

POSTAL BULLETIN

U.S. POSTAL SERVICE
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DEPOSITORY

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Health Benefits Open Season

The 1993 Federal Employees Health Benefits (FEHB) Open Season is scheduled November 8 through December 13, 1993, according to the Office of Personnel Management (OPM). Enrollment changes and new enrollments made during the 1993 open season are effective January 8, 1994 (Pay Period 02-94).

New features that apply to most, but not all, career Postal Service employees are associated with health benefits this year. Career employees have received a direct mailing containing the *1994 FEHB Plan Comparison Chart* with a cover letter introducing the new features and defining those employees eligible for coverage. The pretax health benefits feature is explained in the FSA brochure, *Flexible Spending Accounts and Pretax Payment of Health Insurance Premiums*, mailed to all eligible career employees.

Open Season Materials for Installations

All customer service district offices, processing and distribution centers, airport mail centers, bulk mail centers, and selected Headquarters field units received an automatic distribution coordinated by OPM including:

- RI 70-2, *1994 FEHB Plan Comparison Chart*.
- RI 70-5, *1994 FEHB Plan Comparison Chart: For Spouse Equity and Temporary Continuation of Coverage*.
- Most fee-for-service plan brochures.

These same installations received an automatic distribution from the materiel distribution centers (MDCs) including:

- SF 2809, *Health Benefits Registration Form*, August 1992. Use only the August 1992 edition of SF 2809 for enrollment elections. Previous editions are not usable.

These installations must requisition from the MDCs:

- RI 70-8, *1994 FEHB Plan Comparison Chart: For Noncareer Employees*.
- Individual plan brochures for closed enrollment fee-for-service plans (NAPUS and Rural Carriers).

These installations must order directly from plan sponsors:

- Brochures for health maintenance organizations.

All installations may use the bulletin board notice on page 27 to announce general information about open season.

Special Postal Bulletins

As in past years, special *Postal Bulletins* are planned to address open season issues in more detail.

The first *Bulletin*, published on November 4, will contain:

- Information on distribution of open season materials
- Eligibility requirements for coverage
- A list of participating health plans and their premium rates
- Additional instructions pertaining to open season administration

The second *Bulletin*, published on November 18, will contain:

- A list of health maintenance organizations
- A list of FEHB health plan withdrawals

—Employee Relations, 10-14-93

1992 Annual Index:

PB 21834, 2-4-93

Latest Quarterly Index:

PB 21838, 4-1-93

(January-March)

PB 21846, 7-22-93

(April-June)



MISCELLANEOUS

ALL IRT, WRU, CTT OFFICES

Setting Clocks for Standard Time

Correct system time in integrated retail terminals (IRTs) and weighing and rating units (WRUs) is critical because their internal clocks verify Express Mail acceptance times, service commitments, and network status. The IRT system time is also printed on customer receipts and employee reports. Computerized Tracking and Tracing (CTT) scanner clocks record Express Mail arrival times.

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

Use menu item 11, Set System Date and Time, from the Control Menu on the UNISYS Phase III Supervisor Disk. Set System Date and Time is item 12 on the UNISYS Phase II Supervisor Disk Control Menu. Select menu item 5, Change Fees and Tables, from the Main Menu on the MOS IRTs Control Disk, then select item 5, Set Unit Date and Time, from the Change Fees and Tables Menu.

Laser Scanner (CTT)

1. Press the control (CTRL) key and press the T key. It displays the current date and time.
2. Press the clear (CLR) key and a prompt to enter a date appears. Enter the current date as MMDDYY (example: 103193).
3. Press the Enter key. The scanner then prompts the user to enter the time. Enter correct standard time in military format (examples: 8 AM=0800, 1:30 PM=1330).
4. Press the Enter key. The scanner returns to the first screen.
5. Press the CTRL key and the T key to verify the time and date.
6. Press the Enter key, if correct, if not, reenter correct information.

Contact Scanner (CTT)

1. Press the function (FUNC) key and then the T key. It displays the current date and time.
2. Press the clear (CLR) key and a prompt to enter a date appears. Enter the current date as MMDDYY (example: 103193).
3. Press the Enter key. The scanner then prompts the user to enter the time. Enter correct standard time in military format (examples: 8 AM=0800, 1:30 PM=1330).
4. Press the Enter key. The scanner then returns to the first screen.
5. Press the function (FUNC) key and then the T key to verify the time and date.
6. Press the Enter key, if correct; if not, reenter correct information.

WRU Clocks

1. Select item 2, Change System Data, from the Maintenance Menu.
2. Select 1, Change System Date and Time, from the Change System Data Menu. The Set System Date and Time screen appears.
3. Press the Yes key to accept the current date. The time appears. Press No to clear the time.
4. Enter correct standard time in military format (examples: 8 AM=0800, 1:30 PM=1330).
5. Press Yes to save the corrected time. The Change System Data Menu appears.
6. Verify the time and date and correct any errors.

Retail Consolidation Unit (RCU)

Each RCU system operator must enter the correct time must also be entered to each RCU system. RCU operators must perform a system shutdown on Monday morning, November 1, 1993. Reboot the system and enter the correct date and time.—*Marketing Systems, 10-14-93*

CORRECTION

Energy Awareness Month

The article Energy Awareness Month in *Postal Bulletin* 21851, 9-30-93 (page 1), included two errors. A corrected version of that article follows.

The Interagency Federal Energy Policy Committee designated the month of October as American Energy Awareness Month. As part of its contribution to the observance, the Postal Service will distribute energy posters with the

message, Energy: New Choices for a Changing World.

Post this poster in a highly visible area to make employees aware of USPS energy conservation efforts. Emphasize other conservation practices such as turning off the lights when not needed as a demonstration of the facility's commitment to the energy conservation program.

—*Processing and Distribution, 10-14-93*

DOMESTIC MAIL

DMM NOTICE

Labeling Lists Module Changes

Effective December 4, 1993, *Domestic Mail Manual* (DMM) Labeling Lists L001, L003, L004, L101, L201-L203, L701-L708, and L801-L804 are revised to reflect changes in mail processing operations. Although mailers are encouraged to label according to these revised lists immediately, they must comply with these changes beginning December 18, 1993. DMM Issue 47 will reflect these changes.

L001

Optional Multi-ZIP Coded Post Offices

State	ZIP Codes	City
Change:		
From: GA	30501-07	GAINESVILLE
To: GA	30501, 03-07	GAINESVILLE
From: MN	55901-05, 38	ROCHESTER
To: MN	55901, 05	ROCHESTER

L003

SCFs Serving a Single 3-Digit ZIP Code Area

ZIP Code	Label to
Delete:	
572	WATERTOWN SD 572
573	MITCHELL SD 573

L004

SCFs Serving More Than One 3-Digit ZIP Code Area

ZIP Codes	Label to
Add: 572-573	SCF Dakota Central SD 572 ²

² For the destinating SCF rate; mailings may be deposited at Watertown SD for mail destinating in 572 and Mitchell SD for mail destinating in 573.

L101

ADC Labeling List for Presorted First-Class Mailings and ZIP + 4 Barcoded Flat-Size Mailings

Destination ZIP Codes	Label to
Change:	
From: 090-094, 096-098	AMF KENNEDY APO NY 00300
To: 090-094, 096-098	AMF KENNEDY APO NY 00300 ¹
From: 095	AMF KENNEDY FPO NY 00300
To: 095	AMF KENNEDY FPO NY 00300 ¹
From: 330-333, 340	DIS MIAMI FL 331
To: 330-333, 340	DIS MIAMI FL 331 ¹
From: 299, 304, 313-315, 320-323, 326, 344	DIS JACKSONVILLE FL 320
To: 299, 304, 313-315, 320-324, 326, 344	DIS JACKSONVILLE FL 320

ADC Labeling List for Presorted First-Class Mailings and ZIP + 4 Barcoded Flat-Size Mailings—Continued

Destination ZIP Codes	Label to
Change:	
From: 324-325, 365-366, 394-396, 700-701, 703-708	DIS NEW ORLEANS LA 700
To: 325, 365-366, 394-396, 700-701, 703-708	DIS NEW ORLEANS LA 700
From: 716-717, 719-722, 724-729	DIS LITTLE ROCK AR 720
To: 716-722, 724-729	DIS LITTLE ROCK AR 720
From: 718, 750-759	DIS DALLAS TX 750
To: 750-759	DIS DALLAS TX 750
From: 770-778	DIS NORTH HOUSTON TX 770
To: 770-778	DIS NORTH HOUSTON TX 773
From: 936-939, 942, 950-960	DIS SIERRA CA 940
To: 936-939, 942, 950-953, 955-960	DIS SIERRA CA 940
From: 940-941, 943-949	DIS PENINSULA CA 941
To: 940-941, 943-949, 954	DIS PENINSULA CA 941
Add: 090-098, 340	MILITARY CENTER NY 090 ²
330-333	DIS MIAMI FL 331 ²

Add footnotes:
¹ For First-Class Mailings only.
² For second- and third-class ZIP + 4 barcoded flat-size mailings.

L201

SDC Labeling List for Second-Class Publications

Destination ZIP Codes	State	Label to
Change:		
From: 090-098	AE	MILITARY CENTER NY 090
To: 090-098, 340	AE/AA	MILITARY CENTER NY 090
From: 330-333, 340	FL*	DIS MIAMI FL 331
To: 330-333	FL*	DIS MIAMI FL 331
From: 716-717, 719-722, 724-729	AR	DIS LITTLE ROCK AR 720
To: 716-722, 724-729	AR	DIS LITTLE ROCK AR 720
From: 718, 750-769, 790-799, 885	AR/TX*	DIS NORTH TEXAS TX 750
To: 750-769, 790-799, 885	TX	DIS NORTH TEXAS TX 750

L202

State Labeling List for Second-Class Publications

Destination ZIP Codes	State	Label to
Change:		
From: 090-098	AE	MILITARY CENTER NY 090
To: 090-098, 340	AE/AA	MILITARY CENTER NY 090
From: 320-340, 342, 344, 346-347, 349	FL	DIS JACKSONVILLE FL 320
To: 320-339, 342, 344, 346-347, 349	FL	DIS JACKSONVILLE FL 320

Labeling Lists Module Changes—Continued

L203

Originating Mixed States Labeling List for Second-Class Publications

Originating ZIP Codes	State	Label to
Change:		
From: 330-333, 340.....	FL.....	MXD MIAMI FL 331
To: 330-333.....	FL.....	MXD MIAMI FL 331
From: 936-960.....	CA/GU.....	MXD OAKLAND CA 945 ¹
To: 936-960, 969.....	CA/GU.....	MXD OAKLAND CA 945 ¹
From: 838, 980-985, 988-993.	WA/ID.....	MXD SEATTLE WA 980
To: 838, 980-985, 988-993, 995-999.	WA/ID/AK.....	MXD SEATTLE WA 980 ²
Delete: 995-999.....	AK.....	See (2) below.
Change footnote:		

² Mail that both originates and destines in ZIP Code areas 995-996, 997, 998, or 999 must be sacked separately and labeled to the origin SCF. For example, mail originating and destinating in ZIP Code areas 995-996 must be labeled to SCF ANCHORAGE AK 995.

L701

SDC Labeling List for Third-Class Letter and Third- and Fourth-Class Flat-Size Mail

Destination ZIP Codes	State	Label to
Change:		
From: 090-098.....	AE.....	MILITARY CENTER NY 090
To: 090-098, 340.....	AE/AA.....	MILITARY CENTER NY 090
From: 320-340, 342, 344, 346-347, 349.	FL.....	BMC JACKSONVILLE FL 32199
To: 320-339, 342, 344, 346-347, 349.	FL.....	BMC JACKSONVILLE FL 32199
From: 716-717, 719-722, 724-729.	AR.....	BMC MEMPHIS TN 38799
To: 716-722, 724-729.....	AR.....	BMC MEMPHIS TN 38799
From: 718, 750-769, 790-799, 885.	AR/TX*.....	BMC DALLAS TX 75196
To: 750-769, 790-799, 885..	TX.....	BMC DALLAS TX 75196

L702

Optional SDC Labeling List for Third- and Fourth-Class Irregular Parcels

Destination ZIP Codes	Label to
Change:	
From: 090-098.....	MILITARY CENTER NY 090
To: 090-098, 340.....	MILITARY CENTER NY 090
From: 299, 313-316, 320-340, 342, 344, 346-347, 349.	BMC JACKSONVILLE FL 32099
To: 299, 313-316, 320-339, 342, 344, 346-347, 349.	BMC JACKSONVILLE FL 32099

L703

State Labeling List for Third-Class Letter and Third- and Fourth-Class Flat-Size Mail

Destination ZIP Codes	State	Label to
Change:		
From: 090-098.....	AE.....	MILITARY CENTER NY 090
To: 090-098, 340.....	AE/AA.....	MILITARY CENTER NY 090
From: 200, 202-205.....	DC.....	BMC WASHINGTON DC 200
To: 200, 202-205.....	DC.....	DIS WASHINGTON DC 200
From: 206-212, 214-219.....	MD.....	BMC WASHINGTON DC 20498
To: 206-212, 214-219.....	MD.....	DIS BALTIMORE MD 210
From: 320-340, 342, 344, 346-347, 349.	FL.....	BMC JACKSONVILLE FL 32199
To: 320-339, 342, 344, 346-347, 349.	FL.....	BMC JACKSONVILLE FL 32199

L704

State Labeling List for Third- and Fourth-Class Irregular Parcels

Destination ZIP Codes	State	Label to
Change:		
From: 090-098.....	AE.....	MILITARY CENTER NY 090
To: 090-098, 340.....	AE/AA.....	MILITARY CENTER NY 090
From: 320-340, 342, 344, 346-347, 349.	FL.....	BMC JACKSONVILLE FL 32099
To: 320-339, 342, 344, 346-347, 349.	FL.....	BMC JACKSONVILLE FL 32099

L705

BMC Labeling List for Bulk-Rate Third- and Fourth-Class Machinable Parcel Mailings

Destination ZIP Codes	Label to
Change:	
From: 004-005, 070-079, 085-098, 100-119.	BMC NEW JERSEY NJ 10000 002
To: 004-007, 009, 070-079, 085-098, 100-119, 340.	BMC NEW JERSEY NJ 00102 002
From: 008.....	BMC NEW JERSEY NJ 10000 ⁴
To: 008.....	BMC NEW JERSEY NJ 00102 ²
From: 299, 313-316, 320-340, 342, 344, 346-347, 349.	BMC JACKSONVILLE FL 32099
To: 299, 313-316, 320-339, 342, 344, 346-347, 349.	BMC JACKSONVILLE FL 32099
Delete: 006-007, 009 006-007, 009	BMC NEW JERSEY NJ 10000 ² BMC JACKSONVILLE FL 32099 ³

Delete footnotes 2 and 3. Renumber footnotes 4-6 as 2-4, respectively.

L706

Originating Mixed States Labeling List for Third-Class Letter- and Third- and Fourth-Class Flat-Size Mail

Originating ZIP Codes	State	Label to
Change:		
From: 070-079, 085-089.....	NJ.....	MXD BMC NEW JERSEY 10000
To: 070-079, 085-089.....	NJ.....	MXD BMC NEW JERSEY 00103
From: 299, 313-316, 320-340, 342, 344, 346-347, 349.	FL/GA/SC.....	MXD BMC JAX FL 32188
To: 299, 313-316, 320-339, 342, 344, 346-347, 349.	FL/GA/SC.....	MXD BMC JAX FL 32188
From: 980-985, 988-994.....	WA.....	MXD SEATTLE WA 980
To: 980-985, 988-999.....	WA/AK.....	MXD SEATTLE WA 980 ²
Delete: 995-999.....	AK.....	See (2) below.
Change footnote:		

² Mail that both originates and destines in ZIP Code areas 995-996, 997, 998, or 999 must be sacked separately and labeled to the origin SCF. For example, mail originating and destinating in ZIP Code areas 995-996 must be labeled to SCF ANCHORAGE AK 995.

Labeling Lists Module Changes—Continued

**L707
Originating Mixed States Labeling List for
Third- and Fourth-Class Irregular Parcels**

Originating ZIP Codes	Label to
Change: From: 070-079, 085-089.....	MXD BMC NEW JERSEY 10000
To: 070-079, 085-089.....	MXD BMC NEW JERSEY 00103
From: 299, 313-316, 320-340, 342, 344, 346-347, 349.	MXD BMC JAX FL 32099
To: 299, 313-316, 320-339, 342, 344, 346- 347, 349.	MXD BMC JAX FL 32099
From: 835, 838, 970-978, 980-986, 988- 994.	MXD BMC SEATTLE WA 98000 ²
To: 835-838, 970-978, 980-986, 988-999....	MXD BMC SEATTLE WA 98000 ²
Delete: 995-999.....	See (?) below.

**L708
Distribution Labeling List and Service Areas for
Third- and Fourth-Class DBMC Rates**

Destination ZIP Codes	Label to
Change: From: 004-005, 070-079, 085-098, 110- 119.	BMC NEW JERSEY NJ 10000
To: 004-005, 070-079, 085-098, 110-119, 340.	BMC NEW JERSEY NJ 00102
From: 299, 313-316, 320-340, 342, 344, 346-347, 349.	BMC JACKSONVILLE FL 32099
To: 299, 313-318, 320-339, 342, 344, 346- 347, 349.	BMC JACKSONVILLE FL 32099

**L801
3-Digit Labeling List for Automated Site
Mailings**

3-Digit ZIP Code Prefix	Label for Single ZIP Code Tray
Change: From: 855.....	TUCSON AZ 855
To: 855.....	PHOENIX AZ 855
Add: 727.....	FAYETTEVILLE AR 727
729.....	FORT SMITH AR 729
757.....	TYLER TX 757
798.....	EL PASO TX 798
885.....	EL PASO TX 885

**L802
SCF Labeling List for Automated Site Mailings**

3-Digit ZIP Code Prefix	Label for SCF Tray
Change: From: 855-857.....	SCF TUCSON AZ 856
To: 856-857.....	SCF TUCSON AZ 856
Add: 798-799, 885.....	SCF EL PASO TX 798

**L803
AADC Labeling List for Automated Site
Mailings**

3-Digit ZIP Code Prefix	Label for AADC Tray
Change: From: 330-333, 340.....	DIS MIAMI FL 331
To: 331-332, 340.....	DIS MIAMI FL 331
From: 720-722.....	SCF LITTLE ROCK AR 720
To: 720-722, 727, 729.....	DIS LITTLE ROCK AR 720
From: 850, 852-853.....	SCF PHOENIX AZ 852
To: 850, 852-853, 855.....	DIS PHOENIX AZ 852
From: 855-857.....	SCF TUCSON AZ 856
To: 856-857.....	SCF TUCSON AZ 856
From: 799, 870-872, 875.....	DIS ALBUQUERQUE NM 870
To: 798-799, 870-872, 875, 885.....	DIS ALBUQUERQUE NM 870
Add: 330	SOUTH FLORIDA FL 330
333	FT LAUDERDALE FL 333
757	TYLER TX 757

**L804
AADC Labeling List for Letter-Size First-, Sec-
ond-, and Third-Class ZIP + 4 and Barcoded
Rate Mailings**

Destination ZIP Codes	Label to
Change: From: 090-094, 096-098.....	AMF KENNEDY APO NY 00300
To: 090-094, 096-098.....	AMF KENNEDY APO NY 00300 ¹
From: 095.....	AMF KENNEDY FPO NY 00300
To: 095.....	AMF KENNEDY FPO NY 00300 ¹
From: 330-333, 340.....	DIS MIAMI FL 331
To: 331-332, 340.....	DIS MIAMI FL 331 ¹
From: 850, 852-853, 859-860, 863.....	DIS PHOENIX AR 852
To: 850, 852-853, 855, 859-860, 863....	DIS PHOENIX AR 852
From: 855-857.....	DIS TUCSON AZ 856
To: 856-857.....	SCF TUCSON AZ 856
Add: 090-098, 340.....	MILITARY CENTER NY 090 ²
330	SOUTH FLORIDA FL 330
331-332	SCF MIAMI FL 331 ²
333	FT LAUDERDALE FL 333
Delete existing footnote.	
Add footnotes:	

¹ For First-Class Mailings only.
² For second- and third-class mailings.

—Processing and Distribution, 10-14-93

Department of Defense: Mailing Survey

The Department of Defense (DOD) will survey all its installations in the continental United States during November to develop detailed mail profiles of all its mailing sites.

This first such survey includes personal mail originating at DOD mailing sites. Postmasters should provide all pos-

sible assistance to military personnel gathering this information.

In addition to generally improving its mailing-site data base, the Department of Defense will use the results of the survey in discussions with the Postal Service on delivery and sortation issues.

—Government Relations, 10-14-93

DMM CORRECTION

Perforating Postage Stamps

Effective with *Domestic Mail Manual* (DMM) Issue 46 (7-1-93), P022 is corrected to restore the standard for marking postage stamps with perforation holes (former DMM 142.13). This section was inadvertently omitted when DMM Issue 46 was printed.

Module P—Postage and Payment Methods

P000 Basic Information

P020 Postage Stamps and Stationery

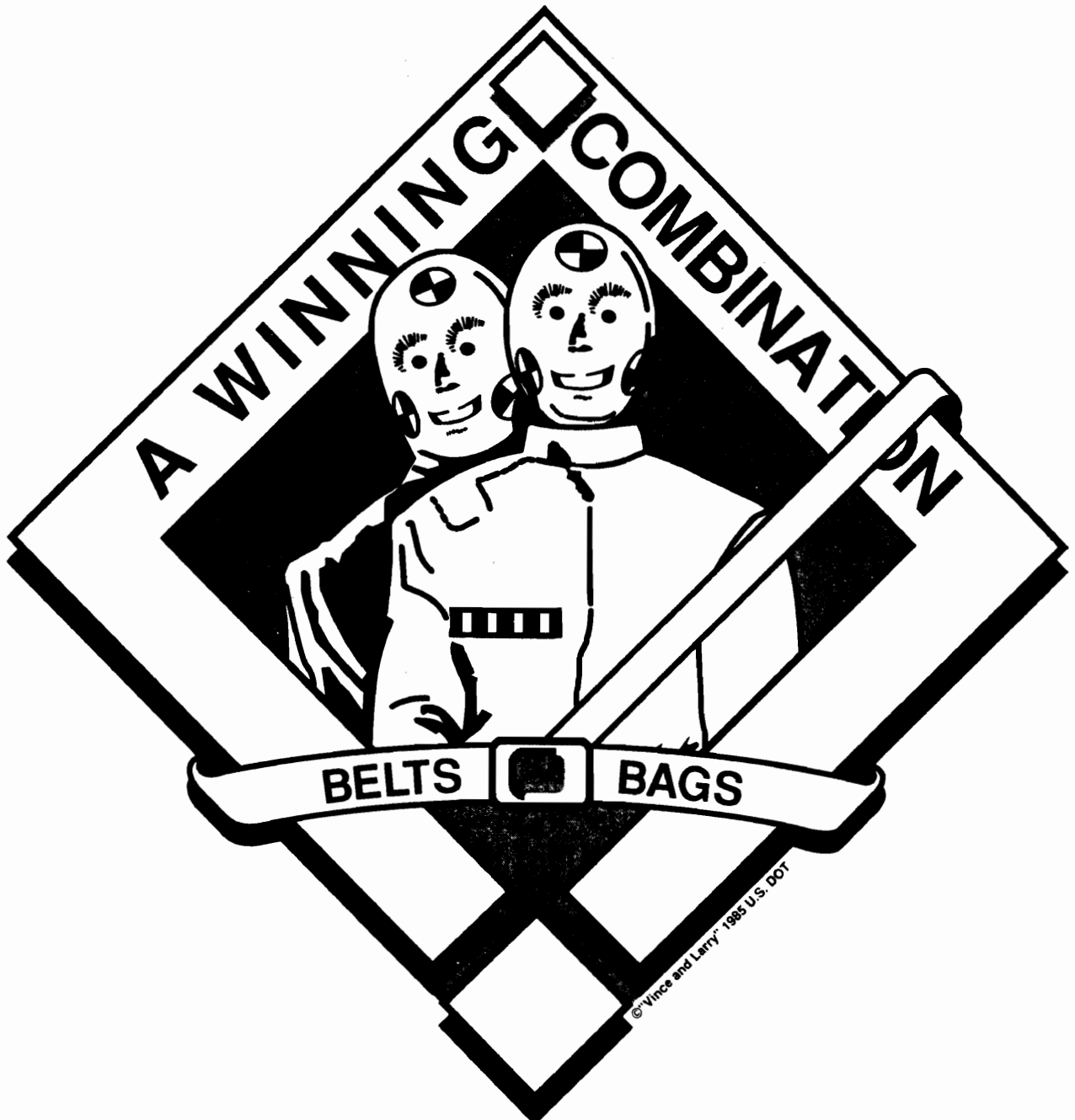
P022 Adhesive Stamps

P022.1.0 Purchase and Use

* * * * *

P022.1.5 Perforating. Postage stamps may be marked with perforation holes. The mark may not cover more than ¼ square inch (½ inch by ½ inch) of the stamp, and the diameter of the holes may not exceed ⅛ inch.

—Marketing, 10-14-93



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PHILATELY

PICTORIAL CANCELLATION ANNOUNCEMENT 93-7

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).

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

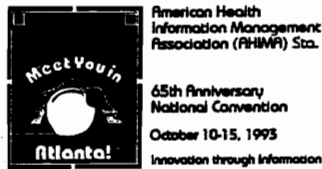
Customers wishing to obtain a cancellation should affix stamps to any envelope or postcard of choice, address the envelope or postcard to one's self or others, insert a card of postcard thickness in envelopes for sturdiness and tuck in the flap. Place the envelope or postcard in a larger envelope and 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.



October 8-17, 1993

STATE FAIR STATION
PO BOX 9998
EL PASO AR 72045-9998



October 10-15, 1993

American Health Information Management Association
AMERICAN HEALTH INFORMATION MANAGEMENT
ASSOCIATION STA
ATLANTA GA 30304-9998

(No artwork available)

October 15-17, 1993

EXPO '93 MERIDEN CT STATION
87 COLONY ST
MERIDEN CT 06450-9998



October 16, 1993

VIRGINIA CHILDREN'S FESTIVAL STATION
PO BOX 719
NORFOLK VA 23501-9998

Pictorial Cancellations—Continued



October 16, 1993

Quincy Convention & Visitors Bureau

EARLY TIN DUSTERS 18TH COLOR RUN STATION
QUINCY IL 62301-9998



October 16, 1993

BRIDGE DAY STATION
120 W MAPLE AVE
FAYETTEVILLE WV 25846-9998

(No artwork available)

October 16, 1993

City of Martin

RED WHITE AND BLUE DAY STATION
PO BOX 9998
MARTIN KY 41649-9998

(No artwork available)

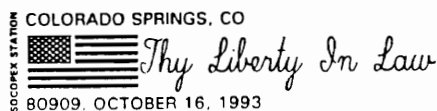
October 16, 1993

MID-SOUTH COUNCIL FOR THE HEARING
IMPAIRED STATION
555 S THIRD ST RM 204
MEMPHIS TN 38101-9998

(No artwork available)

October 16, 1993

BORO OF WEST GROVE CENTENNIAL STATION
5 PROSPECT AVE
WEST GROVE PA 19390-9998



October 16, 1993

SOCOPEX 93 STATION
210 E PIKES AVE
COLORADO SPRINGS CO 80903-9996

CELEBRATE RINGWOOD - 75



RINGWOOD MANOR
STATION
Ringwood, NJ 07456
OCT. 16, 1993

October 16, 1993

RINGWOOD MANOR STATION
130 SKYLINE DR
RINGWOOD NJ 07456-9998

"The Best of Ringwood"

Pictorial Cancellations—Continued

BURLINGTON CENTENNIAL FESTIVAL STATION
(1893-1993)

BURLINGTON NC 27215

OCTOBER 16, 1993



October 16, 1993

BURLINGTON CENTENNIAL FESTIVAL STATION
PO BOX 9998
BURLINGTON NC 27215-9998



SUMMIT MUSEUM
DEDICATION STA.

DIABLO CA 94528

October 16, 1993

Mt. Diablo Summit Museum

SUMMIT MUSEUM DEDICATION STATION
1701 EL NIDO
DIABLO CA 94528-9998

Good Shepherd Station Stamp Show



EST. MARCH 10, 1882
BROOKEVILLE POST OFFICE

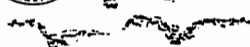
October 16, 1993

International Lions Club

GOOD SHEPERD STATION
1 HIGH ST
BROOKEVILLE MD 20833-9998



"IN THE LIGHT"
200TH ANNIVERSARY
QUAKER MEETING HOUSE STATION



October 16, 1993

QUAKER MEETING HOUSE STATION
124 HUDSON AVE
STILLWATER NY 12170-9998

POTOMAC BONSAI ASSOCIATION STATION



OCTOBER 16, 1993 ROCKVILLE, MD 20852

October 16, 1993

Bonsai Association

POTOMAC BONSAI ASSOCIATION STATION
500 N WASHINGTON ST
ROCKVILLE MD 20852-9998

GLENDALE CROSSING FESTIVAL STATION



October 16, 1993 Glendale, Ky. 42740

October 16, 1993

Glendale Crossing Festival

GLENDALE CROSSING FESTIVAL STATION
438 E MAIN ST
GLENDALE KY 42740-9998

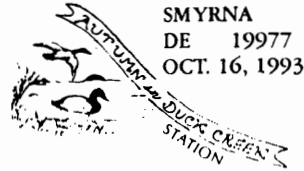


PANEX XXXIII STA. Oct. 16, 1993
Juneau, Alaska 99801

October 16, 1993

PANEX XXXIII STA
3000 VINTAGE PARK
JUNEAU AK 99801-9998

Pictorial Cancellations—Continued



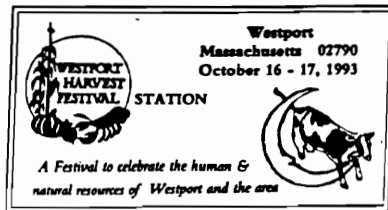
October 16, 1993
Duck Creek Association
 AUTUMN IN DUCK CREEK STATION
 13 MARKET ST
 SMYRNA DE 19977-9998



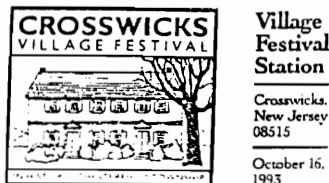
October 16, 1993
Duck Creek Association
 AUTUMN IN DUCK CREEK STATION
 PO BOX 9998
 CLAYTON DE 19938-9998



October 16-17, 1993
 MAITLAND ROTARY CLUB ART FESTIVAL STATION
 151 N MAITLAND AVE
 MAITLAND FL 32751-9998



October 16-17, 1993
 HARVEST FESTIVAL STATION
 649 STATE RD
 WESTPORT MA 02790-9998



October 16-17, 1993
 VILLAGE FESTIVAL STATION
 3 NEW ST
 CROSSWICKS NJ 08515-9998

(No artwork available)

October 16-17, 1993
 OYSTER FESTIVAL STATION
 1 SHORE AVE
 OYSTER BAY NEW YORK 11771-9998

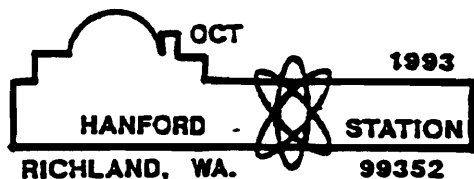


In Memory Of
 Alan Kulwicki
 (1954-1993)

NASCAR DAYS STATION
 (5TH ANNUAL)
 RANDLEMAN NC 27317
 OCTOBER 16, 1993

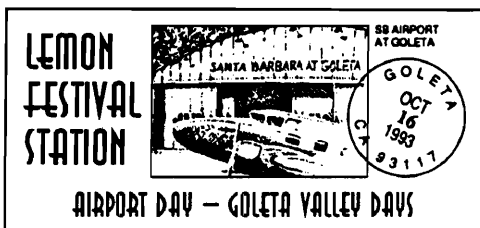
October 16-17, 1993
 NASCAR DAYS STATION
 PO BOX 9998
 RANDLEMAN NC 27317-9998

Pictorial Cancellations—Continued



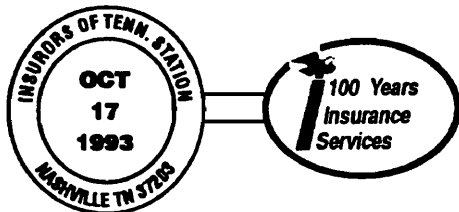
October 16-17, 1993

HANFORD STATION
RICHLAND WA 99352-9998



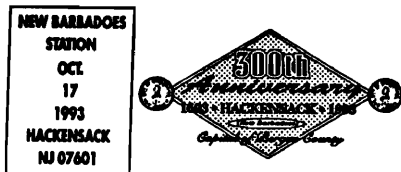
October 16-17, 1993

LEMON FESTIVAL STATION
502 S FAIRVIEW AVE
GOLETA CA 93117-9998



October 17, 1993

INSURORS OF TENN STATION
901 BROADWAY
NASHVILLE TN 37203-9895



October 17, 1993

NEW BARBADOES STATION
560 HUYLER ST
HACKENSACK NJ 07601-9998



October 17, 1993

STAMPFEST STA
519 SE KANE
ROSEBURG OR 97470-9998



100TH ANNIVERSARY
OF INCORPORATION
BABYLON VILLAGE STA. NY 11702
OCTOBER 17, 1993

October 17, 1993

BABYLON VILLAGE STA
110 COOPER ST
BABYLON NY 11702-9998

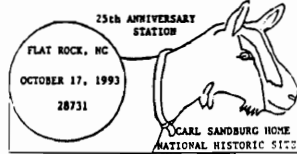
Pictorial Cancellations—Continued



MASSACRE RE-ENACTMENT STATION
OCTOBER 17, 1993
CHERRY VALLEY N.Y. 13320

October 17, 1993

MASSACRE RE-ENACTMENT STATION
85 ALDEN ST
CHERRY VALLEY NY 13320-9998



October 17, 1993

National Park Service
25TH ANNIVERSARY STATION
2701 GREENVILLE HWY S
FLAT ROCK NC 28731-9998



15th ANNIVERSARY - OCT. 19, 1993
BENJAMIN FRANKLIN STAMP CLUB
WATERFORD-HALFMOON SCHOOL
WATERFORD, NY 12188

October 19, 1993

WATERFORD PUBLIC LIBRARY STATION
57 FOURTH ST
WATERFORD NY 12188-9998



MIGDALIA DELL'ANNO
INSTALLATION DAY
US POSTAL SERVICE

October 19, 1993

Caribbean District
POSTMASTER STATION
PICTORIAL CANCELLATION COORD
585 AVE FD ROOSEVELT
SAN JUAN PR 00936-9998



PUMPKIN STATION
CIRCLEVILLE OH 43113
87TH ANNUAL
OCTOBER 20-23, 1993

October 20-23, 1993

PUMPKIN STATION
224 S COURT ST
CIRCLEVILLE OH 43113-9998

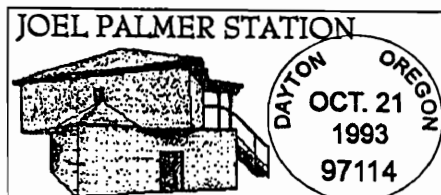
BRIDGING THE PAST INTO THE PRESENT
Downtown Historical Celebration Station



October 21, 1993 Riverside, CA 92501-9998

October 21, 1993

DOWNTOWN HISTORICAL CELEBRATION STATION
1900 W REDLANDS BLVD
SAN BERNARDINO CA 92403-9634



October 21, 1993

JOEL PALMER STATION
109 FIRST ST
DAYTON OR 97114-9998

Pictorial Cancellations—Continued

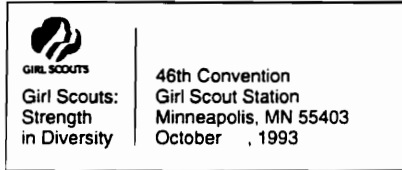


MARTA PACHECO
 INSTALLATION DAY
 US POSTAL SERVICE

October 21, 1993

Caribbean District

POSTMASTER STATION
 PICTORIAL CANCELLATION COORD
 585 AVE FD ROOSEVELT
 SAN JUAN PR 00936-9998



October 21-25, 1993

GIRL SCOUT STATION
 100 S 1ST ST RM 115
 MINNEAPOLIS MN 55401-9611



October 21-24, 1993

Oktoberfest

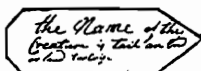
OKTOBERFEST STATION
 PO BOX 9998
 TULSA OK 74103-9998



October 22, 1993

HOSPICE STATION
 7117 W HARRY ST
 WICHITA KS 67276-9802

235th Anniversary
 1758 - 1993



Sinking of
 LAND TORTOISE Radeau



October 22, 1993

LAKE GEORGE HISTORICAL ASSOCIATION STATION
 190 CANADA ST
 LAKE GEORGE NY 12845-9998



October 22, 1993

OREGON TRAIL SESQUICENTENNIAL STATION
 216 S SECOND ST
 INDEPENDENCE OR 97351-9998



HOMECOMING
 STATION
 Gila Bend AZ 85337
 OCT 23 1993

October 22-24, 1993

HOMECOMING STATION
 PO BOX 9998
 GILA BEND AZ 85337-9998

Pictorial Cancellations—Continued



COLLECT CIRCUS STAMPS
WESPNEK STA.
OCTOBER 1993
WHITE PLAINS NY 10602

October 22-24, 1993

WESPNEK STA
100 FISHER AVE
WHITE PLAINS NY 10602-9998



Peter Good Stamp Day
October 1993
Good Stamp Station

October 22 & 28, 1993

GOOD STAMP STATION
100 MAIN ST
CHESTER CT 06412-9998



Louisiana State Fair
Station

Shreveport LA 71133

October 22-30, 1993

LOUISIANA STATE FAIR STATION
2400 TEXAS AVE
SHREVEPORT LA 71102-9998



First Christian Congregational Church
United Church of Christ
"Olde White Church"
300th Anniversary Station
Swansea, MA 02777

October 23, 1993

300TH ANNIVERSARY STATION
1278 GRAND ARMY HIGHWAY
SWANSEA MA 02777-9998



STAATSBURG LIBRARY
STATION

OCTOBER 23, 1993
STAATSBURG NY 12580

October 23, 1993

STAATSBURG LIBRARY STATION
PO BOX 9998
STAATSBURG NY 12580-9998



TAOS ANNUAL FLY TAOS
Taos Mountain Balloon Rally

October 23, 1993

Taos Mountain Balloon Rally Association
BALLOON RALLY STATION
318 PASEO DEL PUEBLO NORTE
TAOS NM 87571-9998



October 23, 1993

STAMP SHOW STATION
424 S KANSAS AVE
TOPEKA KS 66614-9998

Pictorial Cancellations—Continued



October 23, 1993
 FENTOPEX XXVII STA
 PO BOX 9998
 CELORON NY 14720-9998



HOMECOMING
OCT. 23, 1993
COWBOY FOOTBALL STATION
LARAMIE, WY 82071

October 23, 1993
 COWBOY FOOTBALL STATION
 PO BOX 9998
 LARAMIE WY 82071-9998

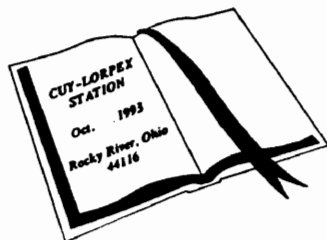


MAINE
BASEBALL

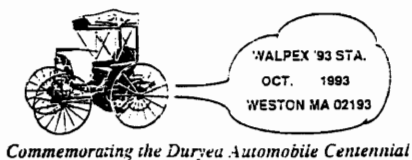
October 23, 1993
 MAIPEX STATION
 PO BOX 9998
 FAIRFIELD ME 04937-9998



October 23-24, 1993
 KENT PHILATELIC SOCIETY STATION
 225 MICHIGAN ST NW
 GRAND RAPIDS MI 49501-9998



October 23-24, 1993
 CUY-LORPEX STATION
 2200 ORANGE AVE RM 206
 CLEVELAND OH 44104-9998



October 23-24, 1993
Waltham Stamp Club
 WALPEX '93 STATION
 25 DORCHESTER AVE RM 4009
 BOSTON MA 02205-9996



SYRAPEX STATION
OCT 24, 1993 SYRACUSE, NY 13220

October 23-24, 1993
 SYRAPEX STATION
 5640 EAST TAFT RD
 SYRACUSE NY 13220-9998

Pictorial Cancellations—Continued



PINNACLE MOUNTAIN RENDEZVOUS
PINNACLE MOUNTAIN STATION
OCTOBER 1993

October 23-24, 1993

PINNACLE MOUNTAIN STATION
PO BOX 9998
ROLAND AR 72135-9998



October 23-24, 1993

PINPEX '93 STATION
600 W CAPITOL AVE
LITTLE ROCK AR 72201-9998



October 23-24, 1993

TRI-STATE COLLECTORS' EXHIBITION STATION
55 PLEASANT ST
CONCORD NH 03301-9998



Red Ribbon Station

October, 1993

Wagona OK 73772

October 23-31, 1993

RED RIBBON STATION
121 N NOBLE
WATONGA OK 73772-9998



CESAR GONZALEZ

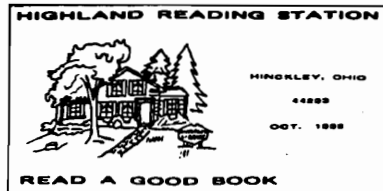
INSTALLATION DAY

US POSTAL SERVICE

October 24, 1993

Caribbean District

POSTMASTER STATION
PICTORIAL CANCELLATION COORD
585 AVE FD ROOSEVELT
SAN JUAN PR 00936-9998



October 24, 1993

Friends of the Hinkley Library

HIGHLAND READING STATION
1294 RIDGE RD
HINKLEY OH 44233-9998



October 24, 1993

OPEN HOUSE STATION
125 FOREST AVE
PORTLAND ME 04101-9998

Pictorial Cancellations—Continued



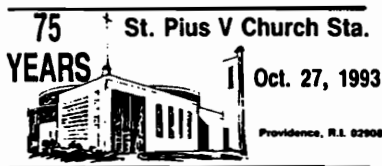
October 24, 1993
STAMPEX 93 STATION
 1050 25TH ST SE
 SALEM OR 97301-9998



October 25-28, 1993
SHEFFIELD VT STATION
 PO BOX 9998
 SHEFFIELD VT 05866-9998



October 26, 1993
STILLWATER STATION
 PO BOX 9998
 STILLWATER MN 55082-9998



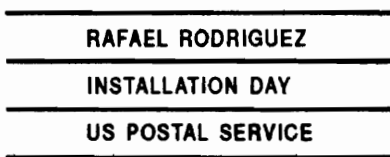
October 27, 1993
ST PIUS CHURCH STATION
 351 SMITH ST
 PROVIDENCE RI 02908-9998



October 27, 1993
MAIN OFFICE CELEBRATION STATION
 1900 W REDLANDS BLVD
 SAN BERNARDINO CA 92403-9634



October 27-28, 1993
WORKSHOP '93 STATION
 1701 PACIFIC AVE
 ATLANTIC CITY NJ 08401-9998



October 28, 1993
Caribbean District
POSTMASTER STATION
 PICTORIAL CANCELLATION COORD
 585 AVE FD ROOSEVELT
 SAN JUAN PR 00936-9998

STAMP ANNOUNCEMENT 93-31

Official Mail Stamp

Official Mail USA



10
Penalty for private use \$300

Copyright USPS 1993

The Postal Service will issue a 10-cent official mail stamp on October 19, in Washington, DC. Bradbury Thompson of Riverside, Connecticut, designed the stamp.

FORMAT:

Sheet of 100

ISSUE DATE:

October 19, 1993

CITY:

Washington, DC

DESIGNER:

Bradbury Thompson, Riverside, CT

ART DIRECTOR:

Joe Brockert, Stamp Acquisition, USPS

PROJECT MANAGER:

Joe Brockert, Stamp Acquisition, USPS

MODELER:

V. Jack Ruther

MANUFACTURING PROCESS:

Offset

PRINTER:

Bureau of Engraving and Printing

COLORS:

Red, blue, and black

SIZE:

0.71 x 0.82 in/18 x 20.8 mm (image area)

0.84 x 0.99 in/21.3 x 25.1 mm (overall)

9.1 x 10.24 in/231.1 x 260.1 mm (full pane)

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 5558) 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 address to:

CUSTOMER AFFIXED ENVELOPES
OFFICIAL MAIL STAMP
POSTMASTER
WASHINGTON DC 20066-9991

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 18.

Additionally, the Philatelic Fulfillment Service Center now offers First Day Covers for new stamp issues. These plain (noncachet) envelopes have new stamps affixed and 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, 10-14-93

CORRECTIONS

Pictorial Cancellation Announcements

Pictorial Cancellation Announcement 93-5 in *Postal Bulletin* 21850, 9-16-93 (page 48), included an error in the Noah Websters 235th Birthday Party Station cancellation address. The cancellation address should read:

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

The address in Pictorial Cancellation Announcement

93-6 in *Postal Bulletin* 21851, 9-30-93 (page 32), for the Japan American Station changed. The new address is:

JAPAN AMERICAN STATION
2000 ROYAL OAKS DR
SACRAMENTO CA 95813-9998

The 100th Anniversary Station cancellation in Pictorial Cancellation Announcement 93-6 (page 30) is canceled.

—Marketing, 10-14-93

CUSTOMER SERVICES

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
The Swiss Colony	Third/Bulk.....	Oct. 18- Nov. 5.	9.9	Nationwide.....	Carrt 5-Digit Basic.	Some pressure sensitive and some die cut labels.
L.L. Bean Christmas 124	Third Bulk	Oct. 26-28.....	12.8	Nationwide.....	Carrt 5-Digit Basic.	7½" x 9"
JC Penney Million Dollar Jewelry	Fourth/ Booklet.	Oct. 26-28.....	9.8	Nationwide.....	Carrt	Harte Hanks.
JC Penney Furniture/Window Covering.	Third/Booklet...	Oct. 27-29.....	2.0	Nationwide.....	Carrt	Harte Hanks.
Orvis Holiday '93.....	Third/Flat.....	Oct. 27-29.....	1.4	Nationwide.....	Carrt	Palletized RRD.
Saks Fifth Avenue	Third/Flat.....	Oct. 27-29.....	1.2	Nationwide.....	Carrt 3/5-Digit Basic.	7½" x 10½" palletized Case/Hoyt, Rochester, NY.
JC Penney Gift Sale	Third/Catalog...	Oct. 28-30.....	10.0	Nationwide.....	Carrt	RRD.
Sears Retail.....	Third/Bulk.....	Oct. 28-30.....	4.0	Nationwide.....	Carrt	60 page 8½" x 11" with attachment.
Sally Beauty Supply.....	Third/Letter	Oct. 28-30.....	2.2	Nationwide.....	Residual 3%, 3/5-Digit 37%.	
The Swiss Colony.....	Third/Bulk.....	Oct. 29- Nov. 12.	1.6	Nationwide.....	Carrt 3/5-Digit Basic Barcoded.	
Sears Retail.....	Third/Bulk.....	Nov. 1-3	16.0	Nationwide.....	Carrt	60 page 8½" x 11".
Radio Shack.....	Third/Letter	Nov. 2-4	10.0	Nationwide.....	Carrt	9½" x 11" folded to 9½" x 5½".

—Marketing, 10-14-93

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 of the Bulletin. Don't forget to include your Bulletin's label.

Coding Accuracy Support System

The Coding Accuracy Support System (CASS) is one of the Postal Service's premiere quality processes that provides a common platform to measure the accuracy of address matching software. Using CASS certified software, mailers can improve the quality of addresses in their address lists. The process tests the accuracy of software sold by vendors and used by service bureaus and commercial mailers. The test is evaluated by the Postal Service for accuracy and, if a certain accuracy threshold is achieved, the product is certified. With the test results, the Postal Service also provides a diagnostic tool for correcting deficiencies in the address matching software.

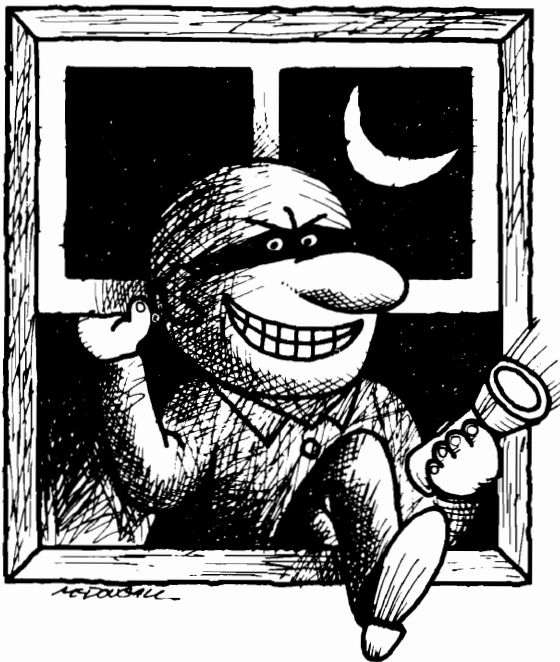
The updated list of CASS certified companies (vendors, service bureaus, commercial mailers, and Postal Service licensed service providers) whose certificate is valid from

August 1, 1993 through May 31, 1994 is available from the National Customer Support Center (NCSC). The *Postal Bulletin* will not publish this list as it has in the past. The NCSC has forwarded copies of the list to Managers, Marketing and Sales (Area); Managers, Customer Service Support (Area and District); Managers, Rates and Classification Service Center; Managers, Business Mail Entry (District); and Managers, Postal Business Center. Interested parties wishing to obtain a copy may contact the NCSC by calling 1-800-238-3150 or writing to:

CASS CERTIFIED LIST
NATIONAL CUSTOMER SUPPORT CENTER
US POSTAL SERVICE
6060 PRIMACY PKY STE 101
MEMPHIS TN 38188-0001

—Customer Service Support, 10-14-93

IS YOUR POST OFFICE AN EASY TARGET?

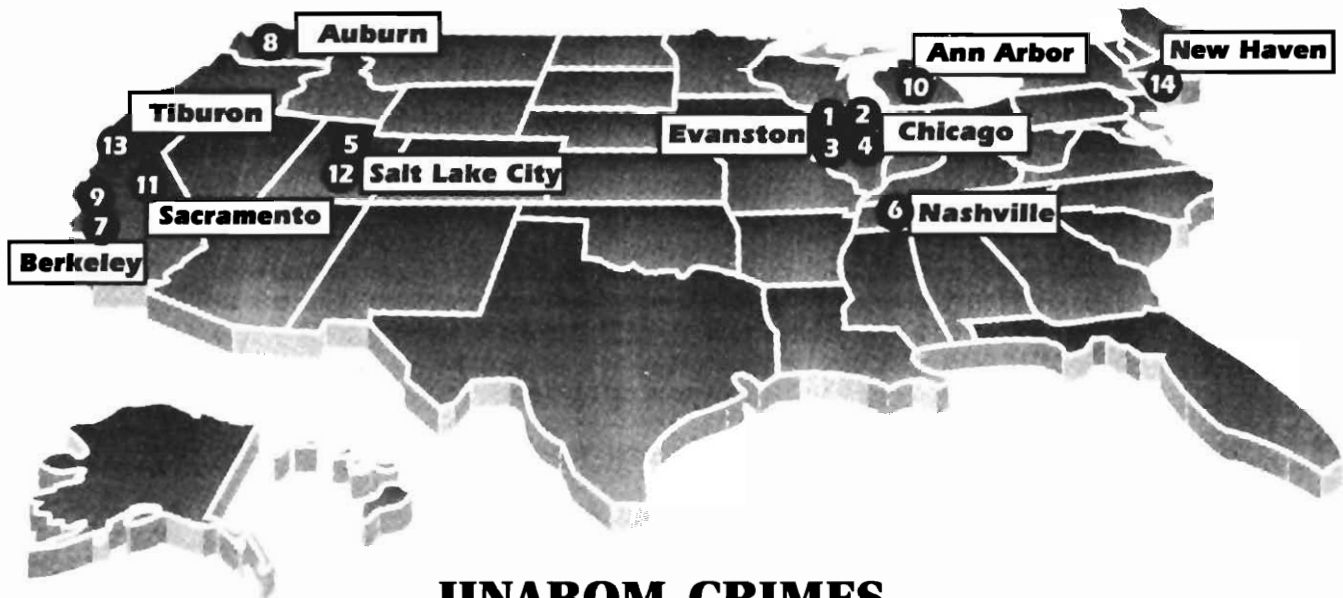


- Make sure all safes are locked
- Make sure all windows and doors are equipped with proper locks
- Make sure alarms are working and turned on
- Advise police of office hours

If you have any questions contact your Postal Inspector in charge

\$1,000,000 REWARD

call
UNABOM Task Force
1-800-701-BOMB
(1-800-701-2662)



UNABOM CRIMES

- | | | | |
|--|---------------------|---|--------------------|
| 1. University of Illinois at Chicago, IL 5/25/78 | (1 injured) | 8. Boeing Aircraft, Auburn, WA 5/8/85 | |
| 2. Northwestern University, Evanston, IL 5/9/79 | (1 injured) | 9. University of California, Berkeley, CA 5/15/85 | (1 injured) |
| 3. American Airlines, Flight 444, Chicago, IL 11/15/79 | (12 injured) | 10. University of Michigan, Ann Arbor, MI 11/15/85 | (2 injured) |
| 4. President United Airlines, Chicago, IL 6/10/80 | (1 injured) | 11. Rentech Company, Sacramento, CA 12/11/85 | (1 death) |
| 5. University of Utah, Salt Lake City, UT 10/8/81 | | 12. CAAM's Inc., Salt Lake City, UT 2/20/87 | (1 injured) |
| 6. Vanderbilt University, Nashville, TN 5/5/82 | (1 injured) | 13. Physician/Researcher, Tiburon, CA 6/22/93 | (1 injured) |
| 7. University of California, Berkeley, CA 7/2/82 | (1 injured) | 14. Professor, Yale University, New Haven, CT 6/24/93 | (1 injured) |

Explosive devices have been either placed at or mailed to the above locations. This activity began in 1978, and has resulted in one death and 23 injuries. The last two devices were mailed in June of 1993 from Sacramento, California.

The **UNABOM** Task force will pay a reward of up to \$1,000,000 for information leading to the identification, arrest and conviction of the person(s) responsible for placing or mailing explosive devices at the above locations.

Do you know the UNABOMBER?

Please contact the UNABOM Task Force at 1-800-701-BOMB / 1-800-701-2662.

PLEASE POST ON ALL BULLETIN BOARDS





UNITED STATES POSTAL SERVICE

SAFETY BULLETIN

Hazardous Materials Handling Awareness

Hazardous materials are acceptable in the mails if they meet the two following conditions: (a) they are not outwardly or of their own force dangerous or injurious to life, health, or property; and (b) they are packaged or otherwise prepared for mailing in accordance with Postal Service standards.

Sometimes mailable hazardous materials are put in the mails without proper preparation and packaging. And sometimes hazardous materials that are not lawfully mailable under any circumstances—i.e., they are outwardly or of their own force dangerous or injurious—are mailed. By increasing employee awareness about the proper handling of hazardous materials, we can minimize significantly any risk presented by these items in the mails.

Managers ■ Enhance awareness of all employees and train those designated to clean up incidental spills and leaks.

Use Handbook EL-812, *Employee Awareness—Hazardous Materials*, to provide periodic awareness training, and Postal Employee Development Training Program No. 21511, Hazardous Materials Slide/Tape Training Program, Modules 1-7, to enhance awareness and train persons designated to clean up incidental spills and leaks, as required by Management Instruction EL-810-90-6, *Hazardous Materials Spill and Leak Standard Operating Procedures*.

- Emphasize proper acceptance and handling during safety talks.
- Provide Publication 52, *Acceptance of Hazardous, Restricted, or Perishable Matter*, to employees as a ready reference.
- Display Poster 76, *Hazardous Materials*, in your lobby.

Acceptance clerks ■ Follow Postal Service inquiry procedures designed to ensure that, to the greatest extent possible, you accept only mailable items.

All employees ■ If you handle hazardous materials, follow proper handling procedures as outlined in EL-812, chapter 7.

- Note these indicators of the potential presence of hazardous materials in the mails:
 - A shifting weight or liquid sound in the parcel.
 - A Department of Transportation label or marking placed on the parcel to comply with the hazardous materials regulations.
 - Address information showing the parcel is being mailed to or from a chemical firm or some type of laboratory.
 - A parcel bearing the International Biohazard Symbol label to comply with the Postal Service standard in the *Domestic Mail Manual*, Issue 46, CO42.8.5.
 - A parcel or Express Mail shipment with a stain or usual odor. (Some illegal drugs may be mailed with ether as a component.)
- If employees discover a suspected nonmailable or leaking parcel, they should contact their supervisors and/or follow the facility spill and leak plan.

SAFETY GULLIES

The following information is intended to provide a general overview of the safety gully system. It is not intended to be a substitute for the detailed instructions provided in the manual. The safety gully system is designed to provide a safe and effective means of disposal of liquid waste. It consists of a gully, a trap, and a vent pipe. The gully is the opening in the floor through which the waste is disposed. The trap is a device that prevents the waste from flowing back into the room. The vent pipe is a pipe that carries the waste to the outside of the building. The safety gully system is designed to be used in a variety of applications, including laboratories, hospitals, and industrial facilities. It is important to follow the instructions carefully to ensure proper installation and operation. The safety gully system is a critical component of any waste disposal system. It is designed to provide a safe and effective means of disposal of liquid waste. It consists of a gully, a trap, and a vent pipe. The gully is the opening in the floor through which the waste is disposed. The trap is a device that prevents the waste from flowing back into the room. The vent pipe is a pipe that carries the waste to the outside of the building. The safety gully system is designed to be used in a variety of applications, including laboratories, hospitals, and industrial facilities. It is important to follow the instructions carefully to ensure proper installation and operation. The safety gully system is a critical component of any waste disposal system.



UNITED STATES POSTAL SERVICE

1993-1994 Leave Years/Annual Leave Carryover

The 1993 leave year ends on January 7, 1994. The 1994 leave year begins on January 8, 1994. The maximum amounts of annual leave that employees may carry over from the 1993 leave year into the 1994 leave year appear below.

Employees may not carry over annual leave in excess of applicable carryover maximums on January 8, 1994. They should work with their supervisors to schedule any excess leave before that date.

Maximum Carryover Hours into the 1994 Leave Year*

Nonbargaining Unit Employees

EAS (including rate schedule codes E, F, J, and U) 560

PCES

Those who entered PCES in leave year 1993 688

Others: 1992 to 1993 Carryover Plus 128

Bargaining Unit Employees 440

* Employees who, on January 1, 1953, had more accumulated leave to their credit than the amounts provided above and who have maintained balances in excess of those amounts, may carry over the balance they have maintained (pursuant to Public Law 102).





UNITED STATES POSTAL SERVICE

Health Benefits Open Season Announcement

During open season, eligible employees may enroll in the Federal Employees Health Benefits (FEHB) Program. Employees already enrolled may change from one plan to another, change options, or change coverage. Employees who do not wish to make a change in current enrollment need not take any action.

- | | |
|------------------------------|---|
| WHEN | ■ November 8 Through December 13, 1993 |
| ELIGIBILITY | ■ All career employees |
| | ■ Noncareer employees with 1 year of current continuous employment and a regular scheduled tour of duty |
| AVAILABLE INFORMATION | ■ 1994 enrollment information and plan comparison charts mailed to all career employees |
| | ■ Plan brochures available in personnel offices |
| | ■ Registration form, SF 2809, available in personnel office |
| EFFECTIVE DATE | New enrollments and enrollment changes effective January 8, 1994 |
| QUESTIONS | Contact your personnel office |

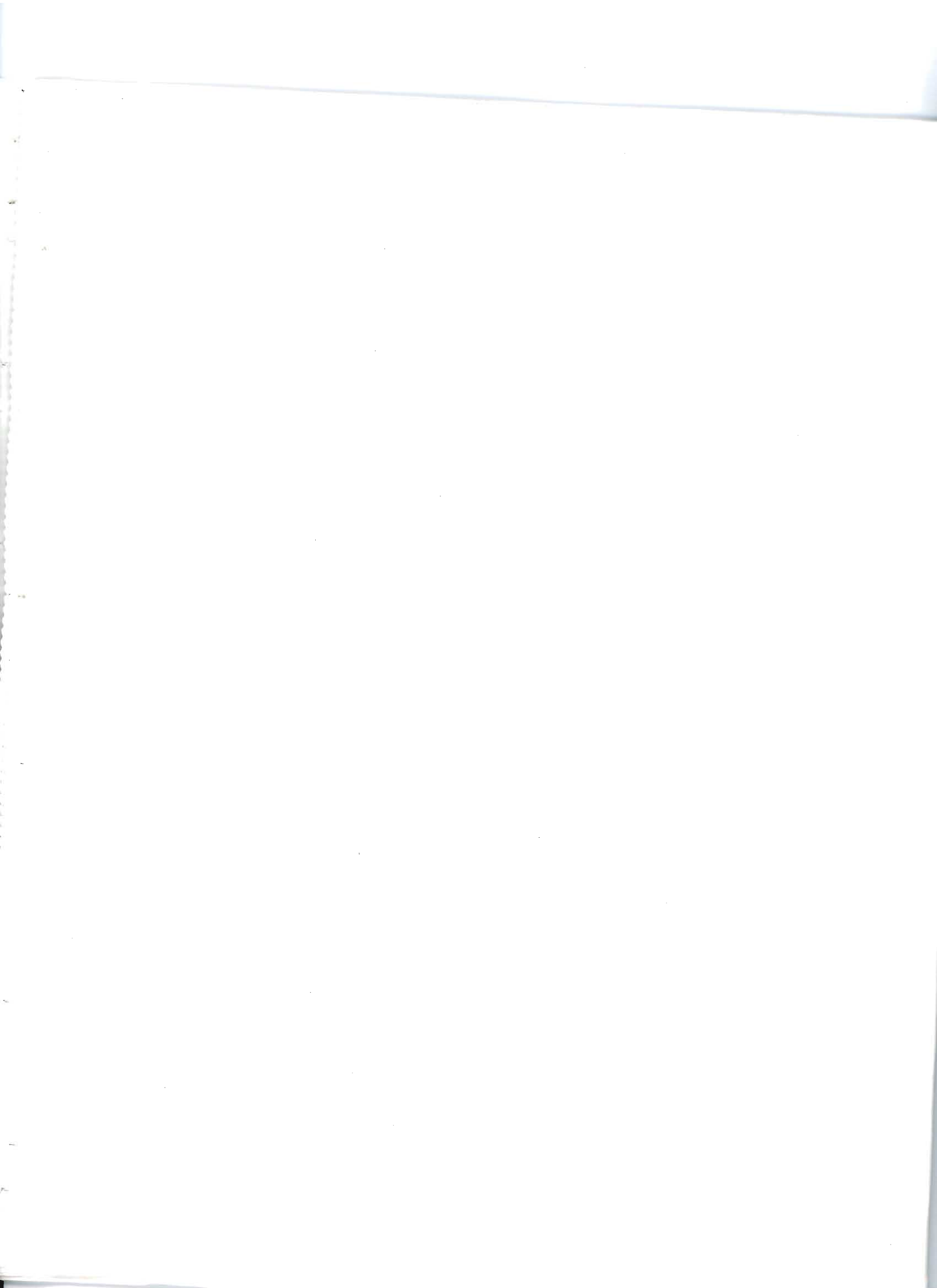
PLEASE POST ON ALL BULLETIN BOARDS



 UNITED STATES POSTAL SERVICE

**This office will be
closed
Thursday
November 11, 1993
to observe
Veterans Day**





POSTAL EMPLOYEES

Uniform Allowance Program—Letter Carrier/Motor Vehicle

The date announced in the article Letter Carrier/Motor Vehicle Uniforms in *Postal Bulletin* 21806, 1-9-92 (page 23), for the phase-out of components of the older letter carrier uniform is changed. By mutual agreement, the Joint Labor-Management Uniform Committee extended the phase-out date to *April 1, 1994*. Effective then, all delivery personnel required to wear the uniform should wear all components of the new letter carrier uniform as listed below. The head of the installation determines seasonal changes in uniforms.

Parkas—Men's/Women's: Postal navy, with reflective trim, USPS emblem.

Bomber Jacket—Men's/Women's: Postal navy, with reflective trim, emblem, and craft tab.

Restrictions: Craft tabs worn only on bomber jackets. The bomber jacket may be purchased and worn with optional zip-in/out lining. The liner *may not* be worn alone as an outer garment.

Vest—Men's/Women's: Postal navy, with reflective trim, emblem.

Restrictions: Vest may be worn alone or under the jacket/parka; however, it must be worn with the shirt and tie.

Service Cap—Men's: Postal navy blue.

Wave-Style Hat—Women's: Postal navy, with emblem.

Baseball Cap—Men's/Women's: Postal blue, with emblem, summer/winter styles.

Sun Visor—Men's/Women's: Postal blue, with emblem.

Sun Helmet—Men's/Women's: White with blue band.

Winter Fur Trooper Cap—Men's/Women's: Postal blue, with emblem.

Knit Watch Cap—Men's/Women's: With convertible face mask, postal navy, with emblem.

Shirt—Men's/Women's: Long/short-sleeve, dress-style woven shirt, postal blue with red and blue pin stripes, with emblem.

Restrictions: Must be worn with tie in the winter except when the neck/chest protector is worn. In warm weather, when the short-sleeve shirt is authorized without the tie and worn with the collar open, only the top button may be unbuttoned. (Undergarment tee shirts should not be visible.)

Shirt—Men's/Women's: Warm weather, finished bottom, shirtjac, postal blue with red and blue pinstripes, with emblem.

Restrictions: For warm weather use only; must be worn *outside* the belt. This shirt is not worn with the tie. (Undergarment tee shirts should not be visible.)

Shirt—Men's/Women's: Warm weather, short-sleeve knit shirt, postal blue, with emblem.

Restrictions: For warm weather use only; must be

tucked *inside* of belt. After seasonal changes in uniforms are made, during temperature fluctuations, only the authorized sweater or jacket may be worn with the knit shirt. (Undergarment tee shirts should not be visible.) Other outerwear may not be worn with the knit shirt.

Maternity—Women's: Maternity garments are new to the letter carrier uniform. The letter carrier maternity uniform is a long- or short-sleeve uniform blouse and postal blue uniform slacks or jumper.

Restrictions: Vendors handle maternity garments in many cases on a special order basis. Delivery personnel should give the vendor at least 30 days' advance notice.

Jumper: For maternity wear, postal blue, with emblem.

Skirt/Culottes/Slacks—Women's: Postal blue with braid stripe. Slacks also available in maternity style.

Restrictions: Hems of skirts, jumpers, culottes should not be more than 3 inches above mid-knee. *Uniform socks may be worn with the skirt/jumper; otherwise skin-tone nylon stockings may be worn.* Uniform socks must be worn with culottes and walking shorts.

Trouser's—Men's: Postal blue with braid stripe.

Restrictions: The authorized uniform blue-gray or black socks are worn with the trousers. The white uniform socks should not be worn with the trousers.

Walking Shorts—Men's/Women's: Postal blue with braid stripe.

Restrictions: Hems of walking shorts should not be more than 3 inches above mid-knee. Shorts are worn only with the authorized uniform socks.

Neckwear—Women's: Regular or pretied four-in-hand necktie, or crossover necktab, navy blue with alternating red and white pin-dot stripes.

Restrictions: The neckwear is worn only with the woven long- or short-sleeve shirts.

Neckwear—Men's: Regular or pretied four-in-hand necktie, navy blue with alternating red and white pin-dot stripes.

Restrictions: The neckwear is worn only with the woven long- or short-sleeve shirts.

Sweater—Men's/Women's: Zippered closing, flat or bulky knit, postal navy, with emblem.

Restrictions: Delivery personnel are not authorized to purchase or wear the window service sweater.

Belt—Men's/Women's: Black smooth leather with nickel buckle. Basket-weave leather belts are not certified for postal uniform wear.

Gloves—Men's/Women's: Black leather or knit.

Neck/Chest Protector—Men's/Women's: Flat or shaker knit, Postal navy.

Restrictions: Employees authorized to wear the neck/chest protector as part of the cold weather uniform are not required to wear a necktie when wearing the neck/

Uniform Allowance Program—Letter Carrier/Motor Vehicle—Continued

chest protector to protect them from cold weather. However, employees must replace the protector with a tie if they work inside a postal facility and are in the public view.

Face Masks—Men's/Women's: Dark blue, no ornamentation.

Restrictions: In extremely cold climates uniformed employees assigned to outdoor duties more than one-half the time may be authorized to purchase this face mask as an optional item by the installation head. (This restriction does not apply to the face masks that are part of the watch cap with face mask.)

Socks—Men's/Women's: Authorized reimbursable socks: Uniform blue/gray with two navy rings, calf-length or crew-style. Uniform white with two navy rings, calf-length or crew-style. Uniform black, calf-length or crew-style. Authorized combinations: Trousers/slacks with uniform blue/gray or uniform black socks. Shorts/culottes with uniform blue/gray, uniform white, or uniform black socks. Skirts/jumpers with uniform blue/gray, uniform white, or uniform black socks. Employees may also wear skin-tone nylon stockings (not reimbursable) with skirts and jumpers.

Restrictions: White socks are not to be worn with trousers or slacks.

Footwear—Men's/Women's: Black leather, USPS approved, with visible SR/USA tag.

Rainwear—Men's/Women's: Wet weather parka and trousers, raincoat, rain cape, postal blue, with emblem and reflective trim. Leggings, cap cover with or without cape, postal blue. Rubbers, overboots, and galoshes, black.

Restrictions: Rubbers, overboots, and galoshes do not have to be certified items. Overboots are worn *over* the existing shoes/boots.

Coveralls: Authorized for and may be worn *over* the uniform by motor vehicle and tractor trailer operators during periods when the employee is exposed to dirty or toxic materials.

Employee and Labor Relations Manual (ELM) 930 outlines detailed provisions and regulations pertaining to *administration* of the uniform program. The foregoing changes/additions to the authorized uniform apparel and combinations will appear in a future revision of ELM 930.

—*Labor Relations, 10-14-93*

HANDBOOK F-10 REVISION

Use of GTS by Postal Contractual Employees

The most recent General Services Administration (GSA) contract for commercial airline government rate fares prohibits issuing government rate fares to contractor personnel and further prohibits the use of Government Travel System (GTS) for tickets purchased for contractor personnel.

Effective immediately, Handbook F-10, *Travel Policy*, is revised as follows:

630 Travel by Persons Who Are Not Postal Service Employees

631 Approving Expenses. Travel expenses of persons who are not Postal Service employees may be allowed while they are away from their homes or regular places of business. These expenses will be paid according to the policy and procedures prescribed in this handbook. GTS may be used for this travel *except* for contractors (as noted in section 632). If payment for travel expenses is charged to the contract, the expenses will be paid as the contract stipulates.

632 Approving Expenses of Contractors to the Postal Service. The Postal Service allows payments to contractors for travel expenses. These payments will be made according to the contract or as instructed by the contracting officer, with guidance from the policy and procedures in this handbook. Postal Service contractors *may not* use GTS to purchase tickets for this travel; nor may the Postal Service use GTS to purchase tickets for contractors.

633 Approving Travel of Advisory Counsels and Boards. The Postmaster General; Deputy Postmaster General; Manager, Administration, Office of the CEO/PMG; and the Chief Operating Officer/Executive Vice President are authorized to approve and sign vouchers for travel by members of boards, councils, or other groups which function as advisers to the Postmaster General.

634 Approving Travel of Expert Consultants. Persons who are authorized to approve the expenses of expert consultants are also authorized to approve their travel. The Postal Service may allow the travel expenses of expert consultants when they are away from their homes or regular places of business.

635 Approving Travel of Potential Postal Service Employees. Only officers of the Postal Service may approve reimbursing potential employees for expenses of travel to Postal Service employment interviews.

636 Approving Travel of Spouse

636.1 Obtaining Approval for Spouse's Travel

636.11 When Your Spouse Accompanies You. If you are on extended duty or training assignment and wish to have your spouse accompany you—rather than you taking intermediate trips home, the Postal Service will pay the cost of the round-trip fare for your spouse. Your request must be approved by the appropriate official before the assignment begins. You must justify the cost on your request and attach both the justification and the appropri-

Use of GTS by Postal Contractual Employees—Continued

ate official's approval to a travel voucher. If you are a bargaining employee, you may use the GTS for your spouse's transportation (with prior approval). For accompanied travel during the extended duty or training assignment, you may claim full per diem expenses for yourself and transportation expenses only for your spouse.

636.12 When Your Spouse Visits You. If you wish to have your spouse visit you instead of your making an intermediate trip home, the Postal Service will pay the cost of your spouse's round-trip fare. Your request must be approved by the appropriate official before your spouse's visit. You must justify the cost on your request and attach both the justification and the appropriate official's approval to a travel voucher. If you are a bargaining employee, you may use the GTS for your spouse's transportation (with prior approval). You cannot claim per diem expenses during your spouse's weekend visit, and except for those instances where leased lodging agreements are entered into (see section 216.2), you cannot claim costs.

636.2 Travel of Spouses of Employees From Alaska, Hawaii, Puerto Rico, or U.S. Possessions. If you are from Alaska, Hawaii, Puerto Rico, or United States possessions and must attend Technical Training Center courses in Norman, OK, you may be authorized to bring your spouse to Norman or to an intermediate point. However, total costs for both you and your spouse may not exceed round-trip transportation and applicable per diem for one person from the training site to your permanent duty station, based on the least costly transportation normally used. Cases of this sort must be approved in advance by the appropriate official. Travel vouchers you subsequently submit must have the documentation attached showing this official's approval.

636.3 Additional Expenses. In either of the above cases 636.1 and 636.2, you must pay additional expenses, such as meals and lodging, for your spouse.

—Finance, 10-14-93

ADMINISTRATIVE SERVICES

Supply Source for FAST Items: Changes

The following items were submitted to the responsible organizations (proponents) for review with a recommendation they change from Forecasted Annually Shipped Timely (FAST) items to Commercially Available Decentralized Acquisition (CADA) items. This recommendation resulted from researching commercial sources of supply.

The proponents concurred with the recommendations, and these items may now be purchased from federal supply schedules or commercial sources on an as-needed basis. In addition, many of the items are still available from excess and may be located in the EXSEL system. Publication 247, *Materiel Management Equipment and Supply Catalog*, includes full descriptions of the items below. The next edition of Publication 247 will reflect these changes; however, make pen and ink changes to the text in the interim.

Determine commercial sources of supply by checking

materials handling catalogs and/or through supporting materiel management specialists.

FAST Items Converted to CADA in FY 1993

3910-01-000-9027	Conveyor, port, alum, Model L, 12'.....	1920A
3910-01-000-9028	Conveyor, port, alum, Model L, 16'.....	1920B
3910-01-000-9029	Conveyor, port, alum, Model L, 20'.....	1920C
3910-01-000-9030	Conveyor, port, tilt, Mod H, 12'.....	1921A
3910-01-000-9060	Conveyor, port, tilt, Mod H, 18'.....	1921B
3910-01-000-9033	Conv, teles exten, Model 30040-FR).....	1939C
3910-01-000-9034	Conv, teles exten, Mod 30040-TT.....	1939D
3910-01-000-9070	Conv, teles exten, Mod 30040-FT).....	1939E
3910-01-000-8818	Conv, teles exten, Mod 30040-TAB).....	1939F
3990-01-000-8820	Platfrm, vert lift/ramp (elec/hyd).....	3923A
3990-01-000-8821	Platfrm, vert lift/ramp (elec/hyd).....	3923B
6670-01-000-9040	Scale, beam, 100 lb.....	0854
6670-01-000-9041	Scale, automatic indicating, 70 lb.....	0857
6670-01-000-9042	Scale, automatic indicating, 20 oz.....	0859
6670-01-000-9043	Scale, fan-type, 4 lb, 4 oz.....	0862

—Purchasing, 10-14-93

Rotary Locks on CON-CON Containers

CON-CON points—postal facilities authorized to receive CON-CON mail—must secure all CON-CON containers with rotary locks. Only use Item 0-817C numbered tin-band seals for Registered Mail (6 inch) when rotary locks are unavailable. Do not use Item 0-817A numbered tin-band seals for truck doors (8 $\frac{3}{8}$ inch) on CON-CON containers.

Obtain rotary locks from the local facility mail transport equipment (MTE) coordinator. Coordinators obtain sup-

plies from the distribution networks (DN) office if sufficient supplies are unavailable locally. The area mail transport equipment specialist/distribution network specialist at the DN office assists the MTE coordinator in locating rotary locks and CON-CON containers. Contact the Headquarters mail transport equipment group only if the MTE coordinator and the DN office cannot obtain the necessary equipment.—Inspection Service, 10-14-93

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.

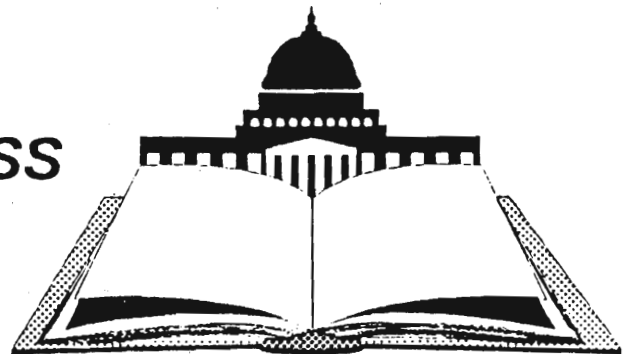
Table with multiple columns of missing money order numbers, including ranges like 320 000 0000 to 302 123 9999 and 360 011 1690 to 1699, and other individual numbers and ranges up to 420 969 3973.

Missing U.S. Money Order Forms—Do Not Cash—Continued

475 319 3700	to	3799	479 748 9680	to	9680	485 029 4913	to	4999	700 190 3350	to	3359
475 340 6400	to	6599	479 860 7000	to	7199	486 176 0600	to	0699	700 228 6048	to	6099
475 424 8410	to	8499	480 526 2000	to	2099	486 696 3056	to	3099	700 650 0452	to	0499
475 850 6101	to	6199	480 640 6330	to	6399	488 206 4100	to	4199	700 703 1768	to	1773
475 875 2500	to	2599	481 673 0074	to	0095	488 226 0200	to	0299	701 028 6780	to	6899
476 169 8264	to	8299	483 363 7207	to	7299	488 855 8359	to	8399	802 678 2605	to	2699
476 189 3000	to	3499	483 402 2352	to	2356	489 311 1930	to	1999	803 605 2840	to	2899
477 289 8601	to	8699	483 486 5100	to	5199	489 223 2000	to	2099	803 605 6300	to	6499
477 681 5206	to	5299	483 632 1521	to	1599	489 384 0027	to	0099	805 323 5006	to	5024
478 010 4243	to	4268	483 632 2600	to	2799	490 669 5850	to	6099	805 466 7255	to	7299
478 010 4270	to	4291	483 849 1615	to	1699	490 793 1500	to	2099	806 015 3885	to	3899
478 469 7838	to	7858	484 174 4804	to	5299	491 258 8100	to	9099	806 087 1100	to	1499
478 469 7883	to	7899	484 323 8900	to	9199	500 064 1858	to	1869	806 268 9275	to	9299
479 280 9800	to	9899	484 680 5000	to	5038	700 065 2570	to	2599	806 534 3400	to	3477
479 365 9116	to	9176	484 680 5040	to	5074	700 065 4800	to	4899	870 054 4814	to	4899
479 412 9900	to	9999	484 680 5077	to	5099				990 117 5600	to	5999

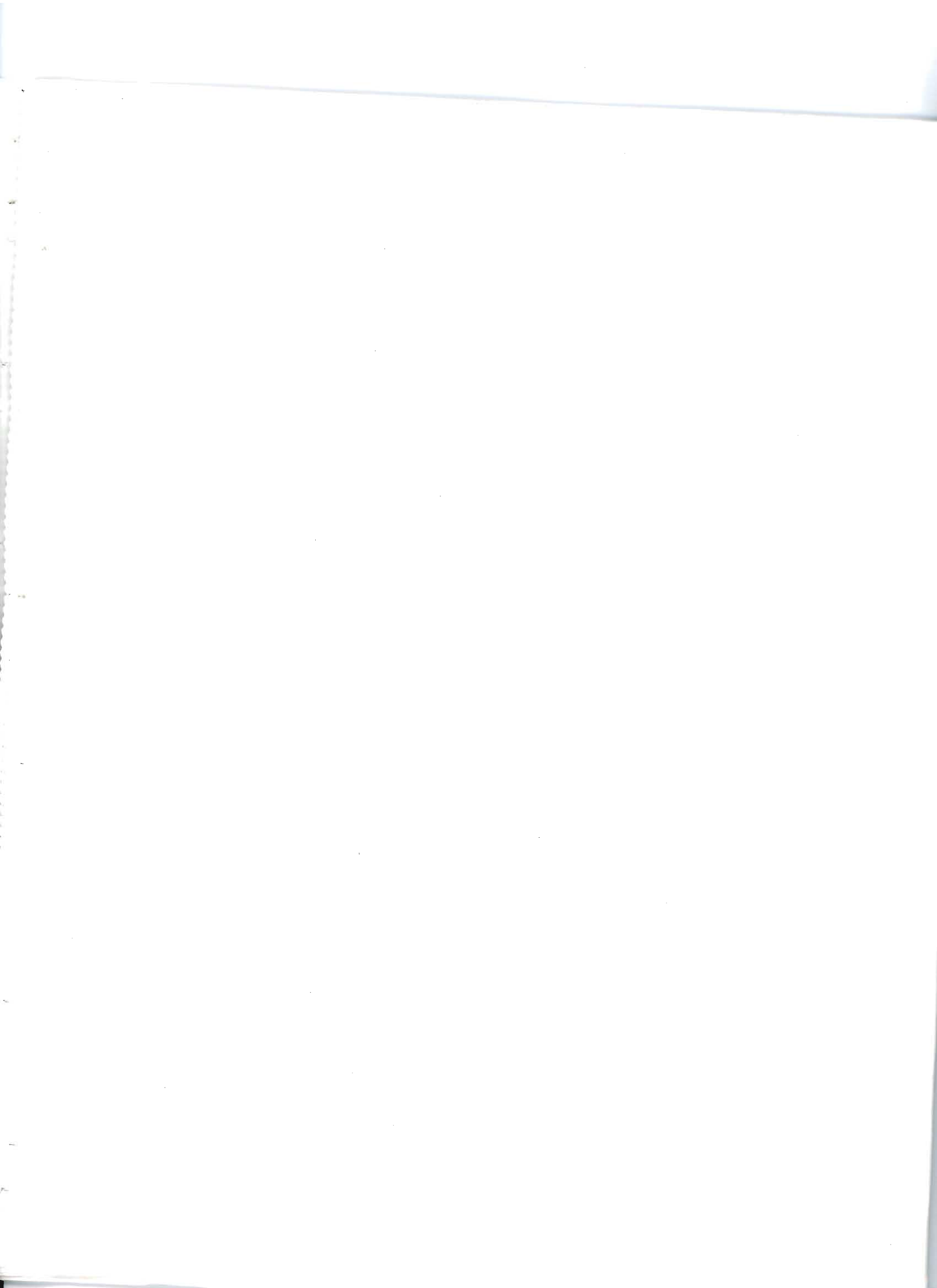
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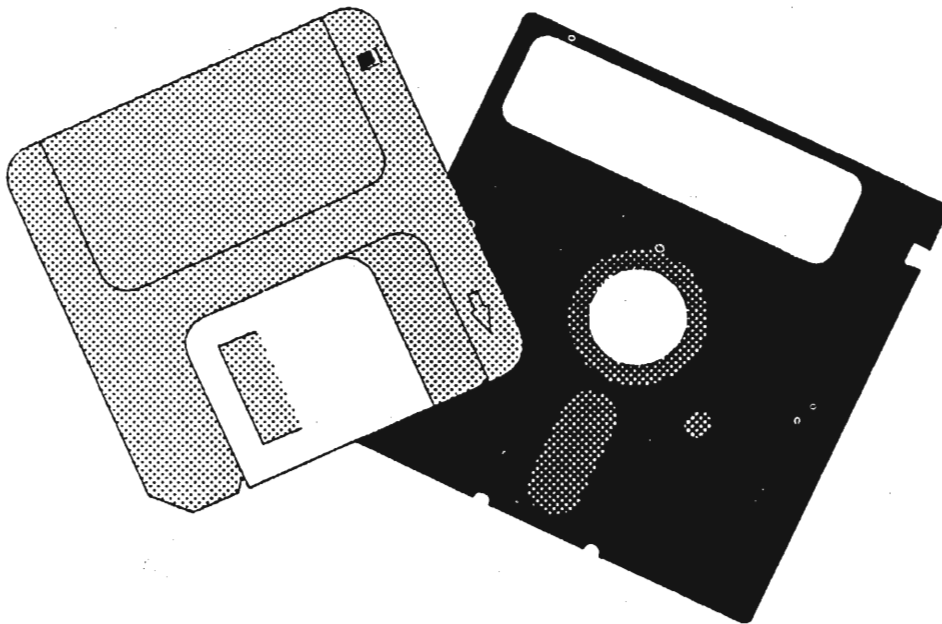
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Invalid Express Mail Corporate Account Numbers—Continued

920089	921515	922244	926288	927553	928659	937264	941598	950333	958542	972287	976008	981528
920131	921516	922252	926349	927575	928796	937378	941703	950576	958592	972633	976022	981610
920154	921545	924138	926401	927593	928886	937380	941882	950728	958595	972783	976045	981934
920176	921548	924220	926482	927623	928895	937390	941936	951033	958606	972847	976062	992167
920180	921553	924223	926498	927646	928898	937445	941961	951034	958609	972990	976065	992290
920248	921564	924239	926554	927692	930230	937515	941980	951110	958690	972998	977050	992490
920259	921577	924260	926601	927714	930261	937578	941991	951123	958692	974007	980008	992557
920306	921633	924312	926605	927748	931304	937582	945491	951124	958698	974010	980113	995013
920336	921640	924375	926620	927790	931333	937612	945579	951238	960044	974014	980136	995601
920377	921652	924385	926837	927794	931432	939022	945624	951341	967012	974016	980159	995601
921033	921682	924518	926841	927804	931477	939079	945652	951658	967067	974034	980204	997088
921109	921683	924531	926843	927875	931531	939550	946208	951700	967192	974072	980435	997102
921120	921696	924537	926909	927884	931913	940416	946229	953002	967266	974118	980453	997106
921217	921730	924543	927108	927934	932481	940513	946407	953217	968358	974125	980472	997141
921219	921738	925118	927134	927975	932687	940517	948135	953246	968479	974126	980486	997176
921253	921758	925119	927138	927989	933218	940587	949379	954084	968648	974142	980527	997269
921282	921776	925124	927214	927995	933238	940616	949910	954145	968650	974152	980549	997281
921286	921785	925130	927237	928145	933456	940746	950032	958208	968838	974208	980620	997281
921409	921804	926142	927336	928296	935064	941006	950045	958296	968925	974212	980737	998102
921439	921827	926221	927443	928488	935133	941409	950140	958334	970079	975027	980746	
921489	921938	926252	927544	928515	937263	941557	950294	958355	970361	975039	980771	

—Marketing, 10-14-93



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