

POSTAL BULLETIN

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MESSAGE FROM THE POSTMASTER GENERAL

Working Together to Prevent Revenue Loss

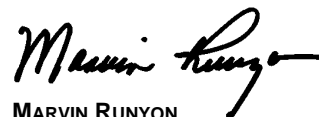
The Postal Service is an independent federal organization that does not receive any taxpayer money to fund its operations. We generate revenue by selling our products and services to our customers. For us to remain financially self-sufficient, it is critical that we receive the proper and timely payment of every dollar that we earn from these sales.

No business, including ours, can afford to lose thousands of dollars in uncollected revenue daily and expect to remain fiscally viable for very long. Revenue loss is a challenge to an organization's long-term financial growth and stability.

Uncollected revenue is more than a finance problem or a management problem — it is every employee's problem. That is why we are placing a greater emphasis on the internal policies, actions, controls, and processes that will further protect our financial security. Efforts are under way to make improvements in our mail acceptance and revenue collection areas.

As our new revenue assurance awareness campaign says, "Only You Can Prevent Revenue Loss." A copy of the poster is on page 21 of this issue of the *Postal Bulletin*. There will be more information, suggestions, ideas, and activities on how we can better manage revenue collection and reduce potential losses in future issues of this publication.

Revenue assurance means job assurance for all of us, regardless of whether you work at the retail window, in the Business Mail Entry Unit, or on the workroom floor. Ensuring that we receive the proper and timely payment for the products and services that we sell is in the best interest of our customers, our employees, and the communities that we serve.



MARVIN RUNYON
POSTMASTER GENERAL



DOMESTIC MAIL

Form 3830-A, Registry Dispatch Record

The August 1995 edition of Form 3830-A, *Registry Dispatch Record*, was printed without a G-10 permit imprint on the reverse side of part 3. Although this is a change to previous procedures, these forms are usable.

After Forms 3830-A are completed by the receiving registered clerk, return as many of these forms as possible to the origin post office through either interoffice or registered mails. Those forms that cannot be returned in interoffice envelopes or registered pouches may be placed in envel-

opes to be mailed back to the origin office. If necessary, an indicia may be placed on the card with either a rubber-stamped G-10 permit imprint or with Label 41-A, *G-10 Open Return Address* (gummed label) (July 1994).

The G-10 permit imprint will be included on the next printing of Form 3830-A.

—Business Mail Acceptance,
Marketing Systems, 11-9-95

APO/FPO Changes

Make the following ink changes to the most recent APO/FPO tables (*Postal Bulletin* 21905, 10-26-95).

Table 1. Conditions Applied to Mail Addressed to Military Post Offices Overseas

APO/FPO	Action	Effective Date	See Restrictions
09727	Deactivation	Immediately	
34010	Deactivation	Immediately	
96359	Deactivation	Immediately	
96544	Deactivation	Immediately	
09859	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09860	Restriction Change	Immediately	X-E2-U2
09861	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09862	Restriction Change	Immediately	X-E2-U2
09863	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09864	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09868	Restriction Change	Immediately	A-B1-U
09872	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09873	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09875	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09876	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09877	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09878	Restriction Change	Immediately	A-B1-U
09881	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09882	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09883	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09884	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09885	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09886	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09887	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09890	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09891	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09893	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09895	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09896	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09897	Restriction Change	Immediately	None
09898	Restriction Change	Immediately	B-E2-F-H1-R-R1-U2
09899	Restriction Change	Immediately	F-N

Table 2. Contingency Military ZIP Codes

APO/FPO	Action	Effective Date	See Restrictions
09301-5810	Activation	Immediately	A-B1-F-F1-I-R
09301-3080	Deactivation	Immediately	
09301-3110	Deactivation	Immediately	
09301-3120	Deactivation	Immediately	
09301-3130	Deactivation	Immediately	
09301-3140	Deactivation	Immediately	
09301-3180	Deactivation	Immediately	
09301-3190	Deactivation	Immediately	
09301-3820	Deactivation	Immediately	
09301-3930	Deactivation	Immediately	
09331-2080	Deactivation	Immediately	
09331-2121	Deactivation	Immediately	
09331-2130	Deactivation	Immediately	
09331-2210	Deactivation	Immediately	
09331-2330	Deactivation	Immediately	
09331-2390	Deactivation	Immediately	
09331-5020	Deactivation	Immediately	
09331-5330	Deactivation	Immediately	
09331-6320	Deactivation	Immediately	
09331-9480	Deactivation	Immediately	
09380-0920	Deactivation	Immediately	
09380-9010	Deactivation	Immediately	
09380-9180	Deactivation	Immediately	
09381-6180	Deactivation	Immediately	
09382-2120	Deactivation	Immediately	
09382-2210	Deactivation	Immediately	
09385-1140	Deactivation	Immediately	
09385-1310	Deactivation	Immediately	
09389-1180	Deactivation	Immediately	

—International and Military Mail Operations, International Business Unit, 11-9-95

Operation Dear Abby

The Department of Defense and Dear Abby are sponsoring a holiday mailing campaign to support U.S. troops stationed abroad. Effective November 15, 1995, through January 15, 1996, mail may be accepted for the following addresses:

AMERICA REMEMBERS
OPERATION DEAR ABBY
APO AE 09135

AMERICA REMEMBERS
OPERATION DEAR ABBY
FPO AE 09646

AMERICA REMEMBERS
OPERATION DEAR ABBY
APO AA 34085

AMERICA REMEMBERS
OPERATION DEAR ABBY
APO AP 96285

AMERICA REMEMBERS
OPERATION DEAR ABBY
FPO AP 96385

Dear Abby mail is limited to First-Class Mail and Priority Mail only (Restriction Y).

—International & Military Mail Operations,
Operations Support, 11-9-95

FINANCE

American Express Card Program Maintenance

Employees who have individual government American Express credit cards and are changing job locations must notify the American Express program coordinator at both their old and new job locations. The coordinators will complete an Agency Program Maintenance Form for the transferring employee and forward it to American Express. This will allow American Express to better service the employees' accounts and to update the reports received by the coordinators.

In addition, American Express program coordinators who change job locations must also notify their managers that a new coordinator be designated. The name, work address, and telephone number of the new coordinator should be forwarded to the office of National Accounting. The office of National Accounting will notify American Express of the change in coordinators.

—Corporate Accounting, Finance, 11-9-95

Revision of Form 971

Form 971, *Certificate of Transfer*, has been revised. Form 971 can be used by Standard Field Accounting Procedures offices as well as post offices (Statement of Account offices). Form 971 is used to record the transfer of accountability and cash items from one postmaster or officer-in-charge to another. Part A (front side) of Form 971 is for post offices (Statement of Account offices). Part B (reverse side) of Form 971 is for Standard Field Accounting Procedures offices. A sample of the revised Form 971 appears on pages 5–6.

Form 971 (August 1995) (NSN 7530-02-000-9529) may be requisitioned from the Material Distribution Centers (MDCs) using Form 7380, *MDC Supply Requisition*. Post offices may continue to use the previous edition of Form 971 until the supply is exhausted.

—Corporate Accounting, Finance, 11-9-95

INTERNATIONAL MAIL

IMM REVISION

International Money Order Service — Peru

Effective December 1, 1995, direct international money order service is available from the United States to Peru. This service requires the use of the pink international money order form (MP1). The purchaser receives the money order and receipt, then sends the money order to the payee in Peru. Issuing clerks must follow the procedures in *International Mail Manual* (IMM) 391.

The maximum amount for a single money order payable in Peru is \$700. The fee to purchase a direct international money order for Peru is \$3 per money order.

Revise the Individual Country Listing in IMM Issue 15 to include direct international money order service. Also revise IMM 391.3a to include Peru.

Issue 16 of the IMM will include these changes.

On page 7 of this *Postal Bulletin* is a revised chart of all countries that accept international postal money orders from the United States as of December 1, 1995. Post this chart to aid window clerks and postal customers. This chart replaces the chart published in *Postal Bulletin* 21903, dated September 28, 1995.

—International Postal Affairs,
International Business Unit, 11-9-95



Certificate of Transfer
(Complete Part A or Part B, as appropriate)

Part A — US Post Office/PM Financial Accountability

Prepare three (3) copies whenever a post office is transferred from one postmaster or officer-in-charge to another, except where the OUTGOING officer-in-charge is the INCOMING postmaster. The INCOMING PM or

officer-in-charge responsibility for the post office begins upon the close of business on the date in block 6. Pay under this new status commences the next day.

1. Certificate of Transfer for (Check one)		2. Level of Appointee (Schedule and Grade)	
<input type="checkbox"/> A US Post Office <input type="checkbox"/> A PM's Financial Accountability (Omit items 2 and 11)			
3. Post Office, State, and ZIP + 4		4. Finance No.	5. CAG
		6. Transfer Effective COB This Date	
7. Cash and/or Cash Items (Attach Necessary Explanation)	Account	Balance	13. Blank Domestic Money Order Forms (Serial Nos.)
	In Post Office (AIC 801)	\$	From
	In Bank (AIC 802)		To
	Suspense Items (AIC 814)		
	Total Cash and/or Cash Items	\$	
8. Stock on Hand	Postage Stamps (AIC 805)	\$	14. Blank International Money Order Forms (Serial Nos.)
	Migratory Bird Stamps (AIC 806)		
	Food Coupons (AIC 809)		
	Total Stock on Hand Including Total Stamp Credits	\$	
9. Total Accountability		\$	
10. Trust Funds	Balance	\$	15. Checks on the Treasurer of US (Serial Nos.)
	<input type="checkbox"/> Listing of Items Making up This Balance Attached		
11. Custodial Accountability (Check and complete)	Capital Property Represented by:		
	<input type="checkbox"/> Inventory tab listing and changes through _____ or _____ (Date) <input type="checkbox"/> Entries in Part Eleven of Form 1551		
12. Other (Specify)		16. Transfer of Responsibility to Stock, Funds, Capital Property and Equipment Covered by This Form (Sign all copies)	
		I Release Responsibilities (Printed Name and Signature)	
		Outgoing <input type="checkbox"/> Postmaster <input type="checkbox"/> Officer-in-Charge <input type="checkbox"/> Other (Specify) _____	
		I Accept Responsibility (Printed Name and Signature)	
		Incoming <input type="checkbox"/> Postmaster <input type="checkbox"/> Officer-in-Charge <input type="checkbox"/> Other (Specify) _____	

Distribution of Copies: 1 - to ASC with final account of OUTGOING PM or officer-in-charge; 2 - OUTGOING PM or officer-in-charge; 3 - INCOMING PM or officer-in-charge.

Part B — Standard Field Accounting Procedures (SFAP) Offices/PM Financial Accountability

Prepare three (3) copies whenever an SFAP office is transferred from one postmaster or officer-in-charge to another, except where the OUTGOING officer-in-charge is the INCOMING postmaster. The

INCOMING PM or officer-in-charge responsibility for the office begins upon the close of business on the date in block 6. Pay under this new status commences the next day.

1. Certificate of Transfer for (Check one) <input type="checkbox"/> An SFAP Office <input type="checkbox"/> A PM's Financial Accountability, SFAP Office (Omit items 2 and 11)			2. Level of Appointee (Grade) EAS _____	
3. Post Office, State, and ZIP + 4			4. Finance No.	5. CAG
6. Transfer Effective COB This Date				
7. Food Coupons	Account		14. Blank Domestic Money Order Forms (Serial Nos.)	
	Total Food Coupons (AIC 839)	Balance \$	From	To
8. Cash	Total Cash Retained Today (AIC 753)			
9. Stock on Hand	Unit ID	Unit Accountability (AIC 853)		
	Unit ID	Unit Accountability (AIC 853)		
	Unit ID	Unit Accountability (AIC 853)		
	Unit ID	Unit Accountability (AIC 853)		
	Unit ID	Unit Accountability (AIC 853)		
	Unit ID	Unit Accountability (AIC 853)		
	Unit ID	Unit Accountability (AIC 853)		
	Total Accountability (AIC 853)		\$	
10. Total Suspense (AIC 754-761, 763-770)				
11. Trust Funds	Total Trust Funds (AIC 050-079)		15. Blank International Money Order Forms (Serial Nos.)	
	<input type="checkbox"/> Listing of Items Making up This Balance Attached			
12. Custodial Accountability	Capital Property Represented by Inventory Tab Listing and Changes Through: (Date)			
13. Other (Specify)				
			16. Transfer of Responsibility to Stock, Funds, Capital Property and Equipment Covered by This Form (Sign all copies)	
			I Release Responsibilities (Printed Name and Signature)	
			Outgoing <input type="checkbox"/> Postmaster <input type="checkbox"/> Officer-in-Charge <input type="checkbox"/> Other (Specify) _____	
			I Accept Responsibility (Printed Name and Signature)	
			Incoming <input type="checkbox"/> Postmaster <input type="checkbox"/> Officer-in-Charge <input type="checkbox"/> Other (Specify) _____	

Distribution of Copies: 1 - to ASC with final account of OUTGOING PM or officer-in-charge; 2 - OUTGOING PM or officer-in-charge; 3 - INCOMING PM or officer-in-charge.



International Postal Money Order Service
(Effective December 1, 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	Jamaica	St. Christopher
Antigua and Barbuda	Costa Rica	Japan	(St. Kitts) and Nevis
Bahamas	Dominica	Mali	St. Lucia
Barbados	Ecuador	Mexico	St. Vincent and the
Belize	El Salvador	Montserrat	Grenadines
Bolivia	Grenada	Nigeria	Sierra Leone
British Virgin Islands	Guyana	Peru	Trinidad and Tobago
Canada	Honduras		

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

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)

November 1995

Have You Seen Any of These Children?

Please participate in the NALC/USPS Child Alert Program. Tear out this page and carry it with you. If you have information on any of these missing children, tell your postal supervisor.



Jacqueline Ann Gomez
Born: 09-10-88
Date Missing: 04-20-92
From: Chicago, IL



Angie Antonio Hatzisavvas
Born: 09-26-84
Date Missing: 05-22-91
From: Bristol, CT



Marissa Nicole Hernandez
Born: 02-23-92
Date Missing: 11-10-93
From: Ventura, CA



Ke'Shaun Bryant Vanderhorst
Born: 07-17-93
Date Missing: 09-25-95
From: Philadelphia, PA

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

Missing Children Poster Display Instructions

Please display this poster prominently on bulletin boards in retail lobbies of main post offices, classified stations, and branches. Operators of contract postal units may display this poster at their option.

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

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

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

CUSTOMER SERVICES

Mail Alert

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings

of 1 million pieces or more, should contact Sales Management at 202-268-2271 at least 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
L.L. Bean, Inc. Chrs. 136	Third, Fourth/Bulk	Nov. 14-16	4.3	Nationwide	Carrt 5-Digit Basic	7 7/8" x 8 15/16"
L.L. Bean, Inc. Chrs. Full	Third, Fourth/Bulk	Nov. 14-16	1.0	Nationwide	Carrt 5-Digit Basic	7 7/8" x 8 15/16"
L.L. Bean, Inc. Chrs. 208	Third, Fourth/Bulk	Nov. 14-16	8.3	Nationwide	Carrt 5-Digit Basic	7 7/8" x 8 15/16"
Fashion Gal, Fashionation, Something Special, Right Price, Fashion Mine, Show Off, Tempo, Wearhouse of Fashion	Third/Letter	Nov. 18-20	1.7	Nationwide	Carrt 3/5-Digit Basic	6" x 11" multi-color 8-page mailer; Gateway Apparel
Williams-Sonoma Christmas 2	Third/Bulk	Nov. 20-22	1.8	Nationwide	Carrt 80%	
Eddie Bauer November Gift	Third/Catalog	Nov. 21-24	6.3	Nationwide	Carrt 3/5-Digit Basic	RR Donnelley
Orvis Holiday 1995 Drop VI	Third/Flat	Nov. 23-25	1.0	Nationwide	Carrt	Palletized; RR Donnelley
JCPenney Clearance	Third/Catalog	Nov. 23-25	2.3	Nationwide	Carrt	Perry Printing, Waterloo, WI
Norm Thompson CHD	Third/Flat	Nov. 24-25	3.1	Nationwide	3 Tier	Palletized; RR Donnelley, Old Saybrook, CT
Decision Magazine	Third/Flat	Nov. 24-30	1.5	Nationwide	Carrt 3/5 Basic	8 1/4" x 10 5/8" 44-page magazine; Minneapolis, MN
Consumer Reports	Third/Bulk	Nov. 24-Dec. 2	6.0	Nationwide	Carrt Barcoded	4 1/2" x 10 3/8" (#11)
Egghead	Third/Flat	Nov. 27-29	2.2	Nationwide	3 Tier	Palletized; RR Donnelley, Old Saybrook, CT
Williams-Sonoma Christmas 2 Retail	Third/Flat	Nov. 27-29	2.0	Nationwide	Carrt 80%	
Plow & Hearth Products for Country Living	Third/Flat	Nov. 27-30	1.2	Nationwide	Carrt 3/5-Digit Basic	8" x 10 1/2" catalog
Radio Shack	Third/Letter	Nov. 28-30	20.0	Nationwide	Carrt	9 1/2" x 11" folded to 9 1/2" x 5 1/2", 24 pages
Sally Beauty Supply	Third/Letter	Nov. 28-30	2.2	Nationwide	Residual 2% 3/5-Digit 20% Carrt 78%	

—Sales, 11-9-95

704,702,348	to	2,580	706,184,041	to	4,220	707,441,401	to	1,670	709,411,171	to	1,320
704,965,301	to	5,770	706,357,861	to	8,190	707,441,836	to	1,940	709,733,281	to	3,580
705,280,801	to	0,980	706,382,419	to	2,430	707,958,541	to	8,570	714,442,952	to	2,980
705,475,651	to	6,040	706,628,735	to	8,820	707,960,105	to	0,160	714,562,843	to	2,860
705,566,127	to	6,280	706,638,211	to	8,420	708,115,830	to	5,860	714,609,811	to	9,930
705,782,796	to	2,820	706,817,959	to	8,000	708,138,301	to	8,480	714,609,961	to	9,990
705,822,271	to	2,480	707,034,391	to	4,450	708,171,925	to	1,960	714,807,181	to	7,240
706,180,148	to	0,290	707,292,636	to	2,660	709,222,591	to	2,920	714,871,321	to	1,500

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

—Inspection Service, 11-9-95

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	686,794,382
676,612,640	686,794,426
677,891,039	686,794,427
678,282,493	686,794,431
678,916,031	687,262,502
679,552,215	687,262,503
679,751,983	687,262,525
679,694,334	687,262,526
679,800,207	687,287,578
681,130,536	687,287,581
681,844,376	687,287,582
683,594,542	694,063,898
684,683,610	694,063,899
686,619,878	694,063,980
686,619,886	701,321,725
686,619,887	

—Inspection Service, 11-9-95

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, 11-9-95

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

Foreign Order No. 370

Keep all foreign order notices for use as reference.

Tentative Orders

A tentative Lottery Order has been issued against the following:

Canada

INTERNATIONAL WINNERS REGISTRY BUREAU
PO BOX 2109
VANCOUVER BC V6B 3T5
CANADA

INTERNATIONAL WINNERS REGISTRY BUREAU
PO BOX 5236
VANCOUVER BC V6B 4B3
CANADA

INTERNATIONAL WINNERS REGISTRY BUREAU
PO BOX 3480
VANCOUVER BC V6B 3Y4
CANADA

EMS
PO BOX 2511
NEW WESTMINSTER BC V3L 5A8
CANADA

INTERNATIONAL LOTTERY PAYOUT SERVICES
238 DAVENPORT RD
STE NO 252
TORONTO ON M5R 1J6
CANADA

DR GREGORY
PO BOX 9102 STN TERMINAL
SURREY BC V3T 5V9
CANADA

Germany

MR L E HAMELN
MIEGELWEG 24
D-31785 HAMELN
GERMANY

Great Britain

ALLIANCE MARKETING BOARD LTD
INTERNATIONAL FULFILLMENT CENTER
PO BOX 237
HOUNSLOW
MIDDLESEX TW3 5BR
GREAT BRITAIN

Hong Kong

ROXBURY
28 HENNESSEY ROAD 22ND FLOOR
GPO 12496
WANCHAI HONG KONG

Final Orders

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

Canada

FREE ENTRIES DEPT
PO BOX 2043
VANCOUVER BC V6B 3R6
CANADA

HENRY LUCAS
549 COLUMBIA STREET
PO BOX 398 STN MAIN
NEW WESTMINSTER BC V3L 4Y7
CANADA

NORTH AMERICAN ORDER PROCESSING CENTER
PO BOX 4920 STN TERMINAL
VANCOUVER BC V6B 6C2
CANADA

WINNERS CIRCLE
10621 KING GEORGE HWY #721
SURREY BC V3T 2X6
CANADA

Do not dispatch any mail to the above. Place the mailpieces in a pouch endorsed "Foreign Order Mail" and send them 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, 11-9-95

Withholding of Mail Orders

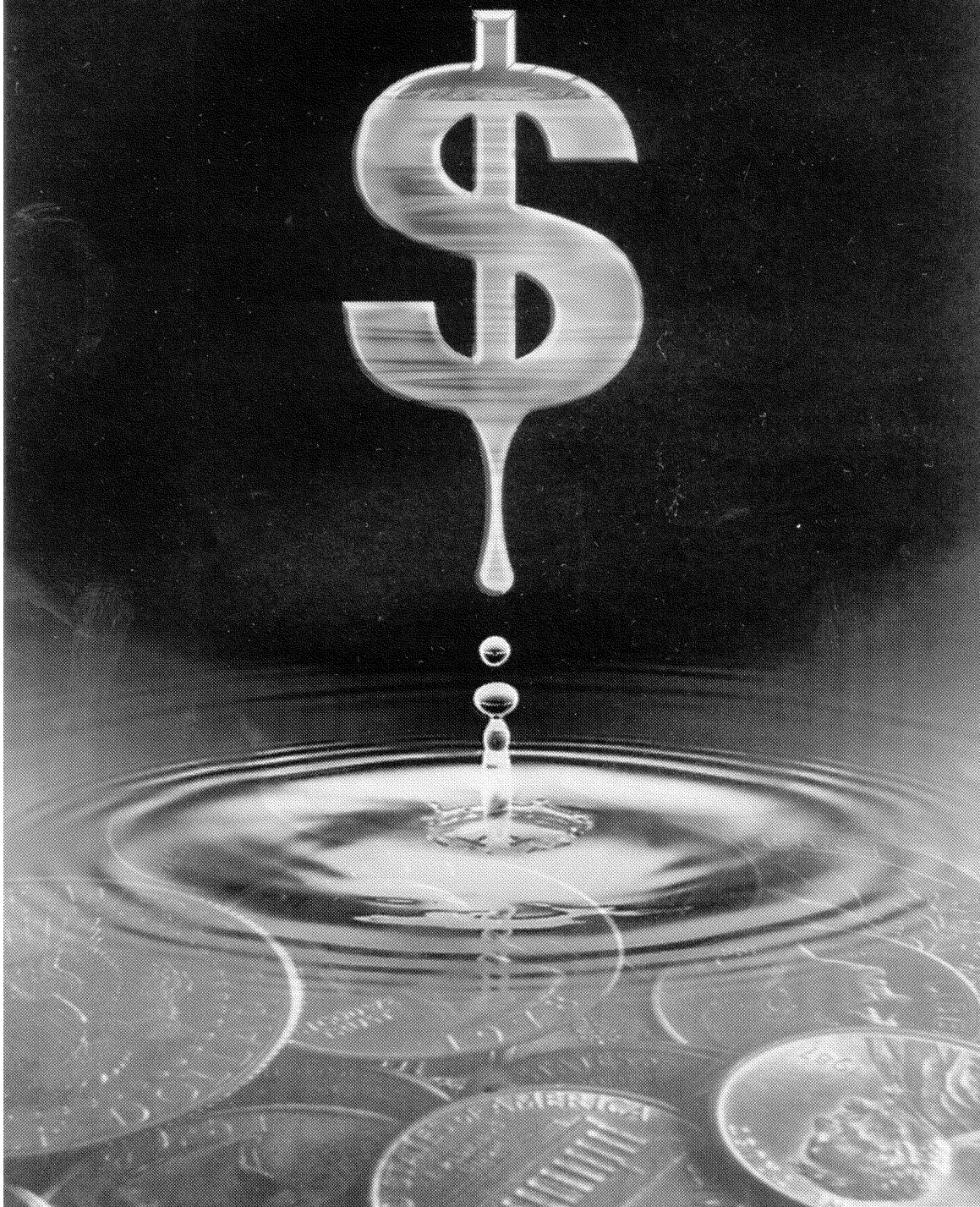
Withholding of mail orders is enforced by postmasters at the cities listed below:

State and City	Names Covered
CA, Beverly Hills 90209-2801	Any And All Names, P. O. Box 16801
FL, Tampa 33629-8171	Direct Payment Systems, 3225 S. MacDill Ave., Suite 265 and
FL, Orlando 32818-6743	American Incentives, 7226 W. Colonial Drive, Suite 420

—Judicial Officer, 11-9-95



Only You Can Prevent Revenue Loss



PHILATELY

Pictorial Cancellations Announcement 95-22

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.

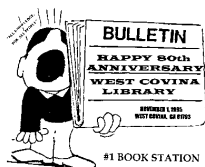
People attending these local events may obtain the cancellation in person at the temporary post office station established there. Those who cannot attend the event, but who wish to obtain the cancellation, may submit a mail order request. Pictorial cancellations are available only for the dates indicated, 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.



November 1–December 1, 1995

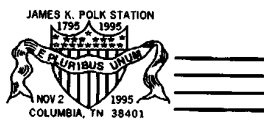
West Covina City Library

#1 BOOK STATION
POSTMASTER
396 SOUTH CALIFORNIA AVE
WEST COVINA CA 91793-9998



November 4, 1995

NATIONAL AUTOMOBILE MUSEUM
STATION
POSTMASTER
PO BOX 9998
RENO NV 89510-9998



November 2, 1995

James K. Polk Memorial Association

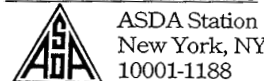
JAMES K POLK STATION
POSTMASTER
PO BOX 9998
COLUMBIA TN 38401-9998

(Artwork Unavailable)

November 8, 1995

LUNAR NEW YEAR UNVEILING
CELEBRATION CHINATOWN STATION
POSTMASTER
PO BOX 9998
PHILADELPHIA PA 19107-9998

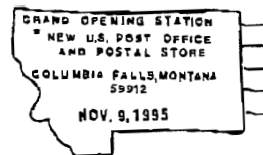
The Starfish Foundation
For Children With AIDS



November 2, 1995

November 2, 1995

ASDA STATION
POSTMASTER
MORGAN GMF
341 NINTH AVE ROOM 1037
NEW YORK NY 10199-9991



November 9, 1995

Glacier Stamp Club

GRAND OPENING STATION
POSTMASTER
PO BOX 9998
COLUMBIA FALLS MT 59912-9998



November 3–5, 1995

ASDA STATION
POSTMASTER
MORGAN GMF
341 NINTH AVE ROOM 1037
NEW YORK NY 10199-9991



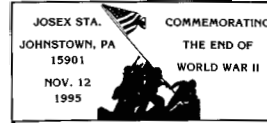
JOHN HENRY STAMP
UNVEILING STATION

November 9, 1995

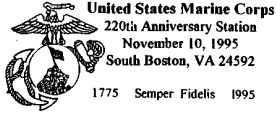
JOHN HENRY UNVEILING STATION
SQUARE STATION
POSTMASTER
PO BOX 9998
PITTSBURGH PA 15219-1170



November 9, 1995
 MCINTOSH GRADE SCHOOL STATION
 POSTMASTER
 PO BOX 9998
 MCINTOSH SD 57641-9998



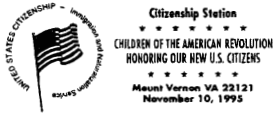
November 12, 1995
Johnstown Stamp Club
 JOSEX STATION
 POSTMASTER
 111 FRANKLIN ST
 JOHNSTOWN PA 15901-9998



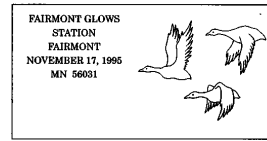
November 10, 1995
 220TH ANNIVERSARY STATION
 POSTMASTER
 601 NORTH MAIN ST
 SOUTH BOSTON VA 24592-9998



November 16, 1995
Tucson Chapter National Society Daughters of the American Revolution
 80 YEARS STATION
 POSTMASTER
 1501 S CHERRYBELL STRA
 TUCSON AZ 85726-9998



November 10, 1995
 CITIZENSHIP STATION
 POSTMASTER
 3200 GEORGE WASHINGTON PKWY
 MOUNT VERNON VA 22121-9998



November 17 & 18, 1995
 FAIRMONT GLOWS STATION
 POSTMASTER
 PO BOX 9998
 FAIRMONT MN 56031-9998



November 10-12, 1995
 SPINACH CAPITAL OF THE WORLD
 STATION
 POSTMASTER
 221 E UVALDE ST
 CRYSTAL CITY TX 78839-9998



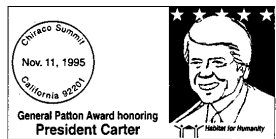
November 18, 1995
City of Fair Oaks
 CENTENNIAL STATION
 POSTMASTER
 7880 WINDING WAY
 FAIR OAKS CA 95728-9998



November 11, 1995
 AIRFLEET 95 STATION
 POSTMASTER
 240 W NEW YORK AVE
 DELAND FL 32720-9998



November 18, 1995
 USS PELICAN STATION
 POSTMASTER
 PO BOX 9998
 BEAUMONT TX 77707-9998



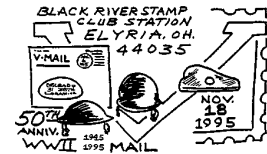
November 11, 1995
 GENERAL PATTON AWARD HONORING
 PRESIDENT CARTER STATION
 POSTMASTER
 45805 FARGO ST
 INDIO CA 92201-9998

(Artwork Unavailable)

November 18, 1995
 TERMINUS STATION
 1ST ANNUAL RAILROAD DAYS
 POSTMASTER
 PO BOX 9998
 CASA GRANDE AZ 85222-9998



November 11, 1995
 HIALEAH VETERANS MEMORIAL
 TRIANGLE PARK STATION
 POSTMASTER
 PO BOX 9998
 HIALEAH FL 33010-9998



November 18 & 19, 1995
Black River Stamp Club
 BLACK RIVER STAMP CLUB STATION
 POSTMASTER
 345 EAST BRIDGE ST
 ELYRIA OH 44035-9998



November 11, 1995
 USS HOUSTON STATION
 POSTMASTER
 PO BOX 9998
 HOUSTON TX 77201-9998



November 18 & 19, 1995
 DELAND FALL FESTIVAL OF THE ARTS
 STATION
 POSTMASTER
 240 W NEW YORK AVE
 DELAND FL 32720-9998

REDEDICATION OF SERVICE 30TH ANNIVERSARY STATION Grafton, MA 01519 November 19, 1995



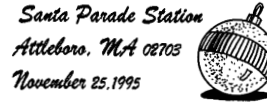
November 19, 1995 30TH ANNIVERSARY STATION POSTMASTER 23 UPTON ST GRAFTON MA 01519-9998



November 25, 1995 East Peoria Chamber of Commerce EAST PEORIA FESTIVAL OF LIGHTS POSTMASTER PO BOX 9998 EAST PEORIA IL 61611-9998



November 20-25, 1995 HECKER ILLINOIS CENTENNIAL STATION POSTMASTER PO BOX 9998 HECKER IL 62248-9998



November 25, 1995 SANTA PARADE STATION POSTMASTER 901 PLEASANT ST ATTLEBORO MA 02703-9998



November 22, 1995 FAYETTE COUNTY COURTHOUSE CENTENNIAL CELEBRATION STATION POSTMASTER 120 W MAPLE AVE FAYETTEVILLE WV 25840-9998



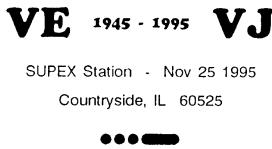
November 30, 1995 SARATOGA SPRINGS STATION POSTMASTER PO BOX 9998 SARATOGA SPRINGS NY 12866-9998



November 23, 1995 50th Anniversary Committee THANKSGIVING SAUSAGE FESTIVAL STATION POSTMASTER PO BOX 9998 PEP TX 79353-9998



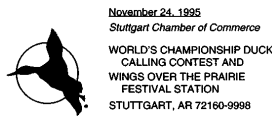
December 1, 1995 350TH ANNIVERSARY STATION POSTMASTER PO BOX 9998 FARMINGTON CT 06032-9998



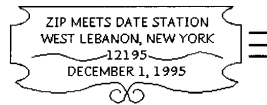
November 24 & 25, 1995 Suburban Collectors Club of Chicago SUPEX STAMP SHOW POSTMASTER 6150 JOLIET RD COUNTRYSIDE IL 60525-3956



December 1, 1995 ANNIVERSARY STATION POSTMASTER 40 MONTGOMERY ST CENTRAL FALLS RI 02863-9998



November 24 & 25, 1995 WINGS OVER THE PRAIRIE STATION POSTMASTER PO BOX 9998 STUTTGART AR 72160-9998



December 1, 1995 ZIP MEETS DATE STATION WEST LEBANON, NEW YORK 12195 DECEMBER 1, 1995 ZIP MEETS DATE STATION POSTMASTER ROUTE 20 WEST LEBANON NY 12195-9998



November 24-26, 1995 WESPnex STATION POSTMASTER PO BOX 9998 WHITE PLAINS NY 10602-9998





December 1-3, 1995 WITHLACOOCHEE GEMBOREE STATION POSTMASTER PO BOX 9998 BROOKSVILLE FL 34601-9998



November 25, 1995 BLAZE OF LIGHTS STATION POSTMASTER 132 SOUTH MAIN ST BLUFFTON OH 45817-9998



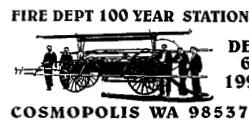
December 2, 1995 HOSPICE CARE INC STATION POSTMASTER PO BOX 9998 NEW HARTFORD NY 13413-9998

 <p>THE PONY EXPRESS DEC. 2, 1995</p> <p>NAME OF STATION</p> <p>City, State, ZIP</p> <p>December 2, 1995</p>		<p>HELENA STATION POSTMASTER 404 E WALL ST KARNES CITY TX 78118-9998</p>	<p>POTH STATION POSTMASTER PO BOX 9998 POTH TX 78147-9998</p>
		<p>HOBSON STATION POSTMASTER PO BOX 9998 HOBSON TX 78117-9998</p>	<p>RUNGE STATION POSTMASTER HELENA & SAN ANTONIO RUNGE TX 78113-9998</p>
<p>ELMENDORF STATION POSTMASTER PO BOX 9998 ELMENDORF TX 78112-9998</p>	<p>MISSION SAN JUAN STATION POSTMASTER PO BOX 9998 SAN ANTONIO TX 78223-9998</p>	<p>SEGUIN STATION POSTMASTER 202 N CAMP ST SEGUIN TX 78155-9998</p>	
<p>FALLS CITY STATION POSTMASTER PO BOX 9998 FALLS CITY TX 78113-9998</p>	<p>PANNA MARIA STATION POSTMASTER HIGHWAY 81 PANNA MARIA TX 78144-9998</p>	<p>ST HEDWIG STATION POSTMASTER 1102 CHURCH VIEW DR ST HEDWIG TX 78152-9998</p>	
<p>FLORESVILLE STATION POSTMASTER PO BOX 9998 FLORESVILLE TX 78114-9998</p>	<p>PLEASANTON STATION POSTMASTER 122 W GOODWIN ST PLEASANTON TX 78064-9998</p>	<p>STOCKDALE STATION POSTMASTER PO BOX 9998 STOCKDALE TX 78160-9998</p>	
<p>GOLIAD STATION POSTMASTER 101 W END ST GOLIAD TX 77963-9998</p>	<p>POTEET STATION POSTMASTER PO BOX 9998 POTEET TX 78065-9998</p>	<p>SUTHERLAND SPRINGS STATION POSTMASTER PO BOX 9998 SUTHERLAND SPRINGS TX 78161-9998</p>	



December 2, 1995

YULE FEASTE STATION
POSTMASTER
401 S HICKORY ST
OTTAWA KS 66067-9998



December 6, 1995

Cosmopolis Fire Department
DEC 6 1995
FIRE DEPARTMENT 100 YEAR STATION
POSTMASTER
114 F ST
COSMOPOLIS WA 98537-9998



December 2 & 3, 1995

KORESHAN FESTIVAL STATION
POSTMASTER
PO BOX 9998
ESTERO FL 33928-9998



December 6, 1995

RAINBOW STATION
POSTMASTER
PO BOX 9998
RAINBOW TX 76077-9998



REINDEER STATION
RUDOLPH, OH 43462
December 2-23, 1995
DEC 2 1995

December 2-23, 1995

REINDEER STATION
POSTMASTER
PO BOX 9998
RUDOLPH OH 43462-9998



CUSTOM HOUSE STATION
DEC. 7-9, 1995
BARNSTABLE, MA 02630

December 7-9, 1995

CUSTOM HOUSE STATION
POSTMASTER
3230 MAIN ST
BARNSTABLE MA 02630-9998



FAMILY DAY STATION
DECEMBER 3, 1995
PROVIDENCE, RI 02904

December 3, 1995

FAMILY DAY STATION
POSTMASTER
24 CORLISS ST
PROVIDENCE RI 02904-9998



December 8, 1995

IMMACULATE STATION
POSTMASTER
IMMACULATE COLLEGE
IMMACULATE PA 19345-9998



December 9, 1995
FISKEVILLE FIRE CO #1 INC STATION
POSTMASTER
206 MAIN ST
FISKEVILLE RI 02823-9998



December 14, 1995
City of Newport
Bicentennial Station
Newport, Ky 41071

December 14, 1995
BICENTENNIAL STATION
POSTMASTER
420 COLUMBIA ST
NEWPORT KY 41071-9998



December 9, 1995
MAIN STREET STATION
POSTMASTER
PO BOX 9998
AURORA MN 55705-9998

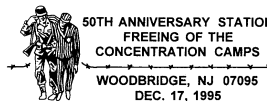


December 14, 1995
City of Nazareth
HOLIDAY STATION
POSTMASTER
PO BOX 9998
NAZARETH TX 79063-9998



STAGG BOWL STATION
SALEM, VIRGINIA 24153
DECEMBER 9, 1995

December 9, 1995
STAGG BOWL STATION
POSTMASTER
320 W MAIN ST
SALEM VA 24153-9998



December 17, 1995
50TH ANNIVERSARY STATION FREEING
OF THE CONCENTRATION CAMPS
POSTMASTER
PO BOX 9998
WOODBRIDGE NJ 07095-9999

(Artwork Unavailable)

December 13, 1995
BROOKNEAL ELEMENTARY
WINTERSCENE STATION
POSTMASTER
239 MAIN ST
BROOKNEAL VA 24528-9998



92nd
ANNIVERSARY of
POWERED FLIGHT
WRIGHT BROTHERS STATION
KILL DEVIL HILLS, N.C. 27948
DECEMBER 17, 1995

December 17, 1995
The First Flight Society
WRIGHT BROTHERS STATION
POSTMASTER
1100 N CROATAN HWY
KILL DEVIL HILLS NC 27948-9484

POST OFFICES**Post Office Changes Number 22**

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	056516	92272	CA	Ripley	Riverside	Main Office	Post Office	9/16/95	Post office and ZIP Code discontinued. Establish a place name. Ripley CA becomes an acceptable place name for use with ZIP Code 92225.
New	050816	92225	CA	Blythe	Riverside	Ripley	Place Name	9/16/95	
Old	110015	32615	FL	Alachua	Alachua	Main Office	Post Office	3/1/96	Establish a new ZIP Code for post office boxes. Use Alachua FL 32616 as last line of address for post office boxes previously in ZIP Code 32615.
New	110015	32616	FL	Alachua	Alachua	Main Office	Post Office	3/1/96	
Old	113885	32643	FL	High Springs	Alachua	Main Office	Post Office	2/1/96	Establish a new ZIP Code for post office boxes. Use High Springs FL 32655 as last line of address for post office boxes previously in ZIP Code 32643.
New	113885	32655	FL	High Springs	Alachua	Main Office	Post Office	2/1/96	
Old	116637	32179	FL	Ocklawaha	Marion	Main Office	Post Office	4/1/96	Establish a new ZIP Code for post office boxes. Use Ocklawaha FL 32183 as last line of address for post office boxes previously in ZIP Code 32179.
New	116637	32183	FL	Ocklawaha	Marion	Main Office	Post Office	4/1/96	
Old	117740	32456	FL	Port Saint Joe	Gulf	Main Office	Post Office	3/1/96	Establish a new ZIP Code for post office boxes. Use Port Saint Joe FL 32457 as last line of address for post office boxes previously in ZIP Code 32456.
New	117740	32457	FL	Port Saint Joe	Gulf	Main Office	Post Office	3/1/96	
Old	119780	32097	FL	Yulee	Nassau	Main Office	Post Office	8/1/96	Establish a new ZIP Code for post office boxes. Use Yulee FL 32041 as last line of address for post office boxes previously in ZIP Code 32097.
New	119780	32041	FL	Yulee	Nassau	Main Office	Post Office	8/1/96	
Old	121991	31907	GA	Columbus	Muscogee	Linsey Creek	Classified Station	2/1/96	Establish a new ZIP Code for post office boxes. Use Columbus GA 31917 as last line of address for post office boxes previously in ZIP Code 31907.
New	121991	31917	GA	Columbus	Muscogee	Linsey Creek	Classified Station	2/1/96	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	122673	31533	GA	Douglas	Coffee	Main Office	Post Office	2/1/96	Establish a new ZIP Code for post office boxes. Use Douglas GA 31534 as last line of address for post office boxes previously in ZIP Code 31533.
New	122673	31534	GA	Douglas	Coffee	Main Office	Post Office	2/1/96	
Old	124829	31547	GA	Kingsland	Camden	Kings Bay	Contract Branch	10/23/95	This announcement changes the administrative post office for Kings Bay Contract branch from the Kingsland Post Office to Saint Marys Post Office.
New	127689	31547	GA	Saint Marys	Camden	Kings Bay	Contract Branch	10/23/95	
Old	158350	83285	ID	Soda Springs	Caribou	Wayan	Community Post Office	5/16/92	This announcement rescinds PB 21823. The Wayan ID Community Post Office and ZIP Code have not been discontinued as previously announced.
New	158350	83285	ID	Soda Springs	Caribou	Wayan	Community Post Office	5/16/92	
Old	174037	46208	IN	Indianapolis	Marion	Mapleton Station	Classified Station	7/1/96	Establish a new ZIP Code for a delivery area. Use Indianapolis IN 46228 as last line of address for a portion of the deliveries previously in ZIP Code 46208.
New	174037	46228	IN	Indianapolis	Marion	Mapleton Station	Classified Station	7/1/96	
Old	174631	46367	IN	Otis	Laporte	Main Office	Post Office	4/10/95	Post office and ZIP Code discontinued. Establish a place name. Otis IN becomes an acceptable place name for use with ZIP Code 46391.
New	179405	46391	IN	Westville	Laporte	Otis	Place Name	4/10/95	
Old	188145	52588	IA	Selma	Van Buren	Main Office	Post Office	11/25/95	Post office discontinued. Retain ZIP Code. Establish a place name. Use Eldon IA 52588 as last line of address.
New	182799	52588	IA	Eldon	Van Buren	Selma	Place Name	11/25/95	
Old	195775	66862	KS	Matfield Green	Chase	Main Office	Post Office	9/30/95	Post office discontinued. Retain ZIP Code. Establish a place name. Use Matfield Green 66862 as last line of address. This amends PB 21904.
New	191617	66862	KS	Cassoday	Chase	Matfield Green	Place Name	9/30/95	
Old	201000	41720	KY	Browns Fork	Perry	Main Office	Post Office	9/30/95	Post office and ZIP Code discontinued. Establish a place name. Brown Fork KY becomes an acceptable place name for use with ZIP Code 41701.
New	203616	41701	KY	Hazard	Perry	Browns Fork	Place Name	9/30/95	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	207088	41467	KY	Silverhill	Morgan	Main Office	Post Office	11/25/95	Post office and ZIP Code discontinued. Establish a place name. Silverhill KY becomes an acceptable place name for use with ZIP Code 41472.
New	208240	41472	KY	West Liberty	Morgan	Silverhill	Place Name	11/25/95	
Old	236120	21107	MD	Millers	Carroll	Main Office	Post Office	9/30/95	Post office and ZIP Code discontinued. Establish a place name. Millers MD becomes an acceptable place name for use with ZIP Code 21102.
New	235760	21102	MD	Manchester	Carroll	Millers	Place Name	9/30/95	
Old	242040	01516	MA	East Douglas	Worcester	Main Office	Post Office	11/1/95	This announcement changes the name of the East Douglas Massachusetts Post Office to the Douglas Massachusetts Post Office.
New	242040	01516	MA	Douglas	Worcester	Main Office	Post Office	11/1/95	
Old	259320		MI	Traverse City	Grand Traverse	Main Office	Post Office	4/1/96	Establish new ZIP Code for post office boxes. Establish a new classified branch. Use Traverse City MI 49696 as last line of address.
New	259320	49696	MI	Traverse City	Grand Traverse	S Airport Branch	Classified Branch	4/1/96	
Old	287716	63083	MO	Sulphur Springs	Jefferson	Main Office	Post Office	11/4/95	Post office and ZIP Code discontinued. Establish a place name. Sulphur Springs MO becomes an acceptable last line of address for use with ZIP Code 63052.
New	284018	63052	MO	Imperial	Jefferson	Sulphur Springs	Place Name	11/4/95	
Old	307560	68429	NE	Reynolds	Jefferson	Main Office	Post Office	9/29/95	Post office discontinued. Establish a community post office. Use Reynolds NE 68429 as last line of address.
New	301830	68429	NE	Chester	Thayer	Reynolds	Community Post Office	9/29/95	
Old	329720	03287	NH	Wilmot Flat	Merrimack	Main Office	Post Office	11/1/95	This announcement changes the name of the Wilmot Flat New Hampshire Post Office to the Wilmot New Hampshire Post Office.
New	329720	03287	NH	Wilmot	Merrimack	Main Office	Post Office	11/1/95	
Old	344893	87725	NM	LeDoux	Mora	Main Office	Post Office	8/12/95	Post office and ZIP Code discontinued. Establish a place name. LeDoux NM becomes an acceptable place name for use with ZIP Code 87732.
New	345943	87732	NM	Mora	Mora	LeDoux	Place Name	8/12/95	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	358045	12163	NY	South Westerlo	Albany	Main Office	Post Office	12/9/95	Post office and ZIP Code discontinued. Establish a place name. South Westerlo becomes an acceptable place name for use with ZIP Code 12083.
New	353405	12083	NY	Greenville	Albany	South Westerlo	Place Name	12/9/95	
Old	456400	29841	SC	North Augusta	Aiken	Main Office	Post Office	1/1/96	Establish a new ZIP Code for post office boxes. Use North Augusta SC 29861 as last line of address for post office boxes previously in ZIP Code 29841.
New	456400	29861	SC	North Augusta	Aiken	Main Office	Post Office	1/1/96	
Old	453140	29920	SC	St Helenas Island	Beaufort	Main Office	Post Office	10/23/95	This announcement changes the finance number assigned to the St Helenas Post Office from 453140 to 457705.
New	457705	29920	SC	St Helenas Island	Beaufort	Main Office	Post Office	10/23/95	
Old	563750	54441	WI	Hewitt	Wood	Main Office	Post Office	10/21/95	Post office discontinued. Retain ZIP Code. Establish a place name. Use Hewitt WI 54441 as last line of address.
New	565170	54441	WI	Marshfield	Wood	Hewitt	Place Name	10/21/95	
Old	561610	54419	WI	Chelsea	Taylor	Main Office	Post Office	10/7/95	Post office and ZIP Code discontinued. Establish a place name. Chelsea WI becomes an acceptable place name for use with ZIP Code 54451.
New	565250	54451	WI	Medford	Taylor	Chelsea	Place Name	10/7/95	

—Address Management, Operations Support, 11-9-95



**THIS OFFICE WILL BE
CLOSED THURSDAY,
NOVEMBER 23, 1995,
TO CELEBRATE
THANKSGIVING DAY.**

POSTAL EMPLOYEES

UNIFORM PROGRAM

Uniform Allowances — National Association of Letter Carriers, AFL-CIO

Employees covered under the 1994–1998 USPS–NALC National Agreement who are eligible to receive annual clothing allowances, as specified in *Employee and Labor Relations Manual* (ELM) 932.1, are entitled to an increased 10 percent annual allowance effective on allowance anniversary dates occurring on or after August 19, 1995.

Regular Uniform Program (ELM 932.11)

Annual allowances increased from the present \$252 per annum to \$277 per annum for eligible employees. A first-year newly eligible employee entering the program will receive an amount increased from \$310 to \$341.

To achieve maximum benefit from the increased uniform allowance, employees whose next uniform allowance

date falls between August 19 and the effective date of updating by the St. Louis Information Service Center may wish to wait to make purchases until they have received their Form 1961, *Employee Uniform Allowance Statement*, which will reflect the increased amount. Allowances will be updated as anniversary dates fall due.

The amount for uniform purchases for authorized NALC transitional employees (TEs) has also increased by 10 percent. However, allowances for NALC TEs are not included as part of the Uniform Allowance Program. Therefore, uniform purchase and payment procedures for NALC TEs will be issued under separate instruction.

—*Labor Relations, 11-9-95*

UNIFORM PROGRAM

Submission of Forms 3240 and 8006

The St. Louis ISC Uniform Allowance Branch processes each Form 3240, *Uniform Allowance Inquiry*, and Form 8006, *Uniform Allowance Code Sheet*, within 6 weeks.

Once you have submitted these forms to the ISC, you should not submit a second set of forms as a follow up measure.

If a problem or adjustment has not been corrected after 90 days from the date you submitted the forms, please call the ISC at 314-436-5457.

—*Programs and Systems, Labor Relations, 11-9-95*

ALL POST OFFICES WITH RURAL DELIVERY SERVICE

Rural Carrier Guarantee Period

Postal managers must effectively manage rural carriers who work under the provisions of the Fair Labor Standards Act (FLSA) section 7(b)(2). Those carriers are paid overtime for all hours actually worked in excess of 2,080, up to 2,240, within the 52 consecutive week guarantee period.

If a carrier works more than 2,240 hours within the guarantee period, the agreement under FLSA 7(b)(2) is considered void, and the carrier must be compensated for all

hours worked during the guarantee period in accordance with FLSA section 7(a).

This year's guarantee period is from Saturday, October 29, 1994, through Friday, October 27, 1995. The guarantee period for next year runs from Saturday, October 28, 1995, through Friday, October 25, 1996.

—*Delivery Policies and Programs, Operations Support, 11-9-95*

Penalty Overtime Exclusion

The December period referenced in Article 8, Sections 4 and 5, of the USPS–APWU and the USPS–NALC National Agreements, during which penalty overtime regulations are not applicable, consists of 4 consecutive service weeks. This year the period begins Pay Period 25,

Week 2 (December 2, 1995), and ends Pay Period 1, Week 1 (December 29, 1995).

—*Programs and Systems, Labor Relations, 11-9-95*

Rural Carrier Christmas Pay Procedures

The 1995 Christmas period for rural carriers begins Saturday, December 2, 1995 (week 2, Pay Period 25-95), and ends Tuesday, December 26, 1995 (week 1, Pay Period 01-96). Christmas overtime is automatically computed by the system; therefore, no manual calculations are needed (see Exhibit 1). Timekeepers, including postmasters, supervisors, and other employees responsible for rural carrier time and attendance recording should become familiar with Article 9.2.J, Christmas Allowances and Procedures, of the 1993-1995 USPS/National Rural Letter Carriers Association (NRLCA) agreement and pertinent Fair Labor Standards Act (FLSA) requirements.

Exhibits are given to assist you in completing Forms 1314, *Regular Rural Carrier Time Certificate*, and 1314-A, *Auxiliary Rural Carrier Time Certificate*, during the Christmas period.

Table of Exhibits

- Exhibit 1 — Regular Carrier Works Normal Schedule
- Exhibit 2 — Regular Carrier Required to Work Relief Day
- Exhibit 3 — FLSA Code A Employee
- Exhibit 4 — FLSA Code B Employee
- Exhibit 5 — Carrier Works Designated Holiday
- Exhibit 6 — Carrier Provides Christmas Assistance
- Exhibit 7 — Special Requirements for PP 01-96, Week 1
- Exhibit 8 — Designation 74 Working Designated Holiday
- Exhibit 9 — Designation 74 Providing Christmas Assistance on Relief Day
- Exhibit 10 — RCA Providing Christmas Assistance on Regular Route
- Exhibit 11 — RCA Providing Christmas Assistance on an Auxiliary Route
- Exhibit 12 — Designation 79 Providing Christmas Assistance on Assigned Auxiliary Route
- Exhibit 13 — Designation 76 Providing Christmas Assistance on Regular Route

1. X Days During Christmas

From the beginning of the guarantee year 1996, starting October 28, 1995, to the last day of the Christmas period, December 26, 1995, if a regular rural carrier (designation 71, FLSA code B) *is required to work* on her or his relief day (R day), the carrier must receive a relief day worked (X day) in the same pay period. Employees must take all X days accumulated before the beginning of the guarantee period after the Christmas period.

a. Required to Work

When the assigned carrier is *required to work* her or his assigned relief day (R day) during the Christmas period be-

cause no replacement is available, enter an R for working on the relief day. The regular carrier is entitled to a relief day off (X day) in the *same pay period* for working the relief day *during* the Christmas period. If the assigned relief day worked is December 23 or December 26, the relief day off must be taken no later than January 5, 1996 (PP 01, 1996) (see Exhibit 2).

b. Requests to Work

When the carrier agrees to work when requested on the assigned relief day (R day) during the Christmas period, enter an R for the relief day. The regular carrier is entitled to a paid day off (X day) *after* the designated Christmas period.

2. FLSA Code A Employees

Report on Form 1314 all hours worked by assigned carriers. No special requirement is needed. Compensation is paid at the regular rate for all hours worked up to 8 per day and 40 per week, and at the overtime rate for all hours worked in excess of 8 per day or 40 hours per week. FLSA code A employees are not entitled to any X days since they are paid for working the relief day (see Exhibit 3).

3. FLSA Code B Employees

Overtime is paid for hours over 12 in a day and 56 in a week. Total all hours that are over 12 hours in a day and enter them in the Daily Overtime block. Do not enter the hours over 56 in a week in the Daily Overtime block (see Exhibit 4).

a. Route Types H and M

No Christmas Assistant Work Hours are allowed for route types M or H except for the last week of the Christmas period (PP 01-96). Report all hours worked by the assigned carrier in the Actual Weekly Work Hours block. Special instructions are needed for the last week of the Christmas period. Enter the actual work hours for Saturday, December 23, and Tuesday, December 26, in the XMAS ASSIST WORK HOURS block. These hours are also included in the actual weekly work hours.

b. Route Types J and K

(1) Holiday on Relief Day

When the holiday falls on the employee's scheduled relief day (J or K day), the preceding work day is the employee's designated holiday. Therefore, when Monday, December 25, is the scheduled relief day, Saturday, December 23, is the employee's designated holiday. The same is true for the New Year's Day holiday, January 1, 1996.

(2) Assigned Rural Carrier Works Designated Holiday

- (a) Assigned rural carriers are compensated for working the designated holiday and are not entitled to a day off (X day). Enter V in the appropriate block on Form 1314 (see Exhibit 5).
- (b) Include the hours worked on the designated holiday with all other work hours for that week in the Actual Weekly Hours block.

(3) Assigned Rural Carrier Providing Christmas Assistance

The assigned carrier may provide any Christmas assistance necessary on the assigned carrier's relief day (J or K day).

- (a) Enter the Christmas assistance hours worked by the assigned carrier in the XMAS ASSIST WORK HOURS block on Form 1314. (Do not include these hours in the Actual Weekly Hours block). If additional Equipment Maintenance Allowance (EMA) is due for work performed on the relief day, enter the mileage traveled in whole miles in the Route Deviation block for the appropriate week (see Exhibit 6).
- (b) The replacement carrier is paid for the relief day and the trip.

4. Special instructions for Week 1, PP 01-96, for FLSA codes B, N, and L

Special requirements are necessary for Saturday, December 23, and Tuesday, December 26, for all assigned regular rural carriers (designation 71) and substitute rural carriers (designation 72) assigned to rural routes with FLSA codes "B", "N", and "L". All work hours for Saturday and Tuesday of week 1, PP 01-96, must be recorded in the XMAS ASSIST WORK HOURS block. Include hours worked on "R" days and "V" days or when assisting the replacement carrier on assigned relief days ("J" or "K" days) if they fall on the Saturday or Tuesday. This information is needed to determine the proper Christmas overtime.

Note: These hours must also be included in the Actual Weekly Hours block. These special requirements do not apply to RCAs, designation 74 (see Exhibit 7).

5. Designations 72 and 74 Work Relief Day or Holiday

- a. Substitute rural carriers (designation 72) and rural carrier associates (designation 74) are compensated for working the relief day and are not entitled to an X day.
- b. When the carrier worked on the designated holiday, include the work hours with the other work hours for

that week in the Actual Weekly Work Hours block. Do not enter a V for working the designated holiday. It is a regular work day. Enter the relief day (J or K day) in the block for the Monday (holiday). Substitute or replacement carrier data is not needed to crossfoot Form 1314 for the holiday (see Exhibit 8).

6. Designation 74 Works Relief Day Providing Christmas Assistance

- a. Designation 74 may work on the J or K day as a Christmas auxiliary assistant. Enter the Christmas auxiliary assistance time on Form 1314 in the XMAS ASSIST WORK HOURS block. These hours are not included in the Actual Weekly Work Hours block. Enter the K or J on Form 1314, the replacement carrier works a full day on the route.
- b. In Pay Period 01-96, do not enter the regular work hours for Saturday and Tuesday in the XMAS ASSIST WORK HOURS block. If carrier provides Christmas assistance on a J or K day, then the hours for the relief day are entered in the XMAS ASSIST WORK HOURS block. Christmas Assistance hours are not included in the Actual Weekly Work Hours (see Exhibit 9).

7. Auxiliary Rural Route Carriers

Carriers serving any *auxiliary* route are compensated at the hourly rate for actual hours worked during week 2 of PP 25-95 and both weeks of PP 26-95 and the first week of PP 01-96. During this period, carriers are not paid the evaluation of the route.

8. Replacement Rural Carriers Serving as Christmas Auxiliary Assistants on a Regular Route

- a. Manually prepare Form 1314-A. Do not enter more than one carrier on Form 1314-A. Submit a separate certificate for each regular route.
- b. Complete required indicative data at the top of the certificate, including the employee's name, finance number, Social Security number, designation code (73, 75, or 78), route type (H, J, K, or M), the 3-digit route number of the regular route, FLSA code P, the year, and pay period.
- c. Report the Christmas assistance hours in the appropriate week 1 and/or week 2 XMAS ASSIST WORK HOURS block.
- d. Enter EMA hours, trips, and miles in the appropriate week 1 and/or week 2 EMA blocks (see Exhibit 10).

9. Replacement Rural Carriers Serving as Christmas Auxiliary Assistants on an Auxiliary Route

All replacement carriers serving as Christmas auxiliary assistants are compensated at their regular rate for actual

Continued next page

Continued

hours worked up to 40 per week, and at the FLSA overtime rate for actual hours worked in excess of 40.

- a. Manually prepare Form 1314-A. Enter route type and route number A998. Use this route type and number for overburdened service or Christmas assistance on auxiliary routes only.
- b. Report the Christmas assistance hours in the appropriate week 1 and/or week 2 XMAS ASSIST WORK HOURS block.
- c. Enter EMA hours, trips, and miles in the appropriate week 1 and/or week 2 EMA blocks if applicable (see Exhibit 11).
- d. If Christmas assistance is performed on two or more auxiliary routes in the same pay period, combine all work hours and EMA data on one manually prepared Form 1314-A.

10. Rural Carrier Associate (Designation 79) Provides Christmas Auxiliary Assistance on Assigned Auxiliary Route

- a. If a designation 79 performs Christmas assistance for her or his assigned auxiliary route, record the hours in the XMAS ASSIST WORK HOURS block on the carrier's 1314-A certificate for her or his assigned route. Record Christmas assistance on the actual

route worked only when a rural carrier associate works her or his designation 79 position.

- b. Add in EMA (hours and miles) with the total for the appropriate week. Trips may not exceed the number of days worked in the No Service block (see Exhibit 12).

11. Postal Employees (Other Than Rural) Serving as Christmas Auxiliary Assistants

Postal employees (other than designation 7X) who provide Christmas assistance on rural routes are compensated at their regular rate of pay for actual time worked. Use the following reporting procedure:

- a. Report the hours worked on the rural routes as Christmas Auxiliary Assistants on Form 1230, *Time Card*.
- b. Manually prepare Form 1314-A for EMA compensation when personal vehicle is used. Complete required indicative data at the top of the certificate, including the employee's name, finance number, Social Security number, designation code 76, route type (H, J, K, or M), FLSA code P, and the three-digit route number of the regular route, year, and pay period. Enter EMA hours, trips, and miles in the appropriate week 1 and/or week 2 EMA blocks. If a government vehicle is provided, do not prepare Form 1314-A (see Exhibit 13).

Reich C			XX-XXXX	E XXX-XX-XXXX			71	K004	B	95	26										
Name of Assigned Carrier				Finance Number		Social Security Number			Des.	Rt. No.	FLSA	Yr.	PP								
WK	Actual Wkly Hrs	Days Assigned Carrier absent (codes on reverse)						DAILY OVERTIME	Training Hours	COP Hrs	Limited Dty Hrs	Travel Hours	Rte Dev	GT Veh	Miles Omit	XMAS ASSIST WORK HOURS					
		Sat.	Mon.	Tue.	Wed.	Thur.	Fri.														
1	45.28	K																			
2	47.08	K																			
Des				Name of Relief Carrier		S S N		Actual Wkly Hrs		Ir	No	EH	Whole Miles Dev + Omit -		Actual Wkly Hrs		Ir	No	EH	Whole Miles Dev + Omit -	
78				Estes A		784-62-1230		0892		1			0908		1						
Hrs 100s				Hrs 100s		Hrs 100s		Hrs 100s					Hrs 100s		Hrs 100s					Hrs 100s	
Hrs 100s				Hrs 100s		Hrs 100s		Hrs 100s					Hrs 100s		Hrs 100s					Hrs 100s	
Hrs 100s				Hrs 100s		Hrs 100s		Hrs 100s					Hrs 100s		Hrs 100s					Hrs 100s	
Hrs 100s				Hrs 100s		Hrs 100s		Hrs 100s					Hrs 100s		Hrs 100s					Hrs 100s	
Hrs 100s				Hrs 100s		Hrs 100s		Hrs 100s					Hrs 100s		Hrs 100s					Hrs 100s	
Hrs 100s				Hrs 100s		Hrs 100s		Hrs 100s					Hrs 100s		Hrs 100s					Hrs 100s	
Hrs 100s				Hrs 100s		Hrs 100s		Hrs 100s					Hrs 100s		Hrs 100s					Hrs 100s	

PS Form 1314, Jan 1994, U.S. Postal Service

Do not enter any hours in Daily Overtime

This certifies that the above carrier rendered service in compliance with Postal regulations

Postmaster's Signature

Date

Carrier Initial

REGULAR RURAL CARRIER TIME CERTIFICATE

86284-F

Regular Carrier Works Normal Schedule

Exhibit 1

- 1. Regular carrier works on a 45-hour evaluated route.
- 2. No manual computation for Christmas overtime is necessary. This is automatically computed.
- 3. Carrier will be paid .28 hours for the first week and 2.08 hours the second week of Christmas overtime.

SMITH J										XX-XXXX			E XXX-XX-XXXX			71	K001	B	95	26			
Name of Assigned Carrier										Finance Number			Social Security Number			Des.	Rt. No.	FLSA	Yr.	PP			
WK	Actual Wkly Hrs	Days Assigned Carrier Absent (codes on reverse)							Daily Overtime	Training Hours	COP Hrs	Limited Dty Hrs	Travel Hours	Rte Dev	GT Veh	Miles Omit	XMAS ASSIST WORK HOURS	Hrs	100s				
		Sat.	Mon.	Tue.	Wed.	Thur.	Fri.	Hrs												100s	Hrs	100s	Hrs
1	42.08																05.00						
2	43.05						X																
Required to work Must take X day										Week 1 Information				Week 2 Information									
Des		Name of Relief Carrier			S S N			Actual Wkly Hrs		Tr		No ER		Whole Miles Dev + Omit -		Actual Wkly Hrs		Tr		No ER		Whole Miles Dev + Omit -	
78		Lee, J			123-45-6789			08.26		1						08.50		1					
								Hrs 100s								Hrs 100s							
								Hrs 100s								Hrs 100s							
								Hrs 100s								Hrs 100s							
								Hrs 100s								Hrs 100s							
								Hrs 100s								Hrs 100s							
This certifies that the above carrier rendered service in compliance with Postal regulations										Postmaster's Signature			Date			Carrier Initial							
REGULAR RURAL CARRIER TIME CERTIFICATE										84286-F													

Regular Carrier Required to Work Relief Day
Exhibit 2

1. Regular carrier worked 5 hours of Christmas Assistance. Hours are not included in the Actual Weekly Hours.
2. Regular carrier was required to work the second Saturday. Carrier took Thursday as the X day. Carrier must be given an X day in the same Pay Period.
3. No manual computation for Christmas overtime is necessary. This is automatically computed.

JONES P										XX-XXXX			E XXX-XX-XXXX			71	K002	A	95	26			
Name of Assigned Carrier										Finance Number			Social Security Number			Des.	Rt. No.	FLSA	Yr.	PP			
WK	Actual Wkly Hrs	Days Assigned Carrier Absent (codes on reverse)							Daily Overtime	Training Hours	COP Hrs	Limited Dty Hrs	Travel Hours	Rte Dev	GT Veh	Miles Omit	XMAS ASSIST WORK HOURS	Hrs	100s				
		Sat.	Mon.	Tue.	Wed.	Thur.	Fri.	Hrs												100s	Hrs	100s	Hrs
1	43.65							00.32															
2	35.08																06.00						
Hrs from Monday - Friday 8.32 hrs										Week 1 Information				Week 2 Information									
Des		Name of Relief Carrier			S S N			Actual Wkly Hrs		Tr		No ER		Whole Miles Dev + Omit -		Actual Wkly Hrs		Tr		No ER		Whole Miles Dev + Omit -	
75		Hines J			456-78-1239			Hrs 100s								08.08		1					
								Hrs 100s								Hrs 100s							
								Hrs 100s								Hrs 100s							
								Hrs 100s								Hrs 100s							
								Hrs 100s								Hrs 100s							
This certifies that the above carrier rendered service in compliance with Postal regulations										Postmaster's Signature			Date			Carrier Initial							
REGULAR RURAL CARRIER TIME CERTIFICATE										84286-F													

FLSA Code A Employee
Exhibit 3

1. Regular carrier (under FLSA A) is paid by the hour. Overtime is paid for all hours over 8 in a day or 40 in a week. On Tuesday, December 12, the carrier worked 8.32 hours. The .32 hours is entered in the Daily Overtime block.
2. Carrier is paid for working the relief day (first Saturday); therefore, no X day is due.
3. Carrier worked Christmas Assistance on the relief day on the second Saturday. The Christmas assistance time is recorded in the XMAS ASSIST WORK HOURS block. Do not add to the Actual Weekly Hours block.
4. No manual computation for Christmas overtime is necessary. This is automatically computed.

Continued next page

MURPHY W		XX-XXXX		E XXX-XX-XXXX		71	K003	B	95	26									
Name of Assigned Carrier		Finance Number		Social Security Number		Des.	Rt. No.	FLSA	Yr.	PP									
WK	Actual Wkly Hrs	Days Assigned Carrier Absent (codes on reverse)					Daily Overtime	Training Hours	COP Hrs	Limited Dty Hrs	Travel Hours	Rte Dev	GT Veh	Miles Omit	XMAS ASSIST WORK HOURS				
1	42.78	Sat. K	Mon.	Tue.	Wed.	Thur.	Fri.								06.00				
2	49.12	Sat. R	Mon.	Tue.	Wed.	Thur.	Fri.	00.66											
12.58 hours		12.08 hours																	
Des		Name of Relief Carrier		S S N		Actual Wkly Hrs		Tr	No	EM	Whole Miles Dev + Omit -		Actual Wkly Hrs		Tr	No	EM	Whole Miles Dev + Omit -	
78		Clark, R		457-98-1092		08.50		1											
This certifies that the above carrier rendered service in compliance with Postal regulations																			
REGULAR RURAL CARRIER TIME CERTIFICATE															Postmaster's Signature		Date		Carrier Initial

FLSA Code B Employee

Exhibit 4

1. In week 1, regular carrier provided 6 hours of Christmas Assistance on the relief day. Carrier's work hours from Monday through Friday are 42.78. (Do not include Christmas Assistance hours.)
2. On Saturday, week 2, carrier worked 12.58, and 12.08 on Monday. Total hours for the week is 49.12.
3. Enter all hours over 12 in a day for the entire week in the Daily Overtime block.
4. Carrier agreed to work the relief day and is not entitled to an X day until after the Christmas period.
5. No manual computation for Christmas overtime is necessary. This is automatically computed.

EVANS W		XX-XXXX		E XXX-XX-XXXX		71	K004	B	96	01									
Name of Assigned Carrier		Finance Number		Social Security Number		Des.	Rt. No.	FLSA	Yr.	PP									
WK	Actual Wkly Hrs	Days Assigned Carrier Absent (codes on reverse)					Daily Overtime	Training Hours	COP Hrs	Limited Dty Hrs	Travel Hours	Rte Dev	GT Veh	Miles Omit	XMAS ASSIST WORK HOURS				
1	44.93	Sat. V	Mon. K	Tue.	Wed.	Thur.	Fri.								20.43				
2	34.50	Sat. H	Mon. K	Tue.	Wed.	Thur.	Fri.												
10.08 hours		10.35 hours																	
Des		Name of Relief Carrier		S S N		Actual Wkly Hrs		Tr	No	EM	Whole Miles Dev + Omit -		Actual Wkly Hrs		Tr	No	EM	Whole Miles Dev + Omit -	
78		Wilson J		236-42-9861		08.75		1											
This certifies that the above carrier rendered service in compliance with Postal regulations																			
REGULAR RURAL CARRIER TIME CERTIFICATE															Postmaster's Signature		Date		Carrier Initial

Carrier Works Designated Holiday

Exhibit 5

1. Regular carrier worked the designated holiday. Enter V in the first Saturday.
2. Hours for Saturday and Tuesday (week 1) are entered in the XMAS ASSIST WORK HOURS block (20.43). Hours are also included in the Actual Weekly Work Hours block.
3. Carrier is not entitled to an X day for working the holiday.
4. No manual computation for Christmas overtime is necessary. This is automatically computed.

McNeal J										XX-XXXX			E XXX-XX-XXXX			71	J005	B	95	26			
Name of Assigned Carrier										Finance Number			Social Security Number			Des.	Rt. No.	FLSA	Yr.	PP			
WK	Actual Wkly Hrs	Days Assigned Carrier Absent (codes on reverse)							Daily Overtime	Training Hours	COP Hrs	Limited Dty Hrs	Travel Hours	Rte Dev	GT Veh	Miles Omit	XMAS ASSIST WORK HOURS	Yr.	PP				
		Sat.	Mon.	Tue.	Wed.	Thur.	Fri.																
1	51.52																						
2	42.57												025			0700							
Do not add hours to weekly totals										Week 1 Information				Week 2 Information									
										Des	Name of Relief Carrier	S S N		Actual Wkly Hrs	Ir	No EN	EN	Whole Miles Dev + Omit -	Actual Wkly Hrs	Ir	No EN	EN	Whole Miles Dev + Omit -
											78 Hills A	456-98-7654							0878				1
This certifies that the above carrier rendered service in compliance with Postal regulations										Postmaster's Signature			Date		Carrier Initial								
REGULAR RURAL CARRIER TIME CERTIFICATE																							

Carrier Provides Christmas Assistance

Exhibit 6

- Carrier worked Christmas Assistance on the relief day, 7 hours, and drove 25 miles. The 7 hours are not included in the total work hours for the week when recording time on Form 1314.
- The 25 miles traveled on the relief day is entered in whole miles in the Route Deviation block.
- No manual computation for Christmas overtime is necessary. This is automatically computed.

Alvarado M										XX-XXXX			E XXX-XX-XXXX			71	J006	B	96	01			
Name of Assigned Carrier										Finance Number			Social Security Number			Des.	Rt. No.	FLSA	Yr.	PP			
WK	Actual Wkly Hrs	Days Assigned Carrier Absent (codes on reverse)							Daily Overtime	Training Hours	COP Hrs	Limited Dty Hrs	Travel Hours	Rte Dev	GT Veh	Miles Omit	XMAS ASSIST WORK HOURS	Yr.	PP				
		Sat.	Mon.	Tue.	Wed.	Thur.	Fri.																
1	51.50																						
2	42.43															19.50							
9.42 hours 10.08										Week 1 Information				Week 2 Information									
										Des	Name of Relief Carrier	S S N		Actual Wkly Hrs	Ir	No EN	EN	Whole Miles Dev + Omit -	Actual Wkly Hrs	Ir	No EN	EN	Whole Miles Dev + Omit -
											78 Yung R	639-42-1234							0742				1
This certifies that the above carrier rendered service in compliance with Postal regulations										Postmaster's Signature			Date		Carrier Initial								
REGULAR RURAL CARRIER TIME CERTIFICATE																							

Special Requirements for PP 01-96, Week 1

Exhibit 7

- Need to identify the hours worked for Saturday and Tuesday. Enter the hours for those 2 days in the XMAS ASSIST WORK HOURS block.
- Include these hours in the total for the week.
- No manual computation for Christmas overtime is necessary. This is automatically computed.

Continued next page

Applebee H										XX-XXXX				E XXX-XX-XXXX				74	J007	P	96	01			
Name of Assigned Carrier										Finance Number				Social Security Number				Des.	Rt. No.	FLSA	Yr.	PP			
WK	Actual Wkly Hrs	Days Assigned Carrier Absent (codes on reverse)					Daily Overtime	Training Hours	COP Hrs	Limited Dty Hrs	Travel Hours	Rte Dev	GT Veh	Miles Omit	XMAS ASSIST WORK HOURS										
		Sat.	Mon.	Tue.	Wed.	Thur.										Fri.	Hrs	199s	Hrs	199s	Hrs	199s	Hrs	199s	Hrs
1	40.72		J																						
2	47.08		H																						
										Week 1 Information				Week 2 Information											
Des		Name of Relief Carrier				S S N				Actual Wkly Hrs		No Fr		No EA		Whole Miles Dev + Omit -		Actual Wkly Hrs		No Fr		No EA		Whole Miles Dev + Omit -	
										Hrs 199s								Hrs 199s							
										Hrs 199s								Hrs 199s							
										Hrs 199s								Hrs 199s							
										Hrs 199s								Hrs 199s							
										Hrs 199s								Hrs 199s							
This certifies that the above carrier rendered service in compliance with Postal regulations										Postmaster's Signature				Date				Carrier Initial							
REGULAR RURAL CARRIER TIME CERTIFICATE																									

Designation 74 Working Designated Holiday
Exhibit 8

- Carrier's relief day is Monday. The designated holiday is Saturday and the carrier worked on Saturday.
- V or H is not entered for working the holiday. Designation 74s are not entitled to holiday leave pay.
- Replacement carrier is not needed to crossfoot the card for the first week.
- Special requirements for Saturday and Tuesday of week 1 do not apply to Designation 74s.
- Enter an H for the New Year's Day holiday for week 2.

WEST R										XX-XXXX				E XXX-XX-XXXX				74	K001	P	96	01			
Name of Assigned Carrier										Finance Number				Social Security Number				Des.	Rt. No.	FLSA	Yr.	PP			
WK	Actual Wkly Hrs	Days Assigned Carrier Absent (codes on reverse)					Daily Overtime	Training Hours	COP Hrs	Limited Dty Hrs	Travel Hours	Rte Dev	GT Veh	Miles Omit	XMAS ASSIST WORK HOURS										
		Sat.	Mon.	Tue.	Wed.	Thur.										Fri.	Hrs	199s	Hrs	199s	Hrs	199s	Hrs	199s	Hrs
1	36.52		K	H															07.00						
2	33.92		K	H																					
										Week 1 Information				Week 2 Information											
Des		Name of Relief Carrier				S S N				Actual Wkly Hrs		No Fr		No EA		Whole Miles Dev + Omit -		Actual Wkly Hrs		No Fr		No EA		Whole Miles Dev + Omit -	
		78 Wong R				321-62-4581				08.75		1						08.35		1					
										Hrs 199s								Hrs 199s							
										Hrs 199s								Hrs 199s							
										Hrs 199s								Hrs 199s							
										Hrs 199s								Hrs 199s							
This certifies that the above carrier rendered service in compliance with Postal regulations										Postmaster's Signature				Date				Carrier Initial							
REGULAR RURAL CARRIER TIME CERTIFICATE																									

Designation 74 Providing Christmas Assistance on Relief Day
Exhibit 9

- On the first Saturday, the RCA Robert West provides Christmas assistance for 7 hours. A K is entered for the first Saturday. The 7 hours are entered in the XMAS ASSIST WORK HOURS block. Do not include these hours in the Actual Weekly Hours block. The relief carrier works the route the entire day.
- The special instructions for Saturday and Tuesday for Pay Period 01-96 do not apply to Designation 74s.

Young E				xx-xxxx				E xxx-xx-xxxx				78 K008		P 95		26	
Name of Assigned Carrier				Finance Number				Social Security Number				Des. Rt. No.		FLSA Yr.		PP	
WK	Actual Wkly Work Hours	Training Hours	Travel Hours	Equipment Allowance				Leave-Whole Hours				N-No Service				XMAS ASSIST WORK HOURS	
				Hrs	Tr	Miles	GI	Annual	Sick	Other	CP	Sat	Sun	Tue	Wed		Thur
1																	
2				09	3	120											14 50
				Week 1 Information								Week 2 Information					
				Des	Name of Relief Carrier			SSN			Actual Wkly Hrs		Equip. Allow		Actual Wkly Hrs		Equip. Allow
This certifies that the above carrier rendered service in compliance with Postal regulations				Postmaster's Signature								Date		Carrier Initial			
AUXILIARY RURAL CARRIER TIME CERTIFICATE																	
EDM-7833																	

RCA Providing Christmas Assistance on Regular Route

Exhibit 10

1. Enter auxiliary assistance hours in the XMAS ASSIST WORK HOURS block.
2. EMA data is entered under the Equipment Allowance blocks.
3. Route number is the same as the regular route number. Do not combine work hours for regular routes. Complete a separate Form 1314-A for each regular route.

Yu D				xx-xxxx				E xxx-xx-xxxx				78 A998		P 95		26	
Name of Assigned Carrier				Finance Number				Social Security Number				Des. Rt. No.		FLSA Yr.		PP	
WK	Actual Wkly Work Hours	Training Hours	Travel Hours	Equipment Allowance				Leave-Whole Hours				N-No Service				XMAS ASSIST WORK HOURS	
				Hrs	Tr	Miles	GI	Annual	Sick	Other	CP	Sat	Sun	Tue	Wed		Thur
1				09	3	051											16 68
2				11	4	062											18 35
				Week 1 Information								Week 2 Information					
				Des	Name of Relief Carrier			SSN			Actual Wkly Hrs		Equip. Allow		Actual Wkly Hrs		Equip. Allow
This certifies that the above carrier rendered service in compliance with Postal regulations				Postmaster's Signature								Date		Carrier Initial			
AUXILIARY RURAL CARRIER TIME CERTIFICATE																	
EDM-7833																	

RCA Providing Christmas Assistance on an Auxiliary Route

Exhibit 11

1. Use route number A998 for all Christmas Assistance hours on auxiliary routes.
2. Enter actual hours in the XMAS ASSIST WORK HOURS block.
3. EMA is entered in the Equipment Allowance block.
4. If Christmas Assistance is provided on several auxiliary routes, combine the actual work hours and enter on one Form 1314-A using route number A998.

Continued next page

Kane M				XX-XXXX				E XXX-XX-XXXX				79	A010	P	95	26
Name of Assigned Carrier				Finance Number				Social Security Number				Des.	Rt. No.	FLSA	Yr.	PP
WK	Actual Wkly Work Hours	Training Hours	Travel Hours	Equipment Allowance		Leave-Whole Hours				N-No Service				XMAS ASSIST WORK HOURS		
1	12.75			08	4	032										
2	15.07			10	5	040									02.50	
				Week 1 Information				Week 2 Information								
Des		Name of Relief Carrier		SSN		Actual Mily Hrs		Equip. Allow		Actual Mily Hrs		Equip. Allow				
78		Johnson R		679-24-6731		07.42		02.016		03.98		02.1008				
				Postmaster's Signature				Date				Carrier Initial				
This certifies that the above carrier rendered service in compliance with Postal regulations																
AUXILIARY RURAL CARRIER TIME CERTIFICATE																

Designation 79 Providing Christmas Assistance on Assigned Auxiliary Route

Exhibit 12

- Carrier is assigned and works on route A010.
- Christmas Assistance on route A010 is entered in the XMAS ASSIST WORK HOURS block.
- Add equipment maintenance (hours and miles) with the total for the week.
- Christmas Assistance work hours are not added to the Actual Weekly Hours block. Carrier will be overpaid if this happens.

Williams T				XX-XXXX				E XXX-XX-XXXX				76	H011	P	95	26
Name of Assigned Carrier				Finance Number				Social Security Number				Des.	Rt. No.	FLSA	Yr.	PP
WK	Actual Wkly Work Hours	Training Hours	Travel Hours	Equipment Allowance		Leave-Whole Hours				N-No Service				XMAS ASSIST WORK HOURS		
1				06	2	082										
2																
				Week 1 Information				Week 2 Information								
Des		Name of Relief Carrier		SSN		Actual Mily Hrs		Equip. Allow		Actual Mily Hrs		Equip. Allow				
				Postmaster's Signature				Date				Carrier Initial				
This certifies that the above carrier rendered service in compliance with Postal regulations																
AUXILIARY RURAL CARRIER TIME CERTIFICATE																

Designation 76 Providing Christmas Assistance on Regular Route

Exhibit 13

- Clerk worked as a Christmas Auxiliary Assistant and provides own vehicle.
- Complete Form 1314-A, using designation code 76 and the route number of the regular route or A998 if this is for an auxiliary route.
- Enter the hours, trips, and miles to pay equipment maintenance.

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