## 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 will support this worthwhile cause and contribute to help others in need. Through geving, 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 realie that you may contribute to those organirations through the CFC using its convenient payroll deduction plan.

Your commitment, involvement, and nisibe 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 eactrintsfallation.
-Employee Relations, 10-15-92

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## 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.

| $\underset{\text { FPO }}{\text { APOI }}$ | 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 V'erification, 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 1-9.-Employee Relations Dept., 10-15-92

## Computing the Local Zone <br> 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. -Deiivery, Distribution, and Transportation Dept., 10-15-92

## Withholding of Mail Orders

Enforced by postmasters at cities listed.

| Stato/city | Names covered |
| :---: | :---: |
| CA, San Francisco | Dave Davidson d/b/a Express Mar- <br> keting \& Media, Box 204, 1800 |
| CA, Escondido | Market Street. <br> Any and all of various names other | 92026

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 | 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. |

## 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 Rełurn 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.


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 MailNotice 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 (9-2092), 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


ATIENTION!

> 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. 

## 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.


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.

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


Regisfered 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 $122.63 \mathrm{c}-\mathrm{e}, 122.63 \mathrm{~h}$, $122.631,122.63 \mathrm{~m}-\mathrm{o}$, and $122.63 \mathrm{~s}-\mathrm{t}$ 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 Cenfer Facilitios Serving a Single Three-Digit ZIP Code Area

| ZIP Code | Label to |
| :---: | :---: |
| Delete: 054 .............................................. BURLINGTON VT 054 |  |

Exhibit 122.63d
Sectional Center Facillties Serving More Than One Three-Diglt ZIP Code Prefix Area

| ZIP Codes | Label to |
| :---: | :---: |
| Change: |  |
| From: 035-037, 050-053, 056-059 ...... | SCF White river JCT VT 050 |
| To: 055-037, 050-053, 057-059 .......... | SCF WHITE RIVER JCT VT 050 |
| Add: 054, 056. | SCF BURLINGTON VT 054 |

Exhibit 122.63e
Area Distribution Centor (ADC) Labeling List for Use With Presorted First-Class Mailings

| Destination ZIP Codes | Label to |
| :---: | :---: |
| Delete: |  |
| 090-094, 096-098 ${ }^{4}$ | DULLES VA APO 201 |
| 090-094, 096-098 5. | AMF OHARE IL APO 60666 |
| 090-094, 096-098 ${ }^{\text {b }}$. | NORTH TEXAS TX APO 750 |
| 962-965 ${ }^{\text { }}$.. | AMF SEATTLE WA $98158{ }^{2}$ |
| 966 | FPO SAN FRANCISCO CA $966{ }^{3}$ |
| Delete Footnotes 1-9. Change: |  |
| From: 962-965 ${ }^{\text {8 }}$. | APO SAN FRANCISCO CA $962{ }^{1}$ |
| To: 962-966, 987 | AMF SAN FRANCISCO CA 962 |
| 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.)

Exhibit 122.63h
Optional State Distribution Center (SDC) Labeling List for MailorPrepared Third- and Fourth-Class Irregular Parcols

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

Exhibit 122.631
Bulk Mall Center (BMC) Labeling List for Mailor-Prepared Bulk-Rate Third- and Fourth-Class Machinable Parcol Mallings

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

Exhibif 122.63m
Three-Digit Labeling List for Automated Site Mailings

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

Exhibit 122.63n
Sectional Center Facility (SCF) Labeling List for Automated Sito Mallings

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

Exhibit $122.63 \circ$
Automated Area Distribution Cenfer (AADC) Labeling List for Automated Site Mallings

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

| Dostination ZIP Codes |  |
| :--- | :--- |

# DISTRIBUTION LABELING LIST EXHIBIT CHANGES-Continued 

Exhibit 122.63t
Automoted Area Distribution Conter (AADC) Laboling List for Use With
Letter-Size First-, Second-, and Third-Class ZIP +4 and ZIP +4 Bareoded Rate Mailing:

| Destination ZIP Codes | Label to |
| :---: | :---: |
| Delete: |  |
| 090-094, 096-098 ${ }^{2}$ | DULLES VA APO 201 |
| 090-094, 096-098 ${ }^{3}$ | AMF OHARE IL APO 60666 |
| 090-094, 096-098 ${ }^{4}$ | 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 ${ }^{\text {8 }}$ | AMF SEATTLE WA 98158 ${ }^{\circ}$ |
| 966 | FPO SAN FRANCISCO CA $966{ }^{\mathbf{7}}$ |
| Delete Footnotes 1-8. |  |
| Change: |  |
| 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 122.63ł-Continued

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

| Destinction 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, 541543, 549. | DIS MILWAUKEE WI 530 |
| To: 498-499, 530-532, 534, 541543, 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, 664668. | 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 ${ }^{5}$ | APO SAN FRANCISCO CA $962^{7}$ |
| 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).


Echibit 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 Na tional 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 recive parcels. In this situation, do not leave a Form 3849, Delivery Notice/Reminder/ Reciipt, 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 deci-sion.-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

## 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 $2 \mathrm{a} . \mathrm{m}$. 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 0818 A , 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
025 E 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

## Defention 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 Maferials 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


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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: $.87 \times 1.14$ in $/ 22.1 \times 28.96 \mathrm{~mm}$ (single stamp overall)
$1.74 \times 2.28 \mathrm{in} / 44.2 \times 57.92 \mathrm{~mm}$ (block of four)
$1.74 \times 3.15$ in $/ 44.2 \times 79.91 \mathrm{~mm}$ (booklet pane with tab)
Plate Numbers: Pane: Five preceded by the letter P, Booklet: Six preceded by the letter A
Marginal Markings: ©CU.S. Postal Service 1991 Use Correct ZIP Code $\circledR$

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: $.77 \times 1.05 \mathrm{in} / 19.6 \times 26.7 \mathrm{~mm}$ (image area) $.91 \times 1.19$ in $/ 23.1 \times 30.2 \mathrm{~mm}$ (overall)
Plate Numbers: Pane: Four offset and one intaglio, Booklet: One intaglio
Marginal Markings: (C)U.S. Postal Service 1991 Use Correct ZIP Code $\circledR$

## 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 AFFIXEI) ENVELOPES
TRADITIONAL CHRISTMAS 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
CONTEMPORARY CHRIST-
    MAS SHEET STAMP
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 CTTY MO 64108-9993.
-Stamp Amouncement 92-35, 10-15-92


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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: $.982 \times .87 \mathrm{in} / 25 \times 22 \mathrm{~mm}$ (overall) $6.125 \times 2.61$ in / $155.2 \times 66.3 \mathrm{~mm}$ (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 ${ }^{\circledR}$, and DISCOVER ${ }^{\circledR}$ 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 supvervisor.


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


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


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


## Laura Reuter

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


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


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

## 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 COMMEMOR

I special issues is a tentative schedule subject to changes in the issue tal Service policy to sell commemorative issues at all regular windov


## 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

anges 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
rcy Lavon Julian ormat: Pane of 50 sue 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

Sports Horses
Format: Pane of 40 Issue Date: May



Youth Classics
Format: Pane of 20
Issue Date: October


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



## STATEMENT OF SUPPORT FOR THE GUARD AND RESERVE

We recognize the Mational 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 $\underbrace{\text { Hationghout organization. }}_{\substack{\text { Employer } \\ \text { July 29,1992 }}}$



## 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 ${ }^{1}$ | Air Rate ${ }^{2}$ | Local Tender Surface Rate ${ }^{3}$ | Exchange Office Surface Rafe ${ }^{4}$ |
| :---: | :---: | :---: | :---: |
| $1 .$. | \$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/b .... | \$2.49/lb... | \$2.29/lb. |
| Canada... | NA ${ }^{5}$. | 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 |
| :---: | :---: | :---: | :---: |
|  | \$2.00/lb. | Published ${ }^{6}$ | \$1.59/lb. |
| 2. | \$5.50/lb.... | Published.. | \$2.06/lb |
| 3. | \$6.25/b. | 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. |

[^0]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 25percent maximum.
-International Business Dept., 10-15-92

Pile sacks evenly to avoid damase and to conserve space

## DESTINATION COUNTRY RATE GROUP TABLE

## GROUP

| ANGUILLA | BERIMUDA | 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\%

| 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 |
| COOKIS | 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 |  |
| FALKLANDIS | KOREA, DEM REP | OMAN | STMAARTEN |  |

GROUP\%

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

GROUP5

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

## Customer Address Data Base Modification



1. $\square$
2. 


3.

4.

5.

6.


* You must always fill in the ORIGIN ZIP CODE field. The plus four ( +4 ) of the origin ZIP Code is optional, and is used for more specific addresses. Match the origin ZIP Code from Form 1578-B, Requisition for Facing Slips or Labels, with this origin ZIP Code to determine the shipping address for the order.
** The ACTION CODE is always the letter " D ", " N ", or " U ".
D - To delete a currently used origin ZIP Code and its shipping address.
N - To add a NEW (not currently used) origin ZIP Code and its shipping address.
U - To UPDATE (change) the shipping address for a curreritly used origin ZIP Code.
For NEW or UPDATE requests: lines 1 and 2 may be modified to ship labels directly to a mailer. There are two options:

1. POSTAL LABELS: Leave data lines 1 and 2 blank and the Label Printing Center computer system will default to US POSTAL SERVICE on line 1 and ATTN LABEL CLERK on line 2. Shipping address information must appear on lines 3-6. Do not skip lines.
2. MAILER LABELS: Enter mailer name information on line 1. Additional address information must appear on lines 2-6. Do not skip lines.
Use as many lines as necessary and limit each line to the number of blocks provided. DO NOT USE PUNCTUATION ON ANY OF THE SIX DATA LINES.
The shipping address labels for the origin ZIP Code specified will be printed exactly as shown on this completed form.

The last shipping line (City, State, and ZIP Code) may contain a 9-digit ZIP Code.

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

To be posted and used by retail window employees. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the Postal Bulletin. The actual serial numbers consist of the first 10 digits on the money orders.

| 3020000000 | to |  | 3981497200 | to | 7699 | 4207589500 | to | 9699 | 4528556471 | to | 6499 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | 3021239999 |  | 3990700872 | to | 0899 | 4209693951 | to | 3971 | 4528904679 | to | 4699 |
| 3600111690 | to | 1699 | 3991567119 | to | 7199 | 4209693973 | 10 | 3999 | 4529008215 | 10 | 8238 |
| 3693450188 | to | 0199 | 3992035064 | to | 5099 | 4211163565 | to | 3599 | 4531179146 | to | 9199 |
| 3696748141 | to | 8199 | 3992969909 | to | 9999 | 4211309300 | to | 9399 | 4533343631 | 10 | 3699 |
| 3697183783 | to | 3799 | 3997927775 | to | 7799 | 4213134500 | to | 4999 | 4536037841 | to | 7891 |
| 3701938257 | to | 8299 | 3997928300 | to | 8399 | 4213645537 | 10 | 5599 | 4536501140 | 10 | 1199 |
| 3756379365 | to | 9999 | 3993968935 | to | 8999 | 4216562609 | to | 2699 | 4540132919 | to | 2999 |
| 3757447930 | 10 | 7999 | 4004271051 | to | 1999 | 4219889700 | 10 | 9799 | 4541862411 | 10 | 2499 |
| 3758293400 | to | 3499 | 4010451505 | to | 1549 | 4221724667 | to | 4699 | 4542684883 | to | 4899 |
| 3758519100 | to | 9199 | 4010451571 | to | 1599 | 4224844212 | to | 4299 | 4543025400 | 10 | 5499 |
| 3768500813 | to | 0899 | 4012942700 | to | 2799 | 4225561270 | to | 1299 | 4544908300 | to | 8399 |
| 3768556764 | to | 6999 | 4013109505 | 10 | 9599 | 4225877024 | 10 | 7099 | 4545477434 | to | 7499 |
| 3769030721 | to | 0738 | 4013825312 | to | 5399 | 4228197533 | to | 7599 | 4549224867 | to | 4895 |
| 3769063206 | to | 3299 | 4025787876 | to | 7899 | 4228425073 | to | 5087 | 4552211348 | to | 1499 |
| 3771137461 | to | 7499 | 4031256744 | to | 6799 | 4245006050 | to | 6099 | 4553642147 | to | 2199 |
| 3772242300 | to | 2599 | 4032607000 | to | 7499 | 4246418500 | to | 8599 | 4553995400 | 10 | 5499 |
| 3779554285 | to | 4399 | 4032806470 | to | 6499 | 4248716600 | to | 6699 | 4554760676 | to | 0699 |
| 3780299347 | to | 9399 | 4036858600 | to | 8699 | 4252982352 | 10 | 2399 | 4555430618 | 10 | 0699 |
| 3780853679 | to | 3699 | 4040030300 | to | 0399 | 4254184269 | to | 4299 | 4561353200 | to | 3399 |
| 3782109090 | to | 9099 | 4040418838 | to | 8899 | 4254184405 | 10 | 4499 | 4564109006 | 10 | 9099 |
| 3783511063 | to | 1099 | 4040714268 | to | 4299 | 4274126337 | 10 | 6499 | 4566194460 | to | 4499 |
| 3786309489 | to | 9599 | 4043475356 | to | 5399 | 4274810900 | to | 0999 | 4573332686 | 10 | 2699 |
| 3791289584 | to | 9599 | 4043475548 | to | 5599 | 4280272742 | to | 2752 | 4577291767 | to | 1777 |
| 3795092600 | to | 2699 | 4047264500 | to | 4599 | 4294744172 | to | 4199 | 4579378616 | 10 | 8699 |
| 3796798060 | to | 8099 | 4049615001 | to | 5199 | 4298892900 | 10 | 2999 | 4580289810 | to | 9899 |
| 3798435100 | to | 5199 | 4053250188 | to | 0198 | 4301504401 | to | 4599 | 4580572712 | to | 2999 |
| 3800939600 | to | 9611 | 4060094587 | to | 4599 | 4301729800 | 10 | 9899 | 4583375222 | to | 5299 |
| 3801651165 | to | 1199 | 4062606830 | to | 6899 | 4301771900 | to | 1999 | 4583547654 | to | 7999 |
| 3804896800 | to | 6899 | 4064596497 | 10 | 6499 | 4301772000 | 10 | 2099 | 4586718678 | 10 | 8699 |
| 3805721840 | to | 1899 | 4067333000 | to | 3999 | 4304449500 | to | 9699 | 4586718721 | to | 8798 |
| 3810773600 | to | 3699 | 4075451556 | to | 1599 | 4306644069 | to | 4099 | 4592747624 | 10 | 7699 |
| 3813254500 | to | 4599 | 4075940412 | to | 0599 | 4321688419 | to | 8499 | 4593655432 | to | 5499 |
| 3815409900 | to | 9999 | 4076929100 | to | 9299 | 4327086800 | to | 6999 | 4593785764 | 10 | 5799 |
| 3816042510 | to | 2699 | 4082652275 | 10 | 2288 | 4327441544 | to | 1599 | 4594724816 | to | 4899 |
| 3816459525 | to | 9599 | 4084997700 | to | 7799 | 4329959775 | to | 9799 | 4594724900 | to | 4999 |
| 3819240748 | to | 0799 | 4084997900 | to | 7999 | 4330035800 | 10 | 5899 | 4605501909 | to | 1999 |
| 3831566968 | to | 6999 | 4086828484 | to | 8599 | 4337573047 | to | 3099 | 4609975234 | to | 5299 |
| 3831567128 | to | 7199 | 4086987015 | to | 7099 | 4337654003 | 10 | 4099 | 4619736443 | to | 6499 |
| 3831567300 | to | 7999 | 4090723941 | to | 3999 | 4344827060 | to | 7199 | 4621520107 | to | 0299 |
| 3832992081 | to | 2099 | 4104912311 | to | $\underline{2399}$ | 4345132386 | 10 | 2399 | 4672741072 | 10 | 1099 |
| 3833143968 | to | 3999 | 4106948400 | to | 8599 | 4349683076 | to | 3092 | 4622778373 | to | 8399 |
| 3838921000 | to | 1344 | 4107751500 | to | 1599 | 4353031831 | to | 1842 | 4631764108 | to | 4115 |
| 3838921382 | to | 1399 | 4107957927 | to | 7999 | 4353031986 | to | 1999 | 4631764206 | to | 4229 |
| 3855682330 | to | 2399 | 4108670917 | to | 0966 | 4356666092 | 10 | 6399 | 4631852600 | 10 | 2799 |
| 3855997554 | to | 7575 | 4108670970 | to | 0999 | 4360826400 | to | 6899 | 4632277711 | to | 7799 |
| 3857742024 | to | 2099 | 4118681023 | :0 | 1199 | 4361606441 | 10 | 6499 | 4646299000 | to | 9399 |
| 3873145574 | to | 5599 | 4119222322 | to | 2399 | 4373167115 | to | 7199 | 4647114332 | to | 4399 |
| 3896962400 | to | 2799 | 4121930900 | to | 0999 | 4374270500 | to | 3499 | 4656923963 | to | 3999 |
| 3898463104 | to | 3135 | 4123958599 | to | 8699 | 4393100458 | to | 0499 | 4656988300 | to | 8599 |
| 3898463145 | to | 3195 | 4124856500 | to | 6599 | 4406981947 | to | 1999 | 4657437745 | 10 | 7799 |
| 3898879211 | to | 9230 | 4124856610 | to | 6699 | 4408586300 | to | 8399 | 4671474300 | to | 4399 |
| 3898879234 | to | 9299 | 4128855953 | to | 5999 | 4408586420 | to | 6499 | 4680795782 | to | 5799 |
| 3900013182 | to | 3199 | 4141933608 | to | 3674 | 4408586500 | to | 7299 | 4691278000 | 10 | 8199 |
| 3900013500 | to | 3699 | 4141933677 | to | 3699 | 4411991655 | 10 | 1699 | 4705834165 | to | 4199 |
| 3905455974 | to | 5999 | 4144117348 | to | 7399 | 4431273648 | to | 3699 | 4707555800 | 10 | 5818 |
| 3911046146 | to | 6199 | 4146400757 | to | 0799 | 4431274000 | to | 4099 | 4739523429 | to | 3499 |
| 3917833020 | to | 3599 | 4149651727 | to | 1799 | 4436737900 | to | 7999 | 5000641858 | to | 1869 |
| 3917926100 | to | 6199 | 4151618858 | to | 8868 | 4438009335 | to | 3999 | 7000652570 | 10 | $\underline{2599}$ |
| 3926682956 | to | 2999 | 4173028104 | to | 8199 | 4443828822 | to | 8899 | 7000654800 | to | 4899 |
| 3928548500 | to | 8899 | 4173876532 | to | 6599 | 4444573854 | 10 | 3899 | 7001903350 | 10 | 3359 |
| 3935847566 | to | 7699 | 4174966800 | to | 6999 | 4500484173 | to | 4199 | 7002286048 | to | 6099 |
| 3936500074 | to | 0099 | 4178719250 | to | 9299 | 4500484442 | to | 4699 | 8026782605 | to | 2699 |
| 3938388316 | to | 8499 | 4179309533 | to | 9599 | 4505605173 | to | 5199 | 8036052840 | to | 2899 |
| 3938936007 | to | 6099 | 4181646500 | to | 6799 | 4506203077 | to | 3099 | 8036056300 | to | 6499 |
| 3941266907 | to | 6999 | 4184239863 | to | 9899 | 4506203135 | to | 3199 | 8053235006 | to | 5024 |
| 3941890405 | to | 0599 | 4186335922 | to | 5999 | 4507802716 | to | 2799 | 8054667255 | to | 7299 |
| 3948223243 | to | 3278 | 4187198520 | to | 8599 | 4511092967 | to | 2984 | 8060153885 | to | 3899 |
| 3949901810 | to | 1899 | 4187442235 | to | 2299 | $451+154110$ | to | 4125 | 8060871100 | 10 | 1499 |
| 3953433264 | to | 3299 | 4189622848 | to | 2899 | 4511154127 | to | 4199 | 8062689275 | to | 9299 |
| 3953733035 | to | 3099 | 4195430286 | to | 0299 | 4522650074 | to | 0099 | 8065343400 | to | 3477 |
| 3953969649 | to | 9799 | 4197300313 | to | 0369 | 4522650246 | to | 0299 | 8073423283 | to | 3399 |
| 3959703240 | to | 3299 | 4197300380 | to | 0399 | 4522650335 | to | 0399 | 8700544814 | to | 4899 |
| 3976224054 | to | 4099 | 4205990734 | to | $\underline{0798}$ | 4522650400 | to | 0999 | $\underline{9901175600}$ | to | $\underline{5999}$ |
| 3978198902 | to | 8999 | 4206614115 | to | 4199 | 4525091169 | to | 1199 |  |  |  |

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

To be posted and used hy retail window employees. As directed. destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the Postal Bullein. The new money order serial numbers consist of the first nine digits. The l0th digit is a check digit only. In addition to this listing. do not cash: (l) 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. Canadta KlA OBI

| 575,913,145 | to |  | 614,442,385 | 10 | 2.400 | 628.390.001 | to | 0.300 | 644,858,601 | to | 8,800 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | 3,200 | 614,487.801 | to | 7.900 | 628,455,689 | 10 | 6.200 | 644,932,601 | to | 3,100 |
| 579.877.101 | 10 | 7.200 | 614,608,143 | to | 8.152 | 628,600,766 | 10 |  | 644,941,801 | 10 | 2,100 |
| 580,207,301 | to | 7,770 | 615,753.401 | to | 3,600 |  |  | 601,000 | 644,990,601 | 10 | 1,100 |
| 589,005.217 | 10 | 5.300 | 616.042 .700 | 10 | 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 | 616320.501 | to | 1.200 | 630.233.957 | to | 4.300 | 645.550 .622 | 10 | 0.700 |
| 594,724,301 | 10 | 4,900 | 618,339.601 | to | 9,700 | 630,252,101 | to | 2,200 | 645.605.886 | 10 | 5,900 |
| 594.768 .672 | 10 | 8.700 | 617.008.801 | to |  | 630,301,208 | 10 | 1.300 | 645.634.44 | 10 | 4.600 |
| 594.952,701 | 10 | 3.400 |  |  | 009.000 | 630,331,801 | to |  | 645.634.444 | to | 0.465 |
| 596.073.100 | 10 | 3.500 | 617.127.319 | 10 | 8.100 |  |  | 332.100 | 646.262.901 | 10 | 3.200 |
| 596.308,901 | to | 9.100 | 617.461.706 | 10 | 1.800 | 630.334.070 | 10 | 4.600 | 646,264,363 | 10 | 4,400 |
| 597.044.346 | 10 | 4,400 | 617,478.723 | to | 8.800 | 630.342.552 | 10 | 2.600 | 646,270.054 | 10 | 0.085 |
| 597.253,460 | 10 | 3.500 | 617.582 .829 | to | 2,900 | 630.642.629 | 10 | 2.700 | 646,321.801 | 10 | 2.000 |
| 598,659.921 | to |  | 617.739.158 | to | 9.200 | 630,904,718 | 10 | 4.900 | 646322.201 | 10 | 2.800 |
|  |  | 660.100 | 618.333.401 | to | 4100 | 630,995,315 | to | 5.400 | 646.505,901 | 10 | 6.100 |
| 599,664.001 | 10 | 5.700 | 618.625.824 | to | 5.900 | 631.381 .731 | 10 | 1.800 | 646.509 .616 | 10 | 9.700 |
| 600,349,301 | to | 9,400 | 619.215 .945 | 10 | 6.000 | 631,817.556 | 10 | 7.600 | 646.875,648 | 10 | 5.700 |
| 600,439,001 | to | 9.100 | 619.225 .550 | to | 5.600 | 632.448.956 | to | 9.300 | 646.876.001 | 10 | 6.200 |
| 600.493,650 | 10 | 3.700 | 619.226.975 | 10 | 6.999 | 632.939.648 | 10 | 9.800 | 646,899,702 | 10 | 9.713 |
| 600,526,018 | 10 | 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 | 10 | 5.600 | 646,993,871 | 10 | 3.930 |
| 601.652.701 | to | 3.300 | 619.580 .012 | to | 0.100 | 633.537,840 | 10 | 7.900 | 647,061,150 | 10 | 1.200 |
| 602.528.606 | 10 | 9.000 | 619,765.826 | 10 |  | 634.141.201 | to | 1.500 | 647.291.842 | 10 | 2.000 |
| 603.708.901 | to | 9.200 |  |  | 766.400 | 634328.501 | to | 8.600 | 647.993 .501 | to | 3.700 |
| 603,780,40 | to | 0.500 | 619,906,171 | 10 | 6.200 | 634.839.201 | 10 | 9.300 | 647.993.801 | 10 | 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 | 10 | 1.000 | 620.256 .601 | to | 6.700 | 635.296 .451 | 10 | 6.500 | 648.056.401 | 10 | 6.600 |
| 604.020.801 | to | 0.900 | 620,514.863 | to | 4,900 | 635.298.587 | 10 | 8.600 | 648.117 .901 | to | 8,200 |
| 604.083.174 | to | 3.700 | 620.521 .444 | 10 | 1.500 | 635,312,907 | 10 |  | 648.171 .861 | 10 | 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 | 10 | 6.900 | 648,484,665 | 10 | 4,700 |
| 604.799.901 | to |  | 620,969.476 | 10 | 9,500 | 635,468,101 | to | 8,200 | 648.578.708 | 10 | 8,799 |
|  |  | 800.800 | 621.180 .332 | to | 0.400 | 635,681.001 | 10 | 1.100 | 648.683.301 | 10 | 3.400 |
| 605.367.722 | 10 | 8.200 | 621,182.939 | to | 3.400 | 635,699,601 | 10 |  | 649.376.401 | 10 | 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 | 10 | 0.300 | 650,621.501 | to | 1,700 |
| 606.915 .240 | 10 | 5.300 | 622.032.901 | to | 3.000 | 636.012 .675 | 10 | 2.700 | 650.678.503 | 10 | 8,580 |
| 607,183,001 | 10 | 3.300 | 522,659.10 1 | 10 | 9.200 | 636.030.135 | 10 | 0.200 | 650.707.956 | 10 | 7.980 |
| 607.273.964 | to | 4.500 | 623.363 .613 | to | 3.800 | 636.042.001 | 10 | 2.200 | 651.854,961 | to | 5.010 |
| 607.586.501 | 10 | 6.600 | 623.447 .801 | 10 | 7.900 | 636,863,00 1 | 10 | 3.100 | 651.897.101 | 10 | 7.240 |
| 607.591.119 | to | 1,200 | 624,023.279 | to | 3.400 | 636.931.725 | 10 | 1.800 | 651.948.119 | 10 | 8.130 |
| 607,673,301 | to | 4.500 | 624,173.970 | to | 4,000 | 637,043,605 | 10 | 3,700 | 651,948,703 | 10 | 8.750 |
| 607.842.343 | to | 2.500 | 624.512.201 | to | 3.000 | 637.789.301 | 10 | 9,400 | 651,974,610 | to | 4,820 |
| 607.930.501 | to | 1,000 | 624.555.001 | to |  | 637,860,101 | to | 0.200 | 652,121.238 | 10 | 1.248 |
| 608.011.756 | 10 | 1,200 |  |  | 556.100 | 639,522.101 | to | 2.400 | 653,151.811 | to | 1,830 |
| 608,288,084 | 10 | 8.100 | 825.060.673 | to | 0.700 | 639.857.736 | 10 | 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 | 10 | 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 | 10 | 6.200 | 653.789.80 1 | 10 |  |
| 609,394.901 | to | 5.000 | 625,706.40 1 | 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 | 10 | 2.800 |
| 611.216 .001 | to | 7.100 | 625.945.10 1 | 10 | 5.400 | 641.196 .269 | to | 6.300 | 654,345.814 | to | 5.900 |
| 611,338,466 | to | 8.700 | 625.966.101 | 10 | 6,200 | 641,309.609 | 10 | 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 | 10 | 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 | 568.853.204 | to | 3.700 |
| $612.182 .90{ }^{+}$ | 10 | 3.700 | 626,871,601 | 10 | 2.500 | 643,022.70 | 10 | 2.900 | 659.900.808 | 10 | 0.901 |
| 612.185.601 | to | 6.100 | 627.079 .501 | 10 | 9,300 | 643.201,801 | to | 2.000 | 660.596 .601 | to | 6.700 |
| 612.472 .501 | to | 3.100 | 627.097.438 | 10 | 7.500 | 643.243 .401 | 10 | 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 |
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| 613.364.701 | to | 5.100 | 828,196.859 | to |  | 643,736,201 | to | 6.400 |  |  |  |
| 613.856 .401 | to | 6.600 |  |  | 197.100 | 644,475.893 | to | 6.300 |  |  |  |

Check for aitered 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

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

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

| 005051 | 020109 | 026297 | 038162 | 064883 | 069700 | 080215 | 095491 | 106342 | 113759 | 118058 | 132155 | 180055 |
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| 008164 | 021031 | 027442 | 041002 | 064984 | 070284 | 085028 | 095645 | 107100 | 113875 | 118239 | 135157 | 191032 |
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INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS—Continued

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INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS—Continued

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846143 891245 846182891344 847124891359 $850058 \quad 891419$ 850087891470 $850110 \quad 895348$ 850270 850289 $850368 \quad 895363$ 850478895386 850502 850585 850729 850770 850776 850812 850838 850843 850844 850868 850964 850970 852031 901043 852130901163 $852176 \quad 901180$ 852185901228 852213901356 852225901401 852248901479 852277901741 $\begin{array}{ll}852279 & 901759 \\ 852287 & 901881\end{array}$ 852326901963 852353902387 852356902405 852359902580 852412902601 856052902909 856140902973 856175902999 856261903140 856299903259 856308903312 856351903364 856467903391 856499903396 856538903480 $856570 \quad 903506$ 871044903559 871094903644 871095903804 871457903884 $891200 \quad 903934$

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