

P1.3  
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## 45-Cent Pumpkinseed Sunfish Stamp

The 45-cent Pumpkinseed Sunfish stamp goes on sale December 2 in Washington, DC. This stamp design depicts a Pumpkinseed Sunfish found in the eastern, northern central, and northwestern United States. Pumpkinseed Sunfish usually reach 5 to 7 inches in length.

**Do Not Place on Sale Before December 3, 1992**  
**Copyright U.S. Postal Service 1991**

Issued in panes of 100 stamps.  
Manufactured by Stamp Venturers, Inc.  
A future issue will include collector information.

*Supply.* Post offices with authorized philatelic centers will receive their standard automatic distribution quantities based on a 100-subject stamp issue only. All stamp distribution offices (SDOs) will receive automatic distributions of 500,000 stamps. SDOs will not make automatic distributions to their associate offices. *Since a private company, Stamp Venturers, Inc., is the contractor for this stamp, the Bureau of Engraving and Printing (BEP) will not honor supplemental requisitions for Item 1059.*

Regional accountable paper depositories (RAPDs) will receive backup quantities of this stamp for filling supplemental orders. SDOs requiring additional stamps must order them from their RAPDs using separate Forms 17-A, *Accountable Items Requisition From Stamp Distribution Office*. They must submit requisitions in the standard ordering quantities for a 100-subject stamp. All other post offices requiring this stamp should requisition them immediately from their SDOs on separate Forms 17-A.

—*Philatelic and Retail Services Dept., 9-3-92*

## Handbook F-4 Distribution

A revised Handbook F-4, *Examination of Postmasters Accounting Transactions*, has been recently printed and distributed. Personnel should destroy all previous editions. Use only the edition dated June 1992. Order additional copies from the area materiel distribution center using Form 7380, *MDC Supply Requisition*.—*Dept. of the Controller, 9-3-92*



**1991 Annual Index In**  
**PB 21808, 2-6-92**  
**Latest Quarterly Index:**  
**PB 21813, 4-16-92**  
**(Jan.-Mar.)**  
**PB 21820, 7-23-92**  
**(Apr.-Jun.)**

## Postage Purchase Scam

A southeast Michigan post office was recently defrauded of \$390,000 in postage stamps when it received bogus certified checks as payment.

A man interested in purchasing a large quantity of stamps contacted the office. An elaborate scheme unfolded that included a bogus business in another Michigan town, with bogus telephone numbers connected to that address, and several contacts with the original post office. The buyers used two seemingly certified checks to pay for the stamps. After 10 days the bank returned the checks as counterfeit.

Additional offices were contacted, presumably by the same people. They said they would release postage only after the checks cleared the bank and received no further contact.

Offices must verify the payment of anyone purchasing large quantities of stamps. If they suspect a scam, they should contact the U.S. Postal Inspection Service.—*Inspection Service, 9-3-92*

## BUY U.S. SAVINGS BONDS

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Handbook PO-423 Revision

### Mail Type Content Identifier Numbers

Effective immediately, Handbook PO-423, *Requisitioning Labels*, dated April 1992, is revised to reflect changes to Appendix B, Mail Type Content Identifier Numbers (CIN). A future update of the handbook will include these changes.

Change the following mail type descriptions:

CIN	Mail type
006	FCM FLTS BARCODED.
008	FCM Z + 4 BARCODED.
009	FCM Z + 4 BARCODE MXD 5D.
010	FCM Z + 4 BARCODE MXD PKS.
011	FCM BARCODE RES MXD 5D.
012	FCM BARCODE RES MXD PKS.
013	FCM Z + 4 BARCODED RESID.
021	FCM CARRIER ROUTE.
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 BARCODED WKG.
122	NEWS Z + 4 BARCODED.
124	NEWS FLTS BARCODED.
125	NEWS FLTS BARCODED WKG.
222	2C Z + 4 BARCODED.
224	2C FLTS BARCODED.
225	2C FLTS BARCODED WKG.
324	3C FLTS BARCODED.
325	3C FLTS BARCODED WKG.
422	3C Z + 4 BARCODED.

Delete the following:

CIN	Mail type
724	4C FLTS BARCODED.
725	4C FLTS BARCODED RESID.

Add the following for use by the military and military mail gateway facilities only:

CIN	Mail type
900	MIL EMMS.
901	MIL LTR POUCHES.
902	MIL LTR TRAYS.
903	MIL PRI PARCELS.
904	MIL MOM.
905	MIL SAM.
906	MIL JUMPS.

—Delivery, Distribution, and Transportation Dept., 9-3-92

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

### 1992 Summer Olympic Games: Official Postal Souvenir

On or about September 15, post offices with authorized philatelic centers will receive two shipments of the Official Postal Commemorative Souvenir of the 1992 Olympic Summer Games.

Due to limited quantities, these souvenir envelopes are available only in philatelic centers. One shipment has packs of 30 of each envelope for a total of 180. The envelopes include item numbers 8963, 8964, 8968, 8969, 8970, and 8971. Sell these envelopes separately for the retail prices below.

The second shipment has 20 sets that include all six envelopes listed above. These 20 sets, which must be sold as a set, have a discount price of \$29.95 and are item 8974.

Report all revenue in AIC 092. No provisions exist for reordering. The items to be shipped follow:

Item	Retail Price	Quantity Shipped
8963 Boxing .....	\$5.95	30
8964 Swimming .....	5.95	30
8968 Soccer .....	5.95	30
8969 Gymnastics.....	5.95	30
8970 Volleyball.....	5.95	30
8971 Track & Field....	9.95	30
8974 Set of Six .....	29.95	(sets only) 20

Refer questions to Ken Britton at 202-268-6669.

—Office of Olympic Marketing, 9-3-92

### Withholding of Mail Orders

Enforced by postmasters at cities listed.

State/city	Names covered
OH, Hilliard 43026-2514.	Any and all of various names other than the surnames of Tatum & Stapleton, 4010 Schirtzinger.
OH, Hilliard 43026-0673.	Any and all of various names other than the surname Tatum, P.O. Box 673.
OH, Delaware 43015-1368.	Any and all various names other than the surnames of Tatum & Stapleton, P.O. Box 1368.
OH, Delaware 43015-1368.	Any and all of various names other than the surname Tatum, P.O. Box 1368.
OH, Columbus 43228-8656.	Any and all various names other than the surnames of Tatum & Stapleton, P.O. Box 28656.
OH, Columbus 43228-8656.	Any and all various names other than the surname Tatum, P.O. Box 28656.
IL, Bellwood 60104-1004.	Any and all various names other than the surname of Gavel, 34 S. 47th Avenue.
CA, Anaheim 92804-3546.	Venture Capital Industries, 652 South Brookhurst Avenue, Suite 544.
CA, Los Angeles 90067-2591.	Green Card, Residency Department, 1875 Century Park East, Suite 5200.

—Judicial Officer, 9-3-92

DMM Notice

**PVDS CONSOLIDATED MAILING STATEMENT REGISTER**

Effective with *Domestic Mail Manual* (DMM) Issue 45 (12-20-92), DMM 664.25, 664.4, 664.5, and 665 are revised to require the use of Forms 3602-PV and 8125-PV (or facsimiles) for plant-verified drop shipment (PVDS) mailings not processed through the multiple entry point payment system (MEPPS). Upon receipt of both the new Forms 3602-PV and 8125-PV, all third-class PVDS mailings not using the MEPPS program should use the revised forms and procedures. Mailers may obtain a sample of each of the new forms from the rates and classification center serving their location (see DMM 132) (see pages 6-7 for a sample of Form 3602-PVR). Individual mailing statements (Forms 3602-R, 3602-N, and 3602-PC) for each third-class PVDS mailing are not acceptable after December 20, 1992.

The current rate structure offers mailers a variety of destination discounts for second-, third-, and fourth-class mail. Traditional practice required a mailer to obtain permits and pay postage and fees at each entry office and to have the mail verified at each location where it was deposited and accepted. Under the plant-verified drop shipment (PVDS) program, mailers may have destination rate mailings verified and postage collected by the Postal Service either in a detached mail unit (DMU) at the mailer's plant or in a bulk mail acceptance unit (BMAU) at the post office serving the mailer's plant. Shipments are then loaded by the mailer on a mailer-provided vehicle traveling to the destination entry office.

**Mailing Statement Requirements**

Previously, third-class PVDS mailers had two options for submitting the statement required with each mailing: (1) completing separate statements, or (2) participating in a computerized program called MEPPS. Where MEPPS is not authorized, the multiple statement option in DMM 665 is being revised to require a consolidated mailing statement register. Each entry on the register of mailing statements is still considered a separate mailing and must be treated as such for presentation, eligibility, documentation, verification, even though a separate physical statement is not produced. Individual mailing statements (hard copy or electronic) are not submitted or retained with Form 3602-PV or its facsimile.

**New Form 3602-PV**

By using the new Form 3602-PV, *Consolidated Mailing Statement Register*, mailers may complete a single form showing the required information about each of the mailings that are part of the same job to be deposited at each destination post office. The form is issued in three editions: Form

3602PVR (regular rate permit imprint), Form 3602PVN (nonprofit rate permit imprint), and Form 3602PVPC (postage affixed). The front of the form serves as the register of statements, requiring specific information about each of the mailings to be deposited at each destination. The total volume (by rate) of all mailings is entered on the reverse of the consolidated statement. Mailers may show the required information on a computer-generated facsimile Form 3602-PV or attach a similarly formatted printout to the form.

**New Form 8125-PV**

Along with the new consolidated mailing statement register, Form 8125-PV, *Drop Shipment Verification/Clearance (Third-Class)*, is being printed. This form must be presented to the entry post office by the mailer with each third-class PVDS mailing. The form serves as a clearance document for the facility accepting the mail and a record of the verification and collection of postage at the point of origin. Mailers using Form 3602-PV must also use Form 8125-PV. Mailers may not use Form 8125 with the new consolidated mailing statement register.

**664 Plant-Verified Drop Shipment Postage Payment System**

(Change all references to Form 8125 in 664 to read Form 8125-PV.)

\* \* \* \* \*

(Delete current 664.25 and replace with the following:)

**664.25 Documentation**

**664.251 Form 3602-PV.** At the time mailings are presented for verification, the mailer must submit a consolidated mailing statement register using the appropriate edition of Form 3602-PV (R, N, or PC) for all PVDS mailings presented for verification at the mailer's DMU or the post office BMAU serving the mailer's plant. The mailer must list the required information on Form 3602-PV for each mailing to be deposited at each destination entry point rather than providing a separate mailing statement for each mailing. This requirement can be met by completing either the Postal Service form or a facsimile. A facsimile form must contain all applicable required information from the postal form, and must be approved by the postmaster administering the PVDS authorization.

**664.252 Form 8125-PV.** The mailer must submit to the DMU or BMAU a completed Form 8125-PV for each mailing deposited at a destination entry office. A Form 8125-PV, signed and dated by the verifying office, must accompany each plant-verified drop shipment to the destination post office where the shipment is deposited. The mailer may submit computer-generated facsimile Forms 8125-

## PVDS CONSOLIDATED MAILING STATEMENT REGISTER—Continued

PV, approved by the origin post office. The facsimile forms must contain all the information on the Postal Service Form 8125-PV in the same relative location. Form 8125-PV must be submitted in duplicate. Form 8125-PV must be submitted in triplicate if the mailer wants a signed and dated copy returned to its representative when depositing the mail at the destination entry postal facility. A copy Form 8125-PV is not required to accompany third-class plant-verified drop shipments transported to destination post offices by Express Mail or Priority Mail drop shipment.

\* \* \* \* \*

### 664.43 Documents

#### 664.431 Preparation

*(In first sentence, delete reference to part A of Form 8125-PV and replace it with part 1. Remainder of paragraph is unchanged. In Note: delete reference to part A item 8 and replace it with part 1 item 10. Under Exception, delete the reference to item 3 in part II.)*

\* \* \* \* \*

#### 664.452 *(Under Exception delete item 3.)*

\* \* \* \* \*

#### 664.51 *(Under Exception delete item 3.)*

\* \* \* \* \*

#### 664.53 *(Under Exception delete item 3.)*

\* \* \* \* \*

### 665 Postage Payment for Plant-Verified Drop Shipment Mailings at Origin Post Office Serving Mailer's Plant

*(Replace entire current section 665 with the following:)*

#### 665.1 General

**665.11 Same Day Submissions.** All mailings or segments of the same job submitted for verification and release on the same day under the Plant-Verified Drop Shipment (PVDS) system must be reported on a single Form 3602-PV or the appropriate computer media under the Multiple Entry Postage Payment System (MEPPS) option.

**665.12 Advance Deposit Account.** For permit imprint mailings, postage is normally debited from a mailer's advance deposit account using the information presented by the mailer on individual mailing statements. This requirement can be met by submitting individual statements on a computer disk under MEPPS, Form 3602-PV, or mailer-produced facsimile of the form.

#### 665.13 Documentation

**665.131 Form 3602-PV.** Under this payment option, the mailer must submit a Form 3602-PV

(R, N, or PC) rather than individual mailing statements. The front of Form 3602-PV serves as the register of individual mailings. The consolidated volumes, weights, and postage figures for each rate category required to be entered on the reverse side of the form serve as the consolidated statement for data entry. The consolidated information on Form 3602-PV is used to debit the mailer's account for permit imprint mailings or to enter data pertaining to postage affixed mailings (metered or precanceled stamps) into postal accounting systems in lieu of individual mailing statement information.

**665.132 Form 8125-PV.** A separate Form 8125-PV must be submitted for each mailing listed on the register on Form 3602-PV. Each mailing must be identified by a unique statement number on the register and corresponding Form 8125-PV. This unique key number identifies the relationship between the individual mailings as listed on the register and the corresponding Form 8125-PV. It is recommended that the Julian date followed by a sequential three-digit suffix form the unique key number.

**Note:** Multiple statements for that portion of a job being accepted by the local verifying office under a standard plant load arrangement may be listed on a separate Form 3602-PV showing the "Post Office of Mailing" as the same office as "Post Office of PVDS Origin." Since it is accepted as a single shipment loaded on postal transportation, a single consolidated 8125-PV may be submitted by the mailer with the Form 3602-PV.

### 665.2 Consolidated Mailing Statement Register (Form 3602-PV)

**665.21 Submission by Mailer.** The mailer must submit all Forms 3602-PV and 8125-PV to the DMU or the BMAU at the time the first mailing identified on the consolidated mailing statement register is presented for verification.

#### 665.22 Calculation of Data

**665.221 3602-PV Front.** The front of the 3602-PV serves as the register of mailings. The "total postage per statement" field for each mailing statement entry must be rounded as required by 663. The total pieces, total weight, and total postage fields for each individual mailing listed must be totaled and added to the totals of the same fields from any attached printouts containing the same entries for additional statements. These totals are entered in the Total All Mailing Statements field. The grand total postage charge on Form 3602-PV is the sum of the total postage charges of all individual mailing statements as shown in the TOTAL ALL MAILING STATEMENTS entry plus any additional postage amount. It is used to debit the mailer's advance deposit account for permit mail-

## PVDS CONSOLIDATED MAILING STATEMENT REGISTER—Continued

ings or to enter data into postal accounting systems for postage affixed mailings.

**665.222 3602-PV Reverse.** The individual piece/pound entries for each rate category claimed on the front of the form must be consolidated by rate category. These total piece/pound counts for each rate category are then entered on the reverse of the form which serves as the consolidated mailing statement. No multiplication is required of the mailer on the reverse of the Form 3602-PV.

**Note:** Because of the rounding of postage calculations for each individual mailing statement listed on the register, the calculation of postage based on consolidated Form 3602-PV does not necessarily equal the sum of the individual statements.

**665.23 Corrections.** A change made to any of the individual mailing statements represented on the register requires the mailer to correct the consolidated mailing statement accordingly. Such a correction must be documented. An updated Form 3602-PV signed and dated by the mailer must be submitted for proper debiting of the mailer's account.

**665.24 Retention.** The normal retention period for financial documents applies to Forms 3602-PV with related Forms 8125-PV attached.

### 665.3 Post Office Responsibilities

**665.31 General.** Postal personnel assigned to the detached mail unit (DMU) in the mailer's plant or assigned to verify a PVDS mailing at the bulk mail acceptance unit (BMAU) must perform all duties described in 664 pertaining to the verification of plant-verified drop shipment mailings.

**665.32 Reconciliation of Form 8125-PV and Form 3602-PV.** The Postal Service verification employee must reconcile the entries on the individual Forms 8125-PV against the corresponding Form 3602-PV. The DMU must ensure that:

a. All mailings verified and cleared for mailer dispatch are represented by a Form 8125-PV and listed on the register (Form 3602-PV).

b. Any correction made to individual mailing statement entries is reflected on both the register and consolidation portions of Form 3602-PV and Form 8125-PV.

**665.33 Verification of Postage Charges.** The verification employee must:

a. Perform standard weight and piece count verification procedures for each mailing listed on Form 3602-PV.

b. Document this verification in section 11 of the Form 8125-PV that contains the corresponding mailing statement number.

c. Ensure that the total postage charge on Form 3602-PV equals the total of the individual mailing statements represented by the register.

**665.34 Approval of Documents.** When it is determined that the entries on the individual Forms 8125-PV agree with the individual mailings identified on Form 3602-PV and that Forms 8125-PV and Form 3602-PV are correct, the postal employee must sign and date (round stamp) all documents. The post office uses a correct Form 3602-PV with the retained copies of each Form 8125-PV it represents attached, signed and dated by the mailer and the DMU, to debit the mailer's account.

—Marketing and Customer Service Group, 9-3-92

See Chart Page 41

## BARGAINING UNIT EMPLOYEES' COLA INCREASES

This article provides personnel offices with the COLA increase information necessary to administer personnel actions for bargaining unit employees covered by the national agreements listed under Application, below. A chart showing the cost-of-living adjustment (COLA) increases appears on page 41. The new salary schedules will be distributed by Compensation Letter.

**Application.** These instructions apply to employees who are covered by the:

1. 1990-1994 U.S. Postal Service-American Postal Workers Union/National Association of Letter Carriers (USPS-APWU/NALC) National Agreement and paid under the Postal Service (PS) schedule (RSC P or P1); or

2. 1990-1993 USPS-Mail Handlers' (USPS-MH) National Agreement and paid under the Mail Handlers' (MH) Schedule (RSC M or M1); or

3. 1990-1993 USPS-National Rural Letter Carriers (USPS-NRLCA) National Agreement and paid under the rural carrier schedules (RSC B, B1, R, or R1).

**COLA Increase.** Effective September 5, 1992, Pay Period (PP) 20-92, eligible employees in the Retiree Eligible (RES) and regular (or Non-RES) versions of the schedules mentioned above will receive an increased COLA. Refer to the chart on page 41 for new annual and hourly COLA increases and amounts. Also shown on the chart are COLA amounts applicable to non-national agreements covering mail transport equipment centers (MTEC); the mail equipment shops and materiel distribution centers (MEDC); and the Operating Services Division/Facilities Services Section (OSD).

**Exclusions.** Rural Carrier Relief, Rural Carrier Associate, and Casual employees are not eligible for the COLA increases discussed in this notice and will continue at their current rate of pay.

**Implementation.** The COLA increases discussed in this notice are effective on September 5, 1992 (PP 20-92), and will appear in paychecks distributed on September 25, 1992.

—Employee Relations Dept., 9-3-92



Plant-Verified Drop Shipment (PVDS) Consolidated Mailing Statement Register Third-Class Mail (Regular Rates Only: Permit Imprint)

Post Office of PVDS Origin, Date, Permit Number, Mailing Cycle or Job Number and Description, Round Stamp

Permit Holder's Name & Address (Include ZIP+4), Name & Address of Mailing Agent (If not permit holder), Name & Address of Individual or Organization for Which Mailing is Prepared (If not permit holder)

Telephone Number of Permit Holder, Processing Category (DMM 128) with checkboxes for Letters, Flats, Machinable Parcels, Irregular Parcels, Outside Parcels

Walk Sequence Update Date, Postage Category (From reverse) with checkboxes A, B, C, D, Container Type and Amount for Job (Sack, Tray, Pallet, Other)

Enter the following information for each mailing represented in this consolidation. If more than five mailings are represented or more space is needed, attach a printout containing the same information in the same format. Enter presort and entry discount from reverse. ID code is for BBMSPMS only.

Table with columns: Mail. State, # Mailing ID Code, PO & ZIP of Mailing, Piece Weight, Entry Disc., Presort Level, Rate x Number of Pieces/Lbs. = Charge, Number of Containers, Pieces, Weight, Postage

Total No. Statements, Combined total of all pieces at each rate category must be entered in appropriate lines on reverse, Total from Attachments, Total All Mailing Statements

Signature of Weigher, checkboxes for Single-Piece Rate and Additional Postage Payment (Attach reasons), No. Pieces, Rate/Piece, Postage

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

The signature of a mailer on this register certifies that the individual mailing statements represented herein are accurate and that the mailer will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on each mailing. If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer and both the mailer and the agent will be liable for and agree to pay any deficiencies.

I hereby certify that all information furnished on this form is accurate and truthful, and that this material presented qualifies for the rates of postage claimed. Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency), Telephone Number

Form 3602-PVR - Third-Class Regular Rate - Permit Imprint

Postage Computation - Bulk Rates

Entry Discount (If Any)	Presort/Automation Discounts	Net Rate	Count (Pcs/Lbs)	Charge	Entry Discount (If Any)	Presort/Automation Discounts	Net Rate	Count (Pcs/Lbs)	Charge
<b>Automation-Compatible Letter (DMM 520)</b>					<b>Non-Automation-Compatible Letter .2067 lb. (3.3067 oz.) or less</b>				
None A1	Saturation W/S	.124 x	_____ pcs. = \$ _____		None B1	Saturation W/S	.124 x	_____ pcs. = \$ _____	
A2	Carrier Route	.131 x	_____ pcs. = \$ _____		B2	Carrier Route	.131 x	_____ pcs. = \$ _____	
A3	5-Digit Barcoded	.146 x	_____ pcs. = \$ _____		B3	3/5-Digit Presort	.165 x	_____ pcs. = \$ _____	
A4	3-Digit Barcoded	.154 x	_____ pcs. = \$ _____		B4	Basic	.198 x	_____ pcs. = \$ _____	
A5	3/5-Digit ZIP + 4	.161 x	_____ pcs. = \$ _____						
A6	3/5-Digit Presort	.185 x	_____ pcs. = \$ _____		BMC Entry B5	Saturation W/S	.112 x	_____ pcs. = \$ _____	
A7	Basic Barcoded	.179 x	_____ pcs. = \$ _____		B6	Carrier Route	.119 x	_____ pcs. = \$ _____	
A8	Basic ZIP + 4	.189 x	_____ pcs. = \$ _____		B7	3/5-Digit Presort	.163 x	_____ pcs. = \$ _____	
A9	Basic	.198 x	_____ pcs. = \$ _____		B8	Basic	.186 x	_____ pcs. = \$ _____	
BMC Entry A10	Saturation W/S	.112 x	_____ pcs. = \$ _____						
A11	Carrier Route	.119 x	_____ pcs. = \$ _____		SCF Entry B9	Saturation W/S	.107 x	_____ pcs. = \$ _____	
A12	5-Digit Barcoded	.134 x	_____ pcs. = \$ _____		B10	Carrier Route	.114 x	_____ pcs. = \$ _____	
A13	3-Digit Barcoded	.142 x	_____ pcs. = \$ _____		B11	3/5-Digit Presort	.148 x	_____ pcs. = \$ _____	
A14	3/5-Digit ZIP + 4	.149 x	_____ pcs. = \$ _____		B12	Basic	.181 x	_____ pcs. = \$ _____	
A15	3/5-Digit Presort	.153 x	_____ pcs. = \$ _____						
A16	Basic Barcoded	.167 x	_____ pcs. = \$ _____		DDU Entry B13	Saturation W/S	.102 x	_____ pcs. = \$ _____	
A17	Basic ZIP + 4	.177 x	_____ pcs. = \$ _____		B14	Carrier Route	.109 x	_____ pcs. = \$ _____	
A18	Basic	.186 x	_____ pcs. = \$ _____						
SCF Entry A19	Saturation W/S	.107 x	_____ pcs. = \$ _____						
A20	Carrier Route	.114 x	_____ pcs. = \$ _____						
A21	5-Digit Barcoded	.129 x	_____ pcs. = \$ _____						
A22	3-Digit Barcoded	.137 x	_____ pcs. = \$ _____						
A23	3/5-Digit ZIP + 4	.144 x	_____ pcs. = \$ _____						
A24	3/5-Digit Presort	.148 x	_____ pcs. = \$ _____						
A25	Basic Barcoded	.162 x	_____ pcs. = \$ _____						
A26	Basic ZIP + 4	.172 x	_____ pcs. = \$ _____						
A27	Basic	.181 x	_____ pcs. = \$ _____						
DDU Entry A28	Saturation W/S	.102 x	_____ pcs. = \$ _____						
A29	Carrier Route	.109 x	_____ pcs. = \$ _____						
<b>Total - Part A</b> \$ _____					<b>Total - Part B</b> \$ _____				
Check one: <input type="checkbox"/> Automation-Compatible Flat (DMM 522) <input type="checkbox"/> Other Nonletter - .2067 lb. (3.3067 oz.) or less					Check one: <input type="checkbox"/> Letter** <input type="checkbox"/> Automation-Compatible Flat (DMM 522) <input type="checkbox"/> Other Nonletter - More than .2067 lb. (3.3067 oz.) But less than 1.0 lb. (16.0 oz.)				
None C1	Saturation W/S	.127 x	_____ pcs. = \$ _____		None D1	Saturation W/S	.003 x	_____ lbs. = \$ _____	
C2	125-pc. W/S	.137 x	_____ pcs. = \$ _____		D2	plus 125-pc. W/S	.800 x	_____ lbs. = \$ _____	
C3	Carrier Route	.142 x	_____ pcs. = \$ _____		D3	plus Carrier Route	.013 x	_____ lbs. = \$ _____	
C4	3/5-Digit ZIP + 4 Barcoded*	.170 x	_____ pcs. = \$ _____		D4	plus 3/5-Digit ZIP + 4 Barcoded*	.800 x	_____ lbs. = \$ _____	
C5	3/5-Digit Presort	.187 x	_____ pcs. = \$ _____		D5	plus 3/5-Digit Presort	.018 x	_____ lbs. = \$ _____	
C6	Basic ZIP + 4 Barcoded*	.208 x	_____ pcs. = \$ _____		D6	plus Basic ZIP + 4 Barcoded*	.800 x	_____ lbs. = \$ _____	
C7	Basic	.233 x	_____ pcs. = \$ _____		D7	plus Basic	.083 x	_____ lbs. = \$ _____	
BMC Entry C8	Saturation W/S	.115 x	_____ pcs. = \$ _____		D8	plus Basic ZIP + 4 Barcoded*	.800 x	_____ lbs. = \$ _____	
C9	125-pc. W/S	.125 x	_____ pcs. = \$ _____		D9	plus Basic	.084 x	_____ lbs. = \$ _____	
C10	Carrier Route	.130 x	_____ pcs. = \$ _____		D10	plus 125-pc. W/S	.800 x	_____ lbs. = \$ _____	
C11	3/5-Digit ZIP + 4 Barcoded*	.158 x	_____ pcs. = \$ _____		D11	plus Carrier Route	.109 x	_____ lbs. = \$ _____	
C12	3/5-Digit Presort	.175 x	_____ pcs. = \$ _____		D12	plus 3/5-Digit ZIP + 4 Barcoded*	.600 x	_____ lbs. = \$ _____	
C13	Basic ZIP + 4 Barcoded*	.196 x	_____ pcs. = \$ _____		D13	plus 3/5-Digit Presort	.542 x	_____ lbs. = \$ _____	
C14	Basic	.221 x	_____ pcs. = \$ _____		D14	plus Basic ZIP + 4 Barcoded*	.542 x	_____ lbs. = \$ _____	
SCF Entry C15	Saturation W/S	.110 x	_____ pcs. = \$ _____		D15	plus Basic	.542 x	_____ lbs. = \$ _____	
C16	125-pc. W/S	.120 x	_____ pcs. = \$ _____		SCF Entry D16	Saturation W/S	.003 x	_____ pcs. = \$ _____	
C17	Carrier Route	.125 x	_____ pcs. = \$ _____		D17	plus 125-pc. W/S	.519 x	_____ lbs. = \$ _____	
C18	3/5-Digit ZIP + 4 Barcoded*	.153 x	_____ pcs. = \$ _____		D18	plus Carrier Route	.013 x	_____ lbs. = \$ _____	
C19	3/5-Digit Presort	.170 x	_____ pcs. = \$ _____		D19	plus 3/5-Digit ZIP + 4 Barcoded*	.519 x	_____ lbs. = \$ _____	
C20	Basic ZIP + 4 Barcoded*	.191 x	_____ pcs. = \$ _____		D20	plus 3/5-Digit Presort	.018 x	_____ lbs. = \$ _____	
C21	Basic	.216 x	_____ pcs. = \$ _____		D21	plus Basic ZIP + 4 Barcoded*	.542 x	_____ lbs. = \$ _____	
DDU Entry C22	Saturation W/S	.105 x	_____ pcs. = \$ _____		D22	plus Basic	.542 x	_____ lbs. = \$ _____	
C23	125-pc. W/S	.115 x	_____ pcs. = \$ _____		D23	plus Basic ZIP + 4 Barcoded*	.109 x	_____ lbs. = \$ _____	
C24	Carrier Route	.120 x	_____ pcs. = \$ _____		D24	plus Basic	.519 x	_____ lbs. = \$ _____	
<b>Total - Part C</b> \$ _____					<b>Total - Part D</b> \$ _____				
*Available only for Automatic-Compatible Flats (DMM 522)					**Letter-size pieces cannot be claimed at the 125-piece W/S rate				



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## Eagle and Shield Self-Adhesive Stamp

A new 29-cent Eagle and Shield self-adhesive stamp will be issued September 25 in Dayton, Ohio. Three different manufacturers are producing it: Stamp Venturers of Fairfax, Virginia; Dittler Brothers, Inc., of Oakwood, Georgia; and Banknote Corporation of America, Inc., of Suffern, New York.

The three versions are readily identifiable by the color of the USA 29 inscription: red, Stamp Venturers; green, Dittler Brothers; and brown, Banknote Corporation of America. A pane consists of 17 stamps plus a nonpostage information sticker with a message on proper addressing.

The pane of 17 self-adhesive stamps, which customers can fold into booklets, sells for \$5, which includes a 7-cent surcharge. Retail window clerks should bring these value-added stamps to the attention of customers. The new stamps are available at most post offices nationwide and in self-service vending machines.

### 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

**Format:** Pane of 17 stamps plus one message unit (self-booklet sells for \$5, including a 7-cent surcharge)

**Issue Date:** September 25, 1992

**City:** Dayton, OH

**Designer:** Jay Haiden, Bryans Road, MD

**Art Director:** Howard Paine, Design Coordinator, Citizens' Stamp Advisory Committee

**Project Manager:** Joseph Brockert, Design Section Manager, U.S. Postal Service

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

**Manufacturing Process:** Gravure—Stamp Venturers (SV), contractor; J.W. Fergusson & Sons, printer; gravure—Dittler Brothers, Inc. (DB), contractor and printer; offset/intaglio—Banknote Corporation of America, Inc. (BCA), contractor and printer

**Engraver:** Richard Baratz, BCA

**Colors:** SV—red (denomination), yellow, cyan, black; DB—green (denomination), yellow, red, blue, black; BCA—brown (intaglio, denomination), black, blue, red, yellow (offset).

**Size:** .73 x .88 in / 18.6 x 22.3 mm (image area), .87 x .982 in / 22.1 x 24.9 mm (overall), 2.61 x 6.142 in / 66.19 x 155.16 mm (full pane)

**Plate Numbers:** SV—four preceded by the letter S; DB—five preceded by the letter D; BCA—four offset, one intaglio preceded by the letter B

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, EAGLE & SHIELD SELF ADHESIVE STAMP, POSTMASTER, 1111 E 5TH ST, DAYTON OH 45401-9991.

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 24.

The Postal Service only affixes three stamps—one from each manufacturer of the Eagle and Shield Self-Adhesive stamp. Customers who wish the Postal Service to affix stamps (to a maximum of 50 envelopes) should send self-addressed envelopes and 87 cents per envelope, in check or money order, to: EAGLE & SHIELD SELF ADHESIVE STAMP, POSTMASTER, 1111 E 5TH ST, DAYTON OH 45401-9992.

—Stamp Announcement 92-32, 9-3-92



DMM Notice

**FORM 1000—NEW CUSTOMER CLAIM FORM**

The new Form 1000, *Domestic Claim or Registered Mail Inquiry*, has been distributed to all post offices. If additional copies are needed, order them from the materiel distribution centers (MDCs) using Form 7380, *MDC Supply Requisition*.

Form 1000, a new claim form for lost or damaged mail, replaces the following forms:

1. Form 565, *Registered Mail Application for Indemnity/Inquiry*.
2. Form 3812, *Request for Payment of Domestic Postal Insurance*.
3. Form 5690, *Express Mail Application for Indemnity*.

Effective September 20, 1992, provide customers only with Form 1000 for filing indemnity claims and destroy any Forms 565, 3812, and 5690 on hand.

Customers should not be required to complete the new Form 1000, if they present a properly completed Form 565, 3812, or 5690 (as appropriate for the type of claim or inquiry). During the transition period, both current forms completed by customers as well as the new Form 1000 are acceptable.

The following revisions to *Domestic Mail Manual* 149 contain instructions for using the new form. These revisions are effective with *Domestic Mail Manual* (DMM) Issue 44 (9-20-92).

**149 Indemnity Claims**

**149.1 Special Services With Indemnity Provisions.** Customers may file indemnity claims for insured, COD, registered with postal insurance, or Express Mail. (See the *International Mail Manual* for international insured and registered mail indemnity claims.) When no postal insurance was purchased for registered mail, follow the inquiry procedures in 911.5.

**149.2 General Instructions for Filing Claims**

**149.21 Who May File**

**149.211 Complete Loss Claims.** Only the sender may file a claim for the complete loss of a registered, insured, COD, or Express Mail article.

**149.212 Claims for Loss of Contents and Damage.** Either the sender or addressee may file a claim for damage or if some or all of the contents of an article are missing.

**149.22 When to File**

**149.221 Damaged or Lost Contents.** Customers should file claims immediately when the contents of an article are damaged or missing.

**149.222 Lost Articles.** For lost articles, customers must file claims within the time limits shown in

Exhibit 149.222 from the date the article was mailed.

**Exhibit 149.222**

**Time Limits for Filing Claims**

Type of mail	When to file	
	Minimum	Maximum
Insured.....	30 days .....	1 year.
COD.....	60 days .....	1 year.
Registered.....	15 days .....	1 year.
Registered COD.....	60 days .....	1 year.
Express Mail.....	7 days .....	90 days.
Express Mail COD.....	60 days .....	90 days.

**Exceptions:** Claims for loss of insured and COD articles (including insured articles sent to APO and FPO addresses) originating at or addressed to post offices outside the contiguous 48 states may be filed only:

- a. After 45 days if the article was sent First-Class, SAM, or PAL mail.
- b. After 60 days for COD articles.
- c. After 75 days if the article was sent by surface.

**149.23 Where to File.** Except for registered merchandise return service, customers may file claims at any post office, station, or branch. Claims for articles registered with merchandise return service may be filed only by the merchandise return permit holder at the post office where the permit is held.

**149.24 What to File**

**149.241 Evidence of Insurance, COD, Registration, or Express Mail Service.** The customer must present evidence showing that insurance, COD, registered, or Express Mail service was purchased. Acceptable evidence includes either:

- a. Original mailing receipt issued at the time of mailing (reproduced copies are not acceptable).
- b. Wrapper, showing the names and addresses of both the sender and the addressee and the appropriate mail endorsement, tag, or label, showing that the article was sent insured, COD, registered, or Express Mail. Indemnity can be limited to \$100 for insured, \$50 for COD mail, and \$100 for registered mail if only the wrapper is submitted as evidence.

**149.242 Evidence of Value.** The customer must submit acceptable evidence to establish the cost or value of the article at the time it was mailed. (Other evidence may be requested to help determine an accurate value.) Examples of acceptable evidence are:

- a. Sales receipt.
- b. Invoice.
- c. Statement of value from a reputable dealer.
- d. Customer's own statement describing the lost

## FORM 1000—NEW CUSTOMER CLAIM FORM—Continued

or damaged article and including the date and place of purchase, the amount paid, and whether new or used (only if a sales receipt or invoice are not available). If the article was handmade, the statement must include the price of the materials and labor used. The statement must describe the article in sufficient detail to determine whether the value claimed is accurate.

*e.* Picture from a catalog showing the value of a similar article (only if a sales receipt, invoice, or statement of value from a reputable dealer are not available). Include the date and place of purchase.

*f.* Paid repair bills; estimates of repair costs or appraisals from a reputable dealer if the claim is for partial damage. Repair costs may not exceed the original purchase price.

*g.* Receipt or invoice for the costs incurred to purchase a surety bond required to reissue a lost item.

*h.* Receipt or invoice of costs incurred for the reconstruction of nonnegotiable documents.

### 149.243 Evidence of Loss or Damage

*a. Complete or Partial Loss of Contents.* If a claim is filed because some or all of the contents are missing, the customer must present the container and packaging to the Postal Service when filing the claim. Failure to do so results in the denial of a claim. A customer receiving a Form 673, *Report of Rifled Parcel*, or Form 3760, *Parcel Search Request*, should submit the form in lieu of the container and packaging when the claim is filed.

*b. Damage.* If the addressee files the claim, the addressee must present the article with the packaging and mailing container to the Postal Service for inspection. If the sender files the claim and the addressee is in possession of the damaged article, the sender's post office sends the claim to the addressee. The addressee then must present the article, packaging, and container to the Postal Service for inspection. (See 149.41 for the disposition of the damaged article.)

*c. Complete Loss.* The sender must provide proof of loss of insured or registered mail to file a claim. Proof of loss is not required for COD or Express Mail claims. Any one of the following is acceptable:

(1) A letter or statement from the addressee, dated at least 30 days (15 days for registered mail) after the date the article was mailed, reporting that the addressee did not receive the article. (Customers should include the accountable mail number, if known, in the letter or statement.) The statement or a copy of it must be attached to the claim.

(2) The appropriate portion of the claim Form 1000 completed and signed by the addressee indicating that the article was not received.

(3) A statement from the post office of address reporting that no delivery record is on file. The sender can obtain such a statement by sending a written request to the post office of address with a

check or money order for \$6. The \$6 charge is reimbursed if the claim is paid. The request must include the names and addresses of the sender and addressee, the insured or registered number, and the date of mailing.

### 149.25 How to File

**149.251 Customer Action.** A customer may file a claim by presenting evidence of insurance, evidence of value, and proof of loss or damage. (Proof of loss is not required for COD or Express Mail claims.) If the article was mailed Express Mail COD, the sender must provide both the original COD and Express Mail receipts. The customer must complete the applicable spaces on Form 1000, *Domestic Claim or Registered Mail Inquiry*.

**149.252 Accepting Post Office.** When accepting a customer's claim, handle it as follows:

*a.* If necessary, assist the customer in completing the applicable spaces on Form 1000.

*b.* Date-stamp immediately upon receipt and sign in the appropriate spaces.

*c.* Ensure that the customer presents evidence of insurance.

*d.* For damage claims, indicate the location of the damaged article and handle under 149.4. Describe any damage to the outside of the container.

*e.* Unless the claim is for a COD article, detach the instruction sheet and copy 3 of Form 1000 and give them to the customer to retain until the claim is settled. Forward the claim form with supporting documentation to the claims and inquiry section or to the employee in the local post office designated to handle indemnity claims.

*f.* Endorse the original insurance receipt and/or wrapper "Claim Filed," date-stamp, and initial it. Return the receipt or wrapper to the customer and instruct the customer to keep it until the claim is settled.

**149.253 Claims and Inquiry Employee.** Detach the second copy of Form 1000 and file it alphabetically by sender's name. Process the claim as explained in 149.26.

### 149.26 Processing Claims

#### 149.261 Loss of Numbered Insured, Registered, or Express Mail Articles Filed by Sender

*a.* If the addressee signed the Form 1000 indicating nonreceipt or provided a statement denying receipt, attach Form 3861-A, *Loss Claim*, to the top copy of the claim form and send it to the post office of address. Claim forms forwarded to FPOs must include the unit or ship designation in the mailing address.

*b.* If there is Postal Service notification that the article was not delivered (as explained in 149.243c(3)), send the top copy of Form 1000 with postal notification of nondelivery to:

## FORM 1000—NEW CUSTOMER CLAIM FORM—Continued

CLAIMS PROCESSING SECTION  
POSTAL DATA CENTER  
PO BOX 80143  
ST LOUIS MO 63180-9432

c. If the article was addressed for delivery at the same post office where the claim is filed, search delivery records and annotate findings in the appropriate space in section C, then send Form 1000 to the St. Louis PDC.

d. If the article was addressed for delivery at a post office other than the one where the claim is filed, attach a Form 3861-A to the top copy of Form 1000 and send it to the post office of address for a search of delivery records.

**149.262 Loss of Unnumbered Insured Articles.** Send the top copy of Form 1000 with evidence of loss to the St. Louis PDC.

### 149.263 COD Claims

a. Attach Form 3861, *COD Loss Claim Filed by Sender*, to the top copy of Form 1000 and send it to the post office of address.

b. Address a penalty reply envelope to the Claims and Inquiry Branch, St. Louis PDC (for address, see address list in appendices), attach it to the third copy of Form 1000 and send it to the addressee.

### 149.264 Damage Claim Filed by Sender

a. Attach Form 3862, *Damage Claim Filed by Sender*, to the top copy of Form 1000.

b. Address a penalty reply envelope to the Claims and Inquiry Branch, St. Louis PDC (for address, see Address List in Appendices), attach it to Form 1000, and send it to the addressee.

### 149.265 Damage Claim Filed by Addressee

a. Attach Form 3863, *Damage Claim Filed by Addressee*, to the top copy of Form 1000.

b. Address a penalty reply envelope to the Claims and Inquiry Branch, St. Louis PDC (for address, see Address List in Appendices), attach it to the claim form and send it to the mailer.

### 149.266 Damage Claims Exceptions

a. If the customer filing the claim has possession of the damaged article and submits proof that it was received in a damaged condition or that it was returned from the office of address as undeliverable, forward the claim directly to the St. Louis PDC.

b. If the addressee paid for repair to a partially damaged article, mail the claim to the St. Louis PDC without the sender's signature, provided the endorsement on the wrapper indicates that sufficient insurance was purchased to cover the cost of repairs. Otherwise, forward the claim to the sender for evidence of insurance. (Payment is made to the sender unless the sender signs the appropriate portion of Form 100 assigning payment to the address-

ee, or unless a signed statement is included showing that the sender agrees payment should be made to the addressee.)

### 149.267 Claim Form Received From Another Office

a. *Assisting Customer.* If a customer presents a Form 1000 initiated at another office, along with one of the form letters mentioned in 149.26, assist the customer in completing the claim according to the instructions in the form letter. Then:

(1) If applicable, endorse the customer's mailing receipt "Claim Filed," date-stamp, and initial. Instruct the customer to keep the receipt until the claim is settled.

(2) If the customer presents a damaged article, handle the article under 149.4. If applicable, give the customer a receipt for the article on Form 3831, *Receipt for Article(s) Damaged in Mails*.

(3) Send the completed claim form and all other material the customer received to the St. Louis PDC. (Do not send articles, wrappers, containers, etc. to the PDC.)

b. *Verifying Delivery.* Take the following actions no later than 5 days after receipt of a claim from the accepting post office:

(1) Check delivery records, Forms 3849 and/or Forms 3883, to verify delivery of the article. When COD claims, including Express Mail COD, are received, search the COD tag file. If no record is found, search the files of Forms 3849 at the main office, station, or branch. Search delivery records starting with the date of mailing and continuing for the next 60 days. For Express Mail articles, search the Computerized Tracking and Tracing System (CTT) and the Electronic Marketing Reporting System (EMRS). For registered articles, also search Forms 3867 and manifold bills. Follow these procedures, as appropriate:

(a) *No Record.* If there is no record of delivery, check the applicable box on Form 1000 and date-stamp.

(b) *Record Found.* If there is a record of delivery, enter the date of delivery and date-stamp. Indicate any unusual delivery conditions. If a COD article, enter the check or money order number and date issued. If none was issued, so indicate. If applicable, attach a copy of the sender's request to authorize a change to COD charges or the addressee (see 914.172). When the claim is for registered mail or Express Mail, attach a copy of the delivery record to Form 1000.

(c) *Article Forwarded.* Attach a separate sheet of paper showing the new address and date forwarded and forward the Form 1000 to that post office.

(d) *Article Returned to Sender.* If the article was returned to the sender, enter the reason and the date of return. Date-stamp and return the claim form to the mailing post office for verification of return.

## FORM 1000—NEW CUSTOMER CLAIM FORM—Continued

The mailing office then must search its records and indicate whether there is a record and the date of delivery to the sender.

(2) Send completed claim forms to the St. Louis PDC.

### 149.27 Inquiries and Duplicate Claims

**149.271 Time Limits.** Customers may file duplicate claims according to Exhibit 149.271. If a customer inquires about the status of a claim and the required time has elapsed, process a duplicate claim as required in 149.272.

#### Exhibit 149.271

##### Time Limits for Filing Duplicate Claims

Type of mail	When to file duplicate	
	Minimum (from claim date)	Maximum (from mailing date)
Express Mail.....	45 days .....	6 months.
Express Mail COD .....	45 days .....	6 months.
Insured .....	45 days .....	18 months.
COD .....	45 days .....	18 months.
Registered .....	90 days .....	18 months.
Registered COD.....	90 days .....	18 months.

**Note:** Duplicate registered and Express Mail claims may not be filed without authorization. See 149.275.

### 149.272 Customer Filing

**a. In Person.** To file a duplicate claim, the customer must either (1) submit a photocopy of the customer's completed portion of the claim form or (2) request the post office where the claim was filed to process a photocopy of the post office's receipt copy of the claim form.

**b. By Telephone.** Obtain information about the mailing from the customer and check the file for a record of the original claim. If a copy of the claim is found, photocopy that copy, mark "Duplicate" on the top left corner immediately above the title (do not write in the barcode area), and process the form as in 149.26.

**149.273 Claim Form Copy Not on File.** If a copy of Form 1000 is not on file, advise the customer that no record exists. If the customer retained a copy of the claim form, ask the customer to bring or send a copy to the post office. If neither the customer nor the post office has a copy of the claim form, the customer must file an original claim on Form 1000. Ask the customer to come to the post office with the original mailing receipt. When the customer presents the mailing receipt and the receipt is annotated to show that a claim was filed, follow original claim procedures and attach a note to the claim to inform the PDC that a previous claim was filed.

### 149.274 Completing Duplicate Claims

**a. Accepting Post Office.** Using either a photocopy of the customer's copy or post office copy, mark "Duplicate" on the top left corner of Form 1000 immediately above the title. Do not write in the barcode area. Process form as in 149.26.

**b. Receiving Post Office.** Follow the procedures in 149.267.

### 149.275 Registered and Express Mail

**a.** Duplicate claims for registered and Express Mail must not be accepted or submitted unless requested by the St. Louis PDC or the Office of Classification and Rates Administration.

**b.** Process the customer's inquiry by sending a memorandum requesting status with a photocopy of the claim form to the Claims and Inquiry Branch, St. Louis PDC (for address, see Address List in Appendices). The PDC advises customers directly of the status of an inquiry. As an alternative, post offices may call the St. Louis PDC before initiating a duplicate claim.

### 149.28 Payable and Nonpayable Claims

**149.281 Payable Claims for Express Mail, Insured, Registered, and COD Articles.** Insurance for loss or damage to insured, registered, or COD mail within the amount covered by the fee paid or within the indemnity limits for Express Mail explained in 149.282, is payable for the following:

**a.** Actual value of lost articles at the time and place of mailing.

**b.** Cost of repairing a damaged article or replacing a totally damaged article not exceeding actual value of the article at the time of mailing.

**c.** Remittance due on a COD parcel not received by the sender (see limitations in 914.11 and 914.69).

**d.** Costs incurred in duplicating documents such as:

(1) Copying service.

(2) Notary fees.

(3) Bonding fees for replacement of stock or bond certificates.

(4) Reasonable attorney's fees if actually required to replace the lost or damaged documents.

(5) Other direct and necessary expenses or cost, as determined by the Postal Service.

(6) Face value of negotiable documents that cannot be reconstructed up to the amount of insurance coverage purchased, but not to exceed the \$25,000 maximum amount of insurance coverage available if sent by registered mail.

**e.** Extra cost of gift wrapping, if the gift-wrapped article was enclosed in another container when mailed.

**f.** Cost of outer container, if specially designed and constructed for the article sent.

## FORM 1000—NEW CUSTOMER CLAIM FORM—Continued

g. Fair market value of stamps and coins of philatelic or numismatic value, as determined by a recognized stamp or coin dealer or current coin and stamp collectors newsletters and trade papers.

h. Federal, state, or city sales tax paid on articles lost or totally damaged.

i. Postage (not fee) paid for sending damaged articles for repair. (The Postal Service must be used for this purpose. Other reasonable transportation charges may be included if the Postal Service is not available.)

j. Cost of film stock or blank tape for photographic film, negatives, slides, transparencies, video tapes, laser disks, x-rays, MRI's, CAT scan prints, etc.

k. Copy of bees, crickets, or baby poultry destroyed by physical damage to the package or delay for which the Postal Service is responsible. (In the absence of definite evidence showing responsibility for death of bees, crickets, or day-old baby poultry, the Postal Service is presumed to be at fault if 10 percent or more are dead on delivery, and pays indemnity for all dead bees, crickets, or poultry; if less than 10 percent, the Postal Service is not presumed to be at fault (see 149.283b(10), 149.283b(11), and 124.63).)

l. Cost of filing a lost ticket report with the airline.

m. Per page copying cost of lost or damaged blueprints, schematics, etc.

**149.282 Payable Claims for Express Mail.** In addition to the payable claims in 149.281 above, the following is payable:

a. *Document Reconstruction.* Indemnity for document reconstruction (see 295.2) is paid as follows:

(1) For payments made (or which are payable) for reasonable costs incurred in the reconstruction of the exact duplicate of a lost or damaged nonnegotiable document. No indemnity is paid for the cost of preparing the document mailed or for the mailer's time spent in preparing the document. Except for the per page copying cost, no indemnity is paid for documents if copies of the lost document are available or if they could have been made prior to mailing.

(2) Reasonable reconstruction expenses incurred or obligated between the time of guaranteed or scheduled delivery and actual delivery.

(3) Loss or damage to nonnegotiable documents that cannot be reconstructed, providing the sender establishes the value of the documents. Payment may not exceed \$5,000.

(4) Loss sustained by the use of funds to maintain cash balances during the period of document reconstruction (based on the applicable Federal Reserve discount rate). The period begins at the scheduled delivery time and may not exceed 15 days.

(5) Catastrophic loss, such as a major fire, limited to \$500,000, regardless of the number of Express Mail items, or the number of customers involved. Each claim resulting from a catastrophic loss first is adjudicated individually. If the sum of the preliminary adjudication exceeds \$500,000, the percentage of the sum represented by each individual settlement is applied to the \$500,000 to determine each claimant's pro rata share of the final settlement.

b. *Merchandise.* Indemnity for merchandise (see 295.3) is limited to \$500.

c. *Negotiable Items.* Indemnity for negotiable items, currency, or bullion (see 295.33) is limited to \$15.

### 149.283 Nonpayable Claims

a. *Value and Coverage.* The Postal Service does not make payment in excess of the actual value of the article or in excess of the maximum amount covered by the fee paid.

b. *Insured, Registered, Express Mail, or COD.* Indemnity is not paid in the following situations:

(1) Evidence of insurance coverage not provided.

(2) Loss, rifling, or damage occurred after delivery by the Postal Service.

(3) Claim based solely on sentimental rather than actual value.

(4) Claim for a replacement value exceeded actual value at the time and place of mailing.

(5) The contents of film, negatives, slides, transparencies, video tapes, laser disks, x-rays, MRIs, CAT scan prints, etc., the cost of creating or recreating these items nor the photographer's time and expenses in taking the photographs.

(6) Loss resulted from delay of the mail except as provided in 149.282a(2).

(7) Claim based on consequential loss rather than the article.

(8) Perishable contents froze, melted, spoiled, or deteriorated.

(9) Damage caused by abrasion, scarring, or scraping of articles not properly wrapped for protection.

(10) Death of baby poultry caused by shipment to points where delivery could not be made within 72 hours from the time of hatching unless determined that transportation in place to achieve the 72-hour target.

(11) Death of honeybees, crickets, and harmless live animals, not the fault of the Postal Service (see 124.63).

(12) Required claim forms not completed because the sender or addressee fail to cooperate.

(13) Fragile nature of article prevented its safe carriage in the mail, regardless of packaging.

(14) Personal time required to replace documents.

(15) Claim submitted after the article transported outside the Postal Service.

## FORM 1000—NEW CUSTOMER CLAIM FORM—Continued

(16) Damage caused by shock, transportation environment, or x-ray, without evidence of damage to the mailing container.

(17) Mail article or part or all of its contents officially seized while in the military postal system overseas.

(18) Negotiable items, currency, or bullion sent by Express Mail, except as provided in 149.282c.

(19) Consequential loss of Express Mail except as provided in 149.282a(4).

(20) Nonmailable items (as defined in 123) or items packaged in such a manner that they could not have reached their destination undamaged in the normal course of the mail.

(21) Acts of employees or agents of the sender or addressee.

(22) Radioactive injury, or electrical or magnetic injury, or erasure of electrical recordings.

(23) War, insurrection, or civil disturbance, or seizure by any agency of government.

(24) Loss after items signed for by the addressee, the addressee's agent, or the delivery employee (if authorized under 263.2).

(25) Items sent COD without the addressee's consent.

(26) Adult birds in Express Mail with no physical damage to the container.

(27) Cost of estimates and appraisals.

(28) Lottery tickets, sweepstakes tickets, contest entries, and similar items.

**149.284 Replacement Shipments.** If a shipment is sent to a customer to replace the original article lost, indicate Replacement Shipment on the claim and attach a copy of the invoice evidencing that the replacement must be attached to the claim form.

**149.285 Depreciation.** The Postal Service depreciates a used article either lost or damaged based on the life expectancy of the article.

**149.286 Estimates and Appraisals.** If necessary, return the article to the customer so that the customer may obtain an appraisal or estimate. Use Form 3831 to give and take receipts for damaged articles. Note the condition of the article on the form.

### 149.3 Payment and Reimbursement

#### 149.31 Payment Conditions

**149.311 Insufficient Fee.** If, through an established error by the Postal Service, a fee was charged for less than that required to pay for the amount of insurance coverage requested at the time of mailing, the sender may pay the difference. Indemnity may be paid within the limit fixed for the higher fee. This applies only to the insurance fee when the article is insured. An additional fee may not be paid to register an article previously sent by insured mail, to purchase insurance on mail sent as uninsured registered, or to increase the indemnity on

the registered article. The declared value must already be noted on Form 3806, *Receipt for Registered Mail*, or Form 3813-P, *Receipt for Insured Mail—Domestic-International*. Customers are responsible for completing all entries on Form 3877, *Firm Mailing Book for Accountable Mail*, or facsimile.

**149.312 Loss or Total Damage.** If the insured, registered, or COD article is lost or the entire contents totally damaged, the payment includes an additional amount for the postage (not fee) paid by the sender. Postage for Express Mail is refunded under 296.1.

**149.313 Sender and Addressee Claim Insurance.** If both sender and addressee claim insurance, they should decide between themselves who should receive payment. If no agreement is reached, payment, if due, is made to the sender.

**149.314 Incompetent or Deceased Payee.** If the payee is incompetent or deceased, payment is made to the legal representative. If there is no legal representative, payment can be made at the discretion of the Postal Service.

#### 149.32 Reimbursements

**149.321 Tendered.** If reimbursement is tendered representing an overpayment, erroneous or improper indemnity claim payment, or a voluntary indemnity refund, postal personnel must accept it and issue a receipt. Send all reimbursements to the St. Louis PDC, with all claim-identifying information. Personal checks, money orders, or other negotiable instrument should be made payable to the Postal Service. If the instrument is made payable to the postmaster, the postmaster must sign and restrictively endorse it "Pay to Postal Service" and forward as above. Do not mark any entry in the cashbook.

**149.322 Not Tendered.** When an overpayment or erroneous or improper indemnity claim payment is disclosed and repayment is not tendered, report it to the Claims and Inquiry Branch, St. Louis PDC, by memorandum, so it may be placed under accounts receivable control by the PDC.

#### 149.4 Disposition

**149.41 Damaged Article.** For a completely damaged article with little or no salvage value, allow the customer to retain the article if the customer so requests; otherwise, destroy it. If the completely damaged insured, COD, or Express Mail article has salvage value, retain it for 90 days, then forward it to the appropriate dead parcel branch on the next weekly dispatch. Provide the customer Form 3831, *Receipt for Article(s) Damaged in Mails*. If the customer's claim is denied, return the article upon request. For registered mail damage claims, retain the article and packaging at the post office until released by notification from the St. Louis PDC.

**FORM 1000—NEW CUSTOMER CLAIM FORM—Continued**

**149.42 Disposition of Recovered Article.** When a lost registered, insured, COD, or Express Mail article is recovered after payment of a claim, the payee may accept the article and reimburse the Postal Service for the full amount paid if the article is undamaged, or for such other amount as may be determined by the Director, Office of Classification and Rates Administration, if the article is damaged, has depreciated in value, or the contents are not intact.

**149.5 Adjudication**

**149.51 Responsible Organization.** The St. Louis PDC (or the Office of Classification and Rates Administration, at its discretion) adjudicates and pays or disallows all claims.

**149.52 Appeals**

**149.521 Initial.** A customer may appeal a claim decision by filing a written appeal within 3 months of the date of the original decision. The customer must send this appeal to:

DIRECTOR  
 POSTAL DATA CENTER  
 US POSTAL SERVICE  
 PO BOX 80140  
 ST. LOUIS MO 63180-9431

**149.522 Final Review and Decision.** If the director of the St. Louis PDC sustains the denial of a claim, the customer may forward the appeal for final review and decision to:

DIRECTOR  
 OFFICE OF CLASSIFICATION  
 AND RATES ADMINISTRATION  
 US POSTAL SERVICE  
 475 L'ENFANT PLAZA SW ROOM 8430  
 WASHINGTON DC 20260-5903

**149.53 Waiver of Requirements.** The requirements established in 149 may be waived in favor of the customer when the Director, Office of Classification and Rates Administration, determines it is in the best interest of the Postal Service.

**149.6 Claims in Bulk**

*(Insert existing 149.6)*

**149.7 Quarterly Review**

**149.71 Responsibility.** The manager, mailing requirements, or the consumer affairs manager (CAM) where the function is assigned to the CAM, coordinates the review of claims and inquiry functions at the main office, stations, branches, and associate offices. The review must be conducted quarterly or whenever PDC reports or other evidence indicate that delinquent or delayed forms exist at any location accepting claims.

**149.72 Procedures.** Conduct the reviews as follows:

a. Count the claim forms, duplicate claims, Forms 1510, and Form 3811-A. Note the dates that the forms were received in the unit. Delivery information must be provided within 5 days of receipt of the request. Requests not processed within 5 days are delinquent. Determine the percentage of delinquent requests.

b. Check the COD file, comparing dates of money orders with dates of delivery, and note any delays.

c. Check the files of Forms 3849 for proper completion. Compare date of receipt and date of return of each COD article to determine whether held beyond the maximum 30-day retention period. Note any irregularities.

d. Determine the accessibility of delivery records to all employees who conduct searches.

e. Select a representative sample of delivery units each quarter. Check on-hand COD articles, noting the dates when received in the unit. Articles retained more than 30 days must be recorded as irregularities.

f. Discuss the findings with the postmaster, station/branch manager, or other supervisor who manages the claims and inquiry function. jointly develop a plan of action to correct any irregularities.

g. Provide a summary report for each site to the field director, marketing and communications, as well as the employee in charge of the unit reviewed. The report must list all noted irregularities and delinquent forms. Determine the cause of noted irregularities and delinquent forms and include a summary of the jointly developed plan of corrective action to be taken within a specified time. The field director, marketing and communications, is responsible for ensuring that the plan is immediately implemented. Whenever an accumulation of delinquent forms exist, it must be corrected immediately.

h. Conduct a followup review after 15 days to determine the effectiveness of the action taken. If no irregularities are detected, schedule the next review semiannually.

\* \* \* \* \*

*(Revise 295.22 to read as follows:)*

**295.22 Nonnegotiable Documents.** Nonnegotiable documents include commercial papers and such other written instruments used in the conduct and operation of banks and banking institutions which have not been made negotiable or which cannot be negotiated or converted into cash without resort to forgery. Other nonnegotiable documents include audit and business records. They can be in conventional hard copy, disk, tape, microfilm, or other forms of data storage. Articles such as artwork, collector or antique items, books, pamphlets, readers proofs, repro proofs, separation negatives, engi-

## FORM 1000—NEW CUSTOMER CLAIM FORM—Continued

neering drawings, blueprints, circulars, advertisements, film, negatives, photographs, etc., are considered merchandise, not documents, and claims for their loss are processed in accordance with the regulations for merchandise insurance.

\* \* \* \* \*

(Replace 295.24 with the following:)

**295.24 Indemnity Claims.** Indemnity claims procedures are covered in 149.

\* \* \* \* \*

(Delete 295.32, 295.4, 296.2, and 296.3. Renumber 295.33 as 295.32.)

\* \* \* \* \*

### 911.5 Inquiries on Uninsured Articles

\* \* \* \* \*

**911.52 How to File.** (Change all Form 565 references to Form 1000.)

\* \* \* \* \*

**911.521b(1)** The mailer may obtain Form 1000 from any post office. The mailer must then complete Form 1000 and send it to the addressee. Postal employees may not mail the inquiry for the mailer, but they may help a mailer complete the form if requested. The addressee must complete item 13 and items 17 through 19 on Form 1000 and return it to the mailer. If the addressee signs the claim form and indicates the article was not received 15 days or more after the date of mailing, the mailer may then take the claim form, along with the original mailing receipt, to a post office and file an inquiry.

\* \* \* \* \*

(Change the reference in 911.521(3) from 149.23 to 149.243c.)

\* \* \* \* \*

**911.521c** A merchandise return permit holder must ask the customer to complete items 1 through 12 and 14 through 16 of Form 1000, and return it, along with the original mailing receipt, to the permit holder. The permit holder must complete item 13 and items 17 through 19 and submit the completed form, along with the original mailing receipt, to the post office where the permit is held.

An inquiry may be filed no sooner than 15 days after the date of mailing.

\* \* \* \* \*

### 911.53 Processing Inquiries

**911.531 Accepting Post Office.** When accepting a customer's inquiry, handle it as follows:

a. If necessary, assist the customer in completing the applicable spaces on Form 1000.

b. Date-stamp immediately upon receipt and sign in the appropriate spaces.

c. Detach the instruction sheet and copy 3 of Form 1000 and give them to the customer to retain until the inquiry is settled. Forward copy 1 and copy 2 with the supporting documentation to the postmaster at the office of address.

**911.532 Post Office of Address.** Within 5 days after receipt of an inquiry from the accepting post office, check delivery records, Forms 3849 and/or Forms 3883, to verify delivery of the article. Search delivery records starting with the date of mailing and continuing for the next 60 days. Follow these procedures, as appropriate:

a. *No Record.* If there is no record of delivery, check the applicable box on Form 1000 and date-stamp. Send copy 1 to the local postal inspector-in-charge. Return copy 2 to the sender and indicate that the inspection service has been notified.

b. *Record Found.* If there is a record of delivery, enter the date of delivery and date-stamp. Indicate any unusual delivery conditions. Return the Form 1000 to the sender. If the delivery record indicates that some of the contents are missing, annotate Form 1000 and forward copy 1 to the local postal inspector-in-charge. Return copy 2 to the sender and indicate that the inspection service has been notified.

c. *Article Forwarded.* Attach a separate sheet of paper showing the new address and date forwarded and forward the Form 1000 to that post office.

d. *Article Returned to Sender.* If the article was returned to the sender, enter the reason and the date of return. Date-stamp and return the inquiry form to the mailing post office for verification of return. The mailing office then must search its records and indicate whether there is a record and the date of delivery to the sender.

—Marketing and Customer Service Group, 9-3-92

## NEW PCNs: DPRCS/DBCS

Effective immediately, property code number (PCN) 4000.10, Dual Pass Rough Cull System (DPRCS), is designated for the purchase of all DPRCSs. Additional attributes for this new PCN follow:

BIC: 2DB

Service Life: 10 years

Commitment Account: 86232

Effective immediately, use property code number (PCN) 9500.20, delivery bar code sorter (DBCS), for purchasing all DBCSs. Additional attributes of this new PCN follow:

BIC: 2DD

Service Life: 10 years.

Commitment Account: 86232.

—Dept. of the Controller, 9-3-92



DMM Notice

**COPALLETIZING BARCODED AND CARRIER ROUTE PRESORT FLATS**

*Special Postal Bulletin 21819A (7-16-92)* contains requirements for barcoded rates for automation-compatible flat-size mailpieces. Those requirements allow mailers to prepare palletized mailings that consist of pieces claimed at the carrier route presort rates, including walk-sequence rates, with pieces that are part of a barcoded flats rate mailing.

The pieces that are part of the barcoded rate mailing (all noncarrier route pieces) must be 100 percent barcoded with at least 85 percent of the pieces containing a ZIP + 4 barcode and the remaining pieces a five-digit barcode.

Those requirements also restricted mailers from combining flat-size mailpieces claimed at the carrier route rates, including walk-sequence rates, with barcoded pieces on five-digit pallets. This restriction was made because the Postal Service would be unable to process the noncarrier route barcoded mail on the five-digit pallets using flats barcode readers because those pallets would bypass automated facilities and go directly to five-digit post offices. If the carrier route mail and the barcoded mail are placed on the same five-digit pallet, additional costs are incurred to separate the two types of mail and to process the barcoded mail on the flats barcode readers.

This restriction means some mailers have to create a separate mailstream for the various pieces that are part of the same job or mailstream. This increases their workload and may impact delivery service for that mail. Mailers making this separation on five-digit pallets gain minimal benefit from the barcoded rate.

Mailers indicate that they prefer to forgo the barcoded rates for barcoded pieces placed on five-digit pallets with carrier route and walk-sequence rate mail to maintain the cost effectiveness of a single mail production stream.

Therefore, effective September 20, 1992, the preparation requirements for flat-size barcoded rate mailings allow customers to place five-digit and ZIP + 4 barcoded mailpieces that are part of the barcoded rate mailing on five-digit pallets with pieces claimed at the carrier route and walk-sequence rates, provided the barcode discounts are not claimed for the barcoded pieces on those five-digit pallets. Customers may decide whether it is more cost effective to separate flat-size barcoded

mailpieces from pieces claimed at the carrier route and walk-sequence rates on five-digit pallets to obtain the barcoded flats rates or to forego the barcoded flat discount, maintain a single mailstream, and combine barcoded flats with carrier route presort rate mail, including walk-sequence rates, on five-digit pallets.

Effective with *Domestic Mail Manual (DMM) Issue 44 (9-20-92)*, DMM 576.42 is revised to allow mailers to place barcoded flats on five-digit pallets with carrier route presort flats if the barcoded rates are not claimed.

**576.4 Copalletizing Barcoded Rate and Carrier Route Presort Rate Mailings**

\* \* \* \* \*

**576.42 Five-Digit Pallet Preparation**

**576.421 Pieces Claimed at Barcoded Rates.** Barcoded flats claimed at the barcoded rates may not be placed on the same five-digit pallet with flats claimed at the carrier route presort rates, including walk-sequence rates.

**576.422 Pieces Not Claimed at Barcoded Rates.** Barcoded flats that are not claimed at the barcoded rates may be placed on the same five-digit pallet with flats claimed at the carrier route presort rates, including walk-sequence rates. The ZIP + 4 barcoded pieces for which a carrier route rate is not claimed can be counted toward the overall 85 percent barcode requirement for the barcoded rate portion of the mailing. Mailers choosing this option must provide additional documentation to identify the number of ZIP + 4 barcoded pieces placed on five-digit pallets for which neither the barcoded flats rate nor the carrier route presort rate, including walk sequence rates, are claimed.

**576.423 Recommendations for Copalletized Mailings.** The Postal Service strongly recommends that when mailers choose to copalletize barcoded mailpieces on five-digit pallets with carrier route and walk-sequence rate mail, they place the carrier route identification number on each barcoded mailpiece. Mailers are also encouraged to place ZIP + 4 barcodes on all pieces in the carrier route mailing.

—Marketing and Customer Service Group, 9-3-92

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

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DMM Notice

**1-800 NUMBER FOR PERISHABLE PARCELS**

Effective with *Domestic Mail Manual* (DMM) Issue 44 (9-20-92), DMM 153.84 is revised to allow mailers of perishable matter to include their own toll-free 1-800 telephone numbers on mailing labels.

Mailers of perishable parcels may endorse the parcels, Postmaster: Perishable. If not delivered in 5 days, call 1-800-XXX-XXXX. They must place this endorsement along the left or bottom edge of the address label.

To ensure customer contact, 5 days after the first delivery attempt a postal employee prepares a second notice on Form 3849, *Delivery Notice/Reminder/Receipt*. In addition, an employee must call the telephone number supplied by the mailer in the endorsement. The mailer, in turn, contacts the addressee to advise him or her that the item at the post office is perishable and must be picked up or have delivery arranged soon.

This revision to improve customer satisfaction is the result of cooperative efforts between the Postal Service and private industry.

**153 Conditions of Delivery**

\* \* \* \* \*

**153.8 Delivery of Parcels**

\* \* \* \* \*

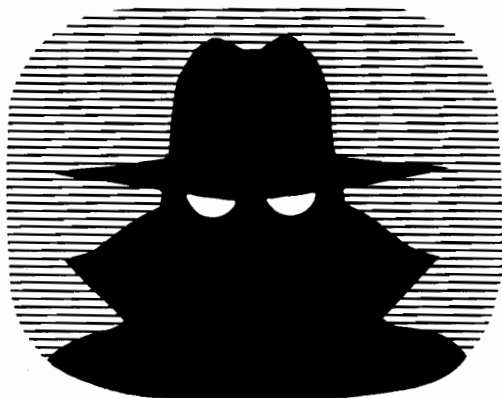
**153.84 Second-Attempt Delivery**

**153.841 Ordinary Parcel.** If an ordinary parcel cannot be delivered on the carrier's first attempt, a

notice must be left at the address indicating that the parcel is being held awaiting call. If the parcel is not called for, a second notice is sent after 5 days. If there is no response within 5 days after the second notice and no retention period is specified by the sender, the parcel is treated as undeliverable. When a retention period is specified, it is observed up to 30 days after the first notice. A second attempt to deliver is made only if requested by the addressee.

**153.842 Perishable Parcel.** If a parcel is endorsed "Postmaster: Perishable. If not delivered in 5 days, call 1-800-XXX-XXXX," a second notice must be sent as required by 153.841 after the first attempted delivery. In addition, a postal employee must call the telephone number printed by the mailer in the endorsement. The postal employee gives the mailer the customer's name, address, and, if necessary, keyline information. A second attempt to deliver is made only if requested by the addressee. If the parcel remains unclaimed 10 days after the first delivery attempt or the retention period specified by the mailer, the parcel is handled according to 159. Mailers of perishable items who want to use this endorsement must place the endorsement along the left or bottom edge of the address label. The lettering of the endorsement must be in boldface type and as large as, or larger than, the lettering of the addressee's name and address, but never smaller than 8-point type.

—Marketing and Customer Service Group, 9-3-92



**REMEMBER!**

**PREVENT DATA LOSS BY  
BACKING UP YOUR SYSTEM  
REGULARLY.**

**Special Cancellations**

Postmasters who have any of the special cancellation die hubs listed below are authorized to use them for the periods designated. At the end of the period, they should withdraw the die hubs from use and store them. Postmasters who do not have these special die hubs must not request them without application by the sponsors.

Cancellations	Period of use
Conquer Cystic Fibrosis .....	September 1 to September 30, 1992.
Give the United Way .....	September 15 to November 15, 1992.
Stamp Collecting (various messages). Peace Corps .....	September 1 to October 31, 1992.
Lupus Awareness Month .....	September 1 to October 31, 1992.
Infection Control Week .....	October 1 to October 31, 1992.
Employ People With Disabilities.	October 1 to November 30, 1992.
Radon Action Week .....	September 1 through November 30, 1992.
	October 1 through October 31, 1992.

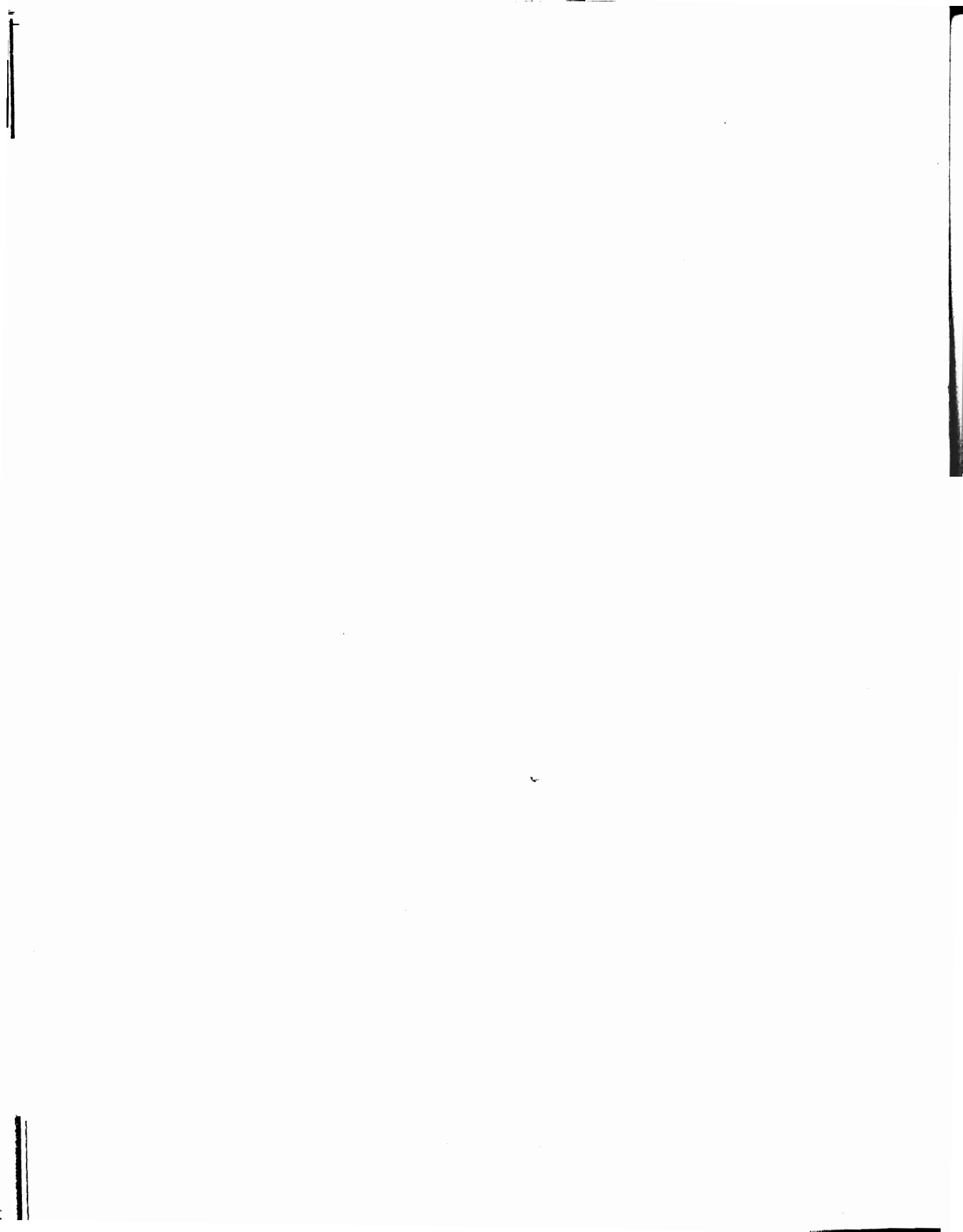
—Marketing and Customer Service Group, 9-3-92



**This Office  
Will Be Closed  
Monday  
October 12, 1992  
To Celebrate  
Columbus Day**



**Please Drive Safely!**



**NOTICE TO ALL EMPLOYEES**

**THRIFT SAVINGS PLAN FACT SHEET**

C, F, and G Fund Monthly Returns  
(Released August 17, 1992)

Months	C Fund	F Fund*	G Fund
1989 (Jan.-Dec.) (percent) .....	31.03	13.89	8.81
1990 .....	(3.15)	8.00	8.90
1991 .....	30.77	15.75	8.15
<b>1991</b>			
August (percent) .....	2.37	2.12	.69
September .....	(1.63)	1.99	.64
October .....	1.39	1.09	.62
November .....	(3.96)	.89	.61
December .....	11.41	2.96	.62
<b>1992</b>			
January (percent) .....	(1.89)	(1.35)	.57
February .....	1.29	.66	.56
March .....	(1.91)	(.53)	.62
April .....	2.91	.67	.62
May .....	.49	1.84	.64
June .....	(1.45)	1.36	.60
July .....	4.11	2.00	.60
<b>Last 12 months (percent) .....</b>	<b>12.98</b>	<b>14.50</b>	<b>7.64</b>

Percentages in ( ) are negative.

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

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

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

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

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

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

**Federal Retirement Thrift Investment Board**  
**PLEASE POST ON BULLETIN BOARDS**  
**Destroy All Previous Notices**





## DON'T MISS CHRISTMAS! 1992 INTERNATIONAL AND MILITARY MAIL CHRISTMAS DATES

It's never too early to mail your Christmas cards and packages to/from military addresses overseas and to international addresses, so why not beat the last minute rush and bring your mail to the U.S. post office or APO/FPO military post office by the suggested dates listed below.

Military mail addressed to:	Air letters/ cards	Priority	Parcel airlift (PAL)	Space available (SAM)	Surface
APO/FPO AE ZIPs 090-097 .....	Dec. 2 .....	Dec. 2 .....	Nov. 22 .....	Nov. 11 .....	Nov. 1.
APO/FPO AE ZIPs 098 .....	Nov. 25 .....	Nov. 18 .....	Nov. 11 .....	Nov. 2 .....	Oct. 26.
APO/FPO AA ZIPs 340 .....	Dec. 6 .....	Dec. 2 .....	Nov. 22 .....	Nov. 11 .....	Nov. 1.
APO/FPO AP ZIPs 962-966 and ZIPs 987	Dec. 2 .....	Dec. 2 .....	Nov. 22 .....	Nov. 11 .....	Nov. 1.
U.S. Domestic ZIP Codes .....	Dec. 9 .....	Dec. 2 .....	.....	Dec. 2 .....	Nov. 1.

International mail addressed to:	Air letters/cards	Air parcel post	Surface
Africa .....	Nov. 18 .....	Dec. 2 .....	Oct. 1.
Australia .....	Dec. 2 .....	Dec. 2 .....	Nov. 2.
Caribbean .....	Dec. 7 .....	Dec. 7 .....	Nov. 2.
Europe .....	Dec. 2 .....	Dec. 2 .....	Nov. 2.
Far East .....	Dec. 2 .....	Dec. 2 .....	Nov. 2.
Greenland .....	Dec. 2 .....	Dec. 2	
Middle East .....	Nov. 15 .....	Nov. 25 .....	Oct. 1.
Southeast Asia .....	Dec. 2 .....	Dec. 2 .....	Nov. 1.
Central & South America .....	Dec. 2 .....	Dec. 7 .....	Oct. 1.

**PLEASE POST ON BULLETIN BOARDS**





## LOBBY DISPLAYS/PROMOTIONS FOR SEPTEMBER 1992

The list of post office lobby displays and promotions scheduled for the month of September 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 that the following 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	Edition Date	✓
Label 6.....	Vending Equipment Out of Order (Always use instead 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 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 65-A .....	National Five-Digit ZIP Code and Post Office Directory.....	1992	_____
*PUB 66-A .....	ZIP + 4 State Directory.....	1992	_____
<b>PUB 201</b> .....	A Consumer's Directory of Postal Services and Products— <i>Special Notice: Many offices are not displaying this publication. It must be displayed in all post offices, stations, and branches. It is provided to offices at no charge.</i>	7-92	_____
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.

\*Poster 75 is available through field directors, Marketing and Communications.

\*Publication 65-A and 66-A are 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 September follows. These items are shipped by automatic distribution. Additional copies are not available. Some offices may have insufficient 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	✓
Wild Animals (poster).....	Sept. 1.....	Oct. 31.....	_____
Protect the Environment (poster).....	Sept. 1.....	Sept. 30.....	_____
World War II (poster).....	Aug. 24.....	Sept. 13.....	_____
World War II (poster and take-one for two-way poster display).....	Sept. 7.....	Oct. 4.....	_____
U.S. Olympic Commemorative Book (poster and take-one for two-way poster display).....	Aug. 10.....	Sept. 27.....	_____
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*.....	.....	As needed ..	_____

\*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 *Postal Bulletin* will include them.

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

## LOBBY DISPLAYS/PROMOTIONS FOR SEPTEMBER 1992—Continued

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* (August 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).....	_____
Form 2865.....	Return Receipt for International Insured or Registered Mail.	_____

Number	Title	✓
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 September 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 the following 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; Entekin, 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., 9-3-92

**Reckless driving never determines who's right . . .  
only who's left**

## NATIONAL WORKHOUR REPORTING SYSTEM CHANGES

Several changes to the Labor Distribution Code (LDC) structure of the National Workhour Reporting System (NWRS) become effective at the start of the Fiscal Year Pay Period 21-92, which begins on September 19, 1992.

Change	LDC	Definition/Description
Retitled .....	02	Quality Improvement—All nonsupervisory hours used in the Quality Improvement Office and others assigned to this activity.
Retitled .....	11	Automated Distribution—Letters & Flats—All nonsupervisory hours of employees involved in the automated distribution of letters and flats.
Retitled .....	12	Mechanized Distribution—Letters & Flats—All nonsupervisory hours of employees involved in the mechanized distribution of letters and flats.
New .....	13	Mechanized Distribution—Other—All nonsupervisory hours of employees involved in the mechanized distribution and processing of parcels, non-machinable outsides, small parcels, bundles, IPPs, and sacks on mechanized equipment.
Retitled/Redefined.	14	Manual Distribution—All nonsupervisory hours of employees involved in the manual distribution of letters, flats and parcels. (These activities were previously included in LDC 13.)
New .....	15	Remote Bar Code System—All nonsupervisory hours of employees involved in the advanced automation of letters using the Remote Bar Code System (RBCS).
Vacant .....	16	Activities previously included—Mail Processing (MP) Related—are now included in LDC 18—MP Indirect/Related.
New .....	17	MP—Other Direct Operations—All nonsupervisory hours of employees involved in mail processing operations other than distribution. These direct operations include mail preparation, presort operations, traying and sleeving, opening, pouching and traying, platform and Air Contract Data Collection System (ACDCS). (Formerly these activities were included in LDC 14.)
Retitled/Redefined.	18	MP—Indirect/Related—All nonsupervisory hours of employees involved in indirect or related mail processing activities. Included are the following activities: registry section, Express Mail, rewrap of damaged parcels, empty equipment handling, business reply—postage due, labeling, standby time, meeting time, and steward's duty time, office work, or recordkeeping activities. Also included are bill preparation and verification of foreign mail. (These activities were previously included in LDCs 15 and 16.)
Retitled .....	33	VOMA Support—All nonsupervisory hours of employees assigned to Vehicle Operations Maintenance Assistants (VOMA) positions.

Change	LDC	Definition/Description
Redefined ....	34	Vehicle Operations—All nonsupervisory hours of motor vehicle and tractor trailer operators. Includes hours used in operating tractor trailers, cargo vans, and spotters at all facilities.
Retitled/Redefined.	41	Unit Distribution—Automated—All nonsupervisory hours of employees at stations, branches, and associate offices involved in the automated distribution of letters and flats.
New .....	42	Unit Distribution—Mechanized—All nonsupervisory hours of employees at stations, branches, and associate offices involved in the mechanized distribution of letters and flats. (These activities were previously reported in LDC 41.)
New .....	45	Window Services—All nonsupervisory hours of employees serving customers at windows, firm callers, general delivery customers, and other activities in support of retail operations. (Formerly these activities were reported in LDC 42.)
New .....	46	Vending Equipment—All nonsupervisory hours of Self Service Postal Center (SSPC) technicians and other employees providing support of the postal vending equipment program. (These activities were previously included in LDC 48.)
Redefined ....	48	Customer Services—Administrative/Miscellaneous—All nonsupervisory hours of Customer Services employees assigned to office work, recordkeeping, dispatch activities at stations, branches and associate offices, standby time, steward's duty time, travel time, meeting time, and miscellaneous retail activities. Also includes nonsupervisory hours used for markup activities performed in units other than CFS sites, postage due, insured, COD and customs, cages serving carriers, business reply, and miscellaneous customer service and clerical activities in support of delivery services. Also includes bulk mail acceptance, 1412 consolidation and financial activities in facilities without a specialized staff.
Retitled/Redefined.	49	Computerized Forwarding System—All nonsupervisory hours of employees used to process undeliverable-as-addressed (UAA) mail in a Computerized Forwarding System (CFS) unit.
Redefined ....	61	Labor Relations Activities—All nonsupervisory hours of employees involved in office work, recordkeeping and miscellaneous labor relations activities. Also includes steward's duty time (Human Resources), travel time and meeting time.
Redefined ....	62	Personnel Services—All nonsupervisory hours of employees involved in office work and recordkeeping and other miscellaneous personnel section activities.
New .....	65	Training Support—All nonsupervisory hours of employees involved in the

### NATIONAL WORKHOUR REPORTING SYSTEM CHANGES—Continued

Change	LDC	Definition/Description
		training of USPS employees. (Formerly these activities were reported in LDC 62.)
Retitled/Redefined.	71	Commercial Sales and Account Management—All nonsupervisory hours of employees providing service on domestic commercial accounts, international accounts, and business centers.
Redefined ....	72	Technical Sales and Services—All nonsupervisory hours of employees providing technical support to commercial sales and marketing activities and those employees providing product training and support to postal personnel and customers. Also includes hours for all nonsupervisory Express Mail Coordinators.
Retitled/Redefined.	73	Advertising & Promotion—All nonsupervisory hours of employees providing support to advertising programs, sales promotion, telemarketing and group selling, and database management. Also includes hours of Sales Information Specialist and Sales Promotion Specialist.
Retitled/Redefined.	75	Claims & Inquiries—Dead Mail Branches—All nonsupervisory hours of employees involved in processing claims and inquiries and responding to customer inquiries concerning claims. Also includes all nonsupervisory hours at dead mail branches.
Retitled/Redefined.	77	Accountable Paper and Retail Marketing—All nonsupervisory hours of employees receiving, storing, and distributing accountable paper within an installation designated to distribute accountable paper; and activities of Retail Marketing.
Redefined ....	78	Marketing & Communications—Administrative and Clerical—All nonsupervisory hours of employees involved in miscellaneous office work and record-keeping for the marketing and communications functions.
Retitled/Redefined.	79	Mailing Requirements and Bulk Mail Acceptance—All nonsupervisory hours of employees involved in mailing requirements, bulk mail acceptance and presort verification, and other revenue protection activities. Includes hours of employees who devote four or more hours in a day to verification of presort or revenue protection activities.
Expanded.....	81	Supervision—Administration (This LDC has been expanded to include old LDC 84—Supervision—Facilities.)
Deleted .....	84	Supervision—Facilities (This activity has been moved to LDC 81—Supervision—Administration.)
Retitled .....	85	Facilities—All nonsupervisory hours in support of facilities activities.

Historical/same period last year (SPLY) and National Budget System (NBS) plan data will be converted only for the following LDCs:

New/Redefined LDC	Old LDC(s)
12—Mechanized Distribution—Letters & Flats*.	12—Mechanized Distribution.*
14—Manual Distribution.....	13—Manual Distribution.
17—MP Other Direct Operations.	14—MP Other Direct Operations.
18—MP Indirect/Related.....	15—MP Indirect.
18—MP Indirect/Related.....	16—MP Related.
34—Vehicle Operations.....	18—BMC Control, Logistics & Transportation.
41—Unit Distribution—Automated.	41—Unit Distribution Automated/Mechanized.
45—Window Services.....	42—Window Services.
81—Supervision—Administration.	84—Supervision Facilities.

**Note:** In bulk mail centers, old LDC 12 (Mechanized Distribution) data will automatically convert to new LDC 13 (Mechanized Distribution—Other). Any other provisions for changing SPLY will have to be done locally through the Loan, Transfer, and Training System (LTATS). NBS has no provision to convert the new/redefined LDCs other than the automatic conversions listed above.

A new code, the Reporting Office Group (ROG), has replaced the current MODS code field in various files and systems. Handbook F-2, *Functional Management*, section 314.3 will be revised to replace the current LDC-CAG-D/A table with an LDC-ROG-D/A table. The following lists contain PFY 93 ROG codes and descriptions and FY 93 LDCs with indicators of their validity.

#### Reporting Office Group (ROG) Code Identifiers

- 0—Regional Offices
- 1—MODS 1 Installation
- 2—MODS 2 Installation
- 3—Bulk Mail Centers (BMCs) and Mail Transportation Equipment Centers (MTECs)
- 4—CAG A through G offices with mechanized or automated mail processing equipment, which are not ROG 1, 2, or 3 offices
- 5—CAG A through G offices with no automated or mechanized mail processing equipment
- \*6—CAG H and J post offices
- \*7—CAG K and L post offices
- 8—National Headquarters and related field units CAGs M, S, U, W, or Y installations

\*In order to accommodate unique staffing conditions, it may be necessary to assign ROG Code 5 to a specific CAG H or J office, or a ROG Code 6 to a specific CAG K or L office.



**NATIONAL WORKHOUR REPORTING SYSTEM CHANGES—Continued**

LDC	Description	Reporting Office Group								
		0	1	2	3	4	5	6	7	8
68	Limited Duty	0	1	2	3	4	5			8
69	Rehabilitation	0	1	2	3	4	5	6	7	8
70	Supervision—Marketing & Commnctns	0	1	2	3	4	5			
71	Commercial Sales & Account Management	0	1	2	3	4				
72	Technical Sales & Services	0	1	2	3	4	5			
73	Advertising & Promotion	0	1	2	3	4				
74	Communications	0	1	2	3	4				
75	Claims & Inquiries—Dead Mail Branches		1	2	3	4	5			
76	Consumer Affairs	0	1	2	3					
77	Accountable Paper & Retail Mktg.		1	2	3					
78	Mktg. & Commnctns. Admin. & Clerical	0	1	2	3	4	5			
79	Mailing Rqrmnts. & Bulk Mail Acceptance		1	2	3	4	5			
80	Postmaster/Installation Head	0	1	2	3	4	5	6	7	
81	Supervision—Administration	0	1	2	3	4	5			
82	Administration—Admin. & Clerical	0	1	2	3	4	5			
83	Procurement	0	1	2	3	4	5			
84	Vacant									
85	Facilities		1	2	3					
86	Vacant									
87	Vacant									
88	Management Projects—Supervisory	0	1	2	3	4	5	6	7	
89	Management Projects—Non-Supervisory	0	1	2	3	4	5	6	7	
90	Training—Operations Support	0	1	2	3	4	5			
91	Training—Mail Processing		1	2	3	4				
92	Training—Delivery Services		1	2	3	4	5	6	7	
93	Training—Maintenance		1	2	3	4	5	6	7	
94	Training—Customer Services		1	2	3	4	5	6	7	
95	Training—Controller	0	1	2	3	4	5			
96	Training—Human Resources	0	1	2	3	4	5			
97	Training—Mktg. & Commnctns	0	1	2	3	4	5			
98	Training—Administration	0	1	2	3	4	5	6	7	8
99	Default Code	0	1	2	3	4	5	6	7	8
80	Hdqs. Operations Support									8
81	Hdqs. Inspection Service									8
82	Hdqs. Security Force									8
83	Hdqs. Systems									8
84	Hdqs. International									8
85	Hdqs. Finance									8
86	Hdqs. Human Resources									8
87	Hdqs. Marketing & Customer Service									8
88	Hdqs. Administrative Services									8
89	Hdqs. Senior Management									8

**Automatic Changes to Employee's LDCs**

Required Employee Master File conversions will be done automatically by the Minneapolis PDC for the following LDCs:

Old LDC	New LDC
13—Manual Distribution	14—Manual Distribution
14—MP Other Direct Operations	17—MP Other Direct Operations
15—MP Indirect	18—MP Indirect/Related
16—MP Related	18—MP Indirect/Related
42—Window Services	45—Window Services
84—Supervision—Facilities	81—Supervision—Administration

Any other changes to an employee's base LDC will have to be done at the local level through normal timekeeping procedures, i.e., reassigning vending equipment employees from LDC 48—Customer Services—Administrative/Miscellaneous to LDC 46—Vending Equipment and the reassigning of LDC 18—BMC Control, Logistics and Transportation employees to LDCs 05—Logistics and Transportation or 34—Vehicle Operations.

—Dept. of the Controller, 9-3-92

**SAFETY IS NO ACCIDENT**

**STAMPS RECALLED FROM PHILATELIC OUTLETS**

As of August 31, 1992, the Philatelic Sales Division will no longer sell the following postage stamps and stationery items. They are, however, subject to future sale at post offices as part of other stamp products.

Item No.	Description
1049 (0048) .....	39-cent Grenville Clark.
3320 .....	\$12.50 Lesser Scaup Migratory Bird Stamp.
4487 .....	29-cent Savings Bond Stamp.
4494 .....	29-cent William Saroyan Stamp.
4495 .....	29-cent Desert Shield/Storm Stamp.
6600 .....	\$5.80 Woodduck booklet—KCS.
6643 .....	\$5.80 Woodduck booklet—BEP.
6669 .....	\$5.80 Desert Shield booklet.
6670 .....	\$1.45 Desert Shield booklet pane.

After August 31, handle any stock of the above items remaining at philatelic outlets according to Handbook F-1, *Post Office Accounting Procedures*, section 450, with the exception of the following items. Place them on sale at the regular windows until exhausted:

Item No.	Description
1049 .....	39-cent Grenville Clark.
6600 .....	\$5.80 Woodduck booklet—KCS.
6643 .....	\$5.80 Woodduck booklet—BEP.

As of October 31, 1992, the Philatelic Sales Division will no longer sell the following postage stamps and stationery items. They are, however,

subject to future sale at post offices as part of other stamp products.

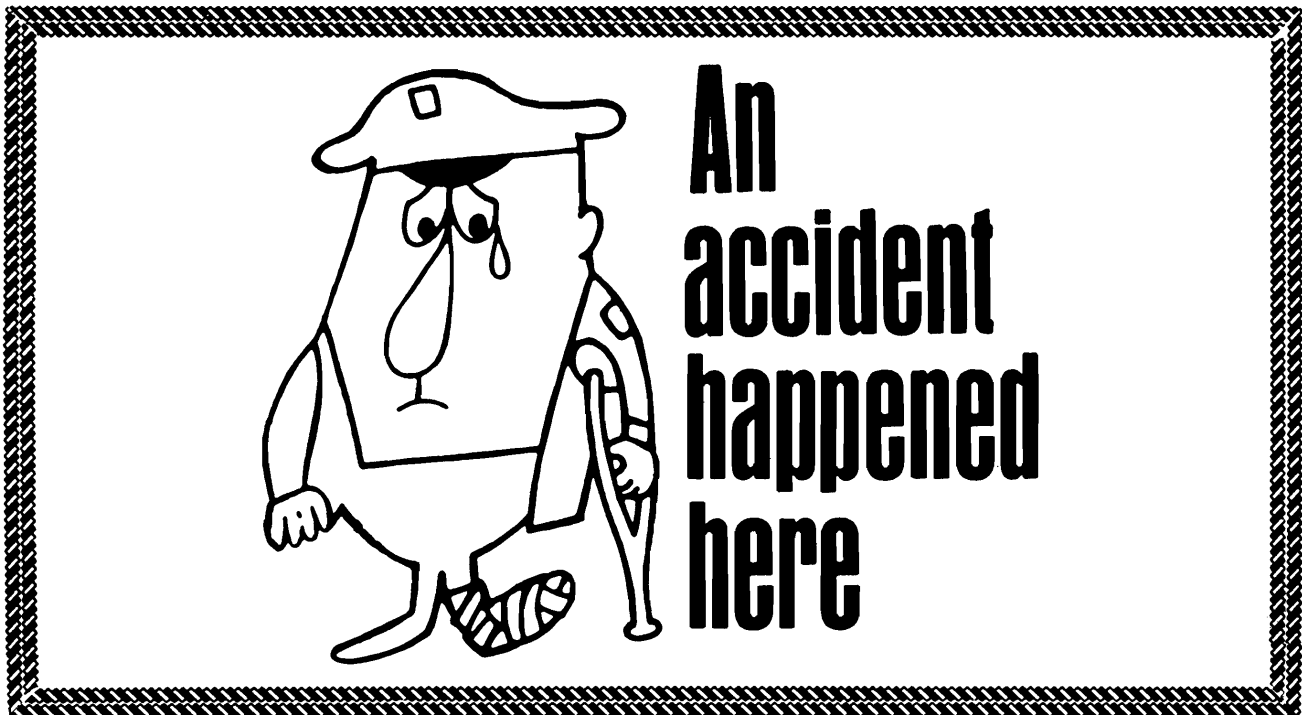
Item No.	Description
1097 .....	4-cent Make-Up Rate.
4486 .....	29-cent Cole Porter Stamp.
4490 .....	29-cent Numismatics Stamp.
4492 .....	29-cent Basketball Stamp.
4493 .....	29-cent District of Columbia Stamp.
5537 .....	\$3.48 Nondenominated ATM Flag sheet.
6616 .....	\$2.90 Flower booklet pane.
6641 .....	\$5.80 Flower booklet.
6646 .....	\$5.80 Fishing Flies booklet.
6663 .....	\$2.90 Woodduck booklet pane—BEP.
6664 .....	\$2.90 Woodduck booklet pane—KCS.
6668 .....	\$1.45 Fishing Flies booklet pane.

After October 31, handle any stock of the above items remaining at philatelic outlets according to Handbook F-1, *Post Office Accounting Procedures*, section 450, with the exception of the following items. Place them on sale at the regular windows until exhausted:

Item No.	Description
1097 .....	4-cent Make-Up Rate.
6641 .....	\$5.80 Flower booklet—KCS.
6646 .....	\$5.80 Fishing Flies booklet.

The Inspection Service will attend to this area during audit reviews.

—Philatelic and Retail Services Dept., 9-3-92



**POST OFFICE CHANGES NUMBER 14**

Old/new	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/Unit	Unit Type	Effective Date	Comments
OLD NEW	057782 056336	96132 96132	CA ..... CA .....	Termo ..... Ravendale .....	Lassen ..... Lassen .....	Main Office ..... Termo .....	Post Office ..... Place Name .....	10-3-92 10-3-92	Post office discontinued. Retain ZIP Code. Establish a place name. Use Termo, CA 96132 as last line of address.
OLD NEW	057794 057794	92274 92275	CA ..... CA .....	Thermal ..... Thermal .....	Riverside ..... Riverside .....	Salton City ..... Salton City .....	Classified Branch ..... Classified Branch .....	7-1-93 7-1-93	Establish a new ZIP Code for a delivery area. Use Salton City, CA 92275 as last line of address. This action splits ZIP Code 92274.
OLD NEW	120440 120440	30339 31139	GA ..... GA .....	Atlanta ..... Atlanta .....	Fulton ..... Fulton .....	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 30339.
OLD NEW	121881 121881	31026 31014	GA ..... GA .....	Cochran ..... Cochran .....	Dodge ..... Bleckley .....	Empire ..... Empire .....	Community Post Office.. Place Name .....	2-15-92 2-15-92	Community post office and ZIP Code discontinued. Establish a place name. Use Empire, GA 31014 as last line of address.
OLD NEW	128151 128151	30458 30459	GA ..... GA .....	Statesboro ..... Statesboro .....	Bulloch ..... Bulloch .....	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 30458.
OLD NEW	158350 158350	83285 83276	ID ..... ID .....	Soda Springs ..... Soda Springs .....	Caribou ..... Caribou .....	Wayan ..... Wayan .....	Community Post Office.. Place Name .....	5-16-92 5-16-92	Community post office and ZIP Code discontinued. Establish a place name. Use Wayan, ID 83276 as last line of address.
OLD NEW	216058 216331	70557 70559	LA ..... LA .....	Midland ..... Morse .....	Acadia ..... Acadia .....	Main Office ..... Midland .....	Post Office ..... Place Name .....	10-10-92 10-10-92	Post office and ZIP Code discontinued. Establish a place name. Use Midland, LA 70559 as last line of address.
OLD NEW	266980 260110	56076 56076	MN ..... MN .....	Oakland ..... Albert Lea .....	Freeborn ..... Freeborn .....	Main Office ..... Oakland .....	Post Office ..... Community Post Office..	7-11-92 7-11-92	Post office discontinued. Retain ZIP Code. Establish a community post office. Use Oakland, MN 56076 as last line of address.
OLD NEW	294122 294122	59452 59452	MT ..... MT .....	Hobson ..... Hobson .....	Judith Basin ..... Judith Basin .....	Utica ..... Utica .....	Community Post Office.. Place Name .....	2-29-92 2-29-92	Community post office discontinued. Retain ZIP Code. Establish a place name. Use Utica, MT 59452 as last line of address.
OLD NEW	373808 373808	58202 58202	ND ..... ND .....	Grand Forks ..... Grand Forks .....	Grand Forks ..... Grand Forks .....	University of No Dakota.... University of No Dakota....	Classified Station ..... Contract Station .....	7-11-92 7-11-92	This action changes the classified station located at the University of North Dakota to a contract station.
OLD NEW	382093 382093	45431 45437	OH ..... OH .....	Dayton ..... Dayton .....	Montgomery ..... Montgomery .....	Airway ..... Airway .....	Classified Station ..... Classified Station .....	9-1-92 9-1-92	Establish a new ZIP Code for post office boxes. Use Dayton, OH 45437 as last line of address. This action changes the ZIP Code for post office boxes at 45431.
OLD NEW	382093 382093	45459 45441	OH ..... OH .....	Dayton ..... Dayton .....	Montgomery ..... Montgomery .....	Centerville ..... Centerville .....	Classified Branch ..... Classified Branch .....	3-1-93 3-1-93	Establish a new ZIP Code for post office boxes. Use Dayton, OH 45441 as last line of address. This action changes the ZIP Code for post office boxes at 45459.
OLD NEW	482615 481935	78851 78851	TX ..... TX .....	Dryden ..... Comstock .....	Terrell ..... Terrell .....	Main Office ..... Dryden .....	Post Office ..... Community Post Office..	8-22-92 8-22-92	Post office discontinued. Retain ZIP Code. Establish a community post office. Use Dryden, TX 78851 as last line of address.



**POST OFFICE CHANGES NUMBER 14—Continued**

Old/ new	Fi- nance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/Unit	Unit Type	Effective Date	Comments
OLD NEW	512370 515562	23042 23102	VA ..... VA .....	Dabneys ..... Maidens.....	Louisa ..... Goochland .....	Main Office ..... Dabneys .....	Post Office ..... Place Name .....	10-3-92 10-3-92	Post office and ZIP Code discontinued. Establish a place name. Use Dabneys, VA 23102 as last line of address.
OLD NEW	519594 516288	23484 23413	VA ..... VA .....	Weirwood ..... Nassawadox.....	Northampton ..... Northampton .....	Main Office ..... Weirwood .....	Post Office ..... Place Name .....	6-27-92 6-27-92	Post office and ZIP Code discontinued. Establish a place name. Use Weirwood, VA 23413 as last line of address.
OLD NEW	518556 518556	24401 24402	VA ..... VA .....	Staunton ..... Staunton.....	Augusta ..... Augusta .....	Main Office ..... Main Office .....	Post Office ..... Post Office .....	9-1-92 9-1-92	Establish a new ZIP Code for post office boxes. Use Staunton, VA 24402 as last line of address. This changes the ZIP Code for post office boxes at 24401.
OLD NEW	540728 540728	98230 98231	WA ..... WA .....	Blaine ..... Blaine.....	Whatcom..... Whatcom.....	Main Office ..... Main Office .....	Post Office ..... Post Office .....	9-1-92 9-1-92	Establish a new ZIP Code for post office boxes. Use Blaine, WA 98231 as last line of address. This action changes the ZIP Code for post office boxes at 98230.

—Office of Address and Customer Information Systems, 9-3-92

## 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) 268-2280, 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
JC Penney, Fall Wardrobe Pref. Customer.	Third/Postcard.	Sept. 3-5.....	1.2	Nationwide ...	Carrt .....	Harte-Hanks.
Sears DJ—Fall Women Large Sizes.	Third/Bulk ...	Sept. 3-9.....	2.4	Nationwide ...	Carrt .....	8" x 10¼" catalog.
Sears MP—Home Center....	Third/Bulk ...	Sept. 4-12.....	4.0	Nationwide ...	Carrt .....	8" x 10¼" catalog.
Carol Wright Mailing .....	Bulk Business.	Sept. 5-8.....	14.0	Nationwide ...	Carrt .....	6" x 9" natural kraft envelope.
Radio Shack's Catalog Invitation.	Third/Letter.	Sept. 8-10.....	14.5	Nationwide ...	Carrt, 5-digit, basic.	9½" x 11¼", 32 pages.
Egghead Software 9/10 MAC Flexi.	Third .....	Sept. 8-10.....	1.6	Nationwide ...	3 tier .....	RRD—Old Saybrook.
Old Pueblo Traders .....	Third .....	Sept. 8-10.....	3.1	Nationwide ...	Carrt, 5-digit, basic.	Palletized RRD Spartanburg.
Talbots Fall/Holiday.....	Third/Bulk ...	Sept. 8-10.....	2.8	Nationwide ...	Carrt, 3/5 digit, basic.	8" x 10¼" catalog.
JC Penney, Infants Sale.....	Third/brochure.	Sept. 9-11.....	1.6	Nationwide ...	Carrt .....	Harte-Hanks.
Spiegel Christmas .....	Fourth.....	Sept. 9-Oct. 14.	3.0	Nationwide ...	Carrt .....	
Saks Fifth Avenue Autumn Classic Catalog.	Third/Flat....	Sept. 10-12...	1.6	Nationwide ...	Carrt .....	5¼" x 9" piece. Case-Hoyt, Rochester, NY.
Value Showcase .....	Third .....	Sept. 10-14...	1.2	Nationwide ...	Carrt, 5-digit, basic.	Palletized RRD Spartanburg.
Intimate Appeal.....	Third .....	Sept. 10-14...	1.4	Nationwide ...	Carrt, 5-digit, basic.	Palletized RRD Old Saybrook.
Carol Wright Mailing .....	Bulk Business.	Sept. 12-15...	30.0	Nationwide ...	Carrier Route.	6" x 9" natural kraft envelope.
Avon Holiday Preview 1992.	Third/Catalog.	Sept. 14-16...	1.8	Nationwide ...	Carrt, 5-digit, basic.	Alden Press Inc., Bensenville, IL. 48-page book, 8½" x 9¾" mailpiece paid for by Independent Avon sales reps.
Sears Retail Flyer .....	Third/Flat....	Sept. 14-16...	18.0	Nationwide ...	Carrt .....	125 piece w-seq.
Billy Graham Letter .....	Third/Letter.	Sept. 14-25...	1.3	Nationwide ...	Carrt, 3/5 digit, basic.	3½" x 7½" envelope, from Minneapolis, MN.
Talbots Resume .....	Third/Bulk ...	Sept. 15-17...	1.5	Nationwide ...	Carrt, 3/5 digit, basic.	8" x 10¼" catalog.
Best Fall Home Sale.....	Third/Flat....	Sept. 15-18...	5.5	Nationwide ...	Carrt, ZIP + 4.	Plant verified at R.R. Donnelley, Des Moines, IA and Spartanburg, SC.
October Vogue.....	Second .....	Sept. 15-29...	1.0	Nationwide ...	Carrt, 5-digit, basic.	Estimated weight of each copy is 1.8 pounds.
Neiman Marcus Christmas Catalog.	Third/Flats ...	Sept. 15-Oct. 7.	2.8 million	Nationwide ...	Carrt .....	15.39 oz., piece.
Williams-Sonoma Gardener's Eden Fall 1992.	Third/Catalog.	Sept. 16-18...	1.6	Nationwide ...	Carrt, 5 digit, basic.	Alden Press, Inc., Bensenville, IL.
JC Penney, Winter Talls ....	Third/Catalog.	Sept. 17-19...	1.8	Nationwide ...	Carrt .....	RRD.
JC Penney, Fall Sale.....	Third/Catalog.	Sept. 17-19...	11.3	Nationwide ...	Carrt .....	RRD.
Sears LX-Licensed Items ....	Third/Bulk ...	Sept. 17-24...	4.2	Nationwide ...	Carrt .....	8" x 10¼" catalog.
JC Penney Clearance Sale...	Third/Catalog.	Sept. 18-20...	2.6	Nationwide ...	Carrt .....	Perry Printing.

Title on mailing	Class and type of mail	Requested delivery dates	Number of pieces (millions)	Distribution	Presort level	Comments
Old Pueblo Traders Intl. Beauty, Easy Living.	Third .....	Sept. 18-21...	1.9	Nationwide ...	Carrrt, 5-digit, basic.	Palletized RRD Newton, 5½" x 8¾".
JC Penney Super Shoe .....	Third/Postcard.	Sept. 19-22...	1.6	Nationwide ...	Carrrt .....	Harte-Hanks.
Fashion Gal, Fashionation Something Special, Right Price Fashion Mine, Show Off, Tempo.	Third/Letter.	Sept. 19-22...	1.7	Nationwide ...	Carrrt, 3/5 digit, basic.	6" x 11" multicolor, 8 pages folded, Gateway Apparel.
Serendipity .....	Third .....	Sept. 21-23...	1.1	Nationwide ...	Carrrt, 5-digit, basic.	Palletized RRD Spartanburg.
Talbots Mid-Season Sale.....	Third/Bulk ...	Sept. 21-23...	1.5	Nationwide ...	Carrrt, 3/5 digit, basic.	8" x 10¾" catalog.
House of Fabrics The Home Decorating Sale.	Third .....	Sept. 21-24...	2.3	Nationwide ...	Carrrt, 5 digit, basic.	
Jordan Marsh.....	Third/Bulk ...	Sept. 23-26...	1.0	New England.	Carrrt .....	Mailed from Spencer Press. SCF entry rate. Plant-verified drop shipment.
Abraham & Straus .....	Third/Bulk ...	Sept. 23-26...	1.0	New York and New Jersey.	Carrrt .....	Mail from Spencer Press. SCF entry rate. Plant-verified drop shipment.
Sears K or MC-Monthly .....	Third/Bulk ...	Sept. 23-30...	7.2	Nationwide ...	Carrrt .....	8" x 10¾" catalog.
Sears GG-Fall Classics .....	Third/Bulk ...	Sept. 24-Oct. 1.	5.7	Nationwide ...	Carrrt .....	8" x 10¾" catalog.
Old Pueblo Traders .....	Third .....	Sept. 25-28...	1.9	Nationwide ...	Carrrt, 5-digit, basic.	Palletized RRD Spartanburg.
DECISION Magazine .....	Third/Flat.....	Sept. 25-30...	1.5	Nationwide ...	Carrrt, 3/5 digit, basic.	8¼" x 10¾" 44-page tabloid, from Minneapolis, MN.
Williams Sonoma Catalog for Cooks, Autumn 1992.	Third/Letter.	Sept. 28-30...	3.7	Nationwide ...	Carrrt, 5-digit, basic.	Origin of Mailing: American Signature/Atlanta Division, size catalog (5¾" x 8¼").
The Swiss Colony.....	Third .....	Sept. 28-Oct. 5.	1.7	Nationwide ...	Basic .....	The majority of this mailing will be in carrier window envelope, four color. The balance will be a 9¾" x 6½" catalog.
Radio Shack's Fantastic Fall Sale.	Third/Letter.	Sept. 29-Oct. 1.	14.5	Nationwide ...	Carrrt, 5-digit, basic.	9½" x 11", 24 pages.
Coward Shoe Nancy's Choice.	Third .....	Sept. 29-Oct. 1.	1.0	Nationwide ...	Carrrt, 5-digit, basic.	Palletized RRD Spartanburg 7" x 10".
Coward Shoe Nancy's Choice.	Third .....	Sept. 29-Oct. 1.	1.0	Nationwide ...	Carrrt, 5-digit, basic.	Palletized RRD Spartanburg.
JC Penney, Preholiday Sale.	Third/Catalog.	Oct. 1-3 .....	10.4	Nationwide ...	Carrrt .....	RRD.
Arizona Mail Order Clearance.	Third .....	Oct. 1-3 .....	1.0	Nationwide ...	3 tier .....	RRD Old Saybrook, CT.
Old Pueblo Traders Clearance.	Third .....	Oct. 1-3 .....	1.0	Nationwide ...	Carrrt, 5-digit, basic.	Palletized RRD Old Saybrook.
Sears Retail Special.....	Third/Letter.	Oct. 1-3 .....	5.9	Nationwide ...	Carrrt, DPBC.	

See Chart on Page 40

### NONBARGAINING UNIT EMPLOYEES' COLA INCREASE

This article provides personnel offices with COLA increase information necessary to administer personnel actions for nonbargaining employees covered by the pay schedules listed under Application, below. A chart showing the cost-of-living adjustment (COLA) increases appears on page 40. The new salary schedules will be distributed by Compensation Letter.

*Application.* These instructions apply to career nonbargaining employees in both the optional COLA roll-in and regular versions of:

1. Executive and Administrative (EAS) Step Schedule (RSCs E, E1);
2. EAS Nonstep Schedule (RSCs E, E1);
3. EAS A-E Postmaster Schedule (RSCs F, F1);
4. Attorney Pay Schedule (RSC U); and the
5. Structured Management Development Schedule (RSCs J, J1).

#### Pay Change

*COLA Increase.* Effective September 5, 1992, Pay Period (PP) 20-92, employees covered by the above mentioned schedules will receive a new temporary COLA increase as follows:

1. EAS Step Schedule—\$345 per year (17 cents per hour), applied to all grades and steps;
2. EAS Nonstep Schedule—\$345 per year (17 cents per hour), subject to the COLA ceiling(s) described below.
3. EAS A-E Postmaster Schedule—EAS A-E postmasters will receive a pro rata COLA increase based upon their annual service hours as a percentage of a 2,080-hour service year as follows:  
EAS-A \$106 (30 percent of full \$354 COLA)

- EAS-B \$159 (45 percent of full \$354 COLA)
- EAS-C \$213 (60 percent of full \$354 COLA)
- EAS-D \$265 (75 percent of full \$354 COLA)
- EAS-E \$318 (90 percent of full \$354 COLA)
- 4. Attorney Pay Schedule—\$354 per year (17 cents per hour), subject to the COLA ceiling(s) listed below.
- 5. Structured Management Development Schedule—\$354 per year (17 cents per hour).

#### COLA Ceilings

*Optional COLA Roll-in Schedule:* An employee with a basic salary of \$70,000 or more does not receive COLA. If an employee has a basic salary of less than \$70,000, the base salary, including COLA, cannot exceed \$70,000.

*Regular Schedule:* An employee in grade EAS-26 or below of this schedule is paid a minimum COLA of \$2,517. An employee with an annual basic salary of \$67,483 receives the minimum \$2,517 COLA, but nothing more. If an employee has a basic salary of less than \$67,483, the base salary, including COLA, cannot exceed \$70,000. An employee at the maximum of EAS-27 does not receive COLA. COLA is not part of basic salary and is not included in retirement and life insurance determinations.

*Temporary and Casual Employees.* Temporary and casual employees are excluded from receiving these pay changes and will continue at their current rates of pay.

*Implementation:* The new COLA amounts are effective September 5, 1992 (PP 20-92), and will appear in paychecks distributed on September 25, 1992.—Employee Relations Dept., 9-3-92

### DOMESTIC ORDERS

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

State/city	Names covered	Product
CO, Colorado Springs 80909-5312.	Int. Mailing Services, 3624 Citadel Dr. North, Suite 327.	Sale of an envelope stuffing plan.
IN, Highland 46322-1928 .....	General Marketing, Communications and GMC, P.O. Box 1928.	A false postal employment scheme.

—Judicial Officer, 9-3-92

### MATERIEL MANAGEMENT CERTIFICATION

Materiel Logistics Bulletin (MLB) PP-92-014, dated April 1, 1992, established the prerequisites, requirements, and standard procedures for application to the Materiel Management Certification Program. Personnel receive certification who qualify on two levels: Level One, Certified Fellow, and Level Two, Certified Distinguished Fellow.

Anyone may apply who meets the prerequisites and requirements. For more information contact:

OFFICE OF MATERIEL MANAGEMENT  
MATERIEL SUPPORT OPERATIONS DIVISION  
475 L'ENFANT PLAZA ROOM 1021  
WASHINGTON DC 20260-6226

—Procurement and Supply Dept., 9-3-92

SEPTEMBER 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.



**Shafa Lucinda Al-Salem**  
 Born: 07-31-82  
 Date Missing: 09-20-88  
 From: El Paso, TX



**Jaycee Lee Dugard**  
 Born: 05-03-80  
 Date Missing: 06-10-91  
 From: South Lake Tahoe, CA



**Megan Elizabeth Garner**  
 Born: 10-09-87  
 Date Missing: 03-27-91  
 From: Tyler, TX



**Jennifer Nicole Patterson**  
 Born: 01-13-84  
 Date Missing: 06-23-91  
 From: Spring Lake, NC



**Jerad Lee Peters**  
 Born: 11-05-86  
 Date Missing: 12-11-91  
 From: Lovington, NM



**Cynthia Laverne Smith**  
 Born: 04-04-67  
 Date Missing: 04-25-78  
 From: Atlanta, GA

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

#### Missing Children Poster Display Instructions

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



**REMEMBER!**

**PREVENT DATA LOSS BY  
BACKING UP YOUR SYSTEM  
REGULARLY.**

See Article Page 36

**NONBARGAINING UNIT EMPLOYEES  
REGULAR (NO COLA ROLL-IN) SCHEDULES  
EFFECTIVE SEPTEMBER 5, 1992 (PP 20-92)**

RSC	Salary Schedule	Current COLA		COLA Increase		Cumulative COLA	
		Hourly	Annual	Hourly	Annual	Hourly	Annual
E	EAS	\$1.51	\$3,141	\$0.17	\$354	\$1.68	\$3,495
U	Attorney Pay Schedule	1.51	3,141	0.17	354	1.68	3,495
J	SMD	1.51	3,141	0.17	354	1.68	3,495
F	EAS-A Postmaster	1.51	942	0.17	106	1.68	1,048
F	EAS-B Postmaster	1.51	1,413	0.17	159	1.68	1,572
F	EAS-C Postmaster	1.51	1,884	0.17	213	1.68	2,097
F	EAS-D Postmaster	1.51	2,356	0.17	265	1.68	2,621
F	EAS-E Postmaster	1.51	2,827	0.17	318	1.68	3,145

\*NOTE: An employee in grade EAS-26 or below of this schedule is paid a minimum COLA of \$2,517. An employee with a basic salary of \$67,483 or more is limited to the \$2,517 COLA. If an employee has a basic salary of less than \$67,483, the base salary including COLA cannot exceed \$70,000. An employee at the maximum of EAS-27 does not receive COLA.

**NONBARGAINING UNIT EMPLOYEES  
OPTIONAL COLA ROLL-IN SCHEDULES  
EFFECTIVE SEPTEMBER 5, 1992 (PP 20-92)**

RSC	Salary Schedule	Current COLA		COLA Increase		Cumulative COLA	
		Hourly	Annual	Hourly	Annual	Hourly	Annual
E	EAS	\$0.30	\$624	\$0.17	\$354	\$0.47	\$978
J	SMD	0.30	624	0.17	354	0.47	978
F	EAS-A Postmaster	0.30	187	0.17	106	0.47	293
F	EAS-B Postmaster	0.30	281	0.17	159	0.47	440
F	EAS-C Postmaster	0.30	374	0.17	213	0.47	587
F	EAS-D Postmaster	0.30	468	0.17	265	0.47	733
F	EAS-E Postmaster	0.30	562	0.17	318	0.47	880

NOTE: An employee with a basic salary of \$70,000 or more does not receive COLA. If an employee has a basic salary of less than \$70,000, the base salary, including COLA, cannot exceed \$70,000.



See Article Page 5

**BARGAINING UNIT COST-OF-LIVING ADJUSTMENTS (COLA)  
REGULAR (NON-RES) SALARY SCHEDULES  
EFFECTIVE SEPTEMBER 5, 1992 (PP 20-92)**

RSC	Salary Schedule	Steps	Current COLA		COLA Increase		Cumulative COLA	
			Hourly	Annual	Hourly	Annual	Hourly	Annual
P	Postal Service (PS)	Lowest Steps*	\$1.34	\$2,787	\$0.18	\$375	\$1.52	\$3,162
		Other Steps**	1.44	2,995	0.18	375	1.62	3,370
M	Mail Handlers' (MH)	Step A	1.34	2,787	0.17	354	1.51	3,141
		Steps B-O	1.51	3,141	0.17	353	1.68	3,494
R	Rural Carrier (RC) ***	Step A	1.21	2,517	0.18	374	1.39	2,891
		Steps B-12	1.31	2,725	0.18	374	1.49	3,099
A	Mail Transport Equipment Centers (MTEC)	Lowest Steps*	1.34	2,787	0.17	354	1.51	3,141
		Other Steps**	1.51	3,141	0.17	353	1.68	3,494
C	Mail Equip. Shops/Materiel Distribution Centers (MEDC)	Steps A-C	1.34	2,787	0.18	375	1.52	3,162
		Steps D-O	1.44	2,995	0.18	375	1.62	3,370
K	Operating Services Division/ Facilities Services Section (OSD)	Lowest Steps*	0.66	1,373	0.18	374	0.84	1,747
		Other Steps**	0.89	1,851	0.18	375	1.07	2,226

\* Grades 1-3, Step-AA; Grades 4-7, Step-A; Grades 8-10, Step-C (Grades 8-9 for K/K1)

\*\* Grades 1-3, Steps A-O; Grades 4-7, Steps B-O; Grades 8-10, Steps D-O (Grades 8-9 for K/K1)

\*\*\* The COLAs shown are those for the 40-Hour Evaluated Schedule, for the Rural Carrier Mileage Schedule, and for the Rural Auxiliary Schedule. Other evaluated routes and 6-Day, 5-1/2-Day, and 5-Day substitutes are paid a proportionate amount of COLA based on their hours.

**BARGAINING UNIT COST-OF-LIVING ADJUSTMENTS (COLA)  
RETIREE ELIGIBLE (RES) SALARY SCHEDULES  
EFFECTIVE SEPTEMBER 5, 1992 (PP 20-92)**

RSC	Salary Schedule	Steps	Current COLA		COLA Increase		Cumulative COLA	
			Hourly	Annual	Hourly	Annual	Hourly	Annual
P1	Postal Service (PS)	Lowest Steps*	\$0.13	\$270	\$0.18	\$375	\$0.31	\$645
		Other Steps**	0.23	478	0.18	375	0.41	853
M1	Mail Handlers' (MH)	Step A	0.13	270	0.17	354	0.30	624
		Steps B-O	0.30	624	0.17	354	0.47	978
R1	Rural Carrier (RC) ***	Step A	0.13	270	0.18	375	0.31	645
		Steps B-12	0.23	478	0.18	375	0.41	853
A1	Mail Transport Equipment Centers (MTEC)	Lowest Steps*	0.13	270	0.17	354	0.30	624
		Other Steps**	0.30	624	0.17	354	0.47	978
C1	Mail Equip. Shops/Materiel Distribution Centers (MEDC)	Steps A-C	0.13	270	0.18	375	0.31	645
		Steps D-O	0.23	478	0.18	375	0.41	853
K1	Operating Services Division/ Facilities Services Section (OSD)	Lowest Steps*	0.00	0	0.18	374	0.18	374
		Other Steps**	0.23	478	0.18	375	0.41	853

\* Grades 1-3, Step-AA; Grades 4-7, Step-A; Grades 8-10, Step-C (Grades 8-9 for K/K1)

\*\* Grades 1-3, Steps A-O; Grades 4-7, Steps B-O; Grades 8-10, Steps D-O (Grades 8-9 for K/K1)

\*\*\* The COLAs shown are those for the 40-Hour Evaluated Schedule, for the Rural Carrier Mileage Schedule, and for the Rural Auxiliary Schedule. Other evaluated routes and 6-Day, 5-1/2-Day, and 5-Day substitutes are paid a proportionate amount of COLA based on their hours.





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 invahd 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 containing numeric values representing corporate account numbers, starting from 005047 and ending at 018878.





INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS—Continued

871072	901752	904434	914278	920560	926861	930251	939524	950043	951185	967165	980277	981835
871311	901759	904459	914283	921044	926897	930333	939556	950044	951291	967341	980294	981871
871321	901963	906060	914314	921321	926988	931335	939557	950070	951348	968309	980302	981896
891225	902516	906129	914350	921335	927036	931519	939562	950084	951383	968633	980317	981897
891344	902518	906227	914355	921415	927037	931539	939565	950139	951525	968652	980351	981901
891359	902528	906237	914357	921426	927045	931542	940282	950145	951538	968679	980354	981920
891470	902594	906272	914365	921453	927053	931585	940334	950159	951545	968945	980356	981928
895241	902601	906289	914442	921628	927071	931724	940359	950161	951561	968957	980366	981950
895348	902640	906308	914451	921648	927099	931750	940363	950162	951566	970033	980383	981956
895349	902772	906339	914539	921804	927109	931815	940496	950196	951586	970054	980388	981966
895361	902786	906346	914610	921859	927245	931826	940538	950276	951589	970104	980413	981970
895363	902964	906364	914731	921872	927377	931869	940623	950298	951599	970155	980414	981973
895386	903023	906366	914826	921882	927433	931915	940652	950321	951603	970186	980429	981973
895391	903040	906418	914828	922157	927564	932502	940770	950343	951606	970199	980432	981973
895398	903286	906423	914899	922185	927768	932537	941403	950345	951610	970229	980434	981973
895405	903316	906466	914911	922196	927772	932559	941677	950347	951612	972713	980497	981973
895406	903432	906493	914913	922197	927810	932585	941695	950368	951614	972805	980503	981973
895408	903461	906518	914924	924178	927819	932643	941706	950396	951621	972991	980505	981973
895447	903479	906530	914934	924181	927828	932646	941894	950503	951626	973236	980507	981973
898020	903480	906623	914962	924327	927841	933095	941905	950506	951634	974038	980519	981973
898059	903506	907223	914979	924364	927843	933381	945346	950508	951660	974106	980530	981973
<b>900029</b>	903523	907297	915012	924399	927855	933430	945384	950509	953273	974112	980539	981973
900101	903525	907539	915013	924437	927876	934205	945538	950517	954100	974149	980541	981973
900196	903552	907594	915020	924488	927901	934211	945824	950521	954175	974185	980574	981973
900276	903621	907658	917521	926016	927905	934216	945886	950524	954197	975001	980612	981973
900299	903635	907728	917816	926028	927915	934236	945898	950539	954307	976010	981479	981973
900391	903644	907768	917856	926036	927916	934245	945915	950540	954322	976076	981513	981973
900437	903695	907890	917898	926135	927959	935077	945926	950574	954709	980015	981561	981973
900442	903742	907942	917906	926232	928166	935175	945947	950582	954712	980041	981570	981973
900621	903884	910308	918093	926289	928178	935218	946227	950588	955021	980048	981586	981973
900924	904057	910345	918171	926306	928212	937249	946282	950590	955673	980081	981598	981973
900932	904061	911129	918369	926310	928288	937323	946354	950626	958294	980096	981608	981973
901043	904069	911144	918623	926312	928310	937406	946367	950647	958301	980120	981617	981973
901056	904076	912250	918650	926368	928485	937438	946411	950651	958381	980135	981631	981973
901180	904145	912293	918655	926389	928505	937511	949049	950654	958397	980149	981633	981973
901213	904183	912329	918820	926446	928536	937538	949070	950655	958408	980172	981657	981973
901260	904223	912382	918902	926496	928579	937577	949101	950676	958428	980182	981711	981973
901330	904262	913468	918928	926530	928620	937596	949322	950680	958513	980186	981712	981973
901382	904275	913708	918973	926604	928634	937609	949353	950691	958588	980188	981744	981973
901423	904313	913779	920094	926692	928789	937631	949363	950693	958638	980228	981751	981973
901563	904380	913819	920167	926723	928821	937667	949368	950707	958657	980241	981752	981973
901588	904408	913965	920334	926763	928863	939025	949707	951030	958670	980255	981769	981973
901717	904411	914096	920350	926767	928875	939133	949723	951081	967138	980257	981780	981973
901741	904420	914153	920397	926791	930224	939517	950037	951183	967155	980264	981820	981973

—Marketing and Customer Service Group, 9-3-92

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