931,725	to	1,800	650,707,956	to	7,980
608,722,023	to	2,200			556,100	637,043,605	to	3,700	651,854,961	to	5,010
609,084,101	to	5,100	625,060,673	to	0,700	637,789,301	to	9,400	651,897,101	to	7,240
609,394,901	to	5,000	625,196,431	to	6,500	637,860,101	to	0,200	651,948,119	to	8,130
<b>610,368,452</b>	to	<b>8,465</b>	625,206,601	to	6,900	639,522,101	to	2,400	651,948,703	to	8,750
611,216,001	to	7,100	625,553,170	to	3,200	639,857,736	to	7,900	651,974,610	to	4,620
611,338,466	to	8,700	625,706,401	to	6,500	<b>640,272,919</b>	to	<b>3,200</b>	652,121,238	to	1,248
611,345,254	to	5,300	625,932,001	to	2,100	640,281,501	to	1,600	653,151,811	to	1,830
611,387,101	to	7,200	625,945,101	to	5,400	640,666,076	to	6,200	653,506,601	to	7,000
611,874,375	to	4,400	625,966,101	to	6,200	641,011,901	to	2,600	653,822,586	to	2,800
611,891,801	to	2,400	626,035,401	to	5,500	641,121,411	to	1,500	654,563,101	to	3,300
611,930,472	to	0,500	626,174,177	to	4,200	641,196,269	to	6,300	654,345,814	to	5,900
612,182,901	to	3,700	626,305,019	to	5,100	641,309,809	to	9,658	655,365,961	to	6,030
612,185,601	to	6,100	626,567,516	to	7,528	641,574,196	to	4,650	661,562,501	to	3,000
612,472,501	to	3,100	626,613,101	to	3,300	641,583,509	to	3,600			
612,512,359	to	2,700	626,871,601	to	2,500	641,962,607	to	2,830			

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

# Famous last words:

*It's the  
deepest  
part of the  
lake . . .*



**Look before you leap**



INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

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

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

Table with 12 columns of numbers, listing invalid Express Mail Corporate Account Numbers from 005047 to 018971.



## INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS—Continued

191699	<b>200190</b>	254012	282390	300780	303684	306081	311055	322625	328690	331033	332489	335859
191780	200200	254015	282393	300804	303710	306093	311062	322694	328691	331092	332494	336036
191835	200238	258008	282398	300828	303732	306112	311065	322733	328707	331142	332529	336037
191912	200251	258012	282400	300879	303752	306130	311070	322737	328710	331144	332539	336118
191987	200256	260027	282408	300905	303770	306158	311071	322759	328714	331145	332569	336127
192227	200286	263003	282415	300909	303786	306169	311098	322823	328716	331172	332589	336142
192281	200508	263005	282443	300986	303795	306174	311102	322883	328722	331173	332673	336170
192316	200608	270028	282476	301004	303828	306180	311109	322979	328733	331215	332699	336200
192349	200719	270036	282490	301007	303932	306197	311114	323180	328737	331227	332725	336209
192447	200728	270038	282493	301049	303954	306204	311129	323714	328741	331242	332764	336234
192468	200798	271016	282539	301085	303982	306223	311132	325008	329105	331264	332818	336240
192479	200812	271136	282550	301179	303995	306265	311140	325029	329181	331267	332824	336254
192523	200824	271181	282564	301231	305002	306267	311143	325335	329224	331275	332826	336261
192587	206079	272058	282566	301277	305028	306276	311155	325372	329231	331286	332849	336284
192588	207224	272070	282576	301313	305039	306284	311158	325858	329319	331307	332856	336294
192599	207239	272076	282608	301338	305053	306310	311167	326164	329339	331344	332872	336299
192696	207366	272144	282613	301391	305073	306314	311168	326165	329364	331349	332909	336311
192698	207462	272147	282627	301470	305115	306352	311175	326198	329453	331350	332915	336320
192732	208393	272153	282630	301477	305117	306354	311181	326211	329455	331370	333007	336332
192733	208397	272170	283189	301495	305136	306355	311182	326218	329473	331377	333126	336339
192736	208431	273058	283219	301573	305194	306362	311193	326221	329480	331381	333143	336346
192778	208492	273091	283258	301604	305226	306368	311224	326224	330001	331385	333230	336347
192906	208587	274005	283318	301631	305269	306403	311232	326233	330007	331414	333248	336357
192916	208634	274088	283404	301635	305310	306410	311244	326238	330012	331416	333305	336364
192931	208653	274131	283408	301696	305339	306425	311246	326259	330019	331426	333315	336481
192971	208723	274143	283436	301705	305345	306474	311259	326273	330028	331443	333409	336707
192982	210045	274151	283482	301721	305373	306508	311270	326298	330030	331454	333464	336884
192983	210117	274169	283493	301736	305390	306518	311283	326319	330033	331455	333577	336916
192985	210177	274179	283514	301745	305413	306534	311310	326324	330034	331459	333597	336951
192988	212305	274242	292217	301792	305421	306590	311318	326517	330036	331519	333692	337005
192990	212736	275011	292334	301817	305435	306593	311327	326539	330040	331523	333848	337020
193116	212750	275020	292349	301848	305441	306601	311355	327207	330086	331528	333921	337062
193141	212781	275022	292353	301849	305452	306611	311356	327270	330091	331560	333955	337063
193143	212800	276011	292377	301870	305457	306633	311404	327287	330094	331588	333965	337067
193167	212815	276017	292389	301952	305464	306642	311545	327296	330108	331646	333991	337092
193219	212822	276018	292522	302070	305499	306645	312260	327357	330114	331659	334210	337189
193284	212829	276022	293240	302106	305506	306646	312298	327379	330128	331710	334228	337257
193301	212889	276035	293290	302129	305519	306674	314117	327390	330164	331741	334460	337315
193335	212959	276043	293295	302176	305541	306683	314118	327402	330168	331792	334465	337409
193338	220143	276131	294412	302196	305579	306684	314122	327422	330208	331793	334502	337419
193341	220220	276136	295078	302393	305584	306711	314133	327426	330213	331800	334521	337499
193347	220255	276146	295196	302404	305615	306716	314139	327436	330222	331802	334730	338065
193366	220332	276246	295201	302432	305627	306718	314160	327481	330229	331806	334735	338121
193370	220418	276261	295354	302458	305630	306734	314224	327505	330233	331818	334752	338142
193375	221130	276270	295373	302516	305645	306772	314249	327513	330242	331844	334921	338151
193382	221157	276274	295377	302533	305649	306775	314252	327520	330247	331890	334923	338194
193388	221211	276276	296149	302540	305659	306777	314282	327522	330249	331901	334963	338202
193403	221254	276286	296417	302543	305670	306820	314418	327544	330269	331910	334978	338258
193408	221293	277016	297026	302555	305676	306823	314478	327545	330427	331941	335008	338265
193409	221379	277057	<b>300099</b>	302567	305731	306830	314640	327560	330446	331950	335103	339093
193419	221407	278022	300031	302594	305736	306831	314802	327567	330481	331972	335149	339095
193433	222097	280052	300041	302647	305745	306862	319088	327569	330564	331976	335154	339115
193447	222132	280068	300151	302649	305753	306865	320759	327577	330648	331996	335173	339142
193448	223107	280073	300175	302680	305755	306872	320771	327586	330662	332028	335174	339152
193457	223155	280080	300200	302693	305772	306875	320811	327588	330723	332065	335196	339157
193464	229060	280093	300227	302695	305797	306898	320836	328187	330725	332091	335220	339163
193471	229082	281083	300237	302699	305801	306910	320860	328217	330738	332092	335270	339189
193475	229083	282079	300258	302719	305831	306915	320875	328307	330743	332093	335272	339191
193481	232015	282172	300345	302768	305868	306923	320909	328328	330749	332102	335281	339199
193486	232026	282214	300400	302775	305894	306950	320923	328344	330764	332173	335318	339236
193487	232026	282233	300438	302813	305919	306959	320998	328578	330775	332189	335349	339240
193504	232120	282240	300441	302829	305936	306992	321009	328579	330807	332202	335382	339248
195055	232242	282248	300478	302861	305954	306993	322089	328590	330859	332246	335393	339252
196144	235116	282249	300507	302928	305958	306994	322276	328595	330871	332299	335415	339259
197018	235247	282250	300508	302932	305988	306995	322295	328618	330924	332315	335476	339262
197033	244008	282268	300546	302948	305994	306997	322302	328623	330941	332354	335502	339384
197056	247105	282284	300565	302992	306004	311006	322314	328661	330948	332363	335582	339408
198004	249103	282321	300572	303535	306017	311011	322367	328663	330965	332371	335619	339432
198029	253097	282342	300589	303543	306026	311023	322425	328672	330996	332399	335676	339498
198057	253099	282371	300746	303666	306066	311029	322456	328684	331004	332410	335701	339574
199012	253126	282376	300750	303670	306074	311031	322474	328687	331014	332421	335743	339627
199016	253228	282379	300776	303673	306079	311050	322570	328689	331022	332441	335797	339674





## INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS—Continued

791358	802675	840305	852198	901260	904434	914451	921859	927915	940770	950647	970186	980541
791398	802739	840309	852291	901330	904459	914515	921864	927916	941255	950651	970199	980574
794258	802805	840317	852323	901382	906053	914536	921928	928485	941381	950691	970206	981479
794279	802814	841369	856022	901423	906060	914539	922157	928572	941403	951030	972408	981513
794398	802841	841526	856084	901551	906129	914610	922185	928579	941552	951063	972701	981561
796514	802875	841571	856156	901563	906227	914662	922196	928620	941634	951111	972805	981570
796522	802888	841702	856173	901588	906237	914731	922197	928634	941664	951227	972991	981586
799006	802898	841703	856285	901717	906339	914787	924169	928677	941677	951291	974038	981598
799228	802931	841760	856389	901752	906346	914826	924181	928789	941695	951525	974106	981608
799229	802944	841775	856408	901961	906364	914828	924327	928845	941791	951536	974112	981617
799278	802960	844166	856467	902516	906423	914852	924488	928858	941894	951538	974128	981631
<b>800075</b>	802980	844196	860052	902518	906461	914899	925045	928863	941905	951545	974149	981633
800080	802990	846055	871050	902528	906466	914924	926028	930333	945346	951561	974185	981657
800147	803064	846134	871072	902594	906493	914926	926036	931335	945701	951566	975001	981711
800156	803084	847011	871304	902640	906518	914934	926094	931403	945779	951586	976010	981712
800169	803143	847030	871311	902772	906623	914962	926197	931510	945886	951603	976076	981744
800181	803187	847039	871321	902786	907057	914979	926206	931519	945915	951612	980015	981751
800286	803226	847041	871475	902964	907105	915012	926214	931564	945947	951614	980041	981752
800315	804201	847060	881110	903023	907223	915020	926289	931585	946116	951626	980048	981769
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802051	816034	850818	<b>900029</b>	903941	912293	920343	927130	937351	950196	967155	980356	982298
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