

POSTAL BULLETIN

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

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



ADMINISTRATIVE SERVICES

Spanish Language Version of Publication 5, *Let's Do Business*

The English version of Publication 5, *Let's Do Business*, has been translated into Spanish. The Spanish language edition is a valuable resource for outreach efforts to the Hispanic community. To obtain quantities of Publication 5-S, *Negociemos* (Let's Do Business), December 1995 (NSN 7690-03-000-6510), submit Form 7380, *MDC Supply Requisition*, to your designated material distribution center.

See the following article for a list of current addresses for Postal Service contacts at purchasing locations throughout the country.

—*Supplier Diversity, Diversity Development, 3-14-96*

PUBLICATION 5 AND PUBLICATION 5-S REVISION

New Postal Service Contact Addresses for Vendors

Effective immediately, Publication 5, *Let's Do Business*, and Publication 5-S, *Negociemos*, are updated to show current addresses for Postal Service contacts at purchasing locations throughout the country.

Headquarters

MANAGER CORPORATE SUPPLIER DIVERSITY
DIVERSITY DEVELOPMENT
US POSTAL SERVICE
475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-5616

Purchasing and Materials

PROGRAM MANAGER PURCHASING SUPPLIER
DIVERSITY
PURCHASING AND MATERIALS
US POSTAL SERVICE
475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-6201

Services

MANAGER SERVICES PURCHASING
US POSTAL SERVICE
475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-6237

Operational Equipment

MANAGER OPERATIONAL EQUIPMENT PURCHASING
US POSTAL SERVICE
475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-6239

Printing

MANAGER PRINTING PURCHASING
US POSTAL SERVICE
475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-6255

Information Systems

MANAGER INFORMATION SYSTEMS PURCHASING
US POSTAL SERVICE
475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-6238

Automation

MANAGER AUTOMATION PURCHASING
US POSTAL SERVICE
8403 LEE HIGHWAY
MERRIFIELD VA 22082-8150

Spare Parts

MANAGER TOPEKA PURCHASING AND MATERIALS
SERVICE CENTER
US POSTAL SERVICE
500 SW MONTARA PARKWAY
TOPEKA KS 66624-9402

Facilities

MANAGER MAJOR FACILITIES PURCHASING
US POSTAL SERVICE
475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-6211

Transportation

MANAGER NATIONAL MAIL TRANSPORTATION
PURCHASING
US POSTAL SERVICE
475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-6210

Allegheny Area

Serving: New Jersey, Ohio, and Pennsylvania

District Offices: Akron, Cincinnati, Cleveland, Columbus, Erie, Harrisburg, Lancaster, Philadelphia, Pittsburgh, and South Jersey

Purchasing and Materials

MANAGER
PHILADELPHIA PURCHASING AND MATERIALS SERVICE
CENTER
US POSTAL SERVICE
615 CHESTNUT STREET 15TH FLOOR
PHILADELPHIA PA 19197-0592

Facilities

MANAGER
MAJOR FACILITIES SERVICE OFFICE
US POSTAL SERVICE
615 CHESTNUT STREET
PHILADELPHIA PA 19197-0300

Transportation

MANAGER TRANSPORTATION PURCHASING
ALLEGHENY AREA
US POSTAL SERVICE
5315 CAMPBELL'S RUN ROAD
PITTSBURGH PA 15277-7070

Great Lakes Area

Serving: Illinois, Indiana, and Michigan

District Offices: Central Illinois, Chicago, Detroit, Greater
Indiana, Greater Michigan, Northern Illinois, and Royal
Oak

Purchasing and Materials

MANAGER
CHICAGO PURCHASING AND MATERIALS SERVICE
CENTER
US POSTAL SERVICE
433 WEST VAN BUREN ROOM 901
CHICAGO IL 60699-6260

MANAGER*
CHICAGO PURCHASING AND MATERIALS SERVICE
CENTER
US POSTAL SERVICE
150 SOUTH WACKER DRIVE SUITE 200
CHICAGO IL 60606-4103

*New address effective in April

Facilities

MANAGER
CHICAGO FACILITIES SERVICE OFFICE
US POSTAL SERVICE
222 S RIVERSIDE PLAZA SUITE 1200
CHICAGO IL 60606-6150

Transportation

MANAGER TRANSPORTATION PURCHASING
GREAT LAKES AREA
US POSTAL SERVICE
500 E FULLERTON AVENUE ROOM A250
CAROL STREAM IL 60199-5040

Mid-Atlantic Area

Serving: District of Columbia, Kentucky, Maryland, North
Carolina, South Carolina, Virginia, and West Virginia

District Offices: Appalachian, Baltimore, Capital, Colum-
bia, Greensboro, Kentuckiana, Mid-Carolinas, Northern
Virginia, and Richmond

Purchasing and Materials

MANAGER
COLUMBIA FACILITIES SERVICE OFFICE
10500 LITTLE PATUXENT 2ND FLOOR
COLUMBIA MD 21045-0701

MANAGER
GREENSBORO PURCHASING AND MATERIALS
SERVICE CENTER
US POSTAL SERVICE
7029 ALBERT PICK ROAD 3RD FLOOR
GREENSBORO NC 27409-9521

Facilities

MANAGER
GREENSBORO FACILITIES SERVICE OFFICE
US POSTAL SERVICE
7029 ALBERT PICK ROAD
GREENSBORO NC 27498-1103

Transportation

MANAGER TRANSPORTATION PURCHASING
MID-ATLANTIC AREA
US POSTAL SERVICE
2800 SHIRLINGTON ROAD
ARLINGTON VA 22206-7071

Midwest Area

Serving: Iowa, Kansas, Minnesota, Missouri, Nebraska,
North Dakota, Northwestern Michigan, South Dakota,
Southern Illinois, and Wisconsin

District Offices: Central Plains, Dakotas, Gateway, Hawk-
eye, Mid-America, Milwaukee, and Northland

Purchasing and Materials

MANAGER
MINNEAPOLIS PURCHASING AND MATERIALS
SERVICE CENTER
US POSTAL SERVICE
2051 KILLEBREW DRIVE SUITE 610
MINNEAPOLIS MN 55425-1880

Facilities

MANAGER
KANSAS FACILITIES SERVICE OFFICE
US POSTAL SERVICE
6800 WEST 64TH STREET
OVERLAND PARK KS 66202-4171

Transportation

MANAGER TRANSPORTATION PURCHASING
MIDWEST AREA
US POSTAL SERVICE
PO BOX 66621
ST LOUIS MO 63166-6621

New York Metro Area

Serving: New Jersey, New York, and Puerto Rico

District Offices: Caribbean, Central New Jersey, Long Is-
land, New York, Northern New Jersey, Triboro, and West-
chester

Purchasing and Materials

MANAGER
NEW YORK PURCHASING AND MATERIALS
SERVICE CENTER
US POSTAL SERVICE
2 HUDSON PLACE 6TH FLOOR
HOBOKEN NJ 06095-5515

Facilities

MANAGER
NEW YORK FACILITIES SERVICE OFFICE
US POSTAL SERVICE
2 HUDSON PLACE 5TH FLOOR
HOBOKEN NJ 07030-5502

*Continued***Transportation**

MANAGER TRANSPORTATION PURCHASING
NEW YORK METRO AREA
US POSTAL SERVICE
JAF BUILDING ROOM 459
NEW YORK NY 10199-9792

MANAGER TRANSPORTATION PURCHASING
SAN JUAN BRANCH
US POSTAL SERVICE
PO BOX 11785
SAN JUAN PR 00922-1785

Northeast Area

Serving: Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont

District Offices: Albany, Boston, Connecticut, Maine, Middlesex-Central, New Hampshire, Providence, Springfield, and Western New York

Purchasing and Materials

MANAGER
WINDSOR PURCHASING AND MATERIALS
SERVICE CENTER
US POSTAL SERVICE
8 GRIFFIN ROAD NORTH
WINDSOR CT 06095-1572

Facilities

MANAGER
WINDSOR FACILITIES SERVICE OFFICE
US POSTAL SERVICE
6 GRIFFIN ROAD NORTH
WINDSOR CT 06006-0300

Transportation

MANAGER TRANSPORTATION PURCHASING
NORTHEAST AREA
US POSTAL SERVICE
6 GRIFFIN ROAD NORTH
WINDSOR CT 06006-7070

Pacific Area

Serving: California and Hawaii

District Offices: Honolulu, Long Beach, Los Angeles, Oakland, Sacramento, San Diego, San Francisco, San Jose, Santa Ana, and Van Nuys

Purchasing and Materials

MANAGER
SAN BRUNO PURCHASING AND MATERIALS
SERVICE CENTER
US POSTAL SERVICE
850 CHERRY AVENUE
SAN BRUNO CA 94099-6261

Facilities

MANAGER
SAN BRUNO FACILITIES SERVICE OFFICE
US POSTAL SERVICE
850 CHERRY AVENUE
SAN BRUNO CA 94099-0300

Transportation

MANAGER TRANSPORTATION PURCHASING
PACIFIC AREA
US POSTAL SERVICE
850 CHERRY AVENUE
SAN BRUNO CA 94099-1300

Southeast Area

Serving: Alabama, Florida, Georgia, Mississippi, and Tennessee

District Offices: Alabama, Atlanta, Central Florida, Mississippi, North Florida, South Florida, South Georgia, Sun Coast, and Tennessee

Purchasing and Materials

MANAGER
MEMPHIS PURCHASING AND MATERIALS SERVICE
CENTER
US POSTAL SERVICE
225 N HUMPHREYS BOULEVARD
MEMPHIS TN 38166-6260

Facilities

MANAGER
MAJOR FACILITIES SERVICE OFFICE
US POSTAL SERVICE
225 N HUMPHREYS BOULEVARD
MEMPHIS TN 38166-0300

MANAGER
ATLANTA FACILITIES SERVICE OFFICE
US POSTAL SERVICE
4000 DEKALB TECHNOLOGY PARKWAY
ATLANTA GA 30340-2799

Transportation

MANAGER TRANSPORTATION PURCHASING
SOUTHEAST AREA
US POSTAL SERVICE
400 EMBASSY ROW SUITE 600
ATLANTA GA 30328-7071

Southwest Area

Serving: Arkansas, Louisiana, Oklahoma, and Texas

District Offices: Arkansas, Dallas, Ft. Worth, Houston, New Orleans, Oklahoma, and San Antonio

Purchasing and Materials

MANAGER
DALLAS PURCHASING AND MATERIALS SERVICE
CENTER
US POSTAL SERVICE
PO BOX 667190
DALLAS TX 75266-7190

Facilities

MANAGER
DALLAS FACILITIES SERVICE OFFICE
US POSTAL SERVICE
PO BOX 667180
DALLAS TX 75266-7180

Transportation

MANAGER TRANSPORTATION PURCHASING
SOUTHWEST AREA
US POSTAL SERVICE
PO BOX 225428
DALLAS TX 75222-5428

Western Area

Serving: Alaska, Arizona, Colorado, Montana, Nevada, New Mexico, Oregon, Utah, and Washington

District Offices: Albuquerque, Anchorage, Billings, Denver, Las Vegas, Phoenix, Portland, Salt Lake City, Seattle, and Spokane

Purchasing and Materials

MANAGER
DENVER PURCHASING AND MATERIALS SERVICE CENTER
US POSTAL SERVICE
3300 S PARKER ROAD SUITE 400
AURORA CO 80014-3500

Facilities

MANAGER
DENVER FACILITIES SERVICE OFFICE
US POSTAL SERVICE
8055 E TUFTS AVENUE PARKWAY 4TH FLOOR
DENVER CO 80237-2881

Transportation

MANAGER TRANSPORTATION PURCHASING
WESTERN AREA
US POSTAL SERVICE
1745 STOUT STREET SUITE 500
DENVER CO 80299-6200

MANAGER TRANSPORTATION PURCHASING
SEATTLE BRANCH
US POSTAL SERVICE
PO BOX 4099
FEDERAL WAY WA 98063-4099

—Supplier Diversity, Diversity Development, 3-14-96

HANDBOOK AS-701 REVISION

Revision to Handbook AS-701, Material Management

Effective immediately, Handbook AS-701, *Material Management*, Chapter 6, Asset Accountability, is amended as follows:

Handbook AS-701, Material Management

* * * * *

6 Asset Accountability

* * * * *

63 Responsibilities

* * * * *

632 Material Accountability Officers

* * * * *

- d. Ensure that all changes (additions and deletions) in accounting period change listings (APCLs) of capital property are documented and certified. If there is a discrepancy, document the discrepancy and forward a copy of the documented, certified, and approved APCL along with appropriate Forms 961-A, *Post Office Property Record*, to St. Louis ASC. If there are no discrepancies, file the APCL in an APCL folder or file.
- e. Maintain Forms 961-A, *Post Office Property Record*, in identification number sequence by sublocation.

* * * * *

65 Filing System

* * * * *

652 Suspense File (Capital and Expendable)

652.1 Contents

* * * * *

- c. Form 7340, *Shipping Instructions for Excess Property* (consignee copy) (see Exhibit 652.1c) "Expendable."
- d. The printed screen documentation from the electronic transmission of Form 7340 (PPAS-generated) "Capital."
- * * * * *
- g. *[Deleted.]*
- h. *[Deleted.]*

* * * * *

657 Form 961-A, Post Office Property Record, File

This file holds, in ID number sequence by sublocation, a Form 961-A or interim Form 961-A for each capital property item. Any Forms 961-A issued for capitalized equipment modification costs should be attached to and filed with the Form 961-A for the equipment item modified. Vehicle maintenance facilities (VMFs) should maintain Forms 961-A for the equipment assigned to them.

* * * * *

66 Transactions

661 Receipt Processing

661.1 General

Receiving is the critical beginning of the accountability and control process. Effective accountability and control of

Continued next page

Continued

property starts with solid receiving procedures. This section covers the receiving processes unique to capital and sensitive property. The requirements for centralized receiving points, designated receiving personnel, receiving logs, and standard receiving processes are described in Chapter 2, Shipping and Receiving. The MAO and MAA must be knowledgeable of the procedures in Chapter 2.

* * * * *

662 Transfers

* * * * *

662.3 External Transfers

Written requests for external relocation or transfer (containing the capital property ID number and the name and title of the requester) are submitted to the installation head/MAO for forwarding to the DMMS. The DMMS will electronically transfer Form 7340 through the St. Louis Personal Property Accounting System (PPAS) (function 03), thereby transferring accountability, from the shipper finance number to the consignee finance number (see Exhibit 652.1c and refer to PPAS Field User Guide, pages 2 and 3).

Note: Shipping office will maintain electronic copy of Form 7340 along with Forms 961-A in the pending verification (capital) file awaiting processing at the St. Louis ASC (see 654).

The DMMS can also use PPAS (function 08) when they are notified that the label for the item to be transferred is not on the item and cannot be located. Transfers completed using this function will delete the old ID number from the property master files and transfer all information related to this item to a new ID number. A new ID label and a new Form 961-A will be enclosed with the next accounting period change list. The MAO updates subcustody records based on the documentation provided.

* * * * *

664 Inactive Equipment

Equipment that is not being used because it is either not needed (excess), not yet needed or installed (restricted use), surplus, obsolete, or unserviceable is classified as inactive equipment. The MAO is responsible for identifying and determining serviceability before it is reported through the appropriate reporting system. Assistance in determining serviceability may be obtained through the appropriate maintenance or functional manager. Each item of inactive equipment is identified with a tag denoting it as excess, restricted-use, need of repair, salvage, or junk. Form 7364 (see Exhibit 664a) is used to identify excess serviceable items; Form 7364-A (see Exhibit 664b) identifies not yet installed equipment. Data from these forms are entered in the excess serviceable equipment listing (EXSEL) system by the DMMS or authorized MAO and circulated

nationwide. The DMMS coordinates the external reassignment of inactive equipment. Unserviceable items should not be reported in EXSEL (see 724.211).

* * * * *

665 Disposal

665.1 Normal Process

Disposal of Postal Service capital property follows the normal disposal process described in Chapter 7, Asset Recovery: Redistribution, Recycling, and Disposal. The key difference in the process for capital property is forwarding Form 969, *Materiel Recycling and Disposal*, to the St. Louis ASC. Additionally, a copy of the Form 969 is sent by the MAO to the finance or accounting office, showing the undepreciated balance. Any undepreciated value on a disposed item is immediately charged to the installation's expense budget as soon as the St. Louis ASC processes the Form 969.

Note: Disposals cannot be made on-line.

* * * * *

666 Depreciation

* * * * *

666.2 Service Life

Capital equipment is assigned a service life, or life expectancy, when it is introduced into Postal Service inventory. This service life is published in Handbook F-43, *Property Code Numbers*, and is also listed on the Form 961-A and ACPL provided by the St. Louis ASC. This service life is used to depreciate capital property on an accounting period basis.

* * * * *

67 St. Louis ASC Documents

671 General

St. Louis ASC provides four tools on a routine basis to assist in the verification of the PPAS records with the field records. PPAS is the Postal Service master file that maintains accountability of capital personal property to a finance number. The verification tools from the St. Louis ASC are the accounting period change list (APCL), the Form 961-A, *Post Office Property Record*, the annual capital property listing (ACPL), and the ID label. Through use of these tools, the organization maintains accuracy between St. Louis ASC and local records, and avoids the costs in time and money necessary to correct errors during the physical inventory.

672 APCL/ACPL Updates to PPAS

The generic description shown on the APCL/ACPL is based on the property code number (PCN), which covers a broad category. By adding or updating the location and extended description fields to each item of capital property

assigned to a finance number, individual items can be more easily tracked. Requests for updating the location and extended description may be submitted to the St. Louis ASC on a copy of the APCL or a written memorandum along with Form 961-A stating the required updated information, or through the on-line automated system. Discrepancies or inquiries pertaining to property accountability should be in writing to the ASC. The location field provides up to six alphanumeric characters (e.g., room number, building number, pay location, ZIP Code). The extended description field provides up to 70 alphanumeric characters (e.g., make, model, serial number). Updates to the location and the extended description fields appear on the next APCL and new Form 961-A, *Post Office Property Record*, inventory worksheets, and the ACPL.

673 Form 961-A, Post Office Property Record

673.1 Use for Capital Property

Form 961-A is a 2-sided card issued to a facility by the St. Louis ASC (see Exhibit 673.1). A single card is issued with the APCL for each new item of capital property entering the Postal Service. That card tracks the equipment from the date of acquisition through the date the equipment leaves the Postal Service, staying with the equipment if it moves from facility to facility. The card shows a unique 6-digit ID number that matches the bar-coded label affixed to the equipment. Space is provided for serial number, make/model, equipment location, repair, and maintenance data. If one ID number is issued for an entire system, list the components of the system in this space.

673.2 Use for Capitalized Modifications

Forms 961-A are also issued by the St. Louis ASC for certain equipment modification expenditures. Expenditures for modifications are capitalized regardless of cost when (a) the productive capacity or operating efficiency of the equipment is materially increased, (b) the life of the equipment is significantly extended, or (c) the modification adapts the equipment to a different use. Any Forms 961-A for modifications are filed with the Form 961-A for the original equipment.

673.3 Retention

Form 961-A is the primary document for the accountability of capital property. The accountable facility must retain this card as long as the capital property is under its accountability. When the equipment is transferred or disposed of, the following steps must be followed:

Step 1 *Transferred.* Shipping office will maintain electronic copy of Form 7340 along with Form 961-A (and any Forms 961-A for modification costs) in the Pending Verification (Capital) file awaiting processing at the St. Louis ASC. When the APCL reflecting this transaction is received, remove the

appropriate documents and attach to the APCL and file in the Verified Capital Property file.

Note: The MAO can dispose of the Form 961-A at this time, or they can elect to file it with the APCL along with the electronic copy Form 7340.

Step 2 *Disposed of.* Form 961-A (and any Forms 961-A for modification costs) must be returned to the St. Louis ASC along with the Form 969. The ASC will then verify and destroy the old form.

674 ID Labels

674.1 General

ID labels are affixed to items of postal property as official identification of the property. The mylar ID label contains a unique 6-digit number in series 000001 through 899999 assigned to each item of capital property. The ID label must remain with the property throughout its life. The labels are barcoded so that they can be read with a scanning device. If the ID label is destroyed, a new one must be issued.

674.2 Issuance for New Capital Property

St. Louis ASC assigns an ID number to an item when it first enters the PPAS. This number is put on the ID label except as noted in 673.5. The ID label and a Form 961-A are forwarded to the facility along with the APCL. If the item is shipped to another facility, the ID number and label stay with the equipment.

674.3 Issuance for Other-Than-New Capital Property

If replacement of the label is necessary due to damage, misuse, or loss, submit a written request to the St. Louis ASC with an explanation. The St. Louis ASC will assign a new ID number, ID label, and Form 961-A.

674.4 Additions from Reclassifications and Physical Inventories

When the documentation is processed by St. Louis ASC, an ID number will be assigned and an ID label and Form 961-A will be forwarded with the APCL.

674.5 900000 Series ID Numbers for Installation Costs

Interim ID numbers in the 900000 series are issued for site preparation costs incurred in installing capital fixed and nonfixed mechanization as well as automated data processing equipment. No label is issued. Once the capital property is installed and accepted and the ID number for the equipment is received, annotate and return the APCL to St. Louis ASC requesting that all costs be rolled into the record pertaining to ID number assigned to original equipment.

674.6 Verifying and Affixing ID Labels

Each ID label received must be checked against the Form 961-A and the APCL with which it was mailed to verify that

Continued next page

Continued

the ID numbers match. Notify the St. Louis ASC of any discrepancy. After verification, affix the ID label to the equipment in a location that is easy to view and scan. If an item cannot be labeled or a specific instruction indicates not to attach the label (e.g., on an integrated retail terminal (IRT)), the ID label will be retained with the Form 961-A record. In such a case, forward the ID label to the receiving activity with the Form 7340 when transferring the items.

675 APCL Procedures

675.1 General

For each accounting period in which St. Louis ASC posts any changes to an installation's records, the ASC will issue an APCL showing the deletions, additions, and adjustments made to the capital property records in PPAS. New Forms 961-A and ID Labels are forwarded with the change lists as appropriate. The MAO ensures that this list is checked against the pending verification file and takes corrective action to resolve differences. The APCL must be verified and annotated within 10 days of receipt. Return of a verified copy to the ASC is not required. Discrepancies that have not been resolved should be noted on both copies, with one copy returned to the St. Louis ASC.

The APCL (see Exhibits 675.1a and 675.1b) is issued in two copies accompanied by instructions. The MAO may use one copy as a working document. When necessary, use the second copy to forward to the ASC with discrepancies annotated, including name, phone number, and best time to reach the MAO.

675.2 Verification of Entries

* * * * *

Step 2 It is the responsibility of the activity charged with accountability to determine and resolve any errors. The logic chart for verification of APCL (see Exhibit 675.2) provides guidance for research. It is not designed to cover all situations but can get you started in the right direction.

* * * * *

676 ACPL Procedures

676.1 General

Once a year, the St. Louis ASC issues the annual capital property listing. It is in two parts, the first in PCN sequence and the second in ID number sequence. It provides generic and extended equipment descriptions.

676.2 Verification Procedure

Verify the ACPL with subcustody records and resolve any discrepancies. All information on the ACPL should be identical to the local records and that shown on the Forms 961-A, *Post Office Property Record*. Research and resolve so that both the St. Louis ASC and the property records are

the same. An incorrect record at any activity most likely means a corresponding incorrect record at another activity. The proper way to correct errors is to process the correct document, rather than adding or deleting the record using a Form 2880, *Physical Inventory Certification/Adjustments*. Form 2880 is a tool of last resort. Like a disposal action, any undepreciated value on an item deleted by a Form 2880 is immediately charged to the activity's expense operating budget. This information must be provided to the finance or accounting office prior to processing the Form 2880. All Forms 2880 must be signed by the installation head and MAO prior to submission to the St. Louis ASC.

* * * * *

69 Capital Property Physical Inventory

691 Frequency

A complete physical inventory of capital property is conducted every 5 years. Finance will determine the scope of the physical inventory.

* * * * *

Chapter 6 Exhibits

* * * * *

Exhibit 641.29, Sample Report from Material Accountability Officer

* * * * *

We have 1,202 items of capital property valued at \$23 million recorded on our asset account. Based on a 10 percent sample, I inventoried 120 items. I was able to locate 11 items or 9 percent of those inventoried. If this is representative of the whole inventory of capital items, we would not be able to find 108 items with a value of \$65,000.

* * * * *

[Insert new Exhibit 673.1 (see page 9 of this Postal Bulletin)]

* * * * *

Exhibit 675.2, Logic Chart for Verification of Accounting Period Change Lists (p. 1)

* * * * *

4. ASC listing references activity code "D" — MDC Issuance (Form 4686). You have a document but no knowledge of receipt of shipment. See A through D, H, J, and I.

5. ASC listing references code "D" issuance (Form 4686). You have no document, but the equipment has been received. See B, C, J, and I.

* * * * *

10. You have received items on a purchase order/delivery order, Form 4686, or a Headquarters contract, but the items have not been charged on the ASC listing for the past two APs. See E, F, and N.

- * * * * *
14. You have pending Forms 969, 2880, or electronic copy 7340, which have not been processed in two APs. See E, I, and N.
- * * * * *

Exhibit 675.2, Logic Chart for Verification of Accounting Period Change Lists (p. 2)

- * * * * *
- C. Retain identification labels and Forms 961-A.
- * * * * *
- M. Return original Forms 961-A and identification labels, as applicable, with the change list to the St. Louis ASC.
- * * * * *
- O. If modification has been completed, attach Form 961-A modification record to back of appropriate Form 961-A equipment record and file.

- * * * * *
- Q. Enter information in the extended description field of the Personal Property Accounting System or enter information in description field of Form 961-A and return Form 961-A with memorandum requesting a new Form 961-A.
- R. Identify the actual equipment installed, indicate the correct identification number to be charged on the change list, and return the change list to the St. Louis ASC with Form 961-A.
- S. Issue Form 2880 for deletions and additions that cannot otherwise be substantiated as disposals, transfers, or acquisitions. Attach Forms 961-A (if appropriate) and forward through channels to St. Louis ASC.

* * * * *

Exhibit 673.1
Form 961-A, Post Office Property Record

6L		47		5630		M		3950.00		3,222		1995		817534	
B/A	State	Finance No.	VMF	CAG	PCN	Cost		Yr of Acq	System ID No.	Unit ID No.					
A	10259095M1699			12	1995	A	10259095M1699			11	1995	03			
Act	Reference Or Contract No.			From	A/P	FY	Act	Contract Number		Cap A/P	Cap FY	Years Ser Life			
Current Processing Information						Original Purchase Information									
PURCH SVC CTR-MEMPHIS TN 38166-6260						Sublocation:									
MICRO COMPUTER SYSTEM															
TRANSFERS: Attach Form 7340 (pink copy);														DISPOSALS: Attach Form 969 (original approved copy);	
MISCELLANEOUS ADJUSTMENTS: Attach memo of explanation.														Send to St. Louis PDC.	
PS Form 961-A, September 1984						POST OFFICE PROPERTY RECORD									

Date	Repairs

PS Form 961-A (Reverse)

ALL IRT, WRU, CTT, AND DEBIT AND CREDIT CARD OFFICES

Setting Clocks for Daylight Saving Time

The correct system time in integrated retail terminals (IRTs) and weighing and rating units (WRUs) is critical because their internal clocks are used to verify Express Mail acceptance times, service commitments, and network status. The IRT system time is also printed on customer receipts and employee reports. Computerized Tracking and Tracing (CTT) scanner clocks are used to record Express Mail arrival times. It is very important that the Credit Card Terminals clock be set to the correct day, date, and time as this will help reduce the possibility of accepting an expired card.

Managers must ensure that before opening for business on Monday, April 8, 1996, the clocks in all IRTs, WRUs, CTT scanners, and Debit and Credit Card Terminals under their control are set *forward* 1 hour to reflect the change (in most locations) to Daylight Saving Time. Facilities with Saturday night operations should reset the time as soon as possible after the 2 a.m. Sunday start time.

On the UNISYS III Supervisor Disk, select menu item 11, Set System Date and Time, from the Control Menu. On the UNISYS II Supervisor Disk, select item 10, Set System Date and Time. On the MOS IRT Control Disk, select menu item 5, Change Fees and Tables, from the Main Menu, then select item 5, Set Unit Date and Time, from the Change Fees and Tables Menu.

Laser Scanner

For a laser scanner, follow these steps:

1. Press the control (CTRL) key and the T key. The current date and time appear.
2. Press the clear (CLR) key. A prompt to enter a date appears. Enter the current date as MMDDYY (Example: 040896).
3. Press the Enter key. The scanner then prompts the user to enter the time. Enter correct standard time in military format (Examples: 8 AM = 0800, 1:30 PM = 1330).
4. Press the Enter key. The scanner returns to the first screen.
5. Press the CTRL key and the T key to verify the time and date.
6. Press the Enter key if correct; if not, reenter correct information.

WRU Clocks

For the WRU, follow these steps:

1. Select item 2, Change System Data, from the Maintenance Menu.

2. Select item 1, Change System Date and Time, from the Change System Data Menu. The Set System Date and Time screen appears.
3. Press the Yes key to accept the current date. The time appears. Press No to clear the time.
4. Enter correct standard time in military format (Examples: 8 AM = 0800, 1:30 PM = 1330).
5. Press Yes to save the corrected time. The Change System Data Menu appears.
6. Verify the time and date and correct any errors.

Debit and Credit Card Terminals

For Debit and Credit Card Terminals, follow these steps:

Display	Action
U.S. Postal Service	Press the asterisk (*) key and the 3 key at the same time (if you are having trouble, simply hold the * key and tap the 3 key).
Diagnostics	Press the Alpha key.
Year	Key in the current year. Press the Enter key.
Month	Key in a number (1 through 12) for Current Month. Press the Enter key.
Date	Key in a number (1 through 31) for Current Date. Press the Enter key.
Hour	Key in a number (1 through 24) for Current Hour. Press the Enter key.
Minutes	Key in Number of Minutes (0 through 59). Press the Enter key.
Seconds	Key in Number of Seconds (0 through 60) or press the Enter key to bypass.

You must make an entry for each selection even if the display is correct. To verify the existing date and time of the clock in the terminal, follow the steps below:

Display	Action
U.S. Postal Service	Press the Enter key
Function	Press the 4 key
Day, Date, Time	Press the Clear key
Exit	Press the Clear key
U.S. Postal Service	

Retail Consolidation Unit (RCU)

All IRT sites must coordinate the changing of system time with the RCU.

In most cases IRT will change the system time before opening for business Monday, April 8, 1996. In the case of units that opens for business on Sunday, April 7, 1996, the IRT windows must be configured to remain "open" for a longer period of time to compensate the time difference. The District RCU Coordinator must coordinate the changing of system time on the VAX where the RCU application is running with the VAX system manager. This could be the local IS or Raleigh FCSC.

Changing the Date and Time on the NCR 7052 Cash Registers

After you log in:

- Press F7 MGR FUNCTIONS
- Press F5 SET DATE/TIME

The date and time will display at the top of the screen.

- At the prompt CHANGE DATE (Y/N)?, type N, then press ENTER.
- At the prompt CHANGE TIME (Y/N)?, type Y, then press ENTER.
- At the prompt HH:MM, type in the hours, then the minutes, then press ENTER. For example, if the correct time is 8:15 AM, enter 0815. If the time is 2:30 PM, type 1430.

Changing the Date and Time on the ICL TeamPOS 500 Cash Register

Note: This must be completed at the primary controller only, and must be done before opening the store. All terminals will receive the new date and time when they open.

- From the Main Menu, highlight MGR Functions Menu and press ENTER.
- Set Auto Operations off by highlighting AUTO OPERATIONS ON/OFF and pressing ENTER. The status bar at the bottom of the Main Menu changes from AUTO OPS ON to AUTO OPS OFF.
- Highlight SET TIME AND DATE and press ENTER.
- At the NEW DATE prompt, press ENTER (or type the correct date and press ENTER).
- At the NEW TIME prompt, type in the hours, then the minutes, then press ENTER. For example, if the correct time is 8:15 AM, enter 0815. If the time is 2:30 PM, type 1430.
- Verify the date and time again.
- Highlight AUTO OPERATIONS ON/OFF and press ENTER. The status bar at the bottom of the Main Menu changes to AUTO OPS ON.
- Highlight RETURN TO MAIN MENU and press ENTER.
- Highlight LOG OFF SYSTEM and press ENTER.

For other cash registers, contact the appropriate vendor or call Retail Operations at 202-268-6919.

—Retail Systems and Equipment, Marketing, 3-14-96

Express Mail Service Directory — Distribution of IRT Update Diskettes

All post offices that use UNISYS II, UNISYS III, or MOS integrated retail terminals (IRTs) to accept Express Mail should receive by *March 15* an Express Mail directory update diskette from UNISYS or MOS. If more than one type of IRT is used for Express Mail, offices should receive a separate diskette for each type. If an office has a weighing and rating unit (WRU), it should receive a UNISYS III or WRU diskette to update the directory on the WRU.

The Express Mail network on the diskette is *effective immediately*. Install the Express Mail service directory on your IRT diskettes and WRUs at once (instructions for updating are included with the diskettes). Also enclosed is a form to complete and send to your expedited service specialist indicating receipt and updating of the Express Mail directory on your IRT diskettes and WRUs.

If your office did not receive the appropriate type of IRT diskettes for the IRTs or WRUs, *immediately* contact your expedited service specialist (Express Mail office). If you have difficulty loading the directory from the diskettes you receive, contact the IRT vendor hotlines:

UNISYS, including WRUs	800-247-6478
MOS	800-346-0902

Direct other questions — including those related to the content of your new Express Mail directory or cutoff times — to your expedited service specialist.

—Product Management, Marketing, 3-14-96

Revised Forms 2550 and 5900

PS Form 2550, *Interview Notice* (September 1995), and PS Form 5900, *Hiring Worksheet* (September 1995), have been revised.

Form 2550, formerly known as *Call In Notice*, is used by hiring officials to notify individuals that their name has been reached on the register for potential employment consideration and that they have been scheduled for an interview. The notice provides the date, time, and place of the interview. It also serves as a record of those individuals who decline employment consideration or are unavailable for the position under consideration.

Form 5900 is used by hiring officials to document the names of those individuals considered for selection and the

action taken on each individual. This form serves as a record for supporting selection actions.

The September 1995 editions of Form 2550 (NSN 7530-01-000-9692) and Form 5900 (NSN 7530-02-000-9518), shown on pages 13–14, may be requisitioned from the material distribution centers (MDCs) using Form 7380, *MDC Supply Requisition*. Upon receipt, discard all previous editions.

—*Employment and Placement,
Human Resources, 3-14-96*

New Name and Location for Corporate Training & Development

The Management and Employee Development (M&ED) organization has been renamed Corporate Training & Development. The organization has moved from Chicago, Illinois, to the address below:

CORPORATE TRAINING & DEVELOPMENT
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 9840
WASHINGTON DC 20260-4200

—*Corporate Training & Development,
Human Resources, 3-14-96*



Interview Notice

Postal Installation					Telephone No.	
Date of Notice	Rating	Vet. Pref. (CPS, CP, XP, or TP)	Birth Date	SSN	Hiring Worksheet	
					No.	Date
Report for Interview	Time	Date (Mo., day, year)	Location (No., Street, City, State, and ZIP Code)			

To: ■ ■

We have reached your name on our register of eligibles for employment considerations and would like to interview you for the following position:

Signature of Installation Head/Designated Employee

This notice is not an offer of employment. DO NOT resign from your present position at this time. Bring this notice, photo identification, social security card, proof of age, and the enclosed form(s) properly completed to your interview. If you are a veteran, you must also bring records of military service (CLEAR, LEGIBLE COPIES of all DD Forms 214). If you are claiming 10-point veteran preference, you must provide current proof from the Veterans Affairs Office.

To be eligible for postal employment an appointee must be either a U.S. citizen or a permanent resident alien. You must present documents at the interview that will verify your identity and employment eligibility. Males born after December 31, 1959, must (subject to certain exceptions) be registered with the Selective Service System (SSS) to be eligible for appointment to a position in the Postal Service. Male applicants are required to attest to their Selective Service status and may submit a copy of their acknowledgment letter or other proof of registration or exemption issued by the SSS.

Please include ZIP Codes on all addresses. If you wish to decline this position, complete the "Declination Statement" below and return this notice to the postal installation named above. Unless you either report or reply, your eligibility will be suspended.

Declination Statement

- I am not available for the above appointment. My future availability and reason for declining are shown below.
- Remove my name from the register until I notify your office that I am available.
- Retain my name on the register for the types of appointments checked below. (If you do not indicate your availability for any type of appointment, your name will be removed from the list of eligibles. Your name will be restored to the register upon receipt of your written request if the register is still in use and your eligibility is current.)
 - Career Appointments
 - Temporary Appointments (Not to exceed)
 - I Will Be Available After _____
 - Other (Specify): _____

My Reason for Not Being Available for This Appointment Is:

Home Address (If changed)	Signature	Date

Privacy Act Statement: The collection of this information is authorized by 39 USC 401 and 1001. This information will be used to update register records with the appropriate status. As a routine use, the information may be disclosed to an appropriate government agency, domestic or foreign, for law enforcement purposes; where pertinent, in a legal proceeding to which the USPS is a party or has an interest; to a government agency in order to obtain information relevant to a USPS decision concerning employment, security clearances, contracts, licenses, grants, permits, or other benefits; to a government agency upon its request when relevant to its decision concerning employment, security clearances, security or suitability investigations, contracts, licenses, grants, or other benefits; to a congressional office at your request; to an expert, consultant, or other person under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Office of Management and Budget for review of private relief legislation; to an independent certified public accountant during an official audit of USPS finances; to an investigator, administrative judge or complaints examiner appointed by the Equal Employment Opportunity Commission for investigation of a formal EEO complaint under 29 CFR 1614; to the Merit Systems Protection Board or Office of Special Counsel for proceedings or investigations involving personnel practices and other matters within their jurisdiction; and to a labor organization as required by the National Labor Relations Act. Completion of this form is voluntary; however, if this information is not provided, you may not receive consideration for the position.

CUSTOMER SERVICES

Mail Alert

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

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

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (millions)	Distribution	Presort Level	Comments
Sears Craftsman Newsletter	Third/Letter	March 18-20	7.0	Nationwide	Carrt	
Sears SBC Package	Third/Letter	March 18-22	7.7	Nationwide	Carrt	
Sears Apparel	Third/Letter	March 21-27	6.0	Nationwide	Carrt	
Service Merchandise	Third/Flat	March 25-27	6.0	Nationwide	Carrt, 3/5-Digit	RR Donnelley
Talbots/Mid-Season Sale	Third/Bulk	March 25-27	1.6	Nationwide	Carrt, 3/5-Digit, Basic	8" x 10 3/4" catalog
Decision Magazine	Third/Flat	March 25-30	1.5	Nationwide	Carrt, 3/5-Digit, Basic	8" x 10 5/8" 44-page magazine; Minneapolis, MN
JCPenney Easter Sale Mailer	Third/Booklet	March 26-28	12.0	Nationwide	Carrt	Harte Hanks
Sally Beauty Supply	Third/Bulk	March 28-30	2.3	Nationwide	Residual 5%, 3/5-Digit 30%, Carrt 65%	
Radio Shack	Third/Letter	April 2-4	9.1	Nationwide	Carrt	9 1/2" x 11" folded to 9 1/2" x 5 1/2", 32 pages
L. L. Bean, Inc. Summer Full	Third, Fourth/Bulk	April 2-4	7.3	Nationwide	Carrt, 5-Digit, Basic	7 7/8" x 8 15/16", 168 pages
Orvis Summer 1996 Drop 2	Third/Bulk	April 3-5	1.1	Nationwide	Carrt	Palletized; RR Donnelley

—Sales, 3-14-96

National Card & Letter Writing Week

March 18-23, 1996

Give the gift of letters

... the gift that lasts forever

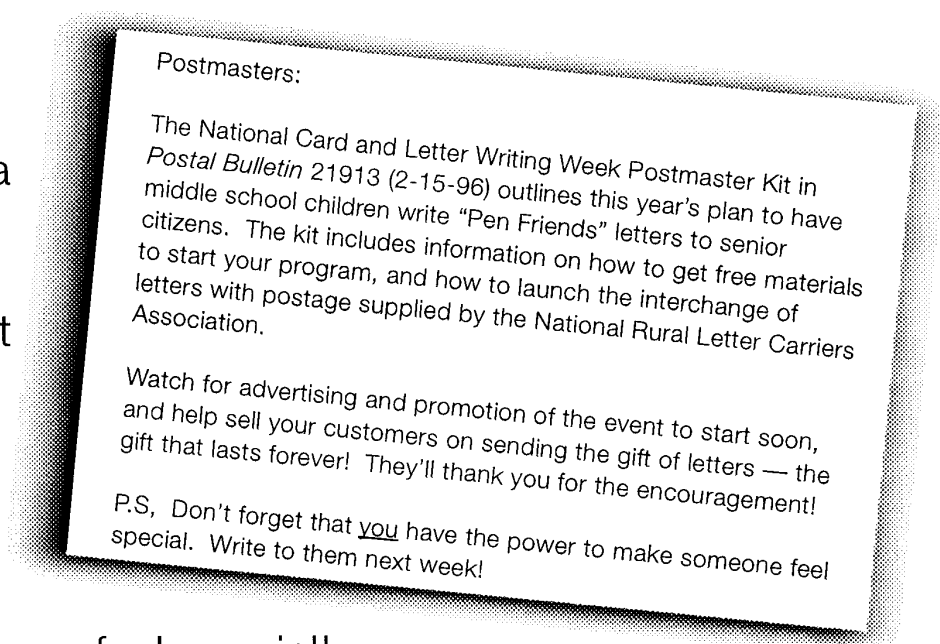


Letters have a special way of bringing you closer to people.

No matter what you write, short or long, your letter puts you right there with them.

That's because a letter is really a gift of yourself. A gift that lets people know what's on your mind. And in your heart.

The gift of a letter. There's nothing that brings you closer to someone special.



Make someone feel special!

Write soon!

NEWS FLASH!
All the Pen Friends books have been given away. No more are available. Please do not submit anymore requests to the Sommerville Material Distribution Center.

DOMESTIC MAIL

Use of Polywrap Coverings on Barcoded Flats

Overview

Domestic Mail Manual (DMM) C820.2.1 was revised effective July 8, 1995, to allow any mailer to claim the Barcoded rates for flats when the mailer has been authorized to submit preapproved flat-size pieces prepared in postal-certified polywrap material according to specific mailing standards.

The Postal Service, in conjunction with plastics manufacturers and the mailing industry, has completed another series of engineering studies and field evaluations concluded in December 1995 that certified additional types of polywrap materials suitable for processing certain flat-size pieces on Postal Service flat sorting machines (FSMs). In addition, effective January 26, 1996, additional mailers were authorized to mail polywrapped flat-size barcoded pieces and claim the Barcoded rates for flats. This notice announces the following information:

- a. Results of the recently completed evaluations.
- b. All acceptable polywrap materials, to date.
- c. All mailers currently authorized to claim the Barcoded rates for polywrapped flats.
- d. Process for additional certifications in 1996, including enforcement of the standard for minimum volume of sample pieces submitted for evaluation.

Most polywrapped, plastic-covered, laminated, or shrinkwrapped flat-size mail is not automation-compatible. Customers and postal employees are reminded that only the specifically approved polywrapped pieces prepared by the approved mailers listed in this notice (and using only the postal-approved polywrap film contained herein) may claim the Barcoded rates for flats. Approved polywrapped pieces must meet all applicable DMM standards. They must have been tested by Postal Service Headquarters to ensure that they are machinable and do not significantly reduce FSM throughput, increase machine stoppage, or increase mailpiece mishandlings. Additionally, approved pieces must have been tested to verify that they show no appreciable damage and that the barcodes can be read at a level of 98.6 percent or higher.

1.0 CERTIFICATION RESULTS

1.1 Description

The Postal Service's Marketing Systems and Engineering groups conducted additional evaluations in August and September 1995 to determine the operational impact of processing flat-size pieces covered with polywrap materials. Customer response was so great that additional evaluations were conducted in November and December.

1.2 Two-Phase Evaluation and Certification

The polywrap flats certifications are conducted in two phases. Phase I consists of a series of laboratory tests completed at the Engineering Center in Merrifield, Virginia. Phase II consists of field certifications conducted on an FSM at a processing and distribution center. Mailers and manufacturers must pass Phase I before proceeding to Phase II, and each mailer and polywrap manufacturer must successfully complete both phases before the Postal Service grants authorization to mail polywrapped flat-size pieces at the Barcoded rates for flats.

Authorized mailers may claim Barcoded rates for flat-size pieces with physical characteristics (dimensions, weight, rigidity, etc.) similar to the pieces evaluated and approved for each mailer in the postal authorization letter. Each combination of physical characteristics and polywrap preparation must be separately authorized.

After approval, the Customer Mail Preparation office monitors participants' compliance and provides written notification of changes in approval status to mailers, affected post offices, and the rates and classification service centers (RCSCs) serving the mailers' plants.

Since implementation of the program, 67 mailers participated in Phase I evaluations and 26 mailers participated in Phase II certifications, presenting hundreds of different products for evaluation. The results identified additional polypropylene and polyethylene formulas that provide an acceptable level of automated processing performance. The Postal Service added these films to the list of approved materials. As noted above, this list of approved materials is provided for customer information only. Mailers must obtain specific approval to use these materials in processing flats for Barcoded rates.

1.3 Minimum Volumes

A minimum sample size of 25 pieces is required for Phase I evaluation. A minimum sample size of 2,000 pieces is required for Phase II certification. In some cases, additional pieces are required, depending on the sizes, weights, and types of sample pieces submitted. Mailers submitting samples with less than the required minimum volumes will be excluded from the evaluation process.

1.4 Application of Material

Evaluation results indicate that polywrap film with a higher mil rating (1.5 mils or greater) still performed successfully when the selvage ranged from 3/4 to 1-1/4 inches in length. Loosely applied polywrap with a lower rating (less than 1.4 mils) caused handling problems as well

Continued next page

Continued

as reflectance-related misreads on the FSMs. Accordingly, polywrap must not be loosely applied to the barcoded flat-size piece unless otherwise authorized, in writing, by the manager of Customer Mail Preparation.

Certifications reconfirmed in the second series of tests that similar size pieces using the same polywrap film from the same polywrap manufacturer yield different results, depending on how the pieces are prepared (wrapped) with the polywrap material. In several instances, pieces performed better when prepared with a tight-fitting polywrap and a slightly rigid enclosed product than flimsy pieces of the same size and weight prepared with looser fitting polywrap.

Pieces accepted for evaluation in the recent certification cycle were required to meet these conditions:

- a. The pieces met all postal automation machinability criteria, including rigidity and flexibility requirements, when tested on a flat mail machinability tester.
- b. The place where the polywrap is sealed (the seam) did not cover the address and barcode areas on the pieces.
- c. The polywrapped pieces contained less than a 3/4-inch total selvage or overhang (excess polywrap) along the side of each piece (bound edge or fold side) when held aloft by the top of the piece, with no selvage on the bottom or top of the piece. (In some instances, this requirement was waived at the mailer's request, with the understanding that past tests had shown that excess selvage can, and often does, adversely impact FSM processing of polywrapped pieces and could therefore result in an unsuccessful evaluation.)

1.5 Mailpiece Characteristics

Weight Range. Pieces evaluated in the recent certification cycle ranged in size from digest-style pieces weighing from 1 to 13 ounces to regular catalog/magazine-style pieces weighing from 1 to 15.9 ounces. Most mailers submitted sample pieces for all weight increments.

Smaller Trim Sizes. Certain digest-style pieces and card packs (with a trim size of approximately 5-1/2 to 6 inches by 7 to 7-1/2 inches) that were prepared in various polywrap materials performed better in these evaluations than in previous polywrap tests. Even so, no polywrapped digest piece performed at an acceptable level for approval at the Barcoded rates for flats. Although the pieces did not experience the fallover and flyout problems observed in previous tests, the pieces did still tend to rotate and fall over, creating double and triple feeds in the FSM transport track that caused excessive missorts. Had these pieces been live mail, the missort rate would have halted postal processing and transferred the pieces to manual handling.

Several card packs, however, did perform well and were approved.

Catalog and Magazine-Style Sizes. These pieces experienced better results during this series of evaluations because heavier (thicker) mil polywrap materials were used and polywrap manufacturers had modified their materials to produce better performing polyethylene and polypropylene.

2.0 APPROVED POLYWRAP MATERIALS

2.1 Approved Polypropylene and Polyethylene Material

Only mailers authorized, in writing, by Customer Mail Preparation, USPS Headquarters, may claim a Barcoded rate for polywrapped flats. *Both the mailer and the polywrap material must be approved to claim the rate.* At this time, the Postal Service has approved 14 polywrap materials. Other polywrap manufacturers may market equivalent materials under different names that are not approved at this time. These materials, with information on how to contact the manufacturers, are listed in Exhibit 2.1 on page 24.

Two polywrap materials previously approved by the Postal Service (**InteTopp 222AA35**, produced by Amtopp Corporation, and **JR106** film, produced by James River Corporation) have been reevaluated at additional weights with additional products and their authorization is now expanded to include this wider range of acceptable sizes and weights.

InteTopp 222AA35 tested successfully on card packs and mail products, measuring from 6 by 7 inches to 12 by 13 inches at trim size and weighing from 2 to 15 ounces. Amtopp also introduced polywraps **C1150** and **C1160**, which performed successfully on magazines measuring 8 by 10 inches at trim size and weighing from 2 to 9 ounces.

JR106 is a medium-density polyethylene film formulation marketed under several names. This polyethylene formula is called **Sorterap MDC 1000** when marketed by PolyFlex Corporation. It is called **AdPak 125** when marketed by Admiral Packaging. It may also be marketed under other names but is approved only from these suppliers, on specifically identified pieces measuring from 6 by 9 inches to 8-1/2 by 11 inches at trim size and weighing up to 4 ounces.

Two polywrap films (**AdPak HC** and **AdPak 150** distributed by Admiral Packaging) performed well on sample pieces with a trim size of 6 by 9 inches and 8 by 10 inches and weighing up to 6.5 ounces. Two other polywrap materials (**WC-802** and **WC-803** distributed by Innovative Packaging, Inc.) performed well on catalog-style pieces (approximately 8-1/2 by 11 inches at trim size) ranging in weights from 3 to 15.9 ounces. These two materials were used to prepare (wrap) flat-size pieces with horizontal and vertical sealing seams.

Another polywrap material produced by Innovative Packaging (**MAILRAP WC-725**) can be used on catalog-style pieces (approximately 8 by 11 inches at trim size) weighing from 5 to 9 ounces. These size and weight restrictions exist because limited evaluations were conducted with this product. Only pieces in the weight ranges shown performed well when tested. Additional evaluations are needed before additional weights or varying sizes can be approved. Innovative Packaging also produces **MAILRAP WC-732**, which performed well on pieces weighing from 10 to 16 ounces.

The Postal Service will conduct additional evaluations to identify other types of polywrap material or other weights and sizes of pieces acceptable for automated processing. For these future evaluations, mailers may provide sample pieces of any size and weight and prepared in any polywrap film.

2.2 Polywrap Film Certified for Shrinkwrap Use

Three types of shrink packaging polywrap films were successfully processed when applied to small card packs and to larger magazine-style pieces.

The Postal Service certified the use of a heat-shrinkable film called **Clysar EZ**, produced by DuPont Packaging and Industrial Polymers. This approved shrinkwrap film may be used for 6 by 7 inches to 8 by 11 inches flat-size pieces weighing from 2 to 7 ounces.

Two other shrinkwrap films are also approved for use on barcoded flat-size pieces. These products are **Cryovac MPD2055** and **Cryovac D955**, produced by the Cryovac Division of the WR Grace & Company. They are approved for use on pieces ranging from 6 by 7 inches to 8 by 11 inches, weighing from 2 to 7 ounces.

2.3 Certified Polywrap Products and Mailers

Certified polywrap materials and mailers authorized to submit polywrapped flat-size pieces at the Barcoded rate follow.

Certified Polywrap Materials and Manufacturers

Product Name	Manufacturer
Shrinkwrap Films	
Clysar EZ	SUZANNE B RILEY DUPONT COMPANY P&IP D-6163 1007 MARKET ST WILMINGTON DE 19898-0001 (302) 773-2289 FAX (302) 773-2291
Cryovac MPD2055 Cryovac D955	FRED CALMES CRYOVAC DIVISION W R GRACE & CO PO BOX 464 DUNCAN SC 29334-0464 (803) 433-2000 OR (800) 845-FILM

Polyethylene Films

JR106	JOE GLEISINGER JAMES RIVER CORPORATION ONE BETTER WAY MILFORD OH 45150-2743 (513) 576-7128
MAILRAP WC-725 MAILRAP WC-732 WC-803 WC-802	BRUCE HOLLANDER INNOVATIVE PACKAGING WORLD CLASS FILMS INC 445 NORTH STATE ST BRIARCLIFF MANOR NY 10510-1417 (914) 762-5404
AdPak 150 AdPak HC	CAROL BIENENFELD ADMIRAL PACKAGING 10 ADMIRAL ST PROVIDENCE RI 02908-3203 (800) 262-0027 FAX (401) 331-1910
SORTERAP MDC1000	BRUCE HOLLANDER POLYFLEX CORPORATION 445 NORTH STATE RD BRIARCLIFF MANOR NY 10510-1417 (914) 762-5100 FAX (914) 762-2378

Polypropylene Films

InteTopp-222AA35 Amtopp C1150 Amtopp C1160	RON SILEN AMTOPP CORPORATION INC 9 PEACH TREE HILL RD LIVINGSTON NJ 07039-5702 (201) 740-8220 FAX (201) 740-8229
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Authorized Mailers

CRYSTAL LOONSFOOT OUTLOOK GRAPHICS 1180 AMERICAN DR PO BOX 748 NEENAH WI 54957-0748 (414) 722-2333 FAX (414) 727-8529
RONALD HITE PETTY PRINTING 420 WEST INDUSTRIAL AVE EFFINGHAM IL 62401-2834 (217) 347-4505 FAX (217) 347-4554
CYNTHIA BRUUN US NEWS 2400 N ST NW WASHINGTON DC 20037-1196 (202) 955-2622 FAX (202) 955-2174
RONALD HITE NATIONAL MAGAZINE MAILERS 1200 W NICCUM AVE EFFINGHAM IL 62401-4217 (217) 347-4505 FAX (217) 347-4554

Continued

ANDREW ZAGRODNIK
AUTOMATIC DATA PROCESSING
51 MERCEDES WAY
BRENTWOOD NY 11717-8368
(516) 254-7400
FAX (516) 254-7758

BONNIE MYERS
READERS DIGEST ASSOCIATION
READERS DIGEST RD
PLEASANTVILLE NY 10570-7000
(914) 244-5039
FAX (914) 244-7602

MIKE RULE
SOLAR PRESS INC
1120 FRONTENAC RD
NAPERVILLE IL 60563-1799
(708) 323-2751
FAX (708) 983-6125

KEITH DAVIS
SCHMIDT PRINTING INC
1815 14TH ST NW
ROCHESTER MN 55901-0758
(507) 288-6400
FAX (507) 252-2423

DAVID SETTERHOLM
SCOVILLE PRESS INC
14505 27TH AVE NORTH
PLYMOUTH MN 55447-4803
(612) 553-1400
FAX (612) 553-0042

KEVIN HAYNES/BILL RUDENGA
RR DONNELLEY & SONS
100 DONNELLEY DR
GLASGOW KY 42141-1060
(502) 678-0295
FAX (502) 678-0458

NANCY YELLEN
INTERNATIONAL MASTERS PUBLISHERS INC
300 FIRST STAMFORD PL
PO BOX 280101
STAMFORD CT 06928-0101
(203) 969-2110
FAX (203) 961-1440

BRENDA KUSSOW
OUTLOOK GRAPHICS
883 BLAIR AVE
NEENAH WI 54956-2005
(414) 722-2333
FAX (414) 751-0252

SUE SEVENING
JETSON MIDWEST MAILERS INC
8711 SOUTH 77TH AVE
BRIDGEVIEW IL 60455-1879
(708) 598-1212
FAX (708) 598-1878

RICHARD FUNCK
MEREDITH CORPORATION
1716 LOCUST ST STE 418
DES MOINES IA 50309-3023
(515) 284-2068
FAX (515) 284-3657

BRIAN BOMBERGER
METROMAIL CORPORATION
HWY 34 EAST
PO BOX 500
MT PLEASANT IA 52641-0500
(319) 385-2284
FAX (319) 385-7593

CINDI FOSLER
METROMAIL CORPORATION
S HIGHWAY 15
PO BOX 387
SEWARD NE 68434-0387
(402) 643-6691
FAX (402) 643-7170

FRANK HORNER
WORLD COLOR PRESS
2030 SYLVAN RD
PO BOX 1406
DYERSBURG TN 38025-1406
(901) 286-9210
FAX (901) 285-4871

FRANK SHIELDS
MERCED COLOR PRESS
2201 COOPER AVE
PO BOX 3139
MERCED CA 95344-3139
(209) 384-0444
FAX (209) 384-2611

CHRIS LAABS
SUNNY INDUSTRIES
711 SUNNY PL
MAZOMANIE WI 53560
(608) 795-4100
FAX (608) 795-4111

TIM HOOKS
BOCKMAN MAILERS
950 S 25TH AVE
BELLWOOD IL 60104-2292
(708) 547-2453
FAX (708) 544-7917

HAL HARTING
RR DONNELLEY & SONS
2801 W OLD RD 30
PO BOX 837
WARSAW IN 46581-0837
(219) 267-7101
FAX (219) 267-9406

KEVIN HOLEN
RR DONNELLEY & SONS
5701 SW PARK AVE
DES MOINES IA 50321-1250
(515) 283-3900
FAX (515) 283-3903

2.4 Exclusions

Pieces with physical characteristics outside the approved ranges or prepared with polywrap materials other than those specifically noted in 2.1 and 2.2 are not approved for Barcoded rates for flats. Pieces identified through postal processing and distribution reviews as not automation-compatible will be excluded from the polywrap flats program. Mailers **not** listed in 2.3, Certified Polywrap Products and Mailers, may not claim Barcoded rates for polywrapped flat-size pieces.

Additional evaluations are ongoing to determine the feasibility of including other materials and other sizes and weights of pieces in the polywrap flats program. Other polywrap manufacturers may submit samples of their polywrap material for Postal Service evaluation during March and April 1996.

3.0 APPROVED MAILER'S RESPONSIBILITIES

A mailer who has polywrapped barcoded flat-size pieces approved by the Postal Service may present such approved pieces in mailings claimed at the Barcoded rates for flats. The mailer must adhere to the terms of participation set forth in the authorization letter. In addition, the flat-size pieces must meet all applicable DMM standards for machinability, mail preparation, and rate eligibility.

Although the polywrap materials mentioned in 2.1 and 2.2 received postal approval for preparing barcoded flat-size mail (under the conditions stated), it is the responsibility of the mailer using the product to prepare each mailing according to the standards prescribed by the Postal Service. Failure to comply with these standards results in forfeiture of authorization to mail polywrapped pieces at the Barcoded rates for flats and in assessment of postage at the higher presort or single-piece rates, as applicable.

The mailer or individual postal facility may not change or modify standards for participation without the written approval of Customer Mail Preparation. Participation in this polywrap program does not exempt participants from any other applicable DMM standard.

4.0 PARTICIPATION

4.1 General Information

The Postal Service recognizes that other acceptable polywrap materials may exist in addition to the approved polywrap materials. Other polywrap manufacturers prominent in the mailing industry are currently testing products to identify compatible materials. Accordingly, the Postal Service will conduct additional evaluations of other polywrap materials and other sizes and weights of pieces to expand the number of approved polywrap manufacturers and the types of approved polywrap materials. This certification process is open in March and April to all polywrap

manufacturers and any mailer of flat-size pieces. Participation requires the mailer to:

- a. Either use Postal Service-certified polywrap material or provide a written description (Product Data Specification Sheet) identifying the unapproved polywrap film to be evaluated; and
- b. Apply the polywrap material to the piece in a manner consistent with the standards identified for the specific sizes and weights of flat-size pieces permitted to be mailed at the Barcoded rates for flats.

Mailers who wish approval to use one of the approved polywrap materials should follow the procedures in 4.4, Approval for Pieces Using Approved Polywrap Materials. Mailers who wish to have their pieces certified for use with a polywrap material other than the approved polywrap materials should follow the procedures in 4.5, Approval for Pieces Using Unapproved Polywrap Materials.

4.2 Mailpiece Identification

Once approved for entry at the Barcoded rates for flats, a mailpiece must be endorsed to show that it is an automation-compatible polywrapped flat-size piece. The mailer meets this requirement by adding "USPS/[company name] Automatable Poly" on the address side of the piece, preferably below the postage area, or by including the endorsement in the publishers' identification statement. If the piece contains an indicia printed directly on the polywrap material, the polywrap endorsement may also be printed on the polywrap material. Other locations for the endorsement and abbreviations for the company name are acceptable if approved in advance by the manager of Customer Mail Preparation.

4.3 Polywrap Mailpiece Design and Machinability Testing Specifications

All pieces submitted for evaluation and approval by the Postal Service to claim the Barcoded rates for flats must meet all postal automation machinability criteria. In addition, the polywrapped flat-size pieces must meet these specifications:

- a. Electrostatic voltage reading under any atmospheric condition must be less than 2,000 volts during transportation (manual and automated handling). (During the Phase I evaluation, 25 sample pieces are placed in an environmental chamber. The temperature is set at 80 degrees Fahrenheit and 95 percent relative humidity and held for 30 minutes before an electrostatic reading is recorded. The electrostatic voltage reading must be less than 2,000 volts. The temperature is then lowered to 65 degrees and the humidity to zero percent and held there for 30 minutes before another reading is recorded. Before each reading is

Continued next page

Continued

- taken, the flat mail containers are manipulated to simulate postal handling conditions.)
- b. When stacked vertically, the pieces must hold their position without sliding. The coefficient of friction (COF) must be between 0.20 and 0.25, as measured during Phase I under ambient conditions. (The pieces are evaluated in accordance with industry standard ASTM: D 1894-90 Standard Test Method for Static and Kinetic Coefficients of Friction of Plastic Film and Sheets.)
 - c. The pieces must be dyne-treated to accept ink adhesion from a commercially obtainable ballpoint writing pen.
 - d. All pieces must have an optical clarity that allows the POSTNET barcode to be read through the polywrap covering without any readability problem. The barcodes must be correctly read at a barcode read rate of 98.6 percent or better.
 - e. All pieces must freely slide in the flat sorter tracks without distortion or collapse and without rotation or double feeds.
 - f. All pieces must freely slide in the flat sorter chutes without hanging up or lingering at the sortation gates and causing missorts.
 - g. All pieces must have the polywrap covering applied without any excess plastic selvage or overhang at the top and bottom of the pieces as they are processed on postal-automated equipment. The excess plastic around the left and right edges of any piece may not be more than 3/4 inch on one side and none on the opposite side when the piece is held aloft and allowed to hang to one side. (The selvage or overhang is determined by holding the plastic wrap by the edge and measuring the distance between the edge of the flat piece inside and the outer edge of the polywrap covering. Because overhang can vary from piece to piece, at least 10 pieces should be measured (in inches) and the average overhang of the 10 pieces recorded.)
 - h. Each piece, if it is sealed across the middle of the piece, must include a polywrap seal with a seam that does not cover the address and barcode read areas.
 - i. Each piece must meet all DMM automation machinability criteria, including rigidity and flexibility requirements, when tested on a Postal Service flat mail machinability tester.

4.4 Approval for Pieces Using Approved Polywrap Materials

The approval process is twofold — Postal Service approval of the *manufacturer's polywrap material* itself and Postal Service approval of the *mailer's use* of that material. Any mailer who wishes to participate in the polywrap flats program by using one of the approved polywrap materials must submit a letter of request. The mailer must indicate in the letter which of the approved polywrap materials listed in 2, Approved Polywrap Materials, is used. The mailer should also attach a copy of the polywrap manufacturer's Postal Service authorization letter. The letter of request must be addressed to:

POLYWRAP FLATS PROGRAM
MANAGER CUSTOMER MAIL PREPARATION
US POSTAL SERVICE
475 L'ENFANT PLZ SW STE 6912
WASHINGTON DC 20260-2405

The mailer must then submit for evaluation in March at least 25 sample pieces of polywrapped barcoded flat-size mail to:

ATTN POLYWRAP FLATS
TESTING AND EVALUATION
USPS ENGINEERING
8403 LEE HWY
MERRIFIELD VA 22082-8101

The mailer must prepare sample pieces according to the standards in 4.3, Polywrap Mailpiece Design and Machinability Testing Specifications. The pieces must contain a random mix of addresses with the correct POSTNET barcodes, to assess the ability of the FSM to read accurately the barcode on each piece. If Postal Service Engineering approves the sample pieces, the mailer may then be required to participate in Phase II certification by following the procedures in 4.6, Phase II Polywrapped Flats Automation Evaluation.

At the discretion of the Postal Service, mailers using certain polywrap films are exempt from Phase II certification and additional evaluations if the pieces submitted for certification fall within the weight ranges and trim sizes for pieces for which these polywrap films are approved, and if there is no indication during Phase I evaluation that further evaluation is required. These polywrap films are: **Clysar EZ, Cryovac MPD2055, Cryovac D955, InteTopp 222AA35, Sorterap MDC 1000, WC-802, and WC-803.** Previous engineering tests proved the processing ability of these films on postal FSMs.

4.5 Approval for Pieces Using Unapproved Polywrap Material

Any mailer or polywrap manufacturer who wishes to participate in the polywrap flats program by using a polywrap material not certified by the Postal Service must sub-

mit a letter of request. The mailer must include a copy of the polywrap manufacturer's Product Data Specification Sheet identifying the chemical makeup or formula used to manufacture that polywrap material. The letter of request must be addressed to:

POLYWRAP FLATS PROGRAM
 MANAGER CUSTOMER MAIL PREPARATION
 US POSTAL SERVICE
 475 L'ENFANT PLZ SW STE 6912
 WASHINGTON DC 20260-2405

The letter of request must be accompanied by a copy of the chemical makeup and properties contained in the polywrap material. (See 4.7, Description of Polywrap Formula for Unapproved Polywrap Materials.)

Additionally, the mailer must submit 25 sample pieces during the month of March for evaluation by the Postal Service. These sample pieces of polywrapped barcoded flats must be sent to:

ATTN POLYWRAP FLATS
 TESTING AND EVALUATION
 USPS ENGINEERING
 8403 LEE HWY
 MERRIFIELD VA 22082-8101

The mailer must prepare sample pieces according to the standards in 4.3, Polywrap Mailpiece Design and Machinability Testing Specifications. The pieces must contain a random mix of addresses with the correct POSTNET barcodes to assess the ability of the FSM to read accurately the barcode on each piece. If Postal Service Engineering approves the sample pieces, the mailer is then required to participate in Phase II certification by following the procedures in 4.6, Phase II Polywrapped Flats Automation Evaluation.

4.6 Phase II Polywrapped Flats Automation Evaluation

Once notified by Customer Mail Preparation that submitted sample pieces have successfully passed Phase I evaluation, the mailer must provide to the processing and distribution center specified by the program director at least 2,000 pieces of the sample copies for Phase II certification. These sample pieces must arrive before the designated start date.

All polywrapped flat-size pieces are evaluated to determine the ability of the pieces to meet the FSM minimum standard of 1,000 pieces processed per workhour, with less than one mishandling for every 400 pieces processed while producing a barcode read rate of 98.6 percent or better for barcodes that must be read through the polywrap. All pieces must meet DMM barcoding specifications, and the sample pieces must contain a complete delivery address and POSTNET barcode.

4.7 Description of Polywrap Formula for Unapproved Polywrap Materials

To participate in the Postal Service polywrap barcoded flats program, plastic manufacturers and suppliers must submit to the Postal Service, in writing, a Product Data Specification Sheet that contains the chemical makeup and names of all components used to formulate any polywrap material to be included in the evaluation.

The Product Data Specification Sheet must identify the manufacturer of the polywrap material and include the name and telephone number of a contact person who is available to answer questions about the product. The Specification Sheet is not required to contain all compounds used in the formula. However, as a minimum it should include:

1. Coefficient of Friction (COF), ASTM D1894-90 (Kinetic — Film to Film).
2. Density, preferably to the third decimal in gms/cc, ASTM D1505.
3. Stiffness modulus (in percentage), psi.MD and TD directions ASTM D882.

Any polywrap manufacturer or mailer submitting sample pieces for evaluation by the Postal Service must provide this Product Data Specification Sheet for the polywrap material before pieces will be accepted for Phase II certifications.

4.8 Multiple Plant Site Mailers

Mailers with more than one physical mailing plant location may be required to seek authorization for each site if the mailpiece types, polywrap application process, or polywrap film used differs at different locations. However, when two or more plants owned and operated by the same mailer prepare pieces of similar trim sizes and weights with the same polywrap application equipment and processes, the mailer may request certification of all such facilities based on samples from plants representative of all plants. The manager of Customer Mail Preparation, along with Postal Service Engineering, must approve all corporate certification requests.

The mailer at each facility is responsible for ensuring that its mailings meet all prescribed mailing standards. Any mailing found nonmachinable is not accepted at the Barcoded rates for flats. Repeated submission of nonmachinable mailings is cause for exclusion from the polywrap flats program.

5.0 APPROVALS

5.1 Notification

The Postal Service issues to the polywrap manufacturer a letter of authorization granting approval for the specific polywrap to be used in the preparation of flat-size pieces

Continued next page

Continued

claimed at the Barcoded rates for flats. A copy of the authorization letter must be provided to any mailer who wishes to use the same approved polywrap material for pieces claimed at a Barcoded rates for flats.

Once certified, a mailer and polywrap manufacturer may not deviate from the component makeup and applicable use of the polywrap without Postal Service approval. The mailer must sign an acknowledgment letter that the polywrap material to be used for each polywrapped flats mailing claiming a Barcoded rate is the approved polywrap material identified in the Postal Service authorization letter. As indicated in the acknowledgment letter, any mailing found, at the time of acceptance or during postal processing, to be prepared with material other than the approved polywrap material is charged at the higher presort or single-piece rate, as applicable.

The polywrap materials identified in 2.1 and 2.2 are approved only for specific flat-size pieces prepared by the mailers identified in 2.3. Approval of any other polywrapped flat-size piece for mailing at the Barcoded rates for flats requires successful processing on postal-automated equipment and written approval by the manager of Customer Mail Preparation. Once approved, the mailer must abide by the terms and conditions for verification and acceptance of these pieces. The mailer may submit at the Barcoded rates

for flats only those pieces approved by the Postal Service and identified in its authorization letter to the mailer (see section 3).

The mailer must attach a copy of the manufacturer's authorization letter to the acknowledgment letter and submit both letters to the entry post office, acceptance post office, or plant-verified drop shipment (PVDS) office where the mail is entered.

5.2 Suspension of Approval

Postal Service processing and distribution centers/facilities will conduct periodic reviews of polywrapped barcoded mailings submitted by an approved mailer. Any mailing found nonmachinable is not accepted at the Barcoded rates for flats. The repeated submission of nonmachinable mailings is cause for exclusion from the polywrapped flats program.

5.3 Renewal

Polywrap approval remains in effect for a period not to exceed 1 year. Before expiration of the approval, the mailer must submit 25 sample pieces for testing and recertification. Annual certification is required.

6.0 ADDITIONAL COMMENTS

Direct any question about polywrapped flats to Sherl Johnson, Customer Mail Preparation, Postal Service Headquarters, at (202) 268-5185.

Product Name	Polywrap Type	Approved For Use With Weight	Trim Size	Mail Type	Manufacturer or Distributor	Contact Person	Telephone
AdPak 150	Polyethylene	1-6 oz.	6x9 to 8x11	direct mailpcs	Admiral Packaging	Carol Bienenfeld	800-262-0027
AdPak HC	Polyethylene	1-6 oz.	6x9 to 8x11	direct mailpcs	Admiral Packaging	Carol Bienenfeld	800-262-0027
Amtopp C1150	Polypropylene	2-9 oz.	8x11	magazines	Amtopp Corporation	Ron Silen	201-740-8220
Amtopp C1160	Polypropylene	2-9 oz.	8x11	magazines	Amtopp Corporation	Ron Silen	201-740-8220
Clysar EZ	Shrinkwrap	2-7 oz.	6x7 to 8x11	card packets, direct mailpcs	DuPont Company	Suzanne Riley	302-773-2289
Cryovac MPD2055	Shrinkwrap	2-7 oz.	6x7 to 8x11	card packets, direct mailpcs	WR Grace & Co.	Fred Calmes	800-845-FILM
Cryovac D955	Shrinkwrap	2-7 oz.	6x7 to 8x11	card packets, direct mailpcs	WR Grace & Co.	Fred Calmes	800-845-FILM
InteTopp 222AA35	Polypropylene	2-14 oz.	6x7 to 8x11	card packets	Amtopp Corporation	Ron Silen	201-740-8220
JR 106	Polyethylene	1-6 oz.	6x9 to 8x11	direct mailpcs	James River Corp.	Joe Gleisinger	513-576-7108
MAILRAP WC-725	Polyethylene	1-6 oz.	8x11	direct mailpcs, magazines	Innovative Packaging	Bruce Hollander	914-762-5404
MAILRAP WC-732	Polyethylene	10-15.9 oz.	8x11	catalogs, magazines	Innovative Packaging	Bruce Hollander	914-762-5404
Sorterap MDC 1000	Polyethylene	1-6 oz.	6x9 to 8x11	direct mailpcs	PolyFlex Corporation	Bruce Hollander	914-762-5100
WC 802	CoExtrud-Poly	3-15.9 oz.	8x11	catalogs, magazines	Innovative Packaging	Bruce Hollander	914-762-5404
WC 803	CoExtrud-Poly	3-15.9 oz.	8x11	catalogs, magazines	Innovative Packaging	Bruce Hollander	914-762-5404

Exhibit 2.1 — Approved Polywrap Products

DELIVERY UNIT REMINDER

Shrinkwrapped Bundles

This is a reminder to all delivery units that mailpieces, usually flats, that are bundled and shrinkwrapped must *not* be presumed to be a firm bundle. We have reports of entire shrinkwrapped, three-digit bundles being delivered to the top address in that bundle despite being clearly labeled with either a green "3" pressure-sensitive package label or a three-digit endorsement in the optional endorsement line found above the address block.

Delivery unit supervisors must take effective action to ensure that this does not occur. Therefore, please review

the correct bundle endorsements with your employees. Include in your explanation to your employees that if a bundle, other than a five-digit or carrier route, is received that they are to remove the pieces for your office and send the remainder back to the plant for processing.

—*Delivery Policies and Programs, Operations Support, 3-14-96*

APO/FPO Changes

Make the following ink changes to the most recent APO/FPO tables published in *Postal Bulletin* 21914 (2-29-96).

APO/FPO	Action	Effective Date	See Restrictions
09072	Deactivation	March 15	
09220	Deactivation	March 21	
09301-3210	Deactivation	Immediately	
09301-3220	Deactivation	Immediately	
09301-3230	Deactivation	Immediately	
09301-3240	Deactivation	Immediately	
09301-3280	Deactivation	Immediately	
09301-3290	Deactivation	Immediately	
09301-3850	Deactivation	Immediately	
09301-4230	Deactivation	Immediately	
09301-9010	Deactivation	Immediately	

APO/FPO	Action	Effective Date	See Restrictions
09329-2010	Deactivation	Immediately	
09329-3470	Deactivation	Immediately	
09381-1080	Deactivation	Immediately	
09381-1130	Deactivation	Immediately	
09381-1220	Deactivation	Immediately	
09381-9091	Deactivation	Immediately	
09381-9130	Deactivation	Immediately	
09784	Deactivation	March 15	
34030	Restriction Change	Immediately	B-I-L-M
34060	Deactivation	Immediately	

—*International and Military Mail Operations, International Business, 3-14-96*

FINANCE

HANDBOOK F-12 REVISION

Reimbursement for Temporary Quarters for EAS Employees

Effective immediately, Handbook F-12, *Relocation Policy*, has been revised to make reimbursements for temporary quarters more accurately reflect both the cost of living at the employee's new duty station and the actual costs incurred for lodging and meals during the period that temporary quarters are occupied.

Persons who are being relocated and who move into temporary quarters on or after January 1, 1996, will be reimbursed for temporary quarters according to the revision below.

Exhibit 534.2, Sample Voucher, appears on pages 27-28.

Handbook F-12, *Relocation Policy*

Chapter 5 Temporary Quarters

* * * * *

530 Allowable Reimbursement for Temporary Quarters

* * * * *

534 Computing the maximum — nonbargaining employees

534.1 Temporary quarters subsistence expense. If you are a nonbargaining employee, the amount you may be reimbursed for subsistence expenses for temporary quarters in CONUS will be the lesser of either (a) the actual amount of allowable expense incurred for a 60-day period; or (b) the maximum amount (computed using a standard lodging rate and per diem). Standard lodging rates are based on the per diem rate of the new duty station, and are as follows:

Per Diem Rate	Standard Lodging Rate
\$38/day	\$90/day
\$34/day	\$65/day
\$30/day	\$60/day
\$26/day	\$50/day

Daily rate for 60 days:

- For you, 80 percent of the sum of the per diem and standard lodging rate.
- For the first additional member of your immediate family, 25 percent of the rate established for you.
- For each additional member of your immediate family, 10 percent of the rate established for you.
- The maximum allowed for a 30-day period, regardless of family size, is \$5,000.

534.2 Limitation of reimbursement. The Postal Service will compare the total amount of your actual expenses to the maximum amount allowable for the period. You will be reimbursed for the lesser of these two amounts. See Exhibit 534.2 for a sample voucher.

Example: The sum of the per diem (average cost area = \$26) and standard lodging allowance (\$50 for the average cost area) is \$76. If a non-bargaining employee, spouse, and one dependent child occupy temporary quarters for 15 days, the employee could claim actual expenses up to the maximum amount as computed here:

15 days	Employee, 15 days at	\$60.80	\$ 912.00
	Spouse, 15 days at	15.20	228.00
	Child, 15 days at	6.08	<u>91.20</u>
	Maximum allowable, 15 days		\$1,231.20

* * * * *

Exhibit 534.2
Sample Voucher



**Claim for Subsistence Expenses –
Temporary Quarters**

Printed Name of Employee (First, M.I., Last) John A. Doe		
Specific Travel Order Number 601948-0-001	Social Security No. 987-65-4321	Address of Official Duty Station U. S. Postal Service National Accounting 475 L'Enfant Plaza, SW Rm 8831 Washington, DC 20260-5241
Period Claimed for Temporary Quarters 30 days	Date From 4/15/96 - 5/14/96	

Computation of the maximum TQ allowance for the period claimed

BARGAINING

First 10 day period:

Employee: No. of days _____ x daily rate \$ _____ = \$ _____

Spouse: No. of days _____ x daily rate \$ _____ = \$ _____

Dependents: No. of dependents _____ x No. of days _____ x daily rate \$ _____ = \$ _____

Total maximum expenses allowed for First 10 days \$ _____

Second 10 day period:

Employee: No. of days _____ x daily rate \$ _____ = \$ _____

Spouse: No. of days _____ x daily rate \$ _____ = \$ _____

Dependents: No. of dependents _____ x No. of days _____ x daily rate \$ _____ = \$ _____

Total maximum expenses allowed for Second 10 days \$ _____

Third 10 day period:

Employee: No. of days _____ x daily rate \$ _____ = \$ _____

Spouse: No. of days _____ x daily rate \$ _____ = \$ _____

Dependents: No. of dependents _____ x No. of days _____ x daily rate \$ _____ = \$ _____

Total maximum expenses allowed for Third 10 days \$ _____

Total for the three 10 day periods \$ _____

NON BARGAINING

Employee: No. of days 30 x daily rate \$ 102.40 = \$ 3,072.00

Spouse: No. of days 25 x daily rate \$ 25.60 = \$ 640.00

Dependents: No. of dependents 2 x No. of days 25 x daily rate \$ 10.24 = \$ 512.00

Total maximum expenses allowed \$ 4,224.00

PCES

PCES enter actual expenses \$ _____

Claiming lesser of actual or maximum expenses: \$ 4,042.38

Personal Calls Home: 16.55

Total Claimed: 4,058.93

Differences (SMPDC use):

Total verified correct (SMPDC use):

Applied to outstanding advance: (_____)

Net to employee (SMPDC use): \$ _____

Signature of Employee <i>John A. Doe</i>	Date 5/17/96	Authorized Approving Official's Signature <i>George R. Smith</i>	Date 5/20/96
Title of Payee Accountant		Title Manager, National Accounting	

The collection of this information is authorized by 39 U.S.C. 1001 and 2008. This information will be used to account for your official duty travel and relocation expenses. As a routine use, this information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to a labor organization as required by NLRA; where pertinent in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting, or licensing decision by the requesting agency; to a government agency in order to elicit information relevant to a hiring, contracting, or licensing decision by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against USPS under 29 CFR 1613; to an independent Certified Public Accountant during an official audit of USPS finances; and to the Merit System Protection Board or Office of Special Counsel for proceedings involving possible prohibited personnel practice. The completion of this form is voluntary, however, if this information is not provided, you may not be reimbursed for your travel and relocation expenses.

Exhibit 534.2 (continued)

Sample Voucher

Actual daily subsistence expenses were incurred as follows. Required receipts for lodging, etc. are attached.

Day No.	Date	Lodging	Meals	Clothing, Laundry & Cleaning	Total	Personal Phone Calls Home	Day No.	Date	Lodging	Meals	Clothing, Laundry & Cleaning	Total	Personal Phone Calls Home
1	4/15/96	38.00	26.15		64.15	3.82	37						
2	4/16/96	38.00	20.80		58.80	2.85	38						
3	4/17/96	38.00	19.95		57.95	3.12	39						
4	4/18/96	38.00	17.32		55.32	3.57	40						
5	4/19/96	38.00	23.35		61.35	3.19	41						
6	4/20/96	38.00	104.60		142.60		42						
7	4/21/96	38.00	83.20		121.20		43						
8	4/22/96	38.00	79.80		117.80		44						
9	4/23/96	38.00	93.40	19.37	150.77		45						
10	4/24/96	38.00	123.19		161.19		46						
*Subtotal 1st 10 days							47						
11	4/25/96	38.00	132.08		170.08		48						
12	4/26/96	38.00	98.74		136.74		49						
13	4/27/96	38.00	112.25		150.25		50						
14	4/28/96	38.00	101.18		139.18		51						
15	4/29/96	38.00	97.77		135.77		52						
16	4/30/96	38.00	82.90	21.88	142.78		53						
17	5/1/96	38.00	138.90		176.90		54						
18	5/2/96	38.00	117.06		155.06		55						
19	5/3/96	38.00	92.24		130.24		56						
20	5/4/96	38.00	126.66		164.66		57						
*Subtotal 2nd 10 days							58						
21	5/5/96	38.00	118.42		156.42		59						
22	5/6/96	38.00	123.45		161.45		60						
23	5/7/96	38.00	111.11		149.11		61						
24	5/8/96	38.00	97.82	24.13	159.95		62						
25	5/9/96	38.00	100.16		138.16		63						
26	5/10/96	38.00	99.99		137.99		64						
27	5/11/96	38.00	107.38		145.38		65						
28	5/12/96	38.00	133.14		171.14		66						
29	5/13/96	38.00	117.56		155.56		67						
30	5/14/96	38.00	136.43		174.43		68						
*Subtotal 3rd 10 days							69						
31							70						
32							71						
33							72						
34							73						
35							74						
36							75						
Subtotal		1,140.00	2,837.00	65.38	4,042.38	16.55	Subtotal						
Actual Days In Temporary Quarters:							GRAND TOTAL	1,140.00	2,837.00	65.38	4,042.38	16.55	

*Bargaining Unit employees only

FRAUD ALERT

Missing U.S. Money Order Forms — Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in

the *Postal Bulletin*. The actual serial numbers consist of the first 10 digits on the money orders.

210 221 0548 to	395 396 9649 to 9799	417 302 8104 to 8199	436 082 6400 to 6899
210 221 0599	395 970 3240 to 3299	417 387 6532 to 6599	436 160 6441 to 6499
273 775 7700 to	397 622 4054 to 4099	417 496 6800 to 6999	437 316 7115 to 7199
273 775 7899	397 819 8902 to 8999	417 871 9250 to 9299	437 427 0500 to 3499
302 000 0000 to	398 149 7200 to 7699	417 930 9533 to 9599	439 179 2300 to 2346
302 123 9999	399 070 0872 to 0899	418 164 6500 to 6799	439 179 2385 to 2399
349 746 2056 to 2099	399 156 7119 to 7199	418 423 9863 to 9899	439 310 0458 to 0499
350 518 7350 to 7374	399 203 5064 to 5099	418 633 5922 to 5999	440 698 1947 to 1999
360 011 1690 to 1699	399 296 9909 to 9999	418 719 8520 to 8599	440 858 6300 to 6399
360 168 6008 to 6099	399 792 8300 to 8399	418 744 2235 to 2299	440 858 6420 to 7299
360 173 8800 to 8899	399 396 8935 to 8999	418 962 2848 to 2899	441 199 1655 to 1699
362 861 3064 to 3099	400 427 1051 to 1999	419 543 0286 to 0299	443 127 3648 to 3699
373 006 2176 to 2199	401 045 1505 to 1549	419 730 0300 to 0399	443 127 4000 to 4099
374 768 2600 to 2699	401 045 1571 to 1599	420 277 0015 to 0049	443 673 7900 to 7999
375 169 4400 to 4599	401 294 2700 to 2799	420 599 0734 to 0798	443 800 9335 to 9399
375 829 3400 to 3499	401 310 9505 to 9599	420 661 4115 to 4199	444 382 8822 to 8899
375 851 9100 to 9199	401 382 5312 to 5399	420 758 9500 to 9699	444 390 1667 to 1699
376 196 0911 to 0999	402 578 7876 to 7899	420 969 3951 to 3971	444 457 3854 to 3899
378 085 3679 to 3699	403 125 6744 to 6799	420 969 3973 to 3999	450 048 4173 to 4199
378 351 1063 to 1099	403 260 7000 to 7499	421 116 3565 to 3599	450 048 4442 to 4699
379 843 5100 to 5199	403 280 6470 to 6499	421 130 9300 to 9399	450 560 5173 to 5199
380 093 9600 to 9611	403 685 8600 to 8699	421 313 4500 to 4999	450 620 3077 to 3099
380 165 1165 to 1199	404 003 0300 to 0399	421 364 5537 to 5599	450 620 3135 to 3199
381 325 4500 to 4599	404 041 8838 to 8899	421 656 2609 to 2699	450 780 2716 to 2799
381 604 2510 to 2699	404 071 4268 to 4299	421 988 9700 to 9799	450 801 2700 to 2799
381 645 9525 to 9599	404 347 5356 to 5399	422 172 4667 to 4699	451 109 2967 to 2984
383 314 3968 to 3999	404 347 5548 to 5599	422 484 4212 to 4299	451 115 4110 to 4125
383 892 1000 to 1344	404 726 4500 to 4599	422 556 1270 to 1299	451 115 4127 to 4199
383 892 1382 to 1399	404 961 5001 to 5199	422 587 7024 to 7099	452 265 0074 to 0099
384 925 3641 to 3654	405 325 0188 to 0198	422 819 7533 to 7599	452 265 0246 to 0299
385 568 2331 to 2399	406 009 4587 to 4599	422 842 5073 to 5087	452 265 0335 to 0999
385 599 7554 to 7575	406 260 6830 to 6899	422 907 7563 to 7599	452 509 1169 to 1199
385 774 2024 to 2099	406 459 6641 to 6999	424 500 6050 to 6099	452 855 6471 to 6499
386 624 1412 to 1599	406 733 3000 to 3999	424 641 8500 to 8599	452 990 4679 to 4799
386 883 8936 to 8999	407 545 1557 to 1599	424 871 6600 to 6699	452 900 8215 to 8238
387 314 5574 to 5599	407 594 0412 to 0599	425 298 2352 to 2399	453 117 9146 to 9199
387 837 6300 to 6399	407 692 9100 to 9299	425 418 4269 to 4299	453 334 3631 to 3699
388 828 0656 to 0699	407 959 2190 to 2199	425 418 4405 to 4499	453 603 7841 to 7891
389 696 2400 to 2799	408 265 2275 to 2288	426 547 4566 to 4599	453 650 1140 to 1199
389 846 3104 to 3135	408 499 7700 to 7799	427 412 6337 to 6499	453 741 1300 to 1399
389 846 3145 to 3195	408 499 7900 to 7999	427 481 0900 to 0999	454 013 2919 to 2999
389 887 9211 to 9230	408 682 8484 to 8599	428 027 2742 to 2752	454 186 2411 to 2499
389 887 9234 to 9299	408 698 7015 to 7099	429 474 4172 to 4199	454 268 4883 to 4899
390 001 3182 to 3199	409 072 3941 to 3999	429 889 2900 to 2999	454 302 5400 to 5499
390 001 3500 to 3699	410 491 2311 to 2399	430 150 4401 to 4599	454 490 8300 to 8399
390 545 5974 to 5999	410 694 8400 to 8599	430 172 9800 to 9899	454 547 7434 to 7499
391 104 6146 to 6199	410 775 1500 to 1599	430 177 1900 to 2099	454 922 4867 to 4895
391 574 1466 to 1499	410 795 7927 to 7999	430 444 9500 to 9699	455 221 1348 to 1499
391 783 3020 to 3599	410 867 0917 to 0966	430 664 4070 to 4099	455 364 2147 to 2199
391 792 6100 to 6199	410 867 0970 to 0999	432 168 8419 to 8499	455 399 5400 to 5499
392 668 2956 to 2999	411 868 1023 to 1199	432 708 6800 to 6999	455 476 0676 to 0699
392 854 8500 to 8899	411 922 2322 to 2399	432 744 1544 to 1599	455 543 0618 to 0699
393 584 7566 to 7699	412 193 0900 to 0999	432 995 9775 to 9799	456 410 9006 to 9099
393 650 0074 to 0099	412 395 8599 to 8699	433 003 5800 to 5899	456 470 4146 to 4299
393 838 8316 to 8499	412 485 6500 to 6599	433 757 3047 to 3099	456 619 4460 to 4499
393 893 6007 to 6099	412 485 6610 to 6699	433 765 4003 to 4099	457 333 2686 to 2699
394 126 6907 to 6999	412 885 5953 to 5999	434 482 7060 to 7199	457 729 1767 to 1777
394 189 0405 to 0599	414 193 3608 to 3674	434 513 2386 to 2399	457 937 8615 to 8699
394 822 3243 to 3278	414 193 3677 to 3699	434 968 3076 to 3092	458 028 9810 to 9899
394 990 1810 to 1899	414 411 7348 to 7399	435 303 1831 to 1842	458 057 2712 to 2999
395 343 3264 to 3299	414 640 0757 to 0799	435 303 1986 to 1999	458 337 5222 to 5299
395 373 3035 to 3099	414 965 1727 to 1799	435 666 6092 to 6399	458 354 7653 to 7999

458 671 8678 to 8699	478 010 4270 to 4291	498 449 8888 to 8899	619 859 3000 to 3099
458 671 8721 to 8798	478 450 5071 to 5099	498 929 8285 to 8499	620 073 9400 to 9499
458 847 5044 to 5999	478 469 7838 to 7858	498 936 5310 to 5399	621 648 8021 to 8199
459 274 7624 to 7699	478 469 7883 to 7899	499 016 5425 to 5499	621 648 8500 to 8599
459 365 5432 to 5499	479 280 9800 to 9899	499 440 8575 to 8899	621 904 8351 to 8599
459 378 5764 to 5799	479 365 9116 to 9176	499 731 6717 to 6799	621 916 1978 to 1989
459 472 4816 to 4999	479 412 9900 to 9999	500 064 1858 to 1869	622 989 8032 to 8099
460 349 6878 to 6899	479 667 6190 to 6199	600 645 3223 to 3299	623 076 9300 to 9399
460 550 1909 to 1999	479 748 9680 to 9699	601 339 1200 to 1399	623 895 8200 to 8399
460 997 5234 to 5299	479 860 7000 to 7199	601 661 7700 to 7799	623 917 0200 to 0299
461 973 6443 to 6499	480 526 2000 to 2099	601 682 5343 to 5399	623 819 5006 to 5099
462 152 0107 to 0299	480 640 6330 to 6399	601 928 1600 to 1699	624 468 5288 to 5299
462 274 1072 to 1099	480 689 5100 to 5199	602 512 2972 to 2999	624 665 3162 to 3198
462 277 8373 to 8399	481 673 0074 to 0095	602 555 2400 to 2799	625 088 6735 to 6799
463 117 5529 to 5540	482 527 1500 to 1599	602 829 7061 to 7099	625 100 5806 to 5834
463 176 4115 to 4199	482 541 5255 to 5299	603 483 9572 to 9599	625 916 9500 to 9799
463 176 4228 to 4299	482 729 6800 to 6899	603 490 7200 to 7299	625 968 8956 to 8999
463 185 2600 to 2799	483 363 7207 to 7299	603 678 7100 to 7199	627 005 3938 to 3999
463 227 7711 to 7799	483 402 2356 to 2399	603 678 7662 to 7699	627 384 3907 to 4099
463 414 4869 to 4899	483 486 5100 to 5199	603 678 7902 to 7999	627 496 7549 to 7599
463 808 3484 to 3499	483 632 1521 to 1599	603 678 8418 to 8499	627 708 3605 to 3699
463 945 7400 to 7899	483 632 2600 to 2799	603 678 8700 to 9999	627 776 2500 to 2599
464 629 9000 to 9399	483 849 1615 to 1699	604 086 0880 to 0899	628 814 4702 to 4799
464 711 4332 to 4399	484 174 4803 to 5299	604 349 1414 to 1499	628 851 9689 to 9699
465 692 3963 to 3999	484 323 8900 to 9199	604 503 7776 to 7799	629 510 7200 to 7299
465 698 8300 to 8599	484 680 5000 to 5038	605 520 9037 to 9099	630 389 3056 to 3071
465 743 7745 to 7799	484 680 5040 to 5074	605 685 4010 to 4099	630 463 0588 to 0599
466 798 6056 to 6067	484 680 5077 to 5099	605 988 6467 to 6499	631 762 9325 to 9399
467 147 4300 to 4399	485 029 4913 to 4999	607 689 7951 to 7960	632 500 0000 to
468 079 5782 to 5799	486 176 0600 to 0699	607 728 1276 to 1299	632 599 9999
469 067 2817 to 2899	486 559 7555 to 7599	608 727 7100 to 7199	633 110 4165 to 4199
469 127 8000 to 8199	486 696 3023 to 3199	608 727 7273 to 7599	633 110 4303 to 4499
469 213 0359 to 0399	488 173 7900 to 7999	608 813 9950 to 9999	633 438 6429 to 6599
469 213 0500 to 0599	488 206 4100 to 4199	609 067 5325 to 5399	634 725 0700 to 0799
469 658 1961 to 1999	488 226 0200 to 0299	609 067 5488 to 5499	634 803 3239 to 3299
469 666 9900 to 9999	488 709 3906 to 3999	609 067 5600 to 5699	634 807 2474 to 2499
469 678 1900 to 1999	488 855 8359 to 8399	609 289 6123 to 6199	634 827 5900 to 5999
469 781 4900 to 4999	489 181 8963 to 8999	609 438 4400 to 4499	634 886 3428 to 3499
469 947 6960 to 6999	489 311 1930 to 1999	609 493 1100 to 1199	635 559 3449 to 3499
470 755 5800 to 5818	489 318 6200 to 6300	609 766 8100 to 8999	636 289 6214 to 6299
471 918 0300 to 0999	489 223 2000 to 2099	609 825 4100 to 4115	636 634 8007 to 8042
471 985 2408 to 2419	489 384 0027 to 0099	609 884 2981 to 2999	638 049 4984 to 4999
472 191 6700 to 6799	489 427 0658 to 0899	609 893 1000 to 1099	638 885 0000 to 0299
472 270 2555 to 2599	489 997 5252 to 5299	610 092 3200 to 3299	639 420 6200 to 6299
472 987 0213 to 0241	490 669 5850 to 6099	610 582 4200 to 4299	639 605 2142 to 2199
472 987 0290 to 0299	490 717 7080 to 7099	611 285 8073 to 8074	639 657 8600 to 8699
473 151 2069 to 2199	490 721 6000 to 6099	611 879 6939 to 6999	639 657 8700 to 8799
473 666 9138 to 9199	490 793 1500 to 2099	612 291 8013 to 8099	640 289 7500 to 7599
473 952 3429 to 3499	490 886 8171 to 8199	612 751 5171 to 5199	640 289 7700 to 7999
474 108 5402 to 5499	490 977 9221 to 9240	612 751 5226 to 5299	700 065 4800 to 4899
474 356 5193 to 5299	491 258 8100 to 9099	612 751 6083 to 6099	700 190 3350 to 3359
474 949 3366 to 3399	491 567 1376 to 1399	612 751 6268 to 6299	700 228 6048 to 6099
475 134 9362 to 9399	492 254 4800 to 4899	612 751 6572 to 6599	700 650 0452 to 0499
475 167 9664 to 9699	492 283 5100 to 5199	612 774 2111 to 2199	700 859 0744 to 0758
475 319 3415 to 3499	492 610 6813 to 6899	612 774 2254 to 2299	701 028 6780 to 6899
475 319 3649 to 3799	493 394 5568 to 5599	612 774 2500 to 2599	701 213 3900 to 3999
475 340 6400 to 6599	493 470 2562 to 2599	614 469 0979 to 0999	701 267 2000 to 3999
475 424 8410 to 8499	493 473 7700 to 7799	614 474 3000 to 3099	701 503 2247 to 2299
475 629 9156 to 9199	493 716 2153 to 2199	614 521 3490 to 3499	806 087 1100 to 1499
475 850 6101 to 6199	494 206 2972 to 2999	614 645 1800 to 1899	806 268 9275 to 9299
475 875 2500 to 2599	494 217 3446 to 3999	614 832 1100 to 2099	806 534 3400 to 3477
476 169 8264 to 8299	494 224 0500 to 0599	615 017 7505 to 7599	807 342 3283 to 3399
476 189 3000 to 3499	496 209 7425 to 7499	617 711 6678 to 6699	808 090 3440 to 3499
476 331 2480 to 2499	496 213 8728 to 8799	617 760 5266 to 5299	808 325 5161 to 5699
477 289 8601 to 8699	496 474 5226 to 5248	617 813 3601 to 3699	870 054 4814 to 4899
477 681 5206 to 5299	497 053 8517 to 8699	618 840 9200 to 9299	870 491 4812 to 4849
478 010 4243 to 4268	497 854 8673 to 8699	619 551 7229 to 7299	

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	707,292,636 to 2,660	710,046,751 to 6,810	714,590,391 to 0,430
705,280,801 to 0,980	707,441,401 to 1,687	710,046,813 to 6,840	714,609,811 to 9,930
705,475,651 to 6,040	707,441,836 to 1,940	710,358,093 to 8,166	714,609,961 to 9,990
705,566,127 to 6,280	707,958,541 to 8,570	710,358,257 to 8,270	714,807,181 to 7,240
705,782,796 to 2,820	707,960,107 to 0,160	711,049,411 to 9,560	714,871,321 to 1,500
705,822,271 to 2,480	708,059,941 to	711,408,045 to 8,090	714,928,529 to 8,590
706,180,148 to 0,290	060,000	712,003,381 to 3,650	715,128,183 to 8,330
706,184,041 to 4,220	708,115,830 to 5,860	713,284,171 to 4,260	715,144,171 to 4,470
706,357,861 to 8,190	708,116,251 to 6,310	713,292,871 to 2,990	715,197,211 to 7,570
706,382,419 to 2,430	708,138,301 to 8,480	714,328,231 to 8,440	715,595,910 to 6,180
706,628,735 to 8,820	709,222,591 to 2,920	714,355,820 to 5,830	715,941,781 to 1,810
706,638,211 to 8,420	709,243,479 to 3,500	714,442,952 to 2,980	715,962,421 to 2,480
706,817,959 to 8,000	709,649,804 to 9,820	714,562,843 to 2,860	716,573,101 to 3,340
707,034,391 to 4,450	709,733,281 to 3,580	714,574,591 to 4,620	

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

—Inspection Service, 3-14-96

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, 3-14-96

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, 3-14-96

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	016989	027365	045305	069104	080164	094619	103157	106404	111895	113535	118848	152642
005464	018097	027433	047149	069185	080208	094804	103158	106557	111936	113599	118972	152778
005514	018101	027691	048019	069358	080224	094901	103176	106568	111940	113606	119389	152817
005751	018181	027803	049052	069483	080254	094920	103186	106710	111968	113684	120158	152971
005764	018182	027919	051008	069553	080262	094954	103513	107119	112117	113690	120261	152974
005790	018205	027923	052009	069790	080326	095137	103519	107315	112123	113752	121234	152983
005804	018330	027980	052047	069800	080472	095148	103549	108042	112125	113756	125085	152989
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ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

Foreign Order No. 379

Keep all foreign order notices for use as reference.

Final Orders

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

Australia

AUSTRALIAN LOTTERY AGENTS
GPO BOX 2789
BNE QUEENSLAND 4001
AUSTRALIA

VANAWARTOS
GPO BOX 1016
BRISBANE 4001
AUSTRALIA

AUSTRALIAN LOTTERY WINNERS SERVICE
PO BOX 1618
SOUTHPORT QLD 4215
AUSTRALIA

ALA
TO GPO BOX 2067
BRISBANE 4001
AUSTRALIA

Canada

ALA INTERNATIONAL
46-6A THE DONWAY WEST
SUITE 3010
DON MILLS ON M3C 2E8
CANADA

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

INTERNATIONAL LOTTERY PAYOUT SERVICES
7680 RIVER ROAD PO BOX 94667
RICHMOND BC V6Y 4A4
CANADA

INTERNATIONAL LOTTERY PAYOUT SERVICES
2 BLOOR STREET W STE NO 100
BOX 123
TORONTO ON M4W 3E2
CANADA

KANGAROO SUBSCRIPTION SERVICE
PO BOX 777
DELTA BC V4K 4Z9
CANADA

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

Spain

EMS NAVIDAD
PASEO DE REDING 51 STE 180
29016 MALAGA
SPAIN

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, 3-14-96

Withholding of Mail Order

Withholding of mail order is enforced by the postmaster at the city listed below:

State/City	Names Covered
CA, Beverly Hills 90210-4500	Ace Photo Systems, Genesis Unlimited, and/or John Karbo, 421 N. Rodeo Drive, Suite 425

—Judicial Officer, 3-14-96

PHILATELY

Pictorial Cancellations Announcement 96-6

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


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

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


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

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

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



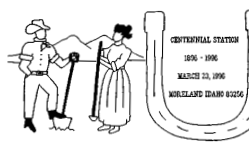
March 16 & 17, 1996
Park Forest Stamp Club
 PARFOREX VI STATION
 POSTMASTER
 123 INDIANWOOD BLVD
 PARK FOREST IL 60466-9998



March 23, 1996
 WACOPEX STATION
 POSTMASTER
 430 W STATE HWY 6
 WACO TX 76702-9998




March 17, 1996
 ST PATRICKS DAY STATION
 POSTMASTER
 2 GOVERNMENT CTR
 FALL RIVER MA 02722-9998



March 23-29, 1996
Chamber of Commerce
 CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 MORELAND ID 83256-9998

(Artwork Unavailable)


March 22-24, 1996
Garfield-Perry Stamp Club
 GARFIELD PERRY STATION
 POSTMASTER
 2200 ORANGE AVE
 CLEVELAND OH 44101-9996



March 25-28, 1996
 21ST ANNUAL WINTER GRAND INTL
 CONVENTION STATION
 POSTMASTER
 PO BOX 9998
 PERRY GA 31069-9998



March 23, 1996
Bok Kai Festival Committee
 116TH BOK KAI FESTIVAL MARYSVILLE
 STATION
 POSTMASTER
 407 C ST
 MARYSVILLE CA 95901-9998



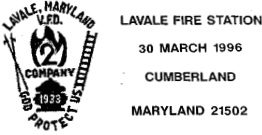
March 30, 1996
 NEW PARK STATION
 POSTMASTER
 CAREA ROAD
 NEW PARK PA 17352-9998



March 30 & 31, 1996
 OSTD STATION
 POSTMASTER
 101 N ST MARY
 STANTON TX 79782-9998



April 12, 1996
 Capitan Third Graders
 SMOKEYS STATION
 POSTMASTER
 PO BOX 9998
 CAPITAN NM 88316-9998



March 30 & 31 1996
 LVALE FIRE STATION
 POSTMASTER
 PO BOX 9998
 CUMBERLAND MD 21502-9998



April 12 & 13, 1996
 Wills Point Historical Society
 BLUEBIRD WILDLIFE STATION
 POSTMASTER
 415 N 4TH ST
 WILLS POINT TX 75169-9998



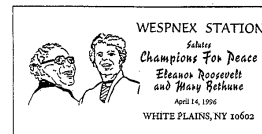
April 1, 1996
 ORVILLE H BROWNING STATION
 POSTMASTER
 PO BOX 9998
 QUINCY IL 62301-9998



April 12-14, 1996
 COLOPEX 96 STATION
 POSTMASTER
 850 TWIN RIVERS DR
 COLUMBUS OH 43216-9998



April 5-7, 1996
 MINICON 31 STATION
 POSTMASTER
 PO BOX 9998
 BLOOMINGTON MN 55439-9998



April 12-14, 1996
 WESPNEK STATION
 POSTMASTER
 PO BOX 9998
 WHITE PLAINS NY 10602-9998



April 6, 1996
 OLD GREER COUNTY CENTENNIAL
 STATION
 POSTMASTER
 201 HWY 9
 VINSON OK 73571-9998



April 12-14, 1996
 DUSTER QUADS SEARCHLIGHTS
 VETERANS REUNION STATION
 POSTMASTER
 5300 E PAISANO DR
 EL PASO TX 79910-9998



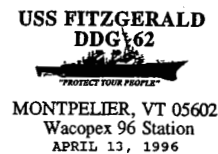
April 7, 1996
 50TH SUNRISE SERVICE STATION
 POSTMASTER
 PO BOX 9998
 NATURAL BRIDGE VA 24578-9998



April 12-14, 1996
 International Stamp Collecting Society
 STAMP EXPO/STATION
 POSTMASTER
 3101 W SUNFLOWER AVE
 SANTA ANA CA 92799-9998

(Artwork Unavailable)

April 8, 1996
 U.S. Postal Service
 150TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 SHORT CREEK WV 26058-9998



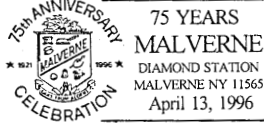
April 13, 1996
 WACOPEX 96 STATION
 POSTMASTER
 COUNTRY CLUB ROAD (ELKS CLUB)
 MONTPELIER VT 05601-1461



April 11-14, 1996
 U.S. Postal Service
 FIESTA DAYS STATION
 POSTMASTER
 PO BOX 9998
 CAVE CREEK AZ 85331-9998



April 13, 1996
 Christoval Community Chamber of
 Commerce
 SOUTH CONCHO RIVER STATION
 POSTMASTER
 PO BOX 9998
 CHRISTOVAL TX 76935-9998



April 13, 1996
MALVERNE DIAMOND STATION
 POSTMASTER
 339 HEMPSTEAD AVE
 MALVERNE NY 11565-9998



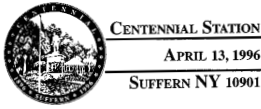
April 13 & 14, 1996
CENTRAL NEW YORK MAPLE FESTIVAL
 STATION
 POSTMASTER
 12 EAST MAIN ST
 MARATHON NY 13803-9998



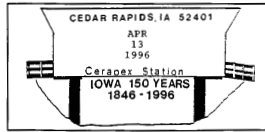
April 13, 1996
WOMEN'S FAST PITCH SOFTBALL
 STATION
 POSTMASTER
 PO BOX 9998
 COLUMBUS GA 31908-9998



April 13 & 14, 1996
Wilkinsburg Stamp Club
WILKPEX 96
 POSTMASTER
 PO BOX 17109
 PITTSBURGH PA 15235-0109



April 13, 1996
CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 SUFFERN NY 10901-9998



April 13 & 14, 1996
CERAPEX STATION
 POSTMASTER
 615 6TH AVE SE
 CEDAR RAPIDS IA 52401-9998



April 13, 1996
SPRINGTIME STATION
 POSTMASTER
 2800 S ADAMS ST
 TALLAHASSEE FL 32301-9998



April 13 & 14, 1996
BOPEX STATION
 POSTMASTER
 6700 LAUREL BOWIE RD
 BOWIE MD 20715-9998



INCOME TAX NIGHT STATION
 CITY, STATE, ZIP
APRIL 15, 1996



April 15, 1996

INCOME TAX NIGHT STATION
 POSTMASTER
 69 MONTGOMERY ST
 JERSEY CITY NJ 07303-9998

INCOME TAX NIGHT STATION
 POSTMASTER
 811 PAULISON AVE
 CLIFTON NJ 07015-9998

INCOME TAX NIGHT STATION
 POSTMASTER
 2 FEDERAL SQ
 NEWARK NJ 07102-9998

INCOME TAX NIGHT STATION
 POSTMASTER
 33 E MIDLAND AVE
 PARAMUS NJ 07652-9998

INCOME TAX NIGHT STATION
 POSTMASTER
 89 RIVER ST
 HOBOKEN NJ 07030-9998

INCOME TAX NIGHT STATION
 POSTMASTER
 229 MAIN ST
 FORT LEE NJ 07024-9998

INCOME TAX NIGHT STATION
 POSTMASTER
 201 WATCHUNG AVE
 PLAINFIELD NJ 07061-9998

INCOME TAX NIGHT STATION
 POSTMASTER
 332 RAMAPO VALLEY RD
 OAKLAND NJ 07436-9998

INCOME TAX NIGHT STATION
 POSTMASTER
 155 CLINTON RD
 WEST CALDWELL NJ 07006-9998

INCOME TAX NIGHT STATION
 POSTMASTER
 150 POMPTON PLAINS CROSSROADS
 WAYNE NJ 07470-9998

INCOME TAX NIGHT STATION
 POSTMASTER
 310 N BROAD ST
 ELIZABETH NJ 07207-9998

INCOME TAX NIGHT STATION
 POSTMASTER
 194 WARD ST
 PATERSON NJ 07510-9998

INCOME TAX NIGHT STATION
 POSTMASTER
 2717 RT 23
 NEWFOUNDLAND NJ 07435-9998

INCOME TAX NIGHT STATION
 POSTMASTER
 560 HUYLER ST
 SOUTH HACKENSACK NJ 07606-9998

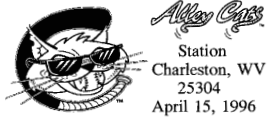
INCOME TAX NIGHT STATION
 POSTMASTER
 123 E MILTON AVE
 RAHWAY NJ 07065-9998



April 14, 1996
 Fools Five Road Race 1996
 FOOLS FIVE STATION
 POSTMASTER
 PO BOX 9998
 LEWISTON MN 55952-9998

(Artwork Unavailable)

April 16-27, 1996
 100TH ANNIVERSARY STATION
 POSTMASTER
 201 W MAIN
 MAUD OK 74854-9998



April 15, 1996
 ALLEY CATS STATION
 POSTMASTER
 3403 MACCORKLE
 CHARLESTON WV 25304-9998



April 19-21, 1996
 City of Euless
 ARBOR DAZE STATION
 POSTMASTER
 210 N ECTOR DR
 EULESS TX 76039-9998



April 15, 1996
 ROADS SCHOLAR STATION
 POSTMASTER
 2401 E AVE
 KEARNEY NE 68847-9998



April 28, 1996
 FIRST DAY GRAND PRIX STATION
 POSTMASTER
 PO BOX 9998
 ATLANTA GA 30339-9998

—Stamp Management, Marketing, 3-14-96

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
April Is Child Abuse Prevention Month	April 1–April 30, 1996
National Carih Asthma Week	April 1–May 6, 1996
Law Day U.S.A. Freedom Under Law, May 1	April 1–April 30, 1996
Strike Back at Cancer, Give to the American Cancer Society	April 1–April 30, 1996

—Business Mail Acceptance,
 Marketing Systems, 3-14-96

STAMP ANNOUNCEMENT 96-15

Marathon Commemorative Stamp



Copyright USPS 1995

The Postal Service will commemorate marathons with the issuance of a 32-cent commemorative stamp (Item 4410) on April 11, 1996, in Boston, Massachusetts, in conjunction with the 100th running of the Boston Marathon. The stamp goes on sale nationwide April 12.

Designed by contemporary artist Michael Bartalos of San Francisco, California, the stamp expresses the joy of running and the pleasures of healthy and active participation. The whimsical winged feet allude to the legend of the fleet-footed Greek god Hermes.

According to legend, in 490 B.C. a Greek named Pheidippides ran approximately 25 miles from Marathon to Athens with the news of a great military victory. To commemorate Pheidippides' run, the first marathon was held at the 1896 Olympic Games in Athens, Greece. The first marathon in the United States was held the same year in New York; the first Boston Marathon followed on April 19, 1897.

How to Order the First Day of Issue Postmark

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

MARATHON STAMP
POSTMASTER
PO BOX 1212
BOSTON MA 02205-1212

After applying the first day of issue postmark, the Postal Service returns the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by May 11, 1996.

The Philatelic Fulfillment Service Center also offers first day covers for new stamp issues and postal stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and

Issue:	Marathon
Denomination:	32 cents
Format:	Pane of 20
Item Number:	4410
Issue Date:	April 11, 1996
Nationwide Sale Date:	April 12, 1996
Issue City & State:	Boston, MA
Designer:	Michael Bartalos, San Francisco, CA
Art Director:	Richard D. Sheaff, Norwood, MA
Typographer:	Michael Bartalos, San Francisco, CA
Modeler:	Banknote Corporation of America
Manufacturing Process:	Offset
Printer:	Banknote Corporation of America
Colors (PMS Colors):	Yellow, magenta, cyan, and black
Size:	0.84 x 1.41 in/ 21.336 x 35.814 mm (image area) 0.99 x 1.56 in/ 25.146 x 39.624 mm (overall) 5.805 x 7.26 in/ 147.447 x 184.404 mm (full pane)
Plate Numbers:	"B" followed by four single digits
Marginal Markings:	"© USPS 1995" • Plate Numbers • Plate Position Diagram • Price

is offered in the quarterly *Stamps etc.* catalog. Customers may request a free catalog by writing to:

STAMPS ETC CATALOG
US POSTAL SERVICE
PO BOX 57
GRAND RAPIDS MN 55744-0057

or by telephoning 1-800-STAMP24.

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

Distribution

All stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive their standard automatic distribution for a 20-stamps-per-pane issue, rounded to the nearest master carton size (70,000 stamps). SDOs and

Continued next page

Continued

SDNs will make subsequent automatic distributions to post offices using Form 3309, *Advice of Shipment/Stamp Invoice*, and Form 17, *Stamp Requisition*. SDOs and SDNs must not distribute stamps to post offices before April 3, 1996.

Philatelic Requirements

SDOs with authorized philatelic centers will receive automatic distributions of this stamp in eight positions in the following quantities for subsequent distribution to each center:

Offices That Receive Four-Position Stock in These Quantities	Will Receive This Quantity of the 32-Cent Marathon Stamp
20,000	16,000
40,000	32,000
60,000	48,000
80,000	64,000
125,000	140,000
250,000	280,000
375,000	420,000
625,000	560,000

Additional Supply

Post offices requiring additional stamps must requisition them from their designated SDO, using a separate Form 17, *Stamp Requisition*, or designated SDN, using a separate Form 17-S, *Stamp Distribution Network Stamp Requisition*. SDOs requiring additional stamps must order them from their designated APD, using a separate Form 17.

Each accountable paper depository (APD) and the Dulles SDN will receive 7,280,000 stamps for filling supplemental orders, with the exception of the SDN in Kansas City, Missouri, which will receive 9,380,000 stamps.

Sales Policy

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

—Stamp Services, Marketing, 3-14-96

STAMP ANNOUNCEMENT 96-16

Environmental Envelope



Copyright USPS 1996

The Postal Service will issue a 32-cent Environmental stamped envelope (Item 2198) on April 20, 1996, in Chicago, Illinois. The envelope is available in size No. 10, regular only, and will go on sale nationwide April 22.

Designed by Richard D. Sheaff of Norwood, Massachusetts, the envelope features an environmental scene indicia in the upper right corner and a yellow sun and the words "USA 32" and "SAVE OUR ENVIRONMENT" in blue adjacent to the indicia.

How to Order the First Day of Issue Postmark

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

ENVIRONMENTAL ENVELOPE
 POSTMASTER
 433 WEST VAN BUREN ST RM 436
 CHICAGO IL 60607-9611

After applying the first day of issue postmark, the Postal Service returns the envelope through the mail. There is no charge for the postmark. All orders must be postmarked by May 20, 1996.

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

STAMPS ETC CATALOG
 US POSTAL SERVICE
 PO BOX 57
 GRAND RAPIDS MN 55744-0057

or by telephoning 1-800-STAMP24.

Issue:	Environmental
Denomination:	32 cents
Format:	Stamped envelope (No. 10 regular)
Item Number:	2198
Issue Date:	April 20, 1996
Nationwide Sale Date:	April 22, 1996
Issue City & State:	Chicago, IL
Designer:	Richard D. Sheaff, Norwood, MA
Art Director:	Richard D. Sheaff, Norwood, MA
Typographer:	Richard D. Sheaff, Norwood, MA
Manufacturing Process:	Paper patch with in-line flexo and phosphor tagging Patch printed using a color offset process
Printer:	Westvaco (envelope) Amgraph Inc. (patch)
Colors (PMS Colors):	PMS 321 blue and PMS 109 yellow (envelope) Yellow, magenta, cyan, and black (patch)
Patch Size:	1.25 in x 1.25 in/ 31.73 mm x 31.73 mm
Marginal Markings:	"© USPS 1996," recycle logo followed by "Printed on recycled paper in keeping with our commitment to the environment"

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

Distribution

Stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive an automatic distribution based on the automatic distribution schedule for commemorative envelopes. Post offices with authorized philatelic centers will receive an automatic distribution from their SDO or SDN based on their previously established quantities. All other post offices are to requisition an initial quantity of these envelopes by submitting a separate Form 17, *Stamp Requisition*, to their designated SDO or a separate Form 17-S, *Stamp Distribution Network Stamp Requisition*, to their designated SDN. SDOs and SDNs must not distribute envelopes to post offices before April 15.

Continued next page

Continued

Following the established envelope ordering schedule, CAG A–G post offices requiring additional bulk quantities of this envelope should submit a Form 3205, *Requisition for Plain Stamped Envelopes*, to:

PERSONALIZED ENVELOPE PROGRAM
 PHILATELIC FULFILLMENT SERVICE CENTER
 PO BOX 419178
 KANSAS CITY MO 64141-6178

indicate envelope styles, correct item numbers, quantities, and prices on a Form 3203, *Printed Stamped Envelopes Order*. The form should be mailed with the proper remittance in a preprinted reply envelope or plain envelope addressed to:

PHILATELIC FULFILLMENT SERVICE CENTER
 PO BOX 419208
 KANSAS CITY MO 64141-6208

Personalized Stamped Envelopes

Environmental envelopes are also available with a pre-printed return address for customers. Customers should

Customers must pay by check, money order, or credit card (Visa, MasterCard, or Discover). Customers will not receive envelopes before April 22, 1996.

Selling Price for 32-Cent Environmental Plain Stamped Envelopes

Envelope Type	Style	Denomination	Item No.	Less Than 500 Each	500	1,000
Regular	10	\$0.32	2198	\$0.38	\$175.00	\$350.00

Selling Price for 32-Cent Environmental Personalized Stamped Envelopes

Envelope Type	Style	Denomination	Item No.	50	500	1,000
Regular	10	\$0.32	2198	—	\$179.40	\$358.80
Regular (Household)	10	\$0.32	2106	\$19.20	—	—

Please allow three to four weeks for delivery.

Shipping and Handling Charges for Personalized Stamped Envelope Program

Boxes of 50

Amount of Order	Fee
\$ 0.01 — \$ 20.00	\$3.20
20.01 — 50.00	4.20
50.01 — 80.00	5.20
80.01 — 110.00	6.20
110.01 — 140.00	7.20
140.01 — 170.00	8.20

Boxes of 500

Quantity	Fee
1	\$5.20
2 or more	9.20

Maximum shipping charge is \$9.20.

POST OFFICES

Post Office Changes Number 4

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	010420	35611	AL	Athens	Limestone	Main Office	Post Office	7/1/96	Establish a new ZIP Code for a delivery area. Use Athens AL 35613 as last line of address for a portion of the deliveries previously in ZIP Code 35611.
New	010420	35613	AL	Athens	Limestone	Main Office	Post Office	7/1/96	
Old	010420	35611	AL	Athens	Limestone	Main Office	Post Office	7/1/96	Establish a new ZIP Code for a delivery area. Use Athens AL 35614 as last line of address for a portion of the deliveries previously in ZIP Code 35611.
New	010420	35614	AL	Athens	Limestone	Main Office	Post Office	7/1/96	
Old	016680	36067	AL	Prattville	Autauga	Main Office	Post Office	4/2/96	Establish a new ZIP Code for post office boxes. Use Prattville AL 36068 as last line of address for post office boxes previously in ZIP Code 36067.
New	016680	36068	AL	Prattville	Autauga	Main Office	Post Office	4/2/96	
Old	017290	35768	AL	Scottsboro	Jackson	Main Office	Post Office	7/1/96	Establish a new ZIP Code for a delivery area. Use Scottsboro AL 35769 as last line of address for a portion of the deliveries previously in ZIP Code 35768.
New	017290	35769	AL	Scottsboro	Jackson	Main Office	Post Office	7/1/96	
Old	018740	36092	AL	Wetumpka	Elmore	Main Office	Post Office	7/1/96	Establish a new ZIP Code for a delivery area. Use Wetumpka AL 36093 as last line of address for a portion of the deliveries previously in ZIP Code 36092.
New	018740	36093	AL	Wetumpka	Elmore	Main Office	Post Office	7/1/96	
Old	113825	33015	FL	Hialeah	Dade	Main Office	Post Office	7/1/96	Establish a new ZIP Code for a delivery area. Use Hialeah FL 33018 as last line of address for a portion of the deliveries previously in ZIP Code 33015.
New	113825	33018	FL	Hialeah	Dade	Hialeah Lakes Station	Classified Station	7/1/96	
Old	113825	33016	FL	Hialeah	Dade	Main Office	Post Office	7/1/96	Establish a new ZIP Code for a delivery area. Use Hialeah FL 33018 as last line of address for a portion of the deliveries previously in ZIP Code 33016.
New	113825	33018	FL	Hialeah	Dade	Hialeah Lakes Station	Classified Station	7/1/96	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	115025	33467	FL	Fort Worth	Palm Beach	Greenacres Branch	Classified Branch	5/1/96	Establish a new ZIP Code for post office boxes. Use Greenacres FL 33454 as last line of address for post office boxes previously in ZIP Code 33467.
New	115025	33454	FL	Fort Worth	Palm Beach	Greenacres Branch	Classified Branch	5/1/96	
Old	150925	83705	ID	Boise	Ada	Whitney Station	Classified Station	7/1/96	Establish a new ZIP Code for a delivery area. Establish a new classified station. Use Boise ID 83716 as last line of address for a portion of the deliveries previously in ZIP Code 83705.
New	150925	83716	ID	Boise	Ada	Columbia Station	Classified Station	7/1/96	
Old	150925		ID	Boise	Ada	Main Office	Post Office	7/1/96	Establish a new ZIP Code for post office boxes. Use Boise ID 83717 as last line of address.
New	150925	83717	ID	Boise	Ada	Columbia Station	Classified Station	7/1/96	
Old	228310	04081	ME	South Waterford	Oxford	Main Office	Post Office	2/1/96	This announcement expands the use of ZIP Code 04088 to include delivery. Use Waterford ME 04088 as last line of address for a portion of the deliveries previously in ZIP Code 04081.
New	229105	04088	ME	Waterford	Oxford	Main Office	Post Office	2/1/96	
Old	297488	59076	MT	Sanders	Treasure	Main Office	Post Office	7/1/96	Post Office discontinued. Retain ZIP Code. Establish a place name. Use Sanders MT 59076 as last line of address. This amends PB 21901.
New	294284	59076	MT	Hysham	Treasure	Sanders	Place Name	7/1/96	
Old	314883		NV	Las Vegas	Clark	Spring Valley Station	Classified Station	7/1/96	Establish a new ZIP Code for a delivery area. Use Las Vegas NV 89135 as last line of address.
New	314883	89135	NV	Las Vegas	Clark	Spring Valley Station	Classified Station	7/1/96	
Old	314883		NV	Las Vegas	Clark	Summerlin Station	Classified Station	7/1/96	Establish a new ZIP Code for a delivery area. Use Las Vegas NV 89138 as last line of address.
New	314883	89138	NV	Las Vegas	Clark	Summerlin Station	Classified Station	7/1/96	
Old	316200		NV	North Las Vegas	Clark	Main Office	Post Office	7/1/96	Establish a new ZIP Code for a delivery area. Use North Las Vegas NV 89033 as last line of address.
New	316200	89033	NV	North Las Vegas	Clark	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	574560	82631	WY	Bill	Converse	Main Office	Post Office	9/24/94	Post office discontinued. Retain ZIP Code. Establish a community post office. Use Bill WY 82631 as last line of address. This amends PB 21878.
New	572394	82631	WY	Douglas	Converse	Bill	Community Post Office	9/24/94	

—Address Management, Operations Support, 3-14-96

POSTAL EMPLOYEES

Bargaining Unit Pay Changes

This article provides personnel offices with the cost-of-living adjustment (COLA) information necessary to administer personnel actions for certain career bargaining unit employees covered by national agreements listed under Application, below. The new salary schedules appear on pages 48–52.

Application

These instructions apply to employees covered by the:

- 1994–1998 U.S. Postal Service (USPS)–American Postal Workers Union, AFL–CIO (APWU) National Agreement, and paid under the:
 - Postal Service (PS) schedule (RSC P).
 - Mail Equipment Shops & Material Distribution Centers (MEDC) schedule (RSC C).
 - Operating Services Division, Headquarters & Facilities Services Section, Merrifield, VA (OSD) schedule (RSC K).
- 1994–1998 USPS–National Association of Letter Carriers, AFL–CIO (NALC) National Agreement, and paid under the City Carrier (CC) schedule (RSC Q).
- 1995–1999 USPS–National Rural Letter Carriers’ Association (NRLCA) National Agreement, and paid under the rural carrier schedules (RSCs B and R). Rural mileage schedules were sent directly to area offices prior to the publication of this *Postal Bulletin*.

COLA Increase

Effective March 16, 1996, Pay Period (7-96), eligible full-time career APWU and NALC represented employees in the schedules listed under Application, above, will receive an annual basic salary increase of \$104. Eligible part-time APWU and NALC represented employees will receive a basic hourly rate increase of 5 cents per hour. Also effective March 16, 1996, eligible NRLCA represented

employees will receive an annual basic salary increase based on the application of \$104 at 40 hours. Eligible part-time NRLCA represented employees will receive a basic rate increase based on the application of 5 cents per hour at 40 hours.

Impact of COLA Increase

Under the terms of the national agreements shown under Application, above, COLAs are rolled into basic salary as they are received. Accordingly, employee payroll deductions and employer contributions applicable to basic salary (i.e., retirement, life insurance, and the Thrift Savings Plan) will be affected by the increase. Similarly, all personnel procedures requiring the application of basic pay (e.g., retirements, promotions, reassignments) will henceforth be affected by COLAs.

Transitional Employees (TE) Schedules

TEs covered by the national agreement with the NALC will receive a COLA increase of 5 cents per hour. The NALC TE schedule appears immediately after the CC schedule on page 49. Transitional employees covered by the national agreement with the APWU are not eligible for COLAs. The current schedule in effect for APWU TEs is dated February 17, 1996 (PP 5-96), and is provided on page 48.

Rural Carrier Relief (RCR), Rural Carrier Associate (RCA), and Temporary Relief Carrier (TRC) Rates

RCRs, RCAs, and TRCs are not eligible for COLAs. The current rate schedules for employees in these classifications appear on page 46 of *Postal Bulletin* 21914 (2-29-96).

Implementation

The COLA increases discussed in this notice are effective March 16, 1996 (PP 7-96), and will appear in paychecks to be distributed April 5, 1996.

Continued next page

**Postal Service (PS) Schedule
Full-Time Annual Basic Rates
Effective March 16, 1996 (PP 7-96)**

RSC P (APWU)

PS Grade	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Most Prev. Step
1	21,196	23,495	25,557	27,621	30,691	30,902	31,113	31,323	31,532	31,743	31,953	32,164	32,375	32,582	32,794	33,004	211
2	21,507	23,843	25,957	28,066	31,199	31,427	31,654	31,881	32,111	32,337	32,565	32,794	33,020	33,250	33,477	33,703	227
3	21,837	24,216	26,383	28,549	31,749	31,994	32,243	32,485	32,733	32,976	33,225	33,469	33,715	33,960	34,206	34,450	249
4		24,183	26,848	29,075	32,346	32,611	32,878	33,144	33,407	33,673	33,939	34,206	34,473	34,738	35,003	35,267	267
5		25,647	28,497	30,785	32,992	33,277	33,564	33,848	34,135	34,420	34,706	34,993	35,277	35,565	35,849	36,135	287
6		27,203	30,247	31,427	33,688	33,999	34,310	34,618	34,930	35,240	35,548	35,860	36,171	36,481	36,794	37,104	311
7		27,795	30,911	32,125	34,443	34,777	35,110	35,445	35,782	36,113	36,449	36,781	37,115	37,451	37,784	38,117	333
8				32,709	35,251	35,614	35,976	36,338	36,703	37,064	37,429	37,789	38,153	38,515	38,876	39,241	365
9				33,526	36,133	36,527	36,918	37,311	37,700	38,091	38,482	38,876	39,266	39,661	40,052	40,444	391
10				34,386	37,064	37,487	37,908	38,332	38,756	39,177	39,600	40,024	40,445	40,869	41,292	41,714	424

Part-Time Regular Employees — Hourly Basic Rates

1	10.19	11.30	12.29	13.28	14.76	14.86	14.96	15.06	15.16	15.26	15.36	15.46	15.56	15.66	15.77	15.87
2	10.34	11.46	12.48	13.49	15.00	15.11	15.22	15.33	15.44	15.55	15.66	15.77	15.88	15.99	16.09	16.20
3	10.50	11.64	12.68	13.73	15.26	15.38	15.50	15.62	15.74	15.85	15.97	16.09	16.21	16.33	16.45	16.56
4		11.63	12.91	13.98	15.55	15.68	15.81	15.93	16.06	16.19	16.32	16.45	16.57	16.70	16.83	16.96
5		12.33	13.70	14.80	15.86	16.00	16.14	16.27	16.41	16.55	16.69	16.82	16.96	17.10	17.24	17.37
6		13.08	14.54	15.11	16.20	16.35	16.50	16.64	16.79	16.94	17.09	17.24	17.39	17.54	17.69	17.84
7		13.36	14.86	15.44	16.56	16.72	16.88	17.04	17.20	17.36	17.52	17.68	17.84	18.01	18.17	18.33
8				15.73	16.95	17.12	17.30	17.47	17.65	17.82	17.99	18.17	18.34	18.52	18.69	18.87
9				16.12	17.37	17.56	17.75	17.94	18.13	18.31	18.50	18.69	18.88	19.07	19.26	19.44
10				16.53	17.82	18.02	18.23	18.43	18.63	18.84	19.04	19.24	19.44	19.65	19.85	20.05

Part-Time Flexible Employees — Hourly Basic Rates

1	10.60	11.75	12.78	13.81	15.35	15.45	15.56	15.66	15.77	15.87	15.98	16.08	16.19	16.29	16.40	16.50
2	10.75	11.92	12.98	14.03	15.60	15.71	15.83	15.94	16.06	16.17	16.28	16.40	16.51	16.63	16.74	16.85
3	10.92	12.11	13.19	14.27	15.87	16.00	16.12	16.24	16.37	16.49	16.61	16.73	16.86	16.98	17.10	17.23
4		12.09	13.42	14.54	16.17	16.31	16.44	16.57	16.70	16.84	16.97	17.10	17.24	17.37	17.50	17.63
5		12.82	14.25	15.39	16.50	16.64	16.78	16.92	17.07	17.21	17.35	17.50	17.64	17.78	17.92	18.07
6		13.60	15.12	15.71	16.84	17.00	17.16	17.31	17.47	17.62	17.77	17.93	18.09	18.24	18.40	18.55
7		13.90	15.46	16.06	17.22	17.39	17.56	17.72	17.89	18.06	18.22	18.39	18.56	18.73	18.89	19.06
8				16.35	17.63	17.81	17.99	18.17	18.35	18.53	18.71	18.89	19.08	19.26	19.44	19.62
9				16.76	18.07	18.26	18.46	18.66	18.85	19.05	19.24	19.44	19.63	19.83	20.03	20.22
10				17.19	18.53	18.74	18.95	19.17	19.38	19.59	19.80	20.01	20.22	20.43	20.65	20.86

Step Increase Waiting Period (In Weeks)

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

Note: This schedule reflects the \$104 per year (5 cents per hour) COLA increase effective 3/16/96.

**Transitional Employee (TE) Schedule
Hourly Basic Rates
Effective February 17, 1996 (PP 5-96)**

PS Grade	1	2	3	4	5	6	7	8	9	10
American Postal Workers' Union (APWU)										
Basic	9.53	9.68	9.84	11.00	11.73	12.49	12.79	15.21	15.62	16.04

**City Carriers' (CC) Schedule
Full-Time Annual Basic Rates
Effective March 16, 1996 (PP 7-96)**

RSC Q (NALC)

CC Grade	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Most Prev. Step
5	25,647	28,497	30,785	32,992	33,277	33,564	33,848	34,135	34,420	34,706	34,993	35,277	35,565	35,849	36,135	287
6	27,203	30,247	31,427	33,688	33,999	34,310	34,618	34,930	35,240	35,548	35,860	36,171	36,481	36,794	37,104	311

Part-Time Regular Employees — Hourly Basic Rates

5	12.33	13.70	14.80	15.86	16.00	16.14	16.27	16.41	16.55	16.69	16.82	16.96	17.10	17.24	17.37
6	13.08	14.54	15.11	16.20	16.35	16.50	16.64	16.79	16.94	17.09	17.24	17.39	17.54	17.69	17.84

Part-Time Flexible Employees — Hourly Basic Rates

5	12.82	14.25	15.39	16.50	16.64	16.78	16.92	17.07	17.21	17.35	17.50	17.64	17.78	17.92	18.07
6	13.60	15.12	15.71	16.84	17.00	17.16	17.31	17.47	17.62	17.77	17.93	18.09	18.24	18.40	18.55

Step Increase Waiting Periods (In Weeks)

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

Note: This schedule reflects the \$104 per year (5 cents per hour) COLA increase effective 3/16/96.

**Transitional Employee (TE) Schedule
Hourly Rates
Effective March 16, 1996 (PP 7-96)**

CC Grade	5	6
National Association of Letter Carriers (NALC)		
Basic	11.56	12.34
COLA	1.21	1.21
Base	12.77	13.55

**Rural Auxiliary Schedule
Full-Time Annual Basic Rates
Effective March 16, 1996 (PP 7-96)**

RSC B

RAUX Grade	A	B	C	1	2	3	4	5	6	7	8	9	10	11	12
5	24,128	26,840	28,915	31,016	31,318	31,622	31,923	32,227	32,529	32,832	33,136	33,437	33,742	34,043	34,346

Hourly Rates

Grade	A	B	C	1	2	3	4	5	6	7	8	9	10	11	12
5	12.06	13.42	14.46	15.51	15.66	15.81	15.96	16.11	16.26	16.42	16.57	16.72	16.87	17.02	17.17

Step Increase Waiting Periods

Steps →	A-B	B-C	C-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12
Grade 5	96	96	44	44	44	44	44	44	44	34	34	26	26	24

Note: This schedule reflects the \$104 per year COLA increase effective 3/16/96.

Continued next page

**Rural Carrier Evaluated Schedule
Full-Time Annual Basic Rates
Effective March 16, 1996 (PP 7-96)**

RSC R

Hours	A	B	C	1	2	3	4	5	6	7	8	9	10	11	12
12	7,240	8,052	8,674	9,305	9,397	9,487	9,578	9,668	9,762	9,853	9,942	10,035	10,125	10,217	10,307
13	7,841	8,726	9,398	10,081	10,180	10,277	10,375	10,473	10,571	10,671	10,771	10,868	10,966	11,063	11,161
14	8,445	9,396	10,122	10,855	10,962	11,069	11,174	11,279	11,389	11,495	11,600	11,706	11,813	11,917	12,027
15	9,049	10,066	10,846	11,633	11,746	11,861	11,974	12,088	12,201	12,316	12,427	12,539	12,656	12,766	12,882
16	9,651	10,738	11,568	12,405	12,528	12,652	12,771	12,894	13,014	13,135	13,258	13,379	13,500	13,621	13,741
17	10,255	11,410	12,290	13,185	13,309	13,440	13,569	13,697	13,827	13,956	14,083	14,210	14,342	14,472	14,598
18	10,858	12,080	13,013	13,957	14,094	14,232	14,368	14,506	14,641	14,778	14,915	15,053	15,190	15,326	15,461
19	11,462	12,751	13,735	14,733	14,878	15,021	15,165	15,308	15,452	15,599	15,742	15,884	16,029	16,172	16,314
20	12,066	13,422	14,460	15,512	15,663	15,814	15,964	16,119	16,271	16,421	16,575	16,727	16,877	17,028	17,183
21	12,666	14,094	15,183	16,285	16,442	16,603	16,761	16,921	17,079	17,239	17,398	17,555	17,717	17,875	18,034
22	13,270	14,765	15,906	17,062	17,226	17,394	17,557	17,723	17,891	18,058	18,223	18,386	18,554	18,720	18,887
23	13,873	15,435	16,628	17,833	18,011	18,184	18,357	18,532	18,704	18,882	19,057	19,229	19,404	19,575	19,750
24	14,477	16,102	17,347	18,611	18,790	18,970	19,152	19,333	19,515	19,697	19,878	20,058	20,242	20,422	20,605
25	15,079	16,779	18,073	19,385	19,576	19,765	19,955	20,142	20,332	20,523	20,713	20,901	21,092	21,280	21,469
26	15,683	17,449	18,796	20,164	20,358	20,556	20,751	20,950	21,143	21,341	21,538	21,733	21,931	22,128	22,321
27	16,287	18,119	19,519	20,937	21,140	21,348	21,551	21,756	21,960	22,167	22,369	22,571	22,780	22,983	23,187
28	16,889	18,788	20,241	21,711	21,921	22,135	22,345	22,559	22,767	22,980	23,194	23,404	23,618	23,826	24,039
29	17,493	19,463	20,963	22,485	22,706	22,928	23,145	23,365	23,582	23,807	24,027	24,243	24,465	24,681	24,901
30	18,096	20,135	21,691	23,266	23,491	23,721	23,945	24,171	24,399	24,626	24,852	25,079	25,307	25,535	25,760
31	18,699	20,803	22,412	24,038	24,275	24,509	24,744	24,976	25,213	25,450	25,686	25,921	26,157	26,392	26,623
32	19,302	21,472	23,132	24,815	25,056	25,298	25,538	25,781	26,022	26,266	26,508	26,747	26,991	27,234	27,474
33	19,905	22,145	23,857	25,586	25,837	26,089	26,338	26,590	26,839	27,090	27,341	27,587	27,841	28,090	28,340
34	20,510	22,816	24,580	26,364	26,622	26,879	27,134	27,392	27,650	27,908	28,165	28,419	28,680	28,934	29,194
35	21,111	23,487	25,304	27,138	27,407	27,672	27,937	28,201	28,466	28,734	29,000	29,262	29,531	29,793	30,058
36	21,715	24,156	26,027	27,915	28,184	28,462	28,731	29,002	29,277	29,548	29,821	30,095	30,367	30,638	30,910
37	22,319	24,829	26,747	28,690	28,971	29,252	29,532	29,810	30,092	30,375	30,655	30,935	31,218	31,498	31,774
38	22,922	25,500	27,470	29,466	29,754	30,041	30,328	30,619	30,902	31,192	31,480	31,764	32,056	32,342	32,628
39	23,525	26,172	28,193	30,238	30,534	30,833	31,128	31,425	31,721	32,019	32,313	32,606	32,905	33,198	33,493
40	24,128	26,840	28,915	31,016	31,318	31,622	31,923	32,227	32,529	32,832	33,136	33,437	33,742	34,043	34,346
41	25,033	27,848	29,999	32,179	32,492	32,809	33,124	33,437	33,750	34,064	34,382	34,694	35,011	35,322	35,635
42	25,937	28,856	31,085	33,344	33,667	33,995	34,317	34,646	34,968	35,295	35,620	35,940	36,270	36,591	36,919
43	26,843	29,861	32,167	34,506	34,842	35,184	35,517	35,851	36,190	36,527	36,866	37,198	37,539	37,876	38,209
44	27,746	30,869	33,254	35,670	36,016	36,369	36,714	37,063	37,411	37,760	38,109	38,456	38,806	39,155	39,500
45	28,652	31,874	34,336	36,831	37,191	37,552	37,913	38,273	38,631	38,991	39,354	39,711	40,074	40,433	40,788
46	29,557	32,882	35,421	37,995	38,363	38,737	39,105	39,479	39,847	40,220	40,589	40,955	41,331	41,698	42,070
47	30,462	33,885	36,506	39,158	39,538	39,924	40,305	40,685	41,069	41,454	41,837	42,214	42,599	42,981	43,360
48	31,368	34,892	37,589	40,321	40,715	41,109	41,501	41,895	42,291	42,685	43,078	43,472	43,867	44,260	44,653

Note: At 40 hours, this schedule reflects the \$104 per year COLA increase effective 3/16/96.

**Substitute Rural Carrier
6-Day Evaluated Schedule Basic Rates
Effective March 16, 1996 (PP 7-96)**

RSC R															
HOURS	A	B	C	1	2	3	4	5	6	7	8	9	10	11	12
12	23.97	26.66	28.72	30.81	31.12	31.41	31.72	32.01	32.32	32.63	32.92	33.23	33.53	33.83	34.13
13	25.96	28.89	31.12	33.38	33.71	34.03	34.35	34.68	35.00	35.33	35.67	35.99	36.31	36.63	36.96
14	27.96	31.11	33.52	35.94	36.30	36.65	37.00	37.35	37.71	38.06	38.41	38.76	39.12	39.46	39.82
15	29.96	33.33	35.91	38.52	38.89	39.27	39.65	40.03	40.40	40.78	41.15	41.52	41.91	42.27	42.66
16	31.96	35.56	38.30	41.08	41.48	41.89	42.29	42.70	43.09	43.49	43.90	44.30	44.70	45.10	45.50
17	33.96	37.78	40.70	43.66	44.07	44.50	44.93	45.35	45.78	46.21	46.63	47.05	47.49	47.92	48.34
18	35.95	40.00	43.09	46.22	46.67	47.13	47.58	48.03	48.48	48.93	49.39	49.84	50.30	50.75	51.20
19	37.95	42.22	45.48	48.78	49.26	49.74	50.22	50.69	51.17	51.65	52.13	52.60	53.08	53.55	54.02
20	39.95	44.44	47.88	51.36	51.86	52.36	52.86	53.37	53.88	54.37	54.88	55.39	55.88	56.38	56.90
21	41.94	46.67	50.27	53.92	54.44	54.98	55.50	56.03	56.55	57.08	57.61	58.13	58.67	59.19	59.72
22	43.94	48.89	52.67	56.50	57.04	57.60	58.14	58.69	59.24	59.79	60.34	60.88	61.44	61.99	62.54
23	45.94	51.11	55.06	59.05	59.64	60.21	60.78	61.36	61.93	62.52	63.10	63.67	64.25	64.82	65.40
24	47.94	53.32	57.44	61.63	62.22	62.81	63.42	64.02	64.62	65.22	65.82	66.42	67.03	67.62	68.23
25	49.93	55.56	59.84	64.19	64.82	65.45	66.08	66.70	67.32	67.96	68.59	69.21	69.84	70.46	71.09
26	51.93	57.78	62.24	66.77	67.41	68.07	68.71	69.37	70.01	70.67	71.32	71.96	72.62	73.27	73.91
27	53.93	60.00	64.63	69.33	70.00	70.69	71.36	72.04	72.72	73.40	74.07	74.74	75.43	76.10	76.78
28	55.92	62.21	67.02	71.89	72.59	73.29	73.99	74.70	75.39	76.09	76.80	77.50	78.21	78.89	79.60
29	57.92	64.45	69.41	74.45	75.19	75.92	76.64	77.37	78.09	78.83	79.56	80.27	81.01	81.73	82.45
30	59.92	66.67	71.82	77.04	77.78	78.55	79.29	80.04	80.79	81.54	82.29	83.04	83.80	84.55	85.30
31	61.92	68.88	74.21	79.60	80.38	81.16	81.93	82.70	83.49	84.27	85.05	85.83	86.61	87.39	88.16
32	63.91	71.10	76.60	82.17	82.97	83.77	84.56	85.37	86.17	86.97	87.77	88.57	89.37	90.18	90.97
33	65.91	73.33	79.00	84.72	85.55	86.39	87.21	88.05	88.87	89.70	90.53	91.35	92.19	93.01	93.84
34	67.91	75.55	81.39	87.30	88.15	89.00	89.85	90.70	91.56	92.41	93.26	94.10	94.97	95.81	96.67
35	69.90	77.77	83.79	89.86	90.75	91.63	92.51	93.38	94.26	95.15	96.03	96.89	97.78	98.65	99.53
36	71.90	79.99	86.18	92.43	93.32	94.25	95.14	96.03	96.94	97.84	98.75	99.65	100.55	101.45	102.35
37	73.90	82.22	88.57	95.00	95.93	96.86	97.79	98.71	99.64	100.58	101.51	102.43	103.37	104.30	105.21
38	75.90	84.44	90.96	97.57	98.52	99.47	100.42	101.39	102.32	103.28	104.24	105.18	106.15	107.09	108.04
39	77.90	86.66	93.35	100.13	101.11	102.10	103.07	104.06	105.04	106.02	107.00	107.97	108.96	109.93	110.90
40	79.89	88.87	95.75	102.70	103.70	104.71	105.71	106.71	107.71	108.72	109.72	110.72	111.73	112.73	113.73
41	82.89	92.21	99.33	106.55	107.59	108.64	109.68	110.72	111.75	112.79	113.85	114.88	115.93	116.96	118.00
42	85.88	95.55	102.93	110.41	111.48	112.57	113.63	114.72	115.79	116.87	117.95	119.01	120.10	121.16	122.25
43	88.88	98.88	106.51	114.26	115.37	116.50	117.61	118.71	119.83	120.95	122.07	123.17	124.30	125.42	126.52
44	91.87	102.22	110.11	118.11	119.26	120.43	121.57	122.73	123.88	125.03	126.19	127.34	128.50	129.65	130.79
45	94.87	105.54	113.70	121.96	123.15	124.34	125.54	126.73	127.92	129.11	130.31	131.49	132.70	133.88	135.06
46	97.87	108.88	117.29	125.81	127.03	128.27	129.49	130.73	131.94	133.18	134.40	135.61	136.86	138.07	139.30
47	100.87	112.20	120.88	129.66	130.92	132.20	133.46	134.72	135.99	137.26	138.53	139.78	141.06	142.32	143.58
48	103.87	115.54	124.47	133.51	134.82	136.12	137.42	138.73	140.04	141.34	142.64	143.95	145.25	146.56	147.86

Continued next page

**Substitute Rural Carrier
5 1/2-Day Evaluated Schedule Basic Rates
Effective March 16, 1996 (PP 7-96)**

RSC R

HOURS	A	B	C	1	2	3	4	5	6	7	8	9	10	11	12
41	90.70	100.90	108.69	116.59	117.72	118.87	120.01	121.15	122.28	123.42	124.57	125.70	126.85	127.98	129.11
42	93.97	104.55	112.63	120.81	121.98	123.17	124.34	125.53	126.70	127.88	129.06	130.22	131.41	132.58	133.76
43	97.26	108.19	116.55	125.02	126.24	127.48	128.68	129.89	131.12	132.34	133.57	134.78	136.01	137.23	138.44
44	100.53	111.84	120.49	129.24	130.49	131.77	133.02	134.29	135.55	136.81	138.08	139.33	140.60	141.87	143.12
45	103.81	115.49	124.41	133.45	134.75	136.06	137.37	138.67	139.97	141.27	142.59	143.88	145.20	146.50	147.78
46	107.09	119.14	128.34	137.66	139.00	140.35	141.68	143.04	144.37	145.72	147.06	148.39	149.75	151.08	152.43

**Substitute Rural Carrier
5-Day Evaluated Schedule Basic Rates
Effective March 16, 1996 (PP 7-96)**

RSC R

HOURS	A	B	C	2	2	3	4	5	6	7	8	9	10	11	12
40	96.51	107.36	115.66	124.06	125.27	126.49	127.69	128.91	130.12	131.33	132.54	133.75	134.97	136.17	137.38
41	100.13	111.39	120.00	128.72	129.97	131.24	132.50	133.75	135.00	136.26	137.53	138.78	140.04	141.29	142.54
42	103.75	115.42	124.34	133.38	134.67	135.98	137.27	138.58	139.87	141.18	142.48	143.76	145.08	146.36	147.68
43	107.37	119.44	128.67	138.02	139.37	140.74	142.07	143.40	144.76	146.11	147.46	148.79	150.16	151.50	152.84
44	110.98	123.48	133.02	142.68	144.06	145.48	146.86	148.25	149.64	151.04	152.44	153.82	155.22	156.62	158.00
45	114.61	127.50	137.34	147.32	148.76	150.21	151.65	153.09	154.52	155.96	157.42	158.84	160.30	161.73	163.15
46	118.23	131.53	141.68	151.98	153.45	154.95	156.42	157.92	159.39	160.88	162.36	163.82	165.32	166.79	168.28
47	121.85	135.54	146.02	156.63	158.15	159.70	161.22	162.74	164.28	165.82	167.35	168.86	170.40	171.92	173.44
48	125.47	139.57	150.36	161.28	162.86	164.44	166.00	167.58	169.16	170.74	172.31	173.89	175.47	177.04	178.61

—Compensation and Benefits, Human Resources, 3-14-96

HANDBOOK EL-311 REVISION

New Military Campaigns Recognized for Veteran Preference

The U.S. Department of Defense has authorized the awarding of campaign badges (service medals) for the following campaigns or expeditions:

Armed Forces Expeditionary Medal

Medal	Eligibility	Dates of Service Authorized
Haiti (Operation Uphold Democracy)	Persons who participated in Operation Uphold Democracy.	Beginning 09-16-94 — no ending date has been established.

Navy Expeditionary Medal and Marine Corps Expeditionary Medal

Medal	Eligibility	Dates of Service Authorized
Liberia	Persons involved in the Liberia operation.	08-05-90 to 02-21-91

Employing officials must ensure that all personnel responsible for adjudicating veteran preference claims are made aware of these new campaign badge awards. Applicants who wish to claim veteran preference for time served in either one of the campaigns or expeditions listed must submit DD Form 214, *Discharge Certificate*, showing receipt of the campaign badge (service medal).

See pages 54 and 55 for a complete list of the wars, campaigns, and expeditions of the Armed Forces since 1937, including the above medals, as issued by the Office of Personnel Management. This list replaces Exhibit 241.9 (pages 11 and 12) of Handbook EL-311, *Personnel Operations*.

—*Employment and Placement, Human Resources, 3-14-96*

Exhibit 241.9

Preference Based on Military Service

Wars, Campaigns, and Expeditions of the Armed Forces Since 1937

a. Wars ¹

War	Inclusive Dates	Organizations Participating (indicated by "X" below)				
		Army	Navy	Air Force ²	Marine Corps	Coast Guard
World War I	Apr. 6, 1917 to July 2, 1921 ³	X	X	—	X	X
World War II	Dec. 7, 1941 to Apr. 28, 1952 ⁴	X	X	X	X	X

b. Military Operations Since 1937 for Which a Campaign or Expeditionary Medal Has Been Awarded, Except for Operations Occurring During a Declared War ^{5,8}

- (1) Military personnel receive many awards and decorations. To help agencies make decisions concerning entitlement to veterans' preference and other benefits, the following list identifies those awards that are campaign and expeditionary medals.
- (2) A veteran's DD Form 214 showing the award of any Armed Forces Expeditionary Medal is acceptable proof, provided that the veteran's active service meets the other requirements as outlined in section 241. The DD Form 214 does not have to show the name of the theater or country of service for which that medal was awarded.

Campaign or Expedition	Inclusive Dates	Organizations Participating (indicated by "X" below)				
		Army	Navy	Air Force ²	Marine Corps	Coast Guard
China Service	July 7, 1937 to Sept. 7, 1939	—	X	—	X	—
American Defense Service ⁶	Sept. 8, 1939 to Dec. 7, 1941	X	X	—	X	X
Navy Occupation of Trieste	May 9, 1945 to Oct. 26, 1954	—	X	—	—	X
Army of Occupation of Berlin	May 9, 1945 to	X	X	X	X	X
Army of Occupation of Germany (exclusive of Berlin)	May 9, 1945 to May 5, 1955	X	X	X	—	X
Army of Occupation of Japan	Sept. 3, 1945 to Apr. 27, 1952	X	X	X	X	X
Army Occupation of Austria	May 9, 1945 to July 27, 1955	X	—	X	—	—
Army Occupation of Austria	May 9, 1945 to Oct. 25, 1955	—	X	—	X	—
Units of the Sixth Fleet (Navy)	May 9, 1945 to Oct. 25, 1955	—	X	—	—	—
China Service Medal (Extended)	Sept. 2, 1945 to Apr. 1, 1957	—	X	—	X	X
Korean Service	June 27, 1950 to July 27, 1954	X	X	X	X	X
Vietnam Service Medal (VSM)	July 3, 1965 to Mar. 28, 1973	X	X	X	X	X
Southwest Asia Service Medal ⁷	Aug. 2, 1990 to	X	X	X	X	X
Armed Forces Expeditionary Medal (AFEM) for these operations:						
Berlin	Aug. 14, 1961 to June 1, 1963	X	X	X	X	X
Lebanon	July 1, 1958 to Nov. 1, 1958 and June 1, 1983 to Dec. 1, 1987	X	X	X	X	X
Quemoy and Matsu Islands	Aug. 23, 1958 to June 1, 1963	X	X	X	X	X
Taiwan Straits	Aug. 23, 1958 to Jan. 1, 1959	X	X	X	X	X
Cuba	Oct. 24, 1962 to June 1, 1963	X	X	X	X	X
Congo	July 14, 1960 to Sept. 1, 1962 and Nov. 23 to 27, 1964	X	X	X	X	X
Laos	Apr. 19, 1961 to Oct. 7, 1962	X	X	X	X	X
Dominican Republic	Apr. 28, 1965 to Sept. 21, 1966	X	X	X	X	X
Korea	Oct. 1, 1966 to June 30, 1974	X	X	X	X	X
Vietnam (include Thailand)	July 1, 1958 to July 3, 1965	X	X	X	X	X

Campaign or Expedition	Inclusive Dates	Organizations Participating (indicated by "X" below)				
		Army	Navy	Air Force ²	Marine Corps	Coast Guard
Cambodia	Mar. 29, 1973 to Aug. 15, 1973	X	X	X	X	X
Cambodia Evacuation	Apr. 11, 1975 to Apr. 13, 1975	X	X	X	X	X
Vietnam Evacuation	Apr. 29, 1975 to Apr. 30, 1975	X	X	X	X	X
Mayaguez Operation	May 15, 1975	X	X	X	X	X
Grenada	Oct. 23, 1983 to Nov. 21, 1983	X	X	X	X	X
Operations in the Libyan Area	Apr. 12 thru Apr. 17, 1986	X	X	X	X	X
Persian Gulf Operation	July 24, 1987 to	X	X	X	X	X
Panama	Dec. 20, 1989 to Jan. 31, 1990	X	X	X	X	X
Somalia (Opn. Restore Hope)	Dec. 5, 1992 to	X	X	X	X	X
Haiti (Opn. Uphold Democracy)	Sept. 16, 1994 to	X	X	X	X	X
Navy Expeditionary Medal and Marine Corps Expeditionary Medal for these operations:						
Iranian/Yemen/Indian Ocean Contingency	Dec. 6, 1978 thru Jan. 6, 1979	—	X	—	X	—
Indian Ocean Contingency	Nov. 21, 1979 to Oct. 20, 1981	—	X	—	X	—
Lebanon	Aug. 20, 1982 to May 31, 1983	—	X	—	X	—
Libyan Area	Jan. 20, 1986 to June 27, 1986	—	X	—	X	—
Persian Gulf	Feb. 1, 1987 to July 23, 1987	—	X	—	X	—
Liberia	Aug. 5, 1990 to Feb. 21, 1991	—	X	—	X	—

Notes:

- ¹ In the absence of statutory definitions for "war" and "campaign or expedition," OPM considers to be "wars" only those armed conflicts for which a declaration of war was issued by Congress. The Title 38, U.S.C., definition of "war," which is used in determining benefits administered by the Department of Veterans Affairs, includes the Vietnam Era and other armed conflicts. That Title 38 definition is NOT applicable for civil service purposes.
- ² The United States Air Force became a separate branch of the Armed Forces of the United States on September 18, 1947.
- ³ July 2, 1921 is the date of a Joint Resolution of the U.S. Congress that terminated the war with Germany and Austria-Hungary.
- ⁴ The effective date of the Treaty of Peace with Japan that officially terminated World War II.
- ⁵ Some of the most recent Navy Expeditions are listed in the chart above.
- ⁶ Claimants for veterans' preference based on service between September 8, 1939, and December 7, 1941, must meet the requirements for campaign service. The award of an American Defense Service Medal does not prove service in a campaign or expedition for which a campaign badge has been authorized. However, the requirement of campaign service is met if, in addition to this medal, the recipient is awarded a service clasp (bearing the inscription *Foreign Service* if Army; *Fleet* or *Base* if Navy; *Fleet, Sea, or Base* if Coast Guard); or a Bronze Star for service outside the continental limits of the United States.
- ⁷ DoD awarded the Southwest Asia Service Medal (SWASM) to Armed Forces personnel who served in the Operation Desert Shield/Desert Storm theater.
- ⁸ In addition to the medals awarded to members of the Armed Forces, the following medals have been awarded to civilians. These medals are not a basis for preference, since the service was not in the Armed Forces:
 - a. Women's Army Corps Service Medal, which bears the words "For service in the Women's Army Auxiliary Corps" and the dates "1942-1943."
 - b. The Medal of Merit for meritorious service in World War II.
 - c. The Medal of Freedom for meritorious achievements or meritorious service to the United States on or after December 7, 1941, in the war against an enemy outside the continental limits of the United States.
 - d. The Antarctica Service Medal for participating in a scientific, direct support, or exploratory operation on the Antarctic continent.



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