

POSTAL BULLETIN

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



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 202-268-3182 at least 1 month preceding the requested delivery dates.

Title of Mailing	Class and Type of Mail	Requested Delivery Date	Number of Pieces (Millions)	Distribution	Presort Level	Comments
Orvis Holiday 1996	Standard/Flat	Nov. 6-8	1.4	Nationwide	CarRt	
JCPenney Holiday Home Sale	Standard/Catalog	Nov. 7-9	10.7	Nationwide	CarRt	RR Donnelley, Spartanburg, SC
JCPenney Clearance Sale	Standard/Catalog	Nov. 7-9	2.0	Nationwide	CarRt	Perry Printing, Waterloo, WI
Eddie Bauer Holiday Resource	Standard/Catalog	Nov. 11-13	6.0	Nationwide	CarRt, 3/5-Digit, Basic	RR Donnelley
Current Final 1996 Christmas Catalog	Standard/Catalog	Nov. 11-16	1.0	Nationwide	CarRt, 3/5 Digit, Basic	Polywrap, 8" x 10"
Billy Graham Letter	Standard/Letter	Nov. 11-22	2.0	Nationwide	CarRt, 3/5-Digit, Basic	5 5/8" x 7 1/4"; Minneapolis, MN
Carol Wright	Standard	Nov. 12-14	30.0	Nationwide	CarRt	6" x 9" envelope; Cox Direct
Service Merchandise	Standard	Nov. 12-14	10.5	Nationwide	CarRt, 3/5-Digit, Basic	World Color, Augusta, GA
Talbots Something Wonderful	Standard/Catalog	Nov. 12-14	1.0	Nationwide	CarRt, 3/5-Digit, Basic	8.25" x 10.625"
Waldenbooks Preferred Reader Catalog	Standard/Flat	Nov. 13-16	2.8	Nationwide	CarRt, 3/5-Digit, Basic	8 3/8" x 10 7/8"; Quad/Graphics
JCPenney Holiday Certificate Sale	Standard/Booklet	Nov. 14-16	15.3	Nationwide	CarRt	Harte Hanks
JCPenney Fashion Gifts Idea	Standard/Catalog	Nov. 14-16	9.2	Nationwide	CarRt	RR Donnelley, Spartanburg, SC
Sterling Jewelers	Standard/Letter	Nov. 18-19	7.4	Nationwide	CarRt, 3/5-Digit	4" x 8" envelope; Great Lakes
Service Merchandise	Standard	Nov. 18-20	8.8	Nationwide	CarRt, 3/5-Digit, Basic	World Color, Augusta, GA
Eddie Bauer Outerwear Sale II	Standard/Flat	Nov. 20-22	1.6	Nationwide	CarRt, 3-Digit	8 1/2" x 10 7/8"; Harte Hanks
Orvis Holiday 1996	Standard/Flat	Nov. 20-22	1.2	Nationwide	CarRt	RR Donnelley; Lynchburg, VA
JCPenney Children's Mailer	Standard/Booklet	Nov. 23-26	4.0	Nationwide	CarRt	Harte Hanks

—Sales, 11-7-96



Helping you handle the holidays

HOLIDAY CAMPAIGN PUBLICITY KIT

The theme for the 1996 holiday mailing season is "Helping You Handle the Holidays," a repeat of last year's successful advertising campaign. This is the time for postmasters to convey to customers, through the media, that the U.S. Postal Service stands ready to make the holiday mailing season go as smoothly as possible.

Paid advertising is only one of the ways the Postal Service publicizes its message. To supplement

this, postmasters are encouraged to reach out to local media for news coverage of local Postal Service efforts. Included here are publicity tips and sample news releases for postmasters to use in promoting important customer service messages.



Further information and advice on publicity are available at local Corporate Relations Centers. Questions about advertising should be directed to area advertising and promotion specialists.

Helping you handle the holidays

HOLIDAY CAMPAIGN PUBLICITY KIT



Publicity Tips

- Send the news releases in this kit to local newspapers, radio and television stations. An early morning follow-up phone call to an editor or news director about a special event helps to generate media attention. Publicize locations providing extended hours (list offices and locations); additional mailbox collections; and mobile post office units that visit senior citizen homes, etc. Use the sample news releases included in the kit or create individualized news releases.
- Publicize the fact that the local post office will deliver Express Mail items on Christmas Eve and Christmas Day. A clever way to draw attention to this special service (and offer the media a great visual) is to encourage a local television station to follow employees, dressed as Santa, delivering parcels on Christmas Eve or Christmas Day.
- Call or visit local radio and television news and talk shows. Offer a postal spokesperson (postmaster, etc.) to appear on programs airing before Christmas to talk about proper addressing, packaging tips, and gifts available at the post office. Offer to bring visual aids such as wrapping materials, philatelic items, etc.
- Host a wrapping demonstration in the post office lobby to show how to make packages safe for delivery. To ensure good attendance, be sure to notify local media and customers in advance of the event.
- Host a “mail early” event. Encourage postal employees and their families to “lead by example” by bringing holiday greeting cards to the post office lobby on a designated day in late November or early December. Take advantage of the opportunity to thank postal employees for helping to achieve record service levels of overnight-committed First-Class Mail in 1996.
- For local radio and television coverage, invite a crew to the post office to do a “live remote” on the anticipated busiest mailing date: Dec. 16.
- Contact local media about volunteer efforts undertaken by local postal employees during the holidays.
- If applicable, publicize the convenience of Postal Stores or Post Office Express stores in the area.

**Sample News Release Number 1:
Extended Window Hours**

(USPS Letterhead)

[Release Date: One week prior to extension.]

For Immediate Release

[DATE]
CONTACT: [NAME]
[PHONE NUMBER]

SANTA'S 'HELPERS' OFFER EXTENDED WINDOW HOURS

[CITY, STATE] — The U.S. Postal Service is helping all local “Santas” get their holiday cards and gifts delivered on time by offering extended window service hours.

“Beginning [INSERT BEGINNING DAY & DATE OF EXTENDED WINDOW HOURS], the [CITY] Post Office will be open [INSERT EXTENDED HOURS],” said [CITY] Postmaster [NAME].

“Our customers have told us they appreciate the convenience of the [EXTENDED/EARLIER AND/OR LATER] hours during the holidays,” Postmaster [NAME] added.

(If more than one office) Locations and window service operating hours in the metro area are listed here:

[LIST PARTICIPATING POST OFFICE, STATION AND BRANCH LOCATION(S); INCLUDE MAILING ADDRESS; PHONE NUMBER; AND EXTENDED HOURS. LIST BOTH M — F AND WEEKEND HOURS.]

*Helping you handle the holidays***HOLIDAY CAMPAIGN PUBLICITY KIT**
**Sample News Release Number 2:
 Holiday Mailing Tips**

(USPS Letterhead)

[Release Date: November 25 or later.]

For Immediate Release

[DATE]

CONTACT: [NAME]

[PHONE NUMBER]

**POST OFFICE TAKES CUE FROM SANTA — PREPARATION
 IS KEY TO DELIVERING HOLIDAY GIFTS ON TIME**

[CITY, STATE] — The U.S. Postal Service delivers to more addresses during the holidays than anyone — with the possible exception of Santa. So it's not surprising that the [CITY] Post Office follows Santa's lead as it prepares for its busiest time of the year.

"We're ready to help our customers handle the holidays," said [CITY] Postmaster [NAME]. "And, there are several things mailers can do to ensure their gifts and cards arrive on time," [S/HE] added.

To get the best service, Postmaster [NAME] reminds customers to tell window clerks three important things:

- 1) When the package needs to get there;
- 2) If the package needs insurance; and
- 3) Whether proof of delivery is required.

Other keys to ensure all holiday mail arrives on time is correct addressing, proper packaging and mailing as early as possible. Postmaster [NAME] offers the following tips on addressing and packaging techniques that will help ensure gifts arrive safely and on time:

- Print addresses neatly, using smudge-proof ink.
- Always include the apartment or suite number in an address, and use the correct directional N, W, SW, etc., and Ave., Blvd., St., etc.
- Never guess a ZIP Code. Call the local post office for assistance. Or locate the correct ZIP Code on the Postal Service's Internet Web site at: <http://www.usps.gov>.
- Use filament tape to seal packages. Protect gifts with bubble wrap, balled newspaper or popped popcorn and place them in a sturdy box. Packaged items should not rattle (or write "rattle - o.k." on the package). Make sure the only writing on the outside of the package is the "to and from address." Include a return address inside the package.
- For last minute U.S. shoppers, the Postal Service offers *Priority Mail Service, which delivers packages in two to three days to most major cities. *New postal regulations require that all domestic, international and military APO/FPO mail weighing one pound or more that bears stamps must be mailed at a post office or handed to a letter carrier and not placed in a mail box.
- For guaranteed overnight delivery to most major U.S. cities, use Express Mail Service. Post offices will be open on Christmas Eve, which means the Postal Service can get that last-minute package delivered on Christmas Day — at no extra charge.
- Special Tip: When sending a package or oversized envelope (flat), be sure to mark the front and all sides the level of service required; such as First-Class or Priority Mail Service. If not marked, large envelopes may receive slower service.

Helping you handle the holidays

HOLIDAY CAMPAIGN PUBLICITY KIT



**Sample News Release Number 3:
Mail Early**

(USPS Letterhead)

[Release Date: Nov. 25, 1996.]

For Immediate Release

[DATE]

CONTACT: [NAME]

[PHONE NUMBER]

POST OFFICE ASKS FOR HELP DURING THE HOLIDAYS

[CITY, STATE] — “[CITY] postal employees are gearing up for the busiest mailing season ever, and we’re asking our customers to help us handle the holidays,” said Postmaster [NAME].

Starting the day after Thanksgiving, the U.S. Postal Service would like everyone to mail early in the season and mail early in the day, [NAME] said. This will help ensure the additional 5 billion cards, letters and packages mailed during the season arrive in time for a great holiday.

“Just like Santa helps his elves get ready for the big night, we’ve taken several steps to help make mailing easier for our customers,” [S/HE] said. Starting on [FILL IN LOCAL INITIATIVES, SUCH AS ADDITIONAL WINDOW SERVICE HOURS, MOBILE POST OFFICES, ETC.]

To help make attaching stamps to envelopes almost fun, the [NAME] Post Office has stocked up on the new self-adhesive holiday postage stamps.

The post office can also help with stocking stuffers, [NAME] said. “Children love our inexpensive stamp collecting kits and hard-bound books featuring exciting stamp subjects. It’s a fun way to learn historical facts, while investing in the future,” [S/HE] added.

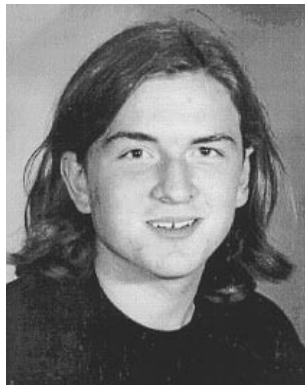
November 1996

Have You Seen Any of These Children?

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



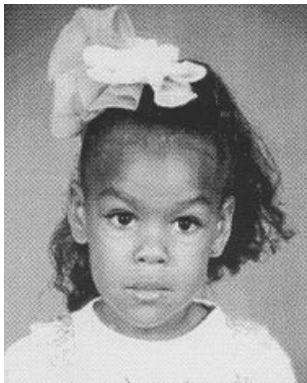
Christina Lynn Barger
Born: 4-22-81
Date Missing: 5-17-96
Missing From: Cincinnati, OH



Jason Paul Black
Born: 2-26-79
Date Missing: 5-26-96
Missing From: Canisteo, NY



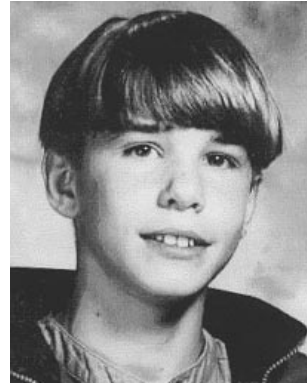
Deneva Jovon L. McCullough
Born: 7-9-89
Date Missing: 6-14-94
Missing From: Marlin, TX



Dominic L. McCullough
Born: 1-7-87
Date Missing: 6-14-94
Missing From: Marlin, TX



Rachelle Nicole Newman
Born: 9-11-81
Date Missing: 8-17-94
Missing From: Kirby, TX



Christopher Lee Perry
Born: 2-16-82
Date Missing: 12-30-95
Missing From: Charlotte, NC

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

Missing Children Poster Display Instructions

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

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

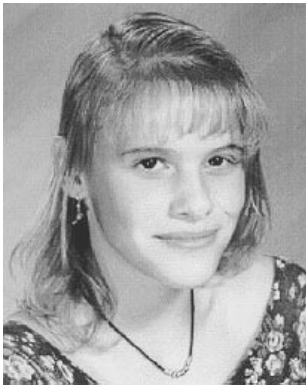
This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by the National Center for Missing and Exploited Children. For policy and information on Postal Service support in efforts to recover missing children, see *Postal Bulletin* 21536 (10-17-85) and 21926 (8-15-96).

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

November 1996

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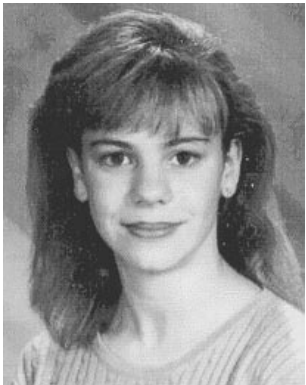
Danielle Elizabeth Ray
Born: 8-13-79
Date Missing: 7-10-96
Missing From: Fawn Grove, PA



Luz Charlotte Romero
Born: 6-12-79
Date Missing: 3-15-96
Missing From: Philadelphia, PA



Michelle Marie Salvas
Born: 6-14-79
Date Missing: 4-26-96
Missing From: Modesto, CA



Rachel Ann Schilling
Born: 9-4-81
Date Missing: 2-26-96
Missing From: Lexington, KY



Kimberly Dawn Wamack
Born: 10-7-78
Date Missing: 6-12-96
Missing From: Cleburne, TX



Le-Zhan De-Mariae Williams
Born: 4-22-96
Date Missing: 5-17-96
Missing From: Vallejo, CA

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Administrative Services

ASM REVISION

Limitations on Heating Oil Used at Headquarters

Effective immediately, *Administrative Support Manual* (ASM) Issue 11 is revised to ensure compliance with Title V of the Clean Air Act Amendments of 1990. A future edition of the ASM will contain this change.

Administrative Support Manual (ASM)

- 5 Facilities and Equipment**

- 54 Energy Conservation, Utilities, Heating Fuels, and Bulk Vehicle Fuel**

[Add the following section:]

545 Limitations on Heating Oil Used at Headquarters

To ensure compliance with Title V of the Clean Air Act Amendments of 1990, the Headquarters facility at L'Enfant Plaza must use only No. 2 fuel oil with a sulfur content of 0.3 percent or less by weight when the primary fuel of natural gas is not available.

—Headquarters Facilities Services, Facilities, 11-7-96

REMINDER

1997 Year Type for Hand Stamp and Canceling Machines

The 1997 year type for hand stamp and canceling machines will be automatically distributed to all postal facilities that received 1996 year types for hand stamps and canceling machines.

If you have not yet received a postcard notification from your servicing material distribution center (MDC) and your facility needs 1997 year type for hand stamp or canceling machines, be sure to call your MDC by no later than November 12, 1996. Please be ready to give the customer service representative the PSIN number for the item you need, the quantity, and the FEDSTRIP number for the requesting facility. The Topeka MDC phone number is 800-332-0317, Option 3. The New Jersey MDC phone number is 908-613-2375.

Your servicing MDC will ship all year types no later than December 13, 1996. Please allow 10 to 14 days for delivery.

To determine the proper year type for canceling machines, check the model number on the machine nameplate. Use Publication 247, *Supply and Equipment Catalog* (April 1996), Exhibits 15 and 17, pages 51 and 53, as guides for ordering the correct type.

For additional information, please refer to the related article in *Postal Bulletin* 21930 (10-10-96).

—Inventory Management,
Purchasing and Materials, 11-7-96

1996 Year Type for Hand Stamp and Canceling Machines

If you need 1996 year type after November 8, 1996, please place your order by calling your servicing material distribution center (MDC). Be ready to give the customer service representative the PSIN number for the item you need, the quantity, and the FEDSTRIP number for the requesting facility.

—Inventory Management,
Purchasing and Materials, 11-7-96

CLARIFICATION

FY 1997 Corporate Greeting Card Policy

Postal Bulletin 21931 (10-24-96) omitted information about the unit of issue for the 1997 corporate holiday greeting cards. The unit of issue is PG (package), which represents a package of 25 cards and 25 envelopes. The \$8.25 cost per unit will be paid for by Headquarters Sales.

—Premier Accounts, Sales, 11-7-96

Availability of Obsolete Mail Transport Equipment

Obsolete mail transport equipment items currently stored at national commercial warehouses have been identified for disposal after December 31, 1996. These items are now available without use restriction to all USPS activities on a "first come, first served" basis. After December 31 these items will be sold for scrap.

The items include:

- 1030/1031 small canvas hampers (EIRS No. 59).
- 1033 medium canvas hampers (EIRS No. 60).
- 3-sided plastic letter trays (EIRS No. 70).
- 1262 hard plastic letter trays (EIRS Item 71).
- 1255 hard plastic trays (EIRS No. 78X).
- platform "Nutting" trucks (EIRS No. 73).

After December 31, 1996, these items will no longer be available and will be deleted as mail transport equipment.

Requests for this equipment may be made until December 31 through the Area Mail Transport Equipment Special-

ists (AMTES). There is no charge for this equipment; distribution will be made on space-available transportation for less than truck-load size orders. The names and phone numbers of the AMTES are listed below:

Area	Name	Phone Number
Northeast	Wally Freise	(203) 285-7164
	Diane Croce	(203) 285-7062
NY Metro	Hank Borchers	(212) 330-3728
Allegheny	Dan Claffey	(412) 494-2509
	Ed Weber	(412) 494-2581
Mid-Atlantic	John Robinson	(301) 925-1726
Southeast	Jim Stephens	(770) 390-5935
Southwest	Earl Coffey	(214) 819-8760
Great Lakes	Bob Cebulski	(630) 539-4739
Midwest	Paul Bailey	(314) 692-5345
Western	Elaine May	(303) 289-7356
Pacific	Kim Adams	(415) 615-7156

—Operations Support, 11-7-96

Minimum Wage Change

Effective October 1, 1996, the federally mandated minimum wage increased from \$4.25 per hour to \$4.75; on September 1, 1997, it will increase from \$4.75 per hour to \$5.15. Local buying officials must ensure that self-employed contractors supplying services purchased under local buying procedures are currently earning at least \$4.75 and \$5.15 by September 1, 1997. Questions concerning this matter should be directed to the appropriate Purchasing and Materials Service Center.

—Policies, Planning, and Diversity, 11-7-96

Domestic Mail

Operation Dear Abby

The Department of Defense and Dear Abby are sponsoring a holiday mailing campaign to support U.S. troops stationed abroad. Effective November 15, 1996, through January 15, 1997, mail may be accepted for the following addresses:

AMERICA REMEMBERS
OPERATION DEAR ABBY
APO AE 09135

AMERICA REMEMBERS
OPERATION DEAR ABBY
FPO AE 09646

AMERICA REMEMBERS
OPERATION DEAR ABBY
APO AA 34085

AMERICA REMEMBERS
OPERATION DEAR ABBY
APO AP 96285

AMERICA REMEMBERS
OPERATION DEAR ABBY
FPO AP 96385

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

—*International & Military Mail Operations,
International Business Unit, 11-7-96*

NOTICE TO POSTMASTERS

Transportation Costs for Christmas Mail

In order to identify Christmas mail transportation costs, offices must enter code "C" (for Christmas) in Service (column C) of Form 5429, *Certification of Exceptional Service Performed*, for additional trips incurred during the Christmas season.

These procedures are effective immediately.

—*Logistics, Operations Support, 11-7-96*

APO/FPO Changes

Make the following ink change to the most recent APO/FPO tables published in *Postal Bulletin 21931 (10-24-96)*.

APO/FPO	Action	Effective Date	See Restrictions
09815	Not Active	Immediately	
34007	Not Active	Immediately	
09509	Activate	Immediately	B

—*International and Military Mail Operations,
International Business Unit, 11-7-96*

POM REVISION

Commercial Mail Receiving Agencies (CMRAs)

There has been some confusion around the issue of handling mail for commercial mail receiving agencies (CMRAs) that go out of business.

Effective immediately, *Postal Operations Manual (POM)* Part 684 is added to clarify the procedures for handling mail addressed to CMRAs that have gone out of business. Issue 8 of the POM will contain this revision.

Postal Operations Manual (POM)

6	Delivery Services	*	*	*	*	*
68	Undeliverable Mail	*	*	*	*	*
684	Commercial Mail Receiving Agencies (CMRAs)					

In order to accommodate customers left without delivery service at a CMRA when it goes out of business, host delivery units must take the following actions:

1. When it is known that the CMRA is out of business and no longer accepting mail, place a notice at the CMRA business address informing the customers of the location where their mail is being held.
2. Hold these customers' mail at the delivery unit for up to 10 business days (the same delivery unit noted in the notice left at the former CMRA address).
3. As these former CMRA customers arrive to pick up their mail at the delivery unit, provide them with Publication 75, *Mover's Guide*, and advise them to file Form 3575, *Change of Address Order*. Review Form 3575

and process it using normal procedures, including sending the mail to the Computerized Forwarding System (CFS) for forwarding.

4. Use the opportunity when the former CMRA customers are picking up their mail at the delivery unit to promote the benefits of renting a post office box (i.e., cost, convenience, forwarding, access to postal products like Priority Mail, and the fact that the Postal Service doesn't go out of business). This assumes that post office boxes are available.
5. At the end of 10 business days, complete a Form 3575 marked as "Moved, Left No Address" for any customer who has not filed a Form 3575. At this point, send all former CMRA customers' mail (except unendorsed bulk Standard Mail (A)) to CFS for processing.
6. At some point in the future, if a customer who did not file a Form 3575 during the 10 business day hold period wishes to file one, accept it. The appropriate delivery person should then complete PS Form 3546, *Forwarding Order Change Notice*, modifying the original "Moved, Left No Address" order to the forwarding order now filed by the former CMRA customer. Advise the customer that any mail received up to this point was Returned-to-Sender and cannot be retrieved. Again, take the opportunity to advise this customer of the advantages to renting a post office box.

* * * * *

—*Delivery Policies and Procedures, Operations Support, 11-7-96*

Finance

HANDBOOK F-1 REVISION

Claims for Accountable Financial Loss

Effective immediately, Handbook F-1, *Post Office Accounting Procedures*, 880 is revised to incorporate new procedures for claims for accountable financial losses. These procedures completely replace section 880. A future version of Handbook F-1 will include this change.

Handbook F-1, *Post Office Accounting Procedures*

8 PDC Disbursements for Post Offices

* * * * *

880 Claims for Accountable Financial Loss

These procedures apply to the loss of items accounted for on the statement of account Form 1555.

881 Financial Liability

When an accountable financial loss occurs and evidence establishes that the postmaster faithfully and conscientiously enforced Postal Service policies, programs, and procedures for managing the postal installation, the Postal Service will relieve the postmaster of liability for the amount of the loss.

Should evidence prove the contrary, the Postal Service will charge the postmaster with the full amount of the loss. When a postmaster has been charged with a loss, the Postal Service may, on terms it believes just and expedient, compromise, release, or discharge in whole or in part the amount of the loss following the procedures in this subchapter. The decision of whether or not to make a financial claim against a postmaster under these regulations does not necessarily affect any decision to reassign or take disciplinary action against the postmaster.

882 Restriction on Claims for Loss

>> File a claim for loss after it is determined that no postal employee is to be held responsible for the loss. It is recognized, however, that evidence could surface after a postmaster's claim for loss that could justify a money demand upon an employee.

883 Terms

"Adjudicating authority" is defined as the management level designated to adjudicate claims for loss. The table below shows who is the adjudicating authority responsible for approving claims for loss.

Headquarters

Claims	Adjudicating Authority
All claims except as noted below	Chief Financial Officer
Philatelic Stamps Sales:	
■ Over \$2,500	Stamp Acquisition and Distribution Manager
■ \$2,500 or less	Philatelic Sales Manager

Field

Claims	Adjudicating Authority
If the District Manager Is Not the Postmaster	
All claims	District Finance Manager
Processing and Distribution Plants	
All claims	District Finance Manager
If the District Manager Is the Postmaster	
District post office:	
■ Over \$3,500	Area Finance Manager
■ \$3,500 or less	District Finance Manager
Associate post offices:	
■ All claims	District Finance Manager
SFAP reporting offices:	
■ All claims	District Finance Manager

884 Types of Losses

884.1 Claiming for Stock Loss

1> Make a claim for stock loss when it is reasonable to assume that the Postal Service will not be liable to perform a service or make restitution in connection with the stock. These losses include stock destroyed or mutilated by natural causes such as fire, flood, etc.; postage stock for which no service must be performed; and bird stamp stock that will not require reimbursement to the Department of the Interior.

2> Complete a memorandum for the record and immediately request Form 2130 from the DAO.

3> Make no accounting entries at this point.

884.2 Claiming for Cash Loss

1> Make a claim for cash loss for accountable financial losses other than those cited above. These losses include burglary, theft, robbery, unexplained losses of stock, and improper payments, which include wrong

payment of money orders and forged or otherwise uncollectible checks. It is reasonable to assume that the Postal Service will be liable to perform a service or make restitution in connection with the loss.

- 2> Place in suspense at the time of the loss the portion of a claim for cash loss that pertains to postage and bird stamp stock loss.
- 3> Make the following entries on Form 1412:
 - a. For postage stock, increase AIC 090 and AIC 490, decrease AIC 805, and increase AIC 814, Suspense.
 - b. For bird stamps, increase AIC 091 and AIC 491, decrease AIC 806, and increase AIC 814, Suspense.

885 Using Form 2130, *Claim for Loss*

- 1> Request Form 2130 (exhibit 885 [see page 18 of this *Postal Bulletin*]) from the DAO.
- 2> Complete the top section of Form 2130.

Note: Do not make any accounting entries at this point.

886 Documentation

886.1 Documenting Burglary or Theft of Accountable Paper or Funds

- 1> Submit a claim for loss after the Inspection Service has ascertained the amount involved in the burglary or theft.
- 2> Attach a copy of the interim Inspection Service report to the claim.
- 3> Submit a statement by the employee responsible for the accountable paper or funds, detailing the circumstances under which the loss occurred.

886.2 Documenting Loss or Shortage in Official Remittance (Including Money Order Remittance Shortages)

- 1> Submit a statement by the employee, preparer, and witness who verified the remittance, explaining the procedures they used in preparing and dispatching the remittance.
- 2> Attach a copy of the letter reporting the loss to the Inspection Service.
- 3> Attach a copy of the debit memorandum from the bank notifying the post office of a shortage.

- 4> Attach a listing of all deposit shortages or overages reported by the bank for the unit involved during the previous 6-month period.

Documenting Loss of Accountable Paper in Transit

- 1> Submit a statement by the employee who had access to and was responsible for filling and dispatching accountable paper requisitions, detailing the procedures used.
- 2> Submit a statement by the employee who received and examined the stock, giving details of the partial shipment loss.
- 3> Forward copies of the correspondence between the post office and the stamps division. This loss or shortage of stock involves a shipment from the Government Printing Office, Bureau of Engraving and Printing, U.S. Stamped Envelope Agency, or private contractor.
- 4> Attach a copy of the letter reporting the loss to the inspector in charge.

886.4 Granting Relief of a Money Demand for a Grievance or Arbitration

Do the following for granting a relief of a money demand to (1) a bargaining unit employee through the grievance/arbitration process, or (2) a nonbargaining unit employee or postmaster under the provisions of ELM, sections 450 and 460:

- 1> Submit a copy of the grievance or arbitration decision.
- 2> Submit a brief description by the postmaster of the circumstances or events that led to the action that resulted in the grievance being filed.
- 3> Submit documentation showing the action taken by the postmaster (training, instruction, improved security, etc.), if appropriate.
- 4> Maintain adequate safeguards by following the procedures contained in this handbook to prevent further loss of postal funds as a result of a repetition of the facts involved in the particular case.

Note: Do not use the claim for loss procedures for counterfeit bills. AIC 407, Counterfeit Bills, is used to clear counterfeit bill suspense items.

887 Submitting a Claim for Loss

1> Send copies 1, 2, and 3 of Form 2130 to the DAO with all necessary support documentation to be used by the adjudicating authority.

2> File copy 4.

Note: Do not make any accounting entries at this point.

888 Adjudicating Claims

The adjudicating authority will allow or disallow claims. Complete section II of Form 2130.

888.1 Allowing Claims

888.11 Adjudicating Authority

1> Complete section II of Form 2130. Include type of loss (see exhibit 888.11), amount of allowance, number of items, date adjudicated, and adjudicator's signature with office and mailing address.

2> Send the original and copy 2 of the adjudicating Form 2130 and supporting documentation back to the originating office.

3> Keep the adjudicated copy 3 for files.

888.12 Originating Office

1> With the adjudicated form as authorization, make the appropriate AIC entries according to the table below:

Make Entries at	Stock Loss	Cash Loss
1412 level	No entry	Clear suspense and post to AIC 633, Claims for Cash Loss.
Accountbook level	AIC 519, Postage Stock Loss, as described in section 884.1. Offset by a decrease in AIC 805. AIC 520, Bird Stock Loss, as described in section 884.1. Offset by a decrease in AIC 806.	AIC 633 as described in section 884.2. Offset by a decrease in AIC 814.

2> Keep copy 2 of Form 2130 and the accompanying documentation for audit purposes.

3> Transfer the entry on the accountbook to the statement of account (SOA).

4> Send the original copy of the authorized Form 2130 with the statement of account to the ASC.

5> Verify the claim for loss entry on the SOA before submission.

888.2 Disallowing Claims

888.21 Adjudicating Authority

1> Complete section II of Form 2130. Include type of loss (see exhibit 888.11), amount of disallowance, number of items, date adjudicated, and adjudicator's signature with office and mailing address.

2> Include a brief explanation on Form 2130 to validate the disallowance.

3> Return the adjudicated Form 2130 and all supporting documentation to the originating office.

4> Keep copy 3 for files.

888.22 Originating Office

>> When a claim is disallowed in whole or in part, take actions to clear suspense items by collecting from the responsible individual.

889 Recovered Items

889.1 Recovered Cash Losses

889.11 Handling Recovery for Items That Are Recovered After Submitting the Claim

1> Enter the amount in AIC 180, Recovered Claims for Loss.

2> Provide an explanation in the space for remarks on the reverse of the SOA.

Note: After submitting Form 2130, do not ask for the form back.

889.12 Handling Recovery for Postage Stock or Bird Stamps That Were Part of the Cash Loss

1> Enter the amount in AIC 180.

2> Reverse the stock entries as follows:

- a. For postage stock, decrease AIC 090 and AIC 490 and increase AIC 805.
- b. For bird stamps, decrease AIC 091 and AIC 491 and increase AIC 806.

These stock items are unsalable and handled as described in chapter 4, except for original cartons, sealed boxes, or unbroken packages.

889.2 Recovered Postage or Bird Stamp Loss

Items claimed in AIC 519 for postage stock and AIC 520 for bird stamps cannot be recovered because of the restrictive nature of these losses (see section 884.1)

Exhibit 885

PS Form 2130, Claim for Loss



Claim for Loss

Section I — Request for Claim for Loss

Post Office Name		Telephone (Including Area Code)	
State	ZIP + 4 Code	Finance Number	Unit Number
Date of Loss	Amount	Postmaster's Signature	
Cause of Loss (Burglary, fire, etc.)			

NOTE: POSTMASTERS DO NOT COMPLETE SECTION III UNTIL ADJUDICATED

Section II — Adjudicator

Your Claim for Loss has been reviewed and based on the evidence submitted, the following decision has been made:

Type of Loss	Allowed	Disallowed	No. of Items

Date Adjudicated	Adjudicator's Signature
Office and Mailing Address	

Section III — Accountbook Entry (To be completed by Statement of Account office)

Accountbook Entry (Use one of these codes)	AIC 519 Postage Stock AIC 520 Bird Stamps AIC 633 Cash
Amount of Accountbook Entry	
Date of Entry to the Accountbook	
Postmaster's Signature	Date

Exhibit 888.11
Claim for Loss Codes

01 Bad Checks/NSF	33 Account. Paper
21 Bank Deposit Shortages	34 Revenue Deficiency
22 Counterfeit Bills	35 Stamps by Mail
23 Vending Machine (SSPC)	36 Misc. (Include. Salary Advance)
24 Account. Grievance	37 Bank Deposit Lost
25 Account. Other	38 Raised Money Orders
26 Money Order	39 Stamps by Phone
27 Burglary/Robbery	40 Stamps on Consignment
28 Fire/Flood	41 Credit Card Losses
29 Stock in Transit — BEP	42 Debit Card Losses
30 Stock in Transit — USSEA	43 Retail Store/Unit Accountability Losses
31 Stock in Transit — GPO	44 Phone Card Losses
32 Stock in Transit — Other	

—Corporate Accounting, Finance, 11-7-96

HANDBOOK F-1 REVISION

Stamp Stock Destruction Procedures

The following procedures replace the stock destruction procedures outlined in Handbook F-1, *Post Office Accounting Procedures*. Some parts are underlined for emphasis.

Form 3238, *Stamps and Stamped Paper Destruction Certificate*, has been revised. The September 1996 version shown on page 23 will be available from the material distribution centers after November 30, 1996, and is the only version of Form 3238 that may be used.

Overview

Effective accounting period 4, fiscal year 1997, the following offices must use Form 3238, *Stamps and Stamped Paper Destruction Certificate*, when returning stock to the stamp destruction committee:

1. Statement of account offices
2. Standard Field Accounting Procedures offices
3. Stations and branches of Standard Field Accounting Procedures offices
4. Contract stations and stations and branches of district accounting offices
5. Stamp Distribution Office (SDO)
6. Stamp Distribution Network (SDN)

Contract stations, stations and branches of Statement of Account post offices, and clerks returning stock to the main stock or unit reserve must continue to use Form 17, *Stamp Requisition*.

I. SFAS Offices Serviced by Stamp Distribution Offices (SDOs)

A. SFAS Offices

Contract stations, stations and branches of district offices, and Standard Field Accounting Procedures offices serviced by the stamp distribution office.

Procedures

Contract stations, stations and branches of district offices, and Standard Field Accounting Procedures offices will now complete Form 3238, *Stamp Stock Destruction Certificate*, instead of Form 17, *Stamp Requisition*, for all stamp stock destruction (stamp stock and migratory bird stamps).

- Form 3238 will be prepared as the original and four (4) copies.
- The office will send the original and three (3) copies of Form 3238 to the destruction committee, along with the stock to be destroyed.
- The office will maintain the fifth copy as support until they receive a certified copy from the destruction committee.
- The office will not make any entries to the unit Form 1412, Daily Financial Report, until they receive the certified Form 3238 copies back from the destruction committee.

- Upon certification of the stock, the stamp destruction committee (SDC) must forward the original and one copy to the SDO, one copy to the office that submitted the stock for destruction, and maintain one copy for their records.
- Upon receipt of certified copy, the certified amount destroyed is entered into AIC 848 on the unit Form 1412, and the non-certified Form 3238 is discarded.
- The office must maintain the certified copy to support AIC 848 entry on Form 1412.

B. Stamp Destruction Committee

The Stamp Destruction Committee (SDC) will receive the stock and Form 3238 (original and three copies).

- The district SDC will meet a minimum of once per postal quarter.
- The SDC will verify the stock and sign all four Forms 3238.
- The SDC will return one copy of Form 3238 to the post office or unit that remitted the stock for destruction.
- The SDC must forward the original and one copy to the stamp distribution office and maintain one copy for their records.

C. Stamp Distribution Office

- The stamp distribution office (SDO) will enter the Forms 3238 by unit ID into the stamps system as stock received from stations and branches.
- The SDO will enter the total value of Forms 3238 as stock destroyed into the stamps system.
- The SDO will total all Forms 3238 and attach an adding machine tape to Forms 3238. The SDO must match the total on the tape to the amount recorded on Form 3958 as stock destroyed.
- The SDO will forward the original and copy of Forms 3238 and Forms 3958 to the district accounting office.

D. District Accounting Office

- The district accounting office will verify the amounts on Forms 3238 to ensure that they match the amount on Form 3958.
- the accounting unit will ensure that in-transit amounts are cleared from the SDO/SDN in-transit program.
- The accounting unit will choose option C, Accountable Paper, on SFAS Daily Financial Menu, select option 2, Accountable Paper (PS 3958), and enter amount of stock destroyed as shown on Form 3958, *Main Stock (or Unit Reserve Stock) Transaction Record*.
- Accounting will submit the original Form 3238 along with a tape of all Forms 3238s reported in AIC 510 or

AIC 511 to Minneapolis ASC with the district statement of account.

- The district accounting office will keep certified copies of Forms 3238 to support the entry to AIC 510 or AIC 511.

II. SFAS Offices Served by the Stamp Distribution Network (SDN)

Contract stations, stations and branches of district offices, and Standard Field Accounting Procedures offices serviced by the stamp distribution network.

A. SFAS Offices

Contract stations, stations and branches of district offices, and Standard Field Accounting Procedures offices will now complete Form 3238, *Stamp and Stamped Paper Destruction Certificate*, not Form 17-TX, for all stamp stock destruction (stamp stock and migratory bird stamps).

- The Form 3238 will be prepared as the original and four (4) copies.
- The office will send the original and three copies of Form 3238 to the SDN destruction committee along with the stock to be destroyed.
- The office will not make any entries on the unit Form 1412, *Daily Financial Report*, until they receive the certified copy back from the destruction committee.
- The office will maintain the fifth copy as support until they receive the certified copy from the destruction committee.
- Upon receipt of certified copy, the certified amount destroyed will be entered into AIC 848, and the non-certified Form 3238 will be discarded.
- The office must maintain the certified copy to support AIC 848 entry on Form 1412.

B. SDN Destruction Committee

The SDN destruction committee will receive the stock and Form 3238 (original and three copies).

- The SDN destruction committee will meet a minimum of once per postal quarter.
- The SDN destruction committee will verify the stock and sign all four Forms 3238.
- They will return the original and one copy of Form 3238 to the SDN manager and maintain one copy for their records.
- They will return one copy of Form 3238 to the post office or unit that remitted the stock for destruction.
- If the stock is being secured to be destroyed at a later date, the committee must provide that information to

the SDN manager. The SDN manager will record the stock on a log, pending destruction.

C. SDN

- The SDN will enter the amount on Form 3238 as stock received (AIC 005).
- The SDN will enter the amount on Form 3238 as stock destroyed (AIC 510 or AIC 511).
- The SDN will generate a Form 17 summary by unit and forward it to the district accounting office.
- The SDN will submit the original Form 3238 along with summary of all Forms 3238s reported in AIC 510 or AIC 511 to the Minneapolis ASC with the SDN statement of account.
- The SDN will keep a certified copy of Form 3238 to support the entry to AIC 510 or AIC 511.
- The SDN will maintain a log of all stock that has been certified for destruction but not yet destroyed.
- The SDN will properly secure this stock pending destruction.
- When the stock is destroyed, the SDN will update the log.
- Any item that remains on the log represents stock that has been verified but not yet destroyed.

D. District Accounting Office

- The district accounting office will verify that the amounts in-transit are reconciled in the SDO/SDN in-transit program.
- The district accounting office will enter the amount on the Form 17 summary to AIC 501.
- The district accounting office will submit the Form 17 summary to the Minneapolis ASC with the statement of account to support AIC 501.

III. Statement of Account Offices (SOA) Served by SDOs or the SDN

- The post office will prepare an original and three copies of Form 3238.
- The post office will send the original and two copies of Form 3238 to the destruction committee, along with the stock to be destroyed.
- The post office will maintain the fourth copy as support until they receive a certified copy.
- The post office will not make any entries to the SOA until they receive the certified copies of Form 3238 back from the destruction committee.
- The post office will receive from the SDO or the SDN the original and one signed copy of Form 3238.

- The post office will record the destruction to AIC 510 or AIC 511 upon receipt of the certified Form 3238.
- The post office will submit the original Form 3238 to support the entries to AIC 510 or AIC 511 with their SOA to the district accounting office.
- The post office will maintain the certified copy of Form 3238 on file to support AIC 510 or AIC 511 entry.
- Contract stations and stations and branches of statement of account post offices will continue to use Form 17, *Stamp Requisition*, when returning stock to the main stock.

IV. Stamp Distribution Offices

Procedures

SDOs will complete Form 3238 for all stamp stock destruction (stamp stock and migratory bird stamps).

- The SDO will prepare the original and three copies of Form 3238.
- The SDO will send the original and two copies of Form 3238 to the destruction committee, along with the stock to be destroyed.
- The SDO will not make any entries to Form 3958 until they receive the certified copies of Form 3238 back from the stamp destruction committee.
- Upon certification of the stock, the stamp destruction committee must forward the original and one copy of Form 3238 to the SDO and maintain one copy for their records.
- The SDO will maintain the fourth copy of Form 3238 as support until they receive a certified copy from the destruction committee.
- When the SDO receives the certified copy, the certified amount destroyed will be entered to Form 3958 as stock or bird stamps destroyed, and the non-certified Form 3238 will be discarded.
- The SDO sends the original and copy of Form 3238 along with Form 3958 to the district accounting office.

V. Stamp Distribution Network

Procedures

SDNs will complete Form 3238 for all stamp stock destruction (stamp stock and migratory bird stamps).

- The SDN will prepare an original and three copies of Form 3238.
- The SDN will send the original and two copies of Form 3238 to the destruction committee, along with the stock to be destroyed.

- The SDN will not make any entries to Form 1555, Statement of Account, until it receives the certified copies of Form 3238 copies back from the stamp destruction committee.
- Upon certification of the stock, the stamp destruction committee must forward the original and one copy of Form 3238 to the SDN and maintain one copy for their records.
- The SDN will maintain the fourth copy as support until they receive a certified copy from the stamp destruction committee.
- When the SDN receives the certified copy of Form 3238, the certified amount destroyed will be entered on Form 1555 as stock or bird stamps destroyed, and the non-certified 3238 will be discarded.
- The SDN must send the original Form 3238 along with Form 1555 to the Minneapolis ASC.

VI. Handling Discrepancies in Stock to Be Destroyed

1. If the unit verbally agrees with the Stamp Destruction Committee or the SDN about the discrepancy, the committee or SDN makes corrections.
2. If the unit does not verbally agree with the Stamp Destruction Committee or the SDN, return Form 3238 and the stock to the unit by registered mail.

Summary

1. Post offices submitting a statement of account (SOA):
 - Send original Form 3238 and three copies to the stamp destruction committee.
 - When the certified Form 3238 is received, record destruction to AIC 510 or AIC 511.
2. Stations and branches, SFAP offices, and contract stations of district accounting offices:
 - Send original Form 3238 and four copies to the stamp destruction committee.
 - Record Form 3238 destruction to AIC 848.

3. SDOs:
 - Send the original Form 3238 and three copies to stamp destruction committee.
 - When the certified Form 3238 is received, record the destruction to Form 3958.
4. SDN:
 - Send the original Form 3238 and three copies to the stamp destruction committee.
 - When the certified Form 3238 is received, record destruction to AIC 510 or AIC 511.
 - Maintain log of all stock certified for destruction but not yet destroyed.
5. District Accounting Offices:
 - Verify amount entered to AIC 848 to Form 3238 for stations and branches, Standard Field Accounting Procedures offices, and contract stations of district accounting offices.
 - Verify amount entered to AIC 510 or AIC 511 by SOA offices to Form 3238.
 - Record destruction to AIC 510 or AIC 511 as reported on Form 3958 from SDO.
 - Record destruction to AIC 501 for stations and branches and contract stations reporting to the SDN.
 - Submit original Forms 3238 with SOA for support documentation to the Minneapolis ASC.

Contract stations, stations and branches, and Standard Field Accounting Procedures post offices reporting to district accounting office, Statement of account Post Offices, SDO and SDN	Form 3238
Contract stations, and stations and branches reporting to a statement of account post office	Form 17
Clerks returning stock to the unit reserve/main stock	Form 17

—Post Office Accounting, Finance, 11-7-96

U.S. Postal Service

Stamps & Stamped Paper Destruction Certificate

Postage Bird Other (*Specify*):

Post Office, State, and ZIP + 4 Code	Finance No.
Telephone No. (<i>Include Area Code</i>)	SFAP ID/Unit ID
Date Stock Mailed to Stamp Distribution Office or Stamp Distribution Network	Date Stamp Stock Destroyed
(<i>Postmark</i>)	(<i>Postmark</i>)

Notes:

This Form Prepared By	Witness
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Certificate of Destruction Committee

We certify the stock Value (*In words*) was verified and disposed of by the following method. Further, each member witnessed, both the verification and disposal, of that stock.

Method of Disposition

Non-Financial Supervisor

Member of Committee and Title

Member of Committee and Title

List of Stock Destroyed

Quantity	Item No.	Kind of Stock (<i>Include Denomination</i>)	Denomina- tion Value	Dollar Value
Value (<i>In words</i>)			Total ▶	\$

DO NOT use this form to return salable stock; use Form 17, *Stamp Requisition*. Do not reduce accountability until certified copies are returned by destruction committee.

Fraud Alert

Withholding of Mail Orders

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

State/City	Names Covered
AZ, Phoenix 85017-3903	John Bennett, 3222 W. Indian School Road, Apt. B146
CA, Los Angeles 90043-3840	South Coast Peterbilt, 6408 1/2 Brynhurst Avenue
MI, Birmingham 48012-1511	Any And All Various Names Other Than The Surname Bierekoven, P.O. Box 1511
SC, Honea Path 29654-8722	Any And All Various Names Other Than The Names Janet Turner, Ginger Phillips, Tasha Turner, and Angel Ray, 744 Due West Road

—Judicial Officer, 11-7-96

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.

005194	009145	018367	021389	022040	022762	029328	060884	068195	075772	090037	094693	096749
005212	009251	018446	021409	022043	022773	029373	061086	068227	075791	090220	094697	096773
005250	009261	018488	021420	022045	022775	029375	061126	068316	075818	090356	094717	096787
005334	009279	018559	021429	022047	022783	029395	061195	068383	075854	090390	094740	096789
005352	009286	018600	021451	022064	022787	029434	061247	068525	075904	090409	094745	096899
005359	009325	018630	021460	022079	022794	029497	061313	068548	076014	090420	094768	096913
005453	009330	018693	021463	022086	022795	029517	061422	068626	076072	090599	094799	096962
005476	009369	018799	021475	022105	022807	029609	061475	069014	076085	090682	094817	096975
005610	009498	018821	021478	022117	022813	029620	061523	069052	076093	090784	094874	097007
005616	009699	018854	021479	022131	022823	029896	061588	069074	076214	090852	094958	097040
005743	009720	018856	021486	022159	022824	029932	061705	069157	076380	090857	095001	097047
005748	009905	018946	021487	022183	022834	030007	061706	069291	076387	090860	095145	097050
005760	010289	018948	021493	022219	022836	030056	061723	069484	076547	090879	095201	097069
005770	010635	019012	021501	022228	022850	030151	062052	069606	076584	090888	095259	097083
005776	010675	019081	021512	022240	022858	030236	062086	069723	076594	091023	095301	097105
005822	011078	019177	021514	022248	022861	030306	063440	069725	076598	091127	095303	097106
005892	011311	019248	021520	022251	022877	030331	063461	069774	076728	091283	095362	097168
005928	012170	019306	021547	022254	022896	030407	064011	069817	076922	091318	095363	097175
005975	012313	019352	021556	022262	022907	030416	064087	069979	076949	091414	095386	097189
005985	013174	019403	021562	022280	022932	031001	064243	069989	076983	091426	095442	097193
006021	014007	019551	021566	022286	022933	031053	064399	070071	077097	091467	095444	097200
006090	014027	019617	021580	022301	022937	031167	064412	070076	077113	091499	095454	097202
006156	014220	019622	021586	022305	022959	034041	064469	070100	077236	091876	095455	097217
006216	014297	019673	021587	022312	022969	034609	064761	070130	077290	091948	095456	097280
006348	014328	019688	021611	022315	022972	037002	064773	070177	077298	092040	095518	097285
006438	014398	019768	021615	022317	022994	038129	064843	070235	077345	092123	095522	097301
006669	014459	019792	021633	022357	023134	038219	064853	070286	077634	092328	095551	097305
006688	014471	019880	021653	022360	023297	038465	064911	070363	078207	092465	095570	097338
006757	014526	019896	021654	022382	023469	040039	064920	070366	078208	092474	095602	097369
006885	014540	019970	021659	022384	023499	040066	064926	070386	078409	092606	095633	097376
006888	014570	020411	021662	022386	023550	040306	064934	070413	078915	092643	095649	097385
006929	014581	020482	021667	022393	023562	040311	064998	070420	079147	092728	095721	097392
007106	014660	020501	021675	022394	023563	041015	065184	070444	079418	092729	095722	097400
007293	014718	021031	021681	022402	024048	041199	065241	070450	079437	092846	095729	097434
007322	014752	021035	021684	022406	025125	042060	065399	070499	079643	092900	095852	097440
007387	014776	021065	021690	022415	025236	043012	065426	070504	079753	092917	095917	097445
008029	014889	021092	021695	022419	025281	044010	065475	070763	080011	092950	095932	097446
008041	014953	021104	021709	022429	025372	044077	065497	070770	080047	093046	095955	097455
008068	015040	021148	021745	022446	025412	044160	065507	070920	080241	093053	095967	097463
008070	015102	021168	021749	022474	026139	047016	065519	070934	080255	093115	096021	097480
008083	015182	021171	021760	022489	026213	049043	065566	070945	080340	093165	096038	097485
008102	015196	021180	021784	022530	026230	049076	065600	070993	080346	093334	096046	097522
008112	015267	021188	021804	022544	026318	055001	065632	071015	080570	093406	096069	097525
008127	015420	021197	021808	022554	026356	055033	065637	071192	080596	093500	096078	097526
008150	015484	021198	021814	022569	026534	055049	065692	071198	080600	093578	096146	097539
008169	015501	021210	021848	022571	027236	055056	066083	071294	080685	093629	096148	097551
008182	015503	021223	021865	022575	027496	055058	066096	071296	085090	093756	096157	097567
008186	016180	021227	021873	022582	027563	055109	066107	071388	085098	093794	096170	097585
008188	016330	021237	021882	022587	027590	055127	066240	071408	085691	093795	096182	097589
008314	016352	021240	021885	022589	027602	055180	066279	071443	085701	093973	096238	097594
008326	016379	021251	021892	022597	027946	055186	067094	071559	085744	094002	096248	097595
008332	016496	021259	021895	022630	027954	055213	067144	071588	088184	094076	096337	097620
008385	016513	021264	021905	022637	027957	055226	067204	071683	088356	094110	096382	097637
008388	016753	021265	021943	022640	028316	055228	067210	071685	088452	094165	096446	097676
008421	016814	021266	021946	022642	028329	055231	067247	071719	088593	094233	096474	097689
008435	016892	021269	021947	022690	028422	060096	067272	071852	088618	094244	096480	097755
008467	018014	021283	021949	022719	028455	060433	067348	071962	088638	094246	096547	097819
008525	018022	021302	021957	022722	028678	060483	067416	075131	088671	094337	096554	097820
008536	018093	021311	021961	022728	028702	060558	068015	075252	088675	094391	096571	097826
008598	018109	021327	021963	022730	028758	060640	068046	075549	089126	094420	096642	097845
008612	018194	021329	021993	022740	028785	060693	068095	075555	089399	094427	096663	097849
008622	018225	021337	022008	022746	028862	060706	068097	075575	089478	094445	096675	097865
008890	018252	021342	022030	022747	029093	060752	068107	075606	089774	094474	096680	097922
009010	018325	021349	022035	022756	029296	060769	068162	075654	089870	094638	096698	097930

926442	927015	927808	928838	931864	937083	940751	941834	949507	954171	968769	980523	995266
926453	927018	927847	928878	931891	937252	940753	941906	949577	958339	968882	980628	995270
926484	927032	927897	930221	931932	937374	940765	941988	950113	958350	970065	980734	995362
926493	927046	927952	930332	931952	937629	940888	945062	950172	958444	970178	980791	995558
926511	927054	928131	931061	931975	937722	940923	945575	950222	958575	970368	980826	995629
926519	927056	928137	931116	932631	937811	940929	945643	950613	958602	970384	980840	995632
926560	927117	928139	931127	933350	939010	940939	945780	950749	958655	970394	980855	995698
926601	927133	928214	931136	933446	939522	941018	945810	950833	958726	970529	980923	995858
926606	927185	928307	931141	933538	940008	941020	945997	951090	958803	970602	984194	995882
926642	927304	928322	931162	934216	940018	941097	946234	951282	960080	972433	985200	995911
926654	927317	928329	931166	934221	940057	941113	946439	951519	967036	972475	992076	995994
926667	927342	928332	931306	934235	940066	941172	946481	951641	967049	972818	992592	997053
926687	927472	928376	931325	934242	940101	941346	946489	951727	967134	973245	992664	997107
926688	927509	928484	931382	934249	940114	941610	947127	951776	967254	973326	995033	997236
926698	927525	928575	931406	935058	940135	941657	947128	951806	967305	974187	995068	997245
926707	927532	928641	931428	935082	940265	941777	948082	952322	967330	975037	995093	997275
926751	927552	928668	931456	935210	940370	941783	948278	953003	968161	980044	995117	997301
926769	927556	928692	931461	935240	940484	941806	948327	953234	968286	980276	995133	998013
926770	927610	928734	931501	935244	940599	941820	948355	953337	968305	980322	995181	998156
926797	927616	928785	931650	935248	940691	941821	948364	953342	968426	980488	995243	998313
926888	927663	928805	931729	935261	940725	941825	948427	954154	968537	980515	995257	999206
926919	927769	928830	931761									

—Express and Priority Mail, Marketing, 11-7-96

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

To be posted and used by retail window employees. As directed, destroy previous notices. All 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. Check for altered dollar amounts by holding money orders to the light.

210 221 0548	to	395 970 3240	to	3299	417 496 6800	to	6999	437 427 0500	to	3499
210 221 0599		397 622 4054	to	4099	417 871 9250	to	9299	439 179 2300	to	2346
273 775 7700	to	397 819 8902	to	8999	417 930 9533	to	9599	439 179 2385	to	2399
273 775 7899		398 149 7200	to	7699	418 164 6500	to	6799	439 310 0458	to	0499
302 000 0000	to	399 070 0872	to	0899	418 423 9863	to	9899	440 698 1947	to	1999
302 123 9999		399 156 7119	to	7199	418 633 5922	to	5999	440 858 6300	to	6399
349 746 2056	to	399 203 5064	to	5099	418 719 8520	to	8599	440 858 6420	to	7299
350 518 7350	to	399 296 9909	to	9999	418 744 2235	to	2299	441 199 1655	to	1699
360 011 1690	to	399 792 8300	to	8399	418 962 2848	to	2899	443 127 3648	to	3699
360 168 6008	to	399 396 8935	to	8999	419 543 0286	to	0299	443 127 4000	to	4099
360 173 8800	to	400 427 1051	to	1999	419 730 0300	to	0399	443 673 7900	to	7999
362 861 3064	to	401 045 1505	to	1549	420 277 0015	to	0049	443 800 9335	to	9399
373 006 2176	to	401 045 1571	to	1599	420 599 0734	to	0798	444 382 8822	to	8899
374 768 2600	to	401 294 2700	to	2799	420 661 4115	to	4199	444 390 1667	to	1699
375 169 4400	to	401 310 9505	to	9599	420 758 9500	to	9699	444 457 3854	to	3899
375 829 3400	to	401 382 5312	to	5399	420 969 3951	to	3971	450 048 4173	to	4199
375 851 9100	to	402 578 7876	to	7899	420 969 3973	to	3999	450 048 4442	to	4699
376 196 0911	to	403 125 6744	to	6799	421 116 3565	to	3599	450 560 5173	to	5199
378 085 3679	to	403 260 7000	to	7499	421 130 9300	to	9399	450 620 3077	to	3099
378 351 1063	to	403 280 6470	to	6499	421 313 4500	to	4999	450 620 3135	to	3199
379 843 5100	to	403 685 8600	to	8699	421 364 5537	to	5599	450 780 2716	to	2799
380 093 9600	to	404 003 0300	to	0399	421 656 2609	to	2699	450 801 2700	to	2799
380 165 1165	to	404 041 8838	to	8899	421 988 9700	to	9799	451 109 2967	to	2984
381 325 4500	to	404 071 4268	to	4299	422 172 4667	to	4699	451 115 4110	to	4125
381 604 2510	to	404 347 5356	to	5399	422 484 4212	to	4299	451 115 4127	to	4199
381 645 9525	to	404 347 5548	to	5599	422 556 1270	to	1299	452 265 0074	to	0099
383 314 3968	to	404 726 4500	to	4599	422 587 7024	to	7099	452 265 0246	to	0299
383 892 1000	to	404 961 5001	to	5199	422 819 7533	to	7599	452 265 0335	to	0399
383 892 1382	to	405 325 0188	to	0198	422 842 5073	to	5087	452 509 1169	to	1199
384 925 3641	to	406 009 4587	to	4599	422 907 7563	to	7599	452 855 6471	to	6499
385 568 2331	to	406 260 6830	to	6899	424 500 6050	to	6099	452 890 4679	to	4799
385 599 7554	to	406 459 6641	to	6999	424 641 8500	to	8599	452 900 8215	to	8238
385 774 2024	to	406 733 3000	to	3999	424 871 6600	to	6699	453 117 9146	to	9199
386 624 1412	to	407 545 1557	to	1599	425 298 2352	to	2399	453 334 3631	to	3699
386 883 8936	to	407 594 0412	to	0599	425 418 4269	to	4299	453 603 7841	to	7891
387 314 5574	to	407 692 9100	to	9299	425 418 4405	to	4499	453 650 1140	to	1199
387 837 6300	to	407 959 2190	to	2199	426 547 4566	to	4599	453 741 1300	to	1399
388 828 0656	to	408 265 2275	to	2288	427 412 6337	to	6499	454 013 2919	to	2999
389 696 2400	to	408 499 7700	to	7799	427 481 0900	to	0999	454 186 2411	to	2499
389 846 3104	to	408 499 7900	to	7999	428 027 2742	to	2752	454 268 4883	to	4899
389 846 3145	to	408 682 8484	to	8599	429 474 4172	to	4199	454 302 5400	to	5499
389 887 9211	to	408 698 7015	to	7099	429 889 2900	to	2999	454 490 8300	to	8399
389 887 9234	to	409 072 3941	to	3999	430 150 4401	to	4599	454 547 7434	to	7499
390 001 3182	to	410 491 2311	to	2399	430 172 9800	to	9899	454 922 4867	to	4895
390 001 3500	to	410 694 8400	to	8599	430 177 1900	to	2099	455 221 1348	to	1499
390 545 5974	to	410 775 1500	to	1599	430 444 9500	to	9699	455 364 2147	to	2199
391 104 6146	to	410 795 7927	to	7999	430 664 4070	to	4099	455 399 5400	to	5499
391 574 1466	to	410 867 0917	to	0966	432 168 8419	to	8499	455 476 0676	to	0699
391 783 3020	to	410 867 0970	to	0999	432 708 6800	to	6999	455 543 0618	to	0699
391 792 6100	to	411 868 1023	to	1199	432 744 1544	to	1599	456 410 9006	to	9099
392 668 2956	to	411 922 2322	to	2399	432 995 9775	to	9799	456 470 4146	to	4299
392 854 8500	to	412 193 0900	to	0999	433 003 5800	to	5899	456 619 4460	to	4499
393 584 7566	to	412 395 8599	to	8699	433 757 3047	to	3099	457 333 2686	to	2699
393 650 0074	to	412 485 6500	to	6599	433 765 4003	to	4099	457 729 1767	to	1777
393 838 8316	to	412 485 6610	to	6699	434 482 7060	to	7199	457 937 8615	to	8699
393 893 6007	to	412 885 5953	to	5999	434 513 2386	to	2399	458 028 9810	to	9899
394 126 6907	to	414 193 3608	to	3674	434 968 3076	to	3092	458 057 2712	to	2999
394 189 0405	to	414 193 3677	to	3699	435 303 1831	to	1842	458 337 5222	to	5299
394 822 3243	to	414 411 7348	to	7399	435 303 1986	to	1999	458 354 7653	to	7999
394 990 1810	to	414 640 0757	to	0799	435 666 6092	to	6399	458 671 8678	to	8699
395 343 3264	to	414 965 1727	to	1799	436 082 6400	to	6899	458 671 8721	to	8798
395 373 3035	to	417 302 8104	to	8199	436 160 6441	to	6499	458 847 5044	to	5999
395 396 9649	to	417 387 6532	to	6599	437 316 7115	to	7199	459 274 7624	to	7699

459 365 5432	to	5499	479 748 9680	to	9699	601 661 7700	to	7799	624 468 5288	to	5299
459 378 5764	to	5799	479 755 4285	to	4299	601 682 5343	to	5399	624 665 3162	to	3198
459 472 4816	to	4999	479 860 7000	to	7199	601 928 1600	to	1699	625 088 6735	to	6799
460 349 6878	to	6899	480 526 2000	to	2099	602 512 2972	to	2999	625 100 5806	to	5834
460 550 1909	to	1999	480 640 6330	to	6399	602 555 2400	to	2799	625 916 9500	to	9799
460 997 5234	to	5299	480 689 5100	to	5199	602 829 7061	to	7099	625 968 8956	to	8999
461 973 6443	to	6499	481 072 9463	to	9499	603 483 9572	to	9599	627 005 3938	to	3999
462 152 0107	to	0299	481 673 0074	to	0095	603 490 7200	to	7299	627 384 3907	to	4099
462 274 1072	to	1099	482 527 1500	to	1599	603 678 7100	to	7199	627 496 7549	to	7599
462 277 8373	to	8399	482 541 5255	to	5299	603 678 7662	to	7699	627 708 3605	to	3699
463 117 5529	to	5540	482 729 6800	to	6899	603 678 7902	to	7999	627 776 2500	to	2599
463 176 4115	to	4199	483 363 7207	to	7299	603 678 8418	to	8499	628 814 4702	to	4799
463 176 4228	to	4299	483 402 2356	to	2399	603 678 8700	to	9999	628 851 9689	to	9699
463 185 2600	to	2799	483 486 5100	to	5199	604 086 0880	to	0899	629 510 7200	to	7299
463 227 7711	to	7799	483 632 1521	to	1599	604 349 1414	to	1499	630 389 3056	to	3071
463 414 4869	to	4899	483 632 2600	to	2799	604 503 7776	to	7799	630 463 0588	to	0599
463 808 3484	to	3499	483 849 1615	to	1699	605 520 9037	to	9099	631 459 9117	to	9199
463 945 7400	to	7899	484 174 4803	to	5299	605 685 4010	to	4099	631 762 9325	to	9399
464 629 9000	to	9399	484 323 8900	to	9199	605 988 6467	to	6499	632 217 4932	to	4999
464 711 4332	to	4399	484 680 5000	to	5038	607 689 7951	to	7960	632 500 0000	to	99 9999
465 692 3963	to	3999	484 680 5040	to	5074	607 728 1276	to	1299	633 110 4165	to	4199
465 698 8300	to	8599	484 680 5077	to	5099	608 727 7100	to	7199	633 110 4303	to	4499
465 743 7745	to	7799	485 029 4913	to	4999	608 727 7273	to	7599	633 438 6429	to	6599
466 798 6056	to	6067	486 176 0600	to	0699	608 813 9950	to	9999	634 725 0700	to	0799
467 147 4300	to	4399	486 559 7555	to	7599	609 067 5325	to	5399	634 803 3239	to	3299
468 079 5782	to	5799	486 696 3023	to	3199	609 067 5488	to	5499	634 807 2474	to	2499
469 067 2817	to	2899	488 173 7900	to	7999	609 067 5600	to	5699	634 827 5900	to	5999
469 127 8000	to	8199	488 206 4100	to	4199	609 289 6123	to	6199	634 886 3428	to	3499
469 213 0359	to	0399	488 226 0200	to	0299	609 438 4400	to	4499	635 559 3449	to	3499
469 213 0500	to	0599	488 709 3906	to	3999	609 493 1100	to	1199	636 289 6214	to	6299
469 658 1961	to	1999	488 855 8359	to	8399	609 766 8100	to	8999	636 634 8007	to	8042
469 666 9900	to	9999	489 181 8963	to	8999	609 825 4100	to	4115	637 562 5828	to	5899
469 678 1900	to	1999	489 311 1930	to	1999	609 884 2981	to	2999	638 042 1647	to	1699
469 781 4900	to	4999	489 318 6200	to	6300	609 893 1000	to	1099	638 049 4984	to	4999
469 947 6960	to	6999	489 223 2000	to	2099	610 092 3200	to	3299	638 318 1115	to	1199
470 755 5800	to	5818	489 384 0027	to	0099	610 582 4200	to	4299	638 318 1453	to	1499
471 918 0300	to	0999	489 427 0658	to	0899	611 879 6939	to	6999	638 885 0000	to	0299
471 985 2408	to	2419	489 997 5252	to	5299	612 291 8013	to	8099	639 415 1929	to	1999
472 191 6700	to	6799	490 669 5850	to	6099	612 751 5171	to	5199	639 415 2019	to	2099
472 270 2555	to	2599	490 717 7080	to	7099	612 751 5226	to	5299	639 420 6200	to	6299
472 987 0213	to	0241	490 721 6000	to	6099	612 751 6083	to	6099	639 469 3517	to	3799
472 987 0290	to	0299	490 793 1500	to	2099	612 751 6268	to	6299	639 605 2142	to	2199
473 151 2069	to	2199	490 886 8171	to	8199	612 751 6572	to	6599	639 657 8600	to	8699
473 666 9138	to	9199	490 977 9221	to	9240	612 774 2111	to	2199	639 657 8700	to	8799
473 952 3429	to	3499	491 258 8100	to	9099	612 774 2254	to	2299	640 289 7500	to	7599
474 108 5402	to	5499	491 567 1376	to	1399	612 774 2500	to	2599	640 289 7700	to	7999
474 356 5193	to	5299	492 254 4800	to	4899	614 469 0979	to	0999	641 170 4420	to	4499
474 949 3366	to	3399	492 283 5100	to	5199	614 474 3000	to	3099	641 318 3133	to	3199
475 134 9362	to	9399	492 610 6813	to	6899	614 521 3490	to	3499	641 378 6500	to	6999
475 167 9664	to	9699	493 394 5568	to	5599	614 645 1800	to	1899	641 383 8739	to	8799
475 319 3415	to	3499	493 470 2562	to	2599	614 832 1100	to	2099	641 877 3187	to	3299
475 319 3649	to	3799	493 473 7700	to	7799	615 017 7505	to	7599	641 877 3310	to	3399
475 340 6400	to	6599	493 716 2153	to	2199	617 711 6678	to	6699	642 355 8094	to	8199
475 424 8410	to	8499	494 206 2972	to	2999	617 760 5266	to	5299	642 355 8308	to	8999
475 629 9156	to	9199	494 217 3446	to	3999	617 813 3601	to	3699	642 900 0018	to	0099
475 850 6101	to	6199	494 224 0500	to	0599	618 840 9200	to	9299	643 030 6254	to	6299
475 875 2500	to	2599	496 209 7425	to	7499	619 551 7229	to	7299	644 069 0600	to	0699
476 169 8264	to	8299	496 213 8728	to	8799	619 859 3000	to	3099	644 082 4000	to	4599
476 189 3000	to	3499	496 474 5226	to	5248	620 073 9400	to	9499	644 085 8157	to	8199
476 331 2480	to	2499	497 053 8517	to	8699	621 614 7907	to	7930	644 112 9839	to	9899
477 289 8601	to	8699	497 854 8673	to	8699	621 614 7932	to	7999	644 733 4715	to	4799
477 681 5206	to	5299	498 449 8888	to	8899	621 648 8021	to	8199	644 900 9712	to	9799
478 010 4243	to	4268	498 929 8285	to	8499	621 648 8500	to	8599	644 901 0109	to	1299
478 010 4270	to	4291	498 936 5310	to	5399	621 904 8351	to	8599	644 901 1325	to	1399
478 450 5071	to	5099	499 016 5425	to	5499	621 916 1978	to	1989	644 923 6800	to	7799
478 469 7838	to	7858	499 440 8575	to	8899	622 989 8032	to	8099	644 932 4655	to	4699
478 469 7883	to	7899	499 731 6717	to	6799	623 076 9300	to	9399	644 932 4792	to	4799
479 280 9800	to	9899	500 064 1858	to	1869	623 819 5006	to	5099	645 318 7240	to	7499
479 365 9116	to	9176	500 070 5725	to	7799	623 895 8200	to	8399	645 333 1766	to	1799
479 412 9900	to	9999	600 645 3223	to	3299	623 917 0000	to	0100	645 790 8632	to	8699
479 667 6190	to	6199	601 339 1200	to	1399	623 917 0200	to	0299	646 242 6200	to	6299

646 270 7639	to	7699	649 647 0520	to	0599	655 103 5081	to	5199	701 941 0600	to	0699
646 270 7700	to	7799	649 647 5237	to	5399	700 065 4800	to	4899	702 254 9300	to	9399
646 798 4000	to	4999	649 647 9100	to	9299	700 190 3350	to	3359	806 087 1100	to	1499
647 048 7035	to	7099	649 666 7800	to	8299	700 228 6048	to	6099	806 268 9275	to	9299
647 049 2900	to	2999	650 555 1749	to	1799	700 650 0452	to	0499	806 534 3400	to	3477
647 398 8300	to	8399	650 564 1900	to	1999	700 859 0744	to	0758	807 342 3283	to	3399
647 398 8481	to	8499	650 736 2043	to	2099	701 028 6780	to	6899	808 090 3440	to	3499
647 437 3000	to	4999	650 739 1540	to	1699	701 213 3900	to	3999	808 325 5161	to	5699
648 009 6057	to	6099	651 882 2800	to	2899	701 267 2000	to	3999	870 054 4814	to	4899
648 722 5283	to	5299	652 754 6300	to	6399	701 503 2247	to	2299	870 491 4812	to	4849
649 647 0370	to	0399	653 426 3300	to	3399						

—Inspection Service, 11-7-96

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

000 000 001	to		668 583 651	to	3 700	678 674 980	to	5 000	687 145 501	to	5 600
		660 000 000	668 584 001	to	4 010	679 221 751	to	1 900	690 412 901	to	3 400
660 304 493	to	4 600	668 588 581	to	8 600	679 230 119	to	0 200	692 720 871	to	0 900
660 596 601	to	6 700	668 659 099	to	9 200	679 237 471	to	7 700	692 876 955	to	7 050
660 644 144	to	4 300	668 789 430	to	9 440	679 345 508	to	5 540	693 290 380	to	0 400
661 162 159	to	2 220	669 677 719	to	7 735	679 474 201	to	4 300	693 290 426	to	0 450
661 165 221	to	5 250	669 893 581	to	3 700	680 062 901	to	3 000	694 063 700	to	3 897
661 179 997	to	180 020	670 374 867	to	5 000	680 173 023	to	3 100	694 063 900	to	4 000
661 183 221	to	3 260	670 993 101	to	3 180	680 374 523	to	4 700	694 550 501	to	0 530
661 187 652	to	7 690	670 994 962	to	5 000	680 409 401	to	9 800	694 595 031	to	5 050
661 581 517	to	1 600	670 996 971	to	7 040	680 463 338	to	3 800	694 595 087	to	5 300
661 997 658	to	7 686	671 601 379	to	1 400	680 693 701	to	4 400	694 698 551	to	8 650
662 108 475	to	9 006	671 672 253	to	2 300	681 457 001	to	7 100	694 745 458	to	5 600
662 987 487	to	7 500	671 883 301	to	3 900	681 717 331	to	7 390	695 105 313	to	5 350
663 119 201	to	9 300	672 032 758	to	2 800	681 774 980	to	4 999	695 142 809	to	3 050
663 352 552	to	2 700	672 052 001	to	2 100	681 883 291	to	3 310	695 144 666	to	4 700
663 636 414	to	6 500	672 271 301	to	2 500	681 896 616	to	6 650	695 272 601	to	2 750
664 514 929	to	5 000	672 344 466	to	4 500	681 918 357	to	8 399	695 277 576	to	7 650
664 625 114	to	5 200	672 349 801	to	350 100	681 951 205	to	1 300	695 530 761	to	0 800
664 689 941	to	690 000	672 439 641	to	9 700	682 154 556	to	4 700	696 487 701	to	7 800
664 774 743	to	4 800	672 481 401	to	1 700	682 171 562	to	1 800	696 784 101	to	4 550
665 080 644	to	0 700	672 695 171	to	5 240	682 895 301	to	5 500	696 870 601	to	0 650
665 241 112	to	1 200	672 696 211	to	6 280	682 899 401	to	9 800	697 047 501	to	7 600
665 956 831	to	6 880	672 893 127	to	3 140	683 148 063	to	8 100	697 052 101	to	2 350
665 967 877	to	7 920	673 052 969	to	3 200	683 284 001	to	4 100	697 217 251	to	7 400
666 025 401	to	5 800	673 074 401	to	5 300	684 491 501	to	1 800	697 249 952	to	0 050
666 209 330	to	9 400	673 759 973	to	760 000	684 549 048	to	9 080	697 414 886	to	4 900
666 210 847	to	0 900	673 784 461	to	4 700	684 560 109	to	0 120	697 469 606	to	9 700
666 395 901	to	6 100	673 849 090	to	9 120	684 664 801	to	5 000	697 850 401	to	0 750
666 647 247	to	7 258	673 993 701	to	3 800	684 669 118	to	9 140	697 945 701	to	5 850
666 662 073	to	2 100	675 044 601	to	4 900	684 793 877	to	3 940	698 098 446	to	8 550
666 696 251	to	6 300	676 297 901	to	8 000	684 797 821	to	7 860	698 300 251	to	0 300
667 040 021	to	0 600	676 483 147	to	3 200	685 145 309	to	5 800	698 504 383	to	4 650
667 382 231	to	2 300	676 496 501	to	6 600	685 207 545	to	7 600	698 533 927	to	4 200
667 398 541	to	8 600	676 498 101	to	8 150	685 210 901	to	1 000	698 562 268	to	2 400
667 435 145	to	5 200	676 528 845	to	8 870	685 807 531	to	7 580	699 090 686	to	0 750
667 486 601	to	6 800	676 663 323	to	3 340	685 814 051	to	4 130	699 752 699	to	2 850
667 521 407	to	1 600	676 691 301	to	1 340	685 857 451	to	7 530	700 068 473	to	8 500
667 752 069	to	2 300	676 820 548	to	0 700	685 900 425	to	0 439	700 161 501	to	1 650
667 916 445	to	6 500	676 974 331	to	4 410	685 953 580	to	3 620	700 202 522	to	2 700
667 926 278	to	6 300	677 167 453	to	7 500	685 955 441	to	5 480	700 290 275	to	0 300
668 104 101	to	4 800	677 463 901	to	4 000	686 006 601	to	7 000	700 465 730	to	5 750
668 155 938	to	6 000	677 876 420	to	6 500	686 066 714	to	7 000	700 561 444	to	1 550
668 220 001	to	1 000	678 642 061	to	2 100	686 325 801	to	5 900	701 423 101	to	3 150
668 222 101	to	3 400	678 667 951	to	8 010	686 567 807	to	7 860	701 625 469	to	5 550

701 643 829	to	3 850	705 566 127	to	6 280	711 049 411	to	9 560	716 573 101	to	3 340
701 945 451	to	5 500	705 740 581	to	0 730	711 408 045	to	8 090	717 191 648	to	1 690
702 033 701	to	4 050	705 782 796	to	2 820	712 003 381	to	3 650	717 193 161	to	3 490
702 051 501	to	1 750	705 822 271	to	2 480	712 104 220	to	4 230	717 228 591	to	8 680
702 053 601	to	3 800	706 180 148	to	0 290	712 327 861	to	7 890	717 333 902	to	3 950
702 104 368	to	4 900	706 184 041	to	4 220	712 327 952	to	7 980	717 739 745	to	9 910
702 128 306	to	8 400	706 357 861	to	8 190	712 647 061	to	7 090	717 884 991	to	5 050
702 179 891	to	9 900	706 382 419	to	2 430	713 284 171	to	4 260	718 026 171	to	6 290
702 260 751	to	0 850	706 628 735	to	8 820	713 292 871	to	2 990	718 466 370	to	6 420
702 410 595	to	1 050	706 638 211	to	8 420	714 035 101	to	5 160	718 590 741	to	0 770
702 660 151	to	0 540	706 817 959	to	8 000	714 155 011	to	5 400	718 714 210	to	4 370
702 723 429	to	3 450	707 034 391	to	4 450	714 328 231	to	8 440	718 795 881	to	6 000
703 004 401	to	4 820	707 292 636	to	2 660	714 442 952	to	2 980	718 961 721	to	1 780
703 083 819	to	4 020	707 441 401	to	1 687	714 562 843	to	2 860	718 982 001	to	2 300
703 432 131	to	2 230	707 441 836	to	1 940	714 590 391	to	0 430	720 227 871	to	7 930
703 626 061	to	6 090	707 958 541	to	8 570	714 609 811	to	9 930	720 227 949	to	7 960
703 863 121	to	3 240	707 960 107	to	0 160	714 609 961	to	9 990	720 368 543	to	8 570
703 863 477	to	3 540	708 059 941	to	060 000	714 807 181	to	7 240	720 392 151	to	2 570
703 867 801	to	7 980	708 115 830	to	5 860	714 871 321	to	1 500	720 556 491	to	6 640
704 154 024	to	4 120	708 116 251	to	6 310	714 928 529	to	8 590	720 558 621	to	8 650
704 227 561	to	7 829	708 138 301	to	8 480	715 128 183	to	8 330	720 575 361	to	5 570
704 227 831	to	8 069	709 222 591	to	2 920	715 144 171	to	4 470	720 590 152	to	0 179
704 228 071	to	8 100	709 243 479	to	3 500	715 197 211	to	7 570	721 638 331	to	9 170
704 420 344	to	0 490	709 649 804	to	9 820	715 595 910	to	6 180	724 793 221	to	3 250
704 568 751	to	8 990	709 733 281	to	3 580	715 941 781	to	1 810	724 937 461	to	7 670
704 702 348	to	2 580	710 046 813	to	6 840	715 962 421	to	2 480	724 976 101	to	6 130
704 965 301	to	5 770	710 358 093	to	8 166	716 298 241	to	8 510	725 398 591	to	8 800
705 116 780	to	6 790	710 358 257	to	8 270	716 477 396	to	7 430	725 464 591	to	4 920
705 280 801	to	0 980	711 021 501	to	1 510	716 556 635	to	6 660			
705 475 651	to	6 040									

—Inspection Service, 11-7-96

Counterfeited Canadian Money Order Forms — Do Not Cash

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

671,819,086	686,794,382
676,612,640	686,794,426
677,891,039	686,794,427
678,282,493	686,794,431
678,916,031	687,262,502
679,552,215	687,262,503
679,751,983	687,262,525
679,694,334	687,262,526
679,800,207	687,287,578
681,130,536	687,287,581
681,844,376	687,287,582
683,594,542	694,063,898
684,683,610	694,063,899
686,619,878	694,063,980
686,619,886	701,321,725
686,619,887	

—Inspection Service, 11-7-96

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, 11-7-96

International Mail

IMM REVISION

Global Package Link (formerly called International Package Consignment Service)

Effective October 30, 1996, the Postal Service is announcing prices for customs harmonization of catalog items being delivered via Global Package Link. All catalog harmonization performed by the Postal Service for the mailer will be billed to the mailer at a rate of \$1.25 per catalog item. If future catalogs add new items, the \$1.25 rate will apply to these as well. The mailer has the option of performing their own harmonization, provided it is done in a format compatible with the Postal Service's Customs Pre-Advisory System (CPAS) software. The CPAS software is an integral part of the Global Package Link service and is used to pre-advise destination country customs officials of the contents of a Global Package Link shipment.

The above rule change will be incorporated into the rules for new destination countries announced for Global Package Link.

Effective October 30, 1996, the Global Package Link - Canada, Ground Courier service will now include \$100 (Canadian) insurance, per shipment, at no additional cost.

Effective October 30, 1996, subchapter 620 of the *International Mail Manual*, Issue 17, is amended as follows:

International Mail Manual (IMM)

6 Special Programs

* * * * *

620 Global Package Link

* * * * *

626.9 Catalog Harmonization Services

All catalog harmonization service performed for the Global Package Link mailer by the Postal Service will be billed to the mailer at a rate of \$1.25 per catalog item. If the catalog is changed in the future, the new items will also be charged at \$1.25 per item. The mailer has the option of performing their own harmonization, provided it is done in a format compatible with the Postal Service's Customs Pre-Advisory System (CPAS) software.

* * * * *

Individual Country Listing for Canada

* * * * *

Global Package Link (620)

* * * * *

INSURANCE AND INDEMNITY

* * * * *

Ground Courier Service

Packages sent through Ground Courier service include up to \$100 (Canadian) insurance at no additional cost.

* * * * *

CATALOG HARMONIZATION SERVICES

All catalog harmonization service performed for the Global Package Link mailer by the Postal Service will be billed to the mailer at a rate of \$1.25 per catalog item. If the catalog is changed in the future, the new items will also be charged at \$1.25 per item. The mailer has the option of performing its own harmonization, provided it is done in a format compatible with the Postal Service's Customs Pre-Advisory System (CPAS) software.

* * * * *

Individual Country Listing for Great Britain and Northern Ireland

* * * * *

Global Package Link (620)

* * * * *

CATALOG HARMONIZATION SERVICES

All catalog harmonization service performed for the Global Package Link mailer by the Postal Service will be billed to the mailer at a rate of \$1.25 per catalog item. If the catalog is changed in the future, the new items will also be charged at \$1.25 per item. The mailer has the option of performing its own harmonization, provided it is done in a format compatible with the Postal Service's Customs Pre-Advisory System (CPAS) software.

* * * * *

—International Business Unit, 11-7-96

IMM AND PUBLICATION 273 REVISION

International Express Mail Service to Albania

Effective immediately, On Demand Express Mail Service is available on a reciprocal basis with Albania. Issue 18 of the *International Mail Manual (IMM)* and the next edition of Publication 273, *Express Mail International Service Guide*, will include these changes.

The basic features of Express Mail International Service (EMS) to Albania are:

Services available: On Demand Service.

Reciprocal name: EMS.

Weight limit: 22 pounds.

Size limit: Maximum length is 36 inches; maximum length and girth combined is 79 inches.

Areas served: Tirana.

Delivery: Items are delivered Monday through Saturday. There is no delivery on Sunday or on national holidays.

Service guarantee: Postal employees must tell customers that there is no service guarantee on any EMS items.

Acceptable items: All items admissible in international mail to Albania, including correspondence, business papers, and merchandise, are accepted in EMS. See the Country Conditions of Mailing for Albania in the *International Mail Manual (IMM)* for specific prohibitions and restrictions.

Customs declaration/endorsements: Use Form 2976, *Customs Sender's Declaration CN22* (green label), for correspondence and business papers. Next to mailing label, clearly endorse item BUSINESS PAPERS. Use Form 2976, *Customs Sender's Declaration CN22* (green label), for merchandise samples without commercial value and not subject to customs duty. Use Form 2976-A, *Customs Declaration and Dispatch Note CP72*, for merchandise and all articles subject to customs duty. Include commercial invoice in each item.

Prohibited Items: Coins, bank notes; currency notes (paper money); securities of any kind payable to bearer; traveler's checks; platinum, gold and silver (manufactured or not); precious stones; jewelry; and other valuable articles are prohibited in EMS shipments to Albania. All items prohibited in regular international mail are also prohibited in international EMS to Albania.

Rate Group 4

Pounds (up to and including)	On Demand Rate
1/2	\$19.00
1	23.50
2	26.00
3	32.00
4	36.75
5	42.25
6	48.00
7	53.75
8	59.50
9	65.25
10	71.00
11	76.75
12	82.50
13	88.25
14	94.00
15	99.75
16	105.50
17	111.25
18	117.00
19	122.75
20	128.50
21	134.50
22	140.00

—International Business Unit, 11-7-96

IMM AND PUBLICATION 273 REVISION

Express Mail International Service to Kenya

Effective immediately, Kenya has increased the number of destination areas for Express Mail International Service (EMS) shipments. The newly added areas are indicated by an asterisk. Make a pen and ink change to the Kenya listing in the Individual Country Listing section of the *International Mail Manual* (IMM). Issue 18 of the *International Mail Manual* (IMM) and the next edition of Publication 273, *Express Mail International Service Guide*, will include these changes.

Country: Kenya

Bamburi
 Basement
 Bungoma
 Busia
 Camiling, Tarlac
 Changamwe
 Chepbar
 *Chogoria
 Chuka
 City Square
 Eldoret
 Embu
 Enterprise RD
 Gakere Road
 Garissa
 Gigiri
 Gilgil
 Homabay
 Isiolo
 Iten
 Kabarnet
 Kakamega
 Kapsabet
 Karatina
 Kericho
 Keroka
 Kerugoya
 Khayega
 Kiganjo
 Kilifi
 Kilindini RD
 Kisii

Kisumu
 Kitale
 Kitui
 Lamu
 Letracets
 Machakos
 Malindi
 Maragoli
 Maua
 Meru
 Mombasa
 Mukurweini
 Mumias
 Muranga
 Nairobi G.P.O.
 Naivasha
 Nakuru
 Nandi Hills
 Nanyuki
 Naro Moru
 Ngara RD
 Nkubu
 Nyahururu
 Nyansiongo
 Nyeri
 Othaya
 Ronald Ngala ST
 Sarit Centre
 Siaya
 Sotik
 Teletrade
 Thika
 Ukunda
 Voi
 Watamu
 Watalii RD
 Webuye
 Wundanyi
 Yaya Centre

—International Business Unit, 11-7-96

IMM AND PUBLICATION 273 REVISION

Express Mail International Service to the Philippines

Effective immediately, the Philippines has increased the number of destination areas for Express Mail International Service (EMS) shipments. The newly added areas are indicated by an asterisk. Make a pen and ink change to the Philippines listing in the Individual Country Listing section of the International Mail Manual (IMM). Issue 18 of the *International Mail Manual* (IMM) and the next edition of Publication 273, *Express Mail International Service Guide*, will include these changes.

Country: Philippines

Angeles City
 Bacolod City
 *Baguio City
 Bataan Export Processing Zone (BEPZ) Mariveles Bataan
 *Batangas City
 *Butuan City
 Cagayan De Oro City
 *Cavite City
 Cebu City
 *Cotabato City
 *Dagupan City
 Davao City
 *Dumaguete City
 *Iligan City
 Iloilo City
 Kalookan City or Caloocan City
 *Laoag City
 *Lapu-Lapu City
 Las Pinas
 Legaspi City

*Lucena City
 Makati City
 Malabon
 Mandaluyong City
 Mandaue City
 Manila
 Marikina
 Muntinlupa City
 Naga City
 Navotas
 Olongapo City
 *Ozamis City
 *Pagadian City
 Paranaque
 Pasay City
 Pasig City
 Pateros
 *Puerto Princesa City
 Quezon City
 *San Fernando, La Union
 San Fernando, Pampanga
 San Juan
 *San Pablo City
 Tacloban City
 Taguig
 Valenzuela
 *Virac, Catanduanes
 Zamboanga City

—International Business Unit, 11-7-96

Philately

Pictorial Cancellations Announcement 96-22

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

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

All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail postage (32 cents per envelope or 20 cents per postcard). Items sub-

mitted 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.



November 1, 1996
COMMUNITIES IN UNITY STATION
POSTMASTER
351 W WASHINGTON ST
CAMDEN AR 71701-9998



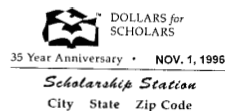
November 1, 1996
ANNIVERSARY STATION
POSTMASTER
HWY 81
PANNA MARIA TX 78144-9998

(Artwork Unavailable)

November 1, 1996
RURAL FREE DELIVERY STATION
POSTMASTER
910 CANAL BLVD
THIBODAUX LA 70301-9998



November 1, 1996
Rotary Club of Vallejo
ANNIVERSARY CELEBRATION STATION
POSTMASTER
485 SANTA CLARA ST
VALLEJO CA 94590-9998



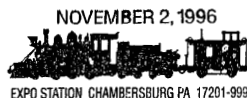
November 1, 1996
SCHOLARSHIP STATION
POSTMASTER
PO BOX 9998
ALBANY NY 12288-9998



November 1, 1996
WURSTFEST STATION
POSTMASTER
686 S SEQUIN ST
NEW BRAUNFELS TX 78130-9998



November 1, 1996
BULLDOG STATION
POSTMASTER
10000 SLOAN FIELD BLVD
MIDLAND TX 79701-9998



November 2, 1996
Ben Franklin Stamp Club
EXPO STATION
POSTMASTER
1123 LINCOLN WAY E
CHAMBERSBURG PA 17201-9998



November 1, 1996
BRONCHO STATION
POSTMASTER
200 N TEXAS AVE
ODESSA TX 79760-9998



November 2, 1996
HARVEST FAIR STATION
POSTMASTER
390 W 5TH ST
SAN BERNARDINO CA 92401-9998



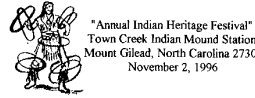
November 2, 1996
 LIVING HISTORY STATION
 POSTMASTER
 106 E 4TH ST
 FT STOCKTON TX 79735-9998



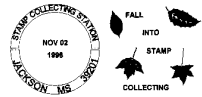
November 2 & 3, 1996
Mid-Cities Stamp Club
 MID-CITIES EXPO STATION
 POSTMASTER
 PO BOX 9998
 ARLINGTON TX 76101-9998



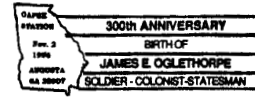
November 2, 1996
 HAM JAM STATION
 POSTMASTER
 2073 PALMETTO AVE
 MIDDLEBURG FL 32068-9998



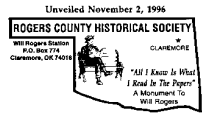
November 2 & 3, 1996
Town Creek Indian Mound State Historic Site
 TOWN CREEK INDIAN MOUND STATION
 POSTMASTER
 PO BOX 9998
 MOUNT GILEAD NC 27306-9998



November 2, 1996
 STAMP COLLECTING STATION
 POSTMASTER
 401 E SOUTH ST
 JACKSON MS 39205-9998



November 2 & 3, 1996
Greater Augusta Stamp Club
 GAPEX STATION
 POSTMASTER
 101 FORNUM ST
 GROVETOWN GA 30813-9998



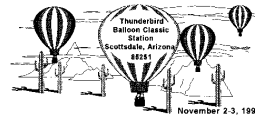
November 2, 1996
 WILL ROGERS STATION
 POSTMASTER
 PO BOX 9998
 CLAREMORE OK 74017-9998



November 2 & 3, 1996
 THE PIERSON RAILROAD DEPOT
 STATION
 POSTMASTER
 1680 RAILROAD AVE
 BARBERVILLE FL 32105-9998



November 2, 1996
 TOPEKA STAMP SHOW STATION
 POSTMASTER
 424 S KANSAS AVE
 TOPEKA KS 66603-9611



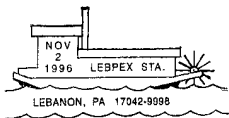
November 2 & 3, 1996
 THUNDERBIRD BALLOON CLASSIC
 STATION
 POSTMASTER
 7242 E OSBORN RD
 SCOTTSDALE AZ 85251-9998



November 2, 1996
 CONRAD WEISER TRICENTENNIAL
 STATION
 POSTMASTER
 37 N 3RD
 WOMELSDORF PA 19567-9998



November 2 & 3, 1996
 SAXAPEX
 POSTMASTER
 2000 ROYAL OAKS DR
 SACRAMENTO CA 95813-9998



November 2 & 3, 1996
Lebanon Stamp Collectors Club
 LEBPEX STATION
 POSTMASTER
 RTE 422
 LEBANON PA 17042-9998



November 3, 1996
 PAINESVILLE GRAND OPENING STATION
 POSTMASTER
 215 E JACKSON ST
 PAINESVILLE OH 44077-9998



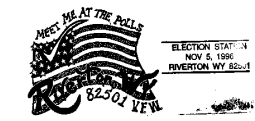
November 2 & 3, 1996
 PITTIPEX '96 EXHIBITION STATION
 POSTMASTER
 700 GRANT ST
 PITTSBURGH PA 15319-9998



November 3, 1996
Ben Franklin Stamp Club
 EXPO STATION
 POSTMASTER
 1123 LINCOLN WAY E
 CHAMBERSBURG PA 17201-9998



November 2 & 3, 1996
 STAMP SHOW STATION
 POSTMASTER
 1232 MAIN AVE
 CLIFTON NJ 07011-2248



November 5, 1996
 ELECTION STATION
 POSTMASTER
 501 E MAIN #200
 RIVERTON WY 82501-9998



Willistons Day Sta.
11 - 5 - 96
Williston Park, NY 11596

November 5, 1996
WILLISTONS DAY STATION
POSTMASTER
PO BOX 9998
WILLISTON PARK NY 11596-9998



November 9, 1996
EMMETT KELLY JR STATION
POSTMASTER
PO BOX 9998
TOMBSTONE AZ 85638-9998

(Artwork Unavailable)

November 5-11, 1996
JEWISH WAR VETERANS STATION
POSTMASTER
900 BRENTWOOD RD NE
WASHINGTON DC 20066-9998



November 9, 1996
LAUNCH DAY STATION
POSTMASTER
750 WASHINGTON ST
BATH ME 04530-9998



DEATH VALLEY 49ers
47th Annual Encampment
Station
DEATH VALLEY, CA. 92328
November 6 - 10, 1996

November 6-10, 1996
ANNUAL ENCAMPMENT STATION
POSTMASTER
FURNACE CREEK RANCH HWY 190
DEATH VALLEY CA 92328-9998



November 9, 1996
VETERANS DAY STATION
POSTMASTER
797 SAM BASS RD
ROUND ROCK TX 78664-9998



**Sussex County Return Day
Station**
Georgetown, DE
19947
November 7, 1996

November 7, 1996
Sussex County Return Day Committee
SUSSEX COUNTY RETURN DAY STATION
POSTMASTER
PO BOX 9001
BELLMAWR NJ 08099-9998



November 9, 1996
Rosie & The Originals
ROSIE & THE ORIGINALS STATION
POSTMASTER
396 S CALIFORNIA AVE
WEST COVINA CA 91793-9998



Sister Cities Station
November 8, 1996
Irving, Texas 75062

November 8, 1996
Irving Sister Cities Organization
SISTER CITIES STATION
POSTMASTER
2701 W IRVING BLVD
IRVING TX 75062-9998



November 9, 1996
Edgewood Historical Society, Inc.
HERITAGE PARK STATION
POSTMASTER
100 N MAIN ST
EDGEWOOD TX 75117-9998



November 8, 1996
World Sports Humanitarian Hall of Fame
WORLD SPORTS HUMANITARIAN
HALL OF FAME STATION
POSTMASTER
770 S 13TH ST
BOISE ID 83708-9998



November 9 & 10, 1996
GEBURTSTAG GALLOP V STATION
POSTMASTER
HWY 77 W
WARDA TX 78960-9998



First All-Jet Combat
in History
Nov. 8, 1950
Korean Station
Pawtucket, R. I.
Nov. 8, 1996
02860

November 8, 1996
KOREAN STATION
POSTMASTER
40 MONTGOMERY ST
PAWTUCKET RI 02860-9998



November 9 & 10, 1996
DOWNTOWN FESTIVAL AND ART SHOW
STATION
POSTMASTER
4600 SW 34TH ST
GAINESVILLE FL 32608-9998



November 8, 1996
Rusk County Chamber of Commerce
DEPOT STATION
POSTMASTER
505 S MAIN
HENDERSON TX 75652-9998



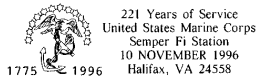
November 10, 1996
MORNING SUN STATION
POSTMASTER
19 N MAIN ST
MORNING SUN IA 52640-9998



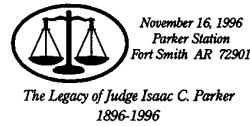
November 10, 1996
GRAND OPENING STATION
POSTMASTER
PO BOX 9998
DEPERE WI 54115-9998

November 9, 1996
ST. DEMETRIUS UKRAINIAN ORTHODOX
CATHEDRAL STATION
85TH ANNIVERSARY
November 9, 1996
CARTERET, NEW JERSEY 07008

November 9, 1996
CATHEDRAL STATION
POSTMASTER
212 PERSHING AVE
CARTERET NJ 07008-9998



November 10, 1996
SEMPER PARATI STATION
 POSTMASTER
 231 S MAIN ST
 HALIFAX VA 24558-9998



November 15, 1996
PARKER STATION
 POSTMASTER
 3318 S 74TH ST
 FORT SMITH AR 72901-9998



November 10, 1996
Johnstown Stamp Club
JOSEX STATION
 POSTMASTER
 111 FRANKLIN ST
 JOHNSTOWN PA 15901-9998



November 15-17, 1996
Chamber of Commerce
BALD EAGLE STATION
 POSTMASTER
 PO BOX 9998
 HAINES AK 99827-9998



November 11, 1996
VETERANS STATION
 POSTMASTER
 501 E MAIN #200
 RIVERTON WY 82501-9998



November 15-17, 1996
FLOREX STATION
 POSTMASTER
 10401 POST OFFICE BLVD
 ORLANDO FL 32862-9998



November 11, 1996
NEVER FORGOTTEN STATION
 POSTMASTER
 44 POST OFFICE SQ
 LOWELL MA 01853-9998



November 16, 1996
ANNIVERSARY STATION
 POSTMASTER
 68770 FIRST ST
 CATHEDRAL CITY CA 92234-9998



November 11, 1996
ANNIVERSARIES STATION
 POSTMASTER
 HWY 81
 PANNA MARIA TX 78144-9998



November 16, 1996
MAMIE EISENHOWER CENTENNIAL STATION
 POSTMASTER
 217 N BUCKEYE AVE
 ABILENE KS 67410-9998



November 11, 1996
VETERANS MEMORIAL PARK STATION
 POSTMASTER
 209 N WALNUT ST
 SEILING OK 73663-9998



November 16, 1996
RURAL FREE MAIL DELIVERY STATION
 POSTMASTER
 PO BOX 9998
 SUN PRAIRIE WI 53590-9998



November 11, 1996
POW/MIA STATION
 POSTMASTER
 1335 JEFFERSON RD
 ROCHESTER NY 14692-9998



November 17, 1996
COLUMBIAN MEMORIAL PRESBYTERIAN CHURCH STATION
 POSTMASTER
 PO BOX 9998
 COLONY OK 73021-9998



November 14 & 15, 1996
NJ Education Association
NJEA CONVENTION STATION
 POSTMASTER
 PO BOX 9998
 ATLANTIC CITY NJ 08401-9998



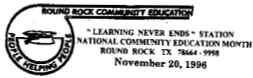
November 18, 1996
FOUNDERS DAY STATION
 POSTMASTER
 2600 MICHIGAN AVE
 KISSIMMEE FL 34744-9998



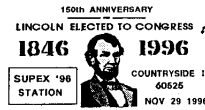
November 15, 1996
Chesapeake Bay Program
CHESAPEAKE STATION
 POSTMASTER
 1 CHURCH CIR
 ANNAPOLIS MD 21401-9998



November 18, 1996
THE FUTURE BEGINS IN TODAY'S SCHOOL STATION
 POSTMASTER
 119 E JEFFERSON ST
 VIROQUA WI 54665-9998



November 20, 1996
LEARNING NEVER ENDS STATION
POSTMASTER
797 SAM BASS RD
ROUND ROCK TX 78664-9998



November 29 & 30, 1996
SUPEX STAMP SHOW STATION
POSTMASTER
6200 JOLIET RD
COUNTRYSIDE IL 60525-9998



November 23, 1996
EXCEL CITY THANKSGIVING STATION
POSTMASTER
797 SAM BASS RD
ROUND ROCK TX 78664-9998



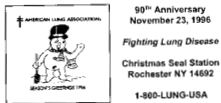
November 29, 30 & December 1, 1996
WESPNEK STATION
POSTMASTER
PO BOX 9998
WHITE PLAINS NY 10602-9998



November 23, 1996
WHEATBOWL STATION
POSTMASTER
200 N MAIN ST
ELLINWOOD KS 67526-9998



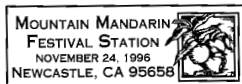
November 29, 30 & December 1, 1996
7TH ANNUAL FESTIVAL OF TREES
STATION
POSTMASTER
111 W CENTRAL AVE
WINTER HAVEN FL 33880-9998



November 23, 1996
CHRISTMAS SEAL STATION
POSTMASTER
1335 JEFFERSON RD
ROCHESTER NY 14692-9998



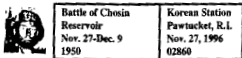
November 30, 1996
PINEY HILLS STATION
POSTMASTER
610 E MAIN
JONESBORO LA 71251-9998



November 24, 1996
MOUNTAIN MANDARIN FESTIVAL
STATION
POSTMASTER
9241 OLD STATE HWY
NEWCASTLE CA 95658-9998



November 30, 1996
EAST PEORIA FESTIVAL OF LIGHTS
STATION
POSTMASTER
PO BOX 9998
EAST PEORIA IL 61611-2639



November 27, 1996
KOREAN STATION
POSTMASTER
40 MONTGOMERY ST
PAWTUCKET RI 02860-9998



November 30, 1996
THE CULTURAL CENTER STATION
POSTMASTER
1002 LEE ST E
CHARLESTON WV 25301-9998



November 27-December 1, 1996
FESTIVAL OF TREES STATION
POSTMASTER
1165 2ND AVE
DES MOINES IA 50318-9998



November 30, 1996
MAGNET COVE STATION
POSTMASTER
404 E PAGE AVE
MALVERN AR 72104-9998



November 29, 1996
CHRISTMAS FARM STATION
POSTMASTER
20796 ST RT 125
BLUE CREEK OH 45616-9998



November 30, 1996
FANTASY OF LIGHTS STATION
POSTMASTER
PO BOX 9998
TEMPE AZ 85281-9998



November 29, 1996
NILS AND GOOSEY-GANDER STATION
POSTMASTER
230 FIRST ST
TAYLORS FALLS MN 55084-9998



November 30-December 1, 1996
MINNESOTA STAMP EXPO STATION
POSTMASTER
PO BOX 9998
MINNEAPOLIS MN 55403-9998

Stamp Catalogs Available

The fall/winter edition of *USA Philatelic*, the mail order catalog of stamps and products, was published and distributed in mid-October. The catalog was mailed to all current philatelic customers.

The fall 1996 edition of *Stamps etc.* is being mailed in early November to new potential customers, to some former customers, and, as a test, to a small sample of current customers who also received *USA Philatelic*. There will be two different covers on this edition of *Stamps etc.*, but the contents of the two versions are identical. The different covers have been designed as a marketing tool to test our customers' reaction to different product images. Postmasters will receive one copy of each version via direct delivery.

Post offices may have occasional needs for *USA Philatelic* catalogs. Limited additional supplies will be produced and will be made available for such purposes as stamp shows and temporary stations. Post offices may request limited quantities of catalogs from:

USPS
PO BOX 57
GRAND RAPIDS MN 55744-0057

Requests for quantities over 100 must be submitted for approval at least 3 months in advance to allow time for additional printings.

In most applications, however, Publication 9, *Free Stamp Catalog*, a take-one brochure, will be just as efficient and far more cost effective by providing customers with a business reply card with which to order either *Stamps etc.* or *USA Philatelic*. Additional copies of Publication 9 (NSN 7610-03-000-4604, Quick Pick No. 458, unit of issue = PG (package), 50 each per PG) may be ordered from the material distribution centers.

—*Stamp Services, Marketing, 11-7-96*

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
Employ People with Disabilities	Sept. 1–Nov. 30, 1996
Give the United Way	Sept. 1–Dec. 15, 1996
Support Infection Control Week	Oct. 1–Nov. 30, 1996
National Adoption Month	Nov. 1–Nov. 30, 1996
Military Families, Recognition Day	Nov. 1–Nov. 30, 1996

Cancellations	Period of Use
National Philanthropy Day, Love of Humankind	Nov. 1–Nov. 30, 1996
Help Retarded Children	Nov. 1–Nov. 30, 1996
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31, 1996
Help Support American Education Week	Nov. 10–Nov. 30, 1996
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31, 1996

—*Business Mail Acceptance, Marketing Systems, 11-7-96*

Post Offices

Post Office Changes Number 15

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch /Unit	Unit Type	Effective Date	Comments
Old	058082	95384	CA	Valley Home	Stanislaus	Main Office	Post Office	3/2/96	Post office and ZIP Code discontinued. Establish a place name. Valley Home CA becomes an acceptable last line of address for use with ZIP Code 95361.
New	055496	95361	CA	Oakdale	Stanislaus	Valley Home	Place Name	3/2/96	
Old	077434	81065	CO	Pryor	Huerfano	Main Office	Post Office	9/14/96	Post office and ZIP Code discontinued. Establish a place name. Pryor CO becomes an acceptable last line of address for use with ZIP Code 81089.
New	079432	81089	CO	Walsenburg	Huerfano	Pryor	Place Name	9/14/96	
Old	113225	32602	FL	Gainesville	Alachua	Main Street Station	Classified Station	12/1/96	Establish a new ZIP Code for post office boxes. Use Gainesville FL 32627 as last line of address for a portion of post office boxes previously in ZIP Code 32602.
New	113225	32627	FL	Gainesville	Alachua	Main Street Station	Classified Station	12/1/96	
Old	128976	30671	GA	Union Point	Green	Maxeys	Community Post Office	9/23/96	This announcement changes the administrative responsibility for the Maxeys Community Post Office from the Union Point GA Post Office to the Stephens GA Post Office. Use Maxeys GA 30671 as last line of address.
New	128184	30671	GA	Stephens	Oglethorpe	Maxeys	Community Post Office	9/23/96	
Old	178613	47175	IN	Taswell	Crawford	Main Office	Post Office	7/20/96	Post office discontinued. Retain ZIP Code. Establish a place name. Use Taswell IN 47175 as last line of address.
New	172607	47175	IN	English	Crawford	Taswell	Place Name	7/20/96	
Old	194092	66435	KS	Hiawatha	Brown	Willis	Community Post Office	10/26/96	Community post office and ZIP Code discontinued. Establish a place name. Willis KS becomes an acceptable last line of address for use with ZIP Code 66434.
New	194092	66434	KS	Hiawatha	Brown	Willis	Place Name	10/26/96	
Old	203908	42250	KY	Huff	Edmonson	Main Office	Post Office	6/15/96	Post office and ZIP Code discontinued. Establish a place name. Huff KY becomes an acceptable last line of address for use with ZIP Code 42210.
New	201004	42210	KY	Brownsville	Edmonson	Huff	Place Name	6/15/96	
Old	201148	41406	KY	Buskirk	Morgan	Main Office	Post Office	11/2/96	Post office and ZIP Code discontinued. Establish a place name. Buskirk KY becomes an acceptable last line of address for use with ZIP Code 41332.
New	203624	41332	KY	Hazel Green	Wolfe	Buskirk	Place Name	11/2/96	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch /Unit	Unit Type	Effective Date	Comments
Old	202228	40426	KY	Dreyfus	Madison	Main Office	Post Office	7/22/95	Post office and ZIP Code discontinued. Establish a place name. Dreyfus KY becomes an acceptable last line of address for use with ZIP Code 40385.
New	208044	40385	KY	Waco	Madison	Dreyfus	Place Name	7/22/95	
Old	262360	56233	MN	DeGraff	Swift	Main Office	Post Office	1/20/96	Post office and ZIP Code discontinued. Establish a place name. DeGraff MN becomes an acceptable last line of address for use with ZIP Code 56271.
New	266600	56271	MN	Murdock	Swift	DeGraff	Place Name	1/20/96	
Old	308610	68444	NE	Strang	Fillmore	Main Office	Post Office	4/1/96	Post office discontinued. Retain ZIP Code. Establish a community post office. Use Strang NE 68444 as last line of address.
New	301365	68444	NE	Bruning	Thayer	Strang	Community Post Office	4/1/96	
Old	350875	14418	NY	Branchport	Yates	Main Office	Post Office	11/23/96	Post office discontinued. Retain ZIP Code. Establish a community post office. Use Branchport NY 14418 as last line of address.
New	354360	14418	NY	Keuka Park	Yates	Branchport	Community Post Office	11/23/96	
Old	363208		NC	Greenville	Pitt	Main Office	Post Office	11/16/96	Establish a new ZIP Code for post office boxes. Use Greenville NC 27833 as last line of address.
New	363208	27833	NC	Greenville	Pitt	Greenville Carrier Annex	Classified Station	11/16/96	
Old	516318	23122	VA	Naxera	Glouces- ter	Main Office	Post Office	9/7/96	Post office and ZIP Code discontinued. Establish a place name. Naxera VA becomes an acceptable last line of address for use with ZIP Code 23061.
New	513612	23061	VA	Gloucester	Glouces- ter	Naxera	Place Name	9/7/96	
Old	514644	23080	VA	James Store	Glouces- ter	Main Office	Post Office	9/7/96	Post office and ZIP Code discontinued. Establish a place name. James Store VA becomes an acceptable last line of address for use with ZIP Code 23128.
New	516534	23128	VA	North	Glouces- ter	James Store	Place Name	9/7/96	

—Address Management, Operations Support, 11-7-96



**THIS OFFICE WILL BE
CLOSED THURSDAY,
NOVEMBER 28, 1996,
TO CELEBRATE
THANKSGIVING DAY.**



**THIS OFFICE WILL BE
CLOSED THURSDAY,
NOVEMBER 28, 1996,
TO CELEBRATE
THANKSGIVING DAY.**

Postal Employees

CORRECTION

Thrift Savings Plan Open Season

The chart in the Thrift Savings Plan (TSP) open season article published in *Postal Bulletin* 21931 (10-24-96) contained an error in the first processing deadline date, which should be January 15, 1997. The correct chart is shown below.

Effective Dates

The effective dates for TSP open season elections are as follows:

If open season election form received in personnel services office from . . .	Then effective date must be . . .	Use Form 6886 if election form not processed by . . .
11-15-96 through 1-15-97	1-4-97 (PP 02-97)	1-15-97
1-16-97 through 1-29-97	1-18-97 (PP 03-97)	1-29-97
1-30-97 through 1-31-97	2-1-97 (PP 04-97)	2-12-97

—*Human Resources, 11-7-96*

CORRECTION

Flexible Spending Accounts Open Season

The Flexible Spending Account (FSA) open season notice poster published in *Postal Bulletin* 21931 (10-24-96) contained the numeral 3 in the title line due to a publication error. This erroneous notice must be removed from bulletin boards where it was posted and replaced with the corrected open season notice on page 59.

—*Human Resources, 11-7-96*

Penalty Overtime Exclusion

The December period referenced in Article 8, Sections 4 and 5, of the USPS-APWU and the USPS-NALC National Agreement, during which penalty overtime regulations are not applicable, consists of four consecutive service weeks. This year, the period begins Pay Period 25-96, Week 2 (November 10, 1996), and ends Pay Period 01-97, Week 1 (December 27, 1996).

—*Grievance & Arbitration, Labor Relations, 11-7-96*

Management Responsibility for Asbestos Control In Postal Facilities

Background

The control of asbestos-containing building materials (ACBMs) has been Postal Service policy since 1980. The policy and control procedures have been revised periodically in response to increased regulatory activity, scientific knowledge, and accompanying public concerns. This article re-emphasizes management responsibility for asbestos control and identifies the enabling functions in area offices and performance clusters.

Most recently, the Occupational Safety and Health Administration (OSHA) issued revised asbestos standards to prevent asbestos exposures in general industry and during construction-related work, including building maintenance activities. The standards were published in 1994, and all provisions became effective in 1995. Headquarters Safety and Risk Management issued guidance on the new standards in 1994 in order to update Management Instruction EL-810-94-3, *Asbestos-Containing Building Materials Con-*

trol Program, which contains the current policy and control procedures for ACBMs. The Management Instruction is currently being revised to provide updated policy and procedures for the control of ACBMs, and will be published in the near future.

Asbestos is also regulated by the Environmental Protection Agency (EPA), through federal or state-accredited programs. EPA requires that asbestos inspectors and other asbestos workers in postal and other public buildings be trained and accredited, and that asbestos emissions and waste be controlled.

Asbestos Management Is a Core Business Issue

The Postal Service policy is to provide a safe and healthful workplace. Proper asbestos management is essential in complying with this policy. Furthermore, lack of asbestos management can disrupt implementation of core business

strategies. Disturbance of ACBMs can release asbestos fibers into the air that result in:

- Facility shutdowns to avoid employee and customer exposures.
- Unplanned costs associated with interrupted mail processing and new equipment deployment.
- Relocation of operations.
- Employee medical surveillance.
- Professional clean-up and air monitoring.
- The potential for civil or criminal fines.

Compliance

Postal managers and supervisors are held responsible for compliance with all applicable EPA and OSHA regulations on asbestos. Simply put, if a maintenance, renovation, alteration, or other task involves drilling through, cutting, sanding, or otherwise creating dust from flooring, walls, roofs, ceiling tiles, pipelagging, and other building materials that may contain asbestos, the person responsible for that job has to be *certain* that asbestos is not present or that proper controls are used.

Routine jobs may also require specific work practices and training of employees. For example, employees stripping and/or waxing floors or cleaning in spaces that contain asbestos need training. If ACBMs are present, OSHA standards also require the Postal Service to communicate asbestos hazard information and the location of ACBMs to all building occupants. OSHA required signs and labels may be necessary. If an asbestos survey has not been completed, and OSHA-defined "presumed asbestos-containing materials" (certain insulation, surfacing materials, and floor-

ing installed before 1981) are present, these requirements also apply.

Enabling Resources

Managers have access to the resources and technical assistance they need from safety professionals, environmental coordinators, and other support functions. Contacts for support in asbestos control include:

- **Asbestos coordinators**, appointed in accordance with the current management instruction.
- **Safety professionals at the plant, PC, and area office**, who assist and advise on OSHA compliance and employee exposure issues, including hazard communication (awareness training and labeling) and air monitoring.
- **Environmental coordinators at the area, district, and local levels**, who assist with EPA-related compliance issues, including building surveys and accompanying operations and maintenance plans.
- **Facilities environmental specialists**, who assist with abatement and property management issues.
- **Maintenance management personnel**, who assist with policy and procedures on work practices that involve ACBMs and implementation of operations and maintenance programs.

Given these enabling resources, the day-to-day control of ACBMs is still a management and supervisory responsibility, and it cannot be ignored or postponed until full-facility surveys can be completed.

—*Safety and Risk Management,
Human Resources, 11-7-96*

Rural Carriers Christmas Pay Procedures

The 1996 Christmas period for rural carriers begins Saturday, December 7, 1996 (Week 1, Pay Period 26-96), and ends Friday, December 27, 1996 (Week 1, Pay Period 01-97). Christmas overtime is automatically computed by the system; therefore, no manual calculations are needed (see Exhibit 1). Timekeepers, including postmasters, supervisors, and other employees, responsible for rural carrier time and attendance recording should become familiar with Article 9.2.J., Christmas Allowances and Procedures, of the 1995-1999 USPS/National Rural Letter Carriers Association (NRLCA) agreement and pertinent Fair Labor Standards Act (FLSA) requirements.

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

Table of Exhibits

- Exhibit 1. Regular Carrier Works Normal Schedule
- Exhibit 2. Regular Carrier Required to Work Relief Day
- Exhibit 3. FLSA Code A Employee
- Exhibit 4. FLSA Code B Employee
- Exhibit 5. Carrier Works Designated Holiday
- Exhibit 6. Carrier Provides Christmas Assistance
- Exhibit 7. Des. 74 Working Designated Holiday
- Exhibit 8. Des. 74 Providing XMAS Assistance on Relief Day
- Exhibit 9. RCA Providing XMAS Assistance on Regular Route
- Exhibit 10. RCA Providing XMAS Assistance on an Aux Route
- Exhibit 11. Des. 79 Providing XMAS Assistance on Own Aux Route
- Exhibit 12. Des. 76 Providing XMAS Assistance on Rural Route

1. X Days During Christmas

From the beginning of the guarantee year 1997, starting October 26, 1996, to the last day of the Christmas period, December 27, 1996, if a regular rural carrier (designation 71, FLSA code B) *is required to work* on her or his relief day (R day), the carrier must receive a relief day worked (X day) in the same pay period. Employees must take all X days accumulated before the beginning of the guarantee period after the Christmas period.

a. Required to Work

When the assigned carrier *is required to work* her or his assigned relief day (R day) during the Christmas period because no replacement is available, enter an R for working on the relief day. The regular carrier is entitled to a relief day off (X day) in the *same pay period* for working the relief day *during* the Christmas period. If the assigned relief day worked is December 21, the relief day off must be taken no later than January 3, 1997 (PP 01-97) (see Exhibit 2).

b. Requests to Work

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

2. FLSA Code A Employees

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

3. FLSA Code B Employees

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

a. Route Types H and M

No Christmas Assistant Work Hours are allowed for route types M or H. Report all hours worked by the assigned carrier in the Actual Weekly Work Hours block.

b. Route Types J and K

(1) Holiday on Relief Day

When the holiday falls on the employee's scheduled relief day (J or K day), the preceding work day is the employee's designated holiday. Therefore, when Wednesday, December 25, is the scheduled relief day, Tuesday, December 24, is the employee's designated holiday. The same is true for the New Year's Day holiday, January 1, 1997.

(2) Assigned Rural Carrier Works Designated Holiday

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

(3) Assigned Rural Carrier Providing Christmas Assistance

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

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

(4) Designations 72 and 74 Work Relief Day or Holiday

- a. Substitute rural carriers (designation 72) and rural carrier associates (designation 74) are compensated for working the relief day and are not entitled to an X day.
- b. When the carrier worked on the designated holiday, include the work hours with the other work hours for that week in the Actual Weekly Work Hours block. Do not enter a V for working the designated holiday. It is a regular work day. Enter the relief day (J or K day) in the block for Wednesday (a holiday). Substitute or replacement carrier data is not needed to crossfoot Form 1314 for the holiday (see Exhibit 8).

(5) *Designation 74 Works Relief Day Providing Christmas Assistance*

Designation 74 may work on the J or K day as a Christmas auxiliary assistant. Enter the Christmas auxiliary assistance time on Form 1314 in the XMAS Assist Work Hours block. These hours are not included in the Actual Weekly Work Hours block. Enter the K or J on Form 1314; the replacement carrier works a full day on the route.

4. Auxiliary Rural Route Carriers

Carriers serving any *auxiliary* route are compensated at the hourly rate for actual hours worked during both weeks of PP 26-96 and the week 1 of PP 01-97. During this period, carriers are not paid the evaluation of the route.

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

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

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

All replacement carriers serving as Christmas auxiliary assistants are compensated at their regular rate for actual hours worked up to 40 per week, and at the FLSA overtime rate for actual hours worked in excess of 40.

- a. Manually prepare Form 1314-A. Enter route type and route number A998. Use this route type and number for overburdened service or Christmas assistance on auxiliary routes only.

- b. Report the Christmas assistance hours in the appropriate week 1 and/or week 2 Christmas Assistant Work Hours block.
- c. Enter EMA hours, trips, and miles in the appropriate week 1 and/or week 2 EMA blocks if applicable (see Exhibit 11).
- d. If Christmas assistance is performed on two or more auxiliary routes in the same pay period, combine all work hours and EMA data on one manually prepared Form 1314-A.

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

- a. If a designation 79 performs Christmas assistance for her or his assigned auxiliary route, record the hours in the Christmas Assistant Work Hours block on the carrier's Form 1314-A certificate for her or his assigned route. Record **Christmas assistance** on the actual route worked **only** when a rural carrier associate **works her or his designation 79 position**.
- b. Add in EMA (hours and miles) with the total for the appropriate week. Trips may not exceed the number of days worked in the *No Service* block (see Exhibit 12).

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

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

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

REICH C										XX-XXXX		E XXX-XX-XXXX		71	K004	B	96	26
Name of Assigned Carrier										Finance Number		Social Security Number		Des/Act	Rt. No.	FLSA	Yr.	PP
WK	Actual Wkly Hrs	Days Assigned Carrier Absent (codes on reverse)					Daily Overtime	Training Hours	COP Hrs	Limited Dty Hrs	Travel Hours	Rte Dev	GT Veh	Miles Omit	XMAS ASSIST WORK HOURS			
1	45.28	Sat. K	Mon.	Tue.	Wed.	Thur.	Fri.											
2	47.08	Sat. K																
Do not enter any hours in Daily Overtime										Week 1 Information				Week 2 Information				
										Des/Act	Name of Relief Carrier	S S N		Actual Wkly Hrs	Tr	No EN	EN	Whole Miles Dev +
	780	Estes A	784-62-1230		0892	1					0908	1						
This certifies that the above carrier rendered service in compliance with Postal regulations										Postmaster's Signature				Date		Carrier Initial		

REGULAR RURAL CARRIER TIME CERTIFICATE

Exhibit 1. Regular Carrier Works Normal Schedule

1. Regular carrier works on a 45 hour evaluated route. Carrier did not work over 12 hours in a day.
2. No manual computation for Christmas overtime is necessary. This is automatically computed.
3. Carrier will be paid .28 hours for the first week and 2.08 hours the second week of Christmas overtime.

SMITH J										XX-XXXX		E XXX-XX-XXXX		71	K001	B	96	26
Name of Assigned Carrier										Finance Number		Social Security Number		Des/Act	Rt. No.	FLSA	Yr.	PP
WK	Actual Wkly Hrs	Days Assigned Carrier Absent (codes on reverse)					Daily Overtime	Training Hours	COP Hrs	Limited Dty Hrs	Travel Hours	Rte Dev	GT Veh	Miles Omit	XMAS ASSIST WORK HOURS			
1	42.08	Sat. K	Mon.	Tue.	Wed.	Thur.	Fri.											
2	43.05	Sat. R														05.00		
Required to work Must take X day										Week 1 Information				Week 2 Information				
										Des/Act	Name of Relief Carrier	S S N		Actual Wkly Hrs	Tr	No EN	EN	Whole Miles Dev +
	780	Lee J	123-45-6789		0826	1					0850	1						
This certifies that the above carrier rendered service in compliance with Postal regulations										Postmaster's Signature				Date		Carrier Initial		

REGULAR RURAL CARRIER TIME CERTIFICATE

Exhibit 2. Regular Carrier Required to Work Relief Day

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

JONES P										XX-XXXX					E XXX-XX-XXXX					71		K002		A		96		26					
Name of Assigned Carrier										Finance Number					Social Security Number					Des/Act		Rt. No.		FLSA		Yr. PP							
WK	Actual Wkly Hrs	Days Assigned Carrier Absent (codes on reverse)								Daily Overtime	Training Hours	COP Hrs	Limited Dty Hrs	Travel Hours	Rts Dev	GT Veh	Miles Omit	XMAS ASSIST WORK HOURS															
1	43.95	R								00.32								06.00															
2	35.08	K																															
Hrs from Monday - Friday 8.32 hrs										Week 1 Information					Week 2 Information																		
										Des/Act	Name of Relief Carrier								S S N					Actual Wkly Hrs	Tr	No EN	Whole Miles		Actual Wkly Hrs	Tr	No EN	Whole Miles	
											750 Hines J								456-78-1239					08.08	1								
This certifies that the above carrier rendered service in compliance with Postal regulations										Postmaster's Signature					Date					Carrier Initial													

Exhibit 3. FLSA Code A Employee

- Regular carrier (under FLSA A) is paid by the hour. Overtime is paid for all hours over 8 in a day or 40 in a week. On Tuesday, December 10, the carrier worked 8.32 hours. The .32 hours is entered in the Daily Overtime block.
- Carrier is paid for working the relief day (first Saturday); therefore no X day is due.
- Carrier worked Christmas Assistance on the relief day on the second Saturday. The Christmas assistance time is recorded in the XMAS Assist Work Hours block. Do not add to the Actual Weekly Work Hours block.
- No manual computation for Christmas overtime is necessary. This is automatically computed. Do not enter Christmas overtime in the daily overtime block.

MURPHY W										XX-XXXX					E XXX-XX-XXXX					71		K003		B		96		26					
Name of Assigned Carrier										Finance Number					Social Security Number					Des/Act		Rt. No.		FLSA		Yr. PP							
WK	Actual Wkly Hrs	Days Assigned Carrier Absent (codes on reverse)								Daily Overtime	Training Hours	COP Hrs	Limited Dty Hrs	Travel Hours	Rts Dev	GT Veh	Miles Omit	XMAS ASSIST WORK HOURS															
1	42.78	K																06.00															
2	49.12	R								09.66																							
12.58 12.08										Week 1 Information					Week 2 Information																		
										Des/Act	Name of Relief Carrier								S S N					Actual Wkly Hrs	Tr	No EN	Whole Miles		Actual Wkly Hrs	Tr	No EN	Whole Miles	
											780 Clark R								457-98-1092					08.50	1								
This certifies that the above carrier rendered service in compliance with Postal regulations										Postmaster's Signature					Date					Carrier Initial													

Exhibit 4. FLSA Code B Employee

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

EVANS W		XX-XXXX		E XXX-XX-XXXX		71	K004	B	97	01							
Name of Assigned Carrier																	
Finance Number																	
Social Security Number																	
Des/Act																	
Rt. No.																	
FLSA																	
Yr.																	
PP																	
WK	Actual Mkly Hrs	Days Assigned Carrier Absent (codes on reverse)					Daily Overtime	Training Hours	COP Hrs	Limited Dty Hrs	Travel Hours	Rte Dev	GT Veh	Miles Omit	XMAS ASSIST WORK HOURS		
1	44.93			V	K												
2	34.50			H	K												
Week 1 Information										Week 2 Information							
Des/Act	Name of Relief Carrier			S S N		Actual Mkly Hrs	Tr	No EN	EN	Whole Miles Dev + Omit -		Actual Mkly Hrs	Tr	No EN	EN	Whole Miles Dev + Omit -	
	780 Wilson J			236-42-9861								08.75	1				
This certifies that the above carrier rendered service in compliance with Postal regulations										Postmaster's Signature		Date		Carrier Initial			

REGULAR RURAL CARRIER TIME CERTIFICATE

Exhibit 5. Carrier Works Designated Holiday

- Regular carrier worked the designated holiday. Enter V in the first Tuesday.
- Carrier is not entitled to an X day for working the holiday.
- No manual computation for Christmas overtime is necessary. This is automatically computed. Do not enter Christmas overtime in the daily overtime block.

McNEAL J		XX-XXXX		E XXX-XX-XXXX		71	J005	B	96	26							
Name of Assigned Carrier																	
Finance Number																	
Social Security Number																	
Des/Act																	
Rt. No.																	
FLSA																	
Yr.																	
PP																	
WK	Actual Mkly Hrs	Days Assigned Carrier Absent (codes on reverse)					Daily Overtime	Training Hours	COP Hrs	Limited Dty Hrs	Travel Hours	Rte Dev	GT Veh	Miles Omit	XMAS ASSIST WORK HOURS		
1	51.52																
2	42.57			J									02.5				
Week 1 Information										Week 2 Information							
Des/Act	Name of Relief Carrier			S S N		Actual Mkly Hrs	Tr	No EN	EN	Whole Miles Dev + Omit -		Actual Mkly Hrs	Tr	No EN	EN	Whole Miles Dev + Omit -	
	780 Hills A			456-98-7654								08.78	1				
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REGULAR RURAL CARRIER TIME CERTIFICATE

Do not add hours to weekly totals

Exhibit 6. Carrier Provides Christmas Assistance

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

APPLEBEE H										XX-XXXX		E XXX-XX-XXXX		74	J007	P	97	01		
Name of Assigned Carrier										Finance Number		Social Security Number		Des/Act	Rt. No.	FLSA	Yr.	PP		
WK	Actual Wkly Hrs	Days Assigned Carrier Absent (codes on reverse)							Daily Overtime	Training Hours	COP Hrs	Limited Dty Hrs	Travel Hours	Rte Dev	GT Veh	Miles Omit	XMAS ASSIST WORK HOURS			
		Sat.	Sun.	Tue.	Wed.	Thur.	Fri.	Hrs										100s	Hrs	100s
1	40.72				J															
2	42.08				H															
										Week 1 Information				Week 2 Information						
		Des/Act	Name of Relief Carrier				S S N		Actual Wkly Hrs	Tr	No	EN	Whole Miles Dev + Omit -		Actual Wkly Hrs	Tr	No	EN	Whole Miles Dev + Omit -	
									Hrs 100s				Hrs 100s		Hrs 100s				Hrs 100s	
									Hrs 100s				Hrs 100s		Hrs 100s				Hrs 100s	
									Hrs 100s				Hrs 100s		Hrs 100s				Hrs 100s	
									Hrs 100s				Hrs 100s		Hrs 100s				Hrs 100s	
									Hrs 100s				Hrs 100s		Hrs 100s				Hrs 100s	
This certifies that the above carrier rendered service in compliance with Postal regulations										Postmaster's Signature				Date		Carrier Initial				

REGULAR RURAL CARRIER TIME CERTIFICATE

Exhibit 7. Des. 74 Working Designated Holiday

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

WEST R										XX-XXXX		E XXX-XX-XXXX		74	K001	P	97	01		
Name of Assigned Carrier										Finance Number		Social Security Number		Des/Act	Rt. No.	FLSA	Yr.	PP		
WK	Actual Wkly Hrs	Days Assigned Carrier Absent (codes on reverse)							Daily Overtime	Training Hours	COP Hrs	Limited Dty Hrs	Travel Hours	Rte Dev	GT Veh	Miles Omit	XMAS ASSIST WORK HOURS			
		Sat.	Sun.	Tue.	Wed.	Thur.	Fri.	Hrs										100s	Hrs	100s
1	36.52	K			H												07.00			
2	33.92	K			H															
										Week 1 Information				Week 2 Information						
		Des/Act	Name of Relief Carrier				S S N		Actual Wkly Hrs	Tr	No	EN	Whole Miles Dev + Omit -		Actual Wkly Hrs	Tr	No	EN	Whole Miles Dev + Omit -	
			780 Wong R				32162-4581		08.75	1			08.35		1					
									Hrs 100s				Hrs 100s		Hrs 100s				Hrs 100s	
									Hrs 100s				Hrs 100s		Hrs 100s				Hrs 100s	
									Hrs 100s				Hrs 100s		Hrs 100s				Hrs 100s	
									Hrs 100s				Hrs 100s		Hrs 100s				Hrs 100s	
This certifies that the above carrier rendered service in compliance with Postal regulations										Postmaster's Signature				Date		Carrier Initial				

REGULAR RURAL CARRIER TIME CERTIFICATE

Exhibit 8. Des. 74 Providing XMAS Assistance on Relief Day

- On the first Saturday, the RCA Robert West provides Christmas assistance for 7 hours.
- A K is entered for the first Saturday. The 7 hours are entered in the XMAS Assist Work Hours block. Do not include these hours in the Actual Weekly Work Hours block.
- The relief carrier works the route the entire day.

YOUNG E		XX-XXXX		E XXX-XX-XXXX		78	K008	P	96	26										
Name of Assigned Carrier				Finance Number		Social Security Number		Des.	Rt. No.	FLSA	Yr.	PP								
WK	Actual Wkly Work Hours	Work Days	Training Hours	Equipment Allowance				Leave-Whole Hours				Travel Hours	N:No Service					Xmas Assist Work Hours		
1	Hrs 100s		Hrs 100s	Hrs	Tr	Miles	GT	Ann	Sick	Other	COP	Hrs 100s	Sat	Mon	Tue	Wed	Thur	Fri	Hrs 100s	
2	Hrs 100s		Hrs 100s	09		3120						Hrs 100s							14	50
				Week 1 Information				Week 2 Information												
		Des	Name of Relief Carrier	SSN		Actual Wkly Hrs		Equip. Allow		Actual Wkly Hrs		Equip. Allow								
						Hrs 100s	Hrs	Tr	Miles	GT	Hrs 100s	Hrs	Tr	Miles	GT					
						Hrs 100s					Hrs 100s									
						Hrs 100s					Hrs 100s									
						Hrs 100s					Hrs 100s									
						Hrs 100s					Hrs 100s									
						Hrs 100s					Hrs 100s									
						Hrs 100s					Hrs 100s									
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AUXILIARY RURAL CARRIER TIME CERTIFICATE											EDM-7833									

Exhibit 9. RCA Providing XMAS Assistance on Regular Route

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

YU D		XX-XXXX		E XXX-XX-XXXX		78	A998	P	96	26										
Name of Assigned Carrier				Finance Number		Social Security Number		Des.	Rt. No.	FLSA	Yr.	PP								
WK	Actual Wkly Work Hours	Work Days	Training Hours	Equipment Allowance				Leave-Whole Hours				Travel Hours	N:No Service					Xmas Assist Work Hours		
1	Hrs 100s		Hrs 100s	09	3	051						Hrs 100s							16	68
2	Hrs 100s		Hrs 100s	11	4	062						Hrs 100s							18	35
				Week 1 Information				Week 2 Information												
		Des	Name of Relief Carrier	SSN		Actual Wkly Hrs		Equip. Allow		Actual Wkly Hrs		Equip. Allow								
						Hrs 100s	Hrs	Tr	Miles	GT	Hrs 100s	Hrs	Tr	Miles	GT					
						Hrs 100s					Hrs 100s									
						Hrs 100s					Hrs 100s									
						Hrs 100s					Hrs 100s									
						Hrs 100s					Hrs 100s									
						Hrs 100s					Hrs 100s									
This certifies that the above carrier rendered service in compliance with Postal regulations				Postmaster's Signature				Date				Carrier Initial								
AUXILIARY RURAL CARRIER TIME CERTIFICATE											EDM-7833									

Exhibit 10. RCA Providing XMAS Assistance on an Aux Route

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

KANE M				XX-XXXX				E XXX-XX-XXXX				79		A010		P		96 26	
Name of Assigned Carrier				Finance Number				Social Security Number				Des.		Rt. No.		FLSA		Yr. PP	
WK	Actual Wkly Work Hours	Work Days	Training Hours	Equipment Allowance			Leave-Whole Hours				Travel Hours		N-No Service					Xmas Assist Work Hours	
1	12 75 Hrs 100s		Hrs 100s	08	4	032	Ann	Sick	Other	COP	Hrs 100s	Sat	Mon	Tue	Wed	Thur	Fri	Hrs 100s	
2	15 07 Hrs 100s		Hrs 100s	10	5	040					Hrs 100s						N	02 50 Hrs 100s	
Des Name of Relief Carrier S S N 780 Johnson R 679-24-6731				Week 1 Information					Week 2 Information										
				Actual Wkly Hrs	Equip. Allow	GT			Actual Wkly Hrs	Equip. Allow	GT								
				Hrs 100s	Hrs Tr Miles		Hrs 100s	Hrs Tr Miles											
This certifies that the above carrier rendered service in compliance with Postal regulations										Postmaster's Signature					Date		Carrier Initial		
AUXILIARY RURAL CARRIER TIME CERTIFICATE																	EDM-7833		

Exhibit 11. Des. 79 Providing XMAS Assistance on Own Aux Route

1. Carrier is assigned and works on route A010.
2. Christmas Assistance on route A010 is entered in the XMAS Assist Work Hours block.
3. Add equipment maintenance (hours and miles) with the total for the week.
4. Christmas Assistance work hours **are not** added to the Actual Weekly Work Hours block. Carrier will be overpaid if this happens.

WILLIAMS T				XX-XXXX				E XXX-XX-XXXX				76		H011		P		96 26	
Name of Assigned Carrier				Finance Number				Social Security Number				Des.		Rt. No.		FLSA		Yr. PP	
WK	Actual Wkly Work Hours	Work Days	Training Hours	Equipment Allowance			Leave-Whole Hours				Travel Hours		N-No Service					Xmas Assist Work Hours	
1	Hrs 100s		Hrs 100s	06	2	082	Ann	Sick	Other	COP	Hrs 100s							Hrs 100s	
2	Hrs 100s		Hrs 100s								Hrs 100s							Hrs 100s	
Des Name of Relief Carrier S S N				Week 1 Information					Week 2 Information										
				Actual Wkly Hrs	Equip. Allow	GT			Actual Wkly Hrs	Equip. Allow	GT								
				Hrs 100s	Hrs Tr Miles		Hrs 100s	Hrs Tr Miles											
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AUXILIARY RURAL CARRIER TIME CERTIFICATE																	EDM-7833		

Exhibit 12. Des. 79 Providing XMAS Assistance on Rural Route

1. Clerk worked as a Christmas Auxiliary Assistant and provides own vehicle.
 2. Complete Form 1314-A, using designation code 76 and the route number of the regular route or A998 if this is for an auxiliary route.
 3. Enter the hours, trips, and miles to pay equipment maintenance.
- Payroll Accounting, Finance, 11-7-96



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