

POSTAL BULLETIN

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Classification Reform Update

Changes in Implementation Schedule

The March 12 announcement establishing July 1, 1996, as the effective date for Classification Reform I included a phase-in schedule for some of its provisions. Based on subsequent input, the Postal Service has decided to amend that schedule as it pertains to some of those provisions. Specific information about each is contained elsewhere in this sec-

tion; *Domestic Mail Manual* (DMM) revisions, where appropriate, appear elsewhere in this issue of the *Postal Bulletin*.

—*Pricing and Classification Implementation, Marketing Systems, 12-5-96*

Move Update

The preparation period for the “move update” provision (*Domestic Mail Manual* (DMM) E130.3.3 and E140.1.3), originally scheduled to take effect January 1, 1997, for Presorted and automation rate First-Class Mail, will be extended through June 30, 1997. The “move update” standard, which will now become effective July 1, 1997, requires that addresses used on Presorted or automation rate First-Class Mail must have been updated (exposed to address correction) within the 6 months preceding the date of mailing using a USPS-approved address updating method.

Approved methods for meeting the “move update” standard include the Address Correction Requested endorsement, Address Change Service, or the National Change of Address service. Another method, FASTforwardSM, has been developed for customers who wish to use a multiline optical character reader (MLOCR) to determine whether the addressee has moved and to apply the addressee’s new address and corresponding barcode to mail.

This extended preparation period gives mailers more time to meet the higher standards for address accuracy, to identify remaining challenges to complying with the “move update” standard, to undertake process, system or hardware modifications, and to complete any other steps neces-

sary to achieve compliance by July 1. Any customer who intends to use FASTforwardSM on an MLOCR must place an order with the appropriate hardware vendor before January 1, 1997. Customers already making progress toward compliance are urged to maintain an aggressive schedule, as earlier compliance is preferred when possible and will preclude last-minute problems.

Postmasters, business center and business mail entry unit personnel, account representatives, and other postal employees having regular customer contact must ensure those customers both understand the “move update” standard and are taking the appropriate steps to comply with that standard beginning July 1, 1997. An article describing the corresponding DMM revisions appears elsewhere in this issue of the *Postal Bulletin*. Other information about the “move update” standard, FASTforwardSM, or related topics has appeared in recent issues of the *Postal Bulletin*, *Mailroom Companion*, and *Memo to Mailers*.

—*Pricing and Classification Implementation, Marketing Systems, 12-5-96*

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Documentation for Periodicals Mailings

The effective date for the standards for use of Presort Accuracy Validation and Evaluation (PAVE)-certified software or standardized documentation for Periodicals mailings (DMM M210.7.0) is changed from January 1, 1997, to July 1, 1997. This extension will allow time for presort software vendors and mailers who develop presort software in-house to ensure their software is sorting mail and documenting postage in accordance with the new standards prior to the date of required use. The next PAVE test cycle will begin in January 1997 and, with the change in the date of required use of

PAVE-certified software, vendors and mailers can be assured that they will have sufficient time to test their software, make all necessary modifications and distribute the software to their customers in time to meet the July 1 effective date.

An article describing the corresponding DMM revisions appears elsewhere in this issue of the *Postal Bulletin*.

—*Pricing and Classification Implementation, Marketing Systems, 12-5-96*

Enclosed Reply Pieces in Automation Rate Mail

As previously announced, effective January 1, 1997, any reply card or envelope (business reply, courtesy reply, or metered reply) that is enclosed in an automation rate letter or flat must meet the applicable physical standards for automation compatibility, bear the correct facing identification mark (FIM), and include the correct barcode for the address to which the reply card or envelope is being returned. (Also as previously announced, this standard will take effect on March 1, 1997, *only* for Preferred Periodicals and Nonprofit Standard Mail.)

However, at this time, the enforcement of the enclosed reply mail standard will be limited to bringing noncomplying reply pieces to the attention of the originator for corrective action. *No mailing will be rejected, delayed, or assessed higher postage solely because it is found to contain a noncomplying reply piece, nor will mail be held solely to detect or examine enclosed reply pieces.* However, if an enclosed reply piece is found during another verification process, it may be checked for compliance with the applicable preparation standards.

The primary occasion for identifying a noncomplying reply piece is when it is returned to the originator. At that time a reply piece can be examined to verify compliance with the physical standards for automation (DMM C810) and that it

bears the correct FIM and barcode. (Detailed information about the applicable standards is available in the DMM, in Publication 353, *Designing Reply Mail*, and from the mail-piece design analyst (MDA) assigned to each postal business center.)

When a noncomplying reply piece is identified, the detecting postal employee will contact the MDA at the local postal business center and provide the MDA with sufficient information to identify the reply piece, its originator, and the nature of the deficiency (e.g., no FIM). In turn, the MDA will contact the originator and provide the necessary information and assistance so that the originator can prepare reply pieces that meet the applicable standards. More detailed instructions and sample customer letters will be distributed directly to MDAs in the near future.

At the same time, the Postal Service is coordinating an educational campaign with the Envelope Manufacturers' Association (EMA) so that its members may be an additional resource to reply mail originators. Materials produced as part of this process will be distributed to EMA members for their use and to postal business centers.

—*Pricing and Classification Implementation, Marketing Systems, 12-5-96*

Post Office Box Campaign

A new campaign, designed to create awareness of the many benefits of post office box service — value, convenience, security, and trust — is in full swing. Targeting post office box customers, the campaign began in mid-November with a postcard mailing to postmasters and station managers advising of the event.

A promotional kit is being mailed on December 5 and 6, which contains post office box stuffers, a banner, and instructions for usage. Postmasters and stations managers are asked to display the banner within the box section and distribute the material to promote the effort for a two-month

period. Because the banner is made of a reusable material, this "good news" can be displayed at other appropriate times during the year at the discretion of the local post offices.

More information concerning the campaign can be obtained from John Landwehr (202-268-5028) or Sharon Coruzzi (202-268-3626).

—*Pricing and Classification Implementation, Marketing Systems, 12-5-96*

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Administrative Services

CORRECTION

Directives and Forms Update

Postal Bulletin 21933 (11-21-96) obsoleted Form 713, *Inspection Service Evidence Tag*, Form 713-A, *Inspection Service Evidence Label*, and Form 713-B, *Inspection Service Evidence Identification*, and replaced them with new Form 715, *Property/Evidence Tag/Label*.

Form 715 is not yet stocked at the material distribution centers (MDCs). Postal facilities should continue to use their

existing stock of Forms 713, 713-A, and 713-B until a notice in the *Postal Bulletin* announces the availability of Form 715 at the MDCs. Additional stock of Forms 713, 713-A, and 713-B may be ordered from the MDCs until that time.

—*Corporate Publishing & Information Management,
Information Systems, 12-5-96*

Canceled Wanted Circulars

Destroy the wanted circulars on:

Roland Lavar Campbell, dated January 8, 1996
(apprehended).

Manfred Erich Albert Feucht, dated December 29, 1982
(apprehended).

—*Inspection Service, 12-5-96*

Domestic Mail

DMM REVISION

New Form and Other Changes to Improve Customer Protection Against Sexually Oriented and Pandering Advertisements

Effective December 5, 1996, *Domestic Mail Manual* (DMM) C032 and C033 are amended to reflect changes to the two programs that the Postal Service provides to help customers protect themselves and their children against unwanted sexually oriented advertisement mail. Because the deadline for DMM Issue 51 (for release on January 1, 1997) has expired, the amended text will appear in DMM Issue 52 (July 1, 1997).

The changes include the use of the new Form 1500, *Application for Listing and/or Prohibitory Order*, which consolidates and replaces the following two forms:

- Form 2201, *Application for Listing Pursuant to 39 USC 3010*.
- Form 2150, *Notice for Prohibitory Order Against Sender of Pandering Advertisement in the Mails*.

Available Programs

To help customers protect themselves and their children from unwanted sexually oriented advertising mail, the Postal Service provides these two programs:

- *The sexually oriented advertising (SOA) prohibitory list*. This list aids in protecting applicants and their minor children from receiving through the mail unsolicited sexually oriented advertisements as defined in title 39, United States Code, 3010. It is unlawful for anyone to mail a sexually oriented advertisement, as defined in the statute, to anyone whose name and address have been on the list for more than thirty days. The USPS makes copies of the list (and periodic updates) available to any person paying the annual service fee.
- *The prohibitory order*. This order aids in protecting customers from receiving pandering advertisements through the mail. An addressee may obtain a prohibitory order against the mailer of an advertisement that the addressee determines, in his or her sole discretion, to be offering matter for sale that is erotically arousing or sexually provocative, as defined in title 39, United States Code, 3008. Postmasters may not refuse to accept a Form 1500 because the advertisement in question does not appear to be sexually oriented. Only the addressee may make that determination. The order prohibits the mailer from sending any further mail to the applicant

(and his or her eligible minor children included in the application), effective on the 30th calendar day after the mailer receives the order.

The recent redesign of the SOA/pandering programs replaced the former complex dual systems with a simple one-step process. The new process is intended to provide better customer service by allowing customers who previously needed to deal with several different postal departments to initiate an action (placement on the list, issuance of a prohibitory order, or purchase of the list) to complete one application that can be sent for processing directly to the Prohibitory Order Processing Center (POPC) located at the Memphis Rates and Classification Service Center. The mailing address for the POPC is as follows:

PROHIBITORY ORDER PROCESSING CENTER
US POSTAL SERVICE
PO BOX 3744
MEMPHIS TN 38173-0744

New Process

The new process:

- Combines the two current applications into one form that is sent to a central processing point.
- Eliminates the additional handling of pandering forms at district offices.
- Replaces the current SOA database with an SOA/pandering database that allows requests for listing and for the issuance of a prohibitory order from the same customer to be processed at the same time.
- Computer-generates all related prohibitory correspondence.
- Maintains SOA/pandering records.
- Generates reports for the Law Department and the Inspection Service.
- Provides the SOA database to subscribers on a CD-ROM disk.

Form Distribution and Availability

Form 1500 (NSN 7530-03-000-7374; no Quick Pick number; unit of issue = EA; bulk pack quantity = 1,600 each) (see pages 10–14 of this *Postal Bulletin*) will be available from the material distribution centers (MDCs) after January 1, 1997. An initial supply of Form 1500 will be distributed to post offices in December according to the following chart.

Position Title and Post Office Level	Copies Each
Postmaster, CAGs A-C	50
Postmaster, CAGs D-G	25

Transition

Post offices that are not on the above distribution list may order forms from the MDCs after January 1. Completed Forms 2201 or 2150 submitted by customers after December 5, 1996, may be sent to the Prohibitory Order Processing Center for data entry until new Forms 1500 are received. However, use of Form 1500 should begin as soon as they are received. An official obsolete date for Forms 2201 and 2150 was announced in *Postal Bulletin* 21933 (11-21-96). Extra stock of Forms 2201 and 2150 should be recycled.

Kit 8, *Consumer Protection Packet* (NSN 7530-01-000-9373; unit of issue = EA; bulk pack quantity = 375 each), was also revised to replace Forms 2150 and 2201 with Form 1500. The kits may be ordered from the MDCs after January 15, 1997.

District offices no longer need to stock Form 2152, *Prohibitory Order*; Form 2153, *Complaint*; or Form 2154, *Order*. Those forms will be computer-generated at the Prohibitory Order Processing Center. District offices must continue to maintain their current prohibitory order records for 5 years from the date of the last action. After December 5, 1996, if a customer reports a violation of a prohibitory order that was issued by a district office, the district employee who accepts the violative mailpiece must send it with the district's complete file to the Prohibitory Order Processing Center for appropriate action. No other records should be sent to the Prohibitory Order Processing Center.

Domestic Mail Manual (DMM)

C Characteristics and Content

C000	General Information	*	*	*	*	*
C030	Nonmailable Written, Printed, and Graphic Matter	*	*	*	*	*
C032	Sexually Oriented Advertisements	*	*	*	*	*

2.0 APPLYING FOR LISTING

2.1 USPS Form

[Amend 2.1 by replacing "Form 2201" with "Form 1500" to read as follows:]

A person may invoke the protection of section 3010 by completing and filing, with any postmaster or designated USPS representative, Form 1500, available at post offices.

* * * * *

2.3 Five-Year Retention on List

[Revise 2.3 to read as follows:]

A person's name and address are kept on the list for 5 years, unless a request for revocation is filed sooner by that person. A person must file a new application at the end of the 5-year period to keep his or her name on the list. The names and addresses of minor children are removed from the list after the 5-year period or when they reach 19 years of age, whichever comes first. A minor must file an original application in his or her own behalf if the minor wants his or her name to remain on the list after reaching 19 years of age.

* * * * *

3.0 REMOVAL FROM LIST

3.1 Removal

[Amend 3.1 by replacing "postmaster" with "manager of the Prohibitory Order Processing Center (POPC) (see G043 for address)" to read as follows:]

A person, at any time, may request the removal of his or her name and address, or that of one or more of his or her minor children, from the list by notifying the manager of the Prohibitory Order Processing Center (POPC) (see G043 for address).

* * * * *

4.0 AVAILABILITY OF USPS LISTS

4.1 General

[Revise 4.1 to read as follows:]

Copies of the list and/or periodic amendments to the list are available to any person paying the annual service fee. The list is provided on a CD-ROM disk. Information about or requests for the list must be submitted to the manager of the Prohibitory Order Processing Center (see G043 for address). A certified or cashier's check made payable to the USPS must be received in payment before the list is provided to the buyer. More information on CD-ROM format can be obtained from the manager.

* * * * *

6.0 VIOLATIONS

* * * * *

6.3 Reporting Unsolicited Advertisements

[Revise 6.3 to read as follows:]

Anyone who wants to report receipt of an unsolicited sexual-ly oriented advertisement after an addressee's name and address are on the list for more than 30 days should submit to any postmaster, or directly to the POPC manager, the en-tire mailpiece, including the envelope or other wrapper. The piece must have been opened by the addressee. When sub-mitting the piece, the addressee must endorse the envelope or other wrapper and also the inside contents in substance as follows: "I received this mailpiece on [date]," and sign the statement. If received by the postmaster, the piece must be forwarded promptly to the POPC manager. The manager then forwards the piece to the appropriate Inspection Ser-vice Field Division Office.

6.4 Inclusion

[Revise 6.4 to read as follows:]

A customer wanting to verify inclusion on the list should write to the Prohibitory Order Processing Center (see G043 for address).

C033 Pandering Advertisements

1.0 PROHIBITORY ORDER

1.1 Addressee Initiation

[Amend 1.1 by replacing "Form 2150" with "Form 1500" to read as follows:]

Pursuant to 39 USC 3008, an addressee who receives a so-lolicited or unsolicited advertisement offering for sale matter that, in the addressee's sole discretion, is "erotically arous-ing or sexually provocative," may, by completing Form 1500, obtain a prohibitory order directing the mailer of the adver-tisement to refrain from making further mailings to that ad-dressee. Using this form is not mandatory if the information that the form solicits is in a signed written statement.

1.2 Applying for Order

[Amend 1.2 by revising the last sentence to read as follows:]

The application for prohibitory order may be submitted at any post office and must be accompanied by the advertisement on which the application is based, and its opened envelope or other cover or wrapper. When applying for a prohibitory or-der, if the addressee receives mail at more than one address, the addressee should complete an additional Form 1500 for each address.

1.3 On Behalf of Children

[Amend 1.3 by revising the last sentence to read as follows:]

* * * Such person, however, may ratify the order by giving written notice to the manager of the Prohibitory Order Proc-essing Center (see G043 for address) that the order is to continue in effect for himself or herself.

* * * * *

1.11 Continuing Order With Address Change

[Revise 1.11 to read as follows:]

An addressee protected by a prohibitory order who has a permanent change of mailing address may continue the protection provided by the order by notifying the mailer of his or her change of address and desire to have the order hon-ored for the new address. The notification must be sent by certified mail, return receipt requested. To enforce any viola-tion of the order at the new address, a copy of the notification and return receipt must be submitted to the manager of the Prohibitory Order Processing Center (see G043 for ad-dress). Such written notification must modify the order by substituting the new address for the address designated in the original or previously modified order. An order thus modi-fied takes effect in the same manner as the original order.

* * * * *

3.0 VIOLATIONS

3.1 Requesting Enforcement

[Amend 3.1 by replacing in the second sentence "district that issued the order" with "Prohibitory Order Processing Center" to read as follows:]

* * * The person submits the piece directly, or through a post office, to the Prohibitory Order Processing Center. Such sub-mission constitutes an application for enforcing the order.

3.2 Enforcement

[Amend 3.2 by replacing "Notice 241" with "POPC Standard Operation Procedures (formerly Notice 241)" to read as fol-lows:]

When the USPS finds, after appropriate administrative pro-ceedings under POPC Standard Operation Procedures (for-merly Notice 241) and 39 CFR 963, that enforcement is warranted, it requests the U.S. Department of Justice to seek a court order directing compliance with the prohibitory order.

* * * * *

G General Information
* * * * *

G043 Address List for Correspondence
[Amend G043 by adding the address for the Prohibitory Order Processing Center to read as follows:]

PROHIBITORY ORDER PROCESSING CENTER
US POSTAL SERVICE
PO BOX 3744
MEMPHIS TN 38173-0744

* * * * *

I Index Information

I000 Information
* * * * *

I020 References

I021 Forms Glossary

[Remove the entries for Form 2201, Application for Listing Pursuant to 39 USC 3010, and Form 2150, Notice for Prohibitory Order Against Sender of Pandering Advertisement in the Mails; add the following new entry for Form 1500 to read as follows:]

ID Title
* * * * *

1500 Application for Listing and/or Prohibitory Order
* * * * *

*—Business Mail Acceptance,
Marketing Systems, 12-5-96*



Application for Listing and/or Prohibitory Order

There is something you can do about unwanted sexually oriented advertising in your mail.

If you are receiving unwanted sexually oriented advertisements coming through the mail to your home or business, there are two Postal Service programs you can use to help protect yourself (and your eligible minor children). Please read the description of these programs on the reverse side of page 3, then detach this page and follow the instructions below for completing the attached application.

Here's what to do if you wish to apply for a Prohibitory Order against a *particular mailer* whose advertising offers to sell matter you consider erotically arousing or sexually provocative.

- Complete the *Application for Prohibitory Order* section on page 2.
- If applicable, complete the *Information About Your Children* section, providing full names and birth dates.
- Provide mailer information.
- Sign and date the application in the *Authorization* section and submit it with the offending mailpiece (which must be opened) to any post office. Keep pages 1 and 3 for your records.

When your application has been processed, we will send you information about the effective date of your order and the procedure for reporting a violation of your protected status.

The Prohibitory Order program provides a deterrent to continued mailings by a specific mailer advertising a product or service you consider erotically arousing or sexually provocative. Your Prohibitory Order would be violated if, 30 days or more after receiving it, the mailer sends you any further mail.

Here's how to be placed on the Postal Service's list of those not wishing to receive sexually oriented advertisements through the mail.

- Complete the *Application for Listing* section on page 2.
- If applicable, complete the *Information About Your Children* section, providing full names and birth dates.
- Sign and date the application in the *Authorization* section and submit it to any post office. Keep pages 1 and 3 for your records.

When your application has been processed, we will send you information about the effective date of your listing and the procedure for reporting a violation of your protected status.

The prohibitory list provides a deterrent to the mailing of unsolicited sexually oriented advertisements to protected persons. It would be a violation of your protected status if anyone makes such a mailing to you when your name and address have been on the list more than 30 days.

Additional Instructions

- The application must be legible and complete. PLEASE PRINT.
- Use the name and address by which you customarily receive mail.
- If there is insufficient room to list all minor children, continue the list using page 2 of an additional PS Form 1500. Be sure to sign the continuation page in the *Authorization* section.



Application for Listing and/or Prohibitory Order

Information About You (Use the name and address by which you customarily receive mail)

Printed Name _____ Address (Number, street, apt. or ste. no., p.o. box no., city, state, ZIP+4) _____

Application for Prohibitory Order (Submit the mailpiece with your application)

1. The attached mailpiece, from the mailer identified below, offers for sale matter that I believe to be erotically arousing or sexually provocative and therefore is a pandering advertisement. Under the provisions of 39 USC 3008, I request that a Prohibitory Order be issued against the mailer and the mailer's agents or assigns.

Please check only one as appropriate:

- a. I am the addressee of the attached mailpiece, and, if I have listed below an eligible child or children, I request that such child or children (as well as I, myself) be protected by the Prohibitory Order.
- b. I am the parent of _____, the minor addressee of the attached mailpiece, acting for such addressee to obtain a Prohibitory Order to protect just him or her. If a child or children of mine is/are listed below, it is just in connection with the application under 39 USC 3010 that I am making by initialing box 2.
- c. I am the person entitled to receive mail to _____, the deceased addressee of the attached mailpiece. Please issue the Prohibitory Order on behalf of the deceased addressee.

If you initialed box 1, you **MUST**:
 ■ Attach the entire, opened mailpiece, and
 ■ Provide the following mailer information.

Mailer's Name _____
 Mailer's Address (Number, street, apt. or ste. no., p.o. box no.) _____
 Mailer's City, State, and ZIP+4 _____

Application for Listing (Mailpiece is not required for this option at this time)

2. I do not wish to have **sexually oriented advertisements** mailed to me or my children under 19 years old who are listed below. Please add me/us to the list you maintain, under 39 USC 3010, of persons not wishing to receive such advertisements.

**Initial
box 1,
box 2,
or both**

Information About Your Children (Age 18 and Under)

Children's Names			Date of Birth		
Last	First	Middle Initial	Month	Day	Year

Authorization

Signature of Adult Completing Form _____ Date _____

Accepting Postal Employee:

Please review this form when it is turned in.

- 1. Is the form signed and dated? _____ Yes — No
- 2. Is the form legible? _____ Yes — No
- 3. Did the customer initial box 1 and/or 2? _____ Yes — No
- 4. If children are listed in the *Information About Your Children* section, are their birth dates included? _____ Yes — No
- 5. Are all children listed there age 18 or under? _____ Yes — No
- 6. Is the signature the same as the printed name on the application? _____ Yes — No

If the customer initialed box 1, answer the following questions:

- 1. Are the name and address of the mailer listed? _____ Yes — No
- 2. Did the customer give you the entire mailpiece (original, **NOT** a photocopy)? _____ Yes — No
- 3. Is the mailpiece opened? _____ Yes — No
- 4. Is one of box 1a, 1b, or 1c checked? _____ Yes — No

If you answered *NO* to any of these questions, do not forward!

(Refer to DMM C032 or C033 as appropriate.)

Questions? For additional help, contact your district office or the Prohibitory Order Processing Center.

Accepting Office Name <hr/> Name of Accepting Employee <hr/> Signature of Accepting Employee	Send all completed forms NO LESS THAN weekly to: PROHIBITORY ORDER PROCESSING CENTER UNITED STATES POSTAL SERVICE PO BOX 3744 MEMPHIS TN 38173-0744
--------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



Application for Listing and/or Prohibitory Order

Information About You (Use the name and address by which you customarily receive mail)

Printed Name _____ Address (Number, street, apt. or ste. no., p.o. box no., city, state, ZIP+4) _____

Application for Prohibitory Order (Submit the mailpiece with your application)

1. The attached mailpiece, from the mailer identified below, offers for sale matter that I believe to be erotically arousing or sexually provocative and therefore is a pandering advertisement. Under the provisions of 39 USC 3008, I request that a Prohibitory Order be issued against the mailer and the mailer's agents or assigns.

Please check only one as appropriate:

- a. I am the addressee of the attached mailpiece, and, if I have listed below an eligible child or children, I request that such child or children (as well as I, myself) be protected by the Prohibitory Order.
- b. I am the parent of _____, the minor addressee of the attached mailpiece, acting for such addressee to obtain a Prohibitory Order to protect just him or her. If a child or children of mine is/are listed below, it is just in connection with the application under 39 USC 3010 that I am making by initialing box 2.
- c. I am the person entitled to receive mail to _____, the deceased addressee of the attached mailpiece. Please issue the Prohibitory Order on behalf of the deceased addressee.

If you initialed box 1, you **MUST**:
 ■ Attach the entire, opened mailpiece, and
 ■ Provide the following mailer information.

Mailer's Name _____
 Mailer's Address (Number, street, apt. or ste. no., p.o. box no.) _____
 Mailer's City, State, and ZIP+4 _____

Application for Listing (Mailpiece is not required for this option at this time)

2. I do not wish to have **sexually oriented advertisements** mailed to me or my children under 19 years old who are listed below. Please add me/us to the list you maintain, under 39 USC 3010, of persons not wishing to receive such advertisements.

**Initial
box 1,
box 2,
or both**

Information About Your Children (Age 18 and Under)

Children's Names			Date of Birth		
Last	First	Middle Initial	Month	Day	Year

Authorization

Signature of Adult Completing Form _____ **Important: Keep this copy for your records.** Date _____

Postal Service Programs for Protection Against Unwanted Sexually Oriented Mail

If you are offended by receiving unwanted sexually oriented advertising in your mail, or are concerned about your minor children being exposed to such advertising, there are two programs you can use to help protect yourself and your children.

Application for Prohibitory Order

Under the *Pandering Advertisements Statute*, 39 USC 3008, if you are the addressee of an advertisement, and consider the matter (product or service) that it offers for sale to be "erotically arousing or sexually provocative," you can obtain a Prohibitory Order against the mailer. You apply for the order by submitting the entire advertising mailpiece (the original, **NOT** a photocopy) with a properly completed application (page 2 of this form). Please note: Even if there is an offer to sell a product or service stated on the exterior of the mailpiece, if the piece has a sealed envelope, cover, or wrapper, please be sure it is opened before you submit your application.

Minor children under 19 years old and residing with you may be included in the application. If the addressee is a minor, you may apply for an order in your minor child's name. If the addressee is a deceased person whose mail you are entitled to receive, you may apply for an order in the deceased's name. The order directs the mailer to make no mailings whatsoever to anyone named in the order, effective on the 30th calendar day after the mailer receives it.

Application for Listing

Under the *Sexually Oriented Advertisements Statute*, 39 USC 3010, the Postal Service maintains a list of persons who have informed us they do not wish to receive sexually oriented advertisements in their mail. When informing us, such persons may also have their minor children under 19 years of age, who are residing with them or are under their care, custody, or supervision, included on the list. The statute defines the term "sexually oriented advertisement" essentially as an advertisement depicting or explicitly describing human genitalia, sexual intercourse, sadistic or masochistic acts, or related erotic subjects, and prohibits mailing such an advertisement to those whose names and addresses have been on the list for more than 30 days.

You can be listed by filing a completed application (page 2 of this form). Because being added to the list does not depend on having received a sexually oriented advertisement, do not submit mailpieces with your completed application. If you wish to have a listing for more than one address, you must complete a separate application for each address.

Submitting Your Application

Submit completed applications to obtain the protection offered by one or both of these statutes to any post office. When your application has been processed, we will notify you of the effective date of your protected status and how to report any violation.

Your obtaining the protection offered through these two programs makes sending prohibited mail to you unlawful. However, it does not make such mailings physically impossible. If you receive an apparently violative mailpiece, contact your post office or refer to your notification letter for instructions on submitting the piece as evidence for possible enforcement action.

Please contact any post office if, after reading these instructions, you still have questions about applying for the protection offered by 39 USC 3008 and 39 USC 3010.

Privacy Act Statement

The collection of this information is authorized by 39 USC 3008 and 3010, *Domestic Mail Manual* C032 and C033, and 39 CFR Parts 111 and 963. This information will be used to maintain a list, available to mailers of sexually oriented advertisements, of individuals desiring not to receive such matter through the mails. As a routine use, this information may be disclosed to an appropriate government agency, domestic or foreign, for law enforcement purposes; as pertinent, in a legal proceeding when the Postal Service is a party or has an interest; to a government agency in order to obtain information relevant to a Postal Service decision concerning employment, security clearances, contracts, licenses, grants, permits, or other benefits; to a government agency upon its request when relevant to its decision concerning employment, security clearances, security or suitability investigations, contracts, licenses, grants, or other benefits; to a congressional office at your request; to an expert, consultant, or other person under contract with the Postal Service to fulfill an agency function; to the Federal Records Center for storage; to the Office of Management and Budget for review of private relief legislation; to an independent certified accountant during an official audit of Postal Service finances; to mailers of pandering advertisements to order them to stop mailing to you; to a bar association, licensing or regulatory authority for possible disciplinary action, and to the public to the extent that records of administrative proceedings are public. Completion of this form is voluntary. However, if the information is not provided, your application may not be processed.

DMM NOTICE

Periodicals — Documentation Standards

Effective January 1, 1997, *Domestic Mail Manual* (DMM) M200.7.0, M810.4.0, M820.5.0, and P012.2.1 change from January 1 to July 1, 1997, the date when Periodicals mailings must be prepared with software certified under the Presort Accuracy Validation and Evaluation (PAVE) program or prepared to meet the criteria for standardized documentation.

Although not indicated in the current DMM standards, the requirement to use PAVE-certified software or to present standardized documentation to support mailings, when required, was scheduled to take effect for Periodicals on January 1, 1997. The delay in the date of required use allows additional time for presort software vendors and mailers who develop presort software in-house to ensure that the software sorts mail and documents postage under the new standards before the date of required use. This additional time also allows vendors to include the January 1, 1997, changes to the automation rate standards that require 100 percent barcoding for Periodicals mailings claimed at an automation rate.

The next PAVE test cycle starts in January 1997. With the change in the date of required use of PAVE-certified software, vendors and Periodicals mailers can be assured that they will have sufficient time to test their software, make necessary modifications, and distribute the software to their customers to meet the July 1 effective date.

More information on standardized documentation requirements for Periodicals (requirements that will be different from those for First-Class Mail and Standard Mail) will appear in various postal publications. Because the printing deadline for DMM Issue 51 (January 1, 1997) has expired, this amendment and subsequent changes about documentation will appear in DMM Issue 52 (July 1, 1997).

Domestic Mail Manual (DMM)

M	Mail Preparation and Sortation	*	*	*	*	*
M200	Periodicals (Nonautomation)	*	*	*	*	*

7.0 DOCUMENTATION

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by documentation meeting the basic standards in P012. Effective July 1, 1997, postage statements must be supported by documentation produced by PAVE-certified software or standardized documentation under P012. Documentation of postage is not required if each

piece is of identical weight and the pieces are separated by rate and zone when presented for acceptance.

* * * * *

M800 All Automation Mail

M810 Letter-Size Mail

* * * * *

4.0 DOCUMENTATION

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by documentation produced by PAVE-certified (or, except for Periodicals, MAC-certified) software or standardized documentation under P012. Documentation of postage is not required if the correct rate is affixed to each piece or if each piece is of identical weight and the pieces are separated by rate when presented for acceptance. Combined mailings of Periodicals publications must also be documented under M200. Periodicals are not subject to the standard for supporting documentation produced by PAVE-certified software or standardized documentation under P012 until July 1, 1997.

M820 Flat-Size Mail

* * * * *

5.0 DOCUMENTATION

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by documentation produced by PAVE-certified (or, except for Periodicals, MAC-certified) software or standardized documentation under P012. Documentation of postage is not required if the correct rate is affixed to each piece or if each piece is of identical weight and the pieces are separated by rate when presented for acceptance. Combined mailings of Periodicals publications must also be documented under M200. Periodicals are not subject to the standard for supporting documentation produced by PAVE-certified software or standardized documentation under P012 until July 1, 1997.

P Postage and Payment Methods

P000 Basic Information

P010 General Standards

* * * * *

P012 Documentation

* * * * *

2.0 STANDARDIZED DOCUMENTATION—FIRST-CLASS MAIL, PERIODICALS, AND STANDARD MAIL (A)

2.1 Basic Standard

For First-Class Mail, Periodicals (effective July 1, 1997), and Standard Mail (A), subject to the standards for the rate claimed, documentation must be produced by software certified under the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) programs, appropriate for the accompanying class of mail

and rate claimed, or must be prepared to meet the criteria for standardized documentation in this section. Standardized documentation contains the elements described in 2.2 through 2.6, as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation for these standards.

* * * * *

—*Business Mail Acceptance, Marketing Systems, 12-5-96*

DMM NOTICE

Move Update Requirement

Effective January 1, 1997, *Domestic Mail Manual* (DMM) E130.3.3 and E140.1.3 are amended to reflect a change from January 1, 1997, to July 1, 1997, for the date of required use of an approved address update tool—the move update requirement—for First-Class Mail claimed at the Presorted rate or at any automation rate.

The 6-month extension gives mailers additional time to assess the various options available for meeting this addressing standard. After selecting an appropriate option, mailers can review and, where necessary, modify their internal operations to make sure that all is in place for the July 1 effective date. More information on the move update requirement will appear in postal publications and on the Internet. This amendment will appear in DMM Issue 51 (to be released with an effective date of January 1, 1997).

Domestic Mail Manual (DMM)

E	Eligibility	*	*	*	*	*
E100	First-Class Mail	*	*	*	*	*
E130	Nonautomation Rates	*	*	*	*	*
3.0	PRESORTED RATED	*	*	*	*	*

3.3 Address Quality

[Amend 3.3 by replacing “Effective January 1, 1997” with “Effective July 1, 1997” in the first sentence to read as follows:]

Effective July 1, 1997, addresses on all pieces claimed at the Presorted rate must be updated within 180 days before the mailing date by a USPS-approved address update tool (e.g., the “Address Correction Requested” endorsement, ACS, or NCOA). * * *

* * * * *

E140 Automation Rates

1.0 BASIC STANDARDS

* * * * *

1.3 Address Quality

[Amend 1.3 by replacing “Effective January 1, 1997” with “Effective July 1, 1997” in the first sentence to read as follows:]

Effective July 1, 1997, addresses on all pieces claimed at automation rates must be updated within 180 days before the mailing date by a USPS-approved address update tool (e.g., the “Address Correction Requested” endorsement, ACS, or NCOA). * * *

* * * * *

—*Mail Preparation and Standards, Marketing Systems, 12-5-96*

POSTMASTERS, STATION MANAGERS, AND BRANCH MANAGERS

Postage Meter Decertification

The Postal Service is working with postage meter manufacturers to phase out mechanical meters and replace them with electronic or digital meters. This action is being taken to stop postage meter fraud, which costs millions of dollars in losses per year. Fraud caused by tampering with mechanical meters represents the greatest share of this revenue loss.

Recently developed electronic and digital meters have proven less vulnerable to tampering than outdated mechanical meters. As a result, the Postal Service has set deadlines for all mechanical meter users to convert to this new technology.

For purposes of definition, as a general rule, the type of meter register determines if a meter is mechanical or electronic. Mechanical meters have register displays where ascending and descending dials move by mechanical means. Electronic meters have registers with digital displays controlled by computer chips or microprocessors. However, you must refer to the chart below for the model numbers of mechanical meters. There is one exception to the definition, and that is Ascom Hasler model number which has an electronic display but is a mechanical meter.

Schedule

The gradual phase-out of mechanical meters began June 1, 1996. On that date postage meter manufacturers could no longer lease mechanical postage meters to new customers. They could only provide them with electronic or digital meters. There are two circumstances when a mechanical meter can be legitimately installed after the June 1 date. These are when a licensee who currently has a mechanical meter moves to a new location outside the service area of his/her current licensing post office and when a mechanical meter malfunctions and has to be replaced.

The phase-out schedule is as follows. Businesses using mechanical meters to process mail for a fee, or to provide metering and mailing services, such as private post office box outlets and letter shops, must convert by March 30, 1997. Mailers using mechanical systems meters (meters that operate on a mailing machine base) will have to convert by December 31, 1997, unless given a waiver by the Postal Service based on an approved withdrawal plan. Mailers will be notified if a waiver is granted. All other mechanical meters should be replaced by March 1999.

Affected Models

The Postal Service has identified the meters listed below as mechanical. Do not accept placement of these models unless they are direct replacements as noted above:

ASCOM HASLER

133	25XXX	58XX	92XX	97XX	55XXX
133XXX	43XX	62XX	93XX	98XX	75XXX
143	54XX	63XX	96XX	99XX	76XXX

NEOPOST

922X
923X

PITNEY BOWES

2200 5800
2900DM 5700
5300

POSTALIA

KF1501
MS5

SINGER

(All Models)

Impact on Post Offices

If your customers come to you with questions about postage meter decertification, please assure them that the process is taking place over a three-year period, as previously mentioned. Also, encourage them not to wait until the last minute to replace their mechanical meters. Since there are some 750,000 mechanical meters in service, it will be hard for meter manufacturers to meet the demand if they have to replace these meters in the last six months. The closer to the March 1999 deadline customers wait, the greater their risk of not getting a meter in time. Customers could be forced to operate their businesses without the convenience of a postage meter.

Meter manufacturers are offering incentives to encourage their customers to convert early. Ask your customers to contact their meter manufacturer's representative for more information.

If you have questions or comments, please call Terry Goss at 202-268-3757.

APO/FPO Changes

Make the following ink changes to the most recent APO/
FPO tables published in *Postal Bulletin* 21933 (11-21-96).

APO/ FPO	Action	Effective Date	See Restrictions
09517	Activate	Immediately	B
09831	Activate	Immediately	B-B1-F-N-U
09872	Activate	Immediately	B-B1-E2-F-H1-I-R-R1-U2
96202	Not Active	Immediately	
96285	Not Active	Immediately	

—*International and Military Mail Operations,
International Business Unit, 12-5-96*

Customer Services

Mail Alert

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings of 1 mil-

lion pieces or more, should contact Sales Management at 202-268-3182 at least 1 month preceding the requested delivery dates.

Title of Mailing	Class and Type of Mail	Requested Delivery Date	Number of Pieces (Millions)	Distribution	Presort Level	Comments
Billy Graham Letter	Standard/Letter	Dec. 2-13	1.4	Nationwide	CarRt, 3/5-Digit, Basic	5 5/8" x 7 1/4"
Talbots Preview 1997	Standard/Catalog	Dec. 3-5	1.6	Nationwide	CarRt, 3/5-Digit, Basic	8.25" x 10.625"
Eddie Bauer December Gift I	Standard/Flat	Dec. 3-5	1.8	Nationwide	CarRt, 3-Digit	8.5" x 10 7/8"
Talbots December Semi-Annual Sale	Standard/Catalog	Dec. 19-21	2.4	Nationwide	CarRt, 3/5-Digit, Basic	8.25" x 10.625"
Bloomington's Last Minute Gifts	Standard/Catalog	Dec. 6-10	1.0	Nationwide	CarRt, 3/5-Digit	9 1/8" x 10 7/8"; American Signature Graphics
Sterling, Inc. December Last Minute Promotion	Standard/Letter	Dec. 7-9	3.3	Nationwide	CarRt	6" x 8"; Great Lakes Mailing, Brunswick, OH
Sears Jewelry	Standard/Letter	Dec. 9-11	2.0	Nationwide	CarRt	
Sears Craftsman Club	Standard/Letter	Dec. 9-11	6.1	Nationwide	CarRt	
Service Merchandise	Standard	Dec. 9-11	9.4	Nationwide	CarRt, 3/5-Digit, Basic	World Color, Augusta, GA
Eddie Bauer December Sale	Standard/Catalog	Dec. 11-13	6.0	Nationwide	CarRt, 3/5-Digit, Basic	RR Donnelley
Eddie Bauer December Gift II	Standard/Flat	Dec. 16-18	2.1	Nationwide	CarRt, 3-Digit	Harte-Hanks
Service Merchandise	Standard	Dec. 16-18	8.0	Nationwide	CarRt, 3/5-Digit, Basic	World Color, Corinth, MS
Bloomington's Last Minute Postcard	Standard/Flat	Dec. 16-19	1.0	Nationwide	CarRt, 3/5-Digit	7" x 10"; Lazarus Marketing
JCPenney Big & Tall Men's	Standard/Catalog	Dec. 19-21	4.0	Nationwide	CarRt	World Color, Evans, GA
JCPenney Infants Sale	Standard/Catalog	Dec. 19-21	1.4	Nationwide	CarRt	World Color, Evans, GA
JCPenney Spring/Summer	Standard/Catalog	Dec. 19-21	16.6	Nationwide	CarRt	RR Donnelley, Warsaw, IN

Fraud Alert

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

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

Bulletin. The actual serial numbers consist of the first 10 digits on the money orders. Check for altered dollar amounts by holding money orders to the light.

210 221 0548 to	394 822 3243 to	3278	412 395 8599 to	8699	432 168 8419 to	8499
210 221 0599	394 990 1810 to	1899	412 485 6500 to	6599	432 708 6800 to	6999
273 775 7700 to	395 343 3264 to	3299	412 485 6610 to	6699	432 744 1544 to	1599
273 775 7899	395 373 3035 to	3099	412 885 5953 to	5999	432 995 9775 to	9799
302 000 0000 to	395 396 9649 to	9799	414 193 3608 to	3674	433 003 5800 to	5899
302 123 9999	395 970 3240 to	3299	414 193 3677 to	3699	433 757 3047 to	3099
349 746 2056 to	397 622 4054 to	4099	414 411 7348 to	7399	433 765 4003 to	4099
2099	397 819 8902 to	8999	414 640 0757 to	0799	434 482 7060 to	7199
350 518 7350 to	398 149 7200 to	7699	414 965 1727 to	1799	434 513 2386 to	2399
7374	399 070 0872 to	0899	417 302 8104 to	8199	434 968 3076 to	3092
360 011 1690 to	399 156 7119 to	7199	417 387 6532 to	6599	435 303 1831 to	1842
1699	399 203 5064 to	5099	417 496 6800 to	6999	435 303 1986 to	1999
360 168 6008 to	399 296 9910 to	9999	417 871 9250 to	9299	435 666 6092 to	6399
6099	399 396 8935 to	8999	417 930 9533 to	9599	436 082 6400 to	6899
360 173 8800 to	399 792 7775 to	7799	418 164 6500 to	6799	436 160 6441 to	6499
8899	399 792 8300 to	8399	418 423 9863 to	9899	437 316 7115 to	7199
362 861 3064 to	400 427 1051 to	1999	418 633 5922 to	5999	437 427 0500 to	3499
3099	401 045 1505 to	1549	418 719 8520 to	8599	439 179 2300 to	2399
374 768 2600 to	401 045 1571 to	1599	418 744 2235 to	2299	439 310 0458 to	0499
2699	401 294 2700 to	2799	418 962 2848 to	2899	440 698 1947 to	1999
375 169 4400 to	401 310 9505 to	9599	419 543 0286 to	0299	440 858 6300 to	6399
4599	401 382 5312 to	5399	419 730 0300 to	0399	440 858 6420 to	7299
375 829 3400 to	402 578 7876 to	7899	420 277 0015 to	0049	441 199 1655 to	1699
3499	403 125 6744 to	6799	420 599 0734 to	0799	443 127 3648 to	3699
375 851 9100 to	403 260 7000 to	7499	420 661 4115 to	4199	443 127 4000 to	4099
9199	403 280 6470 to	6499	420 758 9500 to	9699	443 673 7900 to	7999
376 196 0911 to	403 685 8600 to	8699	420 969 3951 to	3971	443 800 9335 to	9399
0999	404 003 0300 to	0399	420 969 3973 to	3999	444 382 8822 to	8899
378 085 3679 to	404 041 8838 to	8899	421 116 3565 to	3599	444 390 1667 to	1699
3699	404 071 4268 to	4299	421 130 9300 to	9399	444 457 3854 to	3899
378 351 1063 to	404 347 5356 to	5399	421 313 4500 to	4999	450 048 4173 to	4199
1099	404 347 5548 to	5599	421 364 5537 to	5599	450 048 4442 to	4699
379 843 5100 to	404 726 4500 to	4599	421 656 2609 to	2699	450 560 5173 to	5199
5199	404 961 5001 to	5199	421 988 9700 to	9799	450 620 3077 to	3099
380 093 9600 to	405 325 0188 to	0198	422 172 4667 to	4699	450 620 3135 to	3199
9699	406 009 4587 to	4599	422 484 4212 to	4299	450 780 2716 to	2799
380 165 1165 to	406 260 6830 to	6899	422 556 1270 to	1299	450 801 2700 to	2799
1199	406 459 6641 to	6999	422 587 7024 to	7099	451 109 2967 to	2984
381 325 4500 to	406 733 3000 to	3999	422 819 7533 to	7599	451 115 4110 to	4125
4599	407 545 1557 to	1599	422 842 5073 to	5087	451 115 4127 to	4199
381 604 2510 to	407 594 0412 to	0599	422 907 7563 to	7599	452 265 0074 to	0099
2699	407 692 9100 to	9299	424 500 6050 to	6099	452 265 0246 to	0299
381 645 9525 to	407 959 2190 to	2199	424 641 8500 to	8599	452 265 0335 to	0399
9599	408 265 2275 to	2288	424 871 6600 to	6699	452 509 1169 to	1199
383 314 3968 to	408 499 7700 to	7799	425 298 2352 to	2399	452 855 6471 to	6499
3999	408 499 7900 to	7999	425 418 4269 to	4299	452 890 4679 to	4799
383 892 1000 to	408 682 8484 to	8599	425 418 4405 to	4499	452 900 8215 to	8238
1344	408 698 7015 to	7099	426 547 4566 to	4599	453 117 9146 to	9199
383 892 1382 to	409 072 3941 to	3999	427 412 6337 to	6499	453 334 3631 to	3699
1399	410 491 2311 to	2399	427 481 0900 to	0999	453 603 7841 to	7891
384 925 3641 to	410 694 8400 to	8599	428 027 2742 to	2752	453 650 1140 to	1199
3654	410 775 1500 to	1599	429 474 4172 to	4199	453 741 1300 to	1399
385 568 2331 to	410 795 7927 to	7999	429 889 2900 to	2999	454 013 2919 to	2999
2399	410 867 0917 to	0966	430 150 4401 to	4599	454 186 2411 to	2499
385 599 7554 to	410 867 0970 to	0999	430 172 9800 to	9899	454 268 4883 to	4899
7575	411 868 1023 to	1199	430 177 1900 to	2099	454 302 5400 to	5499
385 774 2024 to	411 922 2322 to	2399	430 444 9500 to	9699	454 490 8300 to	8399
2099	412 193 0900 to	0999	430 664 4070 to	4099	454 547 7434 to	7499
386 624 1412 to						
1599						
386 883 8936 to						
8999						
387 314 5574 to						
5599						
387 837 6300 to						
6399						
388 828 0656 to						
0699						
389 696 2400 to						
2799						
389 846 3104 to						
3135						
389 846 3145 to						
3195						
389 887 9211 to						
9230						
389 887 9234 to						
9299						
390 001 3182 to						
3199						
390 001 3500 to						
3699						
390 545 5974 to						
5999						
391 104 6146 to						
6199						
391 574 1466 to						
1499						
391 783 3020 to						
3599						
391 792 6100 to						
6199						
392 668 2956 to						
2999						
392 854 8500 to						
8899						
393 584 7566 to						
7699						
393 650 0074 to						
0099						
393 838 8316 to						
8499						
393 893 6007 to						
6099						
394 126 6907 to						
6999						
394 189 0405 to						
0599						

454 922 4867	to	4895	475 319 3415	to	3499	493 470 2562	to	2599	614 832 1100	to	2099
455 221 1348	to	1499	475 319 3649	to	3799	493 473 7700	to	7799	615 017 7505	to	7599
455 364 2147	to	2199	475 340 6400	to	6599	493 716 2153	to	2199	617 711 6609	to	6699
455 399 5400	to	5499	475 424 8410	to	8499	494 206 2972	to	2999	617 760 5266	to	5299
455 476 0676	to	0699	475 629 9156	to	9199	494 217 3446	to	3999	617 813 3601	to	3699
455 543 0618	to	0699	475 850 6101	to	6199	494 224 0500	to	0599	618 840 9200	to	9299
456 410 9006	to	9099	475 875 2500	to	2599	496 209 7425	to	7499	619 551 7229	to	7299
456 470 4146	to	4299	476 169 8264	to	8299	496 213 8728	to	8799	619 859 3000	to	3099
456 619 4460	to	4499	476 189 3000	to	3499	496 474 5226	to	5248	620 073 9400	to	9499
457 333 2686	to	2699	476 331 2480	to	2499	497 053 8517	to	8699	621 614 7907	to	7930
457 729 1767	to	1777	477 289 8601	to	8699	497 854 8673	to	8699	621 614 7932	to	7999
457 937 8615	to	8699	477 681 5206	to	5299	498 449 8888	to	8899	621 648 8021	to	8199
458 028 9810	to	9899	478 010 4243	to	4268	498 929 8285	to	8499	621 648 8500	to	8599
458 057 2712	to	2999	478 010 4270	to	4291	498 936 5310	to	5399	621 904 8351	to	8599
458 337 5222	to	5299	478 450 5071	to	5099	499 016 5425	to	5499	621 916 1978	to	1989
458 354 7653	to	7999	478 469 7838	to	7858	499 440 8575	to	8899	622 989 8032	to	8099
458 671 8678	to	8699	478 469 7883	to	7899	499 731 6717	to	6799	623 076 9300	to	9399
458 671 8721	to	8798	479 280 9800	to	9899	500 064 1858	to	1869	623 819 5006	to	5099
458 847 5044	to	5999	479 365 9116	to	9176	500 070 5725	to	7799	623 895 8200	to	8399
459 274 7624	to	7699	479 412 9900	to	9999	600 645 3223	to	3299	623 917 0000	to	0099
459 365 5432	to	5499	479 667 6190	to	6199	601 339 1200	to	1399	623 917 0200	to	0299
459 378 5764	to	5799	479 748 9680	to	9699	601 661 7700	to	7799	624 468 5288	to	5299
459 472 4816	to	4999	479 755 4285	to	4299	601 682 5343	to	5399	624 665 3162	to	3198
460 349 6878	to	6899	479 860 7000	to	7199	601 928 1600	to	1699	625 088 6735	to	6799
460 550 1909	to	1999	480 526 2000	to	2099	602 512 2972	to	2999	625 916 9500	to	9799
460 997 5234	to	5299	480 640 6330	to	6399	602 555 2400	to	2799	625 968 8956	to	8999
461 973 6443	to	6499	480 689 5100	to	5199	602 829 7061	to	7099	627 005 3938	to	3999
462 152 0107	to	0299	481 072 9463	to	9499	603 483 9572	to	9599	627 384 3907	to	4099
462 274 1072	to	1099	481 673 0074	to	0095	603 490 7200	to	7299	627 496 7549	to	7599
462 277 8373	to	8399	482 527 1500	to	1599	603 678 7100	to	7199	627 708 3605	to	3699
463 011 5529	to	5540	482 541 5255	to	5299	603 678 7662	to	7699	627 776 2500	to	2599
463 176 4115	to	4199	482 729 6800	to	6899	603 678 7902	to	7999	628 226 3100	to	3199
463 176 4229	to	4299	483 363 7207	to	7299	603 678 8418	to	8499	628 814 4702	to	4799
463 185 2600	to	2799	483 402 2356	to	2399	603 678 8700	to	9999	628 851 9689	to	9699
463 227 7711	to	7799	483 486 5100	to	5199	604 086 0880	to	0899	629 510 7200	to	7299
463 414 4869	to	4899	483 632 1521	to	1599	604 349 1414	to	1499	630 389 3056	to	3071
463 808 3484	to	3499	483 632 2600	to	2799	604 503 7776	to	7799	630 463 0588	to	0599
463 945 7400	to	7899	483 849 1615	to	1699	605 520 9037	to	9099	631 459 9117	to	9199
464 629 9000	to	9399	484 174 4803	to	5299	605 685 4010	to	4099	631 762 9325	to	9399
464 711 4332	to	4399	484 323 8900	to	9199	605 988 6467	to	6499	632 217 4933	to	4999
465 692 3963	to	3999	484 680 5000	to	5038	607 689 7951	to	7960	632 500 0000	to	99 9999
465 698 8300	to	8599	484 680 5040	to	5074	607 728 1276	to	1299	633 110 4165	to	4199
465 743 7745	to	7799	484 680 5077	to	5099	608 727 7100	to	7199	633 110 4303	to	4499
466 798 6056	to	6067	485 029 4913	to	4999	608 727 7273	to	7599	633 438 6429	to	6599
467 147 4300	to	4399	486 176 0600	to	0699	608 813 9950	to	9999	634 725 0700	to	0799
468 079 5782	to	5799	486 559 7555	to	7599	609 067 5325	to	5399	634 803 3239	to	3299
469 067 2817	to	2899	486 696 3023	to	3199	609 067 5488	to	5499	634 807 2474	to	2499
469 127 8000	to	8199	488 173 7900	to	7999	609 067 5600	to	5699	634 827 5900	to	5999
469 213 0359	to	0399	488 206 4100	to	4199	609 289 6123	to	6199	634 886 3428	to	3499
469 213 0500	to	0599	488 226 0200	to	0299	609 438 4400	to	4499	635 559 3449	to	3499
469 561 8011	to	8099	488 709 3906	to	3999	609 493 1100	to	1199	636 289 6214	to	6299
469 658 1961	to	1999	488 855 8359	to	8399	609 766 8091	to	8999	636 634 8007	to	8042
469 666 9900	to	9999	489 181 8963	to	8999	609 825 4100	to	4115	637 562 5828	to	5899
469 678 1900	to	1999	489 311 1930	to	1999	609 884 2981	to	2999	638 042 1647	to	1699
469 781 4900	to	4999	489 318 6200	to	6300	609 893 1000	to	1099	638 049 4984	to	4999
469 947 6960	to	6999	489 223 2000	to	2099	610 092 3200	to	3299	638 318 1115	to	1199
470 755 5800	to	5818	489 384 0027	to	0099	610 582 4200	to	4299	638 318 1453	to	1499
471 918 0300	to	0999	489 427 0658	to	0899	611 879 6939	to	6999	638 885 0000	to	0299
471 985 2408	to	2419	489 997 5252	to	5299	612 291 8013	to	8099	638 903 4362	to	4373
472 191 6700	to	6799	490 669 5850	to	6099	612 751 5171	to	5199	639 415 1929	to	1999
472 270 2555	to	2599	490 717 7080	to	7099	612 751 5226	to	5299	639 415 2019	to	2099
472 987 0213	to	0241	490 721 6000	to	6099	612 751 6083	to	6099	639 420 6200	to	6299
472 987 0290	to	0299	490 793 1500	to	2099	612 751 6268	to	6299	639 469 3517	to	3799
473 151 2069	to	2199	490 886 8171	to	8199	612 751 6572	to	6599	639 605 2143	to	2199
473 666 9138	to	9199	490 977 9221	to	9240	612 774 2111	to	2199	639 657 8600	to	8799
473 952 3429	to	3499	491 258 8100	to	9099	612 774 2254	to	2299	640 289 7500	to	7599
474 108 5402	to	5499	491 567 1376	to	1399	612 774 2500	to	2599	640 289 7700	to	7999
474 356 5193	to	5299	492 254 4800	to	4899	614 469 0979	to	0999	641 170 4420	to	4499
474 949 3366	to	3399	492 283 5100	to	5199	614 474 3000	to	3099	641 318 3133	to	3199
475 134 9362	to	9399	492 610 6813	to	6899	614 521 3490	to	3499	641 378 6500	to	6999
475 167 9667	to	9699	493 394 5568	to	5599	614 645 1800	to	1899	641 383 8739	to	8799

641 877 3187	to	3299	645 790 8632	to	8699	650 627 4212	to	4299	701 267 2000	to	3999
641 877 3310	to	3399	645 975 0737	to	0762	650 736 2043	to	2099	701 335 7312	to	7399
642 355 8094	to	8199	646 242 6200	to	6299	650 739 1540	to	1699	701 369 2005	to	2050
642 355 8308	to	8999	646 270 7639	to	7799	651 882 2800	to	2899	701 503 2247	to	2299
642 900 0018	to	0099	646 798 4000	to	4999	652 754 6317	to	6399	701 553 6557	to	6599
643 030 6254	to	6299	647 048 7035	to	7099	653 426 3300	to	3399	701 601 3457	to	3499
644 069 0600	to	0699	647 049 2900	to	2999	654 238 0000	to	0399	701 605 5913	to	5999
644 077 7506	to	7699	647 398 8300	to	8399	654 404 3065	to	3092	701 708 1741	to	1799
644 082 4000	to	4599	647 398 8481	to	8499	655 103 5081	to	5199	701 838 2800	to	2899
644 085 8157	to	8199	647 437 3000	to	4999	655 523 2600	to	2999	701 941 0600	to	0699
644 112 9839	to	9899	648 009 6057	to	6099	700 065 2570	to	2599	702 254 9300	to	9399
644 380 1460	to	1499	648 722 5283	to	5299	700 065 4800	to	4899	806 087 1100	to	1499
644 733 4715	to	4799	649 100 3989	to	3999	700 190 3350	to	3359	806 268 9275	to	9299
644 900 9712	to	9799	649 647 0370	to	0399	700 228 6048	to	6099	806 534 3400	to	3477
644 901 0109	to	1299	649 647 0522	to	0599	700 650 0452	to	0499	807 342 3283	to	3399
644 901 1325	to	1399	649 647 5237	to	5399	700 666 1323	to	1349	808 090 3440	to	3499
644 923 6800	to	7799	649 647 9100	to	9299	700 786 9106	to	9142	808 325 5161	to	5699
644 932 4655	to	4699	649 666 7800	to	8299	700 859 0744	to	0758	808 784 8000	to	8299
644 932 4792	to	4799	650 130 3400	to	3599	701 028 6780	to	6899	870 054 4814	to	4899
645 318 7240	to	7499	650 555 1749	to	1799	701 213 3900	to	3999	870 491 4812	to	4849
645 333 1766	to	1799	650 564 1900	to	1999						

—Inspection Service, 12-5-96

Missing Canadian Money Order Forms — Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. Destroy any interim notices when the numbers listed appear in the *Postal Bulletin*. The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only.

Do not cash new style money orders **000 000 001 to 692 600 000**. Advise holders to send invalid money orders to: Canada Post Corporation, Ottawa, Canada K1A 0B1. Check for altered dollar amounts by holding money orders to the light.

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

693 290 426	to	0 450	701 945 451	to	5 500	706 817 959	to	8 000	715 144 171	to	4 470
694 063 700	to	3 897	702 033 701	to	4 050	707 034 391	to	4 450	715 197 211	to	7 570
694 063 900	to	4 000	702 051 501	to	1 750	707 292 636	to	2 660	715 595 910	to	6 180
694 550 501	to	0 530	702 053 601	to	3 800	707 441 401	to	1 687	715 941 781	to	1 810
694 595 031	to	5 050	702 104 368	to	4 900	707 441 836	to	1 940	715 962 421	to	2 480
694 595 087	to	5 300	702 128 306	to	8 400	707 958 541	to	8 570	716 298 241	to	8 510
694 698 551	to	8 650	702 179 891	to	9 900	707 960 107	to	0 160	716 477 396	to	7 430
694 745 458	to	5 600	702 260 751	to	0 850	708 059 941	to	060 000	716 556 635	to	6 660
695 105 313	to	5 350	702 410 595	to	1 050	708 115 830	to	5 860	716 573 101	to	3 340
695 142 809	to	3 050	702 660 151	to	0 540	708 116 251	to	6 310	717 191 648	to	1 690
695 144 666	to	4 700	702 723 429	to	3 450	708 138 301	to	8 480	717 193 161	to	3 490
695 272 601	to	2 750	703 004 401	to	4 820	709 222 591	to	2 920	717 228 591	to	8 680
695 277 576	to	7 650	703 083 819	to	4 020	709 243 479	to	3 500	717 333 902	to	3 950
695 530 761	to	0 800	703 432 131	to	2 230	709 649 804	to	9 820	717 739 745	to	9 910
696 487 701	to	7 800	703 626 061	to	6 090	709 733 281	to	3 580	717 884 991	to	5 050
696 784 101	to	4 550	703 863 121	to	3 240	710 046 813	to	6 840	718 026 171	to	6 290
696 870 601	to	0 650	703 863 477	to	3 540	710 358 093	to	8 166	718 466 370	to	6 420
697 047 501	to	7 600	703 867 801	to	7 980	710 358 257	to	8 270	718 590 741	to	0 770
697 052 101	to	2 350	704 030 628	to	0 640	711 021 501	to	1 510	718 714 210	to	4 370
697 217 251	to	7 400	704 154 024	to	4 120	711 049 411	to	9 560	718 795 881	to	6 000
697 249 952	to	0 050	704 227 561	to	7 829	711 408 045	to	8 090	718 961 721	to	1 780
697 414 886	to	4 900	704 227 831	to	8 069	712 003 381	to	3 650	718 982 001	to	2 300
697 469 606	to	9 700	704 228 071	to	8 100	712 104 220	to	4 230	720 227 871	to	7 930
697 850 401	to	0 750	704 420 344	to	0 490	712 327 861	to	7 890	720 227 949	to	7 960
697 945 701	to	5 850	704 568 751	to	8 990	712 327 952	to	7 980	720 368 543	to	8 570
698 098 446	to	8 550	704 702 348	to	2 580	712 647 061	to	7 090	720 392 151	to	2 570
698 300 251	to	0 300	704 965 301	to	5 770	713 284 171	to	4 260	720 556 491	to	6 640
698 504 383	to	4 650	705 116 780	to	6 790	713 292 871	to	2 990	720 558 621	to	8 650
698 533 927	to	4 200	705 280 801	to	0 980	714 035 101	to	5 160	720 575 361	to	5 570
698 562 268	to	2 400	705 475 651	to	6 040	714 155 011	to	5 400	720 590 152	to	0 179
699 090 686	to	0 750	705 566 127	to	6 280	714 328 231	to	8 440	721 638 331	to	9 170
699 752 699	to	2 850	705 740 581	to	0 730	714 442 952	to	2 980	721 815 391	to	5 420
700 068 473	to	8 500	705 782 796	to	2 820	714 562 843	to	2 860	724 793 221	to	3 250
700 161 501	to	1 650	705 822 271	to	2 480	714 590 391	to	0 430	724 908 109	to	8 120
700 202 522	to	2 700	706 180 148	to	0 290	714 609 811	to	9 930	724 937 461	to	7 670
700 290 275	to	0 300	706 184 041	to	4 220	714 609 961	to	9 990	724 976 101	to	6 130
700 465 730	to	5 750	706 357 861	to	8 190	714 807 181	to	7 240	725 163 118	to	3 151
700 561 444	to	1 550	706 382 419	to	2 430	714 871 321	to	1 500	725 398 591	to	8 800
701 423 101	to	3 150	706 628 735	to	8 820	714 928 529	to	8 590	725 464 591	to	4 920
701 625 469	to	5 550	706 638 211	to	8 420	715 128 183	to	8 330			
701 643 829	to	3 850									

Counterfeited Canadian Money Order Forms — Do Not Cash

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

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

—*Inspection Service, 12-5-96*

800 Number Available to Verify Canadian Money Orders

The Canada Post Corporation is now providing an 800 number that cashing agents can call to verify the validity of Canadian Postal Money Orders. The number is 1-800-563-0444.

This 800 number is printed on the back of the Canadian Postal Money Orders.

—*Inspection Service, 12-5-96*

Invalid Express Mail Corporate Account Numbers

These numbers are to be posted and used by retail/acceptance clerks. This listing supersedes all previous notices, which must be destroyed. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or

"agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

005031	008890	018630	021337	021947	022637	027563	049004	067166	071388	080362	092729	095633
005122	009010	018677	021342	021949	022640	027590	049022	067272	071408	080489	092773	095649
005194	009032	018804	021349	021957	022642	027602	049038	068015	071443	080570	092846	095697
005250	009081	018854	021369	021961	022690	027946	049043	068095	071588	080583	092900	095722
005453	009199	018856	021409	021963	022722	027954	049076	068097	071683	080596	092917	095729
005570	009205	018948	021420	021993	022728	027957	049078	068107	071685	080600	092950	095779
005616	009215	019012	021429	022008	022730	028177	049080	068150	071719	080604	093046	095800
005695	009240	019081	021433	022030	022746	028316	050019	068162	071962	080606	093053	095852
005743	009251	019177	021451	022040	022756	028329	054086	068164	071985	080624	093165	095915
005746	009261	019248	021460	022043	022762	028380	055001	068227	075131	085090	093565	095926
005892	009286	019352	021463	022045	022773	028422	055033	068253	075148	085696	093578	095932
005975	009325	019403	021475	022047	022775	028455	055056	068306	075252	085744	093756	095955
005985	009369	019463	021478	022060	022783	028702	055058	068316	075478	088013	093772	095967
006090	009699	019551	021479	022064	022787	028862	055127	068353	075549	088184	093794	096038
006216	009882	019610	021486	022079	022794	028917	055180	068383	075555	088452	093827	096046
006289	009947	019617	021487	022086	022795	029159	055186	068432	075606	088491	093973	096069
006348	010289	019622	021501	022105	022813	029296	055213	068548	075654	088593	094002	096078
006669	010635	019688	021512	022117	022823	029373	055226	068626	075772	088638	094076	096146
006688	010675	019768	021514	022131	022824	029375	055228	069014	075788	088675	094084	096148
006689	012170	019880	021520	022159	022834	029395	055231	069052	075791	089399	094142	096170
006757	012210	019894	021547	022199	022850	029434	058004	069291	075818	089870	094165	096182
006794	012313	019896	021556	022219	022858	029490	060096	069426	075854	090002	094233	096238
006885	013174	020120	021562	022228	022861	029494	060246	069428	075904	090037	094244	096248
006888	014027	020346	021566	022236	022877	029517	060433	069545	076072	090049	094246	096313
006929	014314	020411	021580	022240	022896	029577	060640	069590	076074	090220	094337	096341
007106	014471	020475	021586	022248	022907	029600	060832	069606	076085	090356	094391	096343
007293	014581	020496	021588	022254	022932	029606	061086	069725	076093	090390	094420	096382
007387	014621	021031	021611	022262	022933	029609	061195	069774	076387	090409	094445	096411
007400	014783	021035	021615	022280	022937	029642	061523	069817	076402	090420	094474	096446
008018	015117	021065	021633	022286	022959	029896	061706	069867	076481	090599	094693	096474
008029	015121	021092	021653	022301	022969	029932	063461	069989	076547	090665	094697	096480
008041	015144	021104	021659	022305	022972	030007	064011	070047	076584	090682	094717	096547
008068	015170	021148	021662	022312	022994	030056	064087	070064	076598	090852	094745	096571
008070	015182	021168	021667	022315	023134	030236	064399	070071	076728	090857	094768	096675
008083	015196	021171	021675	022317	023297	030306	064412	070076	076922	090888	094799	096680
008102	015446	021180	021681	022357	023384	030414	064469	070100	076949	091154	094817	096698
008117	015501	021188	021684	022360	023499	030416	064553	070159	077064	091277	094866	096749
008150	016029	021197	021690	022382	023550	031053	064773	070177	077097	091283	094874	096773
008169	016259	021198	021695	022386	023562	031167	064843	070235	077113	091318	094958	096789
008182	016275	021210	021709	022393	023563	034024	064911	070250	077276	091414	095001	096913
008188	016352	021215	021745	022394	023573	034609	064926	070366	077290	091426	095145	097007
008324	016541	021223	021749	022402	024048	037002	064985	070372	077298	091449	095201	097040
008326	016595	021227	021760	022406	025125	038129	064998	070444	077345	091499	095259	097047
008332	016873	021232	021784	022415	025236	038262	065184	070499	077634	091738	095301	097050
008378	016892	021237	021804	022419	025281	038465	065277	070504	077905	091790	095303	097069
008385	018022	021240	021808	022474	025340	040039	065399	070522	078108	091876	095334	097083
008388	018109	021251	021814	022489	025372	040055	065423	070629	078409	091937	095362	097105
008421	018134	021259	021848	022530	025412	040060	065497	070763	079147	091948	095363	097106
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712211	741674	773120	797020	840145	853130	901406	910334	917552	918798	922293	926496	927238
712241	741888	773465	797201	840244	853134	901494	910360	917554	918805	924179	926511	927243
712242	741918	773507	799018	840376	853138	901753	911112	917578	918825	924204	926519	927250
712244	744105	773508	799094	840401	853143	901822	911193	917594	918829	924269	926526	927257
713004	744120	776037	799097	840479	853154	901967	911227	917687	918840	924343	926555	927282
713092	744142	777223	799101	840512	853166	901982	911287	917705	918849	924464	926560	927290
719030	744147	780035	799105	840513	856225	902005	911290	917710	918857	924513	926601	927297
721022	745016	780082	799163	840542	856503	902103	912310	917713	918879	924617	926606	927304
722169	747007	781044	800102	841024	860132	902155	912317	917723	918898	924625	926612	927305
722196	749101	781056	800435	841044	865001	902172	912369	917728	918912	924649	926615	927311
729063	749145	781060	800469	841045	871445	902182	912384	917729	918927	924958	926642	927316
730094	749161	781063	800504	841062	871451	902220	912428	917733	918931	925076	926648	927317
730158	749168	782203	801249	841095	871481	902289	913014	917740	918932	925142	926654	927333
730181	749175	782479	801341	841105	871594	902334	913375	917743	918948	925150	926667	927340
730183	750149	782509	801444	841270	871603	902371	913509	917745	918950	925159	926687	927342
730218	750267	782561	801485	841288	875015	902592	913515	917762	918971	925173	926688	927367
730319	750269	782643	801654	841293	880002	902637	913571	917766	918975	925183	926689	927382
730389	750850	782695	801680	841425	891278	902643	913597	917796	920006	925186	926698	927387
730412	752011	782735	801696	841491	891284	902648	913608	917803	920019	925191	926707	927472
730420	752131	782801	802087	841530	891285	902777	913652	917835	920023	926005	926710	927495
730439	752230	782883	802129	841644	891328	902953	913743	917837	920061	926021	926746	927509
730595	752279	782888	802184	841671	891341	903285	913907	917838	920068	926041	926747	927511
730761	752286	782937	802207	841687	891351	903303	914041	917850	920103	926048	926751	927525
730858	752346	782950	802257	841704	891427	903337	914046	917865	920113	926056	926758	927532
730889	752352	784206	802507	841712	891460	903416	914141	917887	920114	926061	926761	927536
730932	752410	784217	802604	841741	891599	903620	914162	917932	920163	926062	926770	927538
731035	752452	784301	802724	841786	891611	903674	914183	917942	920224	926076	926779	927541
731348	752491	784367	802895	841837	891641	903680	914189	917998	920247	926081	926780	927547
731352	752968	784380	802921	841849	891673	903731	914333	918007	920262	926106	926797	927551
731456	757006	784383	802990	841854	891707	903894	914469	918029	920295	926114	926853	927552
731500	757013	784394	803244	841971	891715	903974	914824	918037	920313	926122	926869	927578
731642	757567	785320	803250	841982	891726	904014	914854	918046	920354	926128	926880	927593
731747	760022	785339	804142	841987	891750	904175	914867	918054	920380	926132	926888	927605
731803	760023	785372	804193	843059	895002	904188	914977	918074	920398	926134	926893	927610
735003	760028	785402	804197	843071	895038	904226	915162	918075	921022	926145	926910	927616
740019	760075	785405	804264	843075	895239	904274	915210	918083	921028	926152	926923	927663
740132	760376	785422	805189	845049	895253	904398	915262	918086	921030	926158	926937	927672
740160	760492	785448	805229	846083	895332	904422	915276	918173	921049	926174	926946	927676
740188	760632	785454	805492	846109	895472	904461	915324	918175	921050	926207	926965	927703
740268	761014	785470	806024	846119	895479	906020	915331	918187	921076	926210	927001	927730
740286	761025	785522	808014	846137	895583	906166	915348	918213	921151	926211	927007	927751

927769	928127	928559	931136	937811	940888	945062	946427	950222	958297	970329	980578	995243
927787	928131	928562	931162	940008	940923	945564	946428	950257	958350	970368	980609	995257
927788	928137	928575	931166	940018	940929	945575	946481	950322	958499	970378	980734	995266
927808	928139	928588	931411	940057	940939	945723	946489	950409	958602	970536	980776	995270
927831	928214	928591	931416	940059	941018	945804	946504	950613	958655	970602	980840	995362
927846	928215	928626	931449	940066	941020	945810	947127	950749	958705	970620	980923	995558
927847	928227	928660	931456	940106	941097	945811	947128	950769	958726	970661	980944	995629
927851	928264	928663	931461	940114	941113	945939	948082	951062	958803	972239	982111	995632
927857	928293	928673	931591	940135	941172	945997	948141	951090	960080	972433	982127	995698
927870	928322	928682	931650	940265	941179	946118	948159	951282	967049	972818	982132	995858
927874	928329	928699	931891	940370	941346	946123	948219	951727	967254	972819	984194	995882
927888	928332	928734	932631	940484	941362	946173	948255	951735	967330	973326	985200	995911
927897	928376	928759	933313	940566	941378	946233	948327	951806	967342	974115	992592	995994
927908	928388	928767	933446	940599	941610	946234	948346	952322	968048	974186	992664	997053
927931	928398	928785	933538	940691	941777	946246	948364	953337	968161	974187	995033	997236
927936	928400	928805	934216	940715	941783	946272	948427	953342	968220	975037	995068	997245
927943	928423	928817	935058	940725	941806	946286	949064	954154	968426	980015	995085	997275
927952	928482	928830	935248	940751	941820	946314	949525	954329	968537	980044	995093	998013
927964	928484	928838	935261	940765	941825	946320	949577	954708	968682	980119	995117	998014
927966	928495	928878	937252	940794	941834	946351	949718	955303	968882	980322	995133	998156
927972	928527	930324	937374	940806	941906	946384	950113	955304	969046	980488	995171	998313
928114	928558	931061	937543	940817	941909	946394	950172	958150	970065	980523	995181	999206
928115												

—Express Mail and Priority Mail, Marketing, 12-5-96

International Mail

IMM AND PUBLICATION 273 REVISION

International Express Mail Service to Nepal

Effective January 1, 1997, On Demand Express Mail Service is available on a reciprocal basis with Nepal. Issue 18 of the *International Mail Manual* (IMM) and the next edition of Publication 273, *Express Mail International Service Guide*, will include these changes.

Express Mail International Service

Country Code

NP

Services available

On Demand Service and Custom Design Service

Reciprocal Service Name

EMS

Articles Admitted	Required Customs Form/Endorsement
Business correspondence, commercial papers and documents. Next to mailing label, clearly endorse item BUSINESS PAPERS.	PS Form 2976, <i>Customs Sender's Declaration</i> CN22 (green label).
Merchandise samples without commercial value and not subject to customs duty.	PS Form 2976, <i>Customs Sender's Declaration</i> CN22 (green label).
Merchandise samples, gifts, computer data including computer cards, magnetic tape microfilm, and microfiche.	PS Form 2976-A, <i>Customs Declaration and Dispatch Note CP72</i> , inside a PS Form 2976-E, <i>Customs Declaration Envelope CP91</i> .
Merchandise and all articles subject to customs duty. Include commercial invoice in each item.	PS Form 2976-A, <i>Customs Declaration and Dispatch Note CP72</i> , inside a PS Form 2976-E, <i>Customs Declaration Envelope CP91</i> . A commercial invoice must be attached to the outside of all commercial shipments.

Weight limit

44 pounds

Size limit (213.2)

Maximum length: 36 inches

Maximum length and girth combined: 79 inches.

Return Receipt Service (211.6)

NOT available

Note:

- Items are delivered Monday through Friday and Sunday. There is no delivery on Saturday or on national holidays.

- Postal employees must tell customers that there is no service guarantee on any EMS items.
- All items admissible in international mail to Nepal, including correspondence, business papers, and merchandise, are accepted in EMS. See the Country Conditions of Mailing for Nepal in the *International Mail Manual* (IMM) for specific prohibitions and restrictions.
- Coins, bank notes; currency notes (paper money); securities of an kind payable to bearer; traveler's checks; platinum, gold and silver (manufactured or not); precious stones; jewelry; and other valuable articles are prohibited in EMS shipments to Nepal. All items prohibited in regular international mail are also prohibited in international EMS to Nepal.

Areas Served

Katmandu, Lalitpur

Postage Rates		
On Demand	Weight Not Over (lbs.)	Custom Designed
\$20.00	1/2	\$28.00
22.50	1	30.50
26.50	2	34.50
32.50	3	40.50
39.50	4	47.50
47.50	5	55.50
54.00	6	62.00
60.50	7	68.50
67.00	8	75.00
73.50	9	81.50
80.00	10	88.00
86.50	11	94.50
93.00	12	101.00
99.50	13	107.50
106.00	14	114.00
112.50	15	120.50
119.00	16	127.00
125.50	17	133.50
132.00	18	140.00
138.50	19	146.50
145.00	20	153.00
151.50	21	159.50
158.00	22	166.00
164.50	23	172.50
171.00	24	179.00

Postage Rates		
On Demand	Weight Not Over (lbs.)	Custom Designed
177.50	25	185.50
184.00	26	192.00
190.50	27	198.50
197.00	28	205.00
203.50	29	211.50
210.00	30	218.00
216.50	31	224.50
223.00	32	231.00
229.50	33	237.50
236.00	34	244.00
242.50	35	250.50
249.00	36	257.00
255.50	37	263.50
262.00	38	270.00
268.50	39	276.50
275.00	40	283.00
281.50	41	289.50
288.00	42	296.00
294.50	43	302.50
301.00	44	309.00

Maximum Weight: 44 lbs.

—International Business Unit, 12-5-96

Philately

STAMP ANNOUNCEMENT 97-1

Lunar New Year Commemorative Stamp



Copyright USPS 1996

The Postal Service celebrates the Lunar New Year (Year of the Ox) with the issuance of a 32-cent stamp (Item 4430) on January 5, 1997, in Honolulu, Hawaii. The stamp goes on sale nationwide January 6.

Designed by Clarence Lee of Honolulu, Hawaii, the stamp features a paper cut design of an ox and Chinese calligraphy on the upper left corner of the stamp. The ox represents a successful harvest and is the second symbol of 12 in the Chinese zodiac. This is the fifth year the U.S. Postal Service has commemorated the Lunar New Year with a design from the Chinese zodiac.

How to Order the First Day of Issue Postmark

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

LUNAR NEW YEAR STAMP
POSTMASTER
3600 AOLELE ST
HONOLULU HI 96820-9991

After applying the first day of issue postmark, the Postal Service returns the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by February 4, 1997.

Issue:	Lunar New Year
Denomination:	32 cents
Format:	Pane of 20
Item Number:	4430
Issue Date:	January 5, 1997
Nationwide Sale Date:	January 6, 1997
Issue City & State:	Honolulu, HI
Designer:	Clarence Lee, Honolulu, HI
Art Director:	Terry McCaffrey, Stamp Services, USPS
Typographer:	Clarence Lee, Honolulu, HI
Modeler:	Richard C. Sennett
Manufacturing Process:	Gravure
Printer:	Stamp Venturers
Colors (PMS Colors):	Magenta, yellow, cyan, and dark blue
Size:	0.84 x 1.41 in/21.3 x 35.8 mm (image area) 0.99 x 1.56 in/25.15 x 39.63 mm (overall) 7.23 x 5.94 in/183.64 x 150.87 mm (full pane)
Plate Numbers:	"S" followed by four single digits
Marginal Markings:	Price • Plate Position Diagram • Plate Numbers • © USPS 1996

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

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

or by telephoning 1 800 STAMP-24.

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

Distribution

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

SDOs and SDNs will make subsequent automatic distributions to post offices for half their standard distribution, using Form 3309, *Advice of Shipment/Stamp Invoice*, and Form 17, *Stamp Requisition*. SDOs and SDNs must not distribute stamps to post offices before December 30, 1996.

Philatelic Requirement

SDOs and SDNs with authorized philatelic centers will receive automatic distributions of this stamp in nine positions for subsequent distributions to each center:

Offices That Receive Four-Position Stock in These Quantities	Will Receive This Quantity of the Lunar New Year (Ox) Commemorative Stamps
20,000	18,000
40,000	36,000
60,000	54,000
80,000	72,000
125,000	140,000
250,000	280,000
375,000	420,000
500,000	560,000

Additional Supply

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

All APDs and SDNs will receive 4,340,000 stamps for filling supplemental orders.

Sales Policy

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

—Stamp Services, Marketing, 12-5-96

Position Stock for Philatelic Centers

Because all stamp stock accepted for distribution is considered top quality (select stock), there is no longer a need for a separate philatelic distribution unless it involves multiple positions. A complete set of position stock (round robin) will be sent to stamp distribution offices (SDOs) and the stamp distribution networks (SDNs) for each philatelic window served.

Example: Six-position stock for a 20-stamp pane equals 12,000 stamps. (One pad of 100 20-stamp panes = 2,000 stamps in each of the 6 positions = 12,000 stamps.) Accordingly, SDOs and SDNs that serve 4 philatelic windows will receive 4 x 12,000 stamps = 48,000 stamps (4 complete round robins).

Stamp stock that does not involve multiple positions (one-position stock) such as books, convertible booklets, stamp

coils, and souvenir sheets will not constitute a separate philatelic distribution. Quantities for philatelic centers must be taken from the standard distribution quantities received by the SDO or SDN.

It is imperative that SDOs and SDNs realize their responsibility to provide philatelic center windows adequate stamp stock in all its variations. Distribution must be made prior to the first day of issue and supplies are to remain available until the item is removed from sale. This is to be accomplished regardless of whether a separate philatelic distribution is received. SDOs and SDNs must use their discretion in determining the quantities distributed to philatelic centers.

—Stamp Services, Marketing, 12-5-96

1997 Requisition Schedule: Postage Stamps and Postal Cards

All authorized CAG A–G post offices submitting requisitions to the Bureau of Engraving and Printing (BEP) for postage stamps and to the Government Printing Office (GPO) for postal cards should refer to the 1997 requisition schedule shown below.

Submit Form 3356, *Stamp Requisition—Bulk Quantities*, to the BEP (order only those postage stamps manufactured by the BEP on Form 3356). Submit Form 3216, *Requisition for Postal Cards—Bulk Quantities*, to the GPO.

Offices should mail requisitions to the BEP in preaddressed Envelope EP-10A, and requisitions to the GPO in preaddressed Envelope EP-10C. These envelopes can be obtained from the material distribution centers (see Publication 247, *Supply and Equipment Catalog*, for specific ordering instructions).

Requisitions for postage stamps and for postal cards must be mailed at least one week before the date assigned on the schedule. Shipments will begin approximately 7 to 10 days after that date. Strict compliance with this schedule equalizes the workload for expediting shipments.

Requisitions to the BEP that are received after their assigned date are processed and shipped as time permits, but

no later than the next designated ordering cycle. Requisitions to the GPO that are received after their assigned date are deferred until the next designated ordering cycle.

This schedule does not apply to emergency requisitions or requisitions for precanceled stamps. Precanceled stamp orders and *properly identified and documented* emergency orders are processed immediately upon receipt. Nevertheless, expect a 7 to 10 day wait from the date of submission until stock is received. Identify emergency orders by enclosing a memorandum with the requisition. The memorandum must list the reason for out-of-schedule ordering, and include the requisition number, item number, manager's signature, and city, state, and ZIP Code. Normal processing procedures will be followed unless the described memorandum is enclosed. Processing orders out of schedule increases shipping and handling costs; consequently, this practice must be avoided when possible.

Insert a copy of this updated schedule into Handbook F-48, *Bulk Requisitioning and MSC Accountable Paper Functions*, as Exhibit 241.2.

Note: The BEP will be closed from December 25, 1997, through January 1, 1998.

Offices Within These States:	Submit Requisitions To Reach Supplier By:					
Alaska, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming	Jan. 6	Mar. 3	Apr. 28	June 30	Aug. 25	Oct. 27
Arizona, California, Guam, Hawaii	Jan. 13	Mar. 10	May 5	July 7	Sept. 8	Nov. 3
Iowa, Michigan, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin	Jan. 20	Mar. 17	May 12	July 14	Sept. 15	Nov. 10
Illinois, Indiana, Kansas, Kentucky, Missouri, Ohio	Jan. 27	Mar. 24	May 19	July 21	Sept. 22	Nov. 17
Arkansas, Louisiana, Mississippi, Oklahoma, Tennessee, Texas	Feb. 3	Mar. 31	June 2	July 28	Sept. 29	Nov. 24
Alabama, District of Columbia, Florida, Georgia, Maryland, North Carolina, South Carolina, Virginia, West Virginia	Feb. 10	Apr. 7	June 9	Aug. 4	Oct. 6	Dec. 1
Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	Feb. 17	Apr. 14	June 16	Aug. 11	Oct. 13	Dec. 8
Delaware, New Jersey, New York, Pennsylvania, Puerto Rico, Virgin Islands	Feb. 24	Apr. 21	June 23	Aug. 18	Oct. 20	Dec. 8

—Stamp Services, Marketing, 12-5-96

Pictorial Cancellations Announcement 96-24

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

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

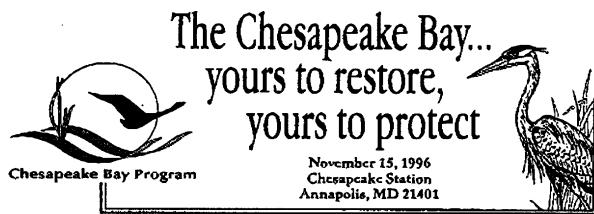
All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail postage (32 cents per envelope or 20 cents per postcard). Items sub-

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

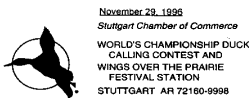
Customers wishing to obtain a cancellation should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope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

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

Due to an error in *Postal Bulletin 21932 (11-7-96)*, the following pictorial cancellation will be held until December 29, 1996:



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



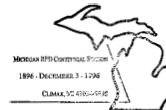
November 29 & 30, 1996
WORLDS CHAMPIONSHIP DUCK
CALLING CONTEST & WINGS OVER
THE PRAIRIE FESTIVAL STATION
POSTMASTER
304 S MAPLE ST
STUTTGART AR 72160-9998



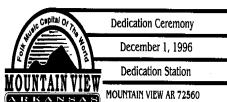
December 1-24, 1996
SANTA CLAUS STATION
POSTMASTER
2000 ROYAL OAKS DR
SACRAMENTO CA 95813-9998



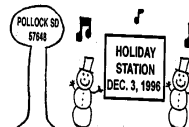
December 1, 1996
Danciger Post Office & Postmaster
HOLIDAY STATION
POSTMASTER
PO BOX 9998
DANCIGER TX 77431-9998



December 3, 1996
MICHIGAN RFD CENTENNIAL STATION
POSTMASTER
PO BOX 9998
CLIMAX MI 49034-9998



December 1, 1996
DEDICATION STATION
POSTMASTER
203 S PEABODY
MOUNTAIN VIEW AR 72560-9998



December 3, 1996
HOLIDAY STATION
POSTMASTER
PO BOX 9998
POLLOCK SD 57648-9998



December 5, 1996
 LANARK CHRISTMAS WALK STATION
 POSTMASTER
 PO BOX 9998
 LANARK IL 61046-9998



December 8, 1996
 JEWISH FEDERATION SUPER SUNDAY
 STATION
 POSTMASTER
 1591 DALTON AVE
 CINCINNATI OH 45234-9998



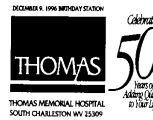
December 5, 1996
 SAN PASQUAL STATION
 POSTMASTER
 2535 MIDWAY DR
 SAN DIEGO CA 92186-5530



December 8, 1996
 City of Williston
 WILLISTON CHRISTMAS STATION
 POSTMASTER
 PO BOX 2500
 WILLISTON TN 38076-9998



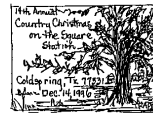
December 6, 1996
 Project Pride
 A 50S CHRISTMAS STATION
 POSTMASTER
 PO BOX 9998
 CROSS PLAINS TX 76443-9998



December 9, 1996
 BIRTHDAY STATION
 POSTMASTER
 4605 MACCORKLE AVE SW
 S CHARLESTON WV 25309-9998



December 7, 1996
 ROSCOMMON STATION
 POSTMASTER
 PO BOX 9998
 ROSCOMMON MI 48653-9998



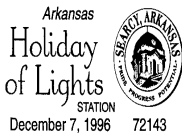
December 14, 1996
 Coldspring Chamber of Commerce
 14TH ANNUAL COUNTRY CHRISTMAS
 ON THE SQUARE STATION
 POSTMASTER
 PO BOX 9998
 COLDSRING TX 77331-9998



December 7, 1996
 AN OLD FASHIONED CHRISTMAS 96
 STATION
 POSTMASTER
 PO BOX 9998
 CENTRALIA MO 65240-9998



December 16, 1996
 First Flight Society
 93RD ANNIVERSARY OF POWERED
 FLIGHT B-2 NAMING CEREMONY
 STATION
 POSTMASTER
 PO BOX 9998
 GOLDSBORO NC 27530-9998



December 7, 1996
 ARKANSAS HOLIDAY OF LIGHTS
 STATION
 POSTMASTER
 600 W ACADEMY AVE
 SEARCY AR 72143-9998



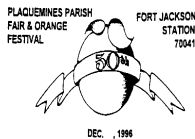
December 16-20, 1996
 GYPSUM STATION
 POSTMASTER
 PO BOX 9998
 SOUTHWARD OK 73770-9998



December 7, 1996
 Lynchburg & Metro Moore County
 Chamber of Commerce
 HOLIDAY IN LYNCHBURG STATION
 POSTMASTER
 PO BOX 9998
 LYNCHBURG TN 37352-9998



December 17, 1996
 First Flight Society
 SPIRIT OF KITTY HAWK STATION
 POSTMASTER
 PO BOX 9998
 KITTY HAWK NC 27949-9998



December 7 & 8, 1996
 FORT JACKSON STATION
 POSTMASTER
 26852 HWY 23
 PORT SULPHUR LA 70083-9998



December 17, 1996
 WINTER HOLIDAYS STATION
 POSTMASTER
 POST OFFICE SQUARE
 CATAUMET MA 02534-9998



December 8, 1996
 VICTORIAN STROLL STATION
 POSTMASTER
 400 BROADWAY
 TROY NY 12180-9998



December 28, 1996
 STATEHOOD DAY STATION
 POSTMASTER
 1165 2ND AVE
 DES MOINES IA 50318-9998



First Night Erie Station
Erie, PA 16507
December 31, 1996

December 31, 1996
USPS Erie, PA
FIRST NIGHT ERIE STATION
POSTMASTER
2108 E 38TH ST
ERIE PA 16515-9998



January 11, 1997
Pauls Valley Rotary Club Station
POSTMASTER
120 W PAUL AVE
PAULS VALLEY OK 73075-9998



Bound Brook Memorial Library
January 1, 1997
Centennial Station
Bound Brook, NJ 08805

January 1, 1997
CENTENNIAL STATION
POSTMASTER
24 MOUNTAIN AVE
BOUND BROOK NJ 08805-99984

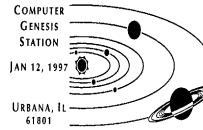


January 11, 1997
Hastings Museum
POSTMASTER
300 N KANSAS AVE
HASTINGS NE 68901-9998



FIRST NIGHT STATION
SARATOGA SPRINGS
NEW YORK 12866
JANUARY 1, 1997

January 1, 1997
FIRST NIGHT STATION
POSTMASTER
205 WASHINGTON ST
SARATOGA SPRINGS NY 12866-9998



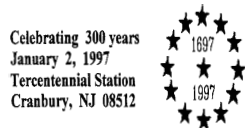
January 12, 1997
Champaign-Urbana Stamp Club
COMPUTER GENESIS STATION
POSTMASTER
PO BOX 9998
URBANA IL 61801-9998



January 1, 1997
BICENTENNIAL STATION
POSTMASTER
661 WASHINGTON ST
CANTON MA 02021-9998



January 17, 1997
SCHENECTADY COUNCIL NO 201 STATION
POSTMASTER
29 JAY ST
SCHENECTADY NY 12305-9998

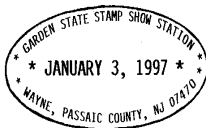


Celebrating 300 years
January 2, 1997
Tercentennial Station
Cranbury, NJ 08512

January 2, 1997
TERCENTENNIAL STATION
POSTMASTER
65 N MAIN ST
CRANBURY NJ 08512-9998



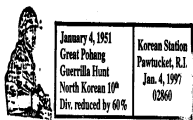
January 18, 1997
DEDICATION OF MEMORIAL STATION
POSTMASTER
PO BOX 9998
BOUSE AZ 85325-9998



January 3-5, 1997
GARDEN STATE STAMP SHOW STATION
POSTMASTER
35 TAYLOR RD
WAYNE NJ 07470-9998



January 18, 1997
BALD EAGLE DAYS STATION
POSTMASTER
6050 SHALLOWFORD RD
CHATTANOOGA TN 37421-9998



January 4, 1997
KOREAN STATION
POSTMASTER
40 MONTGOMERY ST
PAWTUCKET RI 02860-9998



January 18, 1997
CATSKILL STATION
POSTMASTER
PO BOX 9998
CATSKILL NY 12414-9998



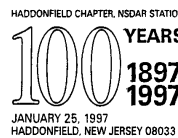
January 4-5, 1997
CENTERVILLE STATION
POSTMASTER
MAIN POST OFFICE
CENTERVILLE NY 14029-9998



January 24-26, 1997
WESPNext STATION
POSTMASTER
PO BOX 9998
WHITE PLAINS NY 10602-9998



January 11, 1997
COUNCIL 194 STATION
POSTMASTER
16 HUDSON AVE
GLENS FALLS NY 12801-9998



January 25, 1997
Daughters of American Revolution
HADDONFIELD CHAPTER NSDAR
STATION
POSTMASTER
PO BOX 9998
HADDONFIELD NJ 08033-9998

Post Offices

HANDBOOK M-39 AND HANDBOOK M-41 REVISION

Edit Book and Form 1621

Effective immediately, Handbook M-39, *Management of Delivery Services*, and Handbook M-41, *City Carrier Duties and Responsibilities*, are revised to incorporate the use of the Edit Book as well as Form 1621, *Delivery Management Report*, to facilitate the completion of necessary data forms and the flow of update data from the delivery units to Address Management units. District managers should ensure that copies of the Handbook M-41 changes are made for each city delivery route in their district and each city delivery route book is updated. Future editions of Handbooks M-39 and M-41 will include these revisions.

Handbook M-39, *Management of Delivery Services*

1 Administration of City Delivery Service
* * * * *

12 Office Work Routine
* * * * *

128 Customer Services Management Data System (CSMDS) Analysis
* * * * *

128.2 Source Documents For Cards P-1 and P-2, Form 3923 (Reverse)

128.21 Two of the source documents for the accurate completion and analysis of Form 3923 are the Edit Book and/or Form 1621 (Exhibit 1-8). It is mandatory that delivery unit managers strictly supervise the completion of these documents to ensure accuracy. Refer to the three previous accounting periods, covering New Deliveries Added or Deducted from Route, to be sure entries have not been duplicated. Unless the recording of the Total Possible Deliveries is accurate and kept accurate throughout each accounting period, the integrity of the information on the Form 3923, *Daily Delivery Operations Analysis*, is seriously impaired.

128.22 To assist in the accuracy of the Edit Book and/or Form 1621, a definition of a possible delivery is a physical location on the letter carrier's route where mail may be delivered. Although more than one family or business receives

mail in a single receptacle or at a designated mail receiving point for bulk delivery (such as to the management of trailer courts, hotels, motels, etc.), this does not change the definition of possible deliveries. Accordingly, one possible delivery would be recorded under such conditions. Vacant residences, stores, or offices as well as those that receive mail through post office boxes are to be considered as possible deliveries. Where more than one trip is scheduled on a route, possible deliveries are the total number of times the location is served daily. New construction or restored structures are recorded as possible deliveries when the carrier begins delivery. Dwellings or business places vacated or condemned in an area undergoing demolition or renewal are deducted as possible deliveries.

128.23 The delivery unit manager must check the Edit Book and/or Form 1621 in the carrier's route book several times each accounting period. Such items as urban renewal, new apartment houses, or new construction of any kind must be reported as early as possible by the carrier, which will permit the manager to visit the area and assist the builders in preparing for the approved and desired method of mail delivery. In addition, the unit manager must maintain close contact with state or local governments regarding future planning and building permits.

128.24 The properly prepared Edit Book and/or Form 1621 will indicate where a need for future adjustments may exist and allow the unit manager to plan for them and also provide a source for the Delivery Point Sequence sort plan information.

* * * * *

2 Mail Counts and Route Inspections

21 Advance Preparations
* * * * *

214 Review of Operating Procedures

All operations at the delivery unit should be reviewed and all unsatisfactory conditions should be corrected before the count is commenced. The review should include at least:

a. Letter Routes

* * * * *

- (7) Review of Carrier Route Book to determine if:
 - (a) Form 1564-A — all items completed.
 - (b) Forms 1564-B and 3982 — posted on a current basis (see Exhibit 1-6).
 - (c) Edit Book and/or Form 1621 — completed to show current number of deliveries (see Exhibit 128.21, Carrier's Route Report).

* * * * *

23 Conducting the Route Inspection

* * * * *

234 Record and Evaluation

234.1 Letter Routes

* * * * *

234.14 Completion of Reverse of Form 3999.

* * * * *

i. Do not include new construction deliveries in the Residential columns or business columns of Form 3999 because the new deliveries will be recorded in the Edit Book and/or on Form 1621, *Delivery Management Report*, when delivery begins to those addresses.

* * * * *

n. Deliveries made are those with actual delivery of mail on the day of inspection. Record all businesses, offices, schools, hospitals, and churches as business deliveries. When mail for both a family and a business is received, record as residential if delivery to a home, and record as a business if delivery is to a structure designed primarily for business use. Verify possible delivery totals with those shown in the Edit Book and/or on Form 1621 and reconcile any discrepancies to ensure a proper and accurate count.

* * * * *

24 Analysis and Adjustments — Letter Routes

* * * * *

243 Adjustment Procedures

* * * * *

243.5 Scheme Changes

* * * * *

243.56 Delivery managers must ensure that all Change of Address Orders are transferred to the receiving route and all pertinent information transferred from the Edit Book and/or Form 1621, Forms 1564-A, 1564-B, and 3982. Complete Form 1623 for collection boxes transferred between routes and or schedule changes.

* * * * *

3 Unit Summary of City Delivery Routes

* * * * *

32 Preparing Form 3998

321 Letter Carrier Routes (Section I on Form 3998)

* * * * *

321.4 Total Possible Deliveries

Prepare line 4 as follows:

- a. Column A. Take from current Edit Book and/or consolidated Form 1621.

* * * * *

Handbook M-41, City Delivery Carriers Duties and Responsibilities

1 General Information

* * * * *

13 Delivery and Collection Rules

131 Delivery on Letter Routes

* * * * *

131.4 Reporting Requirements

* * * * *

131.47 Complete portions of the Edit Book as required by management or Form 1621, *Carriers Route Report*, according to instructions on reverse of form.

* * * * *

2 Office Time — Preparation

* * * * *

25 Carrier's Route Book, Instructions, Report, and Edit Book

* * * * *

252 Route Book

252.1 Contents

Route book in which record of removals is maintained consists of:

* * * * *

f. Edit Book or Form 1621, *Carrier's Route Report*.

* * * * *

253 Carrier's Route Report: Form 1621 (Exhibit 253) and Edit Book

253.1 Since the Edit Book and/or Form 1621 are important documents used by Delivery Service, it is absolutely essential that the carrier keep them accurate and up to date. Entries for new construction must be completed as soon as known by the carrier. If in doubt about whether this particular section was entered in a previous period, ask your unit manager to examine the last three accounting period entries to be sure.

253.2 If entries you have made under conditions of collection and relay mailboxes continue through one accounting period, call this to the attention of the delivery unit manager each time the Edit Book and/or Form 1621 is submitted.

* * * * *

—*Delivery Policies and Programs,
Operations Support, 12-5-96*

Express Mail Service Directory — Distribution of IRT Update Diskettes

All post offices that use UNISYS II, UNISYS III, or MOS integrated retail terminals (IRTs) to accept Express Mail should have received **by December 5, 1996**, an Express Mail service directory update diskette from UNISYS or MOS. If more than one type of IRT is used for Express Mail, offices should receive a separate diskette for each type. If an office has a weighing and rating unit (WRU), it should receive a UNISYS III or WRU diskette to update the directory on the WRU.

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

Express Mail service directory on your IRT diskettes and WRUs.

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

UNISYS, including WRUs 800-247-6478

MOS 800-346-0902

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

—*Sales, Marketing, 12-5-96*



This office
will be closed
Wednesday,
December 25, 1996
to celebrate
Christmas Day.

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This office
will be closed
Wednesday,
December 25, 1996
to celebrate
Christmas Day.

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

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

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Postal Employees

HANDBOOK EL-505 REVISION

In-House Rehabilitation Program Job Offer

Effective immediately, Handbook EL-505, *Injury Compensation*, is corrected to show current procedure for corresponding to an employee's refusal of an in-house rehabilitation job offer.

Handbook EL-505, *Injury Compensation*

11 Rehabilitation Program

* * * * *

USPS In-House Rehabilitation Program

When an employee's disability is deemed to be permanent...

* * * * *

11.21 Responding to the Employee's Refusal of the In-House Rehabilitation Job Offer — ICCO

- When the injured employee refuses the job offer, prepare a letter for the signature of the district HR manager with a copy to the appropriate functional manager, advising the employee or designee of the following:
 - That because his or her disabilities have been determined to be permanent, he or she is no longer eligible for a limited duty assignment.
 - That he or she may still accept the offered assignment, which will remain open until OWCP determines its suitability and gives due process.
 - That OWCP will be advised that a permanent assignment was offered in good faith and rejected by the employee.
 - That the employee will remain in his or her limited duty assignment until OWCP makes a suitability determination on the rehabilitation job offer.

See Exhibit 11.21, Sample Letter: Termination of Limited Duty Assignment, or Refusal of In-House Rehabilitation Program Job Offer.

- Advise management against any premature personnel action.

OWCP has the sole authority in determining if a job offer is valid. Additionally, under FECA provisions, the employee must be provided with another opportunity to accept the offer. Keep the offered position available until a final decision is made by OWCP (see Section 11.12, Responding to the Employee's Refusal of, or Refusal to Respond to, the Job Offer, for information concerning OWCP's due process).

- Send a complete package to OWCP claims examiner consisting of the following:
 - A summary letter of the actions taken.
 - The job offer and refusal.
 - The job description.
 - Supporting medical documentation.
 - The employee notification letter.
- If OWCP determines that the rehabilitation job offer is suitable, the employee is no longer entitled to limited duty. If the employee still refuses an in-house rehabilitation job offer after due process has been provided, terminate the limited duty assignment and direct the employee to personnel services office for other options available.

Exhibit 11.21

Sample Letter: Termination of Limited Duty Assignment or Refusal of In-House Rehabilitation Program Job Offer

[U.S. Postal Service Letterhead]

Date:

Our Ref:

Subject:

To: ___[name]___
___[street address]___
___[city, state, ZIP Code]___

File No. ___[OWCP case number]___

Certified No. _____

Dear Mr./Ms. ___[employee's name]___:

This is in further reference to our job offer letter, dated ___[date]___.

By the above letter, you were offered permanent reassignment under the provisions of the Rehabilitation Program. You were advised that this assignment was in strict compliance with your medically defined permanent work restrictions, and requested to respond by ___[date]___. [As of the date of this letter, you have failed to respond. On ___[date of employee response]___, you advised that you were refusing the job offer]. This office believes your refusal is invalid for the following reason(s):

___[Respond to employee's reasons for refusal (if any were given)]___.

The purpose of the limited duty program is to accommodate the *temporary* partial disabilities of injured-on-duty employees. Since your disabilities have now been medically defined as being permanent, you are no longer eligible for participation in the limited duty program. However, your limited duty assignment will continue pending OWCP's suitability determination on the rehabilitation job offer.

Please be aware that OWCP will be advised that you were offered a permanent assignment in accordance with your work limitations and that such assignment will remain available until a decision is rendered by OWCP.

If you have any questions or wish to reconsider the offered position, please contact the senior injury compensation specialist on ___[telephone number]___.

Sincerely,

___[signature]___

___[name]___

Manager, Human Resources

* * * * *

—Safety and Risk Management, Human Resources, 12-5-96

HANDBOOK F-11 REVISION

PCES Relocation Policy — Special Relocation Expense Advance

As a result of the increase in the PCES miscellaneous expense from \$5,000 to \$10,000, there is no longer a need for a special relocation expense advance of \$3,000. Effective immediately, the special relocation expense advance of \$3,000 to cover expenses related to the purchase or rental of a residence at the new duty station is eliminated.

Effective immediately, Handbook F-11, *PCES Relocation Policy*, is revised as follows:

Handbook F-11, PCES Relocation Policy

5 Other Expense Allowances
* * * * *

52 Special Relocation Expense Advance

[Delete this section.]

* * * * *

6 Real Estate Expenses for Sale and Purchase of Home

61 Conditions

* * * * *

612 Additional Reimbursement

[Delete note at end of section.]

* * * * *

—National Accounting, Finance, 12-5-96

Travel Advances Issued Through Imprest Funds

Imprest fund cashiers are reminded that travel advances for bargaining unit employees are to be issued through imprest funds in emergency situations only. Craft employees who travel should obtain their travel advances by submitting approved PS Forms 1011, *Travel Advance Request and Itinerary Schedule*, to the San Mateo Accounting Service Center.

When a travel advance must be issued from the imprest fund, the amount of the advance must be charged to account 15130. Procedures for issuing the advance are found in

Handbook F-19, *Accountability of Disbursing Officers*, section 822.4, Travel Advances.

In order to ensure that advances issued from imprest funds are transferred to the San Mateo Accounting Service Center in a timely manner, reimbursement of the imprest fund should be accomplished in accordance with the guidelines established in Handbook F-19, *Accountability of Disbursing Officers*, section 862.2, How to Reimburse.

—National Accounting, Finance, 12-5-96

Outstanding Travel Advance Report

Each accounting period, the San Mateo Accounting Service Center generates the Outstanding Travel Advance Report, which is distributed throughout the Postal Service. The report lists employees having outstanding travel advances.

Managers are reminded that they should monitor the travel advance activity of the employees in their area of responsibility. Appropriate action should be taken to get these advances repaid promptly. This will allow the Postal Service to better manage its cash resources and prevent long outstanding advances from being added to employees' compensation.

—National Accounting, Finance, 12-5-96

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