

P1.3  
21826



# postal bulletin

Published Since March 4, 1880

PB 21826—October 15, 1992—32 Pages

Message From the Postmaster General

## 1992 COMBINED FEDERAL CAMPAIGN

This year marks the 30th year that the U.S. Postal Service and its employees will join in the Combined Federal Campaign (CFC) drive. Each year the Postal Service commits, through this campaign, to serve others less fortunate.

The Combined Federal Campaign occurs during the fall season, when everyone takes time to reflect on his or her assets, achievements, and contributions. It is hoped that you will support this worthwhile cause and contribute to help others in need. Through giving, the hungry are fed, families are counseled, cures for disease are found, the dying are comforted, wells in the Third World are dug, the environment is being saved, and the lives of millions are improved.

Last year the postal family donated \$33,238,812.90 nationally, a 10.2 percent increase over the prior year's contributions.

In CFC authorized areas, your Postal Service CFC team captain or keyworker will provide you with a booklet of your local participating organizations. Although you may receive appeals directly at your home from charities supported by CFC, please realize that you may contribute to those organizations through the CFC using its convenient payroll deduction plan.

Your commitment, involvement, and visible support are essential elements in this campaign. I am sure that, as in years past, your generosity can be counted on for the 1992 Combined Federal Campaign.

MARVIN RUNYON  
Postmaster General

## Statement of Support for the National Guard and Reserve

The Postal Service has traditionally supported the mission of the National Guard and Reserve and the military service obligations of postal employees who are members of the guard and reserve. Postmaster General Marvin Runyon has reaffirmed that support and signed a joint statement with the Secretary of Defense and the Chairman of the National Committee for Employer Support of the Guard and Reserve. (See page 21).

Display this statement on employee bulletin boards in each installation.

—Employee Relations, 10-15-92

## CONTENTS

	Page
1992 Combined Federal Campaign (Message From the Postmaster General).....	1
1992 Commemorative Stamp Collection .....	5
APO/FPO Changes.....	2
Computing the Local Zone Rate With IRTs.....	2
Customer Address Data Base Modification (Handbook PO-423 Revision) .....	6
Detention of Absentee Ballot Materials (DMM Revision) .....	11
Discontinuance of PSINs C1870 and C1871.....	6
Discontinuance of Supply Items .....	11
Distribution Labeling List Exhibit Changes (DMM Notice) .....	8
Distribution Labeling List Exhibit Error (DMM Correction) .....	4
Domestic Orders .....	2
Flats Barcode Specification Change (DMM Revision) .....	9
Form 3849-C Eliminated (DMM Notice).....	4
Form I-9, Employment Eligibility Verification.....	2
Holiday Poster (Veterans Day) .....	19
International Customized Mail .....	22
Invalid Express Mail Corporate Account Numbers .....	28
Missing Money Orders—U.S .....	25
Missing Money Orders—Canadian.....	26
Missing Children Poster .....	15
National Retirement Counseling System.....	10
New Parcel Return Label.....	4
New Parcel Post Insurance for South Africa.....	6
Numbered Seals on Registered Mail.....	7
Parcel Redelivery Policy Update.....	10
Postmaster Relief/Leave Replacement Longevity Bonus .....	10
Relief of Postal Employees .....	6
Setting Clocks for Standard Time (All IRT, WRU, CTT Offices) .....	11
Stamp Announcement 92-34 (Christmas ATM Stamp).....	14
Stamp Announcement 92-35 (Traditional and Contemporary Christmas Stamps).....	12
Statement of Support for the National Guard and Reserve.....	1
Treasury Department Checks .....	4
USPS Policy on Sexual Harassment (Message From the Postmaster General).....	3
Withholding of Mail Orders .....	2



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.)

### APO/FPO Changes

Please make the following ink changes on the appropriate effective dates to the table entitled Conditions Applied to Mail Addressed to Military Post Offices Overseas, listed in *Postal Bulletin* 21824, dated September 17, 1992.

APO/FPO	Actions	Effective Date	See Restrictions
09285	Not Active.....	10-15-92	
09286	Not Active.....	10-15-92	
09372	Not Active.....	10-15-92	
09615	Not Active.....	10-15-92	
09642	Not Active.....	10-15-92	
09646	Not Active.....	10-15-92	
09806	Not Active.....	10-15-92	
34001	Change Restrictions.....	10-15-92	B-U
34002	Change Restrictions.....	10-15-92	B-U
34003	Change Restrictions.....	10-15-92	B-U
34004	Change Restrictions.....	10-15-92	B-U
34005	Change Restrictions.....	10-15-92	B-U
34007	Change Restrictions.....	10-15-92	B-U
34061	Change Restrictions.....	10-15-92	B-U
34079	Not Active.....	10-15-92	
96446	Not Active.....	10-15-92	
96646	Not Active.....	10-15-92	
96693	Not Active.....	10-15-92	

These changes will appear in bold print in the next reprint of the APO/FPO table, to be published in *Postal Bulletin* 21827, 10-29-92. Please ensure that all acceptance units are notified of these changes. —*Transportation Dept., 10-15-92*

### Form I-9, Employment Eligibility Verification

A revision of the Immigration and Naturalization Service Form I-9, *Employment Eligibility Verification*, is now available at the materiel distribution centers (MDCs). Employing office personnel should estimate the number of forms needed for their facility and requisition that amount using Form 7380, *MDC Supply Requisition*.

Upon receipt, discard the previous edition of the Form I-9.—*Employee Relations Dept., 10-15-92*

### Computing the Local Zone Rate With IRTs

The local zone rate should be given for *single piece* parcel post or bound printed matter mailings deposited at any post office for delivery to an address within the delivery area of that same post office. It applies to both single five-digit and multi-ZIP Coded post offices. The integrated retail terminal (IRT) is programmed to compute the local zone rate for the appropriate mail classes, but the window service employee must select this feature; it is not automatic. Use the following procedure:

1. Employees using UNISYS Phase II or Phase III IRTs select Third/Fourth Class or Bound Printed Matter, as applicable, place the item on the scale platform then, when prompted, enter the five-digit ZIP Code for the station followed by zero.

2. Those using MOS IRTs should press the third CL/Parcel Post or Bound Printed Matter key, as applicable, place the item on the scale platform then, when prompted, enter the five-digit ZIP Code for the station followed by zero.

It is critical that the Postal Service charges customers proper rates. Retail managers must ensure that all employees using IRTs to accept mail have read and understand this information. Use Form 1627, *General Purpose Ruled Form*, to document that all employees have been notified. Retain the form at the unit for 1 year. —*Delivery, Distribution, and Transportation Dept., 10-15-92*

### Withholding of Mail Orders

Enforced by postmasters at cities listed.

State/city	Names covered
CA, San Francisco 94102-6227.	Dave Davidson d/b/a Express Marketing & Media, Box 204, 1800 Market Street.
CA, Escondido 92026-3032.	Any and all of various names other than Larry Strakon and Helen Strakon, 1033 Joshua Street.

—*Judicial Officer, 10-15-92*

### DOMESTIC ORDERS

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

State/city	Names covered	Product
AL, Mobile 36609-4252 .....	Columbia Financial Services, 720 Oak Circle Drive East, Suite B.	An advance fee loan scheme.
NY, Brooklyn 11235-3811 .....	Prosperity, 1405 Avenue Z, Suite 264 .....	A lottery and multilevel marketing enterprise.
PA, Philadelphia 19102-4415..	Diamond Importers, 1530 Locust Street, Dept. 211.	A merchandise misrepresentation.
PA, Philadelphia 19107-4918..	Liberty Jewels, 1109 Walnut Street, Dept. 241	A merchandise misrepresentation.
PA, Philadelphia 19147-1510..	Parcel Express, 518 South 5th Street, Dept. 261.	A merchandise misrepresentation.

—*Judicial Officer, 10-15-92*

*Message From the Postmaster General*

Sexual harassment is a subject many managers prefer not to talk about. It is so clearly a behavior that has absolutely no place in the work world that people are reluctant even to acknowledge its existence. Unfortunately, sexual harassment does exist in the workplace. If we are to eliminate the problem—and I am committed to doing just that—the example must come from the top. Postal management must emphasize that, like any action that threatens our commitment to full equal employment opportunity, sexual harassment will not be tolerated in the Postal Service in any form. The penalty for engaging in sexual harassment is severe discipline, including discharge. I am counting on our postal leaders to demonstrate that sexual harassment is totally unacceptable in the Postal Service.

All employees must be made aware of the following policy:

**USPS POLICY ON SEXUAL HARASSMENT**

The United States Postal Service is committed to providing a work environment free of sexual harassment.

Sexual harassment is improper and unlawful conduct, which undermines the employment relationship as well as employee morale:

- Making or threatening to make employment decisions based on an employee's submission to or rejection of sexual advances or requests for sexual favors.
- Deliberate or repeated unsolicited remarks with a sexual connotation or physical contacts of a sexual nature that are unwelcome to the recipient.
- A sustained hostile and abusive work environment so severe that it changes the terms and conditions of one's employment.

The Postal Service will not tolerate the presence of sexual harassment in the workplace, and employees who are found to have engaged in sexual harassment should expect serious disciplinary action, including removal. Postal employees who believe that they are the victims of sexual harassment may seek relief through the Equal Employment Opportunity (EEO) complaint process; grievance-arbitration procedure for bargaining unit employees under the collective bargaining agreements; and the grievance procedures for nonbargaining unit employees. Any possible criminal conduct should be reported to the Postal Inspection Service.

Employees who choose not to pursue a complaint through one of the above established procedures also may bring the situation to the attention of impartial supervisors or managers at the appropriate organizational level.

All managers and supervisors are charged with the responsibility for preventing sexual harassment in the workplace and, if sexual harassment occurs, for taking immediate and appropriate corrective action.



MARVIN RUNYON  
*Postmaster General*

## New Parcel Return Label

The Office of Classification and Rates Administration (OCRA) has distributed to all post offices Label 234, *Return Parcel to Addressee*. OCRA and the Document Control Division designed this new label from a composite of ideas employees and employee work groups recently suggested.

U.S. Postal Service  
**RETURN PARCEL TO ADDRESSEE**

\_\_\_\_\_ postage is required to remail this package to the sender.

Only an unopened package (or attached invoice), marked by the sender with the words **RETURN POSTAGE GUARANTEED**, may be returned without additional postage. Once opened, that package/invoice may not be mailed back to the sender without the prepayment of proper postage.

**Instructions for Remailing**

1. Remove this label.
2. Attach postage indicated above.
3. Blacken out your ZIP Code on address label or window envelope.
4. Blacken out address barcode, if used.
5. Draw arrow pointing to return address.

Thank you for your cooperation.  
Your local postmaster

Label 234, August 1992

Post offices should affix this peelable label to packages endorsed Return Postage Guaranteed that customers open, reseal, and then attempt to remail without paying the required postage. Postal employees need to weigh the package, rate the amount due, and write that amount on the underlined part in the upper left corner of the label before returning the package to the customer.

The customer receiving the returned package removes the label, blackens out the delivery address ZIP Code and any barcode, draws an arrow to the return address, and affixes the postage indicated on the label before dropping the package in the mail or handing it to a carrier.

Post offices needing additional labels may order them through the two materiel distribution centers (MDCs), using Form 7380, *MDC Supply Requisition*.

—Marketing and Customer Service Group, 10-15-92

### DMM Notice

## Form 3849-C Eliminated

Effective with *Domestic Mail Manual* (DMM) Issue 45 (12-20-92), DMM 224.222b is revised to eliminate references to Form 3849-C, *Express Mail—Notice of Attempted Delivery*.

The article titled Form 3849-C Eliminated in *Postal Bulletin* 21824 (9-17-92) erroneously indicated that this change was effective 9-17-92.

Each office will eliminate the use of Form 3849-C, *Express Mail—Notice of Attempted Delivery*, when the new Form 3849, *Delivery Notice/Reminder/Receipt*, is received. Any office that uses the national contract to overprint the Form 3849 with delivery office information will eliminate the use of Form 3849-C when the new overprinted forms are received.

—Marketing and Customer Services Group, 10-15-92

## Treasury Department Checks

November Supplemental Security Income checks and Veteran's Administration compensation and pension checks normally delivered on the first of the month are scheduled for delivery on Friday, October 30. The envelopes will bear the legend:

Postmaster: Requested delivery date is the 30th day of the month.

Civil Service annuity and Railroad Retirement checks are scheduled for delivery on Monday, November 2. The envelopes will bear the legend:

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

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

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

—Operations Support, 10-15-92

### DMM Correction

## Distribution Labeling List Exhibit Error

The *Domestic Mail Manual* (DMM) Issue 44 (9-20-92), contains an error in Exhibit 122.63f, Optional State Distribution Center (SDC) Labeling List for Mailer-Prepared Second-Class Publications. The Destination ZIP Codes for DIS CHICAGO IL 606 should be 600-607, 609-611, 613, 617.

This correction was announced in *Postal Bulletin* 21820, 7-23-92 (page 2), and was erroneously omitted from the DMM. The change was effective September 20, 1992.—Operations Support, 10-15-92



# ATTENTION!

IT IS AGAINST THE LAW TO  
DUPLICATE AND DISTRIBUTE  
UNAUTHORIZED COPIES  
OF SOFTWARE.

## 1992 COMMEMORATIVE STAMP COLLECTION

The 1992 Commemorative Stamp Collection, *Item 8992*, goes on sale October 29 throughout the country and by mail order from:

PHILATELIC SALES DIVISION  
BOX 449997  
KANSAS CITY MO 64144-9997

This product is a 36-page hardbound book, which includes 58 commemorative stamps and mounts and sells for \$22.95. The beautifully illustrated book provides colorful photographs and text featuring the stamp subjects, including Hummingbirds, Wildflowers, Wild Animals, Summer and Winter Olympics, Olympic Baseball, World War II—1942, Minerals, Space, the First Voyages of Columbus, and 12 other topics highlighted on 1992 commemoratives.

The book is part of a forthcoming holiday promotion in post offices lobbies for December.

The contractor will ship this product to stamp distribution offices (SDOs) and to those associate offices (AOs) that receive direct shipments of commemorative stamps from stamp manufacturers. These offices receive approximately 60 percent of their surveyed quantities as conducted last year.

Those SDOs that service Stores of the Future receive four shipments, marked For Stores of the Future. The number for the Stores' 1992 Commemorative Stamp Collection is *Item 8992E*. SDOs should not use these commemorative stamp collections to fill orders from other offices.

SDOs and AOs that receive shipments of 1992 Commemorative Stamp Collections should know that the books and stamp packets are not shipped separately as in the past. Rather, each carton is sent by Registered Mail and contains 20 books and a bundle of 20 corresponding stamp packets.

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

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

—Philatelic and Retail Services Dept., 10-15-92



## New Parcel Post Insurance for South Africa

Effective October 1, 1992, insured service is available for parcel post (air and surface) to South Africa. The maximum insurance amount is \$500.

*International Mail Manual* Issue 11 will contain this change. In the interim, window clerks must refer to the following rate table, Exhibit A:

### South Africa

#### Insurance (320)

Available for parcel post only  
See 324.2 for required markings

Insured Amount not over	Fee	Insured Amount not over	Fee
\$50.....	\$1.60	\$300.....	\$4.60
\$100.....	\$2.40	\$400.....	\$5.40
\$200.....	\$3.50	\$500 max.....	\$6.20

Exhibit A

Integrated retail terminal (IRT) software will be modified.

—Marketing and Customer Service Group, 10-15-92

## Relief of Postal Employees

Effective September 19, 1992, Accounting Period 1, Fiscal Year 1993, AIC 676, Relief of Postal Employees, will no longer be used. Process write-offs for physical loss or deficiency, counterfeit currency, and other losses through the claim for loss system. See Handbook F-1, *Post Office Accounting Procedures*, section 880.

Handbook F-4, *Examination of Postmaster's Accounting Transactions*, changes as follows:

- Delete section 356.2, and renumber 356.3.
  - Delete reference in appendix, page 39
- Handbook F-1 changes as follows: see above

- Delete reference in Appendix A, page 149
- Dept. of the Controller, 10-15-92

### Handbook PO-423 Revision

## Customer Address Data Base Modification

The Topeka Label Printing Center currently sends shipments of sack and tray labels directly to the requesting post office as defined on Form 8131, *Customer Address Data Base Modification*, dated September 1991. The requesting post office uses the same origin ZIP Code from Form 8131 on Form 1578-B, *Requisition for Facing Slips or Labels*, to direct the order to the proper address.

In many cases, employees at post offices receiving labels for customers must spend considerable time and effort relabeling and reshipping the labels from the post office to each customer. This process also increases the time it takes for customers to receive their labels.

Effective immediately, post offices requesting labels for customers may have the labels sent directly from the Label Printing Center to the customer. Use revised Form 8131, dated October 1992, shown on page 24, to utilize this option. This form is not available in the materiel distribution centers and must be copied from this *Postal Bulletin* for use.

A future update of Handbook PO-423, *Requisitioning Labels*, will include this change.

—Operations Support, 10-15-92

## Discontinuance of PSINs C1870 and C1871

Due to environmental concerns, supply items C1870 (Sodium Pentachlorophenate) and C1871 (Sodium Polyphosphate) are being discontinued as stocked items at the materiel distribution centers (MDCs). The Maintenance Technical Support Center will notify affected offices about recommended alternative sources.

Small offices requiring a boiler feed water conditioning chemical should order item C1838 (Quebracho, tannin, powder), stocked in 1 pound packages, from their servicing MDC.

—Purchasing Dept., 10-15-92

"Safety is in the eyes of those who see it.  
...accidents are made by those who don't look."



**NUMBERED SEALS ON REGISTERED MAIL**

Offices may use numbered seals (Item O-817C) to secure registered pouches and security liners in lieu of rotary locks but must not use the seals on sacks.

The proper method to apply these seals to pouches and security liners with grommets follows. Also see the accompanying photographs.

If the pouch or security liner does not have grommets, apply the seal as follows:



**Registered Pouch—With Grommets**

- Close the hasp over the staple and place the EP-9 envelope, flap end down and wording up, on the staple.
- Thread the small plain end of the seal, number down, through the bottom of the staple toward and through a grommet of the pouch.
- Bend the seal back and thread the plain end through the ball of the seal.
- The number of the seal should appear on the outside of the seal.



**Registered Pouch—Without Grommets**

- Close the hasp over the staple and place the EP-9 envelope, flap end down and wording up, on the staple.
- Thread the small plain end of the seal, number down, between the hasp and staple toward the top of the pouch or security liner.
- Bend the seal back and thread the plain end through the staple and into the ball of the seal.
- The number on the seal should appear on the outside of the seal.

—*Inspection Service, 10-15-92*

---



---

**If the address on your mailing label of *Postal Life* or *Postal Leader* is incorrect, complete Form 1216, *Employee's Current Mailing Address*. This form is available from your Personnel Office. Return the completed form to your Personnel Office for processing. No other form can be used for this purpose.**

---



---



DMM Notice

**DISTRIBUTION LABELING LIST EXHIBIT CHANGES**

Effective with *Domestic Mail Manual* (DMM) Issue 45 (12-20-92), DMM Exhibits 122.63c-e, 122.63h, 122.63i, 122.63m-o, and 122.63s-t are revised to reflect changes in mail processing operations.

Although mailers are encouraged to label according to the revised exhibits immediately, they must comply with these changes beginning December 20, 1992.

**Exhibit 122.63c**

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

ZIP Code	Label to
Delete: 054	BURLINGTON VT 054

**Exhibit 122.63d**

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

ZIP Codes	Label to
Change: From: 035-037, 050-053, 056-059 To: 035-037, 050-053, 057-059 Add: 054, 056	SCF WHITE RIVER JCT VT 050 SCF WHITE RIVER JCT VT 050 SCF BURLINGTON VT 054

**Exhibit 122.63e**

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

Destination ZIP Codes	Label to
Delete: 090-094, 096-098 * 090-094, 096-098 * 090-094, 096-098 * 962-965 * 966 Delete Footnotes 1-9.	DULLES VA APO 201 AMF OHARE IL APO 60666 NORTH TEXAS TX APO 750 AMF SEATTLE WA 98158 * FPO SAN FRANCISCO CA 966 *
Change: From: 962-965 * To: 962-966, 987	APO SAN FRANCISCO CA 962 1 AMF SAN FRANCISCO CA 962 APO/FPO
From: 835, 838, 980-985, 987-994, 998-999. To: 835, 838, 980-985, 988-994, 998-999.	DIS SEATTLE WA 980 DIS SEATTLE WA 980

(All origins label military ZIP Codes 090-094, 096-098 to AMF KENNEDY APO NY 00300, and military ZIP Codes 962-966, 987 to AMF SAN FRANCISCO CA 962 with APO/FPO on label line 2.)

**Exhibit 122.63h**

**Optional State Distribution Center (SDC) Labeling List for Mailer-Prepared Third- and Fourth-Class Irregular Parcels**

Destination ZIP Codes	Label to
Change: From: 010-069, 120-126, 128-129 To: 010-069, 120-129 From: 070-079, 088-089 To: 070-079, 085-089	BMC SPRINGFIELD MA 05500 BMC SPRINGFIELD MA 05500 DIS NORTH JERSEY NJ 07099 DIS NORTH JERSEY NJ 07099
From: 080-087, 169-199 To: 080-084, 169-199	BMC PHILADELPHIA PA 19204 NJ BMC PHILADELPHIA PA 19204 NJ
From: 004-005, 103-119, 127 To: 004-005, 103-119	DIS NORTH JERSEY NJ 07099 NY DIS NORTH JERSEY NJ 07099 NY

**Exhibit 122.63i**

**Bulk Mail Center (BMC) Labeling List for Mailer-Prepared Bulk-Rate Third- and Fourth-Class Machinable Parcel Mailings**

Destination ZIP Codes	Label to
Change: From: 004-005, 070-079, 088-098, 100-119, 127. To: 004-005, 070-079, 085-098, 100-119. From: 010-069, 120-126, 128-129 To: 010-069, 120-129 From: 080-087, 137-139, 169-199 To: 080-084, 137-139, 169-199	BMC NEW JERSEY NJ 10000 002 BMC NEW JERSEY NJ 10000 002 BMC SPRINGFIELD MA 05500 BMC SPRINGFIELD MA 05500 BMC PHILADELPHIA PA 19205 005 BMC PHILADELPHIA PA 19205 005

**Exhibit 122.63m**

**Three-Digit Labeling List for Automated Site Mailings**

3-Digit ZIP Code Prefix	Label For Single ZIP Code Tray
Change: From: 056 To: 056 Add: 324 394 396	WHITE RIVER JCT VT 056 BURLINGTON VT 056 PANAMA CITY FL 324 NEW ORLEANS LA 394 NEW ORLEANS LA 396

**Exhibit 122.63n**

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

3-Digit ZIP Code Prefix	Label for SCF Tray
Change: From: 035-037, 050-053, 056-059 To: 035-037, 050-053, 057-059 Add: 054, 056	SCF WHITE RIVER JCT VT 050 SCF WHITE RIVER JCT VT 050 SCF BURLINGTON VT 054

**Exhibit 122.63o**

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

3-Digit ZIP Code Prefix	Label for AADC Tray
Change: From: 325, 365-366 To: 324-325, 365-366 From: 395, 700-701, 703-704 To: 394-396, 700-701, 703-704	DIS PENSACOLA FL 325 DIS PENSACOLA FL 325 DIS NEW ORLEANS LA 700 DIS NEW ORLEANS LA 700

**Exhibit 122.63s**

**BMC/ASF Distribution Labeling List and Service Areas for Third- and Fourth-Class Destination Bulk Mail Center (DBMC) Rates**

Destination ZIP Codes	Label to
Change: From: 010-069, 120-126, 128-129 To: 010-069, 120-129 From: 004-005, 070-079, 088-098, 100-119, 127. To: 004-005, 070-079, 085-098, 100-119. From: 080-087, 137-139, 169-199 To: 080-084, 137-139, 169-199	BMC SPRINGFIELD MA 05500 BMC SPRINGFIELD MA 05500 BMC NEW JERSEY NJ 10000 BMC NEW JERSEY NJ 10000 BMC NEW JERSEY NJ 10000 BMC PHILADELPHIA PA 19205 BMC PHILADELPHIA PA 19205



**DISTRIBUTION LABELING LIST EXHIBIT CHANGES—Continued**

**Exhibit 122.63†**

Automated Area Distribution Center (AADC) Labeling List for Use With Letter-Size First-, Second-, and Third-Class ZIP + 4 and ZIP + 4 Barcoded Rate Mailings

Destination ZIP Codes	Label to
<b>Delete:</b>	
090-094, 096-098 <sup>2</sup>	DULLES VA APO 201
090-094, 096-098 <sup>3</sup>	AMF OHARE IL APO 60666
090-094, 096-098 <sup>4</sup>	NORTH TEXAS TX APO 750
152	PITTSBURGH PA 152
191-192	PHILADELPHIA PA 191
202-205	WASHINGTON DC 202
212	BALTIMORE MD 212
432	COLUMBUS OH 432
441	CLEVELAND OH 441
452	CINCINNATI OH 452
503, 509	DES MOINES IA 503
532	MILWAUKEE WI 532
554	MINNEAPOLIS MN 554
631	ST LOUIS MO 631
641	KANSAS CITY MO 641
802	DENVER CO 802
962-965*	AMF SEATTLE WA 98158*
966	FPO SAN FRANCISCO CA 966†
<b>Delete Footnotes 1-8.</b>	
<b>Change:</b>	
From: 010-013	SCF SPRINGFIELD MA 010
To: 010-013	DIS SPRINGFIELD MA 010
From: 150-151, 153-168, 260	DIS PITTSBURGH PA 150
To: 150-168, 260	DIS PITTSBURGH PA 150
From: 190	PHILADELPHIA PA 190
To: 190-192	SCF PHILADELPHIA PA 190
From: 200	WASHINGTON DC 200
To: 200, 202-205	SCF WASHINGTON DC 200
From: 210-211, 214-219, 254, 267	DIS BALTIMORE MD 210
To: 210-212, 214-219, 254, 267	DIS BALTIMORE MD 210
From: 270-274	DIS GREENSBORO NC 270
To: 270-274	SCF GREENSBORO NC 270
From: 300-302	SCF NORTH METRO GA 300
To: 300-302, 305	SCF NORTH METRO GA 300
From: 298, 305-306, 308-309	DIS NORTH METRO GA 301
To: 298, 306, 308-309	DIS NORTH METRO GA 301
From: 360-361, 363-364, 367-368	SCF MONTGOMERY AL 360
To: 360-361, 363-364, 367-368	DIS MONTGOMERY AL 360
From: 430-431, 433, 437-438, 456-457	DIS COLUMBUS OH 430
To: 430-433, 437-438, 456-457	DIS COLUMBUS OH 430

**Exhibit 122.63†—Continued**

Automated Area Distribution Center (AADC) Labeling List for Use With Letter-Size First-, Second-, and Third-Class ZIP + 4 and ZIP + 4 Barcoded Rate Mailings

Destination ZIP Codes	Label to
From: 440, 444-445, 448-449	DIS CLEVELAND OH 440
To: 440-441, 444-445, 448-449	DIS CLEVELAND OH 440
From: 410, 450-451, 459, 470	DIS CINCINNATI OH 450
To: 410, 450-452, 459, 470	SCF CINCINNATI OH 450
From: 500-502, 504-505, 508, 525	DIS DES MOINES IA 500
To: 500-505, 508-509, 525	DIS DES MOINES IA 500
From: 498-499, 530-531, 534, 541-543, 549	DIS MILWAUKEE WI 530
To: 498-499, 530-532, 534, 541-543, 549	DIS MILWAUKEE WI 530
From: 553, 555, 560-564, 566	DIS MINNEAPOLIS MN 553
To: 553-555, 560-564, 566	DIS MINNEAPOLIS MN 553
From: 620, 622, 624, 628-630, 633-639	DIS ST LOUIS MO 630
To: 620, 622, 624, 628-631, 633-639	DIS ST LOUIS MO 630
From: 640, 644-658, 660-662, 664-668	DIS KANSAS CITY MO 640
To: 640-641, 644-658, 660-662, 664-668	DIS KANSAS CITY MO 640
From: 800-801, 803-816	DIS DENVER CO 800
To: 800-816	DIS DENVER CO 800
From: 855-857	SCF TUCSON AZ 856
To: 855-857	DIS TUCSON AZ 856
From: 962-965*	APO SAN FRANCISCO CA 962†
To: 962-966, 987	AMF SAN FRANCISCO CA 962 APO/FPO
From: 967-969	SCF HONOLULU HI 967
To: 967-969	DIS HONOLULU HI 967
From: 835, 838, 980-985, 987-994, 998-999	DIS SEATTLE WA 980
To: 835, 838, 980-985, 988-994, 998-999	DIS SEATTLE WA 980

(All origins label military ZIP Codes 090-094, 096-098 to AMF KENNEDY APO NY 00300, and military ZIP Codes 962-966, 987 to AMF SAN FRANCISCO CA 962 with APO/FPO on label line 2.)—Operations Support, 10-15-92

*DMM Revision*

**FLATS BARCODE SPECIFICATION CHANGE**

Effective immediately, *Domestic Mail Manual* (DMM) 551.522 is revised to make the dimensional specifications for a baseline shifts of barcodes consistent for both letter-size and flat-size mail. The baseline shift for the individual bars of a Postnet barcode on a flat-size mailpiece is 0.015 inches, effective immediately.

This revision will appear in DMM Issue 45 (12-20-92)

**551.5 Skew and Baseline Shift**

\* \* \* \* \*

**551.52 Flat-Size Mail**

\* \* \* \* \*

**551.522 Baseline Shift.** The individual bars of a barcode on a flat-size mailpiece must not be verti-

cally offset more than 0.015 inch from the average baseline of the barcode (see Exhibit 551.5).

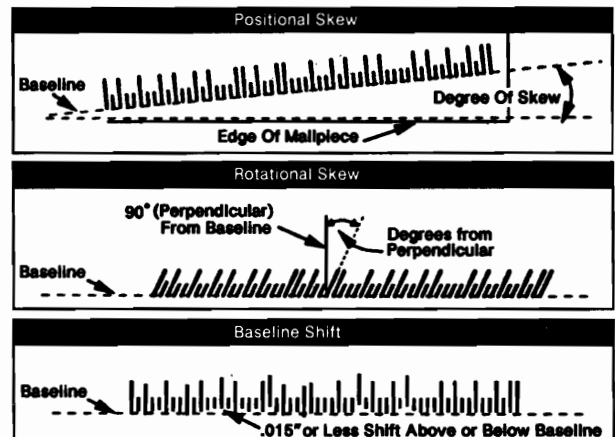


Exhibit 551.5, Barcode Skew and Baseline Shift

—Marketing and Customer Service Group, 10-15-92

## PARCEL REDELIVERY POLICY UPDATE

The implementation of the parcel redelivery policy outlined in the September 17, 1992, *Postal Bulletin* and the service talk dated September 28 has been delayed for *rural carriers only*. The implementation policy issuance was not available in time to be properly implemented during the Special Count of Mail conducted on rural routes September 17-30, 1992. Carriers and managers need to be aware of this policy as one of the factors when electing their option relative to the national mail count scheduled for September 1993. The redelivery policy compliance will begin with this mail count.

Due to the promotion of this policy with the mailing industry, neither the Postal Service nor the National Rural Letter Carriers' Association wants to stop any ongoing procedures that may have voluntarily been in place prior to publishing the September 17 *Postal Bulletin* article. Also, some offices received the Bulletin in time to implement the redelivery procedures, and the new procedure will remain in place in these locations.

### Service Talk

In the service talk on the new parcel redelivery policy, dated September 28, a line was dropped at

the end of the first page. The fourth paragraph of the service talk should read (the missing line is in italics):

By talking with parcel shippers, we knew we needed to do something more to deliver parcels when we do not have the mailer's or customer's permission to leave them. To increase the number of parcels we actually deliver, a new parcel delivery policy has been developed at the suggestion of national representatives from the city and rural carrier unions. Under the new policy, you will make an automatic second parcel delivery for *customers who are typically available to receive parcels*. In this situation, do not leave a Form 3849, *Delivery Notice/Reminder/Receipt*, after the first attempt. Instead, write the date, your initials and route number near the address. Place the parcel in your gurney when you return to the office. Make a second delivery attempt the next delivery day. If the customer is not available to receive the parcel on the second attempt, then leave a Form 3849. This change will increase the convenience of parcel delivery for many customers, especially customers like the elderly that may have difficulty getting to a post office.

—*Delivery, Distribution, and Transportation Dept., 10-15-92*

## National Retirement Counseling System

The National Retirement Counseling System (NARECS) provides computer-generated annuity estimates, on a semiannual basis, to employees eligible for optional retirement under the Civil Service Retirement System (CSRS). NARECS also provides annuity estimates to employees eligible for unreduced immediate retirement benefits under the Basic Benefit Plan of the Federal Employees Retirement System (FERS).

Because of the wide distribution of annuity estimates under the special retirement option offered to certain groups of employees during the August 17 through October 3, 1992, window, the normal August distribution was not made. However, for employees not covered by the special retirement option, these annuity estimates will now be made available in October. They will be shipped in bulk to field installations the week of October 19, 1992.

Employing offices must advise these employees of the availability of the printouts by bulletin board announcements or employee newsletters. (Use the bulletin board notice on page 17.) Employing offices, however, must do nothing that could be viewed as coercing or inducing employees to retire. Optional retirement is a purely personal decision.—*Employee Relations, 10-15-92*

## Postmaster Relief/Leave Replacement Longevity Bonus

Each year, employees who have completed at least 3 consecutive years as Postmaster Relief/Leave Replacements (PMR/LRs) receive a longevity bonus. As in the past, this year's bonus will be included in paychecks for Pay Period (PP) 23 (November 6, 1992).

To be eligible to receive this bonus, an employee must have been continuously on the rolls working as a PMR/LR and/or Officer-in-Charge (OIC) for 80 or more hours during each of the last 3 fiscal years as of the end of the last fiscal year (September 18, 1992), and must still be on the rolls in any capacity on the first day of PP 23-92, October 17, 1992.

For eligible PMR/LRs who have worked 80 or more hours during the preceding year, longevity bonus amounts are calculated by multiplying the PMR/LR's average hourly rate for work as a PMR/LR or OIC during the preceding fiscal year by the number of hours the employee worked in those capacities during the same period. The product of that calculation is then multiplied by the bonus calculation percentage factor (1 percent) and, finally, that product is multiplied by the PMR/LR's number of full and consecutive years of service as a PMR/LR and/or OIC (up to a maximum of 7).

—*Employee Relations Dept., 10-15-92*

All IRT, WRU, CTT Offices

## SETTING CLOCKS FOR STANDARD TIME

Correct system time in integrated retail terminals (IRTs) and Weighing and Rating Units (WRUs) is critical because Express Mail acceptance times, service commitments, and network status are verified and recorded using the internal clocks. The IRT system time is also printed on customer receipts and employee reports. Express Mail arrival times are determined from the computerized tracking and tracing (CTT) scanner clocks.

Managers must ensure that all clocks in IRTs, WRUs, and CTT scanners under their control are set *back* 1 hour before opening for business on Monday, October 26, to reflect the change to Standard Time in most locations. Facilities with Saturday night operations should reset the time as soon as possible after the 2 a.m. Sunday start time.

Use menu Item 11, Set System Date and Time, from the Control Menu on the UNISYS Phase III Supervisor Disk.

Set System Date and Time is item 12 on the UNISYS Phase II Supervisor Disk Control Menu.

Select menu item 5, Change Fees and Tables, from the Main Menu on the MOS IRTs Control Disk, then select item 5, Set Unit Date and Time, from the Change Fees and Tables Menu.

*Laser Scanner.* Press the Control (CTRL) key and press the T key. The current date and time appears. Press the Clear (CLR) key. A date prompt appears. Enter the current date as MMDDYY (example: 102592). Press the Enter key. The scanner will then prompt you to enter the time. Enter correct Stand-

ard Time in military format (examples: 8 a.m.=0800, 1:30 p.m.=1330). Press the Enter key. The scanner then returns to the screen at the beginning of the time change process. Press the CTRL key and the T key to verify the time and date. If correct, press the Enter key; if not, reenter correct information.

*Contact Scanner.* Press the Function (FUNC) key and press the T key. The current date and time will be displayed. Press the Clear (CLR) key. The user then is prompted to enter a date. Enter the current date as MMDDYY (example: 102591). Press the Enter key. The scanner then prompts the user to enter the time. Enter correct Standard Time in military format (examples: 8 a.m.=0800, 1:30 p.m.=1330). Press the Enter key. The scanner then returns to the first screen at the beginning of the time change process. Press the Function key and then the T key to verify the time and date. If correct, press the Enter key; if not, reenter correct information.

*Setting WRU clocks.* Select item 2, Change System Data, from the Maintenance Menu. Select 1, Change System Date and Time, from the Change System Data Menu. The Set System Date and Time screen appears. Press Yes to accept the current date. The time appears. Press No to clear the time. Enter correct Standard Time in military format (examples: 8 a.m.=0800, 1:30 p.m.=1330). Press Yes to save the corrected time. The Change System Data Menu appears. Verify the time and date and correct any errors.

—Customer Service Support Dept., 10-15-92

## Discontinuance of Supply Items

The materiel distribution centers (MDCs) are out of stock on item 0815, Seal, Anti-pilferage, NSN 5340-00-086-4069. The replacement item is 0818A, NSN 5340-02-000-8208.

MDCs will no longer stock items 0816A, seals, lead rivet, NSN 5340-02-000-8876, and item 0816B, seals, lead rivet, NSN 5340-02-000-8877, when supplies are depleted. The replacement item is 0818A, NSN 5340-02-000-8208.

MDCs will not carry the following items when they exhaust current stocks:

- 07503 label, pressure sensitive, 2.75 x 1.1875 in, 6,250 per roll, for label printing machine
- 07503A label, pressure sensitive, 25,000 per roll
- 025E letter transfer for sign 141B only
- 052 jacket, envelope, white, for Welcome Wagon kit
- 073C stencils, mimeograph

—Procurement and Supply Dept., 10-15-92

*DMM Revision*

## Detention of Absentee Ballot Materials

Effective immediately *Domestic Mail Manual* (DMM) 138 is revised to incorporate language omitted with the recent reorganization of part 137 regarding official mail. The revision clarifies that absentee balloting materials must not be detained or treated as unpaid mail. Questions concerning absentee balloting materials must be submitted to the rates and classification centers.

Renumber current 138.4 as 138.5. Renumber Exhibits 138.41 and 138.42 as 138.51 and 138.52; and insert new section 138.4 to read as follows:

**138.4 Absentee Ballot Materials Not To Be Detained.** Except as provided in 115, absentee balloting material must not be detained or treated as unpaid mail. It must be promptly dispatched and delivered to the addressee. Questions concerning possible abuse or impropriety must be referred to the rates and classification center (RCC).

—Marketing and Customer Service Group, 10-15-92



Copyright U.S. Postal Service 1991



Copyright U.S. Postal Service 1991

**Format:** Panes of 50 (300 per sheet format)

Booklets of 20 (five panes of four)

**Issue Date:** October 22, 1992

**City:** Kansas City, MO

**Designer and Typographer:** Lou Nolan,  
McLean, VA

**Art Director and Project Manager:** Liz Altobell,  
Program Manager, Design Section,  
U.S. Postal Service

**Manufacturing Process:** Pane: offset lithography,  
Ashton-PotterAmerica, Inc., Amherst, NY  
Booklet: Gravure, American Bank Note  
(contractor), Multi-Color Corporation (printer)  
Booklet: Gravure/offset, American Bank Note  
(contractor)

**Colors:** Pane: Black, yellow, magenta, cyan,  
and green

Booklet (Multi-Color): Yellow, magenta, cyan,  
black, red, and green

**Size:** .87 x 1.14 in / 22.1 x 28.96 mm (single stamp  
overall)

1.74 x 2.28 in / 44.2 x 57.92 mm (block of  
four)

1.74 x 3.15 in / 44.2 x 79.91 mm (booklet  
pane with tab)

**Plate Numbers:** Pane: Five preceded by the letter P,  
Booklet: Six preceded by the letter A

**Marginal Markings:** ©U.S. Postal Service 1991  
Use Correct ZIP Code®

**Format:** Panes of 50 (300 per sheet format),

Booklets of 20 (two panes of 10)

**Issue Date:** October 22, 1992

**City:** Washington, DC

**Designer and Typographer:** Bradbury Thompson,  
Riverside, CT

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

**Modeler:** Clarence Holbert, Bureau of Engraving  
and Printing

**Engraver:** Thomas Hipschen (picture) and Gary  
Slaght (lettering)

**Manufacturing Process:** Offset/intaglio, BEP

**Colors:** Intaglio: Red, brown

Offset: Blue, yellow, pink, red

**Size:** .77 x 1.05 in / 19.6 x 26.7 mm (image area)

.91 x 1.19 in / 23.1 x 30.2 mm (overall)

**Plate Numbers:** Pane: Four offset and one intaglio,  
Booklet: One intaglio

**Marginal Markings:** ©U.S. Postal Service 1991  
Use Correct ZIP Code®

# Traditional and Contemporary Christmas Stamps

Five new 29-cent stamp designs will usher in the 1992 holiday season at first day of issue ceremonies in Kansas City, Missouri, and Washington, DC, on October 22. Both the contemporary and traditional Christmas stamps are available in booklets of 20 for \$5.80 and panes of 50.

The single traditional Christmas stamp, designed by Bradbury Thompson of Riverside, Connecticut, is based on the painting *Madonna and Child With Saints* by Italian Renaissance artist Giovanni Bellini. The original painting is on display at the National Gallery of Art, Washington, DC.

The contemporary designs feature colorful renditions of antique toys: a pony and rider, a locomotive, a steam engine, and a steamship.

Customers will have 60 days to obtain the first day of issue postmark by mail.

The easiest way is to purchase the new stamps at the local post office, affix the stamps to envelopes of choice, address the envelopes (to one's self or others), insert a card of postcard thickness, tuck in the flap, and place the envelopes in a larger envelope addressed to:

CUSTOMER AFFIXED  
ENVELOPES  
CONTEMPORARY CHRIST-  
MAS STAMP  
POSTMASTER  
315 W PERSHING RD  
KANSAS CITY MO  
64108-9991

CUSTOMER AFFIXED  
ENVELOPES  
TRADITIONAL CHRIST-  
MAS STAMP  
POSTMASTER  
900 BRENTWOOD RD NE  
WASHINGTON DC  
20066-9991

Once the first day of issue postmark is applied, the envelopes will be returned through the mail. There is no charge for the postmark.

The Postal Service will affix Christmas stamps to customer-supplied, self-addressed envelopes only in the following ways:

- a single traditional pane stamp (29¢)

- a single traditional booklet pane of 10 stamps (\$2.90)
- a random single contemporary pane stamp (29¢)
- a block of four contemporary pane stamps (\$1.16)

Customers who wish the Postal Service to affix stamps (to a maximum of 50 envelopes) should send self-addressed envelopes and the proper payment, in check or money order, to:

TRADITIONAL CHRIST-  
MAS SHEET STAMP  
POSTMASTER  
900 BRENTWOOD RD NE  
WASHINGTON DC  
20066-9992

TRADITIONAL CHRIST-  
MAS BOOKLET STAMPS  
POSTMASTER  
900 BRENTWOOD RD NE  
WASHINGTON DC  
20066-9992

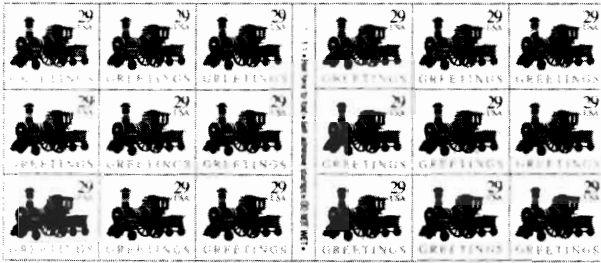
CONTEMPORARY CHRIST-  
MAS SHEET STAMP  
POSTMASTER  
315 W PERSHING RD  
KANSAS CITY MO  
64108-9992

CONTEMPORARY CHRIST-  
MAS BOOKLET STAMPS  
(SPECIFY ITEM NUMBER)  
POSTMASTER  
315 W PERSHING RD  
KANSAS CITY MO  
64108-9992

The Postal Service will apply the appropriate first day of issue cancellation to any combination of the 1992 contemporary and traditional Christmas stamps, provided the stamps are already affixed. All orders must be postmarked by December 21, 1992.

Covers prepared by customers and bearing any combinations of both Christmas stamps may be submitted for either the Kansas City, Missouri, or Washington, DC, cancellation. Requests must specify which cancellation is desired. All combination cover requests, regardless of the cancellation desired, should be addressed: COMBINATION COVERS, CHRISTMAS STAMPS, POSTMASTER, 315 W PERSHING RD, KANSAS CITY MO 64108-9993.

—Stamp Announcement 92-35, 10-15-92



Copyright U.S. Postal Service 1991

**Format:** Panes of 18

**Issue Date:** October 28, 1992

**City:** New York, NY

**Designer and Typographer:** Lou Nolan,  
McLean, VA

**Art Director:** Derry Noyes, Design Coordinator,  
Citizens' Stamp Advisory Committee

**Project Manager:** Elizabeth A. Altobell, Program  
Manager, Design Section, U.S. Postal Service

**Engraver and Modeler:** Intaglio Corp.

**Manufacturing Process:** Gravure, Avery Dennison  
**Colors:** Yellow, magenta, cyan, black, green (PMS  
349C)

**Size:** .982 x .87 in / 25 x 22 mm (overall)

6.125 x 2.61 in / 155.2 x 66.3 mm (full pane)

**Plate Numbers:** Five preceded by the letter V

## Christmas ATM Stamp

The Postal Service will issue its new 29-cent Christmas ATM stamp at the Postage Stamp Mega Event in New York City on October 28.

The Christmas ATM stamp features the same locomotive design that appears on the Contemporary Christmas block of four stamps. The 18-stamp configuration is identical to the Liberty Torch ATM stamp pane, except that the design appears horizontally instead of vertically.

The pane of 18 Christmas ATM stamps (Item 5541) will sell for \$5.22. Bank customers may use their bank cards at automated teller machines (ATMs) that offer this service to select the stamps from a menu of banking options and have the cost of the stamps deducted automatically from their accounts.

The Christmas ATM stamps also will be available by mail order from the PHILATELIC SALES DIVISION, PO BOX 449997, KANSAS CITY, MO 64144-9997. The sales division also accepts VISA®, MasterCard®, and DISCOVER® orders by mail, telephone (816/455-4880), and FAX (816/453-7264). The

usual \$10 minimum and 50 cents handling fee applies.

Customers have 60 days to obtain the first day of issue postmark by mail. The easiest way is to purchase the new stamps from the Philatelic Sales Division, 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, CHRISTMAS ATM STAMP, POSTMASTER, FIRST DAY COVER UNIT, MORGAN GMF RM 1037, NEW YORK NY 10199-9991.

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 December 27.

Customers who wish the Postal Service to affix stamps (to a maximum of 50 envelopes) should send self-addressed envelopes and 29 cents per stamp, in check or money order, to: CHRISTMAS ATM STAMP, POSTMASTER, FIRST DAY COVER UNIT, MORGAN GMF RM 1037, NEW YORK NY 10199-9992.

—Stamp Announcement 92-34, 10-15-92

OCTOBER 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.



**Wendy Marie Fogle**  
 Born: 08-12-75  
 Date Missing: 07-22-91  
 From: Middleton, MD



**Nadeem Ahmad Khan**  
 Born: 07-13-85  
 Date Missing: 04-26-90  
 From: Chicago, IL



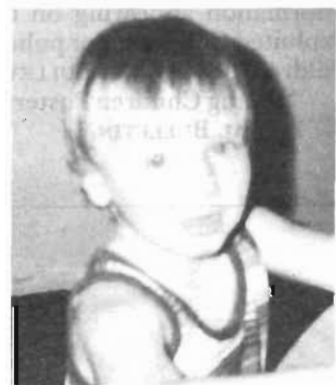
**William Brian Martin**  
 Born: 03-17-76  
 Date Missing: 03-08-91  
 From: Guyton, GA



**Bryan James Matelyan**  
 Born: 08-26-86  
 Date Missing: 09-16-90  
 From: Cherry Hill, NJ



**Laura Reuter**  
 Born: 10-17-74  
 Date Missing: 12-28-90  
 From: Sacramento, CA



**William Franklin Steen, Jr.**  
 Born: 07-03-88  
 Date Missing: 10-22-91  
 From: Bradenton, FL

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



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

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

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

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

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

# IEW OF THE 1993 COMMEMORATIVE

Special issues is a *tentative* schedule subject to changes in the issue. Postal Service policy to sell commemorative issues at all regular window



**Space Fantasy**  
Format: Booklet of 20  
Issue Date: January

**Percy Lavon Julian**  
Format: Pane of 50  
Issue Date: January



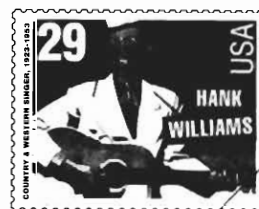
**Dean Acheson**  
Format: Pane of 50  
Issue Date: April



**Cherokee Strip**  
Format: Pane of 20  
Issue Date: April



**Recognizing Deafness/  
American Sign Language**  
Format: Pane of 20  
Issue Date: August



**Hank Williams**  
Format: Pane of 40  
Issue Date: August

**Country & Western**  
Format: Booklet of 20  
Issue Date: September

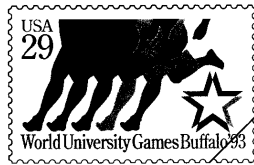
# MEMORATIVE AND SPECIAL STAMP ISSUES

changes in the issue dates, formats, and design elements. More specific information will be provided to the field (through Postal Bulletins) all regular windows for 60 days following the first day of issue and at philatelic windows approximately six months after first day of issue.

et of 20  
uary



**Ray Lavon Julian**  
Format: Pane of 50  
Issue Date: January



**World University Games**  
Format: Pane of 50  
Issue Date: February



**Oklahoma!**  
Format: Pane of 40  
Issue Date: March

**Grace Kelly**  
Format: Pane of 50  
Issue Date: March



**Garden Flowers**  
Format: Booklet of 20  
Issue Date: May



**World War II - 1943**  
Format: Miniature Sheet of 10  
Issue Date: May  
(Categorized as a stamp product - AIC092)



**Sports Horses**  
Format: Pane of 40  
Issue Date: May



**Youth Classics**  
Format: Pane of 20  
Issue Date: October



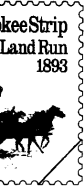
**Christmas Traditional**  
Format: Pane of 50  
Issue Date: October  
(No booklet being produced)



**Christmas Contemporary**  
Format: Pane of 50,  
Pressure-sensitive Booklet of 12  
and Booklet of 20  
Issue Date: October



**Northern Mariana Islands**  
Format: Pane of 20  
Issue Date: November



0



**Western Family**  
Format: Booklet of 20  
Issue Date: September



**This Office  
Will Be Closed  
Wednesday  
November 11, 1992  
To Celebrate  
*Veterans Day***



*Please Drive Safely*





# STATEMENT OF SUPPORT FOR THE GUARD AND RESERVE

We recognize the National Guard and Reserve as essential to the strength of our nation and the well-being of our communities.

In the highest American tradition, the patriotic men and women of the Guard and Reserve serve voluntarily in an honorable and vital profession. They train to respond to their community and their country in time of need. They deserve the support of every segment of our society.

If these volunteer forces are to continue to serve our nation, increased public understanding is required of the essential role of the Guard and Reserve in preserving our national security. Their members must have the cooperation of all American employers in encouraging employee participation in Guard and Reserve training programs.

Therefore, we join other employers in pledging that:

1. Employment will not be denied because of service in the Guard or Reserve;
2. Employee job and career opportunities will not be limited or reduced because of service in the Guard or Reserve;
3. Employees will be granted leaves of absence for military training in the Guard or Reserve, consistent with existing laws, without sacrifice of vacation; and
4. This agreement and its resultant policies will be made known throughout our organization.

*Marcus Perry*

Employer

July 29, 1992

Date

*William O. Drouble*

Chairman

National Committee for Employer Support  
of the Guard and Reserve

*Richard B. Cheney*

Secretary of Defense



## INTERNATIONAL CUSTOMIZED MAIL

On September 16, 1992, the Postal Service entered into an International Customized Mail service agreement with a qualifying mailer. In accordance with *International Mail Manual (IMM) 290.4*, the Postal Service hereby makes public the following information about that service agreement:

**Term.** September 16, 1992, through August 31, 1993.

**Type of Mail.** Postal parcels; all parcels comply with the size and weight limits specified in IMM 273.

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

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

**Minimum Volume Commitments.** The mailer has agreed to use the Postal Service for all of its international postal parcel mailings while the service agreement is in effect, except that the mailer is not obligated to use the Postal Service for its postal parcel mailings to Canada, Mexico, Great Britain, Germany, Australia, and New Zealand sent on or before November 30, 1992.

**Worksharing.** The mailer has agreed (1) to sort and to sack its parcels to the individual destination country; (2) to sort and to sack its parcels to Canada according to specified Canadian Postal Code separations; (3) to mark its parcels sent at air rates with the endorsement Airmail Par Avion; (4) to palletize its parcels as instructed by the Postal Service; (5) to have its parcels to all countries except Japan appear on a computerized manifest generated under a Postal Service-approved Manifest Mailing System that includes, for each destination country, a summary of the number of parcels of each different weight and the total weight of parcels in that mailing; (6) to have its parcels to Japan appear on a manifest that specifies the total weight of parcels in that mailing being sent to Japan; (7) to tender its parcels to the Postal Service at designated Postal Service surface exchange offices, or at other designated Postal Service or air carrier facilities, as appropriate.

### Parcels Sent on or Before November 30, 1992

Country or Rate Group <sup>1</sup>	Air Rate <sup>2</sup>	Local Tender Surface Rate <sup>3</sup>	Exchange Office Surface Rate <sup>4</sup>
1.....	\$2.00/lb.....	\$1.79/lb.....	\$1.59/lb.
2.....	\$5.50/lb.....	\$2.26/lb.....	\$2.06/lb.
3.....	\$6.25/lb.....	\$2.70/lb.....	\$2.50/lb.
4.....	\$5.25/lb.....	\$2.21/lb.....	\$2.01/lb.
5.....	\$4.75/lb.....	\$2.49/lb.....	\$2.29/lb.
Canada.....	NA <sup>5</sup> .....	NA.....	NA
Mexico.....	NA.....	NA.....	NA
Great Britain..	NA.....	NA.....	NA
Germany.....	NA.....	NA.....	NA
Australia.....	NA.....	NA.....	NA
New Zealand...	NA.....	NA.....	NA

### Parcels Sent on or After December 1, 1992

Country or Rate Group	Air Rate	Local Tender Surface Rate	Exchange Office Surface Rate
1.....	\$2.00/lb.....	Published <sup>6</sup> .....	\$1.59/lb.
2.....	\$5.50/lb.....	Published.....	\$2.06/lb.
3.....	\$6.25/lb.....	Published.....	\$2.50/lb.
4.....	\$5.25/lb.....	Published.....	\$2.01/lb.
5.....	\$4.75/lb.....	Published.....	\$2.29/lb.
Canada.....	NA.....	Published.....	NA
Mexico.....	NA.....	Published.....	NA
Great Britain..	NA.....	Published.....	\$2.00/lb.
Germany.....	NA.....	Published.....	\$2.00/lb.
Australia.....	NA.....	Published.....	\$2.00/lb.
New Zealand...	NA.....	Published.....	\$2.00/lb.

<sup>1</sup> See Destination Country Rate Group Table below.

<sup>2</sup> For parcels sent as air parcels and tendered to the Postal Service at its local airport mail facility or at the appropriate air carrier facilities.

<sup>3</sup> For parcels tendered to the Postal Service at its local bulk mail facility.

<sup>4</sup> For parcels tendered to the Postal Service at its surface exchange offices located at Jersey City, New Jersey and Oakland, California.

<sup>5</sup> This type of service is not available.

<sup>6</sup> This service is available at the surface parcel post rate in effect at the time the mailer tenders its parcels to the Postal Service, as shown in the IMM's Individual Country Listings.

These rates are based on the mailer's tendering its parcels to the Postal Service at particular facilities according to an agreed-upon distribution scheme. The mailer has agreed that in the event that the total weight of parcels that it tenders at local tender surface rates on or before November 30, 1992, is more than 25 percent of the total weight of all parcels that it tenders on or before November 30, 1992, the mailer will pay the Postal Service liquidated damages in an amount equal to 20 cents per pound for each pound over the 25-percent maximum.

—International Business Dept., 10-15-92

---

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

---



DESTINATION COUNTRY RATE GROUP TABLE

**GROUP 1**

ANGUILLA	BERMUDA	EL SALVADOR	JAMAICA	ST CHRISTOPHER & NEVIS
ANTIGUA & BARB	BRITISH VIRGIN IS	GRENADA	MARTINIQUE	ST LUCIA
ARUBA	CAYMAN IS	GUADELOUPE	MONTSERRAT	ST VINCENT & GRENADINES
BAHAMAS	COSTA RICA	GUATEMALA	NETHERLANDS ANT	TRINIDAD & TOBAGO
BARBADOS	DOMINICA	HAITI	NICARAGUA	TURKS & CAICOS IS
BELIZE	DOMINICAN REP	HONDURAS	PANAMA	

**GROUP 2**

AFGHANISTAN	FIJI	KOREA, REP	PAKISTAN	SYRIA
BAHRAIN	FRENCH POLY	KUWAIT	PAPUA NEW GUINEA	TAIWAN
BALEARIC IS	GREENLAND	LATVIA	PHILIPPINES	THAILAND
BANGLADESH	HONG KONG	LEBANON	PITCAIRN IS	TONGA
BHUTAN	INDIA	LITHUANIA	QATAR	TURKEY
BRUNEI	INDONESIA	MACAO	RUSSIA	TUVALU
CHINA	IRAN	MALAYSIA	SABA	UNITED ARAB EMIRATES
COOK IS	ISRAEL	MALDIVES	SAUDI ARABIA	VANUATU
CURACAO	JAPAN	MYANMAR (BURMA)	SINGAPORE	WESTERN SAMOA
CYPRUS	JORDAN	NAURU	SOLOMON IS	YEMEN
EAST TIMOR	KAMPUCHEA	NEPAL	SRI LANKA	
ESTONIA	KIRIBATI	NEW CALEDONIA	ST EUSTATIUS	
FALKLAND IS	KOREA, DEM REP	OMAN	ST MAARTEN	

**GROUP 3**

ALGERIA	CONGO	KENYA	NAMIBIA	ST HELENA
ANGOLA	COTE D'IVOIRE	LESOTHO	NIGER	SUDAN
BENIN	DJIBOUTI	LIBERIA	NIGERIA	SWAZILAND
BOTSWANA	EGYPT	LIBYA	REUNION	TANZANIA
BURKINA	EQUIT GUINEA	MADAGASCAR	RWANDA	TOGO
BURUNDI	ETHIOPIA	MALAWI	SAO TOME & PRINC	TRISTAN DA CUNHA
CAMEROON	GABON	MALI	SENEGAL	TUNISIA
CAPE VERDE	GAMBIA	MAURITANIA	SEYCHELLES	UGANDA
CENT AFRICAN REP	GHANA	MAURITIUS	SIERRA LEONE	ZAIRE
CHAD	GUINEA	MOROCCO	SOMALIA	ZAMBIA
COMOROS	GUINEA-BISSAU	MOZAMBIQUE	SOUTH AFRICA	ZIMBABWE

**GROUP 4**

ALBANIA	DENMARK	HUNGARY	MONACO	SPAIN
ANDORRA	FAROE IS	ICELAND	NETHERLANDS	SWEDEN
AUSTRALIA	FINLAND	IRELAND	NEW ZEALAND	SWITZERLAND
AZORES	FRANCE	ITALY	NORWAY	VATICAN CITY
BELGIUM	GERMANY	LIECHTENSTEIN	POLAND	YUGOSLAVIA
BULGARIA	GIBRALTAR	LUXEMBOURG	PORTUGAL	
CANARY IS	GREAT BRITAIN	MADEIRA IS	ROMANIA	
CZECHOSLOVAKIA	GREECE	MALTA	SAN MARINO	

**GROUP 5**

ARGENTINA	CHILE	FRENCH GUIANA	PERU	VENEZUELA
BOLIVIA	COLOMBIA	GUYANA	SURINAME	
BRAZIL	ECUADOR	PARAGUAY	URUGUAY	





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

To be posted and used by retail window employees. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*. The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. In addition to this listing, do not cash: (1) all card type orders, and (2) new style money orders 000,000.001 to 600,000,000. Advise holders to send invalid money orders to Canada Post Corporation, Ottawa, Canada K1A 0B1.

575,913,145	to	614,442,385	to	2,400	628,390,001	to	0,300	644,858,601	to	8,800	
		614,487,801	to	7,900	628,455,689	to	6,200	644,932,601	to	3,100	
579,877,101	to	7,200	614,608,143	to	8,152	628,600,766	to	601,000	644,941,801	to	2,100
580,207,301	to	7,770	615,753,401	to	3,600			601,000	644,990,601	to	1,100
589,005,217	to	5,300	616,042,700	to	3,300	629,893,459	to	3,500	645,167,901	to	8,200
589,876,801	to	6,900	616,192,014	to	2,100	630,199,031	to	9,100	645,541,101	to	1,300
590,230,567	to	0,600	616,320,501	to	1,200	630,233,957	to	4,300	645,550,622	to	0,700
594,724,301	to	4,900	616,339,601	to	9,700	630,252,101	to	2,200	645,605,886	to	5,900
594,768,672	to	8,700	617,008,801	to		630,301,208	to	1,300	645,634,441	to	4,600
594,952,701	to	3,400			009,000	630,331,801	to		645,634,444	to	0,465
596,073,100	to	3,500	617,127,319	to	8,100			332,100	646,262,901	to	3,200
596,308,901	to	9,100	617,461,706	to	1,800	630,334,070	to	4,600	646,264,363	to	4,400
597,044,346	to	4,400	617,478,723	to	8,800	630,342,552	to	2,600	646,270,054	to	0,085
597,253,460	to	3,500	617,582,829	to	2,900	630,642,629	to	2,700	646,321,801	to	2,000
598,659,921	to		617,739,158	to	9,200	630,904,718	to	4,900	646,322,201	to	2,800
		660,100	618,333,401	to	4,100	630,995,315	to	5,400	646,505,901	to	6,100
599,664,001	to	5,700	618,625,824	to	5,900	631,381,731	to	1,800	646,509,616	to	9,700
600,349,301	to	9,400	619,215,945	to	6,000	631,817,556	to	7,600	646,875,648	to	5,700
600,439,001	to	9,100	619,225,550	to	5,600	632,448,956	to	9,300	646,876,001	to	6,200
600,493,650	to	3,700	619,226,975	to	6,999	632,939,648	to	9,800	646,899,702	to	9,713
600,526,018	to	6,400	619,326,641	to	7,000	633,135,035	to	5,300	646,938,901	to	9,100
601,042,674	to	2,700	619,357,588	to	7,600	633,175,518	to	5,600	646,993,871	to	3,930
601,652,701	to	3,300	619,580,012	to	0,100	633,537,840	to	7,900	647,061,150	to	1,200
602,528,606	to	9,000	619,765,826	to		634,141,201	to	1,500	647,291,842	to	2,000
603,708,901	to	9,200			766,400	634,328,501	to	8,600	647,993,501	to	3,700
603,780,401	to	0,500	619,906,171	to	6,200	634,839,201	to	9,300	647,993,801	to	4,000
603,780,701	to	0,800	620,104,808	to	4,900	634,848,780	to	8,800	648,020,140	to	0,200
603,780,942	to	1,000	620,256,601	to	6,700	635,296,451	to	6,500	648,056,401	to	6,600
604,020,801	to	0,900	620,514,863	to	4,900	635,298,587	to	8,600	648,117,901	to	8,200
604,083,174	to	3,700	620,521,444	to	1,500	635,312,907	to		648,171,861	to	1,900
604,122,517	to	2,900	620,711,701	to	1,800			313,000	648,213,372	to	3,500
604,181,801	to	2,100	620,894,501	to	4,600	635,376,834	to	6,900	648,484,665	to	4,700
604,799,901	to		620,969,476	to	9,500	635,468,101	to	8,200	648,578,708	to	8,799
		800,800	621,180,332	to	0,400	635,681,001	to	1,100	648,683,301	to	3,400
605,367,722	to	8,200	621,182,939	to	3,400	635,699,601	to		649,376,401	to	6,600
605,721,494	to		621,715,301	to	5,400			700,600	649,730,009	to	0,100
		1,500	622,032,701	to	2,800	636,000,201	to	0,300	650,621,501	to	1,700
606,915,240	to	5,300	622,032,901	to	3,000	636,012,675	to	2,700	650,678,503	to	8,580
607,183,001	to	3,300	622,659,101	to	9,200	636,030,135	to	0,200	650,707,956	to	7,980
607,273,964	to	4,500	623,363,613	to	3,800	636,042,001	to	2,200	651,854,961	to	5,010
607,586,501	to	6,600	623,447,801	to	7,900	636,863,001	to	3,100	651,897,101	to	7,240
607,591,119	to	1,200	624,023,279	to	3,400	636,931,725	to	1,800	651,948,119	to	8,130
607,673,301	to	4,500	624,173,970	to	4,000	637,043,605	to	3,700	651,948,703	to	8,750
607,842,343	to	2,500	624,512,201	to	3,000	637,789,301	to	9,400	651,974,610	to	4,620
607,930,501	to	1,000	624,555,001	to		637,860,101	to	0,200	652,121,238	to	1,248
608,011,756	to	1,200			556,100	639,522,101	to	2,400	653,151,811	to	1,830
608,288,084	to	8,100	625,060,673	to	0,700	639,857,736	to	7,900	653,317,761	to	7,800
608,678,701	to	9,100	625,196,431	to	6,500	640,272,919	to	3,200	653,506,601	to	7,000
608,722,023	to	2,200	625,206,601	to	6,900	640,281,501	to	1,600	653,620,693	to	0,700
609,084,101	to	5,100	625,553,170	to	3,200	640,666,076	to	6,200	653,789,801	to	
609,394,901	to	5,000	625,706,401	to	6,500	641,011,901	to	2,600			790,100
610,368,452	to	8,465	625,932,001	to	2,100	641,121,411	to	1,500	653,822,586	to	2,800
611,216,001	to	7,100	625,945,101	to	5,400	641,196,269	to	6,300	654,345,814	to	5,900
611,338,466	to	8,700	625,966,101	to	6,200	641,309,609	to	9,658	654,563,101	to	3,300
611,345,254	to	5,300	626,035,401	to	5,500	641,574,196	to	4,650	654,568,825	to	8,900
611,387,101	to	7,200	626,174,177	to	4,200	641,583,509	to	3,600	655,365,961	to	6,030
611,874,375	to	4,400	626,305,019	to	5,100	641,962,607	to	2,630	655,387,856	to	7,870
611,891,801	to	2,400	626,567,516	to	7,528	642,415,969	to	6,000	658,539,001	to	9,300
611,930,472	to	0,500	626,613,101	to	3,300	642,983,001	to	3,100	658,853,204	to	3,700
612,182,901	to	3,700	626,871,601	to	2,500	643,022,701	to	2,900	659,900,808	to	0,901
612,185,601	to	6,100	627,079,501	to	9,900	643,201,801	to	2,000	660,596,601	to	6,700
612,472,501	to	3,100	627,097,438	to	7,500	643,243,401	to	3,500	661,165,221	to	5,250
612,512,359	to	2,700	627,171,001	to	1,400	643,452,130	to	2,200	661,183,221	to	3,260
613,359,706	to	9,732	627,974,001	to	4,300	643,726,901	to	7,500	661,562,501	to	3,000
613,364,701	to	5,100	628,196,859	to		643,736,201	to	6,400			
613,856,401	to	6,600			197,100	644,475,893	to	6,300			

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



# **ATTENTION!**

**IT IS AGAINST THE LAW TO  
DUPLICATE AND DISTRIBUTE  
UNAUTHORIZED COPIES  
OF SOFTWARE.**









INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS—Continued

846143	891225	903971	914350	918370	926232	928620	939133	950321	954709	972560	980186	981805
846147	891245	904057	914357	918463	926248	928741	939517	950343	954712	972575	980228	981820
846182	891344	904061	914365	918464	926253	928821	939556	950506	954715	972584	980241	981835
847124	891359	904183	914442	918488	926289	928866	939562	950508	955021	972592	980255	981871
850058	891419	904191	914532	918519	926306	928875	939565	950517	955673	972603	980257	981875
850087	891470	904224	914638	918530	926312	930220	940334	950524	958208	972613	980264	981897
850110	895348	904233	914719	918563	926368	930224	940335	950539	958288	972629	980277	981901
850270	895349	904262	914773	918581	926379	930251	940359	950558	958397	972638	980302	981920
850289	895361	904275	914911	918586	926389	931338	940363	950587	958408	972652	980351	981928
850368	895363	904373	914913	918604	926446	931343	940387	950654	958423	972665	980354	981950
850478	895386	904380	914934	918629	926496	931447	940496	950655	958445	972677	980356	981956
850502	895391	904408	914944	918630	926530	931519	941677	950662	958452	972681	980366	981966
850585	895408	904411	914983	918646	926531	931539	941687	950671	958459	972682	980374	981970
850729	895447	904420	915012	918651	926591	931542	941706	950680	958652	972692	980388	981973
850770	895488	904434	915013	918656	926594	931574	941724	950693	958657	972713	980400	981973
850776	898001	904440	917521	918809	926748	931633	941776	950698	958667	972732	980406	981973
850812	898003	904459	917532	918820	926763	931801	941982	950704	958670	972736	980413	981973
850838	898059	906272	917548	918892	926767	931815	945346	950707	960050	972737	980414	981973
850843	898077	906289	917613	918909	926791	931819	945375	950719	960051	972739	980429	981973
850844	900223	906292	917614	918928	926861	931826	945384	950746	967114	972744	980432	981973
850868	900323	906308	917676	918946	926897	931869	945505	950761	967155	972767	980434	981973
850964	900370	906337	917736	918983	926946	931895	945521	951005	967165	972786	980452	981973
850970	900442	906366	917753	920147	926988	931915	945538	951057	968173	972794	980459	981973
852031	901043	906418	917901	920167	927004	931933	945806	951081	968298	972838	980463	981973
852080	901056	906442	917908	920328	927036	931962	945817	951099	968309	972843	980470	981973
852130	901163	906454	917914	920350	927053	932502	945824	951141	968330	972866	980471	981973
852176	901180	906530	917967	920397	927071	932549	945828	951183	968382	972884	980497	981973
852185	901228	906619	917971	920560	927109	932585	945898	951185	968633	972886	980503	981973
852213	901356	906626	917996	921176	927345	932643	945926	951264	968945	972893	980505	981973
852225	901401	907043	918016	921316	927362	932646	945934	951275	968957	972934	980507	981973
852248	901479	907139	918039	921335	927377	933221	946367	951348	970021	972956	980519	981973
852277	901741	907462	918059	921411	927422	933273	949049	951374	970033	972970	980530	981973
852279	901759	907525	918068	921415	927530	933288	949070	951383	970050	972993	980539	981973
852287	901881	907539	918073	921434	927564	933302	949090	951385	970051	973201	980541	981973
852326	901963	907931	918078	921453	927628	933323	949153	951525	970086	973210	980554	981973
852353	902387	907964	918086	921648	927740	933397	949161	951586	970091	973235	980560	981973
852356	902405	910256	918113	921804	927772	933430	949167	951589	970108	973236	980582	981973
852359	902580	910275	918130	921872	927810	934200	949173	951599	970111	973254	980612	981973
852412	902601	910308	918138	921882	927819	934203	949204	951606	970112	973255	981479	981973
856052	902909	910309	918152	921941	927828	935085	949229	951610	970117	973257	981513	981973
856140	902973	910345	918167	921956	927841	935164	949353	951621	970155	973282	981561	981973
856175	902999	911129	918171	922110	927855	935208	949358	951660	970209	973285	981570	981973
856261	903140	913522	918172	922185	927901	937249	949363	951662	970229	974199	981576	981973
856299	903259	913708	918174	922261	927959	937316	949368	952242	972266	976001	981586	981973
856308	903312	913714	918175	924178	927982	937323	949377	953214	972302	976007	981598	981973
856351	903364	913819	918205	924364	928166	937511	949707	954100	972317	976059	981617	981973
856467	903391	913957	918217	924369	928178	937538	949720	954120	972340	980041	981633	981973
856499	903396	913965	918241	924381	928212	937577	950018	954135	972382	980048	981657	981973
856538	903480	914096	918246	924399	928286	937609	950044	954146	972404	980081	981711	981973
856570	903506	914153	918270	924437	928288	937631	950084	954189	972466	980120	981712	981973
871044	903559	914176	918280	926004	928310	939011	950139	954197	972471	980135	981744	981973
871094	903644	914218	918317	926025	928391	939025	950159	954217	972487	980149	981751	981973
871095	903804	914232	918340	926036	928394	939042	950161	954307	972501	980155	981752	981973
871457	903884	914240	918341	926051	928505	939094	950174	954322	972512	980172	981769	981973
891200	903934	914283	918368	926135	928536	939127	950298	954700	972551	980182	981780	981973

—Marketing and Customer Service Group, 10-15-92

**Make annual examinations of all locks and keys to assure that individual clerks' keys will not open locked drawers, safe compartments, or stamp cabinets of other employees.**

**UNITED STATES POSTAL SERVICE**  
 475 L'ENFANT PLAZA SW  
 WASHINGTON DC 20260-1571

**OFFICIAL BUSINESS**

PENALTY FOR PRIVATE USE  
 TO AVOID PAYMENT OF POSTAGE, \$300

FIRST-CLASS MAIL  
 POSTAGE & FEES PAID  
 USPS  
 PERMIT NO. G-10

**FIRST-CLASS**

**Always include your mailing label with any change to a current subscription.**

■ Postal Service Orders	■ Public Orders
<p><b>1. Missing Issues:</b> To order copies not received in regular distribution, telephone the materiel distribution center at:            Comm. (908) 707-4200 / PEN (908) 707-4200</p> <p><b>2. Single Copies (back to 1 year):</b> To order additional copies, send Form 7380, <i>MDC Supply Requisition</i>, to:            MATERIEL DISTRIBUTION CENTER            US POSTAL SERVICE            152 US HWY 206 S            SOMERVILLE NJ 08877-9998</p> <p><b>3. Address and Quantity Changes:</b> Complete the form below and send this entire page with the mailing label to:            DOCUMENT CONTROL DIVISION            US POSTAL SERVICE            475 L'ENFANT PLAZA SW RM 2800            WASHINGTON DC 20260-1571</p>	<p><b>1. Mail Payment To:</b>            SUPERINTENDENT OF DOCUMENTS            US GOVERNMENT PRINTING OFFICE            710 N CAPITOL ST NE            WASHINGTON DC 20402-9371            Subscription Orders: (202) 783-3238            Subscription Problems: (202) 512-2303            FAX: (202) 512-1356</p> <p><b>2. Single Copies (back to 16 issues):</b> Domestic Addresses, \$2.25; International Addresses, \$2.81. Complete the form below and send this entire page to the above address.</p> <p><b>3. Subscription:</b> Domestic Addresses, \$63 per year; International Addresses, \$78.75 per year. Complete the form below and send this entire page to the above address.</p> <p><b>4. Address and Quantity Changes:</b> Complete the form below and send this entire page with the mailing label to the above address.</p>

**■ ORDER / CHANGE-OF-ADDRESS FORM FOR POSTAL BULLETIN**

Postal facility, company, or personal name	<input type="checkbox"/> Send _____ additional copies of Bulletin # _____, dated _____, Total amount \$ _____
Attention line (if needed)	<input type="checkbox"/> Change the quantity of my subscription. Current quantity _____ New quantity _____
Address number, street, city, state, ZIP Code, and country (if needed)	<input type="checkbox"/> Enter my annual subscription (for public orders). Number of subscriptions _____ Total amount \$ _____
	<p>Method of payment <input type="checkbox"/> GPO deposit account <input type="checkbox"/></p> <p><input type="checkbox"/> Mail check/money order payable to:            Superintendent of Documents            US Government Printing Office            710 N Capitol St NE            Washington DC 20402-9371</p> <p><input type="checkbox"/> Visa <input type="checkbox"/> MasterCard</p> <p>Credit card number _____ Expiration date _____</p>
<input type="checkbox"/> Change of address Include the mailing label showing your former address.	Signature _____
Person to contact	
Daytime telephone (area code and number) <input type="checkbox"/> Check if PEN	

**Effective Periods:** *Postal Bulletin* articles are in effect for 1 year, unless articles change the text of permanent directives or unless otherwise specified.  
**Distributions:** The U.S. Postal Service distributes the *Bulletin* to all postal facilities; the U.S. Government Printing Office, to all public subscribers.  
**Indexes:** Quarterly indexes for *Bulletin* articles appear in January, April, July, and October. A complete annual index appears early the following year.



Recycled Paper