

POSTAL BULLETIN

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The *Postal Bulletin* is also available on the World Wide Web at <<http://www.usps.gov>>.

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Quarterly Index	PB 21962 (1-1-98)
1996 Annual Index	PB 21936 (1-2-97)

Administrative Services

Transportation — Use of Government Rates

The General Services Administration (GSA) permits Postal Service travelers to use, for official business travel, government rates for air and rail transportation. Government rates are negotiated by GSA with the transportation providers. GSA advises that Postal Service travelers are expected to abide by the terms of the GSA-negotiated contracts in order to use government rates. Postal Service travelers also are expected to use the travel management companies contracted by the Postal Service to secure the transportation.

GSA has advised that some travelers are using government contract negotiated rates for personal use. The contract administrator cited as an example a traveler residing in Washington, DC, with official business in Dallas, Texas. The only authorized government rate is Washington to Dallas. If the traveler decided to return to Washington via Kansas City, GSA believes that the entire Dallas-Kansas City-Washington segment is to be booked at commercial rates. Of course, Postal Service policy will only permit reimbursement at the round-trip, government-contracted fares.

GSA also advises that airlines with the paired city contract should be the traveler's first choice of air travel. This is applicable in markets with competing air carriers. GSA cited as an example, travel from Washington, DC, to New York's LaGuardia Airport. The city contract carrier is Delta, while USAir competes in the market. In this case, Delta should be the preferred carrier, although fares are identical.

It is the traveler's responsibility to comply with the terms of the applicable contracts. Travelers should advise the travel management company of official business versus personal travel and attempt to use the "city pairs" contract carrier.

—*Corporate Accounting, Controller, 1-1-98*

FirstClass PhoneCard™ IVR Notification

Due to changes in managing the inventory of the First-Class PhoneCard, it is no longer necessary to contact the **POSTAL** IVR system upon receipt of phone card shipments. This option is being deleted from the menu of the IVR system effective December 31, 1997. It is still necessary to batch activate phone cards for vending machines and special events only, by contacting the **AMEX** IVR system at 1-800-658-4039.

—*NTC, New Businesses, Marketing, 1-1-98*

Change in FirstClass PhoneCard Alliance

On December 22, 1997, SmarTalk, a leading provider of prepaid phone cards, acquired American Express Telecom, Inc., the subsidiary of American Express Travel Related Services Company, Inc., which distributes the FirstClass PhoneCard™ with the Postal Service. There will be no changes to the FirstClass PhoneCard procedures as a result of this purchase. Neither postal employees who sell nor customers who purchase this product will notice a difference. It is business as usual. Continue to sell FirstClass PhoneCards as in the past.

—*NTC, New Businesses, Marketing, 1-1-98*

MESSAGE FROM THE INSPECTOR GENERAL

KARLA W. CORCORAN
INSPECTOR GENERAL



January 1, 1998

Dear Postal Colleagues:

As we start a new year, I would like to share with you some information about the Office of Inspector General (OIG) for the United States Postal Service (USPS). In September 1996, Congress created the OIG, which reports directly to the nine Governors and is independent of postal management. On January 6, 1997, I was sworn in as Inspector General for a 7-year term. Prior to my appointment, the Chief Postal Inspector served as the Inspector General.

This past year, I have had the unique opportunity to establish an organization that can significantly contribute to the USPS by helping to improve operations and services, achieve *CustomerPerfect!* goals, and promote employee and process integrity through audits, investigations, and consulting services. The OIG also has specific statutory oversight responsibility for all activities of the Postal Inspection Service.

Auditors, evaluators, and special agents perform the fact-finding and investigative duties of the OIG. Auditors and evaluators review postal operations, provide consulting services, conduct systemic audits, help protect postal revenue, and ensure the integrity of the financial statements of the USPS. Special agents investigate alleged violations of criminal, civil, and administrative law, and apprehend violators of the law. Frequently, investigations are conducted jointly with the Postal Inspection Service and other law enforcement organizations.

To fulfill its mission, the OIG needs to obtain information, documents, and records from USPS employees. By law, OIG personnel are authorized unrestricted access to all records and documents relating to an audit or investigation, as denoted on individual credentials, which bear the OIG seal, employee photo, and signature. Accordingly, the *Administrative Support Manual* (ASM 11, section 211.3, currently under revision) places no restrictions on access to records for work performed under authority of the Inspector General Act. USPS policy requiring employee cooperation is in the *Employee Labor Relations Manual* (ELM section 666.6).

All of us have a stake in maintaining public confidence in the efficiency and integrity of the USPS. Working together we will make a difference!

Thank you,

A handwritten signature in black ink that reads "Karla W. Corcoran".

Karla W. Corcoran



To report fraud, waste, or abuse,
call the OIG Hotline: 1-888-USPS-OIG (1-888-877-7644); or
write: OIG Hotline, 1735 North Lynn Street, Arlington, VA 22209-2005.



Customer Relations

Mail Alert

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

1 million pieces or more, should contact Customer Relations Program Management at 202-268-3612 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
ONSAT	First Class ltr	Dec. 26–Jan. 1	2.3	Nationwide	CR-RT	Naham Printing, 6'' x 4 1/4''
Current Valentine 1998	Standard A/flat	Dec. 26–Jan. 2	2.8	Nationwide	CR-RT, 3/5-Digit, basic	8'' x 10''
Carol Wright Health	Standard A	Dec. 29–Jan. 2	1.3	Nationwide	CR-RT, 3/5-Digit, basic	6'' x 9'' pink/blue envelope
Carol Wright Gifts	Standard A	Dec. 29–Jan. 2	5.5	Nationwide	CR-RT, 3/5-Digit, basic	Multi-color 1/2 price sale
ESPN Magazine	Standard A/ltr	Dec. 29–Jan. 9	1.1	Nationwide	CR-RT, 3/5-Digit, basic	6'' x 9'' direct mail
Auditors Acknowledgement	Standard A/flat	Dec. 31–Jan. 2	3.4	Nationwide	CR-RT, 3/5-Digit, automated	white, window flat, bulk rate indicia
Millionaire's Club	Standard A/flat	Dec. 31–Jan. 2	10.3	Nationwide	CR-RT, 3/5-Digit, automated	green window envelope w/bulk rate indicia
Tandy Radio Shack	Standard A/flat	Dec. 31–Jan. 3	9.2	Nationwide	CR-RT	RR Donnelley
JCPenney Infants & Baby	Standard A/catalog	Dec. 31–Jan. 3	1.5	Nationwide	CR-RT	World Color
JCPenney Spring Bridal	Standard A/catalog	Dec. 31–Jan. 3	1.9	Nationwide	CR-RT	World Color
JCPenney Spring Big & Tall Men	Standard A/catalog	Dec. 31–Jan. 3	4.2	Nationwide	CR-RT	World Color
The Territory Ahead	Standard A/flat	Jan. 2	1.0	Nationwide	CR-RT, 3/5-Digit, basic	8 3/4'' x 10''
The Ultimate Winter Sale	Standard A/flat	Jan. 2–4	4.5	Nationwide	CR-RT, 3/5-Digit, basic	RR Donnelley
JCPenney Styling Salon	Standard A/Postcard	Jan. 2–5	2.0	Nationwide	CR-RT	Sleepeck
Current Valentine 2 1998	Standard A/flat	Jan. 2–7	2.4	Nationwide	CR-RT, 3/5-Digit, basic	8'' x 10''
Carol Wright	Standard A/ltr	Jan. 5–10	25.0	Nationwide	CR-RT	6'' x 9'' natural kraft envelope
Carol Wright	Standard A	Jan. 5–10	30.0	Nationwide	CR-RT	Time Sensitive
LL Bean Inc	Standard A/flat	Jan. 6–8	5.5	Nationwide	CR-RT, 5-Digit, basic	7 7/8'' x 8 15/16'' 176pp
JCPenney Maternity	Standard A/catalog	Jan. 8–10	1.0	Nationwide	CR-RT	World Color
JCPenney Spring Uniforms	Standard A/catalog	Jan. 8–10	3.1	Nationwide	CR-RT	World Color

JCPenney Clearance	Standard A/ catalog	Jan. 8-10	2.8	Nationwide	CR-RT	Perry Printing
The Company Store/Kitchen & Home	Standard A/ catalog	Jan. 12-15	5.8	Nationwide	CR-RT, presorted	Quad/Graphics Saratoga Springs, NY
Billy Graham Letter	Standard A/ltr	Jan. 12-23	2.2	Nationwide	Barcode, 3/5-Digit, basic	3 7/8'' x 7 1/8'' Mpls, MN
JCPenney Spring Home	Standard A/ catalog	Jan. 15-17	3.0	Nationwide	CR-RT	World Color
JCPenney Men's Work Wear	Standard A/ catalog	Jan. 15-17	1.5	Nationwide	CR-RT	World Color

—Sales, 1-1-98

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January 1998

Have You Seen Any of These Children?

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



Ashley Conroy
Born: 5/6/93
Date Missing: 12/14/93
Missing
From: Kansas City, MO



Jennifer Conroy
Born: 5/7/78
Date Missing: 12/14/93
Missing
From: Kansas City, MO



Thomas Roberts
Born: 2/1/83
Date Missing: 12/27/96
Missing
From: St. Petersburg, FL



Lucia Torres
Born: 2/26/82
Date Missing: 8/1/97
Missing
From: Kansas City, KS



Kristin Parsons
Born: 11/5/80
Date Missing: 7/1/97
Missing
From: Laguna Beach, CA



Shannon VerHage
Born: 6/15/96
Date Missing: 6/3/97
Missing
From: Cedar Springs, MI

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

Missing Children Poster Display Instructions

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

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

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

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

January 1998

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Dean Rino
 Born: 1/27/93
 Date Missing: 1/3/97
 Missing
 From: Colorado Springs, CO



Aja Grant
 Born: 5/9/80
 Date Missing: 8/27/96
 Missing From: Irvington, NJ



Lisa Catherine Muniz
 Born: 3/13/95
 Date Missing: 2/8/97
 Missing From: Whittier, CA



Maria Constance Muniz
 Born: 10/19/93
 Date Missing: 2/8/97
 Missing From: Whittier, CA



Kaelin Glazier
 Born: 5/1/81
 Date Missing: 11/6/96
 Missing From: Ruch, OR



Angel Kowalski
 Born: 8/26/79
 Date Missing: 11/8/96
 Missing From: Goddard, KS

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Michelle Sheehy
Born: 12/23/79
Date Missing: 2/4/93
Missing From: Glendale, AZ



Jamie Nicole Babb
Born: 4/10/84
Date Missing: 10/23/96
Missing From: Las Vegas, NV



Julio Ariel Gutierrez
Born: 1/24/85
Date Missing: 8/1/94
Missing From: Daly City, CA



Aja Morse
Born: 12/17/86
Date Missing: 12/13/96
Missing From: La Mesa, CA



Syna Morse
Born: 9/24/88
Date Missing: 12/13/96
Missing From: La Mesa, CA



Alixander Morse
Born: 5/29/91
Date Missing: 12/13/96
Missing From: La Mesa, CA

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Domestic Mail

DMM REVISION

System Certification Program Discontinued

Effective December 18, 1997, *Domestic Mail Manual* (DMM) P710.4.4, P720.2.5, and P730.2.3 are removed to reflect the discontinuation of Stage 1, System Certification Program.

This revision will appear in DMM Issue 54 (scheduled for release on July 1, 1998).

Domestic Mail Manual (DMM)

P	Postage and Payment Methods	*	*	*	*	*
P700	Special Postage Payment Systems					
P710	Manifest Mailing System (MMS)	*	*	*	*	*
4.0	AUTHORIZATION	*	*	*	*	*

[Remove 4.4; redesignate current 4.5, 4.6, 4.7, 4.8, 4.9, and 4.10 as 4.4, 4.5, 4.6, 4.7, 4.8, and 4.9 respectively; no other changes.]

P720	Optional Procedure (OP) Mailing System	*	*	*	*	*
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2.0	AUTHORIZATION	*	*	*	*	*
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[Remove 2.5; redesignate current 2.6, 2.7, 2.8, and 2.9 as 2.5, 2.6, 2.7, and 2.8 respectively; no other changes.]

*	*	*	*	*	*	*
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P730	Alternate Mailing Systems (AMS)	*	*	*	*	*
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2.0	AUTHORIZATION	*	*	*	*	*
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[Remove 2.3; redesignate current 2.4, 2.5, 2.6, 2.7, 2.8, and 2.9 as 2.3, 2.4, 2.5, 2.6, 2.7, and 2.8 respectively; no other changes.]

*	*	*	*	*	*	*
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—Mail Preparation and Standards,
Marketing Systems, 1-1-98

Finance

Handbook AS-701 on Intranet

The September 1997 edition of Handbook AS-701, *Material Management*, is available on the Intranet. Click on "Corporate Information," then "Policies and Procedures," then "Handbooks" to access the handbook. This edition includes all material management changes published in the *Postal Bulletin* since March 1995.

—*Purchasing and Materials, 1-1-98*

Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

Foreign Order No. 410

Keep all foreign order notices for use as reference.

Tentative Orders

A Tentative Lottery Order has been issued against the following:

Canada

MONEY LIST OFFICE
549 COLUMBIA STREET
PO BOX 250 STN MAIN
NEW WESTMINSTER BC V3L 4Y6
CANADA

Final Orders

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

Australia

ALA
GPO BOX 58
BRISBANE QLD 4001
AUSTRALIA
AUSSIE WIN
POST OFFICE BOX 19
WAVELL HEIGHTS QLD 4012
AUSTRALIA

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

POSTMASTER
CLAIMS AND INQUIRY
JAMES A FARLEY BLDG RM 2029-A
NEW YORK NY 10199-9652

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, 1-1-98

Withholding of Mail Orders

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

State/City	Names Covered
DE, Wilmington 19802-3406	The Surname Krysa, 2409 N. Jefferson Street
GA, Atlanta 30355-3296	Any And All Known And Unknown Names Except James Michael Clark, Scott B. Clark, and Frances Joyce Willis, P.O. Box 550796
GA, Atlanta 30324-3012	Any And All Known And Unknown Names Except James Michael Clark and Blue Moon, 2625 Piedmont Road, Suite 56, Box 261
IL, Chicago 60614-4329	Michael Dalworth, Anixeter International Corp., Anixeter International Network Corp., 858 W. Armitage, #133
NC, Vandemere 28587-0073	Any And All Names Other Than The Surnames Durden And Zayas, P.O. Box 73
NC, Vandemere 28587-0402	Any And All Names Other Than The Surnames Jarvis And Shaw, P.O. Box 402
VA, Virginia Beach 23456-2124	Any And All Of Various Names Other Than The Surname Keeton, 631 Orangewood Drive

—Judicial Officer, 1-1-98

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.

The *Postal Bulletin* is available on the World Wide Web on the U.S. Postal Service home page at <http://www.usps.gov>. To access a *Postal Bulletin*, go to

"Business," then to "Business Publications," and then to "The Postal Bulletin."

The *Postal Bulletin* is also available on the Postal Service Intranet. Click on "Corporate Information," then "Policies and Procedures," then "Postal Bulletin."

Back issues through *Postal Bulletin* 21883A (1-1-95) are available for downloading, as are the 1995 and 1996 annual indexes. Once downloaded, the *Postal Bulletin*, including all forms and posters, may be read and printed.

210 221 0548 to	391 104 6146 to	6199	405 325 0188 to	0198	420 277 0015 to	0049
210 221 0599	391 574 1466 to	1499	406 009 4587 to	4599	420 599 0734 to	0798
273 775 7700 to	391 783 3020 to	3599	406 260 6830 to	6899	420 661 4115 to	4199
273 775 7899	391 792 6100 to	6199	406 459 6641 to	6999	420 758 9500 to	9699
302 000 0000 to	392 668 2956 to	2999	406 733 3000 to	3999	420 969 3951 to	3971
302 123 9999	392 854 8500 to	8899	407 545 1557 to	1599	420 969 3973 to	3999
349 746 2056 to	393 584 7566 to	7699	407 594 0412 to	0599	421 116 3565 to	3599
2099	393 650 0074 to	0099	407 692 9100 to	9299	421 130 9300 to	9399
350 518 7350 to	393 838 8316 to	8499	407 959 2190 to	2199	421 313 4500 to	4999
7374	393 893 6007 to	6099	408 265 2275 to	2288	421 364 5537 to	5599
360 011 1690 to	394 126 6907 to	6999	408 499 7700 to	7799	421 656 2609 to	2699
360 168 6008 to	394 189 0405 to	0599	408 499 7900 to	7999	421 988 9700 to	9799
360 173 8800 to	394 822 3243 to	3278	408 682 8484 to	8599	422 172 4667 to	4699
362 861 3064 to	394 990 1810 to	1899	408 698 7015 to	7099	422 484 4212 to	4299
373 006 2176 to	395 343 3264 to	3299	409 072 3941 to	3999	422 556 1270 to	1299
2199	395 373 3035 to	3099	410 491 2311 to	2399	422 587 7024 to	7099
374 768 2600 to	395 396 9649 to	9799	410 694 8400 to	8599	422 819 7533 to	7599
375 169 4400 to	395 970 3240 to	3299	410 775 1500 to	1599	422 842 5073 to	5087
375 829 3400 to	397 622 4054 to	4099	410 795 7927 to	7999	422 907 7563 to	7599
375 851 9100 to	397 819 8902 to	8999	410 867 0917 to	0966	424 500 6050 to	6099
376 196 0911 to	398 149 7200 to	7699	410 867 0970 to	0999	424 641 8500 to	8599
378 085 3679 to	399 070 0872 to	0899	411 868 1023 to	1199	424 871 6600 to	6699
378 351 1063 to	399 156 7119 to	7199	411 922 2322 to	2399	425 298 2352 to	2399
379 843 5100 to	399 203 5064 to	5099	412 193 0900 to	0999	425 418 4269 to	4299
380 093 9600 to	399 296 9910 to	9999	412 395 8599 to	8699	425 418 4405 to	4499
9699	399 396 8935 to	8999	412 485 6500 to	6599	426 547 4566 to	4599
380 165 1165 to	399 792 7775 to	7799	412 485 6610 to	6699	427 412 6337 to	6499
381 325 4500 to	399 792 8300 to	8399	412 885 5953 to	5999	427 481 0900 to	0999
381 604 2510 to	400 427 1051 to	1999	414 193 3608 to	3674	428 027 2742 to	2752
381 645 9525 to	401 045 1505 to	1549	414 193 3677 to	3699	429 474 4172 to	4199
383 314 3968 to	401 045 1571 to	1599	414 411 7348 to	7399	429 889 2900 to	2999
383 892 1000 to	401 294 2700 to	2799	414 640 0757 to	0799	430 150 4401 to	4599
383 892 1382 to	401 310 9505 to	9599	414 965 1727 to	1799	430 172 9800 to	9899
384 925 3641 to	401 382 5312 to	5399	417 302 8104 to	8199	430 177 1900 to	2099
385 568 2331 to	402 578 7876 to	7899	417 387 6532 to	6599	430 444 9500 to	9699
385 599 7554 to	403 125 6744 to	6799	417 496 6800 to	6999	430 664 4070 to	4099
385 774 2024 to	403 260 7000 to	7499	417 871 9250 to	9299	432 168 8419 to	8499
386 624 1412 to	403 280 6470 to	6499	417 930 9533 to	9599	432 708 6800 to	6999
386 824 1412 to	403 685 8600 to	8699	418 164 6500 to	6799	432 744 1544 to	1599
386 883 8936 to	404 003 0300 to	0399	418 423 9863 to	9899	432 995 9775 to	9799
387 314 5574 to	404 041 8838 to	8899	418 633 5922 to	5999	433 003 5800 to	5899
387 837 6300 to	404 071 4268 to	4299	418 719 8520 to	8599	433 757 3047 to	3099
388 828 0656 to	404 347 5356 to	5399	418 744 2235 to	2299	433 765 4003 to	4099
389 696 2400 to	404 347 5548 to	5599	418 962 2848 to	2899	434 482 7060 to	7199
389 846 3104 to	404 726 4500 to	4599	419 543 0286 to	0299	434 513 2386 to	2399
389 846 3145 to	404 961 5001 to	5199	419 730 0300 to	0399	434 968 3076 to	3092
389 887 9211 to						
389 887 9234 to						
390 001 3182 to						
3199						
390 001 3500 to						
390 545 5974 to						

435 303 1831	to	1842	458 069 9665	to	9699	475 850 6101	to	6199	492 283 5100	to	5199
435 303 1986	to	1999	458 337 5222	to	5299	475 875 2500	to	2599	492 610 6813	to	6899
435 666 6092	to	6399	458 354 7653	to	7999	476 169 8264	to	8299	493 394 5568	to	5599
436 082 6400	to	6899	458 671 8678	to	8699	476 189 3000	to	3499	493 470 2562	to	2599
436 160 6441	to	6499	458 671 8721	to	8798	476 331 2480	to	2499	493 473 7700	to	7799
437 316 7115	to	7199	458 847 5044	to	5999	477 289 8601	to	8699	493 716 2153	to	2199
437 427 0500	to	3499	459 274 7624	to	7699	477 681 5206	to	5299	494 206 2972	to	2999
439 179 2300	to	2399	459 365 5432	to	5499	478 010 4243	to	4268	494 217 3446	to	3999
439 310 0458	to	0499	459 378 5764	to	5799	478 010 4270	to	4291	494 224 0500	to	0599
440 698 1947	to	1999	459 472 4816	to	4999	478 450 5071	to	5099	495 145 0600	to	0699
440 858 6300	to	6399	460 349 6878	to	6899	478 469 7838	to	7858	496 209 7425	to	7499
440 858 6420	to	7299	460 550 1909	to	1999	478 469 7883	to	7899	496 213 8728	to	8799
441 199 1655	to	1699	460 997 5234	to	5299	479 280 9800	to	9899	496 474 5226	to	5248
443 127 3648	to	3699	461 973 6443	to	6499	479 365 9116	to	9176	497 053 8517	to	8699
443 127 4000	to	4099	462 152 0107	to	0299	479 412 9900	to	9999	497 854 8673	to	8699
443 673 7900	to	7999	462 274 1072	to	1099	479 667 6190	to	6199	498 449 8888	to	8899
443 800 9335	to	9399	462 277 8373	to	8399	479 748 9680	to	9699	498 929 8285	to	8499
444 382 8822	to	8899	463 011 5529	to	5540	479 860 7000	to	7199	498 936 5310	to	5399
444 390 1667	to	1699	463 176 4115	to	4199	480 526 2000	to	2099	499 016 5425	to	5499
444 457 3854	to	3899	463 176 4229	to	4299	480 640 6330	to	6399	499 440 8575	to	8899
450 048 4173	to	4199	463 185 2600	to	2799	480 658 0568	to	0599	499 731 6717	to	6799
450 048 4442	to	4699	463 227 7711	to	7799	480 689 5100	to	5199	500 064 1858	to	1869
450 560 5173	to	5199	463 414 4869	to	4899	481 072 9463	to	9499	500 070 5725	to	7799
450 620 3077	to	3099	463 808 3484	to	3499	481 673 0074	to	0095	600 645 3223	to	3299
450 620 3135	to	3199	463 945 7400	to	7899	482 527 1500	to	1599	601 339 1200	to	1399
450 780 2716	to	2799	464 629 9000	to	9399	482 541 5255	to	5299	601 661 7700	to	7799
450 801 2700	to	2799	464 711 4332	to	4399	482 729 6800	to	6899	601 682 5343	to	5399
451 109 2967	to	2984	465 692 3963	to	3999	483 363 7207	to	7299	601 928 1600	to	1699
451 115 4110	to	4125	465 698 8300	to	8599	483 402 2356	to	2399	602 512 2972	to	2999
451 115 4127	to	4199	465 743 7745	to	7799	483 486 5100	to	5199	602 555 2400	to	2799
452 265 0074	to	0099	466 798 6056	to	6067	483 632 1521	to	1599	602 829 7061	to	7099
452 265 0246	to	0299	467 147 4300	to	4399	483 632 2600	to	2799	603 483 9572	to	9599
452 265 0335	to	0999	468 079 5782	to	5799	483 849 1615	to	1699	603 490 7200	to	7299
452 509 1169	to	1199	469 067 2817	to	2899	484 174 4803	to	5299	603 678 7100	to	7199
452 855 6471	to	6499	469 127 8000	to	8199	484 323 8900	to	9199	603 678 7662	to	7699
452 890 4679	to	4799	469 213 0359	to	0399	484 680 5000	to	5038	603 678 7902	to	7999
452 900 8215	to	8238	469 213 0500	to	0599	484 680 5040	to	5074	603 678 8418	to	8499
453 117 9146	to	9199	469 561 8011	to	8099	484 680 5077	to	5099	603 678 8700	to	9999
453 334 3631	to	3699	469 658 1961	to	1999	485 029 4913	to	4999	604 086 0880	to	0899
453 603 7841	to	7891	469 666 9900	to	9999	486 176 0600	to	0699	604 349 1414	to	1499
453 650 1140	to	1199	469 678 1900	to	1999	486 559 7555	to	7599	604 503 7776	to	7799
453 741 1300	to	1399	469 781 4900	to	4999	486 696 3023	to	3199	605 520 9037	to	9099
454 013 2919	to	2999	469 947 6960	to	6999	488 173 7900	to	7999	605 685 4010	to	4099
454 186 2411	to	2499	470 755 5800	to	5818	488 206 4100	to	4199	605 988 6467	to	6499
454 268 4883	to	4899	471 918 0300	to	0999	488 226 0200	to	0299	607 689 7951	to	7960
454 302 5400	to	5499	471 985 2408	to	2419	488 709 3906	to	3999	607 728 1276	to	1299
454 490 8300	to	8399	472 191 6700	to	6799	488 855 8359	to	8399	608 727 7100	to	7199
454 547 7434	to	7499	472 270 2555	to	2599	489 181 8963	to	8999	608 727 7273	to	7599
454 922 4867	to	4895	472 987 0213	to	0241	489 223 2000	to	2099	608 813 9950	to	9999
455 221 1348	to	1499	472 987 0290	to	0299	489 311 1930	to	1999	609 067 5325	to	5399
455 364 2147	to	2199	473 151 2069	to	2199	489 318 6200	to	6300	609 067 5488	to	5499
455 399 5400	to	5499	473 666 9138	to	9199	489 384 0027	to	0099	609 067 5600	to	5699
455 476 0676	to	0699	473 952 3429	to	3499	489 427 0658	to	0899	609 289 6123	to	6199
455 543 0618	to	0699	474 108 5402	to	5499	489 997 5252	to	5299	609 438 4400	to	4499
456 410 9006	to	9099	474 356 5193	to	5299	490 669 5850	to	6099	609 493 1100	to	1199
456 470 4146	to	4299	474 949 3366	to	3399	490 717 7080	to	7099	609 766 8091	to	8999
456 619 4460	to	4499	475 134 9362	to	9399	490 721 6000	to	6099	609 825 4100	to	4115
457 333 2686	to	2699	475 167 9667	to	9699	490 793 1500	to	2099	609 884 2981	to	2999
457 729 1767	to	1777	475 319 3415	to	3499	490 886 8171	to	8199	609 893 1000	to	1099
457 937 8615	to	8699	475 319 3649	to	3799	490 977 9221	to	9240	610 092 3200	to	3299
458 028 9810	to	9899	475 340 6400	to	6599	491 258 8100	to	9099	610 582 4200	to	4299
458 057 2712	to	2999	475 424 8410	to	8499	491 567 1376	to	1399	611 879 6939	to	6999
458 069 9537	to	9599	475 629 9156	to	9199	492 254 4800	to	4899	612 291 8013	to	8099

612 751 5171	to	5199	634 803 3239	to	3299	647 049 2900	to	2999	663 883 7039	to	7499
612 751 5226	to	5299	634 807 2474	to	2499	647 398 8300	to	8399	664 253 8000	to	8499
612 751 6083	to	6099	634 827 5900	to	5999	647 398 8481	to	8499	664 656 3055	to	3099
612 751 6268	to	6299	634 886 3428	to	3499	647 437 3000	to	4999	665 274 8208	to	8299
612 751 6572	to	6599	635 559 3449	to	3499	647 811 2188	to	2199	665 669 5400	to	5499
612 774 2111	to	2199	636 289 6214	to	6299	648 009 6057	to	6099	666 132 8226	to	8299
612 774 2254	to	2299	636 634 8007	to	8042	648 163 5300	to	5499	666 696 2209	to	2299
612 774 2500	to	2599	637 150 1200	to	1299	648 722 5283	to	5299	666 696 2309	to	2399
614 469 0979	to	0999	637 562 5828	to	5899	648 892 3164	to	3199	667 032 9300	to	9399
614 474 3000	to	3099	638 042 1647	to	1699	649 100 3989	to	3999	667 729 5529	to	5599
614 521 3490	to	3499	638 049 4984	to	4999	649 647 0370	to	0399	668 383 8400	to	8699
614 645 1800	to	1899	638 318 1115	to	1199	649 647 0522	to	0599	670 368 3400	to	3499
614 832 1100	to	2099	638 318 1453	to	1499	649 647 0522	to	0599	670 369 7336	to	7399
615 017 7505	to	7599	638 885 0000	to	0299	649 647 5237	to	5399	670 750 7169	to	7199
617 711 6609	to	6699	638 903 4362	to	4373	649 647 9100	to	9299	671 046 6200	to	6399
617 760 5266	to	5299	639 415 1929	to	1999	649 666 7800	to	8299	671 926 5600	to	5799
617 813 3601	to	3699	639 415 2019	to	2099	650 114 7707	to	7719	672 444 2000	to	2999
618 840 9200	to	9299	639 420 6200	to	6299	650 130 3400	to	3599	672 828 3410	to	3499
619 551 7229	to	7299	639 469 3517	to	3799	650 213 0406	to	0499	673 167 5776	to	5799
619 859 3000	to	3099	639 605 2143	to	2199	650 555 1749	to	1799	680 112 9565	to	9599
620 073 9400	to	9499	639 657 8600	to	8799	650 564 1900	to	1999	700 065 2570	to	2599
621 614 7907	to	7930	640 289 7500	to	7599	650 627 4212	to	4299	700 065 4800	to	4899
621 614 7932	to	7999	640 289 7700	to	7999	650 736 2043	to	2099	700 190 3350	to	3359
621 648 8021	to	8199	641 170 4420	to	4499	650 739 1540	to	1699	700 228 6048	to	6099
621 648 8500	to	8599	641 318 3133	to	3199	651 741 4415	to	4499	700 650 0452	to	0499
621 904 8351	to	8599	641 378 6500	to	6999	651 882 2800	to	2899	700 666 1323	to	1349
621 916 1978	to	1989	641 383 8739	to	8799	652 754 6317	to	6399	700 786 9106	to	9142
622 989 8032	to	8099	641 877 3187	to	3299	653 131 4945	to	4999	700 859 0744	to	0758
623 076 9300	to	9399	641 877 3310	to	3399	653 426 3300	to	3399	701 028 6780	to	6899
623 819 5006	to	5099	642 355 8094	to	8199	653 455 4874	to	4899	701 213 3900	to	3999
623 895 8200	to	8399	642 355 8308	to	8999	654 238 0000	to	0399	701 267 2000	to	3999
623 917 0000	to	0099	642 900 0018	to	0099	654 238 0000	to	0399	701 335 7312	to	7399
623 917 0200	to	0299	643 030 6254	to	6299	654 404 3065	to	3092	701 369 2005	to	2050
624 468 5288	to	5299	644 066 0882	to	0899	654 962 2900	to	3199	701 503 2247	to	2299
624 665 3162	to	3198	644 069 0600	to	0699	655 103 5081	to	5199	701 553 6557	to	6599
625 088 6735	to	6799	644 077 7506	to	7699	655 523 2600	to	2999	701 601 3457	to	3499
625 916 9500	to	9799	644 085 8157	to	8199	656 305 2448	to	2499	701 605 5913	to	5999
625 968 8956	to	8999	644 112 9839	to	9899	657 347 4438	to	4999	701 708 1741	to	1799
627 005 3938	to	3999	644 373 9083	to	9099	657 710 8100	to	8999	701 736 3966	to	3999
627 384 3907	to	4099	644 380 1460	to	1499	657 780 0985	to	0999	701 838 2800	to	2899
627 496 7549	to	7599	644 733 4715	to	4799	658 586 1400	to	1499	701 941 0600	to	0699
627 708 3605	to	3699	644 900 9712	to	9799	658 877 8000	to	8199	702 171 1603	to	1699
627 776 2500	to	2599	644 901 0109	to	1299	658 880 8000	to	8199	702 254 9300	to	9399
628 226 3100	to	3199	644 901 1325	to	1399	659 398 7300	to	7399	806 087 1100	to	1499
628 814 4702	to	4799	644 901 1325	to	1399	659 706 8113	to	8199	806 268 9275	to	9299
628 851 9689	to	9699	644 923 6800	to	7799	660 673 0400	to	0599	806 534 3400	to	3477
629 510 7200	to	7299	644 932 4655	to	4699	661 488 5000	to	5099	807 342 3283	to	3399
629 964 4200	to	4294	644 932 4792	to	4799	661 609 9100	to	9199	808 086 7100	to	7199
630 389 3056	to	3071	645 318 7240	to	7499	661 716 9420	to	9499	808 090 3440	to	3499
630 463 0588	to	0599	645 333 1766	to	1799	661 906 6522	to	6599	808 325 5161	to	5699
631 459 9117	to	9199	645 790 8632	to	8699	662 021 8332	to	8399	808 784 8000	to	8299
631 762 9325	to	9399	645 821 0657	to	0699	662 068 0700	to	0899	870 054 4814	to	4899
632 217 4933	to	4999	645 930 7948	to	7999	662 553 0774	to	0799	870 491 4812	to	4849
632 500 0000	to	99 9999	645 975 0737	to	0762	663 078 7034	to	7099	870 541 7167	to	7239
633 110 4165	to	4199	646 242 6200	to	6299	663 763 5300	to	5399			
633 110 4303	to	4499	646 270 7639	to	7799						
633 438 6429	to	6599	646 798 4000	to	4999						
633 588 7173	to	7182	647 048 7035	to	7099						
634 725 0700	to	0799									

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 692 600 000	702 051 501 to 1 750	708 116 251 to 6 310	718 466 370 to 6 420
692 720 871 to 0 900	702 053 601 to 3 800	708 138 301 to 8 480	718 568 451 to 8 479
692 876 955 to 7 050	702 104 368 to 4 900	709 222 591 to 2 920	718 590 741 to 0 770
693 290 380 to 0 400	702 128 306 to 8 400	709 243 479 to 3 500	718 714 210 to 4 370
693 290 426 to 0 450	702 179 891 to 9 900	709 411 171 to 1 320	718 795 881 to 6 000
694 063 700 to 3 897	702 260 751 to 0 850	709 649 804 to 9 820	718 961 721 to 1 780
694 063 900 to 4 000	702 410 595 to 1 050	709 733 281 to 3 580	718 982 001 to 2 300
694 550 501 to 0 530	702 660 151 to 0 540	710 046 813 to 6 840	719 869 731 to 9 760
694 595 031 to 5 050	702 723 429 to 3 450	710 358 093 to 8 166	720 227 871 to 7 930
694 595 087 to 5 300	703 004 401 to 4 820	710 358 257 to 8 270	720 227 949 to 7 960
694 698 551 to 8 650	703 083 819 to 4 020	711 021 501 to 1 510	720 368 543 to 8 570
694 698 551 to 8 650	703 432 131 to 2 230	711 049 411 to 9 560	720 392 151 to 2 570
695 105 313 to 5 350	703 626 061 to 6 090	711 408 045 to 8 090	720 556 491 to 6 640
695 142 809 to 3 050	703 863 121 to 3 240	712 003 381 to 3 650	720 558 621 to 8 650
695 144 666 to 4 700	703 863 477 to 3 540	712 104 220 to 4 230	720 575 361 to 5 570
695 272 601 to 2 750	703 867 801 to 7 980	712 327 861 to 7 890	720 590 152 to 0 179
695 277 576 to 7 650	704 030 628 to 0 640	712 327 952 to 7 980	721 638 331 to 9 170
695 530 761 to 0 800	704 154 024 to 4 120	712 647 061 to 7 090	721 815 391 to 5 420
696 487 701 to 7 800	704 227 561 to 7 829	713 284 171 to 4 260	721 969 713 to 9 740
696 784 101 to 4 550	704 227 831 to 8 069	713 292 871 to 2 990	722 072 137 to 2 160
696 870 601 to 0 650	704 228 071 to 8 100	714 035 101 to 5 160	722 378 265 to 8 280
697 047 501 to 7 600	704 420 344 to 0 490	714 155 011 to 5 400	722 413 990 to 4 004
697 052 101 to 2 350	704 568 751 to 8 990	714 328 231 to 8 440	722 764 948 to 4 980
697 217 251 to 7 400	704 965 301 to 5 770	714 442 952 to 2 980	722 825 840 to 5 889
697 249 952 to 0 050	705 116 780 to 6 790	714 562 843 to 2 860	723 153 841 to 3 850
697 414 886 to 4 900	705 280 801 to 0 980	714 590 391 to 0 430	723 237 616 to 7 630
697 469 606 to 9 700	705 475 651 to 6 040	714 609 811 to 9 930	723 331 081 to 1 110
697 850 401 to 0 750	705 566 127 to 6 280	714 609 961 to 9 990	723 496 443 to 6 470
698 098 446 to 8 550	705 740 581 to 0 730	714 807 181 to 7 240	723 967 291 to 7 320
698 300 251 to 0 300	705 782 796 to 2 820	714 871 321 to 1 500	724 655 196 to 5 340
698 504 383 to 4 650	705 822 271 to 2 480	714 928 529 to 8 590	724 711 441 to 1 500
698 533 927 to 4 200	706 180 148 to 0 290	715 128 183 to 8 330	724 711 538 to 1 560
698 562 268 to 2 400	706 184 041 to 4 220	715 144 171 to 4 470	724 793 221 to 3 250
699 090 686 to 0 750	706 357 861 to 8 190	715 197 211 to 7 570	724 908 109 to 8 120
699 752 699 to 2 850	706 382 419 to 2 430	715 595 910 to 6 180	724 937 461 to 7 670
700 068 473 to 8 500	706 628 735 to 8 820	715 941 781 to 1 810	725 163 118 to 3 151
700 161 501 to 1 650	706 638 211 to 8 420	715 962 421 to 2 480	725 202 735 to 2 750
700 202 522 to 2 700	706 817 959 to 8 000	716 477 396 to 7 430	725 398 591 to 8 800
700 290 275 to 0 300	707 034 391 to 4 450	716 556 635 to 6 660	725 464 591 to 4 920
700 465 730 to 5 750	707 292 636 to 2 660	717 191 648 to 1 690	725 475 321 to 5 330
700 561 444 to 1 550	707 441 401 to 1 687	717 193 161 to 3 490	725 711 057 to 1 070
701 423 101 to 3 150	707 441 836 to 1 940	717 228 591 to 8 680	725 738 581 to 8 730
701 625 469 to 5 550	707 958 541 to 8 570	717 333 902 to 3 950	725 981 311 to 1 430
701 643 829 to 3 850	707 960 107 to 0 160	717 739 745 to 9 910	725 987 835 to 7 880
701 945 451 to 5 500	708 059 941 to 60 000	717 884 991 to 5 050	726 060 811 to 0 900
702 033 701 to 4 050	708 115 830 to 5 860	718 026 171 to 6 290	726 391 970 to 2 520

726 484 771	to	4 800	729 169 081	to	9 140	731 307 914	to	7 930	732 472 320	to	2 560
726 493 351	to	5 300	729 363 841	to	3 870	731 402 431	to	2 460	732 507 811	to	7 900
726 504 031	to	4 063	729 682 891	to	3 190	731 407 232	to	7 320	732 541 605	to	1 620
726 504 070	to	4 090	729 838 940	to	9 070	731 588 301	to	8 340	732 572 221	to	2 490
726 504 331	to	4 390	729 839 101	to	9 130	731 703 211	to	3 240	732 586 479	to	6 710
726 563 701	to	4 060	730 077 683	to	7 840	731 767 273	to	7 320	732 961 261	to	1 320
726 599 371	to	9 460	730 109 847	to	9 880	731 781 061	to	1 120	732 994 037	to	3 080
727 182 271	to	2 510	730 373 761	to	3 850	731 841 377	to	1 450	733 163 449	to	3 460
727 416 181	to	6 240	730 501 951	to	2 130	731 837 821	to	7 910	733 297 171	to	7 290
727 481 431	to	1 460	730 519 379	to	9 470	732 018 481	to	8 600	733 446 631	to	7 110
727 749 241	to	9 780	730 569 278	to	9 360	732 067 972	to	8 370	733 474 665	to	4 770
728 382 331	to	2 480	730 711 711	to	1 740	732 086 374	to	6 400	733 751 041	to	1 130
728 458 201	to	8 260	730 722 991	to	3 230	732 188 649	to	6 670	734 440 031	to	6 111
728 702 338	to	2 400	730 845 970	to	5 990	732 193 460	to	3 470	734 736 661	to	6 810
728 915 371	to	5 850	730 888 291	to	8 320	732 201 241	to	1 390	736 366 051	to	6 110
728 953 141	to	3 410	730 927 591	to	7 680	732 355 201	to	5 380			
						732 446 761	to	6 850			

—Inspection Service, 1-1-98

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, 1-1-98

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, 1-1-98

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.

005040	014233	019887	028918	060303	070461	080202	091240	094556	096840	098256	104520	111750
005089	014594	020215	029102	060374	070540	080251	091250	094584	096865	098273	104595	111880
005124	014658	020315	029357	060494	070551	080271	091404	094641	096927	098320	104601	111883
005139	014659	020447	029446	060495	070569	080277	091432	094769	096931	098384	105153	111994
005213	014747	020484	029500	060596	070623	080307	091447	094791	097001	098386	105164	112719
005290	014791	020521	029614	061033	070634	080312	091457	094805	097055	098402	105471	112794
005337	014934	021026	029642	061257	070786	080391	091464	094904	097125	098466	105711	112833
005485	014950	021099	029644	061567	070936	080402	091561	095006	097164	098499	105722	113187
005805	015142	021145	029657	061641	070959	080505	091645	095122	097232	098589	105903	113436
005816	015204	021158	030008	062100	070967	080554	091654	095125	097244	100091	105930	113692
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906110	915269	920384	926005	926964	928175	931711	940532	941217	946396	951203	968481	982034
906223	915293	921110	926086	926966	928176	931984	940562	941225	946457	951615	968547	982048
906271	915441	921141	926090	926981	928206	933300	940575	941241	946511	951835	970325	982117
906290	915466	921144	926117	926998	928258	933459	940584	941258	947032	951868	970424	982120
906334	915509	921184	926200	927009	928271	933486	940620	941269	947094	952213	970430	982150
906338	915521	921196	926207	927035	928289	934260	940625	941311	948123	952334	970441	982192
906344	915629	921227	926216	927064	928297	937244	940636	941320	948139	952335	970526	982214
906371	915635	921256	926235	927075	928311	937325	940679	941339	948204	953319	970597	982225
906456	917025	921363	926341	927089	928356	937630	940710	941396	948229	954115	970616	982227
906458	917085	921412	926370	927122	928365	937709	940754	941406	948258	954117	970699	982233
906574	917242	921427	926379	927129	928371	937713	940782	941410	948265	954327	970715	984263
907027	917267	921446	926423	927210	928446	937814	940789	941424	948345	954342	970726	992304
907091	917346	921481	926461	927278	928471	937842	940827	941483	948367	954408	970734	992415
907131	917380	921498	926462	927280	928489	937845	940864	941487	948392	954409	970739	992515
907216	917532	921499	926465	927282	928531	939016	940868	941521	948395	954702	970747	992606
907270	917553	921571	926468	927303	928606	939050	940873	941616	948419	954707	972415	992629
907384	917557	921581	926485	927327	928661	939588	940881	941713	948442	955002	972435	995054
907394	917575	921632	926494	927338	928662	940017	940895	941717	948451	955016	972784	995122
907438	917578	921661	926498	927505	928700	940027	940910	941737	948464	958386	973204	995231
907482	917579	921874	926530	927521	928701	940038	940921	941788	948499	958560	973311	995272
907483	917968	921962	926548	927561	928854	940045	940941	941799	948505	958578	974121	995459
907591	918104	922121	926567	927582	928857	940055	940968	941840	949062	958689	974193	995548
907774	918140	922214	926602	927639	928888	940115	940970	941841	949300	958697	976038	995967
907955	918388	922222	926614	927752	930223	940140	941009	941881	949346	958800	977059	998312
910384	918493	922302	926633	927763	930298	940142	941017	941920	949350	958845	980166	
911238	918566	922306	926676	927804	930379	940185	941033	941929	949367	958861	980284	
911275	918596	924097	926686	927848	930387	940319	941082	941956	949378	958863	980319	
911912	918611	924257	926718	927877	931056	940329	941111	941958	949524	958884	980389	
912419	918628	924285	926764	927894	931057	940381	941114	941975	949578	958885	980707	
912437	918686	924288	926765	927898	931100	940388	941115	945343	949726	959008	980739	
913471	918756	924339	926788	927907	931152	940396	941132	945550	950064	960025	980852	
913486	918862	924393	926799	927916	931171	940452	941152	945573	950212	960083	980977	
913813	920106	924583	926834	927923	931174	940471	941161	945831	950269	967310	981532	

—Express and Priority Mail, Marketing, 1-1-98

International Mail

IMM REVISION

Global Package Link

Effective January 1, 1998, the wording in 626.431 of the *International Mail Manual* (IMM) is updated with the current countries requiring an advance deposit for duty and tax payments.

Global Package Link 620

* * * * *

626.43 Payment of Customs Duty

626.431 All Countries Except Japan, the People's Republic of China, and Singapore

[In sentence 4 of the paragraph, delete Germany as one of the countries requiring an advance deposit for duties and taxes.]

* * * * *

—Mail Order, International Business Unit, 1-1-98

CORRECTION

International Mail — Publication 273

This is a correction to the "Ordering of International Mail Publications" notice which appeared on page 27 of *Postal Bulletin* 21960 (12-4-97). It announced that the October 1997 editions of Publication 273, *Express Mail International Service (EMS) Service Guide*, and Publication 51, *International Postal Rates and Fees*, are available for requisition from the Topeka Material Distribution Center (MDC).

Since the updated edition of Publication 273 is not yet available for distribution, postal installations should refrain from requisitioning copies of that publication until further notice. A resumption of the ordering process for Publication 273 will be announced in a forthcoming issue of the *Postal Bulletin*.

—Pricing, Costing & Classification, International Business Unit, 1-1-98

CORRECTION

International Customized Mail to Brazil, Canada, Germany, Mexico, United Kingdom

Postal Bulletin 21961 (12-18-97) omitted a final rate table, ISAL and IPA Rates, from the article on International Customized Mail to Brazil, Canada, Germany, Mexico, United Kingdom. The table appears below.

ISAL and IPA Rates

ISAL *

	Group 1	Group 2	Group 3	Group 4
Per piece	\$0.21	\$0.08	\$0.08	\$0.08
Per pound	\$1.76	\$2.60	\$2.42	\$4.31
M-bag/per pound	\$1.20	\$1.36	\$1.60	\$2.60

IPA*

	Group 1	Group 2	Group 3	Group 4
Per piece	\$0.20	\$0.08	\$0.08	\$0.08
Per pound	\$2.96	\$2.96	\$3.95	\$5.53

*Rate groups and preparation requirements to be provided.

—Sales and Customer Support, International Business Unit, 1-1-98

International Customized Mail

On November 25, 1997, the United States Postal Service (USPS) entered into an International Customized Mail Service agreement with a qualifying mailer. In accordance with *International Mail Manual* (IMM) 294, the USPS hereby makes public the following information about that service agreement:

- a. **Term:** November 30, 1997, through January 2, 2001.
- b. **Type of Mail:** Catalogs/Parcels: Every item must conform to the size requirements and must comply with the design requirements set forth by the foreign postal administration. Catalogs must conform to IMM 246.8 with the average weight per piece not to exceed .247 pound per piece. Parcels shall not exceed 44 pounds or 6 pound as determined by level of service.
- c. **Destination Countries:** Japan, Mexico, Brazil, United Kingdom.
- d. **Service Provided by the U.S. Postal Service:** The USPS has agreed to: (1) furnish the mailer with the sacks, tags, and other supplies that the mailer is required to use for Qualifying Mail; (2) provide the mailer or mailing agent with the training necessary for them to prepare ICM mail in conformity with the requirements for Qualifying Mail; and (3) arrange with air and surface carriers, as appropriate, for Qualifying Mail to be transported internationally for delivery by the foreign postal administration.
- e. **Minimum Volume Commitments:** 1,905,000 pounds.
- f. **Worksharing:** The mailer has agreed to: (1) package mail in accordance with the mail preparation and sorting requirements as set forth by the foreign postal administration; (2) pay postage for qualifying mail acceptable to and approved by the USPS; (3) provide a measurement system, acceptable to the RCSC, as specified in the service agreement; (4) maintain an es-

established volume over the course of the service agreement, (5) tender qualifying mail to the USPS at the designated USPS facility; and (6) coordinate a schedule of mailings and provide notifications as specified in the service agreement.

- g. **Rate:** Until March 26, 1998, or until date of implementation of proposed ISAL rates, or whichever comes first, the rate for qualifying mail to Japan is \$2.11 per pound plus 0.10 per piece. Beginning March 27, 1998, or until date of implementation of proposed ISAL rates, whichever comes first, the rate for qualifying mail is as follows:

Year	Rate Group	Per Piece Charge	Per Pound Charge	Effective Date
1	1	\$0.25	\$1.99	Mar. 27, 1998, or date of implementation of proposed ISAL rates, whichever comes first.
	2	\$0.10	\$2.94	
	3	\$0.10	\$2.58	
	4	\$0.10	\$4.98	
2	1	\$0.25	\$1.99	Jan. 3, 1999, at 12:01 a.m.
	2	\$0.10	\$2.94	
	3	\$0.10	\$2.67	
	4	\$0.10	\$4.98	
3	1	\$0.25	\$1.99	Jan. 2, 2000, at 12:01 a.m.
	2	\$0.10	\$2.94	
	3	\$0.10	\$2.73	
	4	\$0.10	\$4.98	

—Sales and Customer Support,
International Business Unit, 1-1-98

REMINDER

International Mail Manual (Issue 19)

Issue 19 of the *International Mail Manual* (IMM), which bears an October 9, 1997, effective date, has been shipped to all postal installations. Postal personnel and customers are hereby reminded that all previous editions of the IMM are obsolete, and should be disposed of, when copies of Issue 19 are received.

—Pricing, Costing & Classification,
International Business Unit, 1-1-98

International Customized Mail to Canada

On September 30, 1997, the United States Postal Service (USPS) entered into an International Customized Mail Service agreement with a qualifying mailer. In accordance with *International Mail Manual* (IMM) 294, the USPS hereby makes public the following information about that service agreement:

- a. **Term:** September 30, 1997, through October 30, 1997.
- b. **Type of Mail:** Printed Matter/Admail: Every item must conform to the size requirements and must comply with the design requirements set forth by Canadian Postal Corporation. Mail pieces in Lot 1 will weigh 395.07 grams (.871 pound) each and mailpieces in Lot 2 will weigh 120 grams (4.23 ounces) each.
- c. **Destination Countries:** Canada.
- d. **Service Provided by the U.S. Postal Service:** The USPS has agreed to: (1) furnish the mailer with the sacks, tags, and other supplies that the mailer is required to use for Qualifying Mail; (2) provide the mailer or mailing agent with the training necessary for them to prepare ICM mail in conformity with the requirements for Qualifying Mail; and (3) arrange with air and surface carriers, as appropriate, for Qualifying Mail to be transported internationally for delivery by Canadian Postal authority.
- e. **Minimum Volume Commitments:** Lot 1 will consist of approximately 34,000 items and Lot 2 will consist of approximately 104,000 items.

f. **Worksharing:** The mailer has agreed to: (1) package mail in accordance with the applicable Canada Post sequence based on the class of mail and the mail preparation and sorting requirements of Canada Post; (2) pay postage for qualifying mail acceptable to and approved by the USPS; (3) provide a measurement system, acceptable to the RCSC, as specified in the service agreement; (4) maintain an established number of pieces during the service agreement, (5) tender qualifying mail to the USPS at the designated USPS facility; and (6) coordinate a schedule of mailings and provide notifications as specified in the service agreement.

g. **Rate:** The rate for qualifying mail is as follows:

L/C Direct	0.233
Station	0.244
Direct Rural	0.271
City	0.275
DCF	0.278
FCP	0.294
Residue	0.316
Per Gram >50	0.0013

—Sales and Customer Support,
International Business Unit, 1-1-98

Philately

CORRECTION

CTC School Program Dates

An article in *Postal Bulletin* 21961 (12-18-97) incorrectly stated that the first Celebrate The Century™ (CTC) school kits would be distributed in December. The first kits, for use before students complete their 1950s ballots, will be distributed in late January. The complete schedule follows:

Kit	Receive	Teach	Vote
1950s	January 1998	January/ February 1998	End of February 1998
1960s	April 1998	April/May 1998	End of May 1998
1970s	August 1998	August/ September 1998	End of September 1998
1980s	December 1998	December 1998/ January 1999	End of January 1999
1990s	March 1999	March/ April 1999	End of April 1999
1900- 1940s	August 1999	September 1999	No Voting

Teachers across the country will receive — free of charge — CTC kits with activities ranging from easy-to-execute lessons that can be taught in an hour to full curriculum lesson plans on each decade. Children will learn about each of the decades in school and receive a ballot they can fill out there and take home and share with their family.

The kits will include a teacher's guide, student magazines, interactive classroom and computer activities, and official ballots. One month prior to the nationwide balloting period, teachers will receive special decade supplements for the 1960s through the 1990s. They also will then receive a special kit covering the 1900s through the 1940s.

To receive the education series, teachers may call toll free 800-450-INFO, or write to:

CELEBRATE THE CENTURY
US POSTAL SERVICE
PO BOX 44342
WASHINGTON DC 20026-4342

—Stamp Services, Marketing, 1-1-98

CORRECTION

1998 Stamp Designs Unveiled

The Ballet stamp format text missing from *Postal Bulletin* 21961 (12-18-97) is as follows:

Ballet

Format: Pane of 20 with Header, Gummed

Issue Date: September



—Stamp Services, Marketing, 1-1-98

STAMP ANNOUNCEMENT 98-3

Winter Sports (Skiing) Commemorative Stamp



Copyright USPS 1998

The Postal Service will issue a 32-cent Winter Sports (Skiing) commemorative stamp, in a gummed pane of 20 (Item 4451), on January 22, 1998, in Salt Lake City, Utah. The stamp goes on sale nationwide January 23, 1998.

Designed and illustrated by Michael Schwab of San Anselmo, California, the stamp features an alpine skier. Alpine skiing is one of the most popular winter spectator sports in the United States. The artist of the stamp captures the color, speed, and strength of this challenging and competitive sport.

How to Order the First Day of Issue Postmark

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

WINTER SPORTS STAMP
 POSTMASTER
 1760 WEST 2100 S
 SALT LAKE CITY UT 84199-9991

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by February 21, 1998.

Issue:	Winter Sports - Skiing
Denomination & Type of Issue:	32-cent Commemorative
Format:	Gummed Pane of 20 (one design)
Issue Date & City:	January 22, 1998, Salt Lake City, UT
National Sale Date	January 23, 1998
Illustrator, Designer & Typographer:	Michael Schwab, San Anselmo, CA
Art Director:	Carl Herrman, Laguna Niguel, CA
Modeler:	Banknote Corporation of America (BCA)
Manufacturing Process:	Offset
Printer:	BCA
Colors (PMS Colors):	803 (yellow), 1505 (orange), 1655 (red), 3265 (green), 2716 (purple), and black
Image Area:	0.84 x 1.41 in. / 21.34 x 35.81 mm
Overall Size:	0.99 x 1.56 in. / 25.15 x 39.62 mm
Full Pane Size:	5.93 x 7.20 in. / 150.62 x 182.88 mm
Plate Numbers:	"B" followed by six (6) single digits
Marginal Markings:	"© USPS 1998" • Plate Numbers • Position Diagram • Price
Catalog Item Number:	445140 Pane of 20 - \$6.40 445161 First Day Cover - \$0.53

Stamp Fulfillment Services 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:

INFORMATION FULFILLMENT
 US POSTAL SERVICE
 DEPT 6270
 PO BOX 419014
 KANSAS CITY MO 64141-6014

or by telephoning 1 800 STAMP-24.

First day covers remain on sale for at least 1 year after the stamp's issuance.

Distribution

Stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive approximately two-thirds of their standard automatic distribution for a 20-stamp-per-pane issue. Distributions are rounded up to the nearest master carton size (70,000 stamps).

SDOs and SDNs will make a subsequent automatic distribution to post offices for one-half of their standard automatic distribution quantities using Form 3309, *Advice of Shipment/Stamp Invoice*, and Form 17, *Stamp Requisition*, respectively. SDOs and SDNs must not distribute stamps to post offices before January 14, 1998.

Philatelic Requirement

SDOs and SDNs That Serve This Many Philatelic Windows	Will Receive This Quantity of the Winter Sports-Skiing Commemorative Stamp, Item 4451
1 Philatelic Window	18,000
2 Philatelic Windows	36,000
3 Philatelic Windows	54,000
4 Philatelic Windows	72,000
5 to 6 Philatelic Windows	140,000
7 to 12 Philatelic Windows	280,000
13 to 20 Philatelic Windows	420,000

1998 Love Swan Stamp Retail Merchandise Promotion

Just after the first of the year, 21,200 offices nationwide will begin receiving retail merchandise depicting the Love Swan stamp issued in 1997. It has been 25 years since the first Love stamp was issued. Commemorating this anniversary, the following items are available for sale:

- Twenty-fifth anniversary tin with Swan notecards enclosed \$ 9.99
- Adult lap desk with Swan stationery \$14.99
- Child's lap desk with pen and Valentines cards \$12.99
- Love Swan boxed stationery \$7.95
- Love Swan notecards \$5.95
- Love Swan wrapping paper \$1.95
- Valentine cards and pen set \$4.95
- Swan T-shirts (Midwest Area levels 11 & 13 only) \$12.95

SDOs and SDNs with authorized philatelic centers will receive automatic distributions of these stamps in nine positions for subsequent distribution to each philatelic window.

Additional Supply

Post offices requiring additional stamps must requisition them from their designated SDOs or SDNs, using a Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD), using a Form 17.

Kansas City SDN will receive 2,100,000 stamps for filling supplemental orders. The Dulles SDN and Denver APD will receive 420,000 stamps, and all other APDs will receive 910,000 stamps for filling supplemental orders.

Sales Policy

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

—Stamp Services, Marketing, 1-1-98

Offices can expect to receive up to three boxes of merchandise. Postal stores, Postmark America, mobile slatwall offices and large slatwall offices (except in the Midwest Area) should display the merchandise on the slatwall (i.e., these offices will *not* receive a merchandiser). If you do not have acrylics or other means to accommodate the wrapping paper, boxed stationery, and notecards, this product should be displayed on the top of base cabinets or countertops. Other offices will receive merchandisers separately with instructions on displaying the product.

The limited quantities of each product being distributed (a maximum of 12 of any one product) is to ensure a complete sell out. No discounts for this product are planned. *Do not* return any product until you receive specific instructions from Headquarters.

To order additional product, call MDI's toll-free number at 1-800-711-0428 while supplies last. Merchandise can also be transferred between offices using the transfer procedures in place.

Sales are reported as AIC 098. The Love promotion begins immediately upon receipt of the merchandise and merchandiser (where applicable).

—Retail Products and Services, Retail, 1-1-98

STAMP ANNOUNCEMENT 98-4

Celebrate The Century™ 1900s Commemorative Stamps



The Postal Service will issue a \$4.80 Celebrate The Century™ 1900s Souvenir Sheet, in a gummed pane of 15 (Item 5537), on February 3, 1998, in Washington, D.C. The stamps go on sale nationwide the same day.

Designed by Carl Herrman of Laguna Niguel, California, and illustrated by Richard Waldrep of Sparks, Maryland, the souvenir sheet features subjects from the following categories during the 1900s: People & Events, Arts & Entertainment, Lifestyles, Sports, and Science & Technology. The 15 commemorative stamps are titled: The Model T Ford; President Theodore Roosevelt; "The Great Train Robbery" 1903; Crayola Crayons; 1904 St. Louis World's Fair; 1906 Pure Food and Drugs Act; Kitty Hawk 1903; Ash Can Painters; Immigrants Arrive; John Muir, Preservationist; "Teddy" Bear Created; W.E.B. Du Bois, Social Activist; Gibson Girl; First Modern World Series; and Robie House, Chicago.

How to Order the First Day of Issue Postmark

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

CELEBRATE THE CENTURY 1900S STAMP
 POSTMASTER
 900 BRENTWOOD RD NE
 WASHINGTON DC 20066-9991

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by March 5, 1998.

Issue:	Celebrate the Century 1900–1909
Denomination & Type of Issue:	32-cent Commemorative
Format:	Gummed Pane of 15 (15 designs)
Series:	Celebrate the Century
Issue Date & City:	February 3, 1998, Washington, DC
National Sale Date:	February 3, 1998
Illustrator:	Richard Waldrep, Sparks, MD
Designer & Art Director:	Carl Herrman, Laguna Niguel, CA
Typographer:	Tom Mann, Vancouver, WA
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset/Intaglio
Printer:	Ashton-Potter USA (APU)
Colors (PMS Colors):	Offset: black, cyan, magenta and yellow Intaglio: 193 (red)
Image Area:	1.075 x 1.075 in. / 27.28 x 27.28 mm
Overall Size:	1.225 x 1.225 in. / 31.09 x 31.09 mm
Full Pane Size:	9.000 x 7.500 in. / 228.43 x 190.36 mm
Plate Size:	60 stamps per revolution
Plate Numbers:	N/A
Marginal Markings:	N/A
Catalog Item Number:	5537 Pane of 15 - \$4.80

Stamp Fulfillment Services 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:

INFORMATION FULFILLMENT
 US POSTAL SERVICE
 DEPT 6270
 PO BOX 419014
 KANSAS CITY MO 64141-6014

or by telephoning 1 800 STAMP-24.

First day covers remain on sale for at least 1 year after the stamp's issuance.

Distribution

Stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive two distributions of this souvenir sheet of 15 stamps. The first distribution of approximately one-half the standard automatic distribution for sheet stamps will be completed by January 16, 1998. Distributions are rounded up to the nearest master carton size (750 individually packaged souvenir sheets = 11,250 stamps). SDOs and SDNs will make a subsequent automatic distribution to post offices for one-half of their standard automatic distribution quantities using Form 3309, *Advice of Shipment/Stamp Invoice*, or Form 17, *Stamp Requisition*. SDOs and SDNs must not distribute stamps to post offices before January 26, 1998.

The second distribution, also approximately one-half the standard automatic distribution for sheet stamps, will be completed by February 6, 1998. Again, distribution quantities are rounded up to the nearest master carton size (750 individually packaged souvenir sheets = 11,250 stamps).

Philatelic Requirement

SDOs and SDNs **will not** receive a separate quantity of this souvenir sheet for their authorized philatelic centers. The philatelic centers **must be supplied** their quantities from the initial standard automatic distribution made to the SDOs and SDNs.

Additional Supply

Post offices requiring additional souvenir sheets must requisition them from their designated SDOs or SDNs, using a Form 17. SDOs requiring additional souvenir sheets must order them from the appropriate APD, using a separate Form 17. All accountable paper depositories (APDs) will receive 225,000 souvenir sheets for filling supplemental orders. The Kansas City and Dulles SDNs will receive 665,250 and 399,000 additional souvenir sheets respectively for filling supplemental orders. These back-up quantities, however, will not be in place until March 1998.

Sales Policy

All post offices must acquire and maintain a supply of each new Celebrate The Century™ souvenir sheet. All Celebrate The Century™ souvenir sheet issues will remain on sale at post offices for the life of the Celebrate The Century™ program. If supplies run low, post offices must re-order additional quantities using their normal ordering procedures.

—Stamp Services, Marketing, 1-1-98

STAMP ANNOUNCEMENT 98-5

Celebrate The Century™ 1910s Commemorative Stamps



The Postal Service will issue a \$4.80 Celebrate The Century™ 1910s Souvenir Sheet, in a gummed pane of 15 (Item 5538), on February 3, 1998, in Washington, D.C. The stamps go on sale nationwide the same day.

Designed by Howard Paine of Delaplane, Virginia, and illustrated by Dennis Lyall of Bridgeport, Connecticut, the souvenir sheet features subjects from the following categories during the 1910s: People & Events, Arts & Entertainment, Lifestyles, Sports, and Science & Technology. The 15 commemorative stamps in this sheet are titled: Charlie Chaplin's Little Tramp; Federal Reserve System 1913; George Washington Carver; Armory Show 1913; Telephone Spans the Nation; Panama Canal Opens 1914; Jim Thorpe, Star at Stockholm; Grand Canyon National Park 1919; U.S. Enters World War I; U.S. Boy and Girl Scouting Begins; President Woodrow Wilson; First Crossword Puzzle 1913; Jack Dempsey Wins Title 1919; Construction Toys; and Child Labor Reform.

How to Order the First Day of Issue Postmark

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

CELEBRATE THE CENTURY 1910S STAMP
 POSTMASTER
 900 BRENTWOOD RD NE
 WASHINGTON DC 20066-9991

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by March 5, 1998.

Issue:	Celebrate the Century 1910–1919
Denomination & Type of Issue:	32-cent Commemorative
Format:	Gummed Pane of 15 (15 designs)
Series:	Celebrate the Century
Issue Date & City:	February 3, 1998, Washington, DC
National Sale Date:	February 3, 1998
Illustrator:	Dennis Lyall, Bridgeport, CT
Designer & Art Director:	Howard Paine, Delaplane, VA
Engraver:	Bureau of Engraving and Printing
Typographer:	Tom Mann, Vancouver, WA
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset/Intaglio
Printer:	Ashton-Potter USA (APU)
Colors (PMS Colors):	Offset: black, cyan, magenta and yellow Intaglio: 2756C (purple)
Image Area:	1.075 x 1.075 in. / 27.28 x 27.28 mm
Overall Size:	1.225 x 1.225 in. / 31.09 x 31.09 mm
Full Pane Size:	9.000 x 7.500 in. / 228.43 x 190.36 mm
Plate Size:	60 stamps per revolution
Plate Numbers:	N/A
Marginal Markings:	N/A
Catalog Item Number:	553800 Pane of 15 - \$4.80

Stamp Fulfillment Services 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:

INFORMATION FULFILLMENT
 US POSTAL SERVICE
 DEPT 6270
 PO BOX 419014
 KANSAS CITY MO 64141-6014

or by telephoning 1 800 STAMP-24.

First day covers remain on sale for at least 1 year after the stamp's issuance.

Distribution

Stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive two distributions of this souvenir sheet of 15 stamps. The first distribution of approximately one-half the standard automatic distribution for sheet stamps will be completed by January 16, 1998. Distributions are rounded up to the nearest master carton size (750 individually packaged souvenir sheets = 11,250 stamps). SDOs and SDNs will make a subsequent automatic distribution to post offices for one-half of their standard automatic distribution quantities using Form 3309, *Advice of Shipment/Stamp Invoice*, or Form 17, *Stamp Requisition*. SDOs and SDNs must not distribute stamps to post offices before January 26, 1998.

The second distribution, also approximately one-half the standard automatic distribution for sheet stamps, will be completed by February 6, 1998. Again, distribution quantities are rounded up to the nearest master carton size.

Philatelic Requirement

SDOs and SDNs **will not** receive a separate quantity of this souvenir sheet for their authorized philatelic centers. The philatelic centers **must be supplied** their quantities from the initial standard automatic distribution made to the SDOs and SDNs.

Additional Supply

Post offices requiring additional souvenir sheets must requisition them from their designated SDO or SDN, using a Form 17. SDOs requiring additional souvenir sheets must order them from the appropriate APD, using a Form 17. All accountable paper depositories (APDs) will receive 225,000 souvenir sheets for filling supplemental orders. The Kansas City and Dulles SDNs will receive 665,250 and 399,000 additional souvenir sheets respectively for filling supplemental orders. These back-up quantities, however, will not be in place until March 1998.

Sales Policy

All post offices must acquire and maintain a supply of each new Celebrate The Century™ souvenir sheet. All Celebrate The Century™ souvenir sheet issues will remain on sale at post offices for the life of the Celebrate The Century™ program. If supplies run low, post offices must reorder additional quantities using their normal ordering procedures.

—Stamp Services, Marketing, 1-1-98

'30/30' Campaign Will Introduce CTC to the Nation

Celebrate The Century™ (CTC), a new stamp program that is expected to be a premiere millennium observance, will be introduced to the nation beginning on January 5. That's when the Postal Service begins its "30 Stamps in 30 Days" campaign ("30/30"), a series of stamp unveilings held in locations from coast to coast.

During the next 2 years, the Postal Service will produce 15 stamps for each decade of the 20th century. The subjects will fall within the following five categories:

- People and Events
- Arts and Entertainment
- Lifestyle
- Sports
- Science and Technology

The Citizens Stamp Advisory Council recommended the stamp subjects for the first five decades of the century, while the public will vote to determine stamp subjects for the last five decades, or the 1950s through the 1990s.

Stamps will be announced for the first five decades at the same time ballots are distributed for the second five decades. The stamps unveiled during the 30/30 campaign are the 15 for the 1900s and the 15 for the 1910s (see the table

on page 35 for details). At the conclusion of 30/30, on February 3, the Postal Service will begin selling the 1900 and 1910 stamps, and will distribute ballots for the 1950s.

The 30/30 events are unveilings, not first day of issue events. The first day of issue for the 1900s and 1910s will also be the first day of voting, or February 3, 1998. The official first day ceremony will be held in Washington, DC, with a nationwide first day issuance.

Creating Local Promotions

The 30/30 events, listed in the table on page 35, will range from simple unveiling ceremonies to multimedia launches that include the Internet, broadcast, and cable television outlets. The national 30 event locations span the country, providing opportunities for direct participation by employees from every area of the country.

For stamp subjects with special relevance in locations in addition to the national unveiling site, local post offices can create and host parallel events on the same day as, or any time after, the 30/30 unveiling. Postmasters, station and branch managers are encouraged to design special promotions tied to every voting period, starting with 1950s, and to

share these promotions with local media and their Corporate Relations Centers. Ideas include the following:

- Establish an employee stamp advisory/idea committee.
- Play music in the lobby appropriate for the period for which ballots are being distributed, and encourage employees to wear clothes appropriate for that period.

- Solicit articles for local newsletters or area updates: “A Stamp Subject Was Important to Me Because”

For additional ideas on creating local promotions, consult the CTC Employee Guidebook, which was distributed in late November to all postmasters and station and branch managers. Updates and additional materials will be mailed over the next 2 years.

30/30 Events

Stamp	Decade	Date	Unveiling Location	USPS Area
Immigrants Arrive	1900s	Jan. 5	New York, NY	New York Metro
Ash Can School	1900s	Jan. 6	Cleveland, OH	Allegheny
John Muir	1900s	Jan. 7	Martinez, CA	Pacific
W.E.B. Du Bois	1900s	Jan. 8	Amherst, MA	Northeast
Model T Ford	1900s	Jan. 9	Detroit, MI	Great Lakes
St. Louis World's Fair	1900s	Jan. 10	St. Louis, MO	Midwest
First Flight	1900s	Jan. 11	Kill Devil Hills, NC	Mid-Atlantic
Robie House	1900s	Jan. 12	Chicago, IL	Great Lakes
Teddy Bear	1900s	Jan. 13	Kenosha, WI, and Austin, TX	Midwest and Southwest
The World Series	1900s	Jan. 14	Cooperstown, NY	Northeast
Pure Food and Drug Act	1900s	Jan. 15	Indianapolis, IN	Great Lakes
Gibson Girl	1900s	Jan. 16	New York, NY	New York Metro
Crayola	1900s	Jan. 17	Easton, PA	Allegheny
Theodore Roosevelt	1900s	Jan. 18	Mt. Rushmore, SD	Midwest
Great Train Robbery	1900s	Jan. 19	Tampa, FL	Southeast
Federal Reserve System	1910s	Jan. 20	Washington, DC	Capital Metro
Woodrow Wilson	1910s	Jan. 21	Staunton, VA	Mid-Atlantic
George Washington Carver	1910s	Jan. 23	Tuskegee, AL	Southeast
Armory Stamp	1910s	Jan. 22	Philadelphia, PA	Allegheny
Grand Canyon	1910s	Jan. 24	Grand Canyon, AZ	Western
Construction Toys	1910s	Jan. 25	Salem, OR	Western
Child Labor	1910s	Jan. 26	Washington, DC	Capital Metro
Jack Dempsey	1910s	Jan. 27	Manassa, CO	Western
Panama Canal	1910s	Jan. 28	San Diego, CA	Pacific
Telephone Spans the Nation	1910s	Jan. 29	San Francisco, CA, and New York, NY	Pacific and New York Metro
Jim Thorpe	1910s	Jan. 30	Oklahoma City, OK	Southwest
Charlie Chaplin	1910s	Jan. 31	Los Angeles, CA	Pacific
Crossword Puzzle	1910s	Feb. 1	Nationwide via the <i>New York Times Sunday Magazine</i>	N/A
Scouting	1910s	Feb. 2	Seattle, WA	Western
World War I	1910s	Feb. 3	Washington, DC	Capital Metro

Special Cancellation Die Hubs

Postmasters and plant managers who have any of the special cancellation die hubs listed below may use them for the periods designated. At the end of the period, these die

hubs must be withdrawn and stored. Postmasters and plant managers who do not have these special die hubs may not request them from the sponsors.

Cancellation	Period of Use
Save Your Vision Week	Feb. 1–March 31
March Is Kidney Month, Give to the Kidney Foundation	March 1–March 31
March Is Red Cross Month	March 1–March 31
Easter Seals, Fight Crippling	March 1–April 22
Law Day USA, Freedom Under Law, May 1	April 1–April 30
Strike Back at Cancer, Give to the American Cancer Society	April 1–April 30
National Carih Asthma Week	April 1–May 6
Only You Can Prevent Forest Fires	April 1–Oct. 31
National Salvation Army Week, 4 th Week in May	May 1–May 31
Support Your Mental Health Association	May 1–May 31
Support Research for Neurofibromatosis	May 1–May 31
National Flag Day, June 14, Pause for the Pledge	May 1–June 14
Goodwill Industries, Our Business Works for Disabled People	May 1–June 30
Support National Historic Preservation Week	May 9–May 15
National Transportation Week	May 14–May 20
Fight Disease, Support City of Hope Pilot Medical Center	May 15–June 15
Defeat Muscular Dystrophy, Support MDAA	May 15–June 17
Conquer Multiple Sclerosis	May 17–June 17
Conquer Cystic Fibrosis	Sept. 1–Sept. 30
Peace Corps Anniversary, Making a Difference	Sept. 1–Oct. 31
Employ People With Disabilities	Sept. 1–Nov. 30
Give, the United Way	Sept. 15–Oct. 31
Learn About Lupus, October, Lupus Awareness Month	Oct. 1–Oct. 31
Radon Action Week	Oct. 1–Oct. 31
Support Infection Control Week	Oct. 1–Nov. 30
National Adoption Month	Nov. 1–Nov. 30
Military Families Recognition Day	Nov. 1–Nov. 30
National Philanthropy Day, Love of Humankind	Nov. 1–Nov. 30
Help Retarded Children	Nov. 1–Nov. 30
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31
Support American Education Week	Nov. 10–Nov. 30
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31

—Business Mail Acceptance, Marketing Systems, 1-1-98

Pictorial Cancellations Announcement 97-25

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 24, 1997
Hanukkah Station
At the Aurora Mall
Aurora CO 80012-9998

December 24, 1997
HANUKKAH STATION AT THE AURORA
MALL
POSTMASTER
16890 E ALAMEDA AVE
AURORA CO 80017-9998



January 1, 1998
200TH ANNIVERSARY STATION
POSTMASTER
P O BOX 9998
ELIZABETH CITY NC 27909-9998



87th ANNIVERSARY
"CHRISTMAS ON BEAR MOUNTAIN"
DECEMBER 24th
December 24, 1997
Bear Mountain, NY 10911

December 24, 1997
UNCLE SCROOGE COLLECTIONS
INTERNATIONAL STATION
POSTMASTER
P O BOX 9998
BEAR MOUNTAIN NY 10911-9998



January 8-11, 1998
43RD ANNIVERSARY CONVENTION
STATION
POSTMASTER
10401 POST OFFICE BLVD
ORLANDO FL 32862-9670



KWANZAA STATION
AURORA CO 80012
DECEMBER 26, 1997

December 26, 1997
KWANZAA STATION AT THE AURORA
MALL
POSTMASTER
16890 E ALAMEDA AVE
AURORA CO 80017-9998

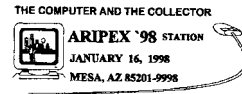


January 9, 1998
Miami Stamp Expo
SALUTING TRANS-MISS EXPOSITION
STATION
POSTMASTER
1950 NE 6 ST
POMPANO BEACH FL 33068-9994



FUN 'N' GAMES
FIESTA BOWL PARADE STATION
DECEMBER 30, 1997
PHOENIX, AZ 85012-9998

December 30, 1997
Fiesta Bowl/Micro Age
FIESTA BOWL PARADE STATION
POSTMASTER
3905 N 7TH AVE
PHOENIX AZ 85012-9998



THE COMPUTER AND THE COLLECTOR
ARIPEX '98 STATION
JANUARY 16, 1998
MESA, AZ 85201-9998

January 16-18, 1998
AZ Federation of Stamp Clubs/USPS
ARIPEX STATION
POSTMASTER
135 N CENTER
MESA AZ 85201-9998



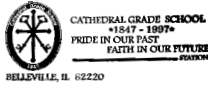
New Year's Postland
Very Special Arts Maine
January 1, 1998
Portland, ME 04101
also see 97-1 Station

January 1, 1998
ARTS FOR ALL STATION
POSTMASTER
P O BOX 9998
PORTLAND ME 04101-9998



RIVERSIDE MUNICIPAL MUSEUM STATION
RIVERSIDE, CA
Established by the Riverside Register of Postage, 1998

February 1, 1998
RIVERSIDE MUNICIPAL MUSEUM
STATION
POSTMASTER
4150 CHICAGO AVE
RIVERSIDE CA 92507-9998



February 1-28, 1998
PRIDE IN OUR PAST FAITH IN OUR
FUTURE STATION
POSTMASTER
P O BOX 9998
BELLEVILLE IL 62220-9998



February 7-8, 1998
OLD WEST FESTIVAL STATION
POSTMASTER
620 NORTH MAIN ST
ELOY AZ 85231-9998



February 4, 1998
JACK DEMPSEY MUSEUM STATION
POSTMASTER
413 MAIN ST
MANASSA CO 81141-9998



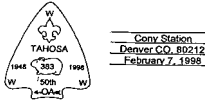
February 7-22, 1998
SAN ANTONIO STOCK SHOW AND
RODEO STATION
POSTMASTER
10410 PERRIN BEITEL
SAN ANTONIO TX 78284-9998



February 4, 1998
ROBERTA SHOREN MEMORIAL STATION
POSTMASTER
181 CORLISS ST
PROVIDENCE RI 02904-9998



February 11, 1998
KID TO KID STATION
POSTMASTER
1335 JEFFERSON RD
ROCHESTER NY 14692-9998



February 7, 1998
CONY STATION
POSTMASTER
951 20TH ST
DENVER CO 80202-9998

—Stamp Services, Marketing, 1-1-98

Post Offices

DELIVERY UNIT ALERT

New Handling Procedure for Music CDs

A major mailer of music compact disks (CDs) (BMG) has made the decision to use the Change Service Requested or the Forwarding Service Requested endorsements. This is in keeping with the new endorsement effort implemented July 1, 1997. Previously, BMG used the old Forwarding and Return Postage Guaranteed endorsement at the special fourth-class rate.

These endorsements may be used as early as December 15, 1997. The notice period is short because the mailer gave the Postal Service very little advance notice of this decision.

Postal employees have traditionally handled undeliverable BMG CDs by returning them using a procedure that has become second nature. The challenge our Delivery Units must meet is to recognize these new endorsements that signal a change in the previously established work method.

Please be sure that all clerks and carriers are aware that BMG has changed their service requirements. Postal personnel must check the endorsements on all music CDs for proper handling. BMG CDs bearing these endorsements are to be returned to the sender *only* when they bear the endorsement Forwarding Service Requested and when the mailpiece cannot be forwarded successfully.

Delivery Units are also reminded that *all* CDs with the Change Service Requested endorsement must be sent to the Computerized Forwarding System (CFS) Unit for proper handling. (After January 1, 1998, CDs with the old endorsement are to be given the same treatment as the Address Service Requested endorsement.)

—Delivery Policies and Programs, 1-1-98

Post Office Changes Number 21

Old/New	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/Unit	Unit Type	Effective Date	Comments
Old	26-9445	56179	MN	Verdi	Lincoln	Main Office	Post Office	10/23/97	Post Office and ZIP Code discontinued. Establish a place name. Verdi MN becomes an acceptable last line for use with ZIP Code 56164.
New	26-7500	56164	MN	Pipestone	Pipestone	Verdi (Lincoln Co)	Place Name	10/23/97	
Old	47-4476	37603	TN	Johnson City	Washington	Estes Kefauver Station	Classified Station	10/9/97	Classified Station and ZIP Code discontinued. Continue to use Johnson City TN as the last line for the post office boxes previously in 37603.
New	47-4476	37604	TN	Johnson City	Washington	Carroll Reece Station	Classified Station	10/9/97	
Old	57-3154	82932	WY	Farson	Sweetwater	Main Office	Post Office	1/1/98	This announcement expands the use of ZIP Code 82932 to include delivery.
New	57-3154	82932	WY	Farson	Sweetwater	Main Office	Post Office	1/1/98	
Old	05-6108	95643	CA	Placerville	El Dorado	Kelsey	Community Post Office	1/3/97	Community Post Office and ZIP Code discontinued. Use Placerville CA 95667 as last line of address. This amends PB 21960.
New	05-6108	95667	CA	Placerville	El Dorado	Kelsey	Place Name	1/3/97	

—Address Management, Operations Support, 1-1-98

ALL POSTMASTERS AND INSTALLATION HEADS

Vending Machine Report

A summary of vending machine income sharing and other activities related to the Randolph-Sheppard Act Amendments of 1974 is required for fiscal year 1997 (October 1, 1996, through September 30, 1997). This report complies with an annual request from the Department of Education and Handbook EL-602, *Food Service Operations*, 441.3.

The annual report on the proceeds and/or commission of every postal installation that has *even a single coin-operated vending machine* (stamp machines excepted) selling snacks, beverages, food, or tobacco is due at the processing and distribution lead plant or customer service and sales dis-

trict level by January 9, 1998. Postmasters must submit to appropriate managers consolidated reports (see format below) including the proceeds and/or commission from vending machines at branches, stations, etc., under their control.

Lead plant and district managers must consolidate the reports by state and forward them to their **Performance Cluster** by January 16 for further consolidation and prompt relay to:

MANAGER PERSONNEL OPERATIONS SUPPORT
 US POSTAL SERVICE
 475 L'ENFANT PLZ SW RM 1813
 WASHINGTON DC 20260-4261

FY 1997 Vending Machine Income (Excluding Stamps)				
Vending machine commissions received from commercial concessionaire (do not include the 1-1/2% operating fee):		Vending machine receipts, if locally operated, after deducting the cost of goods sold, including reasonable maintenance cost:		Amount disbursed to state licensing agency:
\$		\$		\$
Applications From State Licensing Agency for Permits or Contracts to Operate Vending Facilities				
Number Pending at Beginning of Period	Total Number Received	Number Awarded to SLA	*Number Denied	Number Pending at End of Period
The above data is taken from records on file in the office of:				
Signature: _____				
Title: _____				
Installation: _____				
Address: _____				

*Attach explanation of each denial				



**This office
will be closed
Monday,
January 19, 1998,
to observe
Martin Luther King,
Jr.'s Birthday.**

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**This office
will be closed
Monday,
January 19, 1998,
to observe
Martin Luther King,
Jr.'s Birthday.**

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Postal Employees

Hazardous Materials Handling Awareness

Managers at all levels must ensure that any hazardous materials accepted as mail by the Postal Service are mailable by postal regulations, properly packaged and labeled, safely handled and transported, and properly dispatched for surface or air transport as appropriate.

The key to proper and safe handling and transport is *employee awareness and knowledge* at each point in the mailstream. The following is a summary of policies, procedures, and enabling resources concerning safe and efficient hazardous materials handling:

Mailability Standards

- *Domestic Mail Manual*, C020-23.
- *International Mail Manual*, 135-136.
- Publication 52, *Acceptance of Hazardous, Restricted, or Perishable Matter*.
- *Post Operations Manual (POM)* 137.412 and 139.117-118.
- Management Instruction EL-810-96-1, *Response to Hazardous Materials Releases*.

Training and Awareness (Handling and Spill Response) Resources

- Handbook EL-812, *Hazardous Materials and Spill Response*, available from material distribution centers (MDCs).
- Hazmat Response Training: Awareness and Operations Level, available from the National Center for Employee Development (NCED).
- Hazardous Materials Specialist Training, for those responsible for managing hazmat response, currently being taught in scheduled courses around the country.
- Awareness Video, *Hazwoper Awareness*, for all employees accepting and handling hazmat, previously sent to all safety and environmental field offices.
- Craft training on acceptance, handling, and dispatch, which includes some hazmat training.

Customer Assistance Resources

- Notice 107 and Poster 76, both entitled "Some Things Were Never Meant to be Mailed," available from the MDC.

Organizations to Contact for Assistance

- **Transportation** of hazardous materials *national* issues: Aviation Mail Security, 202-268-2058.
- **Safety and health** *national*/hazmat issues: Safety and Workplace Assistance, 202-268-3692.
- **Mailability, packaging, and labeling:** Rates and Classification Service Centers (RCSCs): **Chicago RCSC**, 630-978-4329; **Memphis RCSC**, 901-576-2212; **New York RCSC**, 212-613-8676; **Northern Virginia RCSC**, 703-329-3660; **San Francisco RCSC**, 415-247-7200.
- **Business Mail Acceptance**, Headquarters, 202-268-5317.
- **Hazmat response training** (awareness and operations): District safety and NCED (405-366-4350).
- **Craft training** including hazmat acceptance, handling, and dispatch: Postal Employee Development Centers.

Employees must be advised to be on the lookout for the potential presence of hazardous materials and handle them safely.

If a non-mailable parcel is suspected, advise employees to contact their supervisor. If determined to be non-mailable, safely isolate the parcel if possible and report it to the Inspection Service or RCSC, as appropriate, per POM 139.117 and .118

Some indicators of the presence of hazardous materials in a parcel include:

- A shifting weight or liquid sound in the parcel.
- A Department of Transportation diamond-shaped label or other label (biohazard) indicating hazmat. (Note: any parcel bearing a DOT diamond-shaped class label, except "infectious substance 6," is non-mailable.)
- Address to or from a laboratory, chemical manufacturer, or vendor of products containing hazmat.
- A stain or unusual odor.

—*Safety and Workplace Assistance, 1-1-98*

1997 W-2 Tax Information and Illustration

Current Mailing Address

To facilitate processing of 1997 tax information and to ensure correct and timely receipt of Form W-2, *Wage and Tax Statement*, all employees must have a current mailing address on file at their distributed data entry/distributed reporting (DDE/DR) site. Employees who have changed their address in 1997 and have not submitted Form 1216, *Employee's Current Mailing Address*, should do so immediately to their DDE/DR site.

Form W-2

If an employee has earnings for more than two states, a separate Form W-2 is issued for every two states reported. The format of the 1997 Form W-2 has not changed.

Request for Duplicate or Corrected Forms W-2 or Form 1099-R

1. To request a duplicate Form W-2 for wages and/or relocation, submit a written request to the finance office at the local DDE/DR site.
2. To request a *corrected* Form W-2 for wages, write to:
ATTN PAYROLL PROCESSING BR – W-2
US POSTAL SERVICE
MINNEAPOLIS ACCOUNTING SERVICE CENTER
1 FEDERAL DR
FT SNELLING MN 55111-9630

Sign all requests and include the following information:

Name
Current address

Social Security number
Name of office where employed (or previously employed, if not a current postal employee)

Relevant year(s)


When a corrected form is requested, provide a reason for the correction.

3. The Minneapolis Accounting Service Center (MNASC) issues the 1997 Relocation Forms W-2. It will issue a separate W-2 for relocation payments; however, the Social Security and Medicare taxes withheld on relocation payments are reported on the employee's Form W-2 for wages. Although the MNASC issues relocation Forms W-2, submit requests for *corrected relocation* Forms W-2 in writing to:

ATTN RELOCATION SECTION
US POSTAL SERVICE
SAN MATEO ACCOUNTING SERVICE CENTER
2700 CAMPUS DR
SAN MATEO CA 94497-9420

Sign all requests and include the following information:

Name
Current address
Social Security number
Name of office where employed (or previously employed, if not a current postal employee)
Relevant year(s)
Reason for correction
Office phone number

		Minneapolis Accounting Service Center 1 Federal Dr Ft Snelling MN 55111-9600		Wage And Tax Statement Income Tax Information		1997 COPY B		File With Employees Federal Tax Return OMB No. 1545-0008		
A. Social Security Number		B. Employer's FED ID No. 41-0760000		31. TCOL Allowance		1. Wages, Other Compensation		2. Fed Income Tax Withheld		
C. Employee's Name, Address, and ZIP Code. Finance No.				32. Employee Business Expense		3. Social Security Wages		4. Social Security Tax Withheld		
				33. Taxable Emp. Bus. Expense *		5. Medicare Wages		6. Medicare Tax Withheld		
				34. Alt Trans Incent. *		9. Advance EIC		13. Flex Spending Acct.		
				35. Imputed Inc. Life Ins. *		14. Employee Contrib (TSP)		15. Pension Plan Coverage		
				36. Miscellaneous *		37. Pre-Tax HB		38. Occupation Tax Withheld		
16. Employer's State ID No.		17. State/Terr. Gross Wages		18. State Inc. Tax Withheld		19. Locality Name		20. Local Wages		21. Local Tax Withheld

4. If retired, send written requests for Forms 1099-R to the Office of Personnel Management:

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

Sign all requests and include the following information:

Current address
 Social Security number

Name of office where employed (or previously employed, if not a current postal employee)

Relevant year(s)
 Reason for correction

Source of Reported Wages

The Wages and Other Compensation amount reported on Form(s) W-2 in Box 1 is derived from year-to-date totals reflected on the employee's Pay Period 26-97 (or last pay period in a pay status in 1997) Earnings Statement(s) plus several totals from the Form(s) W-2. It is calculated as follows:

Earnings Statement Year-to-Date Totals

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

Form W-2 Totals

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

*Compensation not related to wages, other compensation not related to wages, other compensation, and/or benefits not shown above (e.g., rent, noncash awards, spousal travel, outstanding travel advances).

This cross-reference is not applicable if one or more checks issued during 1997 are returned or canceled after the last Earnings Statement is printed.

—Corporate Accounting, Finance, 1-1-98

1998 Pay Dates, Organization Dues, and Leave Year

The following chart lists the pay periods for 1998. 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 1998 leave year begins Pay Period 2, January 3, 1998, and extends for 26 full pay periods, ending January 1, 1999 (Pay Period (01-99)).

1998 Pay Period Inclusive Dates

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	
03	01-17 to 01-23	01-24 to 01-30	02-06	01-19
*04	01-31 to 02-06	02-07 to 02-13	02-20	
05	02-14 to 02-20	02-21 to 02-27	03-06	02-16
*06	02-28 to 03-06	03-07 to 03-13	03-20	
07	03-14 to 03-20	03-21 to 03-27	04-03	
*08	03-28 to 04-03	04-04 to 04-10	04-17	
09	04-11 to 04-17	04-18 to 04-24	05-01	

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

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*01	12-19 to 12-25	12-26 to 01-01	01-08	12-25, 01-01
02	01-02 to 01-08	01-09 to 01-15	01-22	

—Corporate Accounting, Finance, 1-1-98

USPS — NPMHU Contract Correction

A typographical error appears in the 1994–1998 National Agreement between the United States Postal Service and the National Postal Mail Handlers Union, Article 9, Salaries and Wages, Section 9.2, Step Progression. From Step M to Step N should read “26 weeks.”

—Contract Administration (APWU/NPMHU),
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2. Missing Money Orders — U.S.
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