

POSTAL BULLETIN

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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
The Container Store/ Back-To-School Catalog Drop #2	Third/Bulk	July 25–26	1.0	AL, GA, IL, IN, LA, OK, TN, TX, WI	Carrt, 3/5-Digit, Basic	8 1/2" x 11" 16-page catalog
Sally Beauty Supply	Third/Letter	July 28–31	2.2	Nationwide	Residual 2%, 3/5-Digit 20%, Carrt 78%	
Eddie Bauer Catalog August Fall	Third/Catalog	July 31–Aug. 2	3.8	Nationwide	Carrt, 3/5-Digit Basic	RR Donnelley
Williams-Sonoma August Catalog for Cooks	Third/Catalog	July 31–Aug. 2	2.2	Nationwide	Carrt 80%	
The Container Store/ Back-To-School Catalog Drop #3	Third/Bulk	Aug. 1–2	1.0	DC, MD, VA	Carrt, 3/5-Digit Basic	8 1/2" x 11" 16-page catalog
Radio Shack	Third/Letter	Aug. 1–3	9.1	Nationwide	Carrt	9 1/2" x 11" folded to 9 1/2" x 5 1/2", 24 pages
Hold Everything August Catalog	Third/Catalog	Aug. 3–5	2.3	Nationwide	Carrt, 3/5-Digit Basic	Alden Press, Inc., Bensenville, IL
Eddie Bauer Catalog August Prospect	Third/Catalog	Aug. 7–9	3.0	Nationwide	Carrt, 3/5-Digit Basic	RR Donnelley
Pottery Barn Early Fall Store Catalog	Third/Catalog	Aug. 7–9	1.7	Nationwide	Carrt, 3/5-Digit Basic	Alden Press, Inc., Bensenville, IL
Pottery Barn Early Fall Main Catalog	Third/Catalog	Aug. 9–11	2.3	Nationwide	Carrt, 3/5-Digit Basic	Alden Press, Inc., Bensenville, IL

—Sales, 7-20-95

DOMESTIC MAIL

DMM/DMMT REVISION

Elimination of Application for Authorization to Palletize

Effective immediately, *Domestic Mail Manual* (DMM) M041, M042, M043, and M044 revise authorization and preparation standards for mail presented on pallets. In addition, *Domestic Mail Transition Book* (DMMT) 445.2, 445.3, 644.1, 644.2, 644.3, 767.5, and 767.6 revise corresponding authorization procedures.

Mailers are generally no longer required to request and receive approval from a rates and classification service center (RCSC) to present mailings on pallets or to present packages, bundles, or machinable parcels on pallets instead of in sacks. As a result, Form 3856, *Application for Authorization to Palletize*, is eliminated.

However, mailers must continue to receive RCSC authorization to:

- Copalletize two or more flat-size second- or third-class publications or mailings.
- Combine two or more second-class publications on the same pallet.
- Combine mixed-rate level third-class mailings on the same pallet.

To receive authorization to prepare these types of pallets, a mailer must send a written request to the RCSC serving the post office of mailing. Once RCSC authorization is approved, the mailer is no longer required to renew the authorization every 2 years.

Mailers using pallets must follow the pallet preparation standards in *Domestic Mail Manual* (DMM) M040. This notice amends DMM M041 to add authorization

procedures for combined, copalletized, and mixed-rate level mailings.

Authorization procedures to palletize commingled zone-rated fourth-class mailpieces and third- and fourth-class machinable parcels remain in DMM M408 and M073, respectively. The following revised text will appear in DMM Issue 50.

Domestic Mail Manual

M040 Palletization

M041 General Pallet Standards

* * * * *

4.0 PREPARATION

* * * * *

4.3 Mixed Rates, Levels, or Classes

Regular rate and special rate mail and/or mixed-rate level, mixed class, commingled, and copalletized mailings may be prepared under 6.0, M073, or M408.

5.0 USE OF PALLETS

Mail presented on pallets must be presented according to the standard applicable to the class of mail and method of preparation. Mailers may not use USPS pallets for any purpose other than presenting mail.

6.0 BASIC PROVISIONS FOR COPALLETIZED, COMBINED, OR MIXED-RATE LEVEL MAILINGS ON PALLETS

6.1 General

Palletized mailings must be prepared according to the procedures applicable to the class of mail. Mailers must be authorized by the RCSC serving the mailing post office to present these types of pallets:

- a. Two or more copalletized flat-size second-class publications or third-class mailings.
- b. Two or more combined second-class publications.
- c. Combined mixed-rate level third-class mailings.

6.2 Application

The mailer (or publisher or agent) must submit a written request to the RCSC serving the mailing post office to present the types of pallets described in 6.1. A separate request is required for each type of pallet at each location. The mailer may apply concurrently for authorization to prepare two or more of the types of pallets described in 6.1. A mailer who cannot meet the minimum palletization standards without combining or commingling mixed-rate mailings may still qualify if the total combined or commingled mailing meets minimum pallet standards. The request must be received at least 30 days before the first mailing and include this information:

- a. Names, addresses, and telephone numbers of the owner of the mail and of the firm or person preparing the mail.
- b. Product attributes (e.g., size, weight, class, rate, volume, mailing frequency, and postage payment method).
- c. Type of authorization requested.
- d. Sample of applicable documentation required in M042 or M043.

6.3 Second-Class Copalletization

To copalletize different second-class flat-size publications, the mailer must consolidate on pallets all independently presorted packages for each publication to achieve the finest level of presort for the mailing. This consolidation must be supported by documentation required in M042.

6.4 Combining Second-Class Publications

To combine more than one second-class publication on pallets, the mailer must merge and presort copies of all the publications into common packages to achieve the finest level of presort for the mailing. This consolidation must be supported by documentation meeting the applicable standards.

6.5 Third-Class Copalletization

To copalletize different third-class flat-size mailings, the mailer must consolidate on pallets all independently presorted packages from each mailing to achieve the finest level of presort for the mailing. The mailer must present computer-generated listings at the time of mailing that include a summary list consolidating the copalletized multiple mailings and a list of the contents of each pallet by ZIP Code and presort level.

6.6 Third-Class Mixed Rates

To combine mixed-rate level third-class mail on pallets, the mailer must be an authorized plant load mailer. The mailer must attach to the written request to the RCSC a copy of an approved Form 3815 showing the mailer's authority to plant load. The mailer must consolidate on pallets all independently prepared packages to achieve the finest level of presort for the mailing.

6.7 Cancellation

An authorization may be canceled by the USPS if the mailer does not meet the standards for pallets or the rates claimed or the mailer does not submit information on future mailings as requested by the RCSC. Mailers may appeal canceled authorizations under G020.

Continued

M042 Second-Class Mail

1.0 PALLETIZING SECOND-CLASS MAIL

Second-class mailers may prepare:

- a. Packages or bundles not prepared in sacks on pallets.
- b. Packages in sacks on pallets.
- c. Two or more publications combined or copalletized on pallets (subject to M041).

[Delete 1.1 through 1.8.]

* * * * *

M043 Third-Class Mail

1.0 PALLETIZING THIRD-CLASS MAIL

Third-class mailers may prepare:

- a. Packages or bundles not prepared in sacks on pallets.
- b. Packages in sacks on pallets.
- c. Machinable third-class parcels on pallets.
- d. Copalletized multiple flat-size mailings (subject to M041).
- e. Third- and fourth-class combined machinable parcels on pallets under M073.
- f. Mixed-rate levels combined on pallets (subject to M041).

[Delete 1.1 through 1.8.]

* * * * *

7.0 PALLETIZING MACHINABLE THIRD-CLASS PARCELS

* * * * *

7.5 Combining Mixed Rates

Mailers who want to combine on the same pallets machinable parcels claimed at 3/5 and carrier route rates must have RCSC authorization to mix these rate levels under 5.0 and M041.

* * * * *

8.0 PALLETIZING THIRD- AND FOURTH-CLASS MACHINABLE PARCELS

* * * * *

8.6 Combining Mixed Rates

Mailers who want to combine on the same pallets machinable parcels claimed at 3/5 and carrier route rates must have RCSC authorization to mix these rate levels under 5.0 and M041.

* * * * *

M044 Fourth-Class Mail

1.0 PALLETIZING FOURTH-CLASS MAIL

Fourth-class mailers may prepare:

- a. Packages not prepared in sacks on pallets.
- b. Machinable fourth-class parcels on pallets.
- c. Presorted special fourth-class mail on pallets.
- d. Third- and fourth-class machinable parcel mailings combined on pallets (subject to M073).
- e. Zone-rated fourth-class mail commingled on pallets (subject to M408).

[Delete 1.1 through 1.5.]

* * * * *

Domestic Mail Manual Transition Book

445 Bundling and Palletizing

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[Revise current 445.2 as follows:]

445.2 Combining More Than One Second-Class Publication on Pallets

445.21 Authorization

445.211 General

The RCSC manager serving the mailing post office may authorize the combining of more than one second-class publication on pallets. The publisher or agent must submit a written request for authorization as described in DMM M041.

445.212 Approval or Denial

If the RCSC manager finds that the mailer qualifies under and can meet the mail preparation and palletization standards, the manager issues an authorization to present combined mailings of more than one publication on pallets. The RCSC must notify the publisher/mailler and mailing office, in writing, of the approval and effective date. If the RCSC approves an authorization, the mailer must be prepared for future mailings to submit information (such as that required with the original written request) as requested by the RCSC manager. The RCSC must not approve the authorization if the mailer cannot meet mail preparation and palletization standards.

[Revise current 445.3 as follows:]

445.3 Copalletization of Multiple Second-Class Publications

445.31 Authorization

445.311 General

The RCSC manager serving the mailing post office may authorize the copalletization of two or more flat-size second-class publications. The publisher or agent must submit a written request for authorization as described in DMM M041.

445.312 Copalletizing More Than One Publication

The RCSC manager may approve a single authorization for a mailer to copalletize different publications. For authorization to copalletize publications, the mailer must consolidate on pallets all independently presorted packages for each publication to achieve the finest level of presort for the copalletized mailing. This consolidation must be supported by the documentation required in 424.84.

445.313 Approval or Denial

If the RCSC manager finds that the mailer qualifies under and can meet the preparation and palletization standards, the manager issues an authorization to copalletize more than one second-class publication on pallets. The RCSC must notify the publisher/mailer and mailing office, in writing, of the approval and effective date. If the RCSC approves an authorization, the mailer must be prepared for future mailings to submit information (such as that required with the original written request) as requested by the RCSC manager. The RCSC must not approve the authorization if the mailer cannot meet mail preparation and palletization standards.

[Delete 445.314 and all existing 445.4.]

* * * * *

644 Palletization

[Revise current 644.1 as follows:]

644.1 Copalletization of Multiple Bulk Third-Class Flat-Size Mailings

644.11 Authorization

644.111 General

The RCSC manager serving the mailing post office may authorize mailers to copalletize more than one flat-size, bulk rate third-class mailing, subject to DMM E312. The mailer or agent must submit a written request for authorization as described in DMM M041. Mailers may copalletize packages of carrier route presort flat-size mail on pallets with packages of Barcoded rate flats, if all carrier route pieces are part of the same mailing job as the barcoded pieces with which they are copalletized under DMM M048. Mailers do not need authorization to commingle mixed-rate level mailings if only barcoded flat mailings are presorted on pallets.

644.112 Approval or Denial

If the RCSC manager finds that the mailer qualifies under and can meet the mail preparation and palletization standards, the manager issues an authorization to copalletize more than one third-class flat-size mailing. The RCSC must notify the mailer and office of mailing, in writing, of the approval and effective date. If the RCSC approves an authorization, the mailer must be prepared to submit information (such as that required with the original written request)

as requested by the RCSC manager. The RCSC must not approve the authorization if the mailer cannot meet mail preparation and palletization standards.

[Delete all existing 644.18.]

[Revise 644.2 as follows:]

644.2 Combining Mixed-Rate Level Third-Class Mailings on Pallets.

644.21 Authorization

644.211 General

The RCSC manager serving the mailing post office may approve a single authorization for a mailer to commingle mixed level third-class bulk mailings on pallets. The mailer or agent must submit a written request for authorization as described in DMM M041. To qualify, the mailer must be an authorized plant load mailer with a detached mail unit at the mailer's plant and must consolidate on pallets all independently presorted packages to achieve the finest level of presort for the mailing. At the time of mailing, the mailer must present the documentation required in DMM M043.

644.212 Approval or Denial

If the RCSC manager finds that the mailer qualifies under and can meet the mail preparation and palletization standards, the manager issues an authorization to combine mixed-rate level mailings on pallets. The RCSC must notify the mailer and the mailing office, in writing, of the approval and the effective date. If the RCSC approves an authorization, the mailer must be prepared to submit information (such as that required with the original written request) as requested by the RCSC manager. The RCSC must not approve the authorization if the mailer cannot meet mail preparation and palletization standards.

644.3 Palletizing Combined Mailings of Third- and Fourth-Class Machinable Parcels

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[Revise 644.33 as follows:]

644.33 Authorization

644.331 General

Combined mailings of third- and fourth-class machinable parcels must meet all standards under DMM M073.

[Delete 644.332, 644.333, 644.334, and all 644.4.]

* * * * *

767 Bound Printed Matter

[Delete all existing 767.5 and all existing 767.6.]

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DMM NOTICE

Forms 3541-C and 3541-E

Effective with the publication of *Domestic Mail Manual* (DMM) Issue 49, Form 3541-C, *Second-Class Certification for Multiple Issues (On the Same Day)*, and Form 3541-E, *Second-Class Certification for Multiple Issues (Not on the Same Day)*, will be eliminated as DMM Exhibits E216.5.1 and E216.5.2.

Because these two forms are not otherwise available, they are reproduced on pages 7 and 8 for local duplication. Managers of business mail entry should make sufficient copies and keep a supply on hand for future needs.

—*Mailing Standards, Marketing Systems, 7-20-95*

Merchandise Return Service Reminder

Merchandise return service allows authorized permit holders to pay the postage and fees on articles to be returned by their customers. Similar to business reply mail, merchandise return service enables the recipient to return an article to the sender and have the postage paid on return. This service is available for single-piece rate First-Class, Priority, third-class, and fourth-class mail (including parcel post, special fourth-class, library rate, and bound printed matter).

To use merchandise return service, permit holders provide merchandise return labels to their customers with written instructions that explain how to label and return articles to them. The label is addressed to the postage-due unit at the post offices where the permit holder is authorized to receive merchandise return articles under an approved application.

Permit holders pay postage and fees through an advance deposit account at each post office where articles are returned or, if the permit holder chooses, under one centralized advance deposit account. Under a centralized

advance deposit account, the postage-due unit at each return point post office must send Forms 3582-C, *Postage Due Invoice*, to the post office maintaining the mailer's centralized account so that postage and fees can be deducted.

Permit holders also have the option of requesting registered, insured, or special handling service with merchandise return by placing the appropriate endorsement on the labels before distributing them to their customers. Only the permit holder, not the customer returning the article, may decide whether additional special services will be used with merchandise return service.

Step-by-step instructions for handling merchandise return service articles, with or without additional special services, are printed on page 9. Please photocopy and post in all postage-due units.

—*Business Mail Acceptance, Marketing Systems, 7-20-95*

US Postal Service

Second-Class Certification for Multiple Issues *(On the Same Day)*

1. Submit this form with Form 3510, *Application for Additional Entry, Reentry, or Special Rate Request for Second-Class Publication*, when the frequency of a second-class publication is being changed to include more than one "issue" on any day.
2. Also, submit this form to each office of mailing with all Forms 3541 for each "issue" of the same publication that is published on the same day.
3. Submit this form with Form 3501, *Application for Second-Class Mail Privileges*, or Form 3511, *Application for Second-Class (Requester) Mail Privileges*, as appropriate, if the frequency of the publication will include more than one "issue" on the same day.
4. Use the data on this form to determine under DMM E211.7.4 whether an issue is a separate publication that may not be mailed at second-class rates under the authorization granted to the publication named below.

A - Completed by Publisher or Agent

Title of Publication	USPS Number	Date of Issue
<p>ISSUE Number 1</p> <p><i>(The issue distributed to the smallest number of nonsubscribers/nonrequesters)</i></p>	<p>1a. Total number of copies of issue distributed by all means</p> <hr/> <p>1b. Total number of copies of issue distributed to nonsubscribers/nonrequesters <i>(See DMM E212.1.2 or E212.4.2, as applicable)</i></p> <hr/> <p>1c. Proportion of copies distributed to nonsubscribers/nonrequesters (decimal format) <i>(1b divided by 1a)</i></p>	
Volume/Issue Number	1d. Convert 1c. to percent format <i>(1c x 100)</i> <i>(e.g., .17 x 100 = 17%)</i>	
<p>ISSUE Number 2</p> <p><i>(The other issue published on the same day as Issue 1)</i></p>	<p>2a. Total number of copies of issue distributed by all means</p> <hr/> <p>2b. Total number of copies of issue distributed to nonsubscribers/nonrequesters <i>(See DMM E212.1.2 or E212.4.2, as applicable)</i></p> <hr/> <p>2c. Proportion of copies distributed to nonsubscribers/nonrequesters (decimal format) <i>(2b divided by 2a)</i></p>	
Volume/Issue Number	2d. Convert 2c to percent format <i>(2c x 100)</i> <i>(e.g., .17 x 100 = 17%)</i>	

I certify that the information furnished on this form is correct *(Signature of Publisher/Agent)*



B - Completed by Entry Post Office *(Use Figures Provided Above by Publisher)*

<p>3. Line 1b x 2 =</p> <hr/>	<p>Post Office and State of Mailing</p> <hr/> <p>Determining eligibility to mail at second-class rates: If line 2d is more than 10% AND line 2b is more than line 3, consult DMM E211.7.4 and determine whether issue 2 must separately qualify for second-class mail privileges.</p>
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US Postal Service

Second-Class Certification for Multiple Issues (Not on the Same Day)

1. Submit this form with Form 3510, *Application for Additional Entry, Reentry, or Special Rate Request for Second-Class Publication*, when the frequency of a second-class publication is being changed to one that includes more than one issue during a month, but not on the same day as another issue of the same publication.
2. Also submit this form with Form 3501, *Application for Second-Class Mail Privileges*, or Form 3511, *Application for Second-Class (Requester) Mail Privileges*, as appropriate, if the frequency of the publication will include more than one issue during a month, but not on the same day as another issue of the same publication.
3. Submit this form, at the request of the Postal Service, for any issue which the Postal Service believes may not meet the requirements of DMM E211.7.5.
4. Use the data on this form to determine under DMM E211.7.5 whether an issue is a separate publication that may not be mailed at second-class rates under the authorization granted to the publication named below.

A - Completed by Publisher or Agent

Title of Publication	USPS Number	Date of Issue (<i>Issue with the greatest nonsubscriber/ nonrequester distribution during the week. Report the figures in boxes 1 and 2, below.</i>)
1. Total number of copies of issue with above date distributed by all means		1.
2. Total number of copies of above issue distributed to nonsubscribers/nonrequesters (<i>See DMM E212.1.2 or E212.4.2, as applicable</i>)		2.
3. Greatest number of copies of any other single issue of the parent publication distributed to nonsubscribers/nonrequesters during the period of time ensuing between the distribution of the issue of the above date and the preceding comparable issue		3.

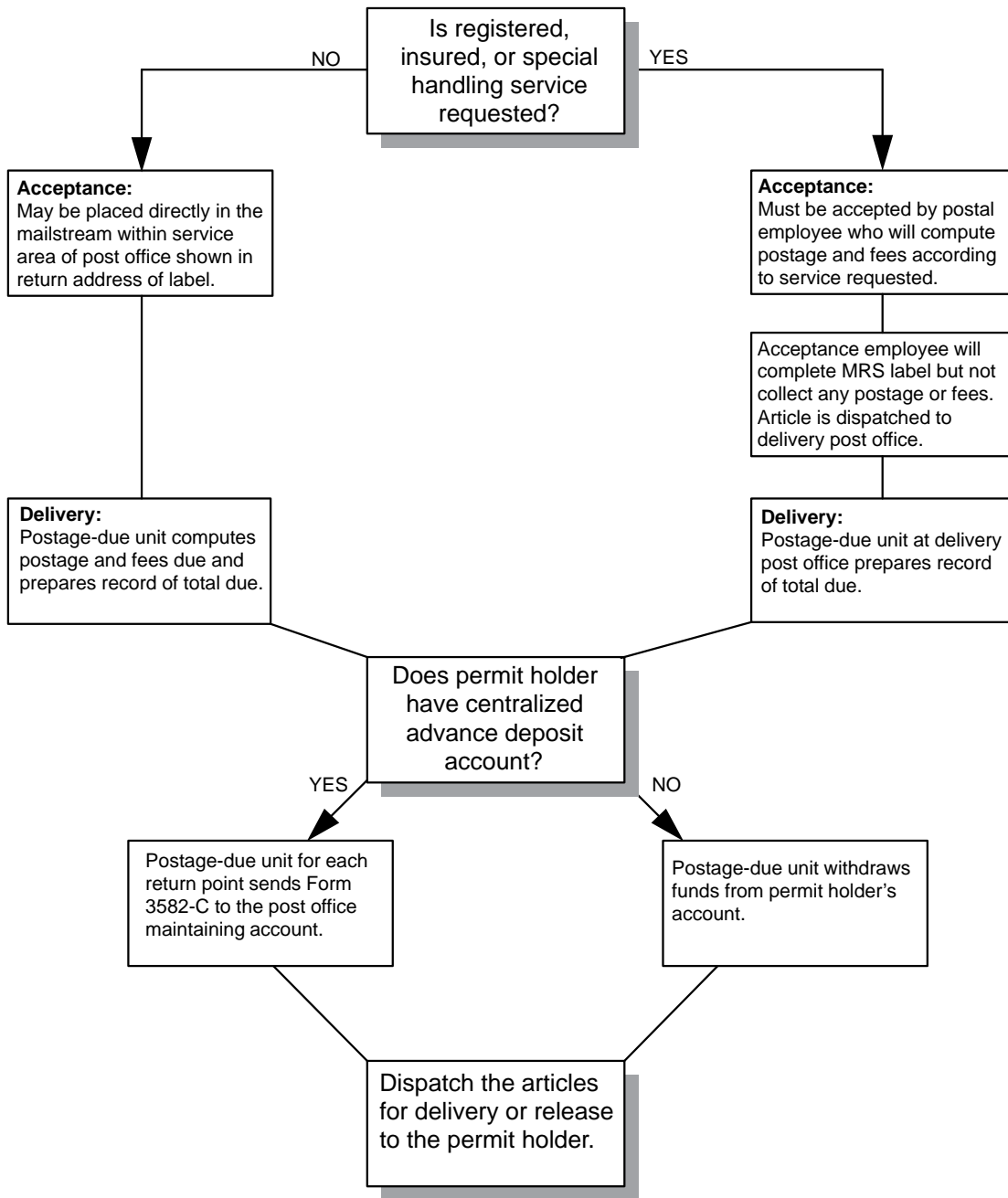
I certify that the information furnished on this form is correct (*Signature of Publisher/Agent*)



B - Completed by Entry Post Office (Use Figures Provided Above by Publisher)

Post Office and State of Mailing	4. Line 2 divided by line 1 = ____ x 100 = _____ %
<p>Determining eligibility to mail at second-class rates: If line 4 is more than 10% AND line 2 is more than line 5, consult DMM E211.7.5 and determine whether the issue must qualify as a separate publication.</p>	5. Line 3 x 2 = _____

Merchandise Return Service (MRS) Instructions



Note: Articles received without a return address or postmark are charged the appropriate single-piece Priority Mail or First-Class Mail rate, as endorsed on the label, or third- or fourth-class rate for Zone 4 in addition to the required fees. Special fourth-class and library rate parcels are charged the appropriate postage and fees. Additional information about MRS can be found in *Domestic Mail Manual S923*.

FINANCE

HANDBOOK F-1 REVISION

Post Office Accounting Procedures

The following procedures apply to Postal Retail Stores that use an open merchandising concept. These procedures will be included in future editions of the *Postal Retail Store Activation Guide*.

Appendix D

Accounting Procedures for Postal Retail Stores

D-110 General

D-110.1 Responsibility. The postmaster is responsible for ensuring compliance with the accounting procedures for Postal Retail Stores, including conducting counts. Where the postmaster has sole responsibility, the appropriate post office Operations manager is responsible for assisting with inventory counts.

D-110.2 Existing Procedures and Policies. Continue to follow all existing postal financial procedures and policy (as outlined in Handbooks F-1, *Post Office Accounting Procedures*, and F-50, *Examination of Stamp Credits and Main or Unit Reserve Stocks*, etc.), except as modified in this section or by subsequent written authorization. This includes all regulations relating to the acceptance of checks as payment for postal products.

Note: It is recommended that Postal Retail Stores not be established for single unit post offices since single quantities of all stamps are not available. Stores should be opened only in cities with multiple retail sites.

D-111 Accepting Credit and or Debit Cards

The Corporate Treasurer's Office, USPS Headquarters, must have approved in advance the acceptance of credit and or debit cards as payment for postal products and services. Stores that have not received approval to use credit and or debit cards may not accept them.

D-112 Protecting Entrusted Funds

Employees may not allow another individual to have access to funds entrusted to him or her, with the exception of a designated representative for an official audit.

D-113 Tracking Merchandise

All merchandise on display must be barcoded or have a dedicated key on the cash register. All items in the loose stock must be keyed into the cash register at the time of sale.

D-114 Assigning Cash Reserve

Each clerk is assigned a cash reserve of \$100. The amount of the cash reserve is carried by each clerk as Cash Retained (AIC 753 and AIC 353) on each day's Form 1412, *Daily Financial Report*.

D-115 Assigning Store Inventory

The store inventory is assigned to the postmaster, store manager, or supervisor. Since he or she does not have personal control of this stock at all times, he or she is relieved of audit shortages unless it can be established that the loss is a direct result of his or her negligence, theft, fraud, or embezzlement. Assistance from the Inspection Service may be requested if warranted, and appropriate action taken following its investigation. Although the store manager is not held financially responsible for shortages, he or she is responsible for the financial integrity of the store and for managing it in a manner that will minimize losses. Form 3369, *Consigned Credit Receipt*, must be on file for all assigned credits.

D-120 Loose Stock Procedures

Each store is allowed a limited amount of loose stock items for sale at the full-service counter and at the point-of-sale cash register. This stock is centrally located behind the full-service counter and the postal store counter so that all employees at the counter may have access to the stock. The loose stock may be placed in a drawer, envelope, or other container at the discretion of the postmaster or manager, provided it is properly secured when the retail area is closed.

D-121 Defining Loose Stock Items

D-121.1 Total Value Limits. Table D121.1 is a representative sample of stock items in a loose stock compartment. The total value of loose stock in the store may not exceed \$500. Postmasters may request exceptions to this limit by a memorandum describing the reasons for a higher value. The district Finance manager will review exception requests and advise the postmaster by letter of the decision. Only one type of definitive in each denomination should be maintained in the drawer.

Continued next page

Continued

1-cent stamps	1 sheet
2-cent stamps	1 sheet
3-cent stamps	1 sheet
4-cent stamps	1 sheet
5-cent stamps	1 sheet
First-Class rate	3 sheets
Second-ounce rate	1 sheet
Two-ounce rate	1 sheet
Postcard rate	1 sheet
75-cent stamps	1 sheet
Postcard rate	1 sheet
Canadian	1 sheet
Mexico	1 sheet
Foreign	1 sheet
Books	25*
Aerogrammes	10
Stamped envelopes	10
Postal cards	10

*This category of loose stock must be eliminated when books are shrink-wrapped or packaged in the future.

Note: Under no circumstances should the shrink-wrapped stock be opened to be sold as loose stock inventory.

Table D121.1

D-121.2 Individual Quantities. This stock may be replenished when individual quantities of items in the loose stock drawer are exhausted. Quantities maintained should be reduced if an increase in shrinkage of stock is unaccounted for during audits.

D-122 Accounting for Loose Stock

The postmaster is responsible for monitoring, maintaining, and replenishing the loose stock supply. Follow these procedures for accounting for loose stock. The loose stock is included as part of the overall unit accountability. Account for loose stock in the same manner as all other accountable items in the post office. Loose stock is different only in that, because of the nature of the stock, it will not be displayed to the public in the store. This stock is tracked as accountable inventory in the point-of-sale system.

D-123 Replenishing Stock

To replenish stock, follow these procedures:

If	Then
Individual quantities of items in the loose stock drawer are exhausted,	Replenish this stock by using Form 17, <i>Stamp Requisition</i> .
Shrinkage of stock is identified during audits,	Reduce the quantities maintained.

D-130 Unit Accountability

D-131 General

The store should be initialized using new IRT disks as a Unit Reserve. This is done on a new supervisor disk for UNISYS sites. For MOS sites, it is done on new Stamp Stock and Control disks. Utility disks will also be needed.

Note: This procedure is used for Main Stock sites reporting on a Statement of Account *as well as* Unit Reserve sites reporting to the district Standard Field Accounting System (SFAS).

D-131.1 Inventory of Items. Because of the nature of the Postal Retail Store, an inventory of items is not maintained on the IRT. Keep all inventory records on the point-of-sale cash register system. Follow these procedures:

- Establish the IRT Unit Reserve as a reporting unit to your Main Stock banking (or non-banking) post office.
- Consolidate receipts and disbursements from the Unit Reserve (store) with those of the Main Office and enter in the Accountbook.
- When consolidating, do not transfer Stamp Accountability AICs (840–853) from the Unit Reserve Form 1412, *Daily Financial Form*, to the Main Stock Form 1412.
- An additional Unit Reserve or Main Stock may be maintained that is not a part of the store.

D-131.2 Unit Reserve IRT Set Up. Set up the Reserve Stock on the IRT disk using the following method:

- Create Stamp Stock records for only one (1) item number. This item should be valued at \$.01.
- Enter the total dollar value of the stock on hand using this item number.

Example: If the store contains \$85,420.64 worth of accountable items, create an item number with a value of \$.01, and enter 8,542,064 of this item as received.

Note: It may be more convenient to set up two (2) item numbers, one for whole dollars (\$1) and one for cents (\$.01). This is an acceptable alternative.

D-131.3 Clerk IRT Disk Set Up. Clerks in the store will not be selling from individual accountabilities, but they must have a stamp stock accountability in order for the IRT to process stamp sales. To assign stamp stock accountability, the postmaster issues an IRT-generated Form 17, *Stamp Requisition*, to each clerk for an arbitrary amount.

D-131.4 Unit Reserve Accountability. Follow these procedures to maintain a correct total unit accountability:

Supervisor	Total all Forms 17, <i>Stamp Requisition</i> , issued and subtract that amount from the store Unit Reserve.
Each clerk	Enter the amount shown on your Form 17, as "Stamps +" on your individual disk. <i>No stamp stock is actually received by the clerk. Since the entry is made to the disk solely for the purpose of allowing the disk to be used, do not sign the Form 17 to indicate that stock was received.</i>

Repeat these procedures whenever the closing stamp stock balance on each clerk's Form 1412 approaches zero.

Example: The total store accountability is \$85,420.64. There are three clerks in the store. Issue IRT Form 17 in the amount of \$2000 for each clerk. Each clerk enters "Stamps +" of \$2000 to his or her IRT disk. The Form 3958 then shows \$79,420.64 in the Unit Reserve, and each clerk shows \$2000 (\$6000 total). The total for the unit is \$85,420.64. The \$2000 amount used here is for this example only. It is suggested that the actual figure be an estimate of an average accounting period's sales.

Note: IRT disks in Postal Retail Stores must not be set up as clerk-only operations.

D-132 Reporting Sales

To report sales:

- Handle all postal transactions at full-service windows according to existing procedures referenced in the Handbook F-1. Scan each stamp sale into the cash register.
- Then enter each sale into the appropriate AIC on the IRT.

D-140 Daily Close-Out Procedures

D-141 Cash Register Activity

Each clerk with sales activity at the cash register clerk performs the following daily close-out procedures:

- Pulls the cash register terminal tape.
- Removes remaining cash from the drawer. The total of funds remitted includes cash, checks, paid postal money orders.
- Counts the cash to be remitted.
- Verifies total sales from the cash register tape to total funds remitted.
- Enters sales activity (AICs 090, 092, and 093) to the clerk disk.
- Prints a preliminary Form 1412.

- Verifies all entries on Form 1412 to their appropriate support documents.
- Makes adjustments where necessary.
- Prints a final Form 1412.
- Submits Form 1412, the cash register terminal tape, any other supporting documents and funds remitted to the store manager or designated employee for consolidation.
- Retains the duplicate signed Form 1412, *Daily Financial Report*, with AIC 752 initialed.

D-142 Full-Service Window Clerk

The full-service window clerk performs the following close-out procedures:

- Runs totals from the satellite cash register and compare AICs 090, 092, and 093 to the same AICs in the IRT. Adjusts IRT totals if necessary.
- Includes a copy of the cash register tape to support these entries to the IRT.
- Enters \$100 to AIC 753, Cash Retained, on the IRT.
- Prints a preliminary Form 1412 and other lists from the IRT as determined by the day's business.
- Counts out \$100 for the authorized cash reserve. Retains this amount in the drawer.
- Removes the remaining cash from the drawer. The total of funds remitted includes cash, checks, paid postal money orders, and credit card transactions if authorized.
- The cash portion of the deposit must be in whole dollar amounts. If this is not the case, adjust AIC 753 accordingly.
- Verifies the total of AICs 751 and 752 to the total of funds remitted.
- Prints a preliminary Form 1412.
- Verifies all entries on Form 1412 to their appropriate support documents.
- Makes adjustments where necessary.
- Prints a final Form 1412 and submits it to the designated close-out employee along with the total of funds remitted.
- Retains the duplicate signed Form 1412 with AIC 752 initialed.

D-143 Postmaster, Manager, or Designated Close-Out Employee

The postmaster, manager, or designated close-out employee performs the following close-out procedures:

- Performs all normal Form 1412 verification and close-out procedures as specified in Handbook F-1, section 223.2.

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- Counts all funds in the presence of the clerk who submits the funds.
- Verifies the amount counted to the amount reported on Form 1412.
- Initials next to AIC 752 of the clerk's Form 1412 to indicate that the cash count agrees with the entry on Form 1412.
- Pulls the cash register tape for the entire day's business.
- Consolidates all clerks' disks.
- Prints a consolidated Form 1412.
- Compares AICs 092, 092, and 093 to the same AICs in the IRT.
- Adjusts IRT totals if necessary.
- Verifies all supporting documents.
- Makes adjustments where necessary.
- Issues Form 1908, *Financial Adjustment Memorandum*, for any differences.

D-150 Cash and Stamp Credit Counts**D-151 Clerk's Counts**

D-151.1 Frequency. The count of each employee's cash reserve may be conducted at any time and should be performed on a random basis, at least weekly.

D-151.2 Discrepancy. Each clerk is allowed a tolerance of \$2 in his or her cash reserve. If a count reveals a discrepancy of \$2 or less, no action to collect should be taken, and no entry is made to the clerk's IRT disk. Follow these procedures:

- Record the count on Form 3294, *Cash and Stamp Stock Count and Summary*, indicating cash only. Obtain two signatures as required.
- Maintain a Form 3368, *Stamp Credit Examination Record*, for each individual with a cash or stamp credit.
- Also maintain a Form 3369, *Consigned Credit Receipt*, for each assigned credit.

D-151.3 Overage. If an overage exists that is greater than \$2, the overage must be placed in trust and remitted on the date disclosed (AIC 752). To place the overage in trust, follow these procedures:

- Enter the full amount of the overage to AIC 061 on the IRT disk of the individual who has the overage. The offsetting entry is an increase to the clerk's deposit in AIC 752.
- Complete page one and page four of Form 3294, *Cash and Stamp Stock Count and Summary*, and obtain two signatures as required.

- Enter the amount of the overage and action taken to Form 3368.
- Postmasters using a Statement of Account must also maintain Form 25, *Trust Fund Account*, for all entries to AIC 061.

D-151.4 Shortage. If a shortage greater than \$2 exists, the shortage must be placed in suspense on the date disclosed. To place a shortage greater than \$2 in suspense, follow these procedures:

- Enter the full amount of the shortage to AIC 761 on the IRT disk of the individual who has the shortage.
- Reduce cash retained (AIC 753) to the actual amount counted.
- When the clerk repays the shortage, clear the suspense item using AIC 361 and offset by increasing AIC 753 by the same amount.
- Complete page one and page four of Form 3294, *Cash and Stamp Stock Count and Summary*, and obtain two signatures as required.
- Enter the amount of the shortage and action taken to Form 3368.
- Postmasters using a Statement of Account must also maintain Form 25 for all entries to AIC 761.

Note: All regulations relating to collection of employee credit shortages (i.e., *Employee and Labor Relations Manual*, National Agreement) apply to shortages in cash reserves.

D-152 Unit Counts

D-152.1 Responsibility. When the stock inventory of the store is counted, this represents a count of the Unit Reserve. The postmaster has responsibility for counts. Where the postmaster has sole responsibility of a store, the appropriate post office Operations manager is responsible for assisting with the count. Monitor inventory levels at stores to ensure that only stock needed to serve customers is stocked. Maintaining lower inventory levels may reduce losses and will reduce the time required for counts.

D-152.2 Procedures. The stock inventory of the store is counted independently by two parties using the following procedure:

- To the extent practicable, do not count the stock inventory during business hours.
- Count all stock in the store, loose stock compartment, and bulk stock stored in vaults.
- Complete page one and page four of Form 3294, *Cash and Stamp Stock Count and Summary*, indicating cash only.
- Obtain two signatures as required.
- Enter the physical count to the point-of-sale system in the TELXON unit; an inventory listing is produced.

- Compare the difference between the total amount counted and the total in AIC 853 from the previous day's Unit Form 1412.

Note: It is important that the TELXON report be produced the same day that the physical count is taken, and the comparison between the report and the count also be made on the same day.

D-152.3 Overages. Place in trust any overage discovered as a result of the count, and enter the amount to AIC 057. Also follow these procedures:

UNISYS sites	Make this entry in the Form 3958 menu: Stock Overage.
MOS sites	On the Stamp Stock disk, make the entry for the overage in the Form 3958 menu: Stock Overage. On the Control disk, enter the amount of the overage in AIC 057. Make these entries on the same day.

D-152.4 Shortages

D-153.41 Shortages discovered as a result of the count must be placed in suspense and entered to AIC 767. Submit results of store counts to the district Finance manager, including a copy of Form 3294, *Cash and Stamp Stock Count and Summary*, and the TELXON report.

D-152.42 Enter the shortages to UNISYS and MOS. Follow these procedures:

UNISYS sites	Make this entry in the Form 3958 menu: Stock Shortage.
MOS sites	On the Stamp Stock disk, make the entry for the shortage in the Form 3958 menu: Stock Shortage. On the Control disk, enter the amount of the shortage in AIC 767. Make these entries on the same day.

D-152.43 To submit the claim for loss, follow these procedures:

If	Then
No evidence of negligence, theft, fraud, embezzlement, or correlation to a corresponding overage,	Submit the amount of the shortage as a claim for loss. Refer to Handbook F-1, section 880, Claim for Loss instructions. Submit copies of the following documents to support the claim: Form 571, <i>Discrepancy of \$100 or More in Financial Responsibility</i> (when applicable). Indicate: Retail Store. Form 3294, <i>Cash and Stamp Stock Count and Summary</i> . TELXON inventory report. Copy of Electronic Article Surveillance (EAS) log.
The shortage is a result of robbery or burglary,	Attach a copy of the Inspection Service's Investigative Memorandum (Ref. Handbook F-1, Sec. 886.1).

D-153 Frequency of Unit Counts in Stores

Follow these procedures for a new store:

- A physical inventory count must be taken every accounting period (AP) for the first three APs.
- The postmaster or his or her designee is responsible for selecting and assigning personnel to perform the count.

If the Store Has	Then
No shortage greater than 2 percent of sales,*	The count may be taken quarterly.
A 2 percent of sales shortage,	A count must be taken the next AP.

*The 2 percent is based upon postage sales since the previous count.

HANDBOOK F-8 REVISION

General Classification of Accounts

The following text consolidates Handbook F-8, *General Classification of Accounts*, memoranda (issued from Accounting Period (A/P) 04, Fiscal Year (FY) 1995 through A/P 06, FY 1995). Personnel should insert these additions and changes in the appropriate locations in the handbook. A future edition of Handbook F-8 will include these changes.

I. New Account Numbers

Account Title

- 41316 Revenue — Postage — Second-Class — In-County — Permit Imprint**
 This account is used to record second-class in-county permit imprint revenue.
 1. Balance (credit) is second-class in-county permit imprint revenue.
 2. Credit entries are the revenue reported in AIC 148.
 3. Debit entries are adjustments.
- 41317 Revenue — Postage — Classroom Rate — Permit Imprint**
 This account is used to record classroom rate permit imprint revenue.
 1. Balance (credit) is classroom rate permit imprint revenue.
 2. Credit entries are the revenue reported in AIC 150.
 3. Debit entries are adjustments.
- 41419 Revenue — Postage — Fourth-Class — Parcel Post Rate — Permit Imprint**
 This account is used to record fourth-class parcel post permit imprint revenue.

1. Balance (credit) is fourth-class permit imprint revenue.
2. Credit entries are the revenue reported in AIC 152.
3. Debit entries are adjustments.

Note: The above accounts and AICs will more clearly define specific types of permit imprint mailings. The above AICs will be used to offset entries withdrawn from trust.

These AICs should be included in the calculation of gross revenue.

.044 This subaccount identifies entries made to increase or decrease inventory balances as a result of physical inventory. This subaccount is also used for adjustments to property, plant, and equipment in service accounts.

II. Addition to Account Master

15305.044 Advances and Prepayments — Other Assets — Capital Leases
 Subaccount .044, Inventory Adjustment, will be used with account 15305.

III. Addition to Chapter 3

- 41316 Revenue — Postage — Second-Class — In-County — Permit Imprint**
- 41317 Revenue — Postage — Classroom Rate — Permit Imprint**
- 41419 Revenue — Postage — Fourth-Class — Parcel Post Rate — Permit Imprint**

—National Accounting, Finance, 7-20-95

Privacy Act Report for Calendar Year 1994

The Postal Service must report its Privacy Act (PA) activities *on a calendar year basis* in a biennial report to the Office of Management and Budget. Each records custodian must report Privacy Act data for calendar year 1994 even if the report is negative; that is, even if no Privacy Act requests were received or denied.

Do not confuse this Privacy Act reporting requirement with the Freedom of Information Act (FOIA) reporting requirement published in *Postal Bulletin* (PB) 21887 (2-16-95, page 3), "Freedom of Information Act Report for Calendar Year 1994." *Two individual reports (FOIA and PA) must be prepared and submitted using the formats specified.*

Which Privacy Act Requests To Report

Report only requests that meet *all* the following criteria:

- The request must be in writing.
- The requester must ask for access to or amendment of records about himself or herself.
- The request must specifically cite the Privacy Act.

What not to include:

- A request that does not cite the Privacy Act, even if it is of a Privacy Act nature and granted or denied under the act. (Note: Requests from current employees must be counted *only* if they are in writing and specifically cite the Privacy Act).
- A request for address information, e.g., change of address or boxholder information.

Who Must Submit A Report?

All records custodians must submit a report for calendar year 1994. A records custodian is the head of a postal facility such as an area, district, post office, or other postal installation that maintains Postal Service records and information. Vice presidents are the custodians of records and information maintained at Headquarters. (Headquarters field units should submit reports through their Headquarters offices.) Senior medical personnel are the

custodians of restricted medical records maintained within postal facilities. USPS Employee Assistance Program (EAP) coordinators are the custodians of records from the internal EAP prior to March 1993. (U.S. Public Health Service is the provider of EAP services since March 1993.)

How To Submit Reports

Records custodians must send reports *on or before* August 4, 1995, to their records office coordinator. The report must be clearly marked "Privacy Act Report for CY 1994." A records office coordinator is located in the Finance office of each district and area Customer Service and Sales office. See PB 21862 (3-3-94, page 26), "Freedom of Information and Privacy Act—Records Office Coordinators."

Records Custodians For	Send Reports To
Processing & Distribution area offices	Records Office Coordinator in their area office.
Customer Services & Sales area offices	Records Office Coordinator in their area office.
Processing & Distribution plant offices	Records Office Coordinator in their area office.
Customer Services & Sales district offices	Records Office Coordinator in their district office.
Postmasters	Records Office Coordinator in their district office.
Headquarters field units	Headquarters (parent office).

How To Format Reports

Custodians must submit the required information in the following format:

- Preparer's Name and Title.
- Preparer's Location and Telephone Number.
- Office(s) Covered by Report.

Continued next page

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Sample Privacy Act Report For Calendar Year 1994

If no Privacy Act access or amendment requests were received in calendar year 1994, check here.

If requests were received, complete the information below.

Access and Amendment Requests from Individuals Concerning Records About Themselves And Specifically Citing the Privacy Act*	Number of Requests
The number of access requests for records	5
The number of these access requests denied in whole or in part	0
The number of amendment requests for records	3
The number of these amendment requests denied in whole or in part	0

*Do not include requests for address information. Include requests from current employees *only* if they are in writing and specifically cite the Privacy Act.

—Finance, 7-20-95

FRAUD ALERT

Domestic Orders

False representation is enforced by the postmaster at the city listed below:

State and City	Names Covered	Product
CA, San Pedro 90731-5361	Innerlink, 1840 S. Gaffey St., Ste. 181	An envelope stuffing program.

—Judicial Officer, 7-20-95

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

Foreign Order Number 363

Keep all foreign order notices for use as reference.

Tentative Order

A tentative Lottery Order has been issued against the following:

Canada

SWEEPSTAKES SERVICE OF AMERICA
 PO BOX 2190
 VANCOUVER BC V6B 3V7
 CANADA

Do not dispatch any mail to the preceding address. 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, 7-20-95

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.

<u>273 775 7700</u>	to	397 819 8902	to	8999	418 164 6500	to	6799	440 858 6420	to	7299
	<u>273 775 7899</u>	398 149 7200	to	7699	418 423 9863	to	9899	441 199 1655	to	1699
<u>302 000 0000</u>	to	399 070 0872	to	0899	418 633 5922	to	5999	443 127 3648	to	3699
	<u>302 123 9999</u>	399 156 7119	to	7199	418 719 8520	to	8599	443 127 4000	to	4099
<u>349 746 2056</u>	to	399 203 5064	to	5099	418 744 2235	to	2299	443 673 7900	to	7999
<u>350 518 7350</u>	to	399 296 9909	to	9999	418 962 2848	to	2899	443 800 9335	to	9399
<u>360 011 1690</u>	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	<u>400 427 1051</u>	to	<u>1999</u>	<u>420 277 0015</u>	to	<u>0049</u>	444 457 3854	to	3899
362 861 3064	to	401 045 1505	to	1549	420 599 0734	to	0798	<u>450 048 4173</u>	to	<u>4199</u>
<u>373 006 2176</u>	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
<u>380 093 9600</u>	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	0399
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
389 846 3145	to	408 698 7015	to	7099	<u>430 150 4401</u>	to	<u>4599</u>	455 364 2147	to	2199
389 887 9211	to	409 072 3941	to	3999	430 172 9800	to	9899	455 399 5400	to	5499
389 887 9234	to	<u>410 491 2311</u>	to	<u>2399</u>	430 177 1900	to	2099	455 476 0676	to	0699
<u>390 001 3182</u>	to	410 694 8400	to	8599	430 444 9500	to	9699	455 543 0618	to	0699
390 001 3500	to	410 775 1500	to	1599	430 664 4070	to	4099	456 410 9006	to	9099
390 545 5974	to	410 795 7927	to	7999	432 168 8419	to	8499	456 470 4146	to	4299
391 104 6146	to	410 867 0917	to	0966	432 708 6800	to	6999	456 619 4460	to	4499
391 574 1466	to	410 867 0970	to	0999	432 744 1544	to	1599	457 333 2686	to	2699
391 783 3020	to	411 868 1023	to	1199	432 995 9775	to	9799	457 729 1767	to	1777
391 792 6100	to	411 922 2322	to	2399	433 003 5800	to	5899	457 937 8615	to	8699
392 668 2956	to	412 193 0900	to	0999	433 757 3047	to	3099	458 028 9810	to	9899
392 854 8500	to	412 395 8599	to	8699	433 765 4003	to	4099	458 057 2712	to	2999
393 584 7566	to	412 485 6500	to	6599	434 482 7060	to	7199	458 337 5222	to	5299
393 650 0074	to	412 485 6610	to	6699	434 513 2386	to	2399	458 354 7653	to	7999
393 838 8316	to	412 885 5953	to	5999	434 968 3076	to	3092	458 671 8678	to	8699
393 893 6007	to	414 193 3608	to	3674	435 303 1831	to	1842	458 671 8721	to	8798
394 126 6907	to	414 193 3677	to	3699	435 303 1986	to	1999	458 847 5044	to	5999
394 189 0405	to	414 411 7348	to	7399	435 666 6092	to	6399	459 274 7624	to	7699
394 822 3243	to	414 640 0757	to	0799	436 082 6400	to	6899	459 365 5432	to	5499
394 990 1810	to	414 965 1727	to	1799	436 160 6441	to	6499	459 378 5764	to	5799
395 343 3264	to	417 302 8104	to	8199	437 316 7115	to	7199	459 472 4816	to	4999
395 373 3035	to	417 387 6532	to	6599	437 427 0500	to	3499	<u>460 349 6878</u>	to	<u>6899</u>
395 396 9649	to	417 496 6800	to	6999	439 310 0458	to	0499	460 550 1909	to	1999
395 970 3240	to	417 871 9250	to	9299	<u>440 698 1947</u>	to	<u>1999</u>	460 997 5234	to	5299
397 622 4054	to	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	492 254 4800	to	4899	609 825 4100	to	4115
462 274 1072	to	1099	478 010 4243	to	4268	492 283 5100	to	5199	609 884 2981	to	2999
462 277 8373	to	8399	478 010 4270	to	4291	492 610 6813	to	6899	609 893 1000	to	1099
463 117 5529	to	5540	478 450 5071	to	5099	493 394 5568	to	5599	610 582 4200	to	4299
463 176 4115	to	4199	478 469 7838	to	7858	493 470 2562	to	2599	611 285 8073	to	8074
463 176 4228	to	4299	478 469 7883	to	7899	493 473 7700	to	7799	611 879 6939	to	6999
463 185 2600	to	2799	479 280 9800	to	9899	493 716 2153	to	2199	612 291 8013	to	8099
463 227 7711	to	7799	479 365 9116	to	9176	494 206 2972	to	2999	612 751 5171	to	5199
463 414 4869	to	4899	479 412 9900	to	9999	494 217 3446	to	3999	612 751 5226	to	5299
463 808 3484	to	3499	479 667 6190	to	6199	494 224 0500	to	0599	612 751 6083	to	6099
463 945 7400	to	7899	479 748 9680	to	9699	496 209 7425	to	7499	612 751 6268	to	6299
464 629 9000	to	9399	479 860 7000	to	7199	496 213 8728	to	8799	612 751 6572	to	6599
464 711 4332	to	4399	480 526 2000	to	2099	496 474 5226	to	5248	612 774 2111	to	2199
465 692 3963	to	3999	480 640 6330	to	6399	497 053 8517	to	8699	612 774 2254	to	2299
465 698 8300	to	8599	480 689 5100	to	5199	497 854 8673	to	8699	612 774 2500	to	2599
465 743 7745	to	7799	481 673 0074	to	0095	498 449 8888	to	8899	614 469 0979	to	0999
466 798 6056	to	6067	482 527 1500	to	1599	498 929 8285	to	8499	614 474 3000	to	3099
467 147 4300	to	4399	482 541 5255	to	5299	498 936 5310	to	5399	614 521 3490	to	3499
468 079 5782	to	5799	482 729 6800	to	6899	499 016 5425	to	5499	614 645 1800	to	1899
469 067 2817	to	2899	483 363 7207	to	7299	499 440 8575	to	8899	614 832 1100	to	2099
469 127 8000	to	8199	483 402 2356	to	2399	499 731 6717	to	6799	617 760 5266	to	5299
469 213 0359	to	0399	483 486 5100	to	5199	500 064 1858	to	1869	617 813 3601	to	3699
469 213 0500	to	0599	483 632 1521	to	1599	600 645 3223	to	3299	618 840 9200	to	9299
469 658 1961	to	1999	483 632 2600	to	2799	601 339 1200	to	1399	619 551 7229	to	7299
469 666 9900	to	9999	483 849 1615	to	1699	601 661 7700	to	7799	619 859 3000	to	3099
469 678 1900	to	1999	484 174 4803	to	5299	601 682 5343	to	5399	620 073 9400	to	9499
469 781 4900	to	4999	484 323 8900	to	9199	601 928 1600	to	1699	621 648 8021	to	8199
469 947 6960	to	6999	484 680 5000	to	5038	602 512 2972	to	2999	621 648 8500	to	8599
470 755 5800	to	5818	484 680 5040	to	5074	602 555 2400	to	2799	621 916 1978	to	1989
471 918 0300	to	0999	484 680 5077	to	5099	602 829 7061	to	7099	622 989 8032	to	8099
471 985 2408	to	2419	485 029 4913	to	4999	603 483 9572	to	9599	623 076 9300	to	9399
472 191 6700	to	6799	486 176 0600	to	0699	603 490 7200	to	7299	623 895 8200	to	8399
472 270 2555	to	2599	486 559 7555	to	7599	603 678 7100	to	7199	623 917 0200	to	0299
472 987 0213	to	0241	486 696 3023	to	3199	603 678 7662	to	7699	623 819 5006	to	5099
472 987 0290	to	0299	488 173 7900	to	7999	603 678 7902	to	7999	629 510 7200	to	7299
473 151 2069	to	2199	488 206 4100	to	4199	603 678 8418	to	8499	632 500 0000	to	
473 666 9138	to	9199	488 226 0200	to	0299	603 678 8700	to	9999	632 599 9999	to	
473 952 3429	to	3499	488 709 3906	to	3999	604 086 0880	to	0899	700 065 4800	to	4899
474 108 5402	to	5499	488 855 8359	to	8399	604 349 1414	to	1499	700 190 3350	to	3359
474 356 5193	to	5299	489 181 8963	to	8999	604 503 7776	to	7799	700 228 6048	to	6099
474 949 3366	to	3399	489 311 1930	to	1999	605 520 9037	to	9099	700 650 0452	to	0499
475 134 9362	to	9399	489 318 6200	to	6300	605 685 4010	to	4099	700 859 0744	to	0758
475 167 9664	to	9699	489 223 2000	to	2099	605 988 6467	to	6499	701 028 6780	to	6899
475 319 3415	to	3499	489 384 0027	to	0099	607 689 7951	to	7960	701 213 3900	to	3999
475 319 3649	to	3799	489 427 0658	to	0899	607 728 1276	to	1299	701 267 2000	to	3999
475 340 6400	to	6599	489 997 5252	to	5299	608 727 7273	to	7599	806 087 1100	to	1499
475 424 8410	to	8499	490 669 5850	to	6099	608 813 9950	to	9999	806 268 9275	to	9299
475 629 9156	to	9199	490 717 7080	to	7099	609 067 5325	to	5399	806 534 3400	to	3477
475 850 6101	to	6199	490 721 6000	to	6099	609 067 5488	to	5499	807 342 3283	to	3399
475 875 2500	to	2599	490 793 1500	to	2099	609 067 5600	to	5699	808 090 3440	to	3499
476 169 8264	to	8299	490 886 8171	to	8199	609 289 6123	to	6199	808 325 5161	to	5699
476 189 3000	to	3499	490 977 9221	to	9240	609 438 4400	to	4499	870 054 4814	to	4899
476 331 2480	to	2499	491 258 8100	to	9099	609 493 1100	to	1199	870 491 4812	to	4849
477 289 8601	to	8699	491 567 1376	to	1399	609 766 8100	to	8999			

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

Missing Canadian Money Order Forms—Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. Destroy any interim notices when the numbers listed appear in the *Postal Bulletin*. The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. In

addition to this listing, do not cash: (1) all card type orders, and (2) new style money orders 000,000,001 to 627,000,000. Advise holders to send invalid money orders to: Canada Post Corporation, Ottawa, Canada K1A 0B1.

627,079,501	to	9,900	643,022,701	to	2,900	657,341,465	to	1,478	670,374,867	to	5,000
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
630,199,031	to	9,100	644,941,801	to	2,100	660,304,493	to	4,600	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	650,621,501	to	1,700	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	680,062,901	to	3,000
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
640,272,919	to	3,200	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	686,325,801	to	5,900	697,469,606	to	9,700	702,179,891	to	9,900
682,749,963	to	0,200	686,567,807	to	7,860	697,850,401	to	0,750	702,410,595	to	1,050
682,895,301	to	5,500	687,145,501	to	5,600	697,945,701	to	5,850	702,660,151	to	0,540
682,899,401	to	9,800	690,412,901	to	3,400	698,098,446	to	8,550	702,723,429	to	3,450
683,148,063	to	8,100	692,720,871	to	0,900	698,300,251	to	0,300	703,004,401	to	4,820
683,284,001	to	4,100	692,876,955	to	7,050	698,533,927	to	4,200	703,083,819	to	4,020
684,491,501	to	1,800	693,290,380	to	0,400	698,562,268	to	2,400	703,432,131	to	2,230
684,549,048	to	9,080	693,290,426	to	0,450	699,090,686	to	0,750	703,626,061	to	6,090
684,560,109	to	0,120	694,595,031	to	5,300	699,752,699	to	2,850	703,628,791	to	9,210
684,664,801	to	5,000	694,698,551	to	8,650	700,068,473	to	8,500	703,863,477	to	3,540
684,669,118	to	9,140	694,745,458	to	5,600	700,161,501	to	1,650	703,867,801	to	7,980
684,793,877	to	3,940	695,105,313	to	5,350	700,202,522	to	2,700	704,227,561	to	7,829
684,797,821	to	7,860	695,142,809	to	3,050	700,290,275	to	0,300	704,227,831	to	8,069
685,145,309	to	5,800	695,144,666	to	4,700	700,465,730	to	5,750	704,228,071	to	8,100
685,207,545	to	7,600	695,272,601	to	2,750	700,561,444	to	1,550	704,420,344	to	0,490
685,210,901	to	1,000	695,277,576	to	7,650	701,423,101	to	3,150	704,568,751	to	8,990
685,807,531	to	7,580	695,530,761	to	0,800	701,626,469	to	6,550	704,965,301	to	5,770
685,857,451	to	7,530	696,487,701	to	7,800	701,643,828	to	3,850	705,280,801	to	0,980
685,900,425	to	0,439	696,784,101	to	4,550	701,945,451	to	5,500	705,475,651	to	6,040
685,814,051	to	4,130	696,870,601	to	0,650	702,033,701	to	4,050	706,638,211	to	8,420
685,953,580	to	3,620	697,047,501	to	7,600	702,051,501	to	1,750	706,817,959	to	8,000
685,955,441	to	5,480	697,052,101	to	2,350	702,053,601	to	3,800	707,034,391	to	4,450
686,006,601	to	7,000	697,217,251	to	7,400	702,104,368	to	4,900	707,292,636	to	2,660
686,066,714	to	7,000	697,249,952	to	0,050	702,128,306	to	8,400			

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

—Inspection Service, 7-20-95

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, 7-20-95

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, 7-20-95

Table with 12 columns of numerical data. Includes entries like 494053, 571027, 631433, 712224, 773500, 804169, 850469, 852077, 852598, 856149, 856492, 900842, 915170. Some cells contain bolded text such as 500001, 600025, 701009, 800247, 900089.

926021	927051	927811	928434	931760	940971	945929	953228	967178	970273	972548	973263	992507
926026	927139	927828	928443	931889	940984	945944	953256	967311	970283	972549	973292	995081
926129	927142	927904	928483	932767	941083	946194	953261	968154	970301	972574	973307	995086
926133	927158	927905	928516	933223	941131	946435	953289	968209	970343	972587	973321	995120
926148	927181	927908	928523	933455	941369	947108	954418	968391	970357	972639	973342	995273
926155	927301	927910	928610	933505	941461	947124	955215	968425	970374	972683	974160	995534
926221	927311	927926	928630	934243	941797	948104	958199	968462	970396	972709	977039	995577
926246	927328	927946	928667	935049	941813	948132	958453	968589	970481	972712	977054	995815
926355	927358	927949	928683	935213	941877	949091	958527	968612	970484	972720	979003	997217
926367	927440	927959	928731	935233	941878	949542	958586	968663	970485	972754	980046	998104
926441	927454	927994	928745	935236	941922	949547	958634	968666	970497	972778	980117	998190
926474	927503	928126	928761	937708	941957	950274	958661	968919	970506	972780	980250	998192
926482	927612	928179	928826	937729	941970	950353	958682	968955	970531	972825	980273	999303
926494	927674	928189	928862	937747	941987	950650	958712	968986	970547	972833	980384	
926562	927702	928195	930206	937800	945278	950668	958770	970039	972279	972848	980444	
926564	927705	928210	930246	939047	945487	950702	958773	970077	972355	972860	980469	
926623	927713	928230	930347	939572	945602	951008	958801	970136	972381	972866	980543	
926734	927743	928249	931027	939574	945686	951147	958810	970214	972400	972869	980648	
926785	927757	928269	931351	940880	945696	951218	959025	970222	972417	972940	980735	
926786	927785	928281	931453	940890	945742	951387	959053	970239	972464	972965	980792	
926831	927799	928336	931496	940898	945791	951682	967154	970260	972479	973113	980949	
926883	927802	928349	931625	940957	945805	951722	967175	970270	972520	973230	981597	

—Express and Priority Mail, Marketing, 7-20-95

INTERNATIONAL MAIL

IMM AND PUBLICATION 273 REVISION

International Express Mail Service to Andorra

Effective immediately, On Demand and Custom Designed Express Mail Services are available on a reciprocal basis with Andorra. The basic features of Express Mail International Service (EMS) to Andorra follow:

Service available: On Demand and Custom Designed Services.

Reciprocal name: Postal Express.

Weight limit: 44 pounds.

Size limit: Maximum length is 36 inches; maximum length and girth combined is 79 inches.

Areas served: Entire territory.

Delivery: Items are delivered Monday through Saturday. There is no delivery on national holidays.

Service guarantee: Postal employees must tell customers that there is no service guarantee on any EMS item.

Country code: AD.

Airport code: BCN.

City code: BCN.

Airport name: Barcelona.

City name: Barcelona.

Acceptable items: All items admissible in international mail to Andorra, including correspondence, business papers, and merchandise, are accepted in EMS. See the Country Conditions of Mailing for Andorra in the *International Mail Manual* (IMM) for specific prohibitions and restrictions.

Customs declaration/endorsements: Use Form 2976, *Customs—Douane C 1* (green label), for correspondence and business papers. Next to mailing label, clearly endorse item BUSINESS PAPERS. Use Form 2976, *Customs—Douane C 1*, (green label) for merchandise samples without commercial value and not subject to customs duty. Use Form 2966-A, *Parcel Post Customs Declaration—United States of America* (self-adhesive label), for merchandise and all articles subject to customs duty. Include commercial invoice in each item.

Prohibited items: Coins; bank notes; currency notes (paper money); securities of any kind payable to bearer; traveler's checks; platinum, gold, and silver (manufactured or not); precious stones; jewelry; and other valuable articles are prohibited in EMS shipments to Andorra. All items pro-

hibited in regular international mail are also prohibited in international EMS to Andorra.

Rate Group 4

Pounds (up to and including)	On Demand	Custom Designed
1/2	\$ 19.00	\$ 27.00
1	23.50	31.50
2	26.00	34.00
3	32.00	40.00
4	36.75	44.75
5	42.25	50.25
6	48.00	56.00
7	53.75	61.75
8	59.50	67.50
9	62.25	73.25
10	71.00	79.00
11	76.75	84.75
12	82.50	90.50
13	88.25	96.25
14	94.00	102.00
15	99.75	107.75
16	105.50	113.50
17	111.25	119.25
18	117.00	125.00
19	122.75	130.75
20	128.50	136.50
21	134.25	142.25
22	140.00	148.00
23	145.75	153.75
24	151.50	159.50
25	157.25	165.25
26	163.00	171.00
27	168.75	176.75
28	174.50	182.50
29	180.25	188.25
30	186.00	194.00
31	191.75	199.75
32	197.50	205.50
33	203.25	211.25
34	209.00	217.00
35	214.75	222.75
36	220.50	228.50
37	226.25	234.25
38	232.00	240.00
39	237.75	245.75
40	243.50	251.50
41	249.25	257.25
42	255.00	263.00
43	260.75	268.75
44	266.50	274.50

Issue 16 of the *International Mail Manual* (IMM) and the next edition of Publication 273, *Express Mail International Service Guide*, will include these changes.

—International Product Management,
Marketing, 7-20-95

International Mail—Service Restrictions and Disruptions Update

The following list of suspensions and/or restrictions remains in force and supersedes the service tables printed in the Individual Country Listings in the *International Mail Manual* (IMM), Issue 15.

Afghanistan: All mail services are suspended.

Ascension: No air parcel post service.

Cambodia: No small packet or parcel post service. Air and surface mail service is limited to postcards, letters, and letter packages not exceeding 2 pounds and to printed matter, including books and publishers' periodicals, not exceeding 4 pounds.

Chad: All surface mail is suspended. Air mail service including International Priority Airmail (IPA) and Express Mail International Service (EMS) continue.

Cuba: No air or surface parcel post or small packet service. Service is limited to letters in the usual form, braille letters for the blind, postcards, and printed matter sent as air mail, surface mail, IPA, or International Surface Air Lift (ISAL).

Falkland Islands: Air parcel post service is suspended because transportation is not available.

Gabon: Surface mail service resumed on June 1, 1995.

Iraq: Due to U.S. sanctions, mail is restricted to a maximum weight of 12 ounces and may contain only personal communications not involving a transaction of anything of value. Air mail, EMS, and IPA services continue, subject to the content restriction. Surface mail including ISAL and special services are not available.

Korea, Democratic People's Republic of (North Korea): No parcel post or small packet service. Air and surface service is limited to letters, postcards, printed matter, and matter for the blind.

Kuwait: All surface mail is suspended. Air mail, EMS, IPA, and ISAL services continue.

Lebanon: All surface mail is suspended. Service is limited to air postcards, letters, and/or letter packages, small packets, printed matter, including books and publishers' periodicals not exceeding 4 pounds and parcel post items up to 11 pounds. IPA and ISAL services continue.

Liberia: All surface mail, including ISAL, is suspended. Air mail, EMS, and IPA services continue.

Libya: ISAL service is suspended because transportation is not available. Air mail, IPA, and regular surface mail services continue.

Mongolia: No surface or air parcel post service.

Rwanda: ISAL service is suspended.

Serbia/Montenegro (Yugoslavia): Due to U.S. sanctions, mail is limited to a maximum weight of 12 ounces and may contain only personal communications not involving a

transfer of anything of value, publications, or other informational materials. Air mail, regular surface mail, EMS, and IPA services continue, subject to the content limitations. ISAL service is not available.

Somalia: All mail services are suspended.

—*Business Mail Acceptance, Marketing Systems, 7-20-95*

IMM REVISION

Suspension of International Money Order Service to Finland and Panama

Effective immediately, international money order service to Finland and Panama is suspended until further notice. Postal personnel must not sell international money orders for payment in Finland and Panama.

On page 31 is a revised chart of all countries that accept international postal money orders from the United States as of July 20, 1995. Post this chart to aid window clerks and postal customers. This chart replaces the chart published in *Postal Bulletin* 21892, dated April 27, 1995.

—*International Marketing, 7-20-95*

IMM REVISION

International Business Reply Service

Effective immediately, International Business Reply Service (IBRS) is available to Jordan and Lithuania. *International Mail Manual* (IMM) 393.21 is amended to add these countries. Make a write-in change in the Individual Country Listing pages for Jordan and Lithuania in IMM Issue 15.

Issue 16 of the IMM will include these changes.

—*Pricing, Marketing Systems, 7-20-95*

IMM REVISION

Japan—Size Standards for Express Mail International Service and Parcel Post

Effective immediately, the maximum size for Express Mail International Service (EMS) items and parcel post packages to Japan is increased:

Maximum length: 60 inches.

Maximum length and girth combined: 108 inches.

The Individual Country Listing page for Japan and *International Mail Manual* (IMM) 273.23, 626.611, and 626.612 will be amended to reflect this change. IMM Issue 16 will contain this change.

—*Pricing, Marketing Systems, 7-20-95*



International Postal Money Order Service
(Effective July 20, 1995)

The following countries accept international postal money orders from the United States using the International Postal Money Order form MP1. The fee for this form is \$3.

Anguilla	Cape Verde	Honduras	St. Christopher
Antigua and Barbuda	Costa Rica	Jamaica	(St. Kitts) and Nevis
Bahamas	Dominica	Japan	St. Lucia
Barbados	Dominican Republic	Mali	St. Vincent and the
Belize	Ecuador	Mexico	Grenadines
Bolivia	El Salvador	Montserrat	Sierra Leone
British Virgin Islands	Grenada	Nigeria	Trinidad and Tobago
Canada	Guyana		

The following countries accept international postal money orders from the United States using the Authorization to Issue an International Money Order form set. The fee for this form set is \$7.50.

Algeria	France	Monaco	Suriname
Argentina	French Guiana	Morocco	Swaziland
Austria	French Polynesia	Mozambique	Sweden
Bangladesh	Germany	Namibia	Switzerland
Belgium	Great Britain and	Netherlands	Syria
Benin	Northern Ireland	New Caledonia	Taiwan
Botswana	Greece	Norway	Thailand
Brazil	Guadeloupe	Paraguay	Togo
Burkina Faso	Hungary	Philippines	Tunisia
Chile	Iceland	Poland	Uruguay
China	Indonesia	Reunion	Vatican City
Colombia	Ireland	St. Bartholomew	Yemen
Corsica	Israel	St. Martin (French)	Zambia
Cote d'Ivoire (Ivory	Italy	St. Pierre and	Zimbabwe
Coast)	Korea, Republic of	Miquelon	
Croatia	Latvia	San Marino	
Czech Republic	Lesotho	Senegal	
Denmark	Liechtenstein	Slovak Republic	
Egypt	Lithuania	(Slovakia)	
Estonia	Luxembourg	South Africa	
Faroe Islands	Martinique	Sri Lanka	

The former Trust Territories of the United States are the only countries accepting the domestic postal money order from the United States. The fee for this form is \$0.85.

- The Federated States of Micronesia (Kosrae, Pohnpei, Chuuk, Yap)
- The Republic of the Marshall Islands (Majuro, Ebeye)
- The Republic of Palau (Koror)

PHILATELY

Pictorial Cancellations Announcement 95-14

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

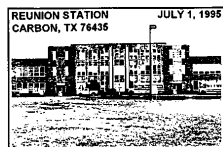
People attending these local events may obtain the cancellation in person at the temporary post office station established there. Those who cannot attend the event, but who wish to obtain the cancellation, may submit a mail order request. Pictorial cancellations are available only for the dates indicated,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

All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail post-

age (32 cents per envelope or 20 cents per postcard). Items submitted for cancellation may not include postage issued after the date of the requested cancellation. Such items will be returned unserviced.

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

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



July 1, 1995
Alumni Association
REUNION STATION
POSTMASTER
PO BOX 9998
CARBON TX 76435-9998



July 1, 1995
CHAUTAUQUA STATION
POSTMASTER
PO BOX 9998
GRANT NE 69140-9998



INDEPENDENCE DAY
CONCERT STATION
ANTIETAM NATIONAL BATTLEFIELD
JULY 1, 1995
SHARPSBURG, MD 21782

July 1, 1995
Antietam National Battlefield
INDEPENDENCE DAY CONCERT
STATION
POSTMASTER
PO BOX 9998
SHARPSBURG MD 21782-9998



July 1, 1995
CHRISTMAS IN JULY STATION
POSTMASTER
2ND AND BROADWAY
FOSS OK 73647-9998



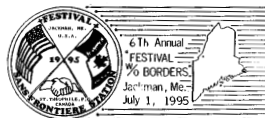
July 1, 1995
BATTLE OF GETTYSBURG STATION
POSTMASTER
115 BUFORD AVE
GETTYSBURG PA 17325-9998



July 1, 1995
FANNETTSBURG FESTIVAL STATION
POSTMASTER
10900 PATH VALLEY RD
FANNETTSBURG PA 17221-9998



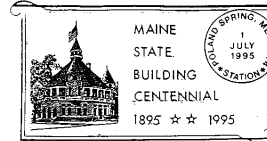
July 1, 1995
CELEBRATION STATION
POSTMASTER
117 W RANDOLPH ST
RANDOLPH KS 66554-9998



July 1, 1995
Festival Without Borders
FESTIVAL SANS FRONTIERE STATION
POSTMASTER
PO BOX 9998
JACKMAN ME 04945-9998



July 1, 1995
 FESTIVAL STATION
 POSTMASTER
 7 MAIN RD
 TIVERTON RI 02878-9998



July 1, 1995
 Maine State Building Centennial
 POLAND SPRING STATION
 POSTMASTER
 PO BOX 9998
 POLAND SPRING ME 04274-9998

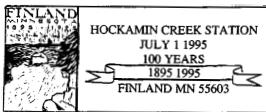


July 1, 1995
 GOLD STAR WIVES OF AMERICA
 STATION
 POSTMASTER
 1501 S CHERRYBELL STRAVENUE
 TUCSON AZ 85726-9998

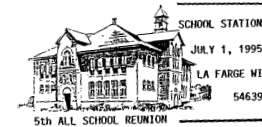
RICHEYVILLE HOMECOMING STATION



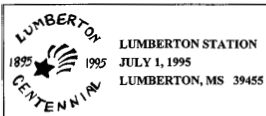
July 1, 1995
 Richeyville Homecoming Committee
 RICHEYVILLE HOMECOMING STATION
 POSTMASTER
 PO BOX 9998
 RICHEYVILLE PA 15358-9998



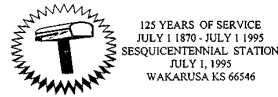
July 1, 1995
 HOCKAMIN CREEK STATION
 POSTMASTER
 PO BOX 9998
 FINLAND MN 55603-9998



July 1, 1995
 SCHOOL STATION
 POSTMASTER
 PO BOX 9998
 LAFARGE WI 54639-9998



July 1, 1995
 LUMBERTON STATION
 POSTMASTER
 7877 US HIGHWAY 11
 LUMBERTON MS 39455-9998



July 1, 1995
 SESQUICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 WAKARUSA KS 66546-9998

MALLARD STATION



Bloomington, MN 55425
 JULY 1, 1995

July 1, 1995
 MALLARD STATION
 POSTMASTER
 100 S 1ST ST RM 115
 MINNEAPOLIS MN 55401-9611



July 1, 1995
 ST JAMES FIRE DEPARTMENT
 CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 ST JAMES MN 56081-9998



July 1, 1995
 MUNDELEIN COMMUNITY DAYS STATION
 POSTMASTER
 PO BOX 9998
 MUNDELEIN IL 60060-9998



July 1, 1995
 TALLMADGE PARK STATION
 POSTMASTER
 18 S MAIN ST
 MECHANICVILLE NY 12118-9998



July 1, 1995
 Point Marion High School
 POINT MARION POINTER REUNION
 STATION
 POSTMASTER
 PO BOX 9998
 POINT MARION PA 15474-9998



July 1, 1995
 Willits Arch Project
 WILLITS ARCH STATION
 POSTMASTER
 315 S MAIN ST
 WILLITS CA 95490-9998



July 1-2, 1995
 INDEPENDENCE STATION
 POSTMASTER
 301 DAVIS ST
 INDEPENDENCE VA 24348-9998



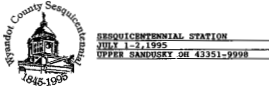
July 1-15, 1995
 ANNUAL BOAT STATION
 POSTMASTER
 5187 WALNUT RD
 BUCKEYE LAKE OH 43008-9998



July 1-2, 1995
 OREGON TRAIL STATION
 POSTMASTER
 205 E ST
 NORTH POWDER OR 97867-9998



July 2, 1995
 BELLEVUE HERITAGE DAYS STATION
 POSTMASTER
 401 N 2ND ST
 BELLEVUE IA 52031-9998



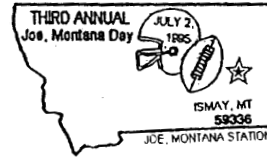
July 1-2, 1995
 Wyandot County Sesquicentennial Committee
 WYANDOT COUNTY SESQUICENTENNIAL STATION
 POSTMASTER
 122 W WYANDOT AVE
 UPPER SANDUSKY OH 43351-9998



July 2, 1995
 GREAT RACE STATION
 POSTMASTER
 115 HENRY STREET
 BINGHAMTON NY 13602-9998



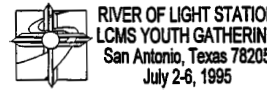
July 1-4, 1995
 4TH OF JULY CELEBRATION STATION
 POSTMASTER
 3 E MAIN ST
 ASHVILLE OH 43103-9998



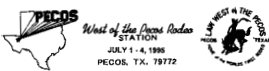
July 2, 1995
 Ismay Volunteer Fire Department
 JOE MONTANA STATION
 POSTMASTER
 PO BOX 9998
 ISMAY MT 59336-9998



July 1-2, 4, 1995
 Fair St. Louis
 FAIR ST LOUIS STATION
 POSTMASTER
 PO BOX 9998
 ST LOUIS MO 63102-9998



July 2-6, 1995
 RIVER OF LIGHT STATION
 POSTMASTER
 615 E HOUSTON
 SAN ANTONIO TX 78205-9998



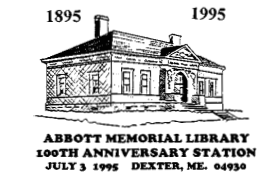
July 1-4, 1995
 WEST OF THE PECOS RODEO STATION
 POSTMASTER
 106 W 14TH ST
 PECOS TX 79772-9998



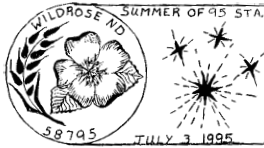
July 2-8, 1995
 BARCLAY SQUARE STATION
 POSTMASTER
 PO BOX 9998
 PUNXSUTAWNEY PA 15767-9998



July 1-4, 1995
 WORLD'S LARGEST AMATEUR RODEO STATION
 POSTMASTER
 115 CARSON ST
 BRUSH CO 80723-9998



July 3, 1995
 ABBOTT MEMORIAL LIBRARY 100TH ANNIVERSARY STATION
 POSTMASTER
 2 SPRING ST
 DEXTER ME 04930-9998



July 3, 1995
 SUMMER OF 95 STATION
 POSTMASTER
 PO BOX 9998
 WILDROSE ND 58795-9998



July 4, 1995
 BLACKBERRY FESTIVAL STATION
 POSTMASTER
 700 S 8TH ST
 MCLLOUD OK 74851-9998



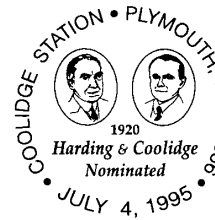
July 3, 1995
 TIMBERWOLVES STATION
 POSTMASTER
 PO BOX 9998
 ELY MN 55731-9998



July 4, 1995
 City of Granbury
 GRANBURY STATION
 POSTMASTER
 530 N CROCKETT ST
 GRANBURY TX 76048-9998



July 3, 1995
 WAGON TRAIN STATION
 POSTMASTER
 502 ADAMS AVE
 HETTINGER ND 58639-9998



July 4, 1995
 COOLIDGE STATION
 POSTMASTER
 MAIN ST
 PLYMOUTH VT 05056-9998



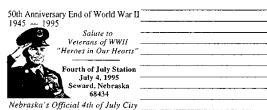
July 3/5-8, 1995
 Wellsville Alumni Association
 REUNION STATION
 POSTMASTER
 1075 MAIN ST
 WELLSVILLE OH 43968-9998



July 4, 1995
 FABULOUS FOURTH FESTIVITIES STATION
 POSTMASTER
 30 OLD KARNER RD
 ALBANY NY 12212-9998



July 4, 1995
 Arlee Historical Society
 ARLEE & JOCKO VALLEY MUSEUM STATION
 POSTMASTER
 PO BOX 9998
 ARLEE MT 59821-9998



July 4, 1995
 FOURTH OF JULY STATION
 POSTMASTER
 507 MAIN ST
 SEWARD NE 68434-9998



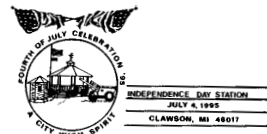
July 4, 1995
 Borough of Arona
 ARONA CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 ARONA PA 15617-9998



July 4, 1995
 HOGTOWN STATION
 POSTMASTER
 PO BOX 9998
 MELVIN MI 48454-9998



July 4, 1995
 Batsto Citizens Commerce
 INDEPENDENCE DAY STATION
 POSTMASTER
 114 S 3RD ST
 HAMMONTON NJ 08037-9998



July 4, 1995
 INDEPENDENCE STATION
 POSTMASTER
 PO BOX 9998
 CLAWSON MI 48017-9998



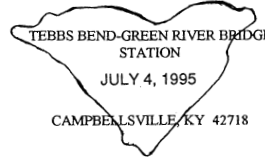
July 4, 1995
INDEPENDENCE STATION
POSTMASTER
PO BOX 9998
ONTARIO WI 54651-9998



July 4, 1995
SPORT SPIRIT & SPLENDOR STATION
POSTMASTER
PO BOX 9849
NEW HAVEN CT 06536-0849



July 4, 1995
STERLING KS
67579
JULY 4, 1995
LAKE STATION
116 S BROADWAY ST
STERLING KS 67579-9998



July 4, 1995
Tebbs Bend-Green River Bridge Heritage Association
TEBBS BEND-GREEN RIVER BRIDGE STATION
POSTMASTER
PO BOX 9998
CAMPBELLSVILLE KY 42718-9998



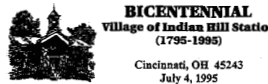
July 4, 1995
MICHAEL J. BOSILJEVAC STATION II
POSTMASTER
4730 S 24TH ST
OMAHA NE 68107-9998



July 4, 1995
The Sierra Philharmonic League
CONCERT IN THE PARK STATION
POSTMASTER
PO BOX 9998
GENOA NV 89411-9998



July 4, 1995
PARADE STATION
POSTMASTER
515 HOPE ST
BRISTOL RI 02809-9998



July 4, 1995
VILLAGE OF INDIAN HILL STATION
POSTMASTER
6525 DRAKE RD
CINCINNATI OH 45243-9998



July 4, 1995
PEACH FESTIVAL STATION
POSTMASTER
120 BROAD ST
GILBERT SC 29054-9998



July 4, 1995
YESTERDAYS & TODAY STATION
POSTMASTER
PO BOX 9998
HANOVER MI 49241-9998



July 4, 1995
PROVIDENCE STATION
POSTMASTER
24 CORLISS ST
PROVIDENCE RI 02904-9998



July 5-7, 1995
PIONEER DAYS STATION
POSTMASTER
819 4TH AVE
MARLINTON WV 24954-9998



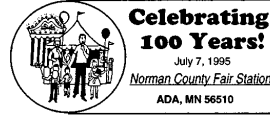
July 4, 1995
Snyder Chamber of Commerce
SCURRY COUNTY PATRIOTIC STATION
POSTMASTER
2312 AVENUE R
SNYDER TX 79549-9998



July 6-8, 1995
Village
KILBOURNE IL STATION
POSTMASTER
PO BOX 9998
KILBOURNE IL 62655-9998



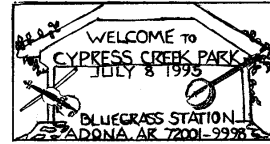
July 7, 1995
 175TH ANNIVERSARY STATION
 POSTMASTER
 7 N MAIN ST
 ELBA NY 14058-9998



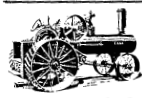
July 7-11, 1995
 NORMAN COUNTY FAIR STATION
 POSTMASTER
 114 4TH AVE W
 ADA MN 56510-9998



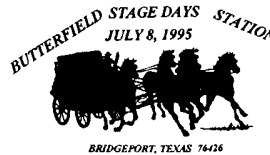
July 7, 1995
 Bicentennial
 Celebration Station
 Litchfield ME 04550
 July 7, 1995
 BICENTENNIAL CELEBRATION STATION
 POSTMASTER
 PO BOX 9998
 LITCHFIELD ME 04650-9998



July 8, 1995
 BLUEGRASS STATION
 POSTMASTER
 PO BOX 9998
 ADONA AR 72001-9998



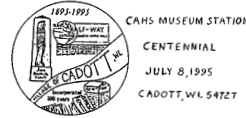
July 7, 1995
 MEMORY DAYS STATION
 July 7-1995
 Centuria WI
 54824
 1900-1995
 MEMORY DAYS STATION
 POSTMASTER
 PO BOX 9998
 CENTURIA WI 54824-9998



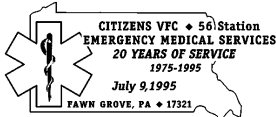
July 8, 1995
 Chamber of Commerce
 BUTTERFIELD STAGE DAYS STATION
 POSTMASTER
 1001 STEVENS ST
 BRIDGEPORT TX 76426-9998



July 7-8, 1995
 FESTIVAL STATION
 JUL 7 1995
 SAWMILL FESTIVAL STATION
 POSTMASTER
 309 N NEWBERGER AVE
 BRUCE MS 38915-9998



July 8, 1995
 CAHS MUSEUM STATION
 POSTMASTER
 PO BOX 9998
 CADOTT WI 54727-9998



July 7-9, 1995
 CITIZENS VFC 56 STATION
 POSTMASTER
 PO BOX 9998
 FAWN GROVE PA 17321-9998



July 8, 1995
 Boilermaker
 EXPO STATION
 POSTMASTER
 100 PITCHER ST
 UTICA NY 13504-9998



July 7-9, 1995
 PLYMOUTH ROCK STATION
 POSTMASTER
 502 MAIN ST
 PLYMOUTH IA 50464-9998



July 8, 1995
 Galesburg Community Center
 GALESBURG DAYS STATION
 POSTMASTER
 124 MAIN ST
 GALESBURG KS 66740-9998



July 7-9, 1995
 TOPEPE/NEVEPE STATION
 JULY 7, 1995
 TOPEPE/NEVEPE STATION
 POSTMASTER
 PO BOX 9998
 RENO NV 89510-9998



July 8, 1995
 Golden Tornado Jubilee
 JUBILEE STATION
 POSTMASTER
 202 N AVENUE G
 LAMESA TX 79331-9998

July 8, 1995

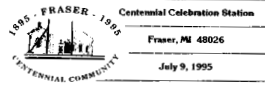
Levelland Chamber of Commerce

(Artwork Unavailable)

EARLY SETTLERS DAY STATION
POSTMASTER
PO BOX 9998
LEVELLAND TX 79336-9998

July 9, 1995

Fraser Historical Society



CENTENNIAL CELEBRATION STATION
POSTMASTER
PO BOX 9998
FRASER MI 48026-9998

July 8, 1995

RIDGE & VALLEY RALLY STATION
POSTMASTER
PO BOX 9998
SENECA WI 54654-9998



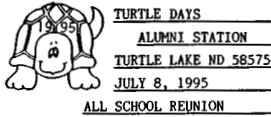
July 9, 1995

CHURCH SCHOOL CENTENNIAL STATION
POSTMASTER
PO BOX 9998
BAD AXE MI 48413-9998



July 8, 1995

TURTLE DAYS ALUMNI STATION
POSTMASTER
113 MAIN AVE
TURTLE LAKE ND 58575-9998



July 9, 1995

SPECIAL OLYMPICS WORLD GAMES STATION
POSTMASTER
PO BOX 9850
NEW HAVEN CT 06536-0850



July 8, 1995

WEST POINT STATION
POSTMASTER
PO BOX 9998
WEST POINT NY 10996-9998

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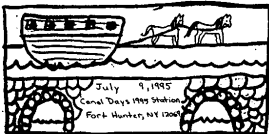
(Artwork Unavailable)

July 10-15, 1995

COUNTY FAIR STATION
POSTMASTER
409 ELIZABETH ST
PROCTORVILLE OH 45669-9998

July 8-9, 1995

CANAL DAYS 1995 STATION
POSTMASTER
7316 MAIN ST
FORT HUNTER NY 12069-9998



(Artwork Unavailable)

July 10-15, 1995

Roscoe Centennial Committee
ROSCOE STATION
POSTMASTER
PO BOX 9998
ROSCOE PA 15477-9998

July 8-9, 1995

Smith River Kiwanis Club

LILY FESTIVAL STATION
POSTMASTER
291 N FRED HAIGHT DR
SMITH RIVER CA 95567-9998



July 11, 1995

UNDER THE BIG TOP STATION
POSTMASTER
PO BOX 9998
TROY MO 63378-9998

July 9, 1995

BOILERMAKER STATION
POSTMASTER
100 PITCHER ST
UTICA NY 13504-9998



RICHFIELD WI 53076
WISCONSIN FARM PROGRESS DAYS STATION
JULY 11-13, 1995
WASHINGTON COUNTY



July 11-13, 1995

WISCONSIN FARM PROGRESS DAY STATION
POSTMASTER
1925 STATE ROAD 175
RICHFIELD WI 53076-9998



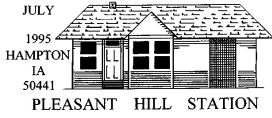
July 12-15, 1995

ALPENSTRASSE STATION
POSTMASTER
PO BOX 9998
GAYLORD MI 49735-9998



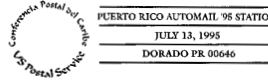
July 13, 1995

Folsom Historical Society
POWERHOUSE CENTENNIAL STATION
POSTMASTER
1015 RILEY ST
FOLSOM CA 95630-9998



July 12-16, 1995

PLEASANT HILL STATION
POSTMASTER
PO BOX 9998
HAMPTON IA 50441-9998



July 13, 1995

Puerto Rico Automail '95
PUERTO RICO AUTOMAIL '95 STATION
POSTMASTER
585 AVE FD ROOSEVELT
SAN JUAN PR 00936-9998



July 13, 1995

BUFFALO VETERANS STATION
POSTMASTER
1200 WILLIAM ST
BUFFALO NY 14240-9998

—Stamp Management, Marketing, 7-20-95

CORRECTION

Sale Date of Women's Suffrage Commemorative Stamp

Stamp Announcement 95-35 (Women's Suffrage Commemorative Stamp) in *Postal Bulletin* 21897, dated July 6, 1995, page 37, states the nationwide sale date is August 28, 1995. The nationwide sale date is August 26, 1995.

—Stamp Services, Marketing, 7-20-95

STAMPAGE™

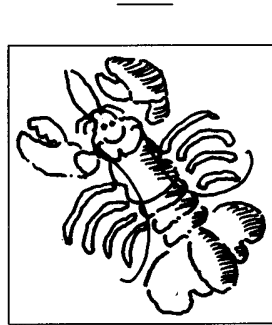
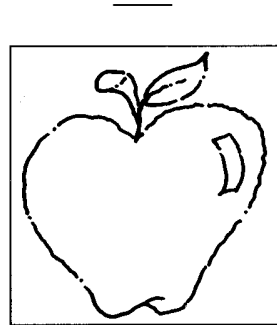
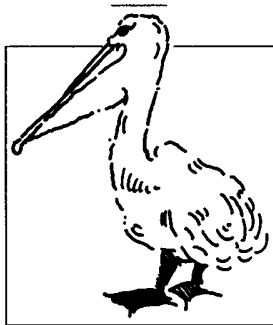
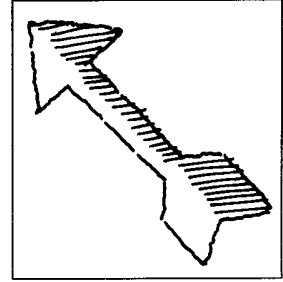
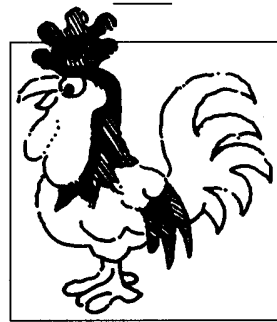
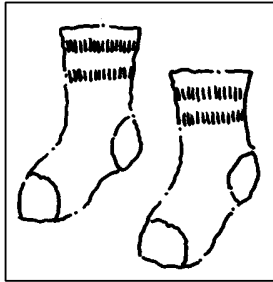
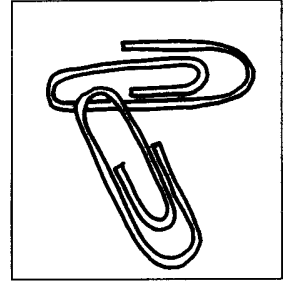
Fun for the Family from the U.S. Postal Service

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STP-95



C



Place
Stamp
Here



Play Middle-Riddles—All Entrants Will Receive a Free Gift!

To play, enter the middle letter of who or what is in each box on the line below it. For example, the first one is LINCOLN and **C** is entered. When all the middle letters are entered, they help identify a set of 20 stamps to be issued by the U.S. Postal Service. When you have collected one of the 20 (used or unused), affix it to the area marked above and complete the entry form below. Then mail this page in an envelope addressed to: U.S. Postal Service, 6060 Primacy Parkway, Suite 101, Memphis, TN 38188-0001. Entries must be postmarked no later than October 31, 1995.

Name: _____ Age: _____

Home Address: _____

City: _____ State: _____ ZIP: _____

POST OFFICE

Post Office Changes Number 14

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	027586	99666	AK	Saint Marys	Wade Hampton	Sheldon Point	Community Post Office	6/24/95	This announcement changes the administrative post office for the Sheldon Point Community Post Office from the Saint Marys Post Office to the Emmonak Post Office.
New	022672	99666	AK	Emmonak	Wade Hampton	Sheldon Point	Community Post Office	6/24/95	
Old	051032	94010	CA	Burlingame	San Mateo	Station A	Classified Station	9/16/95	This announcement changes the name of Station A to Capuchino Station.
New	051032	94010	CA	Burlingame	San Mateo	Capuchino Station	Classified Station	9/16/95	
Old	056378	94011	CA	Burlingame	San Mateo	Station A	Classified Station	9/16/95	This announcement changes the name of Station A to Capuchino Station.
New	056378	94011	CA	Burlingame	San Mateo	Capuchino Station	Classified Station	9/16/95	
Old	056378	94061	CA	Redwood City	San Mateo	Station A	Classified Station	9/16/95	This announcement changes the name of Station A to Woodside Plaza Station.
New	056378	94061	CA	Redwood City	San Mateo	Woodside Plaza Station	Classified Station	9/16/95	
Old	056786	94103	CA	San Francisco	San Francisco	Mission Annex	Classified Station	9/16/95	This announcement changes the name of the Mission Annex to Bryant Street Annex.
New	056786	94103	CA	San Francisco	San Francisco	Bryant Street Annex	Classified Station	9/16/95	
Old	056786	94107	CA	San Francisco	San Francisco	Station E	Classified Station	9/16/95	This announcement changes the name of Station E to Brannan Street Station.
New	056786	94107	CA	San Francisco	San Francisco	Brannan Street Station	Classified Station	9/16/95	
Old	056786	94110	CA	San Francisco	San Francisco	Station C	Classified Station	9/16/95	This announcement changes the name of Station C to Mission Station.
New	056786	94110	CA	San Francisco	San Francisco	Mission Station	Classified Station	9/16/95	
Old	056786	94110	CA	San Francisco	San Francisco	Mission Annex	Classified Station	9/16/95	This announcement changes the name of the Mission Annex to Bryant Street Annex.
New	056786	94110	CA	San Francisco	San Francisco	Bryant Street Annex	Classified Station	9/16/95	
Old	056786	94112	CA	San Francisco	San Francisco	Station F	Classified Station	9/16/95	This announcement changes the name of Station F to Excelsior Station.
New	056786	94112	CA	San Francisco	San Francisco	Excelsior Station	Classified Station	9/16/95	
Old	056786	94114	CA	San Francisco	San Francisco	Station G	Classified Station	9/16/95	This announcement changes the name of Station G to 18th Street Station.
New	056786	94114	CA	San Francisco	San Francisco	18th Street Station	Classified Station	9/16/95	
Old	056786	94114	CA	San Francisco	San Francisco	Mission Annex	Classified Station	9/16/95	This announcement changes the name of the Mission Annex to Bryant Street Annex.
New	056786	94114	CA	San Francisco	San Francisco	Bryant Street Annex	Classified Station	9/16/95	
Old	056786	94115	CA	San Francisco	San Francisco	Station A	Classified Station	9/16/95	This announcement changes the name of Station A to Steiner Street Station.
New	056786	94115	CA	San Francisco	San Francisco	Steiner Street Station	Classified Station	9/16/95	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old New	056786 056786	94117 94117	CA CA	San Francisco San Francisco	San Francisco San Francisco	Station J Clayton Street Station	Classified Station Classified Station	9/16/95 9/16/95	This announcement changes the name of Station J to Clayton Street Station.
Old New	056786 056786	94140 94140	CA CA	San Francisco San Francisco	San Francisco San Francisco	Station C Mission Station	Classified Station Classified Station	9/16/95 9/16/95	This announcement changes the name of Station C to Mission Station.
Old New	056786 056786	94141 94141	CA CA	San Francisco San Francisco	San Francisco San Francisco	Mission Annex Bryant Street Annex	Classified Station Classified Station	9/16/95 9/16/95	This announcement changes the name of the Mission Annex to Bryant Street Annex.
Old New	056894 056894	94403 94403	CA CA	San Mateo San Mateo	San Mateo San Mateo	Station A 25th Avenue Station	Classified Station Classified Station	9/16/95 9/16/95	This announcement changes the name of Station A to 25th Ave- nue Station.
Old New	052562 052562	95501 95501	CA CA	Eureka Eureka	Humboldt Humboldt	Station A Downtown Station	Classified Station Classified Station	9/16/95 9/16/95	This announcement changes the name of Station A to Down- town Station.
Old New	124895 124895	30240 30240	GA GA	La Grange LaGrange	Troup Troup	Main Office Main Office	Post Office Post Office	5/3/95 5/3/95	This announcement changes the name of the La Grange Post Office to LaGrange Post Office.
Old New	120440 120440	30334 30334	GA GA	Atlanta Atlanta	Fulton Fulton	Capitol Hill Station Capitol Hill Station	Classified Station Contract Station	11/8/88 11/8/88	This announcement changes the designa- tion of the Capitol Hill Station from a classifi- ed station to a contr- act station.
Old New	164548 164548	60441 60446	IL IL	Lockport Lockport	Will/DuPage Will/DuPage	Romeoville Romeoville	Classified Branch Classified Branch	7/1/95 7/1/95	This announcement expands the use of ZIP Code 60446 to in- clude a portion of the deliveries previously in ZIP Code 60441. Use Romeoville IL 60446 as last line of address.
Old New	191573 193729	67429 67448	KS KS	Carlton Gypsum	Dickinson Saline	Main Office Carlton	Post Office Place Name	7/29/95 7/29/95	Post office and ZIP Code discontinued. Establish a place name. Carlton KS be- comes an acceptable place name for use with ZIP Code 67448.
Old New	196633 191870	67472 67432	KS KS	Oakhill Clay Center	Clay Clay	Main Office Oakhill	Post Office Place Name	7/16/95 7/16/95	Post office and ZIP Code discontinued. Establish a place name. Oakhill KS be- comes an acceptable place name for use with ZIP Code 67432.

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	202740	42736	KY	Finley	Taylor	Main Office	Post Office	7/22/95	Post office and ZIP Code discontinued. Establish a place name. Finley KY becomes an acceptable place name for use with ZIP Code 42718.
New	201216	42718	KY	Campbellsville	Taylor	Finley	Place Name	7/22/95	
Old	203176	42741	KY	Glen Forks	Adair	Main Office	Post Office	8/5/95	Post office discontinued. Retain ZIP Code. Establish a community post office. Use Glen Forks KY 42741 as last line of address.
New	200936	42741	KY	Breeding	Adair	Glen Forks	Community Post Office	8/5/95	
Old	224455	04751	ME	Limestone	Aroostook	Loring Air Force Base	Classified Station	8/3/95	Classified station closed. ZIP Code discontinued as a delivery ZIP Code.
New	224455	04751	ME	Limestone	Aroostook	Main Office	Post Office	8/3/95	
Old	266960	56740	MN	Noyes	Kittson	Main Office	Post Office	4/1/95	Post office discontinued. Retain ZIP Code. Establish a place name. Use Noyes MN 56740 as last line of address.
New	377088	56740	ND	Pembina	Pembina	Noyes	Place Name	4/1/95	
Old	270676	39738	MS	Bigbee Valley	Noxubee	Main Office	Post Office	5/13/95	Post Office and ZIP Code discontinued. Establish a place name. Bigbee Valley becomes an acceptable place name for use with ZIP Code 39739.
New	270949	39739	MS	Brooksville	Noxubee	Bigbee Valley	Place Name	5/13/95	
Old	376352	58471	ND	Monango	Dickey	Main Office	Post Office	7/14/95	Post office and ZIP Code discontinued. Establish a place name. Monango ND becomes an acceptable place name for use with ZIP Code 58436.
New	372816	58436	ND	Ellendale	Dickey	Monango	Place Name	7/14/95	
Old	377584	58479	ND	Rogers	Barnes	Main Office	Post Office	7/31/95	Post office and ZIP Code discontinued. Establish a place name. Rogers ND becomes an acceptable place name for use with ZIP Code 58479.
New	377824	58479	ND	Sanborn	Barnes	Rogers	Place Name	7/31/95	
Old	343423	87301	NM	Gallup	McKinley	Sheep Springs	Contract Branch	6/1/95	This announcement changes the administrative post office for the Sheep Springs Contract Branch from the Gallup NM Post Office to the Tohatchi NM Post Office.
New	348736	87301	NM	Tohatchi	McKinley	Sheep Springs	Contract Branch	6/1/95	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	343423	87310	NM	Gallup	McKinley	Brimhall	Contract Branch	6/1/95	This announcement changes the administrative post office for the Brimhall Contract Branch from the Gallup NM Post Office to the Tohatchi NM Post Office.
New	348736	87310	NM	Tohatchi	McKinley	Brimhall	Contract Branch	6/1/95	
Old	353120	13342	NY	Garrattsville	Otsego	Main Office	Post Office	8/5/95	Post office discontinued. Retain ZIP Code. Establish a community post office. Use Garrattsville NY as last line of address.
New	351050	13342	NY	Burlington Flats	Otsego	Garrattsville	Community Post Office	8/5/95	
Old	516000	23118	VA	Mobjack	Mathews	Main Office	Post Office	7/29/95	Post office and ZIP Code discontinued. Establish a place name. Mobjack VA becomes an acceptable place name for use with ZIP Code 23056.
New	513366	23056	VA	Foster	Mathews	Mobjack	Place Name	7/29/95	
Old	549352	98833	WA	Winthrop	Okanogan	Mazama	Community Post Office	4/10/95	Community post office discontinued. Retain ZIP Code. Establish a place name. Use Mazama WA 98833 as last line of address.
New	549352	98833	WA	Winthrop	Okanogan	Mazama	Place Name	4/10/95	
Old	556486	26683	WV	Poe	Nicholas	Main Office	Post Office	6/10/95	Post office and ZIP Code discontinued. Establish a place name. Poe WV becomes an acceptable place name for use with ZIP Code 26631.
New	554302	26631	WV	Keslers Cross Lanes	Nicholas	Poe	Place Name	6/10/95	

—Address Management, Operations Support, 7-20-95

POSTAL EMPLOYEES

ELM REVISION

Update of ELM 546, *Reemployment or Reassignment of Employees Injured on Duty*

Employee and Labor Relations Manual (ELM) 546, Reemployment of Employees Injured on Duty, is renamed and modified to update reporting relationships, provide editorial consistency, and reflect current practice. The sections numbered 546.143e(e) and (f) are changed to 546.143e(5) and (6) to correct a previous codification error. Subsections are numbered accordingly. Pages 48–54 of this *Bulletin* may be substituted for 546 in Issue 12.

Substantive changes, marked by change bars in the margin, include the following:

546.131 Obligation (under **Disability Overcome After More Than 1 Year**) is modified to include reassignment of current employees as well as reemployment of former employees.

546.142e(5)(a)–(c) (formerly **546.142e(e)(1)–(3)** under **Rights and Benefits Upon Partial Recovery**) is modified to update reporting relationships.

546.21 Compliance (under **Collective Bargaining Agreements**) is modified to include reassignment of current employees as well as reemployment of former employees.

546.221 Scope (under **Collective Bargaining Agreements**) is modified to include reassignment of current employees as well as reemployment of former employees.

546.222 Reemployment or Reassignment (under **Collective Bargaining Agreements**) is modified to update reporting relationships and to include reassignment of a current employee or reemployment of a former employee to a position in a different craft, which may be a residual vacancy or a position uniquely created to fit the employee's medical restrictions.

546.23 Types of Appointments (under **Collective Bargaining Agreements**) is modified to provide for placement of career employees in positions equivalent to their previous positions and for placement of noncareer employees in positions for which they may qualify and in compliance with collective bargaining agreements.

546.65a (under **Management's Refusal to Reemploy**) is modified to update reporting relationships and to require final Headquarters concurrence through the area office.

—*Human Resources, 7-20-95*

546 **Reemployment or Reassignment of Employees Injured on Duty**

546.1 **Law**

546.11 **General**

The USPS has legal responsibilities to employees with job-related disabilities under 5 USC 8151 and the Office of Personnel Management's (OPM) regulations as outlined below.

546.12 **Disability Fully Overcome Within 1 Year**

546.121 *Obligation*

When an employee fully overcomes the injury or disability within 1 year after the commencement of compensation payments from OWCP, or after compensable disability recurs, the USPS must give an employee the right to resume employment in the former or an equivalent position.

546.122 *Rights and Benefits*

Upon reemployment, all rights and benefits that an employee would have had or acquired in the former position had there been no injury or disability must be restored.

546.13 **Disability Fully Overcome After More Than 1 Year**

546.131 *Obligation*

When a current or former employee fully overcomes the injury or disability more than 1 year after compensation begins, the USPS must give the current or former employee priority consideration for reemployment or reassignment into the former position or an equivalent one. The names of all former employees who fully recover from their compensable disabilities more than 1 year after compensation begins must be entered on a reemployment list in two groups:

- a. Group one includes all those former employees who are entitled to 10-point veteran preference. They must be considered for employment before persons in group two.
- b. Group two includes all other former employees who fully recover from their compensable disabilities in more than 1 year. They must be considered before other sources of recruitment, such as transfers from other

agencies, reinstatements, or appointments from hiring registers.

546.132 *Rights and Benefits*

Rights and Benefits are the same as those outlined in 546.122.

546.14 **Disability Partially Overcome**

546.141 *Obligation*

When an employee has partially overcome the injury or disability, the USPS has the following obligation:

- a. *Current Employees.* When an employee has partially overcome a compensable disability, the USPS must make every effort toward assigning the employee to limited duty consistent with the employee's medically defined work limitation tolerance (see 546.611). In assigning such limited duty, the USPS should minimize any adverse or disruptive impact on the employee. The following considerations must be made in effecting such limited duty assignments:

- (1) To the extent that there is adequate work available within the employee's work limitation tolerances, within the employee's craft, in the work facility to which the employee is regularly assigned, and during the hours when the employee regularly works, that work constitutes the limited duty to which the employee is assigned.
- (2) If adequate duties are not available within the employee's work limitation tolerances in the craft and work facility to which the employee is regularly assigned within the employee's regular hours of duty, other work may be assigned within that facility.
- (3) If adequate work is not available at the facility within the employee's regular hours of duty, work outside the employee's regular schedule may be assigned as limited duty. However, all reasonable efforts must be made to assign the employee to limited duty within the employee's craft and to keep the hours of limited duty as close as possible to the employee's regular schedule.
- (4) An employee may be assigned limited duty outside of the work facility to which the employee is normally assigned only if there is not adequate work available within the employee's work limitation tolerances at the employee's facility. In such instances, every effort must be made to assign the employee to work within the

employee's craft within the employee's regular schedule and as near as possible to the regular work facility to which the employee is normally assigned.

- b. *Former Employees.* When a former employee has partially recovered from a compensable injury or disability, the USPS must make every effort toward reemployment consistent with medically defined work limitation tolerances. Such an employee may be returned to any position for which he or she is qualified, including a lower grade position than that which the employee held when compensation began.

546.142 *Rights and Benefits Upon Partial Recovery*

- a. *Seniority.* Former employees who are reemployed into bargaining unit positions or current career employees who are reassigned into such positions are credited with seniority in accordance with the collective bargaining agreements covering the position to which they are assigned.
- b. *Probationary Period.* Reemployed individuals who have completed their probationary periods, or would have completed their probationary periods but for their compensable injuries, are not required to serve a new probationary period.
- c. *Leave Credit.* For purposes of computing leave rate accrual, former employees who were eligible to accrue leave under ELM 510 are credited upon reemployment with the total time compensation was received from the OWCP.
- d. *Retirement.* Former employees who were covered by the Civil Service Retirement Act (see ELM 560) are credited with the time spent on the OWCP compensation in computing retirement credit.
- e. *Salary Determination.* The following salary restoration criteria must be met (Note: The term grade/step, as used below, means grade/salary for individuals in a nonstep salary schedule):

- (1) *Reemployment to the Former Grade/Step.* Those individuals who are reemployed into a position with the same grade/step as held at the time of injury or disability receive the current salary for that grade and the step that the individual would have acquired had there been no injury or disability.
- (2) *Reemployment to a Higher Grade.* Those individuals who are reemployed to a posi-

tion with a grade higher than that of the position held at the time of injury or disability are placed in the higher grade at the current salary for the grade/step which the individual would have acquired had there been no injury or disability. If that salary is between steps in the higher grade, the individual's salary is increased to the next higher step.

(3) *Reemployment to a Lower Grade/Step:*

- (a) *Salary Below Maximum of Lower Grade.* The individual is placed in any higher step in the lower grade that is less than one full step above the current salary for the grade/step that the individual would have acquired had there been no injury or disability.
- (b) *Salary Above Maximum of Lower Grade.* In those cases where the current salary for the grade that the individual would have acquired had there been no injury or disability exceeds the maximum salary of the lower grade position, the employee is afforded a saved rate at the higher grade/step salary. These saved-rate provisions apply for an indefinite period and are subject to the rules of the salary schedule to which assigned for the following employees:
 - (i) Former career employees who are being reemployed under 546.142.
 - (ii) Limited duty career employees.
 - (iii) Current career employees who have accepted a job offer and are reassigned to a lower grade due to a job-related injury.

(4) *Reemployment to a Position in a Different Salary Schedule.* When an individual is reemployed to a position in a salary schedule that is different from the schedule under which the employee was paid at the time of injury or disability, once reemployed, the individual is treated under the rules applicable to the salary schedule to which reemployed:

- (a) The individual is reemployed at the grade appropriate for the position to which reemployed.
- (b) The individual is placed in any higher step in the new grade that is less than one full step above the current salary for the grade/step that the individual would have acquired had there been no injury or disability.

- (c) If reemployment is a nonstep schedule, the individual is placed at a salary plus any salary increases the individual would have acquired had there been no injury or disability. Merit salary increases are based on the most recent performance rating prior to the injury or disability.
- (d) If the current salary for the grade that the individual would have acquired had there been no injury or disability exceeds the maximum salary of the new grade, the individual is given a saved rate. These saved-rate provisions apply for an indefinite period and are subject to the rules of the salary schedule to which assigned.

(5) *Reemployment to a Former Position Under Different Salary Schedule.* If the position held at the time of injury or disability is no longer under the same salary schedule, the current salary for the former grade/step is determined by:

- (a) The manager of Corporate Personnel Operations for Headquarters and Headquarters field unit positions.
- (b) The area Human Resources manager for area positions.
- (c) The district Human Resources manager for other field positions

(6) *Step Increases.* Upon reemployment, the partially recovered and permanently partially disabled individuals are assigned a new waiting period for step or merit increases. The date assigned is based on the effective date for the most recent step, merit, or equivalent increase the individual would have acquired had there been no injury or disability.

546.143 *Relocation Consideration*

- a. *Scope.* When a former employee now partially recovered is receiving OWCP compensation and is being considered for reemployment, but has permanently relocated to a new geographic area since the time of his or her compensable injury, every effort must be made to reemploy the individual at a postal facility within the area of his or her present place of residence. Any offer to reemploy in a different location can be considered only after all reasonable attempts have been made to rehire within the area of the employee's present place of residence.

- b. *Expenses.* If an employee accepts a reemployment offer but would incur relocation expenses as a result of this acceptance, any expenses that the OWCP determines reasonable and necessary may be paid by the OWCP from the Employees' Compensation Fund.

546.2 **Collective Bargaining Agreements**

546.21 **Compliance**

Reemployment or reassignment under this section must be in compliance with applicable collective bargaining agreements. Individuals so reemployed or reassigned must receive all appropriate rights and protection under the newly applicable collective bargaining agreement.

546.22 **Contractual Considerations**

546.221 *Scope*

Collective bargaining agreement provisions for filling job vacancies and giving promotions and provisions relating to retreat rights due to reassignment must be complied with before an offer of reemployment or reassignment is made to a current or former postal employee on the OWCP rolls for more than 1 year.

546.222 *Reemployment or Reassignment*

A partially recovered current or former employee reassigned or reemployed to a different craft to provide appropriate work must be assigned to accommodate the employee's job-related medical restrictions. Such assignment may be to a residual vacancy or to a position uniquely created to fit those restrictions; however, such assignment may not impair seniority rights of PTF employees. Minimum qualification requirements, including written examinations, may be waived in individual cases for former or current employees injured on duty and being considered for reemployment or reassignment. When there is evidence (including that submitted by the medical officer) that the employee can be expected to perform satisfactorily in the position within 90 days after assignment, a waiver may be granted by one of the following:

- a. The vice president of Human Resources for Headquarters and Headquarters field unit positions.
- b. An area Human Resources manager for area positions.

- c. A district Human Resources manager for other field positions

546.23 Types of Appointments

Types of appointments available include the following:

- a. A current or former full-time career employee may be reemployed or reassigned to a full-time career position if his or her job-related medical condition permits.
- b. A current or former part-time flexible career employee may be reassigned or reemployed to a part-time flexible career position.
- c. A current or former noncareer employee may be reassigned or reemployed to the position held previously or, upon satisfactory demonstration of the ability to meet the job requirements and in accordance with the appropriate collective bargaining agreement, may be reassigned or reemployed to another noncareer position or noncompetitively converted to a career position (NOA 501).

546.3 Restoration Rights

OPM is responsible for implementing the regulations contained in 5 USC 8151. These regulations are codified in 5 CFR Part 353. In accordance with 5 USC 8151(a), an individual injured or disabled on duty who resumes employment with the USPS is to be credited with the time during which compensation was received for purposes of certain rights and benefits based upon length of service.

546.4 Employee Appeal Rights

Current or former employees who believe they did not receive the proper consideration for restoration, or were improperly restored, may appeal to the Merit Systems Protection Board under the entitlements set forth in Title 5 CFR, Part 353.

546.5 Retirement Considerations

546.51 Status

Pursuant to the Civil Service Retirement Act, a former employee who applies for and receives Civil Service disability retirement status ceases to be an annuitant upon reemployment and restoration of that individual's wage earning capacity. If wage earning capacity is not restored, the individual, although reemployed, remains in Civil Service annuitant status with no retirement de-

ductions withheld from salary. For instance, a former full-time distribution clerk with Civil Service annuity status partially recovers from a compensable job-related injury and is reemployed. However, medical restrictions limit work to 20 hours per week. In this case, wage earning capacity has not been restored because the employee is unable to earn wages equivalent to wages of the position held at the time of injury or disability. Therefore, the Office of Personnel Management (OPM) does not terminate the Civil Service annuitant status. As the employee remains a Civil Service annuitant, retirement deductions must not be withheld from salary.

546.52 Reinstatement of Eligibility

546.521 Restored Disability Retirement Status

If an annuitant reemployed under the procedures in this section is later found unable to perform successfully in the new position due to the original compensable injury or disability, and is again separated, the employee is entitled to the restoration of disability retirement status under the Civil Service Retirement Act.

546.522 New Disability Retirement Status

If an employee becomes disabled for the position due to a new injury or disability after entry into that position, the employee has the right to apply for a new Civil Service disability retirement status.

546.53 Refunded Retirement Deductions

A former employee who has withdrawn retirement deductions based on previous employment may redeposit the amount refunded, plus interest, after reemployment to a position from which retirement deductions are withheld.

546.54 Notification

Upon reemployment of a disability annuitant (or in advance, if possible), the appointing officer must notify the Office of Personnel Management. The notification must include the individual's name, Social Security number, date of birth, Civil Service Annuity claim number (CSA-Civil Service Account), date of reemployment, and indication of whether retirement deductions are to be made from the salary for the position to which reemployed. Form 2485, *Medical Examination and*

Assessment, must be attached. The notification should be sent to:

ADJUDICATION DIVISION
RETIREMENT AND INSURANCE GROUP
OFFICE OF PERSONNEL MANAGEMENT
1900 E ST NW RM 3305
WASHINGTON DC 20415-0001

546.6 Reemployment Procedures

546.61 OWCP Referrals

OWCP makes referrals of current and former postal employees who may be candidates for reemployment.

546.611 *Work Limitation Tolerances*

The individual's physician of record, or other physician selected by the individual or OWCP, must furnish OWCP with a definitive medical summary, clearly documenting the medical limitations that will have to be accommodated.

546.612 *OWCP Evaluation*

The OWCP district medical director evaluates the work limitation tolerances submitted by the physician of record and, upon concurrence, refers them to the USPS for consideration.

546.62 USPS Medical Review

546.621 *Reemployment Physical Examination*

- a. The medical officer evaluates fully all medical records referred to the USPS from the OWCP district offices.
- b. A complete physical examination paid for by the USPS is required by the appointing officer. The result of the physical examination is documented on Form 2485, *Medical Examination and Assessment*, and on Form 2489, *Identification of Physical/Mental Disability*.
- c. The medical officer makes a statement of concurrence with the OWCP-documented medical limitations or further restricts the former employee's work limitation tolerances. The medical officer can in no way liberalize the medical limitations tendered by the OWCP district offices.

546.622 *Special Considerations*

- a. An individual who is referred for reemployment consideration by OWCP may have some degree of concurrent disability that is not caused by or related to the original job

injury or disability. The medical officer should examine for any concurrent medical condition that might prevent the individual from performing the duties of the position for which the individual is being considered.

- b. The medical officer should carefully evaluate all concurrent disabilities and include their potential impact in the recommendation for reemployment sent to the appointing official.
- c. All former employees now permanently and partially disabled have some type of residual handicap. The medical officer who conducts the physical examination is responsible for assigning the correct handicap code as defined in Handbook EL-301, *Guidelines for Processing Personnel Actions*.

546.63 Offer of Appointment

546.631 *Evaluation*

Upon receipt and evaluation of the OWCP referral containing documented medical limitations and evaluation of the medical officer's recommendations, the appointing official determines if a reemployment offer can be made.

546.632 *Interview*

During the preemployment interview, the appointing official must ensure that the individual receives the following information:

- a. In-depth analysis of medical limitations and the individual's responsibility to work within the prescribed work limitation tolerances.
- b. If applicable, the status of injury compensation and disability retirement benefits and future eligibility.
- c. A full explanation of all restoration rights and benefits (see 546.3).
- d. Full particulars regarding the position including title, duties, grade, salary, location of work assignment, and all other information required in a preemployment interview. See Handbook EI-311, *Personnel Operations*.
- e. Instructions for completion and submission of any required employment forms.

546.633 *Processing Personnel Actions*

The appointing official completes Form 50-B, *Request for Personnel Action (Processing Copy for New Hires Only)*, for the reemployment of former employees or the return to duty of current employees. The nature of action and element codes must be supplied before the form is forwarded to the Employee and Labor Relations Information

Center. See Handbook EL-301, *Guidelines for Processing Personnel Actions*, and *Postal Bulletin* 21685, (8-11-88).

546.64 Employee's Refusal of Job Offer

When a current or former employee is offered suitable employment or reemployment by the USPS (i.e., employment or reemployment that the OWCP has deemed suitable), that individual is obligated to return to such employment. However, if the current or former employee refuses an offer of suitable employment or reemployment, the appointing official must do the following:

- a. Offer the individual an opportunity to sign a declination of employment.
- b. Advise the individual that the effect of such a refusal may result in the termination or reduction of compensation benefits by the Department of Labor.
- c. Notify the OWCP district office by telephone of the declination and the reasons given.
- d. Within 2 working days, forward a full written summary of the current or former employee's interview including the signed declination and medical evaluations or other pertinent information to the OWCP district office. The OWCP is then responsible for notifying the Office of Personnel Management when the individual's disability retirement status is to be evaluated.

546.65 Management's Refusal to Reemploy

The appointing official may not be able to accommodate the former employee for medical reasons or other considerations. If the former employee will not be reemployed, the appointing officer must:

- a. Notify the district manager or postmaster with written justification stating specific reasons for refusal to reemploy. If the district manager or postmaster agrees with the appointing officer's refusal to reemploy, then he or she must seek final concurrence from the manager of Safety and Risk Management at Headquarters through the area office.
- b. With the final concurrence, notify the employee in writing of that fact, including a paragraph informing the individual of the right to appeal to the Merit Systems Protection Board, and send a copy to the OWCP.

547 Return to Duty

547.1 Therapy Obligations

The installation head must ensure that an employee reports for scheduled therapy treatment. The employee must be advised that failure to keep appointments with a physician or hospital is a form of absenteeism. Control office or point personnel must report failures to keep appointments to the OWCP district office.

547.2 Medical Reports

547.21 Capability

Progress reports received from the attending physician may show the employee is capable of some work during convalescence or after medical treatment has been completed.

547.22 Availability for Limited Duty

If not, the control office or point personnel must submit a Form CA-17 to the attending physician or the OWCP to request information concerning the employee's availability for limited duty.

547.23 Appropriate Assignment

If the attending physician submits a medical report, Form CA-17, indicating that the employee is medically capable of performing some of the normal duties for a limited number of hours, or other work of a different nature than the employee's former assignment, the installation head must make every reasonable effort to place the employee in an appropriate assignment.

547.3 Fitness-for-Duty Determination

547.31 Determining Fitness

The fact that an injured or ill employee is scheduled for a series of treatments or appointments with a physician or hospital does not, by itself, establish that the employee is not fit for duty in the interim. Control personnel may recommend to the installation head, upon medical justification, that any employee being treated by a physician or hospital be required to report to a USPS medical unit (or contract equivalent) for a fitness-for-duty examination. An installation head or director of Human Resources is authorized to approve a fitness-for-duty examination.

547.32 Examination Report

This physical examination may include the parts of the anatomy being treated provided the ex-

amination in no way disturbs or interferes with the treatment regimen. The results of this examination must be brought to the attention of the OWCP district office for consideration.

547.33 **Physician Report Questions**

If the medical officer questions the medical procedures and/or determination of the employee's attending physician, no administrative action may be taken to change the employee's compensation or employment status until the medical issue is settled.

547.34 **Resolving Determination**

The following procedures apply only to fitness-for-duty determinations incident to an on-the-job injury or illness. Fitness-for-duty determinations for other purposes are not covered by this instruction.

- a. The physician or hospital must, for each visit of the employee, make a professional statement, using Form CA-17, showing that the employee is one of the following:
 - (1) Fit for duty.
 - (2) Fit for limited duty, with the work tolerance limitations due to the injury indicated.

(3) Not fit for duty, with an expected return-to-duty date indicated.

- b. If the physician or hospital is unable to predict an employee's fitness for duty on either a short-term or long-term basis, the control office or point supervisor may request information from the OWCP by sending Form 2573, *Inquiry on Claim Status*, in duplicate, to the OWCP district office. If OWCP does not respond within a maximum of 60 days, or if the OWCP response does not explain the situation, a fitness-for-duty examination may be recommended to the installation head as provided in 547.31, 547.32, and 547.33. However, a fitness-for-duty examination can be initiated at any time to determine the duty status of the injured employee.
- c. If the results of the fitness-for-duty examination disagree with the findings of the attending physician, the matter, along with justification for the USPS position, is referred by the control office or point supervisor to the OWCP district director for resolution.
- d. A fitness-for-duty determination is not limited to the employee's regular duties but should be based on whether the employing installation has any temporary alternative duties available that the employee may safely perform.

NOTICE TO ALL EMPLOYEES

THRIFT SAVINGS PLAN FACT SHEET

C, F, and G Fund Monthly Returns

Released July 10, 1995

MONTHS	C	F	G
1989 JAN.–DEC. %	31.03	13.89*	8.81
1990	-3.15	8.00*	8.90
1991	30.77	15.75	8.15
1992	7.70	7.20	7.23
1993	10.13	9.52	6.14
1994	1.33	-2.96	7.22
1994			
JULY	3.27	1.97	.62
AUGUST	4.11	.13	.60
SEPTEMBER	-2.44	-1.47	.59
OCTOBER	2.24	-.10	.65
NOVEMBER	-3.62	-.23	.64
DECEMBER	1.49	.69	.68
1995			
JANUARY	2.58	1.98	.67
FEBRUARY	3.87	2.38	.59
MARCH	2.94	.60	.62
APRIL	2.94	1.38	.60
MAY	3.98	3.84	.61
JUNE	2.31	.71	.53
LAST 12 MONTHS	26.00	12.42	7.67

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

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

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

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

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

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

Federal Retirement Thrift Investment Board



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

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