

POSTAL BULLETIN

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ADMINISTRATIVE SERVICES

Approved Curbside Mailbox Manufacturers and Models

The following list of approved manufacturers of curbside mailboxes for use on city and rural delivery routes should be shared with delivery personnel and customers. If a customer is currently using a mailbox that is not on the approved list, they cannot be forced to replace the mailbox unless it poses a hazard to the carrier or does not protect the mail. Encourage your customers to replace old and damaged mailboxes quickly.

Mailboxes must be placed so they can be safely and conveniently served by carriers without leaving their vehicles. They must be on the right-hand side of the road in the direction of travel of the carrier in all cases where traffic conditions are such that it would be dangerous for the carriers to drive to the left to reach the boxes, or where their doing so would constitute a violation of traffic laws and regulations. Generally, boxes should be installed with the bottom of the box at a vertical height of between 3-1/2 to 4 feet from the road surface and placed to conform to state laws and regulations. Since road and curb conditions vary, the USPS recommends that customers be advised to contact their postmaster or carrier before erecting or replacing their mailboxes and supports.

There are three standard sizes and two styles of mailboxes:

Style/Size	Length	Width	Height
T1 and C1	18 1/2"	5"	6"
T2 and C2	19 1/2"	6"	7"
T3 and C3	22 1/2"	8"	11 1/2"

T=traditional style.
C=contemporary style.
Dimensions reflect the minimum interior size.

Section D041 of the *Domestic Mail Manual* contains additional information about curbside mailboxes. To receive approval for a mailbox design, customers must obtain certification of their products under USPS Standard 7, Mailboxes, City and Rural Curbside. To obtain a copy of the requirements, write to:

US POSTAL SERVICE ENGINEERING
DELIVERY & CUSTOMER SERVICES EQUIPMENT
8403 LEE HWY
MERRIFIELD VA 22082-8101

Approved Curbside Mailbox Manufacturers and Models

Sizes for contemporary style mailboxes are approximate.

American Mailbox Corporation
35 Century Trail
Harrison, NY 10528-1717

Model: Large Domed Roof [C2]

Armor Plate Mailbox, Incorporated
PO Box 1060
Sterling Heights, MI 48311-1060
Model: MB-001-COLOR [C2]

Bacova Guild Ltd.
1 Main Street, General Delivery
Bacova, VA 24122-9999
Model: Poly-Box (90000 Series) [C1]
#122 [T1]
#128 [T2]
#121 [T3]

Berardi and Company
15745 Crabbs Branch Way
Rockville, MD 20855-2634
Model: Designer 474 [C1]

Brandon Industries, Incorporated
1601 West Wilmeth Road
McKinney, TX 75069-8250
Model: MB05 [C2]

Clapper Supply
8 Terrace Avenue
Binghamton, NY 13701-5736
Model: secured mailbox [n/a]

Cutler Manufacturing Corporation
PO Drawer M
Eaton Park, FL 33840-1903
Model: Mailmaster [n/a]

Flambeau Products Corporation
15981 Valplast Road
Middlefield, OH 44062
Model: 6529 [C1]
6530 [C1]
6531 [C1]

GDM Company
1316-1/2 Cleveland Road
Sandusky, OH 44870-4213
Model: HB1 [C1]
HB2 [C2]
HT2 [C2]
HB3 [C3]

GER-IVA Berry Company
1400 Industrial Avenue
Hiawatha, IA 52233-1159
Model: Secure Mailbox [n/a]

Hecht Home Products
7804 Haymarket Lane
Raleigh, NC 27615-5441
Model: Double Door Rural Delivery [C1]

Imperial Mail Box Systems, Incorporated
 3901 Norris Drive
 Millbrook, AL 36054-2433
 Model: Style 001 [C2]

Janzer Corporation
 6 Lincoln Center
 Hulmeville, PA 19047-5876
 Model: Stony Brae [C2]

J & J Mailbox
 20594 Ottawa Road
 Apple Valley, CA 92308-6253
 Model: Letter Locker [n/a]

Leigh, A Harrow Company
 411 64th Avenue
 Coopersville, MI 49404-1234
 Model: Parkway 4064 & 4066 [C1]
 Hilltop 4053, 4054 & 4055 [C1]
 Lamplighter 4150 & 4156 [C1]

MB Classics
 909 Centennial Road
 Narbeth, PA 19072-1407
 Model: Contemporary style [C1]

Mr. Two-Door Mailbox, Incorporated
 9750 Page Road
 Streetsboro, OH 44241-5014
 Model: Two Door [C2]
 Boxglow [C2]

Northwest Metal Products
 PO Box 10
 Kent, WA 98035-0010
 Model: Traditional #1 [T1]

Rubbermaid
 1147 Akron Road
 Wooster, OH 44691-6000
 Model: 7271 Econo Mailbox [C1]
 7272 Small [C1]
 7273 Large [C2]

Shellter, Incorporated
 PO Box 30011
 Indianapolis, IN 46230-0011
 Model: Rural mailbox size 1 [C1]

The Solar Group
 PO Box 525
 Taylorsville, MS 39168-0525
 Model: CC-1R (uses ST-10) [C1]
 CC-2R (uses ST-10) [C1]
 PL-10 [C1]
 RB-15 [C2]
 ST-10 Aluminum [T1]
 ST-10 [T1]
 ST-15 [T2]
 ST-20 [T3]
 BB2D [C2]

Steel City Corporation
 190 North Meridian Road
 Youngstown, OH 44501-1227
 Model: CA-1B Carlyle [C1]
 LE-1B Brute [C1]
 PX-1 Polybox [C1]
 1-1 [T1]
 1-1 1/2 [T2]
 2-2 [T3]
 315B Streamliner [C1]
 2D-1 Two-Door Brute [C1]

Step 2 Corporation
 10010 Aurora-Hudson Road
 Streetsboro, OH 44241-1621
 Model: 5401 [C1]
 5402 [C1]
 5403 [C2]

Veeders Mailbox, Incorporated
 PO Box 42048
 Cincinnati, OH 45242-0048
 Model: SmVMB-W & SmVMB-B [C1]
 LgVMB-W & LgVMB-B [C2]
 SmVMB-G & SmVMB-T [C1]
 LgVMB-G & LgVMB-T [C2]
 SmVMB-SS [C1]
 LgVMB-SS [C2]

—Delivery Policies and Programs,
 Operations Support, 11-23-95

DOMESTIC MAIL

DMM NOTICE

Labeling List and General Preparation Standards

Effective immediately, *Domestic Mail Manual* (DMM) L002, L101, L102, L201, L202, L203, L706, L707, L801, L802, L803, L804, M812, M813, M814, M815, M816, and M823 are revised to reflect changes in mail processing operations and to reflect the removal of unassigned ZIP Codes 876 and 987.

A new labeling list is added (L806, Non-BMC/ASF Entry — Residual Second- and Third-Class Automation

Rate Mail) to concentrate originating volumes not entered at bulk mail centers (BMCs) or auxiliary service facilities (ASFs).

Although mailers are encouraged to label according to these revised lists immediately, they must comply with these changes beginning January 20, 1996. DMM Issue 50 will reflect these changes.

Legend:

• = Unassigned ZIP Code •• = Unique 3-digit ••• = 3-digit SCF

L002 — 3-Digit Destinations and SCFs

ZIP Code Prefix	Column A (Set Number 002) 3-Digit Sack, Tray, or Pallet Label To	Column B (Set Number 003) Multiple 3-Digit SCF Sack, Tray, or Pallet Label To	Column C SCF Service Areas
Change From:			
063	NEW HAVEN CT 063	SCF NEW HAVEN CT 064	063-066
064	NEW HAVEN CT 064	SCF NEW HAVEN CT 064	063-066
065	NEW HAVEN CT 065 ••	SCF NEW HAVEN CT 064	063-066
066	BRIDGEPORT CT 066 ••	SCF NEW HAVEN CT 064	063-066
305	NORTH METRO GA 305	SCF NORTH METRO GA 300	300-302, 305
306	ATHENS GA 306 •••		306
703	THIBODAUX LA 703 •••		703
Change To:			
063	SOUTHERN CT 063	SCF SOUTHERN CT 064	063-066
064	SOUTHERN CT 064	SCF SOUTHERN CT 064	063-066
065	NEW HAVEN CT 065 ••	SCF SOUTHERN CT 064	063-066
066	BRIDGEPORT CT 066 ••	SCF SOUTHERN CT 064	063-066
305	ATHENS GA 305	SCF ATHENS GA 306	305, 306
306	ATHENS GA 306	SCF ATHENS GA 306	305, 306
703	HOUMA LA 703 •••		703

L101 ADCs — Presorted First-Class and All ZIP+4 Barcoded Flat-Size Mailings

Destination ZIP Codes	Label To
Change From:	
865, 870-884	ADC ALBUQUERQUE NM 870
Change To:	
865, 870-875, 877-884	ADC ALBUQUERQUE NM 870

L102 ADCs — Presorted Priority Mail

Destination ZIP Codes	Label To
Change From:	
063-066	DIS NEW HAVEN CT 064
Change To:	
063-066	DIS SOUTHERN CT 064

L201 SDCs — Second-Class Publications

Destination ZIP Codes	State	Label To
Change From:		
835, 838, 980-985, 987-994	WA/ID •	DIS SEATTLE WA 980
Change To:		
835, 838, 980-985, 988-994	WA/ID •	DIS SEATTLE WA 980

L202 States — Second-Class Publications

Destination ZIP Codes	State	Label To
Change From:		
060-069	CT	DIS NEW HAVEN CT 064
980-994	WA	DIS SEATTLE WA 980
Change To:		
060-069	CT	DIS SOUTHERN CT 064
980-986, 988-994	WA	DIS SEATTLE WA 980

L203 Originating Mixed-States — Second-Class Publications

Originating ZIP Codes	State	Label To
Change From: 063-066	CT	MXD NEW HAVEN CT 064
Change To: 063-066	CT	MXD SOUTHERN CT 064

L706 Originating Mixed-States — Third-Class Letter-Size and Third- and Fourth-Class Flat-Size Mail

Originating ZIP Codes	State	Label To
Change From: 060-067	CT	MXD HARTFORD CT 060
004, 068, 069, 105-109, 124-127	CT/NY	MXD WESTCHESTER NY 105
Change To: 060-069	CT	MXD HARTFORD CT 060
004, 105-109, 124-127	NY	MXD WESTCHESTER NY 105

L707 Originating Mixed-States — Third- and Fourth-Class Irregular Parcels

Originating ZIP Codes	Label To
Change From: 060-067	MXD NEW HAVEN CT 064
004, 068, 069, 105-109, 124-127	MXD WESTCHESTER NY 105
Change To: 060-069	MXD SOUTHERN CT 064
004, 105-109, 124-127	MXD WESTCHESTER NY 105

L801 3-Digit Destinations — Automated Site Mailings

3-Digit ZIP Code Prefix	Label For Single ZIP Code Tray
Change From: 063	NEW HAVEN CT 063
064	NEW HAVEN CT 064
065	NEW HAVEN CT 065
295	CHARLESTON SC 295
305	NORTH METRO GA 305
Change To: 063	SOUTHERN CT 063
064	SOUTHERN CT 064
065	SOUTHERN CT 065
295	FLORENCE SC 295
305	ATHENS GA 305
Add: 306	ATHENS GA 306

L802 SCFs — Automated Site Mailings

3-Digit ZIP Code Prefix	Label For SCF Tray
Change From: 063-066	SCF NEW HAVEN CT 064
300-302, 305	SCF NORTH METRO GA 300
Change To: 063-066	SCF SOUTHERN CT 064
300-302	SCF NORTH METRO GA 300
Add: 305, 306	SCF ATHENS GA 306

L803 AADCs — Automated Site Mailings

3-Digit ZIP Code Prefix	Label For AADC Tray
Change From: 063-066	SCF NEW HAVEN CT 064
298, 300-302, 305, 308, 309	DIS NORTH METRO GA 300
Change To: 063-066	SCF SOUTHERN CT 064
298, 300-302, 305, 306, 308, 309	DIS NORTH METRO GA 300

L804 AADCs — Letter-Size First-, Second-, and Third-Class ZIP+4 and Barcoded Rate Mailings

Destination ZIP Codes	Label To
Change From: 063-066	SCF NEW HAVEN CT 064
300-302, 305	SCF NORTH METRO GA 300
298, 306, 308, 309	DIS NORTH METRO GA 301
Change To: 063-066	SCF SOUTHERN CT 064
300-302	SCF NORTH METRO GA 300
298, 305, 306, 308, 309	DIS NORTH METRO GA 301

L806 Non-BMC/ASF Entry — Residual Second- and Third-Class Automation Rate Mail

Originating ZIP Codes	Label To
006-009	MXD SAN JUAN PR 006
010-013	MXD SPRINGFIELD MA 010
018, 019, 021, 022, 055	MXD BOSTON MA 021
014-017, 020, 023-029	MXD PROVIDENCE RI 028
030-034, 038, 039	MXD MANCHESTER NH 030
035-037, 050-054, 056-059	MXD WHITE RIV JCT VT 050
040-049	MXD PORTLAND ME 040
060-069	MXD HARTFORD CT 060
004, 105-109, 124-127	MXD WESTCHESTER NY 105
070-079, 085-089	MXD DV DANIELS NJ 07099
080-084	MXD SOUTH JERSEY NJ 080
100-102, 104	MXD NEW YORK NY 100
	M58
103, 110-114, 116	MXD BROOKLYN NY 112
005, 115, 117-119	MXD MID ISLAND NY 117
120-123, 128-139	MXD ALBANY NY 120
140-149	MXD BUFFALO NY 140
150-168	MXD PITTSBURGH PA 150
	000
169-196	MXD PHILADELPHIA PA 190
	002
197-199	MXD WILMINGTON DE 197
200	MXD WASHINGTON DC 200
201, 220-223, 226, 227	MXD DULLES VA 201
202-205	MXD WASHINGTON DC 202
206, 207	MXD SOUTHERN MD 206
	002
208, 209	MXD SUBURBAN MD 208
210-212, 214, 219	MXD BALTIMORE MD 210
216, 218	MXD EASTON MD 216
215, 217, 267	MXD FREDERICK MD 217
224, 225, 228-232, 238, 239	MXD RICHMOND VA 230
233-237	MXD NORFOLK VA 233
240-245	MXD ROANOKE VA 240
246-266, 268	MXD CHARLESTON WV 250
270-279, 285	MXD GREENSBORO NC 270
280-284, 286-289, 297	MXD CHARLOTTE NC 28070
290-296	MXD COLUMBIA SC 290
298, 300-312, 317-319, 350-352, 354-368, 373, 374, 376-379, 399	MXD ATLANTA GA 303

Continued next page

Continued

299, 313-316, 320-339, 342, 344, 346, 347, 349	MXD JACKSONVILLE FL 320
369-372, 375, 380-397, 723	MXD MEMPHIS TN 380
400-402, 406-409, 427, 471, 476, 477	MXD LOUISVILLE KY 400
403-405, 411-418	MXD LEXINGTON KY 403
410, 430-459, 470	MXD CINCINNATI OH 450
460-469, 472-475, 478, 479	MXD INDIANAPOLIS IN 460
480-497	MXD DETROIT MI 481
500-514, 520-528	MXD DES MOINES IA 500
498, 499, 530-532, 534, 535, 537-549	MXD MILWAUKEE WI 530
550, 551, 553-567	MXD MINNEAPOLIS MN 553
570-577	MXD SIOUX FALLS SD 570
580-588	MXD FARGO ND 580
590-599, 821	MXD BILLINGS MT 590
600-617	MXD CHICAGO IL 606
618-620, 622-631, 633-639	MXD ST LOUIS MO 630
640, 641, 644-658, 660-662, 664-679	MXD KANSAS CITY MO 660
515, 516, 680, 681, 683-693	MXD OMAHA NE 680
700, 701, 703-714	MXD NEW ORLEANS LA 700
716-722, 724-729	MXD LITTLE ROCK AR 720
730, 731, 734-741, 743-749	MXD OKLAHOMA CITY OK 730
733, 750-799, 885	MXD FORT WORTH TX 760
800-816	MXD DENVER CO 800
820, 822-831	MXD CHEYENNE WY 820
832-838	MXD BOISE ID 836
840-847	MXD SALT LAKE CITY UT 840
850, 852, 853, 855, 859, 860, 863-865	MXD PHOENIX AZ 852
856, 857	MXD TUCSON AZ 856
870-875, 877-884	MXD ALBUQUERQUE NM 870
889-891, 893-895, 897, 898, 961	MXD LAS VEGAS NV 890
900-908, 910-928, 930-935	MXD LOS ANGELES CA 901
936-960, 962-966, 969	MXD OAKLAND CA 945 (1)
967, 968	MXD HONOLULU HI 967 (1)
970-979, 986	MXD PORTLAND OR 970
980-985, 988-999	MXD SEATTLE WA 980 (2)

- (1) ZIP 96799 must be labeled to OAKLAND CA 945.
- (2) Mail that both originates and destinate in ZIP Code areas 995, 996, 997, 998, or 999 must be trayed separately and labeled to SCF ANCHORAGE AK 995.

M812 ZIP+4 Presort — Tray-Based Mailings

* * * * *

4.2 AADC Sortation

Prepare residual pieces as follows:

* * * * *

[Revise 4.2h to read as follows:]

- h. Residual presort sequence and Line 1 labeling:

* * * * *

- (2) First-Class mixed-AADC (required); use “MXD,” followed by the applicable origin SCF name, state, and SCF code from L002, Column A (facilities identified with three bullets), or Column B.
- (3) Second- and third-class mixed-AADC (required); use L805 for mail entered at a BMC/ASF or L806 for mail entered at all other facilities.

- (4) First-Class working (required); use “MXD,” followed by the applicable origin SCF name, state, and ZIP Code from L002, Column A (facilities identified with three bullets), or Column B.
- (5) Second- and third-class working (required); use L805 for mail entered at a BMC/ASF or L806 for mail entered at all other facilities.

* * * * *

4.3 Sequencing, Listing — First-Class Mail Only

First-Class residual pieces may be sequenced by ZIP Code and presented with a listing:

* * * * *

[Revise 4.3f to read as follows:]

- f. For Line 1 of the tray label, use “MXD,” followed by the applicable origin SCF name, state, and ZIP Code from L002, Column A (facilities identified with three bullets), or Column B; except L805 or L806 for second- and third-class mail.

* * * * *

4.4 Separation by Rate — First-Class Mail Only

First-Class residual pieces may be separated by rate qualification:

* * * * *

[Revise 4.4c to read as follows:]

- c. For Line 1 of the tray label, use “MXD,” followed by the applicable origin SCF name, state, and ZIP Code from L002, Column A (facilities identified with three bullets), or Column B; except use L805 or L806 for second- and third-class mail.

* * * * *

M813 ZIP+4 Presort — Package-Based Mailings

* * * * *

5.3 AADC Residual Preparation

Subject to 5.1 and 5.2, residual mail must be prepared as follows:

* * * * *

[Revise 5.3d to read as follows:]

- d. Tray presort sequence and Line 1 labeling:

* * * * *

- (4) First-Class mixed-AADC (required); use “MXD,” followed by the applicable origin SCF name, state, and SCF code from L002, Column A (facilities identified with three bullets), or Column B.
- (5) Second- and third-class mixed-AADC (required); use L805 for mail entered at a BMC/ASF or L806 for mail entered at all other facilities.

- (6) First-Class working (required); use "MXD," followed by the applicable origin SCF name, state, and SCF Code from L002, Column A (facilities identified with three bullets), or Column B.
- (7) Second- and third-class working (required); use L805 for mail entered at a BMC/ASF or L806 for mail entered at all other facilities.

* * * * *

5.4 Sequencing, Grouping — First-Class Mail Only

First-Class residual pieces may be sequenced by ZIP Code and presented with a listing:

* * * * *

[Revise 5.4f to read as follows:]

- f. For Line 1 of the tray label, use "MXD," followed by the applicable origin SCF name, state, and ZIP Code from L002, Column A (facilities identified with three bullets), or Column B; except use L805 or L806 for second- and third-class mail.

* * * * *

5.5 Separation by Rate — First-Class Mail Only

First-Class residual pieces may be separated by rate qualification:

* * * * *

[Revise 5.5c to read as follows:]

- c. For Line 1 of the tray label, use "MXD," followed by the applicable origin SCF name, state, and ZIP Code from L002, Column A (facilities identified with three bullets), or Column B; except use L805 or L806 for second- and third-class mail.

* * * * *

M814 Barcoded — Tray-Based Mailings

* * * * *

3.2 AADC Sortation

Prepare residual pieces as follows:

* * * * *

[Revise 3.2h to read as follows:]

- h. Residual presort sequence and Line 1 labeling:
 - (2) First-Class mixed-AADC (required); use "MXD," followed by the applicable origin SCF name, state, and SCF code from L002, Column A (facilities identified with three bullets), or Column B.
 - (3) Second- and third-class mixed-AADC (required); use L805 for mail entered at a BMC/ASF or L806 for mail entered at all other facilities.

- (4) First-Class working (required); use "MXD," followed by the applicable origin SCF name, state, and ZIP Code from L002, Column A (facilities identified with three bullets), or Column B.
- (5) Second- and third-class working (required); use L805 for mail entered at a BMC/ASF or L806 for mail entered at all other facilities.

* * * * *

3.3 Sequencing, Grouping — First-Class Mail Only

First-Class residual pieces may be sequenced by ZIP Code and presented with a listing:

* * * * *

[Revise 3.3f to read as follows:]

- f. For Line 1 of the tray label, use "MXD," followed by the applicable origin SCF name, state, and ZIP Code from L002, Column A (facilities identified with three bullets), or Column B; except use L805 or L806 for second- and third-class mail.

* * * * *

3.4 Separation by Rate — First-Class Mail Only

First-Class residual pieces may be separated by rate qualification:

* * * * *

[Revise 3.4c to read as follows:]

- c. For Line 1 of the tray label, use "MXD," followed by the applicable origin SCF name, state, and ZIP Code from L002, Column A (facilities identified with three bullets), or Column B; except use L805 or L806 for second- and third-class mail.

* * * * *

M815 Barcoded — Two-Tier Package-Based Mailings

* * * * *

4.3 AADC Residual Preparation

Subject to 4.1 and 4.2, residual mail must be prepared as follows:

* * * * *

[Revise 4.3d to read as follows:]

- d. Tray presort sequence and Line 1 labeling:
 - (4) First-Class mixed-AADC (required); use "MXD," followed by the applicable origin SCF name, state, and SCF code from L002, Column A (facilities identified with three bullets), or Column B.
 - (5) Second- and third-class mixed-AADC (required); use L805 for mail entered at a BMC/ASF or L806 for mail entered at all other facilities.

Continued

- (6) First-Class working (required); use "MXD," followed by the applicable origin SCF name, state, and SCF Code from L002, Column A (facilities identified with three bullets), or Column B.
- (7) Second- and third-class working (required); use L805 for mail entered at a BMC/ASF or L806 for mail entered at all other facilities.

* * * * *

4.4 Sequencing, Grouping — First-Class Mail Only

First-Class residual pieces may be sequenced by ZIP Code and presented with a listing:

* * * * *

[Revise 4.4f to read as follows:]

- f. For Line 1 of the tray label, use "MXD," followed by the applicable origin SCF name, state, and ZIP Code from L002, Column A (facilities identified with three bullets), or Column B; except use L805 or L806 for second- and third-class mail.

* * * * *

4.5 Separation by Rate — First-Class Mail Only

First-Class residual pieces may be separated by rate qualification:

* * * * *

[Revise 4.5c to read as follows:]

- c. For Line 1 of the tray label, use "MXD," followed by the applicable origin SCF name, state, and ZIP Code from L002, Column A (facilities identified with three bullets), or Column B; except use L805 or L806 for second- and third-class mail.

* * * * *

M816 Barcoded — Three-Tier Package-Based Mailings

* * * * *

6.3 AADC Residual Preparation

Subject to 6.1 and 6.2, residual mail must be prepared as follows:

* * * * *

[Revise 6.3d to read as follows:]

- d. Tray presort sequence and Line 1 labeling:
 - (4) First-Class mixed-AADC (required); use "MXD," followed by the applicable origin SCF name, state, and SCF code from L002, Column A (facilities identified with three bullets), or Column B.

* * * * *

- (5) Second- and third-class mixed-AADC (required); use L805 for mail entered at a BMC/ASF or L806 for mail entered at all other facilities.

- (6) First-Class working (required); use "MXD," followed by the applicable origin SCF name, state, and SCF Code from L002, Column A (facilities identified with three bullets), or Column B.

- (7) Second- and third-class working (required); use L805 for mail entered at a BMC/ASF or L806 for mail entered at all other facilities.

* * * * *

6.4 Sequencing, Grouping — First-Class Mail Only

First-Class residual pieces may be sequenced by ZIP Code and prepared with a listing:

* * * * *

[Revise 6.4f to read as follows:]

- f. For Line 1 of the tray label, use "MXD," followed by the applicable origin SCF name, state, and ZIP Code from L002, Column A (facilities identified with three bullets), or Column B; except use L805 or L806 for second- and third-class mail.

* * * * *

6.5 Separation by Rate — First-Class Mail Only

First-Class residual pieces may be separated by rate qualification:

* * * * *

[Revise 6.5c to read as follows:]

- c. For Line 1 of the tray label, use "MXD," followed by the applicable origin SCF name, state, and ZIP Code from L002, Column A (facilities identified with three bullets), or Column B; except use L805 or L806 for second- and third-class mail.

* * * * *

M823 ZIP+4 Barcoded

* * * * *

5.4 Sack Labeling

Labeling of residual sacks:

[Revise 5.4a to read as follows:]

- a. Line 1: "MXD," followed by the applicable origin SCF name, state, and ZIP Code from L002, Column A (facilities identified with three bullets), or Column B; except use L805 or L806 for second- and third-class mail.

* * * * *

DMM REVISION

Postage Stamp Conversion

Effective immediately, *Domestic Mail Manual* (DMM) P014.1.7 is revised to eliminate the postage stamp conversion fee of 5 percent of the face value of the stamps or \$75, whichever is greater. Customers are no longer charged a fee for converting full coils or full panes of stamps to a meter-setting or permit imprint advance deposit account. This revision will appear in DMM Issue 50.

The district manager of Customer Service and Sales has the sole authority to approve requests for postage stamp conversions. The inspector in charge is no longer required to approve such requests, but a copy of all correspondence and the decision letter approving or denying such requests must be forwarded to the appropriate postal inspector in charge.

Accounting Entries

The accounting entries for converting postage stamps (\$100) for UNISYS/MOS IRT offices (clerk level) are shown in the following chart.

Meter Setting		Permit Imprint Trust Account	
Account Name		Account Name	
AIC 111 (Postage Meters Customer)	\$100	AIC 052 (Permit Imprint Advance)	\$100
AIC 090 (Postage Stock Sales)	-\$100	AIC 090 (Postage Stock Sales)	-\$100

Note: IRT receipts must support the entries to AICs 052 and 111.

Make adjustments to AIC 090 only if the adjusted amount is equal to or less than the amount in AIC 090 for the current workday. If AIC 090 cannot be adjusted, enter the amount to AIC 761, Miscellaneous Suspense. Clear suspense and decrease AIC 090 on a day when postage sales are sufficient. Incremental withdrawals from suspense may be used if postage sales are not sufficient to clear on any one day. The negative entry to AIC 090 must be supported with the original authorization letter.

Credit for the value of the converted postage is to be used at the post office where the same customer's meter is set or the deposit account for permit imprint mail is maintained. If the request is denied, send the requester a letter of denial and the purchased postage stamps submitted for conversion.

Domestic Mail Manual

Module P — Postage and Payment Methods

P000 Basic Information

* * * * *

P010 General Standards

* * * * *

P014 Refunds and Exchanges

1.0 EXCHANGE OF STAMPS

* * * * *

1.7 Stamps Converted to Other Postage Forms

Customers may submit postage stamps for conversion to a meter-setting or advance deposit for permit imprint mailings, subject to these conditions:

- a. Only full panes of postage stamps (or coils of stamps in the original sealed wrappers) are accepted for conversion. Accepted stamps include commemorative stamps issued no earlier than 1 year before the requested conversion date or regular stamp issues not officially withdrawn from sale.
- b. Requests for stamp conversions must be in writing to the district manager of Customer Service and Sales of the district where the customer's post office is located. The customer's request must include:
 - (1) Name, denomination, quantity, and value of postage stamps for which conversion is requested.
 - (2) Name of the post office where the stamps were bought.
 - (3) Evidence of purchase of the stamps.
- c. The amount of postage applied to a meter-setting or permit imprint advance deposit account through conversion is the full face value of the stamps.
- d. The district manager may ask the customer to submit additional records to support the information in the request. After reviewing the documentation, the district manager approves or denies the request. The customer is notified when the conversion is approved. The postmaster is advised of the procedures for accepting the stamps and making the required accounting entries.
- e. No part of any amount applied to a meter-setting or advance deposit account from the conversion of postage stamps is later refundable in cash or by any other means.

* * * * *

Manifest Analysis and Certification (MAC)

I. Purpose

The Postal Service, working with the mailing industry, has developed an evaluation program of vendor-supplied manifest mailing software that will create a simplified and consistent application and approval process for manifest mailing systems.

Named MAC (Manifest Analysis and Certification), this voluntary annual certification program examines and certifies the accuracy of software packages used to calculate postage payment for single-piece rated mailings at domestic and international rates.

These calculations are according to the standards of the *Domestic Mail Manual* (DMM); the *International Mail Manual* (IMM); and Publication 401, *Guide to the Manifest Mailing System*.

MAC also tests and certifies the ability of software to generate facsimile mailing statements and other documentation that meet Postal Service mailing standards.

II. Eligible Product Developers

MAC is available to all eligible manifest mailing software product developers for single-piece rated mail. It is available to test personal, midrange, or mainframe computer software.

For purposes of MAC certification, eligible manifest mailing software product developers are defined as those companies that initially develop a manifest mailing software product for commercial availability.

At this time, the MAC program does not include companies that develop manifest mailing software for in-house use only. Those products may be included during a later phase of the program.

III. Program Overview

Developers of manifest mailing system software apply for MAC certification of their products in specific categories (packages) that are described later in this article.

After receiving the application, the Postal Service sends the applicant the appropriate electronic test file of information describing a mailing of pieces for which postage is to be calculated.

The developer processes this information through the developer's software and prints documentation listing the pieces and calculating the correct rate for each piece and total postage owed. The software must also produce facsimile mailing statements and other documentation as required.

This information, along with the original media, is returned for evaluation to the USPS National Customer Support Center (NCSC) within a specified time frame.

For the specific manifesting package tested, the Postal Service evaluates the documentation for listing, class, rate, and postage accuracy. The accuracy, format, and content of facsimile mailing statements and other postal forms (where applicable) are also evaluated.

If the Postal Service determines that the manifest mailing product satisfies the applicable standards, the developer is issued a MAC certificate describing the package and options for which the product has been certified.

The certification is either for 1 year or until the next MAC cycle. The initial MAC testing cycle is being conducted from November 1995 through January 1996, as detailed further in this notice.

Subsequent test cycles will begin each year in August and end in December of the same year. A list of MAC-certified software developers will be published in the *Postal Bulletin* or a similar publication or listing.

IV. Certification Package Options

Manifest mailing system users have a wide variety of needs, based on type, class, and volume of mailpieces. Some users need only a basic single-piece listing for only one or two classes of mail; some users manifest only international mail.

Other users, however, manifest a wide variety of mail types and classes and often use many of the special services offered by the Postal Service, such as certified mail, insured mail, return receipt service, and collect on delivery (COD) service.

The Postal Service tests and certifies manifest mailing software in specific package groups. To be MAC-certified, software must, at a minimum, accurately manifest a basic package of specific class and rate categories. Additional optional packages of other rates and special service categories are available to vendors who desire to offer users a greater range of manifest capabilities.

To be certified for a specific package, the manifest mailing product must be able to calculate postage and fees accurately, as applicable, and produce required documentation for each class, processing category, and rate listed in the package.

The charts on page 11 describe the basic package and additional optional packages that are available for testing and certification of manifesting software.

V. 1996 Certification Test Cycle

For 1996, the Postal Service has determined that the MAC cycle will begin immediately and close on January 31, 1996. All eligible product developers desiring to have their software certified for 1996 must have submitted their applications, completed the test files (or any retest files), and returned the answered test files no later than the closing

Certification Package and Optional Packages Single-Piece Rate Mail

A. Required Package

- First-Class Mail (1 to 11 ounces) *
- fourth-class bound printed matter
- fourth-class library
- fourth-class parcel post inter-BMC
- fourth-class parcel post intra-BMC
- Priority Mail
- Priority Mail flat rate
- special fourth-class
- third-class single-piece *

Computerized facsimile mailing statements required for all classes and rates.

* Must calculate nonstandard surcharge when applicable.

date. Tests received after that date are assessed an out-of-cycle fee.

At the conclusion of the test cycle, a list of MAC-certified manifest mailing product developers, product names, version numbers, and certification packages will be published in the *Postal Bulletin* or a similar publication or listing.

VI. Application Process

To apply for the MAC program, eligible manifest mailing product developers must complete the order form provided in the *MAC Technical Guide*, which may be obtained by calling 1-800-331-5746, extension 4651. Only one form is necessary, regardless of the number of manifest packages for which an application is made. Send the completed form to the following address:

MAC PROGRAM
NATIONAL CUSTOMER SUPPORT CENTER
US POSTAL SERVICE
6060 PRIMACY PKY STE 201
MEMPHIS TN 38188-0001

VII. MAC Certification

MAC certification is valid for 1 year or until the next MAC cycle. For product developers choosing to test during the normal test cycle, MAC certification is valid from January 1 to December 31.

Upon successful test evaluation, developers will be contacted by the Postal Service in writing and issued a MAC certificate that notes the specific software tested, a

B. Optional Packages

Option 1: Fourth-Class DBMC Rates

- fourth-class parcel post (including DBMC-rated pieces)

Computerized facsimile mailing statements required.

Option 2: Special Services

- certified
- collect on delivery (COD)
- insured
- parcel airlift (PAL)
- registered with insurance
- registered without insurance
- restricted delivery
- return receipt *
- return receipt for merchandise *
- special delivery
- special handling

Computerized facsimile Forms 3877 required in addition to basic certification package requirements.

* Must calculate fee for two possible services: signature and date of delivery; and signature, date of delivery, and address of delivery.

Option 3: International Mail

- books and sheet music (surface)
- letters (air)
- M-bags (air and surface)
- parcel post (air and surface)
- post cards (air)
- printed matter (air and surface)
- small packets (air and surface)

Computerized international facsimile mailing statements required.

Option 4: International Special Services

- insured
- registered
- return receipt

Computerized Forms 3877 required in addition to international mail requirements.

Continued next page

Continued

description of the package certified, the certification date, and the certification expiration date.

The published list of all MAC-certified products will include the developer's name, product name, version numbers, certified manifest packages, and a company contact name and telephone number.

If a manifest mailing product developer makes significant changes to its product during the 12 months following certification, the developer must apply for new MAC certification for this new, changed product.

A significant change is a key alteration of the basic piece listing and postage calculation logic of the product; a major revision in the content, layout, format, or availability of computer-generated documentation or facsimile forms; or a modification that results in notable differences in use for software operators.

VIII. DMM- or IMM-Initiated MAC Cycle

Any significant change in the DMM or IMM standards for the preparation of a manifested mailing might intersect the normal 12-month MAC certification period. Such a change might require manifest mailing product developers to modify their products enough to trigger a recertification or a DMM- or IMM-initiated MAC cycle.

If the Postal Service conducted MAC testing out of the normal cycle to accommodate a DMM or IMM change, manifest mailing products tested and approved during this time would maintain certification for 1 year beyond the next normal test period.

For instance, if a major DMM change affecting preparation of manifested mailings became effective May 1996, a manifest mailing product that became MAC-certified in

July 1996 (out of cycle to meet the new standard) would be issued a MAC certificate valid from July 1996 until December 1997 (unless further DMM changes warranted significant software updating).

IX. Out-of-Cycle Fees

Participating in the MAC program during the normal testing cycle (and during DMM- and IMM-initiated testing cycles) is free of charge. A fee, however, will be charged for product developers participating in the MAC program outside the normal test cycle. This fee is \$250, payable to the U.S. Postal Service National Customer Support Center.

Out-of-cycle MAC certifications will expire at the end of the next normal test cycle (for example, a certification obtained in June 1996 expires on December 31, 1996).

X. Quality Assurance

The use of a MAC-certified software product does not guarantee that postage has been accurately calculated for a manifested mailing. Other factors affect postage calculation such as inaccuracy of scales used to calculate piece weights or improper determinations by the system operator of the rate category for pieces.

Each mailer using MAC-certified software will be reviewed to determine whether the software is properly used and maintained and whether quality control procedures are in place to ensure that mailings are properly prepared.

Once a system is approved, the Postal Service will periodically sample manifest mailings and review the user's system. Deficiencies noted in the mailer's system will require appropriate corrective actions.

—*Business Mail Acceptance,
Marketing Systems, 11-23-95*

Overseas Military Mail

Mail addressed to, from, or between military post offices overseas is subject to certain conditions or restrictions of mailing regarding content, preparation, and handling. The tables below outline these conditions by APO/FPO ZIP Code through the use of footnoted mailing restriction codes, which appear on the page following Table 2.

Acceptance clerks should use these tables with the

integrated retail terminal (IRT) to determine whether an APO/FPO ZIP Code is active and what conditions of mailing apply. For Express Mail Military Service (EMMS) availability, refer to Handbook PO-514, *Express Mail Military Service*, and the local EMMS directory.

The complete tables appear in alternating issues of the *Postal Bulletin*. Bold indicates ZIP Codes that have changed since the last *Postal Bulletin*.

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

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09001	Not Active	09040	Not Active	09079	Not Active	09118	Not Active
09002	Not Active	09041	Not Active	09080	B-C-D-U	09119	Not Active
09003	Not Active	09042	B-C-D-U	09081	B-C-D-U	09120	Not Active
09004	Not Active	09043	Not Active	09082	Not Active	09121	Not Active
09005	Not Active	09044	Not Active	09083	Not Active	09122	Not Active
09006	Not Active	09045	B-C-D-U	09084	Not Active	09123	B-C-D-U
09007	B-C-D-U	09046	B-C-D-U	09085	Not Active	09124	Not Active
09008	Not Active	09047	Not Active	09086	B-C-D-U	09125	Not Active
09009	B-C-D-U	09048	Not Active	09087	Not Active	09126	B-C-D
09010	Not Active	09049	Not Active	09088	Not Active	09127	Not Active
09011	Not Active	09050	B-C-D-U	09089	B-C-D-U	09128	B-C-D-U
09012	B-C-D-U	09051	Not Active	09090	B-C-D-U	09129	Not Active
09013	Not Active	09052	Not Active	09091	Not Active	09130	Not Active
09014	B-C-D-U	09053	B-C-D-U	09092	Not Active	09131	B-C-D-U
09015	Not Active	09054	B-C-D-U	09093	Not Active	09132	Not Active
09016	Not Active	09055	Not Active	09094	B-C-D	09133	Not Active
09017	Not Active	09056	B-C-D-U	09095	B-C-D-U	09134	Not Active
09018	Not Active	09057	Not Active	09096	B-C-D-U	09135	Y
09019	Not Active	09058	B-C-D-U	09097	Not Active	09136	B-C-D
09020	Not Active	09059	B-C-D-U	09098	B-C-D-U	09137	B-C-D-U
09021	B-C-D-U	09060	B-C-D-U	09099	B-C-D-U	09138	B-C-D-U
09022	Not Active	09061	Not Active	09100	B-C-D-U	09139	B-C-D
09023	Not Active	09062	Not Active	09101	Not Active	09140	B-C-D-U
09024	Not Active	09063	B-C-D-L-U	09102	B-C-D-U	09141	Not Active
09025	Not Active	09064	B-C-D	09103	B-C-D-U	09142	B-C-D-U
09026	Not Active	09065	Not Active	09104	B-C-D-U	09143	B-C-D-U
09027	Not Active	09066	Not Active	09105	Not Active	09144	Not Active
09028	B-C-D-U	09067	B-C-D-U	09106	Not Active	09145	Not Active
09029	Not Active	09068	Not Active	09107	B-C-D-U	09146	Not Active
09030	Not Active	09069	B-C-D-U	09108	Not Active	09147	Not Active
09031	B-C-D-U	09070	Not Active	09109	Not Active	09148	Not Active
09032	Not Active	09071	Not Active	09110	B-C-D-U	09149	Not Active
09033	B-C-D-U	09072	B-C-D-U	09111	B-C-D-U	09150	Not Active
09034	B-C-D-U	09073	Not Active	09112	B-C-D-U	09151	Not Active
09035	Not Active	09074	B-C-D-U	09113	Not Active	09152	Not Active
09036	B-C-D-U	09075	Not Active	09114	B-C-D-U	09153	Not Active
09037	B-C-D-U	09076	B-C-D-U	09115	Not Active	09154	B-C-D-U
09038	Not Active	09077	Not Active	09116	Not Active	09155	Not Active
09039	Not Active	09078	Not Active	09117	Not Active	09156	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09157	B-C-D-U	09211	B-C-D-U	09264	B-C-D-U	09318	See Table 2
09158	Not Active	09212	B-C-D-U	09265	B-C-D-N-U	09319	See Table 2
09159	Not Active	09213	B-C-D-U	09266	B-C-D-U	09320	See Table 2
09160	Not Active	09214	B-C-D-U	09267	B-C-D-U	09321	See Table 2
09161	Not Active	09215	Not Active	09268	Not Active	09322	See Table 2
09162	Not Active	09216	Not Active	09269	Not Active	09323	See Table 2
09163	Not Active	09217	Not Active	09270	Not Active	09324	See Table 2
09164	B-C-D-U	09218	Not Active	09271	Not Active	09325	See Table 2
09165	B-C-D-U	09219	Not Active	09272	Not Active	09326	See Table 2
09166	B-C-D-U	09220	B-C-D-U	09273	Not Active	09327	See Table 2
09167	Not Active	09221	Not Active	09274	Not Active	09328	See Table 2
09168	Not Active	09222	B-C-D-U	09275	B-C-D-U	09329	See Table 2
09169	B-C-D-U	09223	Not Active	09276	Not Active	09330	See Table 2
09170	Not Active	09224	Not Active	09277	Not Active	09331	See Table 2
09171	Not Active	09225	B-C-D-U	09278	Not Active	09332	See Table 2
09172	B-C-D-U	09226	B-C-D-U	09279	Not Active	09333	See Table 2
09173	B-C-D-U	09227	B-C-D-U	09280	Not Active	09334	See Table 2
09174	Not Active	09228	Not Active	09281	Not Active	09335	See Table 2
09175	B-C-D-U	09229	B-C-D-U	09282	Not Active	09336	See Table 2
09176	Not Active	09230	Not Active	09283	Not Active	09337	See Table 2
09177	B-C-D-U	09231	Not Active	09284	Not Active	09338	See Table 2
09178	B-C-D-U	09232	Not Active	09285	Not Active	09339	See Table 2
09179	Not Active	09233	Not Active	09286	Not Active	09340	See Table 2
09180	B-C-D-U	09234	Not Active	09287	Not Active	09341	See Table 2
09181	Not Active	09235	Not Active	09288	Not Active	09342	See Table 2
09182	B-C-D-U	09236	Not Active	09289	Not Active	09343	See Table 2
09183	B-C-D-U	09237	B-C-D-U	09290	Not Active	09344	See Table 2
09184	Not Active	09238	Not Active	09291	Not Active	09345	See Table 2
09185	B-C-D-U	09239	Not Active	09292	Not Active	09346	See Table 2
09186	B-C-D-U	09240	Not Active	09293	Not Active	09347	See Table 2
09187	Not Active	09241	Not Active	09294	Not Active	09348	See Table 2
09188	Not Active	09242	Not Active	09295	Not Active	09349	See Table 2
09189	B-C-D-U	09243	Not Active	09296	Not Active	09350	See Table 2
09190	Not Active	09244	B-C-D-U	09297	Not Active	09351	See Table 2
09191	Not Active	09245	B-C-D-U	09298	Not Active	09352	See Table 2
09192	Not Active	09246	Not Active	09299	Not Active	09353	See Table 2
09193	Not Active	09247	Not Active	09301	See Table 2	09354	See Table 2
09194	Not Active	09248	Not Active	09302	See Table 2	09355	See Table 2
09195	Not Active	09249	Not Active	09303	See Table 2	09356	See Table 2
09196	Not Active	09250	B-C-D-U	09304	See Table 2	09357	See Table 2
09197	Not Active	09251	Not Active	09305	See Table 2	09358	See Table 2
09198	Not Active	09252	B-C-D-U	09306	See Table 2	09359	See Table 2
09199	Not Active	09253	Not Active	09307	See Table 2	09360	See Table 2
09201	Not Active	09254	Not Active	09308	See Table 2	09361	See Table 2
09202	Not Active	09255	Not Active	09309	See Table 2	09362	See Table 2
09203	Not Active	09256	Not Active	09310	See Table 2	09363	See Table 2
09204	Not Active	09257	Not Active	09311	See Table 2	09364	See Table 2
09205	Not Active	09258	Not Active	09312	See Table 2	09365	See Table 2
09206	Not Active	09259	Not Active	09313	See Table 2	09366	See Table 2
09207	Not Active	09260	Not Active	09314	See Table 2	09367	See Table 2
09208	Not Active	09261	Not Active	09315	See Table 2	09368	See Table 2
09209	Not Active	09262	B-C-D-U	09316	See Table 2	09369	See Table 2
09210	Not Active	09263	B-C-D-U	09317	See Table 2	09370	See Table 2

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09371	See Table 2	09425	Not Active	09478	Not Active	09532	None
09372	See Table 2	09426	Not Active	09479	Not Active	09533	Not Active
09373	See Table 2	09427	Not Active	09480	Not Active	09534	None
09374	See Table 2	09428	Not Active	09481	Not Active	09535	Not Active
09375	See Table 2	09429	Not Active	09482	Not Active	09536	None
09376	See Table 2	09430	Not Active	09483	Not Active	09537	Not Active
09377	See Table 2	09431	Not Active	09484	Not Active	09538	Not Active
09378	See Table 2	09432	Not Active	09485	Not Active	09539	Not Active
09379	See Table 2	09433	Not Active	09486	Not Active	09540	Not Active
09380	See Table 2	09434	Not Active	09487	Not Active	09541	Not Active
09381	See Table 2	09435	Not Active	09488	Not Active	09542	None
09382	See Table 2	09436	Not Active	09489	Not Active	09543	None
09383	See Table 2	09437	Not Active	09490	Not Active	09544	None
09384	See Table 2	09438	Not Active	09491	Not Active	09545	None
09385	See Table 2	09439	Not Active	09492	Not Active	09546	Not Active
09386	See Table 2	09440	Not Active	09493	Not Active	09547	None
09387	See Table 2	09441	Not Active	09494	B-C-C1-U	09548	Not Active
09388	See Table 2	09442	Not Active	09495	Not Active	09549	None
09389	See Table 2	09443	Not Active	09496	B-C-C1-U	09550	None
09390	See Table 2	09444	Not Active	09497	Not Active	09551	None
09391	See Table 2	09445	Not Active	09498	B-C-C1-U	09552	Not Active
09392	See Table 2	09446	Not Active	09499	B-C-C1-U	09553	Not Active
09393	See Table 2	09447	B-C-C1-U	09501	None	09554	Not Active
09394	See Table 2	09448	B-C-C1-U	09502	None	09555	Not Active
09395	See Table 2	09449	B-C-C1-U	09503	None	09556	None
09396	A-B1-F	09450	Not Active	09504	None	09557	None
09397	See Table 2	09451	Not Active	09505	O	09558	None
09398	See Table 2	09452	Not Active	09506	None	09559	Not Active
09399	See Table 2	09453	Not Active	09507	None	09560	Not Active
09401	Not Active	09454	B-C-C1-U	09508	None	09561	Not Active
09402	Not Active	09455	Not Active	09509	None	09562	Not Active
09403	Not Active	09456	B-C-C1-U	09510	None	09563	None
09404	Not Active	09457	Not Active	09511	None	09564	None
09405	Not Active	09458	Not Active	09512	None	09565	None
09406	Not Active	09459	B-C-C1-U	09513	Not Active	09566	None
09407	Not Active	09460	Not Active	09514	Not Active	09567	None
09408	Not Active	09461	B-C-C1-U	09515	Not Active	09568	None
09409	B1-C-C1-U	09462	Not Active	09516	Not Active	09569	None
09410	Not Active	09463	B-C-C1-U	09517	None	09570	None
09411	Not Active	09464	B-C-C1-U	09518	Not Active	09571	Not Active
09412	Not Active	09465	B-C-C1-U	09519	Not Active	09572	Not Active
09413	Not Active	09466	Not Active	09520	Not Active	09573	None
09414	Not Active	09467	Not Active	09521	Not Active	09574	None
09415	Not Active	09468	B-C-C1-U	09522	Not Active	09575	None
09416	Not Active	09469	B-C-C1-U	09523	Not Active	09576	None
09417	Not Active	09470	B-C-C1-U	09524	Not Active	09577	None
09418	Not Active	09471	Not Active	09525	Not Active	09578	None
09419	B-C-C1-U	09472	Not Active	09526	Not Active	09579	None
09420	Not Active	09473	Not Active	09527	Not Active	09580	None
09421	B-C-C1-U	09474	Not Active	09528	Not Active	09581	None
09422	B-C-C1-U	09475	Not Active	09529	None	09582	None
09423	Not Active	09476	Not Active	09530	Not Active	09583	Not Active
09424	Not Active	09477	Not Active	09531	None	09584	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09585	Not Active	09639	Not Active	09692	Not Active	09746	Not Active
09586	None	09640	Not Active	09693	Not Active	09747	Not Active
09587	None	09641	Not Active	09694	Not Active	09748	Not Active
09588	None	09642	B-U-N	09695	Not Active	09749	Not Active
09589	Not Active	09643	B-U	09696	Not Active	09750	Not Active
09590	None	09644	U	09697	Not Active	09751	Not Active
09591	None	09645	U	09698	Not Active	09752	Not Active
09592	Not Active	09646	Y	09699	Not Active	09753	Not Active
09593	None	09647	B-N-U	09701	Not Active	09754	Not Active
09594	None	09648	Not Active	09702	Not Active	09755	Not Active
09595	None	09649	Not Active	09703	B1-C-F1	09756	Not Active
09596	None	09650	Not Active	09704	B-C-D	09757	Not Active
09597	Not Active	09651	Not Active	09705	B1	09758	Not Active
09598	Not Active	09652	Not Active	09706	B-C-D-U	09759	Not Active
09599	None	09653	Not Active	09707	B-C-D-U-N	09760	Not Active
09601	B-C-F-F1-U	09654	Not Active	09708	B1	09761	Not Active
09602	Not Active	09655	Not Active	09709	Not Active	09762	Not Active
09603	B-C-F-F1-U	09656	Not Active	09710	Not Active	09763	Not Active
09604	Not Active	09657	Not Active	09711	Not Active	09764	Not Active
09605	Not Active	09658	Not Active	09712	Not Active	09765	Not Active
09606	Not Active	09659	Not Active	09713	B1-C-F1	09766	Not Active
09607	Not Active	09660	Not Active	09714	B	09767	Not Active
09608	Not Active	09661	Not Active	09715	B-F1	09768	Not Active
09609	B-C-F-U	09662	Not Active	09716	B-C-D-N-U	09769	Not Active
09610	B-C-F-U	09663	Not Active	09717	B-M-W	09770	Not Active
09611	Not Active	09664	Not Active	09718	B-F-I-N-U	09771	Not Active
09612	B-C-F-U	09665	Not Active	09719	Not Active	09772	Not Active
09613	B-C-F-U	09666	Not Active	09720	B-U	09773	Not Active
09614	Not Active	09667	Not Active	09721	B-N-U	09774	Not Active
09615	Not Active	09668	Not Active	09722	B-C-D-N-U	09775	Not Active
09616	Not Active	09669	Not Active	09723	B-N-U	09776	Not Active
09617	Not Active	09670	Not Active	09724	B	09777	A-B-C-E1-N
09618	Not Active	09671	Not Active	09725	C	09778	Not Active
09619	B-C-F-U	09672	Not Active	09726	B-N-U	09779	A-B1-C1-F-R
09620	B-C-F-U	09673	Not Active	09727	Not Active	09780	A-B1-C1-F-I-N-R
09621	B-C-F-U	09674	Not Active	09728	C	09781	A-B1-C1-F-I-N-R
09622	B-C-F-U	09675	Not Active	09729	C	09782	A-B1-C1-F-I-N-R
09623	B-C-F-U	09676	Not Active	09730	None	09783	A-B1-C1-F-I-N-R
09624	B-C-F-U	09677	Not Active	09731	N	09784	B-C-F-R
09625	B-C-F-U	09678	Not Active	09732	None	09785	A-B1-C1-F-I-N-R
09626	B-C-F-U	09679	Not Active	09733	B1-I	09786	A-B1-C1-F-I-N-R
09627	B-C-F-U	09680	Not Active	09734	B1-I	09787	A-B1-C1-F-I-N-R
09628	B-C-F-F1-U	09681	Not Active	09735	Not Active	09788	A-B1-C1-F-I-N-R
09629	Not Active	09682	Not Active	09736	Not Active	09789	A-B1-C1-F-I-N-R
09630	B-C-F-U	09683	Not Active	09737	Not Active	09790	A-B1-C1-F-I-N-R
09631	B-C-F-U	09684	Not Active	09738	Not Active	09791	A-B1-C1-E1-F-I-M-N-R
09632	Not Active	09685	Not Active	09739	Not Active	09792	B-C-F-U
09633	Not Active	09686	Not Active	09740	Not Active	09793	A-B1-C1-F-I-N-R
09634	Not Active	09687	Not Active	09741	Not Active	09794	A-B1-C1-F-I-N-R
09635	Not Active	09688	Not Active	09742	Not Active	09795	A-B1-C1-F-I-N-R
09636	Not Active	09689	Not Active	09743	Not Active	09796	A-B1-C1-F-I-N-R
09637	Not Active	09690	Not Active	09744	Not Active	09797	Not Active
09638	Not Active	09691	Not Active	09745	Not Active		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09798	Not Active	09851	Not Active	09905	Not Active	09958	Not Active
09799	Not Active	09852	B-E2-F-H1-R-R1-U2	09906	Not Active	09959	Not Active
09801	Not Active	09853	B-E2-F-H1-R-R1-U2	09907	Not Active	09960	Not Active
09802	B-E2-F-H1-R-R1-U2	09854	Not Active	09908	Not Active	09961	Not Active
09803	B-E2-F-H1-R-R1-U2	09855	B-F-H1-R-U1	09909	Not Active	09962	Not Active
09804	B-E2-F-H1-R-R1-U2	09856	Not Active	09910	Not Active	09963	Not Active
09805	B-E2-F-H1-R-R1-U2	09857	Not Active	09911	Not Active	09964	Not Active
09806	Not Active	09858	B-E2-F-H1-R-R1-U2	09912	Not Active	09965	Not Active
09807	Not Active	09859	B-E2-F-H1-R-R1-U2	09913	Not Active	09966	Not Active
09808	B-E2-F-H1-R-R1-U2	09860	X-E2-U2	09914	Not Active	09967	Not Active
09809	B-E2-F-H1-R-R1-U2	09861	B-E2-F-H1-R-R1-U2	09915	Not Active	09968	Not Active
09810	B-E2-F-H1-R-R1-U2	09862	X-E2-U2	09916	Not Active	09969	Not Active
09811	B-E2-F-H1-R-R1-U2	09863	B-E2-F-H1-R-R1-U2	09917	Not Active	09970	Not Active
09812	B-E2-E3-F-F1-I-N-R-U	09864	B-E2-F-H1-R-R1-U2	09918	Not Active	09971	Not Active
09813	Service Suspended	09865	A-B1	09919	Not Active	09972	Not Active
09814	B-E2-E3-F-F1-I-N-R-U	09866	B-E2-F-H1-R-U1	09920	Not Active	09973	Not Active
09815	N	09867	Not Active	09921	Not Active	09974	Not Active
09816	Not Active	09868	A-B1-U	09922	Not Active	09975	Not Active
09817	Not Active	09869	A-B1-U	09923	Not Active	09976	Not Active
09818	Not Active	09870	Not Active	09924	Not Active	09977	Not Active
09819	A-B1-F-P	09871	B-E2-F-H1-R-U1	09925	Not Active	09978	Not Active
09820	Not Active	09872	B-E2-F-H1-R-R1-U2	09926	Not Active	09979	Not Active
09821	A-B1-F	09873	B-E2-F-H1-R-R1-U2	09927	Not Active	09980	Not Active
09822	A-B1-F	09874	A-B1-U	09928	Not Active	09981	Not Active
09823	A-B1-F	09875	B-E2-F-H1-R-R1-U2	09929	Not Active	09982	Not Active
09824	A-B1-F	09876	B-E2-F-H1-R-R1-U2	09930	Not Active	09983	Not Active
09825	A-B1-F	09877	B-E2-F-H1-R-R1-U2	09931	Not Active	09984	Not Active
09826	Not Active	09878	A-B1-U	09932	Not Active	09985	Not Active
09827	A-B1-F	09879	Not Active	09933	Not Active	09986	Not Active
09828	I-N	09880	B-E2-F-H1-R-R1-U2	09934	Not Active	09987	Not Active
09829	I-N	09881	B-E2-F-H1-R-R1-U2	09935	Not Active	09988	Not Active
09830	B-C	09882	B-E2-F-H1-R-R1-U2	09936	Not Active	09989	Not Active
09831	F-N	09883	B-E2-F-H1-R-R1-U2	09937	Not Active	09990	Not Active
09832	B1-U1	09884	B-E2-F-H1-R-R1-U2	09938	Not Active	09991	Not Active
09833	B1-U1	09885	B-E2-F-H1-R-R1-U2	09939	Not Active	09992	Not Active
09834	None	09886	B-E2-F-H1-R-R1-U2	09940	Not Active	09993	Not Active
09835	A-B1	09887	B-E2-F-H1-R-R1-U2	09941	Not Active	09994	Not Active
09836	A-B-C-F-M	09888	B-E2-F-H1-R-R1-U2	09942	Not Active	09995	Not Active
09837	Not Active	09889	B-E2-F-H1-R-R1-U2	09943	Not Active	09996	Not Active
09838	Not Active	09890	B-E2-F-H1-R-R1-U2	09944	Not Active	09997	Not Active
09839	A-B1-U	09891	B-E2-F-H1-R-R1-U2	09945	Not Active	09998	Not Active
09840	Not Active	09892	A-B-F-R-R1	09946	Not Active	09999	Not Active
09841	A-B1	09893	B-E2-F-H1-R-R1-U2	09947	Not Active	34001	B-U
09842	A-B1	09894	B-E2-F-H1-R-R1-U2	09948	Not Active	34002	B-U
09843	A-B1	09895	B-E2-F-H1-R-R1-U2	09949	Not Active	34003	B-U
09844	Not Active	09896	B-E2-F-H1-R-R1-U2	09950	Not Active	34004	B-U
09845	Not Active	09897	None	09951	Not Active	34005	B-U
09846	Not Active	09898	B-E2-F-H1-R-R1-U2	09952	Not Active	34006	B
09847	Not Active	09899	F-N	09953	Not Active	34007	B-U
09848	Not Active	09901	Not Active	09954	Not Active	34008	Not Active
09849	Not Active	09902	Not Active	09955	Not Active	34009	B
09850	Not Active	09903	Not Active	09956	Not Active	34010	Not Active
		09904	Not Active	09957	Not Active	34011	B

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
34012	B-U	34065	Not Active	96219	A-B-U	96272	Not Active
34013	Not Active	34066	Not Active	96220	A-B-U	96273	Not Active
34014	Not Active	34067	Not Active	96221	A-B-U	96274	Not Active
34015	Not Active	34068	Not Active	96222	Not Active	96275	A-B
34016	Not Active	34069	Not Active	96223	Not Active	96276	A-B
34017	Not Active	34070	Not Active	96224	A-B-U	96277	Not Active
34018	Not Active	34071	Not Active	96225	Not Active	96278	A-B-U
34019	Not Active	34072	Not Active	96226	Not Active	96279	Not Active
34020	B-M-N	34073	Not Active	96227	Not Active	96280	Not Active
34021	M-N	34074	Not Active	96228	Not Active	96281	Not Active
34022	B-D-F-M	34075	Not Active	96229	Not Active	96282	Not Active
34023	B-M-N	34076	Not Active	96230	Not Active	96283	A-B-U
34024	B-M-N	34077	Y	96231	Not Active	96284	A-B-U
34025	B-F-N-U	34078	Not Active	96232	Not Active	96285	Y
34026	Not Active	34079	Not Active	96233	Not Active	96286	Not Active
34027	Not Active	34080	Not Active	96234	Not Active	96287	Not Active
34028	Not Active	34081	Not Active	96235	Not Active	96288	Not Active
34029	Not Active	34082	Not Active	96236	Not Active	96289	Not Active
34030	B-I-I-M	34083	Not Active	96237	Not Active	96290	Not Active
34031	B-M-N	34084	Not Active	96238	Not Active	96291	Not Active
34032	M-N	34085	Y	96239	Not Active	96292	Not Active
34033	C-F-M-N	34086	None	96240	Not Active	96293	Not Active
34034	B1-M-N	34087	Not Active	96241	Not Active	96294	Not Active
34035	B1-H-M-N	34088	Not Active	96242	Not Active	96295	Not Active
34036	M-N	34089	Not Active	96243	Not Active	96296	Not Active
34037	B-C-F-H-I-M-N	34090	None	96244	Not Active	96297	A-B-U
34038	B-I-M-N	34091	None	96245	Not Active	96298	Not Active
34039	N	34092	None	96246	Not Active	96299	Not Active
34040	None	34093	None	96247	Not Active	96301	Not Active
34041	B-M-N-U	34094	Not Active	96248	Not Active	96302	Not Active
34042	B-D-F-M	34095	None	96249	Not Active	96303	Not Active
34043	Not Active	34096	Not Active	96250	Not Active	96304	Not Active
34044	Not Active	34097	Not Active	96251	A-B-U	96305	Not Active
34045	Not Active	34098	None	96252	Not Active	96306	B-M-W
34046	Not Active	34099	None	96253	Not Active	96307	Not Active
34047	B-M-N	96201	A-B	96254	Not Active	96308	Not Active
34048	Not Active	96202	A-B	96255	Not Active	96309	B-M-W
34049	Not Active	96203	A-B	96256	Not Active	96310	B-M-W
34050	None	96204	A-B	96257	A-B-U	96311	Not Active
34051	None	96205	A-B-U	96258	A-B-U	96312	Not Active
34052	Not Active	96206	A-B-U	96259	A-B-U	96313	B-M-W
34053	None	96207	A-B	96260	A-B-U	96314	Not Active
34054	None	96208	A-B-U	96261	Not Active	96315	Not Active
34055	N	96209	Not Active	96262	A-B-U	96316	Not Active
34056	Not Active	96210	Not Active	96263	Not Active	96317	Not Active
34057	Not Active	96211	Not Active	96264	A-B-U	96318	Not Active
34058	B	96212	A-B-U	96265	Not Active	96319	B-M-W
34059	Not Active	96213	Not Active	96266	A-B-U	96320	Not Active
34060	B	96214	A-B-U	96267	A-B-U	96321	B-M-W
34061	B-U	96215	A-B-U	96268	Not Active	96322	B-M-W
34062	Not Active	96216	Not Active	96269	A-B-U	96323	B-M-W
34063	Not Active	96217	A-B-U	96270	Not Active	96324	Not Active
34064	Not Active	96218	A-B-U	96271	A-B-U	96325	B-M-W

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96326	B-M-W	96379	B-M-W	96433	Not Active	96486	Not Active
96327	Not Active	96380	Not Active	96434	Not Active	96487	Not Active
96328	B-M-W	96381	Not Active	96435	Not Active	96488	Not Active
96329	Not Active	96382	Not Active	96436	Not Active	96489	Not Active
96330	B-M-W	96383	Not Active	96437	Not Active	96490	Not Active
96331	Not Active	96384	B-M-W	96438	Not Active	96491	Not Active
96332	Not Active	96385	Y	96439	Not Active	96492	Not Active
96333	Not Active	96386	B-M-W	96440	B-F	96493	Not Active
96334	Not Active	96387	B-M-W	96441	Not Active	96494	Not Active
96335	Not Active	96388	B-M-W	96442	Not Active	96495	Not Active
96336	B-M-W	96389	Not Active	96443	Not Active	96496	Not Active
96337	B-M-W	96390	Not Active	96444	Not Active	96497	Not Active
96338	B-M-W	96391	Not Active	96445	Not Active	96498	Not Active
96339	B-M-W	96392	Not Active	96446	Not Active	96499	Not Active
96340	Not Active	96393	Not Active	96447	Not Active	96501	Not Active
96341	Not Active	96394	Not Active	96448	Not Active	96502	Not Active
96342	Not Active	96395	Not Active	96449	Not Active	96503	Not Active
96343	B-M-W	96396	Not Active	96450	Not Active	96504	Not Active
96344	Not Active	96397	Not Active	96451	Not Active	96505	None
96345	Not Active	96398	Not Active	96452	Not Active	96506	None
96346	Not Active	96399	Not Active	96453	Not Active	96507	Not Active
96347	B-M-W	96401	Not Active	96454	Not Active	96508	None
96348	B-M-W	96402	Not Active	96455	Not Active	96509	Not Active
96349	B-M-W	96403	Not Active	96456	Not Active	96510	Not Active
96350	B-M-W	96404	Not Active	96457	Not Active	96511	B1-I-N
96351	Not Active	96405	Not Active	96458	Not Active	96512	Not Active
96352	Not Active	96406	Not Active	96459	Not Active	96513	Not Active
96353	Not Active	96407	Not Active	96460	Not Active	96514	Not Active
96354	Not Active	96408	Not Active	96461	Not Active	96515	Not Active
96355	Not Active	96409	Not Active	96462	Not Active	96516	None
96356	Not Active	96410	Not Active	96463	Not Active	96517	B-F-U3
96357	Not Active	96411	Not Active	96464	None	96518	None
96358	Not Active	96412	Not Active	96465	Not Active	96519	Not Active
96359	Not Active	96413	Not Active	96466	Not Active	96520	F-U3
96360	Not Active	96414	Not Active	96467	Not Active	96521	F
96361	Not Active	96415	Not Active	96468	Not Active	96522	F-U
96362	B-M-W	96416	Not Active	96469	Not Active	96523	Not Active
96363	Not Active	96417	Not Active	96470	Not Active	96524	Not Active
96364	B-L-M-W	96418	Not Active	96471	Not Active	96525	Not Active
96365	B-M-W	96419	Not Active	96472	Not Active	96526	Not Active
96366	Not Active	96420	Not Active	96473	Not Active	96527	Not Active
96367	B-L-M-W	96421	Not Active	96474	Not Active	96528	Not Active
96368	B-M-W	96422	Not Active	96475	Not Active	96529	A-B-H-M-N-U
96369	Not Active	96423	Not Active	96476	Not Active	96530	A-B-H-M-N-U
96370	B-M-W	96424	Not Active	96477	Not Active	96531	B-H-M
96371	Not Active	96425	Not Active	96478	Not Active	96532	Not Active
96372	B-M-W	96426	Not Active	96479	Not Active	96533	Not Active
96373	B-M-W	96427	Not Active	96480	Not Active	96534	A-F
96374	B-M-W	96428	Not Active	96481	Not Active	96535	A-B-F
96375	B-M-W	96429	Not Active	96482	Not Active	96536	B3
96376	B-M-W	96430	Not Active	96483	Not Active	96537	B3
96377	B-M-W	96431	Not Active	96484	Not Active	96538	B3
96378	B-M-W	96432	Not Active	96485	Not Active	96539	B3

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96540	B3	96593	Not Active	96648	None	98702	Not Active
96541	B3	96594	Not Active	96649	None	98703	Not Active
96542	B3	96595	Not Active	96650	Not Active	98704	Not Active
96543	B3-P	96596	Not Active	96651	Not Active	98705	Not Active
96544	Not Active	96597	Not Active	96652	Not Active	98706	Not Active
96545	Not Active	96598	None	96653	Not Active	98707	Not Active
96546	F-U3	96599	None	96654	Not Active	98708	Not Active
96547	F-U3	96601	None	96655	Not Active	98709	Not Active
96548	A-B-H-M-U	96602	None	96656	Not Active	98710	Not Active
96549	A-B-H-M-U	96603	None	96657	None	98711	Not Active
96550	Not Active	96604	None	96658	Not Active	98712	Not Active
96551	A-B-H-M-U	96605	O	96659	Not Active	98713	Not Active
96552	A-B-H-M-U	96606	None	96660	None	98714	Not Active
96553	A-B-H-I-M-N-U	96607	None	96661	None	98715	Not Active
96554	A-B-H-M-U	96608	None	96662	None	98716	Not Active
96555	B-F-M	96609	None	96663	None	98717	Not Active
96556	None	96610	None	96664	None	98718	Not Active
96557	B-F-M	96611	None	96665	None	98719	Not Active
96558	None	96612	None	96666	None	98720	Not Active
96559	Not Active	96613	Not Active	96667	None	98721	Not Active
96560	Not Active	96614	Not Active	96668	None	98722	Not Active
96561	Not Active	96615	Not Active	96669	None	98723	Not Active
96562	Not Active	96616	Not Active	96670	None	98724	Not Active
96563	Not Active	96617	Not Active	96671	None	98725	Not Active
96564	Not Active	96618	None	96672	None	98726	Not Active
96565	Not Active	96619	Not Active	96673	None	98727	Not Active
96566	Not Active	96621	None	96674	None	98728	Not Active
96567	Not Active	96622	None	96675	None	98729	Not Active
96568	Not Active	96623	None	96676	None	98730	Not Active
96569	Not Active	96624	None	96677	None	98731	Not Active
96570	Not Active	96625	None	96678	None	98732	Not Active
96571	Not Active	96626	None	96679	None	98733	Not Active
96572	Not Active	96627	None	96680	Not Active	98734	Not Active
96573	Not Active	96628	None	96681	None	98735	Not Active
96574	Not Active	96629	None	96682	None	98736	Not Active
96575	Not Active	96630	Not Active	96683	None	98737	Not Active
96576	Not Active	96631	Not Active	96684	None	98738	Not Active
96577	Not Active	96632	Not Active	96685	Not Active	98739	Not Active
96578	Not Active	96633	Not Active	96686	None	98740	Not Active
96579	Not Active	96634	None	96687	None	98741	Not Active
96580	Not Active	96635	None	96688	Not Active	98742	Not Active
96581	Not Active	96636	Not Active	96689	Not Active	98743	Not Active
96582	Not Active	96637	Not Active	96690	Not Active	98744	Not Active
96583	Not Active	96638	Not Active	96691	Not Active	98745	Not Active
96584	Not Active	96639	Not Active	96692	Not Active	98746	Not Active
96585	Not Active	96640	Not Active	96693	Not Active	98747	Not Active
96586	Not Active	96641	None	96694	Not Active	98748	Not Active
96587	Not Active	96642	None	96695	Not Active	98749	Not Active
96588	Not Active	96643	None	96696	Not Active	98750	Not Active
96589	Not Active	96644	Not Active	96697	None	98751	Not Active
96590	Not Active	96645	Not Active	96698	None	98752	Not Active
96591	Not Active	96646	Not Active	96699	Not Active	98753	Not Active
96592	Not Active	96647	Not Active	98701	Not Active	98754	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
98755	Not Active	98767	Not Active	98779	Not Active	98791	Not Active
98756	Not Active	98768	Not Active	98780	Not Active	98792	Not Active
98757	Not Active	98769	Not Active	98781	Not Active	98793	Not Active
98758	Not Active	98770	Not Active	98782	Not Active	98794	Not Active
98759	Not Active	98771	Not Active	98783	Not Active	98795	Not Active
98760	Not Active	98772	Not Active	98784	Not Active	98796	Not Active
98761	Not Active	98773	Not Active	98785	Not Active	98797	Not Active
98762	Not Active	98774	Not Active	98786	Not Active	98798	Not Active
98763	Not Active	98775	Not Active	98787	Not Active	98799	Not Active
98764	Not Active	98776	Not Active	98788	Not Active		
98765	Not Active	98777	Not Active	98789	Not Active		
98766	Not Active	98778	Not Active	98790	Not Active		

Continued next page

Table 2. Contingency Military ZIP Codes

Acceptance Clerks. The 9-digit APO/FPO ZIP Codes listed in Table 2 are assigned to support the military in time of war or other emergency. Use Table 2 with the integrated retail terminal (IRT) to determine whether

an APO/FPO Contingency ZIP Code is authorized for use in response to a declared emergency, its duration, and what conditions of mailing apply. Bold indicates ZIP Codes that have changed since the last *Postal Bulletin*.

APO/FPO	Effective Dates	See Restrictions	APO/FPO	Effective Dates	See Restrictions
09301-0001	Active	A-B1-F-F1-I-R	09330-9110	Not Active	
09301-0001	Active	A-B1-F-F1-I-R	09330-9310	Active	None
09301-1080	Active	A-B1-F-F1-I-R	09331-0001	Active	B-E2-F-H1-R-R1-U2
09301-1180	Active	A-B1-F-F1-I-R	09331-2080	Not Active	
09301-1210	Active	A-B1-F-F1-I-R	09331-2121	Not Active	
09301-1280	Active	A-B1-F-F1-I-R	09331-2130	Not Active	
09301-3080	Not Active		09331-2210	Not Active	
09301-3110	Not Active		09331-2330	Not Active	
09301-3120	Not Active		09331-2390	Not Active	
09301-3130	Not Active		09331-3380	Active	None
09301-3140	Not Active		09331-5020	Not Active	
09301-3180	Not Active		09331-5330	Not Active	
09301-3190	Not Active		09331-6110	Not Active	
09301-3310	Active	A-B1-F-F1-I-R	09331-6120	Not Active	
09301-3320	Active	A-B1-F-F1-I-R	09331-6130	Not Active	
09301-3330	Active	A-B1-F-F1-I-R	09331-6140	Not Active	
09301-3340	Active	A-B1-F-F1-I-R	09331-6180	Not Active	
09301-3380	Active	A-B1-F-F1-I-R	09331-6190	Not Active	
09301-3390	Active	A-B1-F-F1-I-R	09331-6320	Not Active	
09301-3820	Not Active		09331-6330	Active	None
09301-3850	Active	A-B1-F-I-R	09331-9480	Not Active	
09301-3930	Not Active		09332-0310	Active	None
09301-4220	Active	A-B1-F-F1-I-R	09332-0320	Active	None
09301-4320	Active	None	09332-0340	Active	None
09301-4510	Active	None	09332-0380	Active	None
09301-5810	Active	A-B1-F-F1-I-R	09332-0390	Active	None
09301-7120	Active	A-B1-F-F1-I-R	09332-1380	Active	None
09301-7440	Active	A-B1-F-F1-I-R	09332-6080	Active	None
09301-7710	Active	A-B1-F-F1-I-R	09334-0310	Not Active	
09301-7790	Active	A-B1-F-F1-I-R	09334-0320	Not Active	
09301-8580	Active	A-B1-F-F1-I-R	09334-0330	Not Active	
09301-9010	Active	A-B1-F-F1-I-R	09334-0340	Not Active	
09301-9040	Active	A-B1-F-F1-I-R	09334-0390	Not Active	
09310-7020	Active	None	09334-3080	Active	B-E2-F-H1-R-R1-U2
09310-7030	Active	A-B1-F-F1-I-R	09334-3330	Active	B-E2-F-H1-R-R1-U2
09310-7080	Not Active		09334-3340	Active	B-E2-F-H1-R-R1-U2
09317-1180	Active	None	09334-5130	Active	B-E2-F-H1-R-R1-U2
09320-2080	Active	A-B1-F-F1-I-R	09334-6210	Not Active	
09320-2210	Active	A-B1-F-F1-I-R	09334-6230	Not Active	
09320-2230	Active	A-B1-F-F1-I-R	09334-9050	Not Active	
09320-2280	Active	A-B1-F-F1-I-R	09334-9210	Active	B-E2-F-H1-R-R1-U2
09320-4080	Active	A-B1-F-F1-I-R	09334-9220	Active	B-E2-F-H1-R-R1-U2
09320-9230	Not Active		09334-9230	Active	B-E2-F-H1-R-R1-U2
09321-1110	Active	None	09334-9290	Active	B-E2-F-H1-R-R1-U2
09321-1120	Active	None	09334-9320	Not Active	
09329-2010	Active	A-B1-F-F1-I-R	09334-9480	Active	None

APO/FPO	Effective Dates	See Restrictions	APO/FPO	Effective Dates	See Restrictions
09334-9920	Active	B-E2-F-H1-R-R1-U2	09382-3130	Not Active	
09335-0410	Not Active		09382-3210	Not Active	
09335-0710	Active	None	09382-3220	Not Active	
09335-0790	Active	None	09382-3230	Not Active	
09335-9010	Active	None	09382-3240	Not Active	
09335-9030	Active	None	09382-3280	Not Active	
09335-9320	Active	None	09382-3290	Not Active	
09336-0960	Active	None	09383-0080	Not Active	
09336-2110	Active	None	09383-0210	Not Active	
09336-2120	Active	None	09383-0220	Not Active	
09336-2130	Active	None	09383-0230	Not Active	
09336-2170	Active	None	09383-0280	Not Active	
09336-2190	Active	None	09383-0310	Not Active	
09336-2210	Active	None	09383-0380	Not Active	
09336-2220	Active	None	09383-0390	Not Active	
09336-2230	Active	None	09383-0510	Not Active	
09336-2270	Active	None	09383-2080	Not Active	
09336-2280	Active	None	09383-2310	Not Active	
09336-2290	Active	None	09383-2320	Not Active	
09336-9210	Active	A-B1-F-F1-I-R	09383-2330	Not Active	
09336-9310	Active	A-B1-F-F1-I-R	09383-2380	Not Active	
09337-0950	Active	None	09383-2390	Not Active	
09337-2110	Active	None	09383-4220	Not Active	
09337-2120	Active	None	09383-9120	Not Active	
09337-2130	Active	None	09383-9420	Not Active	
09337-2180	Active	None	09383-9430	Not Active	
09337-2190	Active	None	09383-9480	Not Active	
09337-6010	Active	None	09383-9490	Not Active	
09337-6020	Active	A-B1-F-F1-I-R	09383-9990	Active	A-B1-F-F1-I-R
09337-6030	Active	None	09384-6310	Not Active	
09337-6080	Active	None	09384-9710	Active	None
09337-6280	Active	None	09384-9720	Active	None
09337-6290	Active	None	09384-9730	Active	None
09339-9060	Active	None	09384-9780	Active	None
09339-9680	Active	None	09385-1140	Not Active	
09361-0001	Active	I-N	09385-1310	Not Active	
09370-0001	Active	A-B1-F-F1-I-R	09385-1320	Not Active	
09371-0001	Active	A-B1-F-F1-I-R	09385-1410	Not Active	
09372-0004	Active	A-B1-F-F1-I-R	09385-1430	Not Active	
09380-0001	Active	A-B1-F-F1-I-R	09385-1480	Not Active	
09380-0920	Not Active		09385-1490	Not Active	
09380-9010	Not Active		09389-1180	Not Active	
09380-9120	Active	A-B1-F-F1-I-R	09389-2110	Not Active	
09380-9180	Not Active		09389-2120	Not Active	
09381-1080	Active	A-B1-F-F1-I-R	09389-2150	Active	A-B1-F-F1-I-R
09381-1130	Active	A-B1-F-F1-I-R	09389-2210	Active	A-B1-F-F1-I-R
09381-1220	Active	A-B1-F-F1-I-R	09389-2240	Active	A-B1-F-F1-I-R
09381-6180	Not Active		09389-2580	Active	A-B1-F-F1-I-R
09382-2080	Not Active		09389-3320	Active	A-B1-F-F1-I-R
09382-2120	Not Active		09389-9010	Active	A-B1-F-F1-I-R
09382-2210	Not Active				

RESTRICTIONS

LEGEND

Form 2966-A, *Parcel Post Customs Declaration—United States of America* (one-part customs declaration)

Form 2966-B, *Parcel Post Customs Declaration and Dispatch Note* (three-part customs declaration)

- AAFES = Army and Air Force Exchange Service
- APO = Army/Air Force Post Office
- Box R = Retired military personnel
- FPO = Fleet Post Office
- DMM = *Domestic Mail Manual*
- MOM = Military Ordinary Mail
- MPO = Military Post Office
- PAL = Parcel Airlift
- PSC = Postal Service Center
- SAM = Space Available Mail
- USDA = United States Department of Agriculture

Note: Mail order catalogs are prohibited as SAM or PAL mail.

A. Securities, currency, or precious metals in their raw, unmanufactured state are prohibited. Official shipments are exempt from this restriction.

B. Form 2966-A is required. Prepaid mail from a contractor addressed to a military organization for official use need not bear a customs declaration, but must be endorsed "Contents for Official Use—Exempt from Customs Requirement." Official mail from government agencies does not require a customs declaration or an exemption endorsement.

B1. Form 2966-B is required. Articles are liable for customs duty and/or purchase tax unless they are bona fide gifts intended for use by military personnel or their dependents. When the contents of a parcel meet these requirements, the mailer must endorse the customs form, "Certified to be a bona fide gift, personal effects, or items for personal use of military personnel and dependents," under the heading, Description of Contents.

B2. Form 2966-A is required except on official mail, which does not require customs declaration or exemption endorsement. The AAFES will furnish a computer listing of all items mailed from its activities to Philippine APOs. Other mail order companies must either use Form 2966-A on each item or provide computer lists. Computer listings must include a description of the items, the dollar values of the items, and complete address including the PSC box number and APO of the addressee, the date of mailing, the insurance registry number, if applicable, and the serial number of any item over \$25 in value and any electrical item with a plug over \$15 in value.

B3. Form 2966-A is required for mailing between MPOs. Prepaid mail from contractors addressed to a military organization for official use need not bear a customs declaration, but must be endorsed "Contents for Official Use—Exempt from Customs Requirement." Official mail from government agencies does not require a customs declaration or exemption endorsement.

C. Cigarettes and other tobacco products are prohibited.

C1. Obscene articles, prints, paintings, cards, films, videotape, etc., and horror comics and matrices are prohibited.

D. Coffee is prohibited.

E1. Medicines or vaccines not conforming to French laws are prohibited.

E2. Any matter containing religious materials contrary to Islamic faith or depicting nude or seminude persons, pornographic or sexual items, or nonauthorized political materials is prohibited.

E3. Radio transceivers or cordless telephones are prohibited.

F. Firearms of any type are prohibited in all classes of mail. See definitions of firearms in DMM C022.1.1. This restriction does not apply to firearms mailed to or by official U.S. government agencies.

F1. Privately owned weapons addressed to an individual are prohibited in any class of mail.

F2. Importation of firearms is restricted to one shotgun and one single shot .22 caliber rifle per individual.

G. Only First-Class letters, second- and third-class mail are authorized.

H. Meats, including preserved meats, whether hermetically sealed or not, are prohibited.

H1. Pork or pork by-products are prohibited.

I. Mail of all classes must fit in a mail sack. Mail may not exceed the following dimensions:

Length

- 42" 72" length and girth combined
- over 42" to 44" 24" girth
- over 44" to 46" 20" girth
- over 46" to 48" 16" girth
- Maximum length 48"

This restriction does not apply to registered mail and official government mail marked MOM.

K. Mail that includes in the address the words, "Dependent Mail Section," may consist only of letter mail, newspapers, magazines and books. No parcel of any class containing any other matter may be mailed to the Dependent Mail section. This restriction does not apply if the address does not include the words "Dependent Mail Section."

L. All official mail is prohibited.

M. Fruits, animals, and living plants are prohibited.

N. Registered mail is prohibited.

O. Personal mail addressed to vessels using this number is limited to unregistered First-Class Mail and certified mail. Other classes of mail are prohibited

P. APO is used for the receipt and dispatch of official mail only.

Q. Mail may not exceed 66 pounds, and size is limited to 42 inches maximum length and 72 inches maximum length and girth combined.

R. All alcoholic beverages, including those mailable under DMM part C021, are prohibited.

R1. Materials used in the production of alcoholic beverages (i.e., distilling material, hops, malts, yeast, etc.) are prohibited.

T. Mailings of case lots of food and supplemental household shipments must be approved by the sender's parent agency prior to mailing.

U. Parcels must weigh less than 16 ounces when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped."

U1. Mail is limited to First-Class Mail weighing 12 ounces or less when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped." Videotapes are prohibited when addressed to Box R, regardless of weight.

U2. Mail is limited to First-Class letters only when addressed to Box R.

U3. Mail is limited to First-Class correspondence (including voice and video cassettes), newspapers, magazines, photographs, not exceeding 16 ounces, when addressed to Box R.

W. Meat products, such as dried beef, salami, and sausage, may be mailed, provided they remain in their original, hermetically sealed packages and bear USDA certification. Other meats, bones, skin, hair, feathers, horns or hoofs of hoofed animals, wool samples, tobacco leaves, including chewing and pipe tobacco, snuff, cigars, and cigarettes, or obscene material, including obscene drawings, photographs, films, and carvings, are prohibited. Exception: 200 grams of tobacco per parcel are permitted duty free.

X. Personal mail is limited to First-Class Mail (to include audio cassettes and voice tapes) weighing 11 ounces or less. This limitation does not apply to official mail.

Y. Mail is limited to First-Class and Priority Mail only. All second-class, third-class, and fourth-class mail (including SAM and PAL) are not authorized. This restriction also applies to official mail.

—*International and Military Mail Operations, Operations Support, 11-23-95*

FINANCE

CORRECTION

DMM/HANDBOOK DM-103 REVISION

Postal Service Mail

This article replaces the Handbook DM-103 revision that appeared in *Postal Bulletin* 21905 (10-26-95).

Effective immediately, chapter 6, Postal Service Mail, is added to Handbook DM-103, *Penalty Mail*, to provide guidelines concerning the preparation and accounting for mail originating from the Postal Service. The interim standards described herein reflect the move by the Postal Service toward direct accountability for the postage on internally generated mail. This revision also rescinds *Domestic Mail Manual* (DMM) E060.16.

The Postal Service standard penalty (eagle) indicia is no longer valid and may not be used by the Postal Service, other federal agencies, or Postal Service suppliers who have been provided with penalty labels. Mail bearing this indicia after December 31, 1995, will be returned to the mailer as unpaid mail. Postal units should recycle existing supplies of Postal Service standard penalty indicia envelopes and labels.

Effective March 1, 1996, Postal Service suppliers will no longer be able to use G-10 permit labels for shipping under postal contracts. Vendors who are printing and then mailing an item on behalf of the Postal Service may continue to use the G-10 permit imprint for large volume mailings (200 pieces or 50 pounds minimum). Contracting officers are responsible for modifying the method of delivery under affected contracts. Until March 1, postal employees may provide G-10 permit labels in place of penalty labels to suppliers with contracts requiring the Postal Service to pay shipping costs. All shipments to postal units must be sent via Postal Service or common carrier.

Postal units that provide envelopes to customers for reply purposes must use the Postal Service business reply mail (BRM) permit number 73026. (The G-10 permit imprint may not be used for reply purposes.) Also note the revised BRM format for Postal Service users. The legend required for commercial BRM users, "Postage Will Be Paid By Addressee," must now be included on all Postal Service BRM.

Domestic Mail Manual

E060 Official Mail (Penalty)

* * * * *

E060.16 USPS Penalty Mail

[Delete]

Handbook DM-103, *Penalty Mail*

6 Postal Service Mail

610 General

611 Overview

Postal Service Headquarters, Headquarters field units, and area offices use metered postage (see 620) or postage stamps (see 640) for single pieces of outgoing mail. For large volume mailings, these offices use metered postage or the Postal Service's G-10 permit imprint (see 630).

Postal Service district offices and local post offices use the G-10 permit imprint for all outgoing mail (both individual pieces and bulk mailings) except Express Mail.

All postal units may use the Postal Service BRM permit for reply purposes (see 650). All postal units using Express Mail service must enter the accountable finance number on the Express Mail label (see 680).

612 Interim Format for Postal Service Mail

All Postal Service mail must have in the upper left corner the Postal Service corporate logo followed by the complete return address (mailing address including the ZIP+4 code) of the postal facility. The return address aligns left with the bottom edge of the "P" in the corporate logo, as shown in Exhibit 612.

Caution: The Postal Service corporate logo may not be used in place of the standard penalty (eagle) indicia on the upper right corner of the envelope. The corporate logo is used only with the return address in the upper left corner of the envelope.

The penalty mail legend, "Official Business/Penalty for Private Use \$300," which is required for nonprepaid government agency mailings, is eliminated from all Postal Service mailings.

Note: The standard penalty (eagle) indicia is no longer valid and may not be used. Post offices must reject all mail bearing this indicia. Postal units must recycle existing supplies of Postal Service standard penalty indicia envelopes and penalty labels.

613 Accountability for Postal Service Mailings

The Postal Service is moving toward direct accountability for postage on its own mailings. However, different requirements apply to outgoing and reply mail of Postal Service Headquarters, Headquarters field units, and area offices than apply to outgoing and reply mail of district offices and local post offices.

Continued

All outgoing and reply mail of Postal Service Headquarters, Headquarters field units, and area offices must be accounted for so that the proper amount of postage can be charged to the originating office. Postage and fees are entered into the Official Mail Accounting System (OMAS) as nonrevenue (expense) items, which are charged to the accountable finance number. Charge-backs of mail costs appear on the Postal Service Financial Report (PSFR) as an expense (Line 46, Internal Mail). These charges are also reported on the General Ledger under account number 52438 (52439 for Express Mail).

Except for Express Mail service, postage and fees pertaining to outgoing and reply mail of district offices and local post offices are not charged back to the originating office.

614 Reporting Requirements

Although Postal Service mail is not considered penalty mail, the mailing activity of Headquarters, Headquarters field units, and area offices is tracked in the same way as federal agency penalty mail (see chapter 2), except as noted here:

- a. Send all official mail forms tracking Postal Service mailing activity directly to the district OMAS coordinator.
- b. Do not include these forms on Form 3633-G, *Daily Activity Recap for Official Mail*.

Except for Express Mail service, mailing activity of district offices and local post offices is not tracked.

620 Postage Meters

621 General

Headquarters, Headquarters field units, and area offices may use metered postage for both single-piece and large volume mailings. Although these postal units lease commercial Computerized Meter Resetting Service (CMRS) postage meters, post offices follow the same licensing and installation procedures as apply to penalty mail CMRS postage meters (see 237).

Postal Service district offices and local post offices may not use metered postage.

622 Applying for a Postage Meter License

Before meters are installed, Headquarters, Headquarters field units, and area offices must apply for a postage meter license at each post office where metered mail will be deposited. To apply for a postage meter license:

- a. Complete Form 3601-A, *Application for a Postage Meter License*. In the block labeled "Federal Agency Use Only/Code—Sub Code," enter the appropriate 8-digit combination of numbers (for example, 419-99999, where the first digit is always "4," the second is "0" for Field or "1" for Headquarters, and the

last 6 digits are the finance number). See Exhibit 622 for a completed sample of Form 3601-A.

- b. Submit the application to the mailing requirements unit of the licensing post office.

623 Assigning a Postage Meter License

To assign a license, the mailing requirements unit of the licensing post office:

- a. Assigns a 90,000 series license number and records this number on its "Meter License Log for Penalty Mail Postage Meters."
- b. Forwards the completed Form 3601-A to the district OMAS coordinator.

624 Installing a Meter

All meters installed at a licensed postal unit must be commercial, leased CMRS meters supported by OMAS. The setting location follows the procedures for installing CMRS penalty mail postage meters (see 237.2) except that the words "US Official Mail/Penalty for Private Use \$300" must *not* appear in the meter imprint.

625 Resetting a Meter

To reset a meter, CMRS postage meter users:

- a. Access the meter manufacturer's computer and follow the instructions provided.
- b. Maintain a Form 3602-A, *Record of Meter Register Readings*, since this will hasten the discovery of meter malfunctions.

CMRS meter vendors provide tape files of meter settings, which are entered into OMAS for charge-back to the appropriate finance number.

626 Meter Inspections

All CMRS meters must be inspected by the postal unit named on the meter installation form, in accordance with Handbook F-51, *Computerized Meter Resetting System*. The manufacturer must notify the meter holder and the examining postal unit of the dates on which meter examinations are due.

627 Reporting Requirements

Submit all forms relating to meter transactions of postal units directly to the district OMAS coordinator. Do not include these forms on the official mail daily recap (Form 3633-G).

628 Using a Credit Card to Pay for Meter Leasing

When using a credit card to pay for meter leasing, complete Form 824, *Detail Supporting Journal Voucher and Error Correction* (see Exhibit 643), at the end of each accounting period to transfer the cost of leasing from Line 31, Supplies and Services, to Line 37, Equipment, on the PSFR. Report the meter leasing cost as a credit to account number 52111 and a debit to account number 54411.

630 Permit Imprint**631 General**

All postal units may use the Postal Service's G-10 permit imprint. Headquarters, Headquarters field units, and area offices use the G-10 permit imprint only for large volume mailings. District offices and local post offices may use the G-10 permit imprint for both large volume mailings and individual pieces of outgoing mail.

Until March 1, 1996, postal employees may provide G-10 permit labels in place of penalty labels to suppliers with contracts requiring the Postal Service to pay shipping costs. Vendors who are printing and then mailing an item on behalf of the Postal Service may continue to use the G-10 permit imprint for large volume mailings (200 pieces or 50 pounds minimum). Effective March 1, 1996, Postal Service suppliers will no longer be able to use G-10 permit labels for shipping under Postal contracts.

Note: Do not use the G-10 permit imprint for external (non-postal) reply purposes except for Form 3811, *Domestic Return Receipt*.

632 Authorization

Postal units need not complete Form 3615, *Mailing Permit Application and Customer Profile*, to activate the G-10 permit imprint number at local post offices.

633 Format

Use the proper format for the G-10 permit imprint as shown in Exhibit 612. The permit imprint must include the proper class of mail.

634 Permit Imprint Mailings

All postal units (including vendors who are printing and then mailing an item on behalf of the Postal Service) using the G-10 permit imprint for large volume mailings (200 pieces or 50 pounds minimum) must submit the mailing to a business mail entry unit (BMEU) with the appropriate mailing statement. Enter the finance number of the accountable postal unit in the block labeled "Federal Agency Cost Code." Exhibit 634 is an example of a completed mailing statement for a G-10 permit imprint mailing.

Note: Vendors submitting Postal Service mailings may use Form 3602-G in accordance with DMM E060.8.5.

634.1 Headquarters, Headquarters Field Units, and Area Offices

Use the G-10 permit imprint only for large volume mailings. Except as described here, follow the normal eligibility and preparation procedures that apply to agencies using penalty permit imprints (see 240).

The information service centers (ISCs) and material distribution centers (MDCs) (including the Topeka Label Printing Center) are authorized to use a manifesting system for their large volume mailings. These locations are not required to have their mail verified through the normal acceptance procedures. These locations should follow these guidelines:

- a. Complete a mailing statement for each mailing, and maintain Form 3000-G, *Mailing Statement Register for Penalty Mail*.
- b. Forward the mailing statements to the district OMAS coordinator at the end of each accounting period.

634.2 District Offices and Local Post Offices

Use the G-10 permit imprint for *all* outgoing mail except Express Mail. The normal eligibility and preparation requirements for permit imprint mailings do not apply for single-piece mail. Large volume mailings (200 pieces or 50 pounds minimum) must be submitted to a BMEU with a mailing statement.

635 Reporting Requirements

The BMEU follows the normal verification and acceptance procedures for G-10 permit imprint mailings except as follows:

- a. Maintain a record of large volume mailings submitted by Postal Service district offices and local post offices, but do not forward these mailing statements to the district OMAS coordinator.
- b. Do not track mailings entered by Postal Service information service centers (ISCs) and material distribution centers (MDCs) (see 634.1).
- c. Forward mailing statements submitted by Postal Service Headquarters, Headquarters field units, and area offices directly to the district OMAS coordinator. Do not include these mailing statements on the official mail daily recap (Form 3633-G).

640 Regular Postage Stamps**641 General**

Headquarters field units and area offices with very limited volumes of outgoing mail may use regular postage stamps in lieu of metered postage for single-piece rate mail only. Corporate vice presidents may also use regular postage stamps purchased with a corporate credit card from any postal retail unit.

642 Format

Ensure that the Postal Service corporate logo followed by the complete return address appears in the upper left corner of the address side of each mailpiece. Do not include the penalty legend, "Official Business/Penalty for Private Use \$300."

Continued next page

Continued

643 Using a Credit Card to Pay for Postage Stamps

When a credit card is used to purchase postage stamps, complete Form 824, *Detail Supporting Journal Voucher and Error Correction*, at the end of each accounting period to transfer the cost of these stamps from Line 31, Supplies and Services, to Line 46, Internal Mail, on the PSFR. Report the cost of postage stamps as a credit to account number 52111 and a debit to account number 52438. See Exhibit 643 for a sample of a completed Form 824.

650 Business Reply Mail (BRM)

651 General

All postal units may distribute preaddressed business reply envelopes, cards, and labels using the Postal Service BRM permit number 73026 to facilitate customer response. All BRM postage and fees for Headquarters, Headquarters field units, and area offices are charged to the appropriate office. BRM addressed to Postal Service district offices and local post offices is not tracked.

652 Other Reply Options

Other reply options for Headquarters, Headquarters field units, and area offices include:

- a. Units with postage meters may furnish metered reply cards and envelopes containing the preprinted address of that postal unit, subject to the relevant standards in DMM P030.
- b. Units that use regular postage stamps may provide stamped stationery, envelopes, or cards that contain the preprinted address of that postal unit.

Note: Do not provide penalty labels or G-10 permit imprint labels to postal suppliers.

653 BRM Permit Number for Notice 32

To distribute Notice 32, *Box Rent or Caller Service Fee Due*, without a preprinted address, use Postal Service BRM permit number 99998, which has been assigned for use only with this program.

654 Authorization

Postal units need not complete Form 3615, *Mailing Permit Application and Customer Profile*, to activate the Postal Service BRM permit numbers at local post offices.

655 Format

Ensure that Postal Service BRM envelopes and labels meet these requirements:

- a. All BRM envelopes and labels show the address of the postal unit receiving the reply. Print, type, or hand-stamp the address directly on the mailpiece, or affix a printed gummed label in the address area. The address may not be handwritten.

- b. Postal Service BRM envelopes and labels include the legend "Postage Will Be Paid By Addressee."

Exhibit 655 shows the two approved formats for Postal Service business reply mail.

656 Reporting BRM Activity

To track BRM received by postal facilities, postage due units follow the procedures described for penalty BRM (see 263.1) with these differences:

- a. Do not track BRM received by Postal Service district offices and local post offices.
- b. Maintain a separate Form 25, *Trust Fund Account*, for each accountable finance number (Headquarters, Headquarters field unit, or area office) receiving BRM.
- c. Complete a separate Form 3630-G, *Penalty Business Reply Mail Accounting Period Report*, at the end of each accounting period for each finance number for which BRM activity has been recorded. On each Form 3630-G, enter the ZIP Code and finance number of the postal unit receiving BRM, not that of the reporting post office.
- d. Send these Forms 3630-G directly to the district OMAS coordinator.
- e. Do not include these Forms 3630-G on the official mail daily recap (Form 3633-G).

660 Merchandise Return

No postal unit at any level (including managers and authorized purchasing agents) may use merchandise return service to enable suppliers to ship parts, supplies, and materials to postal facilities without prepayment of postage. All shipments to postal facilities must be paid by the supplier.

670 Second-Class Mail

Postal Service Headquarters, Headquarters field units, and area offices may mail publications second-class following the authorization and mailing procedures described for penalty second-class mailings (see 310). The BMEU forwards the mailing statements directly to the district OMAS coordinator at the end of each accounting period. Do not include mailing statements for Postal Service publications on the official mail daily recap (Form 3633-G).

680 Express Mail

681 General

All postal units may use Express Mail service. Postage charges for Express Mail service are entered into the Electronic Marketing Reporting System (EMRS) for chargeback to the accountable finance number shown on the Express Mail label. These Express Mail charges are consolidated with other postage charges on the PSFR (Line 46, Internal Mail) but are reported separately on the General Ledger under account number 52439.

682 Completing the Express Mail Label


To use Express Mail service, enter in the "Postal Service Acct. No." block of the Express Mail label the appropriate 8-digit combination of numbers (for example, 419-99999 where the first digit is always "4," the second is "0" for Field or "1" for Headquarters, and the last 6 digits are the finance number).

Note: Postal Service users must not use postage meter strips or regular postage stamps to pay for Express Mail postage.

683 Authorizing Credits for Express Mail Service

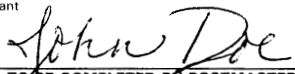
Postal Service users may file for refunds of Express Mail postage in the same manner as any other customer if service standards are not met. All refunds must be processed through EMRS.

* * * * *

 <p>UNITED STATES POSTAL SERVICE</p> <p>475 L'ENFANT PLAZA SW WASHINGTON, DC 20260-0001</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> First-Class Mail Postage & Fees Paid USPS Permit No. G-10 </div>
---	---

Interim Format for Postal Service Mail

Exhibit 612

Application for a Postage Meter License		
<small>APPLICANT: FILE at office where mailings will be made (Part 144, Domestic Mail Manual). Complete all unshaded blocks</small>		
<small>Name of Applicant (Print or type)</small>	<small>Applicant Telephone No.</small>	
POST OFFICE ACCOUNTING, CORPORATE ACCOUNTING	(999) 999-9999	
<small>Address of Applicant (Street, City, State, ZIP+4 Code) (Print or type)</small>	<small>Federal Agency Use Only</small>	<small>Code Sub Code</small>
475 L'ENFANT PLZ SW RM 9999, WASHINGTON DC 20260-0001	4 1 1 - 0 4 0 9 8	
<small>Meter to be set at (Main office, station, or branch)</small>	<small>Setting Location ZIP Code</small>	
L'ENFANT PLAZA STATION	20026	
<small>Signature of Applicant</small>	<small>Date</small>	<small>Meter Serial No.</small>
	10-2-95	7259943
TO BE COMPLETED BY POSTMASTER		
<small>(Retain application in your file. After application has been approved, deliver authorization to license holder.)</small>	<small>Date of Issuance</small>	<small>License Number</small>
	10-3-95	90967
<small>Detached from PS Form 3601-A, May 1992</small>		

Completed Form 3601-A, Application for a Postage Meter License

Exhibit 622

United States Postal Service
Statement of Mailing With Permit Imprints First-Class Mail
 (For Priority Mail, Use Form 3605-R)

MAILER: Complete all items by typewriter, pen, or indelible pencil. Use Form 3606 if you need a receipt.

Mailer's Information	Post Office of Mailing Washington DC	Date 12-2-95	Processing Category <input checked="" type="checkbox"/> Letters (DMM C050) <input type="checkbox"/> Flats (DMM C050) <input type="checkbox"/> Automation-Compatible Flats (DMM C820) <input type="checkbox"/> Irregular Parcels (DMM C050)	USPS Authorized Mailing ID Code(s)			
	Permit No. G-10	Federal Agency Cost Code 99-9999	Mailing Statement Seq. No.				
	Permit Holder's Name & Address (Include ZIP Code) Post Office Accounting 475 L'Enfant Plaza SW Washington DC 20260 0001	Telephone Number 268-1234	Receipt No.				
	No. Sacks	No. Trays 3	No. Pallets	No. Other			
	Weight of a Single Piece .0313 pounds		Total Pieces in Mailing 1700	Total Weight of Mailing 53.125	Barcoded Flats Sacking Based On (DMM M823) <input type="checkbox"/> 125 pcs. <input type="checkbox"/> 15 lbs.		
CTAS Cust. Ref. ID		Name and Address of Individual or Organization for Which Mailing Is Prepared (If other than the permit holder)		Name and Address of Mailing Agent (If other than the permit holder)		Check All That Apply <input type="checkbox"/> Centralized Postage Payment <input type="checkbox"/> Plant Loaded to <input type="checkbox"/> BMAU Entry at <input type="checkbox"/> Orig. <input type="checkbox"/> Dest. A / O ZIP _____ <input type="checkbox"/> Orig. <input type="checkbox"/> Dest. SCF 3D ZIP _____ <input type="checkbox"/> Orig. <input type="checkbox"/> Dest. ADC _____	

Postage Computation	<input checked="" type="checkbox"/> For mailings of automation-compatible letter-size pieces (see DMM C810), other than cards, go to Part A on the reverse of this form.		Postage (From Reverse Side)	Part A	\$ 544.00
	<input checked="" type="checkbox"/> For mailings of non-automation-compatible letter-size pieces (see DMM C050), other than cards, weighing .6875 lb. (11 ounces) or less, go to Part B on the reverse of this form.			Part B	\$
	<input checked="" type="checkbox"/> For mailings of non-letter-size pieces (see DMM C050), other than cards, or of automation-compatible flats (see DMM C050), weighing .6875 lb. (11 ounces) or less, go to Part C on the reverse of this form.			Part C	\$
	<input checked="" type="checkbox"/> For mailings of postal cards and postcards (see DMM E100), go to Part D on the reverse of this form.			Part D	\$
	<input type="checkbox"/> Additional Postage Payment (State reasons) <input type="checkbox"/> Special Service (Specify)			No. Pieces	Rate/Fee Per Pc. = \$
Total Postage					\$ 544.00

Certification

*The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. (If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer, and both the mailer and the agent will be liable for and agree to pay any deficiencies.)

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

I hereby certify that all information furnished on this form is accurate and truthful, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed.

*Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred)
Thomas Smith

Telephone Number
268-1234

USPS Use Only	Single-Piece Weight _____ pounds	Are the figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Total Pieces _____ Total Weight _____	If "Yes," Reason _____			
	Total Postage _____				
	Check One <input type="checkbox"/> Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled	Date Mailer Notified _____	Contact _____	By (Initials) _____	
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for the rate of postage claimed; (2) proper preparation (and presort where required); (3) proper completion of the statement of mailing; and (4) payment of the required annual fee.				Round Stamp (Required)
Signature of Weigher _____	Time _____	AM	PM		

Completed Mailing Statement for a G-10 Permit Imprint Mailing
 Exhibit 634

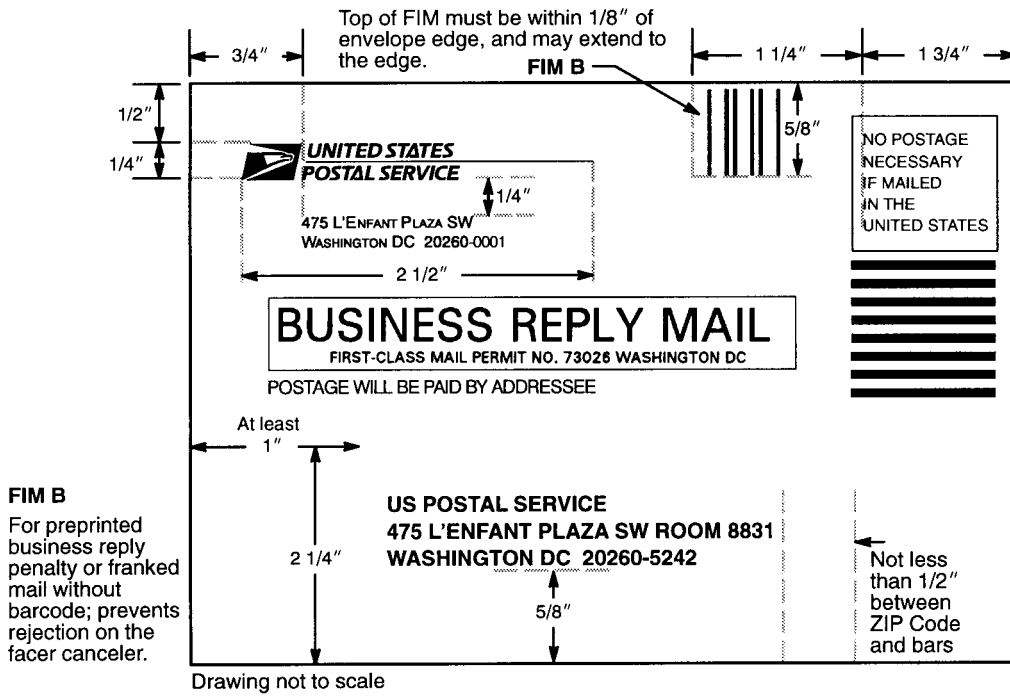
U.S. Postal Service																	Page					
DETAIL SUPPORTING JOURNAL VOUCHER AND ERROR CORRECTION																	/ of / Pages					
Accounting Period 1-2	Fiscal Year 3	J. V. No. 4-7	Finance No. 8-14	MV FAC 15	Sub. Loc. Code 16-18	LDC 19-20	Account No. 21-25 26-28		Debit Amount (No. x Col. 41) 29-41	Credit Amount (x Col. 41) 29-41	EMP Count 42-47	Work Hours 48-55	Adj. Type 56	Adj. A/P or FY 57-58	Prior Year Account No. 59-63 64-66		67-70	Prior Year A/P 71-72	73	MV ID 74-75	Calendar Year 76-77	Pay Period 78-79
							Primary	Sub.							Primary	Sub.						
10	5		10-4096				52111		200.00													
			10-4096				52438	200.00														
							Total		200.00	200.00												

Description

Thomas E. Palafin 6/23/95
 Signature Date

 Signature Date

Completed Form 824 Used to Transfer the Cost of Postage Stamps Purchased with a Credit Card
 Exhibit 643
 Continued next page



Changes in Account Identifier Codes (AIC) Usage to Facilitate Permit and Bulk Mail Accounting

References to the AICs mentioned below will be reflected in the appendixes of Handbook F-1, *Post Office Accounting Procedures*, and Handbook F-4, *Examination of Postmasters Accounting Transactions*, when they are revised. IRT and Permit software will be revised early in Calendar Year 1996.

Effective immediately, record First-Class Presort Advance Deposits (AIC 070), Special Fourth Class Advance Deposits (AIC 071), and Residual Pieces/Disqualified Metered Mailings (073) in AIC 052. In addition:

- AIC 052, Permit Imprint Advance Deposits, title has been changed to Permit Imprint/Additional Postage.
- AIC 113, Presort Metered Mail, title has been changed to Additional Postage Revenue.
- AIC 113 can now be used for additional revenue collected for postage affixed mailings affixed at a rate less the applicable rate.

- AIC 452, Permit Imprint Advance Deposits, title has been changed to Permit Imprint/Additional Postage.
- AICs 070, 071, and 073 are no longer valid.

Standard Field Accounting System sites must:

1. Change AICs 052 and 452 description on the AIC file in file maintenance to Permit Imprint/Additional Postage.
2. Move AICs 070, 071, and 073 balances for each unit in the TASS adjustment module to AIC 052.
3. Not change AICs 070, 071, and 073 flags on the AIC file in file maintenance.
4. Not delete AICs 070, 071, and 073 from the AIC file.
5. Change the titles in AIC file maintenance of AICs 052, 113, and 452 to the following:

052	Permit Imprint/Additional Postage
113	Additional Postage Revenue
452	Permit Imprint/Additional Postage

—*Corporate Accounting, Finance, 11-23-95*

Receipts for Meals — PCES Employees in Temporary Quarters

Effective immediately, Handbook F-11, *PCES Relocation Policy*, is revised as follows:

Handbook F-11, *PCES Relocation Policy*

Chapter 4 Temporary Living Quarters

410 Conditions

* * * * *

420 Reimbursable Expenses

421 Actual Temporary Living Quarters Expenses

You will be reimbursed for actual temporary living quarters expenses. Receipts are required for lodging and cleaning expenses. Receipts are required for meals where the entire, combined cost (not the per person cost) of the meal exceeds \$15. Receipts are required for all food purchased at

supermarkets, etc., for the consumption of the employee and the employee's family. Travel vouchers cannot claim reimbursement for both restaurant expenses for every meal as well as reimbursement for foodstuffs purchased at food stores. Receipts are also required for other subsistence items in excess of \$15.

Subsistence items do not include items such as clothing, toothpaste or toothbrushes, razor blades, hair care products, or small kitchen appliances. Subsistence items do include consumable food products (except alcohol). While receipts for items less than \$15 are not required, you should keep a daily log of such expenses for reference when you prepare your reimbursement voucher.

—*National Accounting, Finance, 11-23-95*

Changes in Relocation Benefits — Retired PCES Employees

Relocation benefits for PCES employees who will retire on or after January 1, 1996, have been changed. Section 850 of Handbook F-11, *PCES Relocation Policy*, is revised as follows:

Handbook F-11, *PCES Relocation Policy*

* * * * *

850 Retirees

851 Conditions

As a retiree, you will be reimbursed for expenses associated with a relocation until age 56 or within 2 years after your retirement. Written approval for the age 56 criteria will be required from the manager of Corporate Accounting before actual retirement. You may move to one location in the United States or the US territories, but the relocation distance is the same as for other executive transfers—50 miles—as specified in section 130.

852 Reimbursable Expenses

852.1 Advance round trip. You and your spouse are eligible to make advance round trips to seek housing. Two trips are allowed whether taken jointly or separately by you or your spouse. The two trips may not exceed a total of 10 days (9 nights), including travel time. You may take your dependents on the advance round trip. You are eligible to be reimbursed for child care for dependents remaining home during your advance round trip.

852.2 Return trips to old residence. You are entitled to one return trip to your old residence.

852.3 Miscellaneous expense allowance. You are eligible to receive a payment of \$10,000 to cover costs associated with a relocation that are not otherwise reimbursable under the PCES Relocation Program.

852.4 En route travel expenses. Follow the guidelines in chapter 3 to claim mileage reimbursement for en route travel. You may not claim reimbursement for lodging, meals, or related miscellaneous expenses. Advances will not be issued.

852.5 Transportation and storage of household goods. Relocation of household goods is provided for retirees by the Relocation Management Firm (RMF), as defined in chapter 7 of this handbook. Household goods may be stored for a maximum of 60 days. There is no weight limit on the household goods you wish to ship. You are entitled to have only one privately owned vehicle transported by the RMF. When you need this service, you must contact Corporate Accounting at Headquarters.

852.6 Temporary quarters. The rules for temporary quarters include the following:

- a. You will be reimbursed for temporary living quarters expenses for up to 60 consecutive days. Quarters are not considered temporary if the lease is for more than 60 days or if you move your household goods into them. You will not be reimbursed for temporary living quarters lodging expenses if you stay with friends or relatives.
- b. You will be reimbursed for actual temporary living quarters expenses. Receipts are required for lodging and cleaning expenses and for other subsistence items in excess of \$15 (including the total cost of meals). See section 421 for the definition of subsistence items.

852.7 Home sale and home purchase expenses. Follow the guidelines in chapter 6 to claim sale and/or purchase reimbursement for real estate expenses. You will have up to 3 years to settle real estate transactions for which you request reimbursement. Loan origination fees over 2 percent must have management approval. You may use the RMF for home purchase and marketing assistance services. You may not use the RMF home finding assistance service.

852.8 Grossing up. As a retiree, you are entitled to the standard grossing up allowances as stated in section 814.

852.9 Restrictions. You are not eligible for Mortgage Interest Differential.

—Corporate Accounting, Finance, 11-23-95

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.

Do not cash new style money orders **000,000,001 to 660,000,000**. Advise holders to send invalid money orders to: Canada Post Corporation, Ottawa, Canada K1A 0B1.

000,000,001	to		668,970,201	to	0,700	680,374,523	to	4,700	695,142,809	to	3,050
		660,000,000	669,677,719	to	7,735	680,409,401	to	9,800	695,144,666	to	4,700
			669,893,581	to	3,700	680,463,338	to	3,800	695,272,601	to	2,750
660,304,493	to	4,600	670,374,867	to	5,000	680,693,701	to	4,400	695,277,576	to	7,650
660,596,601	to	6,700	670,993,101	to	3,180	681,457,001	to	7,100	695,530,761	to	0,800
660,644,144	to	4,300	670,994,962	to	5,000	681,717,331	to	7,390	696,487,701	to	7,800
661,162,159	to	2,220	670,996,971	to	7,040	681,774,980	to	4,999	696,784,101	to	4,550
661,165,221	to	5,250	671,601,379	to	1,400	681,883,291	to	3,310	696,870,601	to	0,650
661,179,997	to		671,672,253	to	2,300	681,896,616	to	6,650	697,047,501	to	7,600
		180,020	671,883,301	to	3,900	681,918,357	to	8,399	697,052,101	to	2,350
661,183,221	to	3,260	672,032,758	to	2,800	681,951,205	to	1,300	697,217,251	to	7,400
661,187,652	to	7,690	672,052,001	to	2,100	682,154,556	to	4,700	697,249,952	to	0,050
661,581,517	to	1,600	672,271,301	to	2,500	682,171,562	to	1,800	697,414,886	to	4,900
661,997,658	to	7,686	672,344,466	to	4,500	682,194,101	to	4,300	697,469,606	to	9,700
662,987,487	to	7,500	672,349,801	to		682,895,301	to	5,500	697,850,401	to	0,750
663,119,201	to	9,300			350,100	682,899,401	to	9,800	697,945,701	to	5,850
663,352,552	to	2,700	672,439,641	to	9,700	683,148,063	to	8,100	698,098,446	to	8,550
663,636,414	to	6,500	672,481,401	to	1,700	683,284,001	to	4,100	698,300,251	to	0,300
664,514,929	to	5,000	672,695,171	to	5,240	684,491,501	to	1,800	698,504,383	to	4,650
664,625,114	to	5,200	672,696,211	to	6,280	684,549,048	to	9,080	698,533,927	to	4,200
664,689,941	to		672,893,127	to	3,140	684,560,109	to	0,120	698,562,268	to	2,400
		690,000	673,052,969	to	3,200	684,664,801	to	5,000	699,090,686	to	0,750
664,774,743	to	4,800	673,074,401	to	5,300	684,669,118	to	9,140	699,752,699	to	2,850
665,080,644	to	0,700	673,759,973	to		684,793,877	to	3,940	700,068,473	to	8,500
665,241,112	to	1,200			760,000	684,797,821	to	7,860	700,161,501	to	1,650
665,956,831	to	6,880	673,784,461	to	4,700	685,145,309	to	5,800	700,202,522	to	2,700
665,967,877	to	7,920	673,849,090	to	9,120	685,207,545	to	7,600	700,290,275	to	0,300
666,025,401	to	5,800	673,993,701	to	3,800	685,210,901	to	1,000	700,465,730	to	5,750
666,209,330	to	9,400	675,044,601	to	4,900	685,807,531	to	7,580	700,561,444	to	1,550
666,210,847	to	0,900	676,297,901	to	8,000	685,814,051	to	4,130	701,423,101	to	3,150
666,395,901	to	6,100	676,483,147	to	3,200	685,857,451	to	7,530	701,626,469	to	5,550
666,647,247	to	7,258	676,496,501	to	6,600	685,900,425	to	0,439	701,643,829	to	3,850
666,662,073	to	2,100	676,498,101	to	8,150	685,953,580	to	3,620	701,945,451	to	5,500
666,696,251	to	6,300	676,528,845	to	8,870	685,955,441	to	5,480	702,033,701	to	4,050
667,040,021	to	0,600	676,663,323	to	3,340	686,006,601	to	7,000	702,051,501	to	1,750
667,382,231	to	2,300	676,691,301	to	1,340	686,066,714	to	7,000	702,053,601	to	3,800
667,398,541	to	8,600	676,820,548	to	0,700	686,325,801	to	5,900	702,104,368	to	4,900
667,435,145	to	5,200	676,974,331	to	4,410	686,567,807	to	7,860	702,128,306	to	8,400
667,486,601	to	6,800	677,138,046	to	8,200	687,145,501	to	5,600	702,179,891	to	9,900
667,521,407	to	1,600	677,167,453	to	7,500	690,412,901	to	3,400	702,410,595	to	1,050
667,752,069	to	2,300	677,463,901	to	4,000	692,720,871	to	0,900	702,660,151	to	0,540
667,916,445	to	6,500	677,876,420	to	6,500	692,876,955	to	7,050	702,723,429	to	3,450
667,926,278	to	6,300	678,642,061	to	2,100	693,290,380	to	0,400	703,004,401	to	4,820
668,104,101	to	4,800	678,667,951	to	8,010	693,290,426	to	0,450	703,083,819	to	4,020
668,155,938	to	6,000	678,674,980	to	5,000	694,063,700	to	3,897	703,432,131	to	2,230
668,220,001	to	1,000	679,221,751	to	1,900	694,063,900	to	4,000	703,626,061	to	6,090
668,222,101	to	3,400	679,230,119	to	0,200	694,550,501	to	0,530	703,863,477	to	3,540
668,583,651	to	3,700	679,237,471	to	7,700	694,595,031	to	5,050	703,867,801	to	7,980
668,584,001	to	4,010	679,345,508	to	5,540	694,595,087	to	5,300	704,154,024	to	4,120
668,588,581	to	8,600	679,474,201	to	4,300	694,698,551	to	8,650	704,227,561	to	7,829
668,659,099	to	9,200	680,062,901	to	3,000	694,745,458	to	5,600	704,227,831	to	8,069
668,789,430	to	9,440	680,173,023	to	3,100	695,105,313	to	5,350	704,228,071	to	8,100

704,420,344	to	0,490	706,180,148	to	0,290	707,441,401	to	1,687	709,411,171	to	1,320
704,568,751	to	8,990	706,184,041	to	4,220	707,441,836	to	1,940	709,733,281	to	3,580
704,702,348	to	2,580	706,357,861	to	8,190	707,958,541	to	8,570	714,442,952	to	2,980
704,965,301	to	5,770	706,382,419	to	2,430	707,960,107	to	0,160	714,562,843	to	2,860
705,280,801	to	0,980	706,628,735	to	8,820	708,059,941	to	60,000	714,609,811	to	9,930
705,475,651	to	6,040	706,638,211	to	8,420	708,115,830	to	5,860	714,609,961	to	9,990
705,566,127	to	6,280	706,817,959	to	8,000	708,138,301	to	8,480	714,807,181	to	7,240
705,782,796	to	2,820	707,034,391	to	4,450	709,222,591	to	2,920	714,871,321	to	1,500
705,822,271	to	2,480	707,292,636	to	2,660	709,243,479	to	3,500	715,197,211	to	7,570

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

—Inspection Service, 11-23-95

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, 11-23-95

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, 11-23-95

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

Foreign Order No. 371

Keep all foreign order notices for use as reference.

Final Orders

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

Australia

KSS
PO BOX 264
KELVIN GROVE DC
BRIS 4059
AUSTRALIA

Canada

IDM CORP
6871 NUMBER 3 RD
PO BOX 94300 STN MAIN
RICHMOND BC V6Y 2A6
CANADA

IDM CORP
6871 NUMBER 3RD
PO BOX 94655 STN MAIN
RICHMOND BC V6Y 3X4
CANADA

CECILIA BOUNTY
WINNERS INTERNATIONAL NETWORK
PO BOX 2064
VANCOUVER BC V6B 353
CANADA

INTERNATIONAL LOTTERY PAYOUT SERVICES
7680 RIVER ROAD
NO 94667
RICHMOND BC V6Y 4A4
CANADA

WINNERS INTERNATIONAL NETWORK
1614-675 W HASTINGS ST #E
VANCOUVER BC V6B 4W3
CANADA

INTERNATIONAL WINNERS REGISTRY BUREAU
PO BOX 2180
VANCOUVER BC V6B 3V7
CANADA

INTERNATIONAL WINNERS REGISTRY BUREAU
PO BOX 2084
VANCOUVER BC V6B 3T2
CANADA

INTERNATIONAL WINNERS REGISTRY BUREAU
PO BOX 2044
VANCOUVER BC V6B 3R6
CANADA

IDM CORP
6871 NO 3 ROAD
NO 94229
RICHMOND BC V6Y 2A6
CANADA

AUSTRALIAN LOTTERY WINNERS SERVICE
PO BOX 95090 STN S VAN DEL CTR
VANCOUVER BC V6P 6W1
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. The must post it on the Foreign Order Board at all processing and distribution plants, designated international exchange offices, and customer service plants.

—Judicial Officer, 11-23-95

Withholding of Mail Orders

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

State and City	Names Covered
IL, Des Plaines 60016-6934	Any And All Various Names Other Than The Surname Randle, 9108 Ballard Road, Apt. 2H
IL, Chicago 60605-1700	Allied Business Corp., 601 S. LaSalle, Ste. A-563
TX, Baytown 77522-3511	Universal Claim Center, 3508 Market Street, Ste. 3511 (PO Box 3511), and
TX, Baytown 77521-3852	3411 Garth Road, Box 240

—Judicial Officer, 11-23-95

Domestic Orders

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

State and City	Names Covered	Product
TX, Westhoff 77994-0164	Any and All Various Names Except Shirley Hagan, P.O. Box 164	A scheme to order merchandise without paying for same.
MI, Dearborn Heights 48127-0517	Broadview Associates, P.O. Box 517	A multi-level marketing scheme.
MI, Livonia 48151-0314	Broadview Associates, P.O. Box 2314	A multi-level marketing scheme.
FL, Pensacola 32522-7486	Freedom Associates, P.O. Box 17486	A multi-level marketing scheme.
MI, Farmington Hills 48333-2899	Freedom Associates, P.O. Box 2899	A multi-level marketing scheme.
MI, Redford 48240-0030	Freedom Associates, P.O. Box 40030	A multi-level marketing scheme.
FL, Gulf Breeze 32562-0125	Mentor Associates, P.O. Box 125	A multi-level marketing scheme.
FL, Pensacola 32505-0429	Mentor Associates, P.O. Box 8429	A multi-level marketing scheme.
FL, Pensacola 32513-2696	Mentor Associates, P.O. Box 2696	A multi-level marketing scheme.

—Judicial Officer, 11-23-95

PHILATELY

StampFolio Revaluation

Effective December 9, 1995, the \$4.95 StampFolios containing 29-cent postage stamps will sell for \$2.50 until the supply is exhausted or removed from sale. This price adjustment is not retroactive. The adjustment applies only to the \$4.95 StampFolios containing 29-cent stamps, bought on or after the December 9, 1995, effective date. The StampFolios affected are:

StampFolio Item Number	Description
9835 & 9835E	Buffalo Soldiers
9838 & 9838E	Love Stamps
9840 & 9840E	Blues Singers
9841 & 9841E	Moon Landing
9842 & 9842E	Norman Rockwell
9843 & 9843E	Locomotives
9844 & 9844E	Popular Singers
9845 & 9845E	Wonders of the Seas
9846 & 9846E	Christmas Stamp Pack
9847 & 9847E	Summer Garden Flowers

All offices with these products in inventory should decrease their stamp accountability and follow the instructions below.

Procedures for IRT Offices

- Issue all StampFolios in Main Stock or Unit Reserve to window clerks.
- Multiply the number of StampFolios on hand by \$2.45 (difference between the old (\$4.95) and new (\$2.50) prices).
- Enter the difference on the Return Stamps side of Form 17, *Stamp Requisition*.

Note: The total difference entered on Form 17 must be entered to clerk's IRT disk. Every clerk with StampFolios must complete Form 17 and make the entry to his/her disk *before any sales are made*.

- Enter the total from Form 17 to AIC 850, *Stock Decrease-Revaluation*.

Note: When clerks' disks are consolidated, the total revaluation for the unit will be the total amount in AIC 850 on the Unit Form 1412, *Daily Financial Report*. For Main Stock

units, the revaluation amount in AIC 850 will roll to AIC 509, *Postage Stock Revaluation — Decrease*, on the Daily Financial Statement. This amount will automatically be offset by a decrease to AIC 805, *Postage Stock Inventory*.

- Delete the item number for the StampFolios from their stamp stock at the \$4.95 price.
- Add the item number for the StampFolios at the new price of \$2.50.

Manual Form 1412 Procedures

- Supervisors must count quantities on hand at close of business on December 8, 1995.
- Revalue stock prior to shipping to window clerks.
- Multiply the number of StampFolios on hand by \$2.45 (difference between the old and new prices).
- Enter the difference on Form 17.

Main Stock Units (non-IRT)

- Enter the total from Form 17 on line 12 of Form 3958, *Daily Financial Report*, and write in revaluation stock decrease.
- Support the Form 3958 entry with Form 17.
- Make a corresponding entry to line 9 on Form 3959, *Daily Recap — Stamp Stock Transaction*. This will decrease the office's accountability to reflect the new price.
- Make a write-in entry in the Accountbook to AIC 509, *Postage Stock Revaluation — Decrease*, for the amount on Form 17. The offset is a decrease to AIC 805, *Postage Stock Inventory*, in the analysis section.

Reserve Stock Units (non-IRT)

- Enter the total from Form 17 on line 12 of Form 3958 and write in revaluation stock decrease.
- Support Form 3958 entry with Form 17.
- Enter the total from Form 17 to AIC 850, *Stock Decrease — Revaluation*, on the office's Form 1412.

Procedures for Stamp Distribution Offices (SDOs) and Stamp Distribution Networks (SDNs), Users of the STAMPS Program

The Master Inventory for STAMPS will be updated automatically at 9 a.m., Eastern Standard Time, on December 11, 1995, to reflect the new selling price of \$2.50.

Note: When the inventory system is updated, the closing balance on Form 3958 for December 8 will not match the opening balance on Form 3958 for December 11. The difference should equal the total devaluation amount. Write the difference on the overage line in the postage column on Form 3958 and label it StampFolios Devaluation.

Stamp Distribution Supervisors at all facilities processing the StampFolios should perform the following on December 11, 1995:

- Total the quantities of StampFolios in inventory.
- Multiply the number of StampFolios on hand by \$2.45 (difference between the old and new prices).
- Enter the results on the Return Stamps side of Form 17.
- Write the difference on the overage line of Form 3958 (outside on the postage line) as stock devaluation. This must be done on *December 11*.
- Send Form 3958 and Form 17 to the District Accounting Office.

Procedures for District Accounting Office

- Call up Option C, Accountable Paper, on the Daily Financial Menu.
- Call up Option B, Accountable Paper (PS 3958), on the accountable paper menu.
- Enter the amount on Form 17 on the devaluation line. This will increase AIC 509, and decrease AIC 805.

Note: Do not enter the amount on Form 17 via the advice of shipment option. This will result in a statement of difference.

Offices using the SDO/SDN Intransit Program

Offices using the SDO/SDN3959 Intransit program will need to make manual entries to reflect the amount of the revaluation of the StampFolios. AIC 509 does not automatically roll into the SDO/SDN3959 program; therefore, the ending inventory in the SDO/SDN3959 program will not match the 805 ending inventory balance.

Perform the following to adjust the SDO/SDN3959 balance:

- Print a copy of the Accountbook.
- The amount in AIC 509 on the Accountbook should be manually entered to Form 3958 on line 9 (this is cell D32 of the spreadsheet).

—Stamp Services, Marketing, 11-23-95

Pictorial Cancellations Announcement 95-23

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.

The following address and an accompanying pictorial erroneously appeared in *Postal Bulletin* 21905 (10-26-95). The pictorial is *not* available.

December 10, 1995

EAST AMHERST FIRE DEPARTMENT
STATION
POSTMASTER
9830 TRANSIT RD
EAST AMHERST NY 14051-9998



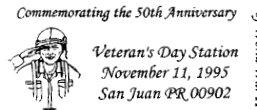
November 11, 1995

EATON STATION
POSTMASTER
ROUTE 26, MAIN STREET
EATON NY 13334-9998



November 10, 1995

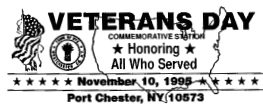
MEDICAL CENTER STATION
POSTMASTER
30 OLD KARNER RD
ALBANY NY 12288-9998



November 11, 1995

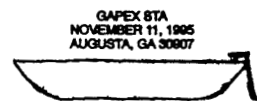
Veteran's Affairs Office

VETERANS DAY STATION
POSTMASTER
585 AVE FD ROOSEVELT
SAN JUAN PR 00936-9611



November 10, 1995

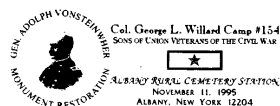
VETERANS DAY COMMEMORATIVE
STATION
POSTMASTER
PO BOX 9998
PORT CHESTER NY 10573-9998



November 11 & 12, 1995

Greater Augusta Stamp Club

GAPEX STATION
POSTMASTER
525 8TH ST
AUGUSTA GA 30901-9998



November 11, 1995

ALBANY RURAL CEMETERY STATION
POSTMASTER
30 OLD KARNER RD
ALBANY NY 12288-9998



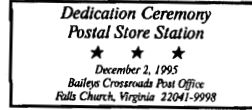
November 16, 1995

JIM THORPE COMMEMORATIVE STATION
POSTMASTER
9TH & A AVE
PRAGUE OK 74864-9998



November 23–December 31, 1995

CHRISTMAS CITY STATION
POSTMASTER
PO BOX 9998
ARITON AL 36311-9998



December 2, 1995

POSTAL STORE STATION
POSTMASTER
6021 LEESBURG PIKE
FALLS CHURCH VA 22041-9998



November 24–25, 1995

FESTIVAL OF TREES CELEBRATION
STATION
POSTMASTER
4150 CHICAGO AVE
RIVERSIDE CA 92501-9998



December 2, 1995

UPPER SHORES STATION
POSTMASTER
502 GRAND CENTRAL AVE
LAVALLETTÉ NJ 08735-9998



November 29–December 3, 1995

FESTIVAL OF TREES STATION
POSTMASTER
351 24TH ST N
BIRMINGHAM AL 35203-9813



December 2 & 3, 1995

Cover Expo

COVER EXPO 95 STATION
POSTMASTER
2271 W CRESCENT AVE
ANAHEIM CA 92802-9998



December 1, 1995

OZARK LIGHTS STATION
POSTMASTER
12 W DICKSON
FAYETTEVILLE AR 72701-9998

(Artwork Unavailable)

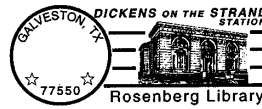
December 2 & 3, 1995

CRACKER CHRISTMAS STATION
POSTMASTER
23580 E COLONIAL DR
CHRISTMAS FL 32709-9998



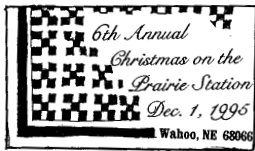
December 1 & 2, 1995

CHRISTMAS IN THE PARK STATION
POSTMASTER
9TH & A AVE
PRAGUE OK 74864-9998



December 2 & 3, 1995

DICKENS ON THE STRAND STATION
POSTMASTER
601 ROSENBERG ST
GALVESTON TX 77550-9998



December 1–3, 1995

6TH ANNUAL CHRISTMAS ON THE
PRAIRIE STATION
POSTMASTER
PO BOX 9998
MALMO NE 68040-9998



December 7, 1995

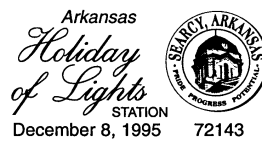
NATURALIZATION STATION
POSTMASTER
1124 PACIFIC ST
OMAHA NE 68108-9802



December 1–31, 1995

U.S. Postal Service

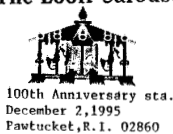
STAR STATION
POSTMASTER
202 SOUTH MAIN ST
STAR NC 27356-9998



December 8 & 9, 1995

HOLIDAY OF LIGHTS STATION
POSTMASTER
PO BOX 9998
SEARCY AR 72143-9998

The Loeff Carousel



December 2, 1995

100TH ANNIVERSARY STATION
POSTMASTER
40 MONTGOMERY ST
PAWTUCKET RI 02860-9998



December 9, 1995

ALABAMA JAZZ STATION
POSTMASTER
351 24TH ST N
BIRMINGHAM AL 35203-9813



December 9, 1995
 FLETC ARTESIA STATION
 POSTMASTER
 PO BOX 9998
 ARTESIA NM 88210-9998

Mardi Gras Station
 Providence RI 02903
 December 31, 1995



December 31, 1995
 MARDI GRAS STATION
 POSTMASTER
 24 CORLISS ST
 PROVIDENCE RI 02904-9998



Bicentennial Station
 Burnham, PA 17009
 December 12, 1995

December 12, 1995
 Standard Steel
 BICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 BURNHAM PA 17009-9998



BARTLETT STATION
 BARTLETT
 NEW HAMPSHIRE 03812
 DECEMBER 31, 1995

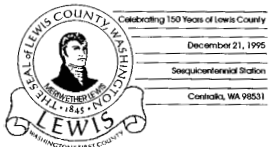
December 31, 1995
The Mount Washington Way of Better Living
 BARTLETT STATION
 POSTMASTER
 ROUTE 302 PO BOX 9998
 GLEN NH 03838-9998



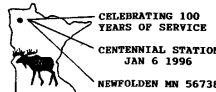
December 17, 1995
 Melvin Village, Mirror Lake Post Office, and
 Center Tuftonborough CPU
 TUFTONBOROUGH STATION
 POSTMASTER
 PO BOX 9998
 TUFTONBOROUGH NH 03850-9998



January 1, 1996
 COMPUSA FLORIDA CITRUS BOWL
 STATION
 POSTMASTER
 10401 TRADEPORT DR
 ORLANDO FL 32862-9670



December 21, 1995
 Lewis County Sesquicentennial Committee
 SESQUICENTENNIAL STATION
 POSTMASTER
 PO BOX 1011
 CHEHALIS WA 98532-1011



January 6, 1996
 CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 NEWFOLDEN MN 56738-9998



January 6 & 7, 1996
 CENTERVILLE STATION
 POSTMASTER
 PO BOX 9998
 CENTERVILLE NY 14029-9998

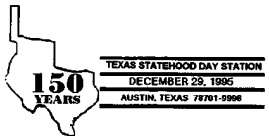


JANUARY 1, 1996
 Tournament Station
 Pasadena, CA 91107

December 27, 1995-January 2, 1996
 Pasadena Tournament of Roses Association
 TOURNAMENT STATION
 POSTMASTER
 600 LINCOLN AVE
 PASADENA CA 91109-9998



January 15, 1996
 POSTMASTER DAY STATION
 POSTMASTER
 PO BOX 9998
 WILLISTON PARK NY 11596-9998



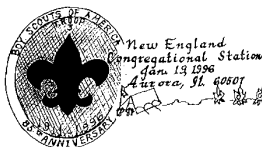
December 29, 1995
 TEXAS STATEHOOD DAY STATION
 POSTMASTER
 8225 CROSS PARK DR
 AUSTIN TX 78710-9998



January 18, 1996
 ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 CONSTABLEVILLE NY 13325-9998



December 31, 1995
 Grand Monadnock Arts Council
 FIRST NIGHT KEENE STATION
 POSTMASTER
 196 MAIN STREET
 KEENE NH 03431-9998



January 19, 1996
 New England Congregational Church
 NEW ENGLAND CONGREGATIONAL
 STATION
 POSTMASTER
 525 N BROADWAY
 AURORA IL 60507-9998

POST OFFICES

Post Office Changes Number 23

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	488926	75502	AR	Texarkana	Miller	Main Office	Post Office	1/1/96	ZIP Code discontinued. Establish a new ZIP Code for a delivery area. Use Texarkana AR 71854 as last line of address for all deliveries previously in ZIP Code 75502.
New	049999	71854	AR	Texarkana	Miller	Main Office	Post Office	1/1/96	
Old	053900	92351	CA	Kelso	San Bernardino	Main Office	Post Office	10/21/95	Post office and ZIP Code discontinued. Establish a place name. Kelso CA becomes an acceptable last line of address for use with ZIP Code 92309.
New	050456	92309	CA	Baker	San Bernardino	Kelso	Place Name	10/21/95	
Old	117185	34990	FL	Palm City	Martin	Main Office	Post Office	1/1/96	Establish a new ZIP Code for post office boxes. Use Palm City FL 32991 as last line of address for post office boxes previously in ZIP Code 34990.
New	117185	34991	FL	Palm City	Martin	Main Office	Post Office	1/1/96	
Old	163114	62034	IL	Glen Carbon	Madison	Main Office	Post Office	4/29/95	Establish city delivery in ZIP Code 62034. Use Glen Carbon IL 62034 as last line of address for a portion of deliveries previously in ZIP Code 62025.
New	163114	62034	IL	Glen Carbon	Madison	Main Office	Post Office	4/29/95	
Old	186138	50172	IA	Montezuma	Poweshiek	Guernsey	Community Post Office	1/1/96	ZIP Code discontinued. Establish a new ZIP Code and administrative post office for Guernsey IA. Use Guernsey IA 52221 as last line of address for all post office box and carrier deliveries previously in ZIP Code 50172. This amends PB 21903.
New	181161	52221	IA	Brooklyn	Poweshiek	Guernsey	Community Post Office	1/1/96	
Old	229987	03910	ME	York Beach	York	Main Office	Post Office	1/5/96	Post office discontinued. Retain ZIP Code. Establish a classified station. Use York Beach 03910 as last line of address. This amends PB 21905.
New	229997	03910	ME	York Harbor	York	York Beach	Classified Station	1/5/96	
Old	230378	21233	MD	Baltimore	Baltimore	Pikesville Branch	Classified Branch	1/1/96	Establish a new ZIP Code for post office boxes. Use Baltimore MD 21282 as last line of address for post office boxes previously in ZIP Code 21233.
New	230378	21282	MD	Baltimore	Baltimore	Pikesville Branch	Classified Branch	1/1/96	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	237056	21122	MD	Pasadena	Anne Arundel	Main Office	Post Office	1/1/96	Establish a new ZIP Code for post office boxes. Use Pasadena MD 21123 as last line of address for post office boxes previously in ZIP Code 21122.
New	237056	21123	MD	Pasadena	Anne Arundel	Main Office	Post Office	1/1/96	
Old	249639	01097	MA	Woronoco	Hampden	Main Office	Post Office	6/10/95	Post office discontinued. Retain ZIP Code. Establish a place name. Use Woronoco MA 01097 as last line of address.
New	246596	01097	MA	Russell	Hampden	Woronoco	Place Name	6/10/95	
Old	268550	56287	MN	Seaforth	Redwood	Main Office	Post Office	10/21/95	Post office discontinued. Retain ZIP Code. Establish a community post office. Use Seaforth MN 56287 as last line of address.
New	269475	56287	MN	Vesta	Redwood	Seaforth	Community Post Office	10/21/95	
Old	276227	39179	MS	Pickens	Yazoo	Vaughan	Community Post Office	12/2/95	Community post office discontinued. Retain ZIP Code. Establish a place name. Use Vaughan MS 39179 as last line of address.
New	276227	39179	MS	Pickens	Yazoo	Vaughan	Place Name	12/2/95	
Old	362816	28734	NC	Franklin	Macon	Main Office	Post Office	1/1/96	Establish a new ZIP Code for post office boxes. Use Franklin NC 28744 as last line of address for post office boxes previously in ZIP Code 28734.
New	362816	28744	NC	Franklin	Macon	Main Office	Post Office	1/1/96	
Old	393861	74548	OK	Haywood	Pittsburg	Main Office	Post Office	10/21/95	Post office and ZIP Code discontinued. Establish a place name. Haywood OK becomes an acceptable place name for use with ZIP Code 74501.
New	395104	74501	OK	McAlester	Pittsburg	Haywood	Place Name	10/21/95	
Old	493944	84779	UT	Hurricane	Washington	Virgin	Community Post Office	11/1/95	This announcement changes the administrative post office for the Virgin Utah Community Post Office from Hurricane UT to Springdale UT. Use Virgin UT 84779 as last line of address.
New	498330	84779	UT	Springdale	Washington	Virgin	Community Post Office	11/1/95	
Old	546314	99332	WA	Othello	Adams	Hatton	Community Post Office	9/23/95	Community post office discontinued. Retain ZIP Code. Establish a place name. Use Hatton WA 99332 as last line of address.
New	546314	99332	WA	Othello	Adams	Hatton	Place Name	9/23/95	



**THIS OFFICE WILL BE
CLOSED MONDAY,
DECEMBER 25, 1995,
TO CELEBRATE
CHRISTMAS DAY.**



**THIS OFFICE WILL BE
CLOSED MONDAY,
JANUARY 1, 1996,
TO CELEBRATE
NEW YEAR'S DAY.**

POSTAL EMPLOYEES

Pay Changes — Bargaining Unit COLA Roll-in and General Increase

This article provides personnel offices with information about the cost-of-living adjustment (COLA) roll-in and general increase information necessary to administer personnel actions for career bargaining unit employees who are covered by the arbitrated settlement of the 1994–1998 U.S. Postal Service-American Postal Workers Union (USPS-APWU) National Agreement, paid under the Postal Service (PS) schedule (RSC P/P1), and the 1994–1998 National Association of Letter Carriers (USPS-NALC) National Agreement, paid under the City Carriers' (CC) Schedule (RSC Q/Q1). The new salary schedules appear on pages 56–59.

COLA Roll-In

Effective November 11, 1995, Pay Period (PP) 24-95, the COLA for career employees, with proportional application to hourly rate employees, that was provided in the 1990 agreement will become part of the annual basic salary, as follows:

Postal Service (PS) Schedule		
PS Grades	Steps	COLA Roll-in Amount
1-3	AA	\$1,789
	A-O	\$1,997
4-7	A	\$1,789
	B-O	\$1,997
8-10	C	\$1,789
	D-O	\$1,997

City Carriers' (CC) Schedule		
CC Grades	Steps	COLA Roll-in Amount
5-6	A	\$1,789
	B-O	\$1,997

General Increase — Postal Service (PS) Schedule and City Carriers' (CC) Schedule

Effective November 25, 1995, Pay Period (PP) 25-95, the basic annual salary for employees paid under the PS and CC salary schedules, with proportional application to hourly rate employees, will increase by an amount equal to 1.2% of the base annual salary in effect as of November 20, 1994, for the applicable grade and step.

Exclusions

The following employees are not eligible for the COLA roll-ins discussed in this *Postal Bulletin* and will continue at their current rates of pay:

1. Casual employees.
2. Transitional employees (TEs). (**Note:** The PS and CC TE schedules included in this *Postal Bulletin* are for reference only; they are identical to the September 3, 1994, PS transitional employee schedule which covered both APWU and NALC TEs).

Impact On Net Pay

The employee's *basic* salary will increase by the amount of the COLA roll-in. This will result in a slight decrease in net pay due to legally required deductions from basic salary for retirement, life insurance, and, if the employee is enrolled and elected a percentage deduction, the Thrift Savings Plan.

Implementation

The COLA roll-ins discussed in this notice are effective on November 11, 1995 (PP 24-95), and will appear in paychecks distributed on December 1, 1995. The general increases discussed in this notice are effective November 25, 1995 (PP 25-95), and will appear in paychecks distributed on December 15, 1995.

**Postal Service (PS) Schedule
Full-Time Annual Basic Rates
Effective November 11, 1995 (PP 24-95)**

RSC P (APWU)

PS Grade	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	MOST PREV. STEP
1	20,842	23,114	25,151	27,191	30,224	30,433	30,641	30,849	31,055	31,264	31,471	31,680	31,888	32,093	32,302	32,510	209
2	21,149	23,458	25,546	27,630	30,726	30,952	31,176	31,400	31,627	31,851	32,076	32,302	32,526	32,753	32,977	33,201	224
3	21,475	23,826	25,967	28,108	31,270	31,512	31,758	31,997	32,242	32,482	32,728	32,969	33,212	33,455	33,698	33,939	243
4		23,793	26,427	28,627	31,860	32,122	32,385	32,648	32,908	33,171	33,434	33,698	33,961	34,223	34,485	34,746	263
5		25,240	28,056	30,317	32,498	32,780	33,063	33,344	33,627	33,909	34,192	34,475	34,756	35,041	35,321	35,604	283
6		26,778	29,786	30,952	33,186	33,493	33,800	34,105	34,413	34,719	35,024	35,332	35,639	35,946	36,255	36,561	307
7		27,363	30,442	31,641	33,932	34,262	34,591	34,922	35,255	35,582	35,914	36,242	36,572	36,904	37,233	37,562	329
8				32,218	34,730	35,089	35,447	35,804	36,165	36,522	36,882	37,238	37,598	37,956	38,312	38,673	361
9				33,026	35,602	35,991	36,377	36,766	37,150	37,537	37,923	38,312	38,698	39,088	39,474	39,862	386
10				33,875	36,522	36,940	37,356	37,775	38,194	38,610	39,028	39,447	39,863	40,282	40,700	41,117	419

Part-Time Regular Employees — Hourly Basic Rates

1	10.02	11.11	12.09	13.07	14.53	14.63	14.73	14.83	14.93	15.03	15.13	15.23	15.33	15.43	15.53	15.63
2	10.17	11.28	12.28	13.28	14.77	14.88	14.99	15.10	15.21	15.31	15.42	15.53	15.64	15.75	15.85	15.96
3	10.32	11.45	12.48	13.51	15.03	15.15	15.27	15.38	15.50	15.62	15.73	15.85	15.97	16.08	16.20	16.32
4		11.44	12.71	13.76	15.32	15.44	15.57	15.70	15.82	15.95	16.07	16.20	16.33	16.45	16.58	16.70
5		12.13	13.49	14.58	15.62	15.76	15.90	16.03	16.17	16.30	16.44	16.57	16.71	16.85	16.98	17.12
6		12.87	14.32	14.88	15.95	16.10	16.25	16.40	16.54	16.69	16.84	16.99	17.13	17.28	17.43	17.58
7		13.16	14.64	15.21	16.31	16.47	16.63	16.79	16.95	17.11	17.27	17.42	17.58	17.74	17.90	18.06
8				15.49	16.70	16.87	17.04	17.21	17.39	17.56	17.73	17.90	18.08	18.25	18.42	18.59
9				15.88	17.12	17.30	17.49	17.68	17.86	18.05	18.23	18.42	18.60	18.79	18.98	19.16
10				16.29	17.56	17.76	17.96	18.16	18.36	18.56	18.76	18.96	19.16	19.37	19.57	19.77

Part-Time Flexible Employees — Hourly Basic Rates

1	10.42	11.56	12.58	13.60	15.11	15.22	15.32	15.42	15.53	15.63	15.74	15.84	15.94	16.05	16.15	16.26
2	10.57	11.73	12.77	13.82	15.36	15.48	15.59	15.70	15.81	15.93	16.04	16.15	16.26	16.38	16.49	16.60
3	10.74	11.91	12.98	14.05	15.64	15.76	15.88	16.00	16.12	16.24	16.36	16.48	16.61	16.73	16.85	16.97
4		11.90	13.21	14.31	15.93	16.06	16.19	16.32	16.45	16.59	16.72	16.85	16.98	17.11	17.24	17.37
5		12.62	14.03	15.16	16.25	16.39	16.53	16.67	16.81	16.95	17.10	17.24	17.38	17.52	17.66	17.80
6		13.39	14.89	15.48	16.59	16.75	16.90	17.05	17.21	17.36	17.51	17.67	17.82	17.97	18.13	18.28
7		13.68	15.22	15.82	16.97	17.13	17.30	17.46	17.63	17.79	17.96	18.12	18.29	18.45	18.62	18.78
8				16.11	17.37	17.54	17.72	17.90	18.08	18.26	18.44	18.62	18.80	18.98	19.16	19.34
9				16.51	17.80	18.00	18.19	18.38	18.58	18.77	18.96	19.16	19.35	19.54	19.74	19.93
10				16.94	18.26	18.47	18.68	18.89	19.10	19.31	19.51	19.72	19.93	20.14	20.35	20.56

Step Increase Waiting Periods (In Weeks)

Steps (From-To)=>	AA-A	A-B	B-C	C-D	D-E	E-F	F-G	G-H	H-I	I-J	J-K	K-L	L-M	M-N	N-O	YRS.
Grades 1-3	96	96	88	88	44	44	44	44	44	44	34	34	26	26	24	14.9
Grades 4-7		96	96	44	44	44	44	44	44	44	34	34	26	26	24	12.4
Grades 8-10				52	44	44	44	44	44	44	34	34	26	26	24	8.8

NOTE: This schedule reflects the COLA roll-in from the 1990 Agreement; lowest steps \$1,789; other steps \$1,997; effective 11/11/95

**Transitional Employee (TE) Schedule
Hourly Basic Rates
Effective November 11, 1995 (PP 24-95)**

PS Grade	1	2	3	4	5	6	7	8	9	10
American Postal Workers' Union (APWU)										
Basic	8.27	8.42	8.58	9.74	10.47	11.24	11.53	13.96	14.36	14.78

**Postal Service (PS) Schedule
Full-Time Annual Basic Rates
Effective November 25, 1995 (PP 25-95)**

RSC P (APWU)

PS Grade	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Most Prev. Step
1	21,092	23,391	25,453	27,517	30,587	30,798	31,009	31,219	31,428	31,639	31,849	32,060	32,271	32,478	32,690	32,900	211
2	21,403	23,739	25,853	27,962	31,095	31,323	31,550	31,777	32,007	32,233	32,461	32,690	32,916	33,146	33,373	33,599	227
3	21,733	24,112	26,279	28,445	31,645	31,890	32,139	32,381	32,629	32,872	33,121	33,365	33,611	33,856	34,102	34,346	249
4		24,079	26,744	28,971	32,242	32,507	32,774	33,040	33,303	33,569	33,835	34,102	34,369	34,634	34,899	35,163	267
5		25,543	28,393	30,681	32,888	33,173	33,460	33,744	34,031	34,316	34,602	34,889	35,173	35,461	35,745	36,031	287
6		27,099	30,143	31,323	33,584	33,895	34,206	34,514	34,826	35,136	35,444	35,756	36,067	36,377	36,690	37,000	311
7		27,691	30,807	32,021	34,339	34,673	35,006	35,341	35,678	36,009	36,345	36,677	37,011	37,347	37,680	38,013	333
8				32,605	35,147	35,510	35,872	36,234	36,599	36,960	37,325	37,685	38,049	38,411	38,772	39,137	365
9				33,422	36,029	36,423	36,814	37,207	37,596	37,987	38,378	38,772	39,162	39,557	39,948	40,340	391
10				34,282	36,960	37,383	37,804	38,228	38,652	39,073	39,496	39,920	40,341	40,765	41,188	41,610	424

Part-Time Regular Employees — Hourly Basic Rates

1	10.14	11.25	12.24	13.23	14.71	14.81	14.91	15.01	15.11	15.21	15.31	15.41	15.51	15.61	15.72	15.82
2	10.29	11.41	12.43	13.44	14.95	15.06	15.17	15.28	15.39	15.50	15.61	15.72	15.83	15.94	16.04	16.15
3	10.45	11.59	12.63	13.68	15.21	15.33	15.45	15.57	15.69	15.80	15.92	16.04	16.16	16.28	16.40	16.51
4		11.58	12.86	13.93	15.50	15.63	15.76	15.88	16.01	16.14	16.27	16.40	16.52	16.65	16.78	16.91
5		12.28	13.65	14.75	15.81	15.95	16.09	16.22	16.36	16.50	16.64	16.77	16.91	17.05	17.19	17.32
6		13.03	14.49	15.06	16.15	16.30	16.45	16.59	16.74	16.89	17.04	17.19	17.34	17.49	17.64	17.79
7		13.31	14.81	15.39	16.51	16.67	16.83	16.99	17.15	17.31	17.47	17.63	17.79	17.96	18.12	18.28
8				15.68	16.90	17.07	17.25	17.42	17.60	17.77	17.94	18.12	18.29	18.47	18.64	18.82
9				16.07	17.32	17.51	17.70	17.89	18.08	18.26	18.45	18.64	18.83	19.02	19.21	19.39
10				16.48	17.77	17.97	18.18	18.38	18.58	18.79	18.99	19.19	19.39	19.60	19.80	20.00

Part-Time Flexible Employees — Hourly Basic Rates

1	10.55	11.70	12.73	13.76	15.29	15.40	15.50	15.61	15.71	15.82	15.92	16.03	16.14	16.24	16.35	16.45
2	10.70	11.87	12.93	13.98	15.55	15.66	15.78	15.89	16.00	16.12	16.23	16.35	16.46	16.57	16.69	16.80
3	10.87	12.06	13.14	14.22	15.82	15.95	16.07	16.19	16.31	16.44	16.56	16.68	16.81	16.93	17.05	17.17
4		12.04	13.37	14.49	16.12	16.25	16.39	16.52	16.65	16.78	16.92	17.05	17.18	17.32	17.45	17.58
5		12.77	14.20	15.34	16.44	16.59	16.73	16.87	17.02	17.16	17.30	17.44	17.59	17.73	17.87	18.02
6		13.55	15.07	15.66	16.79	16.95	17.10	17.26	17.41	17.57	17.72	17.88	18.03	18.19	18.35	18.50
7		13.85	15.40	16.01	17.17	17.34	17.50	17.67	17.84	18.00	18.17	18.34	18.51	18.67	18.84	19.01
8				16.30	17.57	17.76	17.94	18.12	18.30	18.48	18.66	18.84	19.02	19.21	19.39	19.57
9				16.71	18.01	18.21	18.41	18.60	18.80	18.99	19.19	19.39	19.58	19.78	19.97	20.17
10				17.14	18.48	18.69	18.90	19.11	19.33	19.54	19.75	19.96	20.17	20.38	20.59	20.81

Step Increase Waiting Period (In Weeks)

Steps (From-To)=>	AA-A	A-B	B-C	C-D	D-E	E-F	F-G	G-H	H-I	I-J	J-K	K-L	L-M	M-N	N-O	YRS.
Grades 1-3	96	96	88	88	44	44	44	44	44	44	34	34	26	26	24	14.9
Grades 4-7		96	96	44	44	44	44	44	44	44	34	34	26	26	24	12.4
Grades 8-10				52	44	44	44	44	44	44	34	34	26	26	24	8.8

NOTE: This schedule reflects the general increase of 1.2% of 11/20/94 base salaries, effective 11/25/95

**Transitional Employee (TE) Schedule
Hourly Basic Rates
Effective November 25, 1995 (PP 25-95)**

PS Grade	1	2	3	4	5	6	7	8	9	10
American Postal Workers' Union (APWU)										
Basic	8.27	8.42	8.58	9.74	10.47	11.24	11.53	13.96	14.36	14.78

**City Carriers' (CC) Schedule
Full-Time Annual Basic Rates
Effective November 11, 1995 (PP 24-95)**

RSC Q (NALC)

CC Grade	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Most Prev. Step
5	25,240	28,056	30,317	32,498	32,780	33,063	33,344	33,627	33,909	34,192	34,475	34,756	35,041	35,321	35,604	283
6	26,778	29,786	30,952	33,186	33,493	33,800	34,105	34,413	34,719	35,024	35,332	35,639	35,946	36,255	36,561	307

Part-Time Regular Employees — Hourly Basic Rates

5	12.13	13.49	14.58	15.62	15.76	15.90	16.03	16.17	16.30	16.44	16.57	16.71	16.85	16.98	17.12
6	12.87	14.32	14.88	15.95	16.10	16.25	16.40	16.54	16.69	16.84	16.99	17.13	17.28	17.43	17.58

Part-Time Flexible Employees — Hourly Basic Rates

5	12.62	14.03	15.16	16.25	16.39	16.53	16.67	16.81	16.95	17.10	17.24	17.38	17.52	17.66	17.80
6	13.39	14.89	15.48	16.59	16.75	16.90	17.05	17.21	17.36	17.51	17.67	17.82	17.97	18.13	18.28

Step Increase Waiting Periods (In Weeks)

Steps (From-To)=>	A-B	B-C	C-D	D-E	E-F	F-G	G-H	H-I	I-J	J-K	K-L	L-M	M-N	N-O	YRS.
Grades 5-6	96	96	44	44	44	44	44	44	44	34	34	26	26	24	12.4

NOTE: This schedule reflects the roll-in of the 1990-94 COLA into basic salary; \$1,789 for Step A, \$1,997 for Steps B-O; effective 11/11/95.

**Transitional Employee (TE) Schedule
Hourly Rates
Effective November 11, 1995 (PP 24-95)**

CC Grade	5	6
National Association of Letter Carriers (NALC)		
Basic	10.47	11.24
COLA	2.07	2.07
Base	12.54	13.31

**City Carriers' (CC) Schedule
Full-Time Annual Basic Rates
Effective November 25, 1995 (PP 25-95)**

RSC Q (NALC)

CC Grade	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Most Prev. Step
5	25,543	28,393	30,681	32,888	33,173	33,460	33,744	34,031	34,316	34,602	34,889	35,173	35,461	35,745	36,031	287
6	27,099	30,143	31,323	33,584	33,895	34,206	34,514	34,826	35,136	35,444	35,756	36,067	36,377	36,690	37,000	311

Part-Time Regular Employees — Hourly Basic Rates

5	12.28	13.65	14.75	15.81	15.95	16.09	16.22	16.36	16.50	16.64	16.77	16.91	17.05	17.19	17.32
6	13.03	14.49	15.06	16.15	16.30	16.45	16.59	16.74	16.89	17.04	17.19	17.34	17.49	17.64	17.79

Part-Time Flexible Employees — Hourly Basic Rates

5	12.77	14.20	15.34	16.44	16.59	16.73	16.87	17.02	17.16	17.30	17.44	17.59	17.73	17.87	18.02
6	13.55	15.07	15.66	16.79	16.95	17.10	17.26	17.41	17.57	17.72	17.88	18.03	18.19	18.35	18.50

Step Increase Waiting Periods (In Weeks)

Steps (From-To)=>	A-B	B-C	C-D	D-E	E-F	F-G	G-H	H-I	I-J	J-K	K-L	L-M	M-N	N-O	YRS.
Grades 5-6	96	96	44	44	44	44	44	44	44	34	34	26	26	24	12.4

NOTE: This schedule reflects a general increase of 1.2% of 11/20/94 base salaries, effective 11/25/95.

**Transitional Employee (TE) Schedule
Hourly Rates
Effective November 25, 1995 (PP 25-95)**

CC Grade	5	6
National Association of Letter Carriers (NALC)		
Basic	10.62	11.40
COLA	2.07	2.07
Base	12.69	13.47

—Human Resources, 11-23-95

Uniform Payment — NALC Transitional Employees

Effective August 19, 1995, transitional employee (TE) letter carriers were authorized a 10 percent increase to the \$229 allowance authorized for local uniform purchases. The new authorized amount is \$252. Local offices should not purchase uniforms for distribution, nor advance funds for uniform purchases. The procedures currently in place for purchase of uniforms for NALC Letter Carrier TEs remain the same, as follows:

1. The local office provides TEs that complete their first 3 months of employment with Form 3236, *Uniform Allowance Cap Disbursements*, as written approval for ordering the locally specified uniform items up to their earned allowance. Form 3236 should be annotated or contain an attachment with the name and telephone number of a local contact.
2. TEs present Form 3236 when ordering uniform items from a licensed vendor. If within the allowance amount, TEs need not pay for uniform items in advance.
3. After making a purchase, the employee submits the original invoice and Form 3236 to the installation head or supervisor at each facility. The installation head or designee examines the purchases to ensure that the items are reasonable and in compliance with postal regulations, certifies the invoice for payment, and forwards the invoice and Form 3236 to the designated person or department for payment.
4. The local post office pays the certified invoices. Total *cumulative* payment for each TE may not exceed \$63.00 for the first 3-month period, \$126.00 for the first 2 periods, \$189.00 for the first 3 such periods, or \$252.00 for the entire appointment.
5. The employee or department who regularly pays local expenses (e.g., postmasters at small offices, accounting offices at district offices) makes the payments to vendors.
6. Charge payments to AIC 610, Uniform Cap Reimbursement — City Carriers. Submit Form 3236 with the Statement of Account as support for any entries to AIC 610. Separate Forms 3236 by each category of employee, TE and career. Write "Transitional Employee" at the top of Forms 3236. Retain the certified invoice with the Unit Form 1412, *Daily Financial Report*, as support for the entry to AIC 610 on the form 1412.

Responsibilities

Individual post offices and/or delivery units are responsible for issuing Form 3236 to the employee, certifying invoices for payment, and tracking payments and unused funds. Post offices and/or delivery units must coordinate with their district Human Resources office to determine which TE letter carriers have completed each 3-month period of employment and when to issue Forms 3236.

Carryover of Unused Allowance

Employees may carry over unused balances from one period to another, but may not carry over unused balances from one appointment to another. If a TE is rehired for an additional term of appointment, the employee begins a new period for uniform allowance.

Purchases in Excess of Authorized Allowance

TEs may, at their option, purchase uniform items in excess of the allowed amount. Employees who choose to do so are responsible for paying the difference in cost. Offices may reimburse the employee for such purchases from the allowance earned in a subsequent period.

Note: Some vendors may elect to defer collection until the employee earns a sufficient amount to cover the purchase. In these cases, the Postal Service accepts no liability if the employee does not remain on the rolls long enough to earn the payment amount.

Timing of Payments

Offices may not pay invoices for each of the first three periods until the employee completes each full 3-month requirement. They may pay invoices for the final period any time after the employee completes the first three periods. Postmasters and supervisors must use discretion in approving payments for employees with less than 30 days remaining in their appointments who are not expected to be rehired for another appointment.

Other TEs

No uniform allowance, purchase, or reimbursement exists for TEs other than letter carriers.

Nondistinctive Items

The Postal Service does not pay for nondistinctive uniform items under the TE program. Nondistinctive items include shoes, gloves, rubbers, galoshes, overboots, and face masks.

—*Programs and Systems, Labor Relations, 11-23-95*

NOTICE TO ALL EMPLOYEES

THRIFT SAVINGS PLAN FACT SHEET

C, F, and G Fund Monthly Returns

Released November 9, 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			
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
JULY	3.30	-.23	.55
AUGUST	.26	1.21	.56
SEPTEMBER	4.19	.95	.53
OCTOBER	-.36	1.28	.54
LAST 12 MONTHS	26.34	15.49	7.36

*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



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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 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
Sears Retail SBC	Third/Bulk	Nov. 24-27	6.0	Nationwide	Carrt	8 1/2" x 11", 108 pages
Sears Craftsman	Third/Bulk	Nov. 25-28	6.8	Nationwide	Carrt	
Sears Retail	Third/Bulk	Nov. 27-29	11.8	Nationwide	Carrt	8 1/2" x 11", 108 pages
Sears Cosmetics	Third/Bulk	Nov. 27-29	2.5	Nationwide	Carrt	
L.L. Bean, Inc. Christmas Digest	Third, Fourth/Bulk	Nov. 30-Dec. 2	5.4	Nationwide	Carrt, 5-Digit Basic	5 1/2" x 8 1/2"
Fashion Gal, Fashionation, Something Special, Right Price, Fashion Mine, Show Off, Tempo, Wearhouse of Fashions	Third/Letter	Dec. 2-5	1.2	Nationwide	Carrt, 3/5-Digit Basic	6" x 11" multi-color, 8-page mailer; Gateway Apparel
Sears Jewelry	Third/Bulk	Dec. 2-5	1.6	Nationwide	Carrt	
Eddie Bauer November Gift	Third/Catalog	Dec. 4-6	1.4	Nationwide	Carrt, 3/5-Digit Basic	RR Donnelley
Eddie Bauer December Winter Sale	Third/Catalog	Dec. 4-6	7.7	Nationwide	Carrt, 3/5-Digit Basic	RR Donnelley
Egghead Flexi	Third/Flat	Dec. 4-6	1.7	Nationwide	3 Tier	Palletized; RR Donnelley, Old Saybrook, CT
Eddie Bauer December Gift Mailer	Third/Catalog	Dec. 6-8	2.4	Nationwide	Carrt, 3/5-Digit Basic	RR Donnelley
Williams-Sonoma Christmas	Third/Bulk	Dec. 6-8	1.0	Nationwide	Carrt 80 %	
Plow & Hearth Products for Country Living	Third/Flat	Dec. 8-13	1.2	Nationwide	Carrt, 3/5-Digit Basic	8" x 10 1/2" catalog
Fashion Gal, Fashionation, Something Special, Right Price, Fashion Mine, Show Off, Tempo, Wearhouse of Fashions	Third/Letter	Dec. 11-12	1.2	Nationwide	Carrt, 3/5-Digit Basic	6" x 11" multi-color, 8-page mailer; Gateway Apparel
Egghead Flexi	Third/Flat	Dec. 11-13	1.7	Nationwide	3 Tier	Palletized; Old Saybrook, CT

—Sales, 11-23-95

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