

POSTAL BULLETIN

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UNIFORM PROGRAM

Corporate Uniform Emblem—Garment Availability

On April 1, the following uniform garments bearing the new corporate logo will be available for eligible window clerk, letter carrier, and or vehicle service personnel:

Short-sleeve shirt and blouse, maternity blouse, shirt-jac, jumper, maternity jump, sun visor, baseball cap, wave cap, and knit cap with face mask.

Vendors may take orders before the effective date, but invoicing and shipping may not be done until April 1. Future announcements will be made as garments become available.

—*Labor Relations*, 3-2-95

UNIFORM PROGRAM

Uniform Craft Tab—Letter Carrier and Motor Vehicle Uniforms

A new blue craft tab has been designed and approved for application on the bomber jackets worn by delivery and motor vehicle personnel. The new blue color replaces the current navy blue tab and coordinates with the new corporate logo. The new corporate uniform logo and craft tab will not be applied to the jackets by manufacturers until September 1995.

—*Labor Relations*, 3-2-95

UNIFORM PROGRAM

Uniform Sun Helmet

The Uniform Allowance Program announces that an additional uniform sun helmet is available to employees in the letter carrier and motor vehicle service crafts.

The new sun helmet is white woven mesh and has a navy blue elastic webbing chin strap that can be stored above the brim on the front of the helmet. The badge and ventilation eyelets are black or navy blue.

The sun helmet was available for purchase and shipment on February 1.

—*Labor Relations*, 3-2-95

Latest Quarterly Index: 1994 Annual Index:
PB 21886, 2-2-95 PB 21888, 3-2-95



DOMESTIC MAIL

DMM REVISION

Consolidation of Labeling Instructions

Effective immediately, several *Domestic Mail Manual* (DMM) units are revised to consolidate the detailed instructions for Line 1 on labels for sacks and trays of military mail prepared for the carrier route and 5-digit presort levels. A single instruction will be added to M031.1.2, with a reference inserted in place of the existing detailed wording that is repeated 20 times in M102, M103, M201, M202, M203, M302, M303, M402, M403, M406, M812, M813, M814, M815, M816, and M823. (Revisions to M102, M103, M203, M303, M403, and M406 are based on the amended text shown in *Postal Bulletin* 21875, 9-1-94.)

The corresponding standards in M073, M101, M305, and M404 had not yet been updated to include the more detailed instructions found in the sections cited above, although equally applicable. Therefore, for consistency, this revision includes the standards in the latter group of units as well. No changes are made in the labeling instruction itself or to the labeling instructions for palletized mail, which are under separate revision. The revised text will appear in DMM Issue 49.

M031 Labels

1.0 SACK AND TRAY LABELS

* * * * *

1.2 Line 1

[Insert the following at the end of the section:]

* * * On carrier route, 5-digit carrier routes, and 5-digit sacks and trays for military destinations, the destination 5-digit ZIP Code of the mail contained in the sack or tray must be preceded by APO or FPO; and AE (for 090-098 ZIP Codes), AA (for 340 ZIPs), or AP (for 962-966 ZIPs), as applicable.

* * * * *

M073 Combined Mailings of Third- and Fourth-Class Machinable Parcels

* * * * *

3.0 SACK PREPARATION

* * * * *

3.2 Presort and Labeling

Sack presort sequence and labeling:

- a. 5-digit (required for 3/5 presort rate); use 5-digit ZIP Code destination of pieces for Line 1, preceded for military mail by the correct prefixes under M031.

* * * * *

M101 Priority Mail

* * * * *

2.0 PRESORTED PRIORITY MAIL

* * * * *

2.9 Sack Presort and Labeling

Sack presort sequence and labeling:

- a. 5-digit (required); use 5-digit ZIP Code destination of contents for Line 1, preceded for military mail by the correct prefixes under M031.

* * * * *

M102 Carrier Route Presort

* * * * *

3.0 TRAY PREPARATION

* * * * *

3.2 Presort and Labeling

Tray presort sequence and labeling:

- a. Carrier route (required); use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.
- b. 5-digit (required); use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

* * * * *

M103 Presorted First-Class

* * * * *

3.0 TRAY PREPARATION

* * * * *

3.2 Presort and Labeling

Tray presort sequence and labeling:

- a. 5-digit (required); use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

* * * * *

M201 Level A/G/J

* * * * *

3.0 SACK PREPARATION

* * * * *

Consolidation of Labeling Instructions—Continued

3.2 Presort and Labeling

Sack presort sequence and labeling:

- a. 5-digit (required); use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

* * * * *

M202 Level B/H

* * * * *

3.0 SACK PREPARATION

* * * * *

3.2 Presort and Labeling

Sack presort sequence and labeling:

- a. 5-digit (required); use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

* * * * *

M203 Level C//K

* * * * *

3.0 SACK PREPARATION

* * * * *

3.2 Presort and Labeling

Sack presort sequence and labeling:

- a. Carrier route (required for rate eligibility only); use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.
- b. 5-digit carrier routes (required for rate eligibility only); use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

* * * * *

M302 Basic and 3/5 Presort

* * * * *

3.0 SACK PREPARATION

* * * * *

3.7 Presort and Labeling

Sack presort sequence and labeling:

- a. 5-digit (required); use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

* * * * *

M303 Carrier Route

* * * * *

3.0 SACK PREPARATION

* * * * *

3.7 Presort and Labeling

Sack presort sequence and labeling:

- a. Carrier route (optional for carrier route rate, required for walk-sequence rate); use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.
- b. 5-digit carrier routes (required); use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

* * * * *

M305 Machinable Parcels

* * * * *

2.0 SACK PREPARATION

* * * * *

2.3 Presort and Labeling

Sack presort sequence and labeling:

- a. 5-digit (required for 3/5 presort rate); use 5-digit ZIP Code destination of pieces for Line 1, preceded for military mail by the correct prefixes under M031.

* * * * *

M402 Bound Printed Matter

* * * * *

3.0 SACK PREPARATION

* * * * *

3.2 Presort and Labeling

Sack presort sequence and labeling:

- a. 5-digit (required); use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

* * * * *

M403 Carrier Route Bound Printed Matter

* * * * *

4.0 SACK PREPARATION

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4.2 Presort and Labeling

Sack presort sequence and labeling:

- a. Carrier route (optional); use 5-digit destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

Consolidation of Labeling Instructions—Continued

- b. 5-digit carrier routes (required); use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

* * * * *

M404 Special Fourth-Class

* * * * *

3.0 SACK PREPARATION—LEVEL A PRESORT RATE

* * * * *

3.2 Presort and Labeling

Sack presort and labeling: 5-digit (only; required); use 5-digit ZIP Code destination of pieces for Line 1, preceded for military mail by the correct prefixes under M031.

* * * * *

M406 Machinable Parcels

* * * * *

2.0 SACK PREPARATION

* * * * *

2.2 Presort and Labeling

Sack presort sequence and labeling:

- a. 5-digit (required); use 5-digit ZIP Code destination of pieces for Line 1, preceded for military mail by the correct prefixes under M031.

* * * * *

M812 ZIP+4 Presort—Tray-Based Mailings

* * * * *

2.0 TRAY PREPARATION—QUALIFYING MAIL

* * * * *

2.2 Presort and Labeling

Tray presort sequence and labeling:

- a. 5-digit (required); use 5-digit ZIP Code destination of pieces for Line 1, preceded for military mail by the correct prefixes under M031.

* * * * *

M813 ZIP+4 Presort—Package-Based Mailings

* * * * *

3.0 TRAY PREPARATION—QUALIFYING MAIL

* * * * *

3.3 Presort and Labeling

Tray presort sequence and labeling:

- a. 5-digit (required); use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

* * * * *

M814 Barcoded—Tray-Based Mailings

* * * * *

2.0 TRAY PREPARATION—QUALIFYING MAIL

* * * * *

2.2 Presort and Labeling

Tray presort sequence and labeling:

- a. 5-digit (optional; required for 5-digit Barcoded rates); use 5-digit ZIP Code destination of pieces for Line 1, preceded for military mail by the correct prefixes under M031.

* * * * *

M815 Barcoded—Two-Tier Package-Based Mailings

* * * * *

3.0 TRAY PREPARATION—QUALIFYING MAIL

* * * * *

3.3 Presort and Labeling

Tray presort sequence and labeling:

- a. 5-digit (required); use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

* * * * *

M816 Barcoded—Three-Tier Package-Based Mailings

* * * * *

3.0 TRAY PREPARATION—5-DIGIT TIER

* * * * *

3.3 Presort and Labeling

Tray presort sequence and labeling:

- a. 5-digit (required); use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

* * * * *

M823 ZIP+4 Barcoded

* * * * *

4.0 SACK PREPARATION—QUALIFYING MAIL

* * * * *

Consolidation of Labeling Instructions—Continued

4.7 Presort and Labeling

Sack presort sequence and labeling:

- a. 5-digit (required); use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

—*Mailing Standards, Marketing Systems, 3-2-95*

DMM REVISION

Rate Application and Computation

Effective immediately, *Domestic Mail Manual* (DMM) P013 is revised as described below. Most of P013 has been edited and many sections have been consolidated. Other revisions include revised 1.2c to clarify the term “intermediate” postage figures for purposes of rounding; new 1.4 through 1.6 to consolidate basic standards for affixing postage; revised 2.0 and 6.0 to accommodate standards for Express Mail and flat rate envelopes; and revised 4.0 to reflect changes in the third-class single-piece rate structure and bulk rate “break points” following the recent rate case. These revisions do not represent changes to basic policy regarding computation or payment of postage. The revised text will appear in DMM Issue 49.

P013 Rate Application and Computation

1.0 BASIC STANDARDS

1.1 Rounding

For these standards:

- a. “Round off” requires increasing by 1 the last digit to be kept if the digit to its right, which is not to be kept, is 5 or greater; if that digit is 4 or less, the last digit kept is unchanged (e.g., 3.376 rounded off to two decimal places is 3.38; 3.374 is 3.37).
- b. “Round up” requires increasing by 1 the last digit to be kept if there are any digits to its right, regardless of significance (e.g., rounding up either 3.3701 or 3.379 to two decimal places yields 3.38).

1.2 Expression

For these standards, express:

- a. Piece counts in whole numbers.
- b. Weight in decimal pounds (e.g., 1.125 pounds) rounded as shown below.
- c. Postage in decimal dollars (e.g., \$0.162) rounded as shown below. Round off intermediate postage figures to four decimal places. (All postage figures are considered “intermediate” *except* the amount shown as “Total Postage” on a permit

imprint (-R or -N suffix) mailing statement; the amount shown as “Net Postage Due” on a postage-affixed (-PC suffix) mailing statement; the amounts shown as “Postage” and “Grand Total Postage” on Forms 3602-PVN, -PVR, and -PVPC; and the amount determined to be the correct postage to be affixed to the mailpiece for single-piece mailings when no mailing statement is required.)

1.3 Determining Single-Piece Weight

To determine single-piece weight in any mailing at single-piece rates, in a bulk rate mailing at fourth-class parcel post or special fourth-class rates, or in any bulk rate mailing of nonidentical-weight pieces (except at second-class rates), weigh each addressed piece individually. To determine single-piece weight in any other bulk or presort rate mailing (except at second-class rates), compute the average weight of a single piece by weighing a sample group of at least 10 randomly selected pieces and dividing the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

1.4 Affixing Postage—Single-Piece Rate Mailings

In a postage-affixed single-piece rate Express Mail, First-Class, Priority Mail, or third-class mailing, or in any postage-affixed fourth-class mailing, the mailer must affix to each piece a value in adhesive stamps, precanceled stamps, or meter impressions equal to at least the postage required for the piece. (In a fourth-class bound printed matter rate mailing, the postage affixed to each addressed piece must be at least the sum of the applicable per-pound charge based on the weight of the piece plus one unit of the applicable per-piece charge.) Less than the correct amount of postage may be affixed only when allowed by standard or specific USPS authorization.

1.5 Affixing Postage—Other Than Single-Piece Rate Mailings

In a First-Class, Priority Mail, third-class, or fourth-class postage-affixed mailing at other than a single-piece rate, the mailer must affix to each addressed piece a value in

Rate Application and Computation—Continued

precanceled stamps or meter impressions that equals at least the full amount of postage at the applicable rate; or

- a. For First-Class and Priority Mail, the applicable postage at another rate in the mailing (or a lesser amount if authorized by the USPS) if all additional postage is paid at the time of mailing.
- b. For third-class mail, the minimum per-piece charge, with the pound-rate charge paid by permit imprint under the applicable standards; or the applicable postage at another rate in the mailing (or a lesser amount if authorized by the USPS) if all additional postage is paid at the time of mailing.
- c. For fourth-class bound printed matter, the postage affixed to each addressed piece must be at least the sum of the applicable per-pound charge plus one unit of the applicable per-piece charge.

1.6 Meter Postage

If a mailer's postage meter cannot print the exact applicable amount of postage, the mailer must print the next higher tenth of a cent or whole cent that can be printed. There is no credit or refund for such overpayment. If more than the applicable amount of postage is affixed for any other reason, a refund is allowed only under P014.

2.0 RATE APPLICATION—EXPRESS MAIL AND FIRST-CLASS AND PRIORITY MAIL

2.1 Basis

Except under 2.5, postage is based on the rate that applies to the weight (postage) increment of each addressed piece.

2.2 Express Mail

Except under 2.5, Express Mail rates are charged per 0.5 pound or fraction thereof through 1 pound, and per pound or fraction thereof over 1 pound. Through 1 pound, any fraction of a 0.5 pound is considered a whole 0.5-pound unit; above 1 pound, any fraction of a pound is considered a whole pound. For example, if a piece weighs 0.25 pound, the weight (postage) increment is 0.5 pound; if a piece weighs 1.2 pounds, the weight (postage) increment is 2 pounds. The minimum postage amount per addressed piece is that for a piece weighing 0.5 pound.

2.3 First-Class Mail

Except under 2.5, First-Class rates are charged per ounce or fraction thereof; any fraction of an ounce is considered a whole ounce. For example, if a piece weighs 1.2 ounces (0.075 pound), the weight (postage) increment is 2 ounces (0.125 pound). The minimum postage per ad-

ressed piece is that for a piece weighing 1 ounce (0.0625 pound).

2.4 Priority Mail

Except under 2.5, Priority Mail rates are charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. For example, if a piece weighs 1.2 pounds, the weight (postage) increment is 2 pounds. The minimum postage amount per addressed piece is that for a piece weighing 2 pounds.

2.5 Flat Rate Envelope

Each addressed Express Mail or Priority Mail flat rate envelope is charged the applicable Express Mail or Priority Mail rate applicable to a 2-pound mailpiece regardless of its actual weight.

* * * * *

4.0 RATE APPLICATION—THIRD-CLASS MAIL

4.1 Single-Piece Third-Class Rates

Single-piece third-class rate postage is based on the rate that applies to the weight (postage) increment of each addressed piece. Single-piece third-class rates are applied differently depending on weight:

- a. For pieces weighing 11 ounces (0.6875 pound) or less, the single-piece third-class rate is charged per ounce or fraction thereof; any fraction of an ounce is considered a whole ounce. For example, if a piece weighs 1.2 ounces (0.075 pound), the weight (postage) increment is 2 ounces (0.125 pound). The minimum postage rate per addressed piece is that for an addressed piece weighing 1 ounce (0.0625 pound).
- b. Pieces weighing over 11 ounces (0.6875 pound), but not more than 13 ounces (0.8125 pound), are considered to weigh 13 ounces and the single-piece third-class rate is charged for 13 ounces. For example, if a piece weighs 12.2 ounces (0.7625 pound), the weight (postage) increment is 13 ounces (0.8125 pound).
- c. For pieces weighing over 13 ounces (0.8125 pound), the single-piece third-class rate is the maximum single-piece rate postage. For example, if a piece weighs 13.2 ounces (0.825 pound), the highest weight (postage) increment applies.

4.2 Keys and Identification Devices

The rate for keys and identification devices is charged per 2-ounce (0.125-pound) unit or fraction thereof for pieces weighing less than 16 ounces (1 pound), based on the weight of each addressed piece; any fraction of an ounce over a 2-ounce step is considered a whole 2-ounce unit. The minimum postage rate per addressed piece is that for an addressed piece weighing 2 ounces.

Rate Application and Computation—Continued

4.3 Bulk Third-Class Rates

Bulk third-class rates are based on the weight of the addressed pieces and are applied differently to pieces weighing under or equal to a “break point” and those weighing more:

- a. Pieces weighing 0.2067 pound (3.3071 ounces) or less, or at nonprofit rates 0.2086 pound (3.3376 ounces) or less, are subject to the minimum applicable rate per addressed piece.
- b. Pieces weighing more than 0.2067 pound (3.3071 ounces), or at nonprofit rates more than 0.2086 pound (3.3376 ounces), are subject to a per-piece charge plus a per-pound charge based on the weight of the addressed piece.

5.0 RATE APPLICATION—FOURTH-CLASS MAIL

5.1 Basis

Except under 5.6, postage is based on the rate that applies to the weight (postage) increment of each addressed piece.

5.2 Single-Piece Parcel Post Rates

The single-piece parcel post rate is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. For example, if an item weighs 4.225 pounds, the weight (postage) increment is 5 pounds. The minimum postage rate per addressed piece is that for an addressed piece weighing 2 pounds.

5.3 Single-Piece Bound Printed Matter

The single-piece bound printed matter rate is charged per half-pound from 1.5 through 5 pounds, and per pound from over 5 through 10 pounds. For pieces weighing 5 pounds or under, any fraction of a half-pound is considered a whole half-pound; for pieces weighing more than 5 but not more than 10 pounds, any fraction of a pound is considered a whole pound. For example, if a bound printed matter item weighs 4.325 pounds, the weight (postage) increment is 4.5 pounds; if an item weighs 6.25 pounds, the weight (postage) increment is 7 pounds. The minimum postage rate per addressed piece is that for an addressed piece weighing 1.5 pounds.

5.4 Special Fourth-Class

The special fourth-class rate is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. (Rate application is identical for the single-piece and presort rates.) For example, if an item weighs 4.225 pounds, the weight (postage) increment is 5 pounds. The minimum postage rate per addressed piece is that for an addressed piece weighing 1 pound.

5.5 Library

Library rates are charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. For example, if an item weighs 4.225 pounds, the weight (postage) increment is 5 pounds. The minimum postage rate per addressed piece is that for an addressed piece weighing 1 pound.

5.6 Bulk Parcel Post

A piece mailed at bulk parcel post rates is charged the single-piece zone rate applicable to an item whose weight equals the average weight of all pieces in the mailing for that zone. For this purpose, any fraction of a pound is considered a whole pound. The minimum postage rate per addressed piece is that for an addressed piece weighing 2 pounds.

5.7 Bulk Bound Printed Matter

The bulk bound printed matter rate has a per-piece charge and a per-pound charge. The minimum postage rate for an addressed piece is one unit of the per-piece charge plus the per-pound charge for an addressed piece weighing 1 pound.

6.0 COMPUTING POSTAGE—EXPRESS MAIL AND FIRST-CLASS AND PRIORITY MAIL

Determine single-piece weight and weight (postage) increment for each addressed piece as prescribed in 2.0. For Express Mail, affix postage to each piece under 1.4 or pay the postage through a corporate account. For First-Class and Priority Mail, affix postage to each piece under 1.4 or 1.5 (as applicable) or, for permit imprint mailings, multiply the number of addressed pieces at each rate increment (and in each rate category, if applicable) by the corresponding postage rate, add the *unrounded* products, and round off the total postage to the nearest whole cent.

7.0 COMPUTING POSTAGE—SECOND-CLASS MAIL

* * * * *

[Combine and revise existing 7.3, 7.4, and 7.5 into new 7.3; combine and revise existing 7.6 and 7.7 into new 7.4; renumber existing 7.8 through 7.10 as 7.5 through 7.7, respectively, and revise as follows:]

7.3 Computing Other Weights

To find the total weight of mailed copies per zone or rate level, multiply the corresponding number of copies by the computed average weight per copy; to find the weight of the advertising portion for each zone, where applicable, multiply the total weight of copies for that zone by the percentage of advertising. Round off each result to the nearest whole pound, except that when the result is under 0.5 pound, round to 1 pound. To find the weight of the nonadvertising portion, subtract the total weight of the advertising

Rate Application and Computation—Continued

portion to all zones from the total weight of copies to all zones. To find the weight of in-county copies, multiply the number of copies by the per-copy weight and round off the total weight to the nearest whole pound, except that when the result is less than 0.5 pound, round to 1 pound.

7.4 Pound Rate

To compute the pound-rate postage for outside-county copies, multiply the weight of the advertising and nonadvertising portions by the corresponding rates; add the *unrounded* results; and subtract any applicable discounts. To compute the pound-rate postage for in-county copies, multiply their total weight by the corresponding rate per pound.

7.5 Piece Rate

To find the piece-rate postage for outside- and in-county copies, multiply the number of *addressed pieces* (not copies) by the appropriate rate, based on the presort of the pieces as mailed.

7.6 Nonadvertising Adjustment

To compute the nonadvertising adjustment, subtract the advertising percentage from 100; multiply the remainder by the nonadvertising adjustment per piece; multiply the *unrounded* product by the number of addressed pieces; and round off the product to four decimal places.

7.7 Total Postage

Total postage is the sum of the per-pound and per-piece charges, less any discounts and reductions, rounded off to the nearest whole cent.

8.0 COMPUTING POSTAGE—THIRD-CLASS MAIL

8.1 Single-Piece Rate

Determine single-piece weight and weight (postage) increment for each addressed piece as prescribed in 4.0. Affix postage to each piece under 1.4; or, for permit imprint mailings, multiply the number of addressed pieces at each rate increment by the corresponding postage rate, add the *unrounded* products, and round off the total postage to the nearest whole cent.

8.2 Bulk Rate—Mail Weight

To compute the total weight of the addressed pieces in a mailing or mailing segment for:

- a. Identical-weight pieces, multiply the computed average weight of a single piece by the corresponding number of pieces; do not round the product.
- b. Nonidentical-weight pieces, add the actual weight of the individual pieces or weigh the entire mailing in bulk; do not round either result.

8.3 Bulk Rate—Per-Piece and Per-Pound Charges

The bulk rate per-piece charge is computed based on the total number of addressed pieces for each rate category claimed. The minimum rate may apply to each piece as detailed in 4.3; otherwise, the per-piece charge must be added to the per-pound charge to determine total postage. Where applicable, the bulk rate per-pound charge is computed based on the total weight of the addressed pieces for each rate category claimed, and is added to the per-piece charge to determine total postage. For example, a quantity of pieces weighing 100.25 pounds is charged 100.25 times the applicable rate per pound, based on the rate claimed, plus one unit of the applicable per-piece charge for each addressed piece.

[Delete existing 8.4, 8.5, and 8.7; renumber existing 8.6 and 8.8 as 8.4 and 8.5, respectively, and revise as follows:]

8.4 Computing Affixed Postage

To compute postage to be affixed to each piece, multiply the weight of the piece (in pounds) by the applicable rate per pound; add the applicable per-piece charge; and round the sum up to the next tenth of a cent (or next whole cent if the meter cannot print fractional amounts). The applicable minimum per-piece charge for the proper presort level rate must be paid if it is more than the total computed per-piece postage.

8.5 Permit Imprint

In any permit imprint mailing:

- a. For each rate or rate category, multiply the number of addressed pieces by the corresponding rate per piece and (if applicable) multiply the *unrounded* total weight of the pieces by the corresponding rate per pound; round off each product to four decimal places.
- b. Add the per-piece and per-pound charges and round off the total postage to the nearest whole cent.

9.0 COMPUTING POSTAGE—FOURTH-CLASS MAIL

[Delete existing 9.4; renumber existing 9.5 through 9.7 as 9.4 through 9.6; revise 9.1 through renumbered 9.6 as follows:]

9.1 Mailing Weight

To compute the total weight of the addressed pieces in a mailing or mailing segment:

- a. In a bulk bound printed matter mailing of identical-weight pieces, multiply the single-piece weight computed under 1.3 by the number of pieces; do not round the product.

Rate Application and Computation—Continued

- b. In any other fourth-class mailing, add the actual weight of the individual pieces or weigh the entire mailing in bulk; do not round either result.

9.2 Total Postage—Bulk Bound Printed Matter

To compute the total postage for a bulk bound printed matter rate mailing, compute the per-pound charge by multiplying the *unrounded* total weight of the addressed pieces by the rate in the applicable rate cell (rate category and zone); compute the per-piece charge on the total number of addressed pieces for the rate category claimed; add the *unrounded* per-pound and per-piece charges; and round off the total postage to the nearest whole cent.

9.3 Total Postage—Other Fourth-Class Rates

To compute total postage for a mailing at any other fourth-class rate, sum the postage amounts for each addressed piece, based on the rate that applies to the weight (postage) increment determined in 5.0 and, where applicable, on the zone to which the piece is addressed.

9.4 Computing Affixed Postage—Individual Pieces

For other than bulk bound printed matter, the applicable postage for each addressed piece is that shown in R400, based on the weight (postage) increment determined in 5.0 and, where applicable, on the zone to which the piece is addressed. For bulk bound printed matter, compute the appli-

cable postage for each addressed piece by multiplying the weight of the piece by the applicable per-pound charge (the per-pound charge may not be less than the 1-pound rate for that zone), adding the applicable per-piece charge, and rounding up the sum to the next tenth of a cent (or next whole cent if the meter being used cannot print fractional amounts).

9.5 Permit Imprint—Other Than Bulk Bound Printed Matter

In a permit imprint mailing at other than bulk bound printed matter rates, for each weight increment multiply the number of addressed pieces by the applicable rate per piece, rounding off each product to four decimal places. Add the products and round up the total postage to the nearest whole cent.

9.6 Permit Imprint—Bulk Bound Printed Matter

In a permit imprint bulk bound printed matter mailing, for each zone multiply the total *unrounded* weight of the pieces by the applicable rate per pound (round off each product to four decimal places) and multiply the number of addressed pieces by the applicable rate per piece *without* rounding. Add the pound and piece charges and round up the total postage to the nearest whole cent.

—*Mailing Standards, Marketing Systems, 3-2-95*

DMM REVISION

Replacement Money Orders

Effective immediately, *Domestic Mail Manual* (DMM) S020.1.5 is revised as shown below to clarify that a customer must return both the negotiable portion of the money order and the matching customer receipt in order to replace at no extra charge a spoiled money order. The revised text will appear in DMM Issue 49.

S020 Money Orders

1.0 ISSUANCE

* * * * *

1.5 Replacement

The USPS replaces without charge a defective money order or one that is spoiled during imprinting or customer completion if the customer returns the negotiable portion of the money order and the matching customer receipt.

—*Mailing Standards, Marketing Systems, 3-2-95*

DMM REVISION

Pieces Without Delivery Point Barcodes in Barcoded Rate Mailings

Effective immediately, *Domestic Mail Manual* (DMM) C840, E142, E144, E145, E147, E148, E149, E242, E244, E245, E342, E344, and E345 are revised as shown below. These revisions consolidate and clarify the standards applicable to pieces in Barcoded rate letter-size mailings, particularly that all such pieces that do not bear a delivery point barcode (DPBC) must have a barcode clear zone; that, to qualify for *any* automation rate, any pieces with a barcode

window must have a delivery point barcode appearing through that window; and that lower right ZIP+4 barcodes are permitted only in mailings where the DPBC is in the lower right. Editorial revisions also replace subsequent uses of “delivery point barcode[d]” with “DPBC.” The revised text will appear in DMM Issue 49.

Pieces Without Delivery Point Barcodes in Barcoded Rate Mailings—Continued

C840 Barcoded Mailpieces

* * * * *

2.0 BARCODE LOCATION

* * * * *

2.2 Letter-Size Barcoded Rate Mailings

Pieces may bear a DPBC (or, subject to rate eligibility standards, a 5-digit barcode) in either the address block or the barcode clear zone. Pieces may bear a ZIP+4 barcode (subject to rate eligibility standards) only in the address block unless the DPBC pieces in the mailing are barcoded in the barcode clear zone.

* * * * *

2.4 Barcode Clear Zone

A barcode clear zone is required on each card or letter-size mailpiece in an automation rate mailing. The barcode clear zone is a rectangular area in the lower right corner of the address side of cards and letter-size mailpieces defined by these boundaries:

* * * * *

6.0 LOWER RIGHT CORNER BARCODE WINDOWS—LETTER-SIZE MAIL

* * * * *

7.0 USE OF ZIP+4 OR 5-DIGIT BARCODES

7.1 Automation Pieces

Subject to the eligibility standards for the rate claimed, pieces in automation rate mailings may bear ZIP+4 or 5-digit barcodes if they meet the standards in 3.0 through 6.0 above except that ZIP+4 barcodes may not appear in the lower right corner on pieces in ZIP+4 rate mailings or in Barcoded rate mailings of pieces with address block barcodes.

* * * * *

E142 ZIP+4 Presort Rate

1.0 BASIC STANDARDS

1.1 All Pieces

* * * * *

- d. Have an address with the correct numeric ZIP+4 code or the correct numeric 5-digit ZIP Code; if prepared with a delivery point barcode (DPBC), it may also bear the numeric equivalent to the DPBC.

* * * * *

[In 1.1f, 1.2b, 1.3, 1.6, 2.1 and 2.2, replace “delivery point barcode[d]” with “DPBC.”]

* * * * *

1.3 Barcode Window

[Replace the words “the ZIP+4 Presort rates” with “any automation rate.”]

* * * * *

E144 Barcoded Rate (Letters and Cards)

1.0 BASIC STANDARDS

1.1 All Pieces

* * * * *

- d. Have an address with the correct numeric ZIP+4 code or the correct numeric 5-digit ZIP Code; if prepared with a delivery point barcode (DPBC), it may also bear the numeric equivalent to the DPBC.

* * * * *

- h. Either bear the correct DPBC meeting the barcode standards in C840, or meet the applicable standards in 1.4.

* * * * *

[Renumber existing 1.6 and 1.8 as 1.5 and 1.6, respectively; replace existing 1.4, 1.5, 1.7, and 1.9 with new 1.4, below; in 1.2b, 1.3, renumbered 1.5, 2.1, 2.2, and 2.3, replace “delivery point barcode[d]” with “DPBC.”]

1.4 Pieces Without DPBCs

Subject to 1.5 and 1.6, Barcoded rate mailings may include pieces without barcodes, or with correct 5-digit or ZIP+4 barcodes, if each such piece (regardless of rate) meets the standards in 1.1, has a barcode clear zone in the lower right corner meeting the reflectance standards in C840, meets the applicable 5-digit or ZIP+4 barcode standards in C840, and does not have a window in the lower right corner. Additionally, to qualify for a ZIP+4 rate, subject to 2.0:

- a. Nonbarcoded and 5-digit barcoded pieces must bear an address with the correct ZIP+4 code, and meet the standards in C830.
- b. ZIP+4 barcoded pieces must have the barcode in the address block, meet the standards in C830, and bear an address with the correct ZIP+4 code.

* * * * *

2.0 QUALIFYING PRESORT

[In 2.1b, 2.1c, 2.2b, 2.2c, 2.3b, and 2.3c, replace “ZIP+4 coded nonbarcoded” with “Subject to 1.4, ZIP+4 coded non-DPBC.”]

* * * * *

Pieces Without Delivery Point Barcodes in Barcoded Rate Mailings—Continued

E145 ZIP+4 Barcoded Rate (Flats)

1.0 BASIC STANDARDS

1.1 All Pieces

* * * * *

- d. Have an accurate address meeting the standards in A800, including the correct numeric ZIP+4 code, numeric 5-digit ZIP Code, or numeric equivalent to the delivery point barcode (DPBC).

* * * * *

[In 1.1f, 1.2b, 1.4, 2.1, and 2.2, replace "delivery point barcode[d]" with "DPBC."]

* * * * *

E147 Nonpresorted ZIP+4 Rate

1.0 BASIC STANDARDS

1.1 All Pieces

* * * * *

- c. Meet the physical standards in C810, except that the maximum weight of each piece can be 3 ounces if at least 85% of all pieces in the mailing bear the correct ZIP+4 or delivery point barcode (DPBC).
- d. Have an address with the correct numeric ZIP+4 code or the correct numeric 5-digit ZIP Code; if prepared with a DPBC, it may also bear the numeric equivalent to the DPBC.

* * * * *

[In 1.1f, 1.2, 1.3, and 1.6, replace "delivery point barcode" with "DPBC."]

* * * * *

1.3 Barcode Window

[Replace the words "the Nonpresorted ZIP+4 Presort rates" with "any automation rate."]

* * * * *

E148 Nonpresorted Barcoded Rate (Cards)

1.0 BASIC STANDARDS

1.1 All Pieces

- d. Have an address with the correct numeric ZIP+4 code or the correct numeric 5-digit ZIP Code; if prepared with a delivery point barcode (DPBC), it may also bear the numeric equivalent to the DPBC.

* * * * *

- h. Either bear the correct DPBC meeting the barcode standards in C840, or meet the applicable standards in 1.3.

* * * * *

[Renumber existing 1.5 and 1.6 as 1.4 and 1.5, respectively; replace existing 1.3, 1.4, and 1.7 with new 1.3, below; in 1.2 and renumbered 1.4, replace "delivery point barcode[d]" with "DPBC."]

1.3 Pieces Without DPBCs

Subject to 1.4 and 1.5, Nonpresorted Barcoded rate mailings may include pieces without barcodes, or with correct 5-digit or ZIP+4 barcodes, if each such piece (regardless of rate) meets the standards in 1.1, has a barcode clear zone in the lower right corner meeting the reflectance standards in C840, and meets the applicable 5-digit or ZIP+4 barcode standards in C840. Additionally, to qualify for the Nonpresorted ZIP+4 rate:

- a. Nonbarcoded or 5-digit barcoded pieces must bear an address with the correct ZIP+4 code and meet the standards in C830.
- b. ZIP+4 barcoded pieces must have the barcode in the address block, meet the standards in C830, and bear an address with the correct ZIP+4 code.

* * * * *

E145 Nonpresorted ZIP+4 Barcoded Rate (Flats)

1.0 BASIC STANDARDS

1.1 All Pieces

* * * * *

- d. Have an accurate address meeting the standards in A800, including the correct numeric ZIP+4 code, numeric 5-digit ZIP Code, or numeric equivalent to the delivery point barcode (DPBC).

* * * * *

[In 1.1f, 1.2, and 1.4, replace "delivery point barcode[d]" with "DPBC."]

* * * * *

E242 ZIP+4 Discounts

1.0 BASIC STANDARDS

1.1 All Pieces

* * * * *

- c. Have an address with the correct numeric ZIP+4 code or the correct numeric 5-digit ZIP Code; if prepared with a delivery point barcode (DPBC), it may also bear the numeric equivalent to the DPBC.

* * * * *

Pieces Without Delivery Point Barcodes in Barcoded Rate Mailings—Continued

[In 1.1e, 1.2b, 1.3, 1.6, 2.1 and 2.2, replace “delivery point barcode[d]” with “DPBC.”]

* * * * *

1.3 Barcode Window

[Replace the words “the ZIP+4 rates” with “any automation rate.”]

* * * * *

E244 Barcoded Discounts (Letter-Size Pieces)

1.0 BASIC STANDARDS

1.1 All Pieces

* * * * *

- c. Have an address with the correct numeric ZIP+4 code or the correct numeric 5-digit ZIP Code; if prepared with a delivery point barcode (DPBC), it may also bear the numeric equivalent to the DPBC.

* * * * *

- g. Either bear the correct DPBC meeting the barcode standards in C840, or meet the applicable standards in 1.4.

* * * * *

1.3 Barcode Window

[Replace the words “Barcoded rate” with “any automation rate.”]

[Re-number existing 1.6 and 1.8 as 1.5 and 1.6, respectively; replace existing 1.4, 1.5, 1.7, and 1.9 with new 1.4, below; in 1.2b, 1.3, renumbered 1.5, 2.1, 2.2, and 2.3, replace “delivery point barcode[d]” with “DPBC.”]

1.4 Pieces Without DPBCs

Subject to 1.5 and 1.6, Barcoded rate mailings may include pieces without barcodes, or with correct 5-digit or ZIP+4 barcodes, if each such piece (regardless of rate) meets the standards in 1.1, has a barcode clear zone in the lower right corner meeting the reflectance standards in C840, meets the applicable 5-digit or ZIP+4 barcode standards in C840, and does not have a window in the lower right corner. Additionally, to qualify for a ZIP+4 rate, subject to 2.0:

- a. Nonbarcoded and 5-digit barcoded pieces must bear an address with the correct ZIP+4 code, and meet the standards in C830.
- b. ZIP+4 barcoded pieces must have the barcode in the address block, meet the standards in C830, and bear an address with the correct ZIP+4 code.

* * * * *

2.0 QUALIFYING PRESORT

[In 2.1b, 2.1c, 2.1d, 2.2b, 2.2c, 2.2d, 2.3b, 2.3c, and 2.3d, replace “ZIP+4 coded nonbarcoded” with “Subject to 1.4, ZIP+4 coded non-DPBC.”]

* * * * *

E245 ZIP+4 Barcoded Rate (Flats)

1.0 BASIC STANDARDS

1.1 All Pieces

* * * * *

- c. Have an accurate address meeting the standards in A800, including the correct numeric ZIP+4 code, numeric 5-digit ZIP Code, or numeric equivalent to the delivery point barcode (DPBC).

* * * * *

[In 1.1e, 1.2b, 1.4, 2.1, 2.2, and 2.3, replace “delivery point barcode[d]” with “DPBC.”]

* * * * *

E342 ZIP+4 Discounts

1.0 BASIC STANDARDS

1.1 All Pieces

* * * * *

- d. Have an address with the correct numeric ZIP+4 code or the correct numeric 5-digit ZIP Code; if prepared with a delivery point barcode (DPBC), it may also bear the numeric equivalent to the DPBC.

* * * * *

[In 1.1f, 1.2b, 1.3, 1.6, 2.1 and 2.2, replace “delivery point barcode[d]” with “DPBC.”]

* * * * *

1.3 Barcode Window

[Replace the words “the ZIP+4 rates” with “any automation rate.”]

* * * * *

E344 Barcoded Discounts (Letter-Size Pieces)

1.0 BASIC STANDARDS

1.1 All Pieces

* * * * *

- d. Have an address with the correct numeric ZIP+4 code or the correct numeric 5-digit ZIP Code; if prepared with a delivery point barcode (DPBC), it may also bear the numeric equivalent to the DPBC.

* * * * *

Pieces Without Delivery Point Barcodes in Barcoded Rate Mailings—Continued

i. Either bear the correct DPBC meeting the barcode standards in C840, or meet the applicable standards in 1.4.

* * * * *

1.3 Barcode Window

[Replace the words “Barcoded rate” with “any automation rate.”]

[Renumber existing 1.6 and 1.8 as 1.5 and 1.6, respectively; replace existing 1.4, 1.5, 1.7, and 1.9 with new 1.4, below; in 1.2b, 1.3, renumbered 1.5, 2.1, 2.2, and 2.3, replace “delivery point barcode[d]” with “DPBC.”]

1.4 Pieces Without DPBCs

Subject to 1.5 and 1.6, Barcoded rate mailings may include pieces without barcodes, or with correct 5-digit or ZIP+4 barcodes, if each such piece (regardless of rate) meets the standards in 1.1, has a barcode clear zone in the lower right corner meeting the reflectance standards in C840, meets the applicable 5-digit or ZIP+4 barcode standards in C840, and does not have a window in the lower right corner. Additionally, to qualify for a ZIP+4 rate, subject to 2.0:

- a. Nonbarcoded and 5-digit barcoded pieces must bear an address with the correct ZIP+4 code, and meet the standards in C830.
- b. ZIP+4 barcoded pieces must have the barcode in the address block, meet the standards in C830,

and bear an address with the correct ZIP+4 code.

* * * * *

2.0 QUALIFYING PRESORT

[In 2.1b, 2.1c, 2.2b, 2.2c, 2.3b, and 2.3c, replace “ZIP+4 coded nonbarcoded” with “Subject to 1.4, ZIP+4 coded non-DPBC.”]

* * * * *

E345 ZIP+4 Barcoded Discounts (Flats)

1.0 BASIC STANDARDS

1.1 All Pieces

* * * * *

- d. Have an accurate address meeting the standards in A800, including the correct numeric ZIP+4 code, numeric 5-digit ZIP Code, or numeric equivalent to the delivery point barcode (DPBC).

* * * * *

[In 1.1f, 1.2b, 1.4, 2.1, and 2.2, replace “delivery point barcode[ed]” with “DPBC.”]

* * * * *

—Mailing Standards, Marketing Systems, 3-2-95

DMM REVISION

Walk-Sequence Mail

Effective immediately, Domestic Mail Manual (DMM) M020, M202, M203, and M303 are revised, M050 is established, and M204 and M304 are deleted. These measures consolidate into M050 the basic standards for walk-sequence mail preparation that are substantially duplicated in existing M204 and M304.

Because walk-sequence mail is a form of carrier route presort, the remaining standards that are specific to second- and third-class mail are moved into M203 and M303, respectively. No changes in rate eligibility or mail preparation are being made by these actions. The revised text will appear in DMM Issue 49.

M020 Packages and Bundles

* * * * *

2.0 ADDITIONAL STANDARDS—NONAUTOMATION RATE MAILINGS

2.1 Maximum Size

The maximum thickness for packages of letter-size First-Class and other than walk-sequence-rate letter-size third-class mail is 6 inches. The maximum thickness for packages of letter-size walk-sequence-rate second- and third-class mail is 4 inches.

* * * * *

M050 Walk-Sequence

1.0 BASIC STANDARDS

1.1 General

Mailpieces for which a walk-sequence discount is claimed must be organized in the delivery sequence deter-

Walk-Sequence Mail—Continued

mined by the USPS and prepared as a carrier route mailing under M203 or M303 (as appropriate) and the standards below. Pieces prepared with a simplified address must also meet the corresponding standards.

1.2 Missing Addresses

If a mailer cannot place pieces in proper sequence because an exact match for names/addresses cannot be obtained, these pieces may be included in a walk-sequence-rate mailing if placed at the end of the mail for the appropriate carrier route after the properly sequenced addresses. Such pieces must be sequenced either:

- a. Alphabetically by primary street name and numerically for numbered streets or routes, and then numerically in ascending order by delivery point; or
- b. Numerically in ascending order by ZIP+4 code sector segments.

2.0 ACCURACY

2.1 Error Rate

For each carrier route receiving mail at a walk-sequence rate, no more than 5% of the total pieces for the route may be found out of sequence or sorted to the wrong carrier route. For this standard, pieces are not considered missorted or missequenced because of USPS scheme changes not yet incorporated in the scheme that the mailer was authorized to use to prepare the mailing.

2.2 Pieces in Error

The mailer is notified by the USPS of errors over the 5% limit, advised that they must be corrected before submitting the next mailing to that ZIP Code area, and charged additional postage for the difference between the walk-sequence rate and the appropriate rate for those pieces found to be in error. The mailer must show that the errors were corrected before submitting the next walk-sequence-rate mailing. Walk-sequence-rate mailings may not be made to those routes where walk-sequencing errors were found until the mailer provides evidence of accurate sequencing.

3.0 DELIVERY SEQUENCE INFORMATION

3.1 With Simplified Addressing

Walk-sequence-rate pieces prepared with a simplified address must be based on delivery stop information obtained within 6 months before the date of mailing either from the Delivery Statistics File or from the postmaster.

3.2 Without Simplified Addressing

Walk-sequence-rate pieces prepared with other than a simplified address must be sequenced using USPS data from one of these sources, issued within 6 months before the date of mailing:

- a. The Computerized Delivery Sequence (CDS) file, updated quarterly.
- b. The Delivery Sequence File (DSF), updated quarterly, available through licensees approved by the USPS. (To obtain a list of licensees, write to the USPS National Customer Support Center.)
- c. Delivery sequence information from USPS address sequencing services, as requested by the customer.

3.3 Out-of-Date Schemes

Mailings prepared with out-of-date walk-sequencing information are not eligible for walk-sequence rates. Mailings accepted and then found to be prepared with out-of-date information are subject to the higher carrier route presort rate.

4.0 DOCUMENTATION

4.1 General

The mailer must provide documentation as described below to substantiate compliance with the standards for the walk-sequence rates.

4.2 125-Piece Density

For each carrier route to which 125-piece walk-sequence-rate mail is addressed, the mailer must document the total number of addressed pieces to the route. If there are fewer than 125 addressed pieces for a given route, the documentation must also show the number of possible deliveries on the route.

4.3 Saturation Density—Simplified Address Mail

For each carrier route to which mail with a simplified address is sent at the saturation walk-sequence rate, the mailer must be able to document that the mailing meets the applicable density standard. This documentation must show the total number of active possible deliveries and the total number to which mailpieces in the mailing are being addressed, by 5-digit ZIP Code and, within each, by carrier route; it must be submitted with each applicable mailing.

4.4 Saturation Density—Other Mail

For each carrier route to which mail without a simplified address is sent at the saturation walk-sequence rate, the mailer must be able to document that the mailing meets the applicable density standards. This documentation must show either the total number of active possible *residential* deliveries and the number and percentage to which mailpieces are addressed, or the total number of *all* active possible deliveries and the number and percentage to which mailpieces are addressed, depending on whether qualification is based on the 90% or 75% criterion, respectively. The documentation must be listed by 5-digit ZIP Code and, within each, by carrier route; it must be submitted with each applicable mailing.

Walk-Sequence Mail—Continued

4.5 Both Rates

If a mailing contains pieces qualifying for both walk-sequence rates, the documentation required by 4.2 and either 4.3 or 4.4 may be combined. Entries for pieces at the 125-piece walk-sequence rate must be so annotated on the documentation. For the entire mailing, a summary of the total number of pieces at each rate must be provided. This documentation must be submitted with each applicable mailing.

4.6 Carrier Route Rate

If a mailing includes walk-sequence rate and carrier route rate pieces, in addition to the applicable information required by 4.2 through 4.5, the documentation for the carrier route rate mail must show, by 5-digit ZIP Code and, within each, by carrier route, the total number of addressed pieces at each rate for each carrier route to which pieces are addressed. Pieces qualifying for the carrier route rate must be so annotated. For the entire mailing, a summary by 5-digit ZIP Code of the total number of pieces at each rate must be provided. This documentation must be submitted with each applicable mailing to satisfy the documentation standard for the carrier route rate.

4.7 Documentation Types

Unless submitted with the corresponding mailing, the mailer must be able to provide the USPS with one or all of these forms of documentation of accurate sequencing or delivery statistics, for each carrier route to which walk-sequence-rate pieces are mailed:

- a. CDS invoice.
- b. DSF invoice or DSF documentation.
- c. Copies of the delivery unit summaries that served as the mailer's bills for address sequencing service charges.
- d. Evidence of receipt of information from postmasters under A930 for simplified address mailings.

4.8 Mailing Statement

The mailer must annotate the mailing statement, immediately next to the Publication No. block (second-class) or in the Receipt No. block (third-class) to show the earliest (oldest) date of the method (in 4.7a through 4.7e) used to obtain sequencing or delivery stop information for the mailing.

* * * * *

M202 Level B/H

1.0 BASIC STANDARD

* * * * *

1.4 Other Mail

[Insert text of existing 4.0; delete 4.0.]

* * * * *

M203 Level C//K

1.0 BASIC STANDARD

* * * * *

1.4 Walk-Sequence Discount

Mailpieces for which a walk-sequence discount is claimed must be prepared as a carrier route mailing under this section and the walk-sequencing standards in M050. Pieces prepared with a simplified address must also meet the corresponding standards.

1.5 Other Mail

[Insert text of existing 4.0; delete 4.0.]

2.0 PACKAGE PREPARATION

* * * * *

[Renumber existing 2.2 through 2.4, and 2.5 and 2.6, as 2.3 through 2.5, and 2.7 and 2.8, respectively; in renumbered 2.3, change the references to 2.5 and 2.6 to 2.7 and 2.8, respectively; in renumbered 2.4, change the reference from 2.4 to 2.5; in renumbered 2.8, change the reference from 2.2b to 2.3b; add new 2.2 and 2.6 as follows:]

2.2 Walk-Sequence Mail

Walk-sequence letter- and flat-size pieces must be prepared in packages.

* * * * *

2.6 Packages of Walk-Sequence Mail

In addition to labeling under 2.4 and 2.5, each package of walk-sequence mail must be labeled to show that the mail is walk-sequenced. A facing slip with the phrase "WALK-SEQUENCED CARRIER ROUTE MAIL" may be placed on the top of each package of walk-sequence mail; it may be an address label with the required information placed on a sample mailpiece that is the top piece in the package, or a separate piece of paper affixed to the top of the package. If packages are prepared without facing slips, "WS" must immediately precede the carrier route information on a carrier route information line on each piece in the package.

* * * * *

3.0 SACK PREPARATION

* * * * *

3.3 Line 2

[Reletter existing 3.3a and 3.3b as 3.3b and 3.3c, respectively; add new 3.3a as follows:]

Line 2:

Walk-Sequence Mail—Continued

- a. Walk-sequence carrier route sacks: “2C” or “NEWS” (as applicable), “WS,” and route type and number.

* * * * *

M204 Walk-Sequence

[Delete the entire unit.]

* * * * *

M303 Carrier Route

1.0 BASIC STANDARDS

* * * * *

1.4 Walk-Sequence Discount

[Add at the beginning of the section:]

Mailpieces for which a walk-sequence discount is claimed must be prepared as a carrier route mailing under this section and the walk-sequencing standards in M050. Pieces prepared with a simplified address must also meet the corresponding standards. * * *

* * * * *

1.7 Endorsement

[Add at the end of the section:]

* * * Each piece for which a walk-sequence discount is claimed must also be marked “WS” immediately preceding either the carrier route information on the carrier route information line (e.g., “**WS CARRIER ROUTE 017”) or the carrier route presort marking (e.g., “WS CAR-RT SORT” or the abbreviated form “WS CAR SORT”). Pieces not claimed at a walk-sequence rate must not bear the “WS” marking.

1.8 List

[Add at the end of the section:]

* * * Additional documentation is required under M050 for mail for which a walk-sequence discount is claimed.

2.0 PACKAGE PREPARATION

* * * * *

[Renumber existing 2.2 and 2.3 as 2.3 and 2.4, respectively; renumber existing 2.4 and 2.5 as 2.6 and 2.7, respectively; in renumbered 2.2, change the reference to 2.7; in renumbered 2.4, change the reference to 2.6; add new 2.2 and 2.5 as follows:]

2.2 Walk-Sequence Mail

Walk-sequence letter- and flat-size pieces must be prepared in packages. Packages of letter-size pieces may be prepared only for saturation walk-sequence rates.

* * * * *

2.5 Packages of Walk-Sequence Mail

A facing slip with the phrase “WALK-SEQUENCED CARRIER ROUTE MAIL” may be placed on the top of each package of walk-sequence mail; it may be an address label with the required information placed on a sample mailpiece that is the top piece in the package, or a separate piece of paper affixed to the top of the package. A facing slip does not satisfy the marking on each piece required by 1.7. If packages are prepared without facing slips, “WS” must immediately precede the carrier route information on a carrier route information line on each piece in the package.

* * * * *

3.0 SACK PREPARATION

* * * * *

3.8 Line 2

[Reletter existing 3.8a through 3.8c as 3.8b through 3.8d, respectively; add new 3.8a as follows:]

Line 2: 3C, processing category, and:

- a. Walk-sequence carrier route sacks: “WS” and route type and number.

* * * * *

M304 Walk-Sequence

[Delete the entire unit.]

—Mailing Standards, Marketing Systems, 3-2-95

DMM REVISION

Use of Trays for Second- and Third-Class Letter-Size Carrier Route Presort Mailings

Effective immediately, *Domestic Mail Manual* (DMM) E230, E333, E334, M203, and M303 are revised to allow mailers to use letter mail trays for second- and third-class carrier route presort mailings of letter-size pieces. Generally, rate eligibility remains the same as for preparation in sacks, i.e., a required number of pieces per package, correctly sorted in turn to a tray or sack having at least a spec-

ic quantity of pieces for a certain destination will qualify for a given rate.

Although no specific letter tray-type is stated in the new standards, whenever possible customers are urged to use 1-foot trays (“half-trays”) for quantities of mail that fill half or less of a 2-foot tray.

Use of Trays for Second- and Third-Class Letter-Size Carrier Route Presort Mailings —Continued

Use of trays instead of sacks for carrier route presort letter-size mail does not extend to the provisions in DMM M040 for palletization of sacks. Standards for the palletization of trayed mail will be included as part of a separate DMM revision now being prepared.

Concurrently, existing M308 is deleted, and revisions are made accordingly to M302 and M303. The revised DMM text, which includes revisions previously announced in *Postal Bulletin* 21884 (1-5-95), will appear in DMM Issue 49.

E230 Presort Rates

* * * * *

2.0 CARRIER ROUTE (LEVEL C) RATES

2.1 C1, I1, and K1

Level C1, I1, or K1 rates apply to pieces in carrier route packages (of six or more addressed pieces each) correctly sorted to carrier route or carrier routes trays or sacks.

* * * * *

7.0 WALK-SEQUENCE DISCOUNTS

* * * * *

7.2 Copies at Other Rates

A mailing that includes copies claimed at a walk-sequence rate may include other copies claimed at other presort rates. However, when presented to the USPS, the trays or sacks containing the walk-sequence-rate copies must be separated from other trays or sacks. Any effective separation method may be used.

* * * * *

8.0 COMBINING MULTIPLE PUBLICATIONS OR EDITIONS

* * * * *

8.2 Volume

More than one second-class publication, or edition of a publication, may be combined to meet the volume standard per tray, sack, or bundle applicable to the presort rate claimed.

* * * * *

E333 Carrier Route Presort

* * * * *

3.0 PRESORT

3.1 Qualifying Mail

Each qualifying piece must be part of a group of 10 or more addressed pieces correctly packaged to the same

carrier route that is, in turn, correctly placed in a carrier route, 5-digit carrier routes, or 3-digit carrier routes tray or sack. Such trays must be full; sacks must contain at least 125 addressed pieces or 15 pounds of addressed pieces. Qualifying mail also includes:

- a. Correctly presorted carrier route packages in a 5-digit carrier routes tray that is less than full, or in a 5-digit carrier routes sack that contains fewer than 125 addressed pieces and less than 15 pounds of addressed pieces *if* that 5-digit area does not have enough residential deliveries to meet the applicable full tray or 125-piece/15-pound sack minimum at a 90% saturation level.
- b. The last tray or sack to a 3-digit ZIP Code destination; the last tray may be less than full, the last sack may contain fewer than 125 addressed pieces and less than 15 pounds of addressed pieces.

* * * * *

E334 Walk-Sequence Presort

1.0 BASIC STANDARDS

* * * * *

1.4 Other Rates

A walk-sequence presort rate mailing may include pieces claimed at the carrier route and basic presort rates, but only the carrier route pieces count toward the standard in 1.1b. The basic rate pieces must be prepared as required for residual pieces under E333, but they do not have to meet a separate 200-piece/50-pound minimum. When presented to the USPS, the trays or sacks containing the walk-sequence-rate pieces must be separated from other trays or sacks. Any effective separation method may be used. A walk-sequence presort rate mailing may not include pieces claimed at the 3/5 presort rate or at any automation rate. The 3/5 presort rate pieces and walk-sequence-rate pieces may be reported on the same mailing statement only under D300.

* * * * *

M203 Level C//K

1.0 BASIC STANDARDS

* * * * *

1.4 Trays

Mailings of letter-size pieces may be prepared in letter mail trays rather than sacks, subject to 2.2 and 3.1. Rate eligibility remains subject to the applicable standards.

Use of Trays for Second- and Third-Class Letter-Size Carrier Route Presort Mailings —Continued

2.0 PACKAGE PREPARATION

* * * * *

[Renumber existing 2.2 through 2.6 as 2.3 through 2.7, respectively; renumber internal references accordingly; add new 2.2 as follows:]

2.2 Packages in Trays

Letter-size pieces prepared in trays must be packaged under 2.0, except that packages are not required when there is enough mail to fill a tray for the same carrier route.

* * * * *

3.0 TRAY OR SACK PREPARATION

[Renumber existing 3.1 through 3.4 as 3.2 through 3.5, respectively, and revise as shown below; add new 3.1 as follows:]

3.1 Trays

Tray presort is in the same sequence as for sacks under 3.0. A tray must be prepared for a required presort destination when the corresponding pieces (or packages of pieces) fill a tray. Minimum volume per tray is the same as for a comparable sack. The information placed on tray labels is the same as on sack labels.

3.2 Size

Tray or sack size:

* * * * *

3.3 Presort and Labeling

Tray or sack presort sequence and labeling:

* * * * *

3.4 Line 2

Line 2:

- a. Carrier route trays or sacks: "2C" or "NEWS" (as applicable) and route type and number.
- b. 5-digit carrier routes trays or sacks: "2C" or "NEWS" (as applicable) and "CARRIER ROUTES."

* * * * *

M302 Basic and 3/5 Presort

1.0 BASIC STANDARDS

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1.2 Presort Rates

[In the first sentence, replace "M308" with "4.0."]

* * * * *

3.0 SACK PREPARATION

[Combine existing 3.1 through 3.3 into renumbered 3.1 and revise as follows; renumber existing 3.4 through 3.8 as 3.2 through 3.6, respectively; in the opening sentence of renumbered 3.4, change the reference from "3.5" to "3.3."]

3.1 Volume Thresholds

A sack must be prepared when the quantity of mail for a required presort destination reaches either 125 addressed pieces or 15 pounds of addressed pieces, whichever occurs first. A single-piece weight of 1.92 ounces (0.12 pound) results in 125 identical-weight pieces weighing 15 pounds. Mailers must note on the mailing statement required with the mailing whether they applied the 125-piece ("PCS") or 15-pound ("WT") threshold in sacking the mailing. Identical-weight pieces that weigh 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum; identical-weight pieces weighing more must be prepared using the 15-pound minimum. Mailers of non-identical-weight pieces must either:

- a. Use the minimum that applies to the average piece weight for the entire mailing (i.e., divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 125-piece or 15-pound minimum applies); or
- b. Sack by the actual piece count or mail weight for each sack if documentation can be supplied with the mailing that shows specifically for each sack the number and the total weight of those pieces.
- c. Mailers must note on the accompanying mailing statement whether they applied the 125-piece ("PCS") or 15-pound ("WT") threshold or if the method in 3.1b ("BOTH") was used.

* * * * *

4.0 TRAYS FOR LETTER-SIZE MAIL

4.1 Permitted Use

Basic or 3/5 presort rate mailings of letter-size pieces, to be delivered in the service area of the SCF of mailing (or, if applicable, where the plant-verified drop shipment (PVDS) destinate), may be prepared in letter mail trays rather than sacks if authorized by the postmaster of the accepting post office (or, for PVDS, the post office where the shipment destinate). Rate eligibility remains subject to the applicable standards.

4.2 Packaging

Letter-size pieces prepared in trays must be packaged under 2.0, except that packages are not prepared when there is enough mail to fill a tray for the same destination; and none of that mail meets or exceeds the quantity requir-

Use of Trays for Second- and Third-Class Letter-Size Carrier Route Presort Mailings —Continued

ing preparation of a package to a finer level of presort; and finer level packages are not placed in the same tray.

4.3 Presort and Labeling

Tray presort is in the same sequence as for sacks under 3.0. A tray must be prepared for a required presort destination when the corresponding pieces (or packages of pieces) fill a tray. Less-than-full trays may be prepared only if a sack containing fewer than 125 pieces and less than 15 pounds of pieces to the same destination is permitted under 3.0. The information placed on tray labels is the same as that on sack labels.

M303 Carrier Route

1.0 BASIC STANDARDS

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1.2 Presorting

All pieces presented as a carrier route presort or walk-sequence-rate bulk third-class mailing must be presorted together and prepared under M303, except as applicable for palletized mail under M043. Walk-sequence mail is subject to the additional standards in M304. Letter-size mail may be prepared in sacks or in letter mail trays; other non-palletized mail must be prepared in sacks.

* * * * *

2.0 PACKAGE PREPARATION

* * * * *

[Renumber existing 2.2 through 2.5 as 2.3 through 2.6, respectively; renumber internal references accordingly; add new 2.2 and revise renumbered 2.5 as follows:]

2.2 Packages in Trays

Letter-size pieces prepared in trays must be packaged under 2.0, except that packages are not required when there is enough mail for the same carrier route to fill a tray.

* * * * *

2.5 Labels

Carrier route package labels are based on the level of the sack or tray in which placed:

* * * * *

3.0 TRAY AND SACK PREPARATION—QUALIFYING PORTION

[Combine existing 3.1 through 3.3 into renumbered 3.1; add new 3.2 as shown below; combine existing 3.4 and 3.5 into renumbered 3.4; renumber existing 3.6 as 3.3, renumber 3.7 and 3.8 as 3.5 and 3.6, respectively, and revise as follows:]

3.1 Volume Threshold for Sacks

A sack must be prepared when the quantity of mail for a required presort destination reaches either 125 addressed pieces or 15 pounds of addressed pieces, whichever occurs first. A single-piece weight of 1.92 ounces (0.12 pound) results in 125 identical-weight pieces weighing 15 pounds. Mailers must note on the mailing statement required with the mailing whether they applied the 125-piece (“PCS”) or 15-pound (“WT”) threshold in sacking the mailing. Identical-weight pieces that weigh 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum; identical-weight pieces weighing more than 1.92 ounces (0.12 pound) must be prepared using the 15-pound minimum. Mailers of nonidentical-weight pieces must either:

- a. Use the minimum that applies to the average piece weight for the entire mailing (i.e., divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 125-piece or 15-pound minimum applies); or
- b. Sack by the actual piece count or mail weight for each sack *if* documentation can be supplied with the mailing that shows specifically for each sack the number and the total weight of those pieces.
- c. Mailers must note on the accompanying mailing statement whether they applied the 125-piece (“PCS”) or 15-pound (“WT”) threshold or if the method in 3.1b (“BOTH”) was used.

3.2 Trays

Tray presort is in the same sequence as for sacks under 3.0. A tray must be prepared for a required presort destination when the corresponding pieces (or packages of pieces) fill a tray. Less-than-full trays may be prepared only if a sack containing fewer than 125 pieces and less than 15 pounds of pieces to the same destination is permitted under 3.0. The information placed on tray labels is the same as on sack labels.

3.3 Size

Tray or sack size:

- a. Carrier route: Optional; full trays or at least 125 pieces/15 pounds per sack; smaller volume not permitted; required for walk-sequence-rate eligibility (see E334 and M304).
- b. 5-digit carrier routes: Required; full trays or at least 125 pieces/15 pounds per sack; contents must be for two different routes in the same 5-digit ZIP Code area; smaller volume not permitted.
- c. 3-digit carrier routes: Required with no minimum.

Use of Trays for Second- and Third-Class Letter-Size Carrier Route Presort Mailings —Continued

3.4 Exceptions

As exceptions to the standards in 3.3:

- a. Mailers who produce carrier route rate saturation mailings may prepare a 5-digit carrier routes tray that is not full or a 5-digit carrier routes sack containing fewer than 125 pieces and 15 pounds of mail *if* that 5-digit area does not have enough residential deliveries to meet the full tray or 125-piece/15-pound sack minimum at a 90% saturation level.
- b. Mailers who produce carrier route walk-sequence-rate mailings may prepare a carrier route tray that is not full or a carrier route sack containing fewer than 125 pieces and 15 pounds of mail *if* that carrier route does not have enough deliveries to meet the full tray or 125-piece/15-pound sack minimum at the density levels prescribed in E334.
- c. Mailers who Express Mail drop ship bulk third-class mailings may prepare sacks containing fewer than 125 pieces or less than 15 pounds of mail.

3.5 Presort and Labeling

Tray or sack presort sequence and labeling:

* * * * *

3.6 Line 2

Line 2: "3C," processing category, and:

- a. Carrier route trays and sacks: route type and number.
- b. 5-digit carrier routes trays and sacks: "CARRIER ROUTES."
- c. 3-digit carrier routes trays and sacks: "MIXED CARRIER ROUTES."

* * * * *

4.0 RESIDUAL MAIL

* * * * *

4.2 Tray and Sack Preparation

Packages of residual mail must be placed in the correct 3-digit trays or sacks under 3.0.

[Delete existing 5.0.]

* * * * *

M308 Trays

[Delete the entire unit.]

—Mailing Standards, Marketing Systems, 3-2-95

DMM REVISION

Optional Endorsement Lines

Effective immediately, *Domestic Mail Manual* (DMM) M013.2.3 is amended as shown below to afford mailers greater flexibility in using an optional endorsement line (OEL) for package presort identification. Specifically, the revision will relax the current standard that nothing in the address block or on the address label may appear to the right of the last character of the OEL. Instead, the standard will limit that restriction to the OEL line itself and the two lines immediately below the OEL.

The current standard that nothing may appear above the OEL except for an address block barcode remains in force, but the revision will allow that barcode to appear above and to the right of the OEL. Similarly, address characters, sort marks, and other mailer-applied information will be permitted to the right of the OEL on the third and low-

er lines below the OEL. The revised text will appear in DMM Issue 49.

M013 Optional Endorsement Lines

* * * * *

2.0 FORMAT

* * * * *

2.3 Right-Justified

The optional endorsement line must be right-justified. No characters or marks may appear to the right of the last character of the optional endorsement line on the two lines immediately below it.

—Mailing Standards, Marketing Systems, 3-2-95

Use of Fourth-Class Rates for Matter Weighing Less than 1 Pound

Under *Domestic Mail Manual* (DMM) E312.2.5 and E320.1.3, when the applicable third-class rate for a mailpiece is higher than any fourth-class rate for which the mail would qualify (except for weight), the lower fourth-class rate may be paid. After the recent rate increase, customers have noticed that some third-class single-piece rates (shown in DMM R300.1.0) are higher than several fourth-class rates, and interest has grown in both the correct use of the exception provided by the cited DMM standards and the availability of fourth-class rates generally for matter weighing less than 1 pound.

Under current standards, a minimum weight per piece is not prescribed for special fourth-class and library rate matter. Therefore, mailpieces weighing less than 1 pound and meeting the eligibility criteria in DMM E416 (for special fourth-class) or DMM E419 (for library rate) may be prepared and entered as the corresponding category of fourth-class mail, with postage paid accordingly; the minimum postage per piece at the appropriate fourth-class rate is for a piece weighing 1 pound. These mailpieces may also be entered as third-class mail, in which case postage may be paid at the third-class rate or (under the exception in DMM E312.2.5 and E320.1.3) at any lower fourth-class rate for which the piece may qualify (except for weight). Again, if fourth-class rates are used, the minimum postage for the applicable rate category (shown in DMM R400) must be paid.

A mailpiece entered as third-class mail but paying postage at a fourth-class rate (under the exception) remains third-class mail in all aspects despite the exceptional access to fourth-class rates, and must meet the classification, preparation, marking, and other standards applicable to third-class mail. Because no different or additional marking is required or permitted to distinguish such exceptionally rated mail from other third-class mail, postal employees must consider whether the exception applies to an apparently "shortpaid" postage-affixed third-class mailpiece before taking action to assess additional postage. *For example, a mailpiece weighing 15 ounces (\$2.95 at the single-piece third-class rate) that (except for weight) qualifies for and is mailed at a lower fourth-class parcel post rate, is still marked "Third-Class."* A third-class mailpiece mailed at any fourth-class rate (under the exception) must meet the eligibility criteria (other than weight) applicable to that

fourth-class rate. In all cases, the minimum postage applies, as shown for the rate category in DMM R400, because the piece weighs less than 1 pound. *For example, a piece weighing less than 1 pound would have to originate and destinate within the service area of the same bulk mail center (BMC) if it were to be rated under the exception at the fourth-class intra-BMC parcel post rates, or meet the eligibility standards in DMM E414 to qualify for the fourth-class bound printed matter rates.*

Undeliverable-as-addressed (UAA) pieces are rated based on the class of mail claimed when mailed (e.g., pieces weighing less than 1 pound that are entered and marked "Third-Class" are subject to DMM F010.5.3, regardless of rate paid; pieces weighing less than 1 pound that are eligible for special fourth-class or library rate and entered and marked accordingly are subject to DMM F010.5.4). Exceptional access to a fourth-class rate remains available for return postage on UAA pieces weighing less than 1 pound, subject to the same rate eligibility conditions described above, *if the mailer so specifies in an appropriate endorsement on the piece* (see DMM F020.3.5). Pieces endorsed by the mailer for return at the special fourth-class or library rate are given the appropriate treatment under DMM F010.5.4; a "weighted fee" does *not* apply. For pieces *not* being returned at a fourth-class rate (i.e., not entered as fourth-class mail originally or not endorsed by the mailer for return as special fourth-class or library rate mail), return postage and the "weighted fee" are based on the applicable single-piece third-class rate. *For example, a piece weighing less than 1 pound, but mailed as library rate matter, is treated as fourth-class under DMM F010.5.4 if UAA; an unendorsed piece weighing less than 1 pound (i.e., one not bearing an endorsement specifying forwarding and return at special fourth-class or library rate) but mailed under the exception at a parcel post rate is treated as third-class under DMM F010.5.3 if UAA, and any return postage or "weighted fee" is calculated using the applicable third-class single-piece rate; a correctly endorsed piece weighing less than 1 pound (i.e., one bearing an endorsement specifying forwarding and return at a special fourth-class or library rate) is returned at that rate if it meets the applicable eligibility standards.*

—Mailing Standards, Marketing Systems, 3-2-95

Zone-Rated Mail

This notice is to remind all customers and postal personnel to use the correct postal zone when computing or verifying postage on mailpieces claimed at a rate that varies by zone, such as the fourth-class parcel post and bound printed matter rates. Standards for the determination of the correct zone to use in calculating zone-rated postage are in *Domestic Mail Manual* (DMM) E411.3.0. The correct zone is *always* determined from the post office of mailing (see DMM E411.3.1) as follows:

Zones 1 through 8: The zone for a destination address is determined by using the Official Zone Chart applicable to the ZIP Code of the post office of mailing. If mail is not presented at the post office whose Official Zone Chart was used in calculating postage or from another post office that uses the same Official Zone Chart, the correct postage must be recalculated (and paid accordingly) using the Official Zone Chart that applies to the actual post office of mailing. (For example, pieces originally rated from ZIP Code 01267 would not need to be rerated if mailed from 01247 because the same Official Zone Chart applies, but they would be rerated if mailed from 01095.)

Local zone: As stated in DMM G030.2.1, "The local zone applies to mail deposited at any post office for delivery to addresses within the

delivery area of that post office." Therefore, local zone-rate postage must always be recalculated if the mail is not deposited at the post office from which local zone-rate postage was originally calculated. Moreover, because a bulk mail center (BMC) is not a post office and does not have a delivery area within the meaning of the aforementioned eligibility standard, mail entered at a BMC is not eligible for a local zone rate. The correct nonlocal zone to use for mail entered at a BMC is that of the parent post office (see DMM Exhibit E450.1.5).

Both customers and postal managers should note that the DMM standards relating to postal zones and zone postage calculation implement provisions of the Domestic Mail Classification Schedule (DMCS). The DMCS may be amended only through procedures established by statute, which generally require action by the Governors of the Postal Service and the Postal Rate Commission. Consequently, the Postal Service is without authority to waive or exempt customers from either the provisions of the DMCS or the DMM standards that derive from them.

Postmasters, account managers, and acceptance personnel must ensure that the standards for determining zone-rate postage are understood and correctly applied.

—*Mailing Standards, Marketing Systems, 3-2-95*

Strapping Trays

Effective immediately, section 264.522 of Handbook PO-502, *Container Methods*, is revised to reflect policy changes in the methods for dispatch of letter mail. Employees should make the following pen-and-ink change to the handbook as follows:

264.522 Centralized strapping areas facilitate the consoli-

dation of partially full trays arriving from different operations. When an MM tray is less than 50 percent full, place the mail in half MM trays.

—*Inplant Operations, Operations Support, 3-2-95*

APO/FPO Changes

Make the following changes to the appropriate effective dates in the table contained in the article titled "Conditions Applied to Mail Addressed to Military Post Offices Overseas" published in *Postal Bulletin* 21887, dated February 16, 1995.

APO/FPO	Action	Effective Date	See Restrictions
09419	Restriction Change	Immediately	B-C-C1-U
09420	Restriction Change	Immediately	B-C-C1-U
09421	Restriction Change	Immediately	B-C-C1-U
09422	Restriction Change	Immediately	B-C-C1-U
09433	Restriction Change	Immediately	B-C-C1-U
09447	Restriction Change	Immediately	B-C-C1-U
09448	Restriction Change	Immediately	B-C-C1-U
09449	Restriction Change	Immediately	B-C-C1-U
09454	Restriction Change	Immediately	B-C-C1-U
09456	Restriction Change	Immediately	B-C-C1-U
09459	Restriction Change	Immediately	B-C-C1-U
09461	Restriction Change	Immediately	B-C-C1-U
09463	Restriction Change	Immediately	B-C-C1-U
09464	Restriction Change	Immediately	B-C-C1-U
09465	Restriction Change	Immediately	B-C-C1-U
09468	Restriction Change	Immediately	B-C-C1-U
09469	Restriction Change	Immediately	B-C-C1-U

APO/FPO	Action	Effective Date	See Restrictions
09470	Restriction Change	Immediately	B-C-C1-U
09494	Restriction Change	Immediately	B-C-C1-U
09496	Restriction Change	Immediately	B-C-C1-U
09498	Restriction Change	Immediately	B-C-C1-U
09499	Restriction Change	Immediately	B-C-C1-U
09802	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09803	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09804	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09805	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09808	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09809	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09810	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09811	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09852	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09853	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09858	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09880	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09888	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09889	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09892	Restriction Change	Immediately	A-B-F-R-R1
09894	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2

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 1 million pieces or more, should contact Sales Management at 202-268-2771, 1 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
JCPenney Better Bedding	Third/Catalog	Mar. 1-3	2.0	Nationwide	Carrt	Harte-Hanks
JCPenney Anniversary Sale	Third/Catalog	Mar. 2-4	12.0	Nationwide	Carrt	RR Donnelley
Montgomery Ward	Third/Flat	Mar. 6-7	5.5	Nationwide	Carrt	8" x 10"
Talbots/Spring Shoes and Accessories	Third/Bulk	Mar. 7-9	1.4	Nationwide	Carrt, 3/5-Digit Basic	8" x 10 ³ / ₄ " catalog
Dow Jones/Wall Street Journal	Third/Bulk	Mar. 9-18	2.0	Nationwide	Carrt, 5-Digit Barcoded	7 ³ / ₄ " x 4" letter
JCPenney Clearance	Third/Catalog	Mar. 11-14	2.3	Nationwide	Carrt	Perry Printing
Paralyzed Veterans of America, Eastern Paralyzed Veterans Association	Third/Letter	Mar. 13	7.2	Nationwide	Carrt Barcoded	Dropship; Wilton, CT
Montgomery Ward	Third/Flat	Mar. 13-14	5.5	Nationwide	Carrt	6 ¹ / ₈ " x 10 ¹ / ₄ "
Sears Retail	Third/Letter	Mar. 13-15	23.8	Nationwide	Carrt	20 pages
Fashion Gal Fashionation, Something Special, Right Price, Fashion Mine, Show Off, Tempo, Warehouse of Fashion	Third/Letter	Mar. 13-15	1.7	Nationwide	Carrt, 3/5-Digit Basic	8 pages multicolor, 6" x 11"
Mary Kay Spring '95	Third/Bulk	Mar. 13-17	2.8	Nationwide	Carrt, Barcoded	6" x 9"
Carol Wright Mailing	Third/Bulk	Mar. 14-16	30.0	Nationwide	Carrt	6" x 9" natural kraft envelope
L. L. Bean Spring Sporting Specialty	Third/Bulk	Mar. 14-16	3.1	Nationwide	Carrt, 5-Digit Basic	8" x 10 ³ / ₄ "
Eddie Bauer March Prospect	Third/Catalog	Mar. 15-17	2.5	Nationwide	Carrt, 3/5-Digit Basic	RR Donnelley
Eddie Bauer Spring Sale Mailer	Third/Catalog	Mar. 15-17	3.3	Nationwide	Carrt, 3/5-Digit Basic	RR Donnelley
Sears Home Fashions	Third/Bulk	Mar. 18-21	1.5	Nationwide	Carrt	8 pages, 6 ¹ / ₈ " x 11"
Sears Lawn and Garden	Third/Bulk	Mar. 19-21	3.5	Central U. S.	Carrt	20 pages, 6 ¹ / ₈ " x 11"
Eddie Bauer March Resource	Third/Catalog	Mar. 20-22	1.3	Nationwide	Carrt, 3/5-Digit Basic	RR Donnelley
Egghead Software	Third/Flat	Mar. 20-22	1.3	Nationwide	3 Tier, Barcoded	Palletized; RR Donnelley, Old Saybrook, CT
Billy Graham Letter	Third/Letter	Mar. 20-31	1.6	Nationwide	Carrt, Barcoded, 3/5-Digit Basic	3 ⁷ / ₈ " x 7 ¹ / ₈ " envelope; Minneapolis, MN
Bed, Bath & Beyond	Third/Flat	Mar. 21	2.5	Nationwide	Carrt	Palletized; RR Donnelley, Old Saybrook, CT
Montgomery Ward	Third/Letter	Mar. 21-22	5.5	Nationwide	Carrt	6" x 10"
Talbots/Classics That Work Spring/Summer	Third/Bulk	Mar. 21-23	1.4	Nationwide	Carrt, 3/5-Digit Basic	8" x 10 ³ / ₄ " catalog
Sears Retail	Third/Letter	Mar. 21-23	7.0	Nationwide	Carrt	Address Correction Requested
JCPenney Ready for Summer Sale	Third/Catalog	Mar. 23-25	12.2	Nationwide	Carrt	RR Donnelley
Montgomery Ward	Third/Flat	Mar. 27-28	5.5	Nationwide	Carrt	8" x 10"
Talbots/Mid-Season Sale	Third/Bulk	Mar. 27-29	2.0	Nationwide	Carrt, 3/5-Digit Basic	8" x 10 ³ / ₄ " catalog
Decision Magazine	Third/Flat	Mar. 27-31	1.5	Nationwide	Carrt, 3/5-Digit Basic	44-page magazine; 8 ¹ / ₄ " x 10 ⁵ / ₈ ", Minneapolis, MN

Mail Alert—Continued

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (millions)	Distribution	Presort Level	Comments
JCPenney Million \$ Jewelry	Third/Booklet	Mar. 29–31	7.0	Nationwide	Carrt	Harte-Hanks
Eddie Bauer Spring Sale Mailer	Third/Catalog	Mar. 29–31	1.0	Nationwide	Carrt, 3/5-Digit Basic	RR Donnelley

—Sales, 3-2-95

March 1995

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.



Amanda Wynne Allen
Born: 02-04-80
Date Missing: 08-19-94
From: Winter Springs, FL



Daniela Anna Frenznick
Born: 11-01-78
Date Missing: 07-01-94
From: Placerville, CA



Sonja Lee Jimenez
Born: 01-22-80
Date Missing: 02-04-94
From: Moorpark, CA



Zyra Kodra
Born: 10-19-78
Date Missing: 05-17-94
From: Brooklyn, NY



Leonard Louis Romanelli
Born: 02-09-86
Date Missing: 08-07-92
From: Beacon, NY



Chance Lee Wackerhagen
Born: 09-02-84
Date Missing: 12-26-93
From: Lockhart, TX

**Please Call the National Center for Missing and Exploited Children
Hot Line 1-800-843-5678
TDD 1-800-826-7653**

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. Operators of contract postal units may display this poster at their option.

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 Cancellations Announcement 95-5

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 post-marked 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 post-

age (32 cents per envelope or 20 cents per postcard). 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 their choice, address the envelope or postcard to themselves 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.



Celebrating
75 years
of women voting
1920-1995

March 1, 1995

GREATER SPRINGFIELD STATION
POSTMASTER
1883 MAIN ST
SPRINGFIELD MA 01104-9996



March 4, 1995

Bok Kai Festival Committee
115TH BOK KAI FESTIVAL
MARYSVILLE STATION
POSTMASTER
407 C ST
MARYSVILLE CA 95901-9998



SSA'95 Sta.
1 Mar 95
Reno NV 89510

March 1-4, 1995

SOARING SOCIETY OF AMERICA
STATION
POSTMASTER
RENO NV 89510-9998



March 4, 1995

FUN FAIR STATION
POSTMASTER
8201 LEWINSVILLE RD
MCLEAN VA 22102-9998



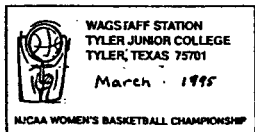
March 1-5, 1995

PIONEER PARK DAYS STATION
POSTMASTER
ZOLFO SPRINGS FL 33890-9998



March 4, 1995

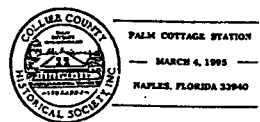
NARBERTH CENTENNIAL STATION
POSTMASTER
144 N NARBERTH AVE
NARBERTH PA 19072-9998



March 1-30, 1995

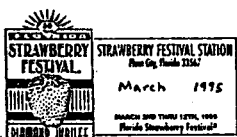
*NJCAA Women's Basketball
Championship*

WAGSTAFF STATION
POSTMASTER
2100 MARTIN LUTHER KING BLVD
TYLER TX 75712-9998



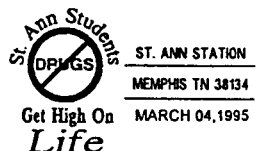
March 4, 1995

PALM COTTAGE STATION
POSTMASTER
NAPLES FL 33940-9998



March 2-12, 1995

STRAWBERRY FESTIVAL STATION
POSTMASTER
PLANT CITY FL 33567-9998



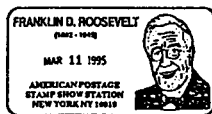
March 4, 1995

St Ann School
ST ANN STATION
POSTMASTER
555 S THIRD ST
MEMPHIS TN 38101-9998

Pictorial Cancellations Announcement 95-5—Continued



March 4-5, 1995
 Knoxville Philatelic Society
 KNOXPEX STATION
 POSTMASTER
 6530 WESTMINSTER RD
 KNOXVILLE TN 37229-9998



March 10-12, 1995
 AMERICAN POSTAGE STAMP SHOW STATION
 POSTMASTER
 MORGAN GMF
 341 NINTH AVE
 NEW YORK, NY 10199-9991



March 4-5, 1995
 Redding Philatelic Club
 NOVAPEX STATION
 POSTMASTER
 2323 CHURN CREEK RD
 REDDING CA 96049-9998



March 10-12, 1995
 Mount Nittany Philatelic Society
 SCOPEX STATION
 POSTMASTER
 STATE COLLEGE PA 16801-9998

(Artwork Unavailable)

March 5, 1995
 ANNIVERSARY STATION
 POSTMASTER
 264 E MAIN ST
 HANOVER IN 47243-9998



March 11, 1995
 REDLANDS BICYCLE CLASSIC STATION
 POSTMASTER
 404 NEW YORK ST
 REDLANDS CA 92373-9998



March 5, 1995
 BLACKSTONE STATION
 POSTMASTER
 2055 DIAMOND HILL RD
 CUMBERLAND RI 02864-9998



March 11, 1995
 Sweetwater Jaycees
 RATTLESNAKE STATION
 POSTMASTER
 201 E 3RD ST
 SWEETWATER TX 79556-9998

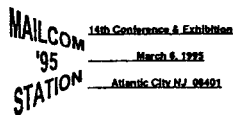


NJCAA DIV I MEN'S NATIONAL BASKETBALL CHAMPIONSHIP STATION
 MARCH 14, 1995
 HUTCHINSON, KS 67501

March 5, 1995
 NJCAA DIV I MENS NATIONAL BASKETBALL CHAMPIONSHIP STATION
 POSTMASTER
 128 E FIRST AVE
 HUTCHINSON KS 67501-9998



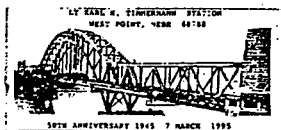
March 11-12, 1995
 EXHIBITION STATION
 POSTMASTER
 ROCKFORD IL 61125-9998



March 6-8, 1995
 MAILCOM 95 STATION
 POSTMASTER
 1701 PACIFIC AVE
 ATLANTIC CITY NJ 08401-9998



March 11-12, 1995
 PRAIRIE STATION
 POSTMASTER
 115 W BROADWAY AVE
 ENID OK 73701-9998



March 7, 1995
 LT KARL H TIMMERMANN STATION
 POSTMASTER
 127 E BRIDGE ST
 WEST POINT NE 68788-9998



March 11-12, 1995
 SOPEX STATION
 POSTMASTER
 431 COMMON ST
 LAWRENCE MA 01842-9998



March 10-11, 1995
 International Stamp Collectors Society
 STAMP EXPO/STATION
 POSTMASTER
 701 N LOARA ST
 ANAHEIM CA 92803-9998



March 15-19, 1995
 Netherland Heritage Festival Foundation Inc
 NEDERLAND HERITAGE FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 NEDERLAND TX 77627-9998

Pictorial Cancellations Announcement 95-5—Continued



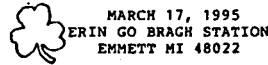
March 16-17, 1995
 DOG TEAM STATION
 POSTMASTER
 PO BOX 9998
 EAGLE AK 99738-9998



March 17, 1995
 SONEX STATION
 POSTMASTER
 210 MAPLE ST
 CHESHIRE CT 06410-9998

(Artwork Unavailable)

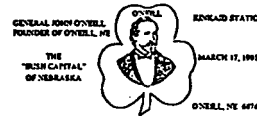
March 16-18, 1995
 Women in Aviation Conference
 WOMEN IN AVIATION CONFERENCE
 STATION
 POSTMASTER
 ST LOUIS MO 63101-9998



March 17, 1995
 Village of Emmett
 ERIN GO BRAGH STATION
 POSTMASTER
 EMMETT MI 48022-9998



March 17, 1995
 City of Shamrock
 ST PATRICKS DAY STATION
 POSTMASTER
 2100 MADDEN ST
 SHAMROCK TX 79079-9998



March 17-18, 1995
 KINKAID STATION
 POSTMASTER
 201 N 4 ST
 ONEILL NE 68763-9998



March 17, 1995
 HAPPY ST PATRICKS DAY STATION
 POSTMASTER
 ST PATRICK MO 63466-9998



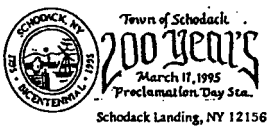
March 17-18, 1995
 SEMINOLE NATION EXHIBITION
 STATION
 POSTMASTER
 525 W OKMULGEE ST
 MUSKOGEE OK 74401-9998



March 17, 1995
 PROCLAMATION DAY STATION
 POSTMASTER
 108 S MAIN ST
 CASTLETON NY 12033-9998



March 17-19, 1995
 EXPO 95 STATION
 POSTMASTER
 420 FORD ST
 OGDENSBURG NY 13669-9998



March 17, 1995
 PROCLAMATION DAY STATION
 POSTMASTER
 630 RIVER RD RT9J
 SCHODACK LANDING NY 12156-9998



March 17-19, 1995
 WEE BIT O IRELAND CELEBRATION
 STATION
 POSTMASTER
 173 N MAIN ST
 HEPPNER OR 97836-9998



March 17, 1995
 PROCLAMATION DAY STATION
 POSTMASTER
 ROUTE 50
 E SCHODACK NY 12063-9998

Stamps Withdrawn From Regular Sale

Effective March 15, 1995, all post offices, stations, branches, postal retail stores, and vending outlets except authorized philatelic windows and centers and the Philatelic Fulfillment Service Center must withdraw the items listed below from sale and return the stock to their designated stamp distribution office (SDO) or stamp distribution network (SDN). Follow the guidelines below to return stock:

1. Stamps in sealed pads/decks and cartons are to be returned to the SDO or SDN as "Returned Stock" immediately.
2. Loose, torn, and damaged sheets of stamps are to be prepared for destruction, according to Handbook F-1, *Post Office Accounting Procedures*, Section 450, Disposition of Nonsalable Stock, and returned to the SDO or SDN following the established schedules.

The Philatelic Fulfillment Service Center and the philatelic windows and centers will continue to sell these items until further notice.

The returned stock will be held at the SDOs and SDNs until officially removed from sale through a *Postal Bulletin* notice. Until then, distribute the stock only to authorized philatelic windows and centers within the service area. SDOs and SDNs may also transfer this stock to another SDO or SDN that may need it for philatelic windows and centers using Form 3229, *Stamped Paper Transfer Order*.

Item Number	Description
4447	29-cent Edward R. Murrow
4448	29-cent Winter Sports
4449	29-cent Dr. Allison Davis
4450	29-cent Silent Screen Stars
4451	29-cent Buffalo Soldiers
4452	29-cent World Cup Soccer
4453	29-cent Blues Singers
4454	29-cent 1994 Chinese New Year (Year of the Dog)
4456	29-cent Wonders of the Seas
4457	29-cent George Meany
4458	29-cent Popular Singers
4459	29-cent James Thurber
4460	29-cent 1994 Chinese Joint Issue

Item Number	Description
4461	29-cent Norman Rockwell
4462	29-cent Moon Landing
5514	29-cent 1994 Contemporary Christmas
5515	29-cent 1994 Traditional Christmas
5517	\$5.22 1994 Christmas ATM
5522	52-cent Love
5526	\$5.80 Legends of the West
5528	\$5.22 1993 Christmas ATM
5533	\$5.80 1941—World War II Sheets
5538	\$5.22 Liberty Torch ATM
5540B, D, and S	\$4.93 Eagle Self-Adhesive
5547	29-cent 1993 Contemporary Christmas
5548	29-cent 1993 Traditional Christmas
5592	29-cent 1992 Love
5593	52-cent 1994 Victorian Love Bird
5594	29-cent 1994 Victorian Love Bird
6604	\$5.22 Love Sunrise Sheetlet
6607	\$1.45 Summer Garden Flower Pane
6608	\$5.80 Summer Garden Flower Booklet
6611	\$2.90 1994 Traditional Christmas Pane
6613	\$5.80 1994 Contemporary Christmas Pane
6614	\$5.80 1994 Contemporary Christmas Booklet
6615	\$5.80 1994 Traditional Christmas Booklet
6616, 6616E	\$3.48 1994 Santa Sheetlets
6620E	\$17.40 Music Theme 3-Book Package
6632	\$1.45 Locomotive Pane
6633	\$5.80 Locomotive Booklet
6635	\$2.90 Victorian Love Pane
6636	\$5.80 Victorian Love Booklet
6641X	\$5.80 Flower Booklet
6651	\$5.80 Garden Flower Booklet
6652	\$1.45 Garden Flower Pane
6661, 6661E, and C	\$5.22 Statue of Liberty
6688C, D, and E	\$5.22 Red Squirrel Sheetlet
6689, 6689A, and E	\$3.48 Contemporary Christmas Sheetlet
6690, 6690E, and N	\$5.22 Pine Cone Sheetlet
6691X	\$2.90 African Violet Booklet
6692, 6692X	\$5.80 African Violet Booklet
6693	\$2.90 African Violet Pane
6694, 6694E, and V	\$5.22 Rose Sheetlet
6697, 6697E, and V	\$5.22 Eagle Sheetlet

Note: All vending and postal retail stores must withdraw from sale and prepare for destruction the above listed items, in accordance with this schedule.

—Marketing, 3-2-95

CORRECTION

Selling Price for 5-Cent Nonprofit Printed Stamped Envelopes

Postal Bulletin 21887, 2-16-95 (page 22), included the incorrect selling price for 1,000 5-cent nonprofit printed

stamped envelopes. Please replace the selling price with the following:

Selling Price for 5-Cent Nonprofit Printed Stamped Envelopes

Type	Size	Nondenominated Value	Item No.	Price per Quantity	
				500	1,000
Regular	#6¾	\$0.05	2627	\$37.60	\$75.20
	#10	0.05	2151	41.40	82.80
Window	#6¾	0.05	2628	38.40	76.80
	#10	0.05	2152	42.40	84.80

* Please allow 3 to 4 weeks for delivery.

—Marketing, 3-2-95

STAMP ANNOUNCEMENT 95-6

Butte and Automobile Stamps and Graphic Eagle and Sheep Envelopes

The Postal Service issues the 5-cent nonprofit Butte and 10-cent bulk rate Automobile stamps and the 10-cent third-class Graphic Eagle and 5-cent nonprofit Sheep stamped envelopes on March 10 in State College, PA. Both the stamps and stamped envelopes will be printed without denominations.

The stamps and envelopes go on sale March 11 in philatelic centers nationwide. Customers may also order by mail from:

PHILATELIC FULFILLMENT SERVICE CENTER
US POSTAL SERVICE
PO BOX 419636
KANSAS CITY MO 64141-6636

or by calling 1-800-STAMP24. VISA, Discover, and MasterCard orders are accepted.

How to Order the First Day of Issue Postmark

Customers have 90 days to obtain the first day of issue postmark by mail. They may purchase the new stamps and stamped envelopes from philatelic centers nationwide or by following the ordering instructions above. Customers should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place the items in a larger envelope addressed to:

CUSTOMER SUPPLIED ENVELOPE
BUTTE STAMP and/or AUTOMOBILE STAMP and/or
GRAPHIC EAGLE ENVELOPE and/or SHEEP ENVELOPE
POSTMASTER
STATE COLLEGE PA 16801-9991

All orders must be postmarked by June 8, 1995. Remember that the postage on any envelope must equal at least 32 cents. Also, at least one of the new stamps must be affixed to an envelope for it to get the first day of issue postmark.

After applying the first day of issue postmark, the Postal Service returns the envelopes through the mail. There is no charge for the postmark.

The Philatelic Fulfillment Service Center also offers first day covers for new stamp issues and postal stationery items postmarked with the official first day of issue cancellation. Each item 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 419424
KANSAS CITY MO 64141-6424

or by calling 1-800-STAMP24.

First day covers remain on sale for at least 90 days after each stamp or stationery item is issued.



Copyright USPS 1995

Issue:

Butte (Items 7933A and 7934A)

Denomination:

Nondenominated (Price: 5 cents)

Format:

Coils of 3,000 and 10,000

Issue Date:

March 10, 1995

Issue City & State:

State College, PA

Designer:

Tom Engeman, Crockett, CA

Engraver:

Armotek Industries

Art Director:

Phil Jordan, Arlington, VA

Typographer:

Phil Jordan

Project Manager:

Elizabeth Altobell, Stamp Services, USPS

Modeler:

Richard Sennett

Manufacturing Process:

Gravure

Printer:

Stamp Venturers

Colors:

Yellow, red, and blue

Size:

0.72 x 0.81 in/18.3 x 20.6 mm (image area)
0.87 x 0.96 in/22.1 x 24.4 mm (overall)

Plate Numbers:

"S" followed by 3 single digits



Copyright USPS 1995

Issue:
Automobile (Items 7935A, 7936A, and 7937A)

Denomination:
Nondenominated (Price: 10 cents)

Format:
Coils of 500, 3,000, and 10,000

Issue Date:
March 10, 1995

Issue City & State:
State College, PA

Designer:
Robert Brangwynne, Boston, MA

Engraver:
Armotek Industries

Art Director:
Richard Sheaff, Norwood, MA

Typographer:
Richard Sheaff

Project Manager:
Joseph Brockert, Stamp Services, USPS

Modeler:
Richard Sennett

Manufacturing Process:
Gravure

Printer:
Stamp Venturers

Colors:
Black, light brown, and dark brown

Size:
0.72 x 0.81 in/18.3 x 20.6 mm (image area)
0.87 x 0.96 in/22.1 x 24.4 mm (overall)

Plate Numbers:
"S" followed by 3 single digits



Copyright USPS 1995

Issue:
Sheep (Items 2151, 2152, 2627, and 2628)

Denomination:
Nondenominated (Value: 5 cents/Price: 11 cents)

Format:
Stamped envelope (plain or window)

Issue Date:
March 10, 1995

Issue City & State:
State College, PA

Designer:
Douglas Smith, Brookline, MA

Art Director:
Richard Sheaff, Norwood, MA

Typographer:
Richard Sheaff

Project Manager:
Joseph Brockert, Stamp Services, USPS

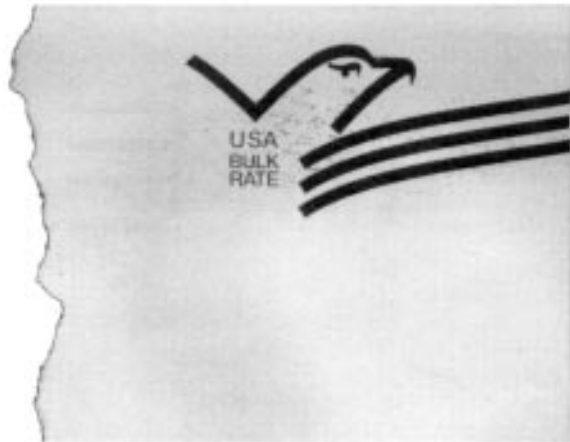
Manufacturing Process:
Flexography

Printer:
Westvaco

Colors:
Brown (PMS 492) and green (PMS 562)

Size:
2.61 x 1.04 in/66.3 x 26.4 mm (image area)
#6¾: 6.53 x 3.60 in/165.9 x 91.4 mm (overall)
#10: 9.48 x 4.11 in/240.8 x 104.4 mm (overall)

Markings:
© USPS 1995, recycled symbol



Copyright USPS 1995

Issue:

Graphic Eagle (Item 2153)

Denomination:

Nondenominated (Value: 10 cents/Price: 16 cents)

Format:

Stamped envelope (plain)

Issue Date:

March 10, 1995

Issue City & State:

State College, PA

Designer:

Uldis Purins, Newton, MA

ART DIRECTOR:

Richard Sheaff, Norwood, MA

Typographer:

Richard Sheaff

Project Manager:

Joseph Brockert, Stamp Services, USPS

Manufacturing Process:

Flexography

Printer:

Westvaco

Colors:

Blue and red

Size:

2.31 x 1.18 in/58.7 x 29.9 mm (image area)

#10: 9.48 x 4.11 in/240.8 x 104.4 mm (overall)

Markings:

© USPS 1995, recycled symbol

STAMP ANNOUNCEMENT 95-7

Flag Over Field, Juke Box, and Auto Tail Fin Stamps

The Postal Service issues the 32-cent Flag Over Field, the 25-cent presort rate Juke Box, and the 15-cent presort rate Auto Tail Fin stamps on March 17 in New York, NY. The dedication ceremony will be held with the Postage Stamp Mega Show.

The stamps will be available on March 18 in philatelic centers nationwide. Customers may also order by mail from:

PHILATELIC FULFILLMENT SERVICE CENTER
 US POSTAL SERVICE
 PO BOX 419636
 KANSAS CITY MO 64141-6636

or by calling 1-800-STAMP24. VISA, Discover, and MasterCard orders are accepted.



Copyright USPS 1995

How to Order the First Day of Issue Postmark

Customers have 90 days to obtain the first day of issue postmark by mail. They may purchase the new stamps from philatelic centers nationwide or by following the ordering instructions above. Customers should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place the items in a larger envelope addressed to:

CUSTOMER SUPPLIED ENVELOPE
 FLAG OVER FIELD STAMP and/or JUKE BOX STAMP
 and/or AUTO TAIL FIN STAMP
 POSTMASTER
 NEW YORK NY 10199-9991

All orders must be postmarked by June 15, 1995. Remember that the postage affixed to any envelope must equal at least 32 cents. Also, at least one of the new stamps must be affixed to an envelope for it to get the first day of issue postmark.

After applying the first day of issue postmark, the Postal Service returns the envelopes through the mail. There is no charge for the postmark.

The Philatelic Fulfillment Service Center also offers first day covers for new stamp issues and postal stationery items postmarked with the official first day of issue cancellation. Each item 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 419424
 KANSAS CITY MO 64141-6424

or by calling 1-800-STAMP24.

First day covers remain on sale for at least 90 days after the stamp's issuance.

—Marketing, 3-2-95

Issue:

Flag Over Field (Item 5518)

Denomination:

32 cents

Format:

ATM self-adhesive sheetlet of 18 stamps

Issue Date:

March 17, 1995

Issue City & State:

New York, NY

Designer:

Sabra Field, South Royalton, VT

Art Director:

Richard Sheaff, Norwood, MA

Typographer

Richard Sheaff

Project Manager:

Joseph Brockert, Stamp Services, USPS

Manufacturing Process:

Gravure

Printer:

Avery

Colors:

Blue, bright green, red, and black

Size:

0.710 x 0.822 in/18.03 x 20.88 mm (image area)

0.870 x 0.982 in/22.10 x 24.94 mm (overall)

6.125 x 2.610 in/155.6 x 66.3 mm (full pane)

Plate Numbers:

"V" followed by 4 single digits

Marginal Markings:

© USPS 1995



Copyright USPS 1995

Issue:

Auto Tail Fin
 1. Item 7941A
 2. Item 7942A

Denomination:

Nondenominated (Value: 15 cents)

Format:

1. Coil of 3,000
 2. Coil of 10,000

Issue Date:

March 17, 1995

Issue City & State:

New York, NY

Designer:

Bill Nelson, Richmond, VA

Art Director:

Carl Herrman, Ponte Vedra, FL

Typographer

John Boyd, Anagraphics, New York, NY

Project Manager:

Terry McCaffrey, Stamp Services, USPS

Manufacturing Process:

Gravure

Printer:

1. Bureau of Engraving and Printing
 2. Stamp Venturers

Colors:

Yellow, magenta, cyan, black, and dark aqua

Size:

0.71 x 0.82 in/18.02 x 20.81 mm (image area)
 0.84 x 0.99 in/21.31 x 25.12 mm (overall)

Plate Numbers:

1. 5 single digits
 2. "S" followed by 5 single digits



Copyright USPS 1995

Issue:

Juke Box
 1. Items 7938 and 7939A
 2. Item 7940A

Denomination:

Nondenominated (Value: 25 cents)

Format:

1. Coils of 500 and 3,000
 2. Coil of 10,000

Issue Date:

March 17, 1995

Issue City & State:

New York, NY

Designer:

Bill Nelson, Richmond, VA

Art Director:

Carl Herrman, Ponte Vedra, FL

Typographer

John Boyd, Anagraphics, New York, NY

Project Manager:

Terry McCaffrey, Stamp Services, USPS

Manufacturing Process:

Gravure

Printer:

1. Bureau of Engraving and Printing
 2. Stamp Venturers

Colors:

Yellow, magenta, cyan, black, dark aqua, and lavender
 (version No.1 only)

Size:

0.71 x 0.82 in/18.02 x 20.81 mm (image area)
 0.84 x 0.99 in/21.31 x 25.12 mm (overall)

Plate Numbers:

1. 6 single digits
 2. "S" followed by 5 single digits

POST OFFICE

Post Office Changes Number 5

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old New	117635 117635	33063 33078	FL ... FL ...	Pompano Beach Pompano Beach	Broward Broward	Margate Margate	Classified Branch Classified Branch	7-1-95 7-1-95	Establish a new ZIP Code for a delivery area. Use Pompano Beach FL 33078 as last line of address for deliveries previously in ZIP Code 33063. This amends PB 21886.
Old New	125489 125489	31210 31220	GA .. GA ..	Macon Macon	Bibb Bibb	Main Office North Macon	Post Office Classified Station	7-1-96 7-1-96	Establish a new ZIP Code for a delivery area. Use Macon GA 31220 as last line of address for a portion of the deliveries previously in ZIP Code 31210. This amends PB 21887.
Old New	125489 125489	31210 31221	GA .. GA ..	Macon Macon	Bibb Bibb	Main Office North Macon	Post Office Classified Station	7-1-96 7-1-96	Establish a new ZIP Code for post office boxes. Establish a new classified station. Use Macon GA 31221 as last line of address. This amends PB 21887.
Old New	161542 161542	60642 60805	IL IL	Chicago Chicago	Cook Cook	Evergreen Park .. Evergreen Park ..	Classified Station Classified Station	7-1-95 7-1-95	ZIP Code discontinued. Establish a new ZIP Code for delivery area. Use Evergreen Park IL 60805 as last line of address for a portion of the deliveries previously in ZIP Code 60642.
Old New	177799 179394	47877 47885	IN IN	Sandford W. Terre Haute ..	Vigo Vigo	Main Office Sandford	Post Office Place Name	1-14-95 1-14-95	Post office and ZIP Code discontinued. Sandford IN becomes an acceptable place name for use with ZIP Code 47885.
Old New	176842 179526	47973 47993	IN IN	Pence Williamsport	Warren Warren	Main Office Pence	Post Office Place Name	1-14-95 1-14-95	Post office and ZIP Code discontinued. Pence IN becomes an acceptable place name for use with ZIP Code 47993.
Old New	190440 190440	66712 66712	KS ... KS ...	Arma Arma	Crawford Crawford	Main Office Main Office	Post Office Post Office	4-1-95 4-1-95	This announcement expands the use of ZIP Code 66712 to include a portion of the deliveries previously in ZIP Code 66743. This amends PB 21887.

Post Office Changes Number 5—Continued

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old New	198382 192530	67874 67839	KS ... KS ...	Shields Dighton	Lane Lane	Main Office Shields	Post Office Place Name	11-12-94 11-12-94	Post office and ZIP Code discontinued. Shields KS becomes an acceptable place name for use with ZIP Code 67839.
Old New	193223 193223	66735 66735	KS ... KS ...	Franklin Franklin	Crawford Crawford	Main Office Main Office	Post Office Post Office	4-1-95 4-1-95	This announcement expands the use of ZIP Code 66735 to include a portion of the deliveries previously in ZIP Code 66743. This amends PB 21887.
Old New	204676 204052	41346 41339	KY ... KY ...	Little Jackson	Breathitt Breathitt	Main Office Little	Post Office Place Name	2-11-95 2-11-95	Post office and ZIP Code discontinued. Establish a place name. Little KY becomes an acceptable place name for use with ZIP Code 41339.
Old New	202088 205344	42613 42633	KY ... KY ...	Delta Monticello	Wayne Wayne	Main Office Delta	Post Office Place Name	2-11-95 2-11-95	Post office and ZIP Code discontinued. Establish a place name. Delta KY becomes an acceptable place name for use with ZIP Code 42633.
Old New	201324 206816	41409 41465	KY ... KY ...	Carver Salyersville	Magoffin Magoffin	Main Office Carver	Post Office Place Name	2-11-95 2-11-95	Post office and ZIP Code discontinued. Establish a place name. Carver KY becomes an acceptable place name for use with ZIP Code 41465.
Old New	202584 208176	41627 41666	KY ... KY ...	Estill Wayland	Floyd Floyd	Main Office Estill	Post Office Place Name	2-11-95 2-11-95	Post office and ZIP Code discontinued. Establish a place name. Estill KY becomes an acceptable place name for use with ZIP Code 41666.
Old New	257320 253210	48870 48870	MI ... MI ...	Palo Fenwick	Ionia Montcalm	Main Office Palo	Post Office Community Post Office.	2-4-95 2-4-95	Post office discontinued. Establish a community post office. Use Palo MI 48870 as last line of address.

Post Office Changes Number 5—Continued

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	368640	28412	NC ..	Wilmington	New Hanover	Monkey Junction	Classified Station	2-1-95	Establish a new ZIP Code for post office boxes. Use Wilmington NC 28408 as last line of address. This amends PB 21886.
New	368640	28408	NC ..	Wilmington	New Hanover	Monkey Junction	Classified Station	2-1-95	
Old	370400	58005	ND ..	Argusville	Cass	Main Office	Post Office	1-14-95	Post office discontinued. Retain ZIP Code. Establish a place name. Use Argusville ND 58005 as last line of address. This amends PB 21886.
New	374256	58005	ND ..	Harwood	Cass	Argusville	Place Name	1-14-95	

—Operations Support, 3-2-95

NOTICE TO ALL EMPLOYEES

THRIFT SAVINGS PLAN FACT SHEET

C, F, and G Fund Monthly Returns

Released February 13, 1995

MONTHS	C	F	G
1989 JAN.–DEC. %	31.03	13.89*	8.81
1990	-3.15	8.00*	8.90
1991	30.77	15.75	8.15
1992	7.70	7.20	7.23
1993	10.13	9.52	6.14
1994	1.33	-2.96	7.22
1994			
FEBRUARY	-2.70	-1.72	.43
MARCH	-4.39	-2.45	.52
APRIL	1.28	-.81	.56
MAY	1.66	-.02	.60
JUNE	-2.47	-.24	.59
JULY	3.27	1.97	.62
AUGUST	4.11	.13	.60
SEPTEMBER	-2.44	-1.47	.59
OCTOBER	2.24	-.10	.65
NOVEMBER	-3.62	-.23	.64
DECEMBER	1.49	.69	.68
1995			
JANUARY	2.58	1.98	.67
LAST 12 MONTHS	.52	-2.34	7.40

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

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

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

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

The C and F Fund returns vary from Wells Fargo returns because of C and F Fund expenses and changing balances in the C and F Funds.

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

Federal Retirement Thrift Investment Board



**Please Post on Bulletin Boards
Destroy All Previous Notices**

ADMINISTRATIVE SERVICES

Ordering Hand Presses for Sealing Postage Meters and Mailbags

This article updates information in Publication 247, *Material Management Equipment and Supply Catalog*, 223.24, on hand presses for sealing postage meters and mailbags. A contract has been awarded, and information for ordering hand presses is listed below.

Vendor:

E J BROOKS CO
164 N 13TH ST
NEWARK NJ 07107-1299

Pricing:

Part No.	Description	Unit Price
O814A	Hand press with lever used on square lead seal with cord. PS Item O815.	\$43.95
O814B	Hand press, plier type, used on tin band seals. PS Item O816A and B.	32.25
O814C	Hand press, plier type, used to seal postage meters.	31.50

New Ordering Procedures

- a. Complete Form 7381, *Requisition for Supplies, Services, or Equipment*, to reflect current data in all fields. The requisition must specify the impression for

the bottom die insert *only* (four characters maximum). The top die insert will always be USPS.

- b. Clip to each Form 7381 a preaddressed Label 101-V (not Label 41, envelopes, or padded bags) containing the name of the ordering official and complete delivery address.
- c. Prepare a check or money order payable to the vendor and attach the check or money order to Form 7381.
- d. Submit the completed Form 7381 with a preaddressed mailing label and check or money order to the following address:

US POSTAL SERVICE
PURCHASING SERVICE CENTER
ATTN RING DIE PROCESSOR
2051 KILLEBREW DR STE 610
MINNEAPOLIS MN 55425-1880

The Minneapolis Purchasing and Materials Service Center (PMSC) will review requisitions for completeness and forward Forms 7381 to the vendor. Delivery of hand presses from the vendor will be made about 45 days after the date the order is received by the PMSC. If you have questions on these ordering procedures, please call the Minneapolis PMSC at 1-800-880-4636.

—*Purchasing and Materials, 3-2-95*

Ordering Procedures for Rubber Stamps and Steel Hand Canceling Stamps

Effective March 1, 1995, this ordering procedure applies *only* to Postal Service Item Numbers (PSINs) 500, 502, 550, 550M, 552, 570, 577B, 579, 579A, 579B, 602, 602A, 603, 603B, 603C, 716, 718H, and 762. See Publication 247, *Material Management Equipment and Supply Catalog*, for item descriptions. Any item number shown as an R series (PSIN R53, returned to sender [hand index]) can only be obtained from the material distribution center (MDC).

To order these rubber stamps and steel hand canceling stamps, all ordering offices must follow these procedures:

- a. Complete Form 1567, *Requisition for Rubber and Steel Stamps Only*. A separate Form 1567 is required for each vendor from whom items are being ordered. The vendor listing included gives vendor details.
- b. Staple a preaddressed Label 101-V, *First Class Penalty Label, Permit G-10*, with the ordering office's address, to the back of Form 1567.

- c. Payments can be made by USPS credit card or check or money order made payable to the vendor. Credit card orders must include the credit card number and expiration date directly below the "Telephone No." blank on Form 1567. Make checks or money orders payable to the vendor and staple to the front of Form 1567. Send each vendor a separate check or money order. Forms 1567 received without one of these payment methods will be returned to the requisitioner.

- d. Send completed Forms 1567 to:

US POSTAL SERVICE
PURCHASING AND MATERIALS SERVICE
CENTER
ATTN STAMPS PROCESSOR
2051 KILLEBREW DR STE 610
MINNEAPOLIS MN 55425-1880

Delivery will be approximately 30 days after the receipt of orders.

Call the Rubber Stamp/Ring Die hot line at 1-800-880-4636 if you have any questions.

Ordering Procedures for Rubber Stamps and Steel Hand Canceling Stamps—Continued

Vendor:

WINTERS STAMP MANUFACTURING CO

Item No.	Description	Unit Price
500	Rubber stamp, large hand index, permits four lines of lettering outside hand.	\$ 2.50
502	Rubber stamp, completely assembled with handle (specify with or without border). Cost for each additional line over five.	4.50 .80

Vendor:

LLOYD MANUFACTURING CO

Item No.	Description	Unit Price
550	Printing face only with killer bars (order handle PSIN O550H from the MDC).	\$ 2.89
550M	Printing face only without killer bars (order handle PSIN O550H from the MDC).	2.58
552	Rubber stamp, completely assembled with handle (does not include type).	4.99
570	Printing face only without type (order handle PSIN O570R from the MDC).	2.53
762	Rubber stamp, completely assembled with handle.	8.85

Vendor:

THE BAUMGARTEN CO

Item No.	Description	Unit Price
577B	Rubber stamp, completely assembled with handle (includes box of type and tweezers).	\$ 9.34
579	Facsimile signature, completely assembled with handle.	4.58
579A	Title line below facsimile signature for Item 579.	.90
579B	Boxwood cut or die for making facsimile of signature stamp Item 579.	1.75
602	Rubber stamp, completely assembled with handle.	10.35
602A	Rubber face only for Item 602.	3.00
603	Rubber stamp, completely assembled with handle.	11.80
603B	Rubber face only for Item 603.	3.00
603C	Date bands only for Item 603.	2.80

Vendor:

HANLEY POSTAL SUPPLY CO

Item No.	Description	Unit Price
716	Steel stamp, completely assembled with handle.	\$50.00
718H	Steel stamp, completely assembled with handle.	87.00

—Purchasing and Materials, 3-2-95

MISCELLANEOUS

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Procedures for Ordering Maps, Charts, and Periodicals from the Defense Mapping Agency	21883 (12-22-94)
Requisition Schedule: Postage Stamps, Postal Cards, and Envelopes	21883 (12-22-94)
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Supply Item Price Listing	21874 (08-18-94)
Supply Item Price Listing	21875 (09-01-94)
Supply Item Price Listing	21876 (09-15-94)
Supply Item Price Listing	21879 (10-27-94)
Supply Items Available From the General Services Administration (<i>Correction</i>)	21871 (07-07-94)
TMAC's New Electronic Bulletin Board	21874 (08-18-94)
Use and Disposal of Peak Season Mailbags	21876 (09-15-94)

RATES

Nonprofit and Classroom Rate Second-Class Publications (<i>DMM Correction</i>)	21880 (11-10-94)
Policy on Shipments Deposited After R94-1 Rate Implementation	21880 (11-10-94)
Quoting Postage Rates	21868 (05-26-94)

RETAIL PRODUCTS

Postal Rate Implementation Articles	21883 (12-22-94)
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RURAL CARRIERS/DELIVERY

Flexible Spending Accounts Open Season and Pretax FEHB Premiums for Rural Carriers	21869 (06-09-94)
Inspection of Rural Routes (<i>All Offices With Rural Delivery</i>)	21872 (07-21-94)
Rural Carrier Guarantee Period (<i>All Post Offices With Rural Delivery Service</i>)	21878 (10-13-94)
Rural Carrier Time Certificate	21861 (02-17-94)
Rural Carriers Christmas Pay Procedures	21881 (11-24-94)
Rural Carriers Christmas Pay Procedures (<i>Correction</i>)	21882 (12-08-94)
Special Count of Mail on Rural Routes (<i>All Offices With Rural Delivery</i>)	21872 (07-21-94)

SACK AND TRAY LABELS

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Nonprofit and Classroom Rate Second-Class Publications (<i>DMM Correction</i>)	21880 (11-10-94)
Postage Payment Standards for Second Class Mail (<i>DMM Notice</i>)	21868 (05-26-94)

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Collection Box Security/Arrow Locks	21876 (09-15-94)
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Personnel Security Clearance (<i>ASM Revision</i>)	21883 (12-22-94)
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SPECIAL SERVICES

Processing Indemnity Claims (<i>POM/DMMT Revisions</i>)	21866 (04-28-94)
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Postal Rate Implementation Articles	21883 (12-22-94)
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Name and Telephone Number Changes
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Proper Labeling of Third- and Fourth-
Class Mail for APO ZIP Code
340 21880 (11-10-94)

Reporting 3/5 Presort/Carrier
Route/Walk Sequence Bulk Third-
Class Mail (*DMM Correction*) 21868 (05-26-94)

Special Bulk Third-Class Eligibility
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TREASURY DEPARTMENT CHECKS

Treasury Department Checks 21863 (03-17-94)

Treasury Department Checks 21866 (04-28-94)

Treasury Department Checks 21870 (06-23-94)

Treasury Department Checks 21874 (08-18-94)

Treasury Department Checks 21877 (09-29-94)

Treasury Department Checks 21883 (12-22-94)

UNDELIVERABLE MAIL

Mail Recovery Centers and Dead Mail
Procedures
(*DMMT/POM Revisions*) 21869 (06-09-94)

New York Dead Letter/Parcel Office to
Close (*DMMT Revision/Correction*) . 21865 (04-14-94)

Undeliverable First-Class, Third-Class,
Priority, and Express Mail
(*DMM Correction*) 21868 (05-26-94)

Undeliverable First-Class, Third-Class,
Priority, and Express Mail
(*DMM Correction*) 21869 (06-09-94)

Undeliverable Mail Due to Postal Service
Address Adjustments (*DMM and
DMMT Revision*) 21882 (12-08-94)

UNIFORM PROGRAM

Uniform Allowance Program 21865 (04-14-94)

Uniform Allowance Program (*Correction*) 21868 (05-26-94)

Uniform Allowance Statement 21882 (12-08-94)

Uniform Windbreaker (*Correction*) 21883 (12-22-94)

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Allowance Program*) 21880 (11-10-94)

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Alcohol Testing Rules 21883 (12-22-94)

Olympic Logo—Removal Reminder . . 21883 (12-22-94)

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PO-701, M-41 Revisions*) 21862 (03-03-94)

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Stamp Vending Packets 21881 (11-24-94)

Vending Machine Report (*All
Postmasters/Installation Heads*) . 21858 (01-06-94)

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Cancelled Wanted Circulars 21880 (11-10-94)

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Postal Rate Implementation Articles . 21883 (12-22-94)

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Withholding of Mail Orders 21858 (01-06-94)

Withholding of Mail Orders 21859 (01-20-94)

Withholding of Mail Orders 21862 (03-03-94)

Withholding of Mail Orders 21863 (03-17-94)

Withholding of Mail Orders 21864 (03-31-94)

Withholding of Mail Orders 21865 (04-14-94)

Withholding of Mail Orders 21867 (05-12-94)

Withholding of Mail Orders 21868 (05-26-94)

Withholding of Mail Orders 21869 (06-09-94)

Withholding of Mail Orders 21870 (06-23-94)

Withholding of Mail Orders 21872 (07-21-94)

Withholding of Mail Orders 21873 (08-04-94)

Withholding of Mail Orders 21874 (08-18-94)

Withholding of Mail Orders 21875 (09-01-94)

Withholding of Mail Orders 21876 (09-15-94)

Withholding of Mail Orders 21878 (10-13-94)

Withholding of Mail Orders 21879 (10-27-94)

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Withholding of Mail Orders 21881 (11-24-94)

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Withholding of Mail Orders 21877 (09-29-94)

ZIP CODES

1994 National Five-Digit ZIP Code and
Post Office Directory 21861 (02-17-94)

Immigration Visa Lottery—ZIP Code . 21868 (05-26-94)

Publication 66/66A—ZIP + 4 State
Directory 21861 (02-17-94)

ZONES

1993 Official National Zone Charts
(*Reminder*) 21861 (02-17-94)

Official National U.S. Postal Service
Zone Charts 21872 (07-21-94)

FINANCE

HANDBOOK F-1 REVISION

Changes to Hbk F-1, *Post Office Accounting Procedures*, Chapter 4, *Accountable Paper*

This article replaces the article of the same title in *Postal Bulletin* 21867 (5-12-94). It gives more specific processing procedures and clarifies issues that have arisen since publication of the first article.

For discrepancies, use AIC 633, Claim for Cash Loss, as described below.

Use AIC 519 and AIC 520 only if it is reasonable to assume that the Postal Service will not be liable to perform a service or make restitution for the stock (e.g., natural causes, fire, flood, etc.). These revised instructions are effective immediately.

410 General

* * * * *

413 Categories of Stamps and Stamped Paper

- a. Postage stamps.
- b. Plain stamped envelopes and postal cards (including regular, special, commemorative, and penalty mail issues).
- c. Aerogramme.
- d. International reply coupons.
- e. *(delete)*

* * * * *

420 Requisitions From Stamp Distribution Offices

421 Source of Supply

Each post office has a designated Stamp Distribution Office (SDO) or Stamp Distribution Network (SDN) as its source of supply for stamp products, quantities of stamps, and stamped paper. Districts advise each post office of the location of its designated SDO or SDN. Each SDO is assigned to one of six accountable paper depositories (APDs). The APD serves other SDOs as the supply source for limited use items and emergency accountable paper.

422 Stock Limits

422.1 Regular Stock. Standard Field Accounting Procedures (SFAP) sites that were formerly Main Stock may maintain a 9-week level.

422.2 Exclusions to Main Stock. The following should not be considered when ordering items for the Main Stock:

- a. Stamp credits.
- b. Commemorative stamps. *(delete restrictions)*
- c. Migratory-bird hunting and conservation stamps. Determine the number to be ordered each year from an analysis of actual sales in preceding years.

d. Stamp products. Stamp products identified by the four-digit item number 8000 through 9999 may be stocked at levels not to exceed a four-accounting-period supply.

e. Christmas stock. The *Postal Bulletin* annually specifies when and how to order Christmas stock.

* * * * *

425 Automatic Stock Distribution

425.1 General

425.11 All stations, branches, and post offices must have commemorative and special issue stamps available for sale.

* * * * *

425.3 Requests for Changes in Automatic Distribution

425.31 General. If the quantities the SDO or SDN automatically distributes are consistently more or less than the amounts the post office needs, postmasters may request a change in the quantities.

425.32 Post Offices. To change the automatic distribution quantity, take the following steps:

- a. Request changes by memorandum, and include the finance number, present quantity, quantity requested, SDO or SDN name, and signature of the postmaster.
- b. Send the memorandum to the following address:
POSTAL ACCOUNTS SECTION
FINANCE BRANCH
1 FEDERAL DR
FT SNELLING MN 55111-9613
- c. Send a copy of the request to the SDO or SDN. Keep such requests to a minimum.

425.33 Post Offices Under SFAP. To change the automatic distribution quantity for post offices under SFAP, stations, branches, or contract units, send requests with the information described in 425.32b to the SDO or SDN.

* * * * *

426 Examination of Stock Received

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426.2 Opening

* * * * *

426.22 Stamps in Panes. Before removing the sealed film wrapper on individual packages of sheet stamps, verify that each unit contains 100 panes of the denomination and type of stock ordered. Follow instructions on the package.

Changes to Hbk F-1, *Post Office Accounting Procedures*, Chapter 4, **Accountable Paper—Continued**

426.23 Stamps in Booklets. Before breaking the package seal, verify that each package contains the number of units of booklets described on the unit package.

* * * * *

426.3 Shortages in Stock From Sealed Packages

426.31 General

426.311 Nature of Shortages. Shortages referred to herein occur within original packages or cartons of postage, Migratory Bird stamps, international reply coupons, postal cards, aerogrammes, stamped envelopes, or stamp products shipped from the following sources:

- a. Bureau of Engraving and Printing (BEP).
- b. Government Printing Office (GPO).
- c. Private sector stamp production contractors.
- d. Stamp product contractors.
- e. Stamped envelope contractor.
- f. Transfers between SDOs, APDs, and SDNs.

426.312 Amount of Shortage. If a shortage exceeds one of the following levels regardless of where the shortage is found, telephone Stamp Acquisition, Quality Assurance (202-268-6542), immediately with a description of the shortage:

- a. Booklets/a full unit of 25 or more.
- b. Panes/a single deck or pad of 100 or more.
- c. Postal cards/1 or more full packages of 250.
- d. Stamp envelopes/1 or more cartons of 500.
- e. Aerogrammes/1 or more cartons of 500.
- f. Stamp packets (vending)/1 or more packages of 25.
- g. Philatelic products (packets, folders, books, or albums)/15 or more.
- h. International reply coupons/100 or more.
 - Coil of 100 stamps—6 or more coils.
 - 500 stamps—1 or more coils.
 - 3,000 stamps—1 or more coils.
 - 5,000 stamps—1 or more coils.
 - 10,000 stamps—1 or more coils.

426.32 Reporting Shortages and Damaged Stock

426.321 Reporting Shortages for SDO, APD (Stock From Manufacturer) and Post Offices (Statement of Account Offices) (Stock From Manufacturer, SDO, or SDN)

- a. Report shortages immediately on Form 8144, *Stamp Discrepancy Report*, January 1994 Edi-

tion. Use the attached copy of Form 8144 and duplicate it as necessary. Forward a copy of the completed Form 8144 to the following office immediately:

ATTENTION QUALITY ASSURANCE
MANAGER STAMP ACQUISITION
US POSTAL SERVICE
475 LENFANT PLAZA SW
WASHINGTON DC 20260-2436

Note: Enter the full Advice of Shipment value of the stock received to AIC 005, Postage Stock Received, or AIC 010, Bird Stock Received.

- b. At the end of each accounting period, consolidate original Forms 8144 and use them as supporting documentation for filing Form 2130, *Claim for Loss-Initial Letter*.

426.322 Reporting Damaged Stock of SDO, APD (Stock From Manufacturer) and Post Offices (Statement of Account Offices) (Stock From Manufacturer, SDO, or SDN). Handle stock that is damaged in transit according to Section 450 of Hbk F-1, *Post Office Accounting Procedures*.

426.323 Reporting Shortages for SDO, APD, or SDN (Stock Directly From Manufacturer)

- a. Enter the total value of Form 8144 in Postage Stock—Claim for Postage Loss or Claim for Migratory Bird Stamp Loss to Form 3958, *Main Stock (or Unit Reserve Stock) Transaction Record*. *Note:* Replacement stock will not be sent from the manufacturer.
- b. SDO or APD: Send the original Form(s) 8144 to the District Accounting Office to support the Form 3958 entries.
- c. SDN: Prepares Statement of Account and submits Form 2130 with the Minneapolis Accounting Service Center (MNASC).

426.33 Procedures for the District Accounting Office for Filing Claim for Loss for SDO or APD

426.331 Prepare Form 2130, *Claim for Loss-Initial Letter*, from Form 8144 as outlined in Section 885 of Hbk F-1, *Post Office Accounting Procedures*, using Form 8144 as backup. Make the following 1412/1558 adjustments (Option 8 on the Standard Field Accounting System Daily Processing Menu) from Form(s) 3958:

- AIC 090 - Postage Stock Sales (increase)
- AIC 633 - Claim for Cash Loss (increase)
- AIC 490 - Postage Stock Sold (increase)
- AIC 805 - Ending Inventory Postage (decrease)

Changes to Hbk F-1, *Post Office Accounting Procedures*, Chapter 4, Accountable Paper—Continued

Note: Do not enter transactions on the Form 3958 screen in SFAS. All adjustments must be entered to unit 999 on the 1412/1558 adjustment screen.

426.332 Forward copies of Form 2130 to the MNASC upon making the cashbook entries. Maintain the original Forms 8144 to support the AIC 633. *Note:* SDO and APD: Coordinate these adjustments with Accounting.

426.34 Shortage Adjustment Procedures (Stock From Manufacturer, APD, SDO, or SDN)

426.341 General. Follow instructions for reporting shortages described in 426.311.

426.342 Integrated Retail Terminal (IRT) Post Offices (Statement of Account Offices)

- a. Access the Form 3958, *Main Stock (or Unit Reserve Stock) Transaction Record*, part of the stamp stock program on the IRT and enter the full amount of the order (as listed on Form 17, *Stamp Requisition*, or *Advice of Shipment*) as stock received. Then access the stock shortage option and enter the amount of shortage.
- b. The IRT will increase the following:
 - Postage sales total on Form 3959 by the amount of the shortage.
 - AIC 090 - Postage Sales on Daily Financial Statement.
 - AIC 814 - Suspense on Daily Financial Statement.
- c. Request Form 2130 from the District Accounting Office. Complete Form 2130, and make the following entries to the Unit Form 1412:
 - AIC 367 - Employee Stamp Credit Shortage-Cleared (increase).
 - AIC 633 - Claim for Cash Loss (increase).
- d. Forward a copy of Form 2130 to MNASC upon posting entries to cashbook. Maintain the original of Forms 8144 locally to support the cashbook entries.

Note: Post offices: Coordinate these changes with the District Accounting Office.

426.343 Non-IRT Post Offices (Statement of Account Offices)

- a. Enter the full amount of the order (as listed on Form 17 or *Advice of Shipment*) as stock received in AIC 005, Postage Stock Received.

- b. Enter the invoice amount to AIC 841, Stamps Received and Stock Received on Form 3958 or Form 1552-D, *Accountbook*.
- c. Enter the difference between the invoice amount and stock actually received as a shortage to Form 3958 or 1552-D. The cashbook entries are:
 - AIC 090 - Postage Stock Sales (increase)
 - AIC 814 - Suspense (increase)
- d. Request Form 2130 from the District Accounting Office according to Section 885 instructions. Maintain a copy of Form 8144 locally to support the cashbook entries.
- e. Prepare Form 2130 and make the following cashbook entries:
 - AIC 814 - Suspense (decrease)
 - AIC 633 - Claim for Cash Loss (increase)
- f. Postmasters: Forward copies of Form 2130 to MNASC upon posting entries to cashbook.

Note: Post offices: Coordinate these changes with District Accounting.

426.344 SFAP Units (Non-Statement of Account Offices), Stations, Branches, and Contract Units—Not Including Units Serviced by the SDN

- a. Report shortages by Form 17A, *Accountable Items Requisition from Stamp Distribution Office*, to the SDO or APD.
- b. Enter the amount of the shortage on Form 17-A.
- c. Postmaster, station, or branch manager: Sign Form 17A and retain a copy to support the entry below.

426.345 Unit Reserve Offices—Unysis- Integrated Retail Terminal (IRT)

- a. Access the Form 3958 part of the stamp stock program and enter the full amount of the order (as listed on Form 17A or *Advice of Shipment*) as stock received.
- b. Then access the stock shortage option and enter the amount of the shortage.
- c. The IRT will remove the items in question from the reserve inventory and will enter the amount of the shortage as an increase on the Unit Form 1412:
 - AIC 090 - Postage Stock Sales (increase)
 - AIC 767 - Employee Stamp Credit - Shortage (increase)

Note: AIC 090 entry will reduce AIC 853, Stamp Accountability Closing Balance.

Changes to Hbk F-1, *Post Office Accounting Procedures*, Chapter 4, *Accountable Paper*—Continued

426.346 Unit Reserve Offices—MOS (IRT)

- a. Access the Form 3958 part of the stamp stock program and enter the full amount of the order (as listed on Form 17A or Advice of Shipment) as stock received.
- b. Then access the stock shortage option and enter the amount of the shortage.
- c. The IRT will remove the items in question from the reserve inventory.

The shortage must be entered to the following AICs on the Unit Form 1412:

AIC 090 - Postage Stock Sales (increase)

AIC 767 - Employee Stamp Credit - Shortage (increase)

Note: AIC 090 entry will reduce AIC 853, Stamp Accountability Closing Balance.

426.35 Filing Claim for Loss for Stations, Branches, Contract Units, and SFAP Offices—Not Including Post Offices Serviced by the SDN

- a. SDO or APD: Complete Forms 8144 for each SFAP office, station, branch, or contract unit from Form 17A. Use Forms 8144 as supporting documentation for filing Form 2130. Forward a copy of Form(s) 8144 to:

ATTENTION QUALITY ASSURANCE
MANAGER STAMP ACQUISITION
US POSTAL SERVICE
475 LENFANT PLAZA SW
WASHINGTON DC 20260-2436

- b. Send a copy of Form(s) 8144 to the District Accounting Office. The District Accounting Office will separate Form(s) 8144 by unit ID/finance number and prepare Form 2130. The SDO does not decrease its accountability for the value of the Forms 17A.
- c. District Accounting: Make the following adjustments to each unit:
 - AIC 367 - Employee Stamp Credit Shortage-Cleared (increase)
 - AIC 633 - Claim for Cash Loss (increase)
- d. Forward copies of Form 2130 to MNASC after Accountbook entries are made.

426.36 Shortage Adjustment Procedures for SFAP Units (Non-Statement of Account Offices), Stations, Branches, and Contract Units Serviced by the SDN.

426.361 General

- a. Report shortages on Form 8144, which is the supporting documentation for filing Form 2130.

- b. Do not send Form 8144 to the SDN.
- c. Retain the original of Form 8144 to support the entries below and forward a copy of Form 8144 to:

ATTENTION QUALITY ASSURANCE
MANAGER STAMP ACQUISITION
US POSTAL SERVICE
475 LENFANT PLAZA SW
WASHINGTON DC 20260-2436

426.362 Unit Reserve Offices—Unysis-Integrated Retail Terminal (IRT)

- a. Access the Form 3958 part of the stamp stock program and enter the full amount of the order (as listed on Form 17A) as stock received.
- b. Then access the stock shortage option and enter the amount of the shortage.
- c. The IRT will remove the items in question from the reserve inventory and will enter the amount of the shortage as an increase on the Unit Form 1412:

AIC 090 - Postage Stock Sales (increase)

AIC 767 - Employee Stamp Credit - Shortage (increase)

Note: AIC 090 entry will reduce AIC 853, Stamp Accountability Closing Balance.

426.363 Unit Reserve Offices—MOS (IRT)

- a. Access the Form 3958 part of the stamp stock program and enter the full amount of the order (as listed on Form 17A) as stock received.
- b. Then access the stock shortage option and enter the amount of the shortage.
- c. The IRT will remove the items in question from the reserve inventory.
- d. The shortage must be entered to the following AICs on the Unit Form 1412:

AIC 090 - Postage Stock Sales (increase)

AIC 767 - Employee Stamp Credit - Shortage (increase)

Note: AIC 090 entry will reduce AIC 853, Stamp Accountability Closing Balance.

426.37 Filing Claim for Loss for Stations, Branches, Contract Units, and SFAP Post Offices Serviced by the SDN

- a. Send the original of Form(s) 8144 to the District Accounting Office. The District Accounting Office will separate Form(s) 8144 by Unit ID/Finance Number and prepare Form 2130. Do not send Form(s) 8144 to the servicing SDN.

Changes to Hbk F-1, *Post Office Accounting Procedures*, Chapter 4, Accountable Paper—Continued

- b. Accounting: Make the following adjustments to each unit:
- AIC 367 - Employee Stamp Credit Shortage - Cleared (increase).
- AIC 633 - Claim for Cash Loss (increase).
- c. Forward copies of Form 2130 to MNASC after Accountbook entries are made.

ATTENTION QUALITY ASSURANCE
MANAGER STAMP ACQUISITION
US POSTAL SERVICE
475 LENFANT PLAZA SW
WASHINGTON DC 20260-2436

- c. Record stock received as the value on the Advice of Shipment or Form 17A.

426.4 Overages

426.41 General. Stock overages referred to herein are within original packages or cartons of postage, Migratory Bird stamps, international reply coupons, postal cards, aerogrammes, stamped envelopes, or stamp products shipped from the sources listed in Section 426.31.

426.42 Reporting Overages for SDOs, APDs, or SDNs (Stock From Manufacturer); Post Offices (Statement of Account Offices) (Stock From Manufacturer, SDO, or APD); and Post Office, Station, Branch, or Contract Station (Serviced by the SDN)

- a. Report overages immediately on Form 8144. Use the attached copy of Form 8144 and duplicate it as necessary. Forward a copy of Form 8144 to the following office:

ATTENTION QUALITY ASSURANCE
MANAGER STAMP ACQUISITION
US POSTAL SERVICE
475 LENFANT PLAZA SW
WASHINGTON DC 20260-2436

- b. Send the stock immediately with the original Form 8144 by registered mail to:

US POSTAL SERVICE
STAMP DISTRIBUTION NETWORK
22403 RANDOLPH DR
DULLES VA 20103-0001

- c. Record stock received as the value on the Advice of Shipment or Form 17A.

426.43 Reporting Overages for Stations, Branches, Contract Units, and SFAP offices (Stock From SDO, APD, or Manufacturer) Not Serviced by SDN

- a. Report overages on Form 17A. Immediately send overage of stock and Form 17A to the SDO or APD by registered mail. The SDO or APD will complete Form 8144 immediately and send the overage stock immediately with the original Form 8144 by registered mail to:

US POSTAL SERVICE
STAMP DISTRIBUTION NETWORK
22403 RANDOLPH DR
DULLES VA 20103-0001

- b. Send a copy of Form 8144 to:

426.44 Reconciliation Procedures

426.441 General. At the end of each accounting period, the Dulles SDN consolidates all overages received with Forms 8144 on an inventory sheet that lists item number, issue/format, quantity, source, and finance number from the Forms 8144. A copy of the inventory sheet is then supplied to Stamp Acquisition, Headquarters for reconciliation and verification based on each Form 8144 received.

426.442 Destruction. After reconciliation, Stamp Acquisition authorizes destruction of the overage product by signing and returning the inventory report. Stamp Acquisition witnesses this destruction and certifies to the disposal on the inventory record. The Dulles SDN then disposes of the overage material by shredding to less than ¼ inch. The Dulles SDN maintains the original signed inventory certification and provides Stamp Acquisition a copy for the file.

426.5 Defective Stock

426.51 General

426.511 Defective Stock and stamped paper are not salable and remain the property of the Postal Service. No employee or contractor may purchase, sell, or transfer defective stamps or stamped paper from an official supply.

426.512 Any postal employee or contractor discovering defective stamps or stamped paper must immediately return it to the Main Stock.

426.513 Defective stock includes obvious printing and production errors such as the following:

- a. Missing color.
- b. Upside-down printing.
- c. Bad color registration.
- d. No perforations.
- e. Perforated stamp design.
- f. Missing printing. (Replaces single color.)

426.52 Returning and Accounting for Defective Stock by SDO, APD, SFAP Post Office, Statement of Account Post Office, Station, Branch, or Contractor

426.521 Stock Received at the SDO, APD, SFAP Post Office, Statement of Account Post Office, Station, Branch, or Contract Unit. Any SFAP post office, station, branch, or contractor discovering defective stamps or

Changes to Hbk F-1, *Post Office Accounting Procedures*, Chapter 4, Accountable Paper—Continued

stamped paper must return it immediately to the SDO or APD by Form 17A and follow the procedures for shortages in 426.344. The post office (Statement of Account Office), SDO, or APD will complete form 8144 and follow the procedures below. Use the attached form of copy of Form 8144 and duplicate it as necessary.

- a. The SDO, APD, post office, station branch, or contract station receiving stock from the SDN will send one copy of Form 8144 with the defective stock by registered mail to:

ATTENTION QUALITY ASSURANCE
 MANAGER STAMP ACQUISITION
 US POSTAL SERVICE
 475 LENFANT PLAZA SW
 WASHINGTON DC 20260-2436

- b. Send one copy of Form 8144 to:

INTERNAL AFFAIRS DIVISION
 INSPECTION SERVICE
 US POSTAL SERVICE
 475 LENFANT PLAZA SW
 WASHINGTON DC 20260-2112

Complete Form 8144 and follow the procedures below.

426.522 Stock Received From the SDN

- a. Complete Form 8144 and follow the procedures below for shortages. Use the attached copy of Form 8144 and duplicate it as necessary. Send one copy of Form 8144 with the defective stock by registered mail to:

ATTENTION QUALITY ASSURANCE
 MANAGER STAMP ACQUISITION
 US POSTAL SERVICE
 475 LENFANT PLAZA SW
 WASHINGTON DC 20260-2436

- b. Send one copy of Form 8144 to:

INTERNAL AFFAIRS DIVISION
 INSPECTION SERVICE
 US POSTAL SERVICE
 475 LENFANT PLAZA SW
 WASHINGTON DC 20260-2112

425.54 Delete

426.6 Handling Shortages, Overages, and Defective Stock From the SDN

Since the SDN has a different, independent method of accounting from that of the post offices it serves, stations, branches, and contract units receiving stock from the SDN report shortages and defective stock by using Form 8144 and sending it directly to the Accounting Office. Post offices receiving stock from the SDN report shortage and defective stock on its Statement of Account using Form 8144.

* * * * *

430 Stamp Stock Control

431 Main Stock

* * * * *

431.3 Protection

* * * * *

431.33 Stamped Paper. Keep stamped envelopes, postal cards, and aerogrammes locked in receptacles or rooms accessible only to the Main Stock custodian.

* * * * *

440 Stamp Credit Maintenance

* * * * *

442 Requisitions

* * * * *

442.2 Quantity

* * * * *

442.213 (delete section)

* * * * *

450 Disposition of Nonsalable Stock

The following *Postal Bulletin* articles will replace the current procedures in Section 450:

- a. "New Committee Procedures" (*Postal Bulletin* 21797, 9-5-91)
- b. "Stock for Promotions and Presentations" (*Postal Bulletin* 21849, 9-2-93)
- c. "Verification Procedures" (*Postal Bulletin* 21846, 7-22-93)

Overview

Not Including Post Offices, Stations, Branches, and Contract Units Under the SDN (See 426.36 for SDN)

A. Handling Shortages for a SFAP Unit (Non-Statement of Account Office), Station, Branch, and Contract Unit, (426.344, 426.345, 426.346)

1. Enter the full Form 17A or Advice of Shipment value as stock received.
2. Record the shortage.
3. Complete Form 17-A for shortage.
4. Send Form 17-A to the SDO or APD.
5. SDO or APD: Prepare Form 8144 and send it to the District Accounting Office.

Changes to Hbk F-1, *Post Office Accounting Procedures*, Chapter 4, Accountable Paper—Continued

6. Accounting:
 - a. Prepare Form 2130.
 - b. Clear the suspense item and enter AIC 633 to the cashbook.
 - c. Send Form 2130 to MASC.

B. Handling Shortages for Post Offices (Non-SFAP Office) or Statement of Account Office (426.32)

1. Enter the full Form 17A or Advice of Shipment value as stock received.
2. Record shortage.
3. Complete Form 8144.
4. Request Form 2130 from the District Accounting Office.
5. Prepare Form 2130.
6. Make cashbook entries from Form 2130.
7. Forward Form 2130 to MASC.
8. Maintain Form 8144 locally.

C. Handling Overages for a Station, Branch, Contract Unit, or SFAP Office (426.4)

1. Enter the full Advice of Shipment value to Form 3958.
2. Prepare Form 17-A for overage.
3. Send stock overage and Form 17-A to the SDO or APD.
4. SDO or APD: Complete Form 8144 and forward a copy to Stamp Acquisition.
5. SDO: Send the original Form 8144 and stock to the Dulles SDN.
6. The SDN and Stamp Acquisition will account for and destroy the stock.

D. Procedures for Handling Overages for the SDO or APD (426.4)

1. Enter the full Advice of Shipment value to Form 3958.
2. Prepare Form 8144.
3. Forward a copy of Form 8144 to Stamp Acquisition.
4. Forward the original Form 8144 and overage of stock to the Dulles SDN.
5. The SDN and Stamp Acquisition will account for and destroy the stock.

E. Handling Defective Stock for a Station, Branch, Contract Unit, or SFAP Office (see 426.5)

1. Return the defective stock to SDO or APD by Form 17A and registered mail.

2. Follow the procedures for shortages

F. Handling Defective Stock for Post Offices (non-SFAP Office) or Statement of Account Office (see 426.5)

1. Complete Form 8144 for defective stock.
2. Mail original Form 8144 with the defective stock to Dulles SDN by registered mail.
3. Follow the procedures for shortages.

HANDBOOKS F-10 AND F-12 REVISIONS

Travel—Standard Mileage Rate Changes

Effective immediately, the standard mileage rates change. The new rates apply to all Postal Service employees.

The following rates replace Appendix B.I (A and B) in Handbook F-10, *Travel*.

I. Mileage Rates

A. Standard mileage rates

Vehicle	Cents per mile (including Alaska)
1. Privately owned automobile	30.0
2. Privately owned motorcycle	24.5
3. Privately owned airplane	88.5

B. Reimbursement for postal supervisors

Postal supervisors (as described in Chapter 5) will be reimbursed at the rate of \$6.00 per day or 30 cents per mile, whichever is greater, when a privately owned vehicle is used.

Odometer readings are not required on the respective claim forms; the integrity of the claim is the responsibility of the traveler. If the approving official questions the claim,

however, the claimant must provide evidence to support the claim of distance traveled.

The following rates replace Appendix B.I (A and B) in Handbook F-12, *Relocation Policy*.

I. Mileage Rates

A. Standard mileage rates

Vehicle	Cents per mile (including Alaska)
1. Privately owned automobile	30.0
2. Privately owned motorcycle	24.5
3. Privately owned airplane	88.5

B. Relocation-related advance roundtrip and/or en route to new duty station

The allowable rate is 30 cents per mile.

Odometer readings are not required on the respective claim forms; the integrity of the claim is the responsibility of the traveler. If the approving official questions the claim, however, the claimant must provide evidence to support the claim of distance traveled.

—Finance, 3-2-95

Revenue Unit, Fiscal Year 1994

The value of a revenue unit for fiscal year 1994 is \$276.78.

—Finance, 3-2-95

FRAUD ALERTS

Withholding of Mail Orders

This is enforced by postmasters at cities listed below:

State/City	Names Covered
CA, Los Angeles 90004-3000.	Any And All Names, 419 N. Larchmont, #126
CA, San Francisco 94132-2155.	Any And All Of Various Names Other Than Miguel Honrubia, Javier Suarez, Carlos Aldecoa, Juan Reheberger, and Ignacia Aldecoa, 223 Vidal Dr.
CA, Santa Ana 92704-7245.	Golden Empire, Inc., and Consolidated Bonding, 3337 S. Bristol, #204
CA, Santa Monica 90405-4656.	The Chronicle Of Science And Technology, 2633 Lincoln Blvd., Suite 151

—Judicial Officer, 3-2-95

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

To be posted and used by retail window employees. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in

the *Postal Bulletin*. The actual serial numbers consist of the first 10 digits on the money orders.

273 775 7700	to	399 156 7119	to	7199	418 962 2848	to	2899	444 390 1667	to	1699
	<u>273 775 7899</u>	399 203 5064	to	5099	419 543 0286	to	0299	444 457 3854	to	3899
302 000 0000	to	399 296 9909	to	9999	419 730 0300	to	0399	450 048 4173	to	4199
	<u>302 123 9999</u>	399 792 8300	to	8399	420 277 0015	to	0049	450 048 4442	to	4699
349 746 2056	to	399 396 8935	to	8999	420 599 0734	to	0798	450 560 5173	to	5199
	<u>2099</u>	400 427 1051	to	1999	420 661 4115	to	4199	450 620 3077	to	3099
350 518 7350	to	401 045 1505	to	1549	420 758 9500	to	9699	450 620 3135	to	3199
360 011 1690	to	401 045 1571	to	1599	420 969 3951	to	3971	450 780 2716	to	2799
360 173 8800	to	401 294 2700	to	2799	420 969 3973	to	3999	450 801 2700	to	2799
362 861 3064	to	401 310 9505	to	9599	421 116 3565	to	3599	451 109 2967	to	2984
373 006 2176	to	401 382 5312	to	5399	421 130 9300	to	9399	451 115 4110	to	4125
374 768 2600	to	402 578 7876	to	7899	421 313 4500	to	4999	451 115 4127	to	4199
375 169 4400	to	403 125 6744	to	6799	421 313 4500	to	5599	452 265 0074	to	0099
375 829 3400	to	403 260 7000	to	7499	421 656 2609	to	2699	452 265 0246	to	0299
375 851 9100	to	403 280 6470	to	6499	421 988 9700	to	9799	452 265 0335	to	0999
376 196 0911	to	403 685 8600	to	8699	422 172 4667	to	4699	452 509 1169	to	1199
378 085 3679	to	404 003 0300	to	0399	422 484 4212	to	4299	452 855 6471	to	6499
378 351 1063	to	404 041 8838	to	8899	422 556 1270	to	1299	452 890 4679	to	4799
379 843 5100	to	404 071 4268	to	4299	422 587 7024	to	7099	452 900 8215	to	8238
380 093 9600	to	404 347 5356	to	5399	422 819 7533	to	7599	453 117 9146	to	9199
380 165 1165	to	404 347 5548	to	5599	422 842 5073	to	5087	453 334 3631	to	3699
381 325 4500	to	404 726 4500	to	4599	422 907 7563	to	7599	453 603 7841	to	7891
381 604 2510	to	404 961 5001	to	5199	424 500 6050	to	6099	453 650 1140	to	1199
381 645 9525	to	405 325 0188	to	0198	424 641 8500	to	8599	454 013 2919	to	2999
383 314 3968	to	406 009 4587	to	4599	424 871 6600	to	6699	454 186 2411	to	2499
383 892 1000	to	406 260 6830	to	6899	425 298 2352	to	2399	454 268 4883	to	4899
383 892 1382	to	406 459 6641	to	6999	425 418 4269	to	4299	454 302 5400	to	5499
384 925 3641	to	406 733 3000	to	3999	425 418 4405	to	4499	454 490 8300	to	8399
385 568 2331	to	407 545 1557	to	1599	426 547 4566	to	4599	454 547 7434	to	7499
385 599 7554	to	407 594 0412	to	0599	427 412 6337	to	6499	454 922 4867	to	4895
385 774 2024	to	407 692 9100	to	9299	427 481 0900	to	0999	455 221 1348	to	1499
386 624 1412	to	407 959 2190	to	2199	428 027 2742	to	2752	455 364 2147	to	2199
386 883 8936	to	408 265 2275	to	2288	429 474 4172	to	4199	455 399 5400	to	5499
387 314 5574	to	408 499 7700	to	7799	429 889 2900	to	2999	455 476 0676	to	0699
387 837 6300	to	408 499 7900	to	7999	430 150 4401	to	4599	455 543 0618	to	0699
388 828 0656	to	408 682 8484	to	8599	430 172 9800	to	9899	456 410 9006	to	9099
389 696 2400	to	408 698 7015	to	7099	430 177 1900	to	2099	456 470 4146	to	4299
389 846 3104	to	409 072 3941	to	3999	430 444 9500	to	9699	456 619 4460	to	4499
389 846 3145	to	410 491 2311	to	2399	430 664 4070	to	4099	457 333 2686	to	2699
389 887 9211	to	410 694 8400	to	8599	432 168 8419	to	8499	457 729 1767	to	1777
389 887 9234	to	410 775 1500	to	1599	432 708 6800	to	6999	457 937 8615	to	8699
390 001 3182	to	410 795 7927	to	7999	432 744 1544	to	1599	458 028 9810	to	9899
390 001 3500	to	410 867 0917	to	0966	432 995 9775	to	9799	458 057 2712	to	2999
390 545 5974	to	410 867 0970	to	0999	433 003 5800	to	5899	458 337 5222	to	5299
391 104 6146	to	411 868 1023	to	1199	433 757 3047	to	3099	458 354 7653	to	7999
391 574 1466	to	411 922 2322	to	2399	433 765 4003	to	4099	458 671 8678	to	8699
391 783 3020	to	412 193 0900	to	0999	434 482 7060	to	7199	458 671 8721	to	8798
391 792 6100	to	412 395 8599	to	8699	434 513 2386	to	2399	458 847 5044	to	5999
392 668 2956	to	412 485 6500	to	6599	434 968 3076	to	3092	459 274 7624	to	7699
392 854 8500	to	412 485 6610	to	6699	435 303 1831	to	1842	459 365 5432	to	5499
393 584 7566	to	412 885 5953	to	5999	435 303 1986	to	1999	459 378 5764	to	5799
393 650 0074	to	414 193 3608	to	3674	435 666 6092	to	6399	459 472 4816	to	4999
393 838 8316	to	414 193 3677	to	3699	436 082 6400	to	6899	460 349 6878	to	6899
393 893 6007	to	414 411 7348	to	7399	436 160 6441	to	6499	460 550 1909	to	1999
394 126 6907	to	414 640 0757	to	0799	437 316 7115	to	7199	460 997 5234	to	5299
394 189 0405	to	414 965 1727	to	1799	437 427 0500	to	3499	461 973 6443	to	6499
394 822 3243	to	417 302 8104	to	8199	439 310 0458	to	0499	462 152 0107	to	0299
394 990 1810	to	417 387 6532	to	6599	440 698 1947	to	1999	462 274 1072	to	1099
395 343 3264	to	417 496 6800	to	6999	440 858 6300	to	6399	462 277 8373	to	8399
395 373 3035	to	417 871 9250	to	9299	440 858 6420	to	7299	463 117 5529	to	5540
395 396 9649	to	417 930 9533	to	9599	441 199 1655	to	1699	463 176 4115	to	4199
395 970 3240	to	418 164 6500	to	6799	443 127 3648	to	3699	463 176 4228	to	4299
397 622 4054	to	418 423 9863	to	9899	443 127 4000	to	4099	463 185 2600	to	2799
397 819 8902	to	418 633 5922	to	5999	443 673 7900	to	7999	463 227 7711	to	7799
398 149 7200	to	418 719 8520	to	8599	443 800 9335	to	9399	463 414 4869	to	4899
399 070 0872	to	418 744 2235	to	2299	444 382 8822	to	8899	463 808 3484	to	3499

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

463 945 7400	to	7899	478 010 4243	to	4268	490 721 6000	to	6099	607 728 1276	to	1299
464 629 9000	to	9399	478 010 4270	to	4291	490 793 1500	to	2099	609 067 5325	to	5399
464 711 4332	to	4399	478 469 7838	to	7858	490 886 8171	to	8199	609 067 5488	to	5499
465 692 3963	to	3999	478 469 7883	to	7899	490 977 9221	to	9240	609 067 5600	to	5699
465 698 8300	to	8599	479 280 9800	to	9899	491 258 8100	to	9099	609 289 6123	to	6199
465 743 7745	to	7799	479 365 9116	to	9176	491 567 1376	to	1399	609 438 4400	to	4499
466 798 6056	to	6067	479 412 9900	to	9999	492 254 4800	to	4899	609 493 1100	to	1199
467 147 4300	to	4399	479 667 6190	to	6199	492 283 5100	to	5199	609 766 8100	to	8999
468 079 5782	to	5799	479 748 9680	to	9699	492 610 6813	to	6899	609 825 4100	to	4115
469 067 2817	to	2899	479 860 7000	to	7199	493 470 5262	to	2599	609 884 2981	to	2999
469 127 8000	to	8199	480 526 2000	to	2099	493 473 7700	to	7799	609 893 1000	to	1099
469 213 0359	to	0399	480 640 6330	to	6399	493 716 2153	to	2199	610 582 4200	to	4299
469 213 0500	to	0599	480 689 5100	to	5199	494 206 2972	to	2999	611 285 8073	to	8074
469 658 1961	to	1999	481 673 0074	to	0095	494 217 3446	to	3999	609 884 6939	to	6999
469 666 9900	to	9999	482 527 1500	to	1599	494 224 0500	to	0599	612 291 8013	to	8099
469 678 1900	to	1999	482 541 5255	to	5299	496 209 7425	to	7499	612 751 5171	to	5199
469 781 4900	to	4999	482 729 6800	to	6899	496 213 8728	to	8799	612 751 5226	to	5299
469 947 6960	to	6999	483 363 7207	to	7299	496 474 5226	to	5248	612 751 6083	to	6099
470 755 5800	to	5818	483 402 2356	to	2399	497 053 8517	to	8699	612 751 6268	to	6299
471 918 0300	to	0999	483 486 5100	to	5199	497 854 8673	to	8699	612 751 6572	to	6599
471 985 2408	to	2419	483 632 1521	to	1599	498 449 8888	to	8899	612 774 2111	to	2199
472 191 6700	to	6799	483 632 2600	to	2799	498 929 8285	to	8499	612 774 2254	to	2299
472 270 2555	to	2599	483 849 1615	to	1699	498 936 5310	to	5399	612 774 2500	to	2599
472 987 0213	to	0241	484 174 4803	to	5299	499 016 5425	to	5499	614 469 0979	to	0999
472 987 0290	to	0299	484 323 8900	to	9199	499 440 8575	to	8899	614 474 3000	to	3099
473 151 2069	to	2199	484 680 5000	to	5038	499 731 6717	to	6799	614 645 1800	to	1899
473 666 9138	to	9199	484 680 5040	to	5074	500 064 1858	to	1869	614 832 1100	to	2099
473 952 3429	to	3499	484 680 5077	to	5099	600 645 3223	to	3299	617 813 3601	to	3699
474 108 5402	to	5499	485 029 4913	to	4999	601 339 1200	to	1399	619 859 3000	to	3099
474 356 5193	to	5299	486 176 0600	to	0699	601 661 7700	to	7799	700 065 4800	to	4899
474 949 3366	to	3399	486 559 7555	to	7599	601 682 5343	to	5399	700 190 3350	to	3359
475 134 9362	to	9399	486 696 3023	to	3199	601 928 1600	to	1699	700 228 6048	to	6099
475 167 9664	to	9699	488 173 7900	to	7999	602 555 2400	to	2799	700 650 0452	to	0499
475 319 3415	to	3499	488 206 4100	to	4199	602 829 7061	to	7099	700 859 0744	to	0758
475 319 3649	to	3799	488 226 0200	to	0299	603 483 9572	to	9599	701 028 6780	to	6899
475 340 6400	to	6599	488 855 8359	to	8399	603 490 7200	to	7299	701 213 3900	to	3999
475 424 8410	to	8499	489 181 8963	to	8999	603 678 7100	to	7199	701 267 2000	to	3999
475 629 9156	to	9199	489 311 1930	to	1999	603 678 7662	to	7699	806 087 1100	to	1499
475 850 6101	to	6199	489 318 6200	to	6300	603 678 7902	to	7999	806 268 9275	to	9299
475 875 2500	to	2599	489 223 2000	to	2099	603 678 8418	to	8499	806 534 3400	to	3477
476 169 8264	to	8299	489 384 0027	to	0099	603 678 8700	to	9999	807 342 3283	to	3399
476 189 3000	to	3499	489 427 0658	to	0899	604 086 0880	to	0899	808 090 3440	to	3499
476 331 2480	to	2499	489 997 5252	to	5299	605 520 9037	to	9099	808 325 5161	to	5699
477 289 8601	to	8699	490 669 5850	to	6099	605 685 4010	to	4099	870 054 4814	to	4899
477 681 5206	to	5299	490 717 7080	to	7099	605 988 6467	to	6499	870 491 4812	to	4849

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

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 627,000,000. Advise holders to send invalid money orders to: CANADA POST CORPORATION, OTTAWA, CANADA K1A 0B1.

627,079,501	to	9,900	643,243,401	to	3,500	658,853,204	to	3,700	671,883,301	to	3,900
627,097,438	to	7,500	643,452,130	to	2,200	658,860,201	to	0,300	672,052,001	to	2,100
627,171,001	to	1,400	643,726,901	to	7,500	659,860,569	to	0,590	672,271,301	to	2,500
627,974,001	to	4,300	643,736,201	to	6,400	659,900,808	to	0,901	672,344,466	to	4,500
628,196,859	to	7,100	644,475,893	to	6,300	659,913,171	to	3,240	672,349,801	to	
628,390,001	to	0,300	644,858,601	to	8,800	660,304,493	to	4,600			350,100
628,455,689	to	6,200	644,932,601	to	3,100	660,596,601	to	6,700	672,439,641	to	9,700
628,600,766	to	1,000	644,941,801	to	2,100	660,644,144	to	4,300	672,481,401	to	1,700
629,893,459	to	3,500	644,990,601	to	0,900	661,162,159	to	2,220	672,695,171	to	5,240
630,199,031	to	9,100	645,167,901	to	8,200	661,165,221	to	5,250	672,696,211	to	6,280
630,233,957	to	4,300	645,541,101	to	1,300	661,179,997	to		672,893,127	to	3,140
630,252,101	to	2,200	645,550,622	to	0,700			180,020	673,052,969	to	3,200
630,301,208	to	1,300	645,605,886	to	5,900	661,183,221	to	3,260	673,074,401	to	5,300
630,331,801	to	2,100	646,262,901	to	3,200	661,187,652	to	7,690	673,759,973	to	
630,334,070	to	4,600	646,264,363	to	4,400	661,581,517	to	1,600			760,000
630,342,552	to	2,600	646,270,054	to	0,085	661,997,658	to	7,686	673,784,461	to	4,700
630,642,629	to	2,700	646,321,801	to	2,000	662,987,487	to	7,500	673,849,090	to	9,120
630,904,718	to	4,900	646,322,201	to	2,800	663,119,201	to	9,300	673,993,701	to	3,800
630,995,315	to	5,400	646,505,901	to	6,100	663,352,552	to	2,700	675,044,601	to	4,900
631,381,731	to	1,800	646,509,616	to	9,700	663,636,414	to	6,500	676,297,901	to	8,000
631,817,556	to	7,600	646,875,648	to	5,700	664,514,929	to	5,000	676,483,147	to	3,200
631,846,614	to	6,700	646,876,001	to	6,200	664,625,114	to	5,200	676,496,501	to	6,600
631,937,924	to	7,966	646,899,702	to	9,713	664,689,941	to		676,498,101	to	8,150
632,448,956	to	9,300	646,993,871	to	3,930			690,000	676,528,845	to	8,870
632,939,648	to	9,800	647,061,150	to	1,200	664,774,743	to	4,800	676,663,323	to	3,340
633,135,035	to	5,300	647,291,842	to	2,000	665,080,644	to	0,700	676,691,301	to	1,340
633,175,518	to	5,600	647,993,501	to	3,700	665,241,112	to	1,200	676,820,548	to	0,700
633,537,840	to	7,900	647,993,801	to	4,000	665,956,831	to	6,880	676,974,331	to	4,410
634,141,201	to	1,500	648,020,140	to	0,200	665,967,877	to	7,920	677,138,046	to	8,200
634,328,501	to	8,600	648,056,401	to	6,600	666,025,401	to	5,800	677,167,453	to	7,500
634,839,201	to	9,300	648,117,901	to	8,200	666,209,330	to	9,400	677,463,901	to	4,000
634,848,780	to	8,800	648,171,861	to	1,900	666,210,847	to	0,900	677,876,420	to	6,500
635,296,451	to	6,500	648,213,372	to	3,500	666,395,901	to	6,100	678,642,061	to	2,100
635,298,587	to	8,600	648,484,665	to	4,700	666,647,247	to	7,258	678,697,951	to	8,010
635,312,907	to	3,000	648,578,708	to	8,799	666,662,073	to	2,100	678,674,980	to	5,000
635,468,101	to	8,200	648,683,301	to	3,400	666,696,251	to	6,300	679,221,751	to	1,900
635,681,001	to	1,100	649,376,401	to	6,600	667,040,021	to	0,600	679,230,119	to	0,200
635,699,601	to		649,730,009	to	0,100	667,382,231	to	2,300	679,237,471	to	7,700
		700,600	650,621,501	to	1,700	667,398,541	to	8,600	679,345,508	to	5,540
636,000,201	to	0,300	650,678,503	to	8,580	667,435,145	to	5,200	679,474,201	to	4,300
636,012,675	to	2,700	650,707,956	to	7,980	667,486,601	to	6,800	680,062,901	to	3,000
636,030,135	to	0,200	651,854,961	to	5,010	667,521,407	to	1,600	680,173,023	to	3,100
636,042,001	to	2,200	651,897,201	to	7,240	667,752,069	to	2,300	680,374,523	to	4,700
636,863,001	to	3,100	651,948,119	to	8,130	667,916,445	to	6,500	680,409,401	to	9,800
636,931,725	to	1,800	651,948,703	to	8,750	667,926,278	to	6,300	680,463,338	to	3,800
637,043,605	to	3,700	651,974,610	to	4,620	668,104,101	to	4,800	680,693,701	to	4,400
637,860,101	to	0,200	652,121,238	to	1,248	668,155,938	to	6,000	681,457,001	to	7,100
639,522,101	to	2,400	653,053,022	to	3,100	668,220,001	to	1,000	681,717,331	to	7,390
639,857,736	to	7,900	653,151,811	to	1,830	668,222,101	to	3,400	681,774,980	to	4,999
640,272,919	to	3,200	653,317,761	to	7,800	668,583,651	to	3,700	681,883,291	to	3,310
640,281,501	to	1,600	653,506,601	to	7,000	668,584,001	to	4,010	681,896,616	to	6,650
640,666,076	to	6,200	653,620,693	to	0,700	668,588,581	to	8,600	681,918,357	to	8,399
641,011,901	to	2,600	653,822,586	to	2,800	668,659,099	to	9,200	681,951,205	to	1,300
641,121,411	to	1,500	654,345,814	to	5,900	668,789,430	to	9,440	682,154,556	to	4,700
641,196,269	to	6,300	654,563,101	to	3,300	668,970,201	to	0,700	682,171,562	to	1,800
641,309,609	to	9,658	654,568,825	to	8,900	669,677,719	to	7,735	682,194,101	to	4,300
641,574,196	to	4,650	655,365,961	to	6,030	669,893,581	to	3,700	682,749,963	to	0,200
641,583,509	to	3,600	655,387,856	to	7,870	670,374,867	to	5,000	682,895,301	to	5,500
641,962,607	to	2,630	657,044,001	to	4,100	670,993,101	to	3,180	682,899,401	to	9,800
642,415,969	to	6,000	657,341,465	to	1,478	670,994,962	to	5,000	683,148,063	to	8,100
642,983,001	to	3,100	657,364,301	to	4,500	670,996,971	to	7,040	683,284,001	to	4,100
643,022,701	to	2,900	657,769,501	to	9,600	671,601,379	to	1,400	684,491,501	to	1,800
643,201,801	to	2,000	658,539,001	to	9,300	671,672,253	to	2,300	684,549,048	to	9,080

Missing Canadian Money Order Forms—Do Not Cash—Continued

684,560,109	to	0,120	685,955,441	to	5,480	695,105,313	to	5,350	697,469,606	to	9,700
684,664,801	to	5,000	686,006,601	to	7,000	695,142,809	to	3,050	697,850,401	to	0,750
684,669,118	to	9,140	686,066,714	to	7,000	695,144,666	to	4,700	697,945,701	to	5,850
684,793,877	to	3,940	686,325,801	to	5,900	695,272,601	to	2,750	698,098,446	to	8,550
684,797,821	to	7,860	686,567,807	to	7,860	695,277,576	to	7,650	698,300,251	to	0,300
685,145,309	to	5,800	687,145,501	to	5,600	695,530,761	to	0,800	698,533,927	to	4,200
685,207,545	to	7,600	690,412,901	to	3,400	696,487,701	to	7,800	699,090,686	to	0,750
685,210,901	to	1,000	692,876,955	to	7,050	696,784,101	to	4,550	700,161,501	to	1,650
685,807,531	to	7,580	693,290,380	to	0,400	696,870,601	to	0,650	700,261,701	to	2,000
685,857,451	to	7,530	693,290,426	to	0,450	697,047,501	to	7,600	702,033,701	to	4,050
685,900,425	to	0,439	694,595,031	to	5,300	697,052,101	to	2,350	702,104,368	to	4,900
685,814,051	to	4,130	694,698,551	to	8,650	697,217,251	to	7,400			
685,953,580	to	3,620	694,745,458	to	5,600	697,249,952	to	0,050			

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

—Inspection Service, 3-2-95

Counterfeited Canadian Money Order Forms—Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. Any interim notices

should be destroyed when the numbers listed appear in the *Postal Bulletin*.

—*Inspection Service, 3-2-95*

671,819,086	686,619,886
676,612,640	686,619,887
677,891,039	686,794,382
678,282,493	686,794,426
678,916,031	686,794,427
679,552,215	686,794,431
679,751,983	687,262,502
679,694,334	687,262,503
679,800,207	687,262,525
681,130,536	687,262,526
681,844,376	687,287,578
683,594,542	687,287,581
684,683,610	687,287,582
686,619,878	

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.

005048	019350	026008	044087	066022	070656	080358	094926	103899	112126	118064	146265	191710
005118	019498	026343	049040	066289	070680	080418	095149	103917	112136	118550	146332	191769
005170	019522	026406	049050	066427	070695	080443	095296	103941	112162	118654	146504	191781
005200	019599	026418	050001	067047	070758	080449	095439	103985	112220	118722	146627	191798
005286	019614	026481	050025	067304	071073	080466	095460	104233	112223	118760	148333	191824
005415	019628	027130	050031	067329	071185	080476	095504	104320	112238	118908	150139	191833
005447	019674	027203	050049	067369	071193	080568	095534	104445	112326	119100	150140	191864
005564	019770	027299	052012	067408	071302	080569	095565	104468	112344	119125	151144	191982
005623	019794	027438	052046	068020	071390	080573	095592	104575	112458	119406	152010	192003
005646	019838	027443	053028	068022	071439	080574	095619	105216	112471	119418	152023	192073
005656	019858	027507	053056	068038	071524	080631	095638	105549	112507	120159	152158	192141
005661	019892	027606	053067	068058	071628	080638	095666	105636	112623	120188	152181	192187
005674	019921	027666	054138	068065	071834	080688	095693	105675	112625	120219	152284	192223
005753	019943	027740	054169	068068	071968	080731	095702	106180	112679	120229	152359	192245
005777	019945	027769	054171	068076	075193	080750	095769	106415	112692	120262	152624	192279
005850	019965	027792	054176	068088	075220	085136	095836	106455	112703	121210	152840	192336
005915	019989	027804	055178	068090	075243	085223	095904	107192	112706	121215	152849	192368
005971	020116	027835	055195	068172	075273	085224	095948	108073	112715	121248	152866	192371
005988	020231	027837	056005	068178	075305	085233	096107	108184	112717	121252	152977	192394
006028	020310	027851	056006	068200	075332	085234	096145	108273	112731	122222	156047	192407
006161	020356	028024	056014	068481	075534	085303	096249	108327	112734	122248	156177	192437
006285	021018	028097	056016	068507	075579	085356	096297	108335	112821	122284	156190	192473
006314	021047	028141	056025	068537	075587	085358	096318	108442	112831	122288	156207	192578
006776	021115	028203	057053	068600	075595	085370	096339	108621	112842	122343	165146	192604
006902	021137	028243	058005	069063	075614	085407	096516	108689	112849	122365	165267	192630
007061	021403	028253	058020	069101	075662	085507	096838	109293	112850	123022	165268	192670
008163	021408	028354	058041	069124	075725	085510	096867	109299	112874	123030	165283	192679
008370	021634	028384	058054	069147	075753	085553	096880	109585	112883	123031	165293	192690
008486	021657	028411	060025	069154	075900	085562	097020	109607	112888	125084	165405	192704
008570	021859	028419	060060	069163	075903	085570	097048	109618	112900	125096	170148	192744
009105	022070	028441	060198	069164	075978	085577	097135	109709	112910	125166	171086	192784
009267	022136	028463	060284	069269	076035	085592	097141	109787	112917	125340	171113	192804
009639	022363	028544	060331	069285	076139	085697	097183	110162	112987	127072	171262	192812
009780	022479	028565	060367	069305	076459	088112	097271	110356	112992	128510	173054	192835
009943	022495	028570	060487	069347	076650	088229	097334	110436	113055	128909	173057	192848
010385	022562	028910	060500	069368	076810	088340	097343	110634	113102	128912	174065	192856
010419	022890	028914	060531	069386	076868	088530	097371	110767	113158	128928	174069	192863
010420	022950	028945	060625	069404	076916	088600	100231	110787	113190	128964	175052	192869
011300	023055	028964	060727	069411	076934	089740	100297	111109	113330	128974	175064	192938
013084	023074	029024	060736	069438	076961	089824	100583	111110	113375	128982	175073	192948
013140	023100	029147	060868	069440	076964	089842	100987	111169	113575	128991	176052	192984
013210	023144	029248	061119	069457	077086	089896	101401	111185	113710	128993	176057	192991
014381	023149	029249	061143	069466	077239	090145	101527	111211	113932	130694	176058	193466
014409	023151	029340	061623	069470	077301	090602	101633	111226	113985	130885	176090	193532
014538	023178	029360	062014	069485	077327	090830	101813	111283	113990	130889	176093	193602
014591	023192	029422	062015	069493	077552	090833	101954	111334	114265	130896	176097	193700
014606	023220	029462	063128	069494	077604	091035	102184	111519	114285	130898	176108	195072
014609	023233	029749	063144	069504	077678	091179	102474	111549	114291	132101	176111	196070
014917	023265	029860	063309	069516	078012	091274	102697	111580	114424	132150	176118	196109
015001	023278	029895	064201	069519	078222	091365	102740	111591	114453	132207	176135	196113
015064	023289	030042	064337	069520	078858	091967	102894	111606	114459	132402	176139	196145
015141	023316	030084	064363	069560	078871	092054	103081	111609	114461	132429	176143	196146
015158	023323	030200	064381	069631	078872	092078	103104	111611	114498	134019	178034	196164
015239	023367	030204	064522	069660	078894	092406	103127	111631	114520	134025	178038	198025
015301	023369	030208	064719	069761	079050	092512	103166	111638	114571	134029	180065	198106
016080	023378	030307	064737	069770	079067	092672	103195	111653	115134	135131	183017	198122
016279	023397	030360	064829	069783	079137	092738	103206	111658	115258	135134	184026	200040
016282	023433	031009	064925	069794	079141	092837	103209	111697	115379	135147	185078	200318
016609	023450	031052	064978	069798	079771	093076	103514	111707	115571	135168	186013	200357
018006	023451	031099	065002	069812	079967	093123	103537	111718	115635	135191	191007	200392
018114	023454	031100	065175	069839	079980	093431	103558	111768	115642	135198	191035	200396
018173	023458	032018	065247	069859	080047	093777	103580	111775	115645	136102	191057	200533
018185	023460	033021	065407	069881	080051	093857	103583	111809	115653	136106	191076	200539
018246	023483	033101	065436	069884	080083	093864	103616	111831	115754	136108	191119	200599
018645	023496	034017	065443	069911	080087	094090	103738	111832	116022	139073	191283	200634
018683	024038	038050	065635	069918	080105	094098	103791	111868	117023	139106	191334	200859
018759	024144	038081	065656	069919	080134	094129	103816	111923	117078	142316	191359	200914
018841	025026	038107	065671	069933	080158	094212	103827	111939	117096	142685	191382	200942
018892	025187	038258	065745	069968	080194	094535	103833	111955	117239	142873	191400	207007
018901	025221	040005	065758	069978	080248	094573	103835	111967	117311	142890	191465	207179
018990	025252	040012	065843	070173	080284	094617	103881	112092	117376	142937	191546	207210
019001	025302	040091	065877	070487	080304	094673	103888	112099	117538	142938	191611	207527
019113	025342	042058	066005	070561	080320	094814	103890	112101	117873	146159	191625	207545

Invalid Express Mail Corporate Account Numbers—Continued

207555	272216	301033	311044	325061	334498	372652	436186	447169	481527	537131	554013	601342
207583	273021	301106	311090	325230	334618	372672	436200	452033	481540	537141	554024	601529
207668	273057	301135	311135	325740	334659	372690	436202	452037	481576	537233	554301	601546
207696	274058	301209	311141	326358	334924	372730	436229	452055	481581	537234	554351	601764
208169	274265	301311	311150	326384	334965	372756	436244	452060	481588	537236	554548	601765
208201	274301	301438	311199	326460	335254	372846	436279	452191	481680	537278	554566	601825
208564	275008	301451	311273	326553	335315	372858	436287	452228	482316	537292	554598	601839
208810	275061	301547	311296	326560	335362	372902	436293	452243	482372	543320	554618	601898
210016	275065	301553	311319	326564	335378	372935	436300	452375	482395	544052	554630	601905
210044	277018	301580	311382	326619	335432	380177	436303	452530	482420	547100	554677	601924
210056	277143	301598	311386	326625	335436	380187	436312	452554	482544	549158	554701	602015
210069	280117	301634	311402	326649	335484	380193	436313	453002	482557	551346	554707	602052
210075	282162	301636	311408	327597	335495	380197	436333	454038	482583	551577	554741	602076
210079	282279	301679	311422	328246	335498	381047	436340	454264	482621	551622	554755	602188
210123	282620	301682	311441	328567	335713	381104	436341	454285	482732	551685	554856	602266
210127	283401	301718	311458	328774	335792	381142	436342	454331	482755	551729	554890	602442
210143	283409	301730	311469	328825	336179	381179	436346	454463	482847	551785	554897	602497
210155	283490	301775	311473	328874	336223	381183	436363	454522	482863	551810	554913	602498
210189	283538	301793	311491	328888	336403	381192	436388	454539	482883	553032	554943	602576
210199	283557	301872	311497	329560	336462	381199	436398	454582	482932	553036	554945	602696
210200	286023	301895	311500	330068	336466	381234	436401	454623	483123	553043	554952	602711
210220	286029	301907	311574	330092	336488	381246	436406	454625	483285	553059	554975	602727
210253	286191	302078	311654	330131	337163	381313	436420	454637	483315	553062	557019	602735
210302	288116	302135	312272	330150	337184	381314	436422	454668	483511	553078	558027	602758
212510	292347	302137	312278	330305	338147	381321	436435	454676	483582	553080	558032	602788
212546	292578	302164	312291	330646	338181	381322	439501	454696	483680	553095	558043	602800
212549	293077	302195	312308	331037	338282	381386	441006	454730	483730	553136	558047	602804
212564	293218	302207	312440	331081	338294	381542	441023	456034	483744	553159	558048	603024
212599	294252	302237	314193	331151	338303	381551	441435	458009	483908	553187	558070	603164
212631	294355	302243	314568	331162	339042	381635	441474	458041	483971	553203	558071	604113
212701	294455	302269	314602	331164	339301	381652	441545	461053	483973	553207	558084	604120
212708	294483	302334	314617	331224	339310	381669	441577	461054	483985	553257	559058	604226
212721	295394	302343	314821	331229	339576	381693	441593	461074	485123	553262	563018	604259
212748	296369	302344	317232	331373	339849	381710	441608	462190	485152	553268	564014	604260
212804	300030	302353	320021	331389	339887	381742	441613	462475	485189	553270	570091	604802
212864	300039	302365	320025	331434	340088	381781	441647	462597	485245	553292	571064	604894
212979	300059	302418	320035	331488	340127	381867	441736	462601	488326	553301	573025	604941
220177	300062	302569	320152	331558	340226	381887	441765	462644	488404	553315	581146	605107
220541	300075	302690	320172	331605	340315	381907	441793	462648	489331	553316	581160	605275
220710	300076	302756	320797	331746	340722	381925	441843	462667	489418	553347	581166	605276
220712	300081	302982	320991	331759	340740	381993	441984	462685	490070	553348	591032	605292
220718	300100	303695	321039	331780	340781	383100	443038	462699	490144	553356	596507	605466
220738	300107	303861	321211	331819	340890	383103	443047	462791	490587	553362	596514	605548
221139	300122	303972	321214	331876	340917	388066	443063	462812	492043	553366	597532	605831
221234	300123	303975	321225	331884	340980	392160	443065	462892	493023	553395	597538	606006
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