

POSTAL BULLETIN

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1996 Immigration Visa Lottery ZIP Codes

The Department of State is advertising the opportunity to apply for immigrant visas in approximately 181 foreign countries in six geographic regions. The Department of State requires that the responses be separated based on six geographic regions. They have rented six post office boxes in Portsmouth, New Hampshire, to accomplish this objective. Six unique 5-digit ZIP Codes will be used in the unique 3-digit ZIP Code 002 series for approximately forty-five days; however, the official visa lottery period is from February 12, 1996, until March 12, 1996. The last line of the addresses used will be Portsmouth, NH, with one of the following ZIP Codes: 00210, 00211, 00212, 00213, 00214, or 00215.

Advise persons using Express Mail to submit their applications for the Immigration Visa Lottery to use the "waiver of signature" option.

—*Inplant Operations, Operations Support, 2-15-96*

Revenue Unit for Fiscal Year 1995

The revenue unit for fiscal year 1995 is \$298.48. This is the average revenue for 1,000 pieces of originating mail and special service transactions. The revenue unit is used in the process of determining the proper cost ascertainment grouping (CAG) for post offices.

—*Corporate Accounting, Finance, 2-15-96*

Latest Quarterly Index:
PB 21911, 1-18-96

1995 Annual Index:
PB 21912, 2-1-96



National Card & Letter Writing Week**March 18-23, 1996**

POSTMASTER KIT

Give the gift of letters
... the gift that lasts forever



The U.S. Postal Service plans to celebrate National Card and Letter Writing Week during the week of March 18-23. The theme this year is "Give the gift of letters. The gift that lasts forever."

The week's purpose is to:

- Increase appreciation for letter writing.
- Promote literacy.
- Encourage proper addressing.

This year it is jointly sponsored by the U. S. Postal Service, the Smithsonian Institution, and the National Rural Letter Carriers Association.

During National Card and Letter Writing Week, all postmasters and facility managers are encouraged to take part in a project that demonstrates how "the gift of letters" can bridge distances not measured in miles. Students will be encouraged to write to residents of nursing or retirement homes in their community, and the elderly will be encouraged to respond to these letters.

A step-by-step project outline in this *Postal Bulletin* is designed to help postmasters, station and facility managers celebrate National Card and Letter Writing Week in their communities.

Consider involving local QWL/EI work teams on this project.



How to Start a "Pen Friends" Project

Objective

Postmasters and facility managers are encouraged to start a project with schools or student groups in grades 7 through 12. The project's aim is for students to write a letter to a group of senior citizens. An individual project can be created or the "Pen Friends" program can be used.

"Pen Friends" Program

Developed by the Education Department of the Smithsonian's National Postal Museum and the Postal Service, the "Pen Friends" program pairs junior (middle school) or senior high school students with a group of senior citizens in the same community.

The Pen Friends guide provides lesson plans for teachers to encourage students in this project. Students will learn how to write interesting letters from experienced letter writers; discuss community culture with people who experienced it at a different time in history; and gain the affection of an older person.

How To Obtain a "Pen Friends" Teaching Guide

To assist teachers, it is a good idea to obtain a free Pen Friends teacher's guide called "Pen Friends — An Inter-generational Letter Writing Project." The Postal Service has 10,000 Pen Friends guides available through the Somerville, NJ, Material Distribution Center. The MDC will mail out from one to 100 copies. Due to the limited supply, please order one guide per teacher or student group. Copies will be received within one week.

To receive the guide, write a note specifying quantities needed, to the New Jersey MDC at the address listed below. A preaddressed G-10 label **MUST** be included with the request:

ATTN PEN FRIENDS
MATERIAL DISTRIBUTION CENTER
USPS
152 HWY 206 S
SOMERVILLE NJ 08877-9998

How To Find Pen Friends

Pen friends should be obtained as soon as possible, because teachers need time to plan their curriculum.

To find students contact:

- Local public and private schools.
- Church groups.
- Boys and girls clubs.
- Local youth programs directors.

To find senior citizens contact:

- Local senior centers, church groups, local chapters of national groups for senior citizens, such as AARP.
- Clubs that bring together groups of senior citizens.
- Local nursing and senior care homes.
- Local groups that answered Santa letters over the holiday season.

How to Obtain Free Stationery for Students

Local greeting card stores, grocery stores, gift shops, and envelope/stationery manufacturers with out-of-date stationery items may consider donating it to students. If they do, please list the organization as a co-sponsor in all news releases and public announcements.

What Is Required of Students?

Students will be asked to write letters and properly addressed separate envelopes. The latest information about addressing for the general public and students is included in this *Postal Bulletin*.

NOTE: Capitalization without punctuation is no longer a requirement for proper addressing. Typewritten addresses in mixed upper and lower case can be read by postal equipment, and are fine for normal correspondence. For business mailers (only), all capitalization and no punctuation is preferred because of its slightly better read results.

Pen Friends letters should be addressed in this manner:

PEN FRIEND
INSTITUTION NAME
INSTITUTION STREET ADDRESS
CITY STATE ZIP+4

The letter should also have the school's return address.

How to Mail Student Letters to Pen Friends

It is suggested that postmasters and station managers provide teachers with two pre-stamped Priority Mail envelopes: one for the class and the other for the adult center to respond. Teachers can deposit the envelope in the regular mailstream. Please provide the complete address of the nursing home, including ZIP+4, so that students can learn the correct way to address mail.

How To Obtain Postage for Letters

The National Rural Letters Carriers Association (NRLCA) has agreed to help pay postage. Local NRLCA union officials and rural carriers will know the location of the nearest NRLCA office to assist with postage.

Following are other suggested sources for postage funding:

- Postal Customer Council.
- Local businesses.
- Greeting card store.
- Senior citizen group.
- Local church group.

Be sure to credit all participating local groups in all news coverage that results from the letter writing exchange.

How to Motivate Student Letter Writers

Suggest to teachers that they have children discuss the role letter writing played in history, including family history.

Have students discuss how relationships in their family have changed with or without letters.

Publicity

Contact local newspaper, radio, and television stations to cover the event, with permission from both participating groups. Use the fill-in-the-blank letter and news release provided. Note: Please include the addressing tips in all releases to media. It's located on the last page of this postmaster's kit.

Encourage the school to arrange a field trip to the retirement home after an exchange of letters. This provides an opportunity to meet, take photos, and cement friendships. With permission from both groups, consider inviting the media.

Interactions between young and old make engaging photos and video footage. Postmasters and station managers should also attend the event to talk about the "gift of letters" and recognize any local businesses and organizations, that helped make the event possible through donations of postage, stationery or other items.

Contact your Corporate Relations Center representative for assistance in promotion.

Other Writing Projects

Letter Writing Contest

Consider holding a letter writing contest by offering to judge the contest in your area and award a philatelic prize to the winner. Possible topics are: "The letter that changed my life," or "Why letters are still important in today's electronic age." Display winners at the post office, with the writer's permission.

Student Projects

- Encourage teachers to have their students write a public figure in order to learn about the importance of letter writing. Students could write to an editor, a writer, an elected official, or a business leader.
- Encourage teachers with speech groups to read famous letters in history.
- Encourage a student writing exchange without the Pen Friends teaching brochure. This can be just as rewarding.

- With troops recently sent to Bosnia, this is an excellent opportunity to start a letter writing campaign to soldiers overseas. Students can consider writing a pen friend letter to a soldier. The letter will go to all troops that are on shore. Postage must be paid, however, just like a regular First-Class letter. The address is:

ANY SERVICE MEMBER
OPERATION JOINT ENDEAVOR
APO AE 09397

Encourage students to write to a family member especially one who lives far away.

Round Robin Letter

An interesting project is suggesting that large families with members spread throughout the country/world begin a "Round Robin Letter." One family member writes a letter and



sends it to a relative who adds his/her letter and within a week sends it on to the next relative. The process continues until all family members are contacted. When the package of letters reaches the first family, his/her letter is updated and the package is again sent on.

Contact local media about a potential feature story if you are aware of a family using this approach to spread the "gift of letters."

Thanking Those Involved

Give the gift of a thank you letter to the teachers, elderly residents, rural letter carriers, media, sponsoring businesses, or other organizations who assisted in making your National

Card and Letter Writing Week project a success.

For postmasters and station managers who successfully initiated programs, you are to be commended and encouraged to keep the program going.

Headquarters Recognition

A check list of activities appears on the next page. For possible national recognition, please take a few moments to send this form along with news clippings, video footage, and other information, back to:

CORPORATE RELATIONS
 US POSTAL SERVICE
 475 L'ENFANT PLAZA RM 10501
 WASHINGTON DC 20260-3122

National Card and Letter Writing Week Pen Friends Schedule

TASK	RESPONSIBLE	STEPS	DUE DATE	DONE
Involve QWL/EI Work Team	Postmaster/Station Manager	In Person	Feb. 28, 1996	<input type="checkbox"/>
Contact school/student grp.	PM/Sta. Mgr./designee*	Telephone/In Person	Feb. 28, 1996	<input type="checkbox"/>
Contact adult home	PM/Sta. Mgr./desg.	Telephone/In Person	Feb. 28	<input type="checkbox"/>
Order Pen Friends Guide	PM/Sta. Mgr./desg.	Write MDC — Add Label	Feb. 28	<input type="checkbox"/>
Contact NRLCA for postage	PM/Sta. Mgr./desg.	Talk to NRLCA rep.	Mar. 1	<input type="checkbox"/>
Contact media	PM/Sta. Mgr./desg.	Letter/Telephone	Mar. 4	<input type="checkbox"/>
Send letter and PSAs	PM/Sta. Mgr./desg.	Write/Send	Mar. 4	<input type="checkbox"/>
Send news release	PM/Sta. Mgr./desg.	Write/Send	Mar. 8	<input type="checkbox"/>
Give Teachers Guide and Priority Mail envelope with postage affixed	PM/Sta. Mgr./desg.	In Person	Mar. 10	<input type="checkbox"/>
(Optional) — Give speech	PM/Sta. Mgr./desg.	In Person	Mar. 18	<input type="checkbox"/>
Send Thank You letters	PM/Sta. Mgr./desg.	Write/Send	April 10	<input type="checkbox"/>
Send checklist and documentation	PM/Sta. Mgr./desg.	Write/Send	April 10	<input type="checkbox"/>

*Postmaster/Station Manager/Designee

National Card and Letter Writing Week Check List

Please check boxes that apply and attach a brief description and documentation. Include names, titles, and office addresses of individuals who made significant contributions to the success of your National Card and Letter Writing Week activities. Cut out form and send information by April 10, 1996, to:

MEDIA RELATIONS
 ROOM 10501
 475 L'ENFANT PLAZA SW
 WASHINGTON DC 20260-3122.

FROM:		Name:
		Title:
		Office:
		Address:
		City/State:
		ZIP+4:
CHECK IF DONE	ACTIVITY	DATE
<input type="checkbox"/>	Organized a Pen Friends event. Documentation provided? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/>	Obtained media coverage of Pen Friends event. Documentation provided? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/>	Delivered a speech on the importance of letter writing. Documentation provided? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/>	Arranged for PSAs to be aired. Documentation provided? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/>	Worked with educator on a letter writing project. Documentation provided? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/>	Appeared on a local television or radio show. Documentation provided? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/>	Started a Family Round Robin letter project in community. Documentation provided? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/>	Held a joint activity with professional writers. Documentation provided? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/>	Held a letter writing contest. Documentation provided? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/>	Other (list and describe separately). Documentation provided? Yes <input type="checkbox"/> No <input type="checkbox"/>	



Media Letter

Following is a letter to be mailed to obtain local media coverage.

(Editor or Assignment Editor)
 (Name of Newspaper or Broadcast Station Call Letters)
 Address
 City, State, ZIP+4

Dear Mr./Ms. _____,

For centuries famous people from Moses to Nostradamus have written letters that have shaped our history. Just by putting pen to paper, some of the world's most powerful people have produced memoirs that transcend time and continue to play a key role in the education of our youth.

Today the desire for instant communication via tele-phones, computers, and other wired services overshadows the importance of the written word. To rekindle interest in the art of letter writing, the U.S. Postal Service has designated March 18-23, 1996, National Card and Letter Writing Week. During this week, we're encouraging people to "Give the gift of letters. The gift that lasts forever."

As a member of the media, I know that you appreciate the value of letters.

During this week, the (city name) Post Office is sponsoring a letter-writing project called "Pen Friends." The (school/ student group name, grade, and class) will learn the impor-tance of letters by writing to the residents of (nursing/ retirement home name).

I hope that I can count on your help in promoting this project by publishing/airing the information in the attached press release. Please call me at (telephone number) and I will be happy to provide more information on local and national participation in the project.

Sincerely,

(Your name)
Postmaster

News Release

Type and double space the following fill-in news release and send it out several days before the event.

Date
 FOR IMMEDIATE RELEASE
 Contact: (Your name)
 (Your phone number)
 Release No.

SEND A LETTER — THE GIFT THAT LASTS FOREVER

YOUR TOWN — To encourage a revitalization of letter writing, the U.S. Postal Service is celebrating National Card and Letter Writing Week from March 18-23, 1996. The theme for National Card and Letter Writing Week is "Give the gift of letters. The gift that lasts forever."

In (your city), the week will be celebrated (give details of your event to include place, time and description of event).

"This week I encourage everyone to participate in National Card and Letter Writing Week. Everyone has someone who would love to receive a letter from them," says Postmaster (your name). "Whether it's your mother, an old friend or even the editor of your local newspaper, there is someone out there who would love to receive a letter from you," (he/she) adds.

Tips on addressing and ZIP Code information are available at your local post office and on the Internet at WWW.USPS.GOV.

Postmaster (name) says that with the advent of the "now generation" — a generation raised on fast food, faxes, computers and overnight mail — the art of pouring out hopes, dreams or thoughts in a letter has almost disappeared. Today less than four percent of the mail we receive at home is personal letters.

"Why not join me in corresponding to someone?" asks (your name). "Your letter may become a gift that will last forever."

National Card and Letter Writing Week is co-sponsored the National Rural Letter Carriers Association, the Smithsonian Institution and the U.S. Postal Service.

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Attachment (Addressing Tips)

Speech

Postmasters should volunteer to deliver a speech to local business organization such as Kiwanis, Elks, Chamber of Commerce, or Jaycees. Consider inviting another community member to speak about the importance of letters in their life.

The following speech can be used or adapted to suit your purpose:

GIVE THE GIFT OF A LETTER. THE GIFT THAT LASTS FOREVER.

Ladies and gentlemen, it's a pleasure to speak to you today about a subject that is near and dear to my heart — letter writing.

How important can a simple letter be? (Offer a personal example, such as: Just the other day, one of my customers told me that she still had the first letter her son wrote to her more than 30 years ago. It's a sheet of paper folded over three times with a heart drawn in the place where a stamp would be. Inside it says, "Hi, mom: School was fine but I missed you. Love, John.")

My customer told me that hand-made message was the most precious letter she had ever received.

And the same day we spoke, she had just received her first letter from her five-year-old grandson who just started school. A new letter to add to the collection.)

With the advent of the "now generation" — a generation raised on fast food, faxes, computers, and overnight mail — letter writing is becoming a lost talent. In fact, today less than four percent of the mail we receive at home is personal letters.

To revive interest in letter writing, the U.S. Postal Service has designated March 18 through March 23 as National Card and Letter Writing Week.

(If you are having any school related activities for National Card and Letter Writing Week, insert information here.) This is everyone's opportunity to give the gift of a letter, the gift that lasts forever — this year's theme.

We may never be able to pinpoint the exact date that the first written message exchanged hands. However, we do know that there are some mighty missives that have withstood the test of time and others that have helped shape our history.

The largest surviving collection of English correspondence is the Paston letters, written in the 15th

century. These letters were collected as part of evidence in a lawsuit.

One of the most memorable letters in history is "The Letter from a Birmingham Jail" written by Dr. Martin Luther King, Jr., in which he defined his philosophy of nonviolence.

The most precious letters of all are the ones that express warm feelings to those we love. When you want to show someone how much you really care, send a letter. They'll remember you forever.

When the partners of a wagon-freight firm launched the Pony Express on April 3, 1860, they created something more precious than gold. These visionaries linked people from distant places via the handwritten letter.

Young couriers rode horses, day and night, delivering important messages to people along an 1,800-mile route from St. Joseph, Missouri, to Sacramento, California.

These messengers faced many dangers in their efforts to move the mail. Despite their perils, they continued to make many journeys.

Today, the mode of transportation is different but the importance of the written word remains the same.

If you want to reminisce about good times from days gone by or if you want to thank a friend for being there when you needed them, send a card or a letter. It's an inexpensive way to show someone just how much you really care.

Join me in celebrating National Card and Letter Writing Week March 18-23. Whether your letter is an expression of love to a friend or family member; informs someone of your political or legal opinion; or your letter simply connects you to another individual; it can become the gift that lasts forever!

Thank you.



Media Letter for a Public Service Announcement

(Date)

Addressee

Address

City, State ZIP+4

Dear (Editor's Name)

For centuries famous people from Moses to Nostradamus have written letters that have shaped our history. Just by putting pen to paper, some of the world's most powerful people have produced memoirs that transcend time and continue to play a key role in the education of our youth.

With the advent of the "now generation" — a generation raised on fast food, faxes, computers and overnight mail — letter writing is becoming a lost talent. In fact, today less than four percent of the mail we receive at home consists of personal letters.

To rekindle interest in the art of letter writing, the Postal Service has designated March 18-23, 1996, National Card and Letter Writing Week. During this week, we're encouraging people to "Give the gift of letters. The gift that lasts forever."

Nationally the week will be kicked off at the National Postal Museum in Washington, D.C. Famous personalities will share their experiences and dependence on letter writing.

Locally, we will (list events such as Pen Friends letter writing contests, display famous letters, invite local newspaper's advice columnist to be guest speaker at your event, etc.).

Enclosed are several public service announcements about the value of letters.

I would greatly appreciate your help in spreading the word about the enduring art of letter writing.

Sincerely,
Postmaster

Attachment

(Copy PSA on one sheet of paper and attach with letter to newspapers and magazines.)

Public Service Announcements

■ Celebrate National Card and Letter Writing Week from March 18-23. Give a gift that will last forever. Send the gift of a letter. (7 seconds)

■ In a day when life seems ruled by what's quick and easy, the personal letter is often replaced by a phone call. Time may be saved, but what has been lost? No other form of communication can touch the heart like a personal card or letter. It is truly a gift, a piece of handmade writing in an envelope and an incredible way to let someone know how you feel. Celebrate National Card and Letter Writing Week from March 18-23. During this week, give a gift that will last forever. Send the gift of a letter. (27 seconds)

■ Placed in shoe boxes, under beds, and in drawers, letters become cherished keepsakes. They are memories preserved on paper, meant to be read and reread. Think about your circle of acquaintances. Who among them needs a note of support, an expression of friendship, or a word of thanks? Celebrate National Card and Letter Writing Week from March 18-23. During this week, give a gift that will last forever. Send the gift of a letter. (24 seconds)

■ The United States Postal Service will stress the value of letter writing through several local and national events to be held during National Card and Letter Writing Week, March 18-23. Give the gift of letters. The gift that lasts forever. (13 seconds)

■ Lovers keep them forever. Friends cherish them. Families share them. Historians find them to be invaluable. Writers use them for research. Those separated by time as well as distance recycle them. What are they? Letters. During National Card and Letter Writing Week from March 18-23, give the gift of letters. The gift that lasts forever. (19 seconds)

■ Don't wait until tomorrow. Do it today. Someone is waiting for your encouragement. Someone needs your expression of friendship. Someone is waiting for an update from you. Celebrate National Card and Letter Writing Week March 18-23. (13 seconds)

Radio Public Service Announcement

(Copy PSA on two sheets of paper and attach with letter to radio and television stations.)

JOHNNY'S LETTER

I just received a letter from my grandson, Johnny. He's five years old and just started school. Oh, I can remember when his father, my son, started school more than 30 years ago. I still have the first letter he wrote me. It's a sheet of paper folded over three times with a heart drawn in the place where a stamp would be. Inside it says, "Hi, mom: School was fine but I missed you. Love, John."

That hand-made message was the most precious letter I ever received. And, now I have one from my grandson.

With the advent of telephones and computers, I thought letter writing would become a thing of the past. It's nice to see that schools still teach children the art of letter writing. The Postal Service has even designated a special week—from March 18 through March 23—National Card and Letter Writing Week.

The next time a special occasion rolls around and you can't decide on just the right gift for the person you love, just write. If you make their gift a letter, they'll remember you forever.

This message has been provided by the United States Postal Service. (60 seconds)

THE FIRST LETTER

Do you know when the first letter was written? Some historians estimate the date at 50 A.D. Others speculate that

the time was much earlier. We may never be able to pinpoint the exact date the first written message exchanged hands. However, we do know there are some mighty missives that have withstood the test of time and others that have helped shape our history.

The largest surviving collection of English correspondence is the Paston letters written in the 15th century, collected as part of evidence in a lawsuit.

One of the most memorable letters in history is "The Letter from a Birmingham Jail," written by Dr. Martin Luther King, Jr., in which he defined his philosophy of nonviolence.

The most precious letters of all are the ones that express warm feelings to those we love. When you want to show someone how much you really care, send a letter. They'll remember you forever.

This message has been provided by the United States Postal Service. (55 seconds)

Mailing Tips for Customers

Note: Typing, and capitalization without punctuation are no longer a requirement for proper addressing. For business mailers (only), capitalization without punctuation is preferred because of its slightly better "read" results. — John Mampe, Manager, Recognition System

How to Address an Envelope

- Center the address on the envelope.
- Write, type, or print neatly. Neatly printed numbers are especially important.
- Always include an apartment or suite number in an address.
- Always use and abbreviate the correct directional N (for North), W, SW, etc., and Ave. (for Avenue), Blvd., St., etc. Example: W. Apple St.
- Never guess a ZIP Code. Call the post office for the correct one. Use a hyphen when using the ZIP+4 Code. ZIP Codes can also be obtained on the Internet World Wide Web at [HTTP://WWW.USPS.GOV](http://WWW.USPS.GOV).
- Use black or blue ink, avoid pastel felt markers.
- Write a complete return address in the upper left corner.
- If a computer is used, choose 10- or 12-point type size.

ADMINISTRATIVE SERVICES

Postage Meter Labeling

Effective January 15, 1996, all postage meter manufacturers were required to have applied a standardized information label to each leased postage meter. This label is designed to remind meter users of the consequences associated with misuse and alert informants of the means by which tampering can be reported. The label should read like the sample label at right.

Meters without the required label *must not* be placed into service or reset. Meters presented by a meter licensee for resetting or examination without the approved label must be returned to the meter holder. Postal personnel must advise the customer to contact the meter manufacturer's representative to arrange for application of the label.

—Retail Systems and Equipment,
Marketing, 2-15-96

Rented Postage Meter — Not for Sale

PROPERTY OF [NAME OF MANUFACTURER]
Use of this meter is permissible only under
U. S. Postal Service License. Call [Name of manufacturer]
at 800-###-#### to relocate/return this meter.

**WARNING! METER TAMPERING IS A
FEDERAL OFFENSE.**

IF YOU SUSPECT METER TAMPERING,
**CALL POSTAL INSPECTORS AT 800-654-8896
OR 202-484-5480.**

REWARD UP TO \$50,000 for information leading
to the conviction of any person who misuses
postage meters resulting in the Postal Service
not receiving correct postage payments.

Sample Label

Ordering Procedures for Postmarking Ring Dies and Die Hubs

The current contracts have been modified to eliminate the use of preaddressed permit labels and to update information for ordering ring dies and die hubs as detailed below. The effective date of the contracts is January 1, 1996. This article supersedes *Postal Bulletin* 21887 (2-16-95) and will be incorporated in the revision of Publication 247, *Material Management Equipment and Supply Catalog*, currently in preparation.

Special cancellation die hubs are nonpostal cancellations. Post offices may not order a special die hub on behalf of a sponsor before contacting and receiving authorization from Headquarters Business Mail Acceptance (BMA). After authorization has been granted, BMA will supply Form 3617, *Order for Special Canceling Machine Die Hubs* (May 1978). Additional set up fees will be incurred for these dies.

Special cancellation die hubs may be ordered only if the request meets the description outlined in *Domestic Mail Manual* G900.2.1.

New Ordering Procedures

- a. Complete Form 4636, *Postmarking Dies and Engraved Station Die Hubs Requisition*, to reflect current data in all fields. A copy is provided on page 15 for use until the February 1996 version can be placed in stock at the material distribution centers (MDCs). The lower left field for address must contain

the Complete Delivery Address, and it must contain the name of the person placing the order as part of that address. The requisition must legibly specify the exact engraving in the appropriate field. It is also important to include your 10-digit telephone number in the lower right section of the form. Contact your local maintenance department for assistance in determining the correct part number. A separate Form 4636 is required for each vendor used.

- b. Prepare a check or money order payable to the appropriate vendor for the total amount of the order and attach the check or money order to Form 4636 or enter your USPS credit card number and expiration date in the lower right corner of the form.
- c. Submit the completed Form 4636 and check or money order directly to the vendor at the address listed in this article.
- d. Delivery of ring dies and die hubs from the vendor will be made about 60 days after the date the order is received by the vendor. Shipping charges are included in the price of the part, and the part will be shipped via USPS First-Class Mail.

Questions about these procedures may be addressed to the Minneapolis Purchasing and Materials Service Center at 800-880-4636.

Continued next page

Continued

Vendor: Hanley Postal Supply, Inc.

Address

HANLEY POSTAL SUPPLY INC
 ATTN DIANE WILER
 PO BOX 10006
 WELLSVILLE PA 17365-9779
 PHONE 814-898-2720

Pricing

Part No.	Description	Unit Price
O7413	Die Hub	\$88.00
O7413	Artwork	\$450.00
256478-1	Ring Die (lead)	\$27.40
256478-2	Ring Die (trail)	\$27.40

Vendor: Pitney Bowes, Inc.

Address

PITNEY BOWES INC
 ATTN CINDY KULIS
 WALTER H WHEELER JR DR
 LOCATION 1233
 STAMFORD CT 06926-0700
 PHONE 203-356-5266
 FAX 203-356-5540

Pricing

Part No.	Description	Unit Price
O76F	Ring Die (APO)	\$23.75
O76S	Ring Die (1st day)	\$87.00
O77	Die Hub (canc bars)	\$85.25
O77A	Die Hub (USPS msg)	\$58.23
O217	Ring Die (round face)	\$107.55
O217G	Ring Die (square face)	\$85.98
O218	Die Hub (canc bars)	\$69.20
O218A	Die Hub (USPS msg)	\$158.00
O218E	Die Hub (USPS msg)	\$64.52
O218H	Die Hub (canc bars)	\$69.90
O7410	Ring Die (postage meters)	\$12.55

Note: To order Form 4636 or year dates, you must submit a request on Form 7380, *MDC Supply Requisition*, to either the Somerville or Topeka material distribution centers, whichever services your area. To order type sets (months, days, etc.), your maintenance department must submit a

Vendor: International PTT Company

Address

INTERNATIONAL PTT COMPANY
 ATTN J H JIRANEK
 1400 ALPINE RD
 ERIE PA 16514-0006
 PHONE 717-248-9665

Pricing

Part No.	Description	Unit Price
O76	Ring Die	\$60.96
O77D	Die Hub (1st day)	\$229.72
O225	Die Hub (canc bars)	\$252.60
O225A	Die Hub (USPS msg)	\$222.70
133G	Ring Die	\$60.06
1207G	Die Hub (canc bars)	\$90.20
1535G	Die Hub (upside down)	\$217.60
1536G	Die Hub (right side up)	\$217.30
681AG	Type Slug (APO)	\$16.90
HD100	Ring Die	\$61.06
HD102	Die Hub (upside down)	\$193.70
HD101X	Die Hub (canc bars)	\$150.30
HD105	Type Slug (APO)	\$23.90
8013133	Ring Die	\$62.30
8013220	Die Hub (canc bars)	\$224.70
8012978	Die Hub (USPS msg)	\$280.20

request on Form 4984, *Repair Parts Requisition*, containing the maintenance FEDSTRIP to Topeka, Kansas.

—Inventory Management,
 Purchasing and Materials, 2-15-96



Postmarking Dies and Engraved Station Die Hubs Requisition

(For Government-Owned Machines Only)

- Submit requests for SPECIAL DIE HUBS in accordance with *Domestic Mail Manual*.
- Standard Die Hubs without engraving, (Killer Bars only) must be ordered from local area maintenance office (AMO).

Line No.	Part No.	Qty.	Machine Make	Model	Serial No.	Exact Wording for Engraving <i>(City, State, and ZIP Code)</i>
1.						
2.						
3.						
4.						
5.						
6.						

Complete Delivery address of Requester
(Including name of the person placing the order)

Government Credit Card No.

Expiration Date

Total \$ Value If Money Order

Telephone No. *(Include Area Code)*

Postmaster's Name *(Printed)*

Date

Availability of Form W-4, *Employee's Withholding Allowance Certificate*

The Internal Revenue Service (IRS) has advised the material distribution centers (MDCs) that the new 1996 W-4s will not be available until March 1996. Therefore, the MDCs will cancel all backorders. The field should use the 1995 edition until stocks are received and future notification is provided in a subsequent *Postal Bulletin*. Addition-

ally, the IRS has also advised there are no additional stocks of the 1995 edition. If necessary, make copies locally to meet requirements.

—*Inventory Management,
Purchasing and Materials, 2-15-96*

Form 3615, *Mailing Permit Application and Customer Profile*

Postal Bulletin 21905 (10-26-95) inadvertently omitted the National Stock Number (NSN) 7530-03-000-6048 required for ordering Form 3615, *Mailing Permit Application and Customer Profile* (July 1995), from the material distribution centers.

Please add this NSN to Publication 223, *Directives and Forms Catalog* (December 1995).

—*Inventory Management,
Purchasing and Materials, 2-15-96*

CORRECTION

Publication 41 Revision

The revisions to Publication 41, *Procurement Manual*, included in *Postal Bulletin* 21912 (2-1-96) contained two incorrect references.

Specifically, the references to Clause 5-24, USPS/GSA IMPAC Credit Card Acceptance (at revised 5.1.5.g.1(c)), and to Clause 5-24, USPS/GSA IMPAC Credit Card Reporting Requirements (at revised B.2.2.h), are incorrect.

No such clause exists. *Procurement Manual* users should delete the revised text at 5.1.5.g.1(c) and B.2.2.h.

These corrections will be reflected in the next Transmittal Letter to Publication 41.

—*Policies, Planning, and Diversity,
Purchasing and Materials, 2-15-96*

Ordering Procedures for Rubber Stamps and Steel Hand Canceling Stamps

Effective February 1, 1996, this article supersedes *Postal Bulletin* 21888 (3-2-95) and updates procedures in Publication 247, *Material Management Equipment and Supply Catalog*, for ordering rubber stamps and steel hand canceling stamps. The current contracts have been modified to eliminate the use of preaddressed permit labels and to allow requisitioners to order directly from the vendors. This ordering procedure applies only to Postal Service Item Numbers (PSINs) 500, 502, 550, 550M, 552, 570, 577B, 579, 579A, 579B, 602, 602A, 603, 603B, 603C, 716, 718H, and 762. See Publication 247 for item descriptions.

New Ordering Procedures

- a. Complete Form 1567, *Requisition for Rubber and Steel Hand Canceling Stamps* (February 1996 edition only, see page 19). A separate Form 1567 is required for each vendor from whom items are being ordered. It must contain the name of the person placing the order as part of that address. The requisition must legibly specify the exact engraving in the appropriate field. It is also important to include your 10-digit telephone number.

- b. Prepare a check or money order payable to the appropriate vendor for the total amount of the order and attach it to Form 1567, or enter your USPS credit card number and expiration date.
- c. Submit the completed Form 1567 and check or money order directly to the vendor at the address listed below.
- d. Delivery of rubber or steel hand canceling stamps from the vendor will be made about 30 days after the order is received by the vendor. Shipping charges are included in the price of the part, and the part will be shipped via USPS First-Class Mail.

Questions about these procedures may be addressed to the Minneapolis Purchasing and Materials Service Center at 800-880-4636.

Form 1567 (February 1996) (NSN 7530-01-000-9360) will be available from the MDCs as of mid-March. In the interim, use the form provided on pages 19–20. Destroy any previous versions of this form.

Continued next page

Continued

Vendor: Winters Stamp Manufacturing Co.

Address

WINTERS STAMP MANUFACTURING CO
 ATTN KAREN BOYCE
 PO BOX 003
 ELIZABETH NJ 07207-7003
 PHONE 908-352-3725

Pricing

Item No.	Description	Unit Price
500	Rubber Stamp, large hand index, permits four lines of lettering outside hand.	\$2.90
502	Rubber Stamp, completely assembled with handle (specify with or without border).	\$4.90
	Cost for each additional line over five.	\$.80

Vendor: Lloyd Manufacturing Co.

Address

LLOYD MANUFACTURING CO
 ATTN CATHY VANISH
 PO BOX 218
 HOUTZDALE PA 16651-0218
 PHONE 814-378-7634

Pricing

Item No.	Description	Unit Price
550	Printing face only with killer bars (order handle PSIN O550H from the MDC).	\$3.99
550M	Printing face only without killer bars (order handle PSIN O550H from the MDC).	\$3.68
552	Rubber Stamp, completely assembled with handle (does not include type).	\$6.55
570	Printing face only, without type (order handle PSIN O570R from the MDC).	\$3.40
762	Rubber stamp, completely assembled with handle.	\$10.18

Note: Any item number shown as an R number, for example, R53, Returned to sender (hand index), in Publication 247, *Material Management Equipment and Supply Catalog*, can be obtained only from the material distribution centers (MDCs) and may not be ordered using the above procedures. To order Form 1567 or year dates, you must

Vendor: The Baumgarten Co. of Washington

Address

THE BAUMGARTEN CO OF WASHINGTON
 ATTN JAMES BATURIN
 925 11TH ST NW
 WASHINGTON DC 20001-4490
 PHONE 202-347-3933

Pricing

Item No.	Description	Unit Price
577B	Rubber Stamp, completely assembled with handle (includes box of type and tweezers).	\$11.80
579	Facsimile signature completely assembled with handle.	\$5.53
579A	Title line below facsimile signature for Item 579.	\$1.05
579B	Boxwood cut or die for making facsimile of signature stamp, Item 579.	\$1.90
602	Rubber Stamp, completely assembled with handle.	\$13.52
602A	Rubber face only for Item 602.	\$3.60
603	Rubber Stamp, completely assembled with handle.	\$15.30
603B	Rubber face only for Item 603.	\$3.60
603C	Date bands only for Item 603.	\$3.30

Vendor: Hanley Postal Supply Co.

Address

HANLEY POSTAL SUPPLY CO
 ATTN DIANE WILER
 PO BOX 10006
 ERIE PA 16514-0006
 PHONE 814-898-2720

Pricing

Item No.	Description	Unit Price
716	Steel Stamp, completely assembled with handle.	\$54.00
718H	Steel Stamp, completely assembled with handle.	\$91.00

submit a request on Form 7380, *MDC Supply Requisition*, to either the Somerville or Topeka MDCs, whichever serves your area.

—Inventory Management,
Purchasing and Materials, 2-15-96



Requisition for Rubber and Steel Hand Canceling Stamps

(See instructions on reverse)

1. Date	2. Request Number	3. Signature of Authorizing Official
---------	-------------------	--------------------------------------

Requestor Information

4. Name	5. Telephone Number ()
---------	--------------------------------

6. Deliver To *(Name and office)*: _____

7. Address _____

8. City	9. State	10. ZIP + 4
---------	----------	-------------

11. Method of Payment *(Check one)*

USPS Credit Card *(Include number and expiration date)*

 Check

 Money Order

Credit Card No.: _____ Expiration Date: _____ Name of Credit Card Holder: _____

12. Item Number	13. Quantity	12. Item Number	13. Quantity
Impression or Description		Impression or Description	

12. Item Number	13. Quantity	12. Item Number	13. Quantity
Impression or Description		Impression or Description	

Ordering Procedure

This procedure applies only to the following Postal Service Item Numbers (PSIN): 500, 502, 550, 550M, 552, 570, 577B, 579, 579A, 579B, 602, 602A, 603, 603B, 603C, 716, 718H, and 762. All other PSINs should be ordered from your supporting material distribution center (MDC). Refer to Publication 247, *USPS Materiel Management Equipment & Supply Catalog*, for item descriptions.

Step 1. Complete a single PS Form 1567, *Requisition for Rubber and Steel Hand Canceling Stamps*. A separate Form 1567 is required for each vendor from whom items are being ordered.

Step 2. Each vendor requires payment by one of three methods: (1) USPS Credit Card; (2) Imprest Fund Account Check; or (3) No Fee Money Order.

Step 3. Submit your completed Form 1567 and attachments to the appropriate vendor.

Delivery: Approximately 30 days

Questions: Call the Rubber Stamp Hotline ... 1-800-880-4636

Completion Instructions

General Information

1. Enter the date.
2. Enter the last two digits of the current fiscal year and the next local sequential number (95-01, 95-02, etc.).
3. Obtain the signature of the authorizing official.

Requestor Information

4. Enter your name.
5. Enter your telephone number.
6. Enter the facility name and name of recipient.
7. Enter the complete address of the receiving office.
8. Enter the city of the receiving office.
9. Enter the 2-digit state abbreviation of the receiving office.
10. Enter the ZIP + 4 of the receiving office.

11. Method of Payment

Place a checkmark next to your method of payment. If payment is made by credit card include the credit card number, its expiration date, and the legibly printed name of the credit card holder.

12. Item No. and 13. Quantity

Enter the Postal Service Item Number (PSIN) of the desired stamp and the required quantity. Provide a legible impression or concise description of the required stamp.

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
Eddie Bauer February Clearance	Third/Catalog	Feb. 20-22	2.7	Nationwide	Carrt, 3/5-Digit, Basic	RR Donnelley
Eddie Bauer February Spring	Third/Catalog	Feb. 20-22	3.4	Nationwide	Carrt, 3/5-Digit, Basic	RR Donnelley
Eddie Bauer February Spring RMO	Third/Catalog	Feb. 21-23	1.7	Nationwide	Carrt, 3/5-Digit, Basic	RR Donnelley
Service Merchandise	Third/Letter	Feb. 26-28	6.0	Nationwide	Carrt, 3/5-Digit, Basic	RR Donnelley
Sally Beauty Supply	Third/Letter	Feb. 27-29	2.3	Nationwide	Residual 5%, 3/5-Digit 30%, Carrt 65%	
BMG Music Service	Third/Letter	Feb. 27-29	5.7	Nationwide	Carrt/DPBC	5" x 6 7/8" envelope; FALA Direct Marketing, Melville, NY 11747-4278
Orvis Summer 1996	Third/Flat	March 6-8	2.5	Nationwide	Carrt	Palletized; RR Donnelley

—Sales, 2-15-96

DOMESTIC MAIL

DMM REVISION

Barcoded Heavy Letter Mail — Weight and Preparation Standards

General Information

Effective immediately, *Domestic Mail Manual* (DMM) C810, C840, M814, M815, and M816 are revised to end the live test of heavy letter mail and to include this mail as a normal part of the automation-compatible mailstream.

During the past year, the Postal Service conducted tests of live mail to determine the effect that letters weighing more than 3 ounces (up to 3.4 ounces) have on mail processing operations, automated equipment, and postal employees. For the reasons described in the following sections of this article, the Postal Service has concluded that sufficient information was gained during the live test period to preclude further testing and to justify permanently including this “heavy” letter mail in the automation mailstream.

This change increases the maximum weight of certain automation-compatible letter-size pieces included in a Barcoded rate mailing from 3 to 3.4383 ounces (or 3.3071 ounces if mailed at regular bulk third-class rates). Weight limits will be adjusted in the future but not to exceed 3.5 ounces to reflect any further change in the “break point,” the maximum weight subject to minimum per piece rates.

This DMM revision eliminates the requirement established during the test period, that each tray and container used to transport heavy letter mail be identified when submitted by the mailer with labels or placards bearing the words “HEAVY LETTER MAIL.” Also eliminated is the requirement that participants provide special supporting documentation and advance notification of each mailing date. All other documentation requirements and mailing standards associated with claiming the Barcoded rate for letters remain in effect.

Basic Requirements

DMM C810 contains the mailing standards describing which pieces may qualify as barcoded letter mail. Heavy letter pieces must also comply with the current standards for height, length, and thickness applicable to such mail. Pieces weighing more than 3 ounces that do not meet these standards may not be included in a mailing at the Barcoded rate for letters. In addition, each piece of heavy letter mail must be prepared as follows:

- As part of a 100 percent delivery point barcoded mailing.
- With the barcode in the address block.
- With an envelope. (If a window envelope is used, every window opening must be covered.)

- As an unbound piece. (Self-mailers, bound or booklet-type mail, or tabbed catalogs are not permitted.)
- Without stiff enclosures.

Overall Benefits

By allowing mailers to barcode heavier pieces (in the address block) and prepare them as barcoded mailings, the Postal Service can direct this mail to barcode sorters (BCSs) for automated distribution, bypassing multiposition letter sorting machines (MPLSMs) or manual sortation. This change is in line with the Postal Service objective to increase barcoded mail volumes as a means to lower costs and improve customer satisfaction.

Although engineering studies and the results of the live tests indicate that BCS throughput is lowered by including heavy letter mail, the Postal Service has determined that the overall cost of mail processing may be offset through reduced handling of barcoded pieces during processing, including savings accrued when more mail can be delivery point sequenced by automation rather than manually cased by the carrier.

Diverting automation-compatible heavy letter mail away from the mailstream that flows to the carrier for manual sequencing, toward the mailstream that flows to the BCSs for automated processing, will yield additional combined cost savings in both mail processing and delivery operations.

Test Results

Background

The Postal Service conducted its live mail tests of heavy letter mailpieces from January 16 to December 31, 1995. Notice of the tests and instructions for participation were published in the *Federal Register* (as a proposed rule on July 14, 1994 (59 FR 35873–35875), and as a final rule on December 22, 1994 (59 FR 65967–65971)). This information was also published as “Revisions to Weight and Preparation Standards for Barcoded Letter Mail” in *Postal Bulletin* 21884 (January 5, 1995) and in *Postal Bulletin* 21886 (February 2, 1995).

The Postal Service test allowed mailings claiming the Barcoded letter rates to include Barcoded bulk third-class regular rate letter mail weighing between 3 and 3.3067 ounces (adjusted to 3.3071 ounces on January 1, 1995) and Barcoded First-Class, second-class, and bulk third-class nonprofit rate letter mail weighing between 3 and 3.3363 ounces (adjusted to 3.3376 ounces on January 1, 1995, and to 3.4383 ounces (to reflect the “break point” for nonprofit bulk third-class rates) on October 1, 1995).

The tests afforded an opportunity for the Postal Service to monitor and review the operational impact of processing heavier weights of enveloped, barcoded letter-size mail on postal BCSs. Equipment, staffing, ergonomics, and safety considerations were also reviewed.

During the test period, the Postal Service monitored the processing of more than 30 million pieces of heavy letter mail presented by six mailers from January to November 1995. Additional mailers submitted heavy letter mailings, but low mail densities for any geographical area prevented the Postal Service from determining any significant effect on postal operations from these mailings.

Mailers participating in the tests presented mailings in two categories: mailings that contained pieces that all or nearly all weighed between 3 and 3.3 ounces; and mailings that contained an incidental proportion (less than 30 percent) of heavy letter pieces. Heavier pieces and pieces not enclosed in envelopes were excluded from the tests because previous tests conducted by the Postal Service had already revealed that increased problems (such as mail-piece damage, machine jams, and decreased throughput) arose or worsened to an unacceptable level when processing heavier pieces and nonenveloped pieces.

Operational Effects

An analysis of the data from the test results shows that processing heavier barcoded mail usually lowers throughput on barcode sorting equipment. In fact, continued processing of this mail can increase wear on automated equipment, shortening the operational life of feed deck and transport belts. This same data, however, shows that processing this mail on automated equipment is generally more cost-effective than processing it on mechanized equipment or in manual operations.

Because heavy letter mail cannot run through optical character readers (OCRs), postal mail processing facilities must cull these thicker, heavier pieces from the reject stackers on BCSs. (Rejected pieces are routinely run on postal OCRs in an effort to read a delivery address and apply a barcode.) OCRs have less tolerance for thicker pieces because of physical constraints and readability problems associated with spraying a barcode on the lower right corner of such pieces.

In instances during the tests where attempts were made to process the heavy letter mail on an OCR, significant damage occurred to the mail. Moreover, barcodes that could be printed in the barcode clear zone on heavy letter mail were often unreadable because the increased thickness of the piece rounded or buckled the bottom edges of the envelope when bent during transport around rollers on the OCR. As a result, OCR processing and barcode readability problems must be avoided by requiring that all mailings containing heavy letter mail be 100 percent delivery point barcoded in the address block.

Workhour Usage

When mailings that contained mostly heavy letter pieces were processed by automation during the tests, a slight increase occurred in the number of workhours used. Even though the BCS runs more slowly to process the thicker, heavier pieces, the bin stackers on the BCS fill more quickly because they can hold fewer of the thicker letters, requiring the machine operators to empty ("sweep") the bins more often.

The operator loading the feed deck on the BCS must frequently "groom" the mail at the feeding point by fanning the edges of the mail. Because this operator (the feeder) is constantly attending to the mail inducted into the BCS, he or she is less available to help the other operator (the sweeper) remove mail from filled bins. However, offsetting this condition is the fact that candidate heavy mail volume accounts for less than one percent of total letter volume, thus minimizing the potential negative impact of this heavy mail.

Revenue

Although there will be a decrease in revenue from those pieces now claiming the nonbarcoded rates that become eligible to claim the Barcoded rates, this decrease is expected to be offset by lower operating costs for that portion of the mailing that can be successfully processed on automated equipment. As stated earlier, the Postal Service prefers to process as much letter mail as possible in a single barcoded mailstream rather than in separate but parallel mailstreams — one supported by automation and the other supported by mechanization and manual operations.

Except for those requirements whose deletion was mentioned in the beginning of this article, the DMM revisions published in DMM Issue 49 and effective for the test period will become a permanent part of the DMM and will be included, with revisions noted below, in DMM Issue 50. For more information on the heavy letter test, contact Sherl Johnson at 202-268-5185.

Domestic Mail Manual (DMM)

C Characteristics and Content
* * * * *

C810 Letters and Cards

1.0 GENERAL DIMENSIONS
* * * * *

[Revise 1.5 and add new 1.6 as follows:]

1.5 Barcoded

The weight of each piece in a Barcoded rate mailing must not exceed 3 ounces, except the maximum weight for pieces that meet additional barcoding standards in C840 may have a maximum weight of 3.4383 ounces (or 3.3071

Continued next page

Continued

ounces if mailed at regular bulk third-class rates) when prepared under 1.6.

1.6 Heavy Weight

Heavy letter mail (pieces weighing more than 3 ounces) must meet the additional barcoding standards in C840 and must be prepared in an envelope (if a window envelope is used, every opening must be covered).

2.0 PROHIBITIONS

* * * * *

[Revise 2.3 as follows:]

2.3 Heavy Letter Mail

Heavy letter mail (as defined in 1.6) may not be prepared as a self-mailer, a bound or booklet-type mailpiece, or contain open windows or stiff enclosures.

* * * * *

C840 Barcoded Mailpieces

* * * * *

2.0 BARCODE LOCATION

* * * * *

[Revise 2.2 as follows:]

2.2 Letter-Size Barcoded Rate Mailings

Except for pieces subject to 2.3, pieces may bear a DPBC (or, subject to rate eligibility standards, a 5-digit barcode) in either the address block or the barcode clear zone.

Pieces may bear a ZIP+4 barcode (subject to rate eligibility standards) only in the address block unless the DPBC pieces in the mailing are barcoded in the barcode clear zone. Any piece included in a mailing containing heavy letter mail must bear the correct DPBC in the address block.

* * * * *

M814 Barcoded — Tray-Based Mailings

1.0 BASIC STANDARDS

* * * * *

[Remove 1.9.]

* * * * *

M815 Barcoded — Two-Tier Package-Based Mailings

1.0 BASIC STANDARDS

* * * * *

[Remove 1.7.]

* * * * *

M816 Barcoded — Three-Tier Package-Based Mailings

1.0 BASIC STANDARDS

* * * * *

[Remove 1.7.]

—Customer Mail Preparation, Marketing Systems, 2-15-96

DMM REVISION

Products Mailable at Special Bulk Third-Class Rates

Effective January 1, 1996, *Domestic Mail Manual* (DMM) E370.5.10 is revised to reflect an increase from \$6.56 to \$6.75 for low-cost products mailable at special bulk third-class rates. Under statutory restrictions implemented in DMM E370, products may not be mailed at the special bulk third-class rates unless the products meet one of three exceptions. Under the Internal Revenue Code, a “low-cost item” is one of these exceptions.

The value of a low-cost item — the actual cost to the authorized organization — is determined each year by the Internal Revenue Service, based on cost of living. For 1996, the maximum limit for the value of a low-cost item has been adjusted to \$6.75.

Domestic Mail Manual (DMM)

E Eligibility

* * * * *

E370 Special (Nonprofit) Bulk Rates

* * * * *

5.0 ELIGIBLE AND INELIGIBLE MATTER

* * * * *

5.10 Products Mailable at Special Bulk Third-Class Rates

The following products are mailable at special bulk third-class rates:

- a. Low-cost items within the meaning of 26 USC 513(h)(2), Internal Revenue Code. At the beginning of each calendar year, the value of low-cost items is adjusted for cost of living. Effective January 1, 1996, the standard established that the cost of such items may not exceed \$6.75. This cost is the cost to the authorized organization that mails the items or on whose behalf the items are mailed.

* * * * *

—Mailing Standards, Marketing, 2-15-96

DMM REVISION

Postage for Pieces Bearing Return Receipts

Effective immediately, *Domestic Mail Manual* (DMM) S915.1.4 is revised to clarify that the weight of a return receipt is not to be included when computing the weight of the mailpiece to which it is attached for purposes of computing postage. (For example, a letter that weighs 1 ounce or less is charged the 1-ounce rate even though the letter weighs more than 1 ounce when the return receipt is attached.) This revision, which reinforces the information in Customer Support Ruling PS-148 (February 1988, updated July 1993), will appear in DMM Issue 50.

Domestic Mail Manual (DMM)

S Special Services

* * * * *

S915 Return Receipts

1.0 BASIC INFORMATION

* * * * *

[Revise 1.4 as follows:]

1.4 Postage and Fees

The applicable fee for return receipt service must be paid in addition to postage and other fees. For purposes of computing postage, the weight of the return receipt is excluded from the weight of the mailpiece to which it is attached.

* * * * *

—Customer Mail Preparation,
Marketing Systems, 2-15-96

APO/FPO Changes

Make the following ink changes to the most recent APO/FPO tables published in *Postal Bulletin* 21912 (2-1-96).

APO/FPO	Action	Effective Date	See Restrictions
09301-4320	Deactivation	Immediately	
09301-7440	Deactivation	Immediately	
09310-9480	Deactivation	Immediately	
09317-1180	Deactivation	Immediately	
09330-9130	Deactivation	Immediately	
09330-9310	Deactivation	Immediately	
09331-3380	Deactivation	Immediately	
09331-6330	Deactivation	Immediately	
09332-0310	Deactivation	Immediately	
09332-0320	Deactivation	Immediately	
09332-0340	Deactivation	Immediately	
09332-0380	Deactivation	Immediately	
09332-0390	Deactivation	Immediately	
09332-1380	Deactivation	Immediately	
09332-6080	Deactivation	Immediately	
09334-9320	Deactivation	Immediately	
09335-0710	Deactivation	Immediately	
09335-9010	Deactivation	Immediately	
09335-9030	Deactivation	Immediately	
09335-9320	Deactivation	Immediately	
09336-0960	Deactivation	Immediately	
09336-2110	Deactivation	Immediately	
09336-2120	Deactivation	Immediately	
09336-2130	Deactivation	Immediately	

APO/FPO	Action	Effective Date	See Restrictions
09336-2170	Deactivation	Immediately	
09336-2190	Deactivation	Immediately	
09336-2210	Deactivation	Immediately	
09336-2220	Deactivation	Immediately	
09336-2230	Deactivation	Immediately	
09336-2270	Deactivation	Immediately	
09336-2280	Deactivation	Immediately	
09336-2290	Deactivation	Immediately	
09336-9310	Deactivation	Immediately	
09337-6080	Deactivation	Immediately	
09339-9060	Deactivation	Immediately	
09339-9680	Deactivation	Immediately	
09384-9710	Deactivation	Immediately	
09384-9720	Deactivation	Immediately	
09384-9730	Deactivation	Immediately	
09384-9780	Deactivation	Immediately	
09517	Deactivation	Immediately	
09859	Deactivation	Immediately	
09860	Deactivation	Immediately	
09861	Deactivation	Immediately	
09862	Deactivation	Immediately	
09863	Deactivation	Immediately	
09864	Deactivation	Immediately	
09867	Activation	Immediately	A-B-F-R-1

—International and Military Mail Operations, International Business, 2-15-96

Delivery Unit Alert — Deliverable TV Guides

Postmasters are requested to review their carrier procedures when handling undeliverable-as-addressed (UAA) mail. Of special concern is the improper or inconsistent processing of high-frequency mailings (e.g., TV Guide).

Recent findings show that there may be a service issue regarding the way letter carriers are endorsing TV Guide Address Change Service (ACS) pieces returned to the sender as ACS nixies.

Many TV Guide ACS pieces returned as undeliverable-as-addressed nixies have addresses that actually match the Delivery Sequence File (DSF) as deliverable addresses. Obviously, this is a cause for concern, since good customer service is of prime importance.

Please make sure that all carriers and box section clerks are aware of this service issue and that they are knowledgeable of the valid reasons for nondelivery. They are found in DMM F010 through F040. Exhibit 4.2 provides proper endorsement definitions.

We feel confident that by highlighting this service problem with delivery personnel, we can provide the type of quality service our customers have come to expect.

—*Delivery Policies & Programs,
Operations Support, 2-15-96*

FINANCE

HANDBOOK F-1 REVISION

International Reply Coupons

Remission of Coupons

Post offices must send all exchanged, foreign-issued International Reply Coupons (IRCs) which have been properly postmarked in the lower right hand corner (see IMM 392.3a) and accepted through December 31, 1995, with the Statement of Account for Accounting Period (A/P) 6, or Postal Quarter II, ending March 1, 1996. Redemption rates for 1995 are:

- a. 1-1-95 through 7-8-95: 50 cents.
- b. 7-9-95 through 12-31-95: 60 cents.

Handbook F-1, *Post Office Accounting Procedures*, 458, contains specific instructions for collection and proper documentation for post offices and stations and branches serviced by the stamp distribution office (SDO). Refer to the *International Mail Manual* 382.4 for proper completion procedures for IRCs.

Specific instructions for offices serviced by the Stamp Distribution Network (SDN) are outlined below. Changes to Handbook F-1 458.6 follow this article.

Special Instructions for Statement of Account Offices with Integrated Retail Terminals (IRTs)

AIC 625, International Reply Coupons Exchanged, is not operational on the current IRT software. All offices with IRTs should follow the procedures listed below when returning IRCs:

1. All IRCs must be in the main stock inventory. Return any IRCs that are in clerk credits to the main stock.
2. The main stock custodian accesses Form 3958, *Main Stock Transition Record*, entry function of the stamp stock program on the IRT. Remove returned IRCs from inventory using the stock shipped option (option 6 on the MOS IRT or option 9 on the UNISYS IRT).
3. When Form 3958, Main Stock Transaction Record, is printed, the main stock custodian writes IRCs next to the entry stock shipped.
4. When the daily financial statement is printed, the amount entered to stock shipped is in AIC 501, Postage Stock Shipped. All activity relative to the IRCs must be changed from AIC 501, Postage Stock Shipped, to AIC 625, IRCs exchanged. Cross out the number 501 and enter 625. When posting to the accountbook, place the entry in AIC 625.

If the office has other entries in AIC 501, still report that amount in AIC 501, deduct the amount for returned IRCs

and enter it in AIC 625. Post offices should not claim domestic IRCs in AIC 625. If this is done, a statement of difference will be issued. IRCs redeemed prior to January 1, 1995, will not be allowed. IRCs processed properly will only be accepted by MNASC.

Stamp Distribution Offices (SDO)

Standard Field Accounting Procedures Offices

Stations and branches of district offices and SFAP offices must submit IRCs to the SDO during A/P 6:

Domestic IRCs are not included in these procedures and should be held until scheduled to be returned by the SDO.

1. *Post office performs these tasks:*

- Prepares Form 17, *Stamp Requisition*, in quadruplicate. Copies one and two are submitted with the stock, copy three supports the 1412 entry, copy four is filed locally. Mark Form 17 "IRCs Return."
- Records IRCs shipped to AIC 848. This entry is made when the IRCs are shipped to the SDO.
- Ships IRCs and Form 17 to the SDO.

2. *The SDO completes these tasks:*

- Records IRCs as redeemed from stations and branches on Form 3958, *Main Stock (or Unit Reserve Stock) Transition Record*.
- Records IRCs on Form 3958 as IRCs.
- Submits IRCs to District Accounting Office with Form 3958 (Follow procedures outlined in Handbook F-1 458.3).

3. *The district completes these tasks:*

- Records the amount on Form 3958 in section labeled IRCs to AIC 625.
- Submits IRCs to MNASC with statement of account.

Post Offices (Statement of Account Offices)

Post offices (Statement of Account offices) will follow the procedures outlined in Handbook F-1, 458.3. Post offices must submit foreign issued IRCs with the statement of account. Do not send foreign issued IRCs to the SDO/SDN.

Continued next page

Continued

Handbook F-1, Post Office Accounting Procedures

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458.6 Stamp Distribution Network Offices (SDN)

458.61 Standard Field Accounting Procedures Offices

Stations and branches and SFAP offices must submit IRCs to the SDN during A/P 6:

Domestic IRCs are not included in these procedures and should be held until scheduled to be returned by the SDN.

1. *Post office performs these tasks:*

- Prepares Form 17-T, *Accountable Items Returned Stamp Distribution Network*, in quadruplicate. Copies one and two are submitted with the stock, copy three supports the 1412 entry, and

copy four is filed locally. This form is available from the SDN. Mark Form 17-T "IRCs Return."

- Records IRCs shipped to AIC 848. This entry is made when the IRCs are shipped to the SDN.
- Ships IRCs and Form 17-T to the SDN.

2. *The SDN completes these tasks:*

- Records IRCs received from post offices.
- Records IRCs returned to AIC 625.
- Submits IRCs to MNASC with Statement of Account (Follow procedures outlined in Handbook F-1 458.3).

3. *The district completes this task:*

- Records in AIC 501, the amount in AIC 848 on Form 1412, *Daily Financial Report*.

* * * * *

—Corporate Accounting, Finance, 2-15-96

HANDBOOK F-1 REVISION

Deposit Frequency for Vending Machines

Effective immediately, Handbook F-1, *Post Office Accounting Procedures*, is revised to correct information in 333.11 and 333.12 that was printed in *Postal Bulletin* 21909 (12-21-95).

Handbook F-1, Post Office Accounting Procedures

3 Postal Funds

* * * * *

330 Disposition of Postal Funds

* * * * *

333 Deposits

333.1 Deposit Frequency

333.11 Making Deposits. 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	Daily, regardless of amount
CAG K Offices	\$100
CAG L Offices	\$100

333.12 Making Vending Deposits. For CAG A–G 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:

CAG A–G offices	Weekly minimum
CAG H–L offices	After each full or partial servicing

[Redesignate current 333.12 as 333.13.]

[Redesignate current 333.13 as 333.14.]

* * * * *

—Corporate Accounting, Finance, 2-15-96

Privacy Act Report for Calendar Year 1995

The Postal Service must report its Privacy Act (PA) activities *on a calendar year basis* in a biennial report to the Office of Management and Budget. Each records custodian must report Privacy Act data for calendar year 1995 even if the report is negative; that is, even if no Privacy Act requests were received or denied.

Note: Do not confuse this Privacy Act reporting requirement with the Freedom of Information Act (FOIA) reporting requirement published in *Postal Bulletin* (PB) 21912 (2-1-96). *Two separate reports (FOIA and PA) must be prepared and submitted using the formats specified.*

Which Privacy Act Requests to Report

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

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

Do Not Include:

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

Who Must Submit a Report?

All records custodians must submit a report for calendar year 1995. A records custodian is the head of a postal facility such as an area, district, post office, or other postal installation that maintains Postal Service records and information. Vice presidents are the custodians of records and information maintained at Headquarters. (Headquar-

ters field units should submit reports through their Headquarters offices.) Senior medical personnel are the custodians of restricted medical records maintained within postal facilities. The custodian of employee assistance program (EAP) records is either the USPS counselor, contractor, or Public Health Service, whoever provided the services. The EAP coordinator is the custodian of records prior to March 1993.

How to Submit Reports

Records custodians must send reports to their records office coordinator *on or before* March 8, 1996. The report must be clearly marked "Privacy Act Report for CY 1995." A records office coordinator is located in the Finance office of each district and Area Customer Service and Sales office. See PB 21862 (3-3-94), "Freedom of Information and Privacy Act — Records Office Coordinators."

Records Custodians for:	Send Reports to:
Area Offices	Records Office Coordinator in the Area Office.
Processing and Distribution Offices	Records Office Coordinator in the Area Office.
Customer Service & Sales District Offices	Records Office Coordinator in the District Office.
Postmasters	Records Office Coordinator in the District Office.
Headquarters Field Units	Headquarters (parent organization).

How to Format Reports

Custodians must submit the required information in the format shown on page 30.

Continued next page

Continued

Sample Format

Privacy Act Report for CY 1995

Preparer's Name and Title:	<i>Jane Doe, Postmaster</i>
Preparer's Location and Telephone Number:	<i>Little Ark, MO (780) 123-4567</i>
Office(s) Covered by Report:	<i>Little Ark, MO 78910</i>

Part 1.

If no Privacy Act access or amendment requests were received in CY 1995, check here: and return this report to your records office coordinator. If requests were received, complete Part 2 below.

Part 2.

Access to amendment requests from individuals concerning records about themselves and specifically citing the Privacy Act.**	Number of Requests
The number of access requests for records	5
The number of these access requests denied in whole or in part	0
The number of amendment requests for records	3
The number of these amendment requests denied in whole or in part	0

** Do not include requests for address information.

Include requests from current employees *only if* they are in writing and specifically cite the Privacy Act.

458 028 9810 to 9899	476 189 3000 to 3499	494 224 0500 to 0599	614 832 1100 to 2099
458 057 2712 to 2999	476 331 2480 to 2499	496 209 7425 to 7499	615 017 7505 to 7599
458 337 5222 to 5299	477 289 8601 to 8699	496 213 8728 to 8799	617 711 6678 to 6699
458 354 7653 to 7999	477 681 5206 to 5299	496 474 5226 to 5248	617 760 5266 to 5299
458 671 8678 to 8699	478 010 4243 to 4268	497 053 8517 to 8699	617 813 3601 to 3699
458 671 8721 to 8798	478 010 4270 to 4291	497 854 8673 to 8699	618 840 9200 to 9299
458 847 5044 to 5999	478 450 5071 to 5099	498 449 8888 to 8899	619 551 7229 to 7299
459 274 7624 to 7699	478 469 7838 to 7858	498 929 8285 to 8499	619 859 3000 to 3099
459 365 5432 to 5499	478 469 7883 to 7899	498 936 5310 to 5399	620 073 9400 to 9499
459 378 5764 to 5799	479 280 9800 to 9899	499 016 5425 to 5499	621 648 8021 to 8199
459 472 4816 to 4999	479 365 9116 to 9176	499 440 8575 to 8899	621 648 8500 to 8599
460 349 6878 to 6899	479 412 9900 to 9999	499 731 6717 to 6799	621 904 8351 to 8599
460 550 1909 to 1999	479 667 6190 to 6199	500 064 1858 to 1869	621 916 1978 to 1989
460 997 5234 to 5299	479 748 9680 to 9699	600 645 3223 to 3299	622 989 8032 to 8099
461 973 6443 to 6499	479 860 7000 to 7199	601 339 1200 to 1399	623 076 9300 to 9399
462 152 0107 to 0299	480 526 2000 to 2099	601 661 7700 to 7799	623 895 8200 to 8399
462 274 1072 to 1099	480 640 6330 to 6399	601 682 5343 to 5399	623 917 0200 to 0299
462 277 8373 to 8399	480 689 5100 to 5199	601 928 1600 to 1699	623 819 5006 to 5099
463 117 5529 to 5540	481 673 0074 to 0095	602 512 2972 to 2999	624 468 5288 to 5299
463 176 4115 to 4199	482 527 1500 to 1599	602 555 2400 to 2799	624 665 3162 to 3198
463 176 4228 to 4299	482 541 5255 to 5299	602 829 7061 to 7099	625 088 6735 to 6799
463 185 2600 to 2799	482 729 6800 to 6899	603 483 9572 to 9599	625 100 5806 to 5834
463 227 7711 to 7799	483 363 7207 to 7299	603 490 7200 to 7299	625 916 9500 to 9799
463 414 4869 to 4899	483 402 2356 to 2399	603 678 7100 to 7199	625 968 8956 to 8999
463 808 3484 to 3499	483 486 5100 to 5199	603 678 7662 to 7699	627 005 3938 to 3999
463 945 7400 to 7899	483 632 1521 to 1599	603 678 7902 to 7999	627 384 3907 to 4099
464 629 9000 to 9399	483 632 2600 to 2799	603 678 8418 to 8499	627 496 7549 to 7599
464 711 4332 to 4399	483 849 1615 to 1699	603 678 8700 to 9999	627 708 3605 to 3699
465 692 3963 to 3999	484 174 4803 to 5299	604 086 0880 to 0899	627 776 2500 to 2599
465 698 8300 to 8599	484 323 8900 to 9199	604 349 1414 to 1499	628 814 4702 to 4799
465 743 7745 to 7799	484 680 5000 to 5038	604 503 7776 to 7799	628 851 9689 to 9699
466 798 6056 to 6067	484 680 5040 to 5074	605 520 9037 to 9099	629 510 7200 to 7299
467 147 4300 to 4399	484 680 5077 to 5099	605 685 4010 to 4099	630 389 3056 to 3071
468 079 5782 to 5799	485 029 4913 to 4999	605 988 6467 to 6499	630 463 0588 to 0599
469 067 2817 to 2899	486 176 0600 to 0699	607 689 7951 to 7960	631 762 9325 to 9399
469 127 8000 to 8199	486 559 7555 to 7599	607 728 1276 to 1299	632 500 0000 to
469 213 0359 to 0399	486 696 3023 to 3199	608 727 7100 to 7199	632 599 9999
469 213 0500 to 0599	488 173 7900 to 7999	608 727 7273 to 7599	
469 658 1961 to 1999	488 206 4100 to 4199	608 813 9950 to 9999	633 438 6429 to 6599
469 666 9900 to 9999	488 226 0200 to 0299	609 067 5325 to 5399	634 803 3239 to 3299
469 678 1900 to 1999	488 709 3906 to 3999	609 067 5488 to 5499	634 807 2474 to 2499
469 781 4900 to 4999	488 855 8359 to 8399	609 067 5600 to 5699	634 827 5900 to 5999
469 947 6960 to 6999	489 181 8963 to 8999	609 289 6123 to 6199	634 886 3428 to 3499
470 755 5800 to 5818	489 311 1930 to 1999	609 438 4400 to 4499	636 634 8007 to 8042
471 918 0300 to 0999	489 318 6200 to 6300	609 493 1100 to 1199	638 049 4984 to 4999
471 985 2408 to 2419	489 223 2000 to 2099	609 766 8100 to 8999	639 420 6200 to 6299
472 191 6700 to 6799	489 384 0027 to 0099	609 825 4100 to 4115	639 605 2142 to 2199
472 270 2555 to 2599	489 427 0658 to 0899	609 884 2981 to 2999	639 657 8600 to 8699
472 987 0213 to 0241	489 997 5252 to 5299	609 893 1000 to 1099	639 657 8700 to 8799
472 987 0290 to 0299	490 669 5850 to 6099	610 092 3200 to 3299	700 065 4800 to 4899
473 151 2069 to 2199	490 717 7080 to 7099	610 582 4200 to 4299	700 190 3350 to 3359
473 666 9138 to 9199	490 721 6000 to 6099	611 285 8073 to 8074	700 228 6048 to 6099
473 952 3429 to 3499	490 793 1500 to 2099	611 879 6939 to 6999	700 650 0452 to 0499
474 108 5402 to 5499	490 886 8171 to 8199	612 291 8013 to 8099	700 859 0744 to 0758
474 356 5193 to 5299	490 977 9221 to 9240	612 751 5171 to 5199	701 028 6780 to 6899
474 949 3366 to 3399	491 258 8100 to 9099	612 751 5226 to 5299	701 213 3900 to 3999
475 134 9362 to 9399	491 567 1376 to 1399	612 751 6083 to 6099	701 267 2000 to 3999
475 167 9664 to 9699	492 254 4800 to 4899	612 751 6268 to 6299	701 503 2247 to 2299
475 319 3415 to 3499	492 283 5100 to 5199	612 751 6572 to 6599	806 087 1100 to 1499
475 319 3649 to 3799	492 610 6813 to 6899	612 774 2111 to 2199	806 268 9275 to 9299
475 340 6400 to 6599	493 394 5568 to 5599	612 774 2254 to 2299	806 534 3400 to 3477
475 424 8410 to 8499	493 470 2562 to 2599	612 774 2500 to 2599	807 342 3283 to 3399
475 629 9156 to 9199	493 473 7700 to 7799	614 469 0979 to 0999	808 090 3440 to 3499
475 850 6101 to 6199	493 716 2153 to 2199	614 474 3000 to 3099	808 325 5161 to 5699
475 875 2500 to 2599	494 206 2972 to 2999	614 521 3490 to 3499	870 054 4814 to 4899
476 169 8264 to 8299	494 217 3446 to 3999	614 645 1800 to 1899	870 491 4812 to 4849

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

Missing Canadian Money Order Forms — Do Not Cash

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

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

000,000,001	to	669,677,719	to	7,735	680,463,338	to	3,800	695,277,576	to	7,650
	660,000,000	669,893,581	to	3,700	680,693,701	to	4,400	695,530,761	to	0,800
		670,374,867	to	5,000	681,457,001	to	7,100	696,487,701	to	7,800
660,304,493	to	670,993,101	to	3,180	681,717,331	to	7,390	696,784,101	to	4,550
660,596,601	to	670,994,962	to	5,000	681,774,980	to	4,999	696,870,601	to	0,650
660,644,144	to	670,996,971	to	7,040	681,883,291	to	3,310	697,047,501	to	7,600
661,162,159	to	671,601,379	to	1,400	681,896,616	to	6,650	697,052,101	to	2,350
661,165,221	to	671,672,253	to	2,300	681,918,357	to	8,399	697,217,251	to	7,400
661,179,997	to	671,883,301	to	3,900	681,951,205	to	1,300	697,249,952	to	0,050
	180,020	672,032,758	to	2,800	682,154,556	to	4,700	697,414,886	to	4,900
661,183,221	to	672,052,001	to	2,100	682,171,562	to	1,800	697,469,606	to	9,700
661,187,652	to	672,271,301	to	2,500	682,194,101	to	4,300	697,850,401	to	0,750
661,581,517	to	672,344,466	to	4,500	682,895,301	to	5,500	697,945,701	to	5,850
661,997,658	to	672,349,801	to		682,899,401	to	9,800	698,098,446	to	8,550
662,987,487	to			350,100	683,148,063	to	8,100	698,300,251	to	0,300
663,119,201	to	672,439,641	to	9,700	683,284,001	to	4,100	698,504,383	to	4,650
663,352,552	to	672,481,401	to	1,700	684,491,501	to	1,800	698,533,927	to	4,200
663,636,414	to	672,695,171	to	5,240	684,549,048	to	9,080	698,562,268	to	2,400
664,514,929	to	672,696,211	to	6,280	684,560,109	to	0,120	699,090,686	to	0,750
664,625,114	to	672,893,127	to	3,140	684,664,801	to	5,000	699,752,699	to	2,850
664,689,941	to	673,052,969	to	3,200	684,669,118	to	9,140	700,068,473	to	8,500
	690,000	673,074,401	to	5,300	684,793,877	to	3,940	700,161,501	to	1,650
664,774,743	to	673,759,973	to		684,797,821	to	7,860	700,202,522	to	2,700
665,080,644	to			760,000	685,145,309	to	5,800	700,290,275	to	0,300
665,241,112	to	673,784,461	to	4,700	685,207,545	to	7,600	700,465,730	to	5,750
665,956,831	to	673,849,090	to	9,120	685,210,901	to	1,000	700,561,444	to	1,550
665,967,877	to	673,993,701	to	3,800	685,807,531	to	7,580	701,423,101	to	3,150
666,025,401	to	675,044,601	to	4,900	685,814,051	to	4,130	701,626,469	to	5,550
666,209,330	to	676,297,901	to	8,000	685,857,451	to	7,530	701,643,829	to	3,850
666,210,847	to	676,483,147	to	3,200	685,900,425	to	0,439	701,945,451	to	5,500
666,395,901	to	676,496,501	to	6,600	685,953,580	to	3,620	702,033,701	to	4,050
666,647,247	to	676,498,101	to	8,150	685,955,441	to	5,480	702,051,501	to	1,750
666,662,073	to	676,528,845	to	8,870	686,006,601	to	7,000	702,053,601	to	3,800
666,696,251	to	676,663,323	to	3,340	686,066,714	to	7,000	702,104,368	to	4,900
667,040,021	to	676,691,301	to	1,340	686,325,801	to	5,900	702,128,306	to	8,400
667,382,231	to	676,820,548	to	0,700	686,567,807	to	7,860	702,179,891	to	9,900
667,398,541	to	676,974,331	to	4,410	687,145,501	to	5,600	702,410,595	to	1,050
667,435,145	to	677,138,046	to	8,200	690,412,901	to	3,400	702,660,151	to	0,540
667,486,601	to	677,167,453	to	7,500	692,720,871	to	0,900	702,723,429	to	3,450
667,521,407	to	677,463,901	to	4,000	692,876,955	to	7,050	703,004,401	to	4,820
667,752,069	to	677,876,420	to	6,500	693,290,380	to	0,400	703,083,819	to	4,020
667,916,445	to	678,642,061	to	2,100	693,290,426	to	0,450	703,432,131	to	2,230
667,926,278	to	678,667,951	to	8,010	694,063,700	to	3,897	703,626,061	to	6,090
668,104,101	to	678,674,980	to	5,000	694,063,900	to	4,000	703,863,121	to	3,240
668,155,938	to	679,221,751	to	1,900	694,550,501	to	0,530	703,863,477	to	3,540
668,220,001	to	679,230,119	to	0,200	694,595,031	to	5,050	703,867,801	to	7,980
668,222,101	to	679,237,471	to	7,700	694,595,087	to	5,300	704,154,024	to	4,120
668,583,651	to	679,345,508	to	5,540	694,698,551	to	8,650	704,227,561	to	7,829
668,584,001	to	679,474,201	to	4,300	694,745,458	to	5,600	704,227,831	to	8,069
668,588,581	to	680,062,901	to	3,000	695,105,313	to	5,350	704,228,071	to	8,100
668,659,099	to	680,173,023	to	3,100	695,142,809	to	3,050	704,420,344	to	0,490
668,789,430	to	680,374,523	to	4,700	695,144,666	to	4,700	704,568,751	to	8,990
668,970,201	to	680,409,401	to	9,800	695,272,601	to	2,750	704,702,348	to	2,580

704,965,301 to 5,770	706,638,211 to 8,420	708,116,251 to 6,310	714,609,811 to 9,930
705,280,801 to 0,980	706,817,959 to 8,000	708,138,301 to 8,480	714,609,961 to 9,990
705,475,651 to 6,040	707,034,391 to 4,450	709,222,591 to 2,920	714,807,181 to 7,240
705,566,127 to 6,280	707,292,636 to 2,660	709,243,479 to 3,500	714,871,321 to 1,500
705,782,796 to 2,820	707,441,401 to 1,687	709,411,171 to 1,320	714,928,529 to 8,590
705,822,271 to 2,480	707,441,836 to 1,940	709,733,281 to 3,580	715,128,183 to 8,330
706,180,148 to 0,290	707,958,541 to 8,570	711,049,411 to 9,560	715,144,171 to 4,470
706,184,041 to 4,220	707,960,107 to 0,160	712,003,381 to 3,650	715,197,211 to 7,570
706,357,861 to 8,190	708,059,941 to	714,442,952 to 2,980	715,595,910 to 6,180
706,382,419 to 2,430	060,000	714,562,843 to 2,860	716,573,101 to 3,340
706,628,735 to 8,820	708,115,830 to 5,860	714,590,391 to 0,430	

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

—Inspection Service, 2-15-96

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, 2-15-96

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, 2-15-96

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.

005138	009687	021189	029431	060187	060894	061714	067292	077637	091908	095493	100412	103829
005514	009711	021289	029564	060188	060904	061722	067309	077807	091924	095538	100699	103842
005576	009736	021296	029731	060190	060911	061726	067314	077815	091936	095586	101265	103844
005671	009799	021471	029778	060202	060916	061729	067321	077882	091961	095593	101331	103869
005751	009824	021525	029796	060213	060936	061738	067343	077887	092037	095681	101549	103871
005764	009920	021536	029955	060218	060957	061762	067366	077897	092082	095685	101703	103877
005790	010339	021571	030087	060221	060958	061766	067375	077916	092241	095789	101809	103880
005796	010407	021649	030099	060228	061008	061767	067377	077937	092247	095879	101890	103901
005802	010425	021654	030117	060238	061107	062032	067382	078021	092341	095885	102012	103906
005804	010433	021805	030192	060255	061111	062046	067412	078435	092483	095952	102199	103926
005859	010513	021860	030326	060267	061121	062069	068060	078865	092504	095953	102234	103946
005954	010523	021992	030327	060275	061132	062077	068122	079156	092583	096004	102305	103979
006217	010551	022197	030344	060293	061146	062082	068132	079815	092635	096009	102334	103980
006228	010615	022001	031140	060296	061193	062085	068138	080097	092694	096040	102480	103992
006409	010672	022035	031201	060298	061200	062087	068205	080128	092714	096155	102562	103994
006934	011145	022129	032015	060317	061208	062111	068313	080208	092715	096158	102563	104169
006951	011149	022154	032048	060335	061213	063105	068389	080224	092724	096162	102579	104176
007076	011257	022208	033068	060340	061214	063110	069089	080326	092886	096214	102650	104178
007130	011333	022264	038018	060361	061230	064050	069104	080410	092893	096307	102664	104226
007203	012194	022484	038048	060370	061269	064055	069185	080437	092941	096378	102823	104243
007252	012280	022665	038051	060372	061275	064296	069315	080472	092947	096432	103042	104303
007328	014159	022699	038088	060387	061282	064422	069358	080547	093017	096496	103051	104341
007334	014219	022839	038119	060393	061291	064474	069553	080597	093070	096548	103075	104355
007337	014449	022854	038130	060406	061300	064591	069683	080629	093082	096560	103088	104390
007385	014463	022963	040007	060415	061302	064653	069790	080630	093326	096577	103092	104393
008008	014496	023106	040081	060462	061312	064662	069800	080663	093396	096616	103133	104417
008015	014523	023143	041020	060470	061326	064681	069861	085036	093405	096672	103144	104464
008032	014588	023181	041025	060471	061327	064809	069964	085929	093411	096732	103147	104574
008065	014771	023281	041103	060477	061331	064857	070111	088006	093415	096761	103177	104602
008080	014818	023324	041171	060479	061341	064981	070616	088182	093440	096763	103185	104609
008215	014849	023431	041184	060486	061344	065009	070981	088206	093477	096765	103502	105172
008220	014972	024111	042003	060488	061347	065099	071115	088403	093519	096775	103507	105371
008242	015166	024132	042034	060497	061348	065105	071178	088481	093521	096817	103508	105547
008273	015194	024141	042054	060504	061349	065234	071278	088486	093542	096891	103513	105834
008314	015404	025176	042071	060506	061358	065311	071419	088609	093666	096921	103525	105978
008321	016049	025224	044148	060507	061372	065419	071556	089084	093697	096923	103529	108033
008342	016150	026099	045305	060523	061374	065458	071851	089208	093830	096930	103545	108242
008345	016304	026167	046036	060530	061377	065464	071866	089284	093854	097028	103549	108420
008379	016515	027114	046061	060565	061401	065820	071869	089327	093979	097041	103555	108462
008545	016804	027238	047149	060578	061408	065918	075158	089364	094010	097093	103557	108468
008547	016837	027473	048019	060583	061409	065973	075288	089453	094069	097095	103574	108651
008624	016989	027691	051008	060591	061412	066106	075357	089455	094280	097102	103575	108674
008672	018181	027803	052051	060611	061416	066233	075406	089524	094283	097214	103636	109665
008728	018182	027956	054242	060619	061429	067001	075574	089550	094329	097226	103637	109889
008730	018253	027986	055102	060634	061432	067006	075710	089592	094434	097248	103653	109895
008731	018330	028142	055144	060654	061458	067010	075711	089813	094495	097255	103667	110077
008738	018424	028144	055147	060665	061462	067016	075729	090134	094619	097284	103671	110417
008759	018494	028403	055237	060668	061463	067040	075760	090210	094826	097296	103674	111069
008767	018505	028413	056017	060669	061464	067049	075799	090304	094872	097299	103679	111089
008812	018569	028452	056058	060678	061486	067058	075879	090411	094919	097321	103690	111104
008835	018747	028539	060005	060696	061497	067061	075965	090423	094920	097387	103692	111121
008875	018900	028540	060008	060707	061499	067068	076245	090431	094928	097404	103696	111136
008884	018940	028681	060016	060734	061502	067073	076268	090521	094954	097416	103698	111186
008893	019440	028775	060037	060743	061505	067080	076273	090812	094991	097457	103709	111248
008905	019538	028870	060045	060744	061510	067081	076302	091124	095137	097461	103716	111256
008916	019886	028940	060050	060749	061535	067082	076725	091245	095148	097489	103719	111261
008918	019934	028989	060055	060762	061548	067111	076870	091279	095152	097490	103733	111269
009024	019948	029001	060063	060770	061550	067119	076915	091419	095180	097492	103745	111270
009096	020296	029012	060072	060787	061579	067203	076981	091481	095230	097629	103749	111285
009194	020305	029275	060074	060805	061582	067224	077065	091568	095254	097642	103750	111294
009345	020435	029290	060086	060817	061583	067227	077079	091599	095277	097699	103755	111308
009447	020436	029295	060122	060829	061621	067239	077080	091615	095297	097738	103783	111327
009548	020445	029337	060147	060845	061641	067243	077101	091721	095298	097746	103784	111337
009587	020470	029366	060163	060851	061644	067250	077202	091730	095335	097759	103787	111506
009637	021040	029416	060167	060852	061661	067251	077226	091793	095352	097804	103797	111508
009662	021164	029417	060178	060875	061713	067287	077458	091833	095417	100190	103808	111525

Withholding of Mail Orders

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

State/City	Names Covered
AL, Cahaba Heights 35243-5239	Direct Incentives, 3171 Green Valley Road, Suite 304
MO, East Prairie 63845-9607	Any And All Various Names Other Than The Surname of Tipler, RR 2 Box 147
OH, Boardman 44512-4017	Any And All Various Names, 7100 Lockwood Blvd., #318
PA, Philadelphia 19146-4009	Any And All Various Names Other Than The Surname Austin, 1433 S. Taylor Street

—Judicial Officer, 2-15-96

Domestic Orders

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

State/City	Names Covered	Product
CT, Wallingford 06494	Hudson, Hill & Henderson, Office of the Treasurer, 22 North Plains Industrial Road, Dept. 3150 or P. O. Box 3604 or P. O. Box 3605	Product misrepresentation scheme.
NJ, Atlantic City 08404-0011	Universal Industrial Supplies, Inc., P. O. Box 11	A false billing scheme.
NY, Bohemia 11716-3316	Adams, Dunhill, Trump & Associates, 1401 Lakeland Avenue	Product misrepresentation scheme.

—Judicial Officer, 2-15-96

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

Foreign Order No. 377

Keep all foreign order notices for use as reference.

Tentative Orders

A Tentative Lottery Order has been issued against the following:

Australia

ALA
GP OFFICE BOX 2067
BRISBANE QLD 4001
AUSTRALIA

ALA
ATTN GP OFFICE BOX 4980
SYDNEY NEW SOUTH WALES 2001
AUSTRALIA

Canada

ALWS
PO BOX 94731 STN MAIN
RICHMOND BC V6Y 4A6
CANADA

CANUSA LTD
280 PROGRESS AVENUE
PO BOX 5700 STN D
SCARBOROUGH ON M1R 5J2
CANADA

CANUSA LTD
NO 924
5010 48TH AVENUE
DELTA BC V4K 4Y2
CANADA

INTERNATIONAL LOTTERY ENTRY SERVICES
5010 48TH AVENUE
PO BOX 568 STN MAIN
DELTA BC V4K 4J7
CANADA

Germany

ROSE
PO BOX 134
55248 MZ-KASTEL
GERMANY

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, 2-15-96

PHILATELY

Pictorial Cancellations Announcement 96-4


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.*

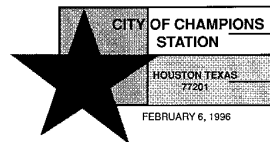
All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail postage (32 cents per envelope or 20 cents per postcard). Items submitted for cancellation may not include postage issued after the date of the requested cancellation. Such items will be returned unserved.

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.




February 3, 1996
 GROUNDHOG STATION
 POSTMASTER
 PO BOX 9998
 UNADILLA NE 68454-9998



February 6, 1996
 CITY OF CHAMPIONS STATION
 WINDOW UNIT
 401 FRANKLIN ST
 HOUSTON TX 77201-9998



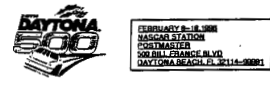
February 3, 1996
 WEST VOLUSIA STAMP SHOW STATION
 POSTMASTER
 240 W NEW YORK AVE
 DELAND FL 32724-9998




February 7, 1996
 CUSTOMER APPRECIATION STATION
 POSTMASTER
 535 N COURT AVE
 COLBY KS 67701-9998




February 3-18, 1996
 SAN ANTONIO STOCK SHOW AND RODEO STATION
 POSTMASTER
 10410 PERRIN BEITEL RD
 SAN ANTONIO TX 78284-9998



February 8-18, 1996
 NASCAR STATION
 POSTMASTER
 500 BILL FRANCE BLVD
 DAYTONA BEACH FL 32114-9998



February 5-14, 1996
 LOVEVILLE STATION
 POSTMASTER
 ROUTE 5
 LOVEVILLE MD 20656-9998



February 9, 1996
Houston Postal Rodeo Committee
 MISSION RIDE STATION
 WINDOW UNIT
 401 FRANKLIN ST
 HOUSTON TX 77201-9998

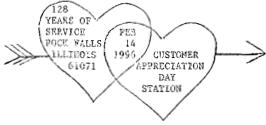


February 13, 1996
CELEBRATION OF LOVE STATION
OKLAHOMA CITY OK 73125

February 13, 1996
CELEBRATION OF LOVE STATION
POSTMASTER
320 SW 5TH ST
OKLAHOMA CITY OK 73125-9998



February 17, 1996
Oakland Chinatown Chamber of Commerce
OAKLAND CHINATOWN STATION
POSTMASTER
201 13TH ST
OAKLAND CA 94612-9998



February 14, 1996
CUSTOMER APPRECIATION DAY
POSTMASTER
PO BOX 9998
ROCK FALLS IL 61071-9998

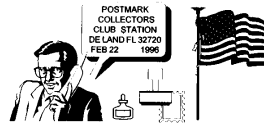


February 17, 1996
Kernville Chamber of Commerce
WHISKEY FLAT STATION
POSTMASTER
PO BOX 9998
KERNVILLE CA 93238-9998



THE POSTAL STORE STATION
NAPLES, FL 33940
February 14, 1996

February 14, 1996
THE POSTAL STORE STATION
POSTMASTER
PO BOX 9998
NAPLES FL 33490-9998



February 22-25, 1996
POSTMARK COLLECTORS CLUB STATION
POSTMASTER
240 W NEW YORK AVE
DELAND FL 32720-9998



February 14, 1996
WEE DELIVER STATION
POSTMASTER
7242 E OSBORN RD
SCOTTSDALE AZ 85251-9998

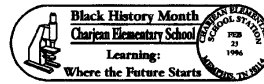


February 22-25, 1996
RHODE ISLAND CONVENTION CENTER STATION
POSTMASTER
24 CORLISS ST
PROVIDENCE RI 02903-9998



February 15, 1996
Flushing NY 11355

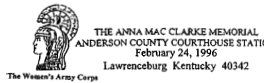
February 15, 1996
LUNAR NEW YEAR STATION
POSTMASTER
PO BOX 9998
FLUSHING NY 11355-9998



February 23, 1996
Charjean Elementary
CHARJEAN ELEMENTARY SCHOOL STATION
POSTMASTER
555 S THIRD ST RM 220
MEMPHIS TN 38114-9998



February 16-March 3, 1996
Houston Livestock Show and Rodeo
HOUSTON LIVESTOCK SHOW AND RODEO STATION
POSTMASTER
401 FRANKLIN ST
HOUSTON TX 77201-9998



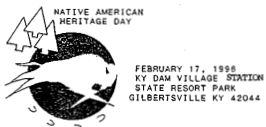
February 24, 1996
Anderson County Judge Executive Office
ANNA MAC CLARKE DAY
POSTMASTER
PO BOX 9998
LAWRENCEBURG KY 40342-9998



February 17, 1996
The Hagerstown Stamp Club
HAGERPEX XIII
POSTMASTER
44 W FRANKLIN ST
HAGERSTOWN MD 21740-9998



February 24, 1996
BUFFALO BILLS BIRTHDAY BASH STATION
POSTMASTER
300 E 3RD ST
NORTH PLATTE NE 69101-9998



February 17, 1996
Kentucky Dam Village State Resort Park
NATIVE AMERICAN HERITAGE DAY
POSTMASTER
PO BOX 9998
GILBERTSVILLE KY 42044-9998



February 24, 1996
SCOUT SHOW STATION
POSTMASTER
300 N 10TH ST
KILLEEN TX 76541-9998

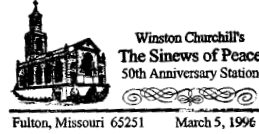


Leap Year Station
Feb. 29, 1996
Anthony, NM / TX 88021

February 29, 1996

Anthony Chamber of Commerce

LEAP YEAR STATION
POSTMASTER
PO BOX 9998
ANTHONY NM/TX 88021



Fulton, Missouri 65251 March 5, 1996

March 5, 1996

WINSTON CHURCHILLS THE SINEWS OF
PEACE 50TH ANNIVERSARY STA
POSTMASTER
PO BOX 9998
FULTON MO 65251-9998



MARCH 1-10, 1996
DAYTONA BIKE WEEK
POSTMASTER
500 BILL FRANCE BLVD
DAYTONA BEACH, FL 32114-9998

March 1-10, 1996

DAYTONA BIKE WEEK STATION
POSTMASTER
500 BILL FRANCE BLVD
DAYTONA BEACH FL 32114-9998

KILLINGLY MEMORIAL
SCHOOL
CAREER DAY STATION
MAR 5 1996
DANIELSON CT 06239



March 5, 1996

CAREER DAY STATION
POSTMASTER
PO BOX 9998
DANIELSON CT 06239-9998



HAPPY
ST. PATRICK DAY
STATION
ST. PATRICK, MO 63486
MAR 1996

March 1-17, 1996

ST PATRICK DAY STATION
POSTMASTER
PO BOX 9998
ST PATRICK MO 63466-9998



March 6, 1996
VILLAGE OF ARDSLEY
CENTENNIAL STATION
ARDSLEY NY 10502

March 6, 1996

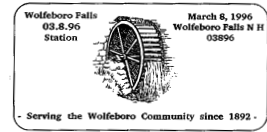
Postmaster

VILLAGE OF ARDSLEY CENTENNIAL
STATION
POSTMASTER
PO BOX 9998
ARDSLEY NY 10502-9998



March 2-3, 1996

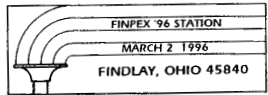
BEPEX STATION
POSTMASTER
436 VALLEYBROOK AVE
LYNDHURST NJ 07071-9998



March 8, 1996

Wolfeboro Falls Station

WOLFEBORO FALLS 03896 STATION
POSTMASTER
35 CENTER ST UNIT 13
WOLFEBORO FALLS NH 03896-9998



March 2-3, 1996

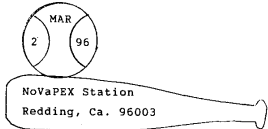
FINPEX 96
POSTMASTER
PO BOX 9998
FINDLAY OH 45840-9998



March 9, 1996

Postmaster

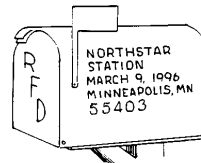
STAMP FUN 96 STATION
POSTMASTER
201 HIGH ST NE
WARREN OH 44481-9998



March 2-3, 1996

Redding Philatelic Club

NOVAPEX STATION
POSTMASTER
2323 CHURN CREEK RD
REDDING CA 96049-9998



March 9-10, 1996

NORTHSTAR STATION
POSTMASTER
100 S 1ST ST RM 115
MINNEAPOLIS MN 55401-9611



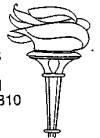
March 2-3, 1996

Knoxville Philatelic Society

TENNESSEE BICENTENNIAL STAMP
SHOW STATION
KNOXVILLE GMF
1237 E WEISGARBER RD
KNOXVILLE TN 37950-9998

Commemorating the
100th Anniversary
Modern Olympics

SOPEX STATION
ANDOVER, MA. 01810
March 9, 1996



March 9-10, 1996

SORPEX STATION
POSTMASTER
431 COMMON ST
LAWRENCE MA 01842-9998

STAMP ANNOUNCEMENT 96-13

Mountain Stamp



Copyright USPS 1994

The Postal Service will issue a nondenominated, non-profit Mountain stamp (value: 5 cents) in coils of 500 (Item 7949A), 3,000 (Item 7950A), and 10,000 (Item 7951A) on March 16, 1996, at the Filatelic Fiesta in San Jose, California.

Designed by Tom Engeman of Carbondale, Colorado, the stamp features a beautiful mountain scene with "USA NONPROFIT ORG." appearing on the bottom of the design. Engeman also designed the Butte stamp (1995) and, more recently, the Smithsonian Institution stamp (1996).

The stamp coils go on sale nationwide on March 18. For stamp collecting purposes, customers may purchase the stamp in philatelic centers nationwide on March 18 or order the stamp through the mail from:

PHILATELIC FULFILLMENT SERVICE CENTER
 US POSTAL SERVICE
 PO BOX 419636
 KANSAS CITY MO 64141-6636

or by calling 1-800-STAMP24.

How to Order the First Day of Issue Postmark

Customers have 90 days to obtain the first day of issue postmark by mail. They may purchase the new stamp from philatelic centers nationwide or by following the ordering instructions above. Customers should affix the stamps to envelopes or postcards of their choice, address the envelopes or postcards (to themselves or others), and place them in a larger envelope addressed to:

MOUNTAIN STAMP
 POSTMASTER
 1750 MERIDIAN AVE
 SAN JOSE CA 95101-9998

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

Issue:	Mountain
Denomination:	Nondenominated, nonprofit (value: 5 cents)
Format:	Coils of 500, 3,000, and 10,000
Item Number:	7949A (Coil of 500) 7950A (Coil of 3,000) 7951A (Coil of 10,000)
Issue Date:	March 16, 1996
Nationwide Sale Date:	March 18, 1996
Issue City & State:	San Jose, CA
Designer:	Tom Engeman, Carbondale, CO
Art Director:	Phil Jordan, Falls Church, VA
Typographer:	Phil Jordan, Falls Church, VA
Modeler:	Peter Cocci, Bureau of Engraving and Printing (Coils of 500 and 3,000) Richard Sennett, Stamp Venturers (Coil of 10,000)
Manufacturing Process:	Gravure
Printer:	Bureau of Engraving and Printing (Coils of 500 and 3,000) Stamp Venturers (Coil of 10,000)
Colors (PMS Colors):	Magenta, yellow, light blue, PMS 305C, and purple PMS 2725C (coils of 500 and 3,000) Yellow, magenta, and cyan (coil of 10,000)
Size:	0.71 x 0.82 in/18.0 x 20.8 mm (image area) (coils of 500 and 3,000) 0.72 x 0.81 in/18.3 x 20.6 mm (image area) (coil of 10,000) 0.87 x 0.96 in/22.1 x 24.4 mm (overall)
Plate Numbers:	Four single digits (coils of 500 and 3,000) "S" followed by three single digits (coil of 10,000)

After applying the first day of issue postmark, the Postal Service returns the envelopes or postcards through the mail. There is no charge for the postmark. All orders must be postmarked by June 14, 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

Continued next page

Continued

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.

Distribution

Distribution of 500 and 3,000 Mountain Coils

Only stamp distribution offices (SDOs) and stamp distribution networks (SDNs) with authorized philatelic centers will receive an automatic distribution of the Mountain coil of 500, Item 7949A, for subsequent distribution to each philatelic center based on the chart below. SDOs and SDNs must not distribute stamps to post offices before *March 5, 1996*. There *will not* be an automatic distribution of the coils of 3,000 stamps.

Offices That Receive Four-Position Stock in These Quantities	Will Receive This Quantity of the 500-Stamp Mountain Coil, Item 7949A
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 a Form 3356, *Stamp Requisition — Bulk Quantities*, to the Bureau of Engraving and Printing. Requisitions for coils of 500 (Item 7949A) should be submitted in quantities of 200 and 400 coils and multiples of 400 coils, with a maximum of 2,000 coils per requisition. Requisitions for coils of 3,000 (Item 7950A) should be submitted in quantities of 32 and

64 coils and in multiples of 64 for a maximum of 320 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 a separate Form 17, *Stamp Requisition*, or from their designated SDN, using a separate Form 17-S, *Stamp Distribution Network Stamp Requisition*.

Distribution of 10,000 Mountain Coils

All SDOs and SDNs will receive a small quantity of this coil as an automatic distribution in master cartons of 20 coils. SDOs and SDNs *will not* make subsequent automatic distributions to post offices, using Form 3309, *Advice of Shipment/Stamp Invoice*, and Form 17, *Stamp Requisition*. The accountable paper depositories (APDs) will receive 400 coils as back-up, except for Denver, which will receive 100 coils. The SDN in Dulles, Virginia, will receive 3,000 coils, and the SDN in Kansas City, Missouri, will receive 5,380 coils as back-up quantities.

Offices That Receive Standard Stock in These Quantities	Will Receive This Quantity of the 10,000-Stamp Mountain Coils, Item 7951A
125,000–875,000	20
1,000,000–1,500,000	40
1,625,000–3,000,000	100
4,000,000	200
5,125,000	400

Philatelic Requirement

Philatelic centers requiring this 10,000 stamp coil must order it from their designated SDO using Form 17, *Stamp Requisition*, or designated SDN using a Form 17-S, *Stamp Distribution Network Stamp Requisition*.

Supply

Post offices requiring quantities of this coil must order them from their designated SDO on Form 17, or designated SDN, using a Form 17. SDOs requiring additional coils must order them from their APD, using a separate Form 17-S.

—Stamp Services, Marketing, 2-15-96

New Edition of *Stamps etc.*

Post offices are advised that the new edition of Publication 9, *Stamps etc.*, has been released. The in-home date was approximately February 1. Post offices will continue to receive a single copy of the catalog as information, and as a signal that additional copies may be ordered through the material distribution centers (MDCs) in Topeka and Somerville. Publication 9 has been assigned quick pick 458 and PSN 7610-03-000-4604.

The automatic distribution of bulk quantities of the catalog to post offices has ceased. Offices requiring bulk quantities must place orders directly with their MDC. To place orders with the servicing MDC, each requesting office must have a FEDSTRIP number. All supplies are mailed to the address assigned to the FEDSTRIP number. Offices needing to obtain a FEDSTRIP number or needing to change

the address assigned to the FEDSTRIP number must contact their district Material Management Specialist.

During FY 96, mailings to *Stamps etc.* customers will include more than Publication 9, and we will attempt to keep offices informed so that they will have the same information as their customers. For example, a special mailing was sent out in December, giving customers information about two January commemorative issues (Utah Statehood and Garden Flowers) and advising them that the next catalog would arrive approximately February 1.

A similar mailing, advising customers about upcoming stamp issues, is being planned to be sent to customers in March.

—Stamp Services, Marketing, 2-15-96

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
March is Kidney Month, Give to the National Kidney Foundation	March 1–March 31
March, +, Red Cross Month	March 1–March 31
Easter Seals Fight Crippling	March 1–April 22

—Business Mail Acceptance, Marketing, 2-15-96

POST OFFICES**Post Office Changes Number 2**

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	054878	95340	CA	Merced	Merced	Red Top	Community Post Office	4/11/95	Community post office discontinued. Retain ZIP Code.
New	054878	95340	CA	Merced	Merced	Main Office	Post Office	4/11/95	
Old	073312	80441	CO	Foxtton	Jefferson	Main Office	Post Office	2/13/93	Post office and ZIP Code discontinued. Establish a place name. Foxtton CO becomes an accept- able place name for use with ZIP Code 80433. This amends PB 21839.
New	071881	80433	CO	Conifer	Jefferson	Foxtton	Place Name	2/13/93	
Old	128712	31792	GA	Thomasville	Thomas	Main Office	Post Office	7/1/96	Establish a new ZIP Code for a delivery area. Establish a new classified station. Use Thomasville GA 31757 as last line of address for a portion of the deliveries pre- viously in ZIP Code 31792.
New	128712	31757	GA	Thomasville	Thomas	East Thomasville Station	Classified Station	7/1/96	
Old	208620	41396	KY	Zachariah	Lee	Main Office	Post Office	1/6/96	Post office and ZIP Code discontinued. Establish a place name. Zachariah KY becomes an accept- able place name for use with ZIP Code 41301. This amends PB 21912.
New	201224	41301	KY	Campton	Wolfe	Zachariah	Place Name	1/6/96	
Old	207412	41177	KY	Stephens	Elliott	Main Office	Post Office	2/3/96	Post office and ZIP Code discontinued. Establish a place name. Stephens KY becomes an accept- able place name for use with ZIP Code 41171.
New	206848	41171	KY	Sandy Hook	Elliott	Stephens	Place Name	2/3/96	
Old	202408	40430	KY	Egypt	Jackson	Main Office	Post Office	1/6/96	Post office and ZIP Code discontinued. Use Tyner KY 40486 as last line of address for deliveries pre- viously in ZIP Code 40430.
New	207856	40486	KY	Tyner	Jackson	Egypt	Place Name	1/6/96	
Old	211209	71014	LA	Bryceland	Bienville Parish	Main Office	Post Office	2/16/96	Post office and ZIP Code discontinued. Establish a place name. Bryceland LA becomes an accept- able place name for use with ZIP Code 71008.
New	210897	71008	LA	Bienville	Bienville Parish	Bryceland	Place Name	2/16/96	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	242788	01701	MA	Framingham	Middlesex	Main Office	Post Office	7/1/96	Establish a new ZIP Code for a delivery area. Use Framingham MA 01702 as last line of address for a portion of the deliveries previously in ZIP Code 01701.
New	242788	01702	MA	Framingham	Middlesex	Main Office	Post Office	7/1/96	
Old	242788	01701	MA	Framingham	Middlesex	Framingham Centre Station	Classified Station	7/1/96	Establish a new ZIP Code for post office boxes. Use Framingham MA 01703 as last line of address for a portion of the post office boxes previously in ZIP Code 01701.
New	242788	01703	MA	Framingham	Middlesex	Framingham Centre Station	Classified Station	7/1/96	
Old	242788	01701	MA	Framingham	Middlesex	South Framingham Station	Classified Station	7/1/96	Establish a new ZIP Code for post office boxes. Use Framingham MA 01704 as last line of address for a portion of the post office boxes previously in ZIP Code 01701.
New	242788	01704	MA	Framingham	Middlesex	South Framingham Station	Classified Station	7/1/96	
Old	242788	01701	MA	Framingham	Middlesex	Saxonville Station	Classified Station	7/1/96	Establish a new ZIP Code for post office boxes. Use Framingham MA 01705 as last line of address for a portion of the post office boxes previously in ZIP Code 01701.
New	242788	01705	MA	Framingham	Middlesex	Saxonville Station	Classified Station	7/1/96	
Old	251430	49231	MI	Cadmus	Lennawee	Main Office	Post Office	9/7/91	Post office and ZIP Code discontinued. Establish a place name. Cadmus MI becomes an acceptable place name for use with ZIP Code 49231.
New	250030	49221	MI	Adrian	Lennawee	Cadmus	Place Name	9/7/91	
Old	256220	49334	MI	Millbrook	Mecosta	Main Office	Post Office	2/4/95	Post office and ZIP Code discontinued. Establish a place name. Millbrook MI becomes an acceptable place name for use with ZIP Code 49310.
New	251020	49310	MI	Blanchard	Mecosta	Millbrook	Place Name	2/4/95	
Old	251300	49313	MI	Brunswick	Newaygo	Main Office	Post Office	1/27/95	Post office and ZIP Code discontinued. Establish a place name. Brunswick MI becomes an acceptable place name for use with ZIP Code 49425.
New	254440	49425	MI	Holton	Muskegon	Brunswick	Place Name	1/27/95	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	257740	49273	MI	Prattville	Hillsdale	Main Office	Post Office	1/27/95	Post office and ZIP Code discontinued. Establish a place name. Prattville MI becomes an acceptable place name for use with ZIP Code 49271.
New	257580	49271	MI	Pittsford	Hillsdale	Prattville	Place Name	1/27/95	
Old	261460	56565	MN	Campbell	Wilkin	Nashua	Community Post Office	3/2/96	Community post office discontinued. Retain ZIP Code. Establish a place name. Use Nashua MN 56565 as last line of address.
New	261460	56565	MN	Campbell	Wilkin	Nashua	Place Name	3/2/96	
Old	265680	56061	MN	London	Freeborn	Main Office	Post Office	5/25/95	Post office and ZIP Code discontinued. Establish a place name. London MN becomes an acceptable place name for use with ZIP Code 56036.
New	263690	56036	MN	Glenville	Freeborn	London	Place Name	5/25/95	
Old	295796	59801	MT	Missoula	Missoula	Main Office	Post Office	7/1/96	Establish a new ZIP Code for a delivery area. Use Missoula MT 59804 as last line of address for a portion of the deliveries previously in ZIP Code 59801.
New	295796	59804	MT	Missoula	Missoula	Main Office	Post Office	7/1/96	
Old	364440	27292	NC	Lexington	Davidson	Main Office	Post Office	7/1/96	Establish a new ZIP Code for a delivery area. Use Lexington NC 27295 as last line of address for a portion of the deliveries previously in ZIP Code 27292.
New	364440	27295	NC	Lexington	Davidson	Main Office	Post Office	7/1/96	
Old	366352	27604	NC	Raleigh	Wake	Brentwood Station	Classified Station	7/1/96	Establish a new ZIP Code for a delivery area. Use Raleigh NC 27616 as last line of address for a portion of the deliveries previously in ZIP Code 27604.
New	366352	27616	NC	Raleigh	Wake	Brentwood Station	Classified Station	7/1/96	
Old	375008	58549	ND	Kintyre	Emmons	Main Office	Post Office	1/12/96	Post office discontinued. Retain ZIP Code. Establish a place name. Use Kintyre ND 58549 as last line of address.
New	376512	58549	ND	Napoleon	Logan	Kintyre	Place Name	1/12/96	
Old	416924	15356	PA	Rea	Washington	Main Office	Post Office	6/10/95	Post office and ZIP Code discontinued. Establish a place name. Rea PA becomes an acceptable place name for use with ZIP Code 15312.
New	410368	15312	PA	Avella	Washington	Rea	Place Name	6/10/95	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	411704	15029	PA	Courtney	Washington	Main Office	Post Office	6/10/95	Post office and ZIP Code discontinued. Establish a place name. Courtney PA becomes an acceptable place name for use with ZIP Code 15067.
New	412744	15067	PA	Finleyville	Washington	Courtney	Place Name	6/10/95	
Old	453620	29609	SC	Greenville	Greenville	Main Office	Post Office	7/1/96	Establish a new ZIP Code for a delivery area. Use Greenville SC 29617 as last line of address for a portion of the deliveries previously in ZIP Code 29609.
New	453620	29617	SC	Greenville	Greenville	Main Office	Post Office	7/1/96	
Old	453620	29611	SC	Greenville	Greenville	Main Office	Post Office	7/1/96	Establish a new ZIP Code for a delivery area. Use Greenville SC 29617 as last line of address for a portion of the deliveries previously in ZIP Code 29611.
New	453620	29617	SC	Greenville	Greenville	Main Office	Post Office	7/1/96	
Old	497786	84120	UT	Salt Lake City	Salt Lake	Main Office	Post Office	7/1/96	Establish a new ZIP Code for a delivery area. Use Salt Lake City UT 84128 as last line of address for a portion of the deliveries previously in ZIP Code 84120.
New	497786	84128	UT	Salt Lake City	Salt Lake	Main Office	Post Office	7/1/96	
Old	519360	23455	VA	Virginia Beach	Virginia Beach City	Bayside Station	Classified Station	7/1/96	Establish a new ZIP Code for post office boxes. Use Virginia Beach VA 23471 as last line of address for post office boxes previously in ZIP Code 23455.
New	519360	23471	VA	Virginia Beach	Virginia Beach City	Bayside Station	Classified Station	7/1/96	
Old	546762	98366	WA	Port Orchard	Kitsap	Main Office	Post Office	7/1/96	Establish a new ZIP Code for a delivery area. Use Port Orchard WA 98367 as last line of address for a portion of the deliveries previously in ZIP Code 98366.
New	546762	98367	WA	Port Orchard	Kitsap	Main Office	Post Office	7/1/96	
Old	547882	98290	WA	Snohomish	Snohomish	Main Office	Post Office	7/1/96	Establish a new ZIP Code for a delivery area. Use Snohomish WA 98296 as last line of address for a portion of the deliveries previously in ZIP Code 98290.
New	547882	98296	WA	Snohomish	Snohomish	Main Office	Post Office	7/1/96	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	548050	99204	WA	Spokane	Spokane	Air Mail Facility	Air Mail Facility	7/1/96	Establish a new ZIP Code for a delivery area. Use Spokane WA 99224 as last line of address for a portion of the deliveries previously in ZIP Code 99204.
New	548050	99224	WA	Spokane	Spokane	Air Mail Facility	Air Mail Facility	7/1/96	
Old	555082	25131	WV	Mahan	Fayette	Main Office	Post Office	1/20/96	Post office and ZIP Code discontinued. Establish a place name. Mahan WV becomes an acceptable place name for use with ZIP Code 25083.
New	552988	25083	WV	Gallagher	Kanawha	Mahan	Place Name	1/20/96	
Old	562540	54834	WI	Edgewater	Sawyer	Main Office	Post Office	10/21/95	Post office discontinued. Retain ZIP Code. Establish a community post office. Use Edgewater WI 54834 as last line of address.
New	560810	54834	WI	Birchwood	Washburn	Edgewater	Community Post Office	10/21/95	
Old	565410	54857	WI	Mikana	Barron	Main Office	Post Office	10/21/95	Post office discontinued. Retain ZIP Code. Establish a community post office. Use Mikana WI 54857 as last line of address.
New	560810	54857	WI	Birchwood	Washburn	Mikana	Community Post Office	10/21/95	

—Address Management, Operations Support, 2-15-96

POSTAL EMPLOYEES

Rural Carrier's Days Assigned Carrier Absent Codes

Two new days assigned carrier absent (DACA) codes U and N have been established for regular rural carriers. The back of Form 1314, *Regular Rural Carrier Time Certificate*, will be revised to include these codes.

DACA code U is used to record a regular carrier's absence without leave (AWOL). AWOL is used when the carrier did not obtain advance authorization for leave or the employee's request for leave was denied. Use DACA code U when a carrier is AWOL instead of DACA code L (LWOP). LWOP is authorized absence from duty.

DACA code N is for military leave without pay (LWOP). When the carrier is on military leave, record DACA code N if the carrier elects not to use military or annual leave. When a carrier has accumulated 80 or more hours of LWOP, which includes military LWOP or AWOL, no leave is earned for that pay period.

DACA code N is available now and DACA code U will be available as of pay period 06-96.

—Payroll Accounting/Records, Finance, 2-15-96

Federal Income Tax Withholding

Effective pay period (PP) 01-96, payroll checks reflected changes in federal tax withholding, and the exemption value increased from \$96.15 for each allowance to \$98.08.

The following tables are based on a biweekly payroll period:

Federal Income Tax Withholding Table*

Wages (minus withholding allowances, FSA contributions, TSP contributions, and FEHB contributions)		Income Tax Rates	
Single Person (including head of household)			
Not over \$101		0	
Over.....	But not over.....		of excess over
\$101	\$979	15%	\$101
\$979	\$2,066	\$131.70 plus 28%	\$979
\$2,066	\$4,721	\$436.06 plus 31%	\$2,066
\$4,721	\$10,200	\$1,259.11 plus 36%	\$4,721
\$10,200		\$3,231.55 plus 39.6%	\$10,200
Married Person			
Not over \$247		0	
Over.....	But not over.....		of excess over
\$247	\$1,702	15%	\$247
\$1,702	\$3,449	\$218.25 plus 28%	\$1,702
\$3,449	\$5,840	\$707.41 plus 31%	\$3,449
\$5,840	\$10,304	\$1,448.62 plus 36%	\$5,840
\$10,304		\$3,055.66 plus 39.6%	\$10,304

* Based on a biweekly payroll period.

Flexible Spending Account (FSA) contributions, Thrift Savings Plan (TSP) contributions, and Federal Employees Health Benefits (FEHB) employee contributions are treated as pretax monies (unless a waiver has been submitted). When calculating taxes, remember first to subtract these contribution amounts from your gross earnings.

To determine the amount of withholding, follow the steps listed below:

1. Determine normal biweekly gross wages from earnings statement.
2. Determine normal biweekly Thrift Savings Plan (TSP) contributions from earnings statement.
3. Determine normal biweekly Flexible Spending Account (FSA) contributions from earnings statement. Add both Flexible Spending Account Dependent Child (FSADC) and Flexible Spending Account Health Care (FSAHC), if applicable.
4. Determine normal biweekly pretax health benefit (FEHB) employee contributions from earnings statement (shown as HP on earning statement).
5. Multiply the number of exemptions claimed by the new biweekly exemption value of \$98.08 (withholding allowance). The federal tax line on the earnings statement shows the number of exemptions claimed (e.g., S1=single with one exemption, M3=married with three exemptions).
6. Subtract the amounts in step 2 (TSP), step 3 (FSA), step 4 (FEHB), and step 5 (exemptions) from step 1 (gross biweekly wages). This is the amount of wages that is subject to withholding. Determine where this amount falls in the Federal Income Tax withholding table in the "Over, But not over" range and follow instructions listed in the table.

Listed below is an example of how to compute federal income taxes for a FERS employee who claims four exemptions, has TSP contributions, FSA contributions,

and FEHB contributions and refers to the Federal Income Tax Tables.

Example

A FERS employee with a 10 percent TSP contribution is paid \$2650.50 gross biweekly wages. The employee contributes \$50.00 per pay period to FSADC and \$50.00 per pay period to FSAHC. He or she also contributes \$44.03 for health benefit (FEHB) premiums. The employee claims four exemptions, and the earnings statement shows M4 (married, 4 exemptions) on the federal tax line. Using the Federal Income Tax Withholding Table, he or she can verify the amount withheld for federal tax as follows:

1. Total biweekly gross wages	\$2,650.50
2. Amount of TSP contributions	265.05
3. Add amount of FSADC	50.00
Add amount of FSAHC	50.00
Total amount FSA contributions	100.00
4. FEHB employee contributions	44.03
5. Exemptions (4 x \$98.08)	392.32

Computation is as follows:

Biweekly Gross Wages	\$2,650.50
Minus TSP contributions	-265.05
Minus FSA contributions	-100.00
Minus FEHB employee contributions	-44.03
Minus exemptions	-392.32
Amount of wages subject to withholding	\$1,849.10

To complete the computation, refer to the married section of the Federal Income Tax Table. The amount of wages subject to withholding, \$1,849.10, falls within the "over \$1,702.00 but not over \$3,449.00" range.

Final computation is as follows:

Amount subject to withholding	\$1,849.10
Subtract \$1,702.00 from \$1,849.10	147.10
Multiply \$147.10 times 28%	41.19
Add from the table	218.25

Total federal income tax that should be withheld from each biweekly payroll check is \$259.44.*

* Rounding may vary this total by a few cents.

—Finance, 2-15-96



475 L'ENFANT PLAZA SW
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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 office.

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 office.

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

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US POSTAL SERVICE
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WASHINGTON DC 20260-1540

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

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Subscription Inquiries: 202-512-1806 Fax: 202-512-2250

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