

# POSTAL BULLETIN

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## MESSAGE FROM THE POSTMASTER GENERAL AND DEPUTY POSTMASTER GENERAL

### Hispanic Program

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

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

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

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

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

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### Programa Hispano

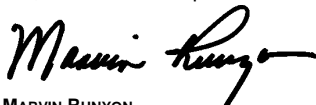
El Programa Hispano forma parte esencial del Departamento de Diversidad y del Programa de Igualdad de Oportunidades en el Empleo (EEO) del Servicio Postal. El Programa Hispano fue establecido en 1973 para asegurar que los Hispanos tengan acceso de manera equitativa a las oportunidades de empleo dentro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

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

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

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

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



MARVIN RUNYON  
POSTMASTER GENERAL, CEO



MICHAEL S. COUGHLIN  
DEPUTY POSTMASTER GENERAL

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## Administrative Services

### Interest Rate on Contract Claims

The Postal Service periodically publishes in the *Postal Bulletin* the interest rate payable on a claim decided in a contractor's favor, under the Contract Disputes Act of 1978. This rate also applies for late payments to contractors under the Prompt Payment Act, as amended.

The interest rate effective for the six-month period beginning January 1, 1997, and ending June 30, 1997, is 6 3/8 per cent.

—Policies, Planning and Diversity,  
Purchasing and Materials, 1-2-97

## 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
Carol Wright Gifts	Standard/Flats & Letters	Dec. 30-Jan. 3	6.4	Nationwide	CarRt, 3/5-Digit, Basic	6" x 9" blue envelope, different from Carol Wright Coop.
JCPenney Styling Salon	Standard/Postcard	Dec. 31-Jan. 2	2.5	Nationwide	CarRt	Harte-Hanks, Cincinnati, OH
Radio Shack	Standard/Letter	Dec. 31-Jan. 3	1.9	Nationwide	CarRt	9 1/2" x 5 1/2"
Oreck	Standard/Letter	Jan. 1-7	6.0	Nationwide	CarRt	RR Donnelley, Seymour, IN
Current Valentine's Day 1997 No. 2	Standard/Flat	Jan. 2-4	2.9	Nationwide	CarRt, 3/5-Digit, Basic	8" x 10"
JCPenney Spring Color Forum	Standard/Catalog	Jan. 2-4	1.5	Nationwide	CarRt	World Color, Evans, GA
JCPenney Spring Bridal	Standard/Catalog	Jan. 2-4	1.5	Nationwide	CarRt	World Color, Evans, GA
Creative Home Decorating	Standard/Flat	Jan. 6	1.8	Nationwide	CarRt, 3/5-Digit, Basic	Metromail, Seward, NE
Easy Home Repair	Standard/Flat	Jan. .6	1.3	Nationwide	CarRt, 3/5-Digit, Basic	Petty, Effingham, IL
Health & Fitness	Standard/Flat	Jan. 6	2.0	Nationwide	CarRt, 3/5-Digit, Basic	Outlook, Neehah, WI
Gardening Made Easy	Standard/Flat	Jan. 6	1.4	Nationwide	CarRt, 3/5-Digit, Basic	Metromail, Seward, NE
Great Am. Home Baking	Standard/Flat	Jan. 6	1.6	Nationwide	CarRt, 3/5-Digit, Basic	Sunny, Mazomanie, WI
Healthy Meals in Minutes	Standard/Flat	Jan. 6	1.3	Nationwide	CarRt, 3/5-Digit, Basic	Bockman, Berkeley, IL
Wildlife Fact File	Standard/Flat	Jan. 6	2.4	Nationwide	CarRt, 3/5-Digit, Basic	Petty, Effingham, IL
Moore Compliance Mailing	Standard	Jan. 6-31	20.0	Nationwide	CarRt	Moore BCS
W.W. Grainger General Catalog	Standard/Catalog	Jan. 6-Feb. 6	1.0	Nationwide	Basic	4,104 pages, 6 lbs.; Wallace Press
JCPenney Men's Workwear	Standard/Catalog	Jan. 8-10	1.4	Nationwide	CarRt	World Color, Evans, GA
JCPenney Spring Uniforms	Standard/Catalog	Jan. 8-10	2.6	Nationwide	CarRt	World Color, Evans, GA
JCPenney Clearance Sale	Standard/Catalog	Jan. 9-11	2.8	Nationwide	CarRt	Perry, Waterloo, WI

—Sales, 1-2-97

# Domestic Mail

## DMM REVISION

### New Tan Label MXD

#### Revised DMM Sections

Effective January 1, 1997, *Domestic Mail Manual* (DMM) M130.2.1d, M130.4.1d, M130.5.2d, M200.2.4f, M610.3.1d, M610.5.3d, M820.2.1d, M820.3.1d, and M820.4.1d are amended to reflect the change from "MS" (for mixed states) to "MXD" (for mixed ADCs) for the tan-colored pressure-sensitive label used to identify packages of mixed ADC mail. This change aligns the label designation with the actual preparation level. Quick Service Guides 130, 132, 141, 230, 231, 241, 260, 261, 271, 630, 632, and 641 are also amended to reflect this change.

DMM M130.1.0, M130.6.0, M200.1.0, M200.2.4, M200.3.1, M200.7.0, M610.2.0, M810, and M820 are amended to reflect minor editorial changes to standardize wording of headings and to place references to documentation in a more logical position near the beginning of the unit rather than at the end. Because the deadline for DMM Issue 51 (for release on January 1, 1997) has expired, these amendments will appear in DMM Issue 52 (for release on July 1, 1997).

#### Optional Endorsement Lines

Mailers are not affected by this change if they are using optional endorsement lines (OELs) on their mail to identify packages rather than using pressure-sensitive labels. The use and format for OELs are fully explained in DMM M013. Mailers with automated production and addressing processes find OELs a cost-effective way of labeling packages.

#### Sortation Levels

With the implementation of Classification Reform on July 1, 1996, the Postal Service distribution network underwent major improvements to conform to nationwide changes in mail processing operations and transportation realignments. One significant change was the elimination of some sortations not completely ZIP Code-oriented, that is, sortation by state name (including mixed states or the combination of mail for two or more states in the same package, tray, or sack).

The mixed ADC sortation level is permitted only after all possible higher sortation levels are made (for example,

5-digit, 3-digit, and ADC). Pressure-sensitive package labels are used only for packages in the rate categories shown in the following chart.

Mail Class	Rate and Processing Categories
First-Class Mail	nonautomation presorted letters and cards (excluding optional upgradable preparation) nonautomation presorted flats automation flats
Periodicals	nonautomation presorted letters nonautomation presorted flats automation flats
Standard Mail (A)	nonautomation presorted letters (excluding optional upgradable preparation) nonautomation presorted flats automation flats

#### Available Label Stock

In keeping with the sound environmental practice of conservation, the Postal Service plans to exhaust all existing stock of the tan Label MS, *Mixed States Package*, before using supplies of the new Label MXD, *Mixed ADC Package*. Current procurement requests that are on back order for the tan Label MS will be fulfilled with the new Label MXD as soon as possible. Mailers should exhaust their stocks of the old Label MS before using the new label.

#### Domestic Mail Manual (DMM)

#### M Mail Preparation and Sortation

\* \* \* \* \*

#### M100 First-Class Mail (Nonautomation)

\* \* \* \* \*

#### M130 Presorted First-Class Mail

#### 1.0 BASIC STANDARDS

[Amend 1.0 by replacing in 1.1 the reference "subject to 1.3" with "subject to 1.4"; by redesignating current 1.2 as 1.3, current 1.3 as 1.4, and current 1.4 as 1.5; and by redesignating current 6.0 as 1.2; no other change.]

[Revise the heading of 2.0 to read as follows:]

**2.0 LETTER-SIZE AND CARD-SIZE PIECES**

**2.1 Package Preparation**

[Amend 2.1 by replacing in 2.1d "Label MS" with "Label MXD" to read as follows:]

Package size, preparation sequence, and labeling:

\* \* \* \* \*

d. Mixed ADC: required (no minimum); tan Label MXD or OEL.

\* \* \* \* \*

[Revise the heading of 3.0 to read as follows:]

**3.0 UPGRADABLE LETTER-SIZE AND CARD-SIZE PIECES (OPTIONAL)**

\* \* \* \* \*

[Revise the heading of 4.0 to read as follows:]

**4.0 FLAT-SIZE PIECES**

**4.1 Package Preparation**

[Amend 4.1 by replacing in 4.1d "Label MS" with "Label MXD" to read as follows:]

Package size, preparation sequence, and labeling:

\* \* \* \* \*

d. Mixed ADC: required (no minimum); tan Label MXD or OEL.

\* \* \* \* \*

[Revise the heading of 5.0 to read as follows:]

**5.0 PARCELS**

\* \* \* \* \*

**5.2 Package Preparation**

[Amend 5.2 by replacing in 5.2d "Label MS" with "Label MXD" to read as follows:]

Packaging is not required for pieces 1/2 inch thick or thicker if they are placed in a sack to the same destination to which they would otherwise be packaged (e.g., in a 3-digit sack rather than in a 3-digit package). Package size, preparation sequence, and labeling:

\* \* \* \* \*

d. Mixed ADC: required (no minimum); tan Label MXD or OEL.

\* \* \* \* \*

**6.0 DOCUMENTATION**

[Redesignate current 6.0 as 1.2.]

**M200 Periodicals (Nonautomation)**

**1.0 BASIC STANDARDS**

[Amend 1.0 by redesignating current 1.2 as 1.3, current 1.3 as 1.4, and current 1.4 as 1.5; and by redesignating current 7.0 as 1.2; no other change.]

**2.0 PACKAGE PREPARATION**

\* \* \* \* \*

**2.4 Package Preparation**

[Amend 2.4 by replacing in 2.4b, 2.4c, and 2.4d the reference "except under 1.4" with "except under 1.5"; and by replacing in 2.4f "Label MS" with "Label MXD" to read as follows:]

Package size, preparation sequence, and labeling:

\* \* \* \* \*

b. Carrier route: optional but required for rate eligibility (six-piece minimum, fewer not permitted except under 1.5); labeling required only if placed in a 5-digit carrier routes tray or sack (facing slip, OEL, or CR information line).

c. 5-digit: required (six-piece minimum, fewer not permitted except under 1.5); red Label D or OEL; *labeling optional for mail placed in full 5-digit trays.*

d. 3-digit: required (six-piece minimum, fewer not permitted except under 1.5); green Label 3 or OEL.

\* \* \* \* \*

f. Mixed ADC: required (no minimum); tan Label MXD or OEL.

**3.0 SACK PREPARATION (FLAT-SIZE PIECES ONLY)**

**3.1 Sack Preparation**

[Amend 3.1 by replacing in 3.1a, 3.1c, and 3.1d the reference "except under 1.4" with "except under 1.5" to read as follows:]

Sack size, preparation sequence, and labeling:

a. Carrier route: required for rate eligibility at 24 pieces, optional with one six-piece package minimum except under 1.5; use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the prefixes under M031.

\* \* \* \* \*

c. 5-digit: required at 24 pieces, optional with one six-piece package minimum except under 1.5; use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the prefixes under M031.

d. 3-digit: required at 24 pieces (no minimum for required origin/optional entry 3-digit(s)), optional with one six-piece package minimum except under 1.5; use L002, Column A, for Line 1.

\* \* \* \* \*

**7.0 DOCUMENTATION**

*[Redesignate current 7.0 as 1.2.]*

\* \* \* \* \*

**M600 Standard Mail (Nonautomation)**

**M610 Single-Piece and Nonautomation Standard Mail (A)**

\* \* \* \* \*

*[Revise the heading of 2.0 to read as follows:]*

**2.0 NONAUTOMATION RATES**

**2.1 All Mailings**

*[Revise the introductory text of 2.1 to read as follows:]*

All presorted mailings at nonautomation rates (basic and 3/5) are subject to specific preparation standards in 3.0 through 7.0 and to these general standards (automation rate mail must be prepared under M810 or M820, as applicable):

\* \* \* \* \*

*[Revise the heading of 3.0 to read as follows:]*

**3.0 LETTER-SIZE PIECES**

**3.1 Package Preparation**

*[Amend 3.1 by replacing in 3.1d "Label MS" with "Label MXD" to read as follows:]*

Package size, preparation sequence, and labeling:

\* \* \* \* \*

d. Mixed ADC: required (no minimum); tan Label MXD or OEL.

\* \* \* \* \*

*[Revise the heading of 4.0 to read as follows:]*

**4.0 UPGRADABLE LETTER-SIZE PIECES (OPTIONAL)**

\* \* \* \* \*

*[Revise the heading of 5.0 to read as follows:]*

**5.0 FLAT-SIZE PIECES AND IRREGULAR PARCELS**

\* \* \* \* \*

**5.3 Package Preparation**

*[Amend 5.3 by replacing in 5.3d "Label MS" with "Label MXD" to read as follows:]*

Package size, preparation sequence, and labeling:

\* \* \* \* \*

d. Mixed ADC: required (no minimum); tan Label MXD or OEL.

\* \* \* \* \*

*[Revise the heading of 7.0 to read as follows:]*

**7.0 BEDLOADED BUNDLES OF FLAT-SIZE PIECES**

\* \* \* \* \*

**M800 All Automation Mail**

**M810 Letter-Size Mail**

**1.0 BASIC STANDARDS**

*[Amend 1.0 by redesignating current 1.3 through 1.6 as 1.4 through 1.7, respectively; and by redesignating current 4.0 as 1.2; no other change.]*

*[Revise the heading of 2.0 to read as follows:]*

**2.0 FIRST-CLASS MAIL AND STANDARD MAIL (A)**

*[Revise the heading of 3.0 to read as follows:]*

**3.0 PERIODICALS**

\* \* \* \* \*

**4.0 DOCUMENTATION**

*[Redesignate current 4.0 as 1.3.]*

**M820 Flat-Size Mail**

**1.0 BASIC STANDARDS**

*[Amend 1.0 by redesignating current 1.3 through 1.6 as 1.4 through 1.7, respectively; and by redesignating current 5.0 as 1.3; no other change.]*

*[Revise the heading of 2.0 to read as follows:]*

**2.0 FIRST-CLASS MAIL**

**2.1 Package Preparation**

*[Amend 2.1 by removing "use" in 2.1a, 2.1b, 2.1c, and 2.1d; and by replacing in 2.1d "Label MS" with "Label MXD" to read as follows:]*

Package size, preparation sequence, and labeling:

a. 5-digit: required (10-piece minimum, fewer not permitted); red Label D or optional endorsement line (OEL).

b. 3-digit: required (10-piece minimum, fewer not permitted); green Label 3 or OEL.

- c. ADC: required (10-piece minimum, fewer not permitted); pink Label A or OEL.
- d. Mixed ADC: required (no minimum); tan Label MXD or OEL.

\* \* \* \* \*

[Revise the heading of 3.0 to read as follows:]

**3.0 PERIODICALS**

**3.1 Package Preparation**

[Amend 3.1 by removing "use" in 3.1a, 3.1b, 3.1c, and 3.1d; by replacing in 3.1a and 3.1b "except under 1.6" with "except under 1.7"; and by replacing in 3.1d "Label MS" with "Label MXD" to read as follows:]

Package size, preparation sequence, and labeling:

- a. 5-digit: required (six-piece minimum, fewer not permitted except under 1.7); red Label D or optional endorsement line (OEL).
- b. 3-digit: required (six-piece minimum, fewer not permitted except under 1.7); green Label 3 or OEL.
- c. ADC: required (six-piece minimum, fewer not permitted); pink Label A or OEL.
- d. Mixed ADC: required (no minimum); tan Label MXD or OEL.

**3.2 Sack Preparation**

[Amend 3.2 by replacing in 3.2a and 3.2b "except under 1.6" with "except under 1.7" to read as follows:]

Sack size, preparation sequence, and labeling:

- a. 5-digit: required at 24 pieces, optional with one six-piece package minimum except under 1.7; use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the prefixes under M031.

- b. 3-digit: required at 24 pieces, optional with one six-piece package minimum except under 1.7, except no minimum for required origin/optional entry 3-digit(s); use L002, Column A, for Line 1.

\* \* \* \* \*

[Revise the heading of 4.0 to read as follows:]

**4.0 STANDARD MAIL (A)**

**4.1 Package Preparation**

[Amend 4.1 by removing "use" in 4.1a, 4.1b, 4.1c, and 4.1d; and by replacing in 4.1d "Label MS" with "Label MXD" to read as follows:]

Package size, preparation sequence, and labeling:

- a. 5-digit: required (10-piece minimum, fewer not permitted); red Label D or optional endorsement line (OEL).
- b. 3-digit: required (10-piece minimum, fewer not permitted); green Label 3 or OEL.
- c. ADC: required (10-piece minimum, fewer not permitted); pink Label A or OEL.
- d. Mixed ADC: required (no minimum); tan Label MXD or OEL.

\* \* \* \* \*

—Logistics, Operations Support, 1-2-97

**Correct Handling of Forms 3811, Domestic Return Receipt**

Delivery employees must complete all Forms 3811, *Domestic Return Receipt*, when delivering accountable mail. The delivery employee must obtain the recipient's printed name and signature and enter the delivery date on the back of the form if the recipient did not do so. Federal or state officials or large, well-known companies or organizations may use a signature stamp on the return receipt as an authorized signature. The delivery employee must also enter the delivery address if the customer requested and paid for that service.

Return receipts provide mailers with evidence of delivery for mail sent certified, registered, numbered insured (i.e., items insured for more than \$50), collect on delivery (COD), return receipt for merchandise, or Express Mail. To get this service, the mailer pays the applicable fee and endorses the piece either "Return Receipt Requested" or "Return Receipt Requested Showing Addressee's Address" above the deliv-

ery address and to the right of the return address. In addition, the mailer completes the back of Form 3811, showing to whom the article is addressed, the article number, and the requested service. The mailer must also put the return address on the front of Form 3811 before attaching the return receipt to the mailpiece.

If the Postal Service fails to return the return receipt to the mailer or returns an incorrectly completed form, the mailer may request a duplicate return receipt at no additional charge to find out the delivery date and the name of the person who signed for the article. To obtain a free duplicate return receipt, the mailer must present the original mailing receipt showing that the return receipt fee was paid and must complete Form 3811-A, *Duplicate Return Receipt*.

—Business Mail Acceptance, Marketing Systems, 1-2-97

REMINDER

**Collection of Caller Service Fees**

*Domestic Mail Manual (DMM) D920.1.4 and D920.1.5* provide that, except for origin caller service, all customers, including those using a post office box number, are assigned a caller service number before the beginning of caller service. A caller number is assigned for each separation used. Except for customers who were receiving firm holdout service as of July 3, 1994, mail addressed to a caller service customer must use the term "Post Office Box" or "PO Box" and the assigned number in the mailing address immediately above the city, state, and ZIP Code.

Postmasters may limit the number of caller service separations made as authorized by DMM D920.1.6, which states that the Postal Service may restrict caller service. For operational reasons, some postmasters may choose to deliver caller service mail in bulk to customers who have many caller service numbers assigned to a unique 5-digit ZIP Code. In that case, the basic caller fee is charged only for each separation actually made and the reserved-number fee is charged for each of the caller numbers to which mail received by the caller is addressed.

This is further explained in DMM D920.4.3, which states that the applicable fee for caller service must be paid semi-annually for each caller number or separation used, except when a caller uses many caller numbers but receives only a bulk delivery of mail either because the mail is sorted to his or her unique 5-digit ZIP Code or because sortation is made by caller name or other identification. In this case, the basic caller fee is charged only for each separation actually made, and the reserved-number fee is charged for each of the caller numbers to which mail received by the caller is addressed. In other words, the caller fee is charged for each separation

made by either caller service number (the number that appears above the city, state, and ZIP Code) or by caller service name. The following examples show how caller service fees are assessed:

**Example 1:** Company A has 20 caller service numbers addressed to ZIP Code 50300, but the local post office sorts the mail to Company A without further separating by caller service number. Company A picks up their mail in bulk. The customer pays one caller service fee and 20 reserved-number fees.

**Example 2:** Company B has 20 caller service numbers addressed to ZIP Code 50301 and 20 caller service numbers addressed to ZIP Code 50302. The mail is sorted to each caller service number for each 5-digit ZIP Code. The customer pays 40 caller service fees.

Whether some of the mail addressed to a caller service number is business reply mail (BRM) eligible for the reduced BRMAS surcharge and, as such, bears a unique 4-digit add on, does not affect the assessment of caller service fees. Just as customers who rent post office boxes may receive both BRM and non-BRM addressed to the same post office box without paying additional post office box fees, caller service customers may receive BRM and non-BRM addressed to the same caller service number. The BRM fees assessed on each piece returned under a BRM permit cover the administrative costs to calculate and collect the postage and fees for BRM by whatever means the delivery postal facility determines is most efficient.

—*Business Mail Acceptance, Marketing Systems 1-2-97*

POM REVISION

**International Mail Sacks**

Effective immediately, in order to clarify the proper procedures for handling foreign-owned mail transport equipment (sac vides) and U.S. international mail sacks, chapter 5 of the *Postal Operations Manual (POM)* is revised as indicated below. These instructions supersede all previous ones regarding empty foreign-owned equipment and returned U.S. international mail sacks. A future edition of the POM will include this change.

**Postal Operations Manual (POM)**

<b>5</b>	<b>Mail Transportation</b>	*	*	*	*	*
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**58 Mail Transport Equipment Handling Policy**

*	*	*	*	*
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**584 Sack/Pouch Processing**

*	*	*	*	*
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**Exhibit 584.11, Mailbag Responsibilities of Installations**

*[In "Mail Transport Equipment Centers—Packing/Labeling," remove the reference to "foreign-owned." All other references to "foreign-owned" are changed to "foreign-owned—see section 584.7."]*

*	*	*	*	*
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**584.7 Empty Foreign-Owned Equipment****584.71 General**

Foreign postal administrations generally send mail, air and surface, to the United States in their own equipment, which consists primarily of sacks. Once the United States Postal Service processes this mail, we are obligated to promptly return all empty equipment (known as sac vides) to the origin postal administration. Failure to do so can result in significant reimbursement expenses to the foreign postal administration for the Postal Service.

The following instructions are to be followed regarding the handling and return of all foreign-owned mail sacks. International exchange offices (for air and surface mail), are responsible for processing and returning empty foreign-owned sacks.

**584.72 Receiving Offices**

Postal facilities, other than air or surface exchange offices, may receive a very small amount of foreign-owned mail sacks which need to be returned to the origin postal administration.

**584.73 Delivery Offices**

All offices receiving mail from other countries must ensure that they retrieve from the addressee all sacks used to send this mail (if received as an M-bag, i.e. if all of the contents are for one addressee). If foreign mail is received as a direct sack, the sack must be returned to the post office. Under no circumstances are the foreign sacks to be retained by an addressee or the delivery office. All foreign equipment is to be sent immediately to the serving processing and distribution center.

**584.74 Processing and Distribution Centers**

All processing and distribution centers, other than those which have a direct mail exchange with Mexico or Canada, must forward all foreign-owned equipment, both air and surface, to the serving international air exchange office by the normal transportation used for international airmail.

**584.75 Bulk Mail Centers**

Bulk mail centers, other than those which are international surface exchange offices or have a direct mail exchange with Mexico or Canada, should not receive foreign-owned equipment. If they do, the facility that forwarded the equipment should be notified of the error immediately. The equipment, both air and surface, must be forwarded to the serving international air exchange office by the normal transportation used for international airmail.

**584.76 Airport Mail Centers (AMCs) and Airport Mail Facilities (AMFs)**

AMCs or AMFs, other than those which are designated international airmail exchange offices, should not receive foreign-owned equipment but if they do, the facility which forwarded the equipment should be notified of the error immediately. The equipment, both air and surface, must be forwarded to the serving international air exchange office by the normal transportation used for international airmail.

**584.8 Returned Empty U.S. International Mail Sacks****584.81 Receipt at Non-Exchange Offices**

Postal facilities (other than offices that exchange international air or surface mail directly with Canada and Mexico) that are not exchange offices should not receive returned empty U.S. equipment from abroad but if they do, the equipment should be worked as indicated in 584.82. International and Military Mail Operations, International Business Unit, at headquarters must be notified as well so that they can take the necessary steps to prevent future occurrences.

**584.82 Processing of Empty Equipment**

All returned USPS equipment must be verified to ensure proper make-up. Any improperly prepared (i.e., mixed) bundles must be reworked and processed by the receiving facility before distribution can be made. When sorting empty sacks, examine them to ensure that they do not contain mail-if items are found in the sacks, postmark them on the back and endorse them: "FOUND IN SUPPOSED EMPTY MAIL SACK RETURNED FROM ABROAD" on the address side. Deliver these mail pieces to the appropriate outbound distribution unit. The sacks must then be processed promptly and sorted according to type.

**584.83 Disposition of Empty Equipment**

Contact the local Mail Transport Equipment Coordinator or Area Mail Transport Equipment Specialist (AMTES) for a destination for excess sacks and trays.

**584.84 Returned Plastic Sacks**

In the case of returned U.S. foreign blue plastic and international gray (ISAL) plastic sacks, they must be sorted by type and condition into three separate categories – sacks with the drawstrings still attached, sacks with the drawstrings removed, and sacks which are not reusable. Coordinate the disposition of blue and gray plastic sacks as indicated in 584.83. Those sacks which are not in a reusable condition must be recycled or disposed of in conjunction with the local environmental coordinator.

\* \* \* \* \*

—International and Military Mail Operations,  
International Business Unit, 1-2-97

## CORRECTION

**Postage Meter Decertification**

*Postal Bulletin 21934 (12-5-96)* contained incorrect model numbers for some postage meters. Under "Affected Models," Ascom Hasler model 133XXX should be changed to 13XXX. Affected Pitney Bowes models are 53XX and 57XX.

—Retail Systems and Equipment, Marketing, 1-2-97

## CORRECTION

**Manifest Analysis and Certification (MAC)**

*Postal Bulletin 21933 (11-21-96)* contained an incorrect phone number for National Register, Inc., a MAC-certified vendor. The correct address and phone number is:

**National Register, Inc.**  
William Barrack  
6900 W Jefferson Ave  
Denver, CO 80235-2310  
(303) 987-0188

—Business Mail Acceptance, Marketing Systems, 1-2-97

**APO/FPO Changes**

Make the following ink change to the most recent APO/FPO tables published in *Postal Bulletin 21935 (12-19-96)*.

APO/FPO	Action	Effective Date	See Restrictions
09302	Not Active	Immediately	
96545	Activate	Immediately	A-B-B1-H-I-M-N-U
96580	Activate	Immediately	A-B-B1-H-I-M-N-U
96594	Activate	Immediately	A-B-B1-H-I-M-N-U
96596	Activate	Immediately	A-B-B1-H-I-M-N-U
96597	Activate	Immediately	A-B-B1-H-I-M-N-U

—International and Military Mail Operations, International Business Unit, 1-2-97

## Fraud Alert

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ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

### Foreign Order No. 393

Keep all foreign order notices for use as reference.

#### Tentative Orders

A Tentative Lottery Order has been issued against the following:

##### Canada

BLC SERVICES INC  
D/B/A INTERNATIONAL FEDERATED SERVICES  
185-9040 BLUNDELL RD STE 365  
RICHMOND BC V6Y 1K3  
CANADA

WIN  
8726 BARNARD STREET  
PO BOX 95058 STN MAIN SOUTH  
VANCOUVER BC V6P 6X3  
CANADA

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

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

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

—Judicial Officer, 1-2-97

### Withholding of Mail Orders

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

State/City	Names Covered
CA, Oakland 94602-1046	Latwan Antionette Whlaton and Any And All Various Names, 1492 MacArthur Blvd., #134 and
CA, Oakland 94618-1416	Jack Barner and Any And All Various Names, 5337 College Ave., #557
CA, Oakland 94621-0132	Tribune Subscribers, P. O. Box 2232 and
CA, Oakland 94624-0179	Tribune Subscribers, P. O. Box 43179
GA, Atlanta 30305-1854	TPG, 3277 Roswell Road, N.E., Suite 506

—Judicial Officer, 1-2-97

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

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

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

210 221 0548 to	397 622 4054 to	4099	417 871 9250 to	9299	439 310 0458 to	0499
210 221 0599	397 819 8902 to	8999	417 930 9533 to	9599	<b>440 698 1947 to</b>	<b>1999</b>
273 775 7700 to	398 149 7200 to	7699	418 164 6500 to	6799	440 858 6300 to	6399
273 775 7899	399 070 0872 to	0899	418 423 9863 to	9899	440 858 6420 to	7299
302 000 0000 to	399 156 7119 to	7199	418 633 5922 to	5999	441 199 1655 to	1699
302 123 9999	399 203 5064 to	5099	418 719 8520 to	8599	443 127 3648 to	3699
349 746 2056 to	399 296 9910 to	9999	418 744 2235 to	2299	443 127 4000 to	4099
2099	399 396 8935 to	8999	418 962 2848 to	2899	443 673 7900 to	7999
350 518 7350 to	399 792 7775 to	7799	419 543 0286 to	0299	443 800 9335 to	9399
7374	399 792 8300 to	8399	419 730 0300 to	0399	444 382 8822 to	8899
360 011 1690 to	<b>400 427 1051 to</b>	<b>1999</b>	<b>420 277 0015 to</b>	<b>0049</b>	444 390 1667 to	1699
360 168 6008 to	401 045 1505 to	1549	420 599 0734 to	0798	444 457 3854 to	3899
360 173 8800 to	401 045 1571 to	1599	420 661 4115 to	4199	<b>450 048 4173 to</b>	<b>4199</b>
362 861 3064 to	401 294 2700 to	2799	420 758 9500 to	9699	450 048 4442 to	4699
373 006 2176 to	401 310 9505 to	9599	420 969 3951 to	3971	450 560 5173 to	5199
2199	401 382 5312 to	5399	420 969 3973 to	3999	450 620 3077 to	3099
374 768 2600 to	402 578 7876 to	7899	421 116 3565 to	3599	450 620 3135 to	3199
2699	403 125 6744 to	6799	421 130 9300 to	9399	450 780 2716 to	2799
375 169 4400 to	403 260 7000 to	7499	421 313 4500 to	4999	450 801 2700 to	2799
4599	403 280 6470 to	6499	421 364 5537 to	5599	451 109 2967 to	2984
375 829 3400 to	403 685 8600 to	8699	421 656 2609 to	2699	451 115 4110 to	4125
3499	404 003 0300 to	0399	421 988 9700 to	9799	451 115 4127 to	4199
375 851 9100 to	404 041 8838 to	8899	422 172 4667 to	4699	452 265 0074 to	0099
9199	404 071 4268 to	4299	422 484 4212 to	4299	452 265 0246 to	0299
0999	404 347 5356 to	5399	422 556 1270 to	1299	452 265 0335 to	0399
376 196 0911 to	404 347 5548 to	5599	422 587 7024 to	7099	452 509 1169 to	1199
3699	404 726 4500 to	4599	422 819 7533 to	7599	452 855 6471 to	6499
378 085 3679 to	404 961 5001 to	5199	422 842 5073 to	5087	452 890 4679 to	4799
3699	405 325 0188 to	0198	422 907 7563 to	7599	452 900 8215 to	8238
1099	406 009 4587 to	4599	424 500 6050 to	6099	453 117 9146 to	9199
5199	406 260 6830 to	6899	424 641 8500 to	8599	453 334 3631 to	3699
378 843 5100 to	406 459 6641 to	6999	424 871 6600 to	6699	453 603 7841 to	7891
5199	406 733 3000 to	3999	425 298 2352 to	2399	453 650 1140 to	1199
<b>380 093 9600 to</b>	407 545 1557 to	1599	425 418 4269 to	4299	453 741 1300 to	1399
<b>9699</b>	407 594 0412 to	0599	425 418 4405 to	4499	454 013 2919 to	2999
380 165 1165 to	407 692 9100 to	9299	426 547 4566 to	4599	454 186 2411 to	2499
1199	407 959 2190 to	2199	427 412 6337 to	6499	454 268 4883 to	4899
381 325 4500 to	408 265 2275 to	2288	427 481 0900 to	0999	454 302 5400 to	5499
4599	408 499 7700 to	7799	428 027 2742 to	2752	454 490 8300 to	8399
381 604 2510 to	408 499 7900 to	7999	429 474 4172 to	4199	454 547 7434 to	7499
2699	408 682 8484 to	8599	429 889 2900 to	2999	454 922 4867 to	4895
9599	408 698 7015 to	7099	<b>430 150 4401 to</b>	<b>4599</b>	455 221 1348 to	1499
383 314 3968 to	409 072 3941 to	3999	430 172 9800 to	9899	455 364 2147 to	2199
3999	<b>410 491 2311 to</b>	<b>2399</b>	430 177 1900 to	2099	455 399 5400 to	5499
383 892 1000 to	410 694 8400 to	8599	430 444 9500 to	9699	455 476 0676 to	0699
1344	410 775 1500 to	1599	430 664 4070 to	4099	455 543 0618 to	0699
383 892 1382 to	410 795 7927 to	7999	432 168 8419 to	8499	456 410 9006 to	9099
1399	410 867 0917 to	0966	432 708 6800 to	6999	456 470 4146 to	4299
384 925 3641 to	410 867 0970 to	0999	432 744 1544 to	1599	456 619 4460 to	4499
3654	411 868 1023 to	1199	432 995 9775 to	9799	457 333 2686 to	2699
385 568 2331 to	411 922 2322 to	2399	433 003 5800 to	5899	457 729 1767 to	1777
2399	412 193 0900 to	0999	433 757 3047 to	3099	457 937 8615 to	8699
385 599 7554 to	412 395 8599 to	8699	433 765 4003 to	4099	458 028 9810 to	9899
7575	412 485 6500 to	6599	434 482 7060 to	7199	458 057 2712 to	2999
2099	412 485 6610 to	6699	434 513 2386 to	2399	458 337 5222 to	5299
1599	412 885 5953 to	5999	434 968 3076 to	3092	458 354 7653 to	7999
8999	414 193 3608 to	3674	435 303 1831 to	1842	458 671 8678 to	8699
386 624 1412 to	414 193 3677 to	3699	435 303 1986 to	1999	458 671 8721 to	8798
1599	414 411 7348 to	7399	435 666 6092 to	6399	458 847 5044 to	5999
8999	414 640 0757 to	0799	436 082 6400 to	6899	459 274 7624 to	7699
386 883 8936 to	414 965 1727 to	1799	436 160 6441 to	6499	459 365 5432 to	5499
8999	417 302 8104 to	8199	437 316 7115 to	7199	459 378 5764 to	5799
387 314 5574 to	417 387 6532 to	6599	437 427 0500 to	3499	459 472 4816 to	4999
5599	417 496 6800 to	6999	439 179 2300 to	2399	<b>460 349 6878 to</b>	<b>6899</b>
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						
<b>390 001 3182 to</b>						
<b>3199</b>						
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						
394 822 3243 to						
3278						
394 990 1810 to						
1899						
395 343 3264 to						
3299						
395 373 3035 to						
3099						
395 396 9649 to						
9799						
395 970 3240 to						
3299						

460 550 1909	to	1999	<b>480 526 2000</b>	<b>to</b>	<b>2099</b>	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	<b>630 389 3056</b>	<b>to</b>	<b>3071</b>
463 808 3484	to	3499	483 632 2600	to	2799	604 503 7776	to	7799	630 463 0588	to	0599
463 945 7400	to	7899	483 849 1615	to	1699	605 520 9037	to	9099	631 459 9117	to	9199
464 629 9000	to	9399	484 174 4803	to	5299	605 685 4010	to	4099	631 776 9325	to	9399
464 711 4332	to	4399	484 323 8900	to	9199	605 988 6467	to	6499	632 217 4933	to	4999
465 692 3963	to	3999	484 680 5000	to	5038	607 689 7951	to	7960	632 500 0000	to	99 9999
465 698 8300	to	8599	484 680 5040	to	5074	607 728 1276	to	1299	633 110 4165	to	4199
465 743 7745	to	7799	484 680 5077	to	5099	608 727 7100	to	7199	633 110 4303	to	4499
466 798 6056	to	6067	485 029 4913	to	4999	608 727 7273	to	7599	633 438 6429	to	6599
467 147 4300	to	4399	486 176 0600	to	0699	608 813 9950	to	9999	634 725 0700	to	0799
468 079 5782	to	5799	486 559 7555	to	7599	609 067 5325	to	5399	634 803 3239	to	3299
469 067 2817	to	2899	486 696 3023	to	3199	609 067 5488	to	5499	634 807 2474	to	2499
469 127 8000	to	8199	488 173 7900	to	7999	609 067 5600	to	5699	634 827 5900	to	5999
469 213 0359	to	0399	488 206 4100	to	4199	609 289 6123	to	6199	634 886 3428	to	3499
469 213 0500	to	0599	488 226 0200	to	0299	609 438 4400	to	4499	635 559 3449	to	3499
469 561 8011	to	8099	488 709 3906	to	3999	609 493 1100	to	1199	636 289 6214	to	6299
469 658 1961	to	1999	488 855 8359	to	8399	609 766 8091	to	8999	636 634 8007	to	8042
469 666 9900	to	9999	489 181 8963	to	8999	609 825 4100	to	4115	637 562 5828	to	5899
469 678 1900	to	1999	489 311 1930	to	1999	609 884 2981	to	2999	638 042 1647	to	1699
469 781 4900	to	4999	489 318 6200	to	6300	609 893 1000	to	1099	638 049 4984	to	4999
469 947 6960	to	6999	489 223 2000	to	2099	<b>610 092 3200</b>	<b>to</b>	<b>3299</b>	638 318 1115	to	1199
<b>470 755 5800</b>	<b>to</b>	<b>5818</b>	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	<b>490 669 5850</b>	<b>to</b>	<b>6099</b>	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	<b>640 289 7500</b>	<b>to</b>	<b>7599</b>
474 108 5402	to	5499	491 567 1376	to	1399	612 774 2500	to	2599	640 289 7700	to	7999
474 356 5193	to	5299	492 254 4800	to	4899	614 469 0979	to	0999	641 170 4420	to	4499
474 949 3366	to	3399	492 283 5100	to	5199	614 474 3000	to	3099	641 318 3133	to	3199
475 134 9362	to	9399	492 610 6813	to	6899	614 521 3490	to	3499	641 378 6500	to	6999
475 167 9667	to	9699	493 394 5568	to	5599	614 645 1800	to	1899	641 383 8739	to	8799
475 319 3415	to	3499	493 470 2562	to	2599	614 832 1100	to	2099	641 877 3187	to	3299
475 319 3649	to	3799	493 473 7700	to	7799	615 017 7505	to	7599	641 877 3310	to	3399
475 340 6400	to	6599	493 716 2153	to	2199	617 711 6609	to	6699	642 355 8094	to	8199
475 424 8410	to	8499	494 206 2972	to	2999	617 760 5266	to	5299	642 355 8308	to	8999
475 629 9156	to	9199	494 217 3446	to	3999	617 813 3601	to	3699	642 900 0018	to	0099
475 850 6101	to	6199	494 224 0500	to	0599	618 840 9200	to	9299	643 030 6254	to	6299
475 875 2500	to	2599	496 209 7425	to	7499	619 551 7229	to	7299	644 069 0600	to	0699
476 169 8264	to	8299	496 213 8728	to	8799	619 859 3000	to	3099	644 077 7506	to	7699
476 189 3000	to	3499	496 474 5226	to	5248	<b>620 073 9400</b>	<b>to</b>	<b>9499</b>	644 082 4000	to	4599
476 331 2480	to	2499	497 053 8517	to	8699	621 614 7907	to	7930	644 085 8157	to	8199
477 289 8601	to	8699	497 854 8673	to	8699	621 614 7932	to	7999	644 112 9839	to	9899
477 681 5206	to	5299	498 449 8888	to	8899	621 648 8021	to	8199	644 380 1460	to	1499
478 010 4243	to	4268	498 929 8285	to	8499	621 648 8500	to	8599	644 733 4715	to	4799
478 010 4270	to	4291	498 936 5310	to	5399	621 904 8351	to	8599	644 900 9712	to	9799
478 450 5071	to	5099	499 016 5425	to	5499	621 916 1978	to	1989	644 901 0109	to	1299
478 469 7838	to	7858	499 440 8575	to	8899	622 989 8032	to	8099	644 901 1325	to	1399
478 469 7883	to	7899	499 731 6717	to	6799	623 076 9300	to	9399	644 923 6800	to	7799
479 280 9800	to	9899	<b>500 064 1858</b>	<b>to</b>	<b>1869</b>	623 819 5006	to	5099	644 932 4655	to	4699
479 365 9116	to	9176	500 070 5725	to	7799	623 895 8200	to	8399	644 932 4792	to	4799
479 412 9900	to	9999	<b>600 645 3223</b>	<b>to</b>	<b>3299</b>	623 917 0000	to	0099	645 318 7240	to	7499
479 667 6190	to	6199	601 339 1200	to	1399	623 917 0200	to	0299	645 333 1766	to	1799
479 748 9680	to	9699	601 661 7700	to	7799	624 468 5288	to	5299	645 790 8632	to	8699
479 755 4285	to	4299	601 682 5343	to	5399	624 665 3162	to	3198	645 975 0737	to	0762
479 860 7000	to	7199	601 928 1600	to	1699	625 088 6735	to	6799	646 242 6200	to	6299

646 270 7639	to	7799	<b>650 130 3400</b>	to	<b>3599</b>	700 065 4800	to	4899	701 708 1741	to	1799
646 798 4000	to	4999	650 555 1749	to	1799	700 190 3350	to	3359	701 736 3966	to	3999
647 048 7035	to	7099	650 564 1900	to	1999	700 228 6048	to	6099	701 838 2800	to	2899
647 049 2900	to	2999	650 627 4212	to	4299	700 650 0452	to	0499	701 941 0600	to	0699
647 398 8300	to	8399	650 736 2043	to	2099	700 666 1323	to	1349	702 254 9300	to	9399
647 398 8481	to	8499	650 739 1540	to	1699	700 786 9106	to	9142	<b>806 087 1100</b>	to	<b>1499</b>
647 437 3000	to	4999	651 741 4415	to	4499	700 859 0744	to	0758	806 268 9275	to	9299
648 009 6057	to	6099	651 882 2800	to	2899	701 028 6780	to	6899	806 534 3400	to	3477
648 722 5283	to	5299	652 754 6317	to	6399	701 213 3900	to	3999	807 342 3283	to	3399
648 892 3163	to	3199	653 426 3300	to	3399	701 267 2000	to	3999	808 090 3440	to	3499
649 100 3989	to	3999	654 238 0000	to	0399	701 335 7312	to	7399	808 325 5161	to	5699
649 647 0370	to	0399	654 404 3065	to	3092	701 369 2005	to	2050	808 784 8000	to	8299
649 647 0522	to	0599	655 103 5081	to	5199	701 503 2247	to	2299	<b>870 054 4814</b>	to	<b>4899</b>
649 647 5237	to	5399	655 523 2600	to	2999	701 553 6557	to	6599	870 491 4812	to	4849
649 647 9100	to	9299	657 710 8100	to	8999	701 601 3457	to	3499	870 541 7167	to	7239
649 666 7800	to	8299	<b>700 065 2570</b>	to	<b>2599</b>	701 605 5913	to	5999			

—Inspection Service, 1-2-97

## 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.

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

697 249 952	to	0 050	703 863 121	to	3 240	709 222 591	to	2 920	716 556 635	to	6 660
697 414 886	to	4 900	703 863 477	to	3 540	709 243 479	to	3 500	716 573 101	to	3 340
697 469 606	to	9 700	703 867 801	to	7 980	709 649 804	to	9 820	717 191 648	to	1 690
697 850 401	to	0 750	704 030 628	to	0 640	709 733 281	to	3 580	717 193 161	to	3 490
697 945 701	to	5 850	704 154 024	to	4 120	<b>710 046 813</b>	<b>to</b>	<b>6 840</b>	717 228 591	to	8 680
698 098 446	to	8 550	704 227 561	to	7 829	710 358 093	to	8 166	717 333 902	to	3 950
698 300 251	to	0 300	704 227 831	to	8 069	710 358 257	to	8 270	717 739 745	to	9 910
698 504 383	to	4 650	704 228 071	to	8 100	711 021 501	to	1 510	717 884 991	to	5 050
698 533 927	to	4 200	704 420 344	to	0 490	711 049 411	to	9 560	718 026 171	to	6 290
698 562 268	to	2 400	704 568 751	to	8 990	711 408 045	to	8 090	718 466 370	to	6 420
699 090 686	to	0 750	704 702 348	to	2 580	712 003 381	to	3 650	718 590 741	to	0 770
699 752 699	to	2 850	704 965 301	to	5 770	712 104 220	to	4 230	718 714 210	to	4 370
<b>700 068 473</b>	<b>to</b>	<b>8 500</b>	705 116 780	to	6 790	712 327 861	to	7 890	718 795 881	to	6 000
700 161 501	to	1 650	705 280 801	to	0 980	712 327 952	to	7 980	718 961 721	to	1 780
700 202 522	to	2 700	705 475 651	to	6 040	712 647 061	to	7 090	718 982 001	to	2 300
700 290 275	to	0 300	705 566 127	to	6 280	713 284 171	to	4 260	<b>720 227 871</b>	<b>to</b>	<b>7 930</b>
700 465 730	to	5 750	705 740 581	to	0 730	713 292 871	to	2 990	720 227 949	to	7 960
700 561 444	to	1 550	705 782 796	to	2 820	714 035 101	to	5 160	720 368 543	to	8 570
701 423 101	to	3 150	705 822 271	to	2 480	714 155 011	to	5 400	720 392 151	to	2 570
701 625 469	to	5 550	706 180 148	to	0 290	714 328 231	to	8 440	720 556 491	to	6 640
701 643 829	to	3 850	706 184 041	to	4 220	714 442 952	to	2 980	720 558 621	to	8 650
701 945 451	to	5 500	706 357 861	to	8 190	714 562 843	to	2 860	720 575 361	to	5 570
702 033 701	to	4 050	706 382 419	to	2 430	714 590 391	to	0 430	720 590 152	to	0 179
702 051 501	to	1 750	706 628 735	to	8 820	714 609 811	to	9 930	721 638 331	to	9 170
702 053 601	to	3 800	706 638 211	to	8 420	714 609 961	to	9 990	721 815 391	to	5 420
702 104 368	to	4 900	706 817 959	to	8 000	714 807 181	to	7 240	724 655 196	to	5 340
702 128 306	to	8 400	707 034 391	to	4 450	714 871 321	to	1 500	724 711 538	to	1 560
702 179 891	to	9 900	707 292 636	to	2 660	714 928 529	to	8 590	724 793 221	to	3 250
702 260 751	to	0 850	707 441 401	to	1 687	715 128 183	to	8 330	724 908 109	to	8 120
702 410 595	to	1 050	707 441 836	to	1 940	715 144 171	to	4 470	724 937 461	to	7 670
702 660 151	to	0 540	707 958 541	to	8 570	715 197 211	to	7 570	724 976 101	to	6 130
702 723 429	to	3 450	707 960 107	to	0 160	715 595 910	to	6 180	725 163 118	to	3 151
703 004 401	to	4 820	708 059 941	to	60 000	715 941 781	to	1 810	725 398 591	to	8 800
703 083 819	to	4 020	708 115 830	to	5 860	715 962 421	to	2 480	725 464 591	to	4 920
703 432 131	to	2 230	708 116 251	to	6 310	716 298 241	to	8 510	725 738 581	to	8 730
703 626 061	to	6 090	708 138 301	to	8 480	716 477 396	to	7 430			

—Inspection Service, 1-2-97

### Counterfeited Canadian Money Order Forms — Do Not Cash

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

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

—Inspection Service, 1-2-97

### 800 Number Available to Verify Canadian Money Orders

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

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

—Inspection Service, 1-2-97

## Invalid Express Mail Corporate Account Numbers

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

"agreement number" section of the label or form.

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

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



095454	097105	098086	103532	105880	111537	113303	121025	132221	159004	192287	207770	221548
095456	097106	098088	103571	105945	111540	113365	121128	132223	159059	192315	207794	221607
095509	097127	098106	103576	106493	111547	113384	121193	132290	159119	192380	207797	221622
095518	097168	098113	103579	106530	111568	113467	121206	132302	159265	192411	208625	221662
095522	097189	098128	103592	106587	111602	113473	121241	132420	165031	192426	208681	222120
095545	097200	098150	103670	107147	111604	113665	122045	132423	165079	192450	208945	222209
095551	097202	098152	103721	107207	111743	113714	122198	132433	165080	192509	208976	222215
095553	097217	098218	103730	108141	111773	113746	122207	132442	165100	192544	209154	222216
095570	097280	<b>100064</b>	103800	108189	111774	113771	122209	133012	165122	192549	209173	222288
095591	097338	100317	103841	108477	111785	113786	122211	134002	165151	192632	209202	222289
095594	097347	100451	103894	108486	111788	113853	122212	134008	165156	192688	209243	222306
095602	097369	100535	103897	108521	111791	113872	122295	134015	165260	192691	210091	223016
095633	097376	100712	103898	108606	111847	114095	122296	135144	165286	192708	210156	223136
095649	097385	100743	103923	108625	111865	114116	122309	135186	165287	192826	210172	223150
095697	097400	100812	103991	108679	111867	114163	123047	135196	165314	192891	210224	223327
095722	097436	101237	104163	108687	111885	114164	123068	135201	165350	192933	210278	223374
095729	097440	101269	104166	108754	111911	114180	123102	135242	165383	192941	210279	224015
095779	097445	101470	104168	109213	111921	114200	123105	136021	165396	192974	210353	229036
095800	097446	101482	104187	109423	111930	114213	123142	136028	165397	192975	210387	232317
095852	097463	101533	104201	109463	111948	114242	123146	136029	165400	192996	210390	253128
095871	097485	101616	104202	109473	111958	114249	124041	136032	170114	193127	210407	253180
095926	097513	101687	104220	109527	111962	114297	124155	136033	171195	193485	210424	255072
095932	097522	101699	104238	109662	111980	114478	125064	136043	171296	193490	210434	255101
095955	097525	101711	104245	109681	111986	114516	125135	136045	172025	196168	210482	255261
095967	097526	101769	104267	109794	111991	114541	125147	136103	175055	197049	212567	257141
096038	097539	101811	104286	109896	112195	114548	125239	136109	176116	198016	212805	261003
096046	097567	101868	104287	109908	112282	114562	125267	136621	180001	198098	212817	263010
096069	097585	101979	104305	109910	112336	114566	125277	139024	180098	198115	212823	265017
096078	097589	101985	104306	110096	112477	114582	125310	139064	181001	198164	212956	266001
096146	097595	102007	104310	110110	112490	114600	125361	139140	181017	198186	220005	266004
096148	097618	102071	104330	110167	112516	115080	125385	139154	181046	<b>200042</b>	220085	271095
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911112	917155	918409	920354	926005	926496	927046	927616	928527	940066	946233	958726	982132
911193	917159	918423	920380	926014	926514	927047	927663	928558	940068	946234	958803	984194
911227	917199	918474	921022	926021	926519	927054	927672	928559	940106	946246	960052	985200
911228	917205	918486	921028	926041	926526	927058	927676	928562	940114	946272	960080	992592
911287	917237	918512	921030	926048	926528	927065	927679	928575	940265	946286	967097	992664
911290	917238	918547	921042	926051	926555	927108	927686	928588	940370	946289	967246	995020
912310	917273	918549	921049	926056	926558	927117	927703	928591	940566	946314	967254	995033
912317	917289	918572	921050	926061	926560	927124	927730	928626	940691	946320	967330	995068
912369	917300	918594	921071	926062	926601	927133	927751	928660	940715	946384	967342	995085
912384	917399	918599	921151	926076	926606	927147	927769	928663	940725	946394	967345	995093
912418	917492	918605	921206	926081	926612	927156	927787	928673	940751	946427	968048	995117
912428	917594	918621	921236	926089	926615	927164	927788	928682	940765	946428	968161	995133
913014	917621	918632	921263	926106	926642	927183	927808	928699	940794	946481	968220	995171
913375	917687	918653	921314	926114	926648	927184	927831	928734	940806	946504	968328	995181
913509	917705	918664	921385	926122	926667	927211	927840	928759	940817	947127	968426	995199
913515	917713	918692	921389	926128	926687	927238	927846	928767	940888	947128	968537	995243
913571	917717	918740	921513	926132	926688	927243	927851	928785	940923	948141	968620	995257
913608	917723	918744	921541	926134	926689	927250	927857	928805	940929	948159	968682	995266
913652	917729	918794	921557	926145	926698	927257	927870	928817	940939	948219	968882	995270
913743	917740	918798	921579	926149	926707	927282	927874	928830	941018	948327	969046	995293
913907	917745	918805	921610	926152	926710	927290	927888	928838	941020	948346	970065	995362
913973	917762	918825	921650	926158	926735	927297	927908	928878	941097	948364	970232	995558
914046	917766	918829	921675	926174	926746	927300	927917	930204	941113	948427	970329	995629
914141	917796	918840	921691	926202	926747	927304	927931	930324	941172	949064	970378	995632
914162	917808	918849	921775	926210	926751	927305	927943	931061	941179	949525	970536	995698
914183	917835	918857	921835	926211	926758	927310	927952	931162	941321	949718	970599	995858
914189	917837	918879	921843	926217	926761	927315	927958	931166	941346	950257	970602	995882
914333	917838	918893	921966	926228	926770	927316	927964	931411	941362	950322	970609	995911
914469	917850	918898	921977	926230	926779	927333	927966	931416	941378	950409	970620	995994
914824	917865	918931	921983	926233	926780	927337	927972	931449	941610	950613	970661	997053
914854	917885	918932	922210	926251	926797	927340	928114	931456	941777	950749	972239	997147
914867	917887	918948	922245	926260	926853	927349	928115	931591	941783	950769	972433	997245
914919	917932	918950	922288	926271	926869	927367	928127	931650	941795	950843	972819	997275
914977	917942	918970	922293	926277	926880	927382	928137	932631	941806	951062	973326	998013
915162	917998	918971	924179	926299	926893	927387	928139	933313	941820	951090	974115	998014
915210	918007	918975	924204	926311	926910	927472	928214	933446	941825	951282	974186	998156
915262	918029	920006	924269	926331	926917	927495	928215	933538	941834	951735	975029	998313
915276	918037	920019	924343	926336	926923	927498	928218	934216	941906	951806	975037	999206
915324	918046	920023	924359	926340	926937							

## Philately

### STAMP ANNOUNCEMENT 97-3

#### Benjamin O. Davis, Sr., Commemorative Stamp

The Postal Service will honor Benjamin O. Davis, Sr., with the issuance of a 32-cent commemorative stamp (Item 4419) on January 28, 1997, in Washington, D.C. The stamp goes on sale nationwide January 29.

Designed by Richard Sheaff of Norwood, Massachusetts, the stamp features Benjamin O. Davis, Sr., depicted at the height of his military career on an inspection tour near the American front in France in August 1944. In October 1940, Davis became the first African-American in any branch of the military to be promoted to the rank of brigadier general. Davis will be the 20th honoree in the U.S. Postal Service's Black Heritage stamp series.

#### 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:

BENJAMIN O DAVIS SR STAMP  
POSTMASTER  
900 BRENTWOOD RD NE  
WASHINGTON DC 20066-9991

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 27, 1997.

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

USA PHILATELIC CATALOG  
US POSTAL SERVICE  
PO BOX 57  
GRAND RAPIDS MN 55744-0057  
or by telephoning 1 800 STAMP-24.

First day covers remain on sale for at least one year after the 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 (40,000 stamps).



Copyright USPS 1997

<b>Issue:</b>	Benjamin O. Davis, Sr.
<b>Denomination:</b>	32 cents
<b>Format:</b>	Self-adhesive pane of 20 (1 design)
<b>Item Number:</b>	4419
<b>Issue Date:</b>	January 28, 1997
<b>Nationwide Sale Date:</b>	January 29, 1997
<b>Issue City &amp; State:</b>	Washington, DC
<b>Designer:</b>	Richard Sheaff, Norwood, MA
<b>Art Director:</b>	Richard Sheaff, Norwood, MA
<b>Typographer:</b>	Richard Sheaff, Norwood, MA
<b>Modeler:</b>	Banknote Corporation of America
<b>Manufacturing Process:</b>	Offset
<b>Printer:</b>	Banknote Corporation of America
<b>Colors (PMS Colors):</b>	Modified PMS 5635 (grey), PMS 443 (grey), PMS 353 (green), and process black
<b>Size:</b>	0.84 x 1.41 in/21.336 x 35.8 mm (image area) 0.99 x 1.56 in/25.15 x 39.62 mm (overall) 7.01 x 5.9 in/178.06 x 149.86 mm (full pane)
<b>Plate Numbers:</b>	"B" followed by four single digits
<b>Marginal Markings:</b>	"© USPS 1996" • Price • Plate Position Diagram • Plate Numbers

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 January 21, 1997.

#### *Philatelic Requirement*

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

<b>Offices that Service the Following Number of Philatelic Windows</b>	<b>Will Receive this Quantity of the Benjamin O. Davis, Sr., Commemorative Stamps</b>
1	12,000
2	24,000
3	36,000
4	48,000
6	80,000
12	160,000
18	240,000
25	320,000

#### *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 APD, using a separate Form 17.

For filling supplemental orders, accountable paper depositories (APDs) in Memphis, Tennessee; Chicago, Illinois; Denver, Colorado; and San Francisco, California will receive 2,920,000 stamps. APDs in New York, New York, and Washington, D.C., and the Kansas City SDN will receive 2,960,000 stamps.

#### *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, 1-2-97

## STAMP ANNOUNCEMENT 97-4

**Statue of Liberty Stamp****Copyright USPS 1997**

The Postal Service will issue a 32-cent Statue of Liberty stamp on February 1, 1997, in San Diego, California, in conjunction with the SANDICAL Stamp Show. The stamp goes on sale nationwide February 3. No official ceremony is planned.

Designed by Tom Engeman of Carbondale, Colorado, the stamp has the same design as the one issued on June 24, 1994, but with a denomination change from 29 to 32 and a 1997 date. The stamp, which was originally printed by Dittler Brothers, is now printed by Avery Dennison. The stamps will be issued in new formats of two self-adhesive vendible booklets of 15 (Item 6658) and 30 (Item 6659) and a self-adhesive convertible booklet of 20 (Item 6676).

For stamp collecting purposes, customers may purchase the self-adhesive vendible booklets of 15 and 30 stamps from:

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

or by calling 1 800 STAMP-24.

The self-adhesive convertible booklet of 20 may be purchased at any post office.

**How to Order the First Day of Issue Postmark**

Customers have 90 days to obtain the first day of issue postmark by mail. They may purchase the new convertible booklet stamps at their local post office and the new vendible booklets at post offices that have vending machines or by using the ordering instructions above, affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

STATUE OF LIBERTY STAMP  
POSTMASTER  
PO BOX 85530  
SAN DIEGO CA 92186-5530

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 May 2, 1997.

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

USA PHILATELIC CATALOG  
US POSTAL SERVICE  
PO BOX 57  
GRAND RAPIDS MN 55744-0057  
or by telephoning 1 800 STAMP-24.

**Distribution of PSA Convertible Booklet of 20**

Stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive three distributions of this convertible booklet of 20 self-adhesive stamps. The first distribution of approximately one-half the standard automatic distribution for a 20-stamp booklet will be completed by January 8, 1997. SDOs and SDNs will make a subsequent automatic distribution to post offices for one-half of their standard automatic distribution quantities using Form 3309, *Advice of Shipment/Stamp Invoice*, and Form 17, *Stamp Requisition*. SDOs and SDNs must not distribute stamps to post offices before **January 23, 1997**.

The second distribution, also approximately one-half the standard automatic distribution for a 20-stamp booklet, will be completed in June 1997. A third distribution of approximately one-fourth the standard automatic distribution for a 20-stamp booklet will be completed in August 1997. Distribution quantities are rounded up to the nearest master carton size (4,500 booklets).

**Note:** Automatic distribution quantities for the 32-cent *Statue of Liberty* convertible booklet are based on the latest Automatic Distribution Update effective November 1, 1996.

*Philatelic Requirement*

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

*Additional Supply*

Post offices requiring additional stamp booklets must requisition them from their designated SDO on a separate

Form 17, or designated SDN, using a separate Form 17-S, *Stamp Distribution Network Stamp Requisition*.

All accountable paper depositories (APDs) and the Kansas City SDN will receive 1,962,000 booklets for filling supplemental orders. SDOs requiring additional stamp booklets must order them from the appropriate APD, using a separate Form 17. These back-up quantities, however, will not be in place until September 1997.

#### *Self-Service/Vending Distribution*

SDOs and SDNs will receive three distributions of the vendible booklet of 15 32-cent stamps (\$4.80) (Items 6658 and 6658X) and the vendible booklet of 30 32-cent stamps (\$9.60) (Items 6659 and 6659X).

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

—Stamp Services, Marketing, 1-2-96

<b>Issue:</b>	Statue of Liberty
<b>Denomination:</b>	32 cents
<b>Format:</b>	Self-adhesive convertible booklet of 20
<b>Item Number:</b>	6676
<b>Issue Date:</b>	February 1, 1997
<b>Nationwide Sale Date:</b>	February 3, 1997
<b>Issue City &amp; State:</b>	San Diego, CA
<b>Designer:</b>	Tom Engeman, Carbondale, CO
<b>Art Director:</b>	Carl Herrman, Ponte Vedra Beach, FL
<b>Typographer:</b>	John Boyd, New York, NY
<b>Modeler:</b>	Avery Dennison
<b>Manufacturing Process:</b>	Gravure
<b>Printer:</b>	Avery Dennison
<b>Colors (PMS Colors):</b>	Yellow, red, light blue, and dark blue
<b>Size:</b>	0.720 x 0.818 in/18.288 x 20.7772 mm (image area) 0.870 x 0.982 in/22.098 x 24.9428 mm (overall) 2.610 x 7.250 in/66.294 x 184.150 mm (full pane)
<b>Plate Numbers:</b>	"V" followed by four single digits
<b>Marginal Markings:</b>	"© USPS 1993" • "Peel Here To Fold" • "Self Adhesive" • "DO NOT WET"

<b>Issue:</b>	Statue of Liberty
<b>Denomination:</b>	32 cents
<b>Format:</b>	Self-adhesive vendible booklet of 15
<b>Item Number:</b>	6658
<b>Issue Date:</b>	February 1, 1997
<b>Nationwide Sale Date:</b>	February 3, 1997
<b>Issue City &amp; State:</b>	San Diego, CA
<b>Designer:</b>	Tom Engeman, Carbondale, CO
<b>Art Director:</b>	Carl Herrman, Ponte Vedra Beach, FL
<b>Typographer:</b>	John Boyd, New York, NY
<b>Modeler:</b>	Avery Dennison
<b>Manufacturing Process:</b>	Gravure
<b>Printer:</b>	Avery Dennison
<b>Colors (PMS Colors):</b>	Yellow, red, light blue, and dark blue
<b>Size:</b>	0.720 x 0.818 in/18.288 x 20.7772 mm (image area) 0.870 x 0.982 in/22.098 x 24.9428 mm (overall) 0.870 x 0.982 in/22.098 x 24.9428 mm (full pane)
<b>Plate Numbers:</b>	"V" followed by four single digits
<b>Marginal Markings:</b>	Plate Numbers

<b>Issue:</b>	Statue of Liberty
<b>Denomination:</b>	32 cents
<b>Format:</b>	Self-adhesive vendible booklet of 30
<b>Item Number:</b>	6659
<b>Issue Date:</b>	February 1, 1997
<b>Nationwide Sale Date:</b>	February 3, 1997
<b>Issue City &amp; State:</b>	San Diego, CA
<b>Designer:</b>	Tom Engeman, Carbondale, CO
<b>Art Director:</b>	Carl Herrman, Ponte Vedra Beach, FL
<b>Typographer:</b>	John Boyd, New York, NY
<b>Modeler:</b>	Avery Dennison
<b>Manufacturing Process:</b>	Gravure
<b>Printer:</b>	Avery Dennison
<b>Colors (PMS Colors):</b>	Yellow, red, light blue, and dark blue
<b>Size:</b>	0.720 x 0.818 in/18.288 x 20.7772 mm (image area) 0.870 x 0.982 in/22.098 x 24.9428 mm (overall) 0.870 x 0.982 in/22.098 x 24.9428 mm (full pane)
<b>Plate Numbers:</b>	"V" followed by four single digits
<b>Marginal Markings:</b>	Plate Numbers



## STAMP ANNOUNCEMENT 97-5

**Love Swans Stamps**

The Postal Service will issue a 32-cent Love Swans stamp (Item 6680), in a self-adhesive convertible booklet of 20, and a two-ounce rate 55-cent Love Swans stamp (Item 6681), in a self-adhesive convertible booklet of 20, on February 4, 1997, in Los Angeles, California. The stamps go on sale nationwide the same day.

Designed by Marvin Mattelson of Great Neck, New York, the stamps feature two swans facing each other, creating the shape of a heart.

**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:

LOVE SWANS STAMP  
POSTMASTER  
7101 S CENTRAL AVE  
LOS ANGELES CA 90001-9998

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 March 6, 1997.

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

USA PHILATELIC CATALOG  
US POSTAL SERVICE  
PO BOX 57  
GRAND RAPIDS MN 55744-0057  
or by telephoning 1 800 STAMP-24.

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

**Distribution**

All stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive two automatic distributions of half their standard quantities for convertible self-adhesive booklets, rounded to the nearest master carton size (4,500 booklets) for the 32-cent Love stamp (Item 6680) and one automatic distribution of half their standard quantities for convertible self-adhesive booklets, rounded to the nearest master carton size (4,500 booklets) for the 55-cent Love stamp (Item 6681). The first distributions for Items 6680 and 6681 were scheduled to be completed by December 9, 1996.



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<b>Issue:</b>	Love Swans
<b>Denomination:</b>	32 cents (1 oz. rate)
<b>Format:</b>	Self-adhesive convertible booklet of 20
<b>Item Number:</b>	6680
<b>Issue Date:</b>	February 4, 1997
<b>Nationwide Sale Date:</b>	February 4, 1997
<b>Issue City &amp; State:</b>	Los Angeles, CA
<b>Designer:</b>	Marvin Mattelson, Great Neck, NY
<b>Art Director:</b>	Carl Herrman, Ponte Vedra Beach, FL
<b>Typographer:</b>	John Boyd, New York, NY
<b>Modeler:</b>	Banknote Corporation of America
<b>Manufacturing Process:</b>	Offset
<b>Printer:</b>	Banknote Corporation of America
<b>Colors (PMS Colors):</b>	Rubine red, yellow (PMS 102), blue (PMS 299), and process black
<b>Size:</b>	0.76 x 1.04 in/19.3 x 26.42 mm (image area) 0.91 x 1.19 in/23.11 x 30.23 mm (overall) 3.57 x 6.75 in/90.68 x 171.45 mm (full pane)
<b>Plate Numbers:</b>	"B" followed by four single digits
<b>Marginal Markings:</b>	Plate Numbers • "© USPS 1996" • "Peel here to fold" • "Self-adhe- sive stamps" • "DO NOT WET"

The second distribution for Item 6680 is scheduled to be completed by March 24. SDOs and SDNs will make subsequent automatic distribution to post offices using Form 3309, *Advice of Shipment/Stamp Invoice*, and Form 17, *Stamp Requisition*, respectively. SDOs and SDNs must not distribute stamps to post offices before January 28, 1997.

The Washington, D.C.; Memphis, Tennessee; Chicago, Illinois; Denver, Colorado; and San Francisco, California accountable paper depositories (APDs) will receive 1,107,000 booklets of the 32-cent Love Swan stamp (Item 6680) and the New York, New York APD and Kansas City SDN will receive 1,111,500 booklets of the 32-cent Love Swan stamp for filling supplemental orders. All APDs and the Kansas City SDN will receive 738,000 booklets of the 55-cent Love Swan stamp (Item 6681) for filling supplemental orders.

#### *Philatelic Requirements*

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

#### *Additional Supply*

Post offices requiring additional booklets 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 stamp booklets must order them from their designated APD, using a separate Form 17.

—Stamp Services, Marketing, 1-2-97



Copyright USPS 1996

<b>Issue:</b>	Love Swans
<b>Denomination:</b>	55 cents (2 oz. rate)
<b>Format:</b>	Self-adhesive convertible booklet of 20
<b>Item Number:</b>	6681
<b>Issue Date:</b>	February 4, 1997
<b>Nationwide Sale Date:</b>	February 4, 1997
<b>Issue City &amp; State:</b>	Los Angeles, CA
<b>Designer:</b>	Marvin Mattelson, Great Neck, NY
<b>Art Director:</b>	Carl Herrman, Ponte Vedra Beach, FL
<b>Typographer:</b>	John Boyd, New York, NY
<b>Modeler:</b>	Banknote Corporation of America
<b>Manufacturing Process:</b>	Offset
<b>Printer:</b>	Banknote Corporation of America
<b>Colors (PMS Colors):</b>	Red (PMS 206), yellow (PMS 102), blue (PMS 299), and process black
<b>Size:</b>	0.76 x 1.04 in/19.3 x 26.42 mm (image area) 0.91 x 1.19 in/23.11 x 30.23 mm (overall) 3.57 x 6.75 in/90.68 x 171.45 mm (full pane)
<b>Plate Numbers:</b>	"B" followed by four single digits
<b>Marginal Markings:</b>	Plate Numbers • "© USPS 1996" • "Peel here to fold" • "Self-adhesive stamps" • "DO NOT WET"

### Pictorial Cancellations Announcement 97-1

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-

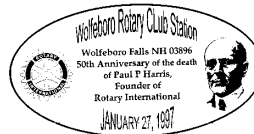
mitted for cancellation may not include postage issued after the date of the requested cancellation. Such items will be returned unserved.

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.



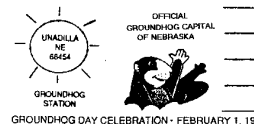
January 9-12, 1997  
 42ND ANNIVERSARY CONVENTION  
 STATION  
 POSTMASTER  
 10401 POST OFFICE BLVD  
 ORLANDO FL 32862-9670



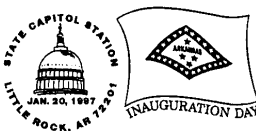
January 27, 1997  
*Rotary Club of Wolfeboro*  
 WOLFEBORO ROTARY CLUB STATION  
 POSTMASTER  
 35 CENTER ST #13  
 WOLFEBORO FALLS NH 03896-9998



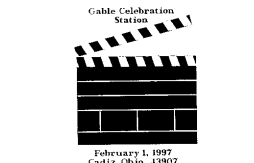
January 10-12, 1997  
 METROEXPO STATION  
 POSTMASTER  
 10401 POST OFFICE BLVD  
 ORLANDO FL 32862-9670



February 1, 1997  
 GROUNDHOG STATION  
 POSTMASTER  
 PO BOX 9998  
 UNADILLA NE 68454-9998



January 20, 1997  
 STATE CAPITOL STATION  
 POSTMASTER  
 600 E CAPITOL AVE  
 LITTLE ROCK AR 72202-9998



February 1, 1997  
*Clark Gable Foundation*  
 GABLE CELEBRATION STATION  
 POSTMASTER  
 PO BOX 9998  
 CADIZ OH 43907-9998



January 20, 1997  
 INAUGURATION DAY STATION  
 POSTMASTER  
 121 S LAUREL ST  
 HOPE AR 71801-9998



February 2, 1997  
 GROUNDHOG DAY STATION  
 POSTMASTER  
 PO BOX 9998  
 SUN PRAIRIE WI 53590-9998



January 25, 1997  
 FT MYERS 31ST ANNUAL COIN AND  
 STAMP SHOW STATION  
 POSTMASTER  
 2655 N AIRPORT RD  
 FT MYERS FL 33907-9998



February 7 & 8, 1997  
 DICKENS FESTIVAL STATION  
 POSTMASTER  
 PO BOX 9998  
 RIVERSIDE CA 92501-9998



February 9, 1997  
 EXHIBITION STATION  
 POSTMASTER  
 PO BOX 9998  
 WISCONSIN RAPIDS WI 54494-9998



February 20-23, 1997  
 LONG BEACH EXPO STATION  
 POSTMASTER  
 PO BOX 9998  
 LONG BEACH CA 90802-9998



February 11, 1997  
 Milan Chamber of Commerce  
 BIRTHPLACE STATION  
 POSTMASTER  
 11 E CHURCH ST  
 MILAN OH 44846-9998



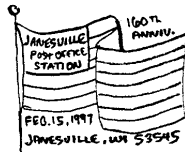
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 25TH ANNIVERSARY  
 FEBRUARY 22, 1997  
 HAYWARD, WI 54843  
 LARGEST CROSS COUNTRY SKI  
 RACE IN NORTH AMERICA  
 AMERICAN BIRKEBEINER STATION  
 POSTMASTER  
 333 MAIN ST  
 HAYWARD WI 54843-9998



February 14, 1997  
 KID TO KID STATION  
 ROCHESTER NY 14692  
 FEBRUARY 14, 1997  
 KID TO KID STATION  
 POSTMASTER  
 1335 JEFFERSON RD  
 ROCHESTER NY 14692-9998



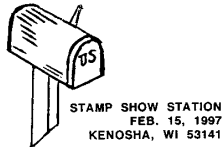
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 25TH ANNIVERSARY  
 FEBRUARY 22, 1997  
 CABLE, WI 54821  
 LARGEST CROSS COUNTRY SKI  
 RACE IN NORTH AMERICA  
 AMERICAN BIRKEBEINER STATION  
 POSTMASTER  
 PINE & 1ST ST  
 CABLE WI 54821-9998



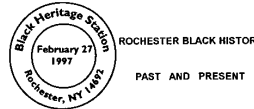
February 15, 1997  
 JAMESVILLE POST OFFICE STATION  
 POSTMASTER  
 PO BOX 9998  
 JAMESVILLE WI 53545-9998



February 22, 1997  
 GEORGE WASHINGTON MASONIC  
 STAMP CLUB STATION  
 POSTMASTER  
 RT 235 & GEORGE WASHINGTON PKY  
 MOUNT VERNON VA 22121-9998



February 15, 1997  
 STAMP SHOW STATION  
 POSTMASTER  
 PO BOX 9998  
 KENOSHA WI 53141-9998



February 27, 1997  
 ROCHESTER BLACK HISTORY  
 PAST AND PRESENT  
 BLACK HERITAGE STATION  
 POSTMASTER  
 1335 JEFFERSON RD  
 ROCHESTER NY 14692-9998

# Post Offices

PUBLICATION 159-C REVISION

## Contingency Planning for Bombs and Bomb Threats

Effective immediately, managers should make the following pen and ink changes to Publication 159-C, *Contingency Planning for Bombs and Bomb Threats* (July 1996):

Location	Changes and Notes
Exhibit 331, page 23	Note: This chart, Emergency Telephone Numbers, may be reproduced locally for ready reference.
Exhibit 332, page 24	<ul style="list-style-type: none"> <li>■ Correct the title to read: <b>Publication 54, Bomb Threat Card.</b></li> </ul> <p>Note: Publication 54 (formerly Notice 54) (NSN 7610-03-000-8546, no Quick Pick number) can be ordered from the South River and Topeka MDCs. If a large quantity of Publication 54 is needed, it can also be reproduced locally.</p>
Exhibit 47, pages 26, 27	
Location 1	<ul style="list-style-type: none"> <li>■ In Areas of Responsibility, add: <b>Virginia</b></li> <li>■ Correct telephone number: 67TH ORD DET EOC <b>(202) 685-3119/3126/2941</b></li> </ul>
Location 2	<ul style="list-style-type: none"> <li>■ Change 542ND ORD DET EOD CONTROL TEAM to read: <b>546TH ORD DET EOD CONTROL TEAM</b></li> <li>■ In Areas of Responsibility, delete: <b>Virginia</b> ...and add: <b>Wisconsin</b></li> <li>■ Correct telephone numbers: 74TH ORD DET EOD <b>(913) 239-3313/3314</b> 88TH ORD DET EOD <b>(608) 388-3315/4121</b></li> </ul>
Location 3	<ul style="list-style-type: none"> <li>■ In Areas of Responsibility, delete: <b>Virginia</b></li> <li>■ Correct telephone numbers: 547TH ORD DET EOD CONTROL TEAM <b>(404) 363-7126/7128</b> 13TH ORD DET EOD <b>(404) 363-5430/5437</b> 18TH ORD DET EOD <b>(910) 396-5651/5801</b></li> </ul>

—Inspection Service, 1-2-97

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

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## SAFETY BULLETIN

## Snowblower Safety

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

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

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

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

—Safety and Risk Management, Human Resources, 1-2-97

**PLEASE POST ON ALL BULLETIN BOARDS**

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# Postal Employees

## 1996 W-2 Tax Information and Illustration

### Current Mailing Address

To facilitate processing of 1996 tax information and to ensure correct and timely receipt of Form W-2, *Wage and Tax Statement*, all employees must have a current mailing address on file at their distributed data entry/distributed reporting (DDE/DR) site. Employees who have changed address in 1996 and have not submitted Form 1216, *Employee's Current Mailing Address*, should do so immediately to their DDE/DR site.

### Form W-2

If an employee has earnings for more than two states, a separate Form W-2 is issued for every two states reported. The format of the 1996 Form W-2 has not been changed (see sample Form W-2 below).

### Requests for Duplicate or Corrected Form W-2 or a Form 1099R

1. To request a duplicate Form W-2 for wages and/or relocation, submit a written request to the finance office at the local DDE/DR site.


2. To request a corrected Form W-2 for wages, write to:

ATTN PAYROLL PROCESSING BR - W-2  
 MINNEAPOLIS ACCOUNTING SERVICE CENTER  
 US POSTAL SERVICE  
 1 FEDERAL DR  
 FT SNELLING MN 55111-9630

Sign all requests and include the following information:

- A. Name.
- B. Current address.
- C. Social Security number.
- D. Name of office where employed (or previously employed if not a postal current employee).
- E. Relevant year(s).
- F. When a corrected form is requested, provide a reason for the correction.

3. The Minneapolis Accounting Service Center (MNASC) issues the 1996 Relocation Forms W-2. It will issue a separate W-2 for relocation payments; however, the Social Security and Medicare taxes withheld on relocation payments are reported on the employee's Form W-2 for wages. Although the MNASC

		Minneapolis Accounting Service Center 1 Federal Dr Ft Snelling MN 55111-9600		Wage And Tax Statement Income Tax Information		<b>1996 COPY B</b>		File With Employees Federal Tax Return OMB No. 1545-0008		
A. Social Security Number		B. Employer's FED ID No. <b>41-0760000</b>		31. TCOL Allowance		1. Wages, Other Compensation		2. Fed Income Tax Withheld		
C. Employee's Name, Address, and ZIP Code Finance No.				32. Employee Business Expense		3. Social Security Wages		4. Social Security Tax Withheld		
				33. Taxable Emp. Bus. Expense *		5. Medicare Wages		6. Medicare Tax Withheld		
				34. Alt Trans Incent. *		9. Advance EIC		13. Flex Spending Acct.		
				35. Imputed Inc. Life Ins. *		14. Employee Contrib (TSP)		15. Pension Plan Coverage		
				36. Miscellaneous *		37. Pre-Tax HB		38. Occupation Tax Withheld		
16. Employer's State ID No.		17. State/Terr. Gross Wages		18. State Inc. Tax Withheld		19. Locality Name		20. Local Wages		21. Local Tax Withheld

**FORM W2 DEPARTMENT OF THE TREASURY - INTERNAL REVENUE SERVICE** \* This Amount Is Included In Box 1

issues relocation Forms W-2, submit requests for corrected relocation Forms W-2 in writing to:

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

Sign all requests and include the following information:

- A. Name.
  - B. Current address.
  - C. Social Security number.
  - D. Name of office where employed (or previously employed if not a current postal employee).
  - E. Relevant year(s).
  - F. Reason for correction.
  - G. Office phone number.
4. If an employee has retired, send written requests for Forms 1099-R to the Office of Personnel Management:

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

Sign all requests and include the following information:

- A. Current address.
- B. Social Security number.
- C. Name of office where employed (or previously employed if not a current postal employee).
- D. Relevant year(s).
- E. Reason for correction.

**Source of Reported Wages**

The Wages and Other Compensation amount reported on Form(s) W-2 in Box 1 is derived from year-to-date totals reflected on the employee's Pay Period 26-96 (or last pay period in a pay status in 1996) Earnings Statement(s) plus several totals from the Form(s) W-2. It is calculated as follows:

**Earnings Statement Year-to-Date Totals**

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

**Form W-2 Totals**

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

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

This cross-reference is not applicable if one or more checks issued during 1996 is returned or canceled after the last Earnings Statement is printed.

—Corporate Accounting, Finance, 1-2-97

### Federal Income Tax Withholding

Effective pay period (PP) 01-97, payroll checks reflect changes in federal tax withholding, and the exemption value increases for each allowance from \$98.08 to \$101.92.

The following tables are based on a biweekly payroll period:

#### Federal Income Tax Withholding Table\*

Wages (minus withholding allowances, FSA contributions, TSP contributions and FEHB contributions)	Income Tax Rates
---	------------------

#### Single Person (including head of household)

Not over \$102		0	
Over. . .	But not over. . .	of excess over	
\$102	\$1,006	15%	\$102
\$1,006	\$2,135	\$135.60 plus 28%	\$1,006
\$2,135	\$4,852	\$451.72 plus 31%	\$2,135
\$4,852	\$10,483	\$1,293.99 plus 36%	\$4,852
\$10,483		\$3,321.15 plus 39.6%	\$10,483

#### Married Person

Not over \$248		0	
Over. . .	But not over. . .	of excess over	
\$248	\$1,748	15%	\$248
\$1,748	\$3,571	\$225.00 plus 28%	\$1,748
\$3,571	\$6,000	\$735.44 plus 31%	\$3,571
\$6,000	\$10,588	\$1,488.43 plus 36%	\$6,000
\$10,588		\$3,140.11 plus 39.6%	\$10,588

\*Based on a biweekly payroll period.

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

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

1. Determine normal biweekly gross wages from earnings statement.
2. Determine normal biweekly Thrift Savings Plan (TSP) contributions from earnings statement.
3. Determine normal biweekly Flexible Spending Account (FSA) contributions from earnings statement. Add both Flexible Spending Account Dependent Child (FSADC) and Flexible Spending Account Health Care (FSAHC), if applicable.
4. Determine normal biweekly pretax health benefit (FEHB) employee contributions from earnings statement (shown as HP on earning statement).
5. Multiply the number of exemptions claimed by the new biweekly exemption value of \$101.92 (withholding allowance). The federal tax line on the earnings statement shows the number of exemptions claimed (i.e., S1=single with one exemption, M3=married with three exemptions).
6. Subtract the amounts in step 2 (TSP), step 3 (FSA), step 4 (FEHB), and step 5 (exemptions) from step 1 (gross biweekly wages). This is the amount of wages that is subject to withholding.

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

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

### Example

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

1	Total biweekly gross wages		\$2,850.50
2	Amount of TSP contributions		285.05
3	Add amount of FSADC	25.00	
	Add amount of FSAHC	<u>50.00</u>	
	Total amount FSA contributions		75.00
4	FEHB employee contributions		45.13
5	Exemptions (3 x \$101.92)		305.76

Computation is as follows:

Biweekly Gross Wages	\$2,850.50
Minus TSP contributions	- 285.05
Minus FSA contributions	- 75.00
Minus FEHB employee contributions	- 45.13
Minus exemptions	- 305.76
<b>Amount of wages subject to withholding</b>	<b>\$2,139.56</b>

To complete the computation, refer to the married section of the Federal Income Tax Table. The amount of wages subject to withholding, \$2139.56, falls within the "over \$1,748.00 but not over 3,571.00" range.

Final computation is as follows:

Amount subject to withholding	\$2,139.56
Subtract \$1,748.00 from \$2139.56	391.56
Multiply \$391.56 times 28 % (.28)	109.64
Add from the table	225.00
<b>Total federal income tax* that should be withheld from each biweekly payroll check is</b>	<b>\$334.64</b>

\*Rounding may vary this total by a few cents.

## Federal Tax Withholding Exemption

Internal Revenue Service (IRS) regulations permit employees who anticipate no federal tax liability for 1997 to claim total exemption from federal tax withholding provided they owe no federal income tax for 1996. To renew the exempt status or to claim allowances consistent with the expected tax liability for 1997, employees must submit a new form W-4 for 1997.

If the employee does not submit a new form W-4 (claiming exempt status), the status automatically converts to taxable status effective Pay Period 04-97. Federal tax in this instance is withheld at the rate applicable to a single employee with no dependent allowances. Employees with a current exempt status (as of PP 26-96) will receive messages on their earnings statement for PPs 03-97 and 04-97 telling them a new form W-4 is required.

Both first-time exemptions and renewals of form W-4 for 1997 are processed when employees submit forms W-4.

Submit your W-4 form as soon as possible to avoid processing delays.

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

MINNEAPOLIS INFORMATION SERVICE CENTER  
 US POSTAL SERVICE  
 1 FEDERAL DR  
 FT SNELLING MN 55111-9600

The Minneapolis Information Service Center will subsequently forward those W-4s to the IRS.

—Payroll Accounting/Records, Finance, 1-2-97

## 1997 Social Security and Medicare Tax Withholding

For 1997, the maximum limit on earnings for withholding in the Old-Age, Survivors, and Disability (OASDI) portion of the Social Security tax increases from \$62,700 to \$65,400. The Social Security tax rate remains at 6.2%, resulting in a maximum Social Security tax of \$4,054.80. There is no limit on the amount of earnings subject to the Medicare portion of the tax. The Medicare tax rate, which applies to all taxable wages, continues at 1.45%.

Information in the table below is effective January 1, 1997.

	From 1996	To 1997
Social Security Gross Limit	\$62,700.00	\$65,400.00
Social Security Liability Limit	3,887.40	4,054.80
Medicare Gross Limit	NO LIMIT	NO LIMIT
Medicare Liability Limit	NO LIMIT	NO LIMIT

—Payroll Accounting/Records, Finance, 1-2-97

### CORRECTION

HANDBOOK EL-505 REVISION

## In-House Rehabilitation Program Job Offer

The effective date for the changes published in *Postal Bulletin* 21934 (12-5-96) for Handbook EL-505, *Injury Compensation*, 11.21 and Exhibit 11.21, has been delayed pending further review.

—Safety and Risk Management,  
 Human Resources, 1-2-97

## Form W-5 Renewal

Form W-5, *Earned Income Credit Advance Payment Certificate*, which is furnished by employers to their employees to receive advance payment of the earned income credit, must be renewed for 1997. The certificate currently in effect expires December 31, 1996, and must be renewed by submitting Form W-5 to your personnel office as soon as possible.

—Payroll Accounting/Records, Finance, 1-2-97

## 1996 Postal Bulletin Index

January – December 1996

### PB 21910 – PB 21935

The following articles are updated regularly in the *Postal Bulletin* and are not listed in the Index.

1. Invalid Express Mail Corporate Account Numbers
2. Missing Money Orders — U.S.
3. Missing Money Orders — Canadian

#### ACCOUNT IDENTIFIER CODES (AICs)

Account Identifier Code (AIC) Deactivation ( <i>Handbook F-1 Update</i> ) .....	21928 (9-12-96)
Form 1551-G, <i>Daily Stamp Stock Record</i> .....	21929 (9-26-96)

#### ADDRESSES

Move Update .....	21934 (12-5-96)
Move Update Requirement ( <i>DMM Revision</i> ) .....	21934 (12-5-96)
USPS-Initiated Address Adjustments — Mail Delivery and Address List Correction Service ( <i>DMM Notice</i> ) .....	21929 (9-26-96)

#### ADVERTISEMENTS

New Form and Other Changes to Improve Customer Protection Against Sexually Oriented and Pandering Advertisements .....	21934 (12-5-96)
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#### BARCODES

Barcoded Heavy Letter Mail — Weight and Preparation Standards ( <i>DMM Revision</i> ) .....	21913 (2-15-96)
Barcoded Labels: Implementation Date .....	21935 (12-19-96)
Barcoded Small Parcels — ZIP Code Changes ( <i>DMM Revision</i> ) .....	21930 (10-10-96)
Barcoded Tray and Sack Labels ( <i>DMM Notice</i> ) .....	21931 (10-24-96)
Barcoded Tray and Sack Labels Required July 1, 1997 ( <i>DMM Notice</i> ) .....	21935 (12-19-96)
Small Barcoded Parcels — Experimental Classification and Rate ( <i>DMM Notice</i> ) .....	21918 (4-25-96)
Use of Polywrap Coverings on Barcoded Flats .....	21915 (3-14-96)
Expanded Use of Polywrap Coverings on Automation Flats .....	21930 (10-10-96)

#### BULK MAIL

Bulk Mail Payments, Trust Fund Deposits, and Meter Settings ( <i>Handbook F-1 Revision</i> ) .....	21919 (5-9-96)
Delivery of Bulk Business Mail in Apartment Boxes .....	21918 (4-25-96)

#### BUSINESS CARDS

Price Increase for USPS Business Cards .....	21921 (6-6-96)
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#### BUSINESS REPLY MAIL

Enclosed Reply Pieces in Automation Rate Mail .....	21934 (12-5-96)
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#### CANCELLATIONS

See *Philately*.

#### CLASSIFICATION REFORM

Changes in Implementation Schedule .....	21934 (12-5-96)
Classification Reform Implementation Standards ( <i>DMM Notice</i> ) .....	21922 (6-20-96)
Documentation for Periodicals Mailings .....	21934 (12-5-96)
Enclosed Reply Pieces in Automation Rate Mail .....	21934 (12-5-96)
Move Update .....	21934 (12-5-96)
Nonprofit Classification Reform: Implementation Standards ( <i>DMM Notice</i> ) .....	21927 (8-29-96)
Postmasters' Kit for Classification Reform .....	21917 (4-11-96)
Post Office Box Campaign .....	21934 (12-5-96)
Rate Name Change Implementing Instructions for Mechanical Scales .....	21926 (8-15-96)

#### COMBINED FEDERAL CAMPAIGN

Combined Federal Campaign ( <i>Message From the Postmaster General</i> ) .....	21927 (8-29-96)
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#### COMMUNICATIONS

New Facilities Program to Expand Wireless Communications .....	21921 (6-6-96)
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#### COMMUNITY SERVICE

Display in Post Offices of "Most Wanted" Posters for Non-Payment of Child Support .....	21927 (8-29-96)
Healthy Aging Month .....	21926 (8-15-96)



Missing Children Poster .....	21910 (1-4-96)
Missing Children Poster .....	21912 (2-1-96)
Missing Children Poster .....	21914 (2-29-96)
Missing Children Poster .....	21916 (3-28-96)
Missing Children Poster .....	21920 (5-23-96)
Missing Children Poster .....	21926 (8-15-96)
Missing Children Poster .....	21928 (9-12-96)
Missing Children Poster .....	21932 (11-7-96)
National Card & Letter Writing Week .....	21912 (2-1-96)
National Card & Letter Writing Week Postmaster Kit .....	21913 (2-15-96)
National Card & Letter Writing Week ( <i>Reminder</i> ) .....	21915 (3-14-96)
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Operation Dear Abby .....	21932 (11-7-96)
The New Explorers .....	21926 (8-15-96)
USPS National Sponsorship — Dollars for Scholars .....	21917 (4-11-96)

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Elimination of SNA and InfoNet Networks .....	21918 (4-25-96)
Handbook EL-505 Available on the World Wide Web .....	21920 (5-23-96)
Hispanic People and Events on United States Postage Stamps ( <i>Publication 295 Revision</i> ) .....	21922 (6-20-96)
Manifest Analysis and Certification (MAC) .....	21933 (11-21-96)
<i>Postal Bulletin</i> Available on the World Wide Web .....	21924 (7-18-96)
Procedures for Accessing Material Logistics Bulletins on the Topeka Electronic Bulletin Board System .....	21927 (8-29-96)
Somerville MDC Converts to New Computer Inventory System .....	21925 (8-1-96)
Supplies Online .....	21935 (12-19-96)

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1997 Corporate Greeting Card Policy .....	21931 (10-24-96)
1997 Corporate Greeting Card Policy ( <i>Clarification</i> ) .....	21932 (11-7-96)
Chinese Edition of A Consumer's Guide to Postal Products and Services ( <i>Publication 21-C Revision</i> ) .....	21916 (3-28-96)
Commercial Mail Receiving Agencies ( <i>POM Revision</i> ) .....	21932 (11-7-96)
Dinero Seguro .....	21925 (8-1-96)
Hispanic People and Events on United States Postage Stamps ( <i>Publication 295 Revision</i> ) .....	21912 (2-1-96)
Hispanic People and Events on United States Postage Stamps ( <i>Publication 295 Revision</i> ) .....	21922 (6-20-96)
Holiday Campaign Publicity Kit .....	21932 (11-7-96)
International Postal Money Order Posters .....	21916 (3-28-96)
Mailbox Improvement Week .....	21918 (4-25-96)
National Consumers Week .....	21929 (9-26-96)
National Consumers Week ( <i>Correction</i> ) .....	21930 (10-10-96)
New Form and Other Changes to Improve Customer Protection Against Sexually Oriented and Pandering Advertisements ( <i>DMM Revision</i> ) .....	21934 (12-5-96)
Point Talk: Customer Service Translator ( <i>Publication 551 Revision</i> ) .....	21911 (1-18-96)
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Customs Collections .....	21923 (7-4-96)
Customs Declarations for International Mail ( <i>IMM Revision</i> ) .....	21926 (8-15-96)
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