

# POSTAL BULLETIN

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PB 21897—JULY 6, 1995

## New International Rates and Fees

All post offices are reminded that new international rates and fees go into effect at 12:01 a.m. on Sunday, July 9, 1995. Detailed rates and charts for the new international rates and fees appear in *Postal Bulletin* 21896 (June 22, 1995) on pages 17–56.

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Latest Quarterly Index:  
PB 21894, 5-25-95

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PB 21888, 3-2-95



# ADMINISTRATIVE SERVICES

ASM REVISION

## Closed-Circuit Television System Security

Effective immediately, the *Administrative Support Manual* (ASM) is revised by this addition of 273.16 to clarify the use of closed-circuit television (CCTV) in administrative and security applications. This new section does not affect the manner in which the Inspection Service utilizes CCTV equipment for criminal investigations. This addition will appear in ASM Issue 11.

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### 273 Facility Security

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#### 273.1 Protection and Access

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#### 273.16 Closed-Circuit Television System Security

##### 273.161 Scope

This section clarifies the use of Closed-Circuit Television (CCTV) in administrative and security applications. It does not affect the manner in which the Inspection Service utilizes CCTV equipment for criminal investigations.

##### 273.162 Policy

The Postal Service uses CCTV systems for the protection of its employees, customers, mail, and postal assets, and to monitor automated mail flow operations. The purpose of CCTV systems is to provide visual verification in conjunction with intrusion detection devices or exit alarms and doors equipped with exit alarms or access control devices. CCTV systems are to function as deterrents, and if

a crime occurs in the monitored area, to record evidence of it. The administrative and security uses of CCTV systems are limited to the following:

- a. CCTV systems will be installed to view parking lots, building exteriors, post office box areas, public access areas, and designated high-value locations, such as registry areas.
- b. CCTV systems will not be installed to view work areas to evaluate the performance of employees.
- c. CCTV systems will not utilize "dummy" or nonfunctioning cameras.

##### 273.163 Responsibility

The following units have these responsibilities:

- a. *Inspection Service.* The inspector in charge of the division in which the facility is located is responsible for determining the need for, quantity, type, and location of CCTV systems and cameras as described in this section.
- b. *Security Control Officer.* The security control officer (SCO) is responsible for overseeing the procurement, installation, maintenance, and repair of CCTV systems, and for maintaining a minimum of 32 days of video recording tapes or disks. The SCO also assures that the information from the CCTV camera is monitored and/or properly recorded 24 hours a day.

—*Inspection Service, 7-6-95*

## Ordering Tray Labels Used In ElectroCom Delivery Bar Code Sorters

Indefinite-delivery, indefinite-quantity contract 162745-95-B-C003 was awarded to Barcodes West, Inc., for delivery bar code sorter (DBCS) labels used in ElectroCom Automation machines.

The contract allows Barcodes West, Inc., an equitable price adjustment to cover their increased costs. Accordingly, an amendment has been issued to grant this increase.

Barcodes West, Inc., remains the mandatory source of supply for these DBCS labels.

The price is increased to \$103.68 per case effective for orders placed with Barcodes West, Inc., on or after July 1, 1995.

—*Purchasing and Materials, Inventory Management, 7-6-95*

## Interest Rate—Contract Claims

The Postal Service periodically publishes in the *Postal Bulletin* the interest rate payable on a claim decided in a contractor's favor under the Contract Disputes Act of 1978. This rate also applies for late payments to contractors under the Prompt Payment Act, as amended.

The interest rate effective for the 6-month period beginning July 1, 1995, and ending December 31, 1995, is 6 3/8 percent.

—*Policies, Planning and Diversity, Purchasing and Materials, 7-6-95*

# 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 1-202-268-2271, 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   |
|---|------------------------|--------------------------|-----------------------------|------------------------|-----------------------------------|--|
| Nordstrom Anniversary Sale                | Third/Bulk             | July 6-8                 | —                           | DC/VA, NJ, Midwest, UT | —                                 | —  |
| L.L. Bean Fall Hunting                    | Third/Bulk             | July 11-13               | 1.3                         | Nationwide             | Carrt, 5-Digit, Basic             | 8" x 10 3/4"                                       |
| Nordstrom                                 | Third/Bulk             | July 13-15               | —                           | AK, CA, OR, WA         | —                                 | —  |
| BMG Music Service                         | Third/Letter           | July 14-17               | 10.0                        | Nationwide             | Carrt, DPBC                       | 5" x 6 7/8" envelope; FALA Direct Marketing        |
| BMG Music Service                         | Third/Bulk             | July 14-18               | 7.3                         | Nationwide             | 3 Tiers                           | 5" x 6 7/8" envelope; Mailmen, Inc., Hauppauge, NY |
| Bed, Bath & Beyond                        | Third/Flat             | July 17-19               | 2.8                         | Nationwide             | Carrt                             | Palletized; RR Donnelly, Old Saybrook, CT          |
| Sears Homelife                            | Third/Bulk             | July 17-19               | 2.7                         | Nationwide             | Carrt                             | 16 pages   |
| Eddie Bauer July Clearance                | Third/Catalog          | July 17-19               | 2.8                         | Nationwide             | Carrt, 3/5-Digit, Basic           | RR Donnelly  |
| Plow & Hearth Products for Country Living | Third/Flat             | July 17-20               | 1.2                         | Nationwide             | Carrt, 3/5-Digit, Basic           | 8" x 10 1/2" catalog                               |
| Current Autumn 1995 No. 1                 | Third/Flat             | July 17-21               | 3.0                         | Nationwide             | Carrt, 3/5-Digit                  | Poly Wrap 8" x 10"                                 |
| Billy Graham Letter                       | Third/Letter           | July 17-28               | 1.5                         | Nationwide             | Carrt, Barcoded, 3/5-Digit, Basic | 3 7/8" x 7 1/8" envelope; Minneapolis, MN          |
| Talbots/Fall Classics That Work           | Third/Bulk             | July 18-20               | 1.4                         | Nationwide             | Carrt, 3/5-Digit, Basic           | 8" x 10 3/4" catalog                               |
| Talbots/Kids Back to School               | Third/Bulk             | July 18-20               | 1.0                         | Nationwide             | Carrt, 3/5-Digit, Basic           | 8" x 10 3/4" catalog                               |
| L.L. Bean Fall Full                       | Third/Bulk             | July 18-20               | 7.6                         | Nationwide             | Carrt, 5-Digit, Basic             | 7 7/8" x 9"  |
| Orvis Fall Gift & Clothing                | Third/Bulk             | July 19-21               | 1.1                         | Nationwide             | Carrt                             | Palletized; RR Donnelly                            |
| Sears Kidvantage                          | Third/Bulk             | July 19-21               | 3.8                         | Nationwide             | Carrt                             | 8 pages  |
| Sears Craftsman                           | Third/Bulk             | July 21-24               | 5.0                         | Nationwide             | Carrt                             | 16-page newsletter                                 |
| Gardner's Eden Summer Sale Catalog        | Third/Catalog          | July 24-26               | 1.0                         | Nationwide             | Carrt, 3/5-Digit, Basic           | Alden Press, Inc., Bensenville, IL                 |
| Decision Magazine                         | Third/Flat             | July 25-31               | 1.5                         | Nationwide             | Carrt, 3/5-Digit, Basic           | 8 1/4" x 10 5/8" 44-page magazine; Minneapolis, MN |

—Sales, 7-6-95

## Canceled "Wanted" Circulars

Destroy the "Wanted" circulars for:

- Ray William Olson, dated February 27, 1995 (apprehended).
- Manuel Joseph Moreno Sr., dated January 30, 1992 (apprehended).

—Inspection Service, 7-6-95

## UPDATE

**Mover's Guide**

Because of overwhelming success and customer feedback, distribution of the *Mover's Guide* (Publication 75-X) has been instituted as an ongoing program and now will be carried as Publication 75.

The *Mover's Guide* permanently replaces the old one-piece *Change of Address Order* card (Form 3575). Give only the *Mover's Guide* to all moving customers. Do not give them Form 3575 separate from the *Guide*.

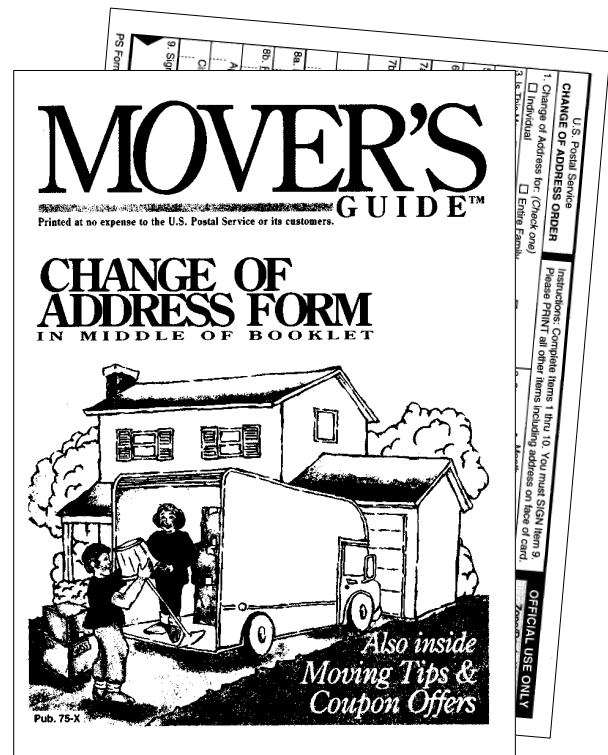
The *Mover's Guide*, printed on recycled paper, includes:

- *Change of Address Order* (Form 3575).
- *Moving Notification* postcards (Form 3576).
- Information about the mail forwarding process.
- Checklists and packing tips to help customers in relocating.
- Coupons offering savings on moving-related products and services.

Distribution, effective July 1995, is as follows:

- CAG A–F offices and their classified stations and branches will continue to receive direct shipments of *Mover's Guides* automatically.
- CAG G–J offices and their classified stations and branches receive one final box of *Mover's Guides*. Future supplies will have to be ordered.
- All other CAGs will no longer receive direct shipments and must order as needed.
- Additional *Mover's Guides* can be ordered by submitting Form 7380 to your respective material distribution center (MDC) using NSN 7610-03-000-9438 or PSIN PUB75, or by using the Touchtone Order Entry System (the *Mover's Guide* quick pick number is 441). Please order only enough supply to last 4 months so that inventory can remain fresh and timely.

Call 1-800-81MOVER if you have any questions about the *Mover's Guide*.



There has been feedback from delivery units that with the introduction of the *Mover's Guide* (Publication 75) there is no form available for Postal Service-initiated moves such as Moved, Left No Address, and Box Closed, No Order. Delivery units have complained that they were forced to remove the Form 3575 from the *Mover's Guide* to complete a change for these customers. To accommodate these situations, a new form (Form 3575-Z, *Employee-Generated Change of Address*) will be available for employee-generated change of address orders. It will be necessary to order these forms from the appropriate MDC.

### Change of Address Guidelines

#### Employee Generated

New Form 3575-Z, *Employee-Generated Change of Address*, is for internal, employee-prepared change of address orders (for example, if the customer “Moved, Left No Address” (MLNA)).

- Order Form 3575-Z by submitting Form 7380 to your respective MDC or using the Touchtone Order Entry System (the PSN is 7530-03-000-4594).
- Form 3575-Z standardizes employee-prepared *Change of Address Orders* and helps maximize efficient processing at local post offices and Computerized Forwarding System (CFS) sites.

**Employee Generated Change of Address**  
INTERNAL POSTAL USE ONLY

1. Change of Address for (Check one)  
 Individual     Entire Family     Business    2. Start Date:    /    /    3. Zone/Route ID No.

4.  Last Name (include Jr., Sr., etc.) or Name of Business (if more than one, use separate form for each)    5.  First Name (or PMA) and Middle Name (or PMA); Leave blank if for a business    6.  OLD mailing address is located in Puerto Rico; print subscription name, if appropriate    7.  OLD mailing address: House/Building Number and Street Name (include St., Ave., Rd., Ct., etc.)

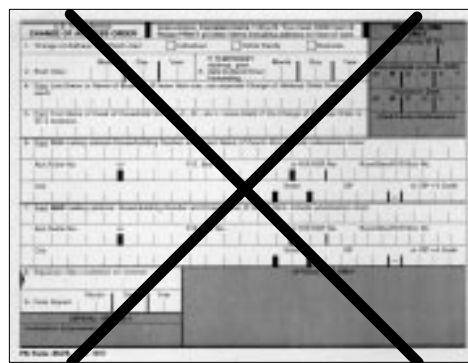
8.  MLNA (Moved, Left No Address)  
 Box Closed  
 Other (Explain) \_\_\_\_\_

PS Form 3575-Z May 1995

#### Customer Generated

New Form 3575, *Change of Address Order*, is contained in the *Mover's Guide*.

- Discontinue all distribution and usage of the old single-piece Form 3575, *Change of Address Order* cards. Form 3575 is no longer being printed or distributed as a separate piece apart from the *Mover's Guide*.
- Give the *Mover's Guide* to all moving customers.



—Operations Support, 7-6-95

# DOMESTIC MAIL

DMM/DMMT REVISION

## PVDS Program Participation

Effective immediately, *Domestic Mail Manual* (DMM) P750 and *Domestic Mail Manual Transition Book* (DMMT) 465, 664, and 784 are revised to eliminate the requirement for mailers to submit a written request to mail under a plant-verified drop shipment (PVDS) postage payment system. The following revised text will appear in DMM Issue 50.

### Domestic Mail Manual

#### P750 Plant-Verified Drop Shipment (PVDS)

##### 1.0 DESCRIPTION

##### 1.1 Purpose

Plant-verified drop shipment (PVDS) enables origin verification and postage payment for shipments transported by a mailer from the mailer's plant to destination post offices for USPS acceptance as mail. The mailings may be prepared for deposit at a destination entry rate, or they may be claimed at the applicable rates from the office of deposit. Second-class PVDS must be deposited at authorized original or additional entry post offices.

[Revise 1.2a as follows:]

##### 1.2 Function

Under PVDS:

- a. The mailer's product is verified for classification, rate eligibility, preparation, and presort by USPS employees assigned to a detached mail unit (DMU) at a mailer's plant or at the business mail entry unit (BMEU) at the origin post office serving the mailer's plant.

\* \* \* \* \*

[Delete existing 1.3. Insert new 1.3 as follows:]

##### 1.3 Other

The following mailings must be verified, accepted, and paid for at the destination post office:

- a. Other destination entry second-class mailings not verified at the origin plant under PVDS or under the Centralized Postage Payment System (see P200).
- b. Other destination entry third- or fourth-class mailings not verified and paid for at the origin plant or origin post office under PVDS.

\* \* \* \* \*

[Delete existing 1.4 and renumber existing 1.5 as 1.4.]

## 2.0 PROGRAM PARTICIPATION

[Revise existing 2.1 and 2.2 as follows:]

### 2.1 Verification at Mailer's Plant

Before PVDS verification can be performed at the mailer's plant, the mailer must have either an existing USPS plant load authorization for that plant or a postage payment agreement with the USPS that establishes a detached mail unit (DMU) at that plant. The DMU must be separate from the mailer's activities, in an enclosed, secure, and safe work area with a telephone. Such work areas must be approved by the USPS. If the mailer does not have an existing plant load agreement and/or postage payment agreement that establishes a DMU, the mailer may submit a letter to the postmaster serving that plant to request PVDS verification at that plant. The postmaster may agree to the mailer's request to verify PVDS shipments at that plant on an as-needed basis if an approved DMU is established and staffing needs can be met.

### 2.2 Verification at Origin BMEUs

Postmasters may allow mailers to have PVDS verified at the origin business mail entry unit (BMEU) under these conditions:

- a. There is no detached mail unit (DMU) at the mailer's plant.
- b. The mailer is in the service area of the post office where the PVDS is to be verified and where postage is to be paid, unless another postal facility is designated by the district manager.
- c. Each vehicle contains only one mailer's shipment(s), each physically separated.
- d. A completed original mailing statement accompanies each PVDS (or segment, if the PVDS is contained in more than one vehicle).
- e. If an alternate method of paying postage with permit imprint is used for third- or fourth-class matter, an original mailing statement and required documentation must accompany each PVDS (or segment, if the PVDS is contained in more than one vehicle).
- f. The PVDS can be physically verified at the origin post office. The material to be verified may not be wrapped or otherwise prepared if a presort and postage verification cannot be done without destroying the physical integrity of the shipment.
- g. The BMEU has enough space and staff to handle verification, and scales to calculate per-piece and

gross weights are available. If the post office serving the mailer's plant lacks these resources, another postal facility may be designated by the district manager.

[Add new 2.3. Renumber existing 2.3 through 2.11 as 2.4 through 2.12. Delete existing 2.12.]

**2.3 Mailer Responsibility**

When mailings under PVDS are verified at the origin BMEU, the mailer must transport all shipments to the post office, unload them for verification, and reload the shipments cleared for dispatch onto the mailer's transportation to the destination entry post offices.

\* \* \* \* \*

[Delete existing 3.0 through 3.10. Insert new 3.0 through 3.2.]

**3.0 PROGRAM PARTICIPATION**

**3.1 Mailer Responsibility**

Mailers participating in PVDS must comply with P750. Mailers failing to meet these requirements may be prohibited from participating in PVDS by the local postmaster.

**3.2 Denial**

Mailers denied a request for PVDS may file an appeal under G020.

\* \* \* \* \*

**Domestic Mail Manual Transition Book**

**460 Postage Payment**

\* \* \* \* \*

**465 Plant-Verified Drop Shipment Postage Payment System**

\* \* \* \* \*

**465.2 Program Participation Criteria for Mailers**

[Delete all 465.2.]

**465.3 Authorization**

[Delete all 465.3.]

\* \* \* \* \*

**660 Postage Payment**

\* \* \* \* \*

**664 Plant-Verified Drop Shipment Postage Payment System**

\* \* \* \* \*

**664.2 Program Participation Criteria for Mailers**

[Delete all 664.2.]

**664.3 Authorization**

[Delete all 664.3.]

\* \* \* \* \*

**780 Postage Payment**

\* \* \* \* \*

**784 PVDS Postage Payment System**

\* \* \* \* \*

**784.2 Program Participation**

[Delete all 784.2.]

**784.3 Authorization**

[Delete all 784.3.]

\* \* \* \* \*

—Business Mail Acceptance,  
Marketing Systems, 7-6-95

DMM NOTICE

**Changes in Preferred Postage Rates—Second-, Third-, and Fourth-Class Mail**

The Revenue Foregone Reform Act, signed into law October 28, 1993, mandates changes in the second-class in-county per-piece rates; the nonadvertising pound rate and the per-piece rates for special second-class publications; the per-piece rates for classroom second-class publications; the special bulk third-class rates; and the fourth-class library rates. The Board of Governors directed that the required changes be implemented at 12:01 a.m., Sunday, October 1, 1995.

Effective October 1, 1995, the *Domestic Mail Manual* is amended as follows:

**R—Rates and Fees**

\* \* \* \* \*

**R200 Second-Class Mail**

\* \* \* \* \*

**2.0 IN-COUNTY RATES**

\* \* \* \* \*

**2.2 Piece Rates**

Per addressed piece:

| Level | Regular | ZIP+4 (Letter-Size) | Barcoded (Letter-Size) | ZIP+4 Barcoded (Flat-Size) |
|-------|---------|---------------------|------------------------|----------------------------|
| J1    | \$0.080 | \$0.080             | \$0.080                | \$0.080                    |
| J3    | 0.080   | 0.076               | 0.076                  | 0.065                      |
| J5    | 0.080   | 0.076               | 0.063                  | 0.065                      |
| K1    | 0.042   | —                   | —                      | —                          |
| K2    | 0.037   | —                   | —                      | —                          |
| K3    | 0.035   | —                   | —                      | —                          |

\* \* \* \* \*

**3.0 SPECIAL NONPROFIT RATES**

**3.1 Pound Rates**

Pound rates are:

For the nonadvertising portion—\$0.140 per pound or fraction.

\* \* \* \* \*

**3.2 Piece Rates**

Per addressed piece:

| Level | Regular | ZIP+4 (Letter-Size) | Barcoded (Letter-Size) | ZIP+4 Barcoded (Flat-Size) |
|-------|---------|---------------------|------------------------|----------------------------|
| G     | \$0.208 | \$0.200             | \$0.188                | \$0.181                    |
| H3    | 0.157   | 0.152               | 0.145                  | 0.139                      |
| H5    | 0.157   | 0.152               | 0.137                  | 0.139                      |
| I1    | 0.112   | —                   | —                      | —                          |
| I2    | 0.110   | —                   | —                      | —                          |
| I3    | 0.104   | —                   | —                      | —                          |

\* \* \* \* \*

**4.0 CLASSROOM RATES**

\* \* \* \* \*

**4.2 Piece Rates**

Per addressed piece:

| Level | Regular | ZIP+4 (Letter-Size) | Barcoded (Letter-Size) | ZIP+4 Barcoded (Flat-Size) |
|-------|---------|---------------------|------------------------|----------------------------|
| G     | \$0.168 | \$0.161             | \$0.151                | \$0.145                    |
| H3    | 0.125   | 0.121               | 0.115                  | 0.110                      |
| H5    | 0.125   | 0.121               | 0.108                  | 0.110                      |
| I1    | 0.087   | —                   | —                      | —                          |
| I2    | 0.085   | —                   | —                      | —                          |
| I3    | 0.080   | —                   | —                      | —                          |

\* \* \* \* \*



**R300 Third-Class Mail**

\* \* \* \* \*

**6.0 SPECIAL BULK THIRD-CLASS LETTER-SIZE  
MINIMUM PER-PIECE RATES—PIECES 0.2149 LB.  
(3.4383 OZ.) OR LESS**

| Entry Discount | Nonautomation Rates |         |               |                | Automation Rates |           |                |                  |                  |
|----------------|---------------------|---------|---------------|----------------|------------------|-----------|----------------|------------------|------------------|
|                | Basic               | 3/5     | Carrier Route | Saturation W-S | Basic ZIP+4      | 3/5 ZIP+4 | Basic Barcoded | 3-Digit Barcoded | 5-Digit Barcoded |
| None           | \$0.124             | \$0.111 | \$0.086       | \$0.083        | \$0.117          | \$0.107   | \$0.106        | \$0.101          | \$0.093          |
| BMC            | 0.112               | 0.099   | 0.074         | 0.071          | 0.105            | 0.095     | 0.094          | 0.089            | 0.081            |
| SCF            | 0.106               | 0.093   | 0.068         | 0.065          | 0.099            | 0.089     | 0.088          | 0.083            | 0.075            |
| Delivery Unit  | —                   | —       | 0.063         | 0.060          | —                | —         | —              | —                | —                |

**7.0 SPECIAL BULK THIRD-CLASS NONLETTER-SIZE  
MINIMUM PER-PIECE RATES—PIECES  
0.2149 LB. (3.4383 OZ.) OR LESS**

| Entry Discount | Nonautomation Rates |         |               |             |                | Automation Rates |           |                |                  |                    |
|----------------|---------------------|---------|---------------|-------------|----------------|------------------|-----------|----------------|------------------|--------------------|
|                | Basic               | 3/5     | Carrier Route | 125-Pc. W-S | Saturation W-S | Basic ZIP+4      | 3/5 ZIP+4 | Basic Barcoded | 3-Digit Barcoded | 3/5-Digit Barcoded |
| None           | \$0.175             | \$0.161 | \$0.128       | \$0.126     | \$0.121        | —                | —         | \$0.149        | —                | \$0.143            |
| BMC            | 0.163               | 0.149   | 0.116         | 0.114       | 0.109          | —                | —         | 0.137          | —                | 0.130              |
| SCF            | 0.157               | 0.143   | 0.110         | 0.108       | 0.103          | —                | —         | 0.131          | —                | 0.125              |
| Delivery Unit  | —                   | —       | 0.105         | 0.103       | 0.098          | —                | —         | —              | —                | —                  |

**8.0 SPECIAL BULK THIRD-CLASS PIECE/POUND  
RATES—PIECES MORE THAN 0.2149 LB.  
(3.4383 OZ.)**

| Per Piece/<br>Pound                        | Nonautomation Rates |         |               |             |                | Automation Rates |           |                |                  |                    |
|--|---------------------|---------|---------------|-------------|----------------|------------------|-----------|----------------|------------------|--------------------|
|  | Basic               | 3/5     | Carrier Route | 125-Pc. W-S | Saturation W-S | Basic ZIP+4      | 3/5 ZIP+4 | Basic Barcoded | 3-Digit Barcoded | 3/5-Digit Barcoded |
| Per-Piece Rates (for all entry categories) | \$0.074             | \$0.060 | \$0.027       | \$0.025     | \$0.020        | —                | —         | \$0.048        | —                | \$0.042            |
|  | <b>Plus</b>         |         |               |             |                | <b>Plus</b>      |           |                |                  |                    |
| Per-Pound Rates (by entry discount)        |                     |         |               |             |                |                  |           |                |                  |                    |
| None                                       | \$0.470             | \$0.470 | \$0.470       | \$0.470     | \$0.470        | —                | —         | \$0.470        | —                | \$0.470            |
| BMC  | 0.410               | 0.410   | 0.410         | 0.410       | 0.410          | —                | —         | 0.410          | —                | 0.410              |
| SCF  | 0.386               | 0.386   | 0.386         | 0.386       | 0.386          | —                | —         | 0.386          | —                | 0.386              |
| Delivery Unit                              | —                   | —       | 0.362         | 0.362       | 0.362          | —                | —         | —              | —                | —                  |

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Continued next page

Continued

R400 Fourth-Class Mail

\* \* \* \* \*

6.0 LIBRARY RATES

| Weight Not Exceeding (pounds) | Single-Piece Rate |
|-------------------------------|-------------------|
| 1                             | \$1.12            |
| 2                             | 1.53              |
| 3                             | 1.94              |
| 4                             | 2.35              |
| 5                             | 2.76              |
| 6                             | 3.17              |
| 7                             | 3.58              |
| 8                             | 3.79              |
| 9                             | 3.99              |
| 10                            | 4.19              |
| 11                            | 4.39              |
| 12                            | 4.59              |
| 13                            | 4.79              |
| 14                            | 4.99              |
| 15                            | 5.19              |
| 16                            | 5.39              |
| 17                            | 5.59              |
| 18                            | 5.79              |
| 19                            | 5.99              |
| 20                            | 6.19              |
| 21                            | 6.39              |
| 22                            | 6.59              |
| 23                            | 6.79              |
| 24                            | 6.99              |
| 25                            | 7.19              |
| 26                            | 7.39              |
| 27                            | 7.59              |
| 28                            | 7.79              |
| 29                            | 7.99              |
| 30                            | 8.19              |
| 31                            | 8.39              |
| 32                            | 8.59              |
| 33                            | 8.79              |
| 34                            | 8.99              |
| 35                            | 9.19              |

| Weight Not Exceeding (pounds) | Single-Piece Rate |
|-------------------------------|-------------------|
| 36                            | 9.39              |
| 37                            | 9.59              |
| 38                            | 9.79              |
| 39                            | 9.99              |
| 40                            | 10.19             |
| 41                            | 10.39             |
| 42                            | 10.59             |
| 43                            | 10.79             |
| 44                            | 10.99             |
| 45                            | 11.19             |
| 46                            | 11.39             |
| 47                            | 11.59             |
| 48                            | 11.79             |
| 49                            | 11.99             |
| 50                            | 12.19             |
| 51                            | 12.39             |
| 52                            | 12.59             |
| 53                            | 12.79             |
| 54                            | 12.99             |
| 55                            | 13.19             |
| 56                            | 13.39             |
| 57                            | 13.59             |
| 58                            | 13.79             |
| 59                            | 13.99             |
| 60                            | 14.19             |
| 61                            | 14.39             |
| 62                            | 14.59             |
| 63                            | 14.79             |
| 64                            | 14.99             |
| 65                            | 15.19             |
| 66                            | 15.39             |
| 67                            | 15.59             |
| 68                            | 15.79             |
| 69                            | 15.99             |
| 70                            | 16.19             |

\* \* \* \* \*

# FRAUD ALERT

## Withholding of Mail Orders

Withholding of mail orders is enforced by postmasters at the cities listed below:

| State and City             | Names Covered  |
|----------------------------|--|
| CA, La Jolla 92037-5149    | Any And All Names Other Than Mario Valentino, 7514 Girard Ave., #1316        |
| CA, San Diego 92110-5253   | Any And All Names Other Than Olof Tegman, 3625 Midway Dr., Ste. N-172        |
| CA, San Gabriel 91776-3549 | Any And All Names, 745 E. Valley Blvd., #312                                 |
| CA, Upland 91786-3592      | New Work Systems, 1651 W. Foothill Blvd., #F-330                             |
| KY, Louisville 40211-2332  | Any And All Names Other Than The Surname Wilkerson, 3815 Von Spiegel         |
| MI, Plymouth 48170-1531    | Any And All Names Other Than The Surnames Jones or Doyle, 1396 Sheridan Ave. |
| TX, Houston 77092-3343     | North American Productions, 5018-I Antoine, Ste. 109                         |
| WI, Burlington 53105-8822  | Any And All Names Other Than The Surname Thomason, 8042 335th Ave.           |

—Judicial Officer, 7-6-95

## Domestic Orders

False representation is enforced by postmasters at the cities listed below:

| State and City               | Names Covered  | Product                       |
|------------------------------|--|-------------------------------|
| OK, Oklahoma City 73145-0579 | Silver Marketing, PO Box 45579                                   | A charitable donation scheme. |
| TX, Anthony 79821-9401       | All States or All States Credit Service, 525A Main St., Ste. 105 | An advance fee loan scheme.   |

—Judicial Officer, 7-6-95

## ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

**Foreign Order Number 362**

Keep all foreign order notices for use as reference.

**Tentative Orders**

A tentative Lottery Order has been issued against the following:

**Australia**

ALWS  
PO BOX 1270  
BURLEIGH HEADS QLD 4220  
AUSTRALIA

ALA INTERNATIONAL  
PO BOX 4590  
SYDNEY NSW 2001  
AUSTRALIA

MR HILL  
PO BOX 5012  
SYDNEY NSW 2001  
AUSTRALIA

**Canada**

IDM CORP  
7680 RIVER RD  
PO BOX 94209 STN MAIN  
RICHMOND BC V6Y 3A9  
CANADA

INTERNATIONAL FORTUNE BUREAU  
103-13670 72ND AVE STE 374  
SURREY BC V3W 2P3  
CANADA

ORION INTERNATIONAL  
PO BOX 777  
DELTA BC V4K 4Z9  
CANADA

SUBSCRIPTION DEPT  
12000 VMPO  
VANCOUVER BC V6B 5J8  
CANADA

**Germany**

FW MEIEREBERT  
LIEBIGSTR 3  
32052 HERFORD  
GERMANY

GS SERVICES INT AND  
G STEPULACK  
PO BOX 100407  
D-34004 KASSEL  
GERMANY

**Final Orders**

The tentative Decision and Order issued against the following has become final:

**Australia**

AUSTRALIAN LOTTERY WINNERS SERVICE  
PO BOX 86  
KENT TOWN SA 5071  
AUSTRALIA

AUSTRALIAN PLAYERS SERVICE  
PO BOX 1618  
NERANG ST  
SOUTHPORT 4215  
AUSTRALIA

**Canada**

AUSTRALIAN LOTTERY WINNERS SERVICE  
#9015 STN TERMINAL  
10688 KING GEORGE HWY  
SURREY BC V3T 5V4  
CANADA

AUSTRALIAN FORWARDING CENTER  
#34A-2755 LOUGHEED HWY STE 601  
PORT COQUITLAM BC V3B 5Y9  
CANADA

AUSTRALIAN LOTTERY WINNERS SERVICE  
PO BOX 777  
DELTA BC V4K 4Z9  
CANADA

CUSTOMER RESERVATIONS  
BOX 5251  
668 SEYMOUR ST  
VANCOUVER BC V6B 4B5  
CANADA

GLA  
349 W GEORGIA ST STE 6100  
VANCOUVER BC V6B 4B5  
CANADA

IDM CORP  
5010 48TH AVE  
PO BOX 925 STN MAIN  
DELTA BC V4K 4Y3  
CANADA

IDM CORP  
5010 48TH AVE  
PO BOX 130 STN MAIN  
DELTA BC V4K 3N6  
CANADA

IDM CORP  
5010 48TH AVE  
PO BOX 538 STN MAIN  
DELTA BC V4K VJ7  
CANADA

INTERNATIONAL FORTUNE BUREAU  
#191-1001 W BROADWAY STE 149  
VANCOUVER BC V6H 4B1  
CANADA

INTERNATIONAL LOTTERY PAYOUT SERVICES  
6871 NUMBER 3 RD  
PO BOX 94375 STN MAIN  
RICHMOND BC V6Y 3P7  
CANADA

LI CENTER  
8155 PARK RD STE 356  
RICHMOND BC V6Y 3C9  
CANADA

NORTH AMERICAN PROCESSING CENTER  
PO BOX 5300 STN MAIN  
VANCOUVER BC V6B 4P4  
CANADA

PRIORITY PROCESSING  
10621 KING GEORGE HWY #945  
VANCOUVER BC V3T 2X6  
CANADA

PRIORITY PROCESSING  
PO BOX 3685  
VANCOUVER BC V6B 3Y8  
CANADA

PRIORITY PROCESSING  
PO BOX 1844  
VANCOUVER BC V6C 2P7  
CANADA

PRIORITY RESERVATIONS  
PO BOX 3590  
VANCOUVER BC V6B 3Y6  
CANADA

WINNERS CIRCLE  
PO BOX 2014  
VANCOUVER BC V6B 3P8  
CANADA

WINNERS VERIFICATION CENTRE  
PO BOX 2207  
VANCOUVER BC V6B 3W2  
CANADA

ZOAS  
PO BOX 12000  
AURORA ON L4G 9Z9  
CANADA

**Netherlands Antilles**

ALLIANCE MARKETING BOARD LTD  
PO BOX 9151  
WILLEMSTAD  
NETHERLANDS ANTILLES

**West Indies**

ULT SUBSCRIPTION PROCESSING DEPT  
PO BOX 1199  
ST JOHNS ANTIGUA  
WEST INDIES

Do not dispatch any mail to the above. Place the mailpieces in a pouch endorsed "Foreign Order Mail" and send it to:

POSTMASTER  
CLAIMS INQUIRY AND UNDELIVERABLE MAIL  
JAMES A FARLEY BLDG RM 2029A  
NEW YORK NY 10199-9543

Do not place any endorsement on the mailpieces themselves.

Personnel may post this notice at the outgoing primary. They must post it on the Foreign Order Board at all processing and distribution plants designated international exchange offices and customer service plants.

—Judicial Officer, 7-6-95

### 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.

|                     |                     |                     |    |             |                     |    |             |                     |    |             |
|---------------------|---------------------|---------------------|----|-------------|---------------------|----|-------------|---------------------|----|-------------|
| <b>273 775 7700</b> | to                  | 397 819 8902        | to | 8999        | 418 164 6500        | to | 6799        | 440 858 6420        | to | 7299        |
|                     | <b>273 775 7899</b> | 398 149 7200        | to | 7699        | 418 423 9863        | to | 9899        | 441 199 1655        | to | 1699        |
| <b>302 000 0000</b> | to                  | 399 070 0872        | to | 0899        | 418 633 5922        | to | 5999        | 443 127 3648        | to | 3699        |
|                     | <b>302 123 9999</b> | 399 156 7119        | to | 7199        | 418 719 8520        | to | 8599        | 443 127 4000        | to | 4099        |
| <b>349 746 2056</b> | to                  | 399 203 5064        | to | 5099        | 418 744 2235        | to | 2299        | 443 673 7900        | to | 7999        |
| <b>350 518 7350</b> | to                  | 399 296 9909        | to | 9999        | 418 962 2848        | to | 2899        | 443 800 9335        | to | 9399        |
| <b>360 011 1690</b> | to                  | 399 792 8300        | to | 8399        | 419 543 0286        | to | 0299        | 444 382 8822        | to | 8899        |
| 360 168 6008        | to                  | 399 396 8935        | to | 8999        | 419 730 0300        | to | 0399        | 444 390 1667        | to | 1699        |
| 360 173 8800        | to                  | <b>400 427 1051</b> | to | <b>1999</b> | <b>420 277 0015</b> | to | <b>0049</b> | 444 457 3854        | to | 3899        |
| 362 861 3064        | to                  | 401 045 1505        | to | 1549        | 420 599 0734        | to | 0798        | <b>450 048 4173</b> | to | <b>4199</b> |
| <b>373 006 2176</b> | to                  | 401 045 1571        | to | 1599        | 420 661 4115        | to | 4199        | 450 048 4442        | to | 4699        |
| 374 768 2600        | to                  | 401 294 2700        | to | 2799        | 420 758 9500        | to | 9699        | 450 560 5173        | to | 5199        |
| 375 169 4400        | to                  | 401 310 9505        | to | 9599        | 420 969 3951        | to | 3971        | 450 620 3077        | to | 3099        |
| 375 829 3400        | to                  | 401 382 5312        | to | 5399        | 420 969 3973        | to | 3999        | 450 620 3135        | to | 3199        |
| 375 851 9100        | to                  | 402 578 7876        | to | 7899        | 421 116 3565        | to | 3599        | 450 780 2716        | to | 2799        |
| 376 196 0911        | to                  | 403 125 6744        | to | 6799        | 421 130 9300        | to | 9399        | 450 801 2700        | to | 2799        |
| 378 085 3679        | to                  | 403 260 7000        | to | 7499        | 421 313 4500        | to | 4999        | 451 109 2967        | to | 2984        |
| 378 351 1063        | to                  | 403 280 6470        | to | 6499        | 421 364 5537        | to | 5599        | 451 115 4110        | to | 4125        |
| 379 843 5100        | to                  | 403 685 8600        | to | 8699        | 421 656 2609        | to | 2699        | 451 115 4127        | to | 4199        |
| <b>380 093 9600</b> | to                  | 404 003 0300        | to | 0399        | 421 988 9700        | to | 9799        | 452 265 0074        | to | 0099        |
| 380 165 1165        | to                  | 404 041 8838        | to | 8899        | 422 172 4667        | to | 4699        | 452 265 0246        | to | 0299        |
| 381 325 4500        | to                  | 404 071 4268        | to | 4299        | 422 484 4212        | to | 4299        | 452 265 0335        | to | 0999        |
| 381 604 2510        | to                  | 404 347 5356        | to | 5399        | 422 556 1270        | to | 1299        | 452 509 1169        | to | 1199        |
| 381 645 9525        | to                  | 404 347 5548        | to | 5599        | 422 587 7024        | to | 7099        | 452 855 6471        | to | 6499        |
| 383 314 3968        | to                  | 404 726 4500        | to | 4599        | 422 819 7533        | to | 7599        | 452 890 4679        | to | 4799        |
| 383 892 1000        | to                  | 404 961 5001        | to | 5199        | 422 842 5073        | to | 5087        | 452 900 8215        | to | 8238        |
| 383 892 1382        | to                  | 405 325 0188        | to | 0198        | 422 907 7563        | to | 7599        | 453 117 9146        | to | 9199        |
| 384 925 3641        | to                  | 406 009 4587        | to | 4599        | 424 500 6050        | to | 6099        | 453 334 3631        | to | 3699        |
| 385 568 2331        | to                  | 406 260 6830        | to | 6899        | 424 641 8500        | to | 8599        | 453 603 7841        | to | 7891        |
| 385 599 7554        | to                  | 406 459 6641        | to | 6999        | 424 871 6600        | to | 6699        | 453 650 1140        | to | 1199        |
| 385 774 2024        | to                  | 406 733 3000        | to | 3999        | 425 298 2352        | to | 2399        | 453 741 1300        | to | 1399        |
| 386 624 1412        | to                  | 407 545 1557        | to | 1599        | 425 418 4269        | to | 4299        | 454 013 2919        | to | 2999        |
| 386 883 8936        | to                  | 407 594 0412        | to | 0599        | 425 418 4405        | to | 4499        | 454 186 2411        | to | 2499        |
| 387 314 5574        | to                  | 407 692 9100        | to | 9299        | 426 547 4566        | to | 4599        | 454 268 4883        | to | 4899        |
| 387 837 6300        | to                  | 407 959 2190        | to | 2199        | 427 412 6337        | to | 6499        | 454 302 5400        | to | 5499        |
| 388 828 0656        | to                  | 408 265 2275        | to | 2288        | 427 481 0900        | to | 0999        | 454 490 8300        | to | 8399        |
| 389 696 2400        | to                  | 408 499 7700        | to | 7799        | 428 027 2742        | to | 2752        | 454 547 7434        | to | 7499        |
| 389 846 3104        | to                  | 408 499 7900        | to | 7999        | 429 474 4172        | to | 4199        | 454 922 4867        | to | 4895        |
| 389 846 3145        | to                  | 408 682 8484        | to | 8599        | 429 889 2900        | to | 2999        | 455 221 1348        | to | 1499        |
| 389 887 9211        | to                  | 408 698 7015        | to | 7099        | <b>430 150 4401</b> | to | <b>4599</b> | 455 364 2147        | to | 2199        |
| 389 887 9234        | to                  | 409 072 3941        | to | 3999        | 430 172 9800        | to | 9899        | 455 399 5400        | to | 5499        |
| <b>390 001 3182</b> | to                  | <b>410 491 2311</b> | to | <b>2399</b> | 430 177 1900        | to | 2099        | 455 476 0676        | to | 0699        |
| 390 001 3500        | to                  | 410 694 8400        | to | 8599        | 430 444 9500        | to | 9699        | 455 543 0618        | to | 0699        |
| 390 545 5974        | to                  | 410 775 1500        | to | 1599        | 430 664 4070        | to | 4099        | 456 410 9006        | to | 9099        |
| 391 104 6146        | to                  | 410 795 7927        | to | 7999        | 432 168 8419        | to | 8499        | 456 470 4146        | to | 4299        |
| 391 574 1466        | to                  | 410 867 0917        | to | 0966        | 432 708 6800        | to | 6999        | 456 619 4460        | to | 4499        |
| 391 783 3020        | to                  | 410 867 0970        | to | 0999        | 432 744 1544        | to | 1599        | 457 333 2686        | to | 2699        |
| 391 792 6100        | to                  | 411 868 1023        | to | 1199        | 432 995 9775        | to | 9799        | 457 729 1767        | to | 1777        |
| 392 668 2956        | to                  | 411 922 2322        | to | 2399        | 433 003 5800        | to | 5899        | 457 937 8615        | to | 8699        |
| 392 854 8500        | to                  | 412 193 0900        | to | 0999        | 433 757 3047        | to | 3099        | 458 028 9810        | to | 9899        |
| 393 584 7566        | to                  | 412 395 8599        | to | 8699        | 433 765 4003        | to | 4099        | 458 057 2712        | to | 2999        |
| 393 650 0074        | to                  | 412 485 6500        | to | 6599        | 434 482 7060        | to | 7199        | 458 337 5222        | to | 5299        |
| 393 838 8316        | to                  | 412 485 6610        | to | 6699        | 434 513 2386        | to | 2399        | 458 354 7653        | to | 7999        |
| 393 893 6007        | to                  | 412 885 5953        | to | 5999        | 434 968 3076        | to | 3092        | 458 671 8678        | to | 8699        |
| 394 126 6907        | to                  | 414 193 3608        | to | 3674        | 435 303 1831        | to | 1842        | 458 671 8721        | to | 8798        |
| 394 189 0405        | to                  | 414 193 3677        | to | 3699        | 435 303 1986        | to | 1999        | 458 847 5044        | to | 5999        |
| 394 822 3243        | to                  | 414 411 7348        | to | 7399        | 435 666 6092        | to | 6399        | 459 274 7624        | to | 7699        |
| 394 990 1810        | to                  | 414 640 0757        | to | 0799        | 436 082 6400        | to | 6899        | 459 365 5432        | to | 5499        |
| 395 343 3264        | to                  | 414 965 1727        | to | 1799        | 436 160 6441        | to | 6499        | 459 378 5764        | to | 5799        |
| 395 373 3035        | to                  | 417 302 8104        | to | 8199        | 437 316 7115        | to | 7199        | 459 472 4816        | to | 4999        |
| 395 396 9649        | to                  | 417 387 6532        | to | 6599        | 437 427 0500        | to | 3499        | <b>460 349 6878</b> | to | <b>6899</b> |
| 395 970 3240        | to                  | 417 496 6800        | to | 6999        | 439 310 0458        | to | 0499        | 460 550 1909        | to | 1999        |
| 397 622 4054        | to                  | 417 871 9250        | to | 9299        | <b>440 698 1947</b> | to | <b>1999</b> | 460 997 5234        | to | 5299        |
|                     |                     | 417 930 9533        | to | 9599        | 440 858 6300        | to | 6399        | 461 973 6443        | to | 6499        |

|                     |           |             |                     |           |             |                     |           |             |                     |           |             |
|---------------------|-----------|-------------|---------------------|-----------|-------------|---------------------|-----------|-------------|---------------------|-----------|-------------|
| 462 152 0107        | to        | 0299        | 477 681 5206        | to        | 5299        | 491 567 1376        | to        | 1399        | 609 493 1100        | to        | 1199        |
| 462 274 1072        | to        | 1099        | 478 010 4243        | to        | 4268        | 492 254 4800        | to        | 4899        | 609 766 8100        | to        | 8999        |
| 462 277 8373        | to        | 8399        | 478 010 4270        | to        | 4291        | 492 283 5100        | to        | 5199        | 609 825 4100        | to        | 4115        |
| 463 117 5529        | to        | 5540        | 478 450 5071        | to        | 5099        | 492 610 6813        | to        | 6899        | 609 884 2981        | to        | 2999        |
| 463 176 4115        | to        | 4199        | 478 469 7838        | to        | 7858        | 493 394 5568        | to        | 5599        | 609 893 1000        | to        | 1099        |
| 463 176 4228        | to        | 4299        | 478 469 7883        | to        | 7899        | 493 470 2562        | to        | 2599        | <b>610 582 4200</b> | <b>to</b> | <b>4299</b> |
| 463 185 2600        | to        | 2799        | 479 280 9800        | to        | 9899        | 494 273 7700        | to        | 7799        | 611 285 8073        | to        | 8074        |
| 463 227 7711        | to        | 7799        | 479 365 9116        | to        | 9176        | 493 716 2153        | to        | 2199        | 611 879 6939        | to        | 6999        |
| 463 414 4869        | to        | 4899        | 479 412 9900        | to        | 9999        | 494 206 2972        | to        | 2999        | 612 291 8013        | to        | 8099        |
| 463 808 3484        | to        | 3499        | 479 667 6190        | to        | 6199        | 494 217 3446        | to        | 3999        | 612 751 5171        | to        | 5199        |
| 463 945 7400        | to        | 7899        | 479 748 9680        | to        | 9699        | 494 224 0500        | to        | 0599        | 612 751 5226        | to        | 5299        |
| 464 629 9000        | to        | 9399        | 479 860 7000        | to        | 7199        | 496 209 7425        | to        | 7499        | 612 751 6083        | to        | 6099        |
| 464 711 4332        | to        | 4399        | <b>480 526 2000</b> | <b>to</b> | <b>2099</b> | 496 213 8728        | to        | 8799        | 612 751 6268        | to        | 6299        |
| 465 692 3963        | to        | 3999        | <b>480 640 6330</b> | <b>to</b> | <b>6399</b> | 496 474 5226        | to        | 5248        | 612 751 6572        | to        | 6599        |
| 465 698 8300        | to        | 8599        | 480 689 5100        | to        | 5199        | 497 053 8517        | to        | 8699        | 612 774 2111        | to        | 2199        |
| 465 743 7745        | to        | 7799        | 481 673 0074        | to        | 0095        | 497 854 8673        | to        | 8699        | 612 774 2254        | to        | 2299        |
| 466 798 6056        | to        | 6067        | 482 527 1500        | to        | 1599        | 498 449 8888        | to        | 8899        | 612 774 2500        | to        | 2599        |
| 467 147 4300        | to        | 4399        | 482 541 5255        | to        | 5299        | 498 929 8285        | to        | 8499        | 614 469 0979        | to        | 0999        |
| 468 079 5782        | to        | 5799        | 482 729 6800        | to        | 6899        | 498 936 5310        | to        | 5399        | 614 474 3000        | to        | 3099        |
| 469 067 2817        | to        | 2899        | 483 363 7207        | to        | 7299        | 499 016 5425        | to        | 5499        | 614 521 3490        | to        | 3499        |
| 469 127 8000        | to        | 8199        | 483 402 2356        | to        | 2399        | 499 440 8575        | to        | 8899        | 614 645 1800        | to        | 1899        |
| 469 213 0359        | to        | 0399        | 483 486 5100        | to        | 5199        | 499 731 6717        | to        | 6799        | 614 832 1100        | to        | 2099        |
| 469 213 0500        | to        | 0599        | 483 632 1521        | to        | 1599        | <b>500 064 1858</b> | <b>to</b> | <b>1869</b> | 617 760 5266        | to        | 5299        |
| 469 658 1961        | to        | 1999        | 483 632 2600        | to        | 2799        | <b>600 645 3223</b> | <b>to</b> | <b>3299</b> | 617 813 3601        | to        | 3699        |
| 469 666 9900        | to        | 9999        | 483 849 1615        | to        | 1699        | 601 339 1200        | to        | 1399        | 618 840 9200        | to        | 9299        |
| 469 678 1900        | to        | 1999        | 484 174 4803        | to        | 5299        | 601 661 7700        | to        | 7799        | 619 551 7229        | to        | 7299        |
| 469 781 4900        | to        | 4999        | 484 323 8900        | to        | 9199        | 601 682 5343        | to        | 5399        | 619 859 3000        | to        | 3099        |
| 469 947 6960        | to        | 6999        | 484 680 5000        | to        | 5038        | 601 928 1600        | to        | 1699        | <b>620 073 9400</b> | <b>to</b> | <b>9499</b> |
| <b>470 755 5800</b> | <b>to</b> | <b>5818</b> | 484 680 5040        | to        | 5074        | 602 512 2972        | to        | 2999        | 621 648 8021        | to        | 8199        |
| 471 918 0300        | to        | 0999        | 484 680 5077        | to        | 5099        | 602 555 2400        | to        | 2799        | 621 648 8500        | to        | 8599        |
| 471 985 2408        | to        | 2419        | 485 029 4913        | to        | 4999        | 602 829 7061        | to        | 7099        | 621 916 1978        | to        | 1989        |
| 472 191 6700        | to        | 6799        | 486 176 0600        | to        | 0699        | 603 483 9572        | to        | 9599        | 623 076 9300        | to        | 9399        |
| 472 270 2555        | to        | 2599        | 486 559 7555        | to        | 7599        | 603 490 7200        | to        | 7299        | 623 895 8200        | to        | 8399        |
| 472 987 0213        | to        | 0241        | 486 696 3023        | to        | 3199        | 603 678 7100        | to        | 7199        | 623 917 0200        | to        | 0299        |
| 472 987 0290        | to        | 0299        | 488 173 7900        | to        | 7999        | 603 678 7662        | to        | 7699        | 623 819 5006        | to        | 5099        |
| 473 151 2069        | to        | 2199        | 488 206 4100        | to        | 4199        | 603 678 7902        | to        | 7999        | <b>632 500 0000</b> | <b>to</b> |             |
| 473 666 9138        | to        | 9199        | 488 226 0200        | to        | 0299        | 603 678 8418        | to        | 8499        | <b>632 599 9999</b> | <b>to</b> |             |
| 473 952 3429        | to        | 3499        | 488 709 3906        | to        | 3999        | 603 678 8700        | to        | 9999        | <b>700 065 4800</b> | <b>to</b> | <b>4899</b> |
| 474 108 5402        | to        | 5499        | 488 855 8359        | to        | 8399        | 604 086 0880        | to        | 0899        | 700 190 3350        | to        | 3359        |
| 474 356 5193        | to        | 5299        | 489 181 8963        | to        | 8999        | 604 349 1414        | to        | 1499        | 700 228 6048        | to        | 6099        |
| 474 949 3366        | to        | 3399        | 489 311 1930        | to        | 1999        | 604 503 7776        | to        | 7799        | 700 650 0452        | to        | 0499        |
| 475 134 9362        | to        | 9399        | 489 318 6200        | to        | 6300        | 605 520 9037        | to        | 9099        | 700 859 0744        | to        | 0758        |
| 475 167 9664        | to        | 9699        | 489 223 2000        | to        | 2099        | 605 685 4010        | to        | 4099        | 701 028 6780        | to        | 6899        |
| 475 319 3415        | to        | 3499        | 489 384 0027        | to        | 0099        | 605 988 6467        | to        | 6499        | 701 213 3900        | to        | 3999        |
| 475 319 3649        | to        | 3799        | 489 427 0658        | to        | 0899        | 607 689 7951        | to        | 7960        | 701 267 2000        | to        | 3999        |
| 475 340 6400        | to        | 6599        | 489 997 5252        | to        | 5299        | 607 728 1276        | to        | 1299        | <b>806 087 1100</b> | <b>to</b> | <b>1499</b> |
| 475 424 8410        | to        | 8499        | <b>490 669 5850</b> | <b>to</b> | <b>6099</b> | 608 727 7273        | to        | 7599        | 806 268 9275        | to        | 9299        |
| 475 629 9156        | to        | 9199        | 490 717 7080        | to        | 7099        | 608 813 9950        | to        | 9999        | 806 534 3400        | to        | 3477        |
| 475 850 6101        | to        | 6199        | 490 721 6000        | to        | 6099        | 609 067 5325        | to        | 5399        | 807 342 3283        | to        | 3399        |
| 475 875 2500        | to        | 2599        | 490 793 1500        | to        | 2099        | 609 067 5488        | to        | 5499        | 808 090 3440        | to        | 3499        |
| 476 169 8264        | to        | 8299        | 490 886 8171        | to        | 8199        | 609 067 5600        | to        | 5699        | 808 325 5161        | to        | 5699        |
| 476 189 3000        | to        | 3499        | 490 977 9221        | to        | 9240        | 609 289 6123        | to        | 6199        | <b>870 054 4814</b> | <b>to</b> | <b>4899</b> |
| 476 331 2480        | to        | 2499        | 491 258 8100        | to        | 9099        | 609 438 4400        | to        | 4499        | 870 491 4812        | to        | 4849        |
| 477 289 8601        | to        | 8699        |                     |           |             |                     |           |             |                     |           |             |

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.

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



|             |    |       |                    |           |              |                    |           |              |             |    |       |
|-------------|----|-------|--------------------|-----------|--------------|--------------------|-----------|--------------|-------------|----|-------|
| 682,194,101 | to | 4,300 | 686,066,714        | to        | 7,000        | 697,217,251        | to        | 7,400        | 702,051,501 | to | 1,750 |
| 682,749,963 | to | 0,200 | 686,325,801        | to        | 5,900        | 697,249,952        | to        | 0,050        | 702,053,601 | to | 3,800 |
| 682,895,301 | to | 5,500 | 686,567,807        | to        | 7,860        | 697,469,606        | to        | 9,700        | 702,104,368 | to | 4,900 |
| 682,899,401 | to | 9,800 | 687,145,501        | to        | 5,600        | 697,850,401        | to        | 0,750        | 702,128,306 | to | 8,400 |
| 683,148,063 | to | 8,100 | <b>690,412,901</b> | <b>to</b> | <b>3,400</b> | 697,945,701        | to        | 5,850        | 702,179,891 | to | 9,900 |
| 683,284,001 | to | 4,100 | 692,720,871        | to        | 0,900        | 698,098,446        | to        | 8,550        | 702,410,595 | to | 1,050 |
| 684,491,501 | to | 1,800 | 692,876,955        | to        | 7,050        | 698,300,251        | to        | 0,300        | 702,660,151 | to | 0,540 |
| 684,549,048 | to | 9,080 | 693,290,380        | to        | 0,400        | 698,533,927        | to        | 4,200        | 702,723,429 | to | 3,450 |
| 684,560,109 | to | 0,120 | 693,290,426        | to        | 0,450        | 698,562,268        | to        | 2,400        | 703,004,401 | to | 4,820 |
| 684,664,801 | to | 5,000 | 694,595,031        | to        | 5,300        | 699,090,686        | to        | 0,750        | 703,083,819 | to | 4,020 |
| 684,669,118 | to | 9,140 | 694,698,551        | to        | 8,650        | 699,752,699        | to        | 2,850        | 703,432,131 | to | 2,230 |
| 684,793,877 | to | 3,940 | 694,745,458        | to        | 5,600        | <b>700,068,473</b> | <b>to</b> | <b>8,500</b> | 703,626,061 | to | 6,090 |
| 684,797,821 | to | 7,860 | 695,105,313        | to        | 5,350        | 700,161,501        | to        | 1,650        | 703,628,791 | to | 9,210 |
| 685,145,309 | to | 5,800 | 695,142,809        | to        | 3,050        | 700,202,522        | to        | 2,700        | 703,867,801 | to | 7,980 |
| 685,207,545 | to | 7,600 | 695,144,666        | to        | 4,700        | 700,290,275        | to        | 0,300        | 704,227,561 | to | 7,829 |
| 685,210,901 | to | 1,000 | 695,272,601        | to        | 2,750        | 700,465,730        | to        | 5,750        | 704,227,831 | to | 8,069 |
| 685,807,531 | to | 7,580 | 695,277,576        | to        | 7,650        | 700,561,444        | to        | 1,550        | 704,228,071 | to | 8,100 |
| 685,857,451 | to | 7,530 | 695,530,761        | to        | 0,800        | 701,423,101        | to        | 3,150        | 704,420,344 | to | 0,490 |
| 685,900,425 | to | 0,439 | 696,487,701        | to        | 7,800        | 701,626,469        | to        | 6,550        | 704,568,751 | to | 8,990 |
| 685,814,051 | to | 4,130 | 696,784,101        | to        | 4,550        | 701,643,828        | to        | 3,850        | 706,817,959 | to | 8,000 |
| 685,953,580 | to | 3,620 | 696,870,601        | to        | 0,650        | 701,945,451        | to        | 5,500        | 707,034,391 | to | 4,450 |
| 685,955,441 | to | 5,480 | 697,047,501        | to        | 7,600        | 702,033,701        | to        | 4,050        | 707,292,636 | to | 2,660 |
| 686,006,601 | to | 7,000 | 697,052,101        | to        | 2,350        |                    |           |              |             |    |       |

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

—Inspection Service, 7-6-95

### 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*.

|             |             |
|-------------|-------------|
| 671,819,086 | 686,619,887 |
| 676,612,640 | 686,794,382 |
| 677,891,039 | 686,794,426 |
| 678,282,493 | 686,794,427 |
| 678,916,031 | 686,794,431 |
| 679,552,215 | 687,262,502 |
| 679,751,983 | 687,262,503 |
| 679,694,334 | 687,262,525 |
| 679,800,207 | 687,262,526 |
| 681,130,536 | 687,287,578 |
| 681,844,376 | 687,287,581 |
| 683,594,542 | 687,287,582 |
| 684,683,610 | 694,063,898 |
| 686,619,878 | 701,321,725 |
| 686,619,886 |             |

—Inspection Service, 7-6-95

### 800 Number Available to Verify Canadian Money Orders

The Canada Post Corporation is now providing an 800 number that cashing agents can call to verify the validity of Canadian Postal Money Orders. The number is 1-800-563-0444.

This 800 number is printed on the back of the Canadian Postal Money Orders.

—Inspection Service, 7-6-95

### 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.

|        |        |        |        |        |        |        |        |        |        |        |        |        |
|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 005091 | 012195 | 019117 | 021705 | 023416 | 028668 | 050012 | 066193 | 070783 | 080659 | 091495 | 094645 | 100275 |
| 005158 | 012285 | 019119 | 021713 | 023455 | 028679 | 050015 | 066224 | 070909 | 080711 | 091523 | 094668 | 100283 |
| 005172 | 012294 | 019242 | 021731 | 023523 | 028708 | 054009 | 066225 | 070922 | 085040 | 091632 | 094699 | 100612 |
| 005244 | 013079 | 019244 | 021744 | 023524 | 028753 | 054047 | 066239 | 070937 | 085116 | 091639 | 094725 | 100747 |
| 005300 | 013185 | 019313 | 021788 | 023535 | 028801 | 054075 | 066281 | 070957 | 085180 | 091690 | 094726 | 101016 |
| 005301 | 013214 | 019342 | 021813 | 024025 | 028803 | 055014 | 067158 | 071022 | 085191 | 091767 | 094829 | 101084 |
| 005326 | 014038 | 019433 | 021853 | 024093 | 028927 | 055041 | 067276 | 071075 | 085251 | 091787 | 094853 | 101202 |
| 005428 | 014049 | 019527 | 021855 | 024157 | 028956 | 055055 | 067333 | 071123 | 085363 | 091840 | 094921 | 101249 |
| 005468 | 014051 | 019546 | 021857 | 025183 | 028970 | 055063 | 067368 | 071197 | 085366 | 091896 | 094939 | 101406 |
| 005543 | 014056 | 019621 | 021864 | 025214 | 029083 | 055064 | 067376 | 071281 | 085404 | 092024 | 094943 | 101424 |
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| 480215        | 527002 | 598530        | 631034        | 711615 | 753148 | 789005        | 816036 | 850672 | 852216 | 852813 | 856233 | 860048        |
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| 480357        | 531357 | <b>600025</b> | 631358        | 711664 | 757513 | 791018        | 816251 | 850711 | 852235 | 852827 | 856244 | 860064        |
| 480612        | 531431 | 600167        | 631395        | 711666 | 757570 | 791139        | 816419 | 850716 | 852239 | 852842 | 856245 | 860075        |
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| 481640        | 531518 | 600227        | 631440        | 711668 | 760382 | 793029        | 816573 | 850720 | 852250 | 852866 | 856264 | 860082        |
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| 483068        | 545015 | 601045        | 641080        | 713101 | 770179 | <b>800192</b> | 830011 | 850771 | 852354 | 856011 | 856302 | 871016        |
| 483559        | 545017 | 601061        | 641229        | 713102 | 770260 | 800254        | 834066 | 850775 | 852357 | 856014 | 856306 | 871023        |
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| 486255        | 551636 | 601416        | 641862        | 724057 | 770459 | 801322        | 840476 | 850851 | 852406 | 856038 | 856329 | 871572        |
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| 490134        | 551772 | 602007        | 648142        | 730287 | 771004 | 801549        | 841135 | 850878 | 852432 | 856049 | 856343 | 882123        |
| 490266        | 551809 | 602259        | 648167        | 730837 | 771045 | 801615        | 841473 | 850884 | 852433 | 856059 | 856355 | 891258        |
| 490428        | 553054 | 602269        | 656117        | 730866 | 771101 | 802010        | 841607 | 850892 | 852449 | 856061 | 856358 | 891289        |
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| 490544        | 553802 | 602467        | 660219        | 731503 | 771871 | 802122        | 841781 | 850908 | 852460 | 856069 | 856368 | 891323        |
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| 494134        | 554377 | 602982        | 666350        | 740261 | 778348 | 803126        | 850067 | 852006 | 852540 | 856090 | 856430 | 891662        |
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| 495330        | 570062 | 604671        | 681581        | 740555 | 782782 | 804114        | 850420 | 852047 | 852566 | 856131 | 856463 | 900126        |
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|        |        |        |        |        |        |        |        |        |        |        |        |        |
|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 901669 | 907010 | 917101 | 920136 | 922296 | 927051 | 928205 | 931625 | 941957 | 953261 | 970039 | 972549 | 980444 |
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| 904099 | 914533 | 918670 | 921537 | 926474 | 927910 | 928745 | 940957 | 951008 | 968154 | 970533 | 973321 | 998190 |
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| 906655 | 917089 | 920125 | 922181 | 926883 | 928195 | 931496 | 941922 | 953256 | 968986 | 972548 | 980384 |        |

# PHILATELY

## Pictorial Cancellations Announcement 95-13

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 unserved.

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.



**Startex Mill**  
**Startex, SC 29377**  
**CENTENNIAL**  
**STATION**  
**1895-1995**  
**June 5, 1995**

June 5-9, 1995

CENTENNIAL STATION  
 POSTMASTER  
 21 N MAIN ST  
 STARTEX SC 29377-9998

(Artwork Unavailable)

June 8, 1995

MISSOURI NAPUS 95 STATION  
 POSTMASTER  
 HANNIBAL MO 63401-9998

(Artwork Unavailable)


June 6-8, 1995

DAIRY FESTIVAL STATION  
 POSTMASTER  
 PO BOX 9998  
 ELSIE MI 48831-9998

(Artwork Unavailable)

June 9, 1995

75TH STATE STATION  
 POSTMASTER  
 4 E CENTRAL STA  
 WORCESTER MA 01613-9998




**100 years**  
**of Shakers**  
**and movers.**

June 7, 1995

COLONIE CENTENNIAL STATION  
 POSTMASTER  
 30 OLD KARNER RD  
 ALBANY NY 1228-9998

*Colonie Centennial Station, June 7, 1995*  
*Colonie, NY 12205*

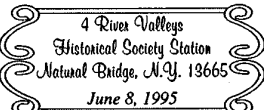


**47th Annual DELMARVA**  
**CHICKEN FESTIVAL**  
**June 10, 1995**

RECREATION PARK  
 & MARINA STATION  
 FEDERALSBURG, MD 21632-9998

June 9, 1995


RECREATION PARK & MARINA STATION  
 POSTMASTER  
 122 MORRIS AVE  
 FEDERALSBURG MD 21632-9998



**4 River Valleys**  
**Historical Society Station**  
**Natural Bridge, N.Y. 13665**  
**June 8, 1995**

June 8, 1995

HISTORICAL SOCIETY STATION  
 POSTMASTER  
 MAIN ST RT 3  
 NATURAL BRIDGE NY 13665-9998



**Augusta Township Volunteer Fire**  
**Department**

June 9-10, 1995

AUGUSTA STATION  
 POSTMASTER  
 PO BOX 9998  
 AUGUSTA OH 44607-9998

June 9-10, 1995

*Metropolis Superman Celebration*  
 MASSAC COUNTY CHAMBER OF  
 COMMERCE  
 POSTMASTER  
 PO BOX 9998  
 METROPOLIS IL 62960-9998

(Artwork Unavailable)

(Artwork Unavailable)

June 9-11, 1995

METROPOLITAN STAMP SHOW  
 POSTMASTER  
 MORGAN GMF 341 NINTH AVE RM 1037  
 NEW YORK NY 10199-9991

June 9-10, 1995

RONCEVERTE RIVER FESTIVAL STATION  
 POSTMASTER  
 314 W EDGAR AVE  
 RONCEVERTE WV 24970-9998

(Artwork Unavailable)



UNITY STATION  
 NEW VIENNA IA 52065  
 JUNE 9, 1995

June 9-11, 1995

UNITY STATION  
 POSTMASTER  
 PO BOX 9998  
 NEW VIENNA IA 52065-9998

June 9-10, 1995

VFW STATION  
 POSTMASTER  
 706 FORT ST  
 HAYS KS 67601-9998



June 9-17, 1995

OK MOZART INTERNATIONAL FESTIVAL  
 POSTMASTER  
 615 SW JENNINGS  
 BARTLESVILLE OK 74003-9998

June 9-11, 1995

BELLE ISLE PARK STATION  
 POSTMASTER  
 1401 W FORT ST  
 DETROIT MI 48233-9715

(Artwork Unavailable)



June 10, 1995

7TH DISTRICT CONVENTION STATION  
 POSTMASTER  
 7886 MAIN ST  
 SPRINGWATER NY 14560-9998

June 9-11, 1995

CORN FEST STATION  
 POSTMASTER  
 116 W MAGNOLIA ST  
 BUNKIE LA 71333-9998

(Artwork Unavailable)



June 10, 1995

AUGLAIZE TOWNSHIP STATION  
 POSTMASTER  
 129 W THIRD ST  
 HARROD OH 45850-9998

June 9-11, 1995

FIELD STATION  
 PO BOX 9998  
 BRISTOL RI 02809-9998



1995  
 BOB FELLER DAY  
 BASEBALL STATION  
 JUNE 10, 1995  
 VAN METER, IA 50261

June 10, 1995

BASEBALL STATION  
 POSTMASTER  
 PO BOX 9998  
 VAN METER IA 50261-9998

June 9-11, 1995

KIT CARSON RENDEZVOUS  
 POSTMASTER  
 PO BOX 9998  
 CARSON CITY NV 89701-9998



(Artwork Unavailable)

June 10, 1995

BRAND'N STATION  
 POSTMASTER  
 255 MAIN  
 RICHFIELD ID 83349-9998

Continued



**CENTENNIAL IN THE KETTLE**  
A HERITAGE EXPERIENCE  
CENTENNIAL STATION  
KEWASKUM, WI 53040  
JUNE 10, 1995

June 10, 1995  
CENTENNIAL STATION  
POSTMASTER  
347 MAIN ST  
KEWASKUM WI 53040-9998



Bergenfield, N.J. 07621  
June 10, 1995

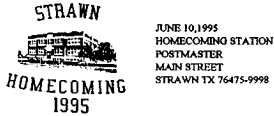
June 10, 1995  
FOUNDERS DAY FESTIVAL STATION  
POSTMASTER  
25 VETERANS PL  
BERGENFIELD NJ 07621-9998



June 10, 1995  
CENTENNIAL STATION  
POSTMASTER  
94221 N BANK ROGUE  
WEDDERBURN OR 97491-9998



June 10, 1995  
HERITAGE DAY STATION  
POSTMASTER  
PO BOX 9998  
GOEHNER NE 68364-9998



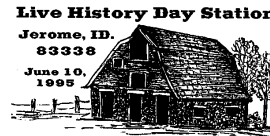
June 10, 1995  
CITY OF STRAWN  
HOMECOMING STATION  
POSTMASTER  
MAIN STREET  
STRAWN TX 76475-9998



June 10, 1995  
CRAWFORD COUNTY  
DAIRY BREAKFAST  
JUNE 10 1995  
HY-VIEW STATION  
EASTMAN WI 54626



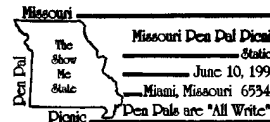
June 10, 1995  
CUSTOMER APPRECIATION DAY  
STATION  
POSTMASTER  
PO BOX 9998  
SAFETY HARBOR FL 34695-9998



June 10, 1995  
JEROME COUNTY HISTORICAL SOCIETY  
LIVE HISTORY DAY STATION  
POSTMASTER  
154 1ST AVE E  
JEROME ID 83338-9998



June 10, 1995  
DALE & MARTHA HAWK MUSEUM  
STATION  
POSTMASTER  
PO BOX 9998  
WOLFORD ND 58385-9998



June 10, 1995  
MISSOURI PEN PAL PICNIC STATION  
POSTMASTER  
PO BOX 9998  
MIAMI MO 65344-9998



June 10, 1995  
DONNA REED FESTIVAL STATION  
POSTMASTER  
102 N MAIN ST  
DENISON IA 51442-9998



June 10, 1995  
MT. OLIVE, ILLINOIS  
MOTHER JONES JUBILEE STATION  
PO BOX 9998  
MT OLIVE IL 62069-9998

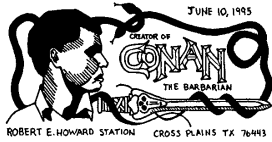


June 10, 1995  
DOS RIOS ELEMENTARY SCHOOL, EVANS AREA  
CHAMBER OF COMMERCE  
125TH ANNIVERSARY STATION  
POSTMASTER  
3834 BOULDER ST  
EVANS CO 80620-9998



June 10, 1995  
150th Anniversary of the Post Office  
POINT BASSE STATION  
POSTMASTER  
1001 MARKET ST  
NEKOOSA WI 54457-9998





June 10, 1995  
*Project Pride*  
ROBERT E HOWARD STATION  
POSTMASTER  
PO BOX 9998  
CROSS PLAINS TX 76443-9998



June 10-11, 1995  
*Cape Fair Chamber of Commerce*  
10TH ANNUAL OINKLAWN DOWNS PIG RACES BBQ & CRAFT FESTIVAL STATION  
POSTMASTER  
105 STATE RT 76 W  
CAPE FAIR MO 65624-9998



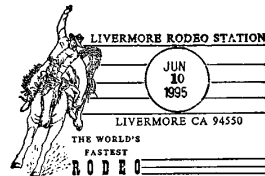
June 10, 1995  
SPARTA STATION  
POSTMASTER  
PO BOX 9998  
SPARTA WI 54656-9998



June 10-11, 1995  
HIGH ON AMERICA AIR SHOW STATION  
POSTMASTER  
PO BOX 9998  
KALAMAZOO MI 49001-9998



June 10, 1995  
ST PATRICKS STATION  
POSTMASTER  
PO BOX 9998  
GRETN A NE 68028-9998



June 10-11, 1995  
LIVERMORE RODEO STATION  
POSTMASTER  
220 S LIVERMORE AVE  
LIVERMORE CA 94550-9998



June 10, 1995  
TREMONT STATION  
POSTMASTER  
PO BOX 9998  
TREMONT IL 61568-9998



June 10-11, 1995  
*Valley Art Center*  
ART BY THE FALLS STATION  
POSTMASTER  
160 E WASHINGTON ST  
CHAGRIN FALLS OH 44022-9998



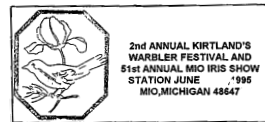
June 10, 1995  
*USPS and Mt. Washington Cog Railway*  
MT WASHINGTON STATION  
POSTMASTER  
RT 3 N  
TWIN MOUNTAIN NH 03595-9998

(Artwork Unavailable)

June 10-17, 1995  
CHIMNEY POINT  
POSTMASTER  
RD1 BOX 3546 RT 17  
VERGENNES VT 05491-8705



June 10, 1995  
WATERMELON FESTIVAL STATION  
POSTMASTER  
400 SW 7TH ST  
NEWBERRY FL 32669-9998



June 10-18, 1995  
2ND ANNUAL KIRTLANDS WARBLER FESTIVAL AND 51ST ANNUAL MIO IRIS SHOW STATION  
POSTMASTER  
PO BOX 9998  
MIO MI 48647-9998

(Artwork Unavailable)

June 10-11, 1995  
ALGONQUIN MILL STATION  
POSTMASTER  
PO BOX 174  
CARROLLTON OH 447616-9586



June 10-25, 1995  
QUARTZ MOUNTAIN STATION  
POSTMASTER  
1024 MAIN ST  
LONE WOLF OK 73655-9998

Continued



ALBION-LITTLE RIVER  
FIRE DEPARTMENT  
34th ANNUAL BARBEQUE  
STATION  
JUNE 11, 1995  
ALBION CA 95410

June 11, 1995  
*Albion Little River Fire Department*  
34TH ANNUAL BARBEQUE STATION  
POSTMASTER  
3350 ALBION RIDGE RD  
ALBION CA 95410-9998

(Artwork Unavailable)

June 11, 1995  
VERPEX STATION  
POSTMASTER  
151 WEST ST  
RUTLAND VT 05701-9998



Batsto, NJ 08037  
June 11, 1995

June 11, 1995  
*Batsto Citizens Commerce*  
DECOY AND WOODCARVERS SHOW  
STATION  
POSTMASTER  
114 S 3RD ST  
HAMMONTON NJ 08037-9998



**Centennial  
Celebration Station**  
New Plymouth, ID 83655  
Friday, June 23, 1995

June 12, 1995  
*Chamber Of Commerce*  
CENTENNIAL CELEBRATION STATION  
POSTMASTER  
108 E MAPLE  
NEW PLYMOUTH ID 83655-9998



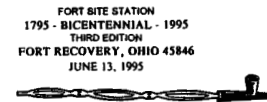
June 11, 1995  
GRAND ARMY PLAZA STATION  
POSTMASTER  
1050 FORBELL ST  
BROOKLYN NY 11256-9998



June 12-13, 1995  
*UAW*  
UAW STATION  
POSTMASTER  
PO BOX 9998  
ANAHEIM CA 92803-9998



June 11, 1995  
INDUCTION STATION  
POSTMASTER  
118 S PETERBORO ST  
CANASTOTA NY 13032-9998



June 13, 1995  
FORT SITE STATION  
POSTMASTER  
206 ST CLAIR ST  
FT RECOVERY OH 45846-9998



June 11, 1995  
MULTICULTURAL DAY STATION  
POSTMASTER  
PO BOX 9998  
BEAR MOUNTAIN NY 10911-9998

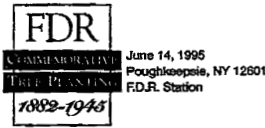


June 14, 1995  
CENTENNIAL STATION  
POSTMASTER  
201 HIGH ST NE  
WARREN OH 44481-9998

Centennial Station  
June 14, 1995



June 11, 1995  
STONE CITY, ANAMOSA  
IOWA STA.  
52205  
STONE CITY ANAMOSA IOWA STATION  
POSTMASTER  
116 S FORD ST  
ANAMOSA IA 52205-9998



June 14, 1995  
FDR STATION  
POSTMASTER  
55 MANSION ST  
POUGHKEEPSIE, NY 12601-9998



June 11, 1995  
TIMBER HALL STATION  
POSTMASTER  
PO BOX 9998  
EMBARRASS MN 55732-9998



June 14, 1995  
FLAG DAY STATION  
POSTMASTER  
900 E FAYETTE ST  
BALTIMORE MD 21233-9715

**NEBRASKALAND DAYS**



June 14, 1995  
 NEBRASKALAND DAYS STATION  
 POSTMASTER  
 1302 INDUSTRIAL AVE  
 NORTH PLATTE NE 69101-9998

(Artwork Unavailable)

June 16, 1995  
 DEDICATION STATION  
 POSTMASTER  
 7525 PARGON RD  
 DAYTON OH 45459-9998



War Memorial Station  
 Milwaukee WI  
 53202  
 June 14, 1995

June 14, 1995  
 WAR MEMORIAL STATION  
 POSTMASTER  
 345 W ST PAUL AVE  
 MILWAUKEE WI 53202-9998



June 16, 1995  
 Fairport Harbor Historical Society  
 LIGHTHOUSE STATION  
 POSTMASTER  
 2200 ORANGE AVE RM 206  
 CLEVELAND OH 44101-9998



June 15, 1995  
 Borough of Mechanicsburg, PA  
 JUBILEE DAY STATION  
 POSTMASTER  
 PO BOX 9998  
 MECHANICSBURG PA 17055-9998



June 16, 1995  
 LOS ALAMITOS STATION  
 POSTMASTER  
 10650 REAGAN ST  
 LOS ALAMITOS CA 90720-9998



June 15-18, 1995  
 The Noxen Fire Department  
 RATTLESNAKE ROUNDUP  
 POSTMASTER  
 PO BOX 9998  
 NOXEN PA 18636-9998



June 16, 1995  
 UUA General Assembly  
 34TH GENERAL ASSEMBLY STATION  
 POSTMASTER  
 904 W RIVERSIDE AVE  
 SPOKANE WA 99201-9998



June 15-18, 1995  
 SHINNECOCK HILLS STATION  
 POSTMASTER  
 PO BOX 9998  
 SOUTHAMPTON NY 11968



June 16-17, 1995  
 SPRINGENFEST STATION  
 POSTMASTER  
 12 E OTTAWA ST  
 RICHWOOD OH 43344-9998



June 16, 1995  
 1 LAP OF AMERICA  
 POSTMASTER  
 2 S ACADEMY ST  
 WYOMING NY 14591-9998



June 16-17, 1995  
 City of Isleton  
 CRAWDAD FESTIVAL STATION  
 POSTMASTER  
 103 C ST  
 ISLETON CA 95641-9998



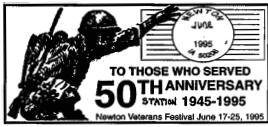
June 16, 1995  
 AUBURN DOWNTOWN BUSINESS ASSOCIATION  
 CRUISE NITES STATION  
 POSTMASTER  
 371 NEVADA ST  
 AUBURN CA 95603-9998

June 16, 1995  
 Auburn Downtown Business Association  
 CRUISE NITES STATION  
 POSTMASTER  
 371 NEVADA ST  
 AUBURN CA 95603-9998

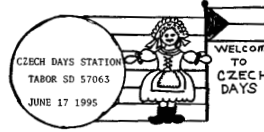


June 17, 1995  
 City of Whiteface  
 50TH ANNIVERSARY STATION  
 POSTMASTER  
 PO BOX 9998  
 WHITEFACE TX 79379-9998

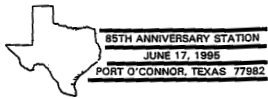
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June 17, 1995  
 50TH ANNIVERSARY STATION  
 POSTMASTER  
 215 S 2ND AVE E  
 NEWTON IA 50208-9998



June 17, 1995  
 CZECH DAYS STATION  
 POSTMASTER  
 PO BOX 9998  
 TABOR SD 57063-9998



June 17, 1995  
 85TH ANNIVERSARY STATION  
 POSTMASTER  
 PO BOX 9998  
 PORT OCONNOR TX 77982-9998



June 17, 1995  
 Daughters of the Republic of Texas  
 35TH CRT CONVENTION STATION  
 POSTMASTER  
 401 FRANKIN  
 HOUSTON TX 77201-9998



June 17, 1995  
 BCAL 19TH ANNUAL ART FAIR STATION  
 POSTMASTER  
 PO BOX 9998  
 BAYPORT MN 55003-9998



June 17, 1995  
 FIRST DAY OF BASS SEASON STATION  
 POSTMASTER  
 565 W NEWPORT RD  
 ELM PA 17521-9998



June 17, 1995  
 BLUEBERRY FESTIVAL STATION  
 POSTMASTER  
 323 BELLEVILLE AVE  
 BREWTON AL 36436-9998



June 17, 1995  
 Fredericktown Community  
 RIVERFEST STATION  
 POSTMASTER  
 P O BOX 9998  
 FREDERICKTOWN PA 15333-9998



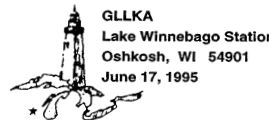
June 17, 1995  
 CITY HALL STATION  
 POSTMASTER  
 11111 JEFFERSON BLVD  
 CULVER CITY CA 90230-9998



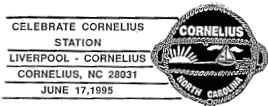
June 17, 1995  
 Geisinger Hospital  
 THE CHILDRENS HOSPITAL STATION  
 POSTMASTER  
 PO BOX 9998  
 DANVILLE PA 17821-9998



June 17, 1995  
 City of San Felipe  
 COLONIAL CAPITAL STATION  
 POSTMASTER  
 PO BOX 9998  
 SAN FELIPE TX 77473-9998



June 17, 1995  
 Great Lakes Lighthouse Keepers Association (GLLKA)  
 LAKE WINNEBAGO STATION  
 POSTMASTER  
 1025 W 20TH AVE  
 OSHKOSH WI 54901-9998



June 17, 1995  
 Cornelius Chamber of Commerce and USPS  
 CORNELIUS STATION  
 POSTMASTER  
 201 CATAWBA AVE  
 CORNELIUS NC 28031-9998



June 17, 1995  
 LIVINGSTON POPCORN FESTIVAL STATION  
 POSTMASTER  
 CENTRAL ST  
 LIVINGSTON WI 53554-9998



June 17, 1995  
LONE STAR STATION  
POSTMASTER  
PO BOX 9998  
GOLIAD, TEXAS 77963-9998



June 17, 1995  
PIONEER INDIAN DAYS STATION  
POSTMASTER  
PO BOX 9998  
GOOD THUNDER MN 56037-9998



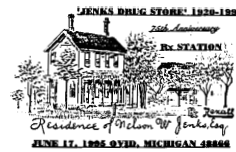
June 17, 1995  
LONG ISLAND FLOAT DAY  
POSTMASTER  
P O BOX 9998  
LONG ISLAND VA 24569-9998



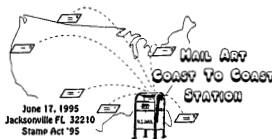
June 17, 1995  
Pioneer Museum  
PIONEER STATION  
POSTMASTER  
201 E THIRD ST  
SWEETWATER TX 79556-9998



June 17, 1995  
Luzerne Township Volunteer Fire Company  
FAYETTE COUNTY FERRY BOARD  
FESTIVAL STATION  
POSTMASTER  
PO BOX 9998  
LA BELLE PA 15450-9998



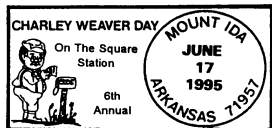
June 17, 1995  
RX STATION  
POSTMASTER  
PO BOX 9998  
OVID MI 48866-9998



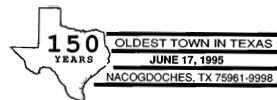
June 17, 1995  
MAIL ART COAST TO COAST STATION  
POSTMASTER  
14670 DUVAL ROAD  
JACKSONVILLE FL 32218-2460



June 17, 1995  
SANDY POINT STATION  
POSTMASTER  
PO BOX 9998  
SANDY POINT ME 04972-9998



June 17, 1995  
ON THE SQUARE STATION  
POSTMASTER  
PO BOX 9998  
MOUNT IDA AR 71957-9998



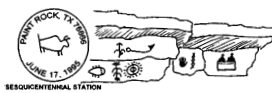
June 17, 1995  
Sesquicentennial Committee of Nacogdoches  
OLDEST TOWN IN TEXAS STATION  
POSTMASTER  
3007 UNIVERSITY DR  
NACOGDOCHES TX 75961-9998



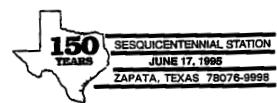
June 17, 1995  
ONSET MA STATION  
POSTMASTER  
214 ONSET AVE  
ONSET MA 02558-9998



June 17, 1995  
SESQUICENTENNIAL STATION  
POSTMASTER  
5310 PLEASANT RUN RD  
COLLEYVILLE, TX 76034-9998

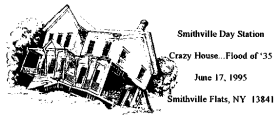


June 17, 1995  
Paint Rock Senior Citizens  
SESQUICENTENNIAL STATION  
POSTMASTER  
PO BOX 9998  
PAINT ROCK TX 76866-9998



June 17, 1995  
SESQUICENTENNIAL STATION  
POSTMASTER  
PO BOX 9998  
ZAPATA TX 78076-9998

Continued



June 17, 1995  
SMITHVILLE DAY STATIONS  
POSTMASTER  
MAIN ST  
SMITHVILLE FLATS NY 13841-9998



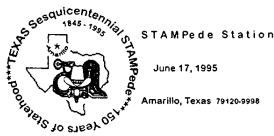
June 17, 1995  
WADSWORTH ATHENEUM STATION  
POSTMASTER  
141 WESTON ST  
HARTFORD CT 06101-9991



June 17, 1995  
SPRINGFIELD ARMORY  
POSTMASTER  
ONE ARMORY SQUARE  
SPRINGFIELD MA 01105-1299



June 17, 1995  
WILCOX PARK STATION  
POSTMASTER  
110 THOM HARVEY RD  
WESTERLY RI 02891-9998



June 17, 1995  
STAMPEDE STATION  
POSTMASTER  
2301 ROSS ST  
AMARILLO TX 79120-9998



June 17, 1995  
WILDERNESS TRAILS EXPRESS  
STATION  
POSTMASTER  
132 NW 6TH ST  
GRANTS PASS, OR 97526-9998



June 17, 1995  
STATEHOOD STATION  
POSTMASTER  
303 W OAK AVE  
MERTZON TX 76941-9998



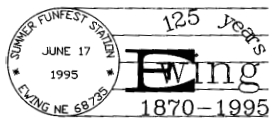
June 17, 1995  
South Plains Stamp Club  
XIT STATION  
POSTMASTER  
1515 AVENUE G  
LUBBOCK TX 79402-9998



June 17, 1995  
STATEHOOD STATION  
POSTMASTER  
PO BOX 9998  
BARNHART TX 76930-9998



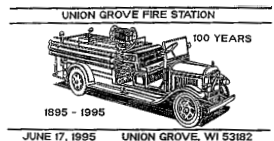
June 17-18, 1995  
Earl Anderson Memorial Rodeo  
EARL ANDERSON MEMORIAL RODEO  
CELEBRATION  
POSTMASTER  
303 CHATOGA  
GROVER CA 80729-9998



June 17, 1995  
SUMMER FUNFEST STATION  
POSTMASTER  
PO BOX 9998  
EWING NE 68735-9998



June 17-18, 24-25, 1995  
American Folkways Festival  
AMERICAN FOLKWAY FESTIVAL STATION  
POSTMASTER  
PO BOX 334  
CLINTONVILLE PA 16372-9998



June 17, 1995  
UNION GROVE FIRE STATION  
POSTMASTER  
830 MAIN ST  
UNION GROVE WI 53182-9998



June 17-23, 1995  
TRAIL DRIVE STATION  
POSTMASTER  
PO BOX 60000  
MIDLAND TX 79701-9998



June 17-25, 1995  
CHAUTAQUA STATION  
POSTMASTER  
105 E MAIN ST  
WYTHEVILLE VA 24382-9998



June 18, 1995  
LORAIN LIGHTHOUSE STATION  
POSTMASTER  
863 BROADWAY AVE  
LORAIN OH 44052-9998



**BICENTENNIAL STATION**  
**DANBURY, NH**  
03230  
JUNE 18, 1995

June 18, 1995  
*Bicentennial Committee of Danbury*  
BICENTENNIAL STATION  
POSTMASTER  
US ROUTE 4  
DANBURY NH 03230-9998



June 18, 1995  
*Corry Area Fine Arts Council*  
SUNDAY IN THE PARK STATION  
POSTMASTER  
PO BOX 9998  
CORRY PA 16407-9998



**GREAT LAKES LIGHTHOUSE STATION**  
JUNE 18, 1995  
SOUTH HAVEN MI 49090

June 18, 1995  
GREAT LAKES LIGHTHOUSE STATION  
POSTMASTER  
PO BOX 9998  
SOUTH HAVEN MI 49090-9998



27th ANNUAL MID-SOUTH SUMMER SCHOOL ON ALCOHOL AND DRUG ABUSE PROBLEMS  
U A L R STATION  
LITTLE ROCK AR 72204

June 18, 1995  
UALR STATION  
POSTMASTER  
600 E CAPITOL AVE  
LITTLE ROCK AR 72202-9998



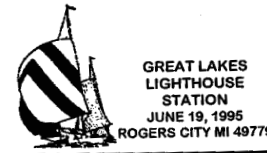
June 18, 1995  
GREAT LAKES LIGHTHOUSE SAGINAW RIVER STATION  
POSTMASTER  
PO BOX 9998  
BAY CITY MI 48787-9998



June 19, 1995  
GREAT LAKES LIGHTHOUSE STATION  
POSTMASTER  
PO BOX 9998  
DAVISON MI 48423-9998



June 18, 1995  
GREAT LAKES LIGHTHOUSE STATION  
POSTMASTER  
PO BOX 9998  
MACKINAW CITY MI 49701-9998



June 19, 1995  
GREAT LAKES LIGHTHOUSE STATION  
POSTMASTER  
PO BOX 9998  
ROGERS CITY MI 49779-9998



June 18, 1995  
*Lathrop Antique Car, Tractor and Engine Assn*  
ANTIQUE CAR, TRACTOR & ENGINE STATION  
POSTMASTER  
606 OAK ST  
LATHROP MO 64465-9998



June 19, 1995  
GREAT LAKES LIGHTHOUSE STATION  
POSTMASTER  
PO BOX 9998  
PERRINTON MI 48871-9998



June 18, 1995  
LIGHTHOUSE STATION  
POSTMASTER  
PO BOX 9998  
ST JOSEPH MI 49085-9998



June 19, 1995  
HAZENSISLE LIGHTHOUSE STATION  
POSTMASTER  
PO BOX 9998  
HOUGHTON LAKE HTS MI 48630-9998

Continued



June 19-24, 1995  
 GREAT LAKES LIGHTHOUSE STATION  
 POSTMASTER  
 PO BOX 9998  
 SAWYER MI 49125-9998

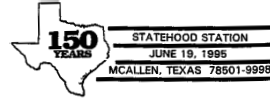
(Artwork Unavailable)

June 19, 1995  
 SPLIT ROCK LIGHTHOUSE STATION  
 POSTMASTER  
 PO BOX 9998  
 DULUTH MN 55801-9998



JAY MAINE  
 TOWN MEETING STATION  
 04239  
 JUNE 19, 1995

June 19, 1995  
 JAY MAINE TOWN MEETING STATION  
 POSTMASTER  
 158 MAIN ST  
 JAY ME 04239-9998



June 19, 1995  
 STATEHOOD STATION  
 POSTMASTER  
 620 E PECAN AVE  
 MCALLEN TX 78501-9998



June 19, 1995  
 JUNETEENTH CELEBRATION STATION  
 POSTMASTER  
 4600 MARK IV PKY  
 FT WORTH TX 76161-9998



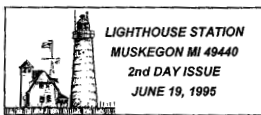
June 20, 1995  
 CENTENNIAL STATION  
 POSTMASTER  
 103 HIGHWAY 22  
 IDANHA OR 97350-9998



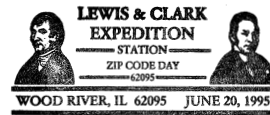
June 19, 1995  
 LETS PLAY BALL STATION  
 POSTMASTER  
 PO BOX 9998  
 MOUNTAIN DALE NY 12763-9998



June 20, 1995  
 USPS, Erie Pa  
 BALL PARK STATION  
 POSTMASTER  
 PO BOX 9998  
 ERIE PA 16515-9998



June 19, 1995  
 LIGHTHOUSE STATION  
 MUSKEGON MI 49440  
 POSTMASTER  
 PO BOX 9998  
 MUSKEGON MI 49440-9998



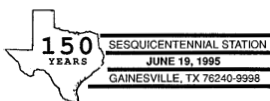
June 20, 1995  
 Wood River City Council  
 LEWIS & CLARK EXPEDITION STATION  
 POSTMASTER  
 PO BOX 9998  
 WOOD RIVER IL 62095-9998



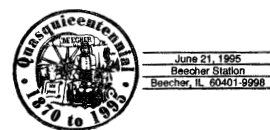
June 19, 1995  
 Our Beacon Shines on the Grand Opening  
 of the Grand Rapids Philatelic Station  
 GRAND RAPIDS PHILATELIC STATION  
 POSTMASTER  
 PO BOX 9998  
 GRAND RAPIDS MI 49599-9998



June 21, 1995  
 50TH ANNIVERSARY STATION  
 POSTMASTER  
 231 SOUTH MAIN ST  
 HALIFAX VA 24558-9998



June 19-20, 1995  
 SESQUICENTENNIAL STATION  
 POSTMASTER  
 321 E CALIFORNIA ST  
 GAINESVILLE TX 76240-9998



June 21, 1995  
 Beecher, Illinois Post Office  
 BEECHER STATION  
 POSTMASTER  
 PO BOX 9998  
 BEECHER IL 60401-9998





CENTENNIAL STATION  
MCLLOUD OK 74851  
JUNE 21, 1995

June 21, 1995  
CENTENNIAL STATION  
POSTMASTER  
700 S 8TH ST  
MCLLOUD OK 74851-9998



SQUARE DANCE STA.  
JUNE 21, 1995  
BIRMINGHAM AL 35203

June 21-24, 1995  
SQUARE DANCE STATION  
POSTMASTER  
351 24TH ST N  
BIRMINGHAM AL 35203-9611



June 21, 1995  
GERMAN VILLAGE SOCIETY SOUTH  
PARK STATION  
POSTMASTER  
PO BOX 9998  
QUINCY IL 62301-9998



June 22, 1995  
*Big Horn County Historical Society*  
LITTLE BIG HORN DAYS STATION  
POSTMASTER  
PO BOX 9998  
HARDIN MT 59034-9998



June 21, 1995  
GREAT LAKES LIGHTHOUSES STATION  
POSTMASTER  
2200 ORANGE AVE  
CLEVELAND OH 44101-9210



June 22, 1995  
PAIUTE NEIGHBORHOOD CENTER  
STATION  
POSTMASTER  
6536 E OSBORN RD  
SCOTTSDALE AZ 85251-6026



June 21, 1995  
*Lakeside-Marblehead Post Office*  
LIGHTHOUSE STATION  
POSTMASTER  
1306 W MAIN ST  
LAKESIDE-MARBLEHEAD OH 43440-9998



June 28, 1995  
RAYBURN SPACE STATION  
POSTMASTER  
900 BRENTWOOD RD NE  
WASHINGTON DC 20066-9998

STAMP ANNOUNCEMENT 95-33

# Alice Paul Definitive Stamp



Copyright USPS 1995

The Postal Service will issue a 78-cent Alice Paul definitive stamp (Item 1076), in a pane of 100, on August 18 in Mount Laurel, NJ. The stamp, designed by Chris Calle of Ridgefield, CT, features Alice Paul, an American woman suffrage leader, who introduced the first equal rights amendment campaign.

While doing graduate work in England, Paul joined the British suffragettes in about 1908, participating in militant actions and receiving three jail sentences. After returning to the United States, she advocated the use of militant tactics to publicize the need for a federal woman suffrage amendment to the U.S. Constitution. As chairman of the Congressional Union for Woman Suffrage (founded in 1913), later the National Woman's Party, Paul ordered marches, White House protests, and rallies. After the suffrage amendment was ratified in 1920, she urged the enactment of a federal equal rights amendment to the U.S. Constitution. She wrote the "Lucretia Mott" amendment in 1923.

In 1938, Paul organized the World Party for Equal Rights for Women, known as the World Women's Party. She also successfully lobbied for references to sex equality in the preamble to the United Nations charter and in the 1964 U.S. Civil Rights Act.

The Alice Paul stamp, the latest addition to the Great American Series, goes on sale nationwide August 19.

## How to Order the First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase the new stamp at their local post office, 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:

ALICE PAUL STAMP  
POSTMASTER  
200 WALT WHITMAN AVE  
MOUNT LAUREL NJ 08054-9998

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

|                                |  |
|--------------------------------|--|
| <b>Issue:</b>                  | Alice Paul   |
| <b>Denomination:</b>           | 78 cents   |
| <b>Format:</b>                 | Pane of 100  |
| <b>Item Number:</b>            | 1076   |
| <b>Issue Date:</b>             | August 18, 1995  |
| <b>Nationwide Sale Date:</b>   | August 19, 1995  |
| <b>Issue City &amp; State:</b> | Mount Laurel, NJ   |
| <b>Designer:</b>               | Chris Calle, Ridgefield, CT  |
| <b>Art Director:</b>           | Derry Noyes, Washington, DC  |
| <b>Typographer:</b>            | John Boyd, Anagraphics, New York, NY   |
| <b>Project Manager:</b>        | Elizabeth Altobell, Stamp Services, USPS   |
| <b>Modeler:</b>                | Ron Centra, Banknote Corporation of America  |
| <b>Manufacturing Process:</b>  | Intaglio   |
| <b>Printer:</b>                | Banknote Corporation of America (BCA)  |
| <b>Color:</b>                  | Purple PMS 268   |
| <b>Size:</b>                   | 0.71 x 0.82 in/18.0 x 20.8 mm (image area)<br>0.84 x 0.99 in/21.3 x 25.1 mm (overall)<br>9.1 x 10.24 in/231.1 x 260.1 mm (full pane) |
| <b>Plate Number:</b>           | "B" followed by one single digit   |
| <b>Marginal Markings:</b>      | © USPS 1995 • Plate Position Diagram • Price • Promotional Information   |

charge for the postmark. All orders must be postmarked by September 17, 1995.

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 telephoning 1-800-STAMP-24.

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

—Stamp Services, Marketing, 7-6-95

DISTRIBUTION

**Alice Paul Definitive Stamp, Item 1076**

All stamp distribution offices (SDOs) will receive standard automatic distribution quantities for a 100-stamp pane, rounded to the nearest master carton size (250,000 stamps). Distribution will be completed by July 18.

**Philatelic Requirement**

Post offices with authorized philatelic centers will receive the following automatic distribution:

| Offices That Receive Four-Position Stock in These Quantities | Will Receive These Quantities of the 78-Cent Alice Paul Stamp |
|--|---|
| 20,000   | 40,000  |
| 40,000   | 80,000  |
| 60,000   | 120,000   |
| 80,000   | 160,000   |
| 125,000  | 250,000   |
| 250,000  | 500,000   |
| 375,000  | 750,000   |
| 625,000  | 1,250,000   |

There will not be an automatic shipment of this issue to post offices. The Minneapolis Information System Service Center *will not* provide a distribution listing or Form 3309, *Advice of Shipment/Stamp Invoice*.

To obtain quantities of this issue, post offices must immediately submit separate Forms 17, *Stamp Requisition*, to their designated SDOs. SDOs must not distribute stamps to post offices before August 10, 1995. There will not be back-up quantities of this item at the accountable paper depositories.

—Stamp Services, Marketing, 7-6-95

STAMP ANNOUNCEMENT 95-34

**Prehistoric Animals Commemorative Stamps**



Copyright USPS 1994

The Postal Service will issue a pane of 20 32-cent Prehistoric Animals commemorative stamps (Item 4467) on August 24 in Saint Louis, MO. The four stamps were designed by Davis Meltzer of Huntingdon Valley, PA. The stamps feature four mysterious creatures from the past: the eohippus, woolly mammoth, mastodon, and the saber-toothed cat.

The eohippus, the earliest relative of the horse, roamed North America more than 50 million years ago. This small, horse-like creature was roughly the size of a whippet dog, with four toes on its front feet and three toes behind. Eohippus is the earliest known ancestor of the family tree of horses that evolved into many creatures we know today, including zebras.

First discovered in drawings on the walls of prehistoric cave dwellings in France and later recovered from the age-old Siberian permafrost, the woolly mammoth is thought to be the ancestor of the Asian elephant. At first glance, the woolly mammoth resembles the present-day elephant, but on closer inspection its differences become apparent. Distinguished by its thick coat of black wool and long drooping "guard-hairs," the woolly mammoth carried large fat deposits on its shoulders and head that scientists believe provided reserve energy for the extreme conditions in which it lived and roamed.

The American mastodon was the last of a long line of diverse elephants that roamed the Earth during the last Ice Age. About the size of current-day Asian elephants, this enormous gentle species roamed the continent of North America from Alaska to Florida. Strict vegetarians, these great creatures fed on small shrubs and other bog

*Continued next page*

*Continued*

vegetation. Like their counterpart the woolly mammoth, mastodons disappeared at the close of the last Ice Age, roughly 10,000 years ago.

The saber-toothed cat, boasting large, blade-like canine teeth as long as 6 inches, roamed throughout North and South America. These sleek yet ferocious saber-toothed cats are thought to have preyed on large-bodied mammals such as the offspring of woolly mammoths and mastodons. They, too, became extinct during the last Ice Age.

The Prehistoric Animals commemorative stamps go on sale nationwide August 25, 1995.

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

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase the new stamps at their local post office, 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:

PREHISTORIC ANIMALS STAMPS  
 POSTMASTER  
 1720 MARKET ST  
 ST LOUIS MO 63155-9998

After applying the first day of issue postmark, the Postal Service returns the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by September 23, 1995. 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 telephoning 1-800-STAMP-24.

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

|                                |   |
|--------------------------------|---|
| <b>Issue:</b>                  | Prehistoric Animals   |
| <b>Denomination:</b>           | 32 cents  |
| <b>Format:</b>                 | Pane of 20  |
| <b>Item Number:</b>            | 4467  |
| <b>Issue Date:</b>             | August 24, 1995   |
| <b>Nationwide Sale Date:</b>   | August 25, 1995   |
| <b>Issue City &amp; State:</b> | Saint Louis, MO   |
| <b>Designer:</b>               | Davis Meltzer,<br>Huntingdon Valley, PA   |
| <b>Art Director:</b>           | Howard Paine, Delaplaine, VA  |
| <b>Typographer:</b>            | Tom Mann, Mann & Mann<br>Graphics, Warrenton, VA  |
| <b>Project Manager:</b>        | Terry McCaffrey,<br>Stamp Services, USPS  |
| <b>Modeler:</b>                | Joe Sheeran,<br>Ashton-Potter (USA) Ltd.  |
| <b>Manufacturing Process:</b>  | Combination offset-intaglio   |
| <b>Printer:</b>                | Ashton-Potter (USA) Ltd.  |
| <b>Colors:</b>                 | Yellow, magenta, cyan,<br>and black   |
| <b>Size:</b>                   | 1.44 x 1.11 in/36.6 x 28.0 mm<br>(image area)<br><br>1.56 x 1.23 in/39.6 x 31.1 mm<br>(overall)<br><br>7.80 x 6.15 in/198 x 156.2 mm<br>(full pane) |
| <b>Plate Number:</b>           | "P" followed by four single digits<br>plus one single digit   |
| <b>Marginal Markings:</b>      | © USPS 1994 • Plate Position<br>Diagram • Price • Promotional<br>Copy   |

STAMP ANNOUNCEMENT 95-35

# Women's Suffrage Commemorative Stamp



Copyright USPS 1995

The Postal Service will issue a 32-cent Women's Suffrage commemorative stamp (Item 4464), in a pane of 40, in Washington, DC, on August 26, marking the anniversary of the passage of the 19th Amendment to the U.S. Constitution. On February 28, 1913, in Washington, DC, during the inauguration of President Woodrow Wilson, a procession of women from all professions and occupations descended upon the White House—one of the many marches and protestations in the long struggle for the enfranchisement of women in the United States. On May 16, 1976—63 years later—thousands of supporters of the proposed Equal Rights Amendment marched to the Illinois State Capitol. Photographs of these two milestones in American history have been artistically combined with typography and symbols to create the design featured on the Women's Suffrage stamp. The stamp recognizes the contributions of the women's suffrage movement and the landmark ratification of the 19th amendment (women's right to vote) to the U.S. Constitution.

Designed by April Greiman of Los Angeles, CA, the stamp goes on sale nationwide August 28.

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

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase the new stamp at their local post office, 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:

WOMENS SUFFRAGE STAMP  
 POSTMASTER  
 900 BRENTWOOD RD NE  
 WASHINGTON DC 20066-9991

After applying the first day of issue postmark, the Postal Service returns the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by September 25, 1995.

|                                |   |
|--------------------------------|---|
| <b>Issue:</b>                  | Women's Suffrage  |
| <b>Denomination:</b>           | 32 cents  |
| <b>Format:</b>                 | Pane of 40  |
| <b>Item Number:</b>            | 4464  |
| <b>Issue Date:</b>             | August 26, 1995   |
| <b>Nationwide Sale Date:</b>   | August 28, 1995   |
| <b>Issue City &amp; State:</b> | Washington, DC  |
| <b>Designer:</b>               | April Greiman, Los Angeles, CA  |
| <b>Art Director:</b>           | Carl Herrman,<br>Ponte Vedra Beach, FL  |
| <b>Typographer:</b>            | April Greiman   |
| <b>Project Manager:</b>        | Elizabeth Altobell,<br>Stamp Services, USPS   |
| <b>Modeler:</b>                | Joe Sheeran,<br>Ashton-Potter (USA) Ltd.  |
| <b>Manufacturing Process:</b>  | Combination offset-intaglio   |
| <b>Printer:</b>                | Ashton-Potter (USA) Ltd.  |
| <b>Colors:</b>                 | Yellow, magenta, cyan,<br>and black   |
| <b>Size:</b>                   | 1.10 x 1.42 in/27.9 x 36.1 mm<br>(image area)<br><br>1.24 x 1.56 in/31.5 x 39.6 mm<br>(overall)<br><br>7.80 x 7.47 in/198.1 x 189.7 mm<br>(full pane) |
| <b>Plate Number:</b>           | "P" followed by four single digits,<br>plus one single digit  |
| <b>Marginal Markings:</b>      | © USPS 1995 • Plate Position<br>Diagram • Price • Promotional<br>Copy   |

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 telephoning 1-800-STAMP-24.

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

—Stamp Services, Marketing, 7-6-95

# POST OFFICE

## Post Office Changes Number 13

| Old/<br>New | Finance<br>No. | ZIP<br>Code | State | P.O. Name     | County/Parish | Station/Branch/<br>Unit | Unit Type             | Effective<br>Date | Comments   |
|-------------|----------------|-------------|-------|---------------|---------------|-------------------------|-----------------------|-------------------|--|
| Old         | 017460         | 35662       | AL    | Sheffield     | Colbert       | Muscle Shoals           | Classified Branch     | 7/10/95           | This announcement establishes Muscle Shoals AL as an independent post office. Use Muscle Shoals AL 35662 as last line of address.  |
| New         | 015840         | 35662       | AL    | Muscle Shoals | Colbert       | Main Office             | Post Office           | 7/10/95           |  |
| Old         | 051680         | 95426       | CA    | Cobb          | Lake          | Loch Lomond             | Community Post Office | 5/18/94           | Community post office discontinued. ZIP Code 95426 is retained. Establish a place name. Loch Lomond CA becomes an acceptable place name for use with ZIP Code 95461. This amends PB 21878. |
| New         | 054908         | 95461       | CA    | Middletown    | Lake          | Loch Lomond             | Place Name            | 5/18/94           |  |
| Old         | 117635         | 33063       | FL    | Pompano       | Broward       | Main Office             | Post Office           | 7/1/95            | This rescinds a previously announced notice of a new delivery area ZIP Code in PB 21882.   |
| New         | 117635         | 33078       | FL    | Pompano       | Broward       | Main Office             | Post Office           | 7/1/95            |  |
| Old         | 206188         | 40978       | KY    | Plank         | Clay          | Main Office             | Post Office           | 7/22/95           | Post office and ZIP Code discontinued. Establish a place name. Plank KY becomes an acceptable place name for use with ZIP Code 40962.  |
| New         | 204996         | 40962       | KY    | Manchester    | Clay          | Plank                   | Place Name            | 7/22/95           |  |
| Old         | 201100         | 41315       | KY    | Burkhart      | Wolfe         | Main Office             | Post Office           | 8/5/95            | Post office and ZIP Code discontinued. Establish a place name. Burkhart KY becomes an acceptable place name for use with ZIP Code 41301.   |
| New         | 201224         | 41301       | KY    | Campton       | Wolfe         | Burkhart                | Place Name            | 8/5/95            |  |
| Old         | 202152         | 41417       | KY    | Dingus        | Morgan        | Main Office             | Post Office           | 7/22/95           | Post office and ZIP Code discontinued. Establish a place name. Dingus KY becomes an acceptable place name for use with ZIP Code 41472.   |
| New         | 208240         | 41472       | KY    | West Liberty  | Morgan        | Dingus                  | Place Name            | 7/22/95           |  |
| Old         | 200104         | 41710       | KY    | Allock        | Perry         | Main Office             | Post Office           | 7/22/95           | Post office and ZIP Code discontinued. Establish a place name. Allock KY becomes an acceptable place name for use with ZIP Code 41773.   |
| New         | 207996         | 41773       | KY    | Vicco         | Perry         | Allock                  | Place Name            | 7/22/95           |  |

| Old/<br>New | Finance<br>No. | ZIP<br>Code | State | P.O. Name      | County/Parish | Station/Branch/<br>Unit | Unit Type   | Effective<br>Date | Comments  |
|-------------|----------------|-------------|-------|----------------|---------------|-------------------------|-------------|-------------------|---|
| Old         | 204488         | 41756       | KY    | Leatherwood    | Perry         | Main Office             | Post Office | 7/22/95           | Post office and ZIP Code discontinued. Establish a place name. Leatherwood KY becomes an acceptable place name for use with ZIP Code 41731.                                 |
| New         | 201740         | 41731       | KY    | Cornettsville  | Perry         | Leatherwood             | Place Name  | 7/22/95           |   |
| Old         | 200152         | 41801       | KY    | Amburgey       | Perry         | Main Office             | Post Office | 7/22/95           | Post office and ZIP Code discontinued. Establish a place name. Amburgey KY becomes an acceptable place name for use with ZIP Code 41773.                                    |
| New         | 207996         | 41773       | KY    | Vicco          | Perry         | Amburgey                | Place Name  | 7/22/95           |   |
| Old         | 205560         | 42358       | KY    | Narrows        | Ohio          | Main Office             | Post Office | 7/22/95           | Post office and ZIP Code discontinued. Establish a place name. Narrows KY becomes an acceptable place name for use with ZIP Code 42347.                                     |
| New         | 203588         | 42347       | KY    | Hartford       | Ohio          | Narrows                 | Place Name  | 7/22/95           |   |
| Old         | 226810         | 04273       | ME    | Poland         | Androscoggin  | Main Office             | Post Office | 7/23/94           | Post office and ZIP Code discontinued. Establish a place name. Poland becomes an acceptable place name for use with ZIP Code 04274.   |
| New         | 226825         | 04274       | ME    | Poland Springs | Androscoggin  | Poland                  | Place Name  | 7/23/94           |   |
| Old         | 226825         | 04274       | ME    | Poland Springs | Androscoggin  | Main Office             | Post Office | 8/1/95            | This announcement changes the name of the Poland Springs Post Office to Poland Post Office. Poland Springs ME becomes an acceptable place name for use with ZIP Code 04274. |
| New         | 226825         | 04274       | ME    | Poland         | Androscoggin  | Poland Springs          | Place Name  | 8/1/95            |   |
| Old         | 222370         | 04429       | ME    | East Holden    | Penobscot     | Main Office             | Post Office | 8/1/95            | This announcement changes the name of the East Holden Post Office to Holden Post Office. East Holden ME becomes an acceptable place name for use with ZIP Code 00429.       |
| New         | 222370         | 04429       | ME    | Holden         | Penobscot     | East Holden             | Place Name  | 8/1/95            |   |
| Old         | 293834         | 59333       | MT    | Hathaway       | Rosebud       | Main Office             | Post Office | 7/29/95           | Post office discontinued. Retain ZIP Code. Hathaway MT becomes an acceptable place name for use with ZIP Code 59333.  |
| New         | 295724         | 59333       | MT    | Miles City     | Custer        | Hathaway                | Place Name  | 7/29/95           |   |

| Old/<br>New | Finance<br>No. | ZIP<br>Code | State | P.O. Name               | County/Parish | Station/Branch/<br>Unit     | Unit Type         | Effective<br>Date | Comments   |
|-------------|----------------|-------------|-------|-------------------------|---------------|-----------------------------|-------------------|-------------------|--|
| Old         | 344830         | 87541       | NM    | Las Tablas              | Rio Arriba    | Main Office                 | Post Office       | 7/29/95           | Post office and ZIP Code discontinued. Establish a place name. Las Tablas NM becomes an acceptable place name for use with ZIP Code 87581.                                     |
| New         | 349135         | 87581       | NM    | Vallecitos              | Rio Arriba    | Las Tablas                  | Place Name        | 7/29/95           |  |
| Old         | 407232         | 97136       | OR    | Rockaway                | Tillamook     | Main Office                 | Post Office       | 8/1/95            | This announcement changes the name of the Rockaway Post Office to Rockaway Beach Post Office. Rockaway OR becomes an acceptable place name for use with ZIP Code 97136.        |
| New         | 407232         | 97136       | OR    | Rockaway Beach          | Tillamook     | Rockaway                    | Place Name        | 8/1/95            |  |
| Old         | 413364         | 16127       | PA    | Grove City              | Mercer        | Main Office                 | Post Office       | 6/12/95           | Establish a new classified branch. Use Grove City 16127 as last line of address.   |
| New         | 413364         | 16127       | PA    | Grove City              | Mercer        | Grove City<br>Factory Shops | Classified Branch | 6/12/95           |  |
| Old         | 450480         | 29006       | SC    | Batesburg               | Lexington     | Main Office                 | Post Office       | 6/10/95           | Post office discontinued. Retain ZIP Code. Establish a place name. Batesburg SC 29006 becomes an acceptable place name for use with ZIP Code 29006.                            |
| New         | 454920         | 29006       | SC    | Batesburg-<br>Leesville | Lexington     | Batesburg                   | Place name        | 6/10/95           |  |
| Old         | 454920         | 29070       | SC    | Leesville               | Lexington     | Main Office                 | Post Office       | 6/10/95           | This announcement changes the name of the Leesville Post Office to Batesburg-Leesville Post Office. Leesville SC becomes an acceptable place name for use with ZIP Code 29070. |
| New         | 454920         | 29070       | SC    | Batesburg-<br>Leesville | Lexington     | Leesville                   | Place Name        | 6/10/95           |  |
| Old         | 458840         | 29595       | SC    | Trio                    | Williamsburg  | Main Office                 | Post Office       | 7/16/94           | Post office and ZIP Code discontinued. Establish a place name. Trio SC becomes an acceptable place name for use with ZIP Code 29590.   |
| New         | 457800         | 29590       | SC    | Salters                 | Williamsburg  | Trio                        | Place Name        | 7/16/95           |  |



# POSTAL EMPLOYEES

ELM REVISION

## Collection of Postal Debts

*Employee and Labor Relations Manual 450, Collection of Postal Debts From Nonbargaining Employees, and 460, Collection of Postal Debts From Bargaining Unit Employees*, are updated to clarify current practices, to provide new reporting relationships following the restructuring of the Postal Service, and to amend certain provisions identified below as substantive changes. Pages 42–68 of this *Bulletin* may be substituted for 450 and 460 in Issue 12.

Changes that affect neither policy nor procedures are the following: (1) changes are made to preserve grammatical and stylistic consistency and to regularize codification; (2) exhibit titles and headings are modified to improve readability; (3) some material is reworded minimally to clarify meaning; (4) the material in 452.24, Action Following Reconsideration of Debt and/or Offset Schedule, is reorganized for greater clarity; (5) the material in 460 is reorganized to move 462.1, Authority, into new 462.3, Statutory Offset Procedures, and subsequent sections through 462.4 are renumbered accordingly; and (6) *Recovery* is changed to *Collection* in the title of 450 and in 452.4.

Substantive changes include replacing *servicing postal data center* (PDC) with *Minneapolis Accounting Service Center* (ASC) throughout both subchapters and changing organization unit and/or position titles in 451.4g, 452.11, 452.231, 452.332, and 462.11.

Sections 452.31, 452.322d, 452.322f(3), 452.334, 452.335, 462.31, 462.42, 464.1, and 464.3 and exhibits 452.233 and 452.322 are amended to add a provision for an alternative amount of salary offset for bargaining unit employees.

Other substantive changes, marked by change bars in the margin, are as follows:

**451.1 Scope** is amended to extend the right to petition for hearing over letters of demand, under specific circumstances, to bargaining unit employees and to reference a new provision in 462.42 for an alternative amount of salary offset for a bargaining unit employee.

**451.2 Representation** is added to indicate that employees have the right to, and free choice of, representation, and that a postal employee designated as representative is granted a reasonable amount of official time to perform authorized functions. Subsequent sections of 451 are renumbered to accommodate the addition.

**Exhibit 452.233, Form 3239, Payroll Deduction Authorization to Liquidate Postal Service Indebtedness**, adds provisions for nonbargaining and bargaining unit employee offsets and deduction amounts.

**452.241 Consideration and Response** is amended to clarify the need for follow-up action.

**452.322 Contents** deletes the exhibit reference that excluded bargaining unit employees.

**Exhibit 452.322 Sample Notice of Involuntary Administrative Salary Offsets** deletes the exclusion for bargaining unit employees from the sample notice and adds both to the letter and to the Statement of Debtor's Rights and Responsibilities an alternative amount of salary offset for bargaining unit employees.

**452.332a** under **Requests for Postal Records** is amended to include a request by a bargaining unit employee or the union.

**452.21 Notice** is amended to indicate that the letter notifying an employee of the Postal Service's intention to initiate an offset to collect a debt reflected by a federal court judgment, as well as a copy of the court judgment, should be hand delivered if possible, and if not, then by certified or Express Mail, return receipt requested.

**455.3 Collection of Debt Upon Separation** is amended to add a provision for debt collection from former employees under the Federal Employee Retirement System (FERS).

**461.1 Scope** is amended to add a provision for application of regulations in 451.2, 451.5, 451.7, and 452.3 when circumstances specified in 462.32 apply to bargaining unit employees.

**461.3 Definitions** is amended to add the term *Severe Financial Hardship* for consistency with 451.4.

**462.2 (formerly 462.3) Applicable Collection Procedures** is amended to add provisions that extend the right to petition for a hearing over letters of demand issued to bargaining unit employees, to address the applicable grievance-arbitration procedure, to make certain provisions from 450 applicable to bargaining unit employees, and to change the limit on the amount of salary offsets to collect a debt.

**462.3 Statutory Offset Procedures** is amended to incorporate the former 462.1 Authority and to add or revise 462.32 through 462.42 to provide bargaining unit employees with statutory offset procedures in accordance with the Debt Collection Act.

**464.1 Administrative Salary Offsets** and **464.3 Administrative and Court Judgment Salary Offsets** are amended to add provisions that reference 462.42, which provides an alternative limit on the amount of salary offset to collect a debt that is owed to the Postal Service.

**465.3 Collection of Debt Upon Separation** is amended to add a provision for debt collection from former employees under the Federal Employee Retirement System (FERS).

—General Counsel, 7-6-95

## 450 Collection of Postal Debts From Nonbargaining Unit Employees

### 451 General

#### 451.1 Scope

These regulations apply to the collection of any debt owed the Postal Service by a current postal employee who is not included in any collective bargaining unit. The regulations in 452.3 may apply also to the collection of any debt owed the Postal Service by a current postal employee who is included in any collective bargaining unit if the circumstances specified in 462.32 apply. Otherwise, procedures governing the collection of postal debts from bargaining unit employees are found in 460. Generally, the Postal Service may withhold a maximum of 15 percent of an employee's disposable pay each pay period after providing the employee with certain due process rights (see 452) except as provided in 462.4 in the case of a bargaining unit employee. If, however, a federal court has granted judgment upholding the debt, up to 25 percent of the employee's current pay may be withheld each pay period (see 453).

#### 451.2 Representation

Employees have the right to, and free choice of, representation. An employee's designated representative, if also a postal employee and if otherwise in a duty status, is granted a reasonable amount of official time to perform any function for the employee that is authorized by these regulations.

#### 451.3 Debts Due Other Federal Agencies

Regulations governing the collection by involuntary salary offset of debts owed by postal employees to federal agencies other than the Postal Service are specified in Handbook F-16, *Accounts Receivable*, Chapter 7.

#### 451.4 Definitions

The following definitions apply to the material in this subchapter:

- a. *Administrative salary offset* — the collection of a postal or other government agency debt

through deductions from the disposable pay of a postal employee under the authority of section 5 of the Debt Collection Act of 1982, 5 U.S.C. 5514(a) (1982).

- b. *Court judgment salary offset* — the collection of a postal or other government agency debt through deductions from the current pay of a postal employee under the authority of section 124 of Public Law 97–276.
- c. *Current pay or disposable pay* — that part of an employee's salary that remains after all required deductions (normal retirement contributions, FICA and Medicare insurance taxes, federal income tax, state and local income taxes, and employee-paid federal health insurance premiums) are made.
- d. *Debt* — any outstanding amount owed to the Postal Service by a postal employee.
- e. *Employee* — a current employee of the Postal Service.
- f. *Pay* — basic pay, special pay, incentive pay, retired pay, retainer pay, or any other authorized pay, including cost-of-living adjustment or territorial cost-of-living allowance, received by an employee.
- g. *Postmaster or installation head* — the top management official at a particular post office or installation, or the official who has general supervisory responsibility for a debtor employed at Headquarters or in area offices. When a particular debtor is a postmaster or installation head, the term refers to the official to whom the postmaster or installation head reports.
- h. *Severe financial hardship* — an employee's inability to meet the essential material needs of the employee and his or her spouse and dependents because of offsets against pay. These essential material needs are food, housing, clothing, transportation, medical care, and any exceptional expenses.
- i. *Waiver* — the Postal Service's cancellation, remission, or forgiveness of a debt, the recovery of which is covered by these regulations.

451.5 **Time Computation**

In computing any period of time prescribed or allowed by these regulations, the day the designated period of time begins to run is not included. The last day of the period computed is included, unless it is a Saturday, Sunday, or legal holiday, in which event the period runs until the end of the next day that is not a Saturday, Sunday, or legal holiday.

451.6 **Effect of Waiver Request**

If an employee requests a waiver of a debt, the recovery of which is covered by these regulations, that request does not stay the collection process. However, if the waiver request ultimately is granted, the amount collected is refunded to the employee.

451.7 **Service of Notice, Delivery of Records**

A postmaster or installation head must hand deliver any notice required by, or any records requested pursuant to, these regulations to a postal employee and must obtain a dated, signed receipt of delivery. If such personal delivery is not possible, however, certified or Express Mail, return receipt requested, must be used.

452 **Procedures Governing Administrative Salary Offsets**

452.1 **Determination and Collection of Debt**

452.11 **Establishment of Accounts Receivable**

Depending upon the circumstances of a particular case, the determination of a debt subject to collection under this subchapter may be made by an official in the field or at the Minneapolis Accounting Service Center (ASC). For payroll-related debts discovered in the field, Form 2240, *Pay, Leave, or Other Hours Adjustment Request*, must be submitted to the Minneapolis ASC. Payroll-related debts discovered at the ASC level must be reported on Form 2248, *Monetary Payroll Adjustment*. Other debts must be reported to the manager of the Postal Accounts Branch, on Form 1902, *Justification for Billing Accounts Receivable*.

Regardless of the amount of the debt, it is the responsibility of the Minneapolis ASC to create a receivable for each debt and to forward an invoice to the postmaster or installation head at the facility where the debtor is employed. At the time a receivable is created, the ASC must ensure that the employee's records are flagged so that the final salary or lump sum leave payment for that employee is not made until the debt is paid.

452.12 **Collection by Postmaster or Installation Head**

Each postmaster or installation head is responsible for collecting, in accordance with these regulations, any debt owed to the Postal Service by an employee under his or her supervision. Postmasters or installation heads may delegate their responsibilities under these regulations.

452.2 **Voluntary Repayment Procedures**

452.21 **General**

The procedures in this section are intended to facilitate the informal resolution of employee-owed debts, and, in most cases, should be followed before the statutorily mandated procedures in 452.3 are initiated. However, if in the opinion of the appropriate postmaster or installation head the circumstances warrant that expeditious action be taken, the procedures in 452.3 may be initiated immediately.

452.22 **Notice to Employee**

Upon receiving an invoice reflecting an employee-owed debt from the Minneapolis ASC, the postmaster or installation head must provide the employee with a copy of the invoice and with written notice of the Postal Service's determination of the existence, nature, and amount of the debt (see Exhibit 452.22, Sample Letter of Debt Determination — Nonbargaining). In addition, the letter must inform the employee that he or she may pursue one or more of the following options, as appropriate, in order to avoid involuntary salary offsets:

- a. In accordance with the procedures specified in 452.231, the employee may request copies of all postal records relating to his or her particular debt.

- b. In accordance with the procedures set forth in 452.232, the employee may arrange to pay the entire debt.
- c. In accordance with the procedures in 452.233, the employee may agree to voluntary salary offsets of 15 percent or more of disposable pay.
- d. In accordance with the procedures in 452.234, the employee may propose an alternative offset schedule.
- e. In accordance with the procedures in 452.235, the employee may request the Postal Service to reconsider its determination of the existence or amount of the debt.

#### 452.23 **Employee Response to Notice**

##### 452.231 *Request for Copies of Postal Records*

If an employee would like copies of records relating to a postal debt, he or she must notify the postmaster or installation head in writing within 10 calendar days of receiving notice of the Postal Service's determination of a debt. The postmaster or installation head is responsible for requesting copies of the pertinent records by telephone, if necessary, from the Minneapolis ASC and/or appropriate postal facility, and for providing the employee with copies of these records within 5 calendar days of receiving the employee's written request. Until collection of the debt is completed, the postmaster or installation head must keep a copy of all records provided to the employee at this stage.

##### 452.232 *Payment in Full*

An employee who acknowledges the validity of the Postal Service's claim and wishes to repay the entire debt voluntarily should be instructed to remit to the postmaster or installation head, for transmittal to the Minneapolis ASC, a check or money order for the full amount due, with the employee's Social Security number on its face. The employee should submit the check or money order no later than 15 calendar days from the date the employee receives the notice of the Postal Service's determination of a debt if he or she does not request copies of postal records relating to the debt, or within 15 calendar days from the date the employee receives any requested records.

##### 452.233 *Consent to Salary Offsets*

If an employee acknowledges the validity of the Postal Service's claim and would like to repay the debt voluntarily through offsets of 15 percent or more of his or her disposable pay, the employee and the postmaster or installation head should complete the appropriate sections of Form 3239, *Payroll Deduction Authorization to Liquidate Postal Service Indebtedness* (see Exhibit 452.233). This form must be completed no later than 15 calendar days from the date the employee receives the notice of the Postal Service's determination of a debt if he or she does not request copies of postal records relating to the debt, or within 15 calendar days from the date the employee receives any requested records.

##### 452.234 *Request for Consideration of Alternative Offset Schedule*

If the employee acknowledges the debt, but contends that the proposed deductions of 15 percent of disposable pay would be too severe, he or she may propose an alternative offset schedule.

- a. *Proposal.* The employee's proposed offset schedule must be submitted in writing to the postmaster or installation head, along with a written statement and supporting documentation, stating the employee's reasons for believing that the deductions proposed by the Postal Service would result in a "severe financial hardship," as defined in 451.4h. The proposal must include (1) the amount to be paid each pay period, (2) the number of pay periods it would take to repay the debt under the employee's proposal, and (3) the date the first payment would be made. The supporting documents must also show the following information relating to the employee and his or her spouse and dependents, for the 1-year period preceding the Postal Service's notice and the repayment period proposed by the employee's alternative offset schedule: (1) total family income, assets, and liabilities; (2) number of dependents; and (3) total expenses for food, housing, clothing, transportation, medical care, and any exceptional expenses. The employee should be instructed to provide all information in his or her possession relating to the debt and to his or her financial ability to repay it so that

the postmaster or installation head may make an informed decision on an employee's proposed alternative offset plan.

- b. *Time Frame.* The employee's proposed alternative offset schedule and written submissions must be received by the postmaster or installation head no later than 15 calendar days from the date the employee receives the notice of the Postal Service's determination of a debt if he or she does not request copies of postal records relating to the debt, or within 15 calendar days from the date the employee receives any requested records.
- c. *Consideration.* Based upon the material submitted by the employee and postal records relating to the debt, the postmaster or installation head must consider (1) the extent to which the assets of the employee and his or her spouse and dependents are available to meet their essential material expenses and to repay the postal debt, (2) whether the essential material expenses have been minimized as much as possible, and (3) the extent to which the employee and his or her spouse and dependents can borrow to finance their essential expenses and to repay the postal debt. An employee's alternative offset schedule should be approved only if it provides for installment payments that bear a reasonable relationship to the size of the debt and the employee's ability to pay. Generally, an alternative offset schedule should provide for installment payments of no less than 10 percent of disposable pay per pay period, and for a repayment period of 26 pay periods or less.

452.235 *Request for Reconsideration of Debt*

If an employee wishes to request reconsideration of the Postal Service's determination of the existence or amount of a debt, he or she may proceed as follows:

- a. *Request.* The employee's request for reconsideration must be submitted in writing to the postmaster or installation head, along with a written statement and supporting documentation indicating why the employee believes he or she is not so indebted. Since the postmaster or installation head will use the material provided by the employee, along with postal records relating to the debt, in

deciding whether the Postal Service's determination of the debt should be revised, employees should be instructed to provide all information in their possession relating to the debt so that the postmaster or installation head may make an informed determination.

- b. *Time Frame.* The employee's written submission must be received by the postmaster or installation head no later than 15 calendar days from the date the employee receives the notice of the Postal Service's determination of a debt if he or she does not request copies of postal records relating to the debt, or within 15 calendar days from the date the employee receives any requested records.

452.24 **Action Following Reconsideration of Debt and/or Offset Schedule**

452.241 *Consideration and Response*

After reviewing an employee's proposed alternative offset schedule and/or request that the Postal Service reconsider its determination of the existence or amount of a debt, the postmaster or installation head, within 15 calendar days of receiving the employee's proposal or request, must notify the employee in writing of the determination and take any necessary follow-up action as outlined in 452.242 and 452.243.

452.242 *Reconsideration of Debt*

If the employee challenged the existence or amount of the debt, the postmaster or installation head takes one of the following actions:

- a. Notifies the employee in writing that (1) he or she is indebted to the Postal Service for the amount set forth in its letter and (2) to prevent the initiation of involuntary offset proceedings, he or she must make arrangements to repay the debt in accordance with the procedures specified in 452.25.
- b. Notifies the employee in writing that (1) he or she is indebted to the Postal Service for a revised amount and (2) he or she may, within 10 calendar days of receiving the Postal Service's determination upon reconsideration, propose in writing to the postmaster or installation head an alternative offset schedule based on the new figure in accordance with the requirements set forth in 452.234a. In accordance with the requirements set forth in 452.234c, and within

5 calendar days of receiving this proposed alternative offset schedule, the postmaster or installation head must notify the employee in writing whether or not it is acceptable. If the postmaster or installation head rejects the employee's alternative offset schedule, the employee must be advised in writing that, to prevent the initiation of involuntary offset proceedings, he or she must make arrangements to repay the debt in accordance with the procedures specified in 452.25.

- c. Notifies the employee in writing that he or she is not indebted to the Postal Service for any amount. The postmaster or installation head must immediately notify the Minneapolis ASC to eliminate the receivable and remove the flag from the employee's records.

#### 452.243 *Consideration of Alternative Offset Schedule*

If an alternative offset schedule was proposed, the postmaster or installation head takes one of the following actions:

- a. Notifies the employee in writing that (1) the Postal Service's proposed offset schedule would not result in a severe financial hardship for the employee and his or her spouse and dependents, and accordingly the alternative offset schedule proposed by the employee is not acceptable, and (2) to prevent the initiation of involuntary offset proceedings, he or she must make arrangements to repay the debt in accordance with the procedures specified in 452.25.
- b. Notifies the employee in writing that (1) the employee has demonstrated that the Postal Service's proposed offset schedule would result in a severe financial hardship, and accordingly the alternative offset schedule proposed by the employee (or some variation of it) is acceptable, and that (2) the employee must complete appropriate sections of Form 3239. The postmaster or installation head implements the change by completing Form 3239.

#### 452.25 **Voluntary Repayment Following Reconsideration**

##### 452.251 *Payment in Full*

If an employee, upon receiving notice of the Postal Service's determination upon

reconsideration, acknowledges the validity of the Postal Service's claim and would like to repay the entire debt voluntarily, he or she should be instructed to remit to the postmaster or installation head, for transmittal to the Minneapolis ASC, a check or money order for the full amount due, with the employee's Social Security number on its face. The employee must submit payment within 15 calendar days of receiving notice of the Postal Service's determination upon reconsideration.

##### 452.252 *Consent to Salary Offsets*

If an employee, upon receiving the Postal Service's determination on reconsideration, acknowledges the validity of the Postal Service's claim and would like to repay the debt voluntarily through offsets of 15 percent or more of his or her disposable pay, the employee and the postmaster or installation head should complete the appropriate sections of Form 3239. This form must be completed no later than 15 calendar days from the date the employee receives notice of the Postal Service's determination upon reconsideration.

##### 452.26 **Failure to Resolve or Repay Debt**

If an employee, after receiving notice of the Postal Service's determination of a debt, or after receiving notice of the Postal Service's determination upon reconsideration, fails, within the applicable time periods, to resolve a debt or to make satisfactory arrangements to repay it, the postmaster or installation head must initiate the statutory collection procedures in 452.3.

#### 452.3 **Statutory Offset Procedures**

##### 452.31 **Authority**

Under section 5 of the Debt Collection Act, 5 U.S.C. 5514(a) (1982), the Postal Service may, after providing certain procedural rights, offset an employee's salary in order to satisfy any debt due the Postal Service. Generally, up to 15 percent of an individual's "disposable pay" (or the alternative amount determined for a bargaining unit employee as provided in 462.42) may be deducted in monthly installments or at "officially established pay intervals." A greater percentage may be deducted with the written consent of the individual debtor. If the individual's employment ends before the full debt is collected, deduction may be made from subsequent payments of any nature due the employee.

452.32 **Notifying the Employee**

452.321 *Notice*

At least 30 calendar days before making an administrative offset under this authority, the postmaster or installation head must provide an employee-debtor with (a) two copies of a Notice of Involuntary Administrative Salary Offsets Under the Debt Collection Act, containing the information in 452.322, and (b) a copy of the procedures that govern hearings under the Debt Collection Act set forth at 39 CFR Part 961 (see Exhibit 452.322).

452.322 *Contents*

The notice (see Exhibit 452.322, Sample Notice of Involuntary Administrative Salary Offsets) required by 452.321 must notify the employee of the following:

- a. The name, work address, and telephone number of the postmaster or installation head issuing the notice.
- b. The Postal Service's determination of the existence and amount of the debt.
- c. The nature of the debt.
- d. The Postal Service's intention to collect the amount due by offsetting 15 percent of the employee's "disposable pay" (or the alternative amount determined for a bargaining unit employee as provided in 462.42) each pay period.
- e. The estimated amount, starting date (generally 30 days from the date the employee receives the notice, Exhibit 452.322), frequency, and duration of the intended deductions.
- f. The procedural rights available to the employee, as well as the appropriate method for requesting them. These rights include an opportunity to:
  1. Obtain copies of Postal Service records relating to the debt.
  2. Avoid the need for involuntary offsets by paying the debt in full.
  3. Consent to salary offsets of 15 percent or more of disposable pay (or the alternative amount determined for a bargaining unit employee as provided in 462.42).
  4. Enter into a written agreement with the Postal Service, under terms agreeable to

the postmaster or installation head, to establish an alternative debt repayment schedule.

5. Obtain a hearing on the Postal Service's determination concerning the existence or the amount of the debt, or on the terms of the Postal Service's proposed repayment schedule.
- g. The employee must be informed that the timely filing of a petition for a hearing will stay the collection proceedings.

452.33 **Procedures Governing the Exercise of Employee Rights**

452.331 *Employee Options*

Employees may pursue as many of the options available to them as they wish. It should be noted, however, that an employee's petition for a hearing on the Postal Service's determination of the existence or amount of a debt, or on the terms of the Postal Service's proposed repayment schedule, must be submitted within the time frame specified in 452.336. If, after requesting a hearing, the employee is able to resolve the debt through another available option, his or her hearing petition may be withdrawn.

452.332 *Requests for Postal Records*

If an employee wishes to request copies of any records, the employee and the postmaster or installation head proceed as follows:

- a. *Submission.* At any time after receiving notice of the Postal Service's intention to collect a debt through involuntary salary offsets and before any requested hearing is held, a nonbargaining unit employee may request copies of any records he or she did not previously obtain under 452.231, while a bargaining unit employee may request copies of any records the employee or the employee's union did not previously obtain under 462.21. Requests for copies of postal records relating to an alleged debt must be made in writing and directed to the postmaster or installation head.
- b. *Response.* The postmaster or installation head should take care to respond expeditiously to records requests so as not to deprive an employee of the benefit of any information that might resolve questions relating to the debt. Once a request is received, the postmaster or installation head

must promptly request, as necessary, copies of the pertinent records by telephone from the Minneapolis ASC or appropriate postal facility and provide the employee, within 5 calendar days of receiving the employee's request, with copies of all records requested.

452.333 *Payment in Full*

An employee who wishes to pay off an entire debt may remit to the postmaster or installation head for transmittal to the Minneapolis ASC a check or money order with his or her Social Security number on its face, at any time after receiving written notice of the Postal Service's intention to collect the debt through involuntary salary offsets.

452.334 *Consent to Salary Offsets*

If an employee acknowledges the validity of the Postal Service's claim and would like to consent to offsets of 15 percent or more of his or her disposable pay (or the alternative amount determined for a bargaining unit employee as provided in 462.42), the employee and the postmaster or installation head should complete the appropriate sections of Form 3239. An employee may consent to salary offsets at any time after he or she receives notice of the Postal Service's intention to collect the debt through involuntary salary offsets.

452.335 *Alternative Offset Schedule*

If an employee acknowledges the Postal Service's claim, but contends that the proposed deductions of 15 percent of disposable pay (or the alternative amount determined for a bargaining unit employee as provided in 462.42) would be too severe, he or she may propose an alternative offset schedule and proceed as follows:

- a. *Proposal.* The employee's proposed offset schedule must be submitted to the postmaster or installation head, along with a written statement and supporting documentation, stating the employee's reasons for believing the deductions proposed by the Postal Service would result in a "severe financial hardship" as that term is defined in 451.4h. The proposal must include (1) the amount to be paid each pay period, (2) the number of pay periods it would take to repay the debt under the employee's

proposal, and (3) the date the first payment would be made. The supporting documents must also show the following information relating to the employee and his or her spouse and dependents, for the 1-year period preceding the Postal Service's notice and the repayment period proposed by the employee's alternative offset schedule: (1) total family income, assets, and liabilities; (2) number of dependents; and (3) total expenses for food, housing, clothing, transportation, medical care, and any exceptional expenses. The employee should be instructed to provide all information in his or her possession relating to the debt and his or her financial ability to repay it so that the postmaster or installation head may make an informed decision on the employee's request.

- b. *Time Frame.* The employee may submit his or her proposed alternative repayment schedule to the postmaster or installation head at any time after receiving notice of the Postal Service's intention to collect an outstanding debt through involuntary salary offsets.
- c. *Consideration.* Based upon the material submitted by the employee and postal records relating to the debt, the postmaster or installation head must consider (1) the extent to which the assets of the employee and his or her spouse and dependents are available to meet their essential material expenses and to repay the postal debt, (2) whether the essential material expenses have been minimized as much as possible, and (3) the extent to which the employee and his or her spouse and dependents can borrow to finance their essential expenses and to repay the debt. An employee's alternative offset schedule should be approved only if it provides for installment payments that bear a reasonable relationship to the size of the debt and the employee's ability to pay. Generally, an alternative offset schedule should provide for installment payments of no less than 10 percent of disposable pay per pay period, and for a repayment period of 26 pay periods or less.
- d. *Notification.* The postmaster or installation head must notify the employee in writing of his or her decision regarding the employee's proposed alternative offset schedule within 15



calendar days of receiving it from the employee.

- e. *Implementation.* The postmaster or installation head and the employee must implement the terms of an acceptable alternative repayment agreement by completing the appropriate sections of Form 3239.

452.336 **Debt Collection Hearing**

If an employee wishes to request a hearing, the employee and the Postal Service proceed as follows:

- a. *Hearing Request.* If an employee desires a hearing prescribed by Section 5 of the Debt Collection Act on the Postal Service's determination of the existence or amount of the debt, or on the involuntary repayment terms proposed by the Postal Service, the employee must file a written petition for a hearing in accordance with the requirements of 39 CFR 961.4. The petition must be filed with the RECORDER, JUDICIAL OFFICER DEPT, US POSTAL SERVICE, 475 L'ENFANT PLZ SW, WASHINGTON DC 20260-6100, on or before the fifteenth calendar day following the employee's receipt of the Notice of Involuntary Administrative Salary Offsets Under the Debt Collection Act. The hearing procedures are set forth in 39 CFR Part 961, which is incorporated herein by reference.
- b. *Postdecision Responsibilities.* After an employee has been accorded a requested hearing and a written decision has been rendered, the general counsel of the Postal Service notifies the appropriate postmaster or installation head of the determination. If the hearing decision indicates that the employee is not indebted to the Postal Service, the postmaster or installation head must take the necessary steps to remove all references to the debt from the employee's records. However, if the decision authorizes the Postal Service to offset an employee's salary, the postmaster or installation head must initiate the authorized offsets by completing the appropriate sections of Form 3239.

452.34 **Employee Failure to Respond**

If, upon receiving notice of the Postal Service's intention to collect a debt through involuntary salary offsets, the employee fails to repay the debt, fails to consent to the Postal Service's proposed offsets, fails to propose an acceptable alternative offset schedule, and does not request a hearing on the Postal Service's determination of the debt or its proposed offset schedule, the postmaster or installation head may initiate the offsets specified in the Postal Service's notice to the employee, no earlier than 30 calendar days after the debtor's receipt of that notice, by completing the appropriate sections of Form 3239.

452.4 **Collection of Amounts Due Under Federal Benefits Programs**

The procedures governing the collection of postal debts through administrative salary offsets (see 452.2 and 452.3) need not be followed, and the employee's pay may be adjusted as appropriate, when the amount to be collected (a) arose from the employee's election of coverage or change of coverage under a federal benefits program requiring periodic deductions from pay, and (b) was accumulated over four pay periods or less.

453 **Court Judgment Salary Offsets**

453.1 **Authority**

In accordance with Section 124 of Public Law 97-276 (October 2, 1982), 5 U.S.C. 5514 note (1982), the Postal Service may deduct up to one-fourth (25 percent) of an employee's "current pay" in monthly installments or at officially established pay periods to satisfy a debt determined by a federal court to be owed to the Postal Service. The statute authorizes the deduction of a "greater amount" if necessary to collect the debt within the employee's anticipated period of employment. If an individual's employment ends before the full amount of the indebtedness has been collected, Section 124 provides that deduction shall be made from later payments of any nature due the employee.

## 453.2 **Applicable Collection Procedures**

### 453.21 **Notice**

At least 15 calendar days before initiating an offset to collect a debt reflected by a federal court judgment, the postmaster or installation head must provide the employee with a copy of that judgment and a written notice of the Postal Service's intention to deduct 25 percent of the employee's current pay each pay period until the judgment is satisfied. The letter (see Exhibit 453.21, Sample Letter of Salary Offsets Based on Federal Court Judgment) also must include a statement setting forth the approximate amount, duration, and starting date of the deductions. The letter and judgment generally should be hand delivered, and a dated, signed receipt of delivery obtained. However, if personal delivery is not possible, certified or Express Mail, return receipt requested, should be used.

### 453.22 **Implementing Offsets**

The postmaster or installation head must initiate the collection process by completing the appropriate sections of Form 3239, no earlier than 15 calendar days after the employee's receipt of the letter.

## 454 **Multiple Offsets**

### 454.1 **Administrative Salary Offsets**

By statute, administrative salary offsets under Section 5 of the Debt Collection Act of 1982 are limited to no more than 15 percent of an employee's disposable pay during any one pay period — whether the deductions are made to satisfy a debt owed the Postal Service or another federal agency, or some combination of these. Generally, priority among competing administrative salary offset requests is determined by the order in which they are received. However, a request to collect a debt due the Postal Service must be given priority over other government agency offset requests regardless of the date the postal offset request is received (see 454.4). If a collection request cannot be honored upon receipt, or can be honored only in part, the postmaster or installation head must notify the requesting postal or other government official, in writing, of the reasons for the delay or for the collection of a

lesser amount than that requested, and the approximate date the requested offsets can be implemented.

### 454.2 **Court Judgment Salary Offsets**

No more than 25 percent of an employee's current pay may be withheld to satisfy a debt determined by a federal court to be due the United States — whether the deductions are made to satisfy a debt owed the Postal Service or another federal agency, or some combination of these. Generally, priority among competing court judgment salary offset requests is determined by the order in which they are received. However, a request to collect a debt due the Postal Service must be given priority over other government agency offset requests regardless of the date the postal offset request is received (see 454.4). If a collection request cannot be honored upon receipt, or can be honored only in part, the postmaster or installation head must notify the requesting postal or other government official, in writing, of the reasons for the delay or for the collection of a lesser amount than that requested, and the approximate date the requested offsets can be implemented.

### 454.3 **Administrative and Court Judgment Salary Offsets**

If the salary of a postal employee is the target of one or more of both types of offsets — administrative and court judgment — a combined total of no more than 25 percent will be withheld during any one pay period. However, in no case may the amount withheld in accordance with administrative salary offsets exceed 15 percent of the employee's disposable pay. As is generally the case with competing offsets of the same type and subject to 454.4, priority between administrative salary offsets and court judgment salary offsets is determined by the order in which they are received.

### 454.4 **Priority of Postal Service Indebtedness**

If a postal employee is indebted to the Postal Service, that debt takes priority over any debt he or she may owe another federal agency, even if the other agency's request for salary offsets was received first. Accordingly, if both the Postal Service and another agency request the

maximum allowable deductions, collection of the other agency's debt must be interrupted or postponed until the entire postal debt is recovered. However, if an amount less than that requested by the other agency may be deducted in addition to the offsets requested by the Postal Service without exceeding the appropriate percentage ceiling, deductions for the lesser amount must be withheld and forwarded to the requesting agency along with an explanation for the smaller offsets.

#### 454.5 **Garnishments**

Administrative salary offsets based on Section 5 of the Debt Collection Act of 1982 and court judgment salary offsets based on Section 124 of Public Law 97-276 are not, as a matter of law, considered garnishments. Rather, for purposes of determining an employee's "disposable earnings" under the Federal Consumer Credit Protection Act, 15 U.S.C. 1671, et seq., these withholdings are considered to be amounts required by law to be deducted. Accordingly, they should be deducted before the applicable garnishment ceilings are imposed and before deductions for garnishments are made.

#### 455 **Action Upon Transfer or Separation**

##### 455.1 **Withholdings From Any Amount Due**

If a postal employee whose wages are subject to offset transfers to another federal agency or separates from employment, the Postal Service applies any amount due the employee at the time of his or her separation to the debt owed the Postal Service. If the debt is still not satisfied, appropriate action as described in 455.2 or 455.3 should be taken.

##### 455.2 **Transfer to Another Federal Agency**

If a postal employee whose wages are subject to offset transfers to another federal agency, and the full debt cannot be collected from amounts due the employee from the Postal Service, the Postal Service must request the former postal employee's new agency to continue offsetting the debtor's salary until the debt is satisfied. The request must specify the amount of the original

debt, the amount collected by the Postal Service through salary offsets, the amount that remains to be collected, and the percentage of the debtor's disposable earnings or current pay that should be deducted each pay period. In addition, the Postal Service must certify that the former postal employee has been accorded all required rights of due process. When the Postal Service's request is sent to the new employing agency, a copy also must be sent to the former employee at his or her home address.

##### 455.3 **Collection of Debt Upon Separation**

If the full debt cannot be collected from amounts due the employee at the time of his or her separation, the manager of the Postal Accounts Branch must attempt to recover the debt from any available retirement or disability payments due the former employee in accordance with the provisions of 5 CFR 831, Subpart R, or 5 CFR 845, Subpart D (see Handbook F-16, *Accounts Receivable*, 743).



[\_\_date\_\_]

[\_\_name\_\_]  
[\_\_street\_\_]  
[\_\_city, state, ZIP\_\_]

Dear [\_\_name of debtor\_\_]:

As shown in the enclosed invoice, you owe the Postal Service \$[\_\_amount\_\_]. This debt is based on [\_\_briefly describe how the debt arose\_\_].

If you would like, you may repay the debt in a lump sum, agree to voluntary salary offsets of 15 percent or more of your "disposable pay,"<sup>1</sup> propose a different offset schedule, or ask us to reconsider our determination of the existence or amount of the debt. You also may ask for copies of postal records relating to this debt. Instructions for exercising these options are enclosed. If you decide to authorize the Postal Service to collect the amount due through offsets of 15 percent of your disposable pay, approximately \$[\_\_amount\_\_] will be withheld from your paycheck for approximately [\_\_number of\_\_] pay periods.

If you do not act within the time frames specified in the enclosure, we will take the necessary steps to offset your salary on an involuntary basis.

If you have any questions on this matter, you should contact Mr./Ms. [\_\_name of appropriate official\_\_] at [\_\_telephone number\_\_] or at [\_\_address\_\_].

Sincerely,

[\_\_signature\_\_]  
[\_\_name\_\_]  
[\_\_title of installation head\_\_]

Enclosures:  
Invoice  
Options Available to Employee

<sup>1</sup> The term *disposable pay* refers to that part of an employee's salary remaining after all required deductions (normal retirement contributions, FICA and Medicare insurance taxes, federal income tax, state and local income taxes, and employee-paid federal health insurance premiums) are made.

**Options Available to Employee**

1. *Options.* If you wish, you may do any of the following:
  - a. Request, in accordance with paragraph 2 below, copies of all postal records relating to the debt.
  - b. Repay the entire debt voluntarily in accordance with paragraph 3 below.
  - c. Agree, in accordance with paragraph 4 below, to voluntary salary offsets of 15 percent or more of disposable pay.
  - d. Propose, in accordance with paragraph 5 below, an acceptable alternative offset schedule.
  - e. Request, in accordance with paragraph 6 below, that the Postal Service reconsider its determination of the existence or amount of the debt.
2. *Request for Records.* If you would like copies of all postal records relating to your debt, you must contact in writing [\_\_name of appropriate official\_\_] at [\_\_address\_\_] within 10 calendar days from your receipt of this notice of the Postal Service's determination of a debt. You will be provided with copies of the records within 5 calendar days of the date your request is received.
3. *Payment in Full.* If you wish to repay the debt, you should submit a check or money order, with your Social Security number on its face, for the full amount due, to [\_\_name of appropriate official\_\_] at [\_\_address\_\_]. Your check or money order must be submitted no later than 15 calendar days from the date you receive this notice if you do not request copies of postal records relating to your debt, or within 15 calendar days from the date you receive any requested records.
4. *Consent to Offsets.* If you would like to repay the debt voluntarily through offsets of 15 percent or more of your disposable pay, you should contact [\_\_name of appropriate official\_\_] at [\_\_address\_\_] and complete Form 3239, *Payroll Deduction Authorization to Liquidate Postal Service Indebtedness*. The form must be completed no later than 15 calendar days from the date you receive this notice if you do not request copies of postal records relating to your debt, or within 15 calendar days from the date you receive any requested records.
5. *Alternative Offset Schedule.* If you acknowledge the debt, but believe that the proposed deductions of 15 percent of disposable pay would be too severe, you may propose an alternative offset schedule.
  - a. You must submit your alternative offset schedule in writing to [\_\_name of appropriate official\_\_] at [\_\_address\_\_] along with a written statement and supporting documents, stating your reasons for believing the deductions proposed by the Postal Service would result in a "severe financial hardship."<sup>1</sup> Your proposal must include (1) the amount to be paid each pay period, (2) the number of pay periods it would take to repay the debt, and (3) the date the first payment would be made. In addition, the supporting documents must show, for you and your spouse and dependents, for the 1-year period preceding this notice and for your proposed repayment period, (1) total family income, assets, and liabilities; (2) number of dependents; and (3) total expenses for food, housing, clothing, transportation, medical care, and any exceptional expenses.

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<sup>1</sup> The term *severe financial hardship* refers to an employee's inability to meet the essential material needs of the employee and his or her spouse and dependents because of offsets against pay. These essential material needs are food, housing, clothing, transportation, medical care, and any exceptional expenses.

- b. Your written submissions must be received by the Postal Service no later than 15 calendar days from the date you receive this notice if you do not request copies of postal records relating to the debt, or within 15 calendar days from the date you receive any requested records.
  - c. Based upon the material you submit and postal records relating to the debt, the postmaster or installation head will consider (1) the extent to which the assets owned by you and your spouse and dependents are available to meet your essential material expenses and to repay the postal debt; (2) whether your essential material expenses have been minimized as much as possible, and (3) the extent to which you and your spouse and dependents can borrow to finance your essential expenses and to repay the postal debt. An alternative offset schedule will be approved only if it provides for installment payments that bear a reasonable relationship to the size of the debt and your ability to pay. Generally, an alternative offset schedule should provide for installment payments of no less than 10 percent of disposable pay per pay period, and for a repayment period of 26 pay periods or less.
  - d. If it becomes necessary to submit your case to the involuntary salary offset process, you may be entitled to a hearing before an impartial hearing official. The scope of such a hearing, however, is limited by statute to the Postal Service's determination of the existence or amount of the debt or the terms of an involuntary repayment schedule. Since any information you provide will be used by the Postal Service in making a determination on your proposed repayment schedule, it is important, for your own protection, that you provide any relevant information and documents at this stage of the collection process.
6. *Request for Reconsideration of Debt.* If you wish to ask the Postal Service to reconsider its determination of the existence or amount of the debt, you must proceed as follows:
- a. Your request must be submitted to [\_\_name of appropriate official\_\_] at [\_\_address\_\_] with a written statement and supporting documentation, indicating why you believe you are not so indebted.
  - b. Your written submissions must be received by the Postal Service no later than 15 calendar days from the date you receive this notice if you do not request copies of postal records relating to the debt, or within 15 calendar days from the date you receive any requested records.
  - c. If it becomes necessary to submit your case to the involuntary salary offset process, you may be entitled to a hearing before an impartial hearing official. The scope of such a hearing, however, is limited by statute to the Postal Service's determination of the existence or amount of the debt or to the terms of an involuntary repayment schedule. Since any information you provide will be used by the Postal Service in making a determination on this debt, it is important, for your own protection, that you provide any relevant information and documents at this stage of the collection process.
7. *Decision on Reconsideration.* If you propose an alternative offset schedule, or submit a request for reconsideration of the existence or amount of a debt, you will be notified of the Postal Service's decision within 15 calendar days of the day your proposal or request is received.

**Sample Letter of Debt Determination—Nonbargaining (Enclosure)**

Exhibit 452.22 (p. 3)



**Payroll Deduction Authorization to Liquidate Postal Service Indebtedness**

**Definitions**

\* The terms "disposable pay" and "current pay" refer to that part of an employee's salary which remains after all required deductions, normal retirement contributions, FICA and Medicare insurance taxes, and employee-paid Federal health insurance premiums, are made.

**General Information**

The postmaster/installation head completes this form in triplicate. Send Part 1 and Form 1902, *Justification for Billing Accounts Receivable*, to the Payroll Processing Branch of the Minneapolis Accounting Service Center (ASC): 1 Federal Dr., Ft. Snelling, MN 55111-9600. Send Part 2 to personnel and Part 3 to the employee.

|   |  |
|---|--|
| Employee Name (as shown on paycheck)  | Social Security Number   |
| Servicing ASC   | Total Debt   |
| Type of Offset  |  |
| <input type="checkbox"/> Administrative -- Nonbargaining-Unit Employee (Maximum 15% of disposable pay *)  | <input type="checkbox"/> Court Judgment (Maximum 25% of current pay *) |
| <input type="checkbox"/> Administrative -- Bargaining Unit Employee (Maximum 15% of disposable pay * or 20% of gross pay, whichever is lower when salary offset starts) | <input type="checkbox"/> Voluntary (No maximum)                        |
| Home Address (Include ZIP + 4)  | Postal Facility Where Employed (Include ZIP + 4)                       |

**Pay Period Deductions**

NOTE: A request must be received at the ASC no later than Tuesday of the week in which the pay period ends in order to be effective for the pay period.

|                                  |   |  |
|----------------------------------|---|--|
| <b>Deductions Begin:</b>         | Pay Period  | Date   |
| <b>Deduction Per Pay Period:</b> | Nonbargaining-Unit Employee                       | Bargaining Unit Employee   |
|                                  | \$ _____ or _____ % of disposable/ current pay. * | \$ _____ or _____ % of disposable/ current pay *<br>or _____ % of gross pay. |

**Voluntary Authorization**

I acknowledge that I am indebted to the Postal Service in the amount specified above, and I request that I be permitted to liquidate this debt through payroll deduction from my salary checks as indicated above. If, at the time of my separation from the Postal Service, this debt has not been fully satisfied, the Postal Service may apply any sums due me, without limitation, to the outstanding balance. I hereby certify, that the foregoing statements are true and correct to the best of my knowledge and belief, and they are made of my own free will and at my discretion.

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

**Involuntary Authorization**

The employee has been notified of the Postal Service's determination of the debt set forth above and the applicable set-off procedures have been provided. Accordingly, the deductions may be made on an involuntary basis.

|  |      |
|--|------|
| Authorized Individual's Printed Name, Title, and Signature | Date |
|--|------|

**Cancellation**

Cancel deduction in accordance with instructions on file in this office.

|  |      |
|--|------|
| Authorized Individual's Printed Name, Title, and Signature | Date |
|--|------|

**Privact Act Statement.** The collection of this information is authorized by 39 USC § 401. This information will be used to settle a financial difference with the Postal Service. As a routine use, this information may be disclosed to an appropriate law enforcement agency for investigative or prosecutorial purposes, to a congressional office at your request, to OMB for review of private relief legislation, to a labor organization as required by the NLRA, and where pertinent, in a legal proceeding to which the Postal Service is a party. Completion of this form is voluntary. However, if this information is not provided, your personal situation may not be fully considered during the resolution of the difference.



**NOTICE OF INVOLUNTARY ADMINISTRATIVE SALARY OFFSETS UNDER THE DEBT COLLECTION ACT**

[\_\_date\_\_]

[\_\_name\_\_]

[\_\_street\_\_]

[\_\_city, state, ZIP\_\_]

[\_\_name of debtor\_\_]:

On [\_\_date of previous letter\_\_], you were notified by letter of our determination that you owe the Postal Service \$[\_\_amount\_\_]. As we noted in our earlier letter, this debt is based on [\_\_briefly describe how debt arose\_\_].

Our records indicate that you have not acted to repay this debt. Accordingly, this letter provides notice of the Postal Service's intention to collect this debt by deducting 15 percent of your "disposable pay"<sup>1</sup> each pay period (or, for a bargaining unit employee, 20 percent of gross pay each pay period, whichever amount is lower when the salary offset is started). In your case, this will amount to deductions of approximately \$[\_\_amount\_\_] from each paycheck beginning on [\_\_date deductions are scheduled to begin—generally 30 days from the date the employee receives this notice\_\_]. These deductions will continue until the debt is collected; we estimate that this should take approximately [\_\_number of\_\_] pay periods.

If you feel our determination of the existence or amount of this debt is incorrect, or if you believe the deductions set forth above would impose a "severe financial hardship"<sup>2</sup> on you and your spouse and dependents, you may take one or more of the measures detailed in the enclosed *Statement of Debtor's Rights and Responsibilities*. Unless you have a sound basis for contesting the Postal Service's determinations concerning this matter, you should make arrangements immediately to repay this debt.

[\_\_signature\_\_]

[\_\_name\_\_]

[\_\_title of installation head\_\_]

[\_\_work address\_\_]

[\_\_telephone number w/ area code\_\_]

**Enclosures**

Statement of Debtor's Rights and Responsibilities

Rules of Procedure Governing Hearings Under the Debt Collection Act

<sup>1</sup> The term *disposable pay* refers to that part of an employee's salary remaining after all required deductions (normal retirement contributions, FICA and Medicare insurance taxes, federal income tax, state and local income taxes, and employee-paid federal health insurance premiums) are made.

<sup>2</sup> The term *severe financial hardship* refers to an employee's inability to meet the material needs of the employee and his or her spouse and dependents because of offsets against pay. These essential material needs are food, housing, clothing, transportation, medical care, and any exceptional expenses.



### Statement of Debtor's Rights and Responsibilities

1. *Request for Records.* At any time after receiving this notice of the Postal Service's intention to collect a debt through involuntary salary offsets and before a requested hearing is held, you may request copies of any postal records that you have not previously received, by contacting, in writing, [\_\_name of appropriate official\_\_] at [\_\_address\_\_]. You will receive any requested records within 5 calendar days of the date your request is received by the Postal Service.

2. *Payment in Full.* If you acknowledge the validity of the Postal Service's claim and wish to repay the entire debt, you may, at any time after receiving this notice of the Postal Service's intention to collect a debt through involuntary offsets, submit a check or money order, with your Social Security number on its face, for the full amount due, to [\_\_name of appropriate official\_\_] at [\_\_address\_\_].

3. *Consent to Offsets.* If you acknowledge the validity of the Postal Service's claim and would like to consent to offsets of 15 percent or more of your disposable pay (or, for a bargaining unit employee, 20 percent of gross pay, whichever amount is lower when the salary offset is started), you should contact [\_\_name of appropriate official\_\_] at [\_\_address\_\_] and complete Form 3239, *Payroll Deduction Authorization to Liquidate Postal Service Indebtedness*. You may agree to salary offsets in the amount proposed by the Postal Service, or some greater amount, at any time after you receive notice of the Postal Service's intention to collect a debt through involuntary salary offsets.

4. *Alternative Offset Schedule.* If you acknowledge the debt, but believe that the proposed deductions of 15 percent of disposable pay (or, for a bargaining unit employee, 20 percent of gross pay, whichever amount is lower when the salary offset is started), would impose a "severe financial hardship"<sup>1</sup> on your family, you may propose an alternative offset schedule.

a. Your proposed alternative offset schedule must be submitted to [\_\_name of appropriate official\_\_] at [\_\_address\_\_], along with a written statement, and supporting documentation, stating your reasons for believing the deductions proposed by the Postal Service would result in a "severe financial hardship." Your proposal must include (1) the amount to be paid each pay period, (2) the number of pay periods it would take to repay the debt, and (3) the date the first payment would be made. In addition, the supporting documents must show, for you and your spouse and dependents, for the 1-year period preceding the Postal Service's notice and for your proposed repayment period, (1) your total family income, assets, liabilities; (2) number of dependents; and (3) total expenses for food, housing, clothing, transportation, medical care; and any exceptional expenses. You should be careful to provide all information in your possession relating to this debt so that the Postal Service may make an informed decision on your request for an alternative offset schedule. You may submit your proposed alternative repayment schedule at any time after receiving this notice of the Postal Service's intention to collect an outstanding debt through salary offsets.

<sup>1</sup> The term *severe financial hardship* refers to an employee's inability to meet the material needs of the employee and his or her spouse and dependents because of offsets against pay. These essential material needs are food, housing, clothing, transportation, medical care, and any exceptional expenses.

b. Based upon the material you submit and postal records relating to the debt, the Postal Service will consider (1) the extent to which your assets and those of your spouse and dependents are available to meet your family's essential material expenses and to repay the postal debt, (2) whether your essential material expenses have been minimized as much as possible, and (3) the extent to which you and your spouse and dependents can borrow to finance your essential expenses and to repay the debt. An alternative offset schedule will be approved only if it provides for installment payments that bear a reasonable relationship to the size of the debt and your ability to pay. Generally, an alternative offset schedule should provide for installment payments of no less than 10 percent of disposable pay per pay period, and for a repayment period of 26 pay periods or less.

c. You will be notified of the Postal Service's decision regarding your proposed repayment schedule within 15 calendar days of the date it is received.

5. *Petition for a Hearing.* To request a hearing on the Postal Service's determination of the existence or amount of the debt, or on the Postal Service's proposed involuntary offset schedule, you must file a written petition for a hearing in accordance with the requirements of 39 C.F.R. 961.4. (A copy of Part 961 of 39 C.F.R. is enclosed.) Your hearing petition must be filed with the RECORDER, JUDICIAL OFFICER DEPT, US POSTAL SERVICE, 475 L'ENFANT PLZ SW, WASHINGTON DC 20260-6100, on or before the fifteenth calendar day following your receipt of this notice. A timely request for a hearing will stay the commencement of the collection of the debt.

**Note:** While you may request a hearing and pursue one of the other available options, your hearing petition must be filed within the required time period. If questions relating to this debt are resolved before the hearing is held, your petition may be withdrawn.

6. *Failure to Act.* If you do not exercise any of the rights set forth above, the Postal Service will proceed with its plans to initiate the proposed offsets 30 days from the date you receive this notice.

**39 CFR PART 961—RULES OF PRACTICE IN PROCEEDINGS RELATIVE TO EMPLOYEE HEARING PETITIONS UNDER SECTION 5 OF THE DEBT COLLECTION ACT**

## Section

- 961.1 Authority for rules.
- 961.2 Scope of rules.
- 961.3 Definitions.
- 961.4 Employee Petition for a hearing and Supplement to Petition.
- 961.5 Effect of Petition filing.
- 961.6 Filing, docketing and serving documents; computation of time; representation of parties.
- 961.7 Answer to Petition and Supplement to Petition.
- 961.8 Hearing Official authority and responsibilities.
- 961.9 Effect of Hearing Official's decision; motion for reconsideration.
- 961.10 Waiver of employee rights.
- 961.11 Ex parte communications.

Authority: 39 U.S.C. 204, 401; 5 U.S.C. 5514(a).

Source: 51 FR 1251, Jan. 10, 1986, unless otherwise noted.

*Sec. 961.1 Authority for rules.* These rules are issued by the Judicial Officer pursuant to authority delegated by the Postmaster General.

*Sec. 961.2 Scope of rules.* The rules in this part apply to the hearing provided by section 5 of the Debt Collection Act of 1982, as amended, 5 U.S.C. 5514(a), on the Postal Service's determination of the existence or amount of an employee debt to the Postal Service, or of the terms of the employee's debt repayment schedule. In addition, these rules, as appropriate, apply to a hearing under section 5 of the Debt Collection Act when an Administrative Law Judge or an Administrative Judge in the Judicial Officer Department is designated as the Hearing Official for a creditor Federal agency other than the Postal Service pursuant to an agreement between the Postal Service and that agency.

*Sec. 961.3 Definitions.*

- (a) "Employee" refers to a current employee of the Postal Service or another Federal agency who is alleged to be indebted to the Postal Service or another creditor Federal agency and whose hearing under section 5 of the Debt Collection Act is being conducted under these rules.
- (b) "General Counsel" refers to the General Counsel of the Postal Service, and includes a designated representative.
- (c) "Hearing Official" refers to an Administrative Law Judge qualified to hear cases under the Administrative Procedure Act, an Administrative Judge appointed under the Contract Disputes Act of 1978, or any other qualified person not under the control or supervision of the Postmaster General, who is designated by the Judicial Officer to conduct the hearing under section 5 of the Debt Collection Act of 1982, as amended, 5 U.S.C. 5514(a).
- (d) "Judicial Officer" refers to the Judicial Officer or Acting Judicial Officer of the United States Postal Service.
- (e) "Notice of Involuntary Administrative Salary Offsets Under the Debt Collection Act" refers to the formal written notice required by section 5 of the Debt Collection Act before involuntary collection deductions can be taken from an employee's salary.
- (f) "Postmaster/Installation Head" refers to the Postal Service official who is authorized under the Postal Service Employee and Labor Relations Manual to make the initial determination of employee indebtedness and to issue the "Notice of Involuntary Administrative Salary Offsets Under the Debt Collection Act."
- (g) "Recorder" refers to the Recorder, Judicial Officer Department, U.S. Postal Service, 475 L'Enfant Plaza, S.W., Washington, DC 20260-6100.

**Sample Notice of Involuntary Administrative Salary Offsets**

Exhibit 452.322 (p. 4)

*Sec. 961.4 Employee Petition for a hearing and supplement to petition.*

- (a) If an employee desires a hearing, prescribed by section 5 of the Debt Collection Act, on the Postal Service's determination of the existence or amount of a debt, or on the involuntary repayment terms proposed by the Postal Service, the employee must file a written, signed petition with the Recorder, Judicial Officer Department, U.S. Postal Service, 475 L'Enfant Plaza, S.W., Washington, DC 20260-6100, on or before the fifteenth (15th) calendar day following the employee's receipt of the Postal Service's "Notice of Involuntary Administrative Salary Offsets Under the Debt Collection Act."
- (b) The hearing petition is to include the following:
  - (1) The words, "Petition for Hearing Under the Debt Collection Act," prominently captioned at the top of the first page;
  - (2) The name of the employee petitioner and the employee's work and home addresses, and work and home telephone numbers; or other address and telephone number where the employee may be contacted about the hearing proceedings;
  - (3) A statement of the date the employee received the "Notice of Involuntary Administrative Salary Offsets Under the Debt Collection Act," and a copy of the Notice;
  - (4) A statement indicating whether the employee requests an oral hearing or a hearing based solely on written submissions;
  - (5) If the employee requests an oral hearing, a statement of the evidence he or she will produce which makes an oral hearing necessary, including a list of witnesses, with their addresses, whom the employee expects to call; the proposed city for the hearing site, with justification for holding the hearing in that city; and recommended alternative dates for the hearing; which should be within 40 days from filing the Petition;
  - (6) A statement of the grounds upon which the employee objects to the Postal Service's determination of the existence or amount of the debt, or to the proposed offset schedule. This statement should identify and explain with reasonable specificity and brevity the facts, evidence, and legal arguments, if any, which the employee believes support his or her position;
  - (7) Copies of all records in the employee's possession which relate to the debt; and
  - (8) If an employee contends that the Postal Service's proposed offset schedule would result in a severe financial hardship on the employee and his or her spouse and dependents, an alternative offset schedule, and a statement and supporting documents indicating for the employee and his or her spouse and dependents for the 1 year preceding the Postal Service's notice and for the repayment period proposed by the employee in his or her alternative offset schedule, their total income from all sources; assets; liabilities; number of dependents; and expenses for food, housing, clothing, transportation, medical care, and exceptional expenses, if any.
- (c) The employee may, if necessary, file with the Recorder, additional information as a Supplement to the Petition on or before the thirtieth (30th) calendar day following the employee's receipt of the Postal Service's "Notice of Involuntary Administrative Salary Offsets Under the Debt Collection Act."

*Sec. 961.5 Effect of Petition filing.* Upon receipt and docketing of the employee's Petition for a hearing, the Recorder will notify the Postmaster/Installation Head and the General Counsel that the Petition has been filed and that pursuant to section 5 of the Debt Collection Act, a timely-filed Petition for a hearing stays further collection action.

*Sec. 961.6 Filing, docketing and serving documents; computation of time; representation of parties.*

- (a) *Filing.* All documents relating to the Debt Collection Act hearing proceedings must be filed by the employee or the General Counsel with the Recorder. (Normal Recorder office business hours are between 8:15 a.m. and 4:45 p.m., eastern standard or daylight saving time as appropriate during the year.) The Recorder will transmit a copy of each document filed to the other party, and the original to the Hearing Official.
- (b) *Docketing.* The Recorder will maintain a docket record of Debt Collection Act hearing petition proceedings and will assign each employee Petition a docket number. After notification of the docket number, the employee and General Counsel should refer to it on any further filings regarding the Petition.
- (c) *Time computation.* A filing period under the rules in this part excludes the day the period begins, and includes the last day of the period unless the last day is a Saturday, Sunday, or legal holiday, in which event the period runs until the close of business on the next business day.
- (d) *Representation of parties.* After the filing of the Petition, further document transmittals for, or communications with, the Postmaster/Installation Head or Postal Service shall be through their representative, the General Counsel, or, if an appropriate notice of appearance is filed, the General Counsel's designee. If a notice of appearance by an attorney authorized to practice law in any of the United States or the District of Columbia or a territory of the United States is filed in behalf of an employee, further transmissions of documents and other communications with the employee shall be made through his or her attorney rather than directly with the employee.

*Sec. 961.7 Answer to Petition and Supplement to Petition.* If the employee's Petition states reasons to support the employee's position, within 15 days from notice of the Petition, the General Counsel shall file an Answer to the Petition, and attach all available relevant records and documents in support of the Postal Service's claim, and a list of witnesses the Postal Service intends to call if an oral hearing is granted. If the employee files a Supplement to the Petition, the General Counsel, within ten (10) calendar days from the filing of the Supplement with the Recorder must file any Supplemental Answer and records to support the position of the Postal Service.

*Sec. 961.8 Hearing Official authority and responsibilities.* The Hearing Official shall provide a full and fair hearing. The proceedings must be expedited to ensure issuance of the final decision no later than 60 days after the filing of the employee's hearing Petition. The Hearing Official's authority includes, but is not limited to, the following:

- (a) Ruling on all offers, motions or requests by the parties;
- (b) Issuing any notices, orders or memoranda to the parties concerning the hearing proceedings;
- (c) Using telephone conferences with the parties to expedite the proceedings. A memorandum of a telephone conference will be transmitted to both parties;
- (d) Determining if an oral hearing should be held; and setting the place, date and time for the hearing or the taking of testimony by telephone conference;
- (e) Administering oaths or affirmations to witnesses, and conducting the hearing in a manner to maintain discipline and decorum while assuring that relevant, reliable and probative evidence is elicited on the issues in dispute, but irrelevant, immaterial or repetitious evidence is excluded;
- (f) Establishing the record in the case;

**Sample Notice of Involuntary Administrative Salary Offsets**

Exhibit 452.322 (p. 6)

- (g) Issuing the final decision orally or in writing no later than sixty (60) days after the filing of the employee's hearing Petition. When an oral decision is rendered, a written confirmation will thereafter be sent to the parties. The decision must include the determination of the amount and validity of the alleged debt and, where applicable, the repayment schedule. It should also include findings and reasons.

*Sec. 961.9 Effect of Hearing Official's decision; motion for reconsideration.* The Hearing Official's decision shall be the final administrative determination on the employee's debt or repayment schedule. No reconsideration of the decision will be allowed unless a motion for reconsideration is filed by either party within 10 days from receipt of the decision and shows good reasons for reconsideration. Reconsideration will be allowed only in the discretion of the Hearing Official. A motion for reconsideration by the employee will not operate to stay the collection action authorized by the Hearing Official's decision.

*Sec. 961.10 Waiver of employee rights.* The Hearing Official may determine the employee has waived his or her right to a hearing and the employee's pay shall be offset in accordance with the Postal Service's offset schedule, if the employee:

- (a) Files a Petition for hearing after the end of the 15-day period allowed by the Act for filing the Petition, and fails to demonstrate to the satisfaction of the Hearing Official good cause for the delay;
- (b) Has received notice to appear at an oral hearing but fails to do so without showing circumstances beyond the employee's control;
- (c) Fails to file required submissions or to comply with orders of the Hearing Official, and the failure makes it difficult or impossible to hold the hearing or to issue the decision within the statutory time;
- (d) Files a withdrawal of his or her Petition for a hearing with the Recorder.

*Sec. 961.11 Ex parte communications.* Ex parte communications between a Hearing Official or his staff and a party shall not be made. This prohibition does not apply to procedural matters. A memorandum of any communication between the Hearing Official and a party will be transmitted to both parties.



[\_\_date\_\_]

[\_\_name\_\_]

[\_\_street\_\_]

[\_\_city, state, ZIP\_\_]

Dear [\_\_name of debtor\_\_]:

This letter is to inform you that the Postal Service intends to collect, through salary offsets, the judgment entered against you in the amount of \$[\_\_amount\_\_] by the [\_\_name of court\_\_] on [\_\_date judgment was entered\_\_].<sup>1</sup> Twenty-five percent of your "current pay"<sup>2</sup> will be deducted each pay period until the full amount you owe the Postal Service, represented by this judgment, is collected. This will amount to deductions of approximately \$[\_\_amount\_\_] from each paycheck beginning with that issued on [\_\_date deductions are scheduled to start—generally 15 days from date of notice\_\_]. The deductions should last approximately [\_\_number of\_\_] pay periods.

If you have any questions regarding this matter, please contact [\_\_name of appropriate official\_\_] at [\_\_address\_\_] or [\_\_telephone number\_\_] immediately.

Sincerely,

[\_\_signature\_\_]

[\_\_name\_\_]

[\_\_title of installation head\_\_]

Enclosure

<sup>1</sup> A copy of the judgment is enclosed.

<sup>2</sup> The term current pay refers to that part of an employee's salary that remains after all required deductions (normal retirement contributions, FICA and Medicare insurance taxes, federal income tax, state and local income taxes, and employee-paid federal health insurance premiums) are made.

## 460 Collection of Postal Debts From Bargaining Unit Employees

### 461 General

#### 461.1 Scope

These regulations apply to the collection of any debt owed the Postal Service by a current postal employee who is included in any collective bargaining unit. If the circumstances specified in 462.32 apply to such employees, 452.3 may also apply, and consequently 451.2, 451.5, and 451.7 as well.

#### 461.2 Debts Due Other Federal Agencies

Regulations governing the collection, by involuntary salary offset, of debts owed by postal employees to federal agencies other than the Postal Service are specified in Handbook F-16, *Accounts Receivable*, Chapter 7.

#### 461.3 Definitions

As used in this subchapter, the following terms have the same meaning ascribed to them in 451.4:

- a. Administrative salary offset.
- b. Court judgment salary offset.
- c. Current pay and disposable pay.
- d. Debt.
- e. Employee.
- f. Pay.
- g. Postmaster or installation head.
- h. Severe financial hardship.
- i. Waiver.

#### 461.4 Effect of Waiver Request

If an employee requests a waiver of a debt, the recovery of which is covered by these regulations, that request does not stay the collection process. However, if the waiver request ultimately is granted, the amount collected must be refunded to the employee.

### 462 Procedures Governing Administrative Salary Offsets

#### 462.1 Determination and Collection of Debt

##### 462.11 Establishment of Accounts Receivable

Depending upon the circumstances of a particular case, the determination of a debt, the collection of which is covered by this subchapter, may be made by an official in the field or at the Minneapolis Accounting Service Center (ASC). For payroll-related debts discovered in the field, Form 2240, *Pay, Leave, or Other Hours Adjustment Request*, must be submitted to the Minneapolis ASC. Payroll-related debts discovered at the ASC level must be reported on Form 2248, *Monetary Payroll Adjustment*. Other debts must be reported to the manager of the Postal Accounts Branch, on Form 1902, *Justification for Billing Accounts Receivable*. Regardless of the amount of the debt, it is the responsibility of the Minneapolis ASC to create a receivable for each debt and to forward an invoice to the postmaster or installation head at the facility where the debtor is employed. At the time a receivable is created, the ASC must ensure that the employee's records are flagged so that the final salary or lump sum leave payment for that employee is not made until the debt is paid.

##### 462.12 Collection by Postmaster or Installation Head

Each postmaster or installation head is responsible for collecting, in accordance with these regulations, any debt owed to the Postal Service by an employee under his or her supervision. A postmaster or installation head may delegate his or her responsibilities under these regulations.

#### 462.2 Applicable Collection Procedures

##### 462.21 Right to Grieve Letters of Demand

A bargaining unit employee or the employee's union has the right in accordance with the



provisions of Article 15 of the applicable collective bargaining agreement to initiate a grievance concerning any letter of demand to challenge (a) the existence of a debt owed to the Postal Service, (b) the amount of such debt, (c) the proposed repayment schedule, and/or (d) any other issue arising under Article 28 of the applicable collective bargaining agreement. Care must be taken to ensure that any letter of demand served on an employee provides notice of the employee's right to challenge the demand under the applicable collective bargaining agreement.

**462.22 Right to Petition for Hearing**

Under the following circumstances, the statutory offset procedures in 452.3, including the right to petition for hearing after the receipt of a Notice of Involuntary Administrative Salary Offsets Under the Debt Collection Act, apply:

- a. *Failure to Initiate a Grievance in Time.* If a bargaining unit employee or the employee's union does not initiate, within 14 days of the employee's receipt of a letter of demand, a grievance challenging (a) the existence of a debt owed to the Postal Service, (b) the amount of such debt, and/or (c) the proposed repayment schedule, and the Postal Service intends to proceed with the collection of the debt, the statutory offset procedures in 452.3 apply (see 462.32).
- b. *Failure to Advance Grievance in Time.* If a bargaining unit employee or the employee's union initiates a grievance in time challenging (a) the existence of a debt owed to the Postal Service, (b) the amount of such debt, and/or (c) the proposed repayment schedule, but the employee's union, following receipt of a decision denying the grievance, does not advance the grievance to the next step of the grievance procedure within the time limits set forth in Article 15 of the applicable collective bargaining agreement, and the Postal Service intends to proceed with the collection of the debt, the statutory offset procedures in 452.3 apply (see 462.32).
- c. *Partial Settlement of Grievance.* If a grievance challenging (a) the existence of a debt owed to the Postal Service, (b) the amount of such debt, and/or (c) the proposed repayment schedule is resolved at any stage of the grievance-arbitration procedure

through a written settlement agreement between the Postal Service and the union under which the employee remains liable for all or a portion of the debt, and the Postal Service intends to proceed with the collection of the debt, the statutory offset procedures in 452.3 apply (see 462.32). If the employee petitions for a hearing under 452.336, the Postal Service is free to pursue collection of the full amount of the debt before the hearing officer, notwithstanding the settlement with the union. However, if any contractual issue is resolved at any stage of the grievance-arbitration procedure, the settlement of that issue is final and binding.

- d. *Ruling of Nonarbitrability.* If an arbitrator rules that a grievance concerning any letter of demand is not arbitrable, and the Postal Service intends to proceed with the collection of the debt, the statutory offset procedures in 452.3 apply (see 462.32).

**462.3 Statutory Offset Procedures**

**462.31 Authority**

Under section 5 of the Debt Collection Act, 5 U.S.C. 5514(a) (1982), the Postal Service, after providing an employee with procedural due process, may offset an employee's salary in order to satisfy any debt due the Postal Service. Generally, up to 15 percent of an individual's "disposable pay" may be deducted in monthly installments or at "officially established pay intervals," except as provided by 462.42. A greater percentage may be deducted with the written consent of the individual debtor. If the individual's employment ends before collection of the full debt, deduction may be made from subsequent payments of any nature due the employee.

**462.32 Initiation of Statutory Offset Procedure**

After (a) the 14 days referenced in 462.22a or the time limits referenced in 462.22b have passed, (b) any settlement agreement referenced in 462.22c has been signed, or (c) any nonarbitrability ruling referenced in 462.22d has been issued, and at least 30 calendar days before making an administrative offset under this authority, the postmaster or installation head, in accordance with 452.321, must provide the employee with (a) two copies of a Notice of Involuntary Administrative Salary Offsets Under

the Debt Collection Act containing the information in 452.322, and (b) one copy of the procedures that govern hearings under the Debt Collection Act that are set forth at 39 CFR Part 961 (see Exhibit 452.322). The procedures in 452.33 governing the exercise of employee rights apply. The postmaster or installation head has discretion to agree to an alternative offset schedule, based on a showing of severe financial hardship, as outlined in 452.335.

#### 462.33 **Hearing Officials Under 39 CFR Part 961**

In accordance with 39 CFR 961.3, administrative hearings under the Debt Collection Act may be conducted by any individual who is not under the control or supervision of the postmaster general and who is designated as a hearing official by the judicial officer.

#### 462.34 **Limit of Right to Petition for Hearing**

If an arbitrator opens a hearing on the merits of a grievance concerning any letter of demand, the statutory offset procedures in 452.3 do not apply thereafter, unless the arbitrator makes a ruling of nonarbitrability (see 462.22d) or the Postal Service and the union negotiate a partial settlement of the grievance (see 462.22c).

#### 462.4 **Collection of Debt**

##### 462.41 **Stay of Collection of Debt**

Whenever a grievance concerning any letter of demand has been initiated in time, in accordance with Article 15 of the applicable collective bargaining agreement, and/or a petition for a hearing has been filed in time, in accordance with 462.22, regardless of the type and amount of the debt, the Postal Service will stay the collection of the debt until after the disposition of the grievance and/or the petition, through settlement or exhaustion of the contractual and/or administrative remedies.

##### 462.42 **Limit on Amount of Salary Offset to Collect Debt**

Except as specified in part 463, the maximum salary offset to collect a debt that is owed to the Postal Service is 15 percent of an employee's biweekly disposable pay, or 20 percent of the employee's biweekly gross pay, whichever amount is lower when the salary offset is started. A greater salary offset may be made if the

employee agrees with the Postal Service, in writing, on such greater amount.

#### 462.5 **Implementing Offsets**

After the applicable procedural requirements have been followed, the postmaster or installation head must institute the collection process by completing the appropriate sections of Form 3239, *Payroll Deduction Authorization to Liquidate Postal Service Indebtedness* (see Exhibit 452.233).

#### 463 **Court Judgment Salary Offsets**

##### 463.1 **Authority**

In accordance with section 124 of Public Law 97-276 (October 2, 1982), 5 U.S.C. 5514 note (1982), the Postal Service may deduct up to one-fourth (25 percent) of an employee's "current pay" in monthly installments or at officially established pay periods to satisfy a debt determined by a federal court to be owed to the Postal Service. The statute authorizes the deduction of a "greater amount" if necessary to collect the debt within the employee's anticipated period of employment. If an individual's employment ends before the full amount of the indebtedness has been collected, section 124 provides that deduction is to be made from later payments of any nature due the employee.

##### 463.2 **Applicable Collection Procedures**

###### 463.21 **General**

The requirements governing the collection of employer claims specified by a pertinent collective bargaining agreement are not applicable to the collection by salary offset of a Postal Service claim if a federal court has granted judgment upholding the debt.

###### 463.22 **Notice**

At least 15 calendar days before initiating an offset to collect a debt reflected by a federal court judgment, the postmaster or installation head must provide the employee with a copy of that judgment, as well as with written notice of the Postal Service's intention to deduct 25 percent of the employee's current pay each pay period until the judgment is satisfied. The letter (see Exhibit

453.21, Sample Letter of Salary Offsets Based on Federal Court Judgment) also must include a statement that indicates the approximate amount, duration, and starting date of the deductions. The letter and judgment generally should be hand delivered, and a dated, signed receipt of delivery obtained. However, if personal delivery is not possible, certified or Express Mail, return receipt requested, should be used.

**463.23 Implementing Offsets**

The postmaster or installation head must initiate the collection process by completing the appropriate sections of Form 3239 no earlier than 15 calendar days after the employee's receipt of the letter.

**464 Multiple Offsets**

**464.1 Administrative Salary Offsets**

By statute, administrative salary offsets under section 5 of the Debt Collection Act of 1982 are limited to no more than 15 percent of an employee's disposable pay during any one pay period — whether the deductions are made to satisfy a debt owed the Postal Service, another federal agency, or some combination of these (but see 462.42 for the alternative limit on amount of salary offset to collect a debt that is owed to the Postal Service). Generally, priority among competing administrative salary offset requests is determined by the order in which they are received. However, a request to collect a debt due the Postal Service must be given priority over other government agency offset requests, regardless of the date the postal offset request is received (see 464.4). If a collection request cannot be honored upon receipt, or can be honored only in part, the postmaster or installation head must notify the requesting postal or other government official, in writing, of the reasons for the delay or for the collection of a lesser amount than that requested and the approximate date the requested offsets can be implemented.

**464.2 Court Judgment Salary Offsets**

No more than 25 percent of an employee's current pay may be withheld to satisfy a debt determined by a federal court to be due the United States — whether the deductions are made to satisfy a debt owed the Postal Service,

another federal agency, or some combination of these. Generally, priority among competing court judgment salary offset requests is determined by the order in which they are received. However, a request to collect a debt due the Postal Service must be given priority over other government agency offset requests regardless of the date the postal offset request is received (see 464.4). If a collection request cannot be honored upon receipt, or can be honored only in part, the postmaster or installation head must notify the requesting postal or other government official, in writing, of the reasons for the delay or for the collection of a lesser amount than that requested and the approximate date the requested offsets can be implemented.

**464.3 Administrative and Court Judgment Salary Offsets**

If the salary of a postal employee is the target of one or more of both types of offsets — administrative and court judgment — a combined total of no more than 25 percent will be withheld during any one pay period. However, in no case may the amount withheld in accordance with administrative salary offsets exceed 15 percent of current pay (but see 462.42 for the alternative limit on amount of salary offset to collect a debt that is owed to the Postal Service). As is generally the case with competing offsets of the same type and subject to section 464.4, priority between administrative salary offsets and court judgment salary offsets is determined by the order in which they are received.

**464.4 Priority of Postal Service Indebtedness**

If a postal employee is indebted to the Postal Service, that debt takes priority over any debt he or she may owe another federal agency, even if the other agency's request for salary offsets was received first. Accordingly, if both the Postal Service and another agency request the maximum allowable deductions, collection of the other agency's debt must be interrupted or postponed until the entire postal debt is recovered. However, if an amount less than that requested by the other agency can be deducted in addition to the offsets requested by the Postal Service without exceeding the appropriate percentage ceiling, deductions for the lesser amount must be withheld and forwarded to the

requesting agency along with an explanation for the smaller offsets.

#### 464.5 **Garnishments**

Administrative salary offsets based on section 5 of the Debt Collection Act of 1982 and court judgment salary offsets based on section 124 of Public Law 97-276 are not, as a matter of law, considered garnishments. Rather, for purposes of determining an employee's "disposable earnings" under the Federal Consumer Credit Protection Act, 15 U.S.C. 1671, et seq., these withholdings are considered to be amounts required by law to be deducted. Accordingly, they should be deducted before the applicable garnishment ceilings are imposed and before deductions for garnishments are made.

#### 465 **Action Upon Transfer or Separation**

##### 465.1 **Withholdings From Any Amount Due**

If a postal employee whose wages are subject to offset transfers to another federal agency or separates from employment, the Postal Service applies any amount due the employee at the time of his or her separation to the debt owed the Postal Service. If the debt is still not satisfied, appropriate action as described in 465.2 or 465.3 should be taken.

##### 465.2 **Transfer to Another Federal Agency**

If a postal employee whose wages are subject to offset transfers to another federal agency, and the full debt cannot be collected from amounts due the employee from the Postal Service, the Postal Service must request the former postal employee's new agency to continue offsetting the debtor's salary until the debt is satisfied. The request must specify the amount of the original debt, the amount collected by the Postal Service through salary offsets, the amount that remains to be collected, and the percentage of the debtor's disposable earnings or current pay that should be deducted each pay period. In addition, the Postal Service must certify that the former postal employee has been accorded all required rights of due process. When the Postal Service's request is sent to the new employing agency, a

copy also must be sent to the former employee at his or her home address.

##### 465.3 **Collection of Debt Upon Separation**

If the full debt cannot be collected from amounts due the employee at the time of his or her separation, the manager of the Postal Accounts Branch must attempt to recover the debt from any available retirement or disability payments due the former employee in accordance with the provisions of 5 CFR 831, Subpart R, or 5 CFR 845, Subpart D (see Handbook F-16, *Accounts Receivable*, 743).

