# POSTAL BULLETIN

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#### Latest Quarterly Index:

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#### **Treasury Department Checks**

October Social Security benefit checks normally delivered on the third of the month are scheduled for delivery on Friday, October 1. The envelopes will bear the legend:

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

Civil Service annuity and Railroad Retirement checks are scheduled for delivery on the normal delivery date, Friday, October 1. The envelopes will bear the legend:

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

Social Security benefit checks are scheduled for delivery on the normal delivery date, Friday, October 1. The envelopes will bear the legend:

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

--Processing and Distribution, 9-16-93

#### **Issuance of Management Instructions**

The Management Instructions titled *Telephone* Courtesy and Complaint Resolution and Proper Use of the Consumer Service Card are revised to reflect new organizational responsibilities for effectively dealing with customers in a manner that promotes customer satisfaction. All offices will receive copies of these instructions.

Proper telephone techniques and procedures are critical to the success of the Postal Service. Management Instruction PO-250-93-1, *Telephone Courtesy*, establishes policy and provides guidance on this important method of customer communication.

Consumer Service Cards provide customer feedback about concerns, issues, and compliments. Management Instruction PO-250-93-2, Complaint resolution and Proper Use of the Consumer Service Card, establishes policies and procedures to ensure that employees handle customer feedback in a uniform, timely, efficient manner. Customer feedback is essential to USPS efforts to identify and correct service deficiencies that negatively impact customer satisfaction.

—Consumer Affairs, 9-16-93



#### ADMINISTRATIVE SERVICES

#### 1994 Year Type for Hand Stamp and Canceling Machines

Postal installations must submit requirements for 1994 year type for hand stamp and canceling machines to their supporting materiel distribution center (MDC) between October 1, 1993, and November 19, 1993. Use Form 7380, MDC Supply Requisition, and write Year Type below the return address block on the envelope. MDCs will mail year type no later than December 13, 1993.

Postmasters must check the model number on the machine nameplate to requisition the proper year type for canceling machines. Postal Service drawing 14-340, Year Type for Hand Stamps and Canceling Machines, revised May 21, 1971, is in Publication 247, U.S. Materiel Management Equipment and Supply Catalog, page 2-23, as a guide for ordering the correct type.

The requisition must indicate the year type, quantity needed, and the facility's FEDSTRIP address code and finance number. Staple a self-addressed penalty label to the requisition. Do not request any other items on this special requisition.

Indicate quantities required on the following:

 Item 076E for Models, D, K, and G new style canceling machines using 77, 225, and 218-A die hubs.

- Item 0103HD2 for Model HD-2 canceling machines.
- Item 0133E for Model Flier and M machines using 1207 die hubs.
- 4. Item 0217E for Model G canceling machines using 218 die hubs.
- Item 0691G for Model Flier and M machines using 1207-G die hubs.
- Item 0702A for steel postmarking stamp, hammer type.
- Item 0718A for steel postmarking stamp, rotary type.
- 8. Item 0642, rubber, for use on Nos. 550, 570, and 552.
- Item 0744, steel, for use with No. 700 without flange.
- 10. Item 0747, steel, for use with No. 700 with flange.

The 1994 year type for the Mark II facer-canceler is available under NSN 3610-02-000-1894 from the Topeka MDC. This NSN is also used on the MRC small canceling machine, Models 3601/3602, and the APCS machine, both lead and trail. Only authorized offices should requisition it using Form 4984, *Repair Parts Requisition*.

-Purchasing, 9-16-93

HANDBOOK AS-709 REVISION

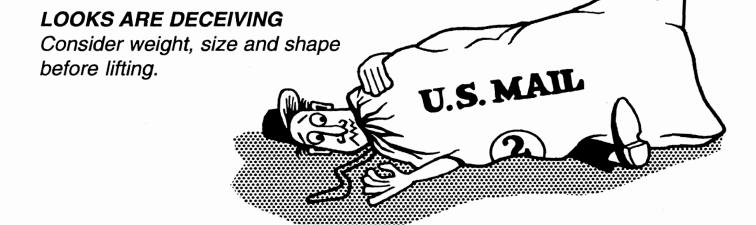
#### **Credit Card Policies and Procedures**

Rocky Mountain BankCard System established a single telephone number for reporting lost or stolen IMPAC credit cards. Customers may call this telephone number 24 hours a day.

All credit card local points of contact, approving offi-

cials, and cardholders must make a pen and ink revision to Handbook AS-109, *Credit Card Policies and Procedures*, section 451.1 (page 18), deleting the four phone numbers and replacing them with 1-800-227-6736.

---Purchasing, 9-16-93



## CUSTOMER SERVICES =

#### **National Consumers Week**

The United States Office of Consumer Affairs has selected the week of October 24 through 30 for this year's observance of National Consumers Week. As in the past, the Postal Service supports this consumer education effort by encouraging all postmasters and facility managers to sponsor activities that will educate customers about USPS products and services, as well as Inspection Service efforts to protect consumers from perpetrators of fraudulent schemes and other postal crimes.

This article replaces the National Consumers Week kit formerly sent to postmasters annually.

Postmasters and facility managers are urged to participate in one of the customer service initiatives in this *Postal Bulletin* during National Consumers Week. Documentation regarding local observances (e.g., newspaper articles, taped TV interviews, descriptions of events), should be provided to district consumer affairs and claims managers by Friday, November 12. Consumer affairs and claims managers will consolidate the feedback and forward information regarding particularly noteworthy observances to Headquarters Consumer Affairs. A checklist of suggested initiatives is provided for ease of referral (see page 5).

#### **Suggested Activities for Postmasters**

- Hold an open house/postal fair during NCW. Provide an information booth for local consumer affairs and claims manager to give demonstrations on proper packaging and how to get the most from postal products and services. Provide a booth for the local postal inspectors to discuss the danger of mail promotions that offer items that are too good to be true. Consider information booths for: proper and complete addressing; automation; learn your ZIP + 4 code; and/or meet your postmaster. Host tours showing customers their mail slots or the latest postal machinery.
- Have a Customer Appreciation Day during NCW inviting the general public to meet their local postal contacts who will tell them how they are there to help them and that they want to make working with the Postal Service easier. Display publications available for consumer reference especially Publication 201, A Consumer's Directory of Postal Services and Products. Have representatives available to answer questions about products and services.
- Celebrate/announce something recently done to improve local service during NCW and to enhance customer satisfaction. For example, promote extended hours, expanded post office box section, an improved facility, or a new ramp for the physically impaired.
- Start a regular tour program during NCW—if the office does not already have one. Advertise the program to the media. In their presentation, have tour

- guides discuss how customers can help the Postal Service utilize full automation capabilities through complete addressing and correct mail preparation.
- Hold special training/education sessions on mail preparation for mailers/customers in conjunction with NCW.
- Focus on an improvement or educational area such as creating customer friendly information sheets in other languages to inform and deal more effectively with the diverse customer base; mail forwarding; or an awareness of how to handle unwanted mail.
- Be a guest on local TV and radio talk shows discussing consumer protection/satisfaction issues.
- Establish a Customer Advisory Council. Develop a community partnership to benefit the Postal Service and the community. The district consumer affairs and claims manager will provide a handbook on how to get started. A good first project for the council could be to link consumer protection efforts with the Postal Inspection Service and local law enforcement.
- Work with the local postal inspector and hold a joint press conference. The postal inspector could discuss the latest postal-related scams, and the postmaster can discuss proper addressing, packaging, mail tips, etc.
- Work with the local postal inspector to involve senior citizens in combating fraud against the elderly. Postal inspectors can discuss prevalent schemes, how to detect spurious offers, etc. The local postal inspector can also send out news releases on consumer issues and postal crimes.
- Open dialogue with other city, county, or state consumer affairs professionals. Share ideas on consumer protection and awareness issues.
- Have local officials declare National Consumers Week and prepare a promotion around the event. Consider having the mayor sign a consumer bill of rights. (See sample proclamation on page 4.)
- An especially fitting activity for one event might be presenting an award to the local TV or radio consumer reporter during NCW with an appreciation award from the post office. If the town has more than one consumer reporter, the office may want to honor them all. The award ceremony could be the centerpiece for a full-fledged event, with tables arranged to display consumer information and mailing aids. A block of 1982 Consumer Education stamps on a plaque would be appropriate for the presentation. (A suggested format for the plaque is on page 4.)
  - Sponsor poster or essay contests.
  - Participate in a public seminar.
- Host a consumer fair or prepare a library or lobby display.

## National Consumers Week—Continued Useful Tips for Postmasters Planning NCW Activities

- Appoint a planning committee. Set a date for each event and work backward, leaving plenty of time for glitches.
  - List the events.
- Identify the audience for each event—households, businesses, students, or special interest groups.
- If the post office plans to team up with other consumer groups, pick an event and contact the other groups to share ideas. For names of consumer groups in the area, contact the local Society of Consumer Affairs Professionals (SOCAP).
- As soon as the week is planned, issue a news release outlining the events. Include pertinent facts: date, place, purpose, etc. Place posters in public places.
- Pitch the event to news reporters, television/radio program producers, talk shows, etc.

#### Sample Proclamation

Whereas, The President has proclaimed the week beginning October 24 as National Consumers Week; and

Whereas, the purpose of our competitive free market system is to satisfy customer demand; and

Whereas, every consumer expects and deserves access to a wide variety of competitively priced quality goods and services, accurate information on content and care, on contractual agreements, on the cost of credit—essentially whatever facts are necessary to make an informed choice; and

Whereas, it is clear that the greatest fairness for consumers can be achieved through the active cooperation of educators, business, government, and consumers themselves working together to ensure equity, increased competition, and safety in our free market economy; and Whereas, National Consumers Week will promote dis-

National Consumers Week will promote dissemination of sound consumer information by both public and private sectors, including the media, on subjects such as complaint handling and on public policy issues that affect consumers; encourage dialogue and cooperation among consumers, business, and government; and broaden the scope of consumer and economic education by heightening consumer awareness that we function in a world market—that our interdependence extends far beyond the boundaries of the United States.

# Now, therefore, I, \_\_\_\_\_\_, Mayor of \_\_\_\_\_\_, do hereby designate October 24 to 30, in the city of \_\_\_\_\_\_, as National Consumers Week.

## Suggested Language for Plaque Honoring Local Consumer Reporter

(Name), of (publication/station name)

In appreciation of your untiring efforts dedicated, to the ongoing need to educate and inform consumers, about their rights and responsibilities in the marketplace.

Postmaster (name)

on behalf of the United States Postal Service.

#### **News Release**

(Letterhead)

For immediate release (Date) For more information, contact: (Name/telephone)

#### **Postmaster Announces Consumers Week Plans**

"We want our customers to know that service is our last name and we intend to live up to that promise," said (town/city) Postmaster (name) in announcing National Consumers Week.

Beginning October 24, the U.S. Postal Service's Consumers Week theme is Service Is Our Last Name.

The (town/city) post office will join other local businesses and organizations in helping consumers learn about their rights and responsibilities in the marketplace.

(Describe local Consumers Week plans.)

"We are extremely interested in having our customers in (town/city name) know that we are here to give them the service they expect and deserve," said (last name).

"The best way to let us know how we are doing is to use our postage-free Consumer Service Cards, available at any post office or from your letter carrier," (he/she) said.

"Additionally, if someone needs information about rates or services, it's as close as the nearest telephone with Postal Answer Line (number) (*if applicable*). Customers are also welcome to call my office at (number)," (last name) added.

#### **News Release**

(Letterhead)

For immediate release For more information, contact: (Name/telephone)

#### (Town/City) Post Office Hosts Open House

Have you ever wondered how your letters and packages get from one place to another? In conjunction with National Consumers Week, the employees from the (city/

#### National Consumers Week—Continued

town name) Post Office invite everyone to bring the family and attend an open house at the (name) Post Office at (address) on (date) for a look at what goes on behind the lobby counters. Festivities will begin at (time).

"We want to show you how mail is collected from boxes around the city and prepared for dispatch to various destinations," says (town/city) Postmaster (name).

(Add local details.)

"Please come and share refreshments with us. We welcome this chance to show off our facility, receive your comments and get better acquainted," (name) says.

"Plan to spend about (hours) for a complete tour of the premises," (he/she) adds.

#### Service Is Our Last Name

(Speech for Postmasters)

Postmasters or station managers may use the following speech as a Consumers Week message. For best results, adapt the speech by interjecting local information of interest to the local audience.

(Good morning/afternoon/evening):

Thank you for inviting me to speak with you about the Postal Service and National Consumers Week.

National Consumers Week is the perfect time for the Postal Service, along with other consumer groups, to reemphasize the important role of our consumers. Did you realize that service is our last name? When we changed from the old Post Office Department in 1971 to the United States Postal Service, a lot of thought went into the name—including putting the word service into it.

We are, in fact, a large service organization—more than 700,000 strong when you include full- and part-time employees. It is our goal to have each and every employee, no matter what job he or she is doing, be customer responsive.

It is our purpose to provide all households and businesses across the United States with the ability to communicate and conduct business with each other and the world through prompt, reliable, and economical services for the collection, transmission, and delivery of messages and merchandise.

And it is our vision to be the most effective and productive serivce in the federal government and markets that we serve.

What these lofty statements really mean is that like no time before, the Postal Service is dedicated to meeting your needs.

Locally we have (fill in local changes—some examples could be extended hours, additional windows, earlier mail delivery, a Customer Advisory Council, service in 5 minutes or less, great EXFC/CSI scores, etc.).

In today's Postal Service you never need to go to a post office again to order stamps. There are numerous ways to buy stamps including ordering them by dialing an 800

#### **National Consumers Week Activity Check List**

Please check boxes that apply and attach documentation. Send information to district consumer affairs and claims manager by Friday, November 12.

Check if done	Held an open house/po	stal fair
	Date	Documentation provided?
	Held a Customer Appre	ciation Day
ar beld	Date	Documentation provided?
	Announced a new servi	ce during NCW
5 + 50	Date	Documentation provided?
7	Started a tour program	
	Date	Documentation provided?
181	Held mailer's seminars in	
	Date	Occumentation provided?
	Made an educational or i	informational improvement
	T Date	Documentation
		provided?
GHE	Guested on a local telev	
	L.	Documentation provided?
	Guested on a local radio	
	Date	Documentation provided?
	Began establishing a Co	ustomer Advisory Council
	Date	Documentation provided?
	Held a joint press confe	rence with postal inspector
	Date	Documentation provided?
	Talked with other consu	imer affairs professionals
	Date	Documentation provided?
VIII 1943 V.	Had local officials decla	
**********	Week Date	Documentation provided?
	"Appreciated" local con	PER PROPERTY AND ADDRESS OF THE PERSON NAMED IN
24130	Date	Documentation provided?
50°7.0k 31 k .vey	Sponsored a poster cor	
	Date	Documentation
	Sponsored an essay co	provided?
	Date Date	Documentation
1107		provided?
gszx	Participated in a public	The state of the s
8460 J. V		Documentation provided?
	display	or library display or lobby
	Date	Documentation provided?
	Other (list separately)	
	Date	Documentation provided?

#### National Consumers Week —Continued

number 1-800-STAMP-24 and paying by credit card (there is a charge for credit card use), ordering them by mail, buying them in local stores (*grocery, drug stores, etc., fill in what applies in your area*), and you can even get them in some ATM machines around the country.

Another convenience is that senders now have an option to have packages left at the door.

Additionally, did you know that we offer all sorts of "freebies" at our post offices? We provide, at no cost to you, free Express Mail envelopes, Express Mail flat envelopes, Express Mail tubes, and Express Mail boxes (tubes and boxes are at most major post offices). We also provide free Priority Mail envelopes, Priority Mail boxes, and Priority Mail flat rate envelopes.

Imagine! Now you can purchase a gift, put it in an Express Mail overnight box, send it the same day, and have it arrive the next. This service is great if you tend to forget special occasions until the last few days.

All brochures found in post office lobbies are also free. One of my personal favorites is *A Consumer's Directory of Postal Services and Products*, which contains a wealth of postal information including how to use registered mail, certified mail, and money orders.

Did you know that post office lobbies have free rate chart brochures, information on how to wrap parcels, how to address properly, and how to protect yourself from postal crime?

We also have Postal Answer Line (PAL) with 24-hour around the clock answers to postal questions. PAL lists the hours of all the post offices in our area and provides information. Around special times, such as Christmas or income tax night, PAL offers a list of post offices that are open additional hours (in most major cities). You might like to take note of our local number\_it is: \_\_\_\_\_.

(If applicable) We now have a business center designed to help all business mailers. Our mailing experts will guide you on proper addressing and give you ideas on how to save money on business mailings.

If you feel you are not getting the service you should, every post office displays yellow Consumer Service Cards. Just take a moment to write your complaint—or compliment—and you will get action.

I stand before you today as a representative for the (*fill in the correct number*) United States Postal Serivce men and women in our (city/town) who want you to know that they value your business.

National Consumers Week is a fitting time to again emphasize our commitment to you for the best postal service ever. I hope you have learned something new about us this (morning/afternoon/evening) and will avail yourself of the many new services we are providing.

Thank you.

-Consumer Affairs, 9-16-93

#### **AIDS Awareness Postage Stamp**

Several marketing initiatives are developed to support the issuance of the AIDS Awareness stamp on December 1. They include: (1) local stamp ceremonies/events, (2) a pictorial postmark, (3) waiver of licensing and royalty fees for nonprofit organizations, and (4) a partnership with the sponsors of World AIDS Day—the American Association for World Health (AAWH).

As part of World AIDS Day, local organizations and/or community groups will conduct local activities/events-related HIV/AIDS awareness and educational programs. In conjunction with the stamp issuance, these groups are encouraged to request the participation of local postal officials in their activities/events. Postmasters can support these local activities/events by conducting local stamp ceremonies/events as a part of the groups' plans.

For those post offices planning to conduct local stamp ceremonies/events, a standard pictorial cancellation exists. Area and district managers, customer service and sales and PCES postmasters will receive a reproducible sample of the World AIDS Day cancellation in the mail.

Information about the types of postal programs and services available to groups planning activities/events on World AIDS Day are released to organizers of World AIDS Day. A resource booklet distributed by AAWH and mailed

to approximately 40,000 organizations and associations includes the following information. To ensure continuity, it is important that postmasters and customer service managers become familiar with this material.

#### **USPS AIDS Awareness Postage Stamp**

On December 1, 1993, in conjunction with World AIDS Day, the United States Postal Service will issue an AIDS Awareness postage stamp. Available in all post offices beginning December 1, the AIDS Awareness stamp is issued to generate awareness for this worldwide concern and to serve as an educational vehicle. The AIDS Awareness stamp continues a long tradition of public service by the Postal Service. Over the years, stamps have contributed signficantly towards generating awareness, support, and understanding for social and health issues.

In conjunction with the issuance of the AIDS Awareness stamp on World AIDS Day, December 1, local organizations or community groups may request the participation of local postal officials to conduct stamp ceremonies as part of the communities' planned activities/events. Interested local groups may contact their local postmaster after October 1 to arrange local stamp ceremonies in conjunction with special meetings, exhibitions, or seminars/

#### AIDS Awareness Postage Stamp—Continued

workshops that take place in a community. Local stamp ceremonies are events that include a dedication of the AIDS Awareness stamp by the local postmaster or other local officials. Also, they include the availability of temporary postal units to sell the stamp and provide special cancellations. Local organizations planning to conduct special programs on World AIDS Day and interested in sponsoring a local stamp ceremony should contact the postmaster of the city where the event will take place at least 8 weeks before the event.

In addition to generating awareness and providing educational information on World AIDS Day, local organizations may wish to utilize the AIDS Awareness stamp to support their planned fundraising activities. The stamp presents numerous opportunities for local groups to develop fundraising activities.

#### **Opportunities for Associations/Organizations**

#### ■ Stamp Pins

Using the actual AIDS Awareness stamp, fundraisers may produce and sell laminated stamp pins. Organizations may purchase stamps and send them to a local manufacturer for laminating and mounting after the stamps are issued on December 1.

However, for those organizations planning activities on World AIDS Day that would like to have stamp pins as part of their program, the Postal Service accepts orders for laminated stamp pins featuring the AIDS Awareness stamp. The pins are sold at cost, \$42.90 per 100 pins (\$40.00 for the pins, \$2.90 for shipping).

The Postal Service accepts stamp pin orders until *November 1, 1993,* and only orders in lots of 100. To place an order, include the following information:

- Name and complete address
- Telephone number
- Name and address of the post office to ship the pins
- Amount of pins ordered (available only in lots of 100)
- Check to cover the cost of the order (\$42.90 per 100 pins) (Make check or money order payable to U.S. Postal Service.)

NOTE: The stamp pins will be shipped directly to the local postmaster that services the area and held there for pickup on the afternoon of November 30 or on the morning of December 1, the first day the stamp goes on sale.

Send orders to:

AIDS AWARENESS STAMP PIN US POSTAL SERVICE PO BOX 14328 ST PAUL MN 55114-0328 Fax: 612-646-4215

(Mastercard, Visa, and Discover Credit Card orders only)
All orders received will be confirmed in writing.

■ Use of Stamp Design

The Postal Service waives licensing or royalty fees to



nonprofit organizations only. Nonprofit organizations may reproduce the AIDS Awareness stamp design on T-shirts, sweatshirts, coffee mugs, key rings, etc., and use them for fundraising purposes. If an organization wants to use the AIDS Awareness stamp design on products and would like to receive a color transparency of the stamp design, it must provide the following information:

- Name of the organization/association
- Complete address
- Contact name
- Telephone number
- IRS federal tax exempt number

Mail requests to use the stamp design to:

AIDS AWARENESS STAMP HAMILTON PROJECTS INC 215 LEXINGTON AVENUE NEW YORK NY 10016-6023

Fax: 212-683-1091

Those for-profit organizations that want to reproduce the AIDS Awareness stamp design on products should also contact Hamilton Projects, Inc.

Stamp Reproduction Specifications:

- Reproduction of the stamp in full color between 75 and 150 percent of actual size requires that a fine black hairline/slash appear diagonally across one corner.
- When portraying the actual/literal stamp in any medium, it is critical to replicate it accurately. The stamp format, perforations, or appearance should not be altered in any manner that restructures or gives a false representation of the actual stamp.

#### Copyright Rules:

Acknowledged copyright of the stamp design in the following manner:

#### Stamp Design @1993 United States Postal Service

- Copyright notice must be affixed and positioned in such a manner and location as to give reasonable notice of the claim of copyright.
  - Special World AIDS Day Pictorial Postmark

The Postal Service is offering a special World AIDS Day pictorial postmark to recognize local events being celebrated in communities throughout the nation. Pictorial postmarks are initiated by sponsors or organizers of local events and are authorized for use at temporary postal

#### AIDS Awareness Postage Stamp—Continued



stations. Sponsors or organizers who wish to use this pictorial postmark should apply in writing at least 8 weeks before the event to the postmaster in the city where the

event takes place. Requests must include a contact name, telephone number, a complete description of the event, and the date the cancellation is to be offered.

#### ■ Philatelic/Collector Covers

Organizations may produce a cachet envelope (envelopes featuring an illustration or design printed on the left front portion), affix an AIDS Awareness stamp to it, and have it postmarked with the special World AIDS Day pictorial cancellation. They may sell the commemorative, collector covers at fundraising events.



-Marketing, 9-16-93

#### **Mail Alert**

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings of one million pieces or more, should contact the Sales and Account Management Division at (202) 268–2271, one month preceding the requested delivery dates.

Title of mailing	Class and type of mail	Requested delivery dates	Number of pieces (millions)	Distribution	Presort level	Comments
Mervyn's Home Sale Catalog	Third/Bulk	Sept. 18-21	3.3	Nationwide	Carrt 5-Digit Basic.	9% x 8½".
Talbots Resume	Third/Bulk	Sept. 21-23	2.2	Nationwide	Carrt 3/5-Digit Basic.	
J. Crew Fall and Winter 5	Third/Bulk	Sept. 25- Oct 2.	. 4	Nationwide	Carrt	Plant verified, drop shipped, RRD: Spartanburg, SC.
JC Penney Super Shoe	Third/ Postcard.	Sept. 27-29	1.5	Nationwide	Carrt	Harte-Hanks.
Talbots Fall Sale	Third/Bulk	Sept. 27-29	1.5	Nationwide	Carrt 3/5 Digit Basic.	8" x 103/4" catalog.
The Swiss Colony	Third/Bulk	Sept. 27- Oct. 8.	1.7	Nationwide	Basic	

#### **Mail Alert—Continued**

Title of mailing	Class and type of mail	Requested delivery dates	Number of pieces (millions)	Distribution	Presort level	Comments
Radio Shack	Third/Letter	Sept. 28-30	10	Nationwide	Carrt	9½" x 11" folded to 9½" x 5½", 24 pages.
Sally Beauty Supply	Third/Letter	Sept. 28-30	2.2	Nationwide	Residual 3%, 3/5 Digit 37%, Carrt 60%.	
Williams-Sonoma Catalog for Cooks Autumn '93.	Third/Letter	Sept. 28-30	3.9	Nationwide	Carrt 5-Digit Basic.	American Signature, Atlanta, $5\%$ " x $8\%$ ".
L.L. Bean Christmas 124	Third/Bulk	Sept. 28-30	7.9	Nationwide	Carrt 5-Digit Basic.	7%" x 9".
L.L. Bean Christmas 276	Third/Bulk	Sept. 28-30	8.4	Nationwide	Carrt 5-Digit Basic.	7%" x 9".
House of Fabrics Halloween Headquarters.	Third/Bulk	Sept. 29- Oct. 1.	2.2	Nationwide	Carrt 5-Digit Basic.	16-page self-mailer, 6" x 81/2".
JC Penney Pre-Holiday Sale	Third/Catalog	Sept. 30- Oct. 2.	10.1	Nationwide	Carrt	RRD.
Sears Retail	Third/Flat	Sept. 30- Oct. 2.	5	Nationwide	Carrt	60-page attachment.
Crate and Barrel Christmas Catalog.	Third/Flat	Sept. 30- Oct. 4.	4	Nationwide	Carrt 3/5-Digit Basic.	Palletized drop ship, plant verified, Case-Hoyt: Rochester, NY.
Fashionation Fashion Gal, Something Special Right Price, Fashion Mine, Show Off, Tempo.	Third/Letter	Oct. 2-5	1.7	Nationwide	Carrt 3/5 Digit Basic.	6" x 11" multicolor, 8 pages folded, Gateway Apparel.
Sears Retail	Third/Flat	Oct. 4-6	16	Nationwide	Carrt	60 pages, 8" x 11".
Ethan Allen Fall Mailing				Nationwide		Magazine.
Orvis Holiday '93	Third/Flat			Nationwide		Palletized, RRD.
The Bombay Company Christ- mas Catalog 1.	Third/Flat			Nationwide		8%" x 10%" palletized, drop ship. Case-Hoyt: Rochester, NY.

-Marketing, 9-16-93

#### **Customer Satisfaction Posters and Standup Talks**

Headquarters Consumer Affairs is distributing a new employee awareness poster and standup talk to all offices CAG A through G. Part of a series, these posters and talks remind employees how they influence customers' perception of the Postal Service. Managers should use them as tools to emphasize the importance of each employee's daily contribution to improved customer satisfaction.—*Consumer Affairs*, 9–16–93

Is your Postal Bulletin going to an incorrect address? Does your installation need more (or fewer) copies? Send in the form on the back page. Don't forget to include your Bulletin's label.

#### DOMESTIC MAIL =

#### **United States Navy: Change in Mailing Status**

The United States Navy will convert all its mailing procedures from penalty mail to prepaid postage effective October 1, 1993. The Navy plans to discontinue all penalty mail and billing through the Official Mail Accounting System (OMAS) by close of business September 30, 1993.

All Navy commands are advised of the new procedures and will make every effort to complete the conversion process by October 1, 1993. Because this conversion process is highly decentralized, Navy activities may convert at different times. However, their instructions are to complete the conversion by October 1, 1993, or as soon as possible thereafter.

Because this is a major procedural change for the Navy and the Postal Service, all postal employees must understand the conversion process and provide the necessary information and assistance to Navy activities within their delivery areas. Postmasters serving Navy activities should consult with local Navy representatives to ensure that their conversion plans meet Postal Service requirements and to provide a contact for any advice or assistance required during the conversion process. Conversion guidelines for post offices follow, based on Navy plans for use of commercial mailing procedures.

#### Penalty Mail Stamps/Envelopes/Postal Cards

The Navy will not purchase penalty mail stamps or preprinted penalty mail stamped envelopes or penalty postal cards after September 30, 1993. Stamp distribution offices will return unfilled any Navy orders (Agency Code 043) received after that date. To permit Navy activities to use up their existing stocks of penalty mail stamps/envelopes/postal cards, however, the Postal Service will accept indefinitely all Navy preprinted penalty mail envelopes, penalty postal cards or mail with penalty mail stamps affixed. It will even allow them to be commingled on the same mailing with prepaid postage stamps. Navy activities using prepaid stamps or printed stamped envelopes will purchase them using the same payment options available to commercial mailers (check or cash).

#### **Postage Meters**

The Navy plans to convert its existing penalty postage meters to commercial postage meters by October 1, or as soon as possible thereafter. To complete this conversion, each Navy activity using meters must submit Form 3601–A, *License to Use Postage Meter*, to its local post office for assignment of a commercial meter license number. Because of the large number of meters involved, post offices must accept the applications and issue the licenses, even if the Navy activity does not yet have the commercial meter in its possession. When the Navy activity receives its commercial meter from the manufacturer, the activity will present it at the local post office for the

initial setting. The activity must pay for all settings on commercial meters by check or from an advance deposit trust account at the time of the setting.

Do not reset penalty postage meters for Navy activities after the initial setting of a commercial postage meter. Also do not transfer balances from a penalty postage meter to a commercial postage meter. The Navy instructed all its activities to have their penalty postage meter licenses canceled and penalty postage meters checked out of service at the time the commercial postage meter is checked into service. The Navy does not intend to use its penalty meters until the postage is exhausted. Setting post offices will complete Part B of Form 3634-G, Transferring Postage to or Canceling Penalty Mail Postage Meters, and submit it through OMAS. OMAS will credit the Navy for all unused postage on these penalty postage meters. Do not issue any refunds (including Treasury check and postal money orders) for any penalty mail transactions.

#### Permit Imprint Mail

Effective October 1, 1993, the Navy will cancel Penalty Mail Permit G-9. Any Navy activity that wants to use a permit imprint must obtain a commercial mailing permit at the post office where it deposits the mailings. The activity must complete and submit Form 3601, Application to Mail Without Affixing Postage Stamps, and pay the same permit fee as other commercial mailers. The activity must pay all bulk and presort mailing fees before the first mailing as required by Domestic Mail Manual (DMM) P040. All units using permit mail must comply with the regulations in DMM P040 and with the regulations governing that particular class of mail. Post offices will allow Navy activities to continue to use their existing stock of G-9 penalty permit imprint envelopes and labels until October 1, 1994, provided the activity obtains a commercial permit imprint and has money on deposit in an advance deposit account to pay for the mailings at the time they are deposited.

#### **Express Mail**

Effective October 1, 1993, the Navy will no longer use Agency Code 043. All Express Mail items presented by Navy activities must have prepaid postage affixed (the Navy may use penalty mail stamps until it exhausts existing stocks) or be paid through an Express Mail corporate account. Any Navy activity that wants to establish an Express Mail corporate account must complete Form 5639, Express Mail Corporate Account Application, and maintain sufficient funds in an advance deposit account.

#### **Business Reply Mail**

Effective October 1, the Navy will cancel its business reply mail (BRM) permit number 12503. Any Navy activity wishing to receive BRM must complete and submit Form 3614-A, *Application for a BRM Permit*, to its local post

#### United States Navy: Change in Mailing Status—Continued

office before October 1 and pay the same permit/accounting fees as commercial BRM mailers. Once it establishes a commercial BRM account, employees should charge any articles bearing BRM permit number 12503 to the commercial account. When individual activities choose their payment options (BRM account or pay on delivery), post offices should explain the differences in procedures and surcharges as well as the business reply mail accounting system (BRMAS).

Post offices will allow Navy activities to continue to use existing stock of BRM permit 12503 cards, envelopes, or labels until October 1, 1994, provided the activity applied for and obtained a commercial BRM permit, established a BRM account, or elected to pay for the BRMs upon delivery.

#### Merchandise Return Service

Effective October 1, 1993, the Navy will cancel Merchandise Return Service (MRS) permit number 905. Any Navy activity wishing to use MRS must complete Form 3625, *Merchandise Return Permit Application*, and submit it and the appropriate fee to the post office to receive the returned merchandise. All Navy activities using MRS must comply with the regulations in DMM S943. Once a commercial MRS account is established, employees should charge any articles bearing MRS permit 905 to the commercial account.

#### **Second-Class Publications**

No later than October 1, 1993, postage must be fully prepaid on all Navy second-class publications. Navy activities need not reapply for second-class authorization for publications already approved. They must, however, send a letter to the postmaster of the post office where the original second-class mailing privilege was authorized requesting the second-class publication be converted from the penalty mail system to a commercial account. The Postal Service charges no fees for making this conversion. When a Navy activity converts to commercial status and presents a publication for mailing, it may no longer use the penalty mail format.

#### **Postage Due**

The Navy established a general policy to accept postage due only from other government agencies whose mail is not habitually shortpaid. It will refuse shortpaid mail from private individuals. Postmasters should contact their local Navy activities to determine how they will handle shortpaid articles and any Forms 3547, *Notice to Mail of Correction in Address*, or Forms 3579, *Undeliverable 2nd, 3rd, 4th Class Matter.* 

EXCEPTION: When Navy units engage in hostile operations, regulations specified in the DMM supersede this direction. The DMM permits recipients of a postage-due articles from units engaged in hostile operations to pay for the item with regular postage stamps and/or meter strips in addition to the other authorized payment methods.

#### **Payment for Services**

Post offices must ensure that each Navy activity converted to prepaid postage pays for all service by cash, check, or advance deposit account. Navy representatives indicate that they will rely primarily on advance deposit accounts to pay for their postal service, except for stamps or other retail products, for which they will normally pay by separate check. The account identifier codes (AIC) that apply to Navy transactions are: AIC 051, Second-Class Advance Deposits; AIC 052, Permit Imprint Advance Deposits; AIC 068, Business Reply Mail Advance Deposits; and AIC 074, Customer Meter Advance Deposits.

Each Navy activity will normally present one check at its serving post office to establish or supplement its various trust accounts. The presenting Navy official must specify exactly how much to place in each account. The accepting USPS employee must request exact deposit information from the Navy official.

The Postal Service discourages transfers between advance deposit accounts and makes them only upon written request of the depositing Navy activity. Postal managers must advise Navy personnel of the need to maintain adequate funds in each advance deposit account.

Conversion of a government organization as large as the Navy to commercial mailing status is a complex undertaking. All employees must make every effort to provide as much assistance as possible during this process.

-Marketing, 9-16-93

#### **DMM REVISION**

#### **Postage Stamp Conversions**

Effective immediately, *Domestic Mail Manual* (DMM) P014.1.7 is revised to maximize local control and expedite requests for converting postage stamps into metered postage or permit imprint advance deposit accounts. These revised standards for stamp conversion allow requests to go directly to the district level instead of Postal Service Headquarters. In addition, the conversion fee

charged to customers is reduced to reflect the costs associated with the conversion.

District managers of Customer Service and Sales and inspectors in charge are responsible for evaluating stamp conversion requests. These officials have binding approval and denial authority (cosigning) approvals and denials when issued) under DMM P014.1.7. When disagreements

#### Postage Stamp Conversions—Continued

occur between these officials, the business mail acceptance manager at Postal Service Headquarters makes final determinations.

DMM Issue 47 will incorporate the following revisions.

Module P, Postage and Payment Methods

P000 Basic Information

P010 General Standards

P014 Refunds and Exchanges

P014.1.0 Exchanges of Stamps

P014.1.7 Stamps Converted to Other Postage Forms. Mailers may submit postage stamps for conversion to a meter-setting or advance deposit for permit imprint mailings subject to these conditions:

- a. Only full panes of stamps (or coils of stamps in the original sealed wrappers) are accepted for conversion. Accepted postage stamps include commemorative stamps issued no earlier than 1 year before the requested conversion date or regular stamp issues not officially withdrawn from sale.
- b. Requests for stamp conversions must be in writing to the district manager of Customer Service and Sales of the district where the customer's post office is located. The district manager forwards a copy of the request to the postal inspector in charge of the division where the customer's post office is located. The customer's letter must include:

- Name, denomination, quantity, and value of postage stamps for which conversion is requested.
- 2. Name of the post office where the stamps were bought.
- 3. Evidence of purchase of the stamps.
- c. The amount of postage applied to a meter-setting or permit imprint advance deposit account through conversion is the full face value of the stamps submitted minus a conversion charge of 5% of the face value of the stamps or \$75, whichever is greater.
- d. The district manager of Customer Service and Sales and the inspector in charge review the request. These officials may ask the mailer to submit additional records to support the information in the request. Both officials must approve or deny the request. If the conversion is approved, the postmaster is advised of the procedures for accepting the postage stamps and making the required accounting entries. Credit for the value of the converted postage is to be used at the post office where the same customer's meter is set or deposit account for permit imprint mail is maintained. If the district manager and inspector in charge disagree about the approval or denial of the request, they must contact the Business Mail Acceptance manager at USPS Headquarters, who issues the final determination. If a request is denied, a letter of denial and the purchased postage stamps submitted for conversion are sent to the requester.
- e. No part of any amount applied to a meter-setting or advance deposit account from the conversion is later refundable in cash or by any other means.

-Customer Service and Sales, 9-16-93

DMMT CORRECTION

#### **Express Mail Security Measures**

Effective July 1, 1993, *Domestic Mail Manual Transition Book* (DMMT) 222.2 is corrected to include DMM 222.23, which was inadvertently omitted from chapter 2 at the time of printing. The retroactive effective date reflects the DMMT issue date. All the text for DMMT 222.2, with the omitted sections, is reprinted for context and reference. Employees should photocopy this article and place it in their copies of the DMMT.

DMM Transition Book Chapter 2, Express Mail

220 Classification

222 Express Mail Same Day Airport Service

#### 222.2 Security Measures

- 222.21 General. An Express Mail Same Day Airport item is dispatched on a specific airline and a specific flight number, depending on the acceptance time and destination. Because of aviation security and the dispatch of hazardous and other materials with potential risk to personal safety, additional procedures are required in the acceptance of an Express Mail Same Day Airport item.
- 222.22 Restricted Information. Under no circumstances is the USPS acceptance employee to tell the mailer, or write on the Label 11 or the article itself, any of the following information from the Same Day Airport Availability Report:
  - a. Route (airline code)
  - b. Trip (flight number)
  - c. Leave time (flight departure time)
  - d. Arrive time (flight arrival time)
  - e. Trf (transfer point, if any)

#### **Express Mail Security Measures—Continued**

#### 222.23 Security Classification

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

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

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

---Information Systems, 9-16-93

#### Flat Mail Barcoding—85-Percent Qualification

On April 1, 1993, the Postal Service amended the *Domestic Mail Manual* (DMM) to temporarily lower the minimum percentage of qualifying mailpieces in a barcoded flat-size mailing from 85 to 80 percent, to provide mailers an opportunity to make improvements in their address lists or to their production processes. This temporary relaxation expires October 1, 1993.

Since April, flats customers have taken steps to improve their address accuracy and production processes. Despite these efforts, some are still not able to qualify barcoded flats mailings at the 85 percent level. Therefore, the Postal Service will grant customers who have made good faith efforts to increase barcoded levels an extension of the 80 percent barcode minimum for up to 6 months, if they meet the following criteria:

Customers must be ongoing participants in the Address Element Correction program and must have submitted their initial lists for processing to the National Customer Support Center no later than September 30. The Address Element Correction program provides diagnostic information and limited address corrections for addresses that cannot be successfully matched by Coding Accuracy Support

System (CASS) certified address matching software. Mailers desiring more information about this program may contact the National Customer Support Center at 1–800–238–3150.

 Customers must be taking additional ongoing steps to improve address quality. Examples include: using Address List Correction Service (DMM A910.3), implementing procedures to capture correct address information prior to input into addressing data bases, implementing procedures to contact customers whose addresses are unmatched, or using the delivery type file to identify the correct address where dual addresses exist.

Submit written extension requests to the appropriate rates and classification service center (RCSC) where extensions of the 80 percent barcode minimum may be approved for up to 6 months.

Unless an extension is received from the appropriate RCSC, flat barcoded mailings entered after October 1, 1993, must meet the 85 percent ZIP + 4 or delivery point barcode qualifying standard to be eligible for barcoded rates.—Customer Service and Sales, 9-16-93

#### **Special Cancellations**

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

Cancellations	Period of Use					
National Cystic Fibrosis  Peace Corps United Way  Disabilities President's Committee						

#### **Metered Stamp Barcode Errors**

To improve service to USPS customers when using the postage validation imprinter, window clerks must review the ZIP Code entered on the postal meter strips for accuracy. ZIP Code errors cause delays in processing and delivering barcoded mail. Examples of misdirected USPS barcoded mail identified by the quality improvement auditing efforts at the Memphis Bulk Mail Center follow.

Actual Parcel Post ZIP Code	Barcode in Meter Stri			
72204	72220			
38111	38117			
37730	39330			
70808	76808			
38118	38119			

#### Revised Post Office to Addressee Express Mail Label

A revised Label 11B, Post Office to Addressee Express Mail Label, will be implemented Monday, September 27, 1993. The revised Label 11B, dated May 1993, (see below) is available at both the Topeka and Somerville Materiel Distribution Centers (MDCs). An automatic distribution to all post offices, stations, and branches will be made during the week of September 20 for initial local inventory.

Upon receipt, submit an order for only Label 11B on Form 7380, MDC Supply Requisition, to the MDC to cover the retail unit's additional needs. Offices will receive orders for the new label by priority mail to facilitate earlier use. This new label, like all Express and Priority Mail supply items, is a no cost item to all post offices, stations and branches, and other field installations. Destroy all old Labels 11B once an ample supply of the new label is in inventory. Complete stocking the inventory by the end of Accounting Period (AP) 1 Fiscal Year (FY) 1994. Therefore, local inventories must be destroyed by the end of AP 2, FY 1993.

#### Origin Area (Postal Use Only)

- International Shipments Only. This green section reminds clerks and customers that many international shipments require customs declarations. It does not replace any customs declarations.
- 2. No Delivery—Weekend or Holiday. The customer may now request no weekend or no holiday delivery

when appropriate. For domestic Express Mail to nonmilitary ZIP Codes, the integrated retail terminal (IRT) offers clerks these options: (1) normal delivery, (2) no weekend delivery, (3) no holiday delivery, (4) no weekend and no holiday delivery.

The clerk must enter one of these selections, and the selection may affect the final service commitment in the Electronic Marketing Reporting System (EMRS). For items mailed with old Express Mail labels, the clerk must enter (1) on the IRT for normal delivery.

If the customer chooses an option other than normal delivery, the clerk must request the customer to mark the corresponding block in the shaded orange box under the customer use only section of the label and obtain the customer's signature.

For items mailed early in the week with no holiday, the clerk should assume normal delivery rather than offering the customer the other options, since holiday and weekend delivery is not involved.

No holiday and no weekend delivery are options only on domestic Express Mail to nonmilitary ZIP Codes. For mail to international destinations and APO/FPO destinations, normal delivery is provided, and the IRT will not display the list of options.

 Flat Rate Envelope. If the customer is using an Express Mail flat rate envelope, the clerk should check the box on the top line near the center of the label.

RIGIN (POSTAL US	E ONLY)			DELIVERY (POS	TAL USE ONLY)	
INTERNATIONAL SHIPMENTS ONLY	P.O. ZIP	Day of Delivery	Flat Rate Envelope Postage	Delivery Attempt  Mo. Day	Time	Employee Signature
Business Papers	Date in Mo. Day Yr.	☐ 12 Noon ☐ 3 PM	•	Delivery Attempt Mo. Day	Time	Employee Signature
Merchandise	Time In			Date of Delivery  Mo. Day	Time	Employee Signature
Customs forms and commercial involce may be required. See Pub 273 and	Weight lbs oz	Int'l Alpha Country Cod	Total Postage & Fees	Signature of Addressee	or Agent	
International Mail Manual	No Delivery	Acceptance Clerk Initials	s	Name - Please Print	,	
		L CHERK INITIALS	1 1			
USTOMER USE ON		i Cierk initials	Mary and the Same Street	March Scott & Strategic Strategic Co.	parameter in 116	man transmission and a second
USTOMER USE ON METHOD OF PAYMENT:		( CHARK INTERES			emicropies 17	DESTRUCTIONS CONTROL
	LY	Coerk initials	•			
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METHOD OF PAYMENT: Express Mail Corporate Acc Federal Agency Acct. No. o Postal Service Acct. No.	ct. No.	Cerk illusis		TO: (PLEASE PRINT)	PHONE	
METHOD OF PAYMENT: Express Mail Corporate Acc Federal Agency Acct. No. o Postal Service Acct. No.	ct. No.	Cerk illitats		TO: (Please Print)	PHONE	
METHOD OF PAYMENT: Express Mail Corporate Acc Federal Agency Acct. No. o Postal Service Acct. No.	ct. No.	Cerk illitats		TO: (PLEASE PRINT)	PHONE	
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#### Revised Post Office to Addressee Express Mail Label—Continued

This request affects the rate charged and needs to be recorded on the label since some copies are detached from the item.

#### **Delivery (Postal Use Only)**

- Delivery Attempts. Delivery personnel now have two delivery attempt areas instead of the one on the previous label.
- Name—Please Print. Delivery personnel should request the addressee or agent to print his or her name in the block provided after they sign. This information is sometimes needed to respond to mailers' inquiries. If the customer refuses to print his or her name, the delivery person should complete the delivery nonetheless.
- 3. Important—Delivery Options Noted in Customer Use Only Area. Accountable clerks and delivery personnel must check the Customer Use Only orangeshaded area that contains Waiver of Signature and No Delivery—Weekend or Holiday options to see whether any of the blocks are marked and whether the customer signature area is completed. If any of the blocks are marked but the customer does not complete the signature area, normal delivery of the piece is required.

CAUTION: Presence of a signature in this section of the form does not mean a delivery signature is waived, unless the Waiver of Signature block is also marked. The signature may instead be authorizing no delivery attempt for weekend, holiday, or both.

#### **Customer Use Only**

- Method of Payment. Separate lines for Express Mail Corporate Account Number and the Federal Agency Code are provided.
- Waiver of Signature and No Delivery, Weekend or Holiday. Each of these options requires the customer's signature. Delivery personnel must rely on the customer's signature in this area to support the options requested and clerk carefully to determine which blocks, if any, are marked. If the signature area is not completed, normal delivery is required.

NOTE: Continue to accept items presented for mailing with older versions of the Express Mail Post Office to Addressee Label. Both IRTs and EMRS recognize the old style label ID numbers. However, make every effort to remove the old labels from local and customers' inventories.

The continuous Label 11–F, Post Office to Addressee Express Mail Label, will be available in the near future. A future Postal Bulletin will include notification of Label 11F availability.—Marketing, 9–16–93

#### CORRECTION

#### Authorizations to Prepare Mail on Pallets

The article Authorizations to Prepare Mail on Pallets in *Postal Bulletin* 21849, 9–2–93 (page 3), included an incorrect second sentence in paragraph four. Please correct the text of this sentence to read: All mailers with current

authorizations will be automatically issued a pallet authorization for each preparation type they are now authorized at each of their plant locations.

-Customer Service and Sales, 9-16-93

Consult Pub. 223, Directives and Forms Catalog, for listings of all directives (manuals, handbooks, publications, notices, labels, posters, signs, management instructions, and tags) and forms. Pub. 223 also contains a list of directives free to the public, indexes of both directives and forms, and an alphabetical list of forms.

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

**ACCEPTANCE CLERKS.** Use this table in conjunction with the integrated retail terminal (IRT) to determine

whether an APO/FPO ZIP Code is active and what conditions of mailing apply. For Express Mail Military Service availability, refer to Handbook PO-514, Express Mail Military Service, and the local EMMS directory.

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

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09001	Not Active	09054	B-C-D-U	09107	B-C-D-U	09160	Not Active
09002	Not Active	09055	Not Active	09108	Not Active	09161	Not Active
09003	Not Active	09056	B-C-D-U	09109	Not Active	09162	Not Active
09004	Not Active	09057	B-C-D-U	09110	B-C-D-U	09163	Not Active
09005	Not Active	09058	B-C-D-U	09111	B-C-D-U	09164	B-C-D-U
09006	Not Active	09059	B-C-D-U	09112	B-C-D-U	09165	B-C-D-U
09007	B-C-D-U	09060	B-C-D-U	09113	Not Active	09166	B-C-D-U
09008	B-C-D-U	09061	Not Active	09114	B-C-D-U	09167	Not Active
09009	B-C-D-U	09062	Not Active	09115	Not Active	09168	Not Active
09010	Not Active	09063	B-C-D-L-U	09116	Not Active	09169	B-C-D-U
09011	Not Active	09064	B-C-D	09117	Not Active	09170	Not Active
09012	B-C-D-U	09065	B-C-D-U	09118	Not Active	09171	Not Active
09013	Not Active	09066	B-C-D-U	09119	Not Active	09172	B-C-D-U
09014	B-C-D-U	09067	B-C-D-U	09120	Not Active	09173	B-C-D-U
09015	Not Active	09068	B-C-D-U	09121	Not Active	09174	Not Active
09016	Not Active	09069	B-C-D-U	09122	Not Active	09175	B-C-D-U
09017	Not Active	09070	Not Active	09123	B-C-D-U	09176	Not Active
09018	Not Active	09071	Not Active	09124	Not Active	09177	B-C-D-U
09019	Not Active	09072	B-C-D-U	09125	Not Active	09178	B-C-D-U
09020	Not Active	09073	Not Active	09126	B-C-D	09179	Not Active
09021	B-C-D-U	09074	B-C-D-U	09127	Not Active	09180	B-C-D-U
09022	Not Active	09075	Not Active	09128	B-C-D-U	09181	Not Active
09023	Not Active	09076	B-C-D-U	09129	Not Active	09182	B-C-D-U
09024	Not Active	09077	Not Active	09130	B-C-D-U	09183	B-C-D-U
09025	Not Active	09078	Not Active	09131	B-C-D-U	09184	Not Active
09026	B-C-D-U	09079	B-C-D-U	09132	B-C-D-U	09185	B-C-D-U
09027	Not Active	09080	B-C-D-U	09133	Not Active	09186	B-C-D-U
09028	B-C-D-U	09081	B-C-D-U	09134	Not Active	09187	Not Active
09029	B-C-D-U	09082	B-C-D-U	09135	Not Active	09188	Not Active
09030	Not Active	09083	Not Active	09136	B-C-D	09189	B-C-D-U
09031	B-C-D-U	09084	Not Active	09137	Not Active	09190	Not Active
09032	Not Active	09085	Not Active	09138	B-C-D-U	09191	Not Active
09032	B-C-D-U	09086	B-C-D-U	09139	B-C-D	09192	Not Active
09034	B-C-D-U	09087	Not Active	09140	B-C-D-U	09193	Not Active
09035	Not Active	09088	Not Active	09141	B-C-D-U	09194	Not Active
09036	B-C-D-U	09089	B-C-D-U	09141	Not Active	09195	Not Active
09037	B-C-D-U	09090	B-C-D-U	09142	B-C-D-U	09195	
09037	Not Active	09090	B-C-D-U	09143	Not Active	09197	Not Active Not Active
09039	B-C-D-U	09091		09144	Not Active	09197	
09039		09092	Not Active Not Active	09145	B-C-D-U	09198	Not Active
	Not Active						Not Active
09041	Not Active	09094	B-C-D B-C-D-U	09147	Not Active	09201	Not Active
09042	B-C-D-U	09095		09148	Not Active	09202	Not Active
09043	Not Active	09096	B-C-D-U	09149	Not Active	09203	Not Active
09044	Not Active	09097	B-C-D	09150	Not Active	09204	Not Active
09045	B-C-D-U	09098	B-C-D-U	09151	Not Active	09205	Not Active
09046	B-C-D-U	09099	B-C-D-U	09152	Not Active	09206	Not Active
09047	B-C-D-U	09100	B-C-D-U	09153	Not Active	09207	B-C-D
09048	Not Active	09101	Not Active	09154	B-C-D-U	09208	Not Active
09049	Not Active	09102	B-C-D-U	09155	Not Active	09209	Not Active
09050	Not Active	09103	B-C-D-U	09156	B-C-D	09210	Not Active
09051	Not Active	09104	B-C-D-U	09157	B-C-D-U	09211	B-C-D-U
09052	Not Active	09105	B-C-D-U	09158	Not Active	09212	B-C-D-U
09053	B-C-D-U	09106	B-C-D-U	09159	Not Active	09213	B-C-D-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
	,	<del> </del>				+	
09214	B-C-D-U	09279	Not Active	09345	Not Active	09411	Not Active
09215	B-C-D-U	09280	Not Active	09346	Not Active		Not Active
09216	Not Active	09281	Not Active	09347	Not Active	09413	Not Active
09217	Not Active	09282	Not Active	09348	Not Active	09414	Not Active
09218	Not Active	09283	Not Active	09349	Not Active	09415	Not Active
09219	Not Active	09284	Not Active	09350	Not Active	09416	Not Active
09220	B-C-D-U	09285	Not Active	09351	Not Active	09417	Not Active
09221	Not Active	09286	Not Active	09352	Not Active	09418	Not Active
09222	B-C-D-U	09287	Not Active	09353	Not Active	09419	B-C-C1-U3
09223	Not Active	09288	Not Active	09354	Not Active	09420	B-C-C1-U3
					l		B-C-C1
09224	Not Active	09289	Not Active	09355	Not Active	09421	
09225	B-C-D-U	09290	Not Active	09356	Not Active	09422	B-C-C1-U3
09226	B-C-D-U	09291	Not Active	09357	Not Active	09423	Not Active
09227	B-C-D-U	09292	Not Active	09358	Not Active	09424	Not Active
09228	B-C-D-U	09293	Not Active	09359	Not Active	09425	Not Active
09229	B-C-D-U	09294	Not Active	09360	Not Active	09426	Not Active
09230	Not Active	09295	Not Active	09361	Not Active	09427	Not Active
09231	F	09296	Not Active	09362	Not Active	09428	Not Active
	Not Active			1			l
09232	Not Active	09297	Not Active	09363	Not Active	09429	Not Active
09233	Not Active	09298	Not Active	09364	Not Active	09430	Not Active
09234	B-C-D-U	09299	Not Active	09365	Not Active	09431	Not Active
09235	B-C-D-U	09301	Not Active	09366	Not Active	09432	Not Active
09236	Not Active	09302	Not Active	09367	Not Active	09433	B-C-C1-U3
09237	B-C-D-U	09303	Not Active	09368	Not Active	09434	Not Active
09238	Not Active	09304	Not Active	09369	Not Active	09435	Not Active
				1	1		
09239	B-C-D-U	09305	Not Active	09370	Not Active	09436	Not Active
09240	Not Active	09306	Not Active	09371	Not Active	09437	Not Active
09241	Not Active	09307	Not Active	09372	Not Active	09438	Not Active
09242	B-C-D-U	09308	Not Active	09373	Not Active	09439	Not Active
09243	Not Active	09309	Not Active	09374	Not Active	09440	Not Active
09244	B-C-D-U	09310	Not Active	09375	Not Active	09441	Not Active
		1		1		09442	
09245	B-C-D-U	09311	Not Active	09376	Not Active		Not Active
09246	Not Active	09312	Not Active	09377	Not Active	09443	Not Active
09247	Not Active	09313	Not Active	09378	Not Active	09444	Not Active
09248	B-C-D-U	09314	Not Active	09379	Not Active	09445	Not Active
09249	Not Active	09315	Not Active	09380	Not Active	09446	Not Active
09250	B-C-D-U	09316	Not Active	09381	Not Active	09447	B-C-C1-U3
09251	Not Active	09317	Not Active	09382	Not Active	09448	B-C-C1-U3
		1		1	1	1	B-C-C1-U3
09252	B-C-D-U	09318	Not Active	09383	Not Active	09449	
09253	Not Active	09319	Not Active	09384	Not Active	09450	Not Active
09254	Not Active	09320	Not Active	09385	Not Active	09451	Not Active
09255	Not Active	09321	Not Active	09386	Not Active	09452	Not Active
9256	Not Active	09322	Not Active	09387	Not Active	09453	Not Active
9257	Not Active	09323	Not Active	09388	Not Active	09454	B-C-C1-U3
9258	Not Active	09324	Not Active	09389	Not Active	09455	Not Active
							B-C-C1-U3
9259	Not Active	09325	Not Active	09390	Not Active	09456	
9260	B-C-D-U	09326	Not Active	09391	Not Active	09457	Not Active
9261	Not Active	09327	Not Active	09392	Not Active	09458	Not Active
9262	B-C-D-U	09328	Not Active	09393	Not Active	09459	B-C-C1-U3
9263	B-C-D-U	09329	Not Active	09394	Not Active	09460	B-C-C1-U3
9264	B-C-D-U	09330	Not Active	09395	Not Active	09461	B-C-C1-U3
9265	Not Active	09331	Not Active	09396	A-B1-F	09462	Not Active
					l	09463	B-C-C1-U3
9266	B-C-D-U	09332	Not Active	09397	Not Active		
9267	B-C-D-U	09333	Not Active	09398	Not Active	09464	B-C-C1-U3
9268	Not Active	09334	Not Active	09399	Not Active	09465	B-C-C1-U3
9269	B-C-D-U	09335	Not Active	09401	Not Active	09466	B-C-C1-U3
9270	Not Active	09336	Not Active	09402	Not Active	09467	B-C-C1-U3
9271	Not Active	09337	Not Active	09403	Not Active	09468	B-C-C1-U3
	l			1	l		B-C-C1-U3
9272	Not Active	09338	Not Active	09404	Not Active	09469	
9273	Not Active	09339	Not Active	09405	Not Active	09470	B-C-C1-U3
9274	Not Active	09340	Not Active	09406	Not Active	09471	Not Active
09275	B-C-D-U	09341	Not Active	09407	Not Active	09472	Not Active
09276	Not Active	09342	Not Active	09408	Not Active	09473	Not Active
09277	Not Active	09343	Not Active	09409	Not Active	09474	Not Active
JUE 1 1	I HOLAGUV <del>O</del>	1 03040	I HOL ACUVE	03403	I I I I I I I I I I I I I I I I I I I	004/4	1 1 TOL MOUTE

APO/		APO/		APO/		APO/	
FPO	See Restrictions	FPO	See Restrictions	FPO	See Restrictions	FPO	See Restrictions
09476	Not Active	09542	Not Active	09608	Not Active	09673	Not Active
09477	Not Active	09543	NONE	09609	B-C-F-U	09674	Not Active
09478	Not Active	09544	NONE	09610	B-C-F-U	09675	Not Active
09479	Not Active	09545	NONE	09611	Not Active	09676	Not Active
09480	Not Active	09546	Not Active	09612	B-C-F-U	09677	Not Active
09481	Not Active	09547	NONE	09613	B-C-F-U	09678	Not Active
09482	Not Active	09548	Not Active	09614	Not Active	09679	Not Active
09483	Not Active	09549	NONE	09615	Not Active	09680	Not Active
09484	Not Active	09550	NONE	09616	Not Active	09681	Not Active
09485	Not Active	09551	NONE	09617	Not Active	09682	Not Active
09486	Not Active	09552	Not Active	09618	Not Active	09683	Not Active
09487	Not Active	09553	Not Active	09619	B-C-F-U	09684	Not Active
09488	Not Active	09554	Not Active	09620	B-C-F-U	09685	Not Active
09489	Not Active	09555	Not Active	09621	B-C-F-U	09686	Not Active
09490	Not Active	09556	NONE	09622	B-C-F-U	09687	Not Active
09491	Not Active	09557	NONE	09623	Not Active	09688	Not Active
09492	Not Active	09558	NONE	09624	B-C-F-U	09689	Not Active
09493	Not Active	09559	NONE	09625	B-C-F-U	09690	Not Active
09494	B-C-C1-U3	09560	Not Active	09626	B-C-F-U	09691	Not Active
09495	Not Active	09561	Not Active	09627	B-C-F-U	09692	Not Active
09496	B-C-C1-U3	09562	NONE	09628	B-C-F-F1-U	09693	Not Active
09497	Not Active	09563	NONE	09629	Not Active	09694	Not Active
09498	B-C-C1	09564	NONE	09630	B-C-F-U	09695	Not Active
09499	B-C-C1-U3	09565	NONE	09631	Not Active	09696	Not Active
09501	NONE	09566	NONE	09632	Not Active	09697	Not Active
09502	NONE	09567	NONE	09633	Not Active	09698	Not Active
09503	NONE	09568	NONE	09634	Not Active	09699	Not Active
09504	NONE	09569	NONE	09635	Not Active	09701	Not Active
09505	0	09570	NONE	09636	Not Active	09702	Not Active
09506	NONE	09571	Not Active	09637	Not Active	09703	B1-C-F1
09507	NONE	09572	Not Active	09638	Not Active	09704	B-C-D
09508	NONE	09573	NONE	09639	Not Active	09705	B1
09509	NONE	09574	NONE	09640	Not Active	09706	B-C-D-U
09510	NONE	09575	NONE	09641	B-U	09707	B-C-D-U
09511	NONE	09576	NONE	09642	B-U	09708	B1
09512	NONE	09577	NONE	09643	В	09709	Not Active
09513	Not Active	09578	NONE	09644	U	09710	Not Active
09514	Not Active	09579	NONE	09645	U	09711	Not Active
09515	Not Active	09580	NONE	09646	Not Active	09712	Not Active
09516	Not Active	09581	NONE	09647	B-U	09713	B1-C-F1
09517	NONE	09582	NONE	09648	B-U	09714	B
09518	Not Active	09583	Not Active	09649	Not Active	09715	B-F1
09519	Not Active	09584	Not Active	09650	Not Active	09716	B-C-D-N-U
09520	Not Active	09585	Not Active	09651	Not Active	09717	Not Active
09521	Not Active	09586	NONE	09652	Not Active	09718	B-F-I-N-U
09522	Not Active	09587	NONE	09653	Not Active	09719	B1-F1
09523	Not Active	09588	NONE	09654	Not Active	09720	B-U
09524	Not Active	09589	Not Active	09655	Not Active	09721	B-N-U
09525	Not Active	09590	NONE	09656	Not Active	09722	B-C-D-N-U
09526	Not Active	1	NONE	09657	Not Active	09723	B-N-U
09527	Not Active	09592	Not Active	09658	Not Active	09724	В
09528	Not Active	09593	NONE	09659	Not Active	09725	C
09529	NONE Not Active	09594	NONE	09660	Not Active	09726	B-N-U
09530	Not Active	09595	NONE	09661	Not Active	09727	NONE
09531	NONE	09596	NONE Not Active	09662	Not Active	09728	C
09532	NONE Not Active	09597	Not Active	09663	Not Active	09729	C
09533	Not Active	09598	Not Active	09664	Not Active	09730	NONE
09534	NONE	09599	NONE	09665	Not Active	09731	N
09535	Not Active	09601	B-C-F-F1-U	09666	Not Active	09732	NONE
09536	NONE	09602	Replaced by 09826	09667	Not Active	09733	B1-I-N
09537	Not Active	09603	Not Active	09668	Not Active	09734	B1-I-N
09538	NONE	09604	Not Active	09669	Not Active	09735	Not Active
09539	Not Active	09605	B-C-F-U	09670	Not Active	09736	Not Active
09540	Not Active	09606	Not Active	09671	Not Active	09737	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
9739	Not Active	09805	B-E2-F-H1-R-U1	09870	Not Active	09936	Not Active
9740	Not Active	09806	Not Active	09871	B-E2-F-H1-R-U1	09937	Not Active
9741	Not Active	09807	Not Active	09872	Not Active	09938	Not Active
09742	Not Active	09808	B-E2-F-H1-R-U1	09873	NONE	09939	Not Active
		09809	B-E2-F-H1-R-U1	09874	A-B1-U	09940	Not Active
09743	Not Active	09810		09874		09940	Not Active
09744	Not Active		B-E2-F-H1-R-U1		X	09942	
09745	Not Active	09811	B-E2-F-H1-R-U1	09876			Not Active
09746	Not Active	09812	B-E2-E3-F-F1-I-N-R-U	09877	X	09943	Not Active
09747	Not Active	09813	Service Suspended	09878	X	09944	Not Active
09748	Not Active	09814	B-E2-E3-F-F1-I-N-R-U	09879	Not Active	09945	Not Active
09749	Not Active	09815	N	09880	B-F-H1-R-U10	09946	Not Active
09750	Not Active	09816	A-B1-F	09881	Not Active	09947	Not Active
09751	Not Active	09817	Not Active	09882	Not Active	09948	Not Active
09752	Not Active	09818	Not Active	09883	Not Active	09949	Not Active
09753	Not Active	09819	A-B1-F-P	09884	Not Active	09950	Not Active
09754	Not Active	09820	Not Active	09885	Not Active	09951	Not Active
09755	Not Active	09821	A-B1-F	09886	Not Active	09952	Not Active
9756	Not Active	09822	A-B1-F	09887	Not Active	09953	Not Active
9757	Not Active	09823	A-B1-F	09888	Not Active	09954	Not Active
9758	Not Active	09824	A-B1-F	09889	B-F-H1-R-U1	09955	Not Active
9759	Not Active	09825	A-B1-F	09890	Not Active	09956	Not Active
9760	Not Active	09826	B-E2-F-H1-R-U1	09891	B-E2-F-H1-R-U1	09957	Not Active
9761	Not Active	09827	A-B1-F	09892	A-B-F	09958	Not Active
09762	Not Active	09828	N	09893	Not Active	09959	Not Active
09763	Not Active	09829	N	09894	B-E2-F-H1-R-U1	09960	Not Active
		09830	B-C	09895	Not Active	09961	Not Active
09764	Not Active				NONE	09962	
9765	Not Active	09831	F-N	09896			Not Active
09766	Not Active	09832	B1-U1	09897	NOT ACTIVE	09963	Not Active
9767	Not Active	09833	B1-U1	09898	NONE	09964	Not Active
9768	Not Active	09834	NONE	09899	Not Active	09965	Not Active
09769	Not Active	09835	A-B1	09901	Not Active	09966	Not Active
09770	Not Active	09836	A-B-C-F-M	09902	Not Active	09967	Not Active
09771	Not Active	09837	Not Active	09903	Not Active	09968	Not Active
09772	Not Active	09838	Not Active	09904	Not Active	09969	Not Active
)9773	Not Active	09839	A-B1-U	09905	Not Active	09970	Not Active
09774	Not Active	09840	Not Active	09906	Not Active	09971	Not Active
9775	Not Active	09841	A-B1	09907	Not Active	09972	Not Active
9776	Not Active	09842	A-B1	09908	Not Active	09973	Not Active
9777	A-B-C-E	09843	A-B1	09909	Not Active	09974	Not Active
9778	Not Active	09844	Not Active	09910	Not Active	09975	Not Active
9779	A-B1-C1-F-R	09845	Not Active	09911	Not Active	09976	Not Active
9780	A-B1-C1-F-I-N-R	09846	A-B1	09912	Not Active	09977	Not Active
9781	A-B1-C1-F-I-N-R	09847	Not Active	09913	Not Active	09978	Not Active
9782	A-B1-C1-F-I-N-R	09848	B-E2-F-H1-R-U1	09914	Not Active	09979	Not Active
9783	A-B1-C1-F-I-N-R	09849	Not Active	09915	Not Active	09980	Not Active
9784	B-C-F-R	09850	Not Active	09916	Not Active	09981	Not Active
9785	A-B1-C1-F-I-N-R-X	09851	Not Active	09917	Not Active	09982	Not Active
9786	A-B1-C1-F-I-N-R-X	09852	B-E2-F-H1-R-U1	09918	Not Active	09983	Not Active
9787		09853	B-E2-F-H1-R-U1	09919	Not Active	09984	Not Active
	A-B1-C1-F-I-N-R-X			09920		09985	Not Active
9788	A-B1-C1-F-I-N-R-X	09854 09855	Not Active B-F-H1-R-U1	09920	Not Active	09986	Not Active
9789	A-B1-C1-F-I-N-R-X		T		Not Active		
9790	A-B1-C1-F-I-N-R	09856	Not Active	09922	Not Active	09987	Not Active
9791	A-B1-C1-F-I-N-R-X	09857	NONE	09923	Not Active	09988	Not Active
9792	A-B1-C1-F-I-N-R-X	09858	B-E2-F-H1-R-U1	09924	Not Active	09989	Not Active
9793	A-B1-C1-F-I-N-R-X	09859	NONE	09925	Not Active	09990	Not Active
9794	A-B1-C1-F-I-N-R-X	09860	Not Active	09926	Not Active	09991	Not Active
9795	A-B1-C1-F-I-N-R-X	09861	NONE	09927	Not Active	09992	Not Active
9796	A-B1-C1-F-I-N-R-X	09862	Not Active	09928	Not Active	09993	Not Active
9797	Not Active	09863	NONE	09929	Not Active	09994	Not Active
9798	Not Active	09864	NONE	09930	Not Active	09995	Not Active
9799	Not Active	09865	A-B1	09931	Not Active	09996	Not Active
9801	Not Active	09866	B-E2-F-H1-R-U1	09932	Not Active	09997	Not Active
9802	B-E2-F-H1-R-U1	09867	A-B1-U	09933	Not Active	09998	Not Active
9803		1	X	09934	Not Active	09998	Not Active
2005	B-E2-F-H1-R-U1	09868	^	09904	I HOL ACIIVE	100000	I HOL ACUVO

APO/	One Designation	APO/	One Destriction	APO/	Con Destriction	APO/	Con Donated Street
FPO	See Restrictions	FPO	See Restrictions	FPO	See Restrictions	FPO	See Restrictions
34001	B-U	34066	Not Active	96232	Not Active	96297	A-B-U
34002	B-U	34067	Not Active	96233	Not Active	96298	Not Active
34003	B-U	34068	Not Active	96234	Not Active	96299	Not Active
34004	B-U	34069	Not Active	96235	Not Active	96301	Not Active
34005	B-U	34070	Not Active	96236	Not Active	96302	Not Active
34006	В	34071	Not Active	96237	Not Active	96303	Not Active
34007	B-U	34072	Not Active	96238	Not Active	96304	Not Active
34008	Not Active	34073	Not Active	96239	Not Active	96305	Not Active
34009	В	34074	Not Active	96240	Not Active	96306	B-M-W
34010	Not Active	34075	Not Active	96241	Not Active	96307	Not Active
34011	В	34076	Not Active	96242	Not Active	96308	Not Active
34012	Not Active	34077	Not Active	96243	Not Active	96309	Not Active
34013	Not Active	34078	NONE	96244	Not Active	96310	B-M-W
34014	Not Active	34079	Not Active	96245	Not Active	96311	Not Active
34015	Not Active	34080	NONE	96246	Not Active	96312	Not Active
34016	Not Active	34081	Not Active	96247	Not Active	96313	B-M-W
34017	Not Active	34082	Not Active	96248	Not Active	96314	Not Active
34018	Not Active	34083	NONE	96249	Not Active	96315	Not Active
34019	Not Active	34084	NONE	96250	Not Active	96316	Not Active
34020	B-M-N	34085	Not Active	96251	A-B-U	96317	Not Active
34021	M-N	34086	NONE	96252	Not Active	96318	Not Active
34022	B-D-F-M	34087	NONE	96253	Not Active	96319	B-M-W
34023	B-M-N	34088	Not Active	96254	Not Active	96320	Not Active
34024	B-M-N	34089	Not Active	96255	Not Active	96321	B-M-W
34025	B-F-I-N-U	34090	NONE	96256	Not Active	96322	B-M-W
34026	Not Active	34091	NONE	96257	A-B-U	96323	B-M-W
34027	Not Active	34092	NONE	96258	A-B-U	96324	Not Active
34028	Not Active	34093	NONE	96259	A-B-U	96325	B-M-W
34029	Not Active	34094	Not Active	96260	A-B-U	96326	B-M-W
34030	B-I-M	34095	Not Active	96261	Not Active	96327	Not Active
34031	B-M-N	34096	Not Active	96262	Not Active	96328	B-M-W
34032	M-N	34097	Not Active	96263	Not Active	96329	Not Active
34033	B-C-F-M-N	34098	NONE	96264	A-B-U	96330	B-M-W
34034	B1-M-N	34099	NONE	96265	Not Active	96331	Not Active
34035	B1-H-M-N	96201	A-B	96266	A-B-U	96332	Not Active
34036	M-N	96202	A-B	96267	A-B-U	96333	Not Active
34037	B-C-F-H-I-M-N	96203	A-B	96268	Not Active	96334	Not Active
34038	B-I-M-N	96204	A-B	96269	A-B-U	96335	Not Active
34039	N	96205	A-B-U	96270	Not Active	96336	B-M-W
34040	NONE	96206	A-B-U	96271	A-B-U	96337	B-M-W
34041	B-M-N-U	96207	A-B	96272	Not Active	96338	B-M-W
34042 34043	B-D-F-M	96208 96209	A-B-U Not Active	96273 96274	Not Active	96339 96340	Not Active Not Active
34043	Not Active	96209	Not Active2	96274	A-B	96340	Not Active
34044	Not Active Not Active	96211	Not Active	96276	A-B	96342	Not Active
34045		96211	A-B-U	96276	Not Active	96343	B-M-W
34046 34047	Not Active	96212	Not Active	96277	A-B-U	96344	Not Active
3404 <i>1</i> 34048	Not Active Not Active	96213	A-B-U	96278	Not Active	96345	Not Active
34049	Not Active	96214	A-B-U	96280	Not Active	96346	Not Active
34050	NONE	96216	Not Active	96281	Not Active	96347	B-M-W
34050	NONE	96217	A-B-U	96282	Not Active	96348	B-M-W
34052	Not Active	96218	A-B-U	96283	A-B-U	96349	B-M-W
34052	NONE	96219	A-B-U	96284	A-B-U	96350	B-M-W
34054	NONE	96220	A-B-U	96285	Not Active	96351	Not Active
34055	N N	96221	A-B-U	96286	Not Active	96352	Not Active
34056	Not Active	96222	Not Active	96287	Not Active	96353	Not Active
34057	Not Active	96223	Not Active	96288	Not Active	96354	Not Active
34058	B	96224	A-B-U	96289	Not Active	96355	Not Active
34059	B	96225	Not Active	96290	Not Active	96356	Not Active
34060	B	96226	Not Active	96290	Not Active	96357	Not Active
34060	B-U	96227	Not Active	96292	Not Active	96358	Not Active
34062	Not Active	96228	Not Active	96293	Not Active	96359	Not Active
34062	Not Active	96229	Not Active	96294	Not Active	96360	Not Active
34064	Not Active	96230	Not Active	96295	Not Active	96361	Not Active
J-7004	1 HOL MOUVE	96231	Not Active	96296	Not Active	96362	B-M-W

APO/ FPO	See Restrictions						
96363	Not Active	96429	Not Active	96494	Not Active	96560	Not Active
96364	B-L-M-W	96430	Not Active	96495	Not Active	96561	Not Active
96365	B-M-W	96431		96496	l	96562	
6366			Not Active	96497	Not Active	96563	Not Active
	Not Active	96432	Not Active		Not Active		Not Active
6367	B-L-M-W	96433	Not Active	96498	Not Active	96564	Not Active
6368	B-M-W	96434	Not Active	96499	Not Active	96565	Not Active
96369	Not Active	96435	Not Active	96501	Not Active	96566	Not Active
96370	B-M-W	96436	Not Active	96502	Not Active	96567	Not Active
96371	Not Active	96437	Not Active	96503	Not Active	96568	Not Active
96372	B-M-W	96438	Not Active	96504	Not Active	96569	Not Active
96373	B-M-W	96439	Not Active	96505	NONE	96570	Not Active
96374	B-M-W	96440	B-F	96506	NONE	96571	Not Active
96375	B-M-W	96441	Not Active	96507	Not Active	96572	Not Active
96376	B-M-W	96442	Not Active	96508	NONE	96573	Not Active
96377	B-M-W	96443	Not Active	96509	NONE	96574	Not Active
96378	B-M-W	96444	Not Active	96510	NONE	96575	Not Actice
96379	B-M-W	96445	Not Active	96511	B1-I-N	96576	Not Active
96380	Not Active	96446	Not Active	96512	NONE	96577	Not Active
96381	B-M-W	96447	Not Active	96513	NONE	96578	Not Active
96382	Not Active	96448	Not Active	96514	Not Active	96579	Not Active
96383	Not Active	96449	Not Active	96515	Not Active	96580	Not Active
				96516		1	
96384	Not Active	96450	Not Active		NONE	96581	Not Active
96385	Not Active	96451	Not Active	96517	Not Active	96582	Not Active
96386	Not Active	96452	Not Active	96518	NONE	96583	Not Active
96387	Not Active	96453	Not Active	96519	Not Active	96584	Not Active
96388	Not Active	96454	Not Active	96520	F-U	96585	Not Active
96389	Not Active	96455	Not Active	96521	F	96586	Not Active
96390	Not Active	96456	Not Active	96522	F	96587	Not Active
96391	Not Active	96457	Not Active	96523	Not Active	96588	Not Active
96392	Not Active	96458	Not Active	96524	Not Active	96589	Not Active
96393	Not Active	96459	Not Active	96525	Not Active	96590	Not Active
96394	Not Active	96460	Not Active	96526	Not Active	96591	Not Active
96395	Not Active	96461	Not Active	96527	Not Active	96592	Not Active
96396	Not Active	96462	Not Active	96528	Not Active	96593	Not Active
96397	Not Active	96463	Not Active	96529	Not Active	96594	Not Active
96398	Not Active	96464	NONE	96530	Not Active	96595	Not Active
96399		96465		96531		96596	
	Not Active		Not Active		B-H-M		Not Active
96401	Not Active	96466	Not Active	96532	Not Active	96597	Not Active
96402	Not Active	96467	Not Active	96533	Not Active	96598	NONE
96403	Not Active	96468	Not Active	96534	A-F	96599	NONE
96404	Not Active	96469	Not Active	96535	A-B-F	96601	NONE
96405	Not Active	96470	Not Active	96536	B3	96602	NONE
96406	Not Active	96471	Not Active	96537	B3	96603	NONE
96407	Not Active	96472	Not Active	96538	B3	96604	NONE
96408	Not Active	96473	Not Active	96539	B3	96605	0
96409	Not Active	96474	Not Active	96540	B3	96606	NONE
96410	Not Active	96475	Not Active	96541	B3	96607	NONE
96411	Not Active	96476	Not Active	96542	B3	96608	NONE
96412	Not Active	96477	Not Active	96543	B3-P	96609	NONE
96413	Not Active	96478	Not Active	96544	B3	96610	NONE
96414	Not Active	96479	Not Active	96545	Not Active	96611	NONE
96415	Not Active	96480	Not Active	96546	F-U	96612	NONE
96416	Not Active	96481	Not Active	96547	Not Active	96613	Not Active
96417		96482		96548	A-B-H-M-U	96614	Not Active
	Not Active		Not Active				
96418	Not Active	96483	Not Active	96549	A-B-H-M-U	96615	Not Active
96419	Not Active	96484	Not Active	96550	A-B-H-H1	96616	Not Active
96420	Not Active	96485	Not Active	96551	A-B-H-M-U	96617	Not Active
96421	Not Active	96486	Not Active	96552	A-B-H-M-U	96618	NONE
96422	Not Active	96487	Not Active	96553	A-B-H-I-M-N-U	96619	Not Active
96423	Not Active	96488	Not Active	96554	A-B-H-M-U	96620	Not Active
96424	Not Active	96489	Not Active	96555	B-F-M	96621	NONE
96425	Not Active	96490	Not Active	96556	NONE	96622	NONE
96426	Not Active	96491	Not Active	96557	B-F-M	96623	NONE
96427	Not Active	96492	Not Active	96558	NONE	96624	NONE
~~~L/	Not Active	96493	Not Active	96559	Not Active	96625	NONE

APO/	(	APO/	}	APO/	· ·	APO/	1
FPO	See Restrictions	FPO	See Restrictions	FPO	See Restrictions	FPO	See Restrictions
96626	NONE	96691	Not Active	98757	Not Active		
96627	NONE	96692	Not Active	98758	Not Active		}
96628	NONE	96693	Not Active	98759	Not Active		}
96629		96694	Not Active	98760	Not Active	1	1
	NONE	1	f	,	1	1	}
96630	Not Active	96695	Not Active	98761	Not Active		}
96631	Not Active	96696	Not Active	98762	Not Active		}
96632	Not Active	96697	NONE	98763	Not Active		j
96633	Not Active	96698	NONE	98764	Not Active		
96634	NONE	96699	Not Active	98765	Not Active	}	j
96635	NONE	98701	Not Active	98766	Not Active	1	{
96636	Not Active	98702	Not Active	98767	Not Active	}	1
96637	Not Active	98703	Not Active	98768	Not Active	ĺ	Ì
96638	Not Active	98704	Not Active	98769	Not Active	Į.	1
	I		1	98770		1	1
96639	Not Active	98705	Not Active	1	Not Active		1
96640	Not Active	98706	Not Active	98771	Not Active	1	i .
96641	NONE	98707	Not Active	98772	Not Active	}	1
96642	NONE	98708	Not Active	98773	Not Active	1	1
96643	NONE	98709	Not Active	98774	Not Active	}	j
96644	NONE	98710	Not Active	98775	Not Active	1	1
96645	Not Active	98711	Not Active	98776	Not Active	1	1 .
96646	Not Active	98712	Not Active	98777	Not Active	į.	1 .
			1 .		1	1	1
96647	NONE	98713	Not Active	98778	Not Active		1
96648	NONE	98714	Not Active	98779	Not Active		}
96649	NONE	98715	Not Active	98780	Not Active	1	1
96650	Not Active	98716	Not Active	98781	Not Active	1	}
96651	Not Active	98717	Not Active	98782	Not Active	1	}
96652	Not Active	98718	Not Active	98783	Not Active	1	}
96653	Not Active	98719	Not Active	98784	Not Active	1	1
96654	Not Active	98720	Not Active	98785	Not Active		
96655		98721	Not Active	98786	Not Active		i
	Not Active	1	I are a second of	1	1	1	1
96656	Not Active	98722	Not Active	98787	Not Active		1
96657	Not Active	98723	Not Active	98788	Not Active	1	1
96658	Not Active	98724	Not Active	98789	Not Active	1	[
96659	Not Active	98725	Not Active	98790	Not Active	1	1
96660	NONE	98726	Not Active	98791	Not Active	}	i
96661	NONE	98727	Not Active	98792	Not Active		
96662	NONE	98728	Not Active	98793	Not Active	1	1
96663	NONE	98729	Not Active	98794	Not Active		1
	)	1		1	[	}	ļ
96664	NONE	98730	Not Active	98795	Not Active	1	}
96665	NONE	98731	Not Active	98796	Not Active	1	1
96666	NONE	98732	Not Active	98797	Not Active	1	
96667	NONE	98733	Not Active	98798	Not Active	1	į.
96668	NONE	98734	Not Active	98799	Not Active	1	
96669	NONE	98735	Not Active	1			l .
96670	NONE	98736	Not Active				
96671	NONE	98737	Not Active			1	
96672	NONE	98738	Not Active			1	
		(		1		1	
96673	NONE	98739	Not Active	}			
96674	NONE	98740	Not Active			1	
96675	NONE	98741	Not Active			1	
96676	NONE	98742	Not Active				}
96677	NONE	98743	Not Active	1		1	1
96678	NONE	98744	Not Active	]		1	
96679	NONE	98745	Not Active			1	
96680	Not Active	98746	Not Active				1
		1					
96681	NONE	98747	Not Active	1		1	
96682	NONE	98748	Not Active	1		1	
96683	NONE	98749	Not Active		'	1	
96684	NONE	98750	Not Active			1	
96685	Not Active	98751	Not Active				
96686	NONE	98752	Not Active				
96687	NONE	98753	Not Active			1	1
		1				1	
96688	Not Active	98754	Not Active Not Active	1		1	}
96689	Not Active	98755					

#### RESTRICTIONS

#### **LEGEND**

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

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

**AAFES** = Army and Air Force Exchange Service

APO Box R = Army/Air Force Post Office

FPO

= Retired military personnel = Fleet Post Office

DMM

= Domestic Mail Manual

MOM

= Military Ordinary Mail

**MPO** 

= Military Post Office = Parcel Airlift

PAL

= Postal Service Center

**PSC** SAM

= Space Available Mail

USDA

= United States Department of Agriculture

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

- Securities, currency, or precious metals in their raw, unmanufactured state are prohibited. Official shipments are exempt from this restriction
- B. Form 2966-A is required. Prepaid mail from a contractor addressed to a military organization for official use need not bear a customs declaration, but must be endorsed "Contents For Official Use --Exempt from Customs Requirement." Official mail from government agencies does not require a customs declaration or an exemption
- B1. Form 2966-B is required. Articles are liable for customs duty and/or purchase tax unless they are bona fide gifts intended for use by military personnel or their dependents. When the contents of a parcel meet these requirements, the mailer must endorse the customs form, "Certified to be a bona fide gift, personal effects, or items for personal use of military personnel and dependents," under the heading, Description of
- B2. Form 2966-A is required except on official mail, which does not require customs declaration or exemption endorsement. The AAFES will furnish a computer listing of all items mailed from its activities to Philippine APOs. Other mail order companies must either use Form 2966-A on each item or provide computer lists. Computer listings must include a description of the items, the dollar value of the items, a complete address including the PSC box number and APO of the addressee, the date of mailing, the insurance or registry number, if applicable, and the serial number of any item over \$25 in value and any electrical item with a plug over \$15 in value.
- B3. Form 2966-A is required for mailing between MPOs. Prepaid mail from contractors addressed to a military organization for official use need not bear customs declaration, but must be endorsed, "Contents for Official Use--Exempt from Customs Requirement." Official mail from government agencies does not require customs declaration or exemption endorsement.
  - C. Cigarettes and other tobacco products are prohibited.
- C1. Obscene articles, prints, paintings, cards, films, videotapes, etc., and horror comics and matrices are prohibited.
  - D. Coffee is prohibited.
- E1. Medicines or vaccines not conforming to French laws are prohibited.
- E2. Any matter containing religious materials contrary to Islamic faith or depicting nude or seminude persons, pornographic or sexual items, or nonauthorized political materials is prohibited.
  - E3. Radio transceivers or cordless telephones are prohibited.
- F. Firearms of any type are prohibited in all classes of mail. See definition of firearms in DMM 124.5. This restriction does not apply to firearms mailed to or by official U.S. government agencies.
- F1. Privately owned weapons addressed to an individual are prohibited in any class of mail.

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

Length
--------

Longin
42"
over 42" to 44"
over 44" to 46"
over 46" to 48"
Maximum landh 40"

- I1. This restriction does not apply to registered mail.
- 12. Restriction does not apply to official government mail marked MOM.
- K. Mail that includes in the address the words, "Dependent Mail Section," may consist only of letter mail, newspapers, magazines and books. No parcel of any class containing any other matter may be mailed to the Dependent Mail Section. This restriction does not apply if the address does not include the words "Dependent Mail Section."
  - L. All official mail is prohibited.
  - M. Fruits, animals, and living plants are prohibited.
  - N. Registered mail is prohibited.
- O. Personal mail addressed to vessels using this number is limited to unregistered First-Class Mail and certified mail. Other classes of mail are prohibited.
  - P. APO is used for the receipt and dispatch of official mail only.
- Q. Mail may not exceed 66 pounds, and size is limited to 42 inches maximum length and 72 inches maximum length and girth combined.
- R. All alcoholic beverages, including those mailable under DMM part 124,42, are prohibited.
- T. Mailings of case lots of food and supplemental household shipments must be approved by the sender's parent agency prior to mailing.
- U. Parcels must weigh less than 16 ounces when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped."
- U1. Mail is limited to First-Class Mail weighing 12 ounces or less when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped." Video tapes are prohibited when addressed to Box R regardless of weight.
- U2. Mail limited to First-Class letters only when addressed to Box
- U3. Mail is limited to First-Class correspondence (including voice and video cassettes), newspapers, magazines, photographs, not exceeding 16 ounces, when addressed to Box R.
- W. Meat products, such as dried beef, salami, and sausage, may be mailed, provided they remain in their original, hermetically sealed packages and bear USDA certification. Other meats, bones, skin, hair, feathers, horns or hoofs of hoofed animals, wool samples, tobacco leaves, including chewing and pipe tobacco, snuff, cigars, and cigarettes, or obscene material, including obscene drawings, photographs, films, and carvings, are prohibited. Exception: 200 grams of tobacco per parcel are permitted duty free.
- X. Personal mail is limited to First-Class Mail (to include audio cassettes and voice tapes) weighing 11 ounces or less. This limitation does not apply to official mail.
- Y. Mail is limited to First-Class and Priority Mail only. All secondclass, third-class, and fourth-class mail (including SAM and PAL) are not authorized. This restriction also applies to official mail.

#### POSTAL EMPLOYEES

#### **National Workhour Reporting System Changes**

A complete list of the Labor Distribution Code (LDC) matrix of the National Workhour Reporting System (NWRS) follows. LDC changes for Fiscal Year (FY) 1994 are identified and take effect Accounting Period (A/P) 01, FY 1993, Pay Period 20 alignment of LDCs

ome of t es chanç	these changes are descriptive <i>only</i> and were made to identify the correct alignment of LDCs ged during restructuring.
LDC	Definition/Description
0	Operations—Support
01	Supervision—All supervisory hours used in support of the Operations Support function including hours for the managers of operations programs support, in-plant support, and address management systems.
02	Quality Improvement—All nonsupervisory hours used in the Quality Improvement Program.
03	Industrial Engineering—All nonsupervisory hours used by the industrial engineer and other employees assigned to this activity.
04	Address Management Systems—All nonsupervisory hours used in the maintenance and quality control of Address Management Systems (ADMS) and Address Information System (AIS) products.
	es chang LDC 0 01 02 03

Retitled/Redefined

Production Planning—All nonsupervisory hours used in support of production planning, including hours for the Production Planning Coordinator and the Analyst, Schemes and Schedules.

06 Vacant

New

- 07 Environmental Management-All hours of employees involved with and in support of environmental management activities.
- 08 Administrative and Clerical—All nonsupervisory hours of employees involved in miscellaneous office work and recordkeeping for the Operations Support function.
- 09 Delivery and Retail Programs—All nonsupervisory hours of employees involved in delivery and retail program activities including the vehicle programs analyst, senior, operations analyst, and the delivery and retail analyst.

#### Operations—Mail Processing

- Supervision—All supervisory hours in support of both direct and indirect mail processing activities including the Manager, Distribution Operations and Supervisor, Distribution Operations.
- 11 Automated Distribution-Letters and Flats-All nonsupervisory hours of employees involved in the automated distribution of letters and flats.
- Mechanized Distribution—Letters and Flats—All nonsupervisory hours of employees involved in the mechanized distribution of letters and flats.
- Mechanized Distribution—Other—All nonsupervisory hours of employees involved in the mechanized distribution and processing of parcels, nonmachinable outsides, small parcels, bundles, irregular parcels and pieces (IPPs), and sacks on mechanized equipment.
- 14 Manual Distribution—All nonsupervisory hours of employees involved in the manual distribution of letters, flats, and parcels. Also includes hours used in the manual distribution of nonmachineable outsides, IPPs, and sacks in the bulk mail centers
- Remote Bar Code System-All nonsupervisory hours of employees involved in the advanced automation of letters using the Remote Bar Code System (RBCS).
- 16 Vacant
- MP-Other Direct Operations-All nonsupervisory hours of employees involved in mail processing operations other than distribution. These direct operations include mail preparation, presort operations, traying and sleeving, opening, pouching and traying, and platform operations. Also includes hours used for the Air Contract Data Collection System and at the BMCs for forklift operators and dock clerks.

Change

**LDC** 

#### **Definition/Description**

- MP—Indirect/Related—All nonsupervisory hours of employees involved in indirect or related mail processing activities, including the following activities: registry section, Express Mail, rewrap and damaged parcels, empty equipment handling, business reply-postage due, labeling, office work, recordkeeping, standby time, meeting time, and steward's duty time. Also includes hours used for bill preparation and verification of foreign mail, and hours for mail flow coordinators, computer room operators, and data entry clerks.
- 19 Vacant
- 2 Operations—Delivery Services
- 20 Supervision—All supervisory hours in support of the delivery services function.
- 21 City Delivery—Office—All nonsupervisory office hours uses on city delivery regular and auxiliary letter routes (excluding combination routes and router hours). Also includes steward's duty time, standby time, travel time, meeting time, and miscellaneous delivery service activities.
- 22 City Delivery—Street—All nonsupervisory street hours used on city delivery regular and auxiliary letter routes (excluding combination routes). Also includes waiting time. Note: Hours for this LDC are entered via PS Form 1236–A, Weekly Loan, Transfer, and Training Hours, in nonautomated timekeeping systems.
- 23 Other City Delivery—All nonsupervisory hours used for the delivery of parcel post, relays, intra/inter city runs (other than those made by motor vehicle operators, LDC 34), and combination routes. Includes those portions of combination routes that are letter delivery or collection related.
- 24 Special Delivery—All nonsupervisory hours of special delivery messengers, including meeting and union duty time of certified stewards.
- 25 Rural Delivery—All nonsupervisory hours of rural carriers, substitutes, and city office employees temporarily on rural routes, including meeting and union duty time of certified stewards.
- 26 Carrier Customer Support Activities—All office hours used by city letter carriers for Address Management. This includes Address Correction Service (ACS), Address Management Systems (AMS), Computerized Delivery Sequence (CDS), Computerized Labeling Address Sequence Service (CLASS), and any other file verification procedures related to creating Delivery Point Sequencing (DPS) sort plans and improving address quality.

NOTE: Hours for this LDC are entered via Form 1236-A in nonautomated timekeeping systems.

- 27 Collections—All nonsupervisory hours used to provide collection service (excluding combination routes and hours used in collection of mail on city delivery letter routes).
- 28 City Carrier—Tertiary Distribution—All hours used by city carriers to perform a manual tertiary or delivery preparation of mail destinating to city delivery routes, or to post office box sections served by those routes that:
  - Occur after an incoming secondary operation.
  - 2. Involve activities that do not require memorization of distribution scheme items.
  - Involve the use of distribution equipment instead of carrier casing equipment.
- 29 Routers—Office—All nonsupervisory office hours of employees assigned to router positions (responsible for casing mail for more than one delivery assignment).

NOTE: Any street duties performed by such employees are charged to LDC 22.

- 3 Operations—Maintenance/Transportation
- 3a Operations—Vehicle Services/Transportation
  - Supervision—At processing and distribution facilities, all supervisory hours used in support of transportation, networks, and vehicle operations, including the Manager, Transportation and Networks, and Supervisory, Transportation Operations. At customer service facilities, all supervisory hours used in support of vehicle maintenance activities. Also include nonbargaining, nonsupervisory hours for the networks specialist and the air transportation specialist positions.

New

Redefined

Change

#### **LDC**

#### **Definition/Description**

Redefined

- Administrative and Clerical—At processing and distribution facilities, all nonsupervisory hours of bargaining unit employees used in support of transportation, networks, and vehicle operations. At customer service facilities, all nonsupervisory hours used in support of vehicle maintenance and vehicle operations. Also includes hours of employees involved in stockroom duties, meeting, and steward's duty time.
- 32 Vehicle Maintenance—All nonsupervisory hours of employees involved in the repair of postal vehicles, including removal and installation of individual parts or major component parts. Also includes but is not limited to diagnosing and resolving mechanical and electrical problems, adjustments and tuneups, conducting road tests, and operating testing equipment. In addition to the above, all nonsupervisory hours of employees involved in performing routine services incidental to the proper maintenance of postal vehicles. Includes but is not limited to lubricating vehicles; tire, filter, and oil changes; washing and fueling vehicles; and cleaning the maintenance facility, as required.
- 33 VOMA Support—All nonsupervisory hours of employees assigned to vehicle operations maintenance assistants (VOMA) positions.
- 34 Vehicle Operations—All nonsupervisory hours of motor vehicle and tractor trailer operators. Includes hours used in operating tractor trailers, cargo vans, and spotters at all facilities.
- 3b Operations—Plant and Equipment Maintenance
- 35 Supervision—Supervisory hours in support of plant and equipment maintenance activities. Also includes nonbargaining, nonsupervisory hours of maintenance technical personnel at assigned offices.
- 36 Postal Operating Equipment—All nonsupervisory hours devoted to maintenance of fixed and nonfixed mail processing equipment, Postal Source Data Systems (PSDS) equipment, postal scales, lobby and Self Service Postal Center (SSPC) stamp vending equipment, and all other equipment uniquely designed and deployed for mailhandling or other proprietary postal functions.
- 37 Building Systems Equipment—All nonsupervisory hours devoted to building maintenance, including the maintenance of building utilities, heating, air conditioning, lighting, and other plant equipment. Also includes activities devoted to the maintenance of conventional support equipment such as clocks, typewriters, office furniture, etc.
- 38 Building Services (Custodial)—All nonsupervisory hours of employees involved in custodial activities, including protective services provided by maintenance employees in buildings where Inspection Service security force personnel have not been authorized.
- 39 Maintenance, Planning, Control, and Stores—All nonsupervisory hours devoted to maintenance operations support, including work scheduling, recordkeeping, inventory control, etc.; activities performed by personnel in the maintenance operations support sections and in the tool and parts stockrooms. Also includes meeting time and steward's duty time.
- 4 Operations—Customer Service
- 40 Supervision—All supervisory hours in support of Customer Service activities.
- **41** Unit Distribution—Automated—All nonsupervisory hours of employees at stations, branches, and associate offices involved in the automated distribution of letters and flats.
- 42 Unit Distribution—Mechanized—All nonsupervisory hours of employees at stations, branches, and associate offices involved in the mechanized distribution of letters and flats.
- 43 Unit Distribution—Manual—Nonsupervisory hours used at stations, branches, and associate offices for manual distribution of mail to carrier routes. Includes distribution of presort bundles and sacks, spreading of mail to carrier routes, and distribution of mail to carrier routes. Excludes distribution of mail to post office boxes, as defined in LDC 44

#### Change

#### LDC

#### **Definition/Description**

- Post Office Box Distribution—All nonsupervisory hours used in the distribution of preferential and bulk business letters, flats, IPPs, and parcel post to the post office box section in a station/branch or a non-Management Operating Data Systems (MODS) office. This includes distribution of mail to post office boxes to a totally dedicated box mail distribution case or to the actual post office box, as well as hours used for distribution performed in detached post office box units by clerical employ-
- 45 Window Services—All nonsupervisory hours of employees serving customers at windows, firm callers, general delivery customers, and other activities in support of retail operations.
- 46 Vending Equipment—All nonsupervisory hours of SSPC technicians and other employees providing support for postal vending equipment programs.
- 47 Miscellaneous (CAG H-L)—All nonsupervisory hours used in Customer Service activities in CAG H-L offices. This LDC is restricted to CAG H-L offices only.
- 48 Customer Service—Administrative/Miscellaneous—All nonsupervisory hours of Customer Service employees assigned to dispatch activities, office work, recordkeeping, and miscellaneous retail activities at stations, branches, and associate offices, including standby time, steward's duty time, travel time, and meeting time. Also includes nonsupervisory hours used in support of delivery service, such as working postage due, insured, COD, customs, and business reply mail; serving the carrier cage; performing markup activities in units other than Computerized Forwarding System (CFS) sites; and other miscellaneous customer service and clerical activities. In addition, includes bulk mail acceptance, PS 1412 (Daily Financial Form) consolidation, and financial activities in facilities without a specified staff.
- 49 Computerized Forwarding System—All nonsupervisory hours of employees used to process undeliverable-as-addressed (UAA) mail in a CFS unit.

#### 5 Finance

50 Supervision—All supervisory hours in support of finance activities.

#### 51 Vacant

- 52 Accounting Services—All nonsupervisory hours of finance employees involved in miscellaneous financial accounting activities, including financial systems coordinator and financial services coordinator.
- 53 PSDS Operations—All nonsupervisory hours of finance employees involved in support of PSDS operations.
- 54 Budget and Financial Analysis—All nonsupervisory hours of finance employees involved in the preparation, tracking, and control of financial budgets. Also includes all financial analysis activities.

#### Retitled/Redefined

Deleted

- 55 Postal Systems Coordinator—All nonsupervisory hours used by employees authorized to perform postal system coordinator activities, including transfers of accountability, previously reported in LDC 82.
- 56 Administrative and Clerical—All nonsupervisory hours of finance employees involved in miscellaneous financial activities, including steward's duty time, travel time, and meeting time.
- 57 Statistical Programs—All nonsupervisory hours of employees involved in support of statistical programs such as Origin Destination Information Systems (ODIS), Revenue Pieces and Weight (RPW), In-Office Cost Systems (IOCS), Transportation Cost System (TRACS), etc.
- 58 Other Timekeeping—All nonsupervisory hours of employees authorized to perform RTAPS, CTAPS, PC-CTAPS, and electronic time clock (ETC) activities. (ETC hours were previously reported in LDC 52.)

NOTE: LDC 58 is only authorized in offices, ROG 1-5, with authorized finance staffing.

New

#### National Workhour Reporting System Changes—Continued

ble paper.

Change	LDC	Definition/Description
-	50	Vacant
	59 6	Human Resources
	60	Supervision—All supervisory hours in support of employee and labor relations activities,
		including senior area medical directors, occupational health nurse administrators, and Employee Assistance Programs (EAP) coordinators.
	61	Labor Relations Activities—All nonsupervisory hours of employees involved in office work, recordkeeping, and miscellaneous labor relations activities. Also includes steward's duty time utilized to process grievances for Human Resources employees, travel time, and meeting time.
	62	Personnel Services—All nonsupervisory hours of employees involved in office work, recordkeeping, and other miscellaneous personnel section activities.
Redefined	63	Safety and Health—All nonbargaining, nonsupervisory hours of employees involved in safety and health, including bargaining unit nurses.
Retitled/Redefined	64	EEO—All nonsupervisory hours of employees involved in Equal Employment Opportunity (EEO) complaint processing, such as EEO counselors/investigators.
Nove	65	Training Support—All nonsupervisory hours of Human Resource employees involved in training USPS employees.
New	66	Injury Compensation—All nonsupervisory hours of employees involved in injury compensation programs. (These hours were previously reported in LDC 63.)
	67	Vacant
	68	Limited Duty—Hours of all employees who are temporarily assigned to a modified position, either part-time or full-time, in order to accommodate medical restrictions imposed as a result of a job-related injury or illness. Limited duty does not include hours for employees who are essentially performing their regularly assigned duties with minor modifications.
	69 7	Rehabilitation—Hours of all employees rehired or reassigned under the joint USPS/ Department of Labor rehabilitation program who have a permanent partial disability. Customer Service and Sales
	70	Supervision—All supervisory hours in support of Customer Service and Sales activities.
Redefined	71	Commercial Sales and Account Management—All nonsupervisory hours of employees providing sales and service to domestic commercial accounts and international accounts.
Retitled/Redefined	72	Postal Business Centers—All nonsupervisory hours of employees providing sales, service, and technical support activities in the postal business centers. (These hours were previously reported in LDC 71.)
Retitled/Redefined	73	Expedited Mail Service—All nonsupervisory hours of employees providing analytical, technical, and customer service support for expedited mail products in the Customer Service and Sales function. (These hours were previously reported in LDC 72.)
Retitled/Redefined	74	Retail Marketing—All nonsupervisory hours of employees providing technical support for retail activities, including the retail specialist position. (These hours were previously reported in LDC 77.)
	75	Claims and Inquiries—Dead Mail Branches—All nonsupervisory hours of employees involved in processing claims and inquiries, and responding to customer inquiries concerning claims. Also includes all nonsupervisory hours of employees at dead mail branches.
	76	Consumer Affairs—All nonsupervisory hours of employees involved in responding to customer complaints, inquiries, and suggestions.  NOTE: Employees with daily customer contact (i.e., window clerks, carriers, etc.) are not to use this LDC regardless of the number of hours involved.
Retitled/Redefined	77	Accountable Paper—All nonsupervisory hours of employees receiving, storing, and

distributing accountable paper within an installation designated to distribute accounta-

National Working	oui ne	porting System Changes—Continued
Change	LDC	Definition/Description
Retitled/Redefined	78	Customer Service and Sales—Administrative and Clerical—All nonsupervisory hours of employees involved in miscellaneous office work and recordkeeping for the Customer Service and Sales function.
Retitled/Redefined	79	Mailing Requirements and Business Mail Entry—All nonsupervisory hours of employees involved in mailing requirements, bulk mail acceptance, presort verification, and other revenue protection activities. This includes hours of employees who devote 4 or more hours a day to the verification of presort mail or revenue protection activities.
Retitled/Redefined	8 80	Administration (Field)  Postmaster or Installation Manager—All postmasters or independent installation managers, including: area managers, customer service/processing and distribution; district managers; managers, processing and distribution centers/facilities; managers, air mail centers/facilities; and, managers, bulk mail centers.
Retitled/Redefined	81	Supervision—All supervisory hours used by those who report directly to the postmaster or independent installation manager, including the managers, post office operations and customer service operations, information systems, and administrative services. Report hours of all other functional managers in the respective functions.
	82	Administrative and Clerical—All nonsupervisory hours of clerical and administrative personnel reporting to the supervisors listed in LDCs 80 and 81.
Retitled/Redefined	83	Purchasing—All nonsupervisory hours of employees involved in material management or in procurement and contractual activities.
New	84	Information Systems—All nonsupervisory hours of area, district, and processing and distribution site employees involved in the operation, administration, development, or installation of local and/or national information systems, including telecommunications. (These hours were previously reported in LDC 51.)
	85	Facilities—All nonsupervisory hours in support of Facilities activities.
	86	Vacant
<b>5</b>	87	Vacant
Redefined	88	Management Projects—Supervisory—All supervisory hours in support of area, district, or Headquarters projects.
Redefined	89	Management Projects—Nonsupervisory—All nonsupervisory hours in support of area, district, or Headquarters projects.
	8	Headquarters General Management (HQ and Related Units)
Retitled/Redefined	80	Operations—All hours used by the chief operating officer; the senior vice presidents of Processing and Distribution and Customer Service and Sales; the vice president of Engineering; the senior director of International Affairs; and, related field offices.
	81	Inspection Service—All hours used by the chief postal inspector and the Inspection Service and its field support offices.
	82	Security Force—All hours in the Inspection Service security force.
Retitled	83	Consumer Advocate—All hours used in the Consumer Advocates office.
Retitled	84	Corporate Relations and Judicial Officer—All hours used in Corporate Relations and by the judicial officer and his/her staff.
Retitled	85	Finance—All hours used by the Finance staff, including the chief financial officer.
	86	Human Resources—All hours used by Diversity Development, Employee Relations, Labor Relations, and related field units.
Retitled	87	Marketing and Customer Service and Sales—All hours used by Marketing and Customer Service and Sales, and related field support units.
	88	Administrative Services—All hours used in administrative services such as Facilities, Purchasing, and Information Systems, including all related field offices.
	89	Headquarters Senior Management—All hours used in the offices of the postmaster general, deputy postmaster general, the general counsel senior vice president, the

vice president of quality, the senior director of international affairs, and their staffs.

Retitled

Retitled

#### National Workhour Reporting System Changes—Continued

- 9 Training
- **90** Training—Operations Support—All off-the-job, on-the-clock training hours for Operations Support employees.
- 91 Training—Operations—Mail Processing—All off-the-job, on-the-clock training hours for mail processing employees.
- **92** Training—Operations—Delivery Services—All off-the-job, on-the-clock training hours for delivery services employees.
- Training—Operations—Maintenance—All off-the-job, on-the-clock training hours for vehicle and plant and equipment maintenance employees.
- 94 Training—Operations—Customer Service—All off-the-job, on-the-clock training hours for operations—customer service employees.
- operations—customer service employees.
   Training—Finance—All off-the-job, on-the-clock training hours for Finance employees.
- 96 Training—Human Resources—All off-the-job, on-the-clock training hours for Human Resources employees.
  - 7 Training—Customer Service and Sales—All off-the-job, on-the-clock training hours for Customer Service and Sales employees.
- 98 Training—Administration (Field)—All off-the-job, on-the-clock training hours for administration (field) employees.
- 99 Default Code—Accumulation of hours of employees with invalid LDCs.

NOTE: All CAG A through G carrier delivery offices may use LDC 26, Carrier Customer Support Activities, which is valid only for workhour transfers within the Loan, Transfer, and Training System (LTATS).

No employee will have LDC 26 as a base LDC. The only designation activity codes valid for transfers to LDC 26 are 13–4, 33–4, 43–4, 63–4, and 83–4. This situation is identical to the transfer of workhours from LDC 21 (City Delivery—Office Time) to LDC 22 (City Delivery—Street Time).

#### **Automatic Workhour Conversions**

The following table reflects workhour data conversions for historical/same period last year (SPLY) and National Budget System (NBS) plan data:

Old LDC	Percent	New LDC		
50—Supervisor Finance and Planning	18%	81—Supervisor Administration Field		
51—Management Information Systems	100%	84—Information Systems		
52—Accounting Services	27%	58—ETC Operations		
63—Safety and Health	41%	66—Injury Compensation		
71—Commercial Sales and Account Management	40%	72—Postal Business Centers		
72—Technical Sales and Service	10%	73—Expedited Mail Services		
77—Accountable Paper and Retail Marketing	38%	74—Retail Marketing		
78—Marketing and Communications—Administra-	70%	73—Expedited Mail Services		
tion/Clerical				

District offices may make other changes to same period last year (SPLY) through Form 1236–A, *Weekly Loan, Transfer, and Training Hours,* adjustment process. National Budget System (NBS) has no provision to convert the new/redefined LDCs other than the automatic conversions listed above. Make any additional adjustments manually.

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

- 0-Area Offices
- 1-MODS 1 Installation
- 2-MODS 2 Installation
- 3-Bulk Mail Centers (BMCs)
- 4—CAG A through G offices with mechanized or automated mail processing equipment, which are not ROG 1, 2, or 3 offices.
  - 5—CAG A through G offices with no automated or mechanized mail processing equipment.
  - \*6—CAG H and J post offices
  - \*7—CAG K and L post offices.
  - 8—National Headquarters and related field units CAGs M, S, U, W, or Y installations.
- \*In order to accommodate unique staffing conditions, it may be necessary to assign ROG Code 5 to a specific CAG H or J office, or a ROG Code 6 to a specific CAG K or L office. The following table identifies ROG Code changes:

LDC	Reporting Office Group (ROG)									
LDC	0	1	2	3	4	X X				
05-Production Planning		X	Χ	X	X					
07—Environmental Management	X	Χ	X							
26—Carrier Customer Support Activities		X	X		Χ	X				
51—Management Information Systems	_	_	_	_	_	_	_	_		
58—ETC Operations		X	X	X	Χ	Χ				
66—Injury Compensation		X	Х	X	Χ	Χ				
74—Retail Marketing		X	Χ	Χ.						
84—Information Systems	. X	Χ	Х	Χ.						

#### **Designation Activity Codes**

The descriptions for LDC 30 (Supervision, Vehicle Services) and LDC 35 (Supervision, Plant and Equipment Maintenance) were revised to include nonbargaining, nonsupervisory employees in these LDCs. Handbook F-2, *Functional Management*, section 314.3, LDC-ROG-D/A Table, will be revised to include Designation Activity (D/A) Code 19-0, Professional, Administrative, and Technical for LDCs 30 and 35.

#### **Automatic Changes to Employee's LDC**

The Minneapolis Information Systems Service Center (ISSC) automatically converts the employee master files for LDC 51, Management Information Systems, to LDC 84, Information Systems.

—Finance and Planning, 9–16–93

#### REMINDER

## Materiel Management Self-Study Courses

Personnel interested in learning more about materiel management functions within the Postal Service may take the self-study courses *Introduction to Inventory Management* and *Storage and Distribution* through their local postal employee development center (PEDC). Contact the PEDC and ask for:

Introduction to Inventory Management Self-Study Course 34556-00 Training and Development Series, TD-212 November 1992

Storage and Distribution

Self-Study Course 34555-00 Training and Development Series, TD-214 May 1992

For more information contact: INVENTORY MANAGEMENT LOGISTICS PROGRAMS 475 L'ENFANT PLAZA WASHINGTON DC 20260-6220 or call (202) 268-3402

—Purchasing, 9-16-93

## Form 2181-A, *Pre-Employment*Screening-Authorization and Release

A revised Form 2181–A, *Pre-Employment Screening-Authorization and Release* (August 1993 edition), is available from the materiel distribution centers (MDCs).

Offices may order the revised edition from the MDCs using Form 7380, *MDC Supply Requisition*. Upon receipt, discard all previous editions of Form 2181–A.

-- Employee Relations, 9-16-93

#### **CORRECTION**

## Bargaining Unit Employees' COLA Increase

The article Bargaining Unit Employees' COLA Increase in *Postal Bulletin* 21849, 9–2–93 (page 31), included an error in the section headed *Transitional Employee (TE) Schedule*. The COLA increase for transitional employees covered by the national agreement with the National Association of Letter Carriers is 13 cents per hour, not 14 cents.—*Employee Relations*, 9–16–93

Encourage mailers to attach a slip to articles enclosed in parcels showing the name and address of sender and addressee

## 

## **Post Office Changes Number 7**

Old/ New	Fi- nance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
OLD NEW	010300 010300	36201 36207	AL	Anniston	Calhoun	Main Office Main Office	Post Office	7-1-94 7-1-94	Establish a new ZIP Code for a delivery area. This action changes the ZIP Code for a portion of ZIP Code 36201. Use Anniston, AL 36207 as last line of address.
OLD NEW	054716 054716	90266 90267	CA CA	Manhattan Beach Manhattan Beach	Los Angeles Los Angeles	Main Office Main Office	Post Office	10–1–93 10–1–93	Establish a new ZIP Code for PO boxes. This action changes the ZIP Code for PO boxes at 90266. Use Manhattan Beach, CA 90267 as last line of address.
OLD NEW	115685 115685	32446 32448	FL	Marianna Marianna	Jackson	Main Office Main Office	Post Office	7–1–94 7–1–94	Establish a new ZIP Code for a delivery area. This action changes the ZIP Code for a portion of ZIP Code 32446. Use Marianna, FL 32448 as last line of address.
OLD NEW	120132 120132	31707 31708	GA	Albany	Dougherty	Main Office Main Office	Post Office	10–1–93 10–1–93	This action changes the ZIP Code for PO boxes at 31707. Use Albany, GA 31708 as last line of address.
OLD NEW	121991 121991	31905 31995	GA	Columbus	Muscogee	Fort Benning	Classified Branch	1-1-94 1-1-94	This action changes the ZiP Code for PO boxes at 31905. Use Fort Benning, GA 31995 as last line of address.
OLD NEW	266610 263690	56070 56036	MN	Myrtle	Freeborn	Main Office Myrtle	Post Office	. 8-21-93 . 8-21-93	Post office and ZIP Code discontinued. Establish a place name. Use Myrtle, MN 56036 as last line of address.
OLD NEW	275733 275733			Ocean Springs	Jackson	. Main Office	Post Office	. 11-1-93 . 11-1-93	i

## Post Office Changes Number 7—Continued

Old/ New	FI- nance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
OLD NEW	354730 356410	14486 14486	NY NY	Linwood Pavilion	LivingstonWyoming	Main OfficeLinwood	Post Office Place Name	2–6–93 2–6–93	Post office discontinued. Retain ZIP Code. Establish a place name. Use Linwood, NY 14486 as last line of address.
OLD NEW	370848 370848	58739 58718	ND	Berthold	Ward	Foxholm	Community Post Office. Place Name	1-2-93 1-2-93	Community post office and ZIP Code discontinued. Establish a place name. Use Foxholm, ND 58718 as last line of address.
OLD NEW	377760 373152	58566 58566	ND	St Anthony	Morton	Main OfficeSt. Anthony	Post Office Community Post Office.	7–10–93 7–10–93	Post office discontinued. Retain ZIP Code. Establish a community post office. Use St. Anthony, ND 58566 as last line of address.
OLD NEW	374417 374240	58342 58341	ND	Heimdal	Wells	Main Office	Post Office Place Name	4-17-93 4-17-93	Post office and ZIP Code discontinued. Establish a place name. Use Heimdal, ND 58341 as last line of address.
OLD NEW	377216 374688		ND	Pingree	Stutsman	Main Office	Post Office Place Name	4-17-93 4-17-93	Post office discontinued. Retain ZIP Code. Establish a place name. Use Pingree, ND 58476 as last line of address.
OLD NEW	379328 379328		ND	,	Pierce			10-3-92 10-3-92	Community post office and ZIP Code discontinued. Establish a place name. Use Barton, ND 58384 as last line of address.
OLD NEW	388687 388673	1	OH	WatertownWaterford	Washington	Main Office	Post Office Community Post Office.	. 8-7-93 8-7-93	Post office discontinued. Retain ZIP Code. Establish a community post office. Use Watertown, OH 45787 as last line of address.

## Post Office Changes Number 7—Continued

Old/ New	Fi- nance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
OLD NEW	489505 489505	76086 76088	TX TX	Weatherford	Parker	Main Office Main Office	Post Office	7-1-94 7-1-94	Establish a new ZIP Code for a delivery area. This action changes the ZIP Code for a portion of ZIP Code 76086. Use Weatherford, TX 76088 as last line of address.
OLD NEW	507868 502072	5076 5076	VT VT	Topsham	Orange	Main Office Topsham	Post Office Place Name	1-23-93 1-23-93	Post office discontinued. Retain ZIP Code. Establish a place name. Use Topsham, VT 05076 as last line of address.
OLD NEW	558346 554368	24891 24853	wv	Vivian	Mcdowell	Main OfficeVivian	Post Office Place Name	1-23-93 1-23-93	Post office and ZIP Code discontinued. Establish a place name. Use Vivian, WV 24853 as last line of address.
OLD NEW	556264 555388	25905 25878	wv	Pemberton Midway	Raleigh	Main OfficePemberton	Post Office Place Name	1-23-93 1-23-93	Post office and ZIP Code discontinued. Establish a place name. Use Pemberton, WV 25878 as last line of address.
OLD NEW	566720 560580	54866 54812	WI	PoskinBarron	Barron	Main Office Poskin	Post Office	7-10-93 7-10-93	Post office and ZIP Code discontinued. Establish a place name. Use Poskin, WI 54812 as last line of address.

-Customer Service and Sales, 9-16-93

## TUNITED STATES POSTAL SERVICE

## This office will be closed Monday, October 11, 1993 to observe Columbus Day





## SEPTEMBER 1993

# 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.



Ashley Marie Mantlow Born: 05–16–77 Date Missing: 05–11–91 From: Decatur, GA

From: St. Louis, MO

Born: 09-13-88

Date Missing: 05-13-90

Ambrosia "Amber" Nichelle Said



Darlene Michelle Hungerford Born: 12-08-76 Date Missing: 10-13-91 From: Tyler, TX



Justin Arvis Porter Born: 02–20–79 Date Missing: 01–15–86 From: Mismi, FL



From: Arden, MC

Born: 09-16-75

Pate Missing: 08-08-0

Mary Elizabeth Green

Veronica Luz Mendoza Born: 01-05-78 Date Missing: 10-06-92 From: Okeechobee, FL

## Please Call the National Center for Missing and Exploited Children— HOT LINE 1–800–843–5678 TDD 1–800–843–5678

## **Missing Children Poster Display Instructions**

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

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

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

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

## PHILATELY ====

PICTORIAL CANCELLATION ANNOUNCEMENT 93-5

#### **Pictorial Cancellations**

As a community service, the Postal Service offers pictorial cancellations to commemorate local events celebrated in communities throughout the nation. A list of upcoming events for which pictorial cancellations are authorized appears below. If available, the sponsor of the pictorial cancellation appears in italics under the date. Also provided, as space permits, are illustrations of those cancellations that were reproducible and available at press time.

People attending these local events may obtain the cancellation in person at the temporary post office station established there. Those who cannot attend the event, but who wish to obtain the cancellation, may submit a mail order request. Pictorial cancellations are available only for the dates indicated and requests must be postmarked no later than 30 days following the requested pictorial cancellation date.

All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail postage (29 cents per envelope or 19 cents per postcard).

(No artwork available)

Items submitted for cancellation may not include postage issued after the date of the requested cancellation. Such items will be returned unserviced.

Customers wishing to obtain a cancellation should affix stamps to any envelope or postcard of choice, address the envelope or postcard to one's self or others, insert a card of postcard thickness in envelopes for sturdiness and tuck in the flap. Place the envelope or postcard in a larger envelope and address it to: PICTORIAL CANCELLATIONS, followed by the NAME OF THE STATION, ADDRESS, CITY, STATE, ZIP + 4 CODE, exactly as listed below (using all capitals and no punctuation, except the hyphen in the ZIP + 4 code).

After applying the pictorial cancellation, the Postal Service returns the envelope or postcard through the mail. Customers who want their serviced item returned under protected cover should include a larger, stamped, self-addressed envelope.

September 11-18, 1993

QWL/EI—McMinnville Post Office
FAIRFIELD VILLAGE POST OFFICE STATION
102 E COURT SQ
MC MINNVILLE TN 37110-9998



September 14-19, 1993

Ringling Bros. and Barnum & Bailey Circus
KING TUSK STATION
4120 MANCHESTER AVE
ST LOUIS MO 63110-9998



EXPO STATION Cadillac, MI 49601 September 15, 1993

EXPO STATION PO BOX 9998 CADILLAC MI 49601-9998



UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL 1793 - 1993

BICENTENMAL STATION SEPTEMBER 15, 1993 ANY TOWN, NC XXXXX

#### September 15, 1993

UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL BICENTENNIAL STATION PO BOX 9998

(Insert desired town) NC (Insert appropriate five-digit ZIP Code followed by -9998

Note: The first three digits of the five-digit ZIP Code must fall within the range of 270–289. Requests must be mailed to the individual city for which a cancellation is desired. Requests for cancellations from the entire state that are mailed to one location will be returned unserviced.



Newkirk Station 100th Anniversary Cherokee Outlet Land Run September 16, 1993 September 16, 1993

NEWKIRK STATION 101 S MAIN ST NEWKIRK OK 74647-9998



September 16, 1993

CHEROKEE STRIP CENTENNIAL STATION 402 E GRAND PONCA CITY OK 74601-9998



September 16-17, 1993

Kentuckiana Federal Equal Employment HUMAN AWARENESS WEEK STATION LOUISVILLE KY 40202-9998



September 17, 1993

FESTIVAL OF GRAPES STATION 37 MAIN ST SILVER CREEK NY 14136-9998

September 17-18, 1993

CELEBRATION STATION 221 MAIN GERONIMO OK 73543-9998

(No artwork available)



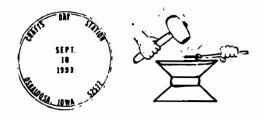
September 18, 1993

APPLE FESTIVAL STATION 326 E MAIN ST LINCOLNTON NC 28092-9998



September 18, 1993

COUNTRY FAIR STATION 2001 S MAIN ST HIGGINSVILLE MO 64037-9998



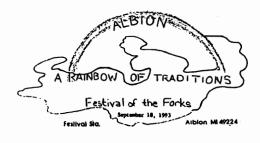
September 18, 1993

CRAFTS DAY STATION 113 SIXTH AVE E OSKALOOSA IA 52577-9998



September 18, 1993

LANDMARK OF SOARING STATION 200 S WAYNE AVE WAYNES VA 22980-9998



September 18, 1993

FESTIVAL STATION 307 N SUPERIOR ST ALBION MI 49224-9998



September 18, 1993

State Fair Community College (SFCC)

SFCC SILVER ANNIVERSARY STATION
405 E 5TH ST

SEDALIA MO 65301-9998

(No artwork available)

September 18-19, 1993

24TH ANNUAL BLUEMONT FAIR STATION PO BOX 9998 ROUND HILL VA 22012-9998



September 18-19, 1993

GROVE CITY MUSIC AND ARTS FESTIVAL STATION 2539 DARTMOOR RD GROVE CITY OH 43123-9998



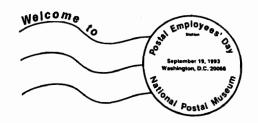
September 18-19, 1993

Wetlands Institute .
WETLANDS INSTITUTE STATION
5024 OCEAN DR
AVALON NJ 08202-9998



September 19, 1993

BATSO STATION 114 S 3RD ST HAMMONTON NJ 08037-9998



September 19, 1993

POSTAL EMPLOYEES DAY STATION 900 BRENTWOOD RD NE WASHINGTON DC 20066-9998



September 21, 1993

SINGING FINGERS STATION 600 W CAPITOL AVE LITTLE ROCK AR 72201-9998



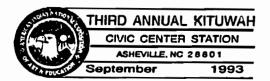
September 21-25, 1993

APPLE FESTIVAL STATION 360 MAIN ST JACKSON OH 45640-9998



September 24-25, 1993

MAYBERRY DAYS STATION PO BOX 9998 MOUNT AIRY NC 27030-9998



September 24-26, 1993

Kituwah Organization

THIRD ANNUAL KITUWAH CIVIC CENTER STATION 591 BREVARD ST ASHEVILLE NC 28810-9998



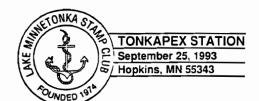
September 24-26, 1993

WHITE COTTAGE COMMUNITY DAYS STATION 3880 ROBERTS ADDITION WHITE COTTAGE OH 43791-9998



September 24-26, 1993

VIRGINIA BEACH NEPTUNE FESTIVAL STATION 313 32ND ST VIRGINIA BEACH VA 23451-9998



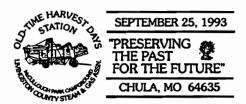
September 25, 1993

TONKAPEX STATION 100 S 1ST ST RM 1154 MINNEAPOLIS MN 55401-9611



September 25, 1993

EVERYBODYS DAY STATION PO BOX 9998 THOMASVILLE NC 27360-9998



September 25-26, 1993

OLD TIME HARVEST DAYS STATION PO BOX 9998 CHULA MO 64635-9998



September 25-26, 1993

APPLE UMPKIN FESTIVAL STATION 2 S ACADEMY ST WYOMING NY 14591-9998



September 25 & 27, 1993

COOPER BARN STATION 535 N COURT AVE COLBY KS 67701-9998



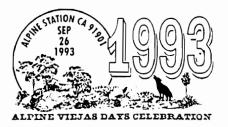
September 25-October 2, 1993

RED FLANNEL TOWN STATION PO BOX 9998. CEDAR SPRINGS MI 49319-9998



September 26, 1993

STARPEX XXXIII STATION 4420 DRESSLER RD NW CANTON OH 44718-9998



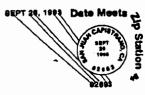
September 26, 1993

ALPINE STATION 2127 ARNOLD WY ALPINE CA 91901–9998



September 26, 1993

BIOSPHERE 2 STATION 905 W AMERICAN AVE ORACLE AZ 85623-9998





September 26, 1993

DATE MEETS ZIP STATION 32124 PASEO ADELATO STE 5 SAN JUAN CAPISTRANO CA 92693-9998



September 26, 1993

RUDYARD KIPLING STA 204 MAIN ST BRATTLEBORO VT 05301-9998



September 26, 1993

125TH ANNIVERSARY STATION PO BOX 9998 NEAVITT MD 21652-9998



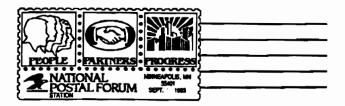
September 27, 1993

COUNTRY MUSIC STATION 351 WASHINGTON ST SW CAMDEN AR 71701-9998



September 27, 1993

BAYSIDE STATION 2032 PLEASURE HOUSE RD VIRGINIA BEACH VA 23455-9998



September 27-29, 1993

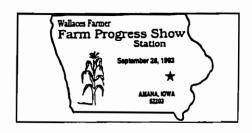
National Postal Forum

NATIONAL POSTAL FORUM STATION 100 S 1ST ST MINNEAPOLIS MN 55401-9998



September 27-October 2, 1993

BROWN COUNTY FAIR STATION 201 E GRANT ST GEORGETOWN OH 45121-9998



September 28-30, 1993

FARM PROGRESS SHOW STATION 101 2ND ST W AMANA IA 52203-9998



September 29, 1993

LEGENDS OF COUNTRY MUSIC STATION 396 S CALIFORNIA AVE WEST COVINA CA 91793-9998



September 29, 1993

Ed Rawley

DEDICATION STATION 1750 W 7800 S WEST JORDAN UT 84084-9998



September 30, 1993

CIRCUS STATION 230 W 200 S SALT LAKE CITY UT 84101-9998



September 30, 1993

97.5 WAMZ

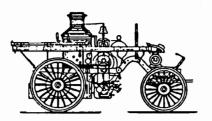
COUNTRY WESTERN STATION 4600 SHELBYVILLE RD LOUISVILLE KY 40207-9998



September 30-October 1-3, 1993

LOBEX III STATION
PO BOX 177
LONG BEACH CA 90801-9998





September 30-October 3, 1993

BUCKWHEAT FESTIVAL STATION PO BOX 74 KINGWOOD WV 26537-9998



September 30-October 10, 1993

1993 TULSA STATE FAIR STATION PO BOX 9998 TULSA OK 74103-9998



October 1, 1993

45TH ANNUAL SHRIMPOREE PARK STATION 634 S COMMERCIAL ARANSAS PASS TX 78336-9998



October 1, 1993

Hearing Impaired Group

SIGN LANGUAGE STATION 1420 GARDINER LN LOUISVILLE KY 40213-9998

3RD ANNIVERSARY

WHITMAN STAMP CLUB

NATIONAL STAMP COLLECTING STATION



OCTOBER 1, 1993

October 1, 1993

NATIONAL STAMP COLLECTING STATION 250 W DUNDEE RD WHEELING IL 60090-9998

October 1-3, 1993



Fort Worth, TX 76161

October 1-3, 1993

OKTOBERFEST STATION 4600 MARK IV PKY FORT WORTH TX 76161-9998

(No artwork available)

October 1-3, 1993

ARTFEST OF MATTHEWS STATION 301 E JOHN ST MATTHEWS NC 28105-9998



October 1-3, 1993

CATCH THE SPIRIT STATION 1720 MARKET ST RM 2063 SAINT LOUIS MO 63155-9623



October 2, 1993

OCTOBERFEST STATION 113 WATER ST MANNINGTON WV 26582-9998

Noah Webster's 235th
Birthday Party
October 2, 1993
227 South Main Street Station
West Hartford Connecticut 06107

October 2, 1993

NOAH WEBSTERS 235TH BIRTHDAY PARTY STATION 141 WESTERN ST HARTFORD CT 06101-9998



October 2, 1993

COMMUNITY DAY STATION 200 DAVISTOWN RD BLACKWOOD NJ 08012-9998



OCTOBER 2, 1993
MAIN STREET USA
REPUBLIC, MO.
65738

October 2, 1993

WORLD PUMPKIN WEIGH OFF STATION 116 W GRANT ST REPUBLIC MO 65738-9998



October 2, 1993

LATAH LENTIL RUN STATION PO BOX 9998 LATAH WA 90018-9998



October 2, 1993

Saginaw Area Chamber of Commerce
TRAIN AND GRAIN FESTIVAL STATION
4600 MARK IV PKY
FORT WORTH TX 76161-9998



October 2, 1993

Collins Pumpkin Festival Committee
WORLD PUMPKIN WEIGH OFF STATION
49 E MAIN ST
COLLINS NY 14034-9998



October 2, 1993

APPLEFEST STA 152 SW 2ND AVE CEDAREDGE CO 81413-9998

DANPEX STA. October 2, 1993 MADISON, WI 53717



October 2, 1993

DANPEX STATION PO BOX 7576 MADISON WI 53707-9998



October 2, 1993

Country Achievers QWL-EI
FORESTVILLE APPLE FESTIVAL STATION
17 MAIN ST
FORESTVILLE NY 14062-9998



WESTERN SWING STATION

TURKEY, TX 79261

October 2, 1993

October 2, 1993

Bob Wills Foundation

WESTERN SWING STATION PO BOX 7000 TURKEY TX 79261-9998



October 2, 1993

APPLE HARVEST FESTIVAL STATION PO BOX 96 BURLINGTON WV 26710-0096



October 2, 1993

BANPEX STATION PO BOX 9998 BREWER ME 04412-9998



October 2, 1993

Wooster Chamber of Commerce
WOOSTERFEST STATION
153 E SOUTH ST
WOOSTER OH 44691-9998



October 2, 1993

Franklin's Area Chamber of Commerce

APPLEFEST STA 1202 ELK ST FRANKLIN PA 16323-9998

CONCHOPEX STA. 1993

1993 SAN ANGELO, TX. 76903 October 2-3, 1993

Concho Valley Stamp Club
CONCHOPEX STATION
1 N BRYANT ST
SAN ANGELO TX 76902-9998

October 2-3 & 7-10, 1993

(No artwork available)

APPLE HARVEST FESTIVAL STATION 223 CLARK ST MILLDALE CT 06467-9998

-Marketing, 9-16-93

HANDBOOK F-48 REVISION

## Stamps and Stationery—Bulk Ordering Quantities

Facilities should order the following postage stamps and stationery items in the quantities shown in the Order Multiples column. The highest quantity in that column equals one full carton. If offices need more than one carton, order additional full cartons up to the maximum in the Maximum per Requisition column. For example, order up to 10,000,000 First-Class Mail letter rate stamps (40 cartons) on one requisition. If offices need more stamps than the maximum, submit more than one requisition for the same item number.

Please remove Exhibits 210a and 210b from F-48, *Bulk Requisitioning and MSC Accountable Paper Functions*, and insert the chart below.

#### **Sheet Stamps**

Stamps per Pane	Туре	Order Multiples	Maximum per Requisition
100	First-Class Mail letter rate	50,000; 100,000; 150,000; 200,000; 250,000	10,000,000
	All other definitive		2,500,000
50	Commemorative and special issue	25,000; 50,000; 75,000; 100,000; 125,000	5,000,000
	Airmail		1,000,000
	Special issue (down-size)	25,000; 50,000; 75,000; 100,000; 150,000	6,000,000
40	Commemorative	20,000; 40,000; 60,000; 80,000; 100,000	4,000,000
35	Commemorative	17,500; 35,000; 52,500; 70,000; 87,500	3,500,000
20	Commemorative (regular size)	10,000; 20,000; 30,000; 40,000; 50,000	2,000,000
	Souvenir sheets (issued in full panes only)	500; 1,000; 1,500; 2,000; 2,500	100,000
30	Migratory Bird	3,000; 6,000; 9,000; 12,000; 15,000; 30,000;	675,000
20	Definitive	20,000; 40,000; 60,000; 80,000; 100,000	200,000
		10,000; 20,000; 30,000; 40,000; 70,000	140,000

## Stamps and Stationery—Bulk Ordering Quantities—Continued

Coils

Stamps er Coil	Туре	Order Multiples	Maximum per Requisition
100	All	400; 800	24,000
500	First-Class Mail letter rate	200, 400	10,000
	All other regular	200, 400	2,000
		200, 400	2,000
3,000	First-Class Mail letter rate	32, 64	768
	All other regular	32, 64	320
	All precanceled	32, 64	768
10,000	First-Class Mail letter rate	10, 20	No maximum
	All precanceled—not for vending	10, 20	No maximum

#### **Books**

Туре	Order Multiples	Maximum per Requisition
Books of 20	1,500; 3,000; 4,500	270,000
Books of 10	1,500; 3,000; 4,500	270,000
Books of 20— commemorative.	1,500; 3,000; 4,500	135,000

#### **Aerogrammes**

Туре	Order Multiples	Maximum per Requisition
All	2,000; 5,000	1,000,000

#### **Domestic Postal Cards**

Туре	Format	Order Multiples	Maximum per Requisi- tion
	Single, cut	5,000 *	5,000,000
Regular and Penalty Mail	Double, reply	2,000	500,000
	Banded, single (vending only).	2,000	50,000
	Sheet of 40	10,000	2,500,000
Commemora- tive.	Single, cut	5,000 *	2,000,000

### **International Surface Postal Cards**

Туре	Format	Order Multiples	Maximum per Requisi- tion
Surface	Single, cut	1,000; 2,000; 5,000 *	25,000

## **Envelopes**

Туре	Order Multiples	Maximum per Requisition
6¾"	500; 1,000; 5,000	2,500,000
9" and 10"	500; 1,000; 2,500	
6¾" banded	500; 1,000; 5,000	
9" and 10" banded	500; 1,000; 2,500	

\* Multiples after meeting minimum requirements are 2,000, 5,000.

## **Money Orders**

<b>Denomination</b>	Order Multiples	Minimum per Requisition
\$700	100; 200; 300; 400; 500; 600; 700; 800; 900; 1,000; 2,000; 3,000; 4,000; 5,000.	100
Packaged in 100s		

# Stamps and Stationery—Bulk Ordering Quantities—Continued International Reply Coupons

Denomination	Order Multiples	Minimum per Requisition
95-cent Reply coupons (IRC).	100; 200; 300; 400; 500; 600; 700; 800; 900; 1,000; 2,000; 3,000; 4,000; 5,000; 10,000.	100
Packaged in 100s		

All CAG post offices that need quantities of certain stamp issues but have no provisions for ordering in bulk from the Bureau of Engraving and Printing should order quantities as needed from their stamp distribution office or accountable paper depository.—*Marketing*, 9–16–93

HANDBOOK F-1 REVISION

# Stamps and Stationery—Minimum Ordering Quantities From Stamp Distribution Offices

Stamps Per	Type or Denomination	Minimum Quantity (CAGs A-L)	Minimum Quantity (CAGs A-G)
Pane		(Stamps)	(Stamps)
100	Regular		
	1 cent to the First-Class Mail rate	100	40,000
	Over the First-Class Mail rate to 99 cents	100	40,000
20	\$1 to \$5	20	10,000
100	Flag	100	40,000
50	Airmail—all	50	20,000
50	Commemoratives First-Class Mail rate	50	20,000
40		40	16,000
35		35	14,000
40	Priority Mail	40	16,000
20	Express Mail	20	10,000
30	Migratory-Bird Hunting and Conservation	5	As needed
Books	·	(Books)	(Books)
20	First-Class Mail Rate	25	1,200
10		25	1,200
20	Vending—Crisscross package	300	As needed
10		300	As needed
Coils		(Coils)	(Coils)
100	First-Class Mail Rate	10	300
100	All others	1	300
500	All	1	150
3,000	All	1	24
10,000	All	1	As needed

All CAG A-L post offices requisition postage stock in no less than the minimum quantities shown. CAG A-G post offices needing more than the maximum quantities shown refer to page 51. Please remove exhibit 423a (p.1) from Handbook F-1, *Post Office Accounting Procedures*.

Type	Packaged	Minimum Quantity (CAGs A-L)	Minimum Quantity (CAGs A-G)
Postal Cards		(Cards)	(Cards)
Domestic:	All except reply packages of 500	50	4,500
	Reply packages of 250	50	1,500
International:	All packages of 500	50	500
Plain Stamped Envelopes			
Regular	Boxes of 500 in	Multiples of 100	1,000
6 3/4 in	carton of 5,000		
9 in	carton of 2,500		
10 in	carton of 2,500		-

# Stamps and Stationery—Minimum Ordering Quantities From Stamp Distribution Offices—Continued

Туре	Packaged	Minimum Quantity (CAGs A-L)	Minimum Quantity (CAGs A-G)
Window 6 3/4 in 9 in	 		1,000
Aerogrammes	100	10	1,500
International Reply Coupons	100	10	As needed
Stamp Collecting Kits	10 kits in carton of 50	1 kit	As needed
Mint sets Postal Service Guide to U.S. Stan			As needed

All CAG A-L post offices requisition postage stock in no less than the minimum quantities shown. CAG A-G post offices needing more than the maximum quantities shown refer to page 51. Please remove exhibit 423a (p.1) from Handbook F-1, *Post Office Accounting Procedures*.

--- Marketing, 9-16-93

## **Stamps Recalled From Philatelic Fulfillment**

As of September 20, 1993, the Philatelic Fulfillment Service Center will no longer sell the following stamps and stationery. They are, however, subject to future sale at post offices as part of other stamp products.

item Number	Description
1022	20-cent Harry Truman stamp.
1025	25-cent Jack London stamp.
1042	21-cent Chester Carlson stamp.
1044	14-cent Julia Ward Howe stamp.
1046	45-cent Dr. Harvey Cushing stamp.
1090	\$1 John Hopkins stamp (D-C Press and
	N-Overall Tag).
2111	34-cent Penalty envelope 10-P.
2131	34-cent Star envelope 10-P.
2187	34-cent Sample Love envelope.
2192	34-cent Geese envlope 10-P.
2203	50-cent DAR postal card.
2222	19-cent Flag postal card.
2246	19-cent Wadsworth Academy postal card.
2247	19-cent Cobb Hall postal card.
2248	19-cent Waller Haller postal card.
2249	19-cent Ellis Island postal card.
2250	19-cent Columbia River Gorge postal card.
2674	34-cent Geese envelope 6-P.
2677	34-cent Sample Love envelope 6-P.
3321	\$12.50 Black Bellied Duck stamp.
4417F	29-cent Grace Kelly stamp—Monaco.
4426	29-cent New York Stock Exchange stamp.
4428	29-cent Kentucky stamp.
4429	29-cent Alaska Highways stamp.
4430	29-cent Wildflower stamp (4 and 6 position).
	C—Canceled Wildflower stamp.
4431	29-cent Dorothy Parker stamp.
4432	29-cent Dr. Von Karman stamp.
4433	29-cent Minerals stamp.

29-cent Juan Cabrillo stamp.

4434

item Number	Description
5525	29-cent Flag on Parade stamp.
5578	50-cent Antarctic Treaty stamp.
5579	50-cent America Airmail stamp.
6637	\$2.90 Wood Duck booklet

Immediately withdraw the above stamp and stationery items from philatelic outlets and all sale points and handle them according to Handbook F-1, Post Office Accounting Procedures, section 450, Disposition of Nonsalable Stock, with the exception of the following items. Place the items below on sale at regular windows until exhausted.

Item Number	Description								
1022	20-cent Harry Truman stamp.								
1025	25-cent Jack London stamp.								
1042	21-cent Chester Carlson stamp.								
1044	14-cent Julia Ward Howe stamp.								
1046	45-cent Dr. Harvey Cushing stamp.								
1090	\$1 John Hopkins stamp (D-C Press and N-Overall Tag).								
2111	34-cent Penalty envelope 10-P.								
2131	34-cent Star envelope 10-P.								
2192	34-cent Geese envelope 10-P.								
2222	19-cent Flag postal card.								
2246	19-cent Wadsworth Academy postal card.								
2247	19-cent Cobb Hall postal card.								
2248	19-cent Waller Hall postal card.								
2249	19-cent Ellis Island postal card.								
2250	19-cent Columbia River Gorge postal car								
2674	34-cent Geese envelope 6-P.								
5525	29-cent Flag on Parade stamp.								
5578	50-cent Antarctic Treaty stamp.								

## Stamps Recalled From Philatelic Fulfillment—Continued

Item Number	Description
5579	50-cent America Airmail stamp.
6637	50-cent America Airmail stamp. \$2.90 Wood Duck booklet

Handle corresponding vending packets and Store of the Future packets according to the preceding instructions.—Customer Service and Sales Support, 9-16-93

CORRECTION

## Pictorial Cancellation Announcement 93-2

Pictorial Cancellation Announcement 93–2 in *Postal Bulletin* 21847, 8–5–93 (page 19), included an error in the Brandy Station cancellation. The address spelled the name of the station and city incorrectly. The correct spelling for both is BANDY.

The cancellation address should read: BANDY STATION PO BOX 9998 BANDY VA 24602-9998

-Marketing, 9-16-93



## **Country Music Commemorative Stamps**



Copyright USPS 1993

The Postal Service celebrates country music, with the issuance of a sheetlet of 20 and a \$5.80 booklet of 20 29-cent stamps on September 25 in Nashville, Tennessee.

Designed by Richard Waldrep of Baltimore, Maryland, the four stamps feature legendary performers of country music—Patsy Cline, the Carter Family, Hank Williams, and Bob Wills.

The Country Music stamps are a part of the Postal Service's Legends of American Music stamp series, which began earlier this year with the issuance of the Elvis stamp. Other stamps featured this year in the new series include, Hank Williams, Rock and Roll/Rhythm and Blues, and the Broadway Musicals stamps.

The Legends of American Music series will run for several years, featuring performers of jazz, blues, and popular music.

#### How to Order First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase the new stamps (Item 4482) 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 COUNTRY MUSIC STAMPS POSTMASTER NASHVILLE TN 37203-9991

After applying the first day of issue postmark, the Postal Service returns the envelope through the mail. There is no charge for the postmark. All orders must be postmarked by October 25, 1993.

Additionally, the Philatelic Fulfillment Service Center is now offering first-day covers for new stamp issues. These are plain (noncachet) envelopes with new stamps affixed and post-marked with the official First Day of Issue postmark. Each cover will have an individual catalog number and will be offered in the quarterly Stamps, Etc. Catalog.

Customers may request a free catalog by writing to: PHILATELIC FULFILLMENT SERVICE CENTER US POSTAL SERVICE PO BOX 449997 KANSAS CITY MO 64144–9997

or by phoning (816) 455-4880

First day covers remain on sale for at least 90 days after each stamp's issuance.—Marketing, 9–16–93

**FORMAT:** 

Booklet of 20

**ISSUE DATE:** 

September 25, 1993

CITY:

Nashville, TN

**DESIGNER:** 

Richard Waldrep, Baltimore, MD

**ART DIRECTOR:** 

Howard Paine, Design Coordinator, Delaplane, VA

**TYPOGRAPHER:** 

Tom Mann, Mann & Mann Design, Warrenton, VA

PROJECT MANAGER:

Terry McCaffrey, Program Manager, Stamp Design, USPS

MODELER:

CNW, Cincinnati, OH

**MANUFACTURING PROCESS:** 

Gravure

**PRINTER:** 

Multi-color Corp., (Finisher: American Bank Note, Bedford Park, IL)

**COLORS:** 

Yellow, magenta, cyan, black, pink, and black

SIZE

1.075 x 1.375 in/27.31 x 34.93 mm (image area) 1.225 x 1.56 in/31.12 x 39.62 mm (overall) 1.56 x 10.30 in/39.62 x 136.40 mm (full pane)

**PLATE NUMBERS:** 

A111111

**Marginal Markings:** 

None

**FORMAT:** 

Sheetlet of 20

**ISSUE DATE:** 

September 25, 1993

CITY

Nashville, TN

**DESIGNER:** 

Richard Waldrep, Baltimore, MD

**ENGRAVER:** 

Armotek Industries

**ART DIRECTOR:** 

Howard Paine, Design Coordinator, Delaplane, VA

**TYPOGRAPHER:** 

Tom Mann, Mann & Mann Design, Warrenton, VA

**PROJECT MANAGER:** 

Terry McCaffrey, Stamp Design, USPS

MODELER:

Richard Sennett

**MANUFACTURING PROCESS:** 

Gravure

PRINTER:

Stamp Venturers, Inc.

**COLORS:** 

Yellow, magenta, cyan, black

SIZE:

1.41 x 1.10 in/35.81 x 27.94 mm (image area)

1.56 x 1.24 in/39.62 x 31.50 mm (overall)

7.49 x 7.73 in/190.25 x 196.35 mm (full pane)

**PLATE NUMBERS:** 

S111111

**Marginal Markings:** 

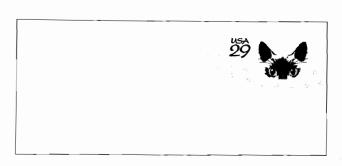
Use Correct ZIP Code®

**DESCRIPTIVE TEXT:** 

Header: Legends of American Music Series

Country & Western

## Kitten Stamped Envelope



Copyright USPS 1993

The Postal Service will issue a 29-cent stamped envelope on October 2 in King of Prussia, Pennsylvania. This issuance is in conjunction with the Philadelphia National Stamp Exhibition.

Nancy Krause of Solvang, California, designed the Kitten stamped envelope indicia.

#### **FORMAT:**

#10 envelope

#### **ISSUE DATE:**

October 2, 1993

#### CITY:

King of Prussia, PA

#### **DESIGNER:**

Nancy Krause, Solvang, CA

#### **ART DIRECTOR:**

Elizabeth A. Altobell, Stamp Acquisition, USPS

#### TYPOGRAPHER:

John Boyd, Anagraphics, New York, NY

## **PROJECT MANAGER:**

Elizabeth A. Altobell

#### **MANUFACTURING PROCESS:**

Four-color litho

#### **PRINTER:**

Amgraph Packinging, Versailles, CT

#### **COLORS:**

Black, cyan, light cyan, and purple

#### **MARGINAL MARKINGS:**

©USPS 1993 Recycled Symbol

#### How to Order First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase the new envelopes (Item 2195) at the local post office, 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:

KITTEN STAMPED ENVELOPE POSTMASTER

KING OF PRUSSIA PA 19406-9991
After applying the first day of

After applying the first day of issue postmark, the Postal Service returns the envelope through the mail. There is no charge for the postmark. All orders must be postmarked by November 1.—*Marketing*, 9–16–93

## **African Violet Stamp**



Copyright USPS 1993

The Postal Service recognizes the African violet with the issuance of a \$2.90 booklet of 10 and a \$5.80 booklet of 20 29-cent stamps on October 8, in Beaumont, Texas. This issuance is in conjunction with the annual executive board meeting of the African Violet Society of America, Inc., the official register for all African Violet cultivars.

Ned Seidler of Hampton Bay, New York, designed the stamp.

#### FORMAT:

Booklets of 10 and 20

#### **ISSUE DATE:**

October 8, 1993

#### CITY:

Beaumont, TX

#### **DESIGNER:**

Ned Seidler, Hampton Bay, NY

#### **Engraver:**

**Armotek Industries** 

#### ART DIRECTOR:

Elizabeth A. Altobell, Stamp Design, USPS

#### **TYPOGRAPHER:**

John Boyd, Anagraphics, New York, NY

#### **PROJECT MANAGER:**

Elizabeth A. Altobell

#### **MODELER:**

Richard Sennett

#### **MANUFACTURING PROCESS:**

Gravure

#### PRINTER:

KCS

#### **COLORS:**

Yellow, violet, green, black

#### SIZE

.72 x .812 in/18.29 x 20.63 mm (image area) .87 x .96 in/22.10 x 24.39 mm (overall)

#### **PLATE NUMBERS:**

K1111

#### **Marginal Markings:**

None

Note: There are two booklets: 20 stamps @ \$5.80 with white background booklet cover; second version is 10 stamps @ \$2.90 with pale lavendar background booklet cover.

#### **How to Order First Day of Issue Postmark**

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase the new stamp booklets (Items 6691 and 6692) 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 AFRICAN VIOLET STAMPS POSTMASTER BEAUMONT TX 77707-9991

After applying the first day of issue postmark, the Postal Service returns the envelope through the mail. There is no charge for the postmark. All orders must be postmarked by November 8.

Additionally, the Philatelic Fulfillment Service Center is now offering first-day covers for new stamp issues. These are plain (noncachet) envelopes with new stamps affixed and post-marked with the official First Day of Issue postmark. Each cover has an individual catalog number and is offered in the quarterly Stamps, Etc. Catalog.

Customers may request a free catalog by writing to:

PHILATELIC FULFILLMENT SERVICE CENTER US POSTAL SERVICE PO BOX 449997 KANSAS CITY MO 64144–9997

or by phoning (816) 455-4880.

First-day covers remain on sale for at least 90 days after each stamp's issuance.—*Marketing*, 9–16–93

## **Beecher Hall Postal Card**



Copyright USPS 1993

The Postal Service commemorates the 150th anniversary of Illinois College with the issuance of a 19-cent postal card on October 9 in Jacksonville, Illinois. Designed by Michael Hagel of Arlington Heights, Illinois, the postal card's indicium features the college's Beecher Hall.

The Beecher Hall postal card is a part of the Postal Service's Historic Preservation Series.

#### **FORMAT:**

Postal card

#### **ISSUE DATE:**

October 9, 1993

#### CITY:

Jacksonville, IL

#### **DESIGNER:**

Michael Hagel

#### ART DIRECTOR:

Jack Williams, Stamp Design, USPS

#### **TYPOGRAPHER:**

John Boyd, Anagraphics, New York, NY

#### PROJECT MANAGER:

Joe Brockert, Stamp Design, USPS

#### **MANUFACTURING PROCESS:**

Offset

#### PRINTER:

Government Printing Office

#### **COLORS:**

Yellow, magenta, cyan, and black

#### SIZE:

3.5 x 5.5 in/88.9 x 139.7 mm (overall area)

#### **MARGINAL MARKINGS:**

©USPS 1993

### How to Order First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. The easiest way is to purchase the new postal cards (Item 2260) at the local post office, address them (to one's self or others), and place the postal cards in a larger envelope addressed to:

CUSTOMER SUPPLIED CARDS BEECHER HALL POSTAL CARD POSTMASTER JACKSONVILLE IL 62650-9991 After applying the first day of issue postmark, the Postal Service returns the postal cards through the mail. There is no charge for the postmark. All orders must be postmarked by November 8.

-Marketing, 9-16-93



## United States Postal Service

## **DON'T MISS CHRISTMAS!** 1993 INTERNATIONAL AND MILITARY MAIL CHRISTMAS DATES

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

Military Mail Addressed To:	Air Letters/ Cards	Priority	Parcel Airlift (PAL)	Space Available (SAM)	Surface
APO/FPO AE ZIPs 090-097	Dec. 1	Dec. 1	Nov. 22	Nov. 10	Nov. 1
APO/FPO AE ZIPs 098	Nov. 24	Nov. 17	Nov. 10	Nov. 2	Oct. 25
APO/FPO AA ZIPs 340	Dec. 6	Dec. 1	Nov. 22	Nov. 10	Nov. 1
APO/FPO AP ZIPs 962-966	Dec. 1	Dec. 1	Nov. 22	Nov. 10	Nov. 1
U.S. Domestic ZIP Codes	Dec. 9	Dec. 2		Dec. 2	Nov. 1

International Mail Addressed To:	Air Letters/Cards	Air Parcel Post	Surface
Africa	Dec. 1	Dec. 1	Oct. 1
Australia	Dec. 6	Dec. 6	Nov. 1
Caribbean	Dec. 6	Dec. 6	Nov. 1
Europe	Dec. 1	Dec. 1	Nov. 1
Far East	Dec: 1	Dec. 1	Nov. 1
Greenland	Dec. 1	Dec. 1	
Middle East	Dec. 1	Nov. 15	Oct. 1
Southeast Asia	Dec. 1	Dec. 1	Nov. 1
Central & South America	Dec. 6	Dec. 1	Oct. 1



## INTERNATIONAL MAIL =

## Express Mail International Service—New Inbound Delivery Label

The new delivery Form 5626 (shown below) is for use on all inbound Express Mail International Service (EMS) items. Exchange offices currently receiving inbound EMS should have an initial supply of Form 5626 on hand before receiving instructions to use it between October 1 and 31, 1993. This form replaces Express Mail Label 11-F, *Post Office to Addressee*, as the inbound EMS delivery receipt.

Form 5626 was designed specifically to: (1) identify incoming EMS items as Express Mail for field personnel; (2) assist delivery personnel in obtaining the required delivery information; and (3) provide the necessary information for data entry personnel. The new label will be phased in at exchange offices so these offices will continue to overlabel with Label 11–F until they receive instructions to use



Form 5626. Delivery personnel should continue existing procedures for handling inbound EMS items overlabeled with Label 11-F.

NOTE: Do not use the new Label 11-B, dated May 1993, for this purpose.

Treat the inbound item according to delivery procedures for domestic Express Mail except as noted, specifically:

- The accountable clerk or other designated employee must enter the delivery ZIP Code in the delivery ZIP Code block. The delivery employee obtains the signature of the addressee or addressee's agent and fills in the date and time of delivery (and attempted delivery, if appropriate). The delivery employee must sign in the employee signature block at the time of delivery or attempted delivery.
- The delivery employee leaves the addressee copy of Form 5626 and the foreign label on the item. The delivery employee returns the delivery office copy to the delivery unit, the label is scanned into CTT and sent to the designated Express Mail office for filing and recordkeeping.

Do *not* use the Available at Pickup Point and Available for Delivery blocks on the label. These blocks will be removed in the next printing.

-International Postal Affairs, 9-16-93

## FRAUD ALERTS

### **Domestic Order**

False Representation. Enforced by postmaster at city listed.

State/City	_	Names	Covere	ed			Product				
CA, Panorama City 91402-3015	American F #260.	Pacific Financ	ial, 144	17	Chase	Street,	A credit card promotion.				

—Judicial Officer, 9-16-93

The Domestic Mail Manual is published four times a year—in March, June, September, and December. To order extra copies, send Form 7380, MDC Supply Requisition, to your materiel distribution center.



UNITED STATES POSTAL SERVICE

# SAFETY IS NO ACCIDENT



## 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 consists of the first 10 digits on the money orders.

320 000 0000	to	399 156 7119	to	7199	421 130 9300	to	9399	453 603	7841	to	7891
	302 123 9999	399 203 5064	to	5099	421 313 4500	to	4999	453 650		to	1199
260 011 1600		399 296 9909	to	7799	421 364 5537	to	5599	454 013		to	2999
360 011 1690		399 792 8300	to	8399	421 656 2609	to	2699	454 186	2411	to	2499
369 345 0188	to 0199	399 396 8935	to	8999	421 988 9700	to	9799	454 268	4883	to	4899
369 674 8141 369 718 3783	to 8199 to 3799	400 427 1051	to	1999	422 172 4667	to	4699	454 302		to	5499
370 193 8257	to 3799 <b>to 8299</b>	401 045 1505	to	1549	422 484 4212	to	4299	454 490		to	8399
		401 045 1571	to	1599	422 556 1270	to	1299	454 547		to	7499
375 637 9365 375 744 7930	to 9999	401 294 2700	to	2799	422 587 7024	to	7099	454 922		to	4895
375 744 7930	to 7999 to 3499	401 310 9505	to	9599	422 819 7533 422 842 5073	to	7599 5087	455 221 455 364		to	1499
375 851 9100	to 9199	401 382 5312	to	5399	424 500 6050	to to	6099	455 399		to to	2199 5499
376 850 0813	to 0899	402 578 7876 403 125 6744	to	7899	424 641 8500	to	8599	455 476		to	0699
376 855 6764	to 6999	403 125 6744	to	6799 7499	424 871 6600	to	6699	455 543		to	0699
376 903 0721	to 0738	403 280 6470	to to	6499	425 298 2352	to	2399	456 410		to	9099
376 906 3206	to 3299	403 685 8600	to	8699	425 418 4269	to	4299	456 619	4460	to	4499
377 113 7461	to 7499	404 003 0300	to	0399	425 418 4405	to	4499	457 333	2686	to	2699
377 224 2300	to 2599	404 041 8838	to	8899	427 412 6337	to	6499	457 729		to	1777
377 955 4285	to 4399	404 071 4268	to	4299	427 481 0900	to	0999	457 937		to	8699
378 029 9347	to 9399	404 347 5356	to	5399	428 027 2742	to	2752	458 028		to	9899
378 085 3679 378 210 9090	to 3699	404 347 5548	to	5599	429 474 4172	to	4199	458 057		to	2999
378 351 1063	to 9099 to 1099	404 726 4500	to	4599	429 889 2900	to	2999	458 337 458 354		to	5299 7999
378 630 9489	to 9599	404 961 5001	to	5199	430 150 4401	to	4599	458 671		to to	8699
379 128 9584	to 9599	405 325 0188	to	0198	430 172 9800	to	9899	458 671		to	8798
379 509 2600	to 2699	406 009 4587	to	4599	430 177 1900	to	1999	458 847		to	5099
379 679 8060	to 8099	406 260 6830 406 459•6497	to	6899 6499	430 177 2000 430 444 9500	to	2099 9699	458 847		to	5999
379 843 5100	to 5199	406 733 3000	to to	3999	430 444 9500	to to	4099	459 274	7624	to	7699
380 093 9600	to <u>9611</u>	407 545 1556	to	1599	432 168 8419	to	8499	459 365		to	5499
380 165 1165	to 1199	407 594 0412	to	0599	432 708 6800	to	6999	459 378		to	5799
380 489 6800	to 6899	407 959 2150	to	2190	432 744 1544	to	1599	459 472		to	4899
380 572 1840	to 1899	407 692 9100	to	9299	432 995 9775	to	9799	459 472		to	4999
381 077 3600	to 3699	408 265 2275	to	2288	433 003 5800	to	5899	460 550		to	1999
381 325 4500	to 4599	408 499 7700	to	7799	433 757 3047	to	3099	460 997		to	5299
381 540 9900 381 604 2510	to 9999 to 2699	408 499 7900	to	7999	433 765 4003	to	4099	461 973 462 152		to	6499 0299
381 645 9525	to 9599	408 682 8484	to	8599	434 482 7060	to	7199	462 274		to to	1099
381 924 0748	to 0799	408 698 7015	to	7099	434 513 2386	to	2399	462 277		to	8399
383 156 6968	to 6999	409 072 3941 <b>410 491 2311</b>	to	3999 <b>2399</b>	434 968 3076 435 303 1831	to	3092 1842	463 176		to	4115
383 156 7128	to 7199		to		435 303 1831	to to	1999	463 176		to	4229
383 156 7300	to 7999	410 694 8400	to	8599	435 666 6092	to	6399	463 185	2600	to	2799
383 299 2081	to 2099	410 775 1500 410 795 7927	to	1599 7999	436 082 6400	to	6899	463 227	7711	to	7799
383 314 3968	to 3999	410 793 7927	to to	0966	436 160 6441	to	6499	463 808		to	3499
383 892 1000	to 1344	410 867 0970	to	0999	437 316 7115	to	7199	464 629		to	9399
383 892 1382 385 568 2330	to 1399 to 2399	411 868 1023	to	1199	437 427 0500	to	3499	464 711		to	4399
385 599 7554	to 7575	411 922 2322	to	2399	439 310 0458	to	0499	465 692 465 698		to to	3999 8599
385 774 2024	to 2099	412 193 0900	to	0999	440 698 1947	to	1999	465 743		to	7799
387 314 5574	to 5599	412 395 8599	to	8699	440 858 6300	to	6399	466 798		to	6067
389 696 2400	to 2799	412 485 6500	to	6599	440 858 6420	to	6499	467 147		to	4399
389 846 3104	to 3135	412 485 6610	to	6699	440 858 6500	to	7299	467 505	4949	to	4955
389 846 3145	to 3195	412 885 5953	to	5999	441 199 1655	to	1699	468 079	5782	to	5799
389 887 9211	to 9230	414 193 3608 414 193 3677	to	3674	443 127 3648	to	3699	469 067		to	2899
389 887 9234	to 9299	414 411 7348	to to	3699 7399	443 127 4000 443 673 7900	to to	4099 7999	469 127		to	8199
390 001 3182	to 3199	414 640 0757	to	0799	443 800 9335	to	3999	469 213		to	0399
390 001 3500	to 3699	414 965 1727	to	1799	444 382 8822	to	8899	469 213 469 658		to	0599
390 545 5974	to 5999	415 161 8858	to	8868	444 390 1667	to	1669	469 658 469 658		to to	1999 2099
391 104 6146 391 783 3020	to 6199 to 3599	417 302 8104	to	8199	444 457 3854	to	3899	469 666		to	9999
391 792 6100	to 3599 to 6199	417 387 6532	to	6599	450 048 4173	to	4199	469 678		to	1999
392 668 2956	to 2999	417 496 6800	to	6999	450 048 4442	to	4699	469 781		to	4999
392 854 8500	to 8899	417 871 9250	to	9299	450 560 5173	to	5199	469 947	6960	to	6999
393 584 7566	to 7699	417 930 9533	to	9599	450 620 3077	to	3099	470 755	5800	to	5818
393 650 9974	to 0099	418 164 6500	to	6799	450 620 3135	to	3199	471 918	0300	to	0999
393 838 8316	to 8499	418 423 9863 418 633 5922	to	9899	450 780 2716	to	2799	471 985		to	2419
393 893 6007	to 6099	418 633 5922	to to	5999 8599	451 109 2984	to	2984	472 191		to	6799
394 126 6907	to 6999	418 744 2235	to	2299	451 115 4110	to	4125	472 987		to	0241
394 189 0405 394 822 3243	to 0599 to 3278	418 962 2848	to	2899	451 115 4127 452 265 0074	to	4199	472 987		to	0299
394 990 1810	to 3278 to 1899	419 543 0286	to	0299	452 265 0074 452 265 0246	to to	0099 0299	473 151 473 151		to	2099 2199
395 343 3264	to 3299	419 730 0313	to	0369	452 265 0246	to	0399	473 151		to to	9199 9199
395 373 3035	to 3099	419 730 0380	to	0399	452 265 0400	to	0999	473 952		to	3499
395 396 9649	to 9799	420 599 0734	to	0798	452 509 1169	to	1199	474 108		to	5499
395 970 3240	to 3299	420 661 4115	to	4199	452 855 6471	to	6499	475 134		to	9399
397 622 4054	to 4099	420 758 9500	to	9699	452 890 4679	to	4699	475 167		to	9699
397 819 8902	to 8999	420 969 3951	to	3971	452 900 8215	to	8238	475 319	3415	to	3499
398 149 7200	to 7699	420 969 3973	to	3999	453 117 9146	to	9199	475 319		to	3699
399 070 0872	to 0899	421 116 3565	to	3599	453 334 3631	to	3699	475 319	3700	to	3799

Missing U	.S. Mor	ey Order	Form	ıs—D	o Not	Cash-	Con	tinue	d			
475 340 6400 475 424 8410 475 850 6101	to 659 to 849 to 619	9 479 86	7000	to to	9680 7199 <b>2099</b>	485 0	80 5077 29 4913 76 0600	to to	5099 4999 0699	700 228 6048 700 650 0452 700 703 1768	to to	6099 0499 1773
475 875 2500 476 169 8264	to 259 to 829	9 <b>480 64</b> 9 481 67	6330	to to	<b>6399</b> 0095	486 6	96 3056 06 4100	to to	3099 4199 0299	701 028 6780 <b>802 678 2605</b>	to to	6899 <b>2699</b>
476 189 3000 477 289 8601 477 681 5206	to 349 to 869 to 529	9 483 40 9 483 48	2 2352	to to to	7299 2356 5199	488 8 489 2	55 8359 23 2000 84 0027	to to	8399 2099 0099	803 605 2840 803 605 6300 805 323 5006	to to to	2899 6499 5024
478 010 4243 478 010 4270 478 469 7838	to 426 to 429 to 785	1 483 63	2 2600	to to to	1599 2799 1699	<b>490</b> 7 491 2	<b>93 1500</b> 58 8100	to to	<b>2099</b> 9099	805 466 7255 806 015 3885 806 087 1100	to to to	7299 3899 1499
478 469 7883 479 280 9800 479 365 9116	to 789 to 989 to 917	9 484 32		to to	5299 9199 5038	700 0	64 1858 65 2570 65 4800	to to	1869 2599 4899	806 268 9275 806 534 3400 <b>870 054 4814</b>	to to <b>to</b>	9299 3477 <b>4899</b>
479 412 9900	to 999		5040	to	5074		90 3350	to	3359	990 117 5600	to	5999

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



If you don't have Pub. 223 already, order it by submitting Form 7380, MDC Supply Requisition, to your Materiel Distribution Center.

## Missing Canadian Money Order Forms—Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. Destroy any interim notices 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 605,000,000. Advise holders to send invalid money orders to Canada Post Corporation, Ottawa, Canada K1A OB1.

605,367,722	to	8,200	624,023,279	to	3,400	641,011,901	to	2,600	657,044,001	to	4,100
605,721,494	to	1,500	624,173,970	to	4,000	641,121,411	to	1,500	657,341,465	to	1,478
606,915,240	to	5,300	624,512,201	to	3,000	641,196,269	to	6,300	657,364,301	to	4,500
607,183,001	to	3,300	624,555,001	to	6,100	641,309,609	to	9,658	657,769,501	to	9,600
607,273,964	to	4,500	625,060,673	to	0,700	641,574,196	to	4,650	658,539,001	to	9,300
607,586,501	to	6,600	625,196,431	to	6,500	641,583,509	to	3,600	658,853,204	to	3,700
607,591,119	to	1,200	625,206,601	to	6,900	641,962,607	to	2,630	658,860,201	to	0,300
607,673,301	to	4,500	625,553,170	to	3,200	642,415,969	to	6,000	659,860,569	to	0,590
607,842,343	to	2,500	625,706,401	to	6,500	642,983,001	to	3,100	659,900,808	to	0,901
607,930,501	to	1,000	625,932,001	to	2,100	643,022,701	to	2,900	659,913,171	to	3,240
608,011,756	to	1,200	625,945,101	to	5,400	643,201,801	to	2,000	660,304,493	to	4,600
608,288,084	to	8,100	625,966,101	to	6,200	643,243,401	to	3,500	660,596,601	to	6,700
608,678,701	to	9,100	626,035,401	to	5,500	643,452,130	to	2,200	660,644,144	to	4,300
608,722,023	to	2,200	626,174,177	to to	4,200 5 100	643,726,901	to	7,500	661,162,159	to	2,220
609,084,101	to	5,100	626,305,019	to	5,100 7,528	643,736,201	to	6,400	661,165,221	to	5,250
609,394,901	to	5,000	626,567,516 626,613,101	to	3,300	644,475,893	to	6,300	661,179,997	to	-,
610,368,452	to	8,465	626,871,601	to	2,500	644,858,601	to	8,800 3,100	,		180,020
611,216,001	to	7,100	627,079,501	to	9,900	644,932,601	to	2,100	661,183,221	to	3,260
611,338,466	to	8,700	627,097,438	to	7,500	644,941,801 644,990,601	to to	1,100	661,187,652	to	7,690
611,345,254	to	5,300	627,171,001	to	1,400	645,167,901	to	8,200	661,581,517	to	1,600
611,387,101	to	7,200	627,974,001	to	4,300	645,541,101	to	1,300	661,997,658	to	7,686
611,874,375	to	4,400	628,196,859	to	7,100	645,550,622	to	0,700		to	7,500
611,891,801	to	2,400	628,390,001	to	0,300	645,605,886	to	5,900	662,987,487		
611,930,472	to	0,500	628,455,689	to	6,200	645,634,441	to	4,460	663,119,201	to	9,300
612,182,901	to	3,700	628,600,766	to	1,000	646,262,901	to	3,200	663,352,552	to	2,700
612,185,601	to	6,100	629,893,459	to	3,500	646,264,363	to	4,400	663,636,414	to	6,500
612,472,501	to	3,100	630,199,031	to	9,100	646,270,054	to	0,085	664,625,114	to	5,200
612,512,359	to	2,700	630,233,957	to	4,300	646,321,801	to	2,000	664,774,743	to	4,800
613,359,706	to	9,732	630,252,101	to	2,200	646,322,201	to	2,800	664,689,941	to	9,000
613,364,701	to	5,100	630,301,208	to	1,300	646,505,901	to	6,100	665,080,644	to	0,700
613,856,401	to	.6,600	630,331,801	to	2,100	646,509,616	to	9,700	665,241,112	to	1,200
614,442,385 614,487,801	to to	2,400 7,900	630,334,070	to	4,600	646,875,648	to	5,700	665,915,113	to	5,140
614,608,143	to	8,152	630,342,552	to	2,600	646,876,001	to	6,200	665,956,831	to	6,880
615,753,401	to	3,600	630,642,629	to	2,700	646,899,702	to	9,713	665,967,877	to	7,920
616,042,700	to	3,300	630,904,718	to	4,900	646,993,871	to	3,930	666,025,401	to	5,800
616,192,014	to	2,100	630,995,315	to	5,400	647,061,150	to	1,200	666,209,330	to to	9,400 0,900
616,320,501	to	1,200	631,381,731	to	1,800	647,291,842	to	2,000	666,210,847 666,395,901	to	6,100
616,339,601	to	9,700	631,817,556	to	7,600	647,993,501	to	3,700	666,647,241	to	7,259
617,008,801	to	9,000	631,846,614	to	6,700	647,993,801	to	4,000	666,662,073	to	2,100
617,127,319	to	8,100	631,937,924	to	7,966	648,020,140	to	0,200	666,696,251	to	6,300
617,461,706	to	1,800	632,448,956	to	9,300	648,056,401	to	6,600	667,040,006	to	0,210
617,478,723	to	8,800	632,939,648	to	9,800	648,117,901	to	8,200	667,382,231	to	2,300
617,582,829	to	2,900	633,135,035	to	5,300	648,171,861	to	1,900	667,398,541	to	8,600
617,739,158	to	9,200	633,175,518	to	5,600	648,213,372	to	3,500	667,435,145	to	5,200
618,333,401	to	4,100	633,537,840	to	7,900	648,484,665	to	4,700	667,486,601	to	6,800
618,625,824	to	5,900	634,141,201	to	1,500	648,578,708	to	8,799	667,521,407	to	1,600
619,215,945	to	6,000	634,328,501	to	8,600	648,683,301	to	3,400	667,752,069	to	2,300
619,225,550	to	5,600	634,839,201	to	9,300	649,376,401	to	6,600	667,916,445	to	6,500
619,226,975	to	6,999	634,848,780	to	8,800	649,730,009	to	0,100	667,926,278	to	6,300
619,326,641	to	7,000	635,296,451	to	6,500 8,600	650,621,501	<u>to</u>	1,700	668,104,101	to	4,800
619,357,588	to	7,600	635,298,587	to to	8,600 3,000	650,678,503	to	8,580	668,155,938	to	6,000
619,580,012	to	0,100	635,312,907	to	8,200	650,707,956	to	7,980	668,220,001	to	1,000
619,765,826	to	6,400	635,468,101	to	1,100	651,854,961	to	5,010	668,222,101	to	3,400
619,906,171	to	6,200	635,681,001		1,100	651,897,201	to	7,240	668,583,651	to	3,700
620,104,808	to	4,900	635,699,601	to	700,600	651,948,119	to	8,130	668,584,001	to	4,010
620,256,601	to	6,700	000 000 001			651,948,703	to	8,750	668,659,099	to	9,200
620,514,863	to	4,900	636,000,201	to	0,300	651,974,610	to	4,620	668,789,430	to	9,440
620,521,444	to	1,500	636,012,675	to	2,700	652,121,238	to	1,248	670,374,867	to	5,000
620,711,701	to	1,800	636,030,135	to	0,200	653,053,022	to	3,100	670,994,962	to	5,000
620,894,501	to	4,600	636,042,001	to	2,200	653,151,811	to	1,830	670,994,962	to	7,040
620,969,476	to	9,500	636,863,001	to	3,100	653,317,761	to	7,800	670,032,758	to	2,800
621,180,332	to	0,400	636,931,725	to	1,800	653,506,601	to	7,000	671,601,379	to	1,400
621,182,939	to	3,400	637,043,605	to	3,700	653,620,693	to	0,700	672,271,301	to	2,500
621,715,301	to	5,400	637,860,101	to	0,200	653,822,586	to	2,800	672,349,801	to	2,000
622,032,701	to	2,800	639,552,101	to	2,400	654,345,814	to	5,900	012,343,001	io	350,100
622,032,901	to	3,000	639,857,736	to	7,900	654,563,101	to	3,300	070 007 17		
622,659,101	to	9,200	640,272,919	to	3,200	654,568,825	to	8,900	672,695,171	to	5,240
											3,800
623,363,613 623,447,801	to to	3,800 7,900	640,281,501 640,666,076	to to	1,600 6,200	655,365,961 655,387,856	to to	6,030 7,870	673,993,701 676,974,331	to . to	4,410

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

## UNITED STATES POSTAL SERVICE

Please check with local postal officials before attempting to mail any questionable materials.



## **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.

005000	010141	007640	000750	075101	000001	001705	101610	112600	146060	100740	222176	202400
005023	018141	027640	060753	075101	090021	091705	101612	113699	146268	192743	232176	302400
005137	018196	027694	060834	075111	090066	091731	101742	113700	146284	192810	235168	302411
	018202	027715	060843	075129	090087	091788	101837	113717	146348	192811	235304	302454
005155	018230	027775	060941	075396	090089	091813	102075	113726	146381	192877	235305	302547
005199												
005292	018380	027802	061554	075480	090091	091814	102086	113769	146410	192998	240517	302810
005295	018400	028062	061590	075581	090103	091820	102119	113809	146416	193227	240534	305074
	018447	028068	061764	075650	090109	091852	102146	113857	146442	193262	240545	305521
005312												
005438	018549	028127	063104	075673	090113	091863	102333	113868	146478	193275	247404	305580
005526	018586	028152	064075	075679	090115	091885	102392	113880	146484	193424	254043	305651
	018597	028169	064079	075693	090117	091964	102393	113882	146487	193434	254044	305723
005561												
005581	018788	028279	064106	075790	090123	091973	102413	113943	148274	193453	263025	305747
005592	018837	028436	064112	075860	090127	092005	102613	114094	148310	193461	265010	305879
	018848	028484	064124	076307	090128	092029	102795	114235	150086	193509	266009	306098
005632				076397			103034	114238	150097	193551		306541
005687	018858	028725	064143		090157	092057		114236			271113	
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	019086	028846	064598	076890	090172	092249	103156	114345	150211	196121	272264	306800
006200	019123	028873	064623	077090	090229	092301	103162	114418	151172	196149	272299	306944
007018												
007103	019220	028958	064750	077476	090231	092336	103584	114454	152001	197057	273100	311067
007113	019413	028995	064845	077535	090236	092338	103868	115398	152091	198040	274116	311103
	019431	028998	064876	077748	090252	092348	103955	115524	152099	198100	274139	311269
007138												311357
008462	019460	029055	065045	077761	090273	092407	104107	115913	152265	200083	274220	
008577	019494	029076	065057	077774	090295	092423	104173	117010	152401	200142	274239	311368
	019567	029318	065062	077857	090299	092426	104218	117019	152409		274353	311466
009132	019603	029494	065088	077942	090309		104499	117021	152446	200260		311518
009197						092437				200284	274504	
009233	019700	029515	065149	078015	090342	092448	105022	117159	152454	200387	275074	311527
	019719	029540	065333	078045	090367	092494	105516	117169	152499	200413	276034	311539
009355	019721	029634	065559	078075	090368		105677	117354	152598		277030	311583
009572						092538				200614		
010126	019739	029727	065616	078101	090370	092689	105771	117566	152678	200656	280104	311593
	019815	029761	065702	078125	090378	092748	105901	117573	152724	200801	282220	311607
010207	019895	029762	065810	078847	090407	092796	106343	117725	152813		282594	311627
010252	010000								152894	207416		
010297	020022	029793	065866	078863	090439	092847	106451	117735		207429	282662	311656
	020216	029897	065872	079555	090470	093031	107061	118017	152985	207615	282683	311660
010307	020269	029950	065897	079631	090510	093093	107113	118022	152999		282704	311670
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010362						093167				208172	283142	
	021065	030038	066159	079834	090561	093255	110051	118282	154035	208199	283200	312251
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010405	021436	030260	066394	080035	090622		110154	118433	159030	208280		312271
010430						093480				208284	283442	
010467	021612	030264	066402	080136	090626	093508	110223	118452	159110	208498	283515	312418
	021652	030305	067161	080273	090675	093527	110279	118521	165101		286037	312419
010474	021722	030541	067189	080296	090702		110339	118560	165127	208534		314130
010505	021744	031001	067194	080423	090741	093659	110373	118599	165147	208536	286097	314131
010527						093709				208537	286130	
	021784	031093	067255	080435	090818	093722	110426	118643	165201		292232	314153
010534	021874	031122	068032	080450	090831	000722	110437	118686	165240	208658		314215
010535	021911	031132	068170	080463	090837	093863	110444	118815	165291	208659	292293	314230
010546						093951				208783	292315	314288
	021962	032003	068208	080541	090838	093974	110571	118823	165298	209113	292318	
011032	022015	038200	068209	080612	090848	094040	110575	119007	165315		292390	314299
011083	022128	038207	068351	080682	090865		110632	119173	165370	210055		314322
011112	022144	038242	068361	085318	090899	094475	110643	119271	170240	210170	292516	314351
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	022423	038248	068370	085556	091009	094681	110695	122116	171124		294132	314445
011191	022428	038279	069051	085615	091014		111224	122177	171163	210244	294168	314563
011211	022457	038288	069220	088003	091016	094809	111265	122194	171249	212289		314567
011273	022461				091110	094950	111515	122216	173064	212591	294299	314577
		040056	069613	088118		095175		122210		212677	294472	
011293	022818	041009	069647	088129	091119	095246	111692	122322	174080		295328	314620
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012138						095418	111925	124113	180023	212831	296415	314678
	023312	050040	069843	088207	091191	095526	111923			212001	296423	014070
012155	023336	051006	069858	088210	091242	095617	11221/	125052	180051	212881	300080	314692
012165	023353	052021	069912	088237	091242 091275 091351	093017	112217 112401 112936	125059	181027	216021		314692 314746
012215	023354	053025	069953	088260	091351	095809	112036	125110	191125	220039	300218	314747
012298	020007		060000	000200	001001	095811	112171	126045	191139	220206	300230	314754
	023393	053032	069972	088326	091363	095865	113171	126045				014/04
014310	023466	054011	070107	089129	091372	005000	113177	126070	191176	220284	300244	314756
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014620	025308	054111	070301	089159	091422	096084	113323	132103	191274	220573	300516	317171
	025000					096100	113323 113381				300557	217045
014740	025346	054208	070567	089194	091424	096108	113381	135103	191279	220587		317245
014781	026055	054214	070627	089212	091433	090100	113458 113482	135112	191299	220589	300885	317296
014980	026199	054999	070682	089360	091453	096154	113482	139082	191813	220597	301022	320017
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014982	026368	058027	070927	089381	091466	096396	110012					020074
015156	027057	060044	070979	089556	091519	090090	113584	142290	192196	221422	301195	320726
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						096717	112640	142502	102501			
016393	027313	060266	071181	089927	091566		113642	142593	192501	222167	301460	320777
016409	027360	060325	071182	090004	091612	100151	113648	142651	192502	223307	301538	320794
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016842	027435	060452	071595	090008	091648	100507	113661	142808	192571		301995	
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018104	027593	060660	071975	090019	091699	101566	113695	146260	192742	232125	302319	320894
										-		

# Invalid Express Mail Corporate Account Numbers—Continued 320919 332064 337122 374017 452597 483551 581137 607584 681554 757287

000040	000004	007400	074047	450505	400554	===						
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320930	332127	337129	374141	452609	483571	591038	607803	685095	757361	809117	891083	906576
321036	332145	337133	380174	452728	483601	591130	607852	685161	757533	809149	891268	906654
321037	332160	337134	380194	452813	483679	597525						
							607940	693507	757565	809165	891445	907038
321045	332208	337135	381075	452862	483700	597527	607954	695015	757602	813004	891461	907039
321051	332219	337242	381154	452942	483724	598520	608104	695039	760413	813010	895130	907070
321056	332254	337351	381167	452959	483807	600178	608146	695076	760531	813050	895174	907316
321064	332279	337431	381178	454220	483830	600237	608273	695146	760683	813203	895182	907417
321081	332338	338020	381195	454277	483856	600308	608279	695157	761621	813234	895205	907653
321096	332345	338107	381201	454419	483897		608292	695250	761792	813270	895250	907735
321099	332391	338134	381203	454566	483968	600339						
				454566		600386	608295	695363	761796	814017	895294	907755
322006	332450	338145	381525	454585	483974	600400	608318	695385	763078	814149	895302	907825
322042	332484	339051	381752	454650	483992	600401	608340	695440	765586	815046	895448	907959
322083	332565	339066	383072	454660	485294		608400	701062	766501	815074	895476	910249
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322109	332578	339085	386060	454719	486010	600722	608431	701082	767519	816278	898004	911242
322114	332601	339098	387010	458042	486190	600768	608480	701086	769502	816301	898080	912129
322203	332612	339107	392262	458043	486259		608488		770010	832031	900007	913698
322324	332653	339218		458078		600773		701113				
			392435		488137	600777	608529	701175	770088	833275	900046	913793
322329	332668	339222	392509	458085	488195	600792	608548	701671	770184	833536	900073	913964
322376	332669	339255	392612	458089	489242	600939	611155	701901	771176	836760	900076	914351
322410	332712	339266	392634	458100	489311		612005			837150		
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322412	332731	339280	393131	460068	489364	601094	613103	706148	771907	837169	900090	914526
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322948	332821	339464	395204	462386	489408		615002		771928	841564		914771
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323062	332862	339852	401024	462570	490446	601203	618046	722167	772694	841768	900273	914971
323089	332960	340014		462655	492010		618099		775257	841815		915049
			402060			601216		723055			900305	
323109	332977	340133	402323	462662	494052	601298	618120	727051	776108	841879	900334	915068
323163	333065	340149	402469	462719	494125	601431	627080	729050	782120	841902	900540	915169
323737	333071	340163		462734	494184		629089		782546	841912		915181
			402684			601450		729057			900568	
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324101	333129	340179	402971	462753	495158	601595	631311	730214	782841	846133	900700	917097
324130	333185	340180	405080	464131	495212	601670	631341	730406	784192	846167		917119
325082	333302	340190		464201	495235				784263		900704	
			405127			601709	631408	730678		846176	901076	917408
325413	333521	340230	405185	465023	495239	601727	631442	731291	784299	846193	901319	917479
326395	333846	340256	410024	465049	495284	601824	631446	731300	784344	847021	901328	917540
326458	333876	340263	410119	466531	495374		631550		785328	847108		917546
						601844		731545			901357	
326461	333920	340368	413012	466546	496065	601861	631571	740136	785363	850096	901398	917616.
326545	333924	340420	421019	468085	511750	601913	631599	740283	785427	850124	901482	917770
327352	333942	340711	422014	468311	511775	601914	631603	740446	785473	850138	901571	917883
327614	334617	340728		468343					785488			
			423065		515007	601922	631691	740460		850256	901620	917937
327623	334636	340862	423074	470033	515036	601940	631768	740613	785730	850381	901633	918023
328669	334677	340967	424024	473008	527034	601948	631887	740842	786016	850397	901696	918091
328682	334708	344001	424075	473032	531324	602034	631911	740844	786055	850422		918101
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328692	335009	344019	430089	477045	531331	602128	631948	740854	787421	850559	901779	918149
328712	335107	347035	430094	477134	531394	602131	637119	740951	787694	850620	901791	918445
329300	335109	349059	432330	477135	531438	602163	637124	740995	787710	850623	901797	918554
329496	335151	349068		480140					787741			
			432360		531445	602194	641093	741365		850664	901832	918560
329525	335206	349104	432478	480144	531451	602273	641335	741705	787776	850693	901868	918571
329565	335267	349146	432653	480146	532204	602320	641389	743079	787803	850705	901870	918594
330184	335313	349208	432749	480182	532371	602334	641510	743096	787821	850817	901938	918738
330507			400046						787826			
	335433	349282	433016	480252	532714	602398	641563	746028		850879	901977	918759
330729	335461	349346	436137	480332	532885	602409	641679	746037	791057	850924	901978	918934
330746	335481	349441	441008	480487	532887	602728	641692	749100	791270	850935	902401	920074
330840	335485	349808	441034	480498	532968	602740	641947	750027	791323			
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330883	335507	349859	441145	480525	532985	602748	648117	750122		852033	903057	920131
330974	335538	349862	441160	480577	532985 537180	602748 602795	648117 658172	750130	796539	852066	903057 903058	920176
331248	335624	349894	441186	480730	542020	604366	658234	750603	799005	852127	903295	920180
331383	335693	349980	441188	480879	543420	604605	660038	750639	799248			
									800353	852177	903354	920259
331407	335705	349993	441214	480923	544033	604770	660044	750757		852190	903508	920268
331542	335710	351052	441218	480932	544064	604771	660048	750783	800437	852201	903516	920308
331543	335903	354081	441271	481572	548541	605059	660077	750822	801163	852270	903888	920377
331584	336013	356750	441281	482283	551226	605061	660680	750886	801166	852320	903945	920432
				400004								
331708	336028	358285	441300	482331	551426	605120	661056	750955	801337	852344	903991	921109
331725	336111	358340	441302	482342	551639	605217	662536	750975	801554	852379	904028	921217
331726	336181	358360	441356	482437	551670	605479	662552	752007	802120	852405	904178	921219
331729	336199		441363				662507					
		359850		482768	551723	605837	662597	752087	802204	852409	904250	921224
331775	336210	361154	441890	482919	553090	605907	665190	752190	802228	852455	904264	921253
331841	336297	362005	441934	482994	553160	606046	666190	752191	802326	852515	904416	921282
331847	336315	362048	441970	483019	553222	606215	672043	752236	802479	856118	904443	921358
				483033	550000							
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331849	336330	366134	443218	483046	553428	606393	672283	752603	802626	856216	906030	921515
331850	336369	372325	445125	483057	553478	606409	672317	752755	802688	856253	906034	921516
331862	336417	372385	447081	483063	553403							
				400000	553493	606621	672348	752827	802961	856272	906062	921542
331863	336438	372427	450072	483099	553795	606782	672510	752865	803231	856286	906137	921543
331864	336454	372758	450187	483160	553883	607144	675051	752872	804208	856377	906155	921545
331865	336619	372813	451005	483236	554754	607178	678021	752881	804220	856458	906196	
				400200		607005		752001				921548
331867	336845	372815	451073	483292	554812	607335	681164	752895	805090	860014	906284	921553
331868	336930	372850	452155	483310	559036	607420	681226	752971	805398	860056	906318	921564
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331947	337068	372864	452408	483413	570163	607465	681513	757276	806177	871498	906409	
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332013	337105	372876	452509	483538	573031	607502	681526	757282	809009	871527	906431	921611
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