

POSTAL BULLETIN

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The *Postal Bulletin* is also available on the World Wide Web at <http://www.usps.com> for customers and at <http://blue.usps.gov> for employees.

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Postal Bulletin Indexes

Quarterly Index PB 21978 (8-13-98)
1997 Annual Index PB 21962 (1-1-98)

Ordering Information: Following is the list of postal stock numbers (PSNs) to use when ordering copies of the *Postal Bulletin* from the MDCs:

PB 21987: 7690-04-000-3966	PB 21977: 7690-04-000-3956
PB 21986: 7690-04-000-3965	PB 21976: 7690-04-000-2608
PB 21985: 7690-04-000-3964	PB 21975: 7690-04-000-2607
PB 21984: 7690-04-000-3963	PB 21974: 7690-04-000-2606
PB 21983: 7690-04-000-3962	PB 21973: 7690-04-000-2605
PB 21982: 7690-04-000-3961	PB 21972: 7690-04-000-2604
PB 21981: 7690-04-000-3960	PB 21971: 7690-04-000-2603
PB 21980: 7690-04-000-3959	PB 21970: 7690-04-000-2602
PB 21979: 7690-04-000-3958	PB 21969: 7690-04-000-2601
PB 21978: 7690-04-000-3957	

The *Postal Bulletin* is published biweekly; information is effective for 1 year unless it changes the text of permanent directives or unless otherwise specified.

Administrative Services

Directives and Forms Update

New Directives

Document ID	Edition Date	Title	NSN	Org	USPS Source	Public Source
HBK AS-558	9/98	Facility Energy Management Guide	7610-04-000-5354	ENG	MDC	N/A
HBK MS-175-VOL-B	12/98	Lockheed Martin TMS (Phase 2), Staging Tower Maintenance Information	7610-04-000-5491	ENG	MDC	R
HBK MS-175-VOL-C	12/98	Lockheed Martin TMS (Phase 2), Cipro Lift Maintenance Information	7610-04-000-5492	ENG	MDC	R
HBK MS-175-VOL-E	12/98	Lockheed Martin TMS (Phase 2), Conveyors Maintenance Information	7610-04-000-5494	ENG	MDC	R
HBK MS-175-VOL-F	12/98	Lockheed Martin TMS (Phase 2), Vertical Lift Unit Maintenance Information	7610-04-000-5495	ENG	MDC	R
HBK MS-175-VOL-G	12/98	Lockheed Martin TMS (Phase 2), Versatile High-Speed Staging System Maintenance Information	7610-04-000-5496	ENG	MDC	R
HBK MS-175-VOL-H	12/98	Lockheed Martin TMS (Phase 2), Daifuku Staging Unit System Maintenance Information	7610-04-000-5497	ENG	MDC	R
HBK MS-181-VOL-B	12/98	Lockheed Martin TMS (Phase 3A), Staging Tower Maintenance Information	7610-04-000-5501	ENG	MDC	R
HBK MS-181-VOL-C	12/98	Lockheed Martin TMS (Phase 3A), Cipro Lift Maintenance Information	7610-04-000-5502	ENG	MDC	R
HBK MS-181-VOL-F	12/98	Lockheed Martin TMS (Phase 3A), Vertical Lift Unit Maintenance Information	7610-04-000-5505	ENG	MDC	R
PUB 147	11/20/98	Web Standards Guide	N/A	INF	IWEB	N/A

Revised Directives

Document ID	Edition Date	Title	NSN	Org	USPS Source	Public Source
LAB 100	10/98	Nonstandard Size Surcharge	7690-03-000-9028	MSY	MDC	N/A
PUB 8	9/15/98	Address Change Service	7610-03-000-9142	OS	MDC	P/F
PUB 12	11/1/98	Health Benefits Open Season Administrative and Processing Information	7610-03-000-5937	HR	MDC, IWEB	N/A
PUB 49	1/10/99	Preparing Standard Mail (A)	7610-02-000-9901	MSY	MDC, IWEB	N/A
PUB 94	8/1/98	REDRESS	7610-03-000-7914	GC	MDC, IWEB	N/A
PUB 95	1/10/99	Quick Service Guide	7610-04-000-1197	MSY	MDC	PBC
PUB 500-C	9/98	Slide/Overhead Presentations: Graphic Guidelines	7610-03-000-4228	CR	MDC	N/A

Obsolete Directives

Document ID	Edition Date	Title	Obsolete Date	Replaced By
POS Q642	3/97	Enhanced Carrier Route Nonautomation Letters	November 17, 1998	N/A

New Forms

Form Number	Edition Date	Oldest Usable Date	Title	NSN	Where Used	Unit of Issue	Org	USPS Source	Public Source
PS 1583-A	2/98	2/98	Application to Act as a Commercial Mail Receiving Facility	7530-04-000-4564	PU	SH	OS	MDC	AR

Revised Forms

Form Number	Edition Date	Oldest Usable Date	Title	NSN	Where Used	Unit of Issue	Org	USPS Source	Public Source
PS 25	10/98	10/98	Trust Fund Account	7530-01-000-9502	PS	SH	FIN	MDC	N/A
PS 1236-A	9/98	9/91	Weekly Loan, Transfer, and Training Hours	7530-01-000-9649	PS	SH	FIN	MDC	N/A
PS 8170	5/98	5/98	Freedom of Information Act and Privacy Act Request Report	N/A	PS	EA	FIN	HQO	N/A

Directives With Electronic Access

Document ID	Edition Date	Title	NSN	Org	USPS Source	Public Source
HBK AS-709	11/98	Credit Card Policies and Procedure for Local Buying	7610-03-000-0339	PM	MDC, IWEB	N/A
MI EL-540-91-1	1/25/91	Job-Related First Aid Injuries	7610-02-000-7058	HR	MDC, IWEB	N/A
MI EL-810-93-1	9/20/93	Confined Space Safety	7610-03-000-9282	HR	HQO, IWEB	N/A
PUB 201	3/98	Consumer's Guide to Postal Services and Products	7610-02-000-9960	CA	MDC, IWEB	P/F, WWW
PUB 211	10/98	FIRSTCLASS Phone Card Self-Service Guide	7610-04-000-5498	MKT	MDC, IWEB	N/A
PUB 213	10/98	FIRSTCLASS PHONECARD (FCPC) Selling and Managing Manual	7610-04-000-5499	MKT	MDC, IWEB	N/A
PUB 247	11/5/98	Supply and Equipment Catalog	7610-02-000-7982	PM	MDC, IWEB	MDC
PUB 308	2/1/98	Know Your Rights: A Guide for Victims and Witnesses of Federal Crimes	7610-04-000-5315	IS	MDC, IWEB	MDC, WWW
PUB 553	7/1/98	Employee's Guide to Understanding Sexual Harassment	7610-04-000-5098	DIV	MDC, IWEB	WWW
PUB 821	1/1/99	Postal Explorer User Guide	N/A	MSY	IWEB	WWW

—Corporate Publishing & Information Management, Information Systems, 12-17-98

Customer Relations

PostOffice ONLINE

Postal Products and Services Available Online

Customers can now go online for postal products and services. The US Postal Service has completed testing the operating system for its new Internet service, PostOffice Online. The operations test began in Tampa, FL, in March and was extended to Hartford, CT, in May. The PostOffice Online market test began in late October and includes Zip Code areas 010, 013-027, 030-034, 036-038, 051, 053, 060-089, 100-119, 124-127, 180-181, 183-184, 189-191, 193-199, 335-339, 341-342, and 346.

PostOffice Online consists of two major components: Mailing Online™ and Shipping Online™. Using their computers and the Internet, small and home-based businesses can create and mail documents, prepare Express Mail™ and Priority Mail™ labels, pay postage, schedule pickups, and track or confirm deliveries.

To make it possible for the PostOffice Online customers to print their own mailing labels, the Postal Service created new Express Mail and Priority Mail labels that can be used in laser and ink jet printers. These labels will soon begin appearing in many post offices; therefore, it is important that all window and delivery personnel recognize these as paid and acceptable for shipping.

Three modifications are being made to shipping requirements for PostOffice Online, including changes to Express and Priority Mail labels.

Express Mail: The Shipping Online label is similar to the current Label 11-B, *Express Mail*; however, the **customer and finance copies are eliminated**. The label does, however, have a portion that the carrier removes upon delivery and returns to the post office for scanning. Phase II and non-IRT offices will be required to copy the label on the customer's package and send the origin information to the Express Mail office for input. This is only required at the point of origin or acceptance of the initial mailpiece for entrance into the mailstream. This procedure is required until all offices have scanners. When the package is delivered, all offices will remove the perforated label, scan and/or send it to the Express Mail office for proper handling.

Priority Mail: The Shipping Online label has a Priority Mail Delivery Confirmation barcode label. PostOffice Online customers receive Delivery Confirmation on all their Priority Mail pieces for no additional charge. Standard operating procedures apply.

FAA 16-ounce Target Mail Regulations: PostOffice Online customer registration requirements provide the appropriate built-in safeguards. PostOffice Online customers are "known customers" and are permitted to deposit their Priority Mail packages weighing more than 16 ounces into mail collection boxes.

PostOffice Online Pick-up Requests: PostOffice Online customers may request and pay for pick-up service over the Internet. They will print a 1-page, 8 1/2" x 11," computer-generated document, **used in place of our current F5541** Pickup Service Statement. Since the customer has pre-paid for the pickup request, the carrier will not request or receive payment. Instead, the carrier receives a receipt for payment (Pickup Service Receipt) as proof of payment and reviews the top (Express Mail Office copy) and bottom portions (Customer copy) of the new F5541, making any necessary package modifications. The bottom half is then separated and retained by the customer. The Pickup Service Receipt is attached to the top half of the new Pickup Service Statement (F5541) and returned to the Express Mail office for filing. The Finance copy is eliminated.

The future success of the Postal Service will depend on our ability to make it easier for our customers to do business with us. By creating PostOffice Online, the Postal Service is improving access to its traditional services in a new innovative way. We cannot improve customer service if our employees do not recognize or understand new products and services as they are introduced. Every employee must be made aware of these changes.

—Corporate Relations, 12-17-98

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 202-268-5885 at least 1 month preceding the requested delivery dates.

Title of Mailings	Class and Type of Mail	Requested Delivery Date	Number of Pieces (Millions)	Distribution	Presort Level	Comments
Billy Graham Letter	Standard A/ltr	12/7–12/18	1.4	Nationwide	3/5-digit, basic, barcode	5 5/8" x 7 1/4", Minneapolis, MN
JC Penney — Santa Postcard	Standard A/postcard	12/16–12/18	6.5	Nationwide	CarRt	Harte-Hanks
Kmart — Flexi	Standard A/flat	12/17–12/19	10.0	Nationwide	3/5-digit	Harte-Hanks
Kmart — SuperK Gift	Standard A/flat	12/17–12/19	2.0	Nationwide	3/5-digit	Harte-Hanks
Bloomingdale's — Post Christmas Sale	Standard A/flat	12/21–12/24	1.4	Nationwide	CarRt, 3/5-digit	8 3/8" x 10 1/2", Arandell
JC Penney — Spring and Summer	Standard A/flat	12/23–12/25	11.0	Nationwide	CarRt	Harte-Hanks
JC Penney — White Sale	Standard A/flat	12/24–12/26	14.5	Nationwide	CarRt	World Color, Corinth
Decision Magazine	Standard A/ltr	12/24–12/31	1.5	Nationwide	CarRt, 3/5-digit, basic, barcode	8" x 10 5/8", 44 pages, Minneapolis, MN
Current — Valentine 1999	Standard A/flat	12/26–12/31	3.0	Nationwide	CarRt, 3/5-digit, basic	8" x 10", Advance, Harte-Hanks, time sensitive
Current — NCA Book 1999	Standard A/flat	12/26–1/4	4.9	Nationwide	CarRt, 3/5-digit, basic	8" x 10", Advance, Harte-Hanks, time sensitive
San Francisco Music Box Company	Standard A/flat	12/27–1/3	1.0	Nationwide	CarRt, 3/5-digit, barcode	8 1/2" x 10 1/2", Banta, MN; 64 pages
Reader's Digest — Final Stage Tracking Card	Standard A/flat	12/28–12/29	7.8	Nationwide	CarRt, 3/5-digit	Experian, Rutland, VT and Mt Pleasant, IA
Coldwater Creek — Bedding	Standard A/flat	12/28–12/30	1.6	Nationwide	3/5-digit	RR Donnelley, Lancaster, PA
JC Penney — Styling Salon	Standard A/flat	12/29–12/31	2.2	Nationwide	CarRt	Harte-Hanks
Sally Beauty Supply	Standard A/ltr	12/29–12/31	2.6	Nationwide	CarRt, 3/5-digit, basic	Time sensitive
Kmart — Rebate Promotion	Standard A/flat	12/29–12/31	5.7	Nationwide	3/5-digit	Harte-Hanks
Reader's Digest — Prize Council	Standard A/ltr	12/30–12/31	7.4	Nationwide	CarRt, automation, barcode	Experian, Seward, NE
Reader's Digest — Reward Entitlement	Standard A/ltr	12/30–12/31	4.0	Nationwide	CarRt, automation, barcode	Experian, Rutland, VT

—Customer Relations, Marketing, 12-17-98

December 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.



Alejandro Amescua
Born: 10-21-89
Date Missing: 7-25-97
Missing From: Wapato, WA



Miriam Acosta
Born: 4-27-84
Date Missing: 2-3-98
Missing From: Ft. Collins, CO



Latoya McGraw
Born: 2-19-82
Date Missing: 7-26-98
Missing From: Hutchinson, KS



Nicole DeFranco
Born: 10-24-85
Date Missing: 7-15-98
Missing From: Winter Park, FL



Kimberly Chichester
Born: 7-24-86
Date Missing: 8-9-98
Missing From: Ramseur, NC



Michelle Prasek
Born: 4-13-85
Date Missing: 12-19-97
Missing From: Spring, TX

**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* 21967 (3-12-98).

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

Domestic Mail

DMM REVISION

Label 23, New Priority Mail Drop Shipment Label for Letter Trays

New Label 23, *Priority Mail Drop Shipment Label* for letter trays, may be ordered from the Express and Priority Mail Supply Center. There will be no automatic distribution of this label. An example of Label 23 appears on page 11 of this *Postal Bulletin*. Mailers may begin using Label 23 on December 17, 1998.

Label 23 is a removable self-adhesive label measuring 11" x 22". Mailers using Priority Mail Drop Shipment (see DMM M072) may use Label 23 instead of a Priority Mail sack to expedite the movement of one or two trays of First-Class, Periodicals, or Standard Mail (A) letters from the origin post office to downstream postal facilities.

Mailers must affix Label 23, which is orange, black, and white, to the top tray sleeve before the tray is strapped. The label contains instructions for its use; a place for the address of the Manager, Distribution and Operations of the postal facility where the Priority Mail drop shipment destines; a place for the distribution and routing or ACT tag; and "Open and Distribute" instructions similar to Tag 159, *Priority Mail Drop Shipment*. Using Label 23 eliminates the current requirements for sacking trayed mail sent via Priority Mail Drop Shipment and facilitates ease of use by customers and efficient postal operations.

Label 23 is available in packages of 100; there are 500 labels to a box. Labels may be ordered by or for customers by fax (1-800-270-6233) or phone (1-800 222-1811, option 4) from the Express and Priority Mail Supply Center. Please use the following ordering information:

PSIN:	LAB23
Description:	Priority Mail Drop Shipment Label
PSN:	7690-04-000-5145
Unit of issue:	EA (each)
Minimum order quantity:	1 package of 100
Maximum order quantity:	5 packages (order in quantities of 100)
Cost:	None

Effective December 17, 1998, *Domestic Mail Manual* M072 is amended to incorporate standards for use of Label 23. These revisions will appear in the online version of the DMM Issue 54 available via Postal Explorer (<http://pe.usps.gov>) and in the printed version of DMM Issue 55.

Domestic Mail Manual (DMM)

M Mail Preparation and Sortation

* * * * *

M000 General Preparation Standards

* * * * *

M070 Mixed Classes

* * * * *

M072 Express Mail and Priority Mail Drop Shipment

1.0 BASIC STANDARDS

* * * * *

[Amend 1.2 to refer to both Express Mail and Priority Mail drop shipments and to include a reference to Label 23, as follows:]

1.2 Labeling and Addressing

All containers, including Express Mail pouches, Priority Mail sacks, and trays with Label 23 must be labeled "Manager, Distribution and Operations, Open and Distribute," followed by the postal facility address where the Express Mail or Priority Mail shipment destines. Enclosed mail must be addressed as appropriate for its class and rate claimed.

[Add new 1.3 to clarify that mailers must affix Tag 157 to Express Mail pouches, renumber current 1.3 as 1.4, and amend 1.4 to delete the first occurrence of the word "enclosed," as follows:]

1.3 Tag 157

Tag 157 must be attached to each Express Mail pouch to identify it as Express Mail and identify the class of mail enclosed.

1.4 Tag 159

Tag 159 must be attached to each Priority Mail sack to identify it as Priority Mail and identify the class of mail enclosed and provide a place to affix Priority Mail postage.

1.5 Sacks

Unless prepared in accordance with 1.7, Priority Mail drop shipments must be placed in white plastic domestic or other approved sacks and properly labeled to the destination drop shipment facility, *except that* Priority Mail drop shipments of First-Class Mail must be presented in orange nylon sacks.

1.6 Enclosed Mail

The enclosed mail must meet the eligibility and preparation standards for its class and rate (and any special service used), except that sacking or traying is not required if all packages are destined to the same 5-digit ZIP Code as the Express Mail or Priority Mail pouch.

[Insert new 1.7 to allow mailers to use Label 23 for trays of letter mail as follows:]

1.7 Label 23

As an alternative to sacking, mailers may affix Label 23 to Priority Mail drop shipments of First-Class Mail, Periodicals, or Standard Mail (A) prepared in MM or EMM trays. This method may be used to transport one or two trays. The total weight of tray(s) with Label 23 affixed may not exceed 70 pounds. Label 23 must be affixed to the sleeve of the top tray prior to strapping. Bundled trays must be strapped securely around the length of the trays.

2.0 ADDITIONAL STANDARDS FOR ENCLOSED MAIL

[Delete current 2.1 because First-Class Mail, other than parcels, is currently required by standard; renumber current 2.2 through 2.5 as 2.1 through 2.4, respectively.]

* * * * *

2.2 Periodicals

[Amend 2.2 by adding reference to trays and letter mail to read as follows:]

If the method used to document the number of enclosed Periodicals pieces paid at different presort level rates is to separate them into groups by rate, only pieces at the same rate may be enclosed in the same Priority Mail or Express Mail pouch, or, for trays of letter mail, prepared with Label 23 affixed. Priority Mail and Express Mail pouches and trays with Label 23 affixed must be separated on this basis when presented to the USPS. Documentation must be prepared and presented as required by standard.

2.3 Standard Mail (A)

[Amend 2.3 by adding reference to Label 23 to read as follows:]

If the method used to document the number of enclosed Standard Mail (A) pieces paid at the 3/5 rate is to separate them from basic rate pieces, only pieces at the same rate may be enclosed in the same Priority Mail or Express Mail pouch or, for trays of letter mail, prepared with Label 23 affixed. Priority Mail and Express Mail pouches and trays with Label 23 affixed must be separated on this basis when presented to the USPS. Documentation must be prepared and presented as required by standard.

* * * * *

—Business Mail Acceptance,
Marketing Systems, 12-17-98

DMM REVISION**Supplements to Periodicals Publications**

Effective December 17, 1998, the *Domestic Mail Manual* standards governing supplements to Periodicals publications are revised to allow a supplement's dimensions to exceed those of the host publication when the publication and the supplement are fully wrapped (i.e., contained in an envelope, polybag or other complete wrapper).

This revision will appear in the online DMM available via Postal Explorer (<http://pe.usps.gov>) on January 10, 1999, and will appear in the printed version of DMM 55.

Domestic Mail Manual (DMM)

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C200 Periodicals**1.0 PERMISSIBLE MAILPIECE COMPONENTS**

* * * * *

1.5 Supplements

* * * * *

[Amend the third sentence to read as follows:]

The external dimensions of a supplement (i.e., its length and height) may not exceed those of the host publication except when the host publication and the supplement are contained in an envelope, polybag, or other complete wrapper.

—Business Mail Acceptance,
Marketing Systems, 12-17-98

DO NOT SEPARATE - PROCESS BUNDLE AS ONE PACKAGE

DROP SHIP - OPEN & DISTRIBUTE


**PRIORITY
MAIL**

- Label must be affixed to the top tray prior to strapping.
- Total weight of trays may not exceed 70 pounds.
- Bundled trays must be strapped securely.

Two trays may be bundled together using these guidelines:

Label 23, September 1998

**PRIORITY
MAIL**



DROP SHIPMENT

Indicate Class of Mail Enclosed

- ☐ First-Class - OPEN & DISTRIBUTE with Preferential Mail
- ☐ Periodicals - OPEN & DISTRIBUTE with Preferential Mail
- ☐ Standard A - OPEN & DISTRIBUTE with Bulk Business Mail

Postage on the contents has been paid and necessary presort and preparation verified.

Signature of origin Bulk Mail Acceptance Clerk and postmarked.
(Not valid unless signed and postmarked)

TAG 159 Facsimile

POSTAGE

Align With Sides of Tray

Place Mailing Label Here

Manager, Distribution and Operations,
Open and Distribute

followed by postal facility address where
Priority Mail destinations

Tray Label

Align With Sides of Tray

Place D & R
ACT Tag
Here

This Label is Not Reusable, Please Remove and Discard.

Two trays may be bundled together using these guidelines:

**PRIORITY
MAIL**

- Label must be affixed to the top tray prior to strapping.
- Total weight of trays may not exceed 70 pounds.
- Bundled trays must be strapped securely.

DROP SHIP - OPEN & DISTRIBUTE

DO NOT SEPARATE - PROCESS BUNDLE AS ONE PACKAGE

of trays in bundle (1 OF)

Label not reusable
Pull here to remove

Label not reusable
Pull here to remove

EXPRESS MAIL MANIFESTING

Express Mail Manifesting and New One-Part Express Mail Label

In response to the needs of customers, and potential customers for an easy-to-use method for preparing and presenting bulk shipments of Express Mail, the Postal Service is introducing Express Mail Manifesting (EMM) this December. Standards for participation in EMM are contained in the *Express Mail Manifesting Technical Guide*. A copy of the guide may be obtained by calling the National Customer Support Center (NCSC) Delivery Confirmation Department at 1-800-279-2651.

Under the new program:

- Mailers present bulk mailings of domestic Express Mail using post office-to-addressee service.
- Mailers are certified and authorized to generate and transmit electronic files, prepare barcoded labels, and submit manifest mailings of Express Mail. The certification and authorization processes are described in detail in the *Express Mail Manifesting Technical Guide*.
- An authorized mailer transmits electronic files containing information about each package in a mailing to the USPS host computer. Individual acceptance piece scans are not required because the Postal Service captures postage and tracking information from the mailer's electronic file in the new Product Tracking System (PTS) — the same system that captures Delivery Confirmation information. Postage is deducted from the mailer's Express Mail Corporate Account using the information in the mailer's electronic file.
- Mailers print and apply a one-part barcoded label to each piece. The label has features similar to those of the new Delivery Confirmation service label and may be printed on the same standard white label stock used for other types of mail. Only certified mailers may use the one-part labels.
- Mailings are verified and accepted by USPS detached mail unit (DMU) employees at the mailer's facility and dispatched from the mailer's plant on USPS transportation. Mailings are processed in the regular Express Mail mailstream.
- Verification procedures (e.g., sampling) are the same as those used for other classes of manifest mailings and DMU employees are not required to write any acceptance information on individual pieces.

- Mailers may retrieve delivery information for individual packages through the same method used to transfer the electronic file.

Delivery of Express Mail Bearing One-Part Barcoded Labels

See page 15 of this *Postal Bulletin* for a description and illustration of the barcoded address label standards. Please post this illustration in all Express Mail delivery units.

Express Mail pieces bearing the new one-part labels will be processed in the regular Express Mail mailstream and must be delivered in accordance with applicable Express Mail standards. During the ramp-up period, customers using the one-part labels will be unable to show the scheduled delivery date and time for a piece on the label. Pieces that do not show the service commitment on the label should be delivered by 3 PM on the day they are received by the delivery office.

The key difference between the one-part barcoded label and the multi-part Express Mail labels 11-A and 11-B is that there is not a removable top copy. Initially, all barcodes on one-part labels will represent a 13-digit Express Mail ID beginning with the letters "EA," followed by 8 numeric digits, a check digit, and the letters "US." The human readable package ID (13-digit Express Mail ID) will appear below the barcode and the words "USPS EXPRESS MAIL" will appear above the barcode following the same format used for delivery confirmation labels. Bold horizontal lines must appear above and below the barcode. The labels will also bear an Express Mail imprint, similar to a permit imprint used on other classes of mail, indicating that postage has been paid.

Because the one-part labels will not have a top copy to remove at delivery, delivery personnel must record the following information on PS Form 3849, *Delivery Notice/Reminder/Receipt*, for all pieces:

- Express Mail ID (article) number
- Date of delivery (include time and ZIP Code if non-MDCD site)
- Signature (the mailer will indicate on the label whether or not they wish delivery to be made without obtaining the signature of the addressee, or addressee's agent, if the article can be left in a secure location; follow the normal procedures for waiver of signature based on the mailer's instruction)

For all offices with MDCD scanners, delivery employees must scan the barcode at delivery or attempted delivery. At all other sites, the information from PS Form 3849 is entered manually into CTT (Computerized Track and Trace) or the forms are sent to the CTT hub for manual entry into CTT.

Remember, the new labels will not replace Labels 11-A and 11-B; they are just a new option that will facilitate ease of use for customers and make one of the Postal Service's premier services more competitive. It is important that all employees recognize the new label and provide the quality service that customers expect.

—Business Mail Acceptance,
Marketing Systems, 12-17-98

APO/FPO Changes

Make the following ink changes to the most recent APO/FPO tables published in *Postal Bulletin* 21985, 11-19-98.

APO/ FPO	Action	Effective Date	See Restrictions
09503	ADD "B1"- "M"- "N"	Immediately	B-B1-M-N
09805	NOT ACTIVE	Immediately	
96306	ADD "F"- "F1"- "F2"	Immediately	B-B1-F-F1-F2-M-W
96362	ADD "F"- "F1"- "F2"	Immediately	B-B1-F-F1-F2-M-W
96370	ADD "F"- "F1"- "F2"	Immediately	B-B1-F-F1-F2-M-W

—International Operations Support,
Networks Operations Management, 12-17-98

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PLEASE POST IN ALL DELIVERY UNITS

Required USPS information includes the following:

•Express Mail imprint indicating postage payment using Express Mail Corporate Account.

•Ship date

•Additional Express Mail product identification required if EM identified packaging not used (e.g., EM box, sticker, label)

•"USPS Express Mail" text, barcode, human readable barcode information (blocks of Express Mail numbers will be assigned by USPS), & bold lines

•Waiver of Signature statement
-Show "YES" or "NO" as desired.
Addressee signature or delivery employee signature is captured on PS 3849.

•Optional statement for no delivery on weekend or no delivery on holiday

•Statements to Delivery Units:
-Because label is one-ply, there will be no mailing label for the delivery employee to remove
-PS 3849 must always be completed

-At offices with MDCC hand-held scanners, employees scan upon delivery or delivery attempt
-At all other sites (non-MDCC sites), information is entered manually into CTT at the delivery office, or PS 3849s are sent to CTT hubs for manual entry into CTT

•The location of the required information on the label is flexible, but the relative relationship of the required information (other than the ship date) should be maintained to ensure proper handling.

The remainder of the label is for customer use and may include other package IDs, barcodes, customer information, contact telephone numbers, etc.

ONE-PART EXPRESS MAIL LABEL ELEMENTS

MAILER OR SHIPPER
555 ANY STREET
ANY CITY, CA 95603-0955

EXPRESS MAIL
UNITED STATES POSTAL SERVICE TM

SHIP TO: JOE ADDRESSEE
123 MAIN AVE
HOUSTON TX 77058-2377

USPS EXPRESS MAIL

EA 12345678 4 US

WAIVER OF SIGNATURE: [YES ☒] or [NO]

NO SIGNATURE REQUIRED FOR WAIVER
NO DELIVERY ["WEEKEND" or "HOLIDAY"]

ATTENTION DELIVERY UNIT
-NO EM MAILING LABEL TO REMOVE
-ALL DELIVERY EMPLOYEES MUST COMPLETE PS 3849
-MDCC SITES: DELIVERY EMPLOYEES SCAN AT DELIVERY/ATTEMPT
-ALL OTHER SITES: EITHER ENTER INFORMATION FROM PS 3849 MANUALLY IN CTT OR SEND TO CTT HUB

EXPRESS MAIL
U.S. POSTAGE PAID
EXPRESS MAIL
CORP ACCT
(CUSTOMER NAME or CORPORATE ACCT #)

SHIP DATE:

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Finance

STATIONERY PRODUCTS UPDATE

Stationery Items for Rate Change

These instructions pertain to the rate change that will become effective January 10, 1999.

Revaluing Stamped Cards and 6-3/4 Regular Boxes of 500 Non-profit Stamped Envelopes

The new rates provide for an increase in the selling price of stamped cards and 6-3/4 regular boxes of 500 non-profit stamped envelopes. Stamped cards continue to have the 20-cent denomination but will be sold for the new 21-cent rate; therefore, stamped cards will **not** need to be revalued by placing a 1-cent stamp on them. The following instructions are being issued to revalue the interim supply of stamped cards and 6-3/4 regular boxes of 500 non-profit stamped envelopes.

Postal Stamped Cards Affected (Increase)

Item #	Description	New Price	Amt. of Increase
1120	20c Stamped Card	\$0.21	\$0.01
2262	20c Red Barn SC	0.21	0.01
2264	20c Official Mail Serv SC	0.21	0.01
2265	20c Red Barn SC/Sheet	0.21	0.01
2267	20c Amer Clipper Ship Comm SC	0.21	0.01
2276	20c Winter Scene SC	0.21	0.01
2278	20c Princeton Univ SC	0.21	0.01
2283	20c St John's College SC	0.21	0.01
2285	20c Red Barn SC/Banded	0.21	0.01
2286	20c Fort McHenry SC	0.21	0.01
2287	20c Pacific/Golden Gate SC	0.21	0.01
2289	20c City College NY SC	0.21	0.01
2290	20c Girard College SC	0.21	0.01
2291	20c Brandeis University SC	0.21	0.01
2292	20c University of Mississippi SC	0.21	0.01
2293	20c Northeastern University SC	0.21	0.01
1140	40c Double Stamped Card	0.42	0.02
2275	40c Red Barn SC/Reply	0.42	0.02
2262S	20c Red Barn SC/10	2.10	0.10
2267S	20c American Clipper SC/10	2.10	0.10
2276S	20c Winter Scene SC/10	2.10	0.10

Postal Stamped Cards Affected (Increase)

Item #	Description	New Price	Amt. of Increase
2278S	20c Princeton Univ SC/10	\$2.10	\$0.10
2283S	20c St Johns College SC/10	2.10	0.10
2286S	20c Fort McHenry SC/10	2.10	0.10
2287S	20c Golden Gate Day SC/10	2.10	0.10
228910	20c City College NY SC/10	2.10	0.10
2289S	20c City College NY SC/10	2.10	0.10
229010	20c Girard College SC/10	2.10	0.10
229110	20c Brandeis University SC/10	2.10	0.10
229210	20c University of Mississippi SC/10	2.10	0.10
2292S	20c University of Mississippi SC/10	2.10	0.10
229310	20c Northeastern University SC/10	2.10	0.10

Non-profit Stamped Envelope Affected (Increase)

Item #	Description	New Price Per Box (500)	Amt. of Increase
2627	#6 3/4 Non-profit Regular Sheep Env	\$33.50	\$0.30

These price increases require the following actions:

- The value of all 20-cent stamped cards on hand is to be increased to reflect the new selling price. To increase the value of these stamped cards, clerks and contractors count the number of stamped cards in their stamp credits and multiply the total number of stamped cards by the increased amount (see chart above) to compute the dollar value of the increase in accountability.
- The value of 6-3/4 regular boxes of 500 non-profit stamped envelopes is to be increased to reflect the new selling price. To increase the value of the 6-3/4 regular boxes of 500 non-profit stamped envelopes, clerks count the number of 500 box envelopes in their credits and multiply by \$0.30 (see chart above) to compute the dollar value of the increase in accountability.

IRT Offices

1. **Stamp Credits.** Clerks and contractors multiply the number of stamped cards on hand by the increased amount (see chart on page 17) and 6-3/4 regular boxes of 500 non-profit stamped envelopes by \$0.30 (see chart on page 17) and record the computation on PS Form 17, *Stamp Requisition*. The total from PS Form 17 must be entered onto AIC 844, *Stock Increase — Revaluation*, on the clerk disk.
2. **Close-out Instructions.** When all clerk disks are consolidated, the total revaluation for the unit is to be the total amount in AIC 844 on the unit PS Form 1412, *Daily Financial Report*, in the reserve stock unit. In main stock units, the revaluation amount in AIC 844 rolls to AIC 171, *Postage Stock Revaluation-Increase*, on the Daily Financial Statement.

Main Stock/Unit Reserve

Offices with stamped cards and 6-3/4 regular boxes of 500 non-profit stamped envelopes in main stock/unit reserve inventory should increase their accountability by following these instructions:

- Issue all stamped cards and 6-3/4 regular boxes of 500 non-profit stamped envelopes in main stock/unit reserve to window clerks.
- Clerks revalue by following the above "Stamp Credits" instructions.
- Delete item number for stamped cards and 6-3/4 boxes of 500 non-profit stamped envelopes from stamp stock inventory (old rate).
- Add item number for stamped cards and 6-3/4 regular boxes of 500 non-profit stamped envelopes to stamp stock inventory at the new price.
- Clerks prepare PS Form 17 for return stamp, and enter the amount of stamped cards and 6-3/4 regular boxes of 500 non-profit stamped envelopes to be returned to main stock/unit reserve inventory at the new rate.
- Clerks make entry to AIC 848, *Stamps Return*.
- Enter to main stock/unit reserve inventory at the new rate.

Non-IRT Offices

1. **Stamp Credits.** Clerks and contractors multiply the number of stamped cards on hand by the increased amount (see chart on page 17) and 6-3/4 regular boxes of 500 non-profit stamped envelopes on hand by \$0.30 (see chart on page 17) and record the computation on PS Form 17. The total from PS Form 17 must be entered to AIC 844, *Stock Increase-Revaluation*, on the clerk's PS Form 1412.

2. Main Stock/Unit Reserve Inventory:

- Multiply number of stamped cards on hand by the increased amount (see chart on page 17) and 6-3/4 regular boxes of 500 non-profit stamped envelopes on hand by \$0.30 (see chart on page 17) and record the computation on PS Form 17.
- Enter the amount to PS Form 3958, *Main Stock Transaction Record*, on line 3 (blank) and write in "Revaluation-Stock Increase."
- a. **Main Stock Units.** Enter the totals from all PS Forms 17 (clerks and main stock inventory) for revalued stamped cards and 6-3/4 regular boxes of 500 non-profit stamped envelopes to PS Form 3959, *Daily Recap-Stamp Stock Transactions*, on line 3 (blank) and write in "Revaluation-Stock Increase." This increases the office accountability by reflecting the new price. In the Accountbook, make a write-in entry to AIC 171, *Postage Stock Revaluation-Increase*, for the same amount. This is offset by an increase to AIC 805, *Postage Stock Inventory*, in the analysis section of the Accountbook.
- b. **Reserve Stock Units.** Enter the total from PS Form 17 (reserve stock inventory) for revalued stamped cards and 6-3/4 regular boxes of 500 non-profit stamped envelopes to PS Form 1412, AIC 844, *Stock Increase-Revaluation*. Add clerk and unit reserve inventory totals from all PS Forms 17 and verify with PS Form 1412 AIC 844. Support entry with PS Forms 17 and copy of PS Form 3958.

These increases in accountability must be reported in the Accountbook no later than the close of business January 9, 1999. On or after January 10, 1999, the revalued stamped cards and 6-3/4 regular boxes of 500 non-profit stamped envelopes are to be sold at the new rate.

Note: The new 21-cent stamped cards continue to have the 20-cent denomination printed on them.

POS ONE Offices

(Specific instructions will be issued to POS ONE offices prior to rate change.)

Procedures for Stamp Distribution Offices (SDOs) and Stamp Distribution Networks (SDNs), Users of the STAMPS Program and Stamp Services System (SSS)

The Master Inventory for STAMPS and SSS is to be updated automatically at Stamps Distribution Headquarters at 9:00 a.m., Eastern Standard Time, on January 11, 1999, to

reflect the new selling price of stamped cards and 6-3/4 boxes of 500 regular non-profit stamped envelopes.

Note: When the inventory systems are updated, the closing balance on PS Form 3958 for January 8 will not match the opening balance on PS Form 3958 for January 11. The difference should equal the total revaluation amount. The difference will show up on PS Form 3958 as an increase.

Stamp Distribution Supervisors at all facilities processing the stamped cards and 6-3/4 regular boxes of 500 non-profit stamped envelopes should perform the following on January 11, 1999:

- Total the quantities of stamped cards and 6-3/4 regular boxes of 500 non-profit stamped envelopes in inventory.
- Multiply the number of stamped cards on hand by amount of increase (see chart on page 17) and 6-3/4 regular boxes of 500 non-profit envelopes by \$0.30 (see chart on page 17).
- Enter the results on the order stamp side of PS Form 17.
- Write the difference on the shortage line of PS Form 3958 as stock revaluation.
- Send PS Form 3958 and PS Form 17 to the District Accounting Office.

Procedures for District Accounting Office

- Call up option C, Accountable Paper, on the Daily Financial Menu.
- Call up Option 2, Accountable Paper (PS 3958), on the accountable paper menu.
- Enter the amount of PS Form 17 on the revaluation line. This increases AIC 171, and increases AIC 805.

Note: Do not enter the amount of PS Form 17 via the advice of shipment option. This results in a statement of difference.

Offices using the SDO/SDN Intransit Program

Offices using the SDO/SDN3959 Intransit program need to make manual entries to reflect the amount of the revaluation of the stamped cards and the 6-3/4 regular boxes of 500 non-profit envelopes. AIC 171 does not automatically roll into the SDO/SDN3959 program; therefore, the ending inventory in the SDO/SDN3959 program will not match the 805 ending inventory balance.

Perform the following to adjust the SDO/SDN3959 balance:

- Print a copy of the Accountbook.
- Manually enter the amount in AIC 171 on the Accountbook to PS Form 3959 line 3.

Devaluing Bulk Rate and Non-profit Regular and Window Stamped Envelopes

The new rates provide for a decrease in the selling price on #10 regular boxes of 500 bulk rate, #10 regular boxes of 500 non-profit, #10 and 6-3/4 window boxes of 500 non-profit stamped envelopes. These envelopes are not to be replaced. The following instructions are being issued to revalue the current supply of bulk rate and non-profit #10 regular and #10 and 6-3/4 window stamped envelopes.

Bulk Rate and Non-Profit Stamped Envelopes Affected (Decrease)			
Item #	Description	New Price Per Box (500)	Amt. of Decrease
2151	#10 Non-profit Regular Sheep Env	\$36.50	\$0.50
2153	#10 Bulk Rate Regular Graphic Eagle Env	61.50	0.50
2628	#6 3/4 Non-profit Window Sheep Env	33.50	0.50
2152	#10 Non-profit Window Sheep Env	36.50	1.50

This price decrease requires the following action:

IRT Offices

1. **Stamp Credits.** Clerks multiply the number of "#10 regular boxes of 500 bulk rate, #10 regular boxes of 500 non-profit, #10 and 6-3/4 window boxes of 500 non-profit stamped envelopes" on hand by decreased amount (see chart above) and record the computation on PS Form 17, *Stamp Requisition*. The total from PS Form 17 must be entered onto AIC 850, *Stock Decrease-Revaluation*, on the clerk disk.
2. **Close-out Instructions.** When all clerks disks are consolidated, the total revaluation for the unit is to be the total amount in AIC 850 on the unit PS Form 1412, *Daily Financial Report*, in the reserve stock unit. In main stock units, the revaluation amount in AIC 850 rolls to AIC 509, *Postage Stock Revaluation Decrease*, on the Daily Financial Statement.

Main Stock/Unit Reserve

Offices with #10 regular boxes of 500 bulk rate, #10 regular boxes of 500 non-profit, #10 and 6-3/4 window boxes of 500 non-profit stamped envelopes in main stock/unit reserve inventory should decrease their accountability following these instructions:

- Issue all #10 regular boxes of 500 bulk rate and non-profit #10 regular and #10 and 6-3/4 window boxes of 500 stamped envelopes in main stock/unit reserve to window clerks.
- Clerks devalue by following the above "Stamp Credit" instructions.

- Delete item number for #10 regular boxes of 500 bulk rate, #10 regular and #10 and 6-3/4 window non-profit stamped envelopes from stamp stock inventory.
- Add item number for #10 regular boxes of 500 bulk rate, #10 regular and #10 and 6-3/4 boxes of 500 window non-profit stamped envelopes to stamp stock inventory at the new price.
- Clerks prepare PS Form 17 for return stamp, and enters amount of #10 regular boxes of 500 bulk rate, #10 regular and #10 and 6-3/4 window boxes of 500 non-profit stamped envelopes to be returned to main stock/unit reserve inventory at the new rate.
- Clerks make entry to AIC 848, Stamps Return.
- Enter to main stock/unit reserve inventory at new rate.

Non-IRT Offices

1. Stamp Credits. Clerks multiply the number of #10 regular boxes of 500 bulk rate, #10 regular and #10 and 6-3/4 window boxes of 500 non-profit stamped envelopes on hand by decreased amount (see chart on page 19) and record the computation on PS Form 17. Then the total from PS Form 17 must be entered to AIC 850, *Stock Decreased-Revaluation*, on the clerk's PS Form 1412.

2. Main Stock/Unit Reserve Inventory:

- Multiply number of #10 regular boxes of 500 bulk rate, #10 regular and #10 and 6-3/4 window boxes of 500 non-profit stamped envelopes on hand by decreased amount (see chart on page 19) and record computation on PS Form 17.
- Enter amount to PS Form 3958, *Main Stock Transaction Record*, on line 12 (blank) and write in "Revaluation-Stock Decrease."
- a. Main Stock Units.** Enter clerk and main stock inventory totals from all PS Forms 17 for revalued #10 regular boxes of 500 bulk rate, #10 regular and #10 and 6-3/4 window boxes of 500 non-profit stamped envelopes to PS Form 3959, *Daily Recap-Stamp Stock Transactions*, on line 9 (blank) and write in "Revaluation-Stock Decrease." This decreases the office accountability by reflecting the new price. In the Accountbook, make a write-in entry to AIC 509, *Postage Stock Revaluation Decrease*, for the same amount. This is offset by a decrease to AIC 805, *Postage Stock Inventory*, in the analysis section of the Accountbook.

- b. Reserve Stock Units.** Enter the total from PS Form 17 (reserve stock inventory) for revalued #10 regular boxes of 500 bulk rate, #10 regular and #10 and 6-3/4 window boxes of 500 non-profit stamped envelopes to PS Form 1412, AIC 850, *Stock Decrease-Revaluation*. Add all clerk and unit reserve inventory totals from PS Form 17 and verify with PS Form 1412 AIC 850. Support entry with PS Form 17 and a copy of PS Form 3958.

These decreases in accountability must be reported in the Accountbook no later than the close of business January 9, 1999. On or after January 10, 1999, the revalued #10 regular boxes of 500 bulk rate, #10 regular and #10 and 6-3/4 window boxes of 500 non-profit stamped envelopes is to be sold at the new rate.

POS ONE Offices

(Specific instructions will be issued to POS ONE offices prior to rate change.)

Procedures for Stamp Distribution Offices (SDOs) and Stamp Distribution Networks (SDNs), Users of the STAMPS Program and Stamp Services System (SSS).

The Master Inventory for STAMPS is to be updated automatically at Stamp Distribution Headquarters, 9:00 a.m., Eastern Standard Time, on January 11, 1999, to reflect the new selling price.

Note: When the inventory system is updated, the closing balance on PS Form 3958 for January 8 will not match the opening balance on PS Form 3958 for January 11. The difference should equal the total revaluation amount. The difference will show up on PS Form 3958.

Stamp Distribution Supervisors at all facilities processing the #10 regular boxes of 500 bulk rate envelopes, #10 regular and #10 and 6-3/4 window boxes of 500 non-profit stamped envelopes should perform the following on January 11, 1999:

- Total the quantities of #10 regular boxes of 500 bulk rate, #10 regular and #10 and 6-3/4 window boxes of 500 non-profit stamped envelopes in inventory.
- Multiply by decreased amount (see chart on page 19).
- Enter the results on the return stamp side of PS Form 17.
- Write the difference on the overage line of PS Form 3958 as stock revaluation/decrease.
- Send PS Form 3958 and PS Form 17 to the District Accounting Office.

Procedures for District Accounting Office

- Call up option C, Accountable Paper, on the Daily Financial Menu.
- Call up Option 2, Accountable Paper (PS 3958), on the accountable paper menu.
- Enter the amount of PS Form 17 on the devaluation line. This increases AIC 509, and decreases AIC 805.

Note: Do not enter the amount of PS Form 17 via the advice of shipment option. This results in a statement of difference.

Offices Using the SDO/SDN Intransit Program

Offices using the SDO/SDN3959 Intransit program need to make manual entries to reflect the amount of the revaluation/decrease of #10 regular boxes of 500 bulk rate, #10 regular and #10 and 6-3/4 window boxes of 500 non-profit stamped envelopes. AIC 509 does not automatically roll into the SDO/SDN3959 program; therefore, the ending inventory in the SDO/SDN3959 program will not match the 805 ending inventory balance.

Perform the following to adjust the SDO/SDN3959 balance:

- Print a copy of the Accountbook.
- Manually enter the amount in AIC 509 on the Accountbook to PS Form 3959 line 9.

—*Post Office Accounting, Finance, 12-17-98*

AIC UPDATE

F-1 Revision for AIC Changes

Effective Accounting Period (AP) 5, with the start of new postage rates, postmasters are to record revenue from payment of annual fees into two Account Identifier Codes (AICs) as follows:

AIC 172, Bulk Parcel Return Service Fee. This account is used to record annual fees paid by customers to use Bulk Parcel Return Service. Customers that use this service must have at least 10,000 Standard Mail (A) machinable parcels returned to a designated plant or post office during the year. This service is explained more fully in the January 10, 1999, revision of the *Domestic Mail Manual* (DMM), Section S924.

AIC 118, Special Rate Standard Mail/Library Rate Standard Mail (B) Presort Mail Fee. This account description has changed to include Library Rate Standard Mail (B) Presort annual fees. The new title and description for AIC 118 is as follows:

AIC	Title	Description
118	Special Rate Standard Mail/Library Rate Standard Mail (B) Presort Mail Fee	Annual fee collected from customers who mail special standard mail matter and/or Library Rate Standard Mail (B) at the presort discount rate.

A future revision to Handbook F-1, *Post Office Accounting Procedures*, Appendix A, will contain these changes.

—*Corporate Accounting, Finance, 12-17-98*

NEW AICs

New AICs for Permit Imprint and Periodicals Postage Effective AP 5, FY 1999

After Accounting Period (AP) 4, Fiscal Year (FY) 1999, Account Identifier Code (AIC) 132, All Other Permit Imprint Postage, is no longer to be used by postmasters for recording permit imprint Parcel Post and Priority Mail postage. AIC 132 is to be used only to record revenue not covered under any other permit imprint postage accounts.

Additionally, AIC 135, Outside County and Foreign Rate Postage (new title), is no longer to be used by postmasters for recording In-County rate Periodicals postage. AIC 135 is to be used only to record revenue from the Total Foreign and Outside County Postage line on PS Form 3541-N, *Postage Statement — Periodicals Nonprofit Rates*; PS Form 3541-NC, *Postage Statement — Classroom Rates*; and PS Form 3541-R, *Postage Statement — Periodicals Regular Rate and Science-of-Agriculture Rates*.

Effective AP 5, FY 1999, three new AICs are to be activated to allow the Postal Service to more accurately track permit imprint and Periodicals postage revenue. These new AICs, their descriptions, purposes, and associated primary General Ledger Account (GLA) and Postal Service Financial Report (PSFR) numbers are shown in the following table:

AIC	Description	Purpose	GLA Primary #	PSFR Line #
223	Permit Imprint Parcel Post	To record Permit Imprint Parcel Post rate Standard Mail (B) postage from the "Total Postage Due" line on PS Form 3605-PR, <i>Postage Statement — Parcel Post Permit Imprint</i> .	41419	01
224	In-County Periodicals	To record In-County Periodicals postage from the "Total In-County Postage" line on PS Form 3541-N, PS Form 3541-NC, and PS Form 3541-R.	41316	01
237	Permit Imprint Priority Mail	To record Permit Imprint Priority Mail postage from the "Total Postage Due" line on PS Form 3600-PM, <i>Postage Statement — Priority Mail Permit Imprint</i> .	41410	01

Programming

The Integrated Retail Terminal (IRT) software will be updated in a future release with the appropriate titles for the new AICs. Until the required programming changes take effect, the AIC title on the IRT screen will be blank.

The PERMIT System (bulk mail, automated acceptance system) will be updated with the new AICs in the new rates release scheduled for January 10, 1999.

Processing and Financial Reporting

The process and local procedures in place for processing these accounts will not change.

Handbook F-1 Change

Appendix A of Handbook F-1, *Post Office Accounting Procedures*, will be updated soon to reflect the new AICs.

—Revenue, Volume & Performance Measurement,
Finance, 12-17-98

Federal Income Tax Withholding

Effective pay period (PP) 01-98, payroll checks reflect changes in federal tax withholding, and the exemption value increases for each allowance from \$101.92 to \$103.85.

The following tables are based on a biweekly payroll period:

Federal Income Tax Withholding Table*

Wages (minus withholding allowances, FSA contributions, TSP contributions and FEHB contributions)		Income Tax Rates	
Single Person (including head of household)			
Not over \$102		0	
Over. . .	But not over. . .	of excess over	
\$102	\$1,035	15%	\$102
\$1,035	\$2,210	\$135.95 plus 28%	\$1,035
\$2,210	\$4,987	\$468.95 plus 31%	\$2,210
\$4,987	\$10,769	\$1,329.82 plus 36%	\$4,987
\$10,769		\$3,411.34 plus 39.6%	\$10,769
Married Person			
Not over \$248		0	
Over. . .	But not over. . .	of excess over	
\$248	\$1,798	15%	\$248
\$1,798	\$3,710	\$232.50 plus 28%	\$1,798
\$3,710	\$6,167	\$767.86 plus 31%	\$3,710
\$6,167	\$10,879	\$1,529.53 plus 36%	\$6,167
\$10,879		\$3,225.85 plus 39.6%	\$10,879

*Based on a biweekly payroll period.

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

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

1. Determine normal biweekly gross wages from earnings statement.
2. Determine normal biweekly Thrift Savings Plan (TSP) contributions from earnings statement.
3. Determine normal biweekly Flexible Spending Account (FSA) contributions from earnings statement. Add both Flexible Spending Account Dependent Child (FSADC) and Flexible Spending Account Health Care (FSAHC), if applicable.
4. Determine normal biweekly pretax health benefit (FEHB) employee contributions from earnings statement (shown as HP on earning statement).
5. Multiply the number of exemptions claimed by the new biweekly exemption value of \$103.85 (withholding allowance). The federal tax line on the earnings statement shows the number of exemptions claimed (i.e., S1 = single with one exemption, M3 = married with three exemptions).
6. Subtract the amounts in step 2 (TSP), step 3 (FSA), step 4 (FEHB), and step 5 (exemptions) from step 1 (gross biweekly wages). This is the amount of wages that is subject to withholding.

Determine where this amount falls in the Federal Income Tax withholding table in the "Over, But not over" range and follow instructions listed in the table.

Listed below is an example of how to compute federal income taxes for a FERS employee who claims three exemptions, has TSP contributions, FSA contributions and FEHB contributions and refers to the Federal Income Tax Withholding Table.

Example

A FERS employee with a 10 percent TSP contribution is paid \$2850.50 gross biweekly wages. The employee contributes \$25.00 per pay period to FSADC and \$50.00 per pay period to FSAHC. He or she also contributes \$45.13 for health benefit (FEHB) premiums. The employee claims three exemptions, and the earnings statement shows M3 (married, 3 exemptions) on the federal tax line. Using the Federal Income Tax Withholding Table, he or she can verify the amount withheld for federal tax as follows:

1	Total biweekly gross wages	\$2,850.50
2	Amount of TSP contributions	285.05
3	Add amount of FSADC	25.00
	Add amount of FSAHC	<u>50.00</u>
	Total amount FSA contributions	75.00
4	FEHB employee contributions	45.13
5	Exemptions (3 x \$103.85)	311.55

Computation is as follows:

Biweekly Gross Wages	\$2,850.50
Minus TSP contributions	– 285.05
Minus FSA contributions	– 75.00
Minus FEHB employee contributions	– 45.13
Minus exemptions	– 311.55
Amount of wages subject to withholding	\$2,133.77

To complete the computation, refer to the married section of the Federal Income Tax Table. The amount of wages subject to withholding, \$2,133.77, falls within the “over \$1,798 but not over 3,760” range.

Final computation is as follows:

Amount subject to withholding	\$2,133.77
Subtract \$1,798.00 from \$2,133.77	335.77
Multiply \$335.77 times 28% (.28)	94.02
Add from the table	232.50
Total federal income tax* that should be withheld from each biweekly payroll check is	\$326.52

*Rounding may vary this total by a few cents.

Fraud Alert

Withholding of Mail Orders

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

State/City	Names Covered
CA, Los Angeles 90046-3418	American National Supply Co., 7510 W. Sunset Blvd., #1415
NJ, Cherry Hill 08034-0325	Jack H. Hoganson, P.O. Box 3401
NJ, Moorestown 08057-0027	Alan Mandel and John H. Lucas, P.O. Box 27
NJ, Marlton 08053-6235	John D. Higgins, Don Peterson and Tom S. Forkin, P.O. Box 1237
NJ, Haddonfield 08033-0341	Patrick J. Reilly, Thomas E. Scroggins, and David J. Brodsky, P.O. Box 491
NV, Henderson 89009-0672	First Western, P.O. Box 90672

—Recorder's Office, Judicial Officer, 12-17-98

Missing, Lost, or Stolen U.S. Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service employees responsible for accepting and cashing Postal money orders. 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.com>. 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, 1996, and 1997 annual indexes and 1998 quarterly index. Once downloaded, the *Postal Bulletin*, including all forms and posters, may be read and printed.

210 221 0548 to	389 846 3145 to	3195	403 125 6744 to	6799	414 411 7348 to	7399
210 221 0599	389 887 9211 to	9230	403 260 7000 to	7499	414 640 0757 to	0799
273 775 7700 to	389 887 9234 to	9299	403 280 6470 to	6499	414 965 1727 to	1799
273 775 7899	390 001 3182 to	3199	403 685 8600 to	8699	417 302 8104 to	8199
302 000 0000 to	390 001 3500 to	3699	404 003 0300 to	0399	417 387 6532 to	6599
302 123 9999	390 545 5974 to	5999	404 041 8838 to	8899	417 496 6800 to	6999
349 746 2056 to	391 104 6146 to	6199	404 071 4268 to	4299	417 871 9250 to	9299
350 518 7350 to	391 574 1466 to	1499	404 347 5356 to	5399	417 930 9533 to	9599
360 011 1690 to	391 783 3020 to	3599	404 347 5548 to	5599	418 164 6500 to	6799
360 168 6008 to	391 792 6100 to	6199	404 726 4500 to	4599	418 423 9863 to	9899
360 173 8800 to	392 668 2956 to	2999	404 961 5001 to	5199	418 633 5922 to	5999
360 324 2326 to	392 854 8500 to	8899	405 325 0188 to	0198	418 719 8520 to	8599
362 861 3064 to	393 584 7566 to	7699	406 009 4587 to	4599	418 744 2235 to	2299
373 006 2176 to	393 650 0074 to	0099	406 260 6830 to	6899	418 962 2848 to	2899
374 768 2600 to	393 838 8316 to	8499	406 459 6641 to	6999	419 543 0286 to	0299
375 169 4400 to	393 893 6007 to	6099	406 733 3000 to	3999	419 730 0300 to	0399
375 829 3400 to	394 126 6907 to	6999	407 545 1557 to	1599	420 277 0015 to	0049
375 851 9100 to	394 189 0405 to	0599	407 594 0412 to	0599	420 599 0734 to	0798
376 196 0911 to	394 822 3243 to	3278	407 692 9100 to	9299	420 661 4115 to	4199
378 085 3679 to	394 990 1810 to	1899	407 959 2190 to	2199	420 758 9500 to	9699
378 351 1063 to	395 343 3264 to	3299	408 265 2275 to	2288	420 969 3951 to	3971
379 843 5100 to	395 373 3035 to	3099	408 499 7700 to	7799	420 969 3973 to	3999
380 093 9600 to	395 396 9649 to	9799	408 499 7900 to	7999	421 116 3565 to	3599
380 165 1165 to	395 970 3240 to	3299	408 682 8484 to	8599	421 130 9300 to	9399
381 325 4500 to	397 622 4054 to	4099	408 698 7015 to	7099	421 313 4500 to	4999
381 604 2510 to	397 819 8902 to	8999	409 072 3941 to	3999	421 364 5537 to	5599
381 645 9525 to	398 149 7200 to	7699	410 491 2311 to	2399	421 656 2609 to	2699
383 314 3968 to	399 070 0872 to	0899	410 694 8400 to	8599	421 988 9700 to	9799
383 892 1000 to	399 156 7119 to	7199	410 775 1500 to	1599	422 172 4667 to	4699
383 892 1382 to	399 203 5064 to	5099	410 795 7927 to	7999	422 484 4212 to	4299
384 925 3641 to	399 296 9910 to	9999	410 867 0917 to	0966	422 556 1270 to	1299
385 568 2331 to	399 396 8935 to	8999	410 867 0970 to	0999	422 587 7024 to	7099
385 599 7554 to	399 792 7775 to	7799	411 868 1023 to	1199	422 819 7533 to	7599
385 774 2024 to	399 792 8300 to	8399	411 922 2322 to	2399	422 842 5073 to	5087
386 624 1412 to	400 427 1051 to	1999	412 193 0900 to	0999	422 907 7563 to	7599
386 883 8936 to	401 045 1505 to	1549	412 395 8599 to	8699	424 500 6050 to	6099
387 314 5574 to	401 045 1571 to	1599	412 485 6500 to	6599	424 641 8500 to	8599
387 837 6300 to	401 294 2700 to	2799	412 485 6610 to	6699	424 871 6600 to	6699
388 828 0656 to	401 310 9505 to	9599	412 885 5953 to	5999	425 298 2352 to	2399
389 696 2400 to	401 382 5312 to	5399	414 193 3608 to	3674	425 418 4269 to	4299
389 846 3104 to	402 578 7876 to	7899	414 193 3677 to	3699	425 418 4405 to	4499

426 547 4566 to	4599	453 334 3631 to	3699	469 067 2817 to	2899	483 486 5100 to	5199
427 412 6337 to	6499	453 603 7841 to	7891	469 127 8000 to	8199	483 632 1521 to	1599
427 481 0900 to	0999	453 650 1140 to	1199	469 213 0359 to	0399	483 632 2600 to	2799
428 027 2742 to	2752	453 741 1300 to	1399	469 213 0500 to	0599	483 849 1615 to	1699
429 474 4172 to	4199	454 013 2919 to	2999	469 561 8011 to	8099	484 174 4803 to	5299
429 889 2900 to	2999	454 186 2411 to	2499	469 658 1961 to	1999	484 323 8900 to	9199
430 150 4401 to	4599	454 268 4883 to	4899	469 666 9900 to	9999	484 680 5000 to	5038
430 172 9800 to	9899	454 302 5400 to	5499	469 678 1900 to	1999	484 680 5040 to	5074
430 177 1900 to	2099	454 490 8300 to	8399	469 781 4900 to	4999	484 680 5077 to	5099
430 444 9500 to	9699	454 547 7434 to	7499	469 947 6960 to	6999	485 029 4913 to	4999
430 664 4070 to	4099	454 922 4867 to	4895	470 755 5800 to	5818	486 176 0600 to	0699
432 168 8419 to	8499	455 221 1348 to	1499	471 918 0300 to	0999	486 559 7555 to	7599
432 708 6800 to	6999	455 364 2147 to	2199	471 985 2408 to	2419	486 696 3023 to	3199
432 744 1544 to	1599	455 399 5400 to	5499	472 191 6700 to	6799	488 173 7900 to	7999
432 995 9775 to	9799	455 476 0676 to	0699	472 270 2555 to	2599	488 206 4100 to	4199
433 003 5800 to	5899	455 543 0618 to	0699	472 987 0213 to	0241	488 226 0200 to	0299
433 757 3047 to	3099	456 410 9006 to	9099	472 987 0290 to	0299	488 709 3906 to	3999
433 765 4003 to	4099	456 470 4146 to	4299	473 151 2069 to	2199	488 855 8359 to	8399
434 482 7060 to	7199	456 619 4460 to	4499	473 666 9138 to	9199	489 181 8963 to	8999
434 513 2386 to	2399	457 333 2686 to	2699	473 952 3429 to	3499	489 223 2000 to	2099
434 968 3076 to	3092	457 729 1767 to	1777	474 108 5402 to	5499	489 311 1930 to	1999
435 303 1831 to	1842	457 937 8615 to	8699	474 356 5193 to	5299	489 318 6200 to	6300
435 303 1986 to	1999	458 028 9810 to	9899	474 949 3366 to	3399	489 384 0027 to	0099
435 666 6092 to	6399	458 057 2712 to	2999	475 134 9362 to	9399	489 427 0658 to	0899
436 082 6400 to	6899	458 069 9537 to	9599	475 167 9667 to	9699	489 997 5252 to	5299
436 160 6441 to	6499	458 069 9665 to	9699	475 319 3415 to	3499	490 669 5850 to	6099
437 316 7115 to	7199	458 337 5222 to	5299	475 319 3649 to	3799	490 717 7080 to	7099
437 427 0500 to	3499	458 354 7653 to	7999	475 340 6400 to	6599	490 721 6000 to	6099
439 179 2300 to	2399	458 671 8678 to	8699	475 424 8410 to	8499	490 793 1500 to	2099
439 310 0458 to	0499	458 671 8721 to	8798	475 629 9156 to	9199	490 886 8171 to	8199
440 698 1947 to	1999	458 847 5044 to	5999	475 850 6101 to	6199	490 977 9221 to	9240
440 858 6300 to	6399	459 274 7624 to	7699	475 875 2500 to	2599	491 258 8100 to	9099
440 858 6420 to	7299	459 365 5432 to	5499	476 169 8264 to	8299	491 567 1376 to	1399
441 199 1655 to	1699	459 378 5764 to	5799	476 189 3000 to	3499	492 254 4800 to	4899
443 127 3648 to	3699	459 472 4816 to	4999	476 331 2480 to	2499	492 283 5100 to	5199
443 127 4000 to	4099	460 349 6878 to	6899	477 289 8601 to	8699	492 610 6813 to	6899
443 673 7900 to	7999	460 550 1909 to	1999	477 681 5206 to	5299	493 394 5568 to	5599
443 800 9335 to	9399	460 997 5234 to	5299	478 010 4243 to	4268	493 470 2562 to	2599
444 382 8822 to	8899	461 973 6443 to	6499	478 010 4270 to	4291	493 473 7700 to	7799
444 390 1667 to	1699	462 152 0107 to	0299	478 450 5071 to	5099	493 716 2153 to	2199
444 457 3854 to	3899	462 274 1072 to	1099	478 469 7838 to	7858	494 206 2972 to	2999
450 048 4173 to	4199	462 277 8373 to	8399	478 469 7883 to	7899	494 217 3446 to	3999
450 048 4442 to	4699	462 554 6051 to	6099	479 280 9800 to	9899	494 224 0500 to	0599
450 560 5173 to	5199	463 011 5529 to	5540	479 365 9116 to	9176	495 145 0600 to	0699
450 620 3077 to	3099	463 176 4115 to	4199	479 412 9900 to	9999	496 209 7425 to	7499
450 620 3135 to	3199	463 176 4229 to	4299	479 667 6190 to	6199	496 213 8728 to	8799
450 780 2716 to	2799	463 185 2600 to	2799	479 748 9680 to	9699	496 474 5226 to	5248
450 801 2700 to	2799	463 227 7711 to	7799	479 860 7000 to	7199	497 053 8517 to	8699
451 109 2967 to	2984	463 414 4869 to	4899	480 526 2000 to	2099	497 854 8673 to	8699
451 115 4110 to	4125	463 808 3484 to	3499	480 640 6330 to	6399	498 449 8888 to	8899
451 115 4127 to	4199	463 945 7400 to	7899	480 658 0568 to	0599	498 929 8285 to	8499
452 265 0074 to	0099	464 629 9000 to	9399	480 689 5100 to	5199	498 936 5310 to	5399
452 265 0246 to	0299	464 711 4332 to	4399	481 072 9463 to	9499	499 016 5425 to	5499
452 265 0335 to	0999	465 692 3963 to	3999	481 673 0074 to	0095	499 440 8575 to	8899
452 509 1169 to	1199	465 698 8300 to	8599	482 527 1500 to	1599	499 731 6717 to	6799
452 855 6471 to	6499	465 743 7745 to	7799	482 541 5255 to	5299	500 064 1858 to	1869
452 890 4679 to	4799	466 798 6056 to	6067	482 729 6800 to	6899	500 070 5725 to	7799
452 900 8215 to	8238	467 147 4300 to	4399	483 363 7207 to	7299	600 645 3223 to	3299
453 117 9146 to	9199	468 079 5782 to	5799	483 402 2356 to	2399	601 339 1200 to	1399

601 653 5884 to	5899	620 073 9400 to	9499	639 657 8600 to	8799	651 741 4415 to	4499
601 661 7700 to	7799	621 614 7907 to	7930	640 289 7500 to	7599	651 882 2800 to	2899
601 682 5343 to	5399	621 614 7932 to	7999	640 289 7700 to	7999	652 754 6317 to	6399
601 928 1600 to	1699	621 648 8021 to	8199	641 170 4420 to	4499	653 131 4945 to	4999
602 512 2972 to	2999	621 648 8500 to	8599	641 318 3133 to	3199	653 426 3300 to	3399
602 555 2400 to	2799	621 904 8351 to	8599	641 378 6500 to	6999	653 455 4874 to	4899
602 829 7061 to	7099	621 916 1978 to	1989	641 383 8739 to	8799	654 238 0000 to	0399
603 483 9572 to	9599	622 989 8032 to	8099	641 877 3187 to	3299	654 404 3065 to	3092
603 490 7200 to	7299	623 076 9300 to	9399	641 877 3310 to	3399	654 962 2900 to	3199
603 678 7100 to	7199	623 819 5006 to	5099	642 355 8094 to	8199	655 103 5081 to	5199
603 678 7662 to	7699	623 895 8200 to	8399	642 355 8308 to	8999	655 523 2600 to	2999
603 678 7902 to	7999	623 917 0000 to	0099	642 900 0018 to	0099	656 305 2448 to	2499
603 678 8418 to	8499	623 917 0200 to	0299	643 030 6254 to	6299	657 347 4438 to	4999
603 678 8700 to	9999	624 468 5288 to	5299	644 066 0882 to	0899	657 710 8100 to	8999
604 086 0880 to	0899	624 665 3162 to	3198	644 069 0600 to	0699	657 780 0985 to	0999
604 349 1414 to	1499	625 088 6735 to	6799	644 077 7506 to	7699	658 586 1400 to	1499
604 503 7776 to	7799	625 916 9500 to	9799	644 085 8157 to	8199	658 877 8000 to	8199
605 520 9037 to	9099	625 968 8956 to	8999	644 112 9839 to	9899	658 880 8000 to	8199
605 685 4010 to	4099	627 005 3938 to	3999	644 373 9083 to	9099	659 398 7300 to	7399
605 988 6467 to	6499	627 384 3907 to	4099	644 380 1460 to	1499	659 706 8113 to	8199
607 689 7951 to	7960	627 496 7549 to	7599	644 733 4715 to	4799	659 846 7837 to	7899
607 728 1276 to	1299	627 708 3605 to	3699	644 900 9712 to	9799	660 510 4100 to	4199
608 727 7100 to	7199	627 776 2500 to	2599	644 901 0109 to	1299	660 673 0400 to	0599
608 727 7273 to	7599	628 226 3100 to	3199	644 901 1325 to	1399	661 488 5000 to	5099
608 813 9950 to	9999	628 814 4702 to	4799	644 923 6800 to	7799	661 609 9100 to	9199
609 067 5325 to	5399	628 851 9689 to	9699	644 932 4655 to	4699	661 716 9420 to	9499
609 067 5488 to	5499	629 510 7200 to	7299	645 318 7240 to	7499	661 906 6522 to	6599
609 067 5600 to	5699	629 964 4200 to	4294	645 333 1766 to	1799	662 021 8332 to	8399
609 289 6123 to	6199	630 389 3056 to	3071	645 790 8632 to	8699	662 068 0700 to	0899
609 438 4400 to	4499	630 463 0588 to	0599	645 821 0657 to	0699	662 553 0774 to	0799
609 493 1100 to	1199	631 459 9117 to	9199	645 930 7948 to	7999	663 078 7034 to	7099
609 766 8091 to	8999	631 762 9325 to	9399	645 975 0737 to	0762	663 763 5300 to	5399
609 825 4100 to	4115	632 217 4933 to	4999	646 242 6200 to	6299	663 883 7039 to	7499
609 884 2981 to	2999	632 500 0000 to	99 9999	646 270 7639 to	7799	664 253 8000 to	8499
609 893 1000 to	1099	633 110 4165 to	4199	646 798 4000 to	4999	664 656 3055 to	3099
610 092 3200 to	3299	633 110 4303 to	4499	647 048 7035 to	7099	665 174 6400 to	6499
610 582 4200 to	4299	633 438 6429 to	6599	647 049 2900 to	2999	665 274 8208 to	8299
611 879 6939 to	6999	633 588 7173 to	7182	647 398 8300 to	8399	665 669 5400 to	5499
612 291 8013 to	8099	634 725 0700 to	0799	647 398 8481 to	8499	666 132 8226 to	8299
612 751 5171 to	5199	634 803 3239 to	3299	647 437 3000 to	4999	666 696 2209 to	2299
612 751 5226 to	5299	634 807 2474 to	2499	647 811 2188 to	2199	666 696 2309 to	2399
612 751 6083 to	6099	634 827 5900 to	5999	648 009 6057 to	6099	667 032 9300 to	9399
612 751 6268 to	6299	634 886 3428 to	3499	648 163 5300 to	5499	667 729 5529 to	5599
612 751 6572 to	6599	635 559 3449 to	3499	648 722 5283 to	5299	668 383 8400 to	8699
612 774 2111 to	2199	636 289 6214 to	6299	648 892 3164 to	3199	670 368 3400 to	3499
612 774 2254 to	2299	636 634 8007 to	8042	649 100 3989 to	3999	670 369 7336 to	7399
612 774 2500 to	2599	637 150 1200 to	1299	649 647 0370 to	0399	670 750 7169 to	7199
614 469 0979 to	0999	637 562 5828 to	5899	649 647 0522 to	0599	671 046 6200 to	6399
614 474 3000 to	3099	638 042 1647 to	1699	649 647 5237 to	5399	671 251 5448 to	5499
614 521 3490 to	3499	638 049 4984 to	4999	649 647 9100 to	9299	671 926 5600 to	5799
614 645 1800 to	1899	638 318 1115 to	1199	649 666 7800 to	8299	672 444 2000 to	2999
614 832 1100 to	2099	638 318 1453 to	1499	650 114 7707 to	7719	672 828 3410 to	3499
615 017 7505 to	7599	638 885 0000 to	0299	650 130 3400 to	3599	673 167 5776 to	5799
617 711 6609 to	6699	638 903 4362 to	4373	650 213 0406 to	0499	675 464 3700 to	3799
617 760 5266 to	5299	639 415 1929 to	1999	650 555 1749 to	1799	675 464 4000 to	4199
617 813 3601 to	3699	639 415 2019 to	2099	650 564 1900 to	1999	676 365 5958 to	5999
618 840 9200 to	9299	639 420 6200 to	6299	650 627 4212 to	4299	676 669 1024 to	1099
619 551 7229 to	7299	639 469 3517 to	3799	650 736 2043 to	2099	677 126 6734 to	6799
619 859 3000 to	3099	639 605 2143 to	2199	650 739 1540 to	1699	677 333 9979 to	9999

677 466 1088	to	1099	685 650 9487	to	9499	693 445 0566	to	0999	701 708 1741	to	1799
678 071 4500	to	4799	685 669 4200	to	4299	693 448 8500	to	8999	701 736 3966	to	3999
678 096 7531	to	7599	685 757 8452	to	8499	700 065 2570	to	2599	701 838 2800	to	2899
679 909 2578	to	2599	686 071 2694	to	2799	700 065 4800	to	4899	701 941 0600	to	0699
680 112 9565	to	9599	686 176 3333	to	3354	700 190 3350	to	3359	702 171 1603	to	1699
680 244 0903	to	0999	686 372 3200	to	3299	700 228 6048	to	6099	702 195 5109	to	5199
680 412 6046	to	6099	686 644 5879	to	5899	700 650 0452	to	0499	702 254 9300	to	9399
680 761 6800	to	6899	686 931 7636	to	7699	700 666 1323	to	1349	702 264 7569	to	7599
681 677 0540	to	0699	687 601 0973	to	0999	700 786 9106	to	9142	702 713 1800	to	1809
682 070 1029	to	1099	687 614 6774	to	6799	700 859 0744	to	0758	740 002 7710	to	7719
682 956 6280	to	6299	688 120 9000	to	9999	701 028 6780	to	6899	806 087 1100	to	1499
682 956 6490	to	6599	690 893 5344	to	5399	701 213 3900	to	3999	806 268 9275	to	9299
682 956 6700	to	6799	690 893 5512	to	5599	701 267 2000	to	3999	806 534 3400	to	3477
682 965 1178	to	1199	690 904 1300	to	1599	701 335 7312	to	7399	807 342 3283	to	3399
682 965 1201	to	1299	690 941 6000	to	6199	701 369 2005	to	2050	808 086 7100	to	7199
683 118 2389	to	2399	691 313 6383	to	6399	701 503 2247	to	2299	808 090 3440	to	3499
683 378 2000	to	2099	691 313 6600	to	6699	701 553 6557	to	6599	808 325 5161	to	5699
683 378 2117	to	2299	691 582 8003	to	8099	701 601 3457	to	3499	808 784 8000	to	8299
683 415 1200	to	1499	691 664 1800	to	1999	701 605 5913	to	5999	869 800 0000	to	999 9999
683 444 8159	to	8199	691 664 2400	to	2499	701 695 3982	to	3999	870 054 4814	to	4899
685 154 7780	to	7789	691 941 0000	to	4999	701 695 4148	to	4199	870 491 4812	to	4849
685 623 5264	to	5299	692 727 9362	to	9399	701 695 4227	to	4299	870 541 7167	to	7239

—Inspection Service, 12-17-98

Missing, Lost, or Stolen Canadian Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service employees responsible for accepting and cashing Postal money orders. 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	702 053 601 to 3 800	709 243 479 to 3 500	718 961 721 to 1 780
692 720 871 to 0 900	702 104 368 to 4 900	709 411 171 to 1 320	718 982 001 to 2 300
692 876 955 to 7 050	702 128 306 to 8 400	709 649 804 to 9 820	719 869 731 to 9 760
693 290 380 to 0 400	702 179 891 to 9 900	709 733 281 to 3 580	720 227 871 to 7 930
693 290 426 to 0 450	702 260 751 to 0 850	710 046 813 to 6 840	720 227 949 to 7 960
694 063 700 to 3 897	702 410 595 to 1 050	710 358 093 to 8 166	720 368 543 to 8 570
694 063 900 to 4 000	702 660 151 to 0 540	710 358 257 to 8 270	720 392 151 to 2 570
694 550 501 to 0 530	702 723 429 to 3 450	711 021 501 to 1 510	720 556 491 to 6 640
694 595 031 to 5 050	703 004 401 to 4 820	711 049 411 to 9 560	720 558 621 to 8 650
694 595 087 to 5 300	703 083 819 to 4 020	711 408 045 to 8 090	720 575 361 to 5 570
694 698 551 to 8 650	703 432 131 to 2 230	712 003 381 to 3 650	720 590 152 to 0 179
694 745 458 to 5 600	703 626 061 to 6 090	712 104 220 to 4 230	721 638 331 to 9 170
695 105 313 to 5 350	703 863 121 to 3 240	712 327 861 to 7 890	721 815 391 to 5 420
695 142 809 to 3 050	703 863 477 to 3 540	712 327 952 to 7 980	721 969 713 to 9 740
695 144 666 to 4 700	703 867 801 to 7 980	712 647 061 to 7 090	722 072 137 to 2 160
695 272 601 to 2 750	704 030 628 to 0 640	713 284 171 to 4 260	722 378 265 to 8 280
695 277 576 to 7 650	704 154 024 to 4 120	713 292 871 to 2 990	722 413 990 to 4 004
695 530 761 to 0 800	704 227 561 to 7 829	714 035 101 to 5 160	722 764 948 to 4 980
696 487 701 to 7 800	704 227 831 to 8 069	714 155 011 to 5 400	722 825 840 to 5 889
696 784 101 to 4 550	704 228 071 to 8 100	714 328 231 to 8 440	723 153 841 to 3 850
696 870 601 to 0 650	704 420 344 to 0 490	714 442 952 to 2 980	723 237 616 to 7 630
697 047 501 to 7 600	704 568 751 to 8 990	714 562 843 to 2 860	723 331 081 to 1 110
697 052 101 to 2 350	704 965 301 to 5 770	714 590 391 to 0 430	723 496 443 to 6 470
697 217 251 to 7 400	705 116 780 to 6 790	714 609 811 to 9 930	723 967 291 to 7 320
697 249 952 to 0 050	705 280 801 to 0 980	714 609 961 to 9 990	724 655 196 to 5 340
697 414 886 to 4 900	705 475 651 to 6 040	714 807 181 to 7 240	724 711 441 to 1 500
697 469 606 to 9 700	705 566 127 to 6 280	714 871 321 to 1 500	724 711 538 to 1 560
697 850 401 to 0 750	705 740 581 to 0 730	714 928 529 to 8 590	724 793 221 to 3 250
698 098 446 to 8 550	705 782 796 to 2 820	715 128 183 to 8 330	724 908 109 to 8 120
698 300 251 to 0 300	705 822 271 to 2 480	715 144 171 to 4 470	724 937 461 to 7 670
698 504 383 to 4 650	706 180 148 to 0 290	715 197 211 to 7 570	725 163 118 to 3 151
698 533 927 to 4 200	706 184 041 to 4 220	715 595 910 to 6 180	725 202 735 to 2 750
698 562 268 to 2 400	706 357 861 to 8 190	715 941 781 to 1 810	725 398 591 to 8 800
699 090 686 to 0 750	706 382 419 to 2 430	715 962 421 to 2 480	725 464 591 to 4 920
699 752 699 to 2 850	706 628 735 to 8 820	716 477 396 to 7 430	725 475 321 to 5 330
700 068 473 to 8 500	706 638 211 to 8 420	716 556 635 to 6 660	725 711 057 to 1 070
700 161 501 to 1 650	706 817 959 to 8 000	717 191 648 to 1 690	725 738 581 to 8 730
700 202 522 to 2 700	707 034 391 to 4 450	717 193 161 to 3 490	725 981 311 to 1 430
700 290 275 to 0 300	707 292 636 to 2 660	717 228 591 to 8 680	725 987 835 to 7 880
700 465 730 to 5 750	707 441 401 to 1 687	717 333 902 to 3 950	726 060 811 to 0 900
700 561 444 to 1 550	707 441 836 to 1 940	717 739 745 to 9 910	726 391 970 to 2 520
701 423 101 to 3 150	707 958 541 to 8 570	717 884 991 to 5 050	726 484 771 to 4 800
701 625 469 to 5 550	707 960 107 to 0 160	718 026 171 to 6 290	726 493 351 to 5 300
701 643 829 to 3 850	708 059 941 to 60 000	718 466 370 to 6 420	726 504 031 to 4 063
701 945 451 to 5 500	708 115 830 to 5 860	718 568 451 to 8 479	726 504 070 to 4 090
702 033 701 to 4 050	708 116 251 to 6 310	718 590 741 to 0 770	726 504 331 to 4 390
702 051 501 to 1 750	708 138 301 to 8 480	718 714 210 to 4 370	726 563 701 to 4 060
	709 222 591 to 2 920	718 795 881 to 6 000	726 599 371 to 9 460

726 626 356	to	6 370	731 402 431	to	2 460	734 440 031	to	0 111	739 219 381	to	9 440
727 182 271	to	2 510	731 407 232	to	7 320	734 797 201	to	7 320	739 530 511	to	0 540
727 416 181	to	6 240	731 588 301	to	8 340	734 939 611	to	9 640	739 793 527	to	3 550
727 481 431	to	1 460	731 767 273	to	7 320	734 950 111	to	0 170	739 999 231	to	9 320
727 749 241	to	9 780	731 781 061	to	1 120	735 120 331	to	0 840	740 011 517	to	1 530
728 382 331	to	2 480	731 841 377	to	1 450	735 123 061	to	3 690	740 030 701	to	0 970
728 458 201	to	8 260	731 837 821	to	7 910	735 283 008	to	3 020	740 261 740	to	1 820
728 702 338	to	2 400	732 018 481	to	8 600	735 293 131	to	3 220	740 265 811	to	6 290
728 915 371	to	5 850	732 067 972	to	8 370	735 783 961	to	3,990	740 299 111	to	9 170
728 953 141	to	3 410	732 188 649	to	8 670	735 803 401	to	3 430	740 299 231	to	9 260
728 954 280	to	4 310	732 193 460	to	3 470	736 005 420	to	5 440	740 329 266	to	9 320
729 169 081	to	9 140	732 201 241	to	1 390	736 366 021	to	6 110	741 010 421	to	0 530
729 363 841	to	3 870	732 220 431	to	0 440	736 624 456	to	4 500	741 113 041	to	3 370
729 682 891	to	3 190	732 355 201	to	5 380	736 670 851	to	1 060	741 373 891	to	4 340
729 838 940	to	9 070	732 472 320	to	2 560	736 767 061	to	7 090	741 452 369	to	2 490
729 839 101	to	9 130	732 541 605	to	1 620	736 767 093	to	7 120	741 492 991	to	3 140
730 077 683	to	7 840	732 572 221	to	2 490	736 982 191	to	2 370	741 553 460	to	3 470
730 109 847	to	9 880	732 586 479	to	6 710	736 982 551	to	2 730	741 764 431	to	4 520
730 373 761	to	3 850	732 994 037	to	4 080	737 110 141	to	0 170	742 325 500	to	5 520
730 501 951	to	2 130	733 163 449	to	3 460	737 185 501	to	5 710	742 684 849	to	4 890
730 519 379	to	9 470	733 297 171	to	7 290	737 317 321	to	7 350	742 839 553	to	9 630
730 569 278	to	9 360	733 446 631	to	7 110	737 517 781	to	7 840	742 917 287	to	7 296
730 711 711	to	1 740	733 474 665	to	4 770	737 628 181	to	8 210	742 921 891	to	1 980
730 722 991	to	3 230	733 704 482	to	4 570	737 634 258	to	4 270	743 020 021	to	0 170
730 766 111	to	6 124	733 751 041	to	1 130	738 648 355	to	8 450	743 206 491	to	6 500
730 845 970	to	5 990	733 971 138	to	1 210	738 849 811	to	9 900	743 235 992	to	6 050
730 888 291	to	8 320	734 009 101	to	9 130	738 892 270	to	2 290	743 245 094	to	5 170
730 927 591	to	7 680	734 290 759	to	0 770	738 997 259	to	7 380			
731 307 914	to	7 930	734 389 273	to	9 290	739 161 451	to	1 540			

—Inspection Service, 12-17-98

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
679,694,334	687,262,525
679,751,983	687,262,526
679,800,207	687,287,578
681,130,536	687,287,581
681,844,376	687,287,582
683,594,542	694,063,898
684,683,610	694,063,899
686,619,878	694,063,980
686,619,886	701,321,725
686,619,887	

—Inspection Service, 12-17-98

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, 12-17-98

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.

005034	014269	015545	020443	028819	042024	065369	075669	091733	096793	098715	107171	117224
005134	014290	016227	020567	028827	044026	065479	075842	091753	096808	098728	108812	117286
005298	014311	016297	021057	028869	044040	065492	076054	091784	096834	098754	108819	117287
005455	014320	016412	021102	028890	044109	065621	076166	091977	096859	098800	108824	117482
005506	014334	016681	021134	028927	045009	065771	076406	092190	096897	098806	108885	117601
005596	014361	016682	021175	028930	047007	065835	076602	092753	096920	098809	109156	117954
005683	014389	016826	021418	028954	047142	065910	076886	092797	097009	098820	109253	117956
005696	014429	016997	021459	028976	047145	065927	077204	092945	097043	098827	109358	118095
005728	014434	018038	021519	029008	047150	066437	077365	093102	097063	098828	109637	118130
005750	014521	018094	021523	029143	047197	067024	077538	093148	097177	098831	109808	118195
005998	014524	018150	021525	029208	047303	067087	077572	093157	097203	098838	109943	118275
006089	014531	018215	021620	029270	048018	067413	077756	093177	097237	098843	110180	118417
006195	014595	018230	021677	029285	049028	068013	077932	093273	097377	098850	110193	118609
006290	014631	018266	021849	029294	049083	068030	078245	093376	097450	098855	110231	118629
006623	014672	018283	021898	029438	050072	068140	079117	093399	097480	098862	110559	118712
006764	014692	018286	022078	029514	054235	068179	080114	093770	097628	098863	110596	118759
006886	014702	018362	022148	029520	055087	068209	080259	094006	097665	101626	110873	118828
006969	014713	018384	022335	029559	055119	068304	080305	094207	097697	101774	111323	118921
007007	014742	018439	022363	029582	055135	068354	080479	094245	097707	101880	111474	118959
007053	014745	018460	022385	029587	055193	068378	080506	094278	097720	101883	111478	118979
007377	014750	018490	022387	029607	055247	068455	080520	094293	097761	102101	111758	119262
008053	014756	018572	022547	029673	057004	068459	080524	094374	097870	102794	112823	119270
008198	014819	018614	022564	029684	057013	068469	080746	094494	097941	102905	113100	119398
008219	014839	018664	022777	029689	057071	068479	080750	094530	097942	103267	113113	119419
008317	014846	018667	022909	029727	060069	068484	085178	094563	098022	103288	113259	120119
008470	014860	018672	023094	029750	060469	068557	085440	094759	098133	103790	113267	120152
008561	014866	018673	023263	029780	060527	068615	085447	094918	098140	104092	113500	120161
009034	014872	018675	023310	029809	061005	069175	085478	094945	098204	104145	113537	120171
009267	014877	018680	023319	029813	061336	069348	085768	095105	098289	104167	113722	120235
009317	014914	018682	023504	029840	061342	069458	088066	095120	098371	104300	114191	120313
009556	014932	018694	023526	029858	061361	069554	088126	095147	098414	104364	114208	121157
009615	014966	018709	023537	029900	061386	069645	088157	095182	098432	104438	115008	121179
009658	015034	018723	023619	029924	061400	069730	088176	095405	098437	104450	115044	121205
009660	015041	018748	025127	029953	061439	069897	088316	095474	098463	104479	115091	121263
009720	015055	018819	025133	030143	061442	069966	088370	095512	098475	104504	115134	122169
009740	015075	018828	025195	030234	061466	069995	088633	095513	098480	104515	115149	122200
009815	015086	018858	025359	030418	061547	070010	088682	095648	098501	104532	115246	122271
009821	015124	018878	025459	030454	063106	070152	089217	095928	098565	104589	115310	122274
009872	015129	018955	026010	031002	063428	070153	089448	095935	098572	104600	115342	122307
010285	015175	018977	026261	031062	064046	070419	090204	096022	098576	104604	115415	122339
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010510	015281	019174	026594	034030	064133	070759	090472	096215	098596	105369	115587	123042
010642	015283	019474	027147	038451	064396	070999	090591	096460	098606	105778	115721	123080
010661	015286	019515	027256	040009	064427	071019	090712	096479	098614	105798	115795	123083
011119	015295	019620	027378	040077	064436	071182	090737	096487	098615	105935	115903	123097
011121	015348	019669	027847	040083	064769	071355	090746	096524	098616	106268	115929	123119
011153	015357	019671	028029	040085	064873	071397	090789	096525	098652	106276	115951	123123
012245	015401	019849	028051	040100	065040	075173	091031	096528	098653	106278	116039	123153
012309	015508	019872	028285	040128	065214	075215	091187	096551	098678	106430	117012	124095
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014216	015529	020415	028666	042020	065349	075497	091542	096719	098711	107134	117197	124121

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125035	142727	192313	221116	296392	325009	332031	339020	383125	462522	516430	553646	600406
125047	142734	192463	221149	296395	325010	332070	339081	394218	462866	522045	553679	600435
125065	142738	192629	221239	296406	325031	332085	339285	402053	462901	524109	553708	600640
125107	142784	192657	221404	296408	325032	332161	339307	402197	462940	525046	553725	600652
125284	142876	193354	221585	296436	325118	332162	339538	402202	463036	527005	553753	600747
125337	142967	193413	221609	296487	325614	332193	340235	402213	464062	528005	553754	600787
125359	142987	193570	221689	297073	326175	332305	340369	402214	466551	531560	553767	600864
125365	146359	193581	222163	299002	326305	332410	340467	402264	466605	531599	553804	600923
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125374	146632	195055	223324	300365	326526	332532	344023	402644	469190	532353	553884	600974
125397	146650	195078	225010	300689	326587	332655	344116	405061	472041	532510	553896	600999
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125450	146743	196115	226081	300898	327492	332976	344205	408001	477109	532776	553977	601172
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128106	148228	200427	232001	301105	327704	332993	347023	431051	479091	537227	554015	601362
128904	148239	200482	232298	301522	327731	333023	347122	432384	480177	537349	554082	601457
128917	148284	200553	235414	301918	327742	333109	349080	432445	480197	537368	554335	601558
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129903	151086	206030	235484	305014	327768	333430	349190	432846	480650	551005	554386	601826
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130023	152413	206106	240502	305043	327803	333796	349230	432914	480693	551024	554409	602249
130024	152512	206109	242818	305450	327818	334154	349261	432935	480765	551032	554418	602422
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131277	154012	207226	254008	306588	327848	334191	349319	436391	480937	551044	554596	602875
131288	156069	207247	257107	306988	327849	334197	349321	441451	480945	551051	554628	602991
132005	156092	207494	257136	311099	327870	334198	349351	441539	481424	551061	554631	603165
132014	156132	207571	259004	311472	328011	334205	349415	441543	481536	551069	554634	603218
132040	159040	207758	261014	311577	328798	334272	349546	441576	481978	551081	554728	604205
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132146	165169	208233	272081	312322	328853	334801	349678	450163	483294	551305	554784	605219
132151	170212	208239	274049	312335	328909	334847	349681	452211	483338	551327	554797	605295
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132229	171273	208377	276017	317149	328937	335031	349773	452449	483789	551462	554916	605522
132401	171291	208392	276055	319148	328979	335057	349812	452493	483803	551545	554931	605690
132428	174073	208397	276060	320068	328986	335157	349875	452534	483875	551582	554946	605765
133032	175076	208454	276073	320104	328990	335163	349876	452639	483877	551629	554957	605770
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135105	176081	208603	280133	320176	329493	335269	352318	452832	485112	551838	557027	606373
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136020	180078	208981	282247	320962	329647	335832	358979	454345	488976	551924	559059	607198
136058	181020	208984	282538	321024	329654	335898	361286	454362	489383	551928	563011	607686
136118	184017	209207	282680	321202	329656	336008	361297	454402	489394	551954	570054	607776
137001	184018	209276	282817	321267	329682	336030	361324	454533	489407	551956	570197	608040
139068	184028	209279	283337	322027	330031	336052	363024	454615	489482	551967	571068	608083
139261	184071	210015	283453	322165	330070	336063	366035	454682	490093	553017	573008	608115
139262	185017	210223	283454	322190	330229	336112	366057	454795	490125	553022	585289	608149
139604	185025	210507	286088	322206	330426	336158	366107	456019	490565	553077	591052	608405
142132	191076	210606	286143	322231	330521	336285	372014	458024	490615	553131	591060	608444
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142215	191269	212542	292206	322424	330975	336554	372442	461037	495282	553178	598567	608567
142255	191496	212633	292579	322856	331109	336572	372539	461080	495311	553202	598627	610169
142367	191563	216035	294134	322939	331145	337025	373003	461093	495418	553211	600072	611104
142486	191751	220152	294154	323531	331152	337065	373009	462011	496078	553228	600161	611192
142528	192134	220163	294343	323569	331176	338035	373030	462430	496100	553397	600220	611210
142589	192169	220231	295435	323638	331222	338126	379201	462485	496164	553500	600227	611228

613144	708243	730404	770155	802039	841184	853410	902170	915270	918703	928142	950398	968931
626013	711491	730738	770321	802366	841196	853415	902286	915373	918758	928241	950412	968943
627086	713009	730775	770578	802491	841758	853444	902287	915456	918832	928372	950616	968945
627108	713108	730873	770610	802723	841771	853463	902450	915548	918967	928442	950652	968963
631012	716009	731274	770672	802741	841776	853467	902515	915552	920009	928757	950697	968973
631157	716018	731360	770706	802808	843076	853488	903146	915567	920171	928794	950809	969044
631245	717002	731402	770728	802833	844207	853499	903654	915678	920292	930291	950826	969060
631526	718009	731428	771038	803147	845055	856290	903872	917031	920296	930370	950832	970073
631536	719021	731601	771497	803345	846107	856365	903955	917059	920319	930372	950852	970268
631693	719025	731691	771572	804126	846203	860011	903988	917063	921203	931002	950863	970307
631755	719028	736001	771742	804128	846234	871582	904077	917114	921374	931023	950865	970319
631770	720022	737016	771778	804174	847094	871638	904177	917117	921477	931224	950897	970381
631774	721029	740080	771827	804242	847147	874041	904467	917166	921518	931253	951042	970501
631848	721049	740128	773012	804269	850546	891664	904541	917174	921536	931310	951058	970541
631963	722059	740838	773103	805235	850601	891685	904618	917184	921551	931365	951091	970542
631989	722072	741160	773544	805246	850707	891704	906023	917193	921599	931384	951248	970558
631991	722094	741256	774306	805460	850913	891846	906063	917219	921685	931576	951591	970593
637111	722105	741391	774383	805511	850960	895049	906167	917224	921715	931672	951831	970685
637126	722123	741563	775006	805565	852048	895116	906283	917239	921736	931696	951853	970737
641017	722129	743005	775016	805566	852152	895197	906298	917242	921794	932761	951883	972590
641138	722130	743056	775219	805588	852202	895254	906861	917256	921836	933464	951907	972907
641255	722146	743084	776004	805599	852240	895511	906866	917290	921979	933542	953222	972918
641276	722154	743091	777227	805605	852281	898048	907015	917310	922156	934241	953328	974040
641511	722165	745013	782906	806051	852478	898093	907144	917327	922335	934278	954434	974221
641662	722187	749004	784378	809012	852483	900169	907265	917355	922344	935230	958615	980088
648105	722188	750230	785424	809045	852626	900333	907274	917379	924226	937206	958616	980557
648118	722189	750393	785535	809076	852721	900398	907478	917426	924534	937419	958765	980566
648135	722197	750439	785754	809093	852780	900492	907701	917430	925199	937787	958934	980673
648159	722204	750469	786094	809101	852852	900601	907787	917432	926017	937837	967047	980729
648189	722213	750924	787032	809120	852865	900645	907978	917455	926027	939061	967066	980955
656108	722222	750946	787474	809127	852896	900840	907984	917470	926171	939064	967072	982086
656109	722228	752168	787548	809147	852912	900922	910347	917484	926264	940015	967157	982129
656112	722232	752619	787611	809148	852920	900995	910376	917512	926272	940182	967181	982154
657102	722237	752625	787827	809234	852980	901097	911241	917527	926400	940197	967281	982166
657128	722247	756002	787830	809251	853035	901108	911286	917544	926577	940242	967441	982199
658238	722253	757150	787866	810007	853048	901180	911311	917545	926603	940262	968030	982263
661094	722260	757171	787949	810058	853052	901235	912415	917546	926677	941427	968041	982288
662413	723065	757199	787955	811056	853140	901399	913897	917560	926791	941577	968246	983086
666265	723070	760045	790032	812008	853160	901471	913916	917639	926845	941855	968282	984141
667001	723082	760090	791326	812019	853170	901482	913970	917649	926847	945743	968305	992449
670009	724009	760283	797006	816140	853175	901511	913984	917663	926993	946376	968315	992675
672065	724042	760546	799112	816811	853226	901584	914332	917769	927223	946550	968367	995055
681190	724053	761084	799147	823038	853229	901606	914385	917943	927228	948171	968411	995100
681271	724064	761128	800376	832051	853245	901659	914440	917960	927490	948181	968428	995209
681447	724067	761132	800506	832062	853285	901680	914572	918138	927528	948413	968491	995480
685284	727056	761483	801217	834013	853303	901818	914647	918264	927577	948521	968583	995765
701065	727058	761576	801536	837196	853307	901884	914789	918279	927675	949127	968630	997062
701080	727062	761586	801630	840203	853317	901965	914878	918337	927759	949593	968678	997113
701084	730048	761597	801682	840537	853324	901971	915151	918612	927803	949702	968724	997135
701964	730205	761748	801711	841103	853360	901990	915236	918627	927913	950125	968771	998302
706182	730313	770150	802035	841172	853380	901992	915258	918674	928116	950239	968793	999313

International Mail

INTERNATIONAL MAIL UPDATE

Global Package Link — Rate Adjustments and Introduction of Service to Argentina

Effective December 27, 1998, the Postal Service is adopting new rates for Global Package Link (GPL) and introducing service to Argentina.

Overall, the base rates are increased approximately 9 percent. See Individual Country Listings for specific rates to each GPL country.

Currently, GPL provides a volume discount within selected countries beginning at 100,000 packages. The new discount structure is based on a mailer's worldwide volume and discounts are available when volume reaches more than 25,000 packages per postal fiscal year. Discounts will increase with volume based on the following schedule:

Number of Packages	Discount
25,001 to 50,000	1%
50,001 to 75,000	2%
75,001 to 100,000	3%
100,001 and over	4%

Each year's discounts will be calculated on the previous postal fiscal year's volume and will apply to mailings made during the next calendar year. For example, a mailer who mailed 55,000 packages during postal fiscal year 1998 (September 13, 1997 through September 11, 1998) will receive a discount from the base rate for all GPL mailings made during calendar year 1999 (January 1, 1999 through December 31, 1999). Postal fiscal year 1998 will be used for discounts applied in calendar year 1999.

The Postal Service is also introducing GPL service to Argentina. Two levels of service, Premium and Standard, will be offered. The maximum weight of parcels to Argentina is 44 pounds with a maximum size of 42 inches in length and a maximum length and girth combined of 79 inches. Rates are shown in Individual Country Listings. Packages sent in Premium service are insured at no additional charge subject to the provisions of *Domestic Mail Manual* (DMM) S010 and S500. No insurance is available for packages sent to Argentina as Standard service.

The *International Mail Manual* (IMM) is revised to incorporate program changes to Subchapter 620 **Global Package Link** and the rates to the appropriate **Individual Country Listing**, as follows:

International Mail Manual (IMM)

620 Global Package Link

621 Description

* * * *

621.3 Availability

Global Package Link service is available only to Argentina, Brazil, Canada, Chile, China, France, Germany, Hong Kong, Japan, Mexico, Singapore, and the United Kingdom.

* * * *

623 General

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623.3 Size and Weight Limits

623.31 Weight

The weight limits for Global Package Link service are 70 pounds for Chile, China, and Germany; 66 pounds for Brazil, Canada, Singapore, and the United Kingdom; 64 pounds for Mexico; 55 pounds for France; 44 pounds for Argentina and Hong Kong; and 44 pounds for Japan with Premium service.
* * *

623.32 Size

The maximum length of GPL packages is 60 inches. The maximum length and girth combined is 108 inches.

Exceptions: Maximum size for Germany is length 47 inches, height 23 inches, width 23 inches; for Japan Standard packages weighing less than 1 pound, the maximum length is 24 inches with a combined maximum length, depth, and height of 36 inches. The maximum size for packages to Argentina is 42 inches in length and 79 inches length and girth combined.

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623.4 Postage

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623.44 Base Rates

The Postal Service will charge the base rates, in 1-pound increments, unless the mailer qualifies for the discounts in 623.441 by mailing more than 25,000 packages in a postal fiscal year. The discounts apply to mailings made during the following calendar year.

623.441 Discounts

Number of Packages	Discount
25,001 to 50,000	1%
50,001 to 75,000	2%
75,001 to 100,000	3%
100,001 and over	4%

* * * *

626 Services Available**626.1 Delivery Options**

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626.12 Standard Service

Standard service is available to Argentina, Canada, France, Japan, Mexico, Singapore, and the United Kingdom. * * *

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626.4 Customs

* * * *

626.43 Payment of Customs Duty**626.431 All Countries Except China, Japan, Hong Kong, and Singapore**

For all countries except China, Japan, Hong Kong, and Singapore, the Postal Service will arrange payment of customs duty on behalf of the recipient at the time the merchandise enters the country of destination. Any banking costs or foreign exchange fees applicable to the customs payments will be charged back to the mailer. The Postal Service will notify the mailer electronically of the amount of duty and fees paid, and the mailer will reimburse the Postal Service in a manner and within a time agreed between the mailer and the Postal Service. Because of the need to have funds available for customs at the time of clearance in Argentina, Brazil, Chile, and Mexico, mailers must make an advance deposit prior to the first mailing to cover anticipated duties and taxes in addition to postage. * * *

Individual Country Listings — Global Package Link Rates**Standard Service Rates — Canada**

Weight Not to Exceed (Pounds)	US Origin Zone A: Buffalo, New York, Chicago Canadian Entry: Toronto			US Origin Zone B: Miami, Dallas Canadian Entry: Toronto		
	Local	Regional	National	Local	Regional	National
1	\$5.50	\$7.25	\$7.50	\$6.25	\$7.75	\$8.00
2	6.00	8.25	8.75	7.25	9.50	10.00
3	6.50	9.25	10.00	8.25	11.00	11.75
4	7.00	10.00	11.25	9.25	12.25	13.50
5	7.50	10.75	12.50	10.25	13.75	15.50
6	8.00	11.75	13.75	11.50	15.25	17.25
7	8.50	12.50	15.00	12.50	16.50	19.25
8	9.00	13.25	16.25	13.50	18.00	21.00
9	9.50	14.25	17.50	14.75	19.50	22.75
10	10.00	15.00	18.75	15.75	20.75	24.75
11	10.50	15.50	19.25	16.75	21.75	25.75
12	11.00	16.25	20.50	17.75	23.25	27.50
13	11.50	17.25	21.75	19.00	24.75	29.25
14	12.00	18.00	23.00	20.00	26.00	31.25
15	12.50	18.75	24.25	21.25	27.50	33.00
16	13.00	19.75	25.50	22.25	29.00	34.75
17	13.50	20.50	26.75	23.25	30.25	36.75
18	14.00	21.25	28.00	24.50	31.75	38.50
19	14.50	22.25	29.50	25.50	33.25	40.25
20	15.00	23.00	30.75	26.50	34.50	42.25
21	15.50	24.00	32.00	27.75	36.00	44.00
22	16.00	24.25	32.25	28.75	37.00	45.00
23	16.50	25.25	33.50	29.75	38.50	46.75
24	17.00	26.00	34.75	30.75	39.75	48.75
25	17.50	26.75	36.00	32.00	41.25	50.50
26	18.00	27.75	37.25	33.00	42.75	52.25
27	18.50	28.50	38.50	34.00	44.00	54.25

Weight Not to Exceed (Pounds)	US Origin Zone A: Buffalo, New York, Chicago Canadian Entry: Toronto			US Origin Zone B: Miami, Dallas Canadian Entry: Toronto		
	Local	Regional	National	Local	Regional	National
28	19.00	29.25	40.00	35.25	45.50	56.00
29	19.50	30.25	41.25	36.25	47.00	57.75
30	20.00	31.00	42.50	37.50	48.25	59.75
31	20.50	31.75	43.75	38.50	49.75	61.50
32	21.25	32.75	45.00	39.50	51.25	63.25
33	21.50	33.00	45.25	40.50	52.25	64.25
34	22.00	34.00	46.50	41.75	53.50	66.25
35	22.50	34.75	47.75	42.75	55.00	68.00
36	23.00	35.75	49.00	43.75	56.50	69.75
37	23.50	36.50	50.50	45.00	57.75	71.75
38	24.00	37.25	51.75	46.00	59.25	73.50
39	24.75	38.25	53.00	47.00	60.75	75.25
40	25.25	39.00	54.25	48.25	62.00	77.25
41	25.75	39.75	55.50	49.25	63.50	79.00
42	26.25	40.75	56.75	50.25	65.00	80.75
43	26.75	41.50	58.00	51.50	66.25	82.75
44	27.00	42.00	58.25	52.50	67.25	83.75
45	27.50	42.75	59.50	53.50	68.75	85.50
46	28.25	43.75	61.00	54.75	70.00	87.50
47	28.75	44.50	62.25	55.75	71.50	89.25
48	29.25	45.25	63.50	56.75	73.00	91.00
49	29.75	46.25	64.75	58.00	74.25	93.00
50	30.25	47.00	66.00	59.00	75.75	94.75
51	30.75	47.75	67.25	60.00	77.25	96.50
52	31.25	48.75	68.50	61.25	78.50	98.50
53	31.75	49.50	69.75	62.25	80.00	100.25
54	32.25	50.00	70.25	63.25	81.00	101.25
55	32.75	50.75	71.50	64.25	82.50	103.00
56	33.25	51.50	72.75	65.50	83.75	105.00
57	33.75	52.50	74.00	66.50	85.25	106.75
58	34.25	53.25	75.25	67.50	86.75	108.50
59	34.75	54.25	76.50	68.75	88.00	110.50
60	35.25	55.00	77.75	69.75	89.50	112.25
61	35.75	55.75	79.00	71.00	91.00	114.00
62	36.25	56.75	80.25	72.00	92.25	116.00
63	36.75	57.50	81.50	73.00	93.75	117.75
64	37.25	58.25	82.75	74.25	95.25	119.50
65	37.75	58.75	83.25	75.25	96.25	120.50
66	38.25	59.50	84.50	76.25	97.50	122.50

Weight Not to Exceed (Pounds)	Schedule C, US Origins: Seattle Canadian Entry: Vancouver			Schedule D, US Origins: San Francisco Canadian Entry: Vancouver			Returns
	Local	Regional	National	Local	Regional	National	
1	\$7.50	\$9.00	\$11.50	\$8.00	\$9.50	\$12.00	\$7.00
2	8.00	9.25	11.75	9.00	10.50	13.00	7.75
3	8.25	9.75	12.25	10.00	11.50	14.00	8.50
4	8.75	10.25	12.75	11.00	12.50	15.00	9.25
5	9.25	10.50	13.00	12.00	13.50	16.00	10.00
6	9.50	11.00	13.50	13.00	14.50	17.00	10.75
7	10.00	11.25	13.75	14.00	15.50	18.00	11.50
8	10.25	11.75	14.25	15.00	16.50	19.00	12.25
9	10.75	12.25	14.75	16.00	17.25	19.75	13.00

Weight Not to Exceed (Pounds)	Schedule C, US Origins: Seattle Canadian Entry: Vancouver			Schedule D, US Origins: San Francisco Canadian Entry: Vancouver			Returns
	Local	Regional	National	Local	Regional	National	
10	11.25	12.50	15.00	17.00	18.25	20.75	13.50
11	11.75	13.00	15.50	18.00	19.50	22.00	14.25
12	12.25	13.75	16.25	19.00	20.50	23.00	15.00
13	12.75	14.25	16.75	20.25	21.75	24.25	15.75
14	13.00	14.75	17.25	21.25	22.75	25.25	16.50
15	13.50	15.25	17.75	22.25	24.00	26.50	17.25
16	14.00	16.00	18.25	23.25	25.00	27.50	18.00
17	14.50	16.50	19.00	24.50	26.25	28.75	18.75
18	15.00	17.00	19.50	25.50	27.25	29.75	19.50
19	15.50	17.50	20.00	26.50	28.50	31.00	20.25
20	16.00	18.00	20.50	27.50	29.75	32.25	21.00
21	16.50	18.75	21.25	28.75	30.75	33.25	21.50
22	17.00	19.25	21.75	29.75	32.00	34.50	22.25
23	17.50	19.75	22.25	30.75	33.00	35.50	23.00
24	18.00	20.25	22.75	31.75	34.25	36.75	23.75
25	18.50	20.75	23.25	33.00	35.25	37.75	24.50
26	19.00	21.50	24.00	34.00	36.50	39.00	25.25
27	19.50	22.00	24.50	35.00	37.50	40.00	26.00
28	20.00	22.50	25.00	36.00	38.75	41.25	26.75
29	20.50	23.00	25.50	37.25	39.75	42.25	27.50
30	21.00	23.50	26.00	38.25	41.00	43.50	28.25
31	21.50	24.25	26.75	39.25	42.00	44.50	29.00
32	22.00	24.75	27.25	40.25	43.25	45.75	29.50
33	22.25	25.25	27.75	41.50	44.25	46.75	30.25
34	22.75	25.75	28.25	42.50	45.50	48.00	31.00
35	23.25	26.25	28.75	43.50	46.50	49.00	31.75
36	23.75	27.00	29.50	44.50	47.75	50.25	32.50
37	24.25	27.50	30.00	45.75	48.75	51.25	33.25
38	24.75	28.00	30.50	46.75	50.00	52.50	34.00
39	25.25	28.50	31.00	47.75	51.00	53.50	34.75
40	25.75	29.00	31.50	49.00	52.25	54.75	35.50
41	26.25	29.75	32.25	50.00	53.25	55.75	36.25
42	26.75	30.25	32.75	51.00	54.50	57.00	37.00
43	27.25	30.75	33.25	52.00	55.50	58.00	37.75
44	27.75	31.25	33.75	53.25	56.75	59.25	38.25
45	28.25	31.75	34.25	54.25	57.75	60.25	39.00
46	28.75	32.50	35.00	55.25	59.00	61.50	39.75
47	29.25	33.00	35.50	56.25	60.00	62.50	40.50
48	29.75	33.50	36.00	57.50	61.25	63.75	41.25
49	30.25	34.00	36.50	58.50	62.25	64.75	42.00
50	30.75	34.50	37.00	59.50	63.50	66.00	42.75
51	31.25	35.25	37.75	60.50	64.50	67.00	43.50
52	31.50	35.75	38.25	61.75	65.75	68.25	44.25
53	32.00	36.25	38.75	62.75	66.75	69.25	45.00
54	32.50	36.75	39.25	63.75	68.00	70.50	45.75
55	33.00	37.25	39.75	64.75	69.00	71.50	46.25
56	33.50	38.00	40.50	66.00	70.25	72.75	47.00
57	34.00	38.50	41.00	67.00	71.25	73.75	47.75
58	34.50	39.00	41.50	68.00	72.50	75.00	48.50
59	35.00	39.50	42.00	69.00	73.50	76.00	49.25
60	35.50	40.00	42.50	70.25	74.75	77.25	50.00
61	36.00	40.75	43.25	71.25	75.75	78.25	50.75

Weight Not to Exceed (Pounds)	Schedule C, US Origins: Seattle Canadian Entry: Vancouver			Schedule D, US Origins: San Francisco Canadian Entry: Vancouver			Returns
	Local	Regional	National	Local	Regional	National	
62	36.50	41.25	43.75	72.25	77.00	79.50	51.50
63	37.00	41.75	44.25	73.25	78.00	80.50	52.25
64	37.50	42.25	44.75	74.50	79.25	81.75	53.00
65	38.00	42.75	45.25	75.50	80.50	83.00	53.75
66	38.50	43.50	46.00	76.50	81.50	84.00	54.25

Standard Service Rates

Weight Not Over (lb.)	Argentina	France	Japan	Singapore	Mexico	UK	UK Economy Rate
1	\$8.50	\$7.25	\$6.00	\$11.50	\$5.50	\$12.20	\$10.75
2	11.25	9.50	9.25	15.25	6.50	13.50	12.25
3	13.50	11.75	14.25	18.50	7.75	15.00	13.50
4	15.50	14.00	18.00	22.25	8.75	16.50	15.00
5	17.75	16.00	24.00	26.75	9.75	17.75	16.25
6	19.75	18.25	27.25	30.50	11.50	19.25	17.50
7	22.50	20.50		34.25	12.50	20.50	19.00
8	24.75	22.50		38.25	13.75	22.00	20.25
9	26.75	24.75		42.00	14.75	23.50	21.75
10	29.00	27.00		45.75	15.75	24.75	23.00
11	32.25	29.25		49.50	17.00	26.25	24.25
12	34.50	31.25		53.50	18.00	27.50	25.75
13	36.50	33.50		57.25	19.00	29.00	27.00
14	38.75	35.75		61.50	20.25	30.50	28.50
15	41.75	38.00		65.50	21.25	31.75	29.75
16	44.00	40.00		69.25	22.25	33.25	31.00
17	46.25	42.25		73.00	23.50	34.75	32.50
18	48.75	44.50		76.75	24.50	36.00	33.75
19	51.00	46.50		80.75	25.50	37.50	35.25
20	53.75	48.75		85.00	26.75	38.75	36.50
21	56.00	51.00		88.25	27.25	40.25	37.75
22	59.00	53.25		92.00	28.25	41.75	39.25
23	61.50	55.25		98.75	29.50	43.00	40.50
24	63.75	57.50		102.50	30.50	44.50	42.00
25	66.25	59.75		105.75	31.50	45.75	43.25
26	68.50	61.75		109.50	32.75	47.25	44.50
27	71.00	64.00		113.25	33.75	48.75	46.00
28	73.25	66.25		117.25	35.00	50.00	47.25
29	75.75	68.50		120.50	35.50	51.50	48.75
30	78.25	70.50		124.25	36.50	52.75	50.00
31	80.50	72.75		128.00	37.50	54.25	51.50
32	83.00	75.00		132.00	38.75	55.75	52.75
33	85.25	77.00		135.25	39.75	57.00	54.00
34	87.75	79.25		141.75	40.25	58.50	55.50
35	91.25	81.50		145.50	41.50	60.00	56.75
36	93.50	83.75		149.25	42.50	61.25	58.25
37	96.00	85.75		152.50	43.50	62.75	59.50
38	98.50	88.00		156.50	44.25	64.00	60.75
39	100.75	90.25		160.25	45.25	65.50	62.25
40	103.25	92.50		164.00	46.25	67.00	63.50
41	105.50	94.50		167.25	47.50	68.25	65.00

Weight Not Over (lb.)	Argentina	France	Japan	Singapore	Mexico	UK	UK Economy Rate
42	108.00	96.75		171.25	48.00	69.75	66.25
43	110.50	99.00		175.00	49.00	71.00	67.50
44	112.75	101.00		178.25	50.25	72.50	69.00
45		103.25		184.75	50.75	74.00	70.25
46		105.50		188.50	51.75	75.25	71.75
47		107.75		192.50	52.75	76.75	73.00
48		109.75		195.75	53.50	78.25	74.25
49		112.00		199.50	54.50	79.50	75.75
50		114.25		203.25	55.00	81.00	77.00
51		116.25		207.00	56.25	82.25	78.50
52		118.50		210.25	57.25	83.75	79.75
53		120.75		214.25	57.75	85.25	81.00
54		123.00		218.00	58.75	86.50	82.50
55		125.00		221.75	59.50	88.00	83.75
56				227.75	60.50	89.25	85.25
57				231.75	61.00	90.75	86.50
58				235.50	62.25	92.25	87.75
59				239.25	62.75	93.50	89.25
60				242.50	63.75	95.00	90.50
61				246.25	64.25	96.25	92.00
62				250.25	65.50	97.75	93.25
63				254.00	66.00	99.25	94.50
64				257.25	67.00	100.50	96.00
65				261.00		102.00	97.25
66				264.75		103.50	98.75

Premium Service Rates

Weight Not Over (lbs.)	Argentina	Brazil	Canada	Chile	China
1	\$11.00	\$13.50	\$10.00	\$10.50	\$14.00
2	14.50	15.50	11.00	12.75	17.00
3	17.50	18.50	12.50	15.25	20.00
4	20.25	20.50	14.25	17.50	23.00
5	23.25	23.50	15.75	20.00	29.25
6	26.00	25.50	17.50	22.00	32.25
7	29.25	28.50	19.00	24.50	35.25
8	32.00	30.50	20.75	26.75	38.25
9	34.75	33.50	22.25	29.25	41.50
10	37.25	35.50	24.00	31.50	44.50
11	41.25	37.50	25.50	33.75	47.50
12	43.50	40.50	27.00	36.00	50.50
13	46.50	42.50	28.75	38.25	53.50
14	49.50	45.50	30.25	40.75	56.50
15	52.50	47.50	32.00	43.00	59.75
16	55.25	50.50	33.50	45.50	62.75
17	58.25	52.50	35.25	47.75	65.75
18	61.25	54.75	36.75	50.00	68.75
19	64.25	56.75	38.50	52.25	72.00
20	67.25	59.50	40.00	54.75	75.00
21	70.25	61.50	41.50	57.00	78.00

Weight Not Over (lbs.)	Argentina	Brazil	Canada	Chile	China
22	73.75	63.75	43.00	59.25	81.00
23	76.25	66.50	44.75	61.50	84.00
24	78.75	68.50	46.25	63.75	87.00
25	81.75	71.50	48.00	66.25	90.25
26	84.50	73.50	49.50	68.50	93.25
27	87.50	76.50	50.75	71.00	96.25
28	90.50	78.50	52.75	73.25	99.25
29	93.25	81.25	54.50	75.50	102.25
30	96.25	83.25	56.00	77.75	105.25
31	99.25	86.25	57.25	80.25	108.50
32	102.25	88.25	58.75	82.50	111.50
33	105.00	90.25	60.50	84.75	114.50
34	108.00	93.25	62.00	87.25	117.50
35	112.00	95.25	63.75	89.25	120.50
36	114.50	98.00	65.25	91.75	123.50
37	117.00	100.25	67.00	94.00	126.75
38	120.00	103.00	68.50	96.50	129.75
39	122.75	105.00	70.00	98.75	132.75
40	125.75	108.00	71.75	101.00	135.75
41	128.75	110.00	72.75	103.25	138.75
42	131.50	113.00	74.50	105.75	141.75
43	134.50	115.00	76.00	108.00	145.00
44	137.50	117.00	77.50	110.25	148.00
45		119.75	79.25	112.75	151.00
46		121.75	80.25	114.75	154.00
47		124.75	81.75	117.25	157.00
48		126.75	83.25	119.50	160.00
49		129.75	84.75	122.00	163.25
50		131.75	86.50	124.25	166.25
51		134.50	88.00	126.50	169.25
52		136.75	89.75	128.75	172.25
53		139.50	91.25	131.25	175.25
54		141.50	92.75	133.50	178.50
55		143.50	94.50	135.75	181.50
56		146.50	95.25	138.25	184.50
57		148.50	97.00	140.50	187.50
58		151.50	98.50	142.75	190.50
59		153.50	100.00	145.00	193.50
60		156.25	101.75	147.50	196.75
61		158.25	103.25	149.75	199.75
62		161.25	104.75	152.25	202.75
63		163.25	105.50	154.25	205.75
64		166.25	107.25	156.75	208.75
65		168.25	108.75	159.00	211.75
66		170.25	110.25	161.25	215.00
67				163.75	218.00
68				166.00	221.00
69				168.25	224.00
70				170.50	227.00

Weight Not Over (lbs.)	Germany	Hong Kong	Japan	Mexico	Singapore	UK
1	\$11.75	\$17.00	\$15.75	\$8.25	\$14.75	\$15.00
2	13.50	20.50	18.00	9.75	18.50	16.50
3	15.25	24.00	20.75	11.50	22.25	18.00
4	17.00	27.50	23.50	13.00	26.25	19.50
5	18.75	31.00	26.25	14.75	31.00	21.00
6	20.50	34.50	29.50	16.25	35.00	22.50
7	22.25	38.00	32.25	17.50	39.25	23.75
8	24.00	41.50	35.00	19.00	43.00	25.75
9	25.75	45.00	37.50	20.75	48.00	27.25
10	27.50	48.50	40.25	22.25	51.75	29.00
11	29.25	52.00	43.00	24.00	55.50	30.50
12	31.00	55.50	45.75	25.00	60.00	32.00
13	32.75	59.25	48.50	26.75	64.25	33.75
14	34.50	62.50	51.25	28.25	68.75	35.25
15	36.25	66.25	54.00	29.50	72.50	37.00
16	38.00	69.75	56.75	31.00	76.75	38.50
17	39.75	73.25	59.50	32.75	81.25	40.25
18	41.50	76.75	62.25	33.75	85.50	42.25
19	43.25	80.25	64.75	35.50	89.50	44.25
20	45.00	83.75	67.50	36.50	93.75	45.75
21	46.75	87.25	70.25	38.25	98.00	47.50
22	48.50	90.75	73.00	39.25	102.00	49.00
23	50.25	94.25	75.75	41.00	110.75	50.50
24	52.00	97.75	78.50	42.00	115.00	52.00
25	53.75	101.25	81.25	43.50	118.75	53.50
26	55.75	104.75	84.00	44.75	122.75	55.25
27	57.50	108.25	86.75	46.25	127.00	58.25
28	59.25	111.75	89.50	47.50	130.75	59.75
29	61.00	115.25	92.00	48.50	134.50	61.50
30	62.75	118.75	94.75	50.25	138.50	63.00
31	64.50	122.25	97.50	51.25	142.75	64.75
32	66.25	126.00	100.25	52.25	146.50	66.25
33	68.00	129.50	103.00	53.50	150.50	67.75
34	69.75	133.00	105.75	55.00	159.75	69.50
35	71.50	136.50	108.50	56.25	163.50	71.00
36	73.25	140.00	111.25	57.25	167.25	72.75
37	75.00	143.50	114.00	58.25	171.75	74.25
38	76.75	147.00	116.75	59.50	175.50	75.75
39	78.50	150.50	119.25	60.50	179.25	79.00
40	80.25	154.00	122.00	61.50	183.75	80.50
41	82.00	157.50	124.75	63.25	187.50	82.25
42	83.75	161.00	127.50	64.25	191.25	83.75
43	85.50	164.50	130.25	65.50	195.00	85.50
44	87.25	168.00	133.00	66.50	199.50	87.25
45	89.00			67.50	208.25	88.75
46	90.75			68.25	212.00	90.50
47	92.50			69.25	216.25	92.00
48	94.25			70.25	220.25	93.75
49	96.00			71.50	224.00	95.25
50	97.75			72.50	228.25	97.00
51	99.50			73.50	232.25	98.50
52	101.25			74.75	236.00	100.25
53	103.00			75.25	239.75	101.75

Weight Not Over (lbs.)	Germany	Hong Kong	Japan	Mexico	Singapore	UK
54	104.75			76.25	244.25	103.50
55	106.50			77.50	248.00	105.00
56	108.25			78.50	256.75	106.75
57	110.00			79.00	261.00	108.25
58	111.75			80.00	264.75	110.00
59	113.50			81.25	268.75	111.50
60	115.25			81.75	273.00	113.25
61	117.25			82.75	276.75	114.75
62	119.00			83.50	280.75	116.50
63	120.75			84.50	284.50	118.25
64	122.50			85.50	288.75	119.75
65	124.25				292.75	121.50
66	126.00				296.50	123.00
67	127.75					
68	129.50					
69	131.25					
70	133.00					

—Pricing, Costing, and Classification, International Business Unit, 12-17-98

Philately

CORRECTIONS

Flag Envelope Corrections

The following are corrections and additions to the *Flag Envelope* article published in *Postal Bulletin* (PB) 21986 (12-3-98). Copy and use PS Form 3203-X, *Personalized Envelope Order Form* (shown on page 45), to order personalized envelopes. (Orders for personalized *Love Calligraphic* envelopes will not be received before January 29, 1999.) Item Number 2140, shown in the technical details table on page 33 of PB 21986 (12-3-98) is a #10 Banded Envelope, and Item Number 2660 on page 35 of PB 21986 (12-3-98) is a #6 3/4 Banded Envelope.

Submit PS Forms 3205, *Requisition for Plain Stamped Envelopes*, according to the following schedule:

For Week	Requisitions Arriving	Envelopes Will Be Shipped Week Of
Week 3	December 21	January 4
Week 4	December 28	January 11
Week 1	January 4	January 18
Week 2	January 11	January 25

Shipping and handling charges are as follows:

Amount of Personalized Envelope Order	Shipping and Handling Charges for Boxes of 50
\$0.00 to \$20.00	\$3.20
20.01 to 50.00	4.20
50.01 to 80.00	5.20
80.01 to 110.00	6.20
110.01 to 140.00	7.20
140.01 to 170.00	8.20

Shipping and Handling Charges for Boxes of 500

1 box \$5.20

2 or more boxes \$9.20

Maximum shipping charge of \$9.20 for each address printed.

—Stamp Services, Marketing, 12-17-98

NOTICE

Stamps Withdrawn From Regular Sale and From Sale at Philatelic Centers

In conjunction with the Postal Service Last Day of Sale Program, the stamp listed below and related products were taken off sale on November 19, 1998. All post offices, stations, branches, postal retail stores, vending outlets, and authorized philatelic centers must withdraw the stamp stock item and products listed below from sale and prepare them for destruction. The stamp stock should be submitted to destruction sites according to the guidelines in Handbook F-1, *Post Office Accounting Procedures*, Part 45, *Destroying Stamp Stock*, and appropriate locally established procedures.

These stamp stock item and products have also been removed from sale at Stamp Fulfillment Services (SFS).

Stamp Item Number	Description
4493	32-cent Endangered Species Stamps

Endangered Species Products:

8934	\$11.95 Postal Cards
8937	\$13.95 Cancel Postal Cards
8938	\$19.95 Matted Pane
8863	\$ 6.95 Poster
8869	\$14.95 First Day Souvenir Program
8870	\$15.95 Soft Bound Book
8871	\$24.95 Hard Bound Book

—Stamp Services, Marketing, 12-17-98

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NOTICE

Stamps Withdrawn From Regular Sale and From Sale at Philatelic Centers

Effective close of business on December 31, 1998, all post offices, stations, branches, postal retail stores, vending outlets, and authorized philatelic centers must withdraw the stamp stock items listed below and their related products from sale and prepare them for destruction. The stamp stock items and products should be submitted to destruction sites according to local established procedures, under the guidelines in Handbook F-1, *Post Office Accounting Procedures*, Part 45, *Destroying Stamp Stock*.

Absolutely no sales of the stamp items and related products listed below are permitted after December 31. These stamp stock items and products are also being removed from sale at Stamp Fulfillment Services (SFS).

Stamp Item Numbers	Description
4446	32-cent Vince Lombardi
4447	32-cent Pop Warner
4448	32-cent George Halas
4452	32-cent Spanish American War
4469	32-cent Florida Statehood
4473	32-cent Kids Care!
5526	29-cent Legends of The West Souvenir
5571	40-cent William Piper
5582	32-cent Contemporary Family Scenes
5583	32-cent Traditional Madonna & Child Xmas
6670	\$6.40 Midnight Angel Booklet

—Stamp Services, Marketing, 12-17-98

Stamp Item Numbers	Description
4414	29-cent Elvis Presley
4416	32-cent American Indian Dance
4419	32-cent Benjamin O. Davis
4424	32-cent Humphrey Bogart
4425	32-cent Classic Movie Monsters
4426	32-cent Classical Composers & Conductors
4428	32-cent Classic American Dolls
4429	32-cent Legendary Football Coaches
4431	32-cent Opera Singers
4440	32-cent Padre Felix Varela
4441	32-cent Women In Military Service
4444	29-cent Postal Museum
4445	32-cent Bear Bryant

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
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31

—Business Mail Acceptance, Marketing Systems, 12-17-98

GUIDE DISTRIBUTION

The Postal Service Guide to U.S. Stamps, 25th Edition

The 25th edition of *The Postal Service Guide to U.S. Stamps (Guide)*, Item Number 8898, will be available for sale November 25 at all philatelic centers, at post offices that sell philatelic products, and by mail order through Stamp Fulfillment Services. All locations may place the new *Guide* on sale upon receiving it. Offices are encouraged to promote the sale of this special edition.

The *Guide*, priced at \$12.95, features more than 100 new illustrations, hundreds of new listings and prices, and new features and stamp-related facts. This new *Guide*, with 504 pages, includes listings of market-based values of many valuable stamp errors. In addition, the *Guide* contains more than 2,000 full-color stamp illustrations; extensive lists of philatelic organizations, publications, and resources; and a wealth of basic stamp collecting information. These features make it a valuable tool for beginning, intermediate, and advanced collectors, and it is still one of the best bargains available for philatelists.

The printing contractor will ship the guides (which are accountable items) in cartons of 40 to stamp distribution offices (SDO) and stamp distribution networks (SDN). The boxes will be addressed to the postmaster. All offices must verify that they received the quantities of the *Guide* recorded on their Advice of Shipment. Installations should report any differences between the quantities shown on the Advice of Shipment and those actually received using the procedure outlined in Handbook F-1, *Post Office Accounting Procedures*, Section 426.3.

All post offices that want supplies of the 25th edition (Item Number 8898) should immediately place initial orders with their SDOs using PS Form 17, *Stamp Requisition*, or with their SDNs using PS Form 17-S, *Stamp Distribution Network Stamp Requisition*. Offices should report all sales of these books in AIC 092, Philatelic Product Sales.

As the 25th edition of the *Guide* becomes available, offices must withhold all remaining copies of the 24th edition of the *Guide* (Item Number 8897) from sale and take the following actions:

- Retail Outlets — Collect any copies of the 24th edition of the *Guide* from stamp credits. Immediately return them to main stock using PS Form 17.
- Post Offices — Consolidate all remaining copies of the 24th edition of the *Guide*, if any, into main stock. Hold them for return to the SDO or SDN during the week of

December 4th. List the quantity and value of the returned stock on PS Form 17 or PS Form 17-S. Record the value in AIC 501, Postage Stock Shipped, and reduce the stamp accountability accordingly. The name and finance number of the SDO or SDN, as well as that of the shipping office, must be on PS Form 17.

- SDOs and SDNs — Record the value of all copies of the 24th edition of the *Guide* received in AIC 005, Postage Stock Received, and increase accountability accordingly.
- Local Office Philatelic Programs — Submit PS Form 17 or PS Form 17-S for the number of the 24th editions of the *Guide* (Item Number 8897) needed for philatelic/promotional programs. One or more copies may be given to local schools, libraries, student groups, stamp clubs, retirement homes, etc. Note that the quantities available are limited. Stamp all copies of the *Guide* used in promoting philatelic programs "NOT FOR RESALE." The custodian of accountable paper attests that each item is so stamped and prepares PS Form 3238, *Stamps and Stamped Paper Destruction Certificate*, endorsed "PHILATELIC PRODUCTS GIVEN TO PHILATELIC PROGRAMS." Program coordinators acknowledge receipt of Item Number 8897 and are responsible for its control. Note that this is an exception to general guidelines for destruction of accountable items, especially regarding obsolete (withdrawn from sale) items. In this instance, it is Postal Service policy not to destroy copies of the previous year's edition when it can be used for valid promotional and/or educational purposes.
- Disposition — Dispose of all remaining copies of the 24th edition of the *Guide* (Item Number 8897) in accordance with Handbook F-1, section 450. Because disposition instructions are issued annually for past issues of *The Postal Service Guide to U.S. Stamps (Guide)*, offices should have only the 25th edition in inventory after completing the above procedures. If previous editions are on hand, offices should dispose of them immediately, in accordance with Handbook F-1, subchapter 450.

—Stamp Services, Marketing, 12-17-98

Pictorial Cancellations Announcement 98-25

As a community service, the Postal Service offers pictorial cancellations to commemorate local events celebrated in communities throughout the nation. A list of 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

submitted for cancellation may not include postage issued after the date of the requested cancellation. Such items will be returned unserved.

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

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

The following pictorial cancellation has been extended for an additional 30 days:

PSYCHO
REMAKE OPENING DAY STATION
SOUTH PORTLAND, ME 04106
DECEMBER 4, 1998

December 4, 1998 through January 4, 1999
PSYCHO REMAKE OPENING DAY STATION
POSTMASTER
125 FOREST AVE
PORTLAND ME 04101-9998

LIGHTS OF LAKE
STATION
Tavares FL 32778
December 5, 1998

December 5, 1998

LIGHTS OF LAKE STATION
POSTMASTER
399 E BURLEIGH BLVD
TAVARES FL 32778-9998

LIGHTS OF LAKE STATION
POSTMASTER
850 TEAGUE TRAIL/C-25
LADY LAKE FL 32159-9998

LIGHTS OF LAKE STATION
POSTMASTER
711 N DONNELLY ST
MT DORA FL 32757-9998

LIGHTS OF LAKE STATION
POSTMASTER
1201 S 14TH ST
LEESBURG FL 34748-9998

LIGHTS OF LAKE STATION
POSTMASTER
877 W MINNEOLA AVE
CLERMONT FL 34711-9998



November 27, 1998
FESTIVAL OF TREES CELEBRATION
STATION
POSTMASTER
4150 CHICAGO AVE
RIVERSIDE CA 92507-9998



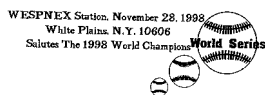
December 5, 1998
25TH ANNIVERSARY NUTCRACKER
STATION
COLONIE CENTER POST OFFICE
PO BOX 50001
ALBANY NY 12205-9998



November 27, 1998
WESPNEK STATION
POSTMASTER
PO BOX 9998
WHITE PLAINS NY 10606-9998



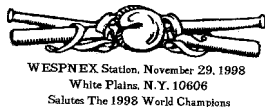
December 5, 1998
Lynchburg and Metro Moore Co Chamber of Commerce
HOLIDAY INN LYNCHBURG STATION
PO BOX 9998
LYNCHBURG TN 37352-9998



November 28, 1998
WESPNEK STATION
POSTMASTER
PO BOX 9998
WHITE PLAINS NY 10606-9998



December 6, 1998
VICTORIAN STROLL STATION
400 BROADWAY
TROY NY 12180-9998



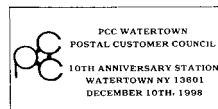
November 29, 1998
WESPNEK STATION
POSTMASTER
PO BOX 9998
WHITE PLAINS NY 10606-9998



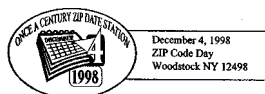
December 9, 1998
LT HENRY O FLIPPER DAY STATION
POSTMASTER
404 N BROAD ST
THOMASVILLE GA 31792-9998



December 3, 1998
LANARK POST OFFICE OPEN HOUSE
STATION
POSTMASTER
LANARK IL 61046-9998



December 10, 1998
10TH ANNIVERSARY STATION
232 COMMERCE PARK DR
POSTMASTER
WATERTOWN NY 13601-9998



December 4, 1998
ONCE A CENTURY ZIP DATE STATION
POSTMASTER
PO BOX 9998
WOODSTOCK NY 12498-9998



December 15, 1998
PORT CHESTER 1898 CENTENNIAL 1998
HISTORIC STATION
POSTMASTER
PO BOX 9998
PORT CHESTER NY 10573-9998



December 4, 1998
GRAND RAPIDS BALLET STATION
PHILATELIC UNIT
225 MICHIGAN AVE
GRAND RAPIDS MI 49599-9996



December 20, 1998
Batsto Citizens Committee
LET IT SNOW STATION
POSTMASTER
114 S THIRD ST
HAMMONTON NJ 08037-9998



December 5, 1998
CANDLE WALK STATION
POSTMASTER
ROSCOMMON MI 48653-9998



December 29, 1998
World Sports Humanitarian Hall of Fame
WORLD SPORTS HUMANITARIAN HALL
OF FAME STATION
USPS CUSTOMER RELATIONS
COORDINATOR
770 S 13TH ST
BOISE ID 83708-9998

Post Offices

PSIN 1577D UPDATE

PSIN 1577D, Drop Unit, Letter and Bundle, Blue (REDI)

As of December 1, 1998, postal sites are to order PSIN 1577D REDI (Rapid Equipment Deployment Inventory), which is blue, instead of the buff-colored PSIN 1577C (REDI). Except for the color, the two are identical. This change has been made at the request of Headquarters Delivery and Retail with instructions that all new installations and renovations are to be completed using the blue drop unit rather than the buff-colored drop unit.

Orders will be accepted for the buff-colored unit for damage replacement and color coordination. The vendor has made a production change to accommodate orders for the blue drop unit and has been filling orders since December 1, 1998.



Drop Unit, Letter and Bundle (REDI)

Description: Used to provide customer the convenience of mailing without entering the main lobby.

Freight Code: C3 — Chutes or Spouts, I/S, NOI, plate, 7 gauge or thicker.

PSIN	SN	BIC	PCN	Dimension			Weight
				L	W	H	
1577C	7110-01-364-7085			15-3/8"	15-3/8"	24-1/4"	33

—Logistics Programs, Purchasing and Materials, 12-17-98

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SAFETY BULLETIN

Snowblower Safety

Each year at this time, many people experience injuries involving snowblowers. Accidents sometimes occur when individuals place their hands or feet inside the blower (while the machine is still running) to dislodge packed snow that has jammed the auger. Once cleared, the auger starts up rapidly and the individual's hand, finger, or foot can be mutilated or amputated by the blower or auger device.

Postal managers must provide proper and adequate training for all employees who operate snowblowers or snow removal equipment. Administer the training *before* employees operate this equipment. Instruct employees to follow the manufacturer's maintenance instructions and proper operating procedures.

In addition to training employees, postal managers must also ensure that equipment is properly stored. In the interest of fire prevention, gasoline snowblower engines should be allowed to cool and the gasoline drained if this equipment is stored in any enclosure for extended periods of time.

Note: *Only* trained individuals should maintain and operate this equipment.

—Safety and Risk Management, Human Resources, 12-17-98

PLEASE POST ON ALL BULLETIN BOARDS

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This office
will be closed
Friday,
January 1, 1999,
to celebrate
New Year's Day.

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This office
will be closed
Friday,
January 1, 1999,
to celebrate
New Year's Day.

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Postal Employees

PUB 112 UPDATE

Publication 112, *National Electronic Catalog*, CD-ROM Available

Get the inside information on what Topeka Operations buys, where they buy it, what they stock, and where they stock it on an easy-to-use, easy-to-search compact disk (CD).

Publication 112, *National Electronic Catalog*, is available in a CD that lets users search by stock number, Postal Service item number (PSIN), original equipment manufacturer (OEM), item characteristics, group code, reparables, etc. It can cross-reference OEM to national stock number (NSN), NSN to other part numbers, NSN to replacement NSN, PSIN to NSN, and indicates item status. It can also cross reference part numbers to Contractor and Government Entity (CAGE) codes, which will provide users with the manufacturers' names, addresses, and phone numbers.

Publication 112 describes every item in Postal Service supply — over 35,000 in all. It includes all repair parts items, all items listed in Publication 247, *Supply and Equipment Catalog*, and almost 100 percent of the items listed in Publication 223, *Directives and Forms Catalog*.

The *National Electronic Catalog* is continually updated, and a new release is sent out every other month. The annual cost for postal facilities is \$84.00 (\$14 per issue), which is billed to your FEDSTRIP. To order this valuable tool, call Materials Customer Service at 1-800-332-0317, option 4. Please provide your FEDSTRIP, name, address, phone number, and the quantity of CDs you are ordering.

The CD requires an IBM-compatible PC and a CD-ROM drive with 680-MB storage capacity. The CD runs under MS-DOS or Windows 95 and requires about 610K of the 640K conventional memory. At the time of installation, you can decide if you want to load the DOS version or the Windows version. The data retrieved from queries can be exported to other software (e.g., Excel, Access, etc.).

A new user's manual is being published to help you get the most from the data. When the manual is ready for distribution, it will be mailed out with the current CD to all subscribers. Additional copies may be ordered after the initial distribution by calling Materials Customer Service at 1-800-332-0317, option 4.

—*Logistics Programs, Purchasing and Materials, 12-17-98*

Form W-5 Renewal

Form W-5, *Earned Income Credit Advance Payment Certificate*, which is furnished by employers to their employees to receive advance payment of the earned income credit, must be renewed for 1999. The certificate currently in effect expires December 31, 1998, and must be renewed by submitting Form W-5 to your personnel office as soon as possible. Pursuant to Internal Revenue Service (IRS) regulations, the information on the form will be effective the pay period after receipt.

Reminder: Personnel offices are reminded that IRS regulations require an employer to submit copies of all Forms W-5 received from employees. Personnel offices should mail one copy of the Form W-5 in a separate envelope marked "PROCESSED W-5 FOR IRS" in the lower left-hand corner of the envelope to:

MINNEAPOLIS ACCOUNTING SERVICE CENTER
US POSTAL SERVICE
2815 LONE OAK PARKWAY
EAGAN MN 55121-9611

The Minneapolis Information Service Center will subsequently forward those forms to the IRS.

—*Payroll Accounting/Records, Finance, 12-17-98*

Federal Tax Withholding Exemption

IRS regulations permit employees who anticipate no federal tax liability for 1999 to claim total exemption from federal tax withholding provided they owe no federal income tax for 1998. To renew the exempt status or to claim allowances consistent with the expected tax liability for 1999, employees must submit a new Form W-4 for 1999.

If the employee does not submit a new Form W-4 (claiming exempt status), the status automatically converts to taxable status effective Pay Period 04-99. Federal tax in this instance is withheld at the rate applicable to a single employee with no dependent allowances. Employees with a current exempt status (as of PP 26-98) will receive messages on their earnings statement for PPs 03-99 and 04-99 telling them a new Form W-4 is required.

Both first-time exemptions and renewals of Form W-4 for 1999 are processed when employees submit Forms W-4. Submit your Form W-4 as soon as possible to avoid processing delays.

Reminder: Personnel offices are reminded that IRS regulations require an employer to submit copies of all Form W-4s received from employees, where the employee claims 11 or more withholding allowances or claim to be exempt from withholding. Personnel offices should mail one copy of the Form W-4 in a separate envelope marked "PROCESSED W-4 FOR IRS" in the lower left-hand corner of the envelope to:

MINNEAPOLIS ACCOUNTING SERVICE CENTER
US POSTAL SERVICE
2815 LONE OAK PARKWAY
EAGAN MN 55121-9611

The Minneapolis Information Service Center will subsequently forward those forms to the IRS.

—Payroll Accounting/Records, Finance, 12-17-98

1999 Social Security and Medicare Tax Withholding

For 1999, the maximum limit on earnings for withholding in the Old-Age, Survivors, and Disability (OASDI) portion of the Social Security tax increases from \$68,400 to \$72,600. The Social Security tax rate remains at 6.2%, resulting in a maximum Social Security tax of \$4,501.20. There is no limit on the amount of earnings subject to the Medicare portion of the tax. The Medicare tax rate, which applies to all taxable wages, continues at 1.45%.

—Payroll Accounting/Records, Finance, 12-17-98

1999 Contribution Limit for the Thrift Savings Plan (TSP)

In its annual statement of adjustment to pension plans, the IRS has announced that there will be *no change* to the amount that employees may place into a deferred compensation plan, such as TSP. Effective January 1, 1999, the maximum amount a Postal Service employee may elect to defer to the TSP *remains* at \$10,000.

—Payroll Accounting/Records, Finance, 12-17-98

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 1998 (October 1, 1997, through September 30, 1998). 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* selling snacks, beverages, food, or tobacco (stamp machines are excepted) is due at the processing and distribution lead plant or customer service and sales district level by December 31, 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 8 for further consolidation and prompt relay to:

MANAGER PERSONNEL OPERATIONS SUPPORT
US POSTAL SERVICE
475 L'ENFANT PLZ SW 1831
WASHINGTON DC 20260-4261

Vending Machine Income¹				
Vending machine commissions received from commercial concessionaire (do not include the 1.5 percent operating fee):		Vending machine receipts, if locally operated, after deducting the costs 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 ²	Number Pending at End of Period
<p>The above data is taken from records on file in the office of:</p> <p>Signature: _____</p> <p>Title: _____</p> <p>Installation: _____</p> <p>Address: _____</p>				
<p>1 Do not include income from postal products machines or recreational information service machines.</p> <p>2 Attach explanation of each denial.</p>				

—Human Resources, 12-17-98

TAX PACKAGES

1998 IRS Tax Packages

Contract mailers for the Internal Revenue Service (IRS) will begin mailing 56 million 1998 tax packages during the week of December 21, 1998. The mailings bear IRS permit imprint number G-48.

Acceptance Offices

Contract mailers for the IRS will prepare tax packages for mailing at the Standard Mail (A) Enhanced Carrier Route rates. Acceptance offices must verify that mailings are prepared correctly for Standard Mail (A) bulk rates (carrier route, 3/5, and basic).

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

The following tax packages will be manifested:

1040A-1 & 1040A-2	prepared in Spartanburg, SC
1040-2, 1040-3, and 1040-4	prepared in Dallas, TX
1040-5 & 1040-10	prepared in Omaha, NE

Bulk Mail Centers

Crossdock Pallets — Bulk mail centers (BMCs) will receive pallets labeled to 5-digit, 3-digit, and sectional center facilities (SCFs). Dispatch the 3-digit, 5-digit, and SCF pallets intact to their appropriate destinations.

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

NASHVILLE TN 37229
STD FLTS CR-RTS
WASHINGTON DC

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

Processing & Distribution Centers

Crossdock Pallets — Processing & Distribution Centers (P&DCs) will receive pallets labeled to 5-digit, 3-digit, and sectional center facilities (SCFs). Dispatch the 3-digit, 5-digit, and SCF pallets intact to their appropriate destinations.

Working Pallets — Upon receipt of SCF pallets at P&DC destinations, break open the pallets and distribute. The destination for each sack is on the sack label. For example:

NASHVILLE TN 37229
STD FLTS CR-RTS
WASHINGTON DC

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

Delivery

Tax packages should be delivered upon receipt.

Errors and Irregularities

Pay particular attention to errors in makeup at the point of delivery. When carrier route presort errors exceed the 5 percent allowance, deliver the mail and use established reporting procedures to report errors to the following address:

MANAGER POST OFFICE ACCOUNTING
ATTN IRS FORMS TAX PACKAGE 1998
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 8831
WASHINGTON DC 20260-5242

Undeliverable Tax Packages

Carriers and Markup clerks must pay particular attention to endorsed packages identified as Forms 1040, 1040-EZ, and 1040A-2. These three forms are the ONLY ones eligible for forwarding or return services.

All endorsed tax packages that are undeliverable should be sent to the CFS unit (normal procedure) where they will be handled as specified in DMM F010.5.0 and F010.5.3.

These packages should be returned to the IRS at the following address only:

INTERNAL REVENUE SERVICE
PHILADELPHIA SERVICE CENTER
11603 ROOSEVELT BLVD
PHILADELPHIA PA 19161

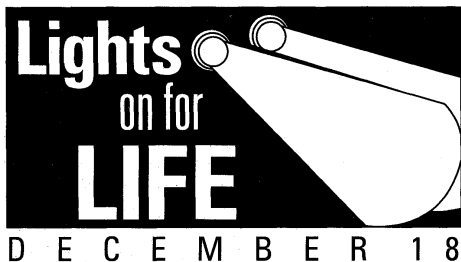
All other undeliverable forms must be treated as waste and may not be placed in postal lobbies for any reason.

—Capital Metro Operations, Marketing, 12-17-98

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"LIGHTS ON FOR LIFE DAY" DECEMBER 18

The U.S. Postal Service Joins Effort to Promote National Drunk and Drugged Driving (3D) Prevention Month



On our nation's highways across America, alcohol is a factor in approximately 40 percent of all fatal motor vehicle crashes and is a leading killer of youth. Despite the tremendous efforts of federal, state, and local municipalities, the rate of alcohol involvement in traffic crashes has reached a plateau over the past 4 years, with only tiny decreases (down only 1.6 percent in 1997). The December holidays are among the deadliest times of the year on our nation's highways, and impaired driving is a big part of the problem.




The U.S. Postal Service is joining with hundreds of other organizations around the country to declare December as "Drunk and Drugged Driving (3D) Prevention Month" and to call for stronger local policies and programs to deter impaired driving.



As part of 3D Prevention Month, local law enforcement agencies will announce plans for "**National Holiday Life-savers Weekend.**" Starting Friday, December 18 through Sunday, December 20, law enforcement agencies across the nation will step up enforcement efforts against impaired drivers, speeders, aggressive drivers, and others who make the roads especially dangerous at this time of year.

The U.S. Postal Service is asking all drivers to participate in the national "**Lights On for Life Day**" on **Friday, December 18**, by driving with headlights on all day to remind people about the impaired driving problem and to remember those killed by impaired drivers.

Additionally, all employees and their families are encouraged to drive safely at all times of the year. Never, ever drink and drive, and remember to always fasten your seat belt!

A Drink Is A Drink Is A Drink			
	beer	wine	liquor
			
Volume	12oz.	5oz.	1 1/3oz.
Percent Alcohol	4.5%	11%	40%
Amount Alcohol	.54oz.	.55oz.	.53oz.

—Safety and Risk Management,
Human Resources, 12-17-98

December 18 Lights On For Life Day

Strengthening Safe Communities

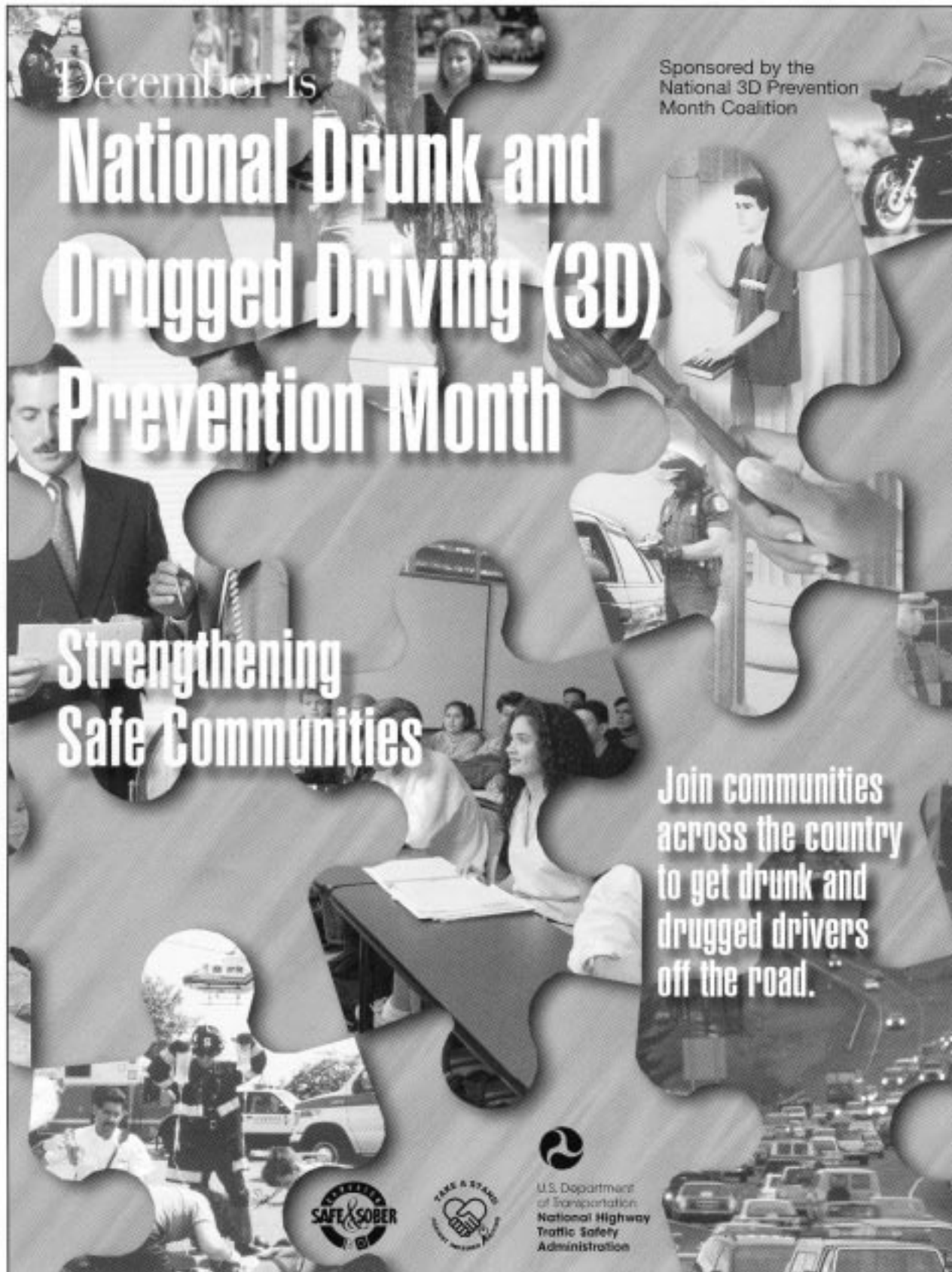
Join communities
across the country
to get drunk and
drugged drivers
off the road.

Sponsored by the National 3D Prevention Month Coalition



U.S. Department
of Transportation
National Highway
Traffic Safety
Administration

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December is

National Drunk and Drugged Driving (3D) Prevention Month

Sponsored by the
National 3D Prevention
Month Coalition

Strengthening Safe Communities

Join communities
across the country
to get drunk and
drugged drivers
off the road.

**TESTED
SAFE & SOBER**

**TAKE A STAND
FOR YOUR COMMUNITY**

U.S. Department
of Transportation
National Highway
Traffic Safety
Administration

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NOTICE TO ALL EMPLOYEES

THRIFT SAVINGS PLAN FACT SHEET

C, F, and G Fund Monthly Returns

Released December 7, 1998

ANNUAL RETURNS	C	F	G
1989 JAN.-DEC. %	31.03	13.89*	8.81
1990	-3.15	8.00*	8.90
1991	30.77	15.75	8.15
1992	7.70	7.20	7.23
1993	10.13	9.52	6.14
1994	1.33	-2.96	7.22
1995	37.41	18.31	7.03
1996	22.85	3.66	6.76
1997	33.17	9.60	6.77
1997	C	F	G
DECEMBER	1.71	1.01	.52
1998	C	F	G
JANUARY	1.12	1.28	.51
FEBRUARY	7.20	-.07	.44
MARCH	5.11	.34	.50
APRIL	1.00	.52	.49
MAY	-1.72	.95	.51
JUNE	4.05	.85	.48
JULY	-1.09	.21	.49
AUGUST	-14.47	1.66	.49
SEPTEMBER	6.33	2.36	.44
OCTOBER	8.19	-.52	.41
NOVEMBER	6.04	.56	.43
LAST 12 MONTHS	23.52	9.47	5.83

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

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

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

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

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

Federal Retirement Thrift Investment Board



Please post on bulletin boards.
Destroy all previous notices.

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Attention

Important Retirement Information FERS One-Time Election Opportunity

When	July 1 through December 31, 1998 — six-month period.
Eligibility	<p>For employees covered by the Civil Service Retirement System (CSRS), including CSRS Offset.</p> <p>Not for employees already covered under FERS.</p>
Mailings to CSRS/CSRS Offset Employees	<p>May 27 announcement letter.</p> <p>Information package with <i>FERS Transfer Handbook</i>, <i>FERS Election Form</i>, Social Security notices enclosed.</p> <p>Letter from Minneapolis Accounting Service Center.</p> <p>If not received by July 1, contact your personnel office.</p>
PSTN Broadcast	<p>June 23, 1:00 p.m.—4:00 p.m. Eastern Standard Time (EST); repeated June 24, 9:00 a.m.—12:00 noon (EST).</p>
Web Site/ Comparison Software	<p>Internet Website at: http://www.csrsfers.com</p> <p>Includes USPS Comparison Software Program customized for postal employees to compare future CSRS versus FERS benefits; password is: USPS</p>

Closing Date

To elect to transfer, submit *FERS Election Form* to your personnel office by close of business December 31, 1998.

—Compensation, Human Resources, 12-17-98

PLEASE POST ON ALL BULLETIN BOARDS THROUGH DECEMBER 31, 1998

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Retail

FIRSTCLASS PHONECARD™ UPDATE

FIRSTCLASS PHONECARD™ Publications

Publication 211, *FIRSTCLASS PHONECARD Self Service Guide*, and Publication 213, *FIRSTCLASS PHONECARD (FCPC) Selling and Managing Manual*, were mailed to all FIRSTCLASS PHONECARD selling sites. These publications are available at the material distribution center for any office that needs additional copies.

They can be ordered by using Touch Tone Order Entry (TTOE), mailing, or faxing PS Form 7380, *MDC Supply Requisition*, to:

MATERIAL DISTRIBUTION CENTER
 SUPPLY REQUISITIONS
 500 SW MONTARA PKY
 TOPEKA KS 66624-9702
 Telephone: 1-800-332-0317
 Fax: 785-861-2939

PSIN	PSN	U/I	Price	BPQ	Edition Date
PUB 211	7610-04-000-5498	EA	\$0.8635	120	10/98
PUB 213	7610-04-000-5499	EA	\$0.4664	120	10/98

—Retail, Marketing, 12-17-98

PS FORM 3849

Revised PS Form 3849, Delivery Notice/Reminder/Receipt

To meet customer needs for easy access to delivery information, Expedited/Package Services and Field Operations Support have been developing the technology and processes that will convert manually-filed PS Forms 3849 to electronic format. This type of technological advancement will meet customer needs for easy access to information, improve response time for customer claims, and save significant time in filing and retrieving delivery records. Full implementation of this program is expected by May 1999.

Several steps are required to move to electronic signature storage. Signatures will be captured on hardcopy forms, using the newly barcoded PS Form 3849, *Delivery Notice/Reminder/Receipt*. The recently deployed Mobile Data Collection Devices will be used to link article barcode IDs and signature barcode IDs together. All special service labels, such as certified, registered, and insured mail, will be barcoded. The signed PS Forms 3849 will be sent to the Computerized Forwarding System site to be optically scanned. More information regarding the specifics of this exciting technological initiative will be forthcoming in other postal communication media.

In support of this important initiative, changes to PS Form 3849 are required (See page 75 for an example of PS Form 3849). These changes include:

1. Adding a barcode.
2. Placing the signature, printed name, and delivery address blocks on the back of the form, above the barcode.
3. Removing the forwarding and return address section (During interim use, forwarding or return address information must be recorded in the delivery address block on the back of the form). This information will eventually be captured electronically by the hand-held scanner.
4. Removing the visible damage portion of the form (During interim use, visible damage must be recorded in the "article number" area on the front of the form). This information will eventually be captured electronically by the hand-held scanner.
5. Changing color of paper stock (peach) to help conversion to new form.
6. Allowing space for multiple article numbers on one form (During interim use, only a single mailpiece may be recorded on each PS Form 3849).

Prior to full implementation of this program, interim procedures (as mentioned previously) will need to be utilized in the use of this form.

The ten purchasing service centers received camera-ready copy for postmasters who want to order new forms overprinted with their post office name, address, telephone number, and hours of operation. Postmasters who do not order overprinted forms may obtain revised PS Forms 3849 from their material distribution centers (MDCs). **Note:** The imprint area for post office information has been reduced from 1" to 3/4" in height. Some offices may need to order a new rubber stamp to accommodate this reduction in space.

Postmasters and station managers who are ordering overprinted stock will receive information on ordering their new PS Forms 3849 from their Area Purchasing and Material Service Center, Purchasing Specialist, after January 4, 1999. Those offices ordering blank forms from their MDC for local printing or stamping should begin ordering new PS Forms 3849 after January 29, 1999. Additional information on forms ordering will be provided in future *Postal Bulletin* articles.

Use of the new forms can begin as soon as new orders arrive; however, current PS Form 3849 stock can be used into early 1999 (until scanning using the Mobile Data Collection Devices, optical scanning, and barcoded special service labels are available). Implementation schedule information will be provided early next year and all offices will be notified as to when new procedures for signature capture should begin.

Particular attention must be paid to the interim use of forms as previously prescribed. Special instructions on the interim use of these forms will also be included with each order. No changes to filing or retrieval are required at this time. Current retention periods apply. **Special note:** The use of multiply PS Forms 3849 is not currently compatible with the new electronic signature capture and storage process. Their purchase should be limited.

—Expedited/Package Services, 12-17-98

PS Form 3849 Illustration - Actual Form Size 3 1/2 x 5 1/2"

United States Postal Service		Today's Date	Sender's Name
Sorry We Missed You! We Can't Deliver for You			
Item is at:	Available for Pick-up After		We will redeliver or you or your agent can pick up. See reverse.
<input type="checkbox"/> Post Office (See back)	Date: Time:		
<input type="checkbox"/> If checked, you or your agent must be present at time of delivery to sign for item			
<input type="checkbox"/> Letter <input type="checkbox"/> Large envelope, magazine, catalog, etc. <input type="checkbox"/> Parcel <input type="checkbox"/> Restricted Delivery <input type="checkbox"/> Perishable Item <input type="checkbox"/> Other:	For Delivery: (Enter total number of items delivered by service type) For Notice Left: (Check applicable item)		Record Article Number(s) Here:
	<input type="checkbox"/> Express Mail (We will attempt to deliver on the next delivery day unless you call the post office to hold it.)		_____
	<input type="checkbox"/> Registered <input type="checkbox"/> Insured <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Delivery Confirmation <input type="checkbox"/> Firm Bill		_____
	<input type="checkbox"/> Certified <input type="checkbox"/> Recorded Delivery		_____
Article Requiring Payment		Amount Due	
<input type="checkbox"/> Postage Due <input type="checkbox"/> COD <input type="checkbox"/> Customs		\$	
<input type="checkbox"/> Final Notice: Article will be returned to sender on		Delivered By and Date	
PS Form 3849, October 1998		Delivery Notice/Reminder/Receipt	

We will redeliver OR you or your agent can pick up your mail at the post office. (Bring this form and proper ID. If your agent will pick up, sign below in item 2, and enter agent's name here):	
1. Customer: a. Check all that apply in section 3; b. Sign in section 2 below; and c. Leave this notice where the carrier can see it.	
2. Sign Here to Authorize Redelivery or to Authorize an Agent to Sign for You: X	Delivery Section
3. <input type="checkbox"/> Redeliver (Enter day of week.): (Allow at least two delivery days for redelivery, or call your post office to arrange delivery.)	Signature
<input type="checkbox"/> Leave item at my address (Specify where to leave; example: "porch", "side door".) (This option is not available if box is checked on the front requiring your signature at time of delivery.)	Printed Name
<input type="checkbox"/> Refused <input type="checkbox"/> Forward <input type="checkbox"/> Return	Delivery Address
PS Form 3849, October 1998 (Reverse)	



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