

POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 21909—DECEMBER 21, 1995

CONTENTS

Administrative Services

Revised Handbook AS-709, <i>Credit Card Policies and Procedures for Local Buying</i> . . .	2
Local Buying With IMPAC!	2
Change in Source of Supply for REDI Items . .	2
Revised Form 3972, <i>Absence Analysis</i>	2

Customer Services

Missing Children Poster	5
Mail Alert	7

Domestic Mail

DMM Revision: Revisions to Palletization Standards	8
Treasury Department Checks	13
Oldest Usable Edition of Certified Mail Labels	13
Oldest Usable Edition of Domestic Return Receipts	13
Polywrap Coverings on Barcoded Flats	14
Recipient Must Sign for Accountable Mail When Delivered	14
Overseas Military Mail	15

Finance

Handbook PO-102 and Handbook F-1 Revision: Deposit Frequency for Vending Machines	26
Travel Advance Policy	26
Handbook F-1 and Handbook F-50 Revision: Stamp Stock Tolerances	27
Deadlines for 1099 Processing for Calendar Year 1995	27

Fraud Alert

Missing U.S. Money Order Forms	28
Missing Canadian Money Order Forms	30

Counterfeited Canadian Money Order Forms	31
800 Number Available to Verify Canadian Money Orders	31
Invalid Express Mail Corporate Account Numbers	32
Domestic Orders	35
Withholding of Mail Orders	36
Foreign Order No. 373	36

International Mail

IMM and Publication 51 Revision: Printed Matter Weight Limit Changes	38
IMM Revision: Mailings Made Abroad by or on Behalf of Senders in the United States	44

Post Offices

Post Office Changes Number 25	45
Holiday Poster: Martin Luther King, Jr.'s, Birthday	47

Postal Employees

1995 W-2 Tax Information	49
1996 Pay Dates, Organization Dues, and Leave Year	51
Thrift Savings Plan Fact Sheet	53

Philately

Pictorial Cancellations Announcement 95-24 . .	55
Special Cancellation Die Hubs	58
Stamp Announcement 96-2: Garden Flowers (Winter) Commemorative Stamps	59
1996 Stamp Designs Unveiled	60
Stamp Announcement 96-3: Love Cherub and Flag Over Porch Stamp Booklets and American Kestrel Stamp	61

Stamps '96 Preview	Pull-out Insert
-------------------------------------	-----------------

Latest Quarterly Index:
PB 21906, 11-9-95

1994 Annual Index:
PB 21888, 3-2-95



ADMINISTRATIVE SERVICES

Revised Handbook AS-709, *Credit Card Policies and Procedures for Local Buying*

Every major postal organization and CAG A–G post office should use the IMPAC credit card as their primary means of buying and paying for day-to-day operational needs. Handbook AS-709, *Credit Card Policies and Procedures for Local Buying* (December 1995), explains the policies and procedures of the Postal Service/GSA/IMPAC Credit Card Program. This handbook has been revised to reflect previous changes announced in the *Postal Bulletin* and suggestions by participants of the program. If you are

a current IMPAC cardholder, credit card approving official (CCAO), or agency program coordinator (APC), this handbook will be sent directly from the printer to you by January 15. *Do not order the handbook from the MDCs.* If you would like to become a cardholder, contact your Administrative Support Office or purchasing and materials service center (PMSC).

—*Purchasing and Materials, 12-21-95*

Local Buying With IMPAC!

A 2-hour training session, *Local Buying With IMPAC!*, will air January 31 and February 1, 5, and 6 on PSTN at 9:30 a.m.–11:30 a.m. and 1:30 p.m.–3:30 p.m. EST each day. The training will showcase the revised AS-709, *Credit Card Policies and Procedures for Local Buying* (December 1995), review local buying procedures with the credit card, emphasize the reconciliation process, and announce recent changes to the handbook. Cardholders, credit card

approving officials, and agency program coordinators should contact their PEDC to schedule training. Bring a copy of the revised AS-709 to the session. (The revised handbook will be sent directly to you by January 15. Do not order it from the MDCs.)

—*Purchasing and Materials, 12-21-95*

Change in Source of Supply for REDI Items

Postal Service Rapid Equipment Deployment Inventory (REDI) items 130A, Case, Carrier, Key, 24 separations, and 130B, Case, Carrier, Key, 40 separations, are no longer available from the material distribution centers (MDCs). Offices needing these items may procure them from commercial sources.

These key cabinets are available from many different sources, including office product and warehouse equipment supply companies. Many different styles are available (e.g., wall mounted, free standing, and file drawer

storage) and ordering offices may select the style that fills their need. Pricing is comparable with the small quantities normally stocked at the MDCs.

The next edition of Publication 247, *USPS Materiel Management Equipment and Supply Catalog*, will include these changes.

—*Inventory Management,
Purchasing and Materials, 12-21-95*

Revised Form 3972, *Absence Analysis*

PS Form 3972, *Absence Analysis* (NSN 7530-02-000-9137), has been revised for recording Family and Medical Leave Act absences. The November 1995 edition will be available from the material distribution centers (MDCs) after December 15, 1995. The two-sided form on pages 3–4

should be photocopied for use until supplies are received at the MDCs.

—*Programs and Systems, Labor Relations, 12-21-95*

U.S. Postal Service Absence Analysis	Employee's Name	Employee ID	Pay Location
--	-----------------	-------------	--------------

Leave Year 1996 (Plus Pay Period 01 of 1996) Instructions

Using the codes below, and the hours involved, post current and previous quarters. Precede with letter "F" when absence is recorded as Family Medical Leave Act (FMLA) and with "U" when absence is recorded as unscheduled on Form 3971. Post additional quarters if circumstances warrant. This form may also be used on an ongoing basis. On the reverse of this form, the employee's supervisor records attendance-related actions; e.g., review of attendance, commendations, restricted sick leave, Letters of Warning, suspensions, etc. **A running total of FMLA hours used may be kept on the reverse side of this form.**

- | | | | | | |
|----------------------------|-------|--------------------------|-------|--|------|
| Absent from Schedule OT | AOT* | Emergency AL | EAL* | Sick Leave | SL |
| Absent Without Leave | AWOL* | Family Medical Leave Act | FMLA | Sick Leave/Dependent Care | SLDC |
| Annual Leave | AL | Holiday Leave | H | | |
| Annual Leave in Lieu of SL | SAL* | Late Reporting | L* | *Note: These are not separate leave categories, but a distinction is made for the purpose of analysis. | |
| Administrative Leave | ADL | Leave Without Pay | LWOP | | |
| Continuation of Pay | COP | LWOP in Lieu of SL | SWOP* | | |
| Court Leave | CL | Military Leave | ML | | |

Pay Period			Week 1							Week 2						
No.	From (Date)	To (Date)	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri
1	Dec. 23	Jan. 05	23	24	H 25	26	27	28	29	30	31	H 01	02	03	04	05
2	Jan. 06	Jan. 19	06	07	08	09	10	11	12	13	14	H 15	16	17	18	19
3	Jan. 20	Feb. 02	20	21	22	23	24	25	26	27	28	29	30	31	01	02
4	Feb. 03	Feb. 16	03	04	05	06	07	08	09	10	11	12	13	14	15	16
5	Feb. 17	Mar. 01	17	18	H 19	20	21	22	23	24	25	26	27	28	29	01
6	Mar. 02	Mar. 15	02	03	04	05	06	07	08	09	10	11	12	13	14	15
7	Mar. 16	Mar. 29	16	17	18	19	20	21	22	23	24	25	26	27	28	29
8	Mar. 30	Apr. 12	30	31	01	02	03	04	05	06	07	08	09	10	11	12
9	Apr. 13	Apr. 26	13	14	15	16	17	18	19	20	21	22	23	24	25	26
10	Apr. 27	May 10	27	28	29	30	01	02	03	04	05	06	07	08	09	10
11	May 11	May 24	11	12	13	14	15	16	17	18	19	20	21	22	23	24
12	May 25	June 07	25	26	H 27	28	29	30	31	01	02	03	04	05	06	07
13	June 08	June 21	08	09	10	11	12	13	14	15	16	17	18	19	20	21
14	June 22	July 05	22	23	24	25	26	27	28	29	30	01	02	03	H 04	05
15	July 06	July 19	06	07	08	09	10	11	12	13	14	15	16	17	18	19

(Employee's Name)																
Pay Period			Week 1							Week 2						
No.	From (Date)	To (Date)	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri
16	July 20	Aug. 02	20	21	22	23	24	25	26	27	28	29	30	31	01	02
17	Aug. 03	Aug. 16	03	04	05	06	07	08	09	10	11	12	13	14	15	16
18	Aug. 17	Aug. 30	17	18	19	20	21	22	23	24	25	26	27	28	29	30
19	Aug. 31	Sept. 13	31	01	H 02	03	04	05	06	07	08	09	10	11	12	13
20	Sept. 14	Sept. 27	14	15	16	17	18	19	20	21	22	23	24	25	26	27
21	Sept. 28	Oct. 11	28	29	30	01	02	03	04	05	06	07	08	09	10	11
22	Oct. 12	Oct. 25	12	13	H 14	15	16	17	18	19	20	21	22	23	24	25
23	Oct. 26	Nov. 08	26	27	28	29	30	31	01	02	03	04	05	06	07	08
24	Nov. 09	Nov. 22	09	10	H 11	12	13	14	15	16	17	18	19	20	21	22
25	Nov. 23	Dec. 06	23	24	25	26	27	H 28	29	30	01	02	03	04	05	06
26	Dec. 07	Dec. 20	07	08	09	10	11	12	13	14	15	16	17	18	19	20
01	Dec. 21	Jan. 03	21	22	23	24	H 25	26	27	28	29	30	31	H 01	02	03
Attendance Related Actions & Dates (See Instructions)									Reviewing Supervisor's Comments, Signature & Date							
									Jan.							
									Feb.							
									March							
									April							
									May							
									June							
									July							
									Aug.							
									Sept.							
									Oct.							
									Nov.							
									Dec.							

December 1995

Have You Seen Any of These Children?

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



Alejandra Ginett Castillo
Born: 09-24-81
Date Missing: 06-17-95
From: Covington, KY



Brian Daniel Davis
Born: 04-20-84
Date Missing: 06-23-92
From: Bloomfield, NJ



Angela Lee Freeman
Born: 01-16-76
Date Missing: 09-10-93
From: Petal, MS



Jack Daniel Phillips
Born: 06-22-86
Date Missing: 08-06-95
From: Big Bear Lake, CA



Crystal Ann Tymich
Born: 09-23-87
Date Missing: 06-30-94
From: Los Angeles, CA

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

Missing Children Poster Display Instructions

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

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

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

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

CUSTOMER SERVICES

Mail Alert

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

of 1 million pieces or more, should contact Sales Management at 202-268-2271 at least 1 month preceding the requested delivery dates.

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (millions)	Distribution	Presort Level	Comments
Williams-Sonoma January Catalog for Cooks	Third/Bulk	Dec. 26-28	2.0	Nationwide	Carrt	
L.L. Bean, Inc. Winter Sale Mailer	Third/Fourth Bulk	Dec. 27-29	4.3	Nationwide	Carrt, 5-Digit Basic	5 1/2" x 8 1/2"
Sears Craftsman	Third/Letter	Dec. 30-Jan. 2	5.2	Nationwide	Carrt	Postcard
Williams-Sonoma January Catalog for Cooks II	Third/Bulk	Jan. 2-4	1.6	Nationwide	Carrt	
Current Valentine's Day 1996 No. 2	Third/Flat	Jan. 2-6	3.0	Nationwide	Carrt, 3/5-Digit Basic	8" x 10" polywrap
Orvis Spring 1996 Drop 1	Third/Flat	Jan. 3-5	1.4	Nationwide	Carrt	Palletized; RR Donnelly
BMG Music	Third/Bulk Letter	Jan. 5-8	10.0	Nationwide	Carrt/DPBC	5" x 6 7/8" envelope; FALA Direct Marketing, Melville, NY
BMG Music	Third/Letter	Jan. 5-9	9.4	Nationwide	3 Tiers	5" x 6 7/8" envelope; Mailmen, Inc., Hauppauge, NY
Sears Craftsman	Third/Letter	Jan. 13-15	5.2	Nationwide	Carrt	Newsletter
Billy Graham Letter	Third/Letter	Jan. 15-26	1.5	Nationwide	Carrt, Barcoded, 3/5-Digit Basic	5 5/8" x 7 1/4" envelope; Minneapolis, MN
Carol Wright Mailing	Third/Bulk	Jan. 16-18	14.0	Nationwide	Carrt	6" x 9" natural kraft envelope
Eddie Bauer January Spring	Third/Catalog	Jan. 22-24	3.1	Nationwide	Carrt, 3/5-Digit Basic	RR Donnelley
Sears Baby Days	Third/Letter	Jan. 24-25	3.0	Nationwide	Carrt	
Decision Magazine	Third/Flat	Jan. 26-31	1.5	Nationwide	Carrt, 3/5-Digit Basic	8" x 10 5/8" 44-page magazine; Minneapolis, MN
Sears Retail	Third/Letter	Jan. 29-31	18.0	Nationwide	Carrt	Postcard

—Sales, 12-21-95

DOMESTIC MAIL

DMM REVISION

Revisions to Palletization Standards

Effective January 1, 1996, except where noted below, *Domestic Mail Manual* (DMM) E333, E350, E416, E450, M033, and M040 are revised regarding the preparation of second-, third-, and fourth-class mail placed on pallets. The revised text will appear in DMM Issue 50.

The revised standards pertain to the physical characteristics of pallet loads (such as minimum/maximum height and weight limits and provisions for triple-stacking). These standards will not be affected by the Postal Service's classification reform proposal now under consideration before the Postal Rate Commission (Docket No. MC95-1).

The revised DMM standards support Postal Service efforts to establish certain basic preparation standards that mailers must meet so that pallets, and the mail placed on them, maintain their integrity throughout transportation and postal processing while ensuring safe handling by postal employees. At the same time, these revised standards afford mailers greater flexibility in preparing pallets according to industry practices and specific production and service needs.

Standards for levels of pallet sortation, preparing pallets sorted to the finest levels, and other miscellaneous pallet issues will be addressed with the DMM standards that the Postal Service proposes to implement with the pending classification reform filing. The Postal Service expects to publish a proposed rule on classification reform for public comment in the *Federal Register* in December 1995.

Domestic Mail Manual (DMM)

	*	*	*	*	*
E	Eligibility	*	*	*	*
E300	Third-Class Mail	*	*	*	*
E333	Carrier Route Presort	*	*	*	*
3.0	PRESORT				
3.1	Qualifying Mail	*	*	*	*

[Add the following at the end of the current section:]

- c. Correctly presorted carrier route packages that meet the package preparation standards in M043 and are sorted to the appropriate pallet level.

*	*	*	*	*
---	---	---	---	---

E350 Destination Entry Discounts

*	*	*	*	*
---	---	---	---	---

3.0 DEPOSIT

*	*	*	*	*
---	---	---	---	---

3.8 Unloading Vehicles

The mailer is responsible for the unloading of vehicles, subject to these conditions:

[Add new 3.8a and redesignate current 3.8a through 3.8c as 3.8b through 3.8d, respectively. Amend redesignated 3.8b.]

- a. Postal employees unload palletized and containerized loads at BMCs/ASFs/SCFs, except that the USPS does not unload or permit the mailer (or mailer agent) to unload palletized or containerized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.

- b. [Remove the second sentence.]

*	*	*	*	*
---	---	---	---	---

E400 Fourth-Class Mail

*	*	*	*	*
---	---	---	---	---

E416 Special Fourth-Class Rates

*	*	*	*	*
---	---	---	---	---

2.0 SPECIAL FOURTH-CLASS PRESORT

*	*	*	*	*
---	---	---	---	---

2.6 Level A

[Revise the introductory text as follows:]

To qualify for the special fourth-class presort level A rate, a piece must be in a mailing of at least 500 pieces receiving identical service, properly prepared and presorted under M404 in full 5-digit sacks or under M044 on 5-digit pallets. These conditions also apply:

*	*	*	*	*
---	---	---	---	---

2.7 Level B

[Revise the introductory text as follows:]

To qualify for the special fourth-class presort level B rate, a piece must be in a mailing of at least 500 pieces receiving identical service, properly prepared and presorted under M404 in full or substantially full bulk mail center (BMC) sacks or under M044 on destination BMC pallets. These conditions also apply:

*	*	*	*	*
---	---	---	---	---

E450 Destination BMC/ASF Discount
 * * * * *

3.0 DEPOSIT
 * * * * *

3.8 Unloading Vehicles
 * * * * *

a. *[Revise the second sentence as follows:]*

* * * The USPS does not unload or permit the mailer (or mailer agent) to unload palletized or containerized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.

* * * * *

M Mail Preparation and Sortation

M000 General Preparation Standards
 * * * * *

M030 Container Preparation
 * * * * *

M033 Sacks and Trays

1.0 BASIC STANDARDS
 * * * * *

[Add new 1.4 and 1.5 as follows:]

1.4 Sleeving and Strapping of Trays

Except under 1.5, each letter mail tray must be sleeved. All nonpalletized trays of letter mail that are transported from the mailer's plant to a BMC/ASF or AMF/AMC on USPS or mailer transportation and all trays placed on BMC/SDC or mixed BMC/SDC pallets must also be secured with a plastic strap placed tightly around the length of the tray. The strap must not crush the tray or sleeve. Strapping is not required on trays placed on pallets prepared to finer levels of sortation.

1.5 Sleeving Exception

When all pieces in a mailing originate and destinate in the delivery area of the same SCF and the trays containing those pieces are not to be processed at a BMC or an AMF, the processing and distribution manager may (on request) issue a written authorization to the mailer to submit the mailing in trays without sleeves.

* * * * *

3.0 BASIC STANDARDS FOR TRAYS — AUTOMATION RATES

* * * * *

[Remove current 3.6 and 3.7.]

M040 Palletization

M041 General Pallet Standards

[Revise 1.0 through 3.0 as follows:]

1.0 PHYSICAL CHARACTERISTICS

1.1 Standards

All pallets presented to the USPS, whether USPS- or mailer-provided, must meet the standards in 1.2 through 1.4. Mail on such pallets must meet the standards applicable to the class and rate claimed.

1.2 Construction

Pallets must be made of high-quality material that can hold loads equal to a gross weight of 2,200 pounds. Pallets must measure 48 by 40 inches and allow for four-way entry by fork trucks and two-way entry by pallet jacks.

1.3 Securing

Except for pallet boxes under 4.3, loaded pallets of mail must be wrapped with stretchable or shrinkable plastic strong enough to retain the integrity of the pallets during transportation and handling.

1.4 Nonconforming Mailers

The USPS informs mailers or their agents who present palletized mailings, including plant-verified drop shipment (PVDS), when their pallets fail to meet basic pallet integrity and safety standards. After July 1, 1996, once a mailer is notified and allowed to make changes to improve load integrity, if the mailer's methods, or those of the mailer's agent presenting PVDS mailings, do not work, the mailer is considered nonconforming. A nonconforming mailer must meet the specifications for nonconforming mailers for use of top caps, stacking of pallets, pallet box construction, and maximum height/layers of trays in 2.0 through 4.0. After July 1, 1996, mailers will be suspended from the pallet program if their pallets continue to fail to meet the minimum standards for load integrity levels.

2.0 TOP CAPS

2.1 Use

Top caps are used as follows:

- a. Except under 2.1b and 2.1c, all pallets of sacks, letter mail trays, parcels, packages or bundles of mail, or pallet boxes must be top-capped if the pallets are double- or triple-stacked when presented to the USPS for acceptance.
- b. The top pallet need not be top-capped if the strapping or banding securing the stacked pallets together neither damages the mail on the top pallet nor allows the stack to shift.
- c. Lower pallet(s) containing either parcels or packages or bundles of mail need not be top-capped if the

Continued next page

Continued

top surface of each pallet load provides a sturdy, flat surface, parallel to the pallet base, that provides safe and efficient stacking of pallets placed on top and prevents sliding of the top pallet(s), damage to the loaded mail, or crushing of the load.

2.2 Construction

Any material may be used as a top cap if it provides a flat, level surface horizontal to the base pallet, protects the integrity of the mail below while supporting a loaded pallet above, and allows easy entry of a forklift to remove the upper pallet(s). Flimsy paper or fiberboard (e.g., the ends of paper rolls) or similar material is inadequate and may not be used as a top cap.

2.3 Securing

A top cap must be secured to the pallet horizontal to the plane of the base pallet, with either stretchwrap or at least two crossed straps or bands, so that the top cap stays in place to protect the mail and maintain the integrity of the pallet load.

2.4 Nonconforming Mailers

Nonconforming mailers (see 1.4) must use top caps on all pallets of sacks, letter mail trays, parcels, or packages or bundles of mail, regardless of weight, or on pallets containing pallet boxes 60 inches high or less. Top caps must be approximately 48 by 40 inches and meet one of these construction standards:

- a. Five-wood boards, with uniform edges and nine-leg pallet contact for stacking.
- b. Fiberboard box-end style, with a minimum 3-inch side and wall material of at least double-wall corrugated fiberboard C and/or B flute.
- c. Fiberboard honeycomb covered on both sides, with heavy linerboard at least 1/2 inch thick.
- d. Corrugated fiberboard C flute sheet covering the entire top of the load, with standard pallet solid fiberboard corner edge protectors.

3.0 STACKING PALLETS

3.1 Double- or Triple-Stacking

Pallets may be double- or triple-stacked if:

- a. The combined gross weight of the stacked pallets (pallets, top caps, and mail) does not exceed 2,200 pounds.
- b. The heaviest pallet is on the bottom and the lightest is on the top.
- c. The pallets are secured together with at least two straps or bands of appropriate material to maintain pallet integrity during transportation and handling.

Stretchable or shrinkable plastic wrap may be used to secure stacked pallets together until July 1, 1996.

- d. Pallets are top-capped under the standards in 2.0.
- e. The combined height of the stacked pallets and their loads does not exceed 84 inches.

3.2 Nonconforming Mailers

Nonconforming mailers (see 1.4) who stack pallets are subject to the conditions in 3.1, except that triple-stacking is allowed only for pallets of parcels and the combined height of stacked pallets may not exceed 77 inches.

4.0 PALLET BOXES

[Renumber current 4.0 through 6.0 as 5.0 through 7.0; add new 4.0 as follows:]

4.1 Use

Mailers may use pallet boxes constructed of single-, double-, or triple-wall corrugated fiberboard placed on pallets to hold sacks or parcels prepared under M042, M043, or M044. Single-wall corrugated fiberboard may be used only for light loads (such as lightweight parcels) that do not require transportation by the Postal Service beyond the entry office. The boxes must protect the mail and maintain the integrity of the pallet loads throughout transportation, handling, and processing. The base of the boxes must measure approximately 40 by 48 inches.

4.2 Maximum Height

The combined height of the pallet, pallet box, and mail may not exceed 77 inches, except that until July 1, 1996, the combined height may be up to 84 inches. The contents of the box must not extend above the top rim of the box.

4.3 Securing

Pallet boxes must be secured to pallets with strapping, banding, stretchable plastic, shrinkwrap, or other material that ensures that the pallets can be safely unloaded from vehicles, transported, and processed as single units to the point where the contents are distributed with the load intact if:

- a. The pallet and its contents are transported by the USPS from the office where the mail is accepted to another postal facility where the contents are distributed.
- b. The weight of the mail in the box is not sufficient to hold the box in place on the pallet during transportation and processing, a pallet box must be secured to the pallet base.

4.4 Nonconforming Mailers

Nonconforming mailers (see 1.4) may use pallet boxes only if the boxes are constructed of triple-wall corrugated fiberboard (C and/or B flute material) with a maximum height of 77 inches.

5.0 PALLET PREPARATION

[Renumber 5.3 as 5.8; add new 5.3 through 5.7; revise renumbered 5.0 as follows:]

5.1 Presort

[Delete the "s" at the end of "Pallets" in the first sentence.]

5.2 Minimum Load

In a single mailing, the minimum load per pallet is 250 pounds of second-class, third-class, or fourth-class packages and bundles of mail, parcels, or sacks (or three layers of letter trays of second-class or third-class mail), except that the processing and distribution manager of the facility where a mailing is entered may issue a written authorization to the mailer allowing preparation of 5-digit or 3-digit pallets containing less volume if the mail on those pallets is for the service area of that facility.

5.3 Required Preparation

A pallet must be prepared to a required level of sortation when there are 500 pounds of second-, third-, or fourth-class packages, bundles, sacks, or parcels (or six layers of letter trays of second-class or third-class mail).

5.4 Maximum Weight

The maximum weight (mail and pallet) is 2,200 pounds for a single pallet.

5.5 Maximum Height

The combined height of a single pallet and its load may not exceed these limits:

- a. A maximum of 77 inches for packages, bundles, parcels, sacks, or fiberboard pallet boxes and their contents (sacks or parcels) on pallets, except that until July 1, 1996, the maximum for pallet boxes is 84 inches.
- b. A maximum of 12 layers of second-class or third-class letter trays.

5.6 Nonconforming Mailers

For nonconforming mailers (see 1.4) of letter-size mail in trays, the combined height of a pallet and its load may not exceed six layers of MM or EMM trays.

5.7 Mail on Pallets

Mailpieces in trays, packages, bundles, and sacks must be prepared under the standards applicable to the class of mail and rate claimed.

* * * * *

M042 Second-Class Mail

* * * * *

4.0 PREPARING PALLETS OF PACKAGES OR BUNDLES

[Remove current 4.1; renumber 4.2 through 4.5 as 4.1 through 4.4. Amend renumbered 4.4 as follows:]

* * * * *

4.4 Sacking

[In the first sentence, change "4.3" to "4.2."]

5.0 PREPARING PALLETS OF COPALLETIZED FLAT-SIZE PUBLICATIONS

[Remove current 5.3; renumber 5.4 through 5.10 as 5.3 through 5.9. Amend renumbered 5.5 and 5.8 as follows:]

* * * * *

5.5 Sacking

[In the first sentence, change "under 5.4" to "under 5.3."]

* * * * *

5.8 Documentation

* * * * *

d. [Remove "/650."]

* * * * *

[Revise the heading of 6.0 as follows:]

6.0 PREPARING PALLETS OF SACKS OR TRAYS

[Remove current 6.1; renumber 6.2 through 6.4 as 6.1 through 6.3. Amend renumbered 6.2 and 6.3 as follows:]

* * * * *

6.2 Presort and Labeling

Presort sequence and labeling:

- a. 5-digit (required for sacks, optional for trays); use destination of packages for Line 1.
- b. Multicoded city (optional); use L001 for Line 1.
- c. 3-digit (required for sacks, optional for trays); use L002, Column A, for Line 1.
- d. SCF (required); use L002, Column B, for Line 1.
- e. SDC (optional); use L201 for Line 1.
- f. Transfer hub (optional).

[Revise the heading of 6.3 as follows:]

6.3 Sacks and Trays

[Revise the first sentence as follows:]

Mixed states sacks and residual trays may not be included in the palletized portion of a mailing. * * *

Continued

M043 Third-Class Mail

* * * * *

4.0 PREPARING PALLETS OF PACKAGES OR BUNDLES

[Remove current 4.1; renumber 4.2 through 4.6 as 4.1 through 4.5. Amend renumbered 4.5 as follows:]

* * * * *

4.5 Sacking

[In the first sentence, change "4.3" to "4.2."]

* * * * *

6.0 PREPARING PALLETS OF COPALLETIZED FLAT-SIZE MAILINGS

[Remove current 6.4; renumber 6.5 through 6.12 as 6.4 through 6.11. Amend 6.1 and 6.10 as follows:]

6.1 Standards

[Change "4.2 through 4.6" to "4.1 through 4.5."]

* * * * *

6.10 Sacking

[In the first sentence, change "4.3" to "4.2."]

* * * * *

7.0 PALLETIZING MACHINABLE THIRD-CLASS PARCELS

[Remove current 7.1; renumber 7.2 through 7.5 as 7.1 through 7.4. In renumbered 7.2 and 7.3, change all references from "7.2" to "7.1."]

* * * * *

8.0 PALLETIZING THIRD- AND FOURTH-CLASS MACHINABLE PARCELS

[Remove current 8.2; renumber 8.3 through 8.8 as 8.2 through 8.7. In renumbered 8.3 and 8.4, change all references from "8.3" to "8.2"; revise 8.1 as follows:]

8.1 Standards

[Change "4.2 through 4.6" to "4.1 through 4.5."]

* * * * *

[Revise the heading of 9.0 as follows:]

9.0 PREPARING PALLETS OF SACKS OR TRAYS

[Remove current 9.1; renumber 9.2 through 9.4 as 9.1 through 9.3. Amend renumbered 9.1 and 9.2 as follows:]

9.1 Presort and Labeling

Presort sequence and labeling:

- a. 5-digit (required for sacks, optional for trays); use destination of packages for Line 1.

- b. Multicoded city (optional); use L001 for Line 1.

- c. 3-digit (required for sacks, optional for trays); use L002, Column A, for Line 1.

- d. SCF (required); use L002, Column B, for Line 1.

- e. BMC (optional); use L705 (or L708 for BMC/ASF if DBMC rate is claimed) for Line 1.

9.2 Line 2

[Change "9.2" to "9.1" at the end of the section.]

9.3 Remaining Sacks and Trays

All sacks and trays remaining after all pallets are prepared may be presented with the palletized mailing (on the same mailing statement), if the sacks or trays are segregated from the palletized portion of the mailing.

M044 Fourth-Class Mail

* * * * *

3.0 PREPARING PALLETS OF PACKAGES

[Remove current 3.1; renumber 3.2 through 3.5 as 3.1 through 3.4.]

* * * * *

4.0 PREPARING PALLETS OF MACHINABLE PARCELS

[Remove 4.1; renumber 4.2 through 4.6 as 4.1 through 4.5.]

* * * * *

4.2 Line 2

[Change "4.2" to "4.1" at the end of the section.]

* * * * *

5.0 PREPARING PALLETS OF SPECIAL FOURTH-CLASS PRESORT

[Remove 5.1; renumber 5.2 and 5.3 as 5.1 and 5.2.]

* * * * *

5.2 Line 2

[Change "5.2" to "5.1" at the end of the section.]

M048 Automation-Compatible Flats

* * * * *

2.0 PACKAGE PREPARATION

[Renumber 2.1 as 2.0 and remove the 2.1 section heading; remove 2.2.]

Treasury Department Checks

January Supplemental Security income checks and Veterans' Administration compensation and pension checks, normally delivered on the first of the month, are scheduled for delivery on Saturday, December 30, 1995. The envelopes will bear the legend:

Postmaster: Requested delivery date is the 30th day of the month.

Civil Service annuity and Railroad Retirement checks are scheduled for delivery on Tuesday, January 2, 1996. The envelopes will bear the legend:

Postmaster: Requested delivery date is the 1st day of the month or the first delivery date thereafter.

Social Security benefit checks normally delivered on the third of the month are scheduled for delivery on the normal delivery date of Wednesday, January 3, 1996. The envelopes will bear the legend:

Postmaster: Requested delivery date is the 3rd day of the month.

—*Service Management Policies and Programs, Operations Support, 12-21-95*

REMINDER

Oldest Usable Edition of Certified Mail Labels

Postmasters must check their stock of Form 3800, *Receipt for Certified Mail (Label)*, to make sure that all editions older than the April 1995 edition are discarded. If the April 1995 edition of the certified label is not in stock at that facility, postmasters should order no more than a two-month supply of new Form 3800 from the material distribution centers (MDCs) and destroy all previous editions when the April 1995 version is received. Old stock must not be returned to the MDCs.

The April 1995 edition of Form 3800 contains an area that fluoresces under long-wave, ultraviolet (black) light for detection by certified mail detectors installed on carrier sequence barcode sorters and delivery barcode sorters. This change allows certified mail to be segregated from the rest of the mail processed on automated equipment.

Certified mail detectors will be fully deployed on all automated equipment by the spring of 1996. For this reason, it is important that only the latest edition of Form 3800 be stocked at post offices and made available to customers.

As further information, the practice of hand-writing the certified mail number next to a rubber stamped certified endorsement on the article was discontinued January 6, 1994. Postmasters were instructed in *Postal Bulletin* 21858 (1-6-94) to no longer issue blocks of six-digit numbers for certified mail and to ask customers still endorsing certified mail with a rubber stamp to use the postal-provided forms. With the deployment of the certified mail detectors, it is necessary that postmasters make sure that certified mail entered at their facilities is properly labeled.

If customers do not want to use postal-provided labels, they may privately print certified mail labels if they are nearly identical in design and color to postal-provided labels. Specifications for privately printed certified mail labels, including specifications for the fluorescent taggant, were published in *Postal Bulletin* 21893 (5-11-95).

—*Business Mail Acceptance, Marketing Systems, 12-21-95*

REMINDER

Oldest Usable Edition of Domestic Return Receipts

Postmasters must check their stock of Form 3811, *Domestic Return Receipt*, to make sure that all editions older than the December 1994 edition are discarded. If the December 1994 edition of the return receipt is not in stock at that facility, postmasters should order no more than a two-month supply of new Form 3811 from the material distribution centers (MDCs) and destroy all previous editions when the December 1994 version is received. Old stock must not be returned to the MDCs.

The return receipt was modified in December 1994 to add a barcode clear zone, to replace the standard penalty indicia with the penalty permit imprint indicia, and to

change the color to a lighter shade of green to enhance the optical read rate on postal automation equipment. In addition, a block was added for recipients of articles with return receipt service to print their names next to their signatures.

If customers do not want to use postal-provided return receipts, they may privately print forms if they are nearly identical in design and color to postal-provided return receipts. Specifications for privately printed return receipts were published in *Postal Bulletin* 21893 (5-11-95).

—*Business Mail Acceptance, Marketing Systems, 12-21-95*

REMINDER

Polywrap Coverings on Barcoded Flats**Approved Mailers**

Effective July 8, 1995, *Domestic Mail Manual* (DMM) C820.2.1 was revised to allow the Barcoded rate for flats for specifically approved mailings of flat-size mailpieces.

At that time, the Postal Service approved Solar Press, Inc., of Naperville, IL, and Meredith Corporation of Des Moines, IA (when Meredith's mailpieces are prepared by Jetson Midwest Mailers, Inc., of Bridgeview, IL or Metro-mail, Inc., of Mt. Pleasant, IA) to mail specific types of polywrapped mailpieces at the Barcoded rates for flats. A notice was published in *Postal Bulletin* 21899 (8-3-95) outlining the procedures for authorized use of polywrap coverings on barcoded flats.

These rates may be claimed *only* when these two mailers use the approved polywrap materials specified in *Postal Bulletin* 21899 and prepare their mailpieces according to the required mailing standards outlined in the approval letter sent to the mailer and the local post office responsible for acceptance of that customer's mailings.

Future Approvals

The Postal Service has recently completed another series of tests of polywrapped flats. The results of those tests will be published in a future issue of the *Postal Bulletin*.

When other mailers are approved to mail polywrapped mailpieces at the Barcoded rates for flats, all affected post offices will receive advance written notification from the manager of Customer Mail Preparation. The notification will be sent to the post office responsible for accepting the authorized mailer's mailings. The notification will identify the authorized mailer, the specific mailpiece approved for the rate, and the preparation standards required.

The Barcoded rates for flats must not be allowed for any mailpiece prepared in polywrap material except as noted in *Postal Bulletin* 21899 and noted above. Polywrap, shrinkwrap, or polybag material is not acceptable for mailpieces claiming an automation rate unless tested and approved, in writing, by the manager of Customer Mail Preparation, USPS Headquarters. All other polywrap-enclosed flat-size mailpieces are considered nonmachinable and ineligible for the Barcoded rates for flats.

For the procedures for applying for approval to prepare polywrapped barcoded flats, mailers should consult *Postal Bulletin* 21899 or write to:

POLYWRAP FLATS TEST ADMINISTRATOR
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 6830
WASHINGTON DC 20260-2405

—Customer Mail Preparation,
Marketing Systems, 12-21-95

REMINDER TO DELIVERY EMPLOYEES

Recipient Must Sign for Accountable Mail When Delivered

As announced in *Postal Bulletin* 21867 (5-12-94), Form 3849, *Delivery Notice/Reminder/Receipt*, was changed to make it easier for clerks and carriers to use and easier for customers to understand. The revised form (as did the form it replaced) allows customers to request redelivery at their convenience.

This is a reminder that accountable mail, i.e., collect on delivery (COD), registered, numbered insured, certified, recorded delivery, return receipt for merchandise, and Express Mail, must be signed for at the time of delivery. The only time that accountable mail may be delivered without obtaining the recipient's signature is if the sender waived the signature of the addressee for an Express Mail or return receipt for merchandise article. That option is available only with those two services and must be designated by the sender on the mailing label.

Otherwise, only uninsured parcels may be left in a protected area such as a porch or hallway when the addressee has filed a written order or the package is endorsed "Carrier — Leave If No Response." Under no circumstances may a COD, registered, numbered insured, certified, or recorded delivery article be left without obtaining the recipient's signature on the delivery record.

Therefore, the "leave at my address" option on the back of Form 3849 is available only for uninsured or unnumbered insured (insured for \$50 or less) articles. To make this clear to the addressee, the employee who leaves Form 3849 at the delivery address must always mark the applicable box on the front of the form advising the customer that the article must be signed for at the time of delivery.

—Business Mail Acceptance,
Marketing Systems, 12-21-95

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*.

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	09044	Not Active	09087	Not Active	09130	Not Active
09002	Not Active	09045	B-C-D-U	09088	Not Active	09131	B-C-D-U
09003	Not Active	09046	B-C-D-U	09089	B-C-D-U	09132	Not Active
09004	Not Active	09047	Not Active	09090	B-C-D-U	09133	Not Active
09005	Not Active	09048	Not Active	09091	Not Active	09134	Not Active
09006	Not Active	09049	Not Active	09092	Not Active	09135	Y
09007	B-C-D-U	09050	B-C-D-U	09093	Not Active	09136	B-C-D
09008	Not Active	09051	Not Active	09094	B-C-D	09137	B-C-D-U
09009	B-C-D-U	09052	Not Active	09095	B-C-D-U	09138	B-C-D-U
09010	Not Active	09053	B-C-D-U	09096	B-C-D-U	09139	B-C-D
09011	Not Active	09054	B-C-D-U	09097	Not Active	09140	B-C-D-U
09012	B-C-D-U	09055	Not Active	09098	B-C-D-U	09141	Not Active
09013	Not Active	09056	B-C-D-U	09099	B-C-D-U	09142	B-C-D-U
09014	B-C-D-U	09057	Not Active	09100	B-C-D-U	09143	B-C-D-U
09015	Not Active	09058	B-C-D-U	09101	Not Active	09144	Not Active
09016	Not Active	09059	B-C-D-U	09102	B-C-D-U	09145	Not Active
09017	Not Active	09060	B-C-D-U	09103	B-C-D-U	09146	Not Active
09018	Not Active	09061	Not Active	09104	B-C-D-U	09147	Not Active
09019	Not Active	09062	Not Active	09105	Not Active	09148	Not Active
09020	Not Active	09063	B-C-D-L-U	09106	Not Active	09149	Not Active
09021	B-C-D-U	09064	Not Active	09107	B-C-D-U	09150	Not Active
09022	Not Active	09065	Not Active	09108	Not Active	09151	Not Active
09023	Not Active	09066	Not Active	09109	Not Active	09152	Not Active
09024	Not Active	09067	B-C-D-U	09110	B-C-D-U	09153	Not Active
09025	Not Active	09068	Not Active	09111	B-C-D-U	09154	B-C-D-U
09026	Not Active	09069	B-C-D-U	09112	B-C-D-U	09155	Not Active
09027	Not Active	09070	Not Active	09113	Not Active	09156	Not Active
09028	B-C-D-U	09071	Not Active	09114	B-C-D-U	09157	B-C-D-U
09029	Not Active	09072	B-C-D-U	09115	Not Active	09158	Not Active
09030	Not Active	09073	Not Active	09116	Not Active	09159	Not Active
09031	B-C-D-U	09074	B-C-D-U	09117	Not Active	09160	Not Active
09032	Not Active	09075	Not Active	09118	Not Active	09161	Not Active
09033	B-C-D-U	09076	B-C-D-U	09119	Not Active	09162	Not Active
09034	B-C-D-U	09077	Not Active	09120	Not Active	09163	Not Active
09035	Not Active	09078	Not Active	09121	Not Active	09164	B-C-D-U
09036	B-C-D-U	09079	Not Active	09122	Not Active	09165	B-C-D-U
09037	B-C-D-U	09080	B-C-D-U	09123	B-C-D-U	09166	B-C-D-U
09038	Not Active	09081	B-C-D-U	09124	Not Active	09167	Not Active
09039	Not Active	09082	Not Active	09125	Not Active	09168	Not Active
09040	Not Active	09083	Not Active	09126	B-C-D	09169	B-C-D-U
09041	Not Active	09084	Not Active	09127	Not Active	09170	Not Active
09042	B-C-D-U	09085	Not Active	09128	B-C-D-U	09171	Not Active
09043	Not Active	09086	B-C-D-U	09129	Not Active	09172	B-C-D-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09173	B-C-D-U	09232	Not Active	09290	Not Active	09350	See Table 2
09174	Not Active	09233	Not Active	09291	Not Active	09351	See Table 2
09175	B-C-D-U	09234	Not Active	09292	Not Active	09352	See Table 2
09176	Not Active	09235	Not Active	09293	Not Active	09353	See Table 2
09177	B-C-D-U	09236	Not Active	09294	Not Active	09354	See Table 2
09178	B-C-D-U	09237	B-C-D-U	09295	Not Active	09355	See Table 2
09179	Not Active	09238	Not Active	09296	Not Active	09356	See Table 2
09180	B-C-D-U	09239	Not Active	09297	Not Active	09357	See Table 2
09181	Not Active	09240	Not Active	09298	Not Active	09358	See Table 2
09182	B-C-D-U	09241	Not Active	09299	Not Active	09359	See Table 2
09183	B-C-D-U	09242	Not Active	09301	See Table 2	09360	See Table 2
09184	Not Active	09243	Not Active	09302	See Table 2	09361	See Table 2
09185	B-C-D-U	09244	B-C-D-U	09303	See Table 2	09362	See Table 2
09186	B-C-D-U	09245	B-C-D-U	09304	See Table 2	09363	See Table 2
09187	Not Active	09246	Not Active	09305	See Table 2	09364	See Table 2
09188	Not Active	09247	Not Active	09306	See Table 2	09365	See Table 2
09189	B-C-D-U	09248	Not Active	09307	See Table 2	09366	See Table 2
09190	Not Active	09249	Not Active	09308	See Table 2	09367	See Table 2
09191	Not Active	09250	B-C-D-U	09309	See Table 2	09368	See Table 2
09192	Not Active	09251	Not Active	09310	See Table 2	09369	See Table 2
09193	Not Active	09252	B-C-D-U	09311	See Table 2	09370	See Table 2
09194	Not Active	09253	Not Active	09312	See Table 2	09371	See Table 2
09195	Not Active	09254	Not Active	09313	See Table 2	09372	See Table 2
09196	Not Active	09255	Not Active	09314	See Table 2	09373	See Table 2
09197	Not Active	09256	Not Active	09315	See Table 2	09374	See Table 2
09198	Not Active	09257	Not Active	09316	See Table 2	09375	See Table 2
09199	Not Active	09258	Not Active	09317	See Table 2	09376	See Table 2
09201	Not Active	09259	Not Active	09318	See Table 2	09377	See Table 2
09202	Not Active	09260	Not Active	09319	See Table 2	09378	See Table 2
09203	Not Active	09261	Not Active	09320	See Table 2	09379	See Table 2
09204	Not Active	09262	B-C-D-U	09321	See Table 2	09380	See Table 2
09205	Not Active	09263	B-C-D-U	09322	See Table 2	09381	See Table 2
09206	Not Active	09264	B-C-D-U	09323	See Table 2	09382	See Table 2
09207	Not Active	09265	B-C-D-N-U	09324	See Table 2	09383	See Table 2
09208	Not Active	09266	B-C-D-U	09325	See Table 2	09384	See Table 2
09209	Not Active	09267	B-C-D-U	09326	See Table 2	09385	See Table 2
09210	Not Active	09268	Not Active	09327	See Table 2	09386	See Table 2
09211	B-C-D-U	09269	Not Active	09328	See Table 2	09387	See Table 2
09212	B-C-D-U	09270	Not Active	09329	See Table 2	09388	See Table 2
09213	B-C-D-U	09271	Not Active	09330	See Table 2	09389	See Table 2
09214	B-C-D-U	09272	Not Active	09331	See Table 2	09390	See Table 2
09215	Not Active	09273	Not Active	09332	See Table 2	09391	See Table 2
09216	Not Active	09274	Not Active	09333	See Table 2	09392	See Table 2
09217	Not Active	09275	B-C-D-U	09334	See Table 2	09393	See Table 2
09218	Not Active	09276	Not Active	09335	See Table 2	09394	See Table 2
09219	Not Active	09277	Not Active	09336	See Table 2	09395	See Table 2
09220	B-C-D-U	09278	Not Active	09337	See Table 2	09396	A-B1-F
09221	Not Active	09279	Not Active	09338	See Table 2	09397	None
09222	Not Active	09280	Not Active	09339	See Table 2	09398	None
09223	Not Active	09281	Not Active	09340	See Table 2	09399	None
09224	Not Active	09282	Not Active	09341	See Table 2	09401	Not Active
09225	B-C-D-U	09283	Not Active	09342	See Table 2	09402	Not Active
09226	B-C-D-U	09284	Not Active	09343	See Table 2	09403	Not Active
09227	B-C-D-U	09285	Not Active	09344	See Table 2	09404	Not Active
09228	Not Active	09286	Not Active	09345	See Table 2	09405	Not Active
09229	B-C-D-U	09287	Not Active	09346	See Table 2	09406	Not Active
09230	Not Active	09288	Not Active	09347	See Table 2	09407	Not Active
09231	Not Active	09289	Not Active	09348	See Table 2	09408	Not Active
				09349	See Table 2		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09409	B1-C-C1-U	09467	Not Active	09526	Not Active	09584	Not Active
09410	Not Active	09468	B-C-C1-U	09527	Not Active	09585	Not Active
09411	Not Active	09469	B-C-C1-U	09528	Not Active	09586	None
09412	Not Active	09470	B-C-C1-U	09529	None	09587	None
09413	Not Active	09471	Not Active	09530	Not Active	09588	None
09414	Not Active	09472	Not Active	09531	None	09589	Not Active
09415	Not Active	09473	Not Active	09532	None	09590	None
09416	Not Active	09474	Not Active	09533	Not Active	09591	None
09417	Not Active	09475	Not Active	09534	None	09592	Not Active
09418	Not Active	09476	Not Active	09535	Not Active	09593	None
09419	B-C-C1-U	09477	Not Active	09536	None	09594	None
09420	Not Active	09478	Not Active	09537	Not Active	09595	None
09421	B-C-C1-U	09479	Not Active	09538	Not Active	09596	None
09422	Not Active	09480	Not Active	09539	Not Active	09597	Not Active
09423	Not Active	09481	Not Active	09540	Not Active	09598	Not Active
09424	Not Active	09482	Not Active	09541	Not Active	09599	None
09425	Not Active	09483	Not Active	09542	None	09601	B-C-F-F1-U
09426	Not Active	09484	Not Active	09543	None	09602	Not Active
09427	Not Active	09485	Not Active	09544	None	09603	B-C-F-F1-U
09428	Not Active	09486	Not Active	09545	None	09604	Not Active
09429	Not Active	09487	Not Active	09546	Not Active	09605	Not Active
09430	Not Active	09488	Not Active	09547	None	09606	Not Active
09431	Not Active	09489	Not Active	09548	Not Active	09607	Not Active
09432	Not Active	09490	Not Active	09549	None	09608	Not Active
09433	Not Active	09491	Not Active	09550	None	09609	B-C-F-U
09434	Not Active	09492	Not Active	09551	None	09610	B-C-F-U
09435	Not Active	09493	Not Active	09552	Not Active	09611	Not Active
09436	Not Active	09494	B-C-C1-U	09553	Not Active	09612	B-C-F-U
09437	Not Active	09495	Not Active	09554	Not Active	09613	B-C-F-U
09438	Not Active	09496	B-C-C1-U	09555	Not Active	09614	Not Active
09439	Not Active	09497	Not Active	09556	None	09615	Not Active
09440	Not Active	09498	B-C-C1-U	09557	None	09616	Not Active
09441	Not Active	09499	B-C-C1-U	09558	None	09617	Not Active
09442	Not Active	09501	None	09559	Not Active	09618	Not Active
09443	Not Active	09502	None	09560	Not Active	09619	B-C-F-U
09444	Not Active	09503	None	09561	Not Active	09620	B-C-F-U
09445	Not Active	09504	None	09562	Not Active	09621	B-C-F-U
09446	Not Active	09505	O	09563	None	09622	B-C-F-U
09447	B-C-C1-U	09506	None	09564	None	09623	B-C-F-U
09448	B-C-C1-U	09507	None	09565	None	09624	B-C-F-U
09449	B-C-C1-U	09508	None	09566	None	09625	B-C-F-U
09450	Not Active	09509	None	09567	None	09626	B-C-F-U
09451	Not Active	09510	None	09568	None	09627	B-C-F-U
09452	Not Active	09511	None	09569	None	09628	B-C-F-F1-U
09453	Not Active	09512	None	09570	None	09629	Not Active
09454	B-C-C1-U	09513	Not Active	09571	Not Active	09630	B-C-F-U
09455	Not Active	09514	Not Active	09572	Not Active	09631	B-C-F-U
09456	B-C-C1-U	09515	Not Active	09573	None	09632	Not Active
09457	Not Active	09516	Not Active	09574	None	09633	Not Active
09458	Not Active	09517	None	09575	None	09634	Not Active
09459	B-C-C1-U	09518	Not Active	09576	None	09635	Not Active
09460	Not Active	09519	Not Active	09577	None	09636	Not Active
09461	B-C-C1-U	09520	Not Active	09578	None	09637	Not Active
09462	Not Active	09521	Not Active	09579	None	09638	Not Active
09463	B-C-C1-U	09522	Not Active	09580	None	09639	Not Active
09464	B-C-C1-U	09523	Not Active	09581	None	09640	Not Active
09465	B-C-C1-U	09524	Not Active	09582	None	09641	Not Active
09466	Not Active	09525	Not Active	09583	Not Active	09642	B-U-N

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09643	B-U	09702	Not Active	09760	Not Active	09816	Not Active
09644	U	09703	B1-C-F1	09761	Not Active	09817	Not Active
09645	U	09704	B-C-D	09762	Not Active	09818	Not Active
09646	Y	09705	B1	09763	Not Active	09819	A-B1-F-P
09647	B-N-U	09706	B-C-D-U	09764	Not Active	09820	Not Active
09648	Not Active	09707	B-C-D-U-N	09765	Not Active	09821	A-B1-F
09649	Not Active	09708	B1	09766	Not Active	09822	A-B1-F
09650	Not Active	09709	Not Active	09767	Not Active	09823	A-B1-F
09651	Not Active	09710	Not Active	09768	Not Active	09824	A-B1-F
09652	Not Active	09711	Not Active	09769	Not Active	09825	A-B1-F
09653	Not Active	09712	Not Active	09770	Not Active	09826	Not Active
09654	Not Active	09713	B1-C-F1	09771	Not Active	09827	A-B1-F
09655	Not Active	09714	B	09772	Not Active	09828	I-N
09656	Not Active	09715	B-F1	09773	Not Active	09829	I-N
09657	Not Active	09716	B-C-D-N-U	09774	Not Active	09830	B-C
09658	Not Active	09717	B-M-W	09775	Not Active	09831	F-N
09659	Not Active	09718	B-F-I-N-U	09776	Not Active	09832	B1-U1
09660	Not Active	09719	Not Active	09777	A-B-C-E1-N	09833	B1-U1
09661	Not Active	09720	B-U	09778	Not Active	09834	None
09662	Not Active	09721	B-N-U	09779	A-B1-C1-F-R	09835	A-B1
09663	Not Active	09722	B-C-D-N-U	09780	A-B1-C1-F-R	09836	A-B-C-F-M
09664	Not Active	09723	B-N-U	09781	A-B1-C1-F-R	09837	Not Active
09665	Not Active	09724	B	09782	A-B1-C1-F-R	09838	Not Active
09666	Not Active	09725	C	09783	A-B1-C1-F-I-N-R	09839	A-B1-U
09667	Not Active	09726	B-N-U	09784	B-C-F-R	09840	Not Active
09668	Not Active	09727	Not Active	09785	A-B1-C1-F-I-N-R	09841	A-B1
09669	Not Active	09728	C	09786	A-B1-C1-F-I-N-R	09842	A-B1
09670	Not Active	09729	C	09787	A-B1-C1-F-I-N-R	09843	A-B1
09671	Not Active	09730	Not Active	09788	A-B1-C1-F-R	09844	Not Active
09672	Not Active	09731	Not Active	09789	A-B1-C1-F-R	09845	Not Active
09673	Not Active	09732	None	09790	A-B1-C1-F-I-N-R	09846	Not Active
09674	Not Active	09733	B1-I	09791	A-B1-C1-E1-F-I-M-N-R	09847	Not Active
09675	Not Active	09734	B1-I	09792	B-C-F-U	09848	Not Active
09676	Not Active	09735	Not Active	09793	A-B1-C1-F-R	09849	Not Active
09677	Not Active	09736	Not Active	09794	A-B1-C1-F-R	09850	Not Active
09678	Not Active	09737	Not Active	09795	A-B1-C1-F-I-N-R	09851	Not Active
09679	Not Active	09738	Not Active	09796	A-B1-C1-F-I-N-R	09852	B-E2-F-H1-R-R1-U2
09680	Not Active	09739	Not Active	09797	Not Active	09853	B-E2-F-H1-R-R1-U2
09681	Not Active	09740	Not Active	09798	Not Active	09854	Not Active
09682	Not Active	09741	Not Active	09799	Not Active	09855	B-F-H1-R-U1
09683	Not Active	09742	Not Active	09801	Not Active	09856	Not Active
09684	Not Active	09743	Not Active	09802	B-E2-F-H1-R-R1-U2	09857	Not Active
09685	Not Active	09744	Not Active	09803	B-E2-F-H1-R-R1-U2	09858	B-E2-F-H1-R-R1-U2
09686	Not Active	09745	Not Active	09804	B-E2-F-H1-R-R1-U2	09859	B-E2-F-H1-R-R1-U2
09687	Not Active	09746	Not Active	09805	B-E2-F-H1-R-R1-U2	09860	X-E2-U2
09688	Not Active	09747	Not Active	09806	Not Active	09861	B-E2-F-H1-R-R1-U2
09689	Not Active	09748	Not Active	09807	Not Active	09862	X-E2-U2
09690	Not Active	09749	Not Active	09808	B-E2-F-H1-R-R1-U2	09863	B-E2-F-H1-R-R1-U2
09691	Not Active	09750	Not Active	09809	B-E2-F-H1-R-R1-U2	09864	B-E2-F-H1-R-R1-U2
09692	Not Active	09751	Not Active	09810	B-E2-F-H1-R-R1-U2	09865	A-B1
09693	Not Active	09752	Not Active	09811	B-E2-F-H1-R-R1-U2	09866	B-E2-F-H1-R-U1
09694	Not Active	09753	Not Active	09812	B-E2-E3-F-F1-I-N-R-U	09867	Not Active
09695	Not Active	09754	Not Active	09813	Not Active	09868	A-B1-U
09696	Not Active	09755	Not Active	09814	B-E2-E3-F-F1-I-N-R-U	09869	Not Active
09697	Not Active	09756	Not Active	09815	N	09870	Not Active
09698	Not Active	09757	Not Active			09871	B-E2-F-H1-R-U1
09699	Not Active	09758	Not Active			09872	B-E2-F-H1-R-R1-U2
09701	Not Active	09759	Not Active				

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09873	B-E2-F-H1-R-R1-U2	09932	Not Active	09990	Not Active	34049	Not Active
09874	Not Active	09933	Not Active	09991	Not Active	34050	None
09875	B-E2-F-H1-R-R1-U2	09934	Not Active	09992	Not Active	34051	None
09876	B-E2-F-H1-R-R1-U2	09935	Not Active	09993	Not Active	34052	Not Active
09877	B-E2-F-H1-R-R1-U2	09936	Not Active	09994	Not Active	34053	None
09878	A-B1-U	09937	Not Active	09995	Not Active	34054	Not Active
09879	Not Active	09938	Not Active	09996	Not Active	34055	N
09880	B-E2-F-H1-R-R1-U2	09939	Not Active	09997	Not Active	34056	Not Active
09881	B-E2-F-H1-R-R1-U2	09940	Not Active	09998	Not Active	34057	Not Active
09882	B-E2-F-H1-R-R1-U2	09941	Not Active	09999	Not Active	34058	B
09883	B-E2-F-H1-R-R1-U2	09942	Not Active	34001	B-U	34059	Not Active
09884	B-E2-F-H1-R-R1-U2	09943	Not Active	34002	B-U	34060	B
09885	B-E2-F-H1-R-R1-U2	09944	Not Active	34003	B-U	34061	B-U
09886	B-E2-F-H1-R-R1-U2	09945	Not Active	34004	B-U	34062	Not Active
09887	B-E2-F-H1-R-R1-U2	09946	Not Active	34005	B-U	34063	Not Active
09888	B-E2-F-H1-R-R1-U2	09947	Not Active	34006	B	34064	Not Active
09889	B-E2-F-H1-R-R1-U2	09948	Not Active	34007	B-U	34065	Not Active
09890	B-E2-F-H1-R-R1-U2	09949	Not Active	34008	Not Active	34066	Not Active
09891	B-E2-F-H1-R-R1-U2	09950	Not Active	34009	B	34067	Not Active
09892	A-B-F-R-R1	09951	Not Active	34010	Not Active	34068	Not Active
09893	B-E2-F-H1-R-R1-U2	09952	Not Active	34011	B	34069	Not Active
09894	B-E2-F-H1-R-R1-U2	09953	Not Active	34012	B-U	34070	Not Active
09895	B-E2-F-H1-R-R1-U2	09954	Not Active	34013	Not Active	34071	Not Active
09896	B-E2-F-H1-R-R1-U2	09955	Not Active	34014	Not Active	34072	Not Active
09897	None	09956	Not Active	34015	Not Active	34073	Not Active
09898	B-E2-F-H1-R-R1-U2	09957	Not Active	34016	Not Active	34074	Not Active
09899	F-N	09958	Not Active	34017	Not Active	34075	Not Active
09901	Not Active	09959	Not Active	34018	Not Active	34076	Not Active
09902	Not Active	09960	Not Active	34019	Not Active	34077	Y
09903	Not Active	09961	Not Active	34020	B-M-N	34078	Not Active
09904	Not Active	09962	Not Active	34021	M-N	34079	Not Active
09905	Not Active	09963	Not Active	34022	B-D-F-M	34080	Not Active
09906	Not Active	09964	Not Active	34023	B-M-N	34081	Not Active
09907	Not Active	09965	Not Active	34024	B-M-N	34082	Not Active
09908	Not Active	09966	Not Active	34025	B-F-N-U	34083	Not Active
09909	Not Active	09967	Not Active	34026	Not Active	34084	Not Active
09910	Not Active	09968	Not Active	34027	Not Active	34085	Y
09911	Not Active	09969	Not Active	34028	Not Active	34086	None
09912	Not Active	09970	Not Active	34029	Not Active	34087	Not Active
09913	Not Active	09971	Not Active	34030	B-I-I1-M	34088	Not Active
09914	Not Active	09972	Not Active	34031	B-M-N	34089	Not Active
09915	Not Active	09973	Not Active	34032	M-N	34090	None
09916	Not Active	09974	Not Active	34033	C-F-M-N	34091	None
09917	Not Active	09975	Not Active	34034	B1-M-N	34092	None
09918	Not Active	09976	Not Active	34035	B1-H-M-N	34093	None
09919	Not Active	09977	Not Active	34036	M-N	34094	Not Active
09920	Not Active	09978	Not Active	34037	B-C-F-H-I-M-N	34095	None
09921	Not Active	09979	Not Active	34038	B-I-M-N	34096	Not Active
09922	Not Active	09980	Not Active	34039	N	34097	Not Active
09923	Not Active	09981	Not Active	34040	None	34098	None
09924	Not Active	09982	Not Active	34041	B-M-N-U	34099	None
09925	Not Active	09983	Not Active	34042	B-D-F-M	96201	A-B
09926	Not Active	09984	Not Active	34043	Not Active	96202	A-B
09927	Not Active	09985	Not Active	34044	Not Active	96203	A-B
09928	Not Active	09986	Not Active	34045	Not Active	96204	A-B
09929	Not Active	09987	Not Active	34046	Not Active	96205	A-B-U
09930	Not Active	09988	Not Active	34047	B-M-N	96206	A-B-U
09931	Not Active	09989	Not Active	34048	Not Active	96207	A-B

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96208	A-B-U	96266	A-B-U	96325	B-M-W	96383	Not Active
96209	Not Active	96267	A-B-U	96326	B-M-W	96384	B-M-W
96210	Not Active	96268	Not Active	96327	Not Active	96385	Y
96211	Not Active	96269	A-B-U	96328	B-M-W	96386	B-M-W
96212	A-B-U	96270	Not Active	96329	Not Active	96387	B-M-W
96213	Not Active	96271	A-B-U	96330	B-M-W	96388	B-M-W
96214	A-B-U	96272	Not Active	96331	Not Active	96389	Not Active
96215	A-B-U	96273	Not Active	96332	Not Active	96390	Not Active
96216	Not Active	96274	Not Active	96333	Not Active	96391	Not Active
96217	A-B-U	96275	A-B	96334	Not Active	96392	Not Active
96218	A-B-U	96276	A-B	96335	Not Active	96393	Not Active
96219	A-B-U	96277	Not Active	96336	B-M-W	96394	Not Active
96220	A-B-U	96278	A-B-U	96337	B-M-W	96395	Not Active
96221	A-B-U	96279	Not Active	96338	B-M-W	96396	Not Active
96222	Not Active	96280	Not Active	96339	B-M-W	96397	Not Active
96223	Not Active	96281	Not Active	96340	Not Active	96398	Not Active
96224	A-B-U	96282	Not Active	96341	Not Active	96399	Not Active
96225	Not Active	96283	A-B-U	96342	Not Active	96401	Not Active
96226	Not Active	96284	A-B-U	96343	B-M-W	96402	Not Active
96227	Not Active	96285	Y	96344	Not Active	96403	Not Active
96228	Not Active	96286	Not Active	96345	Not Active	96404	Not Active
96229	Not Active	96287	Not Active	96346	Not Active	96405	Not Active
96230	Not Active	96288	Not Active	96347	B-M-W	96406	Not Active
96231	Not Active	96289	Not Active	96348	B-M-W	96407	Not Active
96232	Not Active	96290	Not Active	96349	B-M-W	96408	Not Active
96233	Not Active	96291	Not Active	96350	B-M-W	96409	Not Active
96234	Not Active	96292	Not Active	96351	Not Active	96410	Not Active
96235	Not Active	96293	Not Active	96352	Not Active	96411	Not Active
96236	Not Active	96294	Not Active	96353	Not Active	96412	Not Active
96237	Not Active	96295	Not Active	96354	Not Active	96413	Not Active
96238	Not Active	96296	Not Active	96355	Not Active	96414	Not Active
96239	Not Active	96297	A-B-U	96356	Not Active	96415	Not Active
96240	Not Active	96298	Not Active	96357	Not Active	96416	Not Active
96241	Not Active	96299	Not Active	96358	Not Active	96417	Not Active
96242	Not Active	96301	Not Active	96359	Not Active	96418	Not Active
96243	Not Active	96302	Not Active	96360	Not Active	96419	Not Active
96244	Not Active	96303	Not Active	96361	Not Active	96420	Not Active
96245	Not Active	96304	Not Active	96362	B-M-W	96421	Not Active
96246	Not Active	96305	Not Active	96363	Not Active	96422	Not Active
96247	Not Active	96306	B-M-W	96364	B-L-M-W	96423	Not Active
96248	Not Active	96307	Not Active	96365	B-M-W	96424	Not Active
96249	Not Active	96308	Not Active	96366	Not Active	96425	Not Active
96250	Not Active	96309	B-M-W	96367	B-L-M-W	96426	Not Active
96251	A-B-U	96310	B-M-W	96368	B-M-W	96427	Not Active
96252	Not Active	96311	Not Active	96369	Not Active	96428	Not Active
96253	Not Active	96312	Not Active	96370	B-M-W	96429	Not Active
96254	Not Active	96313	B-M-W	96371	Not Active	96430	Not Active
96255	Not Active	96314	Not Active	96372	B-M-W	96431	Not Active
96256	Not Active	96315	Not Active	96373	B-M-W	96432	Not Active
96257	A-B-U	96316	Not Active	96374	B-M-W	96433	Not Active
96258	A-B-U	96317	Not Active	96375	B-M-W	96434	Not Active
96259	A-B-U	96318	Not Active	96376	B-M-W	96435	Not Active
96260	A-B-U	96319	B-M-W	96377	B-M-W	96436	Not Active
96261	Not Active	96320	Not Active	96378	B-M-W	96437	Not Active
96262	A-B-U	96321	B-M-W	96379	B-M-W	96438	Not Active
96263	Not Active	96322	B-M-W	96380	Not Active	96439	Not Active
96264	A-B-U	96323	B-M-W	96381	Not Active	96440	B-F
96265	Not Active	96324	Not Active	96382	Not Active	96441	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96442	Not Active	96501	Not Active	96559	Not Active	96618	None
96443	Not Active	96502	Not Active	96560	Not Active	96619	Not Active
96444	Not Active	96503	Not Active	96561	Not Active	96621	None
96445	Not Active	96504	Not Active	96562	Not Active	96622	None
96446	Not Active	96505	None	96563	Not Active	96623	None
96447	Not Active	96506	None	96564	Not Active	96624	None
96448	Not Active	96507	Not Active	96565	Not Active	96625	None
96449	Not Active	96508	None	96566	Not Active	96626	Not Active
96450	Not Active	96509	Not Active	96567	Not Active	96627	None
96451	Not Active	96510	Not Active	96568	Not Active	96628	None
96452	Not Active	96511	B1-I-N	96569	Not Active	96629	None
96453	Not Active	96512	Not Active	96570	Not Active	96630	Not Active
96454	Not Active	96513	Not Active	96571	Not Active	96631	Not Active
96455	Not Active	96514	Not Active	96572	Not Active	96632	Not Active
96456	Not Active	96515	Not Active	96573	Not Active	96633	Not Active
96457	Not Active	96516	None	96574	Not Active	96634	None
96458	Not Active	96517	B-F-U3	96575	Not Active	96635	None
96459	Not Active	96518	None	96576	Not Active	96636	Not Active
96460	Not Active	96519	Not Active	96577	Not Active	96637	Not Active
96461	Not Active	96520	F-U3	96578	Not Active	96638	Not Active
96462	Not Active	96521	F	96579	Not Active	96639	Not Active
96463	Not Active	96522	F-U	96580	Not Active	96640	Not Active
96464	None	96523	Not Active	96581	Not Active	96641	Not Active
96465	Not Active	96524	Not Active	96582	Not Active	96642	None
96466	Not Active	96525	Not Active	96583	Not Active	96643	None
96467	Not Active	96526	Not Active	96584	Not Active	96644	Not Active
96468	Not Active	96527	Not Active	96585	Not Active	96645	Not Active
96469	Not Active	96528	Not Active	96586	Not Active	96646	Not Active
96470	Not Active	96529	A-B-H-M-N-U	96587	Not Active	96647	Not Active
96471	Not Active	96530	A-B-H-M-N-U	96588	Not Active	96648	Not Active
96472	Not Active	96531	B-H-M	96589	Not Active	96649	Not Active
96473	Not Active	96532	Not Active	96590	Not Active	96650	Not Active
96474	Not Active	96533	Not Active	96591	Not Active	96651	Not Active
96475	Not Active	96534	A-F	96592	Not Active	96652	Not Active
96476	Not Active	96535	A-B-F	96593	Not Active	96653	Not Active
96477	Not Active	96536	B3	96594	Not Active	96654	Not Active
96478	Not Active	96537	B3	96595	Not Active	96655	Not Active
96479	Not Active	96538	B3	96596	Not Active	96656	Not Active
96480	Not Active	96539	B3	96597	Not Active	96657	None
96481	Not Active	96540	B3	96598	None	96658	Not Active
96482	Not Active	96541	B3	96599	None	96659	Not Active
96483	Not Active	96542	B3	96601	None	96660	None
96484	Not Active	96543	B3-P	96602	None	96661	None
96485	Not Active	96544	Not Active	96603	None	96662	None
96486	Not Active	96545	Not Active	96604	None	96663	None
96487	Not Active	96546	F-U3	96605	O	96664	None
96488	Not Active	96547	F-U3	96606	None	96665	None
96489	Not Active	96548	A-B-H-M-U	96607	None	96666	None
96490	Not Active	96549	A-B-H-M-U	96608	None	96667	None
96491	Not Active	96550	Not Active	96609	None	96668	None
96492	Not Active	96551	A-B-H-M-U	96610	None	96669	None
96493	Not Active	96552	A-B-H-M-U	96611	None	96670	None
96494	Not Active	96553	A-B-H-I-M-N-U	96612	None	96671	None
96495	Not Active	96554	A-B-H-M-U	96613	Not Active	96672	None
96496	Not Active	96555	B-F-M	96614	Not Active	96673	None
96497	Not Active	96556	None	96615	Not Active	96674	None
96498	Not Active	96557	B-F-M	96616	Not Active	96675	None
96499	Not Active	96558	None	96617	Not Active	96676	None

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96677	None	98709	Not Active	98740	Not Active	98770	Not Active
96678	None	98710	Not Active	98741	Not Active	98771	Not Active
96679	None	98711	Not Active	98742	Not Active	98772	Not Active
96680	Not Active	98712	Not Active	98743	Not Active	98773	Not Active
96681	None	98713	Not Active	98744	Not Active	98774	Not Active
96682	None	98714	Not Active	98745	Not Active	98775	Not Active
96683	None	98715	Not Active	98746	Not Active	98776	Not Active
96684	None	98716	Not Active	98747	Not Active	98777	Not Active
96685	Not Active	98717	Not Active	98748	Not Active	98778	Not Active
96686	None	98718	Not Active	98749	Not Active	98779	Not Active
96687	None	98719	Not Active	98750	Not Active	98780	Not Active
96688	Not Active	98720	Not Active	98751	Not Active	98781	Not Active
96689	Not Active	98721	Not Active	98752	Not Active	98782	Not Active
96690	Not Active	98722	Not Active	98753	Not Active	98783	Not Active
96691	Not Active	98723	Not Active	98754	Not Active	98784	Not Active
96692	Not Active	98724	Not Active	98755	Not Active	98785	Not Active
96693	Not Active	98725	Not Active	98756	Not Active	98786	Not Active
96694	Not Active	98726	Not Active	98757	Not Active	98787	Not Active
96695	Not Active	98727	Not Active	98758	Not Active	98788	Not Active
96696	Not Active	98728	Not Active	98759	Not Active	98789	Not Active
96697	None	98729	Not Active	98760	Not Active	98790	Not Active
96698	None	98730	Not Active	98761	Not Active	98791	Not Active
96699	Not Active	98731	Not Active	98762	Not Active	98792	Not Active
98701	Not Active	98732	Not Active	98763	Not Active	98793	Not Active
98702	Not Active	98733	Not Active	98764	Not Active	98794	Not Active
98703	Not Active	98734	Not Active	98765	Not Active	98795	Not Active
98704	Not Active	98735	Not Active	98766	Not Active	98796	Not Active
98705	Not Active	98736	Not Active	98767	Not Active	98797	Not Active
98706	Not Active	98737	Not Active	98768	Not Active	98798	Not Active
98707	Not Active	98738	Not Active	98769	Not Active	98799	Not Active
98708	Not Active	98739	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.

APO/FPO	Effective Dates	See Restrictions	APO/FPO	Effective Dates	See Restrictions
09301-0001	Active	A-B1-F-F1-I-R	09331-2080	Not Active	
09301-1080	Active	A-B1-F-F1-I-R	09331-2121	Not Active	
09301-1180	Active	A-B1-F-F1-I-R	09331-2130	Not Active	
09301-1210	Active	A-B1-F-F1-I-R	09331-2210	Not Active	
09301-1280	Active	A-B1-F-F1-I-R	09331-2330	Not Active	
09301-3080	Not Active		09331-2390	Not Active	
09301-3110	Not Active		09331-3380	Active	None
09301-3120	Not Active		09331-5020	Not Active	
09301-3130	Not Active		09331-5330	Not Active	
09301-3140	Not Active		09331-6110	Not Active	
09301-3180	Not Active		09331-6120	Not Active	
09301-3190	Not Active		09331-6130	Not Active	
09301-3310	Active	A-B1-F-F1-I-R	09331-6140	Not Active	
09301-3320	Active	A-B1-F-F1-I-R	09331-6180	Not Active	
09301-3330	Active	A-B1-F-F1-I-R	09331-6190	Not Active	
09301-3340	Active	A-B1-F-F1-I-R	09331-6320	Not Active	
09301-3380	Active	A-B1-F-F1-I-R	09331-6330	Active	None
09301-3390	Active	A-B1-F-F1-I-R	09331-9480	Not Active	
09301-3820	Not Active		09332-0310	Active	None
09301-3850	Active	A-B1-F-I-R	09332-0320	Active	None
09301-3930	Not Active		09332-0340	Active	None
09301-4220	Active	A-B1-F-F1-I-R	09332-0380	Active	None
09301-4320	Active	None	09332-0390	Active	None
09301-4510	Active	None	09332-1380	Active	None
09301-5810	Active	A-B1-F-F1-I-R	09332-6080	Active	None
09301-7120	Active	A-B1-F-F1-I-R	09334-0310	Not Active	
09301-7440	Active	A-B1-F-F1-I-R	09334-0320	Not Active	
09301-7710	Active	A-B1-F-F1-I-R	09334-0330	Not Active	
09301-7790	Active	A-B1-F-F1-I-R	09334-0340	Not Active	
09301-8580	Active	A-B1-F-F1-I-R	09334-0390	Not Active	
09301-9010	Active	A-B1-F-F1-I-R	09334-3080	Active	B-E2-F-H1-R-R1-U2
09301-9040	Active	A-B1-F-F1-I-R	09334-3330	Active	B-E2-F-H1-R-R1-U2
09310-7020	Active	None	09334-3340	Active	B-E2-F-H1-R-R1-U2
09310-7030	Active	A-B1-F-F1-I-R	09334-5130	Active	B-E2-F-H1-R-R1-U2
09310-7080	Not Active		09334-6210	Not Active	
09317-1180	Active	None	09334-6230	Not Active	
09320-2080	Active	A-B1-F-F1-I-R	09334-9050	Not Active	
09320-2210	Active	A-B1-F-F1-I-R	09334-9210	Active	B-E2-F-H1-R-R1-U2
09320-2230	Active	A-B1-F-F1-I-R	09334-9220	Active	B-E2-F-H1-R-R1-U2
09320-2280	Active	A-B1-F-F1-I-R	09334-9230	Active	B-E2-F-H1-R-R1-U2
09320-4080	Active	A-B1-F-F1-I-R	09334-9290	Active	B-E2-F-H1-R-R1-U2
09320-9230	Not Active		09334-9320	Not Active	
09321-1110	Active	None	09334-9480	Active	None
09321-1120	Active	None	09334-9920	Active	B-E2-F-H1-R-R1-U2
09329-2010	Active	A-B1-F-F1-I-R	09335-0410	Not Active	
09330-9110	Not Active		09335-0710	Active	None
09330-9310	Active	None	09335-0790	Active	None
09331-0001	Active	B-E2-F-H1-R-R1-U2	09335-9010	Active	None

APO/FPO	Effective Dates	See Restrictions	APO/FPO	Effective Dates	See Restrictions
09335-9030	Active	None	09382-3230	Not Active	
09335-9320	Active	None	09382-3240	Not Active	
09336-0960	Active	None	09382-3280	Not Active	
09336-2110	Active	None	09382-3290	Not Active	
09336-2120	Active	None	09383-0080	Not Active	
09336-2130	Active	None	09383-0210	Not Active	
09336-2170	Active	None	09383-0220	Not Active	
09336-2190	Active	None	09383-0230	Not Active	
09336-2210	Active	None	09383-0280	Not Active	
09336-2220	Active	None	09383-0310	Not Active	
09336-2230	Active	None	09383-0380	Not Active	
09336-2270	Active	None	09383-0390	Not Active	
09336-2280	Active	None	09383-0510	Not Active	
09336-2290	Active	None	09383-2080	Not Active	
09336-9210	Active	A-B1-F-F1-I-R	09383-2310	Not Active	
09336-9310	Active	A-B1-F-F1-I-R	09383-2320	Not Active	
09337-0950	Active	None	09383-2330	Not Active	
09337-2110	Active	None	09383-2380	Not Active	
09337-2120	Active	None	09383-2390	Not Active	
09337-2130	Active	None	09383-4220	Not Active	
09337-2180	Active	None	09383-9120	Not Active	
09337-2190	Active	None	09383-9420	Not Active	
09337-6010	Active	None	09383-9430	Not Active	
09337-6020	Active	A-B1-F-F1-I-R	09383-9480	Not Active	
09337-6030	Active	None	09383-9490	Not Active	
09337-6080	Active	None	09383-9990	Active	A-B1-F-F1-I-R
09337-6280	Active	None	09384-6310	Not Active	
09337-6290	Active	None	09384-9710	Active	None
09339-9060	Active	None	09384-9720	Active	None
09339-9680	Active	None	09384-9730	Active	None
09360-0005	Active	I-N	09384-9780	Active	None
09361-0001	Not Active		09385-1140	Not Active	
09370-0001	Active	A-B1-F-F1-I-R	09385-1310	Not Active	
09371-0001	Active	A-B1-F-F1-I-R	09385-1320	Not Active	
09372-0004	Active	A-B1-F-F1-I-R	09385-1410	Not Active	
09380-0001	Active	A-B1-F-F1-I-R	09385-1430	Not Active	
09380-0920	Not Active		09385-1480	Not Active	
09380-9010	Not Active		09385-1490	Not Active	
09380-9120	Active	A-B1-F-F1-I-R	09389-1180	Not Active	
09380-9180	Not Active		09389-2110	Not Active	
09381-1080	Active	A-B1-F-F1-I-R	09389-2120	Not Active	
09381-1130	Active	A-B1-F-F1-I-R	09389-2150	Active	A-B1-F-F1-I-R
09381-1220	Active	A-B1-F-F1-I-R	09389-2210	Active	A-B1-F-F1-I-R
09381-6180	Not Active		09389-2240	Active	A-B1-F-F1-I-R
09382-2080	Not Active		09389-2580	Active	A-B1-F-F1-I-R
09382-2120	Not Active		09389-3320	Active	A-B1-F-F1-I-R
09382-2210	Not Active		09389-9010	Active	A-B1-F-F1-I-R
09382-3130	Not Active		09397	Active	None
09382-3210	Not Active		09398	Active	None
09382-3220	Not Active		09399	Active	None

Continued next page

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, videotapes, 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 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, 12-21-95*

FINANCE

HANDBOOK PO-102 AND HANDBOOK F-1 REVISION

Deposit Frequency for Vending Machines

This notice is issued to clarify the standard in Handbook PO-102, *Retail Vending Operation and Marketing Program*, regarding remittance of funds from retail vending machines.

Effective immediately, Handbook PO-102 is revised as follows:

5 FINANCIAL CONTROL

* * * * *

570 BANK DEPOSITS

* * * * *

571.1 Frequency. The servicing person will make deposits immediately after each full or partial servicing when money is collected from retail vending equipment but not less than once per week for CAG A–J offices. In CAG H–L offices, deposits will be made after each full or partial servicing.

* * * * *

Effective immediately, Handbook F-1, *Post Office Accounting Procedures*, is revised as follows:

3 Postal Funds

* * * * *

333 Deposits

333.1 Frequency

333.11 Deposits must be made when postal funds in excess of the authorized cash reserve (see Part 331) reach the following amounts:

CAG A–J Offices	Weekly minimum
CAG K Offices	\$100
CAG L Offices	\$ 25

333.12 Vending Deposits. For CAG A–J offices, cash must be deposited into the post office bank account from all retail vending equipment no less than once per week. For CAG H–L offices, cash must be deposited after each full or partial servicing.

[Redesignate current 333.12 as 333.13.]

[Redesignate current 333.13 as 333.14.]

* * * * *

Future editions of Handbooks PO-102 and F-1 will include these changes.

—Corporate Accounting, Finance, 12-21-95

Travel Advance Policy

The Internal Revenue Service (IRS) issued new regulations, effective January 1, 1994, changing the tax treatment of travel advances. Under these new regulations, travel advances are issued for specific trips, and must be repaid within 120 days of the completion of the trip for which they were issued. Advances remaining outstanding longer than the 120-day period are considered to be compensation by the IRS and are subject to federal income tax and Social Security tax withholding, and year-end W-2 reporting.

Even though some employees are in an official travel status for a period of time each week, the employee is considered to be a frequent traveler and not on “continuous

travel.” Each trip is considered a separate event that requires its own advance. Advances are no longer to remain outstanding due to the employee being on “continuous travel.” Advances that remain outstanding beyond the cited 120-day period must be reported to the IRS. Frequent travelers eligible to obtain a USPS advance must obtain a separate advance for each trip and repay the advance at the conclusion of the specific trip for which it was obtained.

In addition, even if an advance is reported to the IRS, the employee is still responsible for repayment.

—National Accounting, Finance, 12-21-95

HANDBOOK F-1 AND HANDBOOK F-50 REVISION

Stamp Stock Tolerances

Handbook F-1, *Post Office Accounting Procedures*, and Handbook F-50, *Examination of Stamp Credits and Main or Unit Reserve Stocks*, are revised to change the stamp stock tolerances for clerk credits at retail units. This change became effective with the Labor Negotiation award on October 1, 1995.

Handbook F-1, *Post Office Accounting Procedures*, is revised as follows:

4 Accountable Paper

* * * * *

472 Inventory Adjustments

472.1 Tolerance

472.11 Amounts. Tolerances are established as follows:

Amount of Stamp Stock	Tolerance
Up to \$30,000.00	\$ 50.00
\$30,000.01 to \$60,000.00	\$100.00
Above \$60,000.00	\$150.00

* * * * *

Handbook F-50, *Examination of Stamp Credits and Main or Unit Reserve Stocks*, is revised as follows:

* * * * *

2 Stamp Credit Examination Procedures

* * * * *

223 Tolerance

223.1 Amounts. Tolerance differences are established as follows:

Amount of Stamp Stock	Tolerance
Up to \$30,000.00	\$ 50.00
\$30,000.01 to \$60,000.00	\$100.00
Above \$60,000.00	\$150.00

* * * * *

Future editions of these handbooks will include these changes.

—Corporate Accounting, Finance, 12-21-95

Deadlines for 1099 Processing for Calendar Year 1995

Standard Field Accounting System (SFAS) sites must transmit their Form 1099 data for calendar year 1995 to the San Mateo ISC by January 12, 1996. Districts converting to the Accounts Payable Accounting Reporting System (APARS) module in *calendar year 1995* must also transmit their SFAS accounts payable data captured prior to APARS conversion. SFAS sites continuing to pay 1099 vendors by no fee money orders must also transmit this data using the SFAS method. The transmission can be accessed through the accounts payable module on the main SFAS menu.

Non-SFAS sites must submit their fourth quarter 1995 calendar year 1099 data to their district by January 10, 1996. Any previous 1995 calendar quarter 1099 data that was not submitted should also be submitted by January 10, 1996. Each district should enter the sites' 1099 data into the San Mateo ISC TD 1099 system by January 19, 1996. In no case should the vendor payment log be forwarded to the San Mateo ISC or the Internal Revenue Service (IRS).

The above-mentioned deadlines must be adhered to in order for the Postal Service to comply with IRS deadlines. Sites not adhering to the deadlines will have to submit manual 1099s to the IRS through their district office.

Below are the 1996 calendar year quarterly deadlines for non-SFAS sites to submit their vendor payment logs to their districts, and for the districts to enter the data into the San Mateo ISC TD 1099 system:

Quarter End Date	Due to District	Due to San Mateo ISC
3/31/96	4/9/96	4/18/96
6/30/96	7/10/96	7/19/96
9/30/96	10/9/96	10/19/96
12/31/96	1/10/97	1/17/97

In addition to complying with these deadlines, all sites must make sure that vendors are using a correct tax identification number (TIN). A TIN is considered correct only if the vendor's name matches exactly as it would appear on tax filing documents and/or a Social Security card. The Postal Service can be fined for submitting invalid TIN information to the IRS.

—Corporate Accounting, Finance, 12-21-95

457 937 8615 to 8699	475 424 8410 to 8499	491 567 1376 to 1399	611 285 8073 to 8074
458 028 9810 to 9899	475 629 9156 to 9199	492 254 4800 to 4899	611 879 6939 to 6999
458 057 2712 to 2999	475 850 6101 to 6199	492 283 5100 to 5199	612 291 8013 to 8099
458 337 5222 to 5299	475 875 2500 to 2599	492 610 6813 to 6899	612 751 5171 to 5199
458 354 7653 to 7999	476 169 8264 to 8299	493 394 5568 to 5599	612 751 5226 to 5299
458 671 8678 to 8699	476 189 3000 to 3499	493 470 2562 to 2599	612 751 6083 to 6099
458 671 8721 to 8798	476 331 2480 to 2499	493 473 7700 to 7799	612 751 6268 to 6299
458 847 5044 to 5999	477 289 8601 to 8699	493 716 2153 to 2199	612 751 6572 to 6599
459 274 7624 to 7699	477 681 5206 to 5299	494 206 2972 to 2999	612 774 2111 to 2199
459 365 5432 to 5499	478 010 4243 to 4268	494 217 3446 to 3999	612 774 2254 to 2299
459 378 5764 to 5799	478 010 4270 to 4291	494 224 0500 to 0599	612 774 2500 to 2599
459 472 4816 to 4999	478 450 5071 to 5099	496 209 7425 to 7499	614 469 0979 to 0999
460 349 6878 to 6899	478 469 7838 to 7858	496 213 8728 to 8799	614 474 3000 to 3099
460 550 1909 to 1999	478 469 7883 to 7899	496 474 5226 to 5248	614 521 3490 to 3499
460 997 5234 to 5299	479 280 9800 to 9899	497 053 8517 to 8699	614 645 1800 to 1899
461 973 6443 to 6499	479 365 9116 to 9176	497 854 8673 to 8699	614 832 1100 to 2099
462 152 0107 to 0299	479 412 9900 to 9999	498 449 8888 to 8899	615 017 7505 to 7599
462 274 1072 to 1099	479 667 6190 to 6199	498 929 8285 to 8499	617 760 5266 to 5299
462 277 8373 to 8399	479 748 9680 to 9699	498 936 5310 to 5399	617 813 3601 to 3699
463 117 5529 to 5540	479 860 7000 to 7199	499 016 5425 to 5499	618 840 9200 to 9299
463 176 4115 to 4199	480 526 2000 to 2099	499 440 8575 to 8899	619 551 7229 to 7299
463 176 4228 to 4299	480 640 6330 to 6399	499 731 6717 to 6799	619 859 3000 to 3099
463 185 2600 to 2799	480 689 5100 to 5199	500 064 1858 to 1869	620 073 9400 to 9499
463 227 7711 to 7799	481 673 0074 to 0095	600 645 3223 to 3299	621 648 8021 to 8199
463 414 4869 to 4899	482 527 1500 to 1599	601 339 1200 to 1399	621 648 8500 to 8599
463 808 3484 to 3499	482 541 5255 to 5299	601 661 7700 to 7799	621 904 8351 to 8599
463 945 7400 to 7899	482 729 6800 to 6899	601 682 5343 to 5399	621 916 1978 to 1989
464 629 9000 to 9399	483 363 7207 to 7299	601 928 1600 to 1699	622 989 8032 to 8099
464 711 4332 to 4399	483 402 2356 to 2399	602 512 2972 to 2999	623 076 9300 to 9399
465 692 3963 to 3999	483 486 5100 to 5199	602 555 2400 to 2799	623 895 8200 to 8399
465 698 8300 to 8599	483 632 1521 to 1599	602 829 7061 to 7099	623 917 0200 to 0299
465 743 7745 to 7799	483 632 2600 to 2799	603 483 9572 to 9599	623 819 5006 to 5099
466 798 6056 to 6067	483 849 1615 to 1699	603 490 7200 to 7299	624 468 5288 to 5299
467 147 4300 to 4399	484 174 4803 to 5299	603 678 7100 to 7199	624 665 3162 to 3198
468 079 5782 to 5799	484 323 8900 to 9199	603 678 7662 to 7699	625 088 6735 to 6799
469 067 2817 to 2899	484 680 5000 to 5038	603 678 7902 to 7999	625 100 5806 to 5834
469 127 8000 to 8199	484 680 5040 to 5074	603 678 8418 to 8499	625 968 8956 to 8999
469 213 0359 to 0399	484 680 5077 to 5099	603 678 8700 to 9999	627 005 3938 to 3999
469 213 0500 to 0599	485 029 4913 to 4999	604 086 0880 to 0899	627 384 3907 to 4099
469 658 1961 to 1999	486 176 0600 to 0699	604 349 1414 to 1499	627 496 7549 to 7599
469 666 9900 to 9999	486 559 7555 to 7599	604 503 7776 to 7799	627 776 2500 to 2599
469 678 1900 to 1999	486 696 3023 to 3199	605 520 9037 to 9099	629 510 7200 to 7299
469 781 4900 to 4999	488 173 7900 to 7999	605 685 4010 to 4099	630 389 3056 to 3071
469 947 6960 to 6999	488 206 4100 to 4199	605 988 6467 to 6499	632 500 0000 to
470 755 5800 to 5818	488 226 0200 to 0299	607 689 7951 to 7960	632 599 9999
471 918 0300 to 0999	488 709 3906 to 3999	607 728 1276 to 1299	700 065 4800 to 4899
471 985 2408 to 2419	488 855 8359 to 8399	608 727 7100 to 7199	700 190 3350 to 3359
472 191 6700 to 6799	489 181 8963 to 8999	608 727 7273 to 7599	700 228 6048 to 6099
472 270 2555 to 2599	489 311 1930 to 1999	608 813 9950 to 9999	700 650 0452 to 0499
472 987 0213 to 0241	489 318 6200 to 6300	609 067 5325 to 5399	700 859 0744 to 0758
472 987 0290 to 0299	489 223 2000 to 2099	609 067 5488 to 5499	701 028 6780 to 6899
473 151 2069 to 2199	489 384 0027 to 0099	609 067 5600 to 5699	701 213 3900 to 3999
473 666 9138 to 9199	489 427 0658 to 0899	609 289 6123 to 6199	701 267 2000 to 3999
473 952 3429 to 3499	489 997 5252 to 5299	609 438 4400 to 4499	806 087 1100 to 1499
474 108 5402 to 5499	490 669 5850 to 6099	609 493 1100 to 1199	806 268 9275 to 9299
474 356 5193 to 5299	490 717 7080 to 7099	609 766 8100 to 8999	806 534 3400 to 3477
474 949 3366 to 3399	490 721 6000 to 6099	609 825 4100 to 4115	807 342 3283 to 3399
475 134 9362 to 9399	490 793 1500 to 2099	609 884 2981 to 2999	808 090 3440 to 3499
475 167 9664 to 9699	490 886 8171 to 8199	609 893 1000 to 1099	808 325 5161 to 5699
475 319 3415 to 3499	490 977 9221 to 9240	610 092 3200 to 3299	870 054 4814 to 4899
475 319 3649 to 3799	491 258 8100 to 9099	610 582 4200 to 4299	870 491 4812 to 4849

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

704,228,071 to 8,100	706,184,041 to 4,220	707,960,107 to 0,160	714,144,171 to 4,470
704,420,344 to 0,490	706,357,861 to 8,190	708,059,941 to	714,442,952 to 2,980
704,568,751 to 8,990	706,382,419 to 2,430	060,000	714,562,843 to 2,860
704,702,348 to 2,580	706,628,735 to 8,820	708,115,830 to 5,860	714,609,811 to 9,930
704,965,301 to 5,770	706,638,211 to 8,420	708,116,251 to 6,310	714,609,961 to 9,990
705,280,801 to 0,980	706,817,959 to 8,000	708,138,301 to 8,480	714,807,181 to 7,240
705,475,651 to 6,040	707,034,391 to 4,450	709,222,591 to 2,920	714,871,321 to 1,500
705,566,127 to 6,280	707,292,636 to 2,660	709,243,479 to 3,500	715,128,183 to 8,330
705,782,796 to 2,820	707,441,401 to 1,687	709,411,171 to 1,320	715,197,211 to 7,570
705,822,271 to 2,480	707,441,836 to 1,940	709,733,281 to 3,580	
706,180,148 to 0,290	707,958,541 to 8,570	711,049,411 to 9,560	

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

—Inspection Service, 12-21-95

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, 12-21-95

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, 12-21-95

Invalid Express Mail Corporate Account Numbers

These numbers are to be posted and used by retail/acceptance clerks. This listing supersedes all previous notices, which must be destroyed. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer

number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

005058	009816	021326	027956	054220	060583	061396	065610	071608	088402	093322	095879	100115
005109	009827	021339	027970	054225	060591	061401	065688	071648	088427	093405	095885	100412
005143	009868	021363	027985	055043	060611	061408	065748	071851	088450	093415	095952	101106
005245	009884	021436	027986	055082	060614	061409	065839	071866	088467	093440	096009	101265
005280	009972	021534	028008	055102	060619	061412	065855	072315	088481	093448	096040	101280
005365	010269	021536	028568	056010	060634	061416	065918	075158	088532	093533	096088	101331
005576	010298	021570	028663	056012	060654	061429	065971	075246	088537	093542	096180	101545
005671	010308	021592	028696	056051	060665	061432	066061	075353	088556	093562	096206	101549
005684	010508	021663	028718	056068	060668	061458	066106	075404	088561	093681	096208	101635
005796	010523	021713	028940	057020	060669	061462	067006	075574	089084	093721	096214	101809
005802	010615	021723	028951	057022	060678	061463	067010	075779	089165	093854	096256	101991
005896	010645	021770	028959	057054	060696	061464	067016	075811	089340	093885	096307	102012
006073	010659	021967	028989	058023	060700	061486	067040	075899	089440	093948	096314	102021
006287	011145	021988	029157	060005	060707	061497	067042	075982	089455	093979	096365	102191
006308	012194	022001	029290	060008	060734	061499	067060	076047	089524	094005	096378	102227
006325	012339	022107	029508	060016	060743	061502	067068	076254	089624	094010	096428	102234
006327	013163	022140	029509	060020	060744	061505	067073	076296	089633	094026	096432	102262
006409	014313	022142	029641	060037	060749	061510	067080	076308	089636	094049	096438	102296
006629	014356	022154	029851	060045	060762	061535	067081	076322	089662	094069	096496	102448
006651	014463	022197	029852	060055	060770	061548	067082	076525	089788	094108	096517	102475
006736	014644	022208	029964	060063	060787	061550	067119	076592	089819	094113	096519	102480
006748	014655	022231	030031	060072	060805	061579	067203	076710	089832	094117	096520	102530
006781	014849	022250	030083	060086	060817	061582	067224	076713	089994	094156	096543	102562
006838	014972	022264	030192	060122	060829	061583	067227	076725	090013	094166	096548	102570
006840	015168	022381	030415	060134	060845	061641	067239	076822	090072	094316	096577	102571
006866	015404	022395	031065	060147	060851	061644	067243	076915	090134	094359	096616	102617
006871	016049	022397	031078	060163	060852	061661	067250	076925	090179	094370	096656	102650
006895	016258	022407	031140	060167	060875	061713	067251	077063	090215	094426	096659	102715
006923	016267	022484	031164	060178	060894	061714	067287	077065	090323	094453	096682	102729
006946	016515	022574	033009	060188	060904	061722	067292	077213	090411	094532	096712	102799
006958	016615	022665	033068	060202	060911	061726	067309	077268	090475	094534	096742	102823
006965	018123	022668	034049	060213	060916	061729	067314	077458	090520	094598	096761	102825
007159	018128	022699	036006	060218	060936	061738	067321	077891	090709	094658	096763	102870
007249	018253	022770	037029	060221	060957	061762	067339	077916	090793	094662	096775	102897
007274	018360	022776	038035	060228	060958	061766	067343	078430	091245	094663	096779	102954
007295	018393	022801	038098	060238	061008	061767	067358	078861	091419	094735	096780	103042
007346	018548	022885	038117	060249	061107	062023	067366	078865	091481	094777	096800	103088
007359	018617	022943	038138	060255	061111	062032	067375	079031	091489	094826	096814	103100
007376	018629	022997	038235	060267	061121	062046	067377	079358	091491	094872	096845	103102
007385	018631	023065	040078	060275	061132	062062	067382	079767	091568	094887	096888	103147
008260	018656	023106	041152	060293	061144	062069	067412	079778	091652	094991	096923	103175
009019	018728	023136	041306	060298	061146	062077	068060	079991	091730	095171	096930	103177
009029	018912	023202	042009	060317	061193	062082	068132	080007	091961	095180	097015	103185
009106	018969	023281	043040	060335	061200	062085	068313	080069	092037	095183	097041	103502
009109	019009	023443	044075	060340	061208	062087	068389	080088	092061	095187	097116	103507
009114	019131	023500	046036	060361	061213	062111	068640	080097	092082	095211	097143	103508
009126	019538	023549	046061	060370	061214	063105	069004	080382	092177	095254	097212	103520
009159	019566	023551	047105	060372	061230	064089	069234	080410	092222	095298	097214	103525
009194	019627	024110	049039	060387	061269	064125	069253	080437	092247	095305	097226	103529
009224	019704	024143	049079	060393	061275	064192	069315	080491	092253	095335	097248	103545
009361	019724	024162	050006	060406	061282	064264	069430	080529	092256	095351	097299	103555
009407	019886	025176	050022	060415	061291	064332	069683	080629	092324	095385	097321	103557
009447	019934	025245	050056	060462	061300	064417	069755	080655	092504	095417	097345	103562
009463	019948	025358	051021	060470	061312	064422	069866	080520	092618	095493	097356	103614
009465	019972	026111	053029	060471	061326	064591	069885	085091	092635	095586	097378	103636
009478	020074	026488	053032	060477	061327	064597	069964	085486	092694	095624	097395	103653
009488	020305	026496	053061	060479	061331	064673	070111	085532	092701	095681	097404	103667
009544	020434	026502	053062	060486	061341	064710	070480	085551	092714	095685	097432	103679
009566	020445	027013	054013	060497	061343	064725	070616	085638	092724	095723	097497	103692
009611	020451	027223	054018	060504	061344	064809	070672	085929	092747	095735	097521	103713
009645	021169	027555	054098	060506	061347	064948	070794	088006	092886	095741	097533	103719
009687	021196	027589	054102	060507	061348	064982	071018	088104	092893	095744	097629	103733
009695	021200	027774	054103	060523	061349	064983	071115	088206	093070	095764	097691	103787
009725	021229	027778	054113	060530	061358	065311	071222	088215	093118	095774	097699	103829
009730	021284	027887	054137	060565	061372	065505	071249	088252	093202	095832	097738	103869
009765	021289	027936	054191	060578	061374	065541	071435	088365	093320	095876	097804	103877

852819	871307	901049	904219	913843	918364	921796	926516	928709	933437	940879	951286	973347
852820	871486	901053	904287	913924	918430	921800	926522	928756	933438	940886	952323	974019
852836	871500	901157	904344	913934	918491	921871	926525	928876	933470	941098	953210	974220
852855	871516	901159	904437	913939	918567	921912	926653	930258	933475	941224	954216	976005
852862	871529	901374	906004	914026	918579	921963	926673	930282	933491	941264	954312	976074
852902	875002	901427	906035	914062	918610	921970	926678	931004	933500	941489	954355	980097
852909	891204	901524	906077	914188	918623	922235	926743	931026	933506	941527	954404	980127
852934	891216	901761	906174	914268	918742	922275	926749	931055	933508	941569	958318	980239
852958	891261	901768	906228	914334	918799	922301	926767	931169	934202	941645	958325	980329
852969	891298	901785	906356	914491	918938	924185	926803	931469	934230	941826	958416	980375
852978	891334	901826	906365	914493	920001	924219	926821	931484	934271	941848	958458	980533
852981	891343	901838	906399	914562	920011	924354	926875	931522	935035	945597	958533	980781
852982	891358	901839	906549	914566	920028	924427	926879	931674	935045	945717	958572	980820
853005	891362	901863	906586	914626	920030	924467	926894	931728	935096	945887	958632	980833
853015	891389	902025	907053	914703	920032	924501	926943	931755	935115	945923	958701	980934
856001	891411	902038	907068	914910	920060	924521	926995	931806	935131	945935	958718	981634
856017	891522	902088	907128	914914	920075	924546	927013	931983	935167	946231	958790	981692
856050	891552	902096	907142	914925	920135	924554	927024	932501	935226	946400	958829	981706
856119	891569	902145	907155	914986	920187	924563	927061	932593	937771	946442	960017	981724
856122	891578	902168	907190	915016	920222	924565	927089	932609	937797	947083	960232	981809
856172	891605	902314	907247	915022	920418	924587	927116	932648	939019	947223	967005	989038
856185	891606	902318	907249	915097	921026	924589	927262	932664	939561	948072	967161	992540
856192	891636	902352	907410	915106	921035	924605	927475	932665	940079	948092	967182	992602
856197	891651	902360	907445	915146	921138	925023	927540	932710	940084	948120	967284	992641
856207	891719	902506	907520	915153	921147	925084	927554	932719	940095	948191	967335	992644
856217	895062	902618	907552	915182	921197	925154	927559	932740	940213	948222	968194	992646
856269	895217	902727	907691	915364	921248	925169	927640	932763	940248	948243	968265	992679
856312	895291	902911	907719	917060	921289	925174	927739	932771	940291	948245	968293	995026
856340	895578	903214	907790	917134	921301	926009	927740	933098	940340	948259	968394	995165
856384	895584	903238	907929	917145	921311	926012	927801	933111	940392	948269	968433	995200
856454	895890	903302	910246	917764	921326	926073	928117	933120	940405	948275	968448	995216
856506	898080	903501	910355	917896	921339	926147	928188	933189	940484	948297	968708	995264
856545	900002	903557	911206	917901	921391	926234	928193	933199	940514	949503	968724	995653
856568	900004	903583	911278	917903	921423	926261	928272	933200	940515	950083	968730	995886
856575	900044	903672	912235	917907	921614	926292	928276	933275	940624	950306	968754	995913
856586	900351	903814	912331	917909	921618	926298	928302	933342	940648	950341	968825	995915
860021	900382	903825	912362	918073	921625	926343	928340	933355	940651	950504	968928	997234
860058	900418	903848	913326	918118	921632	926349	928389	933357	940661	950536	968929	
860060	900494	904050	913428	918132	921646	926398	928417	933366	940669	950585	968964	
860087	900509	904065	913490	918148	921668	926450	928460	933369	940723	950601	969039	
860091	900678	904071	913573	918199	921674	926458	928521	933410	940778	950624	970544	
860116	900718	904107	913682	918227	921771	926472	928585	933414	940810	950690	970555	
860147	900953	904108	913801	918350	921781	926480	928638	933415	940835	951171	972894	

—Express and Priority Mail, Marketing, 12-21-95

Domestic Orders

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

State and City	Names Covered	Product
AL, Horton 35980-9157	George Randal Burgett, d/b/a National Industries, 187 Concord Road	An award winnings promotion.
AZ, Phoenix 85014-2531	Alfredo Kniazze d/b/a Brochures Direct Brochure Distribution Company, 5515 N. 7th Street, Suite 5-319	An envelope stuffing scheme.
CT, New Milford 06776-5007	Calaxid, Inc., P.O. Box 5007	A weight loss scheme.
TX, Irving 75062-7015	Garry Graves d/b/a Fortune 1 Services, 2505 Texas Drive, Suite 104	An advanced fee loan scheme.

—Judicial Officer, 12-21-95

Withholding of Mail Orders

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

State and City	Names Covered
CA, Colton 92324-0408	Any And All Names Except David Collins, P.O. Box 408
CA, El Monte 91733-2136	M. Owens, M. Owens Collection, 10352 Garvey, Suite 90
CA, Encino 91316-3436	Any And All Names, 4924 Balboa Blvd., #309
CA, Newport Beach 92660-6937	Any And All Names, 537 Newport Center Drive, #337
CA, Placentia 92632-3658	Any And All Names, 909 E. Yorba Linda Blvd., Suite H-261
CA, Temecula 92591-4632	Any And All Names, 27475 Ynez Road, #313
MI, Howard City 49329-9312	Any And All Various Names Other Than The Surnames of Nutter and Campbell, 18560 Howard City – Edmore Road
NY, New York 10017-2945	Guardian Trust Company, 847-A Second Avenue, Suite 155
VA, Norfolk 23503-2610	Any And All Various Names Other Than The Surname Stafford, 1826-A Kingston Avenue, Apt. 202
WI, Milwaukee 53202-2641	Stern-Roder, Inc., 544 E. Ogden Ave., Suite 700-510

—Judicial Officer, 12-21-95

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

Foreign Order No. 373

Keep all foreign order notices for use as reference.

Tentative Orders

A Tentative Lottery Order has been issued against the following:

Canada

GOULBORN INVESTMENTS LIMITED
 D/B/A PROJECT RAINBOW
 FREEDOM CARD CENTRAL
 PO BOX 6580
 VANCOUVER BC V6B 4B5
 CANADA

IDM CORP
 D/B/A INTERNATIONAL LOTTERY PAYOUT SERVICES
 PAYOUT SERVICES CENTER
 7680 RIVER RD
 PO BOX 94665
 RICHMOND BC V6Y 4A4
 CANADA

ACUWIN INTELLIGENCE
 PO BOX 94548
 RICHMOND BC V6Y 3C9
 CANADA

and at

AI CENTER
 NO 369 549 COLUMBIA ST
 NEW WESTMINSTER BC V3L 4Y7
 CANADA

Final Orders

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

Australia

AUSTRALIAN PLAYERS SERVICE
 PO BOX 1270
 BURLEIGH HEAD QLD 4220
 AUSTRALIA

ALWS
 PO BOX 695
 ROBINA QLD 4226
 AUSTRALIA

MANAGEMENT
 GENERAL POST OFFICE
 BOX #3698
 SYDNEY 2001
 AUSTRALIA

OPERATIONS CENTRE
 GPO BOX 3698
 SYD NSW 2001
 AUSTRALIA

TO MR RAILTON
 GPO BOX 226
 RED HILL 4059
 AUSTRALIA

KSS
GPO BOX 1016
QUEENSLAND 4001
AUSTRALIA

KSS
GENERAL POST OFFICE BOX 1782
BRISBANE QUEENSLAND 4001
AUSTRALIA

Austria

CCI INC
PO BOX 619
A-6803 FELDKIRCH
AUSTRIA

Canada

LI CENTER
7680 RIVER ROAD
PO BOX 94548 STN MAIN
RICHMOND BC V6Y 2V6
CANADA

WINNERS INTERNATIONAL NETWORK
320 YONGE STREET #320
BARRIE ON L4N 4C8
CANADA

AUSTRALIAN LOTTERY WINNERS SERVICE
PO BOX 94730 STN MAIN
RICHMOND BC V6Y 4A5
CANADA

PRIORITY RESERVATIONS
PO BOX 6630
VANCOUVER BC V6B 5T9
CANADA

ANALYSIS CENTRE
LOGIC/WIN SELECTION
8155 PARK ROAD SUITE 356
RICHMOND BC V6Y 3C9
CANADA

INTERNATIONAL WINNERS REGISTRY BUREAU
1755 ROBSON STREET SUITE 445
VANCOUVER BC V6G 3B7
CANADA

VERIFICATION PROCESSING DEPT
ST #356-19533 FRASER HWY
SURREY BC V3S 6K7
CANADA

NORTH AMERICAN ORDER PROCESSING CENTER
PO BOX 5500 STN MAIN
VANCOUVER BC V6B 6B6
CANADA

IDM CORP
549 COLUMBIA STREET
PO BOX 725 STN MAIN
NEW WESTMINSTER BC V3L 4Z3
CANADA

NORTH AMERICAN PROCESSING CENTER
PO BOX 4500 STN MAIN
VANCOUVER BC V6B 3Z8
CANADA

SUBSCRIBER RESERVATIONS
PO BOX 2600
DON MILLS ONTARIO M3C 3T6
CANADA

MEMBERSHIP SERVICES
PO BOX 45023 OCEAN PARK RPO
SURREY BC V4A 9L1
CANADA

Germany

VFS SERVICES
D-31784 HAMELN
GERMANY

Hong Kong

LPS
ATTN MS F FARNHAM
CUSTOMER REGISTRATION DEPT
GPO BOX 9822
CENTRA
HONG KONG

Netherlands Antilles

ALLIANCE MARKETING BOARD LTD
NORTH AMERICAN FULFILLMENT CENTER
PO BOX 9397
WILLEMSTAD
NETHERLANDS ANTILLES

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

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

Do not place any endorsement on the mailpieces themselves. Personnel may post this notice at the outgoing primary. They must post it on the Foreign Order Board at all processing and distribution plants, designated international exchange offices, and customer service plants.

—Judicial Officer, 12-21-95

INTERNATIONAL MAIL

IMM AND PUBLICATION 51 REVISION

Printed Matter Weight Limit Changes

The Universal Postal Union met in Congress in 1994 and adopted new regulations relative to international mail. These new regulations take effect January 1, 1996. This article summarizes the changes and amends the affected standards in the *International Mail Manual* (IMM).

Summary of Changes

- **Printed Matter.** The weight limit for printed matter is increased from 4 to 11 pounds, except for printed matter sent to Canada and Ireland, which remains at 4 pounds. The rates for catalogs and directories apply to regular printed matter weighing more than 4 pounds.
The exceptional printed matter weight limit of 22 pounds for PUASP countries is eliminated. Printed matter weighing more than 11 pounds is available in M-bags.
The differentiation of catalogs and directories from regular printed matter to obtain a higher weight limit is eliminated.
The endorsement "catalogs and directories" is no longer required.
Printed matter may be sealed without regard to the method of postage payment.
- **Publishers' Periodicals.** The rates for publishers' periodicals through 11 pounds are shown in the table at right.
- **Inquiry Fees.** The inquiry fee is eliminated. In addition, the waiting period for filing inquiries on Postal Union Mail and parcel post is reduced to 7 days for air mail and 30 days for surface mail.
- **Indemnity.** The indemnity for registered mail to all countries except Canada is increased to \$42.30 for items mailed on or after January 1, 1996. The registered mail indemnity limits for Canada are unchanged.
- **Window Envelopes.** The requirement that envelopes have no more than two window panels is eliminated.
- **Fraudulent Postage Reports.** International Form C 10 is no longer used to report fraudulent postage. Rather, reports are made by letter.

All Individual Country Listing pages will be revised to show the new printed matter weight limits and the rates for publishers' periodicals. IMM Issue 16 will contain these revisions. Publication 51, *International Postal Rates and Fees*, will also be revised.

Weight Not Over		Canada	Mexico	All Other Countries
lb.	oz.			
0	1	\$.40	\$.32	\$.32
0	2	.46	.40	.40
0	3	.52	.52	.52
0	4	.59	.60	.60
0	5	.65	.75	.76
0	6	.72	.75	.76
0	7	.78	.90	.92
0	8	.85	.90	.92
0	9	.91	1.05	1.08
0	10	.98	1.05	1.08
0	11	1.04	1.20	1.24
0	12	1.11	1.20	1.24
0	13	1.17	1.35	1.40
0	14	1.24	1.35	1.40
0	15	1.30	1.50	1.56
1	0	1.37	1.50	1.56
1	2	1.43	1.64	1.71
1	4	1.49	1.78	1.86
1	6	1.55	1.92	2.01
1	8	1.61	2.06	2.16
1	10	1.67	2.20	2.31
1	12	1.73	2.34	2.46
1	14	1.79	2.48	2.61
2	0	1.85	2.62	2.76
3	0	4.00	3.58	3.72
4	0	4.64	4.54	4.68
5	0	5.28	5.50	5.64
6	0	5.92	6.46	6.60
7	0	6.56	7.42	7.56
8	0	7.20	8.38	8.52
9	0	7.84	9.34	9.48
10	0	8.48	10.30	10.44
11	0	9.12	11.26	11.40
		80¢ per lb. to 30 lb.		

Effective January 1, 1996, the following sections of the IMM are revised:

1 International Mail Services
* * * * *

140 International Mail Classes
* * * * *

143 Envelope and Card Specifications
* * * * *

143.5 Window Envelopes
Window envelopes may be used under the following conditions:

* * * * *

[Remove 143.5g and redesignate current 143.5h as 143.5g.]

* * * * *

2 Conditions for Mailing
* * * * *

240 Printed Matter
* * * * *

243 Weight and Size Limits

243.1 Weight Limits
The following weight limits apply to printed matter:

Country	Regular Printed Matter, Books, and Sheet Music	Publishers' Periodicals
Canada	4 lb.	30 lb.
Ireland	4 lb.	4 lb.
All other countries	11 lb.	11 lb.

* * * * *

244 Preparation Requirements
* * * * *

244.2 Marking
[Revise 244.21 to read as follows:]

244.21 By Classification

244.211 Endorsements

The sender must endorse the address side of all cards, envelopes, wrappers, or packages mailed at printed matter rates as follows:

- a. "PRINTED MATTER" when postage is paid at the regular printed matter rate.
- b. "PRINTED MATTER—BOOKS" or "PRINTED MATTER—SHEET MUSIC" on items containing books or sheet music and paid at those rates.

c. Publishers periodicals (second-class publications) are endorsed as follows:

- (1) When postage stamps or meter stamps are used, "PRINTED MATTER—SECOND-CLASS" or, under DMM C200.12.3, "SECOND-CLASS" only, at the mailer's option is placed on the envelopes or wrappers.
- (2) When postage is paid by an advance deposit account, "SECOND-CLASS Postage Paid at...." or, where applicable, "SECOND-CLASS Postage Paid at . . . and Additional Mailing Offices" or, under DMM C200.12.3, "SECOND-CLASS" only, at the mailer's option, is used.
- (3) When a mailer's application for second-class privileges is pending, "Application to Mail at SECOND-CLASS Postage Rates Pending at..." is used on the international copies (see DMM E211.10.5g).

244.212 Other Requirements

These additional requirements apply to the endorsements specified in 244.211:

- a. For mailings to Canada, see 244.51e for required endorsements.
- b. "PRINTED MATTER" must be in bold, capital letters, no smaller than 18-point type.
- c. The printed matter endorsements in 244.211 may appear in the ad plate area of postage meter stamps.

* * * * *

244.3 Sealing

[Revise 244.31 and 244.32 to read as follows:]

244.31 Subject to Inspection

All printed matter is subject to inspection (see ASM 274).

244.32 Conditions for Sealing

Printed matter may be sealed, whether registered or not.

244.4 General Markup Requirements

[Revise 244.41 and 244.42 to read as follows:]

244.41 Packaging

Printed matter must be prepared to protect the contents and permit easy inspection. If not contained in envelopes or wrappers, folded items must have the open edges secured by tape, tabs, or wafer seals of sufficient quantity and strength to keep the items from opening during postal handling.

244.42 Plastic Wrappers and Covers

Closed, transparent plastic wrappers are acceptable.

* * * * *

Continued

245 Direct Sacks of Printed Matter to One Addressee (M-Bags)

[Revise 245.1 to read as follows:]

245.1 Description

Mailers who wish to send printed matter to a single addressee in another country may make up a special direct sack (M-bag). To qualify for acceptance, the weight of the contents cannot be less than 11 pounds. The combined weight of the contents and the sack may not exceed 66 pounds. Direct sacks of printed matter may not be registered or insured.

* * * * *

245.3 Weight and Size Limits

[Revise 245.31 to read as follows:]

245.31 Weight Limits

The weight of the contents cannot be less than 11 pounds. The combined weight of the contents and the sack may not exceed 66 pounds.

* * * * *

[Revise the heading of 280 to read as follows:]

280 International Priority Airmail

* * * * *

284 Preparation Requirements for Individual Items

* * * * *

284.2 Marking

* * * * *

284.22 Class of Mail

284.221 Printed Matter

[Revise 284.221 to read as follows:]

Printed matter is endorsed as required by weight:

- a. Items weighing more than 4 pounds must be marked to specify the type of printed matter: "PRINTED MATTER," "PRINTED MATTER—BOOKS," "PRINTED MATTER—SHEET MUSIC," or "PRINTED MATTER—SECOND-CLASS," as appropriate (see 244.211).
- b. Items weighing 4 pounds or less do not require any printed matter endorsement but may be marked with the endorsements in 284.221a at the mailer's option. Unmarked printed matter items are subject to the mailing conditions for letters (see 220).

* * * * *

3 Special Services

* * * * *

330 Registered Mail

* * * * *

333 Fees and Indemnity Limit

* * * * *

333.2 Indemnity Limit

[Revise 333.2 to read as follows:]

Regardless of the declared value, the maximum indemnity payable for the loss of registered mail is \$42.30.

Exception: Registered mail to Canada has an indemnity limit of \$1,000, with the exception of banknotes (cash), which have an indemnity limit of \$200.

334 Processing Requests

334.1 Mailing Receipt and Registration Number

* * * * *

[Remove note after 334.12b.]

334.12 Sender's Responsibility

The sender must:

- a. * * *
- b. Declare the full value of mail presented for registration.

* * * * *

340 Return Receipt

* * * * *

344 Processing Requests

* * * * *

[Revise 344.3 to read as follows:]

344.3 Confirmation of Delivery After Mailing

A sender may request confirmation of delivery for registered or insured mail, within 1 year after mailing, by presenting the mailing receipt and filing an inquiry (see 922.1 and 922.2).

* * * * *

7 Treatment of Inbound Mail

* * * * *

740 Irregular Mail

[Revise 741 to read as follows:]

741 Invalid Foreign Postage

Foreign mail bearing invalid postage is accompanied by a letter (or an international Form C 10) from the origin postal administration and is rated as unpaid. The addressee is asked to (1) pay the postage due, (2) disclose the sender's

name and address, and (3) surrender the envelope. After the delivery, the post office sends the envelope (or the entire article, if refused by the addressee) with the letter or Form C 10 and the sender's name and address (if disclosed by the addressee) to:

VICE PRESIDENT
INTERNATIONAL BUSINESS UNIT
US POSTAL SERVICE
475 L'ENFANT PLZ SW
WASHINGTON DC 20260-6500

* * * * *

770 Forwarding

* * * * *

773 Items Mailed Aboard Ships (Paquebot)

* * * * *

[Revise 773.2 to read as follows:]

773.2 Mail Forwarded by Air

Mail to be forwarded by air must be accompanied by Form CN 65 (formerly AV-2) (Form 2710, *Statement of Net Weight of the Airmail*), prepared by the ship's officer, showing the weight of the items for each destination, including the United States. The receiving post office must postmark Form CN 65 in the upper right section titled "Timbre du bureau destinataire." When airmail is presented at a post office that is not an international airmail exchange office, the postmaster must transmit the Form CN 65 to the nearest installation listed below:

INTERNATIONAL AIRMAIL RECORDS UNIT
BUILDING 250
US POSTAL SERVICE
AIRPORT MAIL CENTER
KENNEDY INTERNATIONAL AIRPORT
JAMAICA NY 11430-9506

INTERNATIONAL AIRMAIL RECORDS UNIT
US POSTAL SERVICE
AIRPORT MAIL CENTER
MIAMI INTERNATIONAL AIRPORT
MIAMI FL 33159-9998

INTERNATIONAL AIRMAIL RECORDS UNIT
US POSTAL SERVICE
AIRPORT MAIL CENTER
INTERNATIONAL AIRPORT
SAN FRANCISCO CA 94128-9992

* * * * *

774 Mail of Foreign Origin

* * * * *

774.2 Forwarding to Another Country

774.21 Mail Other Than Periodicals and Parcels

* * * * *

[Revise 774.212 to read as follows:]

774.212 Method of Forwarding

Airmail letters and cards marked "PRIORITY," which do not bear instructions forbidding their forwarding, are forwarded by air without additional postage. Surface and all other items and parcels are forwarded by surface.

[Remove 774.213, *Airmail Postage*.]

* * * * *

780 Undeliverable Mail

* * * * *

782 Mail of Foreign Origin

782.1 Marking

* * * * *

[Revise 782.14 heading and text to read as follows:]

782.14 Method of Return

Undeliverable airmail letters and cards and all Postal Union items marked "PRIORITY" are returned to origin by air. All parcels and all other items are returned by surface. Any "AIRMAIL" or "PAR AVION" endorsement or label must be obliterated on undeliverable items returned by surface.

* * * * *

9 Inquiries, Indemnities, and Refunds

* * * * *

920 Inquiries and Claims

* * * * *

922 Filing of Inquiries

* * * * *

[Revise 922.2 to read as follows:]

922.2 Waiting Period

Customers must wait a reasonable time for an international item to be transported to and delivered in the foreign country before initiating an inquiry. Inquiries regarding Postal Union Mail or parcel post should not be filed before the following number of days from the mailing date:

- a. 7 days for items sent by air.
- b. 30 days for items sent by surface.

* * * * *

[Revise 927 heading to read as follows:]

927 Inquiry Charges

[Revise 927.1, remove 927.2, and redesignate and revise 927.3 as 927.2 to read as follows:]

927.1 General

There is no charge for filing inquiries, except as specified in 927.2.

Continued

927.2 Telegraphic Inquiries

If the sender requests that an inquiry be transmitted by telegraph, cable, or facsimile, the request must be accompanied by an amount sufficient to pay the transmission charges. If a reply by telegraph, cable, or facsimile is desired, the sender must pay the charges both ways. Such requests should be forwarded to the appropriate International Claims and Inquiries Office (see 931.21).

928 Processing Inquiries

928.1 General Procedures

[Revise 928.11 and 928.12 to read as follows:]

928.11 Nondelivery

The Postal Service will initiate an inquiry within the times specified in 922.2 with the foreign postal administration in any case involving an item that has not been delivered.

928.12 Return Receipts Improperly Completed or Not Received

928.121 Return Receipts Improperly Completed

If the sender receives an improperly completed return receipt (see 341 for completion at destination), the sender may file an inquiry. The postal employee receiving the inquiry attaches the original Form 2865, *Return Receipt for International, Insured, or Registered Mail*, to the inquiry Form 542, *Inquiry About a Registered Article or an Insured Parcel or an Ordinary Parcel*. The employee sends both forms to the appropriate international claims and inquiries office (see 931.21).

928.122 Return Receipt Not Received

If the sender does not receive a return receipt for which a fee was paid, the sender may file an inquiry (see 922 for procedures). The postal employee attaches a completed Form 2865, *Return Receipt for International Insured or Registered Mail*, to the inquiry Form 542 and endorses the receipt "Duplicate." The employee sends both forms to the appropriate international claims and inquiries office (see 931.21).

* * * * *

928.2 Mail Exchanged With Countries Other Than Canada

* * * * *

928.22 Outbound or Inbound Ordinary Mail

For inquiries relating to the loss, rifling, damage, or delay of ordinary mail mailed in or to the United States:

* * * * *

[Revise 928.22c to read as follows:]

c. No fee is collected.

* * * * *

928.23 Outbound Registered Mail

928.231 Loss or Delay

For inquiries relating to the loss or delay of outbound registered mail:

* * * * *

[Revise 928.231c to read as follows:]

c. No fee is collected.

[Remove the note after 928.231c.]

* * * * *

928.24 Inbound Registered Mail

928.241 Loss or Delay

For inquiries relating to the loss or delay of inbound registered mail:

* * * * *

[Revise 928.241c to read as follows:]

c. No fee is collected.

* * * * *

928.25 Outbound Insured Parcels

928.251 Loss or Delay

For inquiries relating to the loss or delay of outbound insured parcels:

* * * * *

[Revise 928.251c to read as follows:]

c. No fee is collected.

[Remove the note after 928.251c.]

* * * * *

928.26 Inbound Insured Parcels

928.261 Loss or Delay

For inquiries relating to the loss or delay of inbound insured parcels:

* * * * *

[Revise 928.261d to read as follows:]

d. No fee is collected.

* * * * *

928.3 Mail Exchanged with Canada

* * * * *

[Revise 928.32a and 928.32c to read as follows:]

928.32 Outbound or Inbound Ordinary Mail

Inquiries for outbound or inbound ordinary mail are handled as follows:

a. Advise the customer that ordinary mail is ineligible for indemnity payable claims.

* * * * *

c. No fee is collected.

* * * * *

928.33 Registered Mail

928.331 Loss of Outbound Registered Mail

a. * * *

* * * * *

[Revise 928.331a(3) to read as follows:]

(3) No fee is collected.

* * * * *

928.332 Loss of Inbound Registered Mail

a. * * *

* * * * *

[Revise 928.332a(4) to read as follows:]

(4) No fee is collected.

928.34 Insured Parcels

928.341 Loss of Outbound Insured Parcels

a. * * *

* * * * *

[Revise 928.341a(2) to read as follows:]

(2) No fee is collected.

* * * * *

928.35 Recorded Delivery Service

* * * * *

[Revise 928.35b to read as follows:]

b. No fee is collected.

[Remove the exception note after 928.35b.]

* * * * *

930 Indemnity Payments

* * * * *

932 General Exceptions to Payment — Insured Parcel Post and Registered Mail

Indemnity may not be paid:

* * * * *

i. * * *

[Revise the exception note to read as follows:]

Exception: Indemnity may be paid up to \$42.30 for the contents of a registered item that is damaged or rifled if mailed in the United States.

* * * * *

934 Payments for Registered Mail

* * * * *

934.2 Special Provisions

[Revise 934.21 to read as follows:]

934.21 Limitations

Except for mail sent to Canada, payment of indemnity for loss, damage, or rifling of registered mail is limited to \$42.30.

* * * * *

—International Pricing,
International Business Unit, 12-21-95

IMM REVISION

Mailings Made Abroad by or on Behalf of Senders in the United States

Effective January 1, 1996, *International Mail Manual* (IMM) 790 is revised to comply with provisions of article 25 of the Universal Postal Convention in regard to matter mailed abroad by or on behalf of senders in the United States. IMM Issue 16 will contain these revisions.

International Mail Manual (IMM)

* * * * *

790 Items Mailed Abroad by or on Behalf of Senders in the United States**791 Postage Payment Required**

Payment of U.S. postage is required to secure delivery of mail when the mailing is by or on behalf of a person or firm that is a resident of the United States and the foreign postage rate applied to such items is lower than the comparable U.S. domestic postage rate.

792 Definition of Terms**792.1 Resident**

A resident of the United States includes any firm that has a place of business in the United States or is incorporated or otherwise organized in the United States, its territories, or its possessions.

792.2 By or on Behalf

A mailing is made by or on behalf of a person or firm that is a resident of the United States if such a resident seeks or expects to derive economic benefit or advantage from that mailing.

792.3 Place of Business

A place of business in the United States is any location in the United States, its territories, or its possessions where a firm's employees or agents regularly have personal contact with other individuals for conducting the firm's business. For the purposes of this section, a firm whose employees or agents have personal contact with others for conducting the firm's business in different places in the United States for short periods (for example, at hotels in different cities for 1 or 2 days at a time) is considered to have a place of business in the United States if the aggregate amount of time spent in the United States is 180 days or more within 12 consecutive months.

792.4 Agent

The use of a nonexclusive agent in the United States for the sole purpose of accepting orders and remissions for transmission to a firm in another country or for the sole purpose of distributing merchandise manufactured in another country and shipped to the United States in bulk does not by itself establish a place of business in the United States.

793 Advance Payment Required**793.1 Sample Mailpiece**

A sender affected by the provisions in 791 must submit a sample mailpiece (envelope and contents) from the proposed mailing; a statement about the number of items to be mailed, the date of mailing, and the place of mailing; and a check, made payable to the U.S. Postal Service, to cover the amount of the applicable U.S. postage. The sample mailpiece, statement, and check must be sent to:

MANAGER
INTERNATIONAL PRICING
US POSTAL SERVICE
475 L'ENFANT PLZ SW
WASHINGTON DC 20260-6500

793.2 Headquarters Notification

Headquarters provides notification of postage acceptance and approval of the mailing to the sender and to the receiving U.S. exchange office. This notification permits the items in the mailing to go forward to the addressees without delay when the items reach the United States.

794 Advance Payment Not Made**794.1 Return or Disposal of Items**

Items may be returned to origin or disposed of in accordance with postal regulations if U.S. postage is not paid.

794.2 Mailings Without Advance Payment

A mailing subject to the provisions in 791 received without advance payment of U.S. domestic postage is held at the receiving U.S. exchange office. The exchange office reports the mailing to the manager of International Pricing, USPS Headquarters. (The exchange office is advised to release the mail when the applicable postage is paid.) The report must contain the following information:

- a. Title and/or nature of the items.
- b. Identity of the sender.
- c. Number of items detained.
- d. Weight of a single item.
- e. Foreign postage paid per item.
- f. Country of mailing.

795 Report of Mailings

The receiving U.S. exchange office must report any mail appearing to be subject to the provisions of this subchapter to the manager of International Pricing, USPS Headquarters.

—*International Pricing,
International Business Unit, 12-21-95*

POST OFFICES

Post Office Changes Number 25

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	140500		HI	Ewa Beach	Honolulu	Main Office	Post Office	12/11/95	Establish a new ZIP Code for post office boxes. Establish a new classified station. Use Ewa Beach HI 96709 as last line of address.
New	140500	96709	HI	Ewa Beach	Honolulu	Kapolei Station	Classified Station	12/11/95	
Old	162004	62526	IL	Decatur	Macon	Main Office	Post Office	9/1/95	This announcement expands the use of ZIP Code 62535 to include delivery. Use Forsyth IL 62535 as last line of address for a portion of the deliveries previously in ZIP Code 62526.
New	162832	62535	IL	Forsyth	Macon	Main Office	Post Office	9/1/95	
Old	201584	40415	KY	Cobhill	Estill	Main Office	Post Office	10/28/95	Post office and ZIP Code discontinued. Establish a place name. Cobhill KY becomes an acceptable place name for use with ZIP Code 40336.
New	204000	40336	KY	Irvine	Estill	Cobhill	Place Name	10/28/95	
Old	201896	40420	KY	Crystal	Estill	Main Office	Post Office	10/28/95	Post office and ZIP Code discontinued. Establish a place name. Crystal KY becomes an acceptable place name for use with ZIP Code 40336.
New	204000	40336	KY	Irvine	Estill	Crystal	Place Name	10/28/95	
Old	206692	42772	KY	Rowletts	Hart	Main Office	Post Office	11/18/95	Post office and ZIP Code discontinued. Establish a place name. Rowletts KY becomes an acceptable place name for use with ZIP Code 42765.
New	206692	42765	KY	Munfordville	Hart	Rowletts	Place Name	11/18/95	
Old	222805	04433	ME	Enfield	Penobscot	Main Office	Post Office	7/29/95	Post office and ZIP Code discontinued. Establish a place name. Enfield ME becomes an acceptable place name for use with ZIP Code 04493.
New	229375	04493	ME	West Enfield	Penobscot	Enfield	Place Name	7/29/95	
Old	261100	56401	MN	Brainerd	Crow Wing	Main Office	Post Office	2/1/96	This announcement expands the use of ZIP Code 56425 to include delivery. Use Baxter MN 56425 as last line of delivery for a portion of the deliveries previously in ZIP Code 56401.
New	261100	56425	MN	Brainerd	Crow Wing	Baxter	Place Name	2/1/96	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	261100	56456	MN	Brainerd	Crow Wing	Jenkins	Community Post Office	6/15/89	This announcement changes the administrative post office for the Jenkins Community Post Office from Brainerd MN to Pine River MN.
New	267480	56456	MN	Pine River	Cass	Jenkins	Community Post Office	6/15/89	
Old	283798	65672	MO	Hollister	Taney	Main Office	Post Office	2/1/96	Establish a new ZIP Code for post office boxes. Use Hollister MO 65673 as last line of address for post office boxes previously in ZIP Code 65672.
New	283798	65673	MO	Hollister	Taney	Main Office	Post Office	2/1/96	
Old	393641	74344	OK	Grove	Delaware	Main Office	Post Office	2/3/96	Establish a new ZIP Code for post office boxes. Use Grove OK 74345 as last line of address for post office boxes previously in ZIP Code 74344.
New	393641	74345	OK	Grove	Delaware	Main Office	Post Office	2/3/96	
Old	481975	77303	TX	Conroe	Montgomery	Main Office	Post Office	7/1/96	Establish a new ZIP Code for a delivery area. Use Conroe TX 77306 as last line of address for a portion of the deliveries previously in ZIP Code 77303.
New	481975	77306	TX	Conroe	Montgomery	Main Office	Post Office	7/1/96	
Old	487190	78373	TX	Port Aransas	Nueces	Main Office	Post Office	10/23/95	This announcement expands the use of ZIP Code 78373 to include a new delivery area.
New	487190	78373	TX	Port Aransas	Nueces	Main Office	Post Office	10/23/95	

—Address Management, Operations Support, 12-21-95



**THIS OFFICE WILL BE
CLOSED MONDAY,
JANUARY 15, 1996,
TO OBSERVE
MARTIN LUTHER KING, JR.'s,
BIRTHDAY.**

This page intentionally left blank

POSTAL EMPLOYEES

1995 W-2 Tax Information

Current Mailing Address

To facilitate processing of 1995 tax information and to ensure correct and timely receipt of Form W-2, *Wage and Tax Statement*, all employees must have a current mailing address on file at their distributed data entry/distributed reporting (DDE/DR) site. Employees who changed addresses in 1995 should submit Form 1216, *Employee's Current Mailing Address*, to their DDE/DR site.

Form W-2

If an employee has earnings in more than two states, a separate Form W-2 is issued for every 1995 two states reported. *The format of the 1995 Form W-2 has not been changed.*

To Request a Duplicate or Corrected Form W-2 or a Form 1099-R

If an employee needs a duplicate or corrected Form W-2, or has relocated or retired and needs a Form 1099-R, *Distribution From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.*, a written request including the following information is required:

1. Current address.
2. Social Security number.
3. Name of office where employed (or previously employed if not a current postal employee).
4. Relevant year(s).
5. Reason for correction.

Addresses for Requesting Forms

1. To request a *duplicate* Form W-2 for wages and/or relocation, submit a *written* request to the finance office at the local DDE/DR site.
2. To request a *corrected* Form W-2 for wages, *write to:*

ATTN PAYROLL PROCESSING BRANCH
 MINNEAPOLIS ACCOUNTING SERVICE CENTER
 US POSTAL SERVICE
 1 FEDERAL DR
 FT SNELLING MN 55111-9600

Sign all requests and include the following information:

- a. Current address.
- b. Social Security number.
- c. Name of office where employed (or previously employed if not a current postal employee).

- d. Relevant year(s).
- e. Reason for correction.

3. The Minneapolis Accounting Service Center (MASC) issues the 1995 Relocation Forms W-2. It will issue a separate W-2 for relocation payments; however, the Social Security and Medicare taxes withheld on relocation payments are reported on the employee's Form W-2 for wages. Although the MASC issues relocation Forms W-2, submit requests for *corrected relocation* Forms W-2 in writing to:

ATTN RELOCATION SECTION
 SAN MATEO ACCOUNTING SERVICE CENTER
 US POSTAL SERVICE
 2700 CAMPUS DR
 SAN MATEO CA 94097-9420

Sign all requests and include the following information:

- a. Current address.
- b. Social Security number.
- c. Name of office where employed (or previously employed if not a current postal employee).
- d. Relevant year(s).
- e. Reason for correction.
4. If an employee has retired, send written requests for Forms 1099-R to the Office of Personnel Management:

ANNUITANT SERVICES DIVISION
 OFFICE OF PERSONNEL MANAGEMENT
 PO BOX 989
 WASHINGTON DC 20044-0989

Sign all requests and include the following information:

- a. Current address.
- b. Social Security number.
- c. Name of office where employed (or previously employed if not a current postal employee).
- d. Relevant year(s).
- e. Reason for correction.

Source of Reported Wages

The Wages and Other Compensation amount reported on the Forms W-2 in Box 1 is derived from year-to-date totals reflected on the employee's Pay Period 26-95 (or last pay period in a pay status in 1995) Earnings Statement(s) plus several totals from the Forms W-2 (see sample, page 50).

Continued next page


Earnings Statement Year-to-Date Totals

Gross Pay	\$ _____
- FSA Contribution (W-2, Box 13)	- _____
- TSP Contribution (W-2, Box 14)	- _____
- Pre-Tax Health Benefits (W-2, Box 37)	- _____
+ Taxable EMA (W-2, Box 33)	+ _____
+ Taxable Carrier Drive-Out (W-2, Box 33)	+ _____
+ Taxable Vehicle Hire (W-2, Box 33)	+ _____
+ Taxable Special Delivery (W-2, Box 33)	+ _____
+ Taxable Supervisor Vehicle Usage (W-2, Box 33)	+ _____
+ Alternate Transportation Incentive (W-2, Box 34)	+ _____

Form W-2 Totals

+ Box 35, Imputed Income — Life Insurance	+ _____
+ Box 36, Miscellaneous*	+ _____
Box 1 on Form W-2=	\$ _____

* Compensation not related to wages, other compensation not related to wages, other compensation, and/or benefits not shown above, e.g., rent, noncash awards, outstanding travel advances. This cross-reference is not applicable if one or more checks issued during 1995 is returned or cancellation after the last Earnings Statement is printed.

		Minneapolis Accounting Service Center 1 Federal Dr Ft Snelling MN 55111-9600		Wage And Tax Statement Income Tax Information		1995 COPY B		File With Employees Federal Tax Return OMB No. 1545-0008	
A. Social Security Number	B. Employer's FED ID No. 41-0760000	31. TCOL Allowance	1. Wages, Other Compensation	2. Fed Income Tax Withheld					
C. Employee's Name, Address, and ZIP Code Finance No.		32. Employee Business Expense	3. Social Security Wages	4. Social Security Tax Withheld					
		33. Taxable Emp. Bus. Expense *	5. Medicare Wages	6. Medicare Tax Withheld					
		34. Alt Trans Incent. *	9. Advance EIC	13. Flex Spending Acct.					
		35. Imputed Inc. Life Ins. *	14. Employee Contrib (TSP)	15. Pension Plan Coverage					
		36. Miscellaneous *	37. Pre-Tax HB	38. Occupation Tax Withheld					
16. Employer's State ID No.	17. State/Terr. Gross Wages	18. State Inc. Tax Withheld	19. Locality Name	20. Local Wages	21. Local Tax Withheld				

FORM W2 DEPARTMENT OF THE TREASURY • INTERNAL REVENUE SERVICE * This Amount Is Included In Box 1

Sample Form W-2

1996 Pay Dates, Organization Dues, and Leave Year

The following chart lists the pay periods for 1996. For the convenience of timekeepers, each biweekly pay period appears as two separate weeks, with the beginning and ending dates indicated for each week.

Pay periods with an asterisk indicate when monthly dues for unions and employee organizations are deducted.

The leave year always begins the first day of the first full pay period in the calendar year. The 1996 leave year begins Pay Period 2, January 6, 1996, and extends for 26 full pay periods, ending January 3, 1997 (Pay Period 01-97).

1996 Pay Period Inclusive Dates

Pay Period	Week One	Week Two	Pay Date	Holidays
*01	12-23 to 12-29	12-30 to 01-05	01-12	12-25, 01-01
02	01-06 to 01-12	01-13 to 01-19	01-26	01-15
*03	01-20 to 01-26	01-27 to 02-02	02-09	
04	02-03 to 02-09	02-10 to 02-16	02-23	
*05	02-17 to 02-23	02-24 to 03-01	03-08	02-19
06	03-02 to 03-08	03-09 to 03-15	03-22	
07	03-16 to 03-22	03-23 to 03-29	04-05	
*08	03-30 to 04-05	04-06 to 04-12	04-19	
09	04-13 to 04-19	04-20 to 04-26	05-03	
*10	04-27 to 05-03	05-04 to 05-10	05-17	
11	05-11 to 05-17	05-18 to 05-24	05-31	
*12	05-25 to 05-31	06-01 to 06-07	06-14	05-27
13	06-08 to 06-14	06-15 to 06-21	06-28	
*14	06-22 to 06-28	06-29 to 07-05	07-12	07-04
15	07-06 to 07-12	07-13 to 07-19	07-26	
*16	07-20 to 07-26	07-27 to 08-02	08-09	
17	08-03 to 08-09	08-10 to 08-16	08-23	
18	08-17 to 08-23	08-24 to 08-30	09-06	
*19	08-31 to 09-06	09-07 to 09-13	09-20	09-02
20	09-14 to 09-20	09-21 to 09-27	10-04	
*21	09-28 to 10-04	10-05 to 10-11	10-18	
22	10-12 to 10-18	10-19 to 10-25	11-01	10-14
*23	10-26 to 11-01	11-02 to 11-08	11-15	
24	11-09 to 11-15	11-16 to 11-22	11-29	11-11
*25	11-23 to 11-29	11-30 to 12-06	12-13	11-28
26	12-07 to 12-13	12-14 to 12-20	12-27	

1997 Pay Periods Begin

*01	12-21 to 12-27	12-28 to 01-03	01-10	12-25, 01-01
02	01-04 to 01-10	01-11 to 01-17	01-24	

This page intentionally left blank

NOTICE TO ALL EMPLOYEES

THRIFT SAVINGS PLAN FACT SHEET

C, F, and G Fund Monthly Returns

Released December 8, 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			
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
NOVEMBER	4.38	1.49	.51
LAST 12 MONTHS	36.83	17.48	7.22

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

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

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

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

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

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

Federal Retirement Thrift Investment Board



**Please post on bulletin boards.
Destroy all previous notices.**

This page intentionally left blank

PHILATELY

Pictorial Cancellations Announcement 95-24

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

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

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

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

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

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

(Artwork Unavailable)

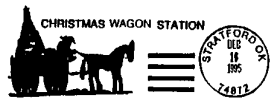
December 15, 1995

HOLIDAY STATION
POSTMASTER
BOX 9998
FAIRHAVEN MI 48023-9998



December 28, 1995

CENTENNIAL STATION
POSTMASTER
10401 TRADESPORT DR
ORLANDO FL 32862-9670



December 16, 1995

CHRISTMAS WAGON STATION
POSTMASTER
116 EAST MAIN ST
STRATFORD OK 74872-9998



December 29-30, 1995

STAMP EXPO STATION
POSTMASTER
3101 W SUNFLOWER AVE
SANTA ANA CA 92799-9998



December 16, 1995

CHRISTMAS WAGON STATION
POSTMASTER
205 E RIPLEY ST
BYARS OK 74831-9998



December 29, 1995

SCHOOL HOUSE STATION
POSTMASTER
24 CORLISS ST
PROVIDENCE RI 02904-9998



December 21-22, 1995

THE HOLIDAY STATION
POSTMASTER
PO BOX 9998
JERUSALEM AR 72080-9998



December 31, 1995

FIRST NIGHT STATION
POSTMASTER
PO BOX 10000
WILMINGTON DE 19850-9998



PICKLE DROP STATION
DILLSBURG, PA 17019
DECEMBER 31, 1995

December 31, 1995–January 1, 1996

PICKLE DROP STATION
POSTMASTER
PO BOX 9998
DILLSBURG PA 17019-9998



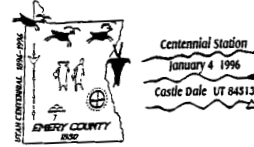
January 4, 1996

U.S. Postal Service
DAGGETT COUNTY STATION
POSTMASTER
50 E 200 N
MANILA UT 84046-9998



January 1, 1996

INCORPORATION STATION
POSTMASTER
2048 HOWLAND BLVD
DELTONA FL 32738-9998



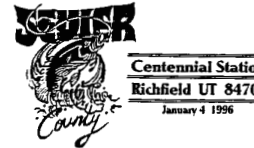
January 4, 1996

U.S. Postal Service
CENTENNIAL STATION
POSTMASTER
55 S CENTER ST
CASTLE DALE UT 84513-9998



January 4, 1996

Utah Philatelic Society
EXPOSITION STATION
POSTMASTER
1760 W 2100 S
SALT LAKE CITY UT 84199-9811



January 4, 1996

U.S. Postal Service
CENTENNIAL STATION
POSTMASTER
93 N MAIN ST
RICHFIELD UT 84701-9998



January 4, 1996

Fillmore UT 84631
January 4 1996

U.S. Postal Service
MILLARD COUNTY STATION
POSTMASTER
60 E CENTER ST
FILLMORE UT 84631-9998



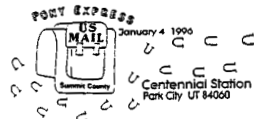
January 4, 1996

U.S. Postal Service
CENTENNIAL STATION
POSTMASTER
65 N 100 W
PANGUITCH UT 84759-9998



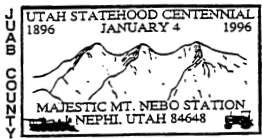
January 4, 1996

U.S. Postal Service
BEAVER COUNTY CENTENNIAL STATION
POSTMASTER
20 S MAIN ST
BEAVER UT 84713-9998



January 4, 1996

U.S. Postal Service
CENTENNIAL STATION
POSTMASTER
450 MAIN ST
PARK CITY UT 84060-9998



January 4, 1996

U.S. Postal Service
MAJESTIC MT NEBO STATION
POSTMASTER
10 N MAIN ST
NEPHI UT 84648-9998



January 4, 1996

U.S. Postal Service
CENTENNIAL STATION
POSTMASTER
50 E 100 N
MOAB UT 84532-9998



January 4, 1996

U.S. Postal Service
CENTENNIAL STATION
POSTMASTER
16 S 100 W
BRIGHAM CITY UT 84302-9998



January 4, 1996

U.S. Postal Service
CENTENNIAL STATION
POSTMASTER
95 W 100 S
PROVO UT 84601-9998



January 4, 1996
U.S. Postal Service
CENTENNIAL STATION
POSTMASTER
10 N MAIN ST
CEDAR CITY UT 84720-9998



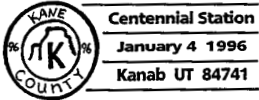
January 4, 1996
U.S. Postal Service
CENTENNIAL STATION
POSTMASTER
67 N 800 W
VERNAL UT 84078-9998



January 4, 1996
U.S. Postal Service
CENTENNIAL STATION
HEBER CITY UT 84032
JANUARY 4 1996
CENTENNIAL STATION
POSTMASTER
125 E 100 N
HEBER CITY UT 84032-9998



January 4, 1996
U.S. Postal Service
CENTENNIAL STATION
POSTMASTER
188 N STATE
MORGAN UT 84050-9998



January 4, 1996
U.S. Postal Service
CENTENNIAL STATION
POSTMASTER
39 S MAIN ST
KANAB UT 84741-9998



January 4, 1996
U.S. Postal Service
TOOELE COUNTY STATION
POSTMASTER
65 N MAIN ST
TOOELE UT 84074-9998



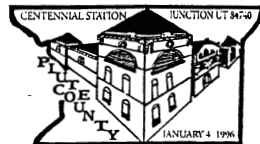
January 4, 1996
U.S. Postal Service
CENTENNIAL STATION
POSTMASTER
180 N MAIN ST
ST GEORGE UT 84770-9998



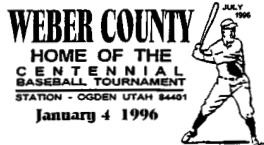
January 4, 1996
U.S. Postal Service
CENTENNIAL STATION
POSTMASTER
20 S MAIN ST
BOUNTFUL UT 84010-9998



January 4, 1996
U.S. Postal Service
CENTENNIAL STATION
POSTMASTER
1760 W 2100 S
SALT LAKE CITY UT 84199-9811



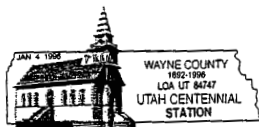
January 4, 1996
U.S. Postal Service
CENTENNIAL STATION
POSTMASTER
60 S MAIN ST
JUNCTION UT 84740-9998



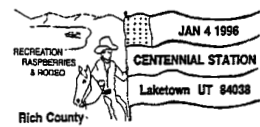
January 4, 1996
U.S. Postal Service
CENTENNIAL STATION
POSTMASTER
3680 PACIFIC AVE
OGDEN UT 84401-9998



January 4, 1996
U.S. Postal Service
CENTENNIAL STATION
POSTMASTER
151 N 100 W
LOGAN UT 84321-9998



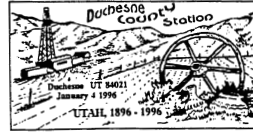
January 4, 1996
U.S. Postal Service
CENTENNIAL STATION
POSTMASTER
12 N MAIN ST
LOA UT 84747-9998



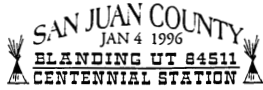
January 4, 1996
U.S. Postal Service
CENTENNIAL STATION
POSTMASTER
80 W CENTER ST
LAKETOWN UT 84038-9998



January 4, 1996
 U.S. Postal Service
 CENTENNIAL STATION
 POSTMASTER
 95 S CARBON AVE
 PRICE UT 84501-9998



January 4, 1996
 U.S. Postal Service
 DUCHESNE COUNTY STATION
 POSTMASTER
 63 S 100 E
 DUCHESNE UT 84021-9998



January 4, 1996
 U.S. Postal Service
 CENTENNIAL STATION
 POSTMASTER
 90 N MAIN ST
 BLANDING UT 84511-9998



January 4-7, 1996
 41ST ANNIVERSARY CONVENTION
 STATION
 POSTMASTER
 10401 TRADESPORT DR
 ORLANDO FL 32862-9670



January 4, 1996
 U.S. Postal Service
 CENTENNIAL STATION
 POSTMASTER
 140 N MAIN ST
 MANTI UT 84642-9998



January 5-7, 1996
 Arizona Federation of Stamp Clubs
 ARIPEX STATION
 POSTMASTER
 135 NORTH CENTER
 MESA AZ 85201-9998

—Stamp Management, Marketing, 12-21-95

Special Cancellation Die Hubs

Postmasters and plant managers who have any of the special cancellation die hubs listed below may use them for the periods designated. At the end of the period, these die hubs must be withdrawn and stored. Postmasters and plant managers who do not have these special die hubs may not request them from the sponsors.

Cancellations	Period of Use
Give To The March of Dimes	Jan. 1–Jan. 31, 1996
Smile America, National Children's Dental Health Month	Jan. 15–Feb. 28, 1996
Give To United Cerebral Palsy, Help Disabled People	Jan. 1–Jan. 31, 1996
Support Your Local Science Fair	Jan. 1–Jan. 31, 1996

—Business Mail Acceptance,
 Marketing Systems, 12-21-95

STAMP ANNOUNCEMENT 96-2

Garden Flowers (Winter) Commemorative Stamps



Copyright USPS 1995

The Postal Service will issue a 20-stamp booklet of 32-cent Garden Flowers (Winter) commemorative stamps (Item 6624) on January 19, 1996, in Kennett Square, Pennsylvania. The booklet goes on sale nationwide January 20.

Designed by Ned Seidler of Hampton Bays, New York, the stamps feature five designs of the following colorful winter garden flowers: crocus, winter aconite, pansy, snowdrop, and anemone. These flowers are a group of the hardiest plants that grow in any part of the United States that experiences winter. This year's booklet features the fourth season in a series of garden flowers booklets.

How to Order the First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase the new stamp booklet at their local post office, affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

GARDEN FLOWERS STAMPS
 POSTMASTER
 222 E STATE ST
 KENNETT SQUARE PA 19348-9991

After applying the first day of issue postmark, the Postal Service returns the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by February 18, 1996.

The Philatelic Fulfillment Service Center also offers first day covers for new stamp issues and postal stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *Stamps etc.* catalog. Customers may request a free catalog by writing to:

PHILATELIC FULFILLMENT SERVICE CENTER
 US POSTAL SERVICE
 PO BOX 419424
 KANSAS CITY MO 64141-6424

or by telephoning 1-800-STAMP24.

Issue:	Garden Flowers (Winter)
Denomination:	32 cents
Format:	Booklet of 20 (five designs)
Item Number:	6624
Issue Date:	January 19, 1996
Nationwide Sale Date:	January 20, 1996
Issue City & State:	Kennett Square, PA
Designer:	Ned Seidler, Hampton Bays, NY
Art Director:	Derry Noyes, Washington, DC
Typographer:	John Boyd, New York, NY
Modeler:	Clarence Holbert
Manufacturing Process:	Offset/Intaglio
Printer:	Bureau of Engraving and Printing
Colors (PMS Colors):	Offset: process magenta, yellow, cyan, and black Intaglio: black
Size:	0.96 x 1.55 in/28.24 x 70.66 mm (image area) 0.96 x 1.74 in/28.24 x 51.18 mm (overall) 1.50 x 4.58 in/44.2 x 134.62 mm (full pane)
Plate Numbers:	Five single digits, four offset and one intaglio

First day covers remain on sale for at least 90 days after a stamp is issued.

Distribution

All stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive their standard automatic distribution quantities for a 20-stamp booklet rounded to the nearest master carton lot size of 4,500 booklets.

Continued next page

Continued

SDOs and SDNs will ship to post offices their standard automatic distribution quantity, using Form 3309, *Advice of Shipment/Stamp Invoice*, and Form 17, *Stamp Requisition*. SDOs and SDNs must not distribute stamps to post offices before January 10.

Additional Supply

To obtain additional bulk quantities of these booklets, all authorized CAG A–G post offices must submit Form 3356, *Stamp Requisition — Bulk Quantities*, to the Bureau of Engraving and Printing (BEP). Requisitions for Item 6624 must be submitted in standard ordering quantities of 1,500 booklets; 3,000 booklets; 4,500 booklets; and multiples of 4,500 booklets, to a maximum of 135,000 booklets per requisition. All offices requiring less-than-bulk of these booklets must requisition them from their designated SDO using separate Forms 17, *Stamp Requisition*, or SDN, using

separate Forms 17-S, *Stamp Distribution Network Stamp Requisition*.

Philatelic Requirement

Post offices with authorized philatelic centers will receive their standard quantities for a standard 20-stamp booklet to provide subsequent automatic distribution to each philatelic center.

Sales Policy

All post offices must acquire and maintain a supply of each new commemorative stamp as long as customer demand exists or until the stamp is officially withdrawn from sale, generally 1 year from the date of issue. If supplies run low, post offices must reorder additional quantities through their normal ordering procedures.

—*Stamp Services, Marketing, 12-21-95*

1996 Stamp Designs Unveiled

The 1996 Commemorative Stamp Program was unveiled November 7, 1995, in Washington, D.C. A full-color insert depicting these stamps can be found in the center of this publication. In addition to the stamps depicted on the insert, the following stamps will also be issued in 1996: Prehistoric Animals, Computer Technology, Breast Cancer Awareness, Tennessee Statehood, 1996 Centennial Olympic Games—Classic Collection, Cal Farley in the

Great Americans series, and the second in the series of the Legends of Hollywood.

Ernest E. Just

The Ernest E. Just commemorative stamp will be issued in a pane of 20, instead of a pane of 50 as depicted on the insert.

—*Stamp Services, Marketing, 12-21-95*

STAMP ANNOUNCEMENT 96-3

Love Cherub and Flag Over Porch Stamp Booklets and American Kestrel Stamp

The Postal Service will issue a 32-cent Love Cherub stamp, in a convertible booklet of 20 self-adhesive stamps (Item 6672), a 32-cent Flag Over Porch stamp, in a convertible booklet of 10 self-adhesive stamps (Item 6609), and a 1-cent American Kestrel stamp, in coils of 500 (Item 7961) and 3,000 (Item 7962), on January 20, 1996, in New York, New York. The stamp and stamp booklets go on sale nationwide January 22. No official dedication ceremony is planned.

The Love Cherub stamp, designed by Terry McCaffrey of the U.S. Postal Service, features one of the two cherubs from Raphael's *Sistine Madonna* painting. The design is the same as the stamp issued on February 1, 1995, but includes the denomination.

The Flag Over Porch stamp, designed by Dave LaFleur of Derby, Kansas, features an American flag against a porch and has the same design as the stamp issued on April 18, 1995, but will be issued in a new format of a convertible booklet of 10 self-adhesive stamps.

The American Kestrel stamp, designed by Michael R. Matherly of Cambridge City, Indiana, features a male American kestrel (also called a sparrow hawk) sitting on a cedar branch. This design is the same as the stamp issued on May 10, 1995, but will be issued in a coil instead of a pane format.

How to Order the First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase the new stamp or stamp booklets at their local post office, affix the stamps to envelopes or postal cards of their choice, address the envelopes or postal cards (to themselves or others), and place them in a larger envelope addressed to:

LOVE CHERUB STAMP and/or
FLAG OVER PORCH STAMP and/or
AMERICAN KESTREL STAMP
POSTMASTER
MORGAN GMF
341 9TH AVE RM 1037
NEW YORK NY 10199-9991

Customers are reminded that the postage affixed to any First-Class envelope must equal at least 32 cents and to any postal card must equal at least 20 cents. Additionally, at least one of the new stamps must be affixed to an envelope or postal card in order to receive the first day of issue postmark.

After applying the first day of issue postmark, the Postal Service returns the envelope or postal card through the

mail. There is no charge for the postmark. All orders must be postmarked by February 19, 1996.

The Philatelic Fulfillment Service Center also offers first day covers for new stamp issues and postal stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *Stamps etc.* catalog. Customers may request a free catalog by writing to:

PHILATELIC FULFILLMENT SERVICE CENTER
US POSTAL SERVICE
PO BOX 419424
KANSAS CITY MO 64141-6424

or by telephoning 1-800-STAMP24.

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



Copyright USPS 1994

Distribution — \$6.40 Love Cherub Convertible Booklet (Item 6672)

All stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive two automatic distributions of half their standard distribution for the self-adhesive booklets, rounded up to the nearest master carton size (4,500 booklets). The first distribution will be completed by January 8, 1996. From the first distribution, SDOs and SDNs will make subsequent automatic distributions to post offices, using Form 3309, *Advice of Shipment/Stamp Invoice*, and Form 17, *Stamp Requisition*. SDOs and SDNs must not distribute booklets to post offices before January 11. The second distribution is scheduled to start February 13 and will be completed by May 13. The accountable paper depositories (APDs) and SDNs will have 2,767,500 booklets as back-up quantities. The distribution to APDs and SDNs is scheduled to begin May 13 and will be completed by July 15.

Continued next page

Issue:	Love Cherub	Modeler:	Banknote Corporation of America
Denomination:	32 cents	Manufacturing Process:	Offset-Intaglio
Format:	Convertible booklet of 20 self-adhesive stamps	Printer:	Banknote Corporation of America
Item Number:	6672	Colors (PMS Colors):	Offset: process yellow, magenta, cyan, and black Intaglio: red
Issue Date:	January 20, 1996	Size:	0.71 x .822 in/18.03 x 20.87 mm (image area) 0.87 x .982 in/22.09 x 24.94 mm (overall)
Nationwide Sale Date:	January 22, 1996	Plate Numbers:	"B" followed by four single digits, plus one single digit
Issue City & State:	New York, NY		
Designer:	Terry McCaffrey, Stamp Services, USPS		
Art Director:	Terry McCaffrey, Stamp Services, USPS		
Typographer:	Tom Mann, Mann & Mann Graphics, Warrenton, VA		

Issue:	Flag Over Porch	Manufacturing Process:	Gravure
Denomination:	32 cents	Printer:	Avery Dennison
Format:	Convertible booklet of 10 self-adhesive stamps	Colors (PMS Colors):	Gold, red, dark blue, light blue, and black
Item Number:	6609	Size:	0.72 x .818 in/18.29 x 20.78 mm (image area) 0.87 x .982 in/22.1 x 24.9 mm (overall) 1.74 x 6.50 in/44.2 x 165.1 mm (full pane)
Issue Date:	January 20, 1996	Plate Numbers:	"V" followed by five single digits
Nationwide Sale Date:	January 22, 1996	Marginal Markings:	© USPS 1996
Issue City & State:	New York, NY		
Designer:	Dave LaFleur, Derby, KS		
Art Director:	Richard D. Sheaff, Norwood, MA		
Typographer:	Richard D. Sheaff, Norwood, MA		
Modeler:	North American Roto Engravers, Inc.		

Issue:	American Kestrel	Typographer:	John Boyd, New York, NY
Denomination:	1 cent	Manufacturing Process:	Offset
Format:	Coils of 500 and 3,000	Printer:	Bureau of Engraving and Printing
Item Number:	7961 (Coil of 500) 7962 (Coil of 3,000)	Colors (PMS Colors):	Process yellow, magenta, cyan, and black
Issue Date:	January 20, 1996	Size:	0.71 x .82 in/18.0 x 20.8 mm (image area) 0.87 x .96 in/22.1 x 24.4 mm (overall)
Nationwide Sale Date:	January 22, 1996	Plate Numbers:	Four single digits
Issue City & State:	New York, NY		
Designer:	Michael R. Matherly, Cambridge City, IN		
Art Director:	Joe Brockert, Stamp Services, USPS		

Continued

Philatelic Requirement

Stamp distribution offices with authorized philatelic centers will receive their standard automatic distribution for subsequent distributions to each center.

Additional Supply

Post offices requiring additional booklets must order them from their designated SDO on Form 17, *Stamp Requisition*, or designated SDN using Form 17-S, *Stamp Distribution Network Stamp Requisition*. SDOs requiring additional booklets must order them from their APD, using a separate Form 17, being mindful of the distribution schedules.



Copyright USPS 1995

Distribution — \$3.20 Flag Over Porch Self-Adhesive Stamp Booklet of 10 Stamps (Item 6609)

All SDOs and SDNs will receive half their standard automatic distribution quantities, based on the new surveyed quantities for the first 1996 update for self-adhesive booklets, rounded to the master carton size (4,500 booklets).

SDOs and SDNs will make subsequent automatic distributions to post offices for half their standard automatic distribution for self-adhesive booklets, using Form 3309, *Advice of Shipment/Stamp Invoice*, and Form 17, *Stamp Requisition*. SDOs and SDNs must not distribute these booklets before January 11.

Philatelic Requirements

Each SDO and SDN with authorized philatelic centers will receive their standard automatic distribution for self-adhesive booklets to make subsequent automatic distributions to each philatelic center.

Additional Supply

Each APD and the SDN in Virginia will receive 1,197,000 booklets for filling supplemental orders. The SDN in Missouri will receive 1,885,500 booklets for filling supplemental orders.

SDOs requiring additional booklets must order them from their appropriate APD, using separate Forms 17. All other post offices requiring additional booklets must requi-

sition them from their designated SDO, using separate Forms 17, *Stamp Requisition*, or from their designated SDN, using separate Forms 17-S, *Stamp Distribution Network Stamp Requisition*.



Copyright USPS 1991

Distribution — 1-Cent American Kestrel Definitive Stamp: Coil of 500 Stamps (Item 7961) and Coil of 3,000 Stamps (Item 7962)

SDOs and SDNs with authorized philatelic centers will receive an automatic distribution of the 1-cent American Kestrel coils of 500 stamps, Item 7961, for subsequent distribution to each center:

SDOs and SDNs that receive four-position stock in these quantities	Will receive this quantity of the 1-cent American Kestrel Coils
20,000	50
40,000	50
60,000	50
80,000	50
125,000	400
250,000	800
375,000	1,200
625,000	2,000

Bulk Quantities

To obtain bulk quantities of these coils, all authorized CAG A–G post offices must immediately submit Form 3356, *Stamp Requisition — Bulk Quantities*, to the Bureau of Engraving and Printing (BEP). Requisitions for coils of 500 (Item 7961) should be submitted in quantities of 200 and 400 coils and in multiples of 400 coils for a maximum of 2,000 coils per requisition. Requisitions for coils of 3,000 (Item 7962) should be submitted in quantities of 32 and 64 coils and in multiples of 64 coils for a maximum of 320 coils per requisition.

Less than Bulk Quantities

All other post offices requiring less than bulk quantities of these coils should requisition them from their designated SDO, using separate Forms 17, *Stamp Requisition*, or from their designated SDN, using Forms 17-S, *Stamp Distribution Network Stamp Requisition*.



475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-1540

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

Postal Service Orders for Postal Bulletin

- New Order
- Change of Address
(Include *Postal Bulletin* mailing label.)

Attention Line

Postal Facility Name

Delivery Address

City State ZIP+4
()

Person to Contact

Daytime Telephone

- Change Quantity of Subscription
(Include *Postal Bulletin* mailing label.)
- Current Quantity _____ New Quantity _____

Distribution: The GPO distributes the *Postal Bulletin* for the Postal Service to all postal facilities except classified stations and branches, contract postal units, and detached mail units, which receive copies from their administrative post offices.

Missing Issues: If postal facilities that receive the *Bulletin* from GPO do not receive their order, they should call the Somerville, NJ, Material Distribution Center at 908-707-4203.

All other facilities should contact their administrative post offices.

Address and Quantity Changes: To change the quantity or address, facilities that receive *Postal Bulletins* from GPO must complete this form and send it to:

ATTN POSTAL BULLETIN
CORPORATE PUBLISHING & INFORMATION MANAGEMENT
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 2800
WASHINGTON DC 20260-1540

All other facilities should contact their administrative post offices.

Single Copies (back to 1 year): To order back issues, send Form 7380, *MDC Supply Requisition*, to:

MATERIAL DISTRIBUTION CENTER
US POSTAL SERVICE
152 US HWY 206 S
SOMERVILLE NJ 08877-9998



Public Orders for Postal Bulletin

Attention Line

Company Name

Delivery Address

City State ZIP+4
()

Daytime Telephone

Subscription: Domestic - \$73.00 per year; International - \$91.25 per year
Subscription Orders: 202-512-1800
Subscription Inquiries: 202-512-1806 Fax: 202-512-2250
Single Copies (back to 16 issues): Domestic - \$3.00; International - \$3.75

- Enter _____ Annual Subscription(s).
Total Amount \$ _____
- Send _____ additional copies of Bulletin # _____
Total Amount \$ _____

GPO deposit account [] [] [] [] [] [] [] - []

- Check/money order payable to: Superintendent of Documents

- VISA MasterCard

Credit Card Number Expiration Date

Signature

Mail Completed Form and Payment To:

SUPERINTENDENT OF DOCUMENTS
US GOVERNMENT PRINTING OFFICE
710 N CAPITOL ST NW
WASHINGTON DC 20402-9325

Preview

This preview of the 1996 stamps is a tentative schedule, subject to changes in the issue dates, formats, and design elements. More specific information will be provided to the field through *Postal Bulletins* approximately 30 days prior to each issue date.

STAMPS '96



Utah Statehood
Format: Pane of 50
Issue Date: January



Garden Flowers
Format: Booklet of 20
Issue Date: January



Ernest E. Just
Format: Pane of 50
Issue Date: February



Marathon
Format: Pane of 20
Issue Date: April



Georgia O'Keeffe
Format: Pane of 15
Issue Date: April



Folk Heroes
Format: Pane of 20
Issue Date: July



1996 Centennial Olympic Games — Anniversary Sheet
Format: Pane of 20
Issue Date: July

All stamp designs are preliminary at the time of this printing and may be subject to change.

© 1995 U.S. Postal Service. All Rights Reserved.



Big Band Leaders
Format: Pane of 20
Issue Date: September



Songwriters
Format: Pane of 20
Issue Date: September



F. Scott Fitzgerald
Format: Pane of 50
Issue Date: September





Lunar New Year
(Year of the Rat)
Format: Pane of 20
Issue Date: February



Fulbright Scholarships
Format: Pane of 50
Issue Date: February



Smithsonian Institution
Format: Pane of 20
Issue Date: February



Pioneers of Communication
Format: Pane of 20
Issue Date: March



Iowa Statehood
Format: Pane of 50
Issue Date: July/August



American Indian Dances
Format: Pane of 20
Issue Date: August



Rural Free Delivery
Format: Pane of 50
Issue Date: August

Riverboats
Format: Pane of 20
Issue Date: August



Endangered Species
Format: Pane of 15
Issue Date: October



Holiday Contemporary
Format: Pane of 50 &
PSA Booklet of 20
Issue Date: October



Holiday Traditional
Format: Pane of 50 & PSA Booklet of 20
Issue Date: October

The following stamps will also be issued in 1996:
Prehistoric Animals, Computer Technology, Breast Cancer Awareness, Tennessee Statehood, 1996 Centennial Olympic Games—Classic Collection, Cal Farley in the Great American series, and the second in the series of the Legends of Hollywood.