

POSTAL BULLETIN

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MESSAGE FROM THE POSTMASTER GENERAL AND DEPUTY POSTMASTER GENERAL

Hispanic Program

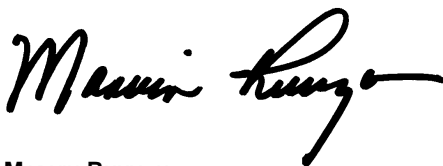
The Hispanic Program is an integral part of the Postal Service's Diversity Development and Equal Employment Opportunity policy and planning programs. This special emphasis program was established in 1973 to assure that Hispanics are fully utilized in the postal workforce and have an equal opportunity to compete in every aspect of employment, including recruitment, hiring, training, and promotions.

Workforce projections indicate that by the next decade, Hispanics will constitute the largest minority group in the United States. In view of this trend and consistent with our continuing commitment to provide equal employment opportunity to all persons, it is critical that we continue to strengthen our efforts to recognize and fully utilize the unique qualities and talents of Hispanics in the community at large and in our diverse workforce.

The Postal Service is committed to ensuring that the Hispanic Program receives the necessary management attention and support. Managers at all levels must:

- Be sensitive to the concerns of Hispanic employees and the Hispanic community to determine if there are operational or other barriers inherent our systems and employment policies/practices, and take prompt actions to correct any deficiencies.
- Ensure that sufficient financial and personnel resources are allocated to implement an effective and progressive Postal Service Hispanic Program.

By doing so, we will continue to realize the full talents of our diverse workforce and increase our efficiency, competitiveness, and ethical reputation in a rapidly growing marketplace that attracts customers to do business with us. Our competitive advantage depends on instilling this recognition and respect for individual differences, a value for divergent opinions, and treatment for one another with appreciation regardless of our ethnic backgrounds.



MARVIN RUNYON
POSTMASTER GENERAL, CEO

Programa Hispano

El Programa Hispano forma parte esencial del Departamento de Diversidad y del Programa de Igualdad de Oportunidades en el Empleo (EEO) del Servicio Postal. El Programa Hispano fue establecido en 1973 para asegurar que los Hispanos tengan acceso de manera equitativa a las oportunidades de empleo dentro de nuestra fuerza laboral. Esto asegurará que los Hispanos puedan competir en todas las áreas de empleo, incluyendo, pero no limitado, al reclutamiento, empleo, adiestramiento y ascensos.

De acuerdo con las proyecciones del censo para la próxima década, los Hispanos constituirán el grupo minoritario con mayor representación en los Estados Unidos. Basado en esas proyecciones, y de acuerdo con nuestro cometido de proveer igualdad de oportunidades para todos, es críticamente necesario que continuemos enardecido nuestros esfuerzos para reconocer y utilizar de manera completa las cualidades y talentos de los Hispanos de nuestra comunidad y en nuestra fuerza laboral.

El Servicio Postal mantiene su compromiso de asegurarse que el Programa Hispano reciba la atención necesaria de parte de nuestros administradores. Nuestros gerentes, a todos los niveles, deben:

- Ser sensibles a las preocupaciones de nuestros empleados Hispanos y de la comunidad Hispana para determinar si existen barreras inherentes en nuestro sistema y en nuestra política de empleo y tomar acción inmediata para corregir cualquier deficiencia que pueda existir.
- Asegurarse que hayan suficientes recursos financieros y de personal para poder implementar un Programa Hispano en el Servicio Postal que sea eficiente y progresivo.

Haciendo esto, nosotros continuaremos en la realización de los logros completos de nuestra fuerza laboral tan diversa. Aumentaremos nuestra eficacia, competitividad, y reputación de honestidad. Fomentaremos un ambiente comercial para atraer a los clientes a que negocien con nosotros. Nuestra ventaja competitiva depende en nuestra habilidad de inspirar respeto y reconocimiento a nuestras diferencias individuales, de dar valor a opiniones divergentes y de tratarnos los unos a los otros con aprecio, sin importar nuestro origen cultural.



MICHAEL S. COUGHLIN
DEPUTY POSTMASTER GENERAL

Table of Contents Moved to Page 2

CONTENTS

Message from the Postmaster General and Deputy Postmaster General: Hispanic Program	1	Missing Canadian Money Order Forms — Do Not Cash	30
Polution Prevention/Purchasing Policies for Paper and Paper Products With Recycled Content	3	Counterfeited Canadian Money Order Forms — Do Not Cash	31
Administrative Services		800 Number Available to Verify Canadian Money Orders	31
Directives and Forms Update	4	Invalid Express Mail Corporate Account Numbers	32
Stools, Carrier and General Utility	6	International Mail	
Publication 247, <i>Supply and Equipment Catalog</i> , Supplemental Price List	6	IMM Revision: Global Package Link to Canada	37
Supplies Online	7	IMM Revision: International Money Order Service to Belarus	39
Customer Services		International Postal Money Order Service	41
Mail Alert	8	Philately	
Domestic Mail		Stamp Announcement 97-2: Flag Over Porch, Juke Box, and Mountain Stamps	43
Barcoded Labels: Implementation Date	10	Self-Service/Vending Distribution for Yellow Rose Stamp	46
DMM Notice: Barcoded Tray and Sack Labels Required July 1, 1997	10	Pictorial Cancellations Announcement 96-25	47
1996 IRS Tax Packages	11	Post Offices	
Delivery Unit Alert — Deliverable TV Guides	12	Post Office Changes Number 17	49
Reminder: Administration of the Private Express Statutes	13	New Year's Day Posters	55
Overseas Military Mail	14	Martin Luther King, Jr's Birthday Posters	57
Finance		Postal Employees	
Freedom of Information Act Report for Calendar Year 1996	25	1997 Pay Dates, Organization Dues, and Leave Year	61
Fraud Alert		Relocation — Delay In Processing Relocation Vouchers	63
Domestic Orders	27	Thrift Savings Plan Fact Sheet	65
Foreign Order No. 392	27		
Missing U.S. Money Order Forms — Do Not Cash	28		

Pollution Prevention/Purchasing Policies for Paper and Paper Products With Recycled Content

Executive Order (EO) 12873, Federal Acquisition, Recycling, and Waste Prevention, requires federal agencies to establish preference in their purchasing programs for environmentally preferable products and services. Although the EO does not apply to the Postal Service, we have, for business and environmental reasons, voluntarily adopted portions of this EO as postal policy.

Purchasing policies and specifications for paper and paper products have been revised so that a price preference, when desirable, is given for paper and paper products containing recycled content. As stated in *Postal Bulletin* 21903 (9-28-95), a price premium of up to 10 percent may be paid for the purchase of paper and paper products with recycled content.

Purchases of paper and paper products must meet or exceed the following minimum materials content standards unless (1) they are not available competitively within a reasonable time frame, (2) they do not meet appropriate performance standards, or (3) they are only available at an unreasonable price:

1. The recycled content standard will be a minimum of 20 percent postconsumer materials for high-speed copier paper, offset paper, forms bond, computer printout paper, carbonless paper, file folders, and white wove envelopes, assuming all performance requirements are satisfied.
2. The minimum recycled content standard for uncoated printing and writing paper, such as writing and office paper, book paper, cotton fiber paper, and cover stock will be 20 percent postconsumer materials.
3. Products containing cardboard will have a minimum of 30 percent postconsumer recycled content material.



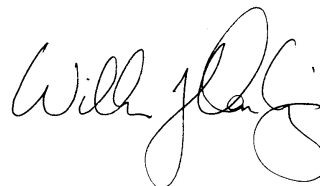
A. KEITH STRANGE
VICE PRESIDENT
PURCHASING AND MATERIALS

There are a number of commercial sources capable of supplying paper and paper products meeting these specifications. Purchasing personnel, working with their internal customers, should conduct market research in order to determine the most qualified suppliers of these commodities. In addition, the General Services Administration (GSA) offers environmentally preferable products and services. Paper and paper products containing recycled content have been identified in GSA's Environmental Products Guide.

Requirements organizations should also (1) review existing contracts, statements of work (SOW), specifications, drawings, data lists, etc., to consider the elimination of virgin material requirements, (2) specify the use of recovered materials, (3) use life cycle costing methods, where feasible, and (4) specify for the purchase of environmentally preferable materials and products.

Finally, to achieve solid waste reduction savings that would more than offset additional recycling costs, the following waste reduction techniques should be used to the maximum extent possible:

- Reduce the number of hard copies for all documents.
- Use two-sided (duplex) copying for all documents.
- Use cc:Mail for draft reviews and final document distributions.
- Use electronic documentation software, such as Visioneer Paperport or Adobe Acrobat, to disseminate business communications, graphics, and information via cc:Mail and the Intranet/Internet.
- Request contract deliverables and reports to be on diskette.
- Strive to reduce paperwork and unnecessary copies.



WILLIAM J. DOWLING
VICE PRESIDENT
ENGINEERING

Administrative Services

Directives and Forms Update

Effective immediately, Publication 223, *Directives and Forms Catalog* (December 1995), is revised. The tables below contain the document ID, edition date, title, national stock number (NSN), and the postal and public supply source for all new, revised, and obsolete directives and forms. Use this article to keep Publication 223 current. Information on how to order directives and forms can be

found in chapter 1 of Publication 223.

This update is published in every other issue of the *Postal Bulletin*.

Electronic version: Intranet = <http://blue.usps.gov>; then click on Access Corporate Policies and Procedures.

New units of issue: HD = hundred; PG = package.

New Directives

Document ID	TL	Edition Date	Title	NSN	Organization	USPS Source	Public Source	Electronic Version
HBK AS-821		10/96	Postal Explorer User Guide	N/A	Info. Sys.	N/A	N/A	Intranet
MI AS-840-96-9		10/25/96	Home-Based Postal-Provided Telephone Line for Business Use	N/A	Info. Sys.	HQO	N/A	Intranet
MI AS-840-96-10		10/25/96	Telephone Calling Card Management	N/A	Info. Sys.	HQO	N/A	Intranet
MI EL-620-96-1		7/26/96	Career and Diversity Awareness Conference Guidelines	7610-03-000-7974	Diversity	XMD	N/A	
MI EL-670-96-4		10/96	USPS Hispanic Program	7610-03-000-8519	Diversity	XMD	N/A	Intranet
MI PO-680-96-1		9/18/96	FastForward SM	7610-03-000-8509	Oper. Supp.	XMD	N/A	
PUB 29		7/96	Just Drop Us a Card	7610-03-000-7913	Retail	XMD	P/F	

Revised Directives

Document ID	TL	Edition Date	Title	NSN	Organization	USPS Source	Public Source	Electronic Version
MAN IMM		9/12/96	International Mail Manual (Issue 17)	7610-02-000-9904	Int. Bus.	XMD	GPO	Intranet
PUB 350		8/96	How to Use and Order Penalty Mail, Stamps and Stationery	N/A	Finance	HQO	HQO	
TAG 181		9/96	UPU CN 34/C-28 Sack Tag (blue)	7690-02-000-7105	Int. Bus.	XMD	N/A	

New Forms

Form Number	Edition Date	Title	NSN	Where Used	USPS Source	Unit of Issue	Organization	Electronic Version
PS 2	10/96	Delivery Confirmation Log	N/A	PU	HQO	EA	Oper. Supp.	
PS 716	8/96	United States Postal Inspection Service Destruction Certificate	N/A	PS	HQO	EA	Insp. Serv.	
PS 717	8/96	Currency Verification Sheet	N/A	PS	HQO	EA	Insp. Serv.	
PS 718	8/96	Property Room Access Control Log	N/A	PS	HQO	EA	Insp. Serv.	
PS 719	8/96	Custodian's Access Control Log	N/A	PS	HQO	EA	Insp. Serv.	
PS 720	8/96	Property/Evidence Log	N/A	PS	HQO	EA	Insp. Serv.	
PS 720-A	8/96	Property/Evidence Log (Continuation Sheet)	N/A	PS	HQO	EA	Insp. Serv.	

Form Number	Edition Date	Title	NSN	Where Used	USPS Source	Unit of Issue	Organization	Electronic Version
PS 1500	9/96	Application for Listing and/or Prohibitory Order	7530-03-000-7374	PU	XMD	SE	Mark. Sys.	
PS 8202	7/96	Pre-Tax Health Insurance Premium Election/Waiver Form for Noncareer Employees	N/A	PS	HQO	SE	Human Res.	

Revised Forms

Form Number	Edition Date	Oldest Usable Date	Title	NSN	Where Used	USPS Source	Unit of Issue	Organization	Electronic Version
PS 1188	10/96	10/96	Cancellation of Organization Dues From Payroll Withholdings	7530-01-000-9016	PS	XMD	SE	Labor Rel.	
PS 2130	10/96	10/96	Claim for Loss	7530-02-000-7390	PS	XMD	SE	Finance	
PS 3227-H	10/96	10/96	Stamps by Mail — Holiday Issue	7530-03-000-0861	PU	HQO	EA	Retail	
PS 3238	9/96	9/96	Stamps and Stamped Paper Destruction Certificate	7530-01-000-9889	PS	XMD	EA	Finance	
PS 3294	10/96	10/96	Cash and Stamp Stock Count and Summary	7530-01-000-9913	PS	XMD	EA	Finance	
PS 5311	9/96	9/96	Equipment Accountability Record	N/A	PS	HQO	EA	Insp. Serv.	
PS 7498-D	8/96	8/96	Facilities Environmental Checklist	7530-02-000-9429	PS	XMD	EA	Facilities	
PS 8200	11/96	11/96	Flexible Spending Account Enrollment Form	7530-02-000-9846	PS	HQO	SE	Human Res.	

Obsolete Forms

Form Number	Edition Date	Title	Obsolete Date	Replaced By
PS 3640-P	7/95	Application/Permit to Use Neighborhood Mail Proof of Purchase	10/17/96	N/A
PS 3640-S	7/95	Statement of Mailing — Neighborhood Mail	10/17/96	N/A

Stools, Carrier and General Utility

A new REDI item, Adjustable Stool (PSIN 127X, NSN 7195-01-368-4861), is being issued to replace PSINs 127B, 127C, and 127D. The height of the new stool is adjustable from 24 to 32 inches, which makes it an acceptable replacement for the older series. A small quantity of PSIN 127A (NSN 7110-00-841-9791, Quick Pick #723) is still available from the Topeka MDC. When the stock is depleted it will also be replaced by the 127X.

To order REDI items, route Form 7381, *Requisition for Supplies, Services or Equipment*, through established channels.

—*Inventory Management,
Purchasing and Materials, 12-19-96*

Publication 247, *Supply and Equipment Catalog*, Supplemental Price List

The Publication 247 supplemental price list has been updated and is available two ways. You may access the Topeka Electronic Bulletin Board System (TEBBS) to download the price list in spreadsheet form, or you may call the Topeka Material Assistance Center (TMAC) at 800-332-0317 (option 2) to request a hard copy via mail. Detailed information, including price, is also available on all Publication 247 items in Publication 112, *National Electronic Catalog*. If you do not have the latest edition of Publication 112, please contact TMAC to be placed on the distribution list.

While the TEBBS is menu-driven and user friendly, detailed written instructions for new users on how to log on and use the system are available by downloading the BBUSER.DOC file for a 1-page instruction sheet, or BBSUSER2.DOC for a 41-page manual from the File Library section. Further assistance is available by contacting TMAC.

—*Materials, Purchasing and Materials, 12-19-96*

To gain access to the TEBBS, use the following settings in your communications software:

Baud Rate:	Up to 14,400
Parity:	None
Data Bits:	8
Stop Bits:	1
Flow Control:	Off (not required on all software)
Duplex:	Full (not required on all software)
Protocols:	All protocols for file transmission are supported (we suggest X-Modem for 1200-1400 baud and Z-Modem for 9600 baud or higher)
TEBBS Telephone Number:	800-808-6997 (the previous phone number, 913-861-2875, may also be used)

Supplies Online

Expedited and Package Services supplies are offered to postal customers at no additional cost on the Internet at <<http://supplies.usps.gov>> (see below). The information is presented in a user-friendly way. Customers are guided through a series of pages and menus (including pictures of

the supply items) to complete an order form. The order is fulfilled from the Express and Priority Mail Service Center in Indianapolis and sent Priority Mail.

—Express and Priority Mail, Marketing, 12-19-96



The fact is whether your priority is business or personal, your answer is Priority Mail™ from the U.S. Postal Service. So go ahead:


\$8


\$6


\$3

What's Your Priority? →

More Convenient

More Coverage

Saturdays (no extra charge)

New Packaging

Pre-Paid 10 Packs

Order Supplies

Click any of the above for more information.

If you would like more information on Express or Priority Mail, follow either of these links.





[Return to The USPS Home Page](#)

[Expedited Products and Services Suggestions](#)

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 mil-

lion 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
Bloomington's Last Minute Postcard	Standard/Flat	Dec. 16-19	1.0	Nationwide	CarRt, 3/5-Digit	7" x 10"; Lazarus Marketing
Talbots December Semi-Annual Sale	Standard/Catalog	Dec. 19-21	2.4	Nationwide	CarRt, 3/5-Digit, Basic	8.25" x 10.625"
JCPenney Big & Tall Men's	Standard/Catalog	Dec. 19-21	4.0	Nationwide	CarRt	World Color, Evans, GA
JCPenney Infants Sale	Standard/Catalog	Dec. 19-21	1.4	Nationwide	CarRt	World Color, Evans, GA
JCPenney Spring/Summer	Standard/Catalog	Dec. 19-21	16.6	Nationwide	CarRt	RR Donnelley, Warsaw, IN
Bloomington's Post-Christmas Storewide	Standard/Catalog	Dec. 20-24	1.2	Nationwide	CarRt, 3/5-Digit	8 3/8" x 10 7/8"; Case
Current Valentine's Day 1997	Standard/Flat	Dec. 26-28	4.3	Nationwide	CarRt, 3/5-Digit, Basic	8" x 10"
Current Valentine's Day 1997	Standard/Flat	Dec. 26-28	2.9	Nationwide	CarRt, 3/5-Digit, Basic	8" x 10"
JCPenney Mid-Winter Sale	Standard/Catalog	Dec. 26-28	12.5	Nationwide	CarRt	World Color, Evans, GA
Williams-Sonoma January Catalog for Cooks	Standard/Catalog	Dec. 26-28	3.5	Nationwide	CarRt	RR Donnelley
Eddie Bauer Ultimate Winter Sale	Standard/Catalog	Dec. 26-28	4.0	Nationwide	CarRt, 3/5-Digit	RR Donnelley
Orek	Standard/Letters	Dec. 26-30	1.0	Nationwide	CarRt, 3/5-Digit	RR Donnelley, Seymour, IN
L.L. Bean 1996 Winter Sale Mailer	Standard	Dec. 28-30	4.0	Nationwide	CarRt, 5-Digit, Basic	5 1/2" x 8 1/2", 72 pages
Book of the Month	Standard/Letter	Dec. 28-30	2.5	Nationwide	CarRt	9" x 4 1/4"; FALA Direct Marketing, Melville, NY
Sally Beauty Supply	Standard/Letter	Dec. 28-31	2.3	Nationwide	CarRt, 3/5-Digit	
Carol Wright Mailing	Standard	Dec. 30-Jan. 2	30.0	Nationwide	CarRt	6" x 9"; Cox Direct, Elm City and Washington, NC
Eddie Bauer Ultimate Winter Sale	Standard/Flat	Dec. 30-Jan. 2	1.4	Nationwide	CarRt, 3-Digit	8 1/2" x 10 7/8" Harte-Hanks

Title of Mailing	Class and Type of Mail	Requested Delivery Date	Number of Pieces (Millions)	Distribution	Presort Level	Comments
Carol Wright Gifts	Standard/Flat & Letter	Dec. 30–Jan. 3	6.4	Nationwide	CarRt, 3/5-Digit, Basic	6" x 9" blue envelope
JCPenney Styling Salon	Standard/Postcard	Dec. 31–Jan. 2	2.5	Nationwide	CarRt	Harte-Hanks, Cincinnati, OH
Radio Shack	Standard/Letter	Dec. 31–Jan. 3	1.9	Nationwide	CarRt	9 1/2" x 5 1/2"
Current Valentine's Day 1997 No. 2	Standard/Flat	Jan. 2–4	2.9	Nationwide	CarRt, 3/5-Digit, Basic	8" x 10"
Moore Compliance Mailing	Standard	Jan. 6–31	20.0	Nationwide	CarRt	Moore BCS
W.W. Grainger General Catalog	Standard/Catalog	Jan. 6–Feb. 6	1.0	Nationwide	Basic	4,104 pages, 6 lbs.; Wallace Press

—Sales, 12-19-96

Domestic Mail

Barcoded Labels: Implementation Date

The Postal Service extended the preparation period for the use of barcoded sack and tray labels, allowing customers an additional 6 months to replace label stock and make internal production adjustments. Implementation of the required use of barcoded sack and tray labels for automation rate mail was scheduled for January 1, 1997, but now will occur on July 1, 1997.

Customer input through the joint customer/Postal Service Implementation Readiness Team and other sources indicated that a significant number of mailers were facing stubborn problems in meeting the January 1 date. Reported problems included software not yet received, installed, or lacking the necessary printer driver for the mailer's hardware; label formats that do not meet USPS specifications; printing equipment that will not print on the 80- to 120-pound label stock required by USPS standards; and USPS label standards that do not allow sufficient space for mailer information.

In addition to extending the preparation period, the Postal Service will revisit technical issues raised by the industry and, by the end of January, determine what, if any, changes

will result. Thereafter, the Postal Service will replace postal-supplied labels (used by mailers or internally) with barcoded stock. Customers who do not ordinarily use postal-supplied labels are encouraged to use them as a short-term solution, where feasible, until their own barcoded label capacity is established.

All mailers are urged to continue to pursue aggressively the use of barcoded labels and to begin their use as soon as possible before the July 1 deadline. Given the extended preparation period, it is unlikely that the Postal Service will consider further exceptions to the requirement.

To extend the benefits of barcoded labels to all mail and to optimize the system efficiencies those labels afford, the Postal Service is planning notice-and-comment rulemaking in early 1997 that would propose the required use of barcoded labels for all discount rate mailings, also effective July 1.

—Pricing and Classification Implementation,
Marketing Systems, 12-19-96

DMM NOTICE

Barcoded Tray and Sack Labels Required July 1, 1997

Effective January 1, 1997, *Domestic Mail Manual* (DMM) M032.1.1, M032.2.1, M810.1.1, and M820.1.1 are amended to reflect a 6-month delay for the required use of barcoded tray and sack labels for automation rate mailings. Originally slated to take effect January 1, 1997, the date of required use has been moved to July 1, 1997.

Because the deadline for DMM Issue 51 (for release on January 1, 1997) has expired, the amended text will appear in DMM Issue 52 (July 1, 1997).

Domestic Mail Manual (DMM)

M	Mail Preparation and Sortation
M000	General Preparation Standards
	* * * * *
M030	Containers
	* * * * *

M032 Barcoded Labels

1.0 BARCODED TRAY LABELS

1.1 Standards

[Revise 1.1 to read as follows:]

Effective July 1, 1997, barcoded tray labels are required for all mailings of automation rate First-Class Mail flat-size pieces and automation rate First-Class Mail, Periodicals, and Standard Mail (A) letter-size pieces. Barcoded tray labels may be used before that date and may be used for other trayed mail. Mailer-produced barcoded tray labels must meet the standards below. Revisions to preprinted barcoded labels (e.g., handwritten changes) are not permitted.

* * * * *

2.0 BARCODED SACK LABELS

2.1 Standards

[Revise 2.1 to read as follows:]

Effective July 1, 1997, barcoded sack labels are required for all mailings of automation rate Periodicals and Standard Mail (A) flat-size pieces prepared in sacks. Barcoded sack labels may be used before that date and may be used for other sacked mail. Mailer-produced barcoded sack labels must meet the standards below. Revisions to preprinted barcoded labels (e.g., handwritten changes) are not permitted.

* * * * *

M800 All Automation Mail

M810 Letter-Size Mail

1.0 BASIC STANDARDS

1.1 Standards

[Revise 1.1 to read as follows:]

Letter-size automation rate First-Class Mail, Periodicals, and Standard Mail (A) must be prepared under M810 and the eligibility standards for the rate claimed. Package and tray

preparation are subject to M010, M020, and M030. Firm packages may not be included. Effective July 1, 1997, trays must bear barcoded tray labels under M032.

* * * * *

M820 Flat-Size Mail

1.0 BASIC STANDARDS

1.1 Standards

[Revise 1.1 to read as follows:]

Flat-size automation rate First-Class Mail, Periodicals, and Standard Mail (A) must be prepared under M820 and the eligibility standards for the rate claimed. Package, sack, and tray preparation are subject to M010, M020, and M030. Firm packages may not be included. Effective July 1, 1997, trays and sacks must bear the appropriate barcoded container labels under M032.

* * * * *

—Mail Preparation and Standards,
Marketing Systems, 12-19-96

1996 IRS Tax Packages

Contract mailers for the Internal Revenue Service (IRS) will begin mailing the 1996 tax package during the week of December 23, 1996. Accepting offices must verify and accept these mailings, which bear IRS permit imprint number G-48, if they are prepared correctly for Standard Mail (A) bulk rates (carrier route, 3/5, and basic).

Deliver this material upon receipt.

Accepting Offices

The IRS contract mailers will prepare the tax packages for mailing at the Standard Mail (A) carrier route presort rates. The packages must meet all preparation and makeup requirements in *the Domestic Mail Manual* (DMM). Offices must verify that the tax package mailings are prepared according to the presort requirements for Standard Mail (A). They must weigh and verify mailings unless the Rates and Classification Service Center (RCSC) serving the post office of mailing authorizes an optional procedure for that contract mailer. Supporting paperwork for the optional procedure must be provided at the time of mailing. This verification ensures that the rate and piece counts claimed on the mailing statements are accurate and that the IRS has paid the correct postage. The RCSC must approve each printer's site individually for manifesting.

Tax packages 1040-5 and 1040-10 prepared in New Berlin, Wisconsin, will be manifested. Tax packages 1040A-1

and 1040A-2 prepared in Mechanicsburg, Pennsylvania, will also be manifested.

Bulk Mail Centers

Transfer Pallets

Bulk mail centers (BMCs) will receive pallets labeled to five-digit, three-digit, and sectional center facilities (SCFs), as well as pallets for BMC destinations. Dispatch the three-digit, five-digit, and SCF pallets intact to their appropriate destinations.

Distribution of Pallets

Upon receipt of the BMC pallets at the BMC destinations, break open the pallets and distribute. The destination for each sack is on the sack label. For example:

CLEVELAND OH 44114
STD FLTS CR-RTS
WASHINGTON DC

Dispatch the packages, sacks, and bundles of tax packages to the destination facilities for distribution to the delivery units.

Delivery

Tax packages should be delivered upon receipt. Contractors have been requested to monitor our delivery performance via RIBBS.

Errors and Irregularities

Pay particular attention to errors in makeup at the point of delivery. When carrier route presort errors exceed the five percent allowance, deliver the mail and use established reporting procedures to report errors to the following address:

MANAGER POST OFFICE ACCOUNTING
ATTN IRS FORMS TAX PACKAGE 1996
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 8831
WASHINGTON DC 20260-5242

Addressing

The IRS is not using an address label this year. The address information will be printed on the tax package in a right read position.

Forwarding and Return

Form 3575, Change of Address Order, on File

Packages marked Form 1040 and 1040A-2 (but not 1040A-1 and 1040EZ) are endorsed "Forwarding and Return Postage Guaranteed."

Note: Tel-1 and tax packages other than those marked Form 1040 and 1040A-2 will not be endorsed "Forwarding and Return Postage Guaranteed" and must not receive forwarding and return service. Treat tax packages that are undeliverable-as-addressed (UAA) and endorsed "Forwarding and Return Postage Guaranteed" as specified in DMM F010.4.0 and DMM Exhibit F010.5.3.

No Form 3575 on File

When a Form 1040 and 1040A-2 tax package (but not Forms 1040A-1, 1040EZ, or Tel-1) endorsed "Forwarding and Return Postage Guaranteed" is UAA and no Form 3575 is on file, return the entire tax package to the IRS along with the reason for nondelivery.

Personnel must be sure that tax packages declared undeliverable are in fact undeliverable, especially packages endorsed as "No Such Number" or "Insufficient Address." The IRS has previously expressed concern about the high number of pieces erroneously returned as UAA.

Note: Return only UAA tax packages identified as Form 1040 and 1040A-2 to the IRS (but not Forms 1040A-1, 1040EZ, or Tel-1). Do not treat any Form 1040 or 1040A-2 UAA tax packages as waste under any circumstances. Return undeliverable tax packages identified as Form 1040 and 1040A-2 (but not Forms 1040A-1, 1040EZ, or Tel-1) to:

INTERNAL REVENUE SERVICE
PHILADELPHIA SERVICE CENTER
PHILADELPHIA PA 19255-1155

Note: Tax packages other than those identified as Form 1040 or 1040A-2 will not be endorsed "Forwarding and Return Postage Guaranteed" and must not receive forwarding or return service. They must be treated as waste. These packages contain the taxpayer's social security number so care should be taken in the disposal process to ensure taxpayer privacy. Do not commingle other IRS mail bearing the above address with returned tax packages.

—Sales, 12-19-96

Delivery Unit Alert — Deliverable TV Guides

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

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

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

Please make sure that all carriers and box section clerks are aware of this service issue and that they are knowledgeable of the valid reasons for nondelivery. They are found in *Domestic Mail Manual* (DMM) F010 through F030. Exhibit 4.2 in DMM F010 provides proper endorsement definitions.

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

—Delivery Policies & Programs,
Operations Support, 12-19-96

REMINDER

Administration of the Private Express Statutes

The Chicago Rates and Classification Service Center (RCSC) is responsible for national administration of the Private Express Statutes (PES). The PES are laws that give the Postal Service the exclusive right to carry letters for compensation. There are certain suspensions and exceptions under which letters can be privately carried without paying postage.

If you have questions concerning the administration of the Private Express Statutes, please contact your manager, business mail entry, located at your district office or the man-

ager of the Chicago RCSC. The address and telephone number of the Chicago RCSC is:

CHICAGO RATES AND CLASSIFICATION SERVICE
CENTER
US POSTAL SERVICE
3900 GABRIELLE LN RM 111
FOX VALLEY IL 60597-9599
TELEPHONE: (708) 978-4312

—*Business Mail Acceptance,
Marketing Systems, 12-19-96*

Overseas Military Mail

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

Acceptance clerks should use this table with the inte-

grated retail terminal (IRT) to determine whether an APO/FPO ZIP Code is active and which conditions of mailing apply. For Express Mail Military Service (EMMS) availability, refer to the local hardcopy EMMS directory.

The complete table appears in the last issue of each month of the *Postal Bulletin*.

Conditions Applied to Mail Addressed to Military Post Offices Overseas

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09001	Not Active	09046	B-B1-C-D-U	09091	Not Active
09002	Not Active	09047	Not Active	09092	Not Active
09003	Not Active	09048	Not Active	09093	Not Active
09004	Not Active	09049	Not Active	09094	B-B1-C-D
09005	Not Active	09050	B-B1-C-D-U	09095	B-B1-C-D-U
09006	Not Active	09051	Not Active	09096	B-B1-C-D-U
09007	B-B1-C-D-U	09052	Not Active	09097	Not Active
09008	Not Active	09053	B-B1-C-D-U	09098	B-B1-C-D-U
09009	B-B1-C-D-U	09054	B-B1-C-D-U	09099	B-B1-C-D-U
09010	Not Active	09055	Not Active	09100	B-B1-C-D-U
09011	Not Active	09056	B-B1-C-D-U	09101	Not Active
09012	B-B1-C-D-U	09057	Not Active	09102	B-B1-C-D-U
09013	Not Active	09058	B-B1-C-D-U	09103	B-B1-D-U
09014	B-B1-C-D-U	09059	B-B1-C-D-U	09104	B-B1-C-D-U
09015	Not Active	09060	B-B1-C-D-U	09105	Not Active
09016	Not Active	09061	Not Active	09106	Not Active
09017	Not Active	09062	Not Active	09107	B-B1-C-D-U
09018	Not Active	09063	B-B1-C-D-L-U	09108	Not Active
09019	Not Active	09064	Not Active	09109	Not Active
09020	Not Active	09065	Not Active	09110	B-B1-C-D-U
09021	B-B1-C-D-U	09066	Not Active	09111	B-B1-C-D-U
09022	Not Active	09067	B-B1-C-D-U	09112	B-B1-C-D-U
09023	Not Active	09068	Not Active	09113	Not Active
09024	Not Active	09069	B-B1-C-D-U	09114	B-B1-C-D-U
09025	Not Active	09070	Not Active	09115	Not Active
09026	Not Active	09071	Not Active	09116	Not Active
09027	Not Active	09072	Not Active	09117	Not Active
09028	B-B1-C-D-U	09073	Not Active	09118	Not Active
09029	Not Active	09074	B-B1-C-D-U	09119	Not Active
09030	Not Active	09075	Not Active	09120	Not Active
09031	B-B1-C-D-U	09076	B-B1-C-D-U	09121	Not Active
09032	Not Active	09077	Not Active	09122	Not Active
09033	B-B1-C-D-U	09078	Not Active	09123	B-B1-C-D-U
09034	B-B1-C-D-U	09079	Not Active	09124	Not Active
09035	Not Active	09080	B-B1-C-D-U	09125	Not Active
09036	B-B1-C-D-U	09081	B-B1-C-D-U	09126	B-B1-C-D
09037	Not Active	09082	Not Active	09127	Not Active
09038	Not Active	09083	Not Active	09128	B-B1-C-D-U
09039	Not Active	09084	Not Active	09129	Not Active
09040	Not Active	09085	Not Active	09130	Not Active
09041	Not Active	09086	B-B1-C-D-U	09131	B-B1-C-D-U
09042	B-B1-C-D-U	09087	Not Active	09132	Not Active
09043	Not Active	09088	Not Active	09133	Not Active
09044	Not Active	09089	B-B1-C-D-U	09134	Not Active
09045	B-B1-C-D-U	09090	B-B1-C-D-U	09135	B-B1-Y

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09136	B-B1-C-D	09194	Not Active	09253	Not Active
09137	B-B1-C-D-U	09195	Not Active	09254	Not Active
09138	B-B1-C-D-U	09196	Not Active	09255	Not Active
09139	B-B1-C-D	09197	Not Active	09256	Not Active
09140	B-B1-C-D-U	09198	Not Active	09257	Not Active
09141	Not Active	09199	Not Active	09258	Not Active
09142	B-B1-C-D-U	09201	Not Active	09259	Not Active
09143	B-B1-C-D-U	09202	Not Active	09260	Not Active
09144	Not Active	09203	Not Active	09261	Not Active
09145	Not Active	09204	Not Active	09262	B-B1-C-D-U
09146	Not Active	09205	Not Active	09263	B-B1-C-D-U
09147	Not Active	09206	Not Active	09264	B-B1-C-D-U
09148	Not Active	09207	Not Active	09265	B-B1-C-D-N-U
09149	Not Active	09208	Not Active	09266	B-B1-C-D-U
09150	Not Active	09209	Not Active	09267	B-B1-C-D-U
09151	Not Active	09210	Not Active	09268	Not Active
09152	Not Active	09211	B-B1-C-D-U	09269	Not Active
09153	Not Active	09212	B-B1-C-D-U	09270	Not Active
09154	B-B1-C-D-U	09213	B-B1-C-D-U	09271	Not Active
09155	Not Active	09214	B-B1-C-D-U	09272	Not Active
09156	Not Active	09215	Not Active	09273	Not Active
09157	B-B1-C-D-U	09216	Not Active	09274	Not Active
09158	Not Active	09217	Not Active	09275	Not Active
09159	Not Active	09218	Not Active	09276	Not Active
09160	Not Active	09219	Not Active	09277	Not Active
09161	Not Active	09220	Not Active	09278	Not Active
09162	Not Active	09221	Not Active	09279	Not Active
09163	Not Active	09222	Not Active	09280	Not Active
09164	Not Active	09223	Not Active	09281	Not Active
09165	B-B1-C-D-U	09224	Not Active	09282	Not Active
09166	B-B1-C-D-U	09225	B-B1-C-D-U	09283	Not Active
09167	Not Active	09226	B-B1-C-D-U	09284	Not Active
09168	Not Active	09227	B-B1-C-D-U	09285	Not Active
09169	B-B1-C-D-U	09228	Not Active	09286	Not Active
09170	Not Active	09229	B-B1-C-D-U	09287	Not Active
09171	Not Active	09230	Not Active	09288	Not Active
09172	B-B1-C-D-U	09231	Not Active	09289	Not Active
09173	B-B1-C-D-U	09232	Not Active	09290	Not Active
09174	Not Active	09233	Not Active	09291	Not Active
09175	B-B1-C-D-U	09234	Not Active	09292	Not Active
09176	Not Active	09235	Not Active	09293	Not Active
09177	B-B1-C-D-U	09236	Not Active	09294	Not Active
09178	B-B1-C-D-U	09237	B-B1-C-D-U	09295	Not Active
09179	Not Active	09238	Not Active	09296	Not Active
09180	B-B1-C-D-U	09239	Not Active	09297	Not Active
09181	Not Active	09240	Not Active	09298	Not Active
09182	B-B1-C-D-U	09241	Not Active	09299	Not Active
09183	B-B1-C-D-U	09242	Not Active	09301	A-B-B1-F-F1-I-R
09184	Not Active	09243	Not Active	09301-4510	B-B1
09185	B-B1-C-D-U	09244	B-B1-C-D-U	09302	B-B1-E2-F-H1-I-R-R1-U2
09186	B-B1-C-D-U	09245	B-B1-C-D-U	09303	Not Active
09187	Not Active	09246	Not Active	09304	Not Active
09188	Not Active	09247	Not Active	09305	Not Active
09189	B-B1-C-D-U	09248	Not Active	09306	Not Active
09190	Not Active	09249	Not Active	09307	Not Active
09191	Not Active	09250	B-B1-C-D-U	09308	Not Active
09192	Not Active	09251	Not Active	09309	Not Active
09193	Not Active	09252	B-B1-C-D-U	09310	A-B-B1-F-F1-I-R

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09310-7020	B-B1	09367	Not Active	09426	Not Active
09311	Not Active	09368	Not Active	09427	Not Active
09312	Not Active	09369	Not Active	09428	Not Active
09313	Not Active	09370	Not Active	09429	Not Active
09314	Not Active	09371	A-B-B1-F-F1-I-R	09430	Not Active
09315	Not Active	09372	A-B-B1-F-F1-I-R	09431	Not Active
09316	Not Active	09373	Not Active	09432	Not Active
09317	Not Active	09374	Not Active	09433	Not Active
09318	Not Active	09375	Not Active	09434	Not Active
09319	Not Active	09376	Not Active	09435	Not Active
09320	A-B-B1-F-F1-I-R	09377	Not Active	09436	Not Active
09321	Not Active	09378	Not Active	09437	Not Active
09322	Not Active	09379	Not Active	09438	Not Active
09323	Not Active	09380	Not Active	09439	Not Active
09324	Not Active	09381	Not Active	09440	Not Active
09325	Not Active	09382	Not Active	09441	Not Active
09326	Not Active	09383	A-B-B1-F-F1-I-R	09442	Not Active
09327	Not Active	09384	Not Active	09443	Not Active
09328	Not Active	09385	Not Active	09444	Not Active
09329	Not Active	09386	Not Active	09445	Not Active
09330	Not Active	09387	Not Active	09446	Not Active
09331	B-B1-E2-F-H1-R-R1-U2	09388	Not Active	09447	B-B1-C-C1-U
09332	Not Active	09389	A-B-B1-F-F1-I-R	09448	B-B1-C-C1-U
09334	B-B1-E2-F-H1-R-R1-U2	09390	Not Active	09449	B-B1-C-C1-U-Y
09334-9480	B-B1	09391-0001	B-B1-X	09450	Not Active
09335	B-B1	09392-0001	B-B1	09451	Not Active
09336	A-B-B1-F-F1-I-R	09393	Not Active	09452	Not Active
09337	B-B1	09394	Not Active	09453	Not Active
09337-6020	A-B-B1-F-F1-I-R	09395	Not Active	09454	B-B1-C-C1-U
09338	Not Active	09396	A-B-B1-F	09455	Not Active
09339	Not Active	09397	A-B-B1-C1-F-R	09456	B-B1-C-C1-U
09340	Not Active	09398	B-B1	09457	Not Active
09341	Not Active	09399	B-B1-C-D-U	09458	Not Active
09342	Not Active	09401	Not Active	09459	B-B1-C-C1-U
09343	Not Active	09402	Not Active	09460	Not Active
09344	Not Active	09403	Not Active	09461	B-B1-C-C1-U
09345	Not Active	09404	Not Active	09462	Not Active
09346	Not Active	09405	Not Active	09463	B-B1-C-C1-U
09347	Not Active	09406	Not Active	09464	B-B1-C-C1-U
09348	Not Active	09407	Not Active	09465	Not Active
09349	Not Active	09408	Not Active	09466	Not Active
09350	Not Active	09409	B-B1-C-C1-U	09467	Not Active
09351	Not Active	09410	Not Active	09468	B-B1-C-C1-U
09352	Not Active	09411	Not Active	09469	B-B1-C-C1-U
09353	Not Active	09412	Not Active	09470	B-B1-C-C1-U
09354	Not Active	09413	Not Active	09471	Not Active
09355	Not Active	09414	Not Active	09472	Not Active
09356	Not Active	09415	Not Active	09473	Not Active
09357	Not Active	09416	Not Active	09474	Not Active
09358	Not Active	09417	Not Active	09475	Not Active
09359	Not Active	09418	Not Active	09476	Not Active
09360	B-B1-I-N	09419	B-B1-C-C1-U	09477	Not Active
09361	Not Active	09420	Not Active	09478	Not Active
09362	Not Active	09421	B-B1-C-C1-U	09479	Not Active
09363	Not Active	09422	Not Active	09480	Not Active
09364	Not Active	09423	Not Active	09481	Not Active
09365	Not Active	09424	Not Active	09482	Not Active
09366	Not Active	09425	Not Active	09483	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09484	Not Active	09543	B	09602	Not Active
09485	Not Active	09544	Not Active	09603	B-B1-C-F-F1-U
09486	Not Active	09545	B	09604	Not Active
09487	Not Active	09546	Not Active	09605	Not Active
09488	Not Active	09547	Not Active	09606	Not Active
09489	Not Active	09548	Not Active	09607	Not Active
09490	Not Active	09549	B	09608	Not Active
09491	Not Active	09550	B	09609	B-B1-C-F-U
09492	Not Active	09551	Not Active	09610	B-B1-C-F-U
09493	Not Active	09552	Not Active	09611	Not Active
09494	B-B1-C-C1-U	09553	Not Active	09612	B-B1-C-F-U
09495	Not Active	09554	Not Active	09613	B-B1-C-F-U
09496	B-B1-C-C1-U	09555	Not Active	09614	Not Active
09497	Not Active	09556	B	09615	Not Active
09498	B-B1-C-C1-U	09557	B	09616	Not Active
09499	B-B1-C-C1-U	09558	B	09617	Not Active
09501	B	09559	Not Active	09618	Not Active
09502	B	09560	Not Active	09619	B-B1-C-F-U
09503	B	09561	Not Active	09620	B-B1-C-F-U
09504	B	09562	Not Active	09621	B-B1-C-F-U
09505	Not Active	09563	B	09622	B-B1-C-F-U
09506	B	09564	B	09623	B-B1-C-F-U
09507	B	09565	B	09624	B-B1-C-F-U
09508	B	09566	B	09625	B-B1-C-F-U
09509	B	09567	B	09626	B-B1-C-F-U
09510	B	09568	B	09627	B-B1-C-F-U
09511	B	09569	B	09628	B-B1-C-F-F1-U
09512	Not Active	09570	B	09629	Not Active
09513	Not Active	09571	Not Active	09630	B-B1-C-F-U
09514	Not Active	09572	Not Active	09631	B-B1-C-F-U
09515	Not Active	09573	B	09632	Not Active
09516	Not Active	09574	B	09633	Not Active
09517	B	09575	B	09634	Not Active
09518	Not Active	09576	B	09635	Not Active
09519	Not Active	09577	B	09636	Not Active
09520	Not Active	09578	B	09637	Not Active
09521	Not Active	09579	B	09638	Not Active
09522	Not Active	09580	B	09639	Not Active
09523	Not Active	09581	B	09640	Not Active
09524	Not Active	09582	B	09641	Not Active
09525	Not Active	09583	Not Active	09642	B-B1-U-N
09526	Not Active	09584	Not Active	09643	B-B1-U
09527	Not Active	09585	Not Active	09644	B-B1-U
09528	Not Active	09586	B	09645	B-B1-U
09529	B	09587	B	09646	B-B1-Y
09530	Not Active	09588	B	09647	B-B1-N-U
09531	Not Active	09589	Not Active	09648	Not Active
09532	B	09590	B	09649	Not Active
09533	Not Active	09591	B	09650	Not Active
09534	B	09592	Not Active	09651	Not Active
09535	Not Active	09593	B	09652	Not Active
09536	B	09594	B	09653	Not Active
09537	Not Active	09595	B	09654	Not Active
09538	Not Active	09596	B	09655	Not Active
09539	Not Active	09597	Not Active	09656	Not Active
09540	Not Active	09598	Not Active	09657	Not Active
09541	Not Active	09599	B	09658	Not Active
09542	B	09601	B-B1-C-F-F1-U	09659	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09660	Not Active	09719	Not Active	09777	A-B-B1-C-E1-N
09661	Not Active	09720	B-B1-U	09778	Not Active
09662	Not Active	09721	B-B1-N-U	09779	A-B-B1-C1-F-R
09663	Not Active	09722	B-B1-C-D-N-U	09780	A-B-B1-C1-F-R
09664	Not Active	09723	B-B1-N-U	09781	A-B-B1-C1-F-R
09665	Not Active	09724	B-B1	09782	A-B-B1-C1-F-R
09666	Not Active	09725	B-C	09783	A-B-B1-C1-F-I-N-R
09667	Not Active	09726	B-B1-N-U	09784	Not Active
09668	Not Active	09727	Not Active	09785	A-B-B1-C1-F-I-N-R
09669	Not Active	09728	B-C	09786	A-B-B1-C1-F-I-N-R
09670	Not Active	09729	B-C	09787	A-B-B1-C1-F-I-N-R
09671	Not Active	09730	Not Active	09788	A-B-B1-C1-F-R
09672	Not Active	09731	Not Active	09789	A-B-B1-C1-F-R
09673	Not Active	09732	B-B1	09790	A-B-B1-C1-F-I-N-R
09674	Not Active	09733	B-B1-I	09791	A-B-B1-C1-E1-F-I-M-N-R
09675	Not Active	09734	B-B1-I	09792	B-B1-C-F-U
09676	Not Active	09735	Not Active	09793	A-B-B1-C1-F-R
09677	Not Active	09736	Not Active	09794	A-B-B1-C1-F-R
09678	Not Active	09737	Not Active	09795	A-B-B1-C1-F-I-N-R
09679	Not Active	09738	Not Active	09796	A-B-B1-C1-F-I-N-R
09680	Not Active	09739	Not Active	09797	Not Active
09681	Not Active	09740	Not Active	09798	Not Active
09682	Not Active	09741	Not Active	09799	Not Active
09683	Not Active	09742	Not Active	09801	Not Active
09684	Not Active	09743	Not Active	09802	B-B1-E2-F-H1-I-R-R1-U1
09685	Not Active	09744	Not Active	09803	B-B1-E2-F-H1-I-R-R1-U1
09686	Not Active	09745	Not Active	09804	B-B1-E2-F-H1-I-R-R1-U1
09687	Not Active	09746	Not Active	09805	B-B1-E2-F-H1-I-R-R1-U1
09688	Not Active	09747	Not Active	09806	Not Active
09689	Not Active	09748	Not Active	09807	Not Active
09690	Not Active	09749	Not Active	09808	B-B1-E2-F-H1-I-R-R1-U1
09691	Not Active	09750	Not Active	09809	B-B1-E2-F-H1-I-R-R1-U1
09692	Not Active	09751	Not Active	09810	B-B1-E2-F-H1-I-R-R1-U1
09693	Not Active	09752	Not Active	09811	B-B1-E2-F-H1-I-R-R1-U1
09694	Not Active	09753	Not Active	09812	B-B1-E2-E3-F-F1-I-N-R-U
09695	Not Active	09754	Not Active	09813	Not Active
09696	Not Active	09755	Not Active	09814	B-B1-E2-E3-F-F1-I-N-R-U
09697	Not Active	09756	Not Active	09815	Not Active
09698	Not Active	09757	Not Active	09816	Not Active
09699	Not Active	09758	Not Active	09817	Not Active
09701	Not Active	09759	Not Active	09818	Not Active
09702	Not Active	09760	Not Active	09819	A-B-B1-F-P
09703	B-B1-C-F1	09761	Not Active	09820	Not Active
09704	B-B1-C-D	09762	Not Active	09821	A-B-B1-F
09705	B-B1	09763	Not Active	09822	A-B-B1-F
09706	B-B1-C-D-U	09764	Not Active	09823	A-B-B1-F
09707	B-B1-C-D-U-N	09765	Not Active	09824	A-B-B1-F
09708	B-B1	09766	Not Active	09825	A-B-B1-F
09709	Not Active	09767	Not Active	09826	B-B1-E2-F-H1-I-R-R1-U1-Z1
09710	Not Active	09768	Not Active	09827	A-B-B1-F
09711	Not Active	09769	Not Active	09828	B-I-N
09712	Not Active	09770	Not Active	09829	B-I-N
09713	B-B1-C-F1	09771	Not Active	09830	B-B1-C
09714	B-B1	09772	Not Active	09831	B-B1-F-N-U
09715	B-B1-F1	09773	Not Active	09832	B-B1-U1
09716	B-B1-C-D-N-U	09774	Not Active	09833	B-B1-U1
09717	B-B1-M-W	09775	Not Active	09834	B-B1
09718	B-B1-F-I-N-U	09776	Not Active	09835	A-B-B1

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09836	A-B-B1-C-F-M	09894	B-B1-E2-F-H1-I-R-R1-U1	09953	Not Active
09837	Not Active	09895	B-B1-E2-F-H1-R-R1-U2	09954	Not Active
09838	Not Active	09896	B-B1-E2-F-H1-I-R-R1-U2	09955	Not Active
09839	A-B-B1-U	09897	B-B1	09956	Not Active
09840	Not Active	09898	B-B1-E2-F-H1-I-R-R1-U2	09957	Not Active
09841	A-B-B1	09899	B-F-N	09958	Not Active
09842	A-B-B1	09901	Not Active	09959	Not Active
09843	A-B-B1	09902	Not Active	09960	Not Active
09844	Not Active	09903	Not Active	09961	Not Active
09845	Not Active	09904	Not Active	09962	Not Active
09846	Not Active	09905	Not Active	09963	Not Active
09847	Not Active	09906	Not Active	09964	Not Active
09848	Not Active	09907	Not Active	09965	Not Active
09849	Not Active	09908	Not Active	09966	Not Active
09850	Not Active	09909	Not Active	09967	Not Active
09851	Not Active	09910	Not Active	09968	Not Active
09852	B-B1-E2-F-H1-I-R-R1-U1	09911	Not Active	09969	Not Active
09853	B-B1-E2-F-H1-I-R-R1-U2	09912	Not Active	09970	Not Active
09854	Not Active	09913	Not Active	09971	Not Active
09855	B-B1-F-H1-I-R-U1	09914	Not Active	09972	Not Active
09856	Not Active	09915	Not Active	09973	Not Active
09857	Not Active	09916	Not Active	09974	Not Active
09858	B-B1-E2-F-H1-I-R-R1-U1	09917	Not Active	09975	Not Active
09859	Not Active	09918	Not Active	09976	Not Active
09860	Not Active	09919	Not Active	09977	Not Active
09861	Not Active	09920	Not Active	09978	Not Active
09862	Not Active	09921	Not Active	09979	Not Active
09863	Not Active	09922	Not Active	09980	Not Active
09864	Not Active	09923	Not Active	09981	Not Active
09865	A-B-B1	09924	Not Active	09982	Not Active
09866	B-B1-E2-F-H1-R-U1	09925	Not Active	09983	Not Active
09867	A-B-B1-F-I-R-R1	09926	Not Active	09984	Not Active
09868	A-B-B1-U	09927	Not Active	09985	Not Active
09869	Not Active	09928	Not Active	09986	Not Active
09870	Not Active	09929	Not Active	09987	Not Active
09871	B-B1-E2-F-H1-I-R-U1	09930	Not Active	09988	Not Active
09872	B-B1-E2-F-H1-I-R-R1-U2	09931	Not Active	09989	Not Active
09873	B-B1-E2-F-H1-R-R1-U2	09932	Not Active	09990	Not Active
09874	Not Active	09933	Not Active	09991	Not Active
09875	B-B1-E2-F-H1-R-R1-U2	09934	Not Active	09992	Not Active
09876	B-B1-E2-F-H1-R-R1-U2	09935	Not Active	09993	Not Active
09877	B-B1-E2-F-H1-R-R1-U2	09936	Not Active	09994	Not Active
09878	A-B-B1-U	09937	Not Active	09995	Not Active
09879	B-B1-E2-F-H1-R-R1-U2	09938	Not Active	09996	Not Active
09880	B-B1-E2-F-H1-I-R-R1-U2	09939	Not Active	09997	Not Active
09881	B-B1-E2-F-H1-R-R1-U2	09940	Not Active	09998	Not Active
09882	B-B1-E2-F-H1-I-R-R1-U2	09941	Not Active	09999	Not Active
09883	B-B1-E2-F-H1-R-R1-U2	09942	Not Active	34001	B-B1-U
09884	B-B1-E2-F-H1-R-R1-U2	09943	Not Active	34002	B-B1-U
09885	B-B1-E2-F-H1-R-R1-U2	09944	Not Active	34003	B-B1-U
09886	B-B1-E2-F-H1-R-R1-U2	09945	Not Active	34004	B-B1-U
09887	B-B1-E2-F-H1-R-R1-U2	09946	Not Active	34005	B-B1-U
09888	B-B1-E2-F-H1-I-R-R1-U2	09947	Not Active	34006	B-B1
09889	B-B1-E2-F-H1-I-R-R1-U2	09948	Not Active	34007	Not Active
09890	B-B1-E2-F-H1-I-R-R1-U2	09949	Not Active	34008	Not Active
09891	B-B1-E2-F-H1-R-R1-U2	09950	Not Active	34009	B-B1
09892	A-B-B1-F-I-R-R1	09951	Not Active	34010	Not Active
09893	B-B1-E2-F-H1-R-R1-U2	09952	Not Active	34011	B-B1

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
34012	B-B1-U	34070	Not Active	96229	Not Active
34013	Not Active	34071	Not Active	96230	Not Active
34014	Not Active	34072	Not Active	96231	Not Active
34015	Not Active	34073	Not Active	96232	Not Active
34016	Not Active	34074	Not Active	96233	Not Active
34017	Not Active	34075	Not Active	96234	Not Active
34018	Not Active	34076	Not Active	96235	Not Active
34019	Not Active	34077	B-Y	96236	Not Active
34020	B-B1-M-N	34078	Not Active	96237	Not Active
34021	B-M-N	34079	Not Active	96238	Not Active
34022	B-B1-D-F-M	34080	Not Active	96239	Not Active
34023	B-B1-M-N	34081	Not Active	96240	Not Active
34024	B-B1-M-N	34082	Not Active	96241	Not Active
34025	B-B1-F-N-U	34083	Not Active	96242	Not Active
34026	Not Active	34084	Not Active	96243	Not Active
34027	Not Active	34085	B-B1-Y	96244	Not Active
34028	Not Active	34086	B	96245	Not Active
34029	Not Active	34087	Not Active	96246	Not Active
34030	B-B1-I-M	34088	Not Active	96247	Not Active
34031	B-B1-M-N	34089	Not Active	96248	Not Active
34032	B-M-N	34090	B	96249	Not Active
34033	B-C-F-M-N	34091	B	96250	Not Active
34034	B-B1-M-N	34092	B	96251	A-B-B1-U
34035	B-B1-H-M-N	34093	B	96252	Not Active
34036	B-M-N	34094	Not Active	96253	Not Active
34037	B-B1-C-F-H-I-M-N	34095	B	96254	Not Active
34038	B-B1-I-M-N	34096	Not Active	96255	Not Active
34039	B-N	34097	Not Active	96256	Not Active
34040	B	34098	B	96257	A-B-B1-U
34041	B-B1-M-N-U	34099	B	96258	A-B-B1-U
34042	B-B1-D-F-M	96201	A-B	96259	A-B-B1-U
34043	Not Active	96202	Not Active	96260	A-B-B1-U
34044	Not Active	96203	A-B	96261	Not Active
34045	B-B1-I-N	96204	A-B-B1	96262	A-B-B1-U
34046	Not Active	96205	A-B-B1-U	96263	Not Active
34047	Not Active	96206	A-B-B1-U	96264	A-B-B1-U
34048	Not Active	96207	A-B-B1	96265	Not Active
34049	Not Active	96208	A-B-B1-U	96266	A-B-B1-U
34050	B	96209	Not Active	96267	A-B-B1-U
34051	B	96210	Not Active	96268	Not Active
34052	Not Active	96211	Not Active	96269	A-B-B1-U
34053	B	96212	A-B-B1-U	96270	Not Active
34054	Not Active	96213	Not Active	96271	A-B-B1-U
34055	B-N	96214	A-B-B1-U	96272	Not Active
34056	Not Active	96215	A-B-B1-U	96273	Not Active
34057	Not Active	96216	Not Active	96274	Not Active
34058	B-B1	96217	A-B-B1-U	96275	A-B-B1
34059	Not Active	96218	A-B-B1-U	96276	A-B-B1
34060	Not Active	96219	A-B-B1-U	96277	Not Active
34061	B-B1-U	96220	A-B-B1-U	96278	A-B-B1-U
34062	Not Active	96221	A-B-B1-U	96279	Not Active
34063	Not Active	96222	Not Active	96280	Not Active
34064	Not Active	96223	Not Active	96281	Not Active
34065	Not Active	96224	A-B-B1-U	96282	Not Active
34066	Not Active	96225	Not Active	96283	A-B-B1-U
34067	Not Active	96226	Not Active	96284	A-B-B1-U
34068	Not Active	96227	Not Active	96285	Not Active
34069	Not Active	96228	Not Active	96286	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96287	Not Active	96346	Not Active	96405	Not Active
96288	Not Active	96347	B-B1-M-W	96406	Not Active
96289	Not Active	96348	B-B1-M-W	96407	Not Active
96290	Not Active	96349	B-B1-M-W	96408	Not Active
96291	Not Active	96350	B-B1-M-W	96409	Not Active
96292	Not Active	96351	Not Active	96410	Not Active
96293	Not Active	96352	Not Active	96411	Not Active
96294	Not Active	96353	Not Active	96412	Not Active
96295	Not Active	96354	Not Active	96413	Not Active
96296	Not Active	96355	Not Active	96414	Not Active
96297	A-B-B1-U	96356	Not Active	96415	Not Active
96298	Not Active	96357	Not Active	96416	Not Active
96299	Not Active	96358	Not Active	96417	Not Active
96301	Not Active	96359	Not Active	96418	Not Active
96302	Not Active	96360	Not Active	96419	Not Active
96303	Not Active	96361	Not Active	96420	Not Active
96304	Not Active	96362	B-B1-M-W	96421	Not Active
96305	Not Active	96363	Not Active	96422	Not Active
96306	B-B1-M-W	96364	B-B1-L-M-W	96423	Not Active
96307	Not Active	96365	B-B1-M-W	96424	Not Active
96308	Not Active	96366	Not Active	96425	Not Active
96309	B-B1-M-W	96367	B-B1-L-M-W	96426	Not Active
96310	B-B1-M-W	96368	B-B1-M-W	96427	Not Active
96311	Not Active	96369	Not Active	96428	Not Active
96312	Not Active	96370	B-B1-M-W	96429	Not Active
96313	B-B1-M-W	96371	Not Active	96430	Not Active
96314	Not Active	96372	B-B1-M-W	96431	Not Active
96315	Not Active	96373	B-B1-M-W	96432	Not Active
96316	Not Active	96374	B-B1-M-W	96433	Not Active
96317	Not Active	96375	B-B1-M-W	96434	Not Active
96318	Not Active	96376	B-B1-M-W	96435	Not Active
96319	B-B1-M-W	96377	B-B1-M-W	96436	Not Active
96320	Not Active	96378	B-B1-M-W	96437	Not Active
96321	B-B1-M-W	96379	B-B1-M-W	96438	Not Active
96322	B-B1-M-W	96380	Not Active	96439	Not Active
96323	B-B1-M-W	96381	Not Active	96440	B-B1-F
96324	Not Active	96382	Not Active	96441	Not Active
96325	B-B1-M-W	96383	Not Active	96442	Not Active
96326	B-B1-M-W	96384	B-B1-M-W	96443	Not Active
96327	Not Active	96385	B-B1-Y	96444	Not Active
96328	B-B1-M-W	96386	B-B1-M-W	96445	Not Active
96329	Not Active	96387	B-B1-M-W	96446	Not Active
96330	B-B1-M-W	96388	B-B1-M-W	96447	Not Active
96331	Not Active	96389	Not Active	96448	Not Active
96332	Not Active	96390	Not Active	96449	Not Active
96333	Not Active	96391	Not Active	96450	Not Active
96334	Not Active	96392	Not Active	96451	Not Active
96335	Not Active	96393	Not Active	96452	Not Active
96336	B-B1-M-W	96394	Not Active	96453	Not Active
96337	B-B1-M-W	96395	Not Active	96454	Not Active
96338	B-B1-M-W	96396	Not Active	96455	Not Active
96339	B-B1-M-W	96397	Not Active	96456	Not Active
96340	Not Active	96398	Not Active	96457	Not Active
96341	Not Active	96399	Not Active	96458	Not Active
96342	Not Active	96401	Not Active	96459	Not Active
96343	B-B1-M-W	96402	Not Active	96460	Not Active
96344	Not Active	96403	Not Active	96461	Not Active
96345	Not Active	96404	Not Active	96462	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96463	Not Active	96522	B-F-U	96580	Not Active
96464	Not Active	96523	Not Active	96581	Not Active
96465	Not Active	96524	Not Active	96582	Not Active
96466	Not Active	96525	Not Active	96583	Not Active
96467	Not Active	96526	Not Active	96584	Not Active
96468	Not Active	96527	Not Active	96585	Not Active
96469	Not Active	96528	Not Active	96586	Not Active
96470	Not Active	96529	Not Active	96587	Not Active
96471	Not Active	96530	A-B-B1-H-M-N-U	96588	Not Active
96472	Not Active	96531	B-B1-H-M	96589	Not Active
96473	Not Active	96532	Not Active	96590	Not Active
96474	Not Active	96533	Not Active	96591	Not Active
96475	Not Active	96534	A-B-F	96592	Not Active
96476	Not Active	96535	A-B-B1-F	96593	Not Active
96477	Not Active	96536	B-B1	96594	Not Active
96478	Not Active	96537	B-B1	96595	B-B1
96479	Not Active	96538	B-B1	96596	Not Active
96480	Not Active	96539	Not Active	96597	Not Active
96481	Not Active	96540	B-B1	96598	B
96482	Not Active	96541	B-B1	96599	B
96483	Not Active	96542	B-B1	96601	B
96484	Not Active	96543	B-B1-P	96602	B
96485	Not Active	96544	Not Active	96603	B
96486	Not Active	96545	Not Active	96604	B
96487	Not Active	96546	B-F-U3	96605	B-O
96488	Not Active	96547	Not Active	96606	B
96489	Not Active	96548	A-B-B1-H-M-U	96607	B
96490	Not Active	96549	A-B-B1-H-M-U	96608	B
96491	Not Active	96550	Not Active	96609	B
96492	Not Active	96551	A-B-B1-H-M-U	96610	B
96493	Not Active	96552	A-B-B1-H-M-U	96611	B
96494	Not Active	96553	A-B-B1-H-I-M-N-U	96612	B
96495	Not Active	96554	A-B-B1-H-M-U	96613	Not Active
96496	Not Active	96555	B-B1-F-M	96614	Not Active
96497	Not Active	96556	B	96615	Not Active
96498	Not Active	96557	B-B1-F-M	96616	Not Active
96499	Not Active	96558	B	96617	Not Active
96501	Not Active	96559	Not Active	96618	B
96502	Not Active	96560	Not Active	96619	Not Active
96503	Not Active	96561	Not Active	96621	B
96504	Not Active	96562	Not Active	96622	B
96505	B	96563	Not Active	96623	B
96506	B	96564	Not Active	96624	B
96507	Not Active	96565	Not Active	96625	B
96508	B	96566	Not Active	96626	Not Active
96509	Not Active	96567	Not Active	96627	B
96510	Not Active	96568	Not Active	96628	B
96511	B-B1-I-N	96569	Not Active	96629	B
96512	Not Active	96570	Not Active	96630	Not Active
96513	Not Active	96571	Not Active	96631	Not Active
96514	Not Active	96572	Not Active	96632	Not Active
96515	Not Active	96573	Not Active	96633	Not Active
96516	B	96574	Not Active	96634	B
96517	B-B1-F-U3	96575	Not Active	96635	B
96518	B-B1	96576	Not Active	96636	Not Active
96519	Not Active	96577	Not Active	96637	Not Active
96520	B-F-U3	96578	Not Active	96638	Not Active
96521	B-F	96579	Not Active	96639	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96640	Not Active	96660	B	96680	Not Active
96641	Not Active	96661	B	96681	B
96642	Not Active	96662	B	96682	B
96643	B	96663	B	96683	B
96644	Not Active	96664	B	96684	B
96645	Not Active	96665	B	96685	Not Active
96646	Not Active	96666	B	96686	B
96647	Not Active	96667	B	96687	B
96648	Not Active	96668	B	96688	Not Active
96649	Not Active	96669	B	96689	Not Active
96650	Not Active	96670	B	96690	Not Active
96651	Not Active	96671	B	96691	Not Active
96652	Not Active	96672	B	96692	Not Active
96653	Not Active	96673	B	96693	Not Active
96654	Not Active	96674	B	96694	Not Active
96655	Not Active	96675	B	96695	Not Active
96656	Not Active	96676	B	96696	Not Active
96657	B	96677	B	96697	B
96658	Not Active	96678	B	96698	B
96659	Not Active	96679	B	96699	Not Active

RESTRICTIONS

LEGEND

Form 2976, *Customs* — CN22Form 2976-A, *Customs Declaration and Dispatch Note*

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

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

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

B. Form 2976-A is required for all mail weighing 16 ounces or more.

Exceptions: Prepaid mail from contractors addressed to a military organizations for official use need not bear a customs declaration, but must be endorsed "Contents for Official Use-Exempt from Customs Requirement." Official mail from government agencies does not require a customs declaration or exemption endorsement. Known Mailers may use either Form 2976-A on each item or Form 2976 (or facsimile) with a mail manifest in conjunction with a packing list. Form 2976 must state "packing list enclosed." The packing list must include a description of the items, the dollar values of the items, and the complete address including the PSC box number and APO/FPO ZIP Code of the addressee, the date of mailing, the insurance registry number, if applicable, and the serial number of any item over \$25 in value and any electrical item over \$15 in value. The packing list should be enclosed in the parcel or attached to the outside of the parcel. The mail manifest which itemizes all parcels that a Known Mailer deposits will be given to Postal Official at Business Mail Acceptance Unit. Form 2976 may be used if the mailer does not wish to list the contents on the wrapper or in any case if the value exceeds \$400. Affix only the upper portion of the label on the package. A completed Form 2976-A (listing the contents and value in US dollars) must be enclosed in the package. Mail addressed to/from all 094XX ZIP Codes must use Form 2976-A only.

B1. Form 2976 or 2976-A is required. Articles are liable for customs duty and/or purchase tax unless they are bona fide gifts intended for use by military personnel or their dependents. When the contents of a parcel meet these requirements, the mailer must endorse the customs form, "Certified to be a bona fide gift, personal effects, or items for personal use of military personnel and dependents," under the heading, Description of Contents. **Exceptions:** Mail addressed to/from all 094XX ZIP Codes must use only Form 2976-A. All other exceptions listed in restriction B above are applicable to this restriction.

C. Cigarettes and other tobacco products are prohibited.

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

D. Coffee is prohibited.

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

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

E3. Radio transceivers, cordless telephones, global positioning systems, scanners, base stations, and hand-held transmitters are prohibited.

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

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

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

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

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

H1. Pork or pork by-products are prohibited.

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

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

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

I1. This restriction does not apply to registered mail.

I2. This restriction does not apply to official government mail marked MOM.

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

L. All official mail is prohibited.

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

N. Registered mail is prohibited.

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

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

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

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

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

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

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

U1. Mail is limited to First-Class Mail weighing 11 ounces or less when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped." Videotapes are prohibited when addressed to Box R, regardless of weight.

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

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

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

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

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

Z. No outside pieces (OSPs).

Z1. Tin band seal required on all pouches.

—International and Military Mail Operations,
International Business Unit, 11-21-96

Finance

Freedom of Information Act Report for Calendar Year 1996

Each calendar year the Postal Service must report to Congress its activities with regard to Freedom of Information Act (FOIA) requests for information. Records custodians **must** comply with the specific reporting requirements discussed. **Please be reminded that:**

1. Negative reports are required.
2. Reports must be sent to the appropriate records office coordinator rather than to Records at Headquarters.

Do not confuse this Freedom of Information Act reporting requirement with the Privacy Act reporting requirement published in *Postal Bulletin* 21913 (2-15-96), "Privacy Act Report for Calendar Year 1995." A future *Postal Bulletin* article will require Privacy Act reporting for calendar year 1996.

Who Must Submit a Report?

All records custodians must submit a report for calendar year 1996, even if the report is negative; that is, even if no FOIA requests were received or if any requests received were granted in full.

A records custodian is the head of a postal facility such as an area, district, post office, or other postal installation that maintains Postal Service records and information.

Vice presidents are the custodians of records and information maintained at Headquarters. (Headquarters field units should submit reports through their Headquarters offices.)

Senior medical personnel are the custodians of restricted medical records maintained within postal facilities. The custodian of employee assistance program (EAP) records is either the USPS counselor, contractor, or Public Health Service, whichever provided the services. The EAP coordinator is the custodian of records prior to March 1993.

How to Submit Reports

Records custodians must submit a report **on or before February 10, 1997**, clearly marked "Freedom of Information Act Report for Calendar Year 1996," to their records office coordinator as shown below. A records office coordinator is located in the Finance office of each district and area

Customer Service office. See *Administrative Support Manual* 351.134.

Records Custodians	Send Reports To
Area offices	Records office coordinator in the area office.
Processing and distribution plant offices	Records office coordinator in the performance cluster.
Customer Service and Sales District offices	Records office coordinator in the performance cluster.
Postmasters	Records office coordinator in the performance cluster.
Headquarters field units	Headquarters (parent office).

How to Format Reports

Each records custodian must submit a report to his or her records office coordinator even if it is negative. If no FOIA requests were received or if requests received were granted in full, a records custodian report should just indicate "negative." If a records custodian has declined to release information requested in writing citing the FOIA, the report must contain the following information (see sample report on page 26):

1. Reason for denial, referencing a specific section(s) of the regulations in *Administrative Support Manual* (ASM) 352.42–352.47.
2. Name and title or position of the USPS records custodian responsible for the denial.
3. Number of determinations not to comply with FOIA requests that were made during calendar year 1996 (January 1, 1996, through December 31, 1996).

Note: Do not include denials of requests for change-of-address information.

How to Maintain Records During Calendar Year 1997

Records custodians must start a centralized file containing copies of all **denials** of requests made under the FOIA during upcoming calendar year 1997. This procedure will enable custodians to have information readily available when it must submit a report this time next year.

SAMPLE REPORT
Freedom of Information Act Report for Calendar Year 1996

Preparer's Name and Title: *John Doe, Postmaster*
 Preparer's Location and Telephone Number: *Little Ark., MO*
(780) 123-4567
 Office(s) Covered by Report: *Little Ark., MO 78910*

If **no** FOIA requests were received or denied, in full or in part, check here to indicate a “**negative**” report:

If a FOIA request was denied, in full or in part, complete the information below:

Reason for Denial (ASM Section)	Name and Title of Custodian	Number of Denials (based on this reference)
352.42b	Mr. John Doe Postmaster Little Ark., MO	3
352.42c(6) & 352.42f	Mr. John Doe Postmaster Little Ark., MO	7
352.451	Mr. John Doe Postmaster Little Ark., MO	1

—Corporate Accounting, Finance, 12-19-96

Fraud Alert

Domestic Orders

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

State/City	Names Covered	Product
NY, Oneonta 13820-2583	Emmons Foundation, 9 Clinton Plaza #177	A multi-level marketing scheme.

—Judicial Officer, 12-19-96

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

Foreign Order No. 392

Keep all foreign order notices for use as reference.

Tentative Orders

A Tentative Lottery Order has been issued against the following:

Australia

ALA
GPO BOX 2916
BRISBANE QUEENSLAND 4001
AUSTRALIA

Canada

BLC SERVICES INC
D/B/A INTERNATIONAL ADVISORY CORPORATION
1755 ROBSON ST STE 657
VANCOUVER BC V6G 3B7
CANADA

CANUSA LTD
D/B/A FRASER KIRPATRICK
5010 48TH AVE
PO BOX 990 STN MAIN
DELTA BC V4K 4V6
CANADA

CANUSA LTD
D/B/A BILL ORMOND
280 PROGRESS AVE
PO BOX 5700 STN D
SCARBOROUGH ON M1R 5J2
CANADA

CANUSA LTD
D/B/A BOB SYDNEY
5010 48TH AVE
PO BOX 924 STN MAIN
DELTA BC V4K 4Y2
CANADA

IDM CORP
D/B/A DEAN FARMER
7680 RIVER RD
PO BOX 94260 STN MAIN
RICHMOND BC V6Y 2A6
CANADA

RUSHWORTH & CO
SUITE 417
125A - 1030 DENMAN ST
VANCOUVER BC V6G 2M6
CANADA

RUSHWORTH & CO
110 EUGENIE ST W STE #441
WINDSOR ON N8X 4Y6
CANADA

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

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

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

—Judicial Officer, 12-19-96

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	397 622 4054	to	4099	417 871 9250	to	9299	439 310 0458	to	0499
210 221 0599		397 819 8902	to	8999	417 930 9533	to	9599	440 698 1947	to	1999
273 775 7700	to	398 149 7200	to	7699	418 164 6500	to	6799	440 858 6300	to	6399
273 775 7899		399 070 0872	to	0899	418 423 9863	to	9899	440 858 6420	to	7299
302 000 0000	to	399 156 7119	to	7199	418 633 5922	to	5999	441 199 1655	to	1699
302 123 9999		399 203 5064	to	5099	418 719 8520	to	8599	443 127 3648	to	3699
349 746 2056	to	399 296 9910	to	9999	418 744 2235	to	2299	443 127 4000	to	4099
350 518 7350	to	399 396 8935	to	8999	418 962 2848	to	2899	443 673 7900	to	7999
360 011 1690	to	399 792 7775	to	7799	419 543 0286	to	0299	443 800 9335	to	9399
360 168 6008	to	399 792 8300	to	8399	419 730 0300	to	0399	444 382 8822	to	8899
360 173 8800	to	400 427 1051	to	1999	420 277 0015	to	0049	444 390 1667	to	1699
362 861 3064	to	401 045 1505	to	1549	420 599 0734	to	0798	444 457 3854	to	3899
373 006 2176	to	401 045 1571	to	1599	420 661 4115	to	4199	450 048 4173	to	4199
374 768 2600	to	401 294 2700	to	2799	420 758 9500	to	9699	450 048 4442	to	4699
375 169 4400	to	401 310 9505	to	9599	420 969 3951	to	3971	450 560 5173	to	5199
375 829 3400	to	401 382 5312	to	5399	420 969 3973	to	3999	450 620 3077	to	3099
375 851 9100	to	402 578 7876	to	7899	421 116 3565	to	3599	450 620 3135	to	3199
376 196 0911	to	403 125 6744	to	6799	421 130 9300	to	9399	450 780 2716	to	2799
378 085 3679	to	403 260 7000	to	7499	421 313 4500	to	4999	450 801 2700	to	2799
378 351 1063	to	403 280 6470	to	6499	421 364 5537	to	5599	451 109 2967	to	2984
379 843 5100	to	403 685 8600	to	8699	421 656 2609	to	2699	451 115 4110	to	4125
380 093 9600	to	404 003 0300	to	0399	421 988 9700	to	9799	451 115 4127	to	4199
380 165 1165	to	404 041 8838	to	8899	422 172 4667	to	4699	452 265 0074	to	0099
381 325 4500	to	404 071 4268	to	4299	422 484 4212	to	4299	452 265 0246	to	0299
381 604 2510	to	404 347 5356	to	5399	422 556 1270	to	1299	452 265 0335	to	0999
381 645 9525	to	404 347 5548	to	5599	422 587 7024	to	7099	452 509 1169	to	1199
383 314 3968	to	404 726 4500	to	4599	422 819 7533	to	7599	452 855 6471	to	6499
383 892 1000	to	404 961 5001	to	5199	422 842 5073	to	5087	452 890 4679	to	4799
383 892 1382	to	405 325 0188	to	0198	422 907 7563	to	7599	452 900 8215	to	8238
384 925 3641	to	406 009 4587	to	4599	424 500 6050	to	6099	453 117 9146	to	9199
385 568 2331	to	406 260 6830	to	6899	424 641 8500	to	8599	453 334 3631	to	3699
385 599 7554	to	406 459 6641	to	6999	424 871 6600	to	6699	453 603 7841	to	7891
385 774 2024	to	406 733 3000	to	3999	425 298 2352	to	2399	453 650 1140	to	1199
386 624 1412	to	407 545 1557	to	1599	425 418 4269	to	4299	453 741 1300	to	1399
386 883 8936	to	407 594 0412	to	0599	425 418 4405	to	4499	454 013 2919	to	2999
387 314 5574	to	407 692 9100	to	9299	426 547 4566	to	4599	454 186 2411	to	2499
387 837 6300	to	407 959 2190	to	2199	427 412 6337	to	6499	454 268 4883	to	4899
388 828 0656	to	408 265 2275	to	2288	427 481 0900	to	0999	454 302 5400	to	5499
389 696 2400	to	408 499 7700	to	7799	428 027 2742	to	2752	454 490 8300	to	8399
389 846 3104	to	408 499 7900	to	7999	429 474 4172	to	4199	454 547 7434	to	7499
389 846 3145	to	408 682 8484	to	8599	429 889 2900	to	2999	454 922 4867	to	4895
389 887 9211	to	408 698 7015	to	7099	430 150 4401	to	4599	455 221 1348	to	1499
389 887 9234	to	409 072 3941	to	3999	430 172 9800	to	9899	455 364 2147	to	2199
390 001 3182	to	410 491 2311	to	2399	430 177 1900	to	2099	455 399 5400	to	5499
390 001 3500	to	410 694 8400	to	8599	430 444 9500	to	9699	455 476 0676	to	0699
390 545 5974	to	410 775 1500	to	1599	430 664 4070	to	4099	455 543 0618	to	0699
391 104 6146	to	410 795 7927	to	7999	432 168 8419	to	8499	456 410 9006	to	9099
391 574 1466	to	410 867 0917	to	0966	432 708 6800	to	6999	456 470 4146	to	4299
391 783 3020	to	410 867 0970	to	0999	432 744 1544	to	1599	456 619 4460	to	4499
391 792 6100	to	411 868 1023	to	1199	432 995 9775	to	9799	457 333 2686	to	2699
392 668 2956	to	411 922 2322	to	2399	433 003 5800	to	5899	457 729 1767	to	1777
392 854 8500	to	412 193 0900	to	0999	433 757 3047	to	3099	457 937 8615	to	8699
393 584 7566	to	412 395 8599	to	8699	433 765 4003	to	4099	458 028 9810	to	9899
393 650 0074	to	412 485 6500	to	6599	434 482 7060	to	7199	458 057 2712	to	2999
393 838 8316	to	412 485 6610	to	6699	434 513 2386	to	2399	458 337 5222	to	5299
393 893 6007	to	412 885 5953	to	5999	434 968 3076	to	3092	458 354 7653	to	7999
394 126 6907	to	414 193 3608	to	3674	435 303 1831	to	1842	458 671 8678	to	8699
394 189 0405	to	414 193 3677	to	3699	435 303 1986	to	1999	458 671 8721	to	8798
394 822 3243	to	414 411 7348	to	7399	435 666 6092	to	6399	458 847 5044	to	5999
394 990 1810	to	414 640 0757	to	0799	436 082 6400	to	6899	459 274 7624	to	7699
395 343 3264	to	414 965 1727	to	1799	436 160 6441	to	6499	459 365 5432	to	5499
395 373 3035	to	417 302 8104	to	8199	437 316 7115	to	7199	459 378 5764	to	5799
395 396 9649	to	417 387 6532	to	6599	437 427 0500	to	3499	459 472 4816	to	4999
395 970 3240	to	417 496 6800	to	6999	439 179 2300	to	2399	460 349 6878	to	6899

460 550 1909	to	1999	480 526 2000	to	2099	602 512 2972	to	2999	625 916 9500	to	9799
460 997 5234	to	5299	480 640 6330	to	6399	602 555 2400	to	2799	625 968 8956	to	8999
461 973 6443	to	6499	480 689 5100	to	5199	602 829 7061	to	7099	627 005 3938	to	3999
462 152 0107	to	0299	481 072 9463	to	9499	603 483 9572	to	9599	627 384 3907	to	4099
462 274 1072	to	1099	481 673 0074	to	0095	603 490 7200	to	7299	627 496 7549	to	7599
462 277 8373	to	8399	482 527 1500	to	1599	603 678 7100	to	7199	627 708 3605	to	3699
463 011 5529	to	5540	482 541 5255	to	5299	603 678 7662	to	7699	627 776 2500	to	2599
463 176 4115	to	4199	482 729 6800	to	6899	603 678 7902	to	7999	628 226 3100	to	3199
463 176 4229	to	4299	483 363 7207	to	7299	603 678 8418	to	8499	628 814 4702	to	4799
463 185 2600	to	2799	483 402 2356	to	2399	603 678 8700	to	9999	628 851 9689	to	9699
463 227 7711	to	7799	483 486 5100	to	5199	604 086 0880	to	0899	629 510 7200	to	7299
463 414 4869	to	4899	483 632 1521	to	1599	604 349 1414	to	1499	630 389 3056	to	3071
463 808 3484	to	3499	483 632 2600	to	2799	604 503 7776	to	7799	630 463 0588	to	0599
463 945 7400	to	7899	483 849 1615	to	1699	605 520 9037	to	9099	631 459 9117	to	9199
464 629 9000	to	9399	484 174 4803	to	5299	605 685 4010	to	4099	631 776 9325	to	9399
464 711 4332	to	4399	484 323 8900	to	9199	605 988 6467	to	6499	632 217 4933	to	4999
465 692 3963	to	3999	484 680 5000	to	5038	607 689 7951	to	7960	632 500 0000	to	99 9999
465 698 8300	to	8599	484 680 5040	to	5074	607 728 1276	to	1299	633 110 4165	to	4199
465 743 7745	to	7799	484 680 5077	to	5099	608 727 7100	to	7199	633 110 4303	to	4499
466 798 6056	to	6067	485 029 4913	to	4999	608 727 7273	to	7599	633 438 6429	to	6599
467 147 4300	to	4399	486 176 0600	to	0699	608 813 9950	to	9999	634 725 0700	to	0799
468 079 5782	to	5799	486 559 7555	to	7599	609 067 5325	to	5399	634 803 3239	to	3299
469 067 2817	to	2899	486 696 3023	to	3199	609 067 5488	to	5499	634 807 2474	to	2499
469 127 8000	to	8199	488 173 7900	to	7999	609 067 5600	to	5699	634 827 5900	to	5999
469 213 0359	to	0399	488 206 4100	to	4199	609 289 6123	to	6199	634 886 3428	to	3499
469 213 0500	to	0599	488 226 0200	to	0299	609 438 4400	to	4499	635 559 3449	to	3499
469 561 8011	to	8099	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 8091	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	638 903 4362	to	4373
472 191 6700	to	6799	490 669 5850	to	6099	612 751 5171	to	5199	639 415 1929	to	1999
472 270 2555	to	2599	490 717 7080	to	7099	612 751 5226	to	5299	639 415 2019	to	2099
472 987 0213	to	0241	490 721 6000	to	6099	612 751 6083	to	6099	639 420 6200	to	6299
472 987 0290	to	0299	490 793 1500	to	2099	612 751 6268	to	6299	639 469 3517	to	3799
473 151 2069	to	2199	490 886 8171	to	8199	612 751 6572	to	6599	639 605 2143	to	2199
473 666 9138	to	9199	490 977 9221	to	9240	612 774 2111	to	2199	639 657 8600	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 9667	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 6609	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	644 077 7506	to	7699
476 189 3000	to	3499	496 474 5226	to	5248	620 073 9400	to	9499	644 082 4000	to	4599
476 331 2480	to	2499	497 053 8517	to	8699	621 614 7907	to	7930	644 085 8157	to	8199
477 289 8601	to	8699	497 854 8673	to	8699	621 614 7932	to	7999	644 112 9839	to	9899
477 681 5206	to	5299	498 449 8888	to	8899	621 648 8021	to	8199	644 380 1460	to	1499
478 010 4243	to	4268	498 929 8285	to	8499	621 648 8500	to	8599	644 733 4715	to	4799
478 010 4270	to	4291	498 936 5310	to	5399	621 904 8351	to	8599	644 900 9712	to	9799
478 450 5071	to	5099	499 016 5425	to	5499	621 916 1978	to	1989	644 901 0109	to	1299
478 469 7838	to	7858	499 440 8575	to	8899	622 989 8032	to	8099	644 901 1325	to	1399
478 469 7883	to	7899	499 731 6717	to	6799	623 076 9300	to	9399	644 923 6800	to	7799
479 280 9800	to	9899	500 064 1858	to	1869	623 819 5006	to	5099	644 932 4655	to	4699
479 365 9116	to	9176	500 070 5725	to	7799	623 895 8200	to	8399	644 932 4792	to	4799
479 412 9900	to	9999	600 645 3223	to	3299	623 917 0000	to	0099	645 318 7240	to	7499
479 667 6190	to	6199	601 339 1200	to	1399	623 917 0200	to	0299	645 333 1766	to	1799
479 748 9680	to	9699	601 661 7700	to	7799	624 468 5288	to	5299	645 790 8632	to	8699
479 755 4285	to	4299	601 682 5343	to	5399	624 665 3162	to	3198	645 975 0737	to	0762
479 860 7000	to	7199	601 928 1600	to	1699	625 088 6735	to	6799	646 242 6200	to	6299

646 270 7639	to	7799	650 130 3400	to	3599	700 190 3350	to	3359	701 708 1741	to	1799
646 798 4000	to	4999	650 555 1749	to	1799	700 228 6048	to	6099	701 736 3966	to	3999
647 048 7035	to	7099	650 564 1900	to	1999	700 650 0452	to	0499	701 838 2800	to	2899
647 049 2900	to	2999	650 627 4212	to	4299	700 666 1323	to	1349	701 941 0600	to	0699
647 398 8300	to	8399	650 736 2043	to	2099	700 786 9106	to	9142	702 254 9300	to	9399
647 398 8481	to	8499	650 739 1540	to	1699	700 859 0744	to	0758	806 087 1100	to	1499
647 437 3000	to	4999	651 741 4415	to	4499	701 028 6780	to	6899	806 268 9275	to	9299
648 009 6057	to	6099	651 882 2800	to	2899	701 213 3900	to	3999	806 534 3400	to	3477
648 722 5283	to	5299	652 754 6317	to	6399	701 267 2000	to	3999	807 342 3283	to	3399
648 892 3163	to	3199	653 426 3300	to	3399	701 335 7312	to	7399	808 090 3440	to	3499
649 100 3989	to	3999	654 238 0000	to	0399	701 369 2005	to	2050	808 325 5161	to	5699
649 647 0370	to	0399	654 404 3065	to	3092	701 503 2247	to	2299	808 784 8000	to	8299
649 647 0522	to	0599	655 103 5081	to	5199	701 553 6557	to	6599	870 054 4814	to	4899
649 647 5237	to	5399	655 523 2600	to	2999	701 601 3457	to	3499	870 491 4812	to	4849
649 647 9100	to	9299	700 065 2570	to	2599	701 605 5913	to	5999	870 541 7167	to	7239
649 666 7800	to	8299	700 065 4800	to	4899						

—Inspection Service, 12-19-96

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

697 249 952	to	0 050	703 863 121	to	3 240	709 222 591	to	2 920	716 556 635	to	6 660
697 414 886	to	4 900	703 863 477	to	3 540	709 243 479	to	3 500	716 573 101	to	3 340
697 469 606	to	9 700	703 867 801	to	7 980	709 649 804	to	9 820	717 191 648	to	1 690
697 850 401	to	0 750	704 030 628	to	0 640	709 733 281	to	3 580	717 193 161	to	3 490
697 945 701	to	5 850	704 154 024	to	4 120	710 046 813	to	6 840	717 228 591	to	8 680
698 098 446	to	8 550	704 227 561	to	7 829	710 358 093	to	8 166	717 333 902	to	3 950
698 300 251	to	0 300	704 227 831	to	8 069	710 358 257	to	8 270	717 739 745	to	9 910
698 504 383	to	4 650	704 228 071	to	8 100	711 021 501	to	1 510	717 884 991	to	5 050
698 533 927	to	4 200	704 420 344	to	0 490	711 049 411	to	9 560	718 026 171	to	6 290
698 562 268	to	2 400	704 568 751	to	8 990	711 408 045	to	8 090	718 466 370	to	6 420
699 090 686	to	0 750	704 702 348	to	2 580	712 003 381	to	3 650	718 590 741	to	0 770
699 752 699	to	2 850	704 965 301	to	5 770	712 104 220	to	4 230	718 714 210	to	4 370
700 068 473	to	8 500	705 116 780	to	6 790	712 327 861	to	7 890	718 795 881	to	6 000
700 161 501	to	1 650	705 280 801	to	0 980	712 327 952	to	7 980	718 961 721	to	1 780
700 202 522	to	2 700	705 475 651	to	6 040	712 647 061	to	7 090	718 982 001	to	2 300
700 290 275	to	0 300	705 566 127	to	6 280	713 284 171	to	4 260	720 227 871	to	7 930
700 465 730	to	5 750	705 740 581	to	0 730	713 292 871	to	2 990	720 227 949	to	7 960
700 561 444	to	1 550	705 782 796	to	2 820	714 035 101	to	5 160	720 368 543	to	8 570
701 423 101	to	3 150	705 822 271	to	2 480	714 155 011	to	5 400	720 392 151	to	2 570
701 625 469	to	5 550	706 180 148	to	0 290	714 328 231	to	8 440	720 556 491	to	6 640
701 643 829	to	3 850	706 184 041	to	4 220	714 442 952	to	2 980	720 558 621	to	8 650
701 945 451	to	5 500	706 357 861	to	8 190	714 562 843	to	2 860	720 575 361	to	5 570
702 033 701	to	4 050	706 382 419	to	2 430	714 590 391	to	0 430	720 590 152	to	0 179
702 051 501	to	1 750	706 628 735	to	8 820	714 609 811	to	9 930	721 638 331	to	9 170
702 053 601	to	3 800	706 638 211	to	8 420	714 609 961	to	9 990	721 815 391	to	5 420
702 104 368	to	4 900	706 817 959	to	8 000	714 807 181	to	7 240	724 711 538	to	1 560
702 128 306	to	8 400	707 034 391	to	4 450	714 871 321	to	1 500	724 793 221	to	3 250
702 179 891	to	9 900	707 292 636	to	2 660	714 928 529	to	8 590	724 908 109	to	8 120
702 260 751	to	0 850	707 441 401	to	1 687	715 128 183	to	8 330	724 937 461	to	7 670
702 410 595	to	1 050	707 441 836	to	1 940	715 144 171	to	4 470	724 976 101	to	6 130
702 660 151	to	0 540	707 958 541	to	8 570	715 197 211	to	7 570	725 163 118	to	3 151
702 723 429	to	3 450	707 960 107	to	0 160	715 595 910	to	6 180	725 398 591	to	8 800
703 004 401	to	4 820	708 059 941	to	60 000	715 941 781	to	1 810	725 464 591	to	4 920
703 083 819	to	4 020	708 115 830	to	5 860	715 962 421	to	2 480	725 738 581	to	8 730
703 432 131	to	2 230	708 116 251	to	6 310	716 298 241	to	8 510			
703 626 061	to	6 090	708 138 301	to	8 480	716 477 396	to	7 430			

—Inspection Service, 12-19-96

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, 12-19-96

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, 12-19-96

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.

005031	008598	018194	021227	021690	022315	022933	029577	060433	069426	075788	085744	092380
005122	008612	018202	021232	021709	022317	022937	029600	060640	069428	075791	088013	092465
005194	008633	018225	021237	021745	022357	022959	029606	060832	069492	075818	088137	092643
005198	008641	018423	021240	021749	022360	022969	029609	061086	069545	075854	088436	092729
005250	008708	018488	021251	021760	022382	022972	029642	061195	069590	075904	088491	092846
005453	008720	018518	021259	021784	022386	022994	029896	061523	069774	075967	088553	092900
005570	008890	018539	021264	021804	022393	023134	029932	061706	069817	076072	088593	092917
005695	009010	018599	021265	021808	022394	023297	030056	063424	069867	076074	088638	092950
005743	009032	018630	021266	021814	022402	023384	030236	063453	070047	076085	088675	093042
005746	009081	018677	021269	021848	022406	023499	030306	064011	070064	076093	089399	093046
005985	009199	018804	021283	021882	022415	023550	030414	064385	070071	076387	089402	093053
006090	009240	018854	021302	021885	022419	023562	030416	064399	070100	076402	089870	093165
006216	009251	019012	021311	021892	022431	023563	031053	064412	070159	076481	090002	093565
006289	009286	019058	021327	021895	022474	023573	031167	064478	070177	076547	090037	093578
006348	009325	019081	021329	021905	022489	024048	034024	064553	070235	076598	090049	093772
006669	009369	019108	021337	021927	022530	025125	034609	064773	070366	076609	090214	093794
006688	009699	019177	021342	021943	022544	025236	037002	064843	070372	076728	090220	093827
006689	009882	019248	021349	021946	022554	025281	038104	064926	070444	076949	090356	093973
006757	009947	019352	021369	021947	022569	025340	038262	064985	070499	077064	090390	094002
006794	010289	019403	021409	021949	022571	025412	040039	064998	070504	077097	090392	094018
006888	010635	019463	021420	021957	022575	026139	040055	065184	070522	077114	090409	094076
006929	010675	019551	021429	021961	022582	026213	040060	065277	070534	077220	090420	094084
007000	011308	019610	021433	021963	022587	026230	040066	065423	070629	077276	090509	094142
007106	012170	019617	021451	021993	022589	026318	041199	065497	070763	077298	090599	094165
007227	012210	019622	021460	022008	022630	026438	042060	065507	070920	077345	090665	094233
007293	012313	019688	021463	022030	022637	026534	043012	065632	070934	077905	090682	094244
007387	013174	019768	021475	022040	022640	027007	044010	065677	070945	078108	090775	094246
007400	014314	019880	021478	022045	022642	027236	044160	065692	071015	079147	090784	094337
008000	014471	019894	021479	022047	022690	027496	046014	066202	071192	079418	090852	094420
008008	014581	019896	021486	022060	022722	027563	046042	066342	071198	079920	090857	094445
008018	014621	020120	021487	022064	022728	027590	047016	067094	071374	079972	090888	094474
008029	014783	020316	021501	022079	022730	027602	048045	067107	071379	080047	091031	094642
008041	015117	020346	021512	022086	022746	027946	049004	067144	071388	080085	091154	094693
008068	015121	020411	021514	022105	022756	027954	049022	067166	071408	080235	091277	094697
008070	015137	020475	021520	022117	022762	028177	049038	067272	071443	080288	091283	094717
008083	015144	020487	021547	022131	022773	028316	049043	068015	071588	080353	091318	094745
008102	015170	020496	021556	022159	022775	028329	049072	068073	071685	080362	091414	094768
008117	015182	020502	021562	022176	022783	028380	049076	068095	071719	080489	091426	094799
008150	015196	021031	021566	022199	022787	028391	049078	068097	071755	080541	091449	094817
008169	015343	021035	021580	022219	022794	028422	049080	068107	071962	080570	091499	094866
008182	015446	021092	021586	022228	022795	028455	050019	068150	071985	080583	091790	094874
008188	015501	021104	021588	022236	022813	028862	050047	068164	075131	080596	091876	094958
008324	016029	021148	021611	022240	022823	028917	054086	068253	075148	080600	091937	095001
008326	016259	021168	021615	022248	022824	029159	055056	068287	075252	080604	091948	095145
008332	016275	021171	021633	022254	022834	029296	055058	068306	075292	080606	092040	095201
008378	016352	021180	021653	022258	022850	029373	055127	068353	075316	080608	092066	095259
008385	016541	021188	021659	022262	022858	029395	055180	068383	075478	080624	092123	095301
008421	016595	021197	021662	022280	022861	029434	055186	068432	075549	085016	092132	095303
008525	016873	021198	021667	022286	022877	029478	055213	068548	075555	085031	092169	095334
008536	016892	021210	021675	022301	022896	029490	056020	068626	075606	085054	092267	095362
008557	018022	021215	021681	022305	022907	029494	058004	069014	075654	085090	092328	095363
008571	018134	021223	021684	022312	022932	029517	060246	069408	075772	085696	092337	095444

095454	097105	098086	103532	105880	111537	113303	121025	132221	159004	192287	207770	221548
095456	097106	098088	103571	105945	111540	113365	121128	132223	159059	192315	207794	221607
095509	097127	098106	103576	106493	111547	113384	121193	132290	159119	192380	207797	221622
095518	097168	098113	103579	106530	111568	113467	121206	132302	159265	192411	208625	221662
095522	097189	098128	103592	106587	111602	113473	121241	132420	165031	192426	208681	222120
095545	097200	098150	103670	107147	111604	113665	122045	132423	165079	192450	208945	222209
095551	097202	098152	103721	107207	111743	113714	122198	132433	165080	192509	208976	222215
095553	097217	098218	103730	108141	111773	113746	122207	132442	165100	192544	209154	222216
095570	097280	100064	103800	108189	111774	113771	122209	133012	165122	192549	209173	222288
095591	097338	100317	103841	108477	111785	113786	122211	134002	165151	192632	209202	222289
095594	097347	100451	103894	108486	111788	113853	122212	134008	165156	192688	209243	222306
095602	097369	100535	103897	108521	111791	113872	122295	134015	165260	192691	210091	223016
095633	097376	100712	103898	108606	111847	114095	122296	135144	165286	192708	210156	223136
095649	097385	100743	103923	108625	111865	114116	122309	135186	165287	192826	210172	223150
095697	097400	100812	103991	108679	111867	114163	123047	135196	165314	192891	210224	223327
095722	097436	101237	104163	108687	111885	114164	123068	135201	165350	192933	210278	223374
095729	097440	101269	104166	108754	111911	114180	123102	135242	165383	192941	210279	224015
095779	097445	101470	104168	109213	111921	114200	123105	136021	165396	192974	210353	229036
095800	097446	101482	104187	109423	111930	114213	123142	136028	165397	192975	210387	232317
095852	097463	101533	104201	109463	111948	114242	123146	136029	165400	192996	210390	253128
095871	097485	101616	104202	109473	111958	114249	124041	136032	170114	193127	210407	253180
095926	097513	101687	104220	109527	111962	114297	124155	136033	171195	193485	210424	255072
095932	097522	101699	104238	109662	111980	114478	125064	136043	171296	193490	210434	255101
095955	097525	101711	104245	109681	111986	114516	125135	136045	172025	196168	210482	255261
095967	097526	101769	104267	109794	111991	114541	125147	136103	175055	197049	212567	257141
096038	097539	101811	104286	109896	112195	114548	125239	136109	176116	198016	212805	261003
096046	097567	101868	104287	109908	112282	114562	125267	136621	180001	198098	212817	263010
096069	097585	101979	104305	109910	112336	114566	125277	139024	180098	198115	212823	265017
096078	097589	101985	104306	110096	112477	114582	125310	139064	181001	198164	212956	266001
096146	097595	102007	104310	110110	112490	114600	125361	139140	181017	198186	220005	266004
096148	097618	102071	104330	110167	112516	115080	125385	139154	181046	200042	220085	271095
096170	097620	102163	104332	110217	112578	115224	125417	139206	187002	200105	220108	271175
096182	097637	102219	104333	110227	112595	115225	127067	139263	187008	200258	220256	272063
096238	097689	102252	104343	110330	112599	115366	127085	142163	191001	200271	220329	272169
096248	097736	102287	104351	110406	112619	115520	128111	142695	191023	200274	220348	272179
096285	097749	102362	104359	110577	112636	115608	128902	142715	191051	200513	220399	272285
096313	097768	102363	104371	110598	112663	116048	128941	142769	191054	200522	220400	273104
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912310	917273	918549	921049	926056	926558	927117	927703	928591	940566	946314	967254	995033
912317	917289	918572	921050	926061	926560	927124	927730	928626	940691	946320	967330	995068
912369	917300	918594	921071	926062	926601	927133	927751	928660	940715	946384	967342	995085
912384	917399	918599	921151	926076	926606	927147	927769	928663	940725	946394	967345	995093
912418	917492	918605	921206	926081	926612	927156	927787	928673	940751	946427	968048	995117
912428	917594	918621	921236	926089	926615	927164	927788	928682	940765	946428	968161	995133
913014	917621	918632	921263	926106	926642	927183	927808	928699	940794	946481	968220	995171
913375	917687	918653	921314	926114	926648	927184	927831	928734	940806	946504	968328	995181
913509	917705	918664	921385	926122	926667	927211	927840	928759	940817	947127	968426	995199
913515	917713	918692	921389	926128	926687	927238	927846	928767	940888	947128	968537	995243
913571	917717	918740	921513	926132	926688	927243	927851	928785	940923	948141	968620	995257
913608	917723	918744	921541	926134	926689	927250	927857	928805	940929	948159	968682	995266
913652	917729	918794	921557	926145	926698	927257	927870	928817	940939	948219	968882	995270
913743	917740	918798	921579	926149	926707	927282	927874	928830	941018	948327	969046	995293
913907	917745	918805	921610	926152	926710	927290	927888	928838	941020	948346	970065	995362
913973	917762	918825	921650	926158	926735	927297	927908	928878	941097	948364	970232	995558
914046	917766	918829	921675	926174	926746	927300	927917	930204	941113	948427	970329	995629
914141	917796	918840	921691	926202	926747	927304	927931	930324	941172	949064	970378	995632
914162	917808	918849	921775	926210	926751	927305	927943	931061	941179	949525	970536	995698
914183	917835	918857	921835	926211	926758	927310	927952	931162	941321	949718	970599	995858
914189	917837	918879	921843	926217	926761	927315	927958	931166	941346	950257	970602	995882
914333	917838	918893	921966	926228	926770	927316	927964	931411	941362	950322	970609	995911
914469	917850	918898	921977	926230	926779	927333	927966	931416	941378	950409	970620	995994
914824	917865	918931	921983	926233	926780	927337	927972	931449	941610	950613	970661	997053
914854	917885	918932	922210	926251	926797	927340	928114	931456	941777	950749	972239	997147
914867	917887	918948	922245	926260	926853	927349	928115	931591	941783	950769	972433	997245
914919	917932	918950	922288	926271	926869	927367	928127	931650	941795	950843	972819	997275
914977	917942	918970	922293	926277	926880	927382	928137	932631	941806	951062	973326	998013
915162	917998	918971	924179	926299	926893	927387	928139	933313	941820	951090	974115	998014
915210	918007	918975	924204	926311	926910	927472	928214	933446	941825	951282	974186	998156
915262	918029	920006	924269	926331	926917	927495	928215	933538	941834	951735	975029	998313
915276	918037	920019	924343	926336	926923	927498	928218	934216	941906	951806	975037	999206
915324	918046	920023	924359	926340	926937							

International Mail

IMM REVISION

Global Package Link to Canada

Effective November 1, 1996, the Individual Country Listing for Canada in the *International Mail Manual* (IMM) is amended by adding the regulations concerning Global Package Link (GPL) processing facilities, new rates for GPL to Canada, and new Ground Gateway centers. A future edition of the IMM will include this change.

International Mail Manual (IMM)

Canada

Global Package Link (620)

DELIVERY OPTIONS

[Add the following information as the third delivery option:]

Ground Gateway Service

Ground Gateway Service will offer ground service to Canada from the designated Ground Gateway facilities and ground transportation to final destination in Canada. It will receive the same expeditious customs clearance as the Ground Courier Service and normal delivery times for 95 percent of all Canadian addresses will be 3 to 8 days after dispatch from the customer's plant, depending on the location of the final destination. (For addresses in the Maritimes and extreme northern territories where distance and poor roads affect transportation, delivery times could be as long as ten days.)

PROCESSING FACILITIES

[Add the following information about Ground Gateway Centers:]

Ground Gateway Centers

Ground Gateway Service will be processed at one of two designated Ground Gateway centers: Seattle and Buffalo.

PROCESSING AND ACCEPTANCE

[Add the following information about acceptance procedures for Ground Gateway Service:]

Within 500 Miles of a Global Package Link Ground Gateway Facility

If the plant at which the customer's Global Package Link packages originate is located within 500 miles of a Global Package Link Ground Gateway, the Postal Service will verify and accept the packages at the customer's plant and transport them to the Global Package Link Ground Gateway

according to a schedule agreed upon by the Postal Service and the customer.

More Than 500 Miles From a Global Package Link Ground Gateway Facility

Customers located outside a 500-mile radius of these two Ground Gateway centers for Ground Gateway GPL service to Canada may still use the service provided they are located in a city having direct, existing Postal Service surface transportation to one of the two Ground Gateway centers. If no such existing surface transportation exists in their origin city, the mailer may drop ship, at their own expense, packages to one of the Ground Gateway centers.

INSURANCE AND INDEMNITY

[Add the following information about Ground Gateway insurance:]

Ground Gateway Service

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

Base Rates

[Replace the current discount table with the following:]

Number of Packages	Percent Discount
Up to 100,000	Base rate
100,001 and over	3% off base rates

No discount for parcel returns.

PREPARATION REQUIREMENTS

[Add the following information about preparation requirements for third service:]

Ground Gateway Service

There are no Canada-specific preparation requirements for packages sent through Ground Gateway Service. Packages weighing 1 pound or less must bear the "SMALL PACKET" marking (see 264.21).

RETURN SERVICE

A return merchandise service will be available to GPL Canada customers. The mailer or the Canadian recipient will be responsible for payment of shipment costs back to the designated Canadian return center. The return center will open and inspect the contents of each box and process for return back to the U.S., including applying for a refund of du-

ties and taxes to Revenue Canada. Upon arrival in the U.S., the parcels will be sent back to the mailer via the domestic parcel network. The return prices, per parcel, are detailed in the rate chart.

[Replace the current rate table with the following:]

Global Package Link

Canada

Weight Not Over (Pounds)	Price per Item			
	Air Courier	Ground Courier	Ground Gateway	Returns
1	\$9.15	\$7.75	\$7.50	\$6.49
2	\$10.01	\$8.49	\$7.75	\$7.16
3	\$11.53	\$9.89	\$8.00	\$7.82
4	\$13.04	\$10.79	\$8.25	\$8.49
5	\$14.56	\$11.72	\$8.50	\$9.16
6	\$15.96	\$12.65	\$9.00	\$9.83
7	\$17.46	\$13.49	\$9.50	\$10.49
8	\$18.97	\$14.33	\$10.00	\$11.16
9	\$20.47	\$15.18	\$10.50	\$11.83
10	\$21.98	\$16.01	\$11.00	\$12.50
11	\$23.32	\$16.75	\$11.50	\$13.16
12	\$24.81	\$17.60	\$12.00	\$13.83
13	\$26.32	\$18.47	\$12.50	\$14.50
14	\$27.81	\$19.32	\$13.00	\$15.17
15	\$29.31	\$20.19	\$13.50	\$15.83
16	\$30.80	\$21.53	\$14.00	\$16.50
17	\$32.31	\$22.41	\$14.50	\$17.17
18	\$33.80	\$23.29	\$15.00	\$17.84
19	\$35.29	\$24.35	\$15.50	\$18.50
20	\$36.79	\$25.23	\$16.00	\$19.17
21	\$38.02	\$25.93	\$16.50	\$19.84
22	\$39.50	\$26.80	\$17.00	\$20.50
23	\$40.99	\$27.68	\$17.50	\$21.17
24	\$42.47	\$28.56	\$18.00	\$21.84
25	\$43.97	\$29.44	\$18.50	\$22.51
26	\$45.45	\$30.31	\$19.00	\$23.17
27	\$46.59	\$31.20	\$19.50	\$23.84
28	\$48.42	\$32.07	\$20.00	\$24.51
29	\$49.91	\$32.95	\$20.50	\$25.18
30	\$51.40	\$33.83	\$21.00	\$25.84
31	\$52.50	\$34.45	\$21.50	\$26.51
32	\$53.97	\$35.31	\$22.00	\$27.18
33	\$55.46	\$36.19	\$22.50	\$27.85

Weight Not Over (Pounds)	Price per Item			
	Air Courier	Ground Courier	Ground Gateway	Returns
34	\$56.93	\$37.06	\$23.00	\$28.51
35	\$58.40	\$37.93	\$23.50	\$29.18
36	\$59.87	\$38.80	\$24.00	\$29.85
37	\$61.36	\$39.68	\$24.50	\$30.52
38	\$62.83	\$40.85	\$25.00	\$31.18
39	\$64.31	\$41.90	\$25.50	\$31.85
40	\$65.78	\$42.93	\$26.00	\$32.52
41	\$66.78	\$43.49	\$26.50	\$33.19
42	\$68.24	\$44.37	\$27.00	\$33.85
43	\$69.70	\$45.25	\$27.50	\$34.52
44	\$71.16	\$46.48	\$28.00	\$35.19
45	\$72.64	\$47.37	\$28.50	\$35.86
46	\$73.56	\$47.88	\$29.00	\$36.52
47	\$75.01	\$49.51	\$29.50	\$37.19
48	\$76.46	\$51.15	\$30.00	\$37.86
49	\$77.81	\$52.83	\$30.50	\$38.52
50	\$79.37	\$54.92	\$31.00	\$39.19
51	\$80.83	\$56.26	\$31.50	\$39.86
52	\$82.29	\$57.63	\$32.00	\$40.53
53	\$83.74	\$59.03	\$32.50	\$41.19
54	\$85.20	\$60.43	\$33.00	\$41.86
55	\$86.66	\$61.84	\$33.50	\$42.53
56	\$87.47	\$62.41	\$34.00	\$43.20
57	\$88.91	\$63.40	\$34.50	\$43.86
58	\$90.36	\$64.39	\$35.00	\$44.53
59	\$91.80	\$65.38	\$35.50	\$45.20
60	\$93.26	\$66.82	\$36.00	\$45.87
61	\$94.70	\$67.83	\$36.50	\$46.53
62	\$96.15	\$68.82	\$37.00	\$47.20
63	\$96.88	\$69.79	\$37.50	\$47.87
64	\$98.31	\$70.76	\$38.00	\$48.54
65	\$99.75	\$71.79	\$38.50	\$49.20
66	\$101.18	\$72.83	\$39.00	\$49.87

* * * * *

*IMM REVISION***International Money Order Service to Belarus**

Effective January 1, 1997, standard international money order service is available between the United States and Belarus. This service requires the use of the Authorization to Issue an International Money Order form set. Issuing clerks must follow the procedures in *International Mail Manual* (IMM) 391.

The maximum amount for a single money order payable in Belarus is \$700. The fee to purchase an Authorization to Issue an International Money Order for Belarus is \$7.50 per money order.

Revise the Individual Country Listing for Belarus in IMM Issue 17 to include standard international money order service. Revise section IMM 391.3b to include Belarus.

Issue 18 of the IMM will include these changes.

On page 41 of this *Postal Bulletin* is a revised chart of all countries that accept international postal money orders from the United States as of January 1, 1997. Post this chart to aid window clerks and postal customers. This chart replaces the chart published in *Postal Bulletin* 21926 (8-15-96).

—*International Postal Affairs,*
International Business Unit, 12-19-96

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International Postal Money Order Service (Effective January 1, 1997)

The following countries accept international postal money orders from the United States using the International Postal Money Order form MP1. The fee for this form is \$3. The maximum amount for a single money order is \$700, except as noted in parentheses.

Anguilla	Canada	Guyana (\$500)	Nigeria (\$500)
Antigua and Barbuda	Cape Verde	Honduras	Peru
Bahamas	Costa Rica	Jamaica	St. Christopher (St. Kitts) and Nevis
Barbados	Dominica	Japan	St. Lucia
Belize	Ecuador	Mali	St. Vincent and the Grenadines
Bolivia	El Salvador (\$500)	Mexico (\$500)	Sierra Leone
British Virgin Islands	Grenada	Montserrat	Trinidad and Tobago

The following countries accept international postal money orders from the United States using the Authorization to Issue an International Money Order form set. The fee for this form set is \$7.50. The maximum amount for a single money order is \$700, except as noted in parentheses

Algeria	Estonia	Lithuania	Slovak Republic (Slovakia)
Argentina	Faroe Islands	Luxembourg	Slovenia
Armenia	Finland	Malaysia	South Africa
Austria	France	Martinique	Sri Lanka
Azerbaijan (\$200)	French Guiana	Monaco	Suriname
Bangladesh	French Polynesia	Morocco	Swaziland
Belarus	Germany	Mozambique	Sweden
Belgium	Great Britain and Northern Ireland (\$200)	Namibia	Switzerland
Benin	Greece	Netherlands	Syria
Botswana	Guadeloupe	New Caledonia	Taiwan
Brazil	Hungary	Norway (\$400)	Thailand
Burkina Faso	Iceland	Paraguay	Togo
Chile	Indonesia	Philippines	Tunisia
China	Ireland	Poland	Uruguay
Colombia	Israel	Reunion	Vatican City
Corsica	Italy	St. Bartholomew	Vietnam
Cote d'Ivoire (Ivory Coast)	Korea, Republic of	St. Martin (French)	Yemen
Croatia	Latvia	St. Pierre and Miquelon	Zambia
Czech Republic	Lesotho	San Marino	Zimbabwe
Denmark	Liechtenstein	Senegal (\$500)	
Dominican Republic			
Egypt			

The former Trust Territories of the United States listed below are the only foreign countries accepting the domestic postal money order from the United States. The fee for this form is \$0.85. The maximum amount for a single money order is \$700.

The Federated States of Micronesia (Kosrae, Pohnpei, Chuuk, Yap)
The Republic of the Marshall Islands (Majuro, Ebeye)
The Republic of Palau (Koror)

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Philately

STAMP ANNOUNCEMENT 97-2

Flag Over Porch, Juke Box, and Mountain Stamps

The Postal Service will issue the 32-cent Flag Over Porch, the nondenominated First-Class letter presort rate Juke Box (value: 25 cents), and the nondenominated non-profit Mountain (value: 5 cents) stamps on January 24, 1997, in Tucson, Arizona, in conjunction with the ARIPEX Stamp Show. The stamps go on sale nationwide on January 25. No official ceremony is planned.

The Flag Over Porch stamp will be issued in new formats of a self-adhesive coil of 3,000 (Item 7969) and self-adhesive vending booklets of 15 (Item 6656) and 30 (Item 6657). The Juke Box (Item 7975A) and Mountain (Item 7982A) stamps will be issued in new formats of self-adhesive coils of 3,000. All of the stamp designs are the same as the ones currently in use for those rates, except for a date change from 1996 to 1997.

For stamp collecting purposes, customers may purchase the coil stamps and the booklet or booklet panes by ordering the stamps through the mail from:

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

or by calling 1 800 STAMP-24.

The coil stamps may also be purchased at philatelic centers nationwide.

How to Order the First Day of Issue Postmark

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

FLAG OVER PORCH STAMP and/or JUKE BOX STAMP
and/or MOUNTAIN STAMP
POSTMASTER
1501 S CHERRYBELL STRA
TUCSON AZ 85726-9998

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

After applying the first day of issue postmark, the Postal Service returns the envelopes or postcards through the mail. There is no charge for the postmark. All orders must be postmarked by April 24, 1997.

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

USA PHILATELIC CATALOG
US POSTAL SERVICE
PO BOX 57
GRAND RAPIDS MN 55744-0057

or by telephoning 1 800 STAMP-24.

First day covers remain on sale for at least one year after the stamps' issuance.

Distribution of 32-cent Flag Over Porch (Item 7969), Nondenominated Juke Box (Item 7975A), and Mountain (Item 7982A) Pressure Sensitive Coils of 3,000 Stamps

All stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive a standard distribution for these coils, rounded to the nearest master carton size (20).

The Minneapolis Information System Service Center will not use Form 3309, *Advice of Shipment/Stamp Invoice*, to distribute these coils. To obtain an initial supply, all post offices which requisition from SDOs must immediately submit a separate Form 17, *Stamp Requisition*, to their designated SDO. Post offices under the SDN concept must follow their normal procedures for acquiring supplies of these stamps. SDOs and SDNs must not distribute stamps to post offices before January 16, 1997.

Bulk Quantities

To obtain bulk quantities of these coils, all authorized CAG A-G post offices must immediately submit Forms 3356, *Stamp Requisition — Bulk Quantities*, to the Bureau of Engraving and Printing. Requisitions must be submitted in quantities of 40 coils for a maximum of 480 coils per requisition.

Less-Than-Bulk Quantities

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

Philatelic Requirements

SDOs with authorized philatelic centers must provide subsequent distribution to each philatelic center from their initial automatic distribution.

Self-Service/Vending Distribution

All SDOs and SDNs will receive distribution quantities for the following vending books:

6656	15 32-cent Flag Over Porch PSA Booklet	\$4.80
6657	30 32-cent Flag Over Porch PSA Booklet	\$9.60
6656X	15 32-cent Flag Over Porch PSA Criss-Cross Booklet	\$4.80
6657X	30 32-cent Flag Over Porch PSA Criss-Cross Booklet	\$9.60

The above products are to be distributed to Self-Service Vending Personnel.



Copyright USPS 1997

Issue:	Flag Over Porch
Denomination:	32 cents
Format:	Self-adhesive vending booklet of 15 (1 pane of 10 and 1 pane of 5 per booklet)
Item Number:	6656
Issue Date:	January 24, 1997
Nationwide Sale Date:	January 25, 1997
Issue City & State:	Tucson, AZ
Designer:	Dave LaFleur, Derby, KS
Art Director:	Richard Sheaff, Norwood, MA
Typographer:	Richard Sheaff, Norwood, MA
Modeler:	Peter Cocci
Manufacturing Process:	Gravure
Printer:	Bureau of Engraving and Printing
Colors (PMS Colors):	Tan, light blue, blue, red, and brown
Size:	0.71 x 0.82 in/18.02 x 20.81 mm (image area) 0.87 x 0.96 in/22.08 x 24.37 mm (overall) 1.74 x 3.47 in/44.16 x 88.07 mm (full pane)
Plate Numbers:	Five single digits

Issue:	Flag Over Porch
Denomination:	32 cents
Format:	Self-adhesive vending booklet of 30 (3 panes of 10 each per booklet)
Item Number:	6657
Issue Date:	January 24, 1997
Nationwide Sale Date:	January 25, 1997
Issue City & State:	Tucson, AZ
Designer:	Dave LaFleur, Derby, KS
Art Director:	Richard Sheaff, Norwood, MA
Typographer:	Richard Sheaff, Norwood, MA
Modeler:	Peter Cocci
Manufacturing Process:	Gravure
Printer:	Bureau of Engraving and Printing
Colors (PMS Colors):	Tan, light blue, blue, red, and brown
Size:	0.71 x 0.82 in/18.02 x 20.81 mm (image area) 0.87 x 0.96 in/22.08 x 24.37 mm (overall) 1.74 x 5.36 in/44.16 x 136.04 mm (full pane)
Plate Numbers:	Five single digits



Copyright USPS 1997

Issue:	Flag Over Porch
Denomination:	32 cents
Format:	Self-adhesive coil of 3,000
Item Number:	7969
Issue Date:	January 24, 1997
Nationwide Sale Date:	January 25, 1997
Issue City & State:	Tucson, AZ
Designer:	Dave LaFleur, Derby, KS
Art Director:	Richard Sheaff, Norwood, MA
Typographer:	Richard Sheaff, Norwood, MA
Modeler:	Peter Cocci
Manufacturing Process:	Gravure
Printer:	Bureau of Engraving and Printing
Colors (PMS Colors):	Tan, light blue, blue, red, and brown
Size:	0.71 x 0.82 in/18.02 x 20.81 mm (image area) 0.87 x 0.96 in/22.08 x 24.37 mm (overall)
Plate Numbers:	Five single digits



Copyright USPS 1997

Issue:	Juke Box
Denomination:	Nondenominated (Value: 25 cents)
Format:	Self-adhesive coil of 3,000
Item Number:	7975A
Issue Date:	January 24, 1997
Nationwide Sale Date:	January 25, 1997
Issue City & State:	Tucson, AZ
Designer:	Bill Nelson, Richmond, VA
Art Director:	Carl Herrman, Ponte Vedra Beach, FL
Typographer:	John Boyd, Anagraphics, New York, NY
Modeler:	Peter Cocci
Manufacturing Process:	Gravure
Printer:	Bureau of Engraving and Printing
Colors (PMS Colors):	Process magenta, cyan, yellow, black, green (PMS 3155C), and purple (PMS 522c)
Size:	0.71 x 0.82 in/18.02 x 20.81 mm (image area) 0.87 x 0.96 in/22.08 x 24.37 mm (overall)
Plate Numbers:	Six single digits



Copyright USPS 1997

Issue:	Mountain
Denomination:	Nondenominated (Value: 5 cents)
Format:	Self-adhesive coil of 3,000
Item Number:	7982A
Issue Date:	January 24, 1997
Nationwide Sale Date:	January 25, 1997
Issue City & State:	Tucson, AZ
Designer:	Tom Engeman, Carbondale, CO
Art Director:	Phil Jordan, Falls Church, VA
Typographer:	Phil Jordan, Falls Church, VA
Modeler:	Peter Cocci
Manufacturing Process:	Gravure
Printer:	Bureau of Engraving and Printing
Colors (PMS Colors):	Magenta, yellow, light blue (PMS 305c), and purple (PMS 2725c)
Size:	0.71 x 0.82 in/18.02 x 20.81 mm (image area) 0.87 x 0.96 in/22.08 x 24.37 mm (overall)
Plate Numbers:	Four single digits

—Stamp Services, Marketing, 12-19-96

Self-Service/Vending Distribution for Yellow Rose Stamp

In addition to Stamp Announcement 96-42, Yellow Rose Stamp (*Postal Bulletin* 21929 (9-26-96)), stamp distribution offices and stamp distribution networks will receive three distributions of the vendable Yellow Rose self-adhesive booklet. The first shipment of the self-adhesive vending booklets of 15 (Items 6684 and 6684X) and booklets of 30 (Items 6685 and 6685X) will be completed by January 30, 1997. For stamp collecting purposes, customers may purchase the vending booklets from:

PHILATELIC FULFILLMENT SERVICE CENTER
US POSTAL SERVICE
PO BOX 419636
KANSAS CITY MO 64141-6636
or by calling 1 800 STAMP-24.

These booklets can be sold upon arrival. The first day of issue for the Yellow Rose Stamp was October 24, 1996.

—Self-Service, Retail, 12-19-96

Pictorial Cancellations Announcement 96-25

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).

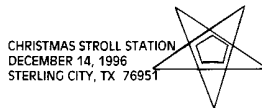
After applying the pictorial cancellation, the Postal Service returns the envelope or postcard through the mail. Customers who want their serviced item returned under protected cover should include a larger, stamped, self-addressed envelope.



December 1-31, 1996
 STAR STATION
 POSTMASTER
 PO BOX 9998
 STAR NC 27356-9998



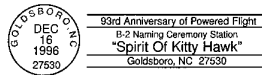
January 11 & 12, 1997
 SNOWPEX STATION
 POSTMASTER
 PO BOX 9998
 MINNEAPOLIS MN 55403-9998



December 14, 1996
Eastern Star Chapter 29
 CHRISTMAS STROLL STATION
 POSTMASTER
 PO BOX 9998
 STERLING CITY TX 76951-9998



January 20, 1997
 INAUGURATION DAY STATION
 POSTMASTER
 PO BOX 9998
 HOPE AR 71801-9998



December 16, 1996
First Flight Society
 B-2 NAMING CEREMONY STATION
 POSTMASTER
 PO BOX 9998
 GOLDSBORO NC 27530-9998



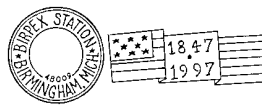
January 20, 1997
 INAUGURATION DAY STATION
 POSTMASTER
 PO BOX 9998
 WASHINGTON DC 20066-9998



December 17, 1996
First Flight Society
 WRIGHT BROTHERS STATION
 POSTMASTER
 PO BOX 9998
 KILL DEVIL HILLS NC 27948-9998



January 20, 1997
 INAUGURATION DAY STATION
 POSTMASTER
 PO BOX 9998
 CARTHAGE TN 37030-9998



January 4 & 5, 1997
 BIRPEX STATION
 POSTMASTER
 PO BOX 9998
 BIRMINGHAM MI 48009-9998



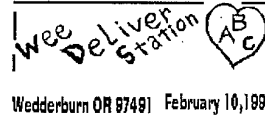
January 25, 1997
 CHARLES CURTIS STATION
 POSTMASTER
 424 S KANSAS AVE
 TOPEKA KS 66603-9611



☆ BERLIN CENTENNIAL ☆
CELEBRATION STATION
1897-1997
FEBRUARY 2, 1997
BERLIN, NH 03570

February 2, 1997

City of Berlin
BERLIN CENTENNIAL CELEBRATION
STATION
POSTMASTER
15 MOUNT FORIST ST
BERLIN NH 03570-9998



February 10, 1997

WEE DELIVER STATION
POSTMASTER
RILEY CREEK ELEMENTARY
WEDDERBURN OR 97491-9998



February 7-17, 1997

VALENTINE STATION
POSTMASTER
PO BOX 9998
HARTVILLE WY 82215-9998



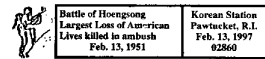
February 10, 1997

MELROSE AREA STATION
POSTMASTER
PO BOX 9998
MELROSE MN 56352-9998

(ARTWORK UNAVAILABLE)

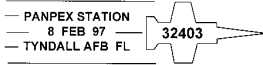
February 8, 1997

STAMP SHOW STATION
POSTMASTER
240 W NEW YORK AVE
DELAND FL 32720-9998



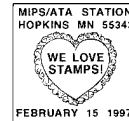
February 13, 1997

KOREAN STATION
POSTMASTER
40 MONTGOMERY ST
PAWTUCKET RI 02860-9998



February 8 & 9, 1997

PANPEX STATION
POSTMASTER
730 SUWANNEE ST
TYNDALL AFB FL 32403-5439



February 15 & 16, 1997

MIPS/ATA STATION
POSTMASTER
PO BOX 9998
HOPKINS MN 55343-9998



February 9, 1997

EAGAN GRAND OPENING STATION
POSTMASTER
PO BOX 9998
EAGAN MN 55121-9998



February 22, 1997

175TH ANNIVERSARY STATION
POSTMASTER
3235 UNION ST
NORTH CHILI NY 14514-9998

Post Offices

Post Office Changes Number 17

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	010740	35023	AL	Bessemer	Jefferson	Main Office	Post Office	7/1/97	Establish a new ZIP Code for a delivery area. Use Bessemer AL 35022 as last line of address for a portion of the addresses previously in ZIP Code 35023.
New	010740	35022	AL	Bessemer	Jefferson	Main Office	Post Office	7/1/97	
Old	017050	35653	AL	Russellville	Franklin	Main Office	Post Office	7/1/97	Establish a new ZIP Code for a delivery area. Use Russellville AL 35654 as last line of address for a portion of the deliveries previously in ZIP Code 35653.
New	017050	35654	AL	Russellville	Franklin	Main Office	Post Office	7/1/97	
Old	115265	32060	FL	Live Oak	Suwannee	Main Office	Post Office	1/1/97	Establish a new ZIP Code for post office boxes. Use Live Oak FL 32064 as last line of address for post office boxes previously in ZIP Code 32060.
New	115265	32064	FL	Live Oak	Suwannee	Main Office	Post Office	1/1/97	
Old	120187		GA	Alpharetta	Fulton	Main Office	Post Office	11/30/96	Establish a new ZIP Code for post office boxes. Establish a new classified branch. Use Alpharetta GA 30023 as last line of address.
New	120187	30023	GA	Alpharetta	Fulton	Webb Bridge Branch	Classified Branch	11/30/96	
Old	157325	83854	ID	Post Falls	Kootenai	Main Office	Post Office	5/1/97	Establish a new ZIP Code for post office boxes. Use Post Falls ID 83877 as last line of address for post office boxes previously in ZIP Code 83854.
New	157325	83877	ID	Post Falls	Kootenai	Main Office	Post Office	5/1/97	
Old	164410	60439	IL	Lemont	Will	Bolingbrook	Classified Branch	7/1/96	Establish a new ZIP Code for a delivery area. Use Bolingbrook IL 60490 as last line of address for a portion of the deliveries previously in ZIP Code 60439.
New	164410	60490	IL	Lemont	Will	Bolingbrook	Classified Branch	7/1/96	
Old	276331	38657	MS	Pleasant Grove	Panola	Main Office	Post Office	8/24/96	Post office and ZIP Code discontinued. Establish a place name. Pleasant Grove MS becomes an acceptable last line of address for use with ZIP Code 38666.
New	277176	38666	MS	Sardis	Panola	Pleasant Grove	Place Name	8/24/96	
Old	351005	12026	NY	Brookview	Rensselaer	Main Office	Post Office	7/27/96	Post office and ZIP Code discontinued. Establish a place name. Brookview NY becomes an acceptable last line of address for use with ZIP Code 12033.
New	351270	12033	NY	Casleton	Rensselaer	Brookview	Place Name	7/27/96	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	351960	12192	NY	Coxsackie	Greene	West Coxsackie	Community Post Office	12/14/96	Community post office discontinued. Retain ZIP Code. West Coxsackie post office boxes relocated to Coxsackie Post Office. Continue to use West Coxsackie NY 12192 as last line of address.
New	351960	12192	NY	Coxsackie	Greene	West Coxsackie	Place Name	12/14/96	
Old	356045	12135	NY	Norton Hill	Greene	Main Office	Post Office	12/7/96	Post office and ZIP Code discontinued. Establish a place name. Norton Hill NY becomes an acceptable last of address for use with ZIP Code 12083.
New	353405	12083	NY	Greenville	Greene	Norton Hill	Place Name	12/7/96	
Old	376976	58360	ND	Overly	Bottineau	Main Office	Post Office	11/9/96	Post office and ZIP Code discontinued. Establish a place name. Overly ND becomes an acceptable last line of address for use with ZIP Code 58384.
New	376976	58384	ND	Willow City	Bottineau	Overly	Place Name	11/9/96	
Old	377088	56755	MN	Pembina	Kittson	Saint Vincent	Community Post Office	6/15/96	Community post office discontinued. Establish a place name. Continue to use Saint Vincent MN 56755 as last line of address.
New	377088	56755	MN	Pembina	Pembina	Saint Vincent	Place Name	6/15/96	
Old	475460	37355	TN	Manchester	Manchester	Main Office	Post Office	2/1/97	Establish a new ZIP Code for post office boxes. Use Manchester TN 37349 as last line of address for post office boxes previously in ZIP Code 37355.
New	475460	37349	TN	Manchester	Manchester	Main Office	Post Office	2/1/97	
Old	476264	37825	TN	New Tazewell	Claiborne	Main Office	Post Office	2/1/97	Establish a new ZIP Code for post office boxes. Use New Tazewell TN 37824 as last line of address for post office boxes previously in ZIP Code 37825.
New	476264	37824	TN	New Tazewell	Claiborne	Main Office	Post Office	2/1/97	
Old	477776	37160	TN	Shelbyville	Bedford	Main Office	Post Office	2/1/97	Establish a new ZIP Code for post office boxes. Use Shelbyville TN 37162 as last line of address for post office boxes previously in ZIP Code 37160.
New	477776	37162	TN	Shelbyville	Bedford	Main Office	Post Office	2/1/97	
Old	478006	37379	TN	Soddy Daisy	Hamilton	Main Office	Post Office	2/1/97	Establish a new ZIP Code for post office boxes. Use Soddy Daisy TN 37384 as last line of address for post office boxes previously in ZIP Code 37379.
New	478006	37384	TN	Soddy Daisy	Hamilton	Main Office	Post Office	2/1/97	
Old	511758	23831	VA	Chester	Chesterfield	Main Office	Post Office	7/1/97	Establish a new ZIP Code for a delivery area. Use Chester VA 23836 as last line of address for a portion of the deliveries previously in ZIP Code 23831.
New	511758	23836	VA	Chester	Chesterfield	Main Office	Post Office	7/1/97	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	519132	24596	VA	Turbeville	Halifax	Main Office	Post Office	6/1/96	Post office and ZIP Code discontinued. Establish a place name. Turbeville VA becomes an acceptable last line of address for use with ZIP Code 24592.
New	518400	24592	VA	South Boston	Halifax	Turbeville	Place Name	6/1/96	

—Address Management, Operations Support, 12-19-96

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This office
will be closed
Wednesday,
January 1, 1997,
to celebrate
New Year's Day.

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This office
will be closed
Wednesday,
January 1, 1997,
to celebrate
New Year's Day.

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This office
will be closed
Monday,
January 20, 1997,
to observe
Martin Luther King, Jr's
Birthday.

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This office
will be closed
Monday,
January 20, 1997,
to observe
Martin Luther King, Jr's
Birthday.

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Postal Employees

1997 Pay Dates, Organization Dues, and Leave Year

The following chart lists the pay periods for 1997. For the convenience of timekeepers, each biweekly pay period appears as two separate weeks, with the beginning and ending dates indicated for each week.

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

The leave year always begins the first day of the first full pay period in the calendar year. The 1997 leave year begins Pay Period 2, January 4, 1997, and extends for 26 full pay periods, ending January 2, 1998 (Pay Period (01-98)).

1997 Pay Period Inclusive Dates

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

1998 Pay Periods Begin

Pay Period	Week One	Week Two	Pay Date	Holidays
*01	12-20 to 12-26	12-27 to 01-02	01-09	12-25, 01-01
02	01-03 to 01-09	01-10 to 01-16	01-23	

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Relocation — Delay In Processing Relocation Vouchers

In order to process the required reports and documentation for relocation benefits paid in calendar year 1996, relocation vouchers will not be processed beginning December 31, 1996, through January 10, 1997. However, during this time period, relocation vouchers and other pertinent relocation documentation may still be forwarded to the

San Mateo Accounting Service Center (SMASC). The SMASC will begin processing relocation vouchers promptly after the 1996 relocation reporting requirements are complete.

—*National Accounting, Finance, 12-19-96*

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NOTICE TO ALL EMPLOYEES

THRIFT SAVINGS PLAN FACT SHEET

C, F, and G Fund Monthly Returns

Released December 10, 1996

MONTHS	C	F	G
1989 JAN.–DEC. %	31.03	13.89*	8.81
1990	-3.15	8.00*	8.90
1991	30.77	15.75	8.15
1992	7.70	7.20	7.23
1993	10.13	9.52	6.14
1994	1.33	-2.96	7.22
1995	37.41	18.31	7.03
1995			
DECEMBER	1.92	1.39	.50
1996			
JANUARY	3.41	.66	.49
FEBRUARY	.91	-1.75	.46
MARCH	.97	-.68	.54
APRIL	1.47	-.56	.54
MAY	2.56	-.11	.58
JUNE	.38	1.34	.57
JULY	-4.39	.27	.58
AUGUST	2.07	-.18	.58
SEPTEMBER	5.60	1.72	.58
OCTOBER	2.74	2.21	.58
NOVEMBER	7.54	1.69	.53
LAST 12 MONTHS	27.72	6.08	6.73

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

The C Fund is invested in the Barclays Equity Index Fund, which tracks the S&P 500 stock index. The F Fund is invested in the Barclays U.S. Debt Index Fund, which tracks the Lehman Brothers Aggregate Bond index. Because of expenses and changing balances in the C and F Funds, their returns vary from Barclays' returns. The G Fund is invested in special issues of U.S. Treasury securities.

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

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

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

Federal Retirement Thrift Investment Board



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

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WASHINGTON DC 20260-1540

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USPS
Permit No. G-10

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Postal Facility Name _____

Delivery Address _____

City _____ State _____ ZIP+4 _____

Person to Contact _____

() _____

Daytime Telephone _____

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

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